

Public Document Pack



Cyngor Sir
CEREDIGION
County Council

Neuadd Cyngor Ceredigion, Penmorfa,
Aberaeron, Ceredigion SA46 0PA
www.ceredigion.gov.uk

31 August 2021

Dear Sir/Madam

I write to inform you that a Meeting of Cabinet will be held at the on Tuesday, 7 September 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 in relation to COVID-19**
5. **To confirm as a true record the Minutes of the previous Meeting of the Cabinet and any matters arising from those Minutes.**
6. **Any petitions received**
7. **Reports of any decisions (if any) having been called in from Overview and Scrutiny Committee**
8. **Any feedback from Overview and Scrutiny Committee not otherwise on the agenda**
9. **To consider the report of the Corporate Lead Officer for Policy, Performance and Public Protection upon: the Afghan Locally Employed Staff (LES) Relocation Scheme
FOR DECISION**
10. **To consider the report of the Corporate Lead Officer for Schools and Culture upon: Perthyn: An exploration of how collections can create community in Ceredigion
FOR DECISION**
11. **To consider the report of the Corporate Leader for Finance and Procurement upon: The Controllable Revenue Budget - 2021/22
FOR DECISION**
12. **To consider the report of the Corporate Lead Officer for People and Organisation upon: The Employee Health and Wellbeing Strategy 2021 - 2026, to include feedback from Overview and Scrutiny
FOR DECISION**

13. **To consider the report of the Corporate Lead Officer for Porth Cynnal upon: Securing premises for delivery of Substance Misuse Services in Ceredigion
FOR DECISION**
14. **To consider the report of the Corporate Lead Officer for Highways and Environmental Services upon: a Code of Practice for Highway Safety Inspection and Response on County Roads, to include feedback from Overview and Scrutiny
FOR DECISION**
15. **To consider the report of the Corporate Lead Officer for Highways and Environmental Services upon the Proposed Prohibition of Parking at any time on the A482 Princes Avenue Aberaeron, by the former hospital site
FOR DECISION**
16. **To consider the report of the Corporate Lead Officer for Highways and Environmental Services upon: the adoption of Highway at Cambrian Way, Aberporth
FOR DECISION**
17. **To consider the report of the Corporate Lead Officer for Highways and Environmental Services upon: the adoption of Highway at Dolphin Court, New Quay
FOR DECISION**
18. **To consider the report of the Corporate Lead Officer for Highways and Environmental Services upon: the adoption of Highway at Horeb Business Park Access Road, Llandysul
FOR DECISION**
19. **To consider the report of the Corporate Lead Officer for Finance and Procurement upon: Quarter 1 Capital Programme Monitoring Report
FOR INFORMATION**
20. **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

This page is intentionally left blank

Notice of the Decisions of the **Meeting of the CABINET**
held via video conferencing on **Tuesday, 13 July 2021**

This Notice is published at 5.00pm on Thursday, 15 July 2021. Requests to call-in any decision to be delivered to the Head of Democratic Services by 5.00 pm on Thursday, 22 July 2021. The decisions will come into force (if no valid call-in application is received) on Friday, 23 July 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 Ceredig Davies, Euros Davies, Keith Evans, Mark Strong and Lynford Thomas

(10.00 am - 12.10 pm)

42 Apologies

Councillor Ray Quant apologised that he would be leaving the meeting early.

43 Personal matters

- i. Condolences were extended to the family of Lord Elystan Morgan, who passed away recently and the Leader paid tribute to his vast contribution to politics in Ceredigion and Wales.
- ii. Condolences were extended to the family of Mr Wyn Jones and Mr Dave Edwards who recently passed away, both had contributed enormously to the Welsh rock and pop scene in Wales.
A minute's silence was observed in their memory.
- iii. Congratulations were extended to Dic Evans on running 1,000 miles over 100 days raising £9,000 towards Bronglais Hospital Chemotherapy Unit
- iv. Congratulations were also extended to Tim Richards of New Quay on walking the Aberystwyth to New Quay coastal path to raise money for the RNLI
- v. Congratulations were extended to Elen James and her service for achieving the insport Development Gold award.
- vi. Best wishes were extended to Mr John Morgan on his retirement from the the Local Access Forum which he had formed as well as been chair of the forum on several occasions
- vii. Congratulations were extended to Ysgol Gynrardd Llanilar on being the first school in Ceredigion to achieve the Gold Standard of the Welsh Language Charter.

44 Disclosure of Personal/ Prejudicial Interests.

Councillor Catrin Miles declared a personal interest in relation to Cardigan Town Council's application in item 57.

45 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 Ceredigion was now in a

third wave of coronavirus cases with over 72 new cases reported this week, up from 24 in the previous week. Particular concerns had been raised over the increase in cases in the north of the county, particularly in the Borth and Bontgoch and Aberystwyth areas.

Unfortunately, two care homes in the North of the County were in the red category due to cases. The Safe Zones have been reintroduced with the aim of providing a safe environment where people can maintain social distancing as cases in the County increase.

Work will commence on the swimming pools in Aberystwyth and Lampeter shortly, when the air handling units are available and installed. She also thanked Aberystwyth University for providing their facilities to the community whilst Plascrug swimming pool is closed.

Hywel Dda University Health Board has set up Walk in vaccine clinics in Llanbadarn and Cardigan to enable Ceredigion residents over 18 years old to have their first or second vaccine without having to have an appointment.

The Chief Executive reported that the latest figures were a grave concern in five particular areas in the County, namely Borth and Bontgoch, Aberystwyth North, Lampeter and Llanfihangel Ystrad and Rheidol, Ystwyth and Caron as they were over the threshold of 50 per 100,000 population. Borth and Bontgoch was at 215.1 per 100,000, Aberystwyth North at 169.8 per 100,000, Lampeter and Llanfihangel Ystrad at 72.8 per 100,000 and Rheidol, Ystwyth and Caron at 60.6 per 100,000 population (as of 12th July 2021).

He stated that the majority of the cases were under the age of 50 and particularly around the 30 year old and under age groups. He raised concern that the virus could be transferred to their elder parents through household transmission even though they had received the vaccine. The vaccine only helps prevent serious illness. No increase in hospital cases were currently reported.

The Leader and Chief Executive urged everyone to keep safe and follow social distance rules.

**46 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 15 June, 2021.

Matters Arising:

There were no matters arising from the minutes.

47 Any petitions received

None.

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

None.

49 Any feedback from Overview and Scrutiny Committees not otherwise on the agenda

None.

**50 To consider the report of the Corporate Lead Officer for Schools and Culture upon: appointing LA Representatives on Governing Bodies
DECISION**

To confirm the nomination to:

- i. re-elect Sian Thomas Jones as LA Governor on the Governing Body of Rhydypennau Community Primary School
- ii. elect Daniel Frisby as LA Governor on the Governing Body of Comins Coch Community Primary School

Reason for decision:

To nominate representatives of the LA on Governing Bodies

51 To consider the report of the Corporate Lead Officer for Economy and Regeneration upon: the Growing Mid Wales amended Inter-Authority Agreement

- (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; and
- (ii) To grant delegated powers to the Corporate Lead Officer-Legal & Governance to make minor amendments to the Inter Authority Agreement, in conjunction with Powys County Council. More significant changes to be authorised by Cabinet; and reported back accordingly

Reason for decision:

To ensure that appropriate governance arrangements are in place to cover the next phase of developing the Growth Deal

**52 To consider the report of the Corporate Lead Officer for Economy and Regeneration upon: Phosphates on the River Teifi Special Area of Conservation
DECISION**

The 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 that do not comply with the phosphates directive (pursuant to the Conservation of Habitats and Species Regulations 2017), and have been received after the 1st June 2021.

All applications that fall under this category and were received prior to the 1st of June 2021 would be held in abeyance until a time when there is clear guidance for determination of the applications.

Reason for decision:-

To allow for Planning Applications to be determined efficiently

**53 To consider the report of the Corporate Lead Officer for Finance and Procurement upon: the Capital Programme Outturn Report 2020/21
DECISION**

To note the report and the successful financial performance

**54 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
DECISION**

To approve the revised 3 Year Capital Programme for 2021/22 to 2023/34, as outlined in Appendix A

Reason for decision:-

To approve the latest 3 year Capital Programme

**55 To consider the report of the Corporate Lead Officer for Finance and Procurement upon: the Controllable Revenue Outturn for 2020/21
DECISION**

To note the report

**56 To consider the report of the Corporate Lead Officer for Finance and Procurement upon: the Treasury Management Performance for 2020/21
DECISION**

To note the contents of the report

**57 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
DECISION**

To note the grants approved in 2020/2021 from the Ceredigion Community Grants Scheme and Welsh Church Fund

**58 To consider the report of the Corporate Lead Officer for Porth Gofal upon: Regional Funding Arrangements
DECISION**

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

Reason for decision:-

To seek approval of the Regional funding principles to ensure equity of funding arrangements, both for income and expenditure purposes

- 59 To consider the report of the Corporate Lead Officer for Porth Cynnal upon: Independent Sector Care Homes Fee Setting
DECISION**

To approve the Fees for Nursing Care in Ceredigion Independent Sector Homes for 2021/22 at the following weekly levels, effective from 05/04/2021:

General Nursing	£668.15
Nursing Dementia	£711.48

Reason for decision:-

To agree and set fees for 2021/22

- 60 To consider the report of the Corporate Lead Officer for Porth Cynnal upon: the Ceredigion County Council Supervision Policy
DECISION**

To approve the Ceredigion County Council Supervision Policy

Reason for decision:-

To seek approval of the policy by Cabinet

- 61 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
DECISION**

To note the report for information purposes

- 62 Any other matter the Chairman decides is for the urgent attention of the Cabinet
None.**

Confirmed at the Meeting of the Cabinet held on 7 September 2021

Chairman:_____

Date:_____

This page is intentionally left blank

CEREDIGION COUNTY COUNCIL

Report to: Cabinet

Date of meeting: 07/09/21

Title: Afghan Locally Employed Staff (LES) Relocation Scheme

Purpose of the report: To seek approval to offer relocation to an Afghan LES family.

For: Decision

Cabinet Portfolio and Cabinet Member: Cllr, Ellen ap Gwynn. Cabinet Member for Policy and Performance (including Refugee resettlement)

Background

The UK Government wrote to all Locally Authority Leaders and Chief Executives on the 30th July, requesting support to welcome Afghan Locally Employed Staff (LES) to their home authorities. This group of Afghan nationals have worked for the UK and risked their lives alongside British forces in Afghanistan over the past twenty years, and now require relocating to the UK with their families.

This follows NATO's decision to withdraw military forces from Afghanistan. The scheme acknowledges and reflects that the situation in Afghanistan has changed, and with it the risk to the local staff who have worked for the UK Government. As a result, the UKG are now working at pace to relocate around 3,000 people (or approximately 600 families) before September. Four flights have already arrived, bringing 137 families to the United Kingdom where they are being warmly welcomed.

Due to the speed of the Taliban takeover of Afghanistan and the capture of Kabul, the urgency of the situation is critical, with the prospect of retribution against Afghan LES extremely likely.

The situation has developed into a humanitarian crisis and Ceredigion County Council is requested to consider contributing to resettling those who have worked for the UKG in Afghanistan, and avoid falling into the hands of the Taliban.

It is likely that further correspondence will be received from the UKG in the period between writing this report and a cabinet decision. In the meantime the Leader has tasked officers to discuss potential arrangements with UKG officials.

Has an Integrated Impact Assessment been completed? If, not, please state why
Currently being undertaken due to urgency of situation

Wellbeing of Future Generations: *Summary:*
Long term:
Collaboration:

Involvement:
Prevention:
Integration:

Recommendation(s):	To relocate at least one family under the Afghan LES scheme.
Reasons for decision:	To respond to a humanitarian crisis in Afghanistan as the Taliban have swiftly gained control of the country.
Overview and Scrutiny:	Not applicable due to urgency, although it is planned to take a progress report to the Overview and Scrutiny Coordinating committee in due course
Policy Framework:	Ceredigion refugee resettlement
Corporate Priorities:	Enabling individual and Family Resilience
Finance and Procurement implications:	The Afghan LES Relocation Scheme is generously supported by the Home Office
Legal Implications:	After 5 years residence, refugees can apply for the 'right to remain'
Staffing implications:	None. The council already has an officer who undertakes Refugee resettlement tasks as part of her role. We also commission the British Red Cross to assist families with acclimatisation.
Property / asset implications:	The council will work with the partners and the public to source accommodation.
Risk(s):	Reputational. In addition, a detailed Covid-19 focussed risk assessment will be conducted and implemented'
Statutory Powers:	Not applicable. This is voluntary arrangement
Background Papers:	Joint letter from three Secretaries of State within the UKG
Appendices:	none
Corporate Lead Officer:	Alun Williams
Reporting Officer:	Alun Williams
Date:	13/08/21



Ministry of Housing,
Communities &
Local Government



Ministry
of Defence



Home Office

To all Council Leaders and Chief Executives in England, Scotland, and Wales

30 July 2021

AFGHAN LES RELOCATION SCHEME ACCELERATION

We last wrote to you on the 3rd June regarding the Government's Afghan Relocation and Assistance Policy (ARAP), requesting your support to welcome Afghan Locally Employed Staff (LES) – who have worked for the UK and risked their lives alongside British forces in Afghanistan over the past twenty years, and are now relocating to the UK with their families.

This follows NATO's decision to withdraw military forces from Afghanistan. The ARAP scheme acknowledges and reflects that the situation in Afghanistan has changed, and with it the potential risk to the local staff who have worked for the UK Government. As a result, we are now working at pace to relocate around 3,000 people (or approximately 600 families) before September. There are further LES who will be eligible under the scheme which will remain open. Four flights have already arrived, bringing 137 families to the United Kingdom where they are being warmly welcomed.

Since we wrote to you last, we have been delighted to see many local authorities come forward with generous offers of support for our Afghan friends and their families. We are grateful for this positive response and would like to thank all councils who have provided offers of support and accommodation.

But we write to you now with an urgent request for more offers of support.

The increasing numbers of flights over the summer means that we urgently need more generous offers from local authorities to resettle those who have served our country so bravely in Afghanistan. All offers are appreciated, and we especially require offers of support from areas who can provide or source larger homes of four bedrooms or more, to suit the needs of those Afghan LES arriving in large family groups.

As outlined in our last letter, the Home Office is providing a funding package to resource local authorities who come forward with offers to resettle Afghan LES and their families, enabling delivery of integration support for families and further support on employment, welfare benefits, and access to health, education and other local services. This financial support for all participating local authorities is being enhanced through additional central government integration support, including:

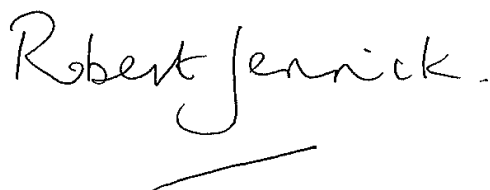
- An online welcome pack and GOV.UK landing page for all LES new arrivals - www.gov.uk/guidance/welcome-a-guide-for-arrivals-to-the-uk-from-afghanistan-on-the-locally-employed-staff-relocation-scheme
- Regular online local engagement networks for participating local authorities, to share information and resources
- Access to central government departments, to share information and work through any emerging policy or other issues that may arise

As part of the process of engaging with local authorities to shape this offer, we have heard the feedback of expert local partners from councils across the UK. As a result, we are pleased to announce that, with HMT support, integration funding has now been extended to 12 months, meaning an increase to £10,500 per person welcomed by a local authority. Furthermore, we can provide additional funding (such as for rent, travel, or other incurred costs) to cover any potential short-term period before access to benefits and services becomes available to the new arrivals.

We are also making extra funding available to local authorities for the provision of English language training for adults. And we have agreed to simplify the payment structure to reduce the administrative burden on local authorities who choose to welcome the new Afghan arrivals. We hope these updates will be useful and may help you to come forward with an offer of support soon.

We will continue to listen to the feedback you provide, and our cross-Government teams will continue to engage with local authorities to answer any questions you may have. We will continue to hold frequent conversations with Strategic Migration Partnerships, and Local Authority Afghan LES Network meetings – regular sessions organised by MHCLG for local authorities from across the whole of the UK, attended by partners from across Government – both to generate new welcome and accommodation offers, but to also support and learn from those places who have agreed to host Afghan LES and their families.

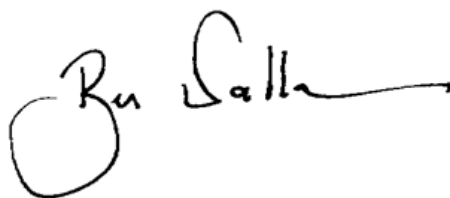
We look forward to hearing from even more local partners from across the UK very soon, with additional offers of support to welcome all those who need our help and assistance.



**RT HON ROBERT JENRICK MP
SECRETARY OF STATE FOR HOUSING,
COMMUNITIES AND LOCAL GOVERNMENT**



**RT HON PRITI PATEL MP
HOME SECRETARY**



**RT HON BEN WALLACE MP
SECRETARY OF STATE FOR DEFENCE**

CEREDIGION COUNTY COUNCIL

Report to: Cabinet

Date of meeting: 7th September 2021

Title: Perthyn 'belonging to/possessing': An exploration of how collections can create community in Ceredigion (project formerly known as Collection for a Nation)

Purpose of the report: To seek approval for matchfunding of £250,000 from the Capital Fund towards the Perthyn project

For: Decision

Cabinet Portfolio and Cabinet Member: Cabinet Member for Porth Gofal, Early Intervention, Wellbeing Hubs and Culture
Councillor Catherine Hughes

Summary :

Background

This project is stage 2 of the 3 stage Transformations project, stage 1 of which was New Approaches, which was successfully completed in 2018. Stage 2, Perthyn, focuses on creating educational and learning capacity, the 'Ceredigion Heritage Collections Centre' (accessible state-of-the-art storage for the museum's rationalised collections) and working with experts and community groups to help assess the significance of the collections. This project will also create clarity around Ceredigion's role in the Distributed National Collection in Wales, as a foundation for stage 3 of the Transformations project.

The 'Ceredigion Heritage Collections Centre' will be a facility for visitors to get a 'behind the scenes' experience of the 65,000+ historic artefacts relating to local history in the care of Ceredigion Museum.

The offer will be modelled on similar existing initiatives such as the Birmingham Museum Collection Centre and the Edinburgh Museum Collections Centre. Currently, the Museum permanently displays approximately 10% of the publicly owned collection; the new facility will provide access to the other 90% of the collection including the internationally significant Welsh textiles and art collections.

Visitors will be able to enjoy general or specialist tours, workshops and educational activities. The facility includes a learning space and workshop area.

The project also aims to explore the concept of 'belonging' and shared community values in the context of significance assessing the collection to build our understanding of Ceredigion's culture and heritage and also greatly improve physical and intellectual access to its treasures.

The new storage facility will be designed on the Passivehaus principle to reduce running costs and will free up a prime town centre location (Bath Street Garage). Currently the museum has two external storage sites; Yr Hen Gapel, Tre'r Ddol and Bath Street Garage. Savings made from decommissioning and selling/developing/renting/transferring the Bath Street Garage site and Tre'r Ddol chapel will help cover the running costs of the new facility.

The project is anticipated to run, pending successful funding applications, from 2021 – 2026

Project Costs

The costs for the project have been identified as £1.9million in a feasibility study commissioned by the Friends of Ceredigion Museum.

The project has been passed by the National Lottery Heritage Fund at the EOI stage and is currently being supported to develop the Round 1 application for a sum of £1.1million.

The remaining £800,000 will come from Welsh Government, Trusts and Foundations but there is an expectation from the NLHF that CCC will contribute towards this figure.

Discussions at Corporate Development Group have suggested that a commitment of £250,000 from the Capital Fund could be made with an expectation that much of this will be recouped from the sale of property currently used as museum storage namely Bath Street Garage and Tre'r Ddol Chapel. This represents very good value for money for CCC and will help secure the rest of the funding

The value of the land on which the Collections Centre will be built has already been factored in to the feasibility study and cannot contribute to the £800,000 match funding required.

Match funding from the Capital fund will not be required until 2024/25.

	Has an Integrated Impact Assessment been completed?	Yes
	If, not, please state why	
	Summary:	
Wellbeing of Future Generations:	Long term:	The storage facility will provide long term storage for the Museum collections
	Collaboration:	<ul style="list-style-type: none"> • Royal Commission on Ancient and Historic Monuments Wales • Common Cause Foundation • Aberystwyth University • Happy Museum

Involvement:	A variety of community groups and organisations have been consulted for the Perthyn Feasibility Study. The facility will offer opportunities for further community engagement
Prevention:	Mitigating the current threats to the long term survival of the museum's collections
Integration:	<p>People: Access to and understanding of the heritage of Ceredigion will be greatly enhanced.</p> <p>Economy: A new heritage facility will be available to improve the visitor economy</p> <p>Environment: A low impact state-of-the-art museum storage facility will reduce the Environmental impact of the museum's operations and save the Service money.</p>
Recommendation(s):	That Cabinet approves the commitment of £250,000 from the Capital Fund as matchfunding towards the Perthyn project.
Reasons for decision:	To protect the Museum collection for the future and to provide further opportunities for community engagement
Overview and Scrutiny:	Information presented at Corporate Development Group
Policy Framework:	Corporate Strategy 2017-2022
Corporate Priorities:	<ul style="list-style-type: none"> • Boosting the Economy • Investing in People's Future • Promoting Environmental and Community Resilience'
Finance and Procurement implications:	A £250,000 commitment from the Capital Fund.
Legal Implications:	Tre'r Ddol Hen Gapel, one of the buildings currently storing the collection, is part of the Charity of Richard James Thomas and therefore has trust status. As such any proposals for the associated collection and/or the building itself will have to be approved by the Ceredigion County Council's Charity Trustee Committee, which in turn may need Charity Commission consent to vary the trust Scheme.

Staffing implications:	Four project posts will be created to build capacity to deliver the project, which will be funded by the NLHF.
Property / asset implications:	Creation of a new state-of-the-art Ceredigion Heritage Collections Centre on council land. Sale of Bath Street Garage Sale/lease/transfer of Yr Hen Gapel, Tre'r Ddol
Risk(s):	Failure to secure matchfunding will jeopardise the future of the Perthyn project and seriously impact the Museum's capacity to effectively store and protect its collections
Statutory Powers:	N/A
Background Papers:	Feasibility Study
Appendices:	
Corporate Lead Officer:	Meinir Ebbsworth
Reporting Officer:	Carrie Canham
Date:	24/8/21

CEREDIGION COUNTY COUNCIL

Report to: Cabinet

Date of meeting: 07/09/2021

Title: Controllable Revenue Budget - 2021/22

Purpose of the report: To report on the 2021/22 Revenue Budget - actual position to the end of June 2021 and forecasted year-end position

For: For Decision

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

1. SUMMARY

This report updates Cabinet on the financial performance for all Services in relation to the 2021/22 Controllable Revenue Budget. The Budgets for each Service are actively monitored and reviewed on a regularly basis in order to assess the timing of income and expenditure, as well as the forecasted year-end position and ensuring corrective action is taken wherever possible and as appropriate. This also includes assessing the continued financial impact from COVID19.

At this early stage in the financial year, the projected year-end position is for an underspend of £358k.

The 2021/22 budget required £3.4m of financial savings, following a poor financial settlement from WG. The strategy to deliver this focussed on Services being required to save 1% of their budgets (£1.25m) and a Corporate savings target for Leadership Group collectively of £2.1m. I can report that 80% of the Service savings are already achieved or on target and 100% of the Corporate savings target has now been fully achieved.

Based on the current and forecasted position the Council's overall financial position remains positive. There are continuing financial impacts and risks from COVID19, but these are being actively managed through a combination of claims against the WG Hardship fund, specific WG grants and funding previously set aside in an earmarked reserve.

2. CORE BUDGET PERFORMANCE

The Latest Budget figures in this report reflect the realignment of several budget headings as part of fully resolving the £2.1m Corporate Savings target. This has entailed Budget Virements as follows:

<u>Budget Heading</u>	<u>2021/22 Original Budget £'000</u>	<u>Change relating to Corporate Savings £'000</u>	<u>Explanation</u>
Finance & Procurement	21,311	-1,174	Reduction in Council Tax Reduction Scheme base budget (£500k – due to this being managed by reserves / potential WG funding), PWLB Interest payments savings (£524k), NNDR Relief budget reduction (£50k) and Insurance savings (£100k)
Corporate Savings heading (Within overall Leadership Group £4.284m budget)	-2,137	1,174 963	Transferred from F&P as above Reduction in Contingency/Invest to Save budgets (£200k), lower M&WW Fire Levy (£327k), Previous savings held in advance of need (£436k)

None of these virements involve a significant variation in the level or nature of the delivery of the respective service. In addition to this, there have been several Budget Transfers between Services that reflect day to day operational changes between Services, with no underlying change to the service provision. All of these are under £100k with the exception of the following:

<u>Item</u>	<u>Amount £'000</u>	<u>Budget Transferred From</u>	<u>Budget Transferred To</u>
Pupil Referral Unit	580	Schools & Culture	Porth Cymorth Cynnar
Direct Payments Operation	290	Porth Cynnal	Porth Gofal
Closed Schools Transport	525	Schools & Culture	Highways & Environmental Services
TOTAL	1,395		

At the time of writing, pay awards for 2021/22 are still to be finalised with current pay offers being centred around 1.75% for the vast majority of APT&C staff (from April 2021) and 1.75% for Teachers (from September 2021). At these levels, on the APT&C front this is containable within existing budget provision and on the Teachers front this would lead to a small additional in year pressure across Delegated School Budgets of c£150k and a full year additional effect of c£260k (the latter being a consideration for the 2022/23 budget process).

The recently approved change to the MRP policy by Full Council means that there is a base budget saving available. This can be usefully applied in the current year as a one off contribution to the corporate capital reserve, which is the most relevant budget item to benefit, pending next year's budget setting process. This reserve always benefits the range of Council's corporate priorities in terms of expenditure in the Capital programme.

In terms of core Budget performance, the current and projected position for each Service is shown in the table overleaf:

Service	Latest Budget £'000	Budget to June 2021 £'000	Actuals to June 2021 £'000	Variance to June 2021 £'000	Year End Forecast under/ (over) spend £'000	Year End Forecast under/ (over) spend £'000	Comment
Customer Contact	5,750	1,418	1,372	46		-	It is expected by the service to breakeven during the 2021/22 financial year.
Democratic Services	4,121	1,063	1,043	20		20	At this stage in the year there are no problem areas identified.
Economy & Regeneration	3,489	890	641	249		160	At this stage in the year an underspend of £160k is forecast, mainly due to a combination of Land Charges income performing well and temporary savings relating to the new staffing structure.
Finance & Procurement	20,188	11,349	11,232	117		200	The forecasted underspend relates mainly to staff vacancies and additional funding from DWP. In addition a transfer to reserves of £1.5m is planned following the adoption of an amended MRP Policy. Additional Council Tax Support Scheme costs are currently lower than expected and being managed by one-off means.
Highways & Environmental Services	17,587	4,200	3,826	374		-	It is expected by the service to breakeven during the 2021/22 financial year.
Legal & Governance Services	1,538	367	340	27		20	At this stage in the year there are no problem areas identified.
People & Organisation	2,093	354	335	19		-	At this stage in the year there are no problem areas identified.
Policy, Performance & Public Protection	2,098	640	596	44		-	At this stage in the year there are no problem areas identified
Porth Cymorth Cynnar	4,047	1,834	1,822	12	89		The service is operating within the resources available and foresees an underspend due mainly to vacant posts.
Porth Cynnal	23,492	6,517	6,545	(28)	(53)		The Service anticipates an overspend by year end of £53k. The service is highly volatile and this forecast is based on known commitments to date and there are a significant number of variances within the service.
Porth Gofal	11,579	2,897	2,966	(69)	(274)		The Service anticipates an overspend by year end of £274k. This is mainly due to the use of agency staff within the Fostering team and the savings to be achieved in relation to the restructuring. The service is highly volatile and this forecast is based on known commitments to date.
<u>Pyrth Through Age Model</u>	39,118	11,248	11,333	(85)		(238)	
Schools & Culture	48,721	43,421	43,090	331		196	The service is operating within the resources available and foresees an underspend due mainly to vacant posts.
Leadership Group	5,443	2,774	2,772	2		-	A break even position is forecast. Costs in relation to COVID19 will be financed by a combination of WG Hardship Fund, Savings identified and treated corporately and Earmarked reserves.
Levies, C/Tax Premium & Reserves	4,590	1,022	1,021	1		-	It is expected by the service to breakeven during the 2021/22 financial year.
Total Controllable Budget	154,736	78,746	77,601	1,145		358	

3. COVID19 FINANCIAL IMPACT

There is still an ongoing financial impact arising from COVID19, meaning that there continues to be a range of financial dynamics being actively managed by the Finance & Procurement Service. WG initially announced that the Emergency Hardship Fund for Local Authorities would run until 30/09/2021. However, it is understood that this will now extend through to March 2022, although the detail around this is still to be issued.

The financial impact from COVID19 is being dealt with on a corporate collective Council wide basis; hence most elements referenced under this section are accounted for under the Leadership Group budget heading. The following section summarises the position on the more significant COVID19 items:

a) Increased COVID19 Costs and WG Emergency Hardship Fund

WG's Emergency Hardship fund as well as being a General fund also contains specific components including Adult Social Care, Free School Meals and Homelessness. During 2021/22 monthly Hardship claims continue to be made to WG and have amounted to just under £1.4m for the April to June period, with elements of all 3 claims still to be determined. A significant element of the costs relates to financial support for Adult Social Care providers.

b) Lost Income in Services

A larger number of Income streams are now recovering to pre COVID levels (e.g. Car Parking) or are generating savings to offset current shortfalls. The most significant service still adversely affected is the Wellbeing Centres, albeit this in a large part relates to the impact from the temporary re-use of the buildings for alternative purposes. Quarterly claims continue to be submitted to WG, with the latest Q1 claim value at £350k, which is awaiting determination.

c) Financial Benefits

Whilst the majority of COVID19 related financial impacts are negative, there are certain budget headings producing savings. It is intended to treat the more significant items corporately, subject to the outcome of the APT&C 2021/22 pay award not having an adverse effect on Services. For example Office & Member Travelling costs are leading to a saving of just over £120k in Quarter 1. Fees have also been received in relation to the implementation and management of various grant schemes totalling £38k to date.

d) Council Tax collection

The in year Council Tax collection rate as at 30/06/21 is currently in line with the equivalent period in 2019/20 at 30.7%, which is extremely reassuring.

In overall terms, the intention continues to be to manage the COVID19 financial impact through a combination of claims against the WG Hardship Fund, certain savings being treated corporately and using funds previously set aside in an earmarked reserve as required. The position will continue to be actively managed and monitored as the year progresses.

4. OTHER WG COVID RELATED SCHEMES

The main schemes being managed to date during 2021/22 are as follows:

NNDR Business Rates relief for Leisure, Retail & Hospitality sectors	Over £8.5m of NNDR relief has been awarded to eligible businesses for 2021/22
£500 Self Isolation Support scheme	£107k cumulative payments to date – Scheme now extended to March 2022
Adult Social Care fund for Providers	This is part of the WG Hardship funding and has various elements. It has required a specific grant scheme being in place for Providers – this currently runs to 30/09/21. It will be extended further by WG, but with certain elements likely to be tapered
Carers Statutory sick pay enhancement scheme	£24k cumulative payments to date – scheme open until 30/09/21
£735 for Carers	Over £1.3m of payments to date for over 1,600 Carers. Anticipated that the Scheme is now nearing completion
Cultural Freelancer Fund – May 2021 round	£48k of grants paid – Scheme closed
Economic Resilience Fund Discretionary Business Grants – June 2021	£76k of grants paid – Scheme closed
Economic Resilience Fund Discretionary Business Grants – July / August 2021	Scheme opened 28/07/21 for 2 weeks - applications currently being assessed
Tenancy Hardship Grant	New funding stream for Private sector tenants due to go live during August 2021

In addition to these there are still a number of COVID related specific grants schemes that continue to be supported and resourced. These include Test, Trace & Protect (Contract Tracing), Temporary Field Hospitals decommissioning, Vaccination Centres, Bus Emergency Funding and various Education and Highways related grants.

5. CONCLUSION

The Council's financial position continues to be resilient with the £2.1m corporate savings target in the base budget now fully achieved, alongside the majority of the required Service savings. In year Council Tax collection rates are also now starting to perform more in line with pre COVID times. In addition, budget savings are also now advancing for next financial year in some areas.

There are still financial challenges within the Pyrrh Through Age & Wellbeing range of services, which will need to be addressed as part of the continued transformation journey, with the higher-end Social Care budget areas still likely to continue to present budgetary challenges in the short term.

Overall an underspend of £358k is currently projected at this early stage in the year and the COVID19 financial impact is currently manageable (provided WG Hardship Funding continues to be available and by using the earmarked reserve set aside). With the economy and society opening up further, there is now much more financial optimism than there was at this same point 12 months ago.

Has an Integrated Impact No
Assessment been completed?

If, not, please state why

Wellbeing of Future Generations:	<p><i>Summary:</i></p> <p>Long term: Not Applicable</p> <p>Integration: Not Applicable</p> <p>Collaboration: Not Applicable</p> <p>Involvement: Not Applicable</p> <p>Prevention: Not Applicable</p>
Recommendations(s):	<p>i) To approve the Budget Virements required to achieve the Corporate Savings as outlined in Section 2 of the report totalling £2.137m.</p> <p>ii) To note the report including the Budget Transfers outlined in Section 2 totalling £1.395m.</p>
Reasons for decision:	To achieve the Corporate savings target set as part of the 2021/22 Budget Setting process
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 & Procurement implications:	Noted within the report
Legal implications:	Part of the Section 151 officer's role and responsibility for the proper administration of the Council's financial affairs
Staffing implications:	n/a
Property / Asset implications:	n/a

Risk(s): Risk of insufficient funding if there are significant overspends. Ongoing risk around the COVID19 pandemic (COVID19 risk on the Corporate Risk Register).

Statutory Powers: Local Government Finance Act 1972

Background Papers:: Revenue Budget 2021/22

Appendices:

- Appendix A: Customer Contact
- Appendix B: Democratic Services
- Appendix C: Economy & Regeneration
- Appendix D: Finance & Procurement
- Appendix E: Highways & Environmental Services
- Appendix F: Legal & Governance Service
- Appendix G: People & Organisation
- Appendix H: Policy, Performance & Public Protection
- Appendix I: Porth Cymorth Cynnar
- Appendix J: Porth Cynnal
- Appendix K: Porth Gofal
- Appendix L: Schools & Culture
- Appendix M: Leadership Group
- Appendix N: Levies, Council Tax Premium & Reserves

Corporate Lead Officer: Steve Johnson

Reporting Officers: Duncan Hall and Justin Davies

Date: 02/08/2021

Adroddiad ar yr hyn a Ragwelir o ran y Gyllideb Mehefin 2021 / Budget Forecast Report June 2021

Cyswllt Cwsmeriaid / Customer Contact

Swyddog Arweiniol / Corporate Lead Officer : Arwyn Morris

1. CRYNODEB / SUMMARY

Diwedd y Flwyddyn / Year End Forecast:

Disgwylir gan y gwasanaeth bydd y gyllideb yn mantoli yn ystod y flwyddyn ariannol 2021/22.
It is expected by the service to breakeven during the 2021/22 financial year.

2. GWYBODAETH ARIANNOL / FINANCIAL INFORMATION

Gwasanaeth Service	Y Gyllideb Ddiweddaraf Latest Budget £'000	Cyllideb hyd at Mehefin 2021 Budget to June 2021 £'000	Gwir wariant hyd at Mehefin 2021 Actuals to June 2021 £'000	Amrywiant hyd at Mehefin 2021 Variance to June 2021 £'000	Rhagolygon Diwedd y Flwyddyn tan/(gor) wariant Year End Forecast under/ (over) spend £'000	Esboniad o'r gorwariant/tanwariant a ragwelir a lefel y risg Explanation of forecast over/under spend & the level of risk	Lefel y risg (I, C neu U) Level of risk (L, M or H)
TGCh / ICT	3,393	834	880	(46)	-	Ni nodwyd unrhyw faes a oedd yn achosi problem ar hyn o bryd. There are no problem areas identified at present.	I/L
Gwasanaethau Cwsmeriaid / Customer Services	1,308	327	255	72	-	Ni nodwyd unrhyw faes a oedd yn achosi problem ar hyn o bryd. There are no problem areas identified at present.	I/L
Gwasanaethau Cymunedol / Community Services	949	232	212	20	-	Ni nodwyd unrhyw faes a oedd yn achosi problem ar hyn o bryd. There are no problem areas identified at present.	I/L
Rheoli'r Gwasanaethau a Strategaeth y Gwasanaethau / Service Management and Strategy	100	25	25	-	-	Ni nodwyd unrhyw faes a oedd yn achosi problem ar hyn o bryd. There are no problem areas identified at present.	I/L
CYFANSWM / TOTAL	5,750	1,418	1,372	46	-		

Adroddiad ar yr hyn a Ragwelir o ran y Gyllideb Mehefin 2021 / Budget Forecast Report June 2021**Gwasanaethau Democraidd / Democratic Services****Swyddog Arweiniol / Corporate Lead Officer : Lowri Edwards****1. CRYNODEB / SUMMARY****Diwedd y Flwyddyn / Year End Forecast:**

Ar yr adeg hon o'r flwyddyn ni nodwyd unrhyw faes sy'n achosi problem.
At this stage in the year there are no problem areas identified.

2. GWYBODAETH ARIANNOL / FINANCIAL INFORMATION

Gwasanaeth Service	Y Gyllideb Ddiweddaraf Latest Budget £'000	Cyllideb hyd at Mehefin 2021 Budget to June 2021 £'000	Gwir wariant hyd at Mehefin 2021 Actuals to June 2021 £'000	Amrywiant hyd at Mehefin 2021 Variance to June 2021 £'000	Rhagolygon Diwedd y Flwyddyn tan/(gor) wariant Year End Forecast under/ (over) spend £'000	Esboniad o'r gorwariant/tanwariant a ragwelir a lefel y risg Explanation of forecast over/under spend & the level of risk	Lefel y risg (I, C neu U) Level of risk (L, M or H)
Gwasanaethau Democraidd / Democratic Services	1,817	506	493	13	20	Ni nodwyd unrhyw faes sy'n achosi problem. There are no problem areas identified.	I/L
Cymorth Corfforaethol i Wasanaethau / Corporate Service Support	1,904	471	467	4	-	Ni nodwyd unrhyw faes sy'n achosi problem. There are no problem areas identified.	I/L
Rheoli'r Gwasanaethau a Strategaeth y Gwasanaethau / Service Management and Strategy	400	86	83	3	-	Ni nodwyd unrhyw faes sy'n achosi problem. There are no problem areas identified.	I/L
CYFANSWM / TOTAL	4,121	1,063	1,043	20	20		

Adroddiad ar yr hyn a Ragwelir o ran y Gyllideb Mehefin 2021 / Budget Forecast Report June 2021**Economi ac Adfywio / Economy and Regeneration****Swyddog Arweiniol / Corporate Lead Officer: Russell Hughes-Pickering****1. CRYNODEB / SUMMARY****Diwedd y Flwyddyn / Year End Forecast:**

Ar yr adeg hon o'r flwyddyn rhagwelir tanwariant o £160k, yn bennaf oherwydd cyfuniad o incwm Taliadau Tir yn perfformio'n dda ac arbedion dros dro yn ymwneud â'r strwythur staffio newydd.
At this stage in the year an underspend of £160k is forecast, mainly due to a combination of Land Charges income performing well and temporary savings relating to the new staffing structure.

2. GWYBODAETH ARIANNOL / FINANCIAL INFORMATION

Gwasanaeth Service	Y Gyllideb Ddiweddaraf Latest Budget £'000	Cyllideb hyd at Mehefin 2021 Budget to June 2021 £'000	Gwir wariant hyd at Mehefin 2021 Actuals to June 2021 £'000	Amrywiant hyd at Mehefin 2021 Variance to June 2021 £'000	Rhagolygon Diwedd y Flwyddyn tan/(gor) wariant Year End Forecast under/ (over) spend £'000	Esboniad o'r gorwariant/tanwariant a ragwelir a lefel y risg Explanation of forecast over/under spend & the level of risk	Lefel y risg (I, C neu U) Level of risk (L, M or H)
Gwasanaethau Eiddo / Property Services	2,658	638	603	35	-	Ni nodwyd unrhyw faes sy'n achosi problem. There are no problem areas identified.	I/L
Twf a Menter / Growth & Enterprise	629	149	27	122	80	Mae yna arbedion dros dro yn ymwneud â gweithredu'r strwythur newydd y wasanaeth. There are temporary savings relating to the implementation of the new service structure	I/L
Gwasanaethau Cynllunio / Planning Services	143	88	(15)	103	80	Mae tanwariant y rhagolwg yn ymwneud yn bennaf ag incwm Taliadau Tir sy'n perfformio'n well na'r gyllideb. The forecast underspend mainly relates to Land Charges income out-performing budget.	I/L
Rheoli'r Gwasanaethau a Strategaeth y Gwasanaethau / Service Management and Strategy	59	15	26	(11)	-	Ni nodwyd unrhyw faes sy'n achosi problem. There are no problem areas identified.	I/L
CYFANSWM / TOTAL	3,489	890	641	249	160		

Adroddiad ar yr hyn a Ragwelir o ran y Gyllideb Mehefin 2021 / Budget Forecast Report June 2021

Cyllid a Chaffael / Finance and Procurement

Swyddog Arweiniol / Corporate Lead Officer : Steve Johnson

1. CRYNODEB / SUMMARY

Diwedd y Flwyddyn / Year End Forecast:

Mae'r tanwariant a ragwelir yn ymwneud yn bennaf â swyddi gwag a chyllid ychwanegol oddi wrth yr Adran Gwaith a Phensiynau. Yn ogystal â hynny, bwriedir trosglwyddo £1.5 miliwn i'r cronfeydd wrth gefn, yn dilyn mabwysiadu Polisi Darpariaeth Isafswm Refeniw diwygiedig. Mae costau'r Cynllun Cymorth Ychwanegol gyda Threth y Cyngor yn is na'r disgwyl ar hyn o bryd ac yn cael eu rheoli drwy ddulliau untro.

The forecasted underspend relates mainly to staff vacancies and additional funding from DWP. In addition a transfer to reserves of £1.5m is planned following the adoption of an amended MRP Policy. Additional Council Tax Support Scheme costs are currently lower than expected and being managed by one-off means.

2. GWYBODAETH ARIANNOL / FINANCIAL INFORMATION

Gwasanaeth Service	Y Gyllideb Ddiweddaraf Latest Budget £'000	Cyllideb hyd at Mehefin 2021 Budget to June 2021 £'000	Gwir wariant hyd at Mehefin 2021 Actuals to June 2021 £'000	Amrywiant hyd at Mehefin 2021 Variance to June 2021 £'000	Rhagolygon Diwedd y Flwyddyn tan/(gor) wariant Year End Forecast under/ (over) spend £'000	Esboniad o'r gorwariant/tanwariant a ragwelir a lefel y risg Explanation of forecast over/under spend & the level of risk	Lefel y risg (L, C neu U) Level of risk (L, M or H)
Gwasanaeth Cyllid a Chaffael / Finance & Procurement Service	3,185	728	600	128	200	Gwnaed arbedion yn sgil swyddi gwag a derbyniwyd cyllid ychwanegol gan yr Adran Gwaith a Phensiynau Savings on staff vacancies and additional funding received from DWP	I / L
Budd-daliadau Tai a Chynllun Cymorth Treth y Cyngor / Housing Benefits and Council Tax Support Scheme	6,132	6,343	6,343	-	-	Bydd unrhyw wariant dros £6.1miliwn yn cael ei ariannu naill ai o gronfeydd wrth gefn wedi eu clustnodi a/neu arian ychwanegol oddi wrth Lywodraeth Cymru (ni chafwyd cadarnhad ynglŷn â hyn eto). Y dybiaeth oedd y byddai angen oddeutu £500k o gyllid ychwanegol – felly mae'n gadarnhaol mai £6.3m yw lefel y gwariant ar hyn o bryd. Any spend in excess of £6.1m will be funded from either earmarked reserves and/or additional funding from WG (no confirmation on this yet). The assumption was additional funding required would be circa £500k - so it is positive that the current spend level is £6.3m.	C / M
Yswiriant, Terfynu a Chostau Corfforaethol Eraill / Insurance, Termination & Other Corporate Costs	1,746	926	898	28	-	Ni nodwyd unrhyw faes sy'n achosi problem. There are no problem areas identified.	I / L
Cyfrif Cyfalaf Corfforaethol / Corporate Capital Account	9,125	3,352	3,391	(39)	-	Dim pryderon – mae swm o £1.5m wedi ei drosglwyddo i'r Gronfa Gyfalaf Gorrfforaethol wrth gefn o ganlyniad i'r ffaith bod y Cyngor wedi mabwysiadu Polisi Darpariaeth Isafswm Refeniw diwygiedig. No concerns - £1.5m has been transferred to the Corporate Capital Reserve as a result of Council adopting an amended MRP Policy	I / L
CYFANSWM / TOTAL	20,188	11,349	11,232	117	200		

Adroddiad ar yr hyn a Ragwelir o ran y Gyllideb Mehefin 2021 / Budget Forecast Report June 2021

Priffyrdd a Gwasanaethau Amgylcheddol / Highways and Environmental Services

Swyddog Arweiniol / Corporate Lead Officer : Rhodri Llwyd

1. CRYNODEB / SUMMARY

Diwedd y Flwyddyn / Year End Forecast:

Disgwylir gan y gwasanaeth bydd y gyllideb yn mantoli yn ystod y flwyddyn ariannol 2021/22.
It is expected by the service to breakeven during the 2021/22 financial year.

2. GWYBODAETH ARIANNOL / FINANCIAL INFORMATION

Gwasanaeth Service	Y Gyllideb Ddiweddaraf Latest Budget £'000	Cyllideb hyd at Mehefin 2021 Budget to June 2021 £'000	Gwir wariant hyd at Mehefin 2021 Actuals to June 2021 £'000	Amrywiant hyd at Mehefin 2021 Variance to June 2021 £'000	Rhagolygon Diwedd y Flwyddyn tan/(gor) wariant Year End Forecast under/ (over) spend £'000	Esboniad o'r gorwariant/tanwariant a ragwelir a lefel y risg Explanation of forecast over/under spend & the level of risk	Lefel y risg (I, C neu U) Level of risk (L, M or H)
Casglu a Gwaredu Gwastraff / Waste Collection & Disposal	4,790	1,055	1,117	(62)	-	Ni nodwyd unrhyw faes a oedd yn achosi problem ar hyn o bryd. There are no problem areas identified at present.	I/L
Parciau a gerddi, Glanhau Priffyrdd, Gwasanaethau Parcio, Harbws / Parks & Gardens, Highways Cleaning, Parking Services, Harbours	28	26	(118)	144	-	Ni nodwyd unrhyw faes a oedd yn achosi problem ar hyn o bryd. There are no problem areas identified at present.	I/L
Cludiant Teithwyr Corfforaethol, Uned Cynnal a Chadw Trafnidiaeth / Corporate Passenger Transport, Transport Maintenance Unit	6,431	1,608	1,403	205	-	Ni nodwyd unrhyw faes a oedd yn achosi problem ar hyn o bryd. There are no problem areas identified at present.	I/L
Cynnal a Chadw Priffyrdd, Caffael a Strategaeth, Peirianeg Arfordirol a Gwaith Draenio Tir / Highways Maintenance, Coastal Engineering & Land Drainage Procurement & Strategy	5,120	1,111	1,161	(50)	-	Ni nodwyd unrhyw faes a oedd yn achosi problem ar hyn o bryd. There are no problem areas identified at present.	I/L
Gwasanaethau Priffyrdd, Diogelwch y Ffordd, Rheoli Trafnidiaeth Rhanbarthol / Highways Services, Road Safety, Regional Transport Management	657	174	41	133	-	Ni nodwyd unrhyw faes a oedd yn achosi problem ar hyn o bryd. There are no problem areas identified at present.	I/L
Rheoli'r Gwasanaethau a Strategaeth y Gwasanaethau / Service Management and Strategy	561	227	223	4	-	Ni nodwyd unrhyw faes a oedd yn achosi problem ar hyn o bryd. There are no problem areas identified at present.	I/L
CYFANSWM / TOTAL	17,587	4,200	3,826	374	-		

Adroddiad ar yr hyn a Ragwelir o ran y Gyllideb Mehefin 2021 / Budget Forecast Report June 2021**Gwasanaethau Cyfreithiol a Llywodraethu / Legal & Governance Services****Swyddog Arweiniol / Corporate Lead Officer : Elin Prysor****1. CRYNODEB / SUMMARY****Diwedd y Flwyddyn / Year End Forecast:**

Ar yr adeg hon o'r flwyddyn ni nodwyd unrhyw faes sy'n achosi problem.
At this stage in the year there are no problem areas identified.

2. GWYBODAETH ARIANNOL / FINANCIAL INFORMATION

Gwasanaeth Service	Y Gyllideb Ddiweddaraf Latest Budget £'000	Cyllideb hyd at Mehefin 2021 Budget to June 2021 £'000	Gwir wariant hyd at Mehefin 2021 Actuals to June 2021 £'000	Amrywiant hyd at Mehefin 2021 Variance to June 2021 £'000	Rhagolygon Diwedd y Flwyddyn tan/(gor) wariant Year End Forecast under/ (over) spend £'000	Esboniad o'r gorwariant/tanwariant a ragwelir a lefel y risg Explanation of forecast over/under spend & the level of risk	Lefel y risg (I, C neu U) Level of risk (L, M or H)
Gwasanaethau Cyfreithiol / Legal Services	661	160	145	15	-	Ni nodwyd unrhyw faes sy'n achosi problem. There are no problem areas identified.	I/L
Gwasanaethau Archwilio / Audit Services	597	149	137	12	20	Mae'r arbediad rhagolwg yn ymwneud â Ffioedd Archwilio Allanol. The forecast saving relates to External Audit Fees.	I/L
Rheoli'r Gwasanaethau a Strategaeth y Gwasanaethau (gan gynnwys Crwneriaid) / Service Management and Strategy (including Coroners)	280	58	58	-	-	Ni nodwyd unrhyw faes sy'n achosi problem. There are no problem areas identified.	I/L
CYFANSWM / TOTAL	1,538	367	340	27	20		

Adroddiad ar yr hyn a Ragwelir o ran y Gyllideb Mehefin 2021 / Budget Forecast Report June 2021

Pobl a Threfniadaeth / People & Organisation

Swyddog Arweiniol / Corporate Lead Officer: Caroline Lewis

1. CRYNODEB / SUMMARY

Diwedd y Flwyddyn / Year End Forecast:

Ar yr adeg hom o'r flwyddyn ni nodwyd unrhyw faes sy'n achosi problem.
At this stage in the year there are no problem areas identified.

2. GWYBODAETH ARIANNOL / FINANCIAL INFORMATION

Gwasanaeth Service	Y Gyllideb Ddiweddaraf Latest Budget £'000	Cyllideb hyd at Mehefin 2021 Budget to June 2021 £'000	Gwir wariant hyd at Mehefin 2021 Actuals to June 2021 £'000	Amrywiant hyd at Mehefin 2021 Variance to June 2021 £'000	Rhagolygon Diwedd y Flwyddyn tan/(gor) wariant Year End Forecast under/ (over) spend £'000	Esboniad o'r gorwariant/tanwariant a ragwelir a lefel y risg Explanation of forecast over/under spend & the level of risk	Lefel y risg (I, C neu U) Level of risk (L, M or H)
Pobl a Threfniadaeth / People & Organisation	2,013	334	316	18	-	Ni nodwyd unrhyw faes sy'n achosi problem. There are no problem areas identified.	I/L
Rheoli'r Gwasanaethau a Strategaeth y Gwasanaethau / Service Management and Strategy	80	20	19	1	-	Ni nodwyd unrhyw faes sy'n achosi problem. There are no problem areas identified.	I/L
CYFANSWM / TOTAL	2,093	354	335	19	-		

Adroddiad ar yr hyn a Ragwelir o ran y Gyllideb Mehefin 2021 / Budget Forecast Report June 2021

Polisi, Pherfformiad a Amddiffyn y Cyhoed / Policy, Performance & Public Protection

Swyddog Arweiniol / Corporate Lead Officer : Alun Williams

1. CRYNODEB / SUMMARY

Diwedd y Flwyddyn / Year End Forecast:

Ar yr adeg hon o'r flwyddyn ni nodwyd unrhyw faes sy'n achosi problem
At this stage in the year there are no problem areas identified

2. GWYBODAETH ARIANNOL / FINANCIAL INFORMATION

Gwasanaeth Service	Y Gyllideb Ddiweddaraf Latest Budget £'000	Cyllideb hyd at Mehefin 2021 Budget to June 2021 £'000	Gwir wariant hyd at Mehefin 2021 Actuals to June 2021 £'000	Amrywiant hyd at Mehefin 2021 Variance to June 2021 £'000	Rhagolygon Diwedd y Flwyddyn tan/(gor) wariant Year End Forecast under/ (over) spend £'000	Esboniad o'r gorwariant/tanwariant a ragwelir a lefel y risg Explanation of forecast over/under spend & the level of risk	Lefel y risg (I, C neu U) Level of risk (L, M or H)
Partneriaethau a Pherfformiad / Partnerships & Performance	779	192	180	12	-	Ni nodwyd unrhyw faes sy'n achosi problem. There are no problem areas identified.	I/L
Diogelu'r Cyhoedd / Public Protection	1,198	423	437	(14)	-	Ni nodwyd unrhyw faes sy'n achosi problem heblaw am y prosiect amgylcheddol mawr. There are no problem areas identified other than the large environmental project.	C / M
Rheoli'r Gwasanaethau a Strategaeth y Gwasanaethau / Service Management and Strategy	121	25	(21)	46	-	Ni nodwyd unrhyw faes sy'n achosi problem. There are no problem areas identified.	I/L
CYFANSWM / TOTAL	2,098	640	596	44	-		

Adroddiad ar yr hyn a Ragwelir o ran y Gyllideb Mehefin 2021 / Budget Forecast Report June 2021

Porth Cymorth Cynnar

Swyddog Arweiniol / Corporate Lead Officer : Elen James

1. CRYNODEB / SUMMARY

Diwedd y Flwyddyn / Year End Forecast:

Mae'r gwasanaeth yn gweithredu o fewn yr adnoddau sydd ar gael ac yn rhagweld tanwariant oherwydd swyddi gwag yn bennaf.

The service is operating within the resources available and foresees an underspend due mainly to vacant posts.

2. GWYBODAETH ARIANNOL / FINANCIAL INFORMATION

Gwasanaeth Service	Y Gyllideb Ddiweddaraf Latest Budget £'000	Cyllideb hyd at Mehefin 2021 Budget to June 2021 £'000	Gwir wariant hyd at Mehefin 2021 Actuals to June 2021 £'000	Amrywiant hyd at Mehefin 2021 Variance to June 2021 £'000	Rhagolygon Diwedd y Flwyddyn tan/(gor) wariant Year End Forecast under/ (over) spend £'000	Esboniad o'r gorwariant/tanwariant a ragwelir a lefel y risg Explanation of forecast over/under spend & the level of risk	Lefel y risg (I, C neu U) Level of risk (L, M or H)
Dysgu Gydol Oes a Sgiliau / Lifelong Learning & Skills	67	97	259	(162)	(66)	Ni nodwyd unrhyw faes sy'n achosi problem sylweddol. There are no significant problem areas identified.	I / L
Gwasanaethau Cymorth Cynnar / Early Intervention Services	770	598	569	29	60	Mae swyddi gwag wedi arwain at y tanwariant. Vacant posts have led to the underspend.	I / L
Canolfannau Lles / Wellbeing Centres	1,118	335	335	-	-	Mae'r maes gwasanaeth hwn yn dibynnu'n fawr ar incwm. Mae'r rhagolygon yn amodol ar gais llwyddiannus i Gronfa Incwm Coll Llywodraeth Cymru. This service area is highly income dependent. The forecast position is subject to successful Lost Income claims from WG.	C / M
Gwasanaethau Cymorth ac Ymyrraeth / Support and Intervention Services	2,092	780	634	146	95	Mae swyddi gwag wedi arwain at y tanwariant. Vacant posts have led to the underspend.	I / L
Rheoli'r Gwasanaethau a Strategaeth y Gwasanaethau / Service Management and Strategy	-	24	25	(1)	-	Ni nodwyd unrhyw faes sy'n achosi problem. There are no problem areas identified.	I / L
CYFANSWM / TOTAL	4,047	1,834	1,822	12	89		

Adroddiad ar yr hyn a Ragwelir o ran y Gyllideb Mehefin 2021 / Budget Forecast Report June 2021

Porth Cynnal

Swyddog Arweiniol / Corporate Lead Officer : Sian Howys

1. CRYNODEB / SUMMARY

Diwedd y Flwyddyn / Year End Forecast:

Mae'r gwasanaeth yn rhagweld gorwariant o £53k erbyn diwedd y flwyddyn. Mae'r gwasanaeth yn gyfnewidiol iawn ac mae'r rhagolwg hwn yn seiliedig ar ymrwymadau hyd yma ac mae yna nifer sylweddol o amrywiannau o fewn y gwasanaeth.

The Service anticipates an overspend by year end of £53k. The service is highly volatile and this forecast is based on known commitments to date and there are a significant number of variances within the service.

2. GWYBODAETH ARIANNOL / FINANCIAL INFORMATION

Gwasanaeth Service	Y Gyllideb Ddiweddaraf Latest Budget £'000	Cyllideb hyd at Mehefin 2021 Budget to June 2021 £'000	Gwir wariant hyd at Mehefin 2021 Actuals to June 2021 £'000	Amrywiant hyd at Mehefin 2021 Variance to June 2021 £'000	Rhagolygon Diwedd y Flwyddyn tan/(gor) wariant Year End Forecast under/ (over) spend £'000	Esboniad o'r gorwariant/tanwariant a ragwelir a lefel y risg Explanation of forecast over/under spend & the level of risk	Lefel y risg (I, C neu U) Level of risk (L, M or H)
Gofal wedi'i Gynllunio / Planned Care	9,876	2,925	2,925	-	(17)	Mae'r gorwariant yn bennaf oherwydd taliadau Uniongyrchol i Bobl Hŷn o £92k, gowariant ar Taliad Gofal Maeth £141k, mae Gwelyau Annibynnol Pobl Hyn yn debyg o orwario o £148k sy'n cael ei orbwysu yn rhannol gan danwariant ar costau Gadael Gofal £95k a danwariant ar gyflogau yn y timau oherwydd swyddi gwag £258k. The overspend is mainly due to Older Persons Direct Payments £92k overspend, Boarding Out £141k Overspend, Older People independent Beds £148k overspend partly offset by underspends on Leaving Care costs £95k and £258k on salaries in the teams due to vacant posts.	U / H
Cymorth Estynedig / Extended Support	9,659	2,399	2,399	-	53	Yn bennaf oherwydd i) Taliadau Uniongyrchol gorwariant o £98k, ii) Byw â Chymorth i Bobl ag Anableddau Dysgu gorwariant o £235 ksy'n cael ei orbwysu yn rhannol gan danwariant o £158k ar Gwelyau Bobl ag Anabledd Dysgu, £45k danwariant ar Cysylltiadau Cymunedol a danwariant o £190k oherwydd Swyddi gwag yn y gwasanaeth ac anhawster wrth recriwtio oherwydd Covid. Mainly due to i) Direct Payments £98k overspend, ii) Learning Disabilities Supported Living £235k overspend, partly offset by underspend on LD Beds £158k, £45k underspend on Community Connections and vacant posts in the service and difficulty in recruiting due to Covid - £190k underspend.	U / H
Lles Meddyliol / Mental Wellbeing	2,681	934	934	-	14	Ni nodwyd unrhyw faes a oedd yn achosi problem ar hyn o bryd. There are no problem areas identified at present.	C / M
Diogelu / Safeguarding	685	153	153	-	-	Ni nodwyd unrhyw faes a oedd yn achosi problem ar hyn o bryd. There are no problem areas identified at present.	I / L
Camddefnyddio Sylweddau / Substance Misuse	272	66	69	(3)	-	Ni nodwyd unrhyw faes a oedd yn achosi problem ar hyn o bryd. There are no problem areas identified at present.	C / M
Rheoli'r Gwasanaethau a Strategaeth y Gwasanaethau / Service Management and Strategy	319	40	65	(25)	(103)	Mae'r gorwariant oherwydd yr arbedion sydd eu hangen ar gyfer y strwythur Porth newydd. The overspend is due to savings required for the new Porth structure.	C / M
CYFANSWM / TOTAL	23,492	6,517	6,545	(28)	(53)		

Adroddiad ar yr hyn a Ragwelir o ran y Gyllideb Mehefin 2021 / Budget Forecast Report June 2021

Porth Gofal

Swyddog Arweiniol / Corporate Lead Officer : Donna Pritchard

1. CRYNODEB / SUMMARY

Diwedd y Flwyddyn / Year End Forecast:

Mae'r gwasanaeth yn rhagweld gorwariant o £274k ar ddiwedd y flwyddyn. Mae'r gorwariant yn bennafo ganlyniad i'r defnydd o staffio asiantiaeth o fewn y Tim Maethu ac darged arbedion yn sgil y re-strwythur heb ei gyflawni. Mae'r gwasanaeth yn gyfnewidiol iawn ac mae'r rhagolwg hwn yn seiliedig ar ymrwymadau hyd yma.

The Service anticipates an overspend by year end of £274k. This is mainly due to the use of agency staff within the Fostering team and the savings to be achieved in relation to the restructuring. The service is highly volatile and this forecast is based on known commitments to date.

2. GWYBODAETH ARIANNOL / FINANCIAL INFORMATION

Gwasanaeth Service	Y Gyllideb Ddiweddaraf Latest Budget £'000	Cyllideb hyd at Mehefin 2021 Budget to June 2021 £'000	Gwir wariant hyd at Mehefin 2021 Actuals to June 2021 £'000	Amrywiant hyd at Mehefin 2021 Variance to June 2021 £'000	Rhagolygon Diwedd y Flwyddyn tan/(gor) wariant Year End Forecast under/ (over) spend £'000	Esboniad o'r gorwariant/tanwariant a ragwelir a lefel y risg Explanation of forecast over/under spend & the level of risk	Lefel y risg (L, C neu U) Level of risk (L, M or H)
Gwasanaethau Uniongyrchol / Direct Services	4,234	970	1,014	(44)	(173)	Mae'r gorwariant oherwydd problemau staffio o fewn y Tim Maethu. The predicted overspend is mainly due to staffing issues within the Fostering Team.	U / H
Gwasanaethau Aseu a Brysbennu Integredig / Targeted and Short Term Services	4,687	1,452	1,452	-	-	Ni nodwyd unrhyw faes a oedd yn achosi problem ar hyn o bryd. There are no problem areas identified at present.	U / H
Gwasanaethau Tymor Byr ac wedi'u Targedu / Integrated Triage and Assessment Services	1,472	395	395	-	-	Ni nodwyd unrhyw faes a oedd yn achosi problem ar hyn o bryd. There are no problem areas identified at present.	C / M
Gwasanaethau Tai / Housing Services	804	32	32	-	-	Ni nodwyd unrhyw faes a oedd yn achosi problem ar hyn o bryd. There are no problem areas identified at present.	C / M
Rheoli'r Gwasanaethau a Strategaeth y Gwasanaethau / Service Management and Strategy	382	48	73	(25)	(101)	Mae'r gorwariant oherwydd yr arbedion sydd eu hangen ar gyfer y strwythur Porth newydd. The overspend is due to savings required for the new Porth structure.	C / M
CYFANSWM / TOTAL	11,579	2,897	2,966	(69)	(274)		

Adroddiad ar yr hyn a Ragwelir o ran y Gyllideb Mehefin 2021 / Budget Forecast Report June 2021

Ysgolion a Diwylliant / Schools & Culture

Swyddog Arweiniol / Corporate Lead Officer : Meinir Ebbsworth

1. CRYNODEB / SUMMARY

Diwedd y Flwyddyn / Year End Forecast:

Mae'r gwasanaeth yn gweithredu o fewn yr adnoddau sydd ar gael ac yn rhagweld tanwariant oherwydd swyddi gwag yn bennaf.

The service is operating within the resources available and foresees an underspend due mainly to vacant posts.

2. GWYBODAETH ARIANNOL / FINANCIAL INFORMATION

Gwasanaeth Service	Y Gyllideb Ddiweddaraf Latest Budget £'000	Cyllideb hyd at Mehefin 2021 Budget to June 2021 £'000	Gwir wariant hyd at Mehefin 2021 Actuals to June 2021 £'000	Amrywiant hyd at Mehefin 2021 Variance to June 2021 £'000	Rhagolygon Diwedd y Flwyddyn tan/(gor) wariant Year End Forecast under/ (over) £'000	Esboniad o'r gorwariant/tanwariant a ragwelir a lefel y risg Explanation of forecast over/under spend & the level of risk	Lefel y risg (I, C neu U) Level of risk (L, M or H)
Ysgolion Cynradd / Primary Schools	18,142	18,142	18,142	-	-	Mae'r cyllid i gyd yn cael ei ddirprwyo i Gyrrff Llywodraethol Ysgolion o 1 Ebrill. All funding is delegated to School Governing Bodies wef 1 April.	I / L
Ysgolion Uwchradd / Secondary Schools	13,893	13,893	13,893	-	-	Mae'r cyllid i gyd yn cael ei ddirprwyo i Gyrrff Llywodraethol Ysgolion o 1 Ebrill. All funding is delegated to School Governing Bodies wef 1 April.	I / L
Ysgolion Pob Oed / All-through Schools	10,743	10,743	10,743	-	-	Mae'r cyllid i gyd yn cael ei ddirprwyo i Gyrrff Llywodraethol Ysgolion o 1 Ebrill. All funding is delegated to School Governing Bodies wef 1 April.	I / L
Gwella Ysgolion / School Improvement	1,474	293	243	50	40	Mae swyddi gwag wedi arwain at y tanwariant. Vacant posts have led to the underspend.	I / L
Adnoddau Dysgu / Learning Resources	399	(49)	(167)	118	(39)	Ni nodwyd unrhyw faes sy'n achosi problem sylweddol. There are no significant problem areas identified.	I / L
Anghenion Dysgu Ychwanegol / Additional Learning Needs	2,112	528	398	130	81	Mae swyddi gwag wedi arwain at y tanwariant. Vacant posts have led to the underspend.	I / L
Gwasanaethau Diwylliannol / Cultural Services	978	234	234	-	-	Mae rhannau o'r maes gwasanaeth hwn yn dibynnu'n fawr ar incwm ac mae'r rhagolygon yn amodol ar gais llwyddiannus i Gronfa Incwm Coll Llywodraeth Cymru. Parts of this service area are highly income dependent and the forecast position is subject to successful Lost Income claims from WG	C / M
Uned Arlwygo Gorfforaethol / Corporate Catering Unit	835	(393)	(423)	30	78	Mae'r maes hwn yn dibynnu'n fawr ar incwm. This service area is income dependent.	C / M
Rheoli'r Gwasanaethau a Strategaeth y Gwasanaethau / Service Management and Strategy	145	30	27	3	36	Ni nodwyd unrhyw faes sy'n achosi problem. There are no problem areas identified.	I / L
CYFANSWM / TOTAL	48,721	43,421	43,090	331	196		

Adroddiad ar yr hyn a Ragwelir o ran y Gyllideb Mehefin 2021 / Budget Forecast Report June 2021

Arweiniol / Leadership

Brif Weithredwr / Chief Executive : Eifion Evans

1. CRYNODEB / SUMMARY

Diwedd y Flwyddyn / Year End Forecast:

Rhagwelir y bydd y costau i gyd yn cael eu hadennill. Bydd y costau sy'n ymwneud â COVID-19 yn cael eu hariannu drwy gyfuniad o Gronfa Galedi Llywodraeth Cymru, arbedion a nodwyd ac yr ymdriniwyd â hwy'n gorfforaethol a chronfeydd wrth gefn wedi eu clustnodi.

A break even position is forecast. Costs in relation to COVID19 will be financed by a combination of WG Hardship Fund, Savings identified and treated corporately and Earmarked reserves.

2. GWYBODAETH ARIANNOL / FINANCIAL INFORMATION

Gwasanaeth Service	Y Gyllideb Ddiweddaraf Latest Budget £'000	Cyllideb hyd at Mehefin 2021 Budget to June 2021 £'000	Gwir wariant hyd at Mehefin 2021 Actuals to June 2021 £'000	Amrywiant hyd at Mehefin 2021 Variance to June 2021 £'000	Rhagolygon Diwedd y Flwyddyn tan/(gor) wariant Year End Forecast under/ (over) spend £'000	Esboniad o'r gorwariant/tanwariant a ragwelir a lefel y risg Explanation of forecast over/under spend & the level of risk	Lefel y risg (L, C neu U) Level of risk (L, M or H)
Grŵp Arweiniol / Leadership Group	486	122	111	11	-	Ni nodwyd unrhyw faes a oedd yn achosi problem ar hyn o bryd. There are no problem areas identified at present.	I / L
Arbedion Corfforaethol / Corporate Savings	2,900	-	-	-	-	Ni nodwyd unrhyw faes a oedd yn achosi problem ar hyn o bryd. The £2.1m Corporate savings target for the year has now been met in full. There are no problem areas identified at present. The £2.1m Corporate savings target for the year has now been met in full.	I / L
Cyllid wrth gefn / Contingencies	65	20	20	-	-	Ni nodwyd unrhyw faes a oedd yn achosi problem ar hyn o bryd. There are no problem areas identified at present.	I / L
Buddsoddi i Arbed / Invest to Save	-	62	62	-	-	Bydd unrhyw wariant yn ystod y flwyddyn yn cael ei ariannu o gronfeydd wrth gefn wedi eu clustnodi. In year expenditure will be funded from earmarked reserves.	I / L
Lleoliadau y tu allan i'r Sir / Out of County Placements	1,992	299	308	(9)	-	Mae swm o £200k wedi ei drosglwyddo o'r Gyllideb Arbedion Corfforaethol er mwyn ariannu cynnydd mewn costau yn y maes hwn. £200k has been transferred from the Corporate Savings Budget to fund an increase in costs in this area.	U / H
COVID19 / COVID19	-	2,271	2,271	-	-	Bydd unrhyw ddiffyg o ran cyllid yn cael ei ariannu o gronfeydd wrth gefn wedi eu clustnodi. Any shortfall in funding will be financed from earmarked reserves.	C / M
CYFANSWM / TOTAL	5,443	2,774	2,772	2	-		

Adroddiad ar yr hyn a Ragwelir o ran y Gyllideb Mehefin 2021 / Budget Forecast Report June 2021

Ardollau, Premiwm Treth y Cyngor a Chronfeydd / Levies, Council Tax Premium and Reserves

Swyddog Arweiniol / Corporate Lead Officer : Steve Johnson

1. CRYNODEB / SUMMARY

Diwedd y Flwyddyn / Year End Forecast:

Disgwylir gan y gwasanaeth bydd y gyllideb yn mantoli yn ystod y flwyddyn ariannol 2021/22.
It is expected by the service to breakeven during the 2021/22 financial year.

2. GWYBODAETH ARIANNOL / FINANCIAL INFORMATION

Gwasanaeth Service	Y Gyllideb Ddiweddaraf Latest Budget £'000	Cyllideb hyd at Mehefin 2021 Budget to June 2021 £'000	Gwir wariant hyd at Mehefin 2021 Actuals to June 2021 £'000	Amrywiant hyd at Mehefin 2021 Variance to June 2021 £'000	Rhagolygon Diwedd y Flwyddyn tan/(gor) wariant Year End Forecast under/ (over) spend £'000	Esboniad o'r gorwariant/tanwariant a ragwelir a lefel y risg Explanation of forecast over/under spend & the level of risk	Lefel y risg (I, C neu U) Level of risk (L, M or H)
Ardollau / Levies	4,072	1,022	1,021	1	-	Mae risg gorwariant yn fach iawn am y caiff yr ardollau eu gosod yn flynyddol ac ni chânt eu hadolygu yn ystod y flwyddyn. The risk of overspends is minimal as the levies are set annually and are not revised in year.	I / L
Premiwm Treth y Cyngor / Council Tax Premium	518	-	-	-	-	Mae'r swm sydd ar gael i'w wario yn dibynnu ar y premiwm a gesglir yn ystod y flwyddyn ar ôl caniatáu ar gyfer unrhyw ad-daliadau. The amount available to be spent will be dependent on the premium collected during the year after allowing for any refunds.	I / L
Balansau a Chronfeydd wrth gefn / Balances & Reserves	-	-	-	-	-	Nid oes unrhyw feysydd problemus wedi'u nodi ar hyn o bryd. Bydd unrhyw drosglwyddiad i / o'r Gronfa Gyffredinol yn cael ei ystyried ar ddiwedd y flwyddyn pan fydd sefyllfa gyffredinol y Cyngor yn hysbys. There are no problem areas identified at present. Any transfer to / from the General Fund will be considered at year end when the overall position for the Council is known.	I / L
CYFANSWM / TOTAL	4,590	1,022	1,021	1	-		

This page is intentionally left blank

CEREDIGION COUNTY COUNCIL

Report to: Cabinet

Date of meeting: 7 September 2021

Title: Employee Health & Wellbeing Strategy 2021 - 2026

Purpose of the report: To approve Employee Health & Wellbeing Strategy 2021 – 2026

For: Decision

Cabinet Portfolio and Cabinet Member: Councillor Ray Quant, Deputy Leader of the Council and Cabinet Member for Customer Contact, Legal and Governance, People and Organisation

BACKGROUND:

The vision of the current Corporate Strategy states that “*Ceredigion County Council delivers value for money sustainable bilingual public services that support a strong economy and healthy environment while promoting well-being in our people and our communities.*” It is recognised that our employees are key to the delivery of this vision and have a direct impact on the quality of services provided to the residents of Ceredigion. As one of the largest employers in the county, with a large number of our workforce also residents, improving the health and wellbeing of our employees will impact on improvements in health and wellbeing across Ceredigion.

Employee Health and Wellbeing Strategy 2021 – 2026

This strategy has been developed following one employee survey conducted just before the Covid-19 pandemic started and one in December 2020. The aim of the strategy is to improve not only individual wellbeing but also, as a result, that of the Council’s teams and services.

The Strategy sets out key goals, under five separate areas identified as ‘pillars of wellbeing’:

- Positive Environments
- Policies and Practice
- Healthy Lifestyle
- Mental Health & Wellbeing
- Culture and behaviour

The initial focus will be on promoting healthier lifestyle behaviours, a commitment to sign the Time to Change Wales Pledge (working towards removing mental health stigma), a programme to introduce Mental Health First Aiders and Wellbeing Champions across the Council, and the creation of a Health and Wellbeing Steering Group with the aim of achieving The Corporate Health Standard (Bronze) within the first two years.

The strategy will be driven the Employee Health and Wellbeing Officer in People & Organisation, but with collaborative working across the Council.

Has an Integrated Impact Assessment been completed? Yes
If, not, please state why

Summary:

Wellbeing of Future Generations:

Long term: Strategy aimed at supporting and improving long-term health and wellbeing of employees

Collaboration: Working with Public Health Wales to achieve Corporate Health Standard

Involvement: Strategy developed following engagement with staff and trade unions

Prevention: Strategy aimed at tackling the health and wellbeing challenges faced by our workforce.

Integration:

Recommendation(s): **To recommend approval of the Employee Health & Wellbeing Strategy**

Reasons for decision: **To support and improve the long-term health and wellbeing of employees**

Overview and Scrutiny: Corporate Resources 7 July 2021

Policy Framework:

Corporate Priorities: Enabling individual and family resilience

Finance and Procurement implications: Within budget

Legal Implications:

Staffing implications:

Property / asset implications:

Risk(s):

Statutory Powers:

Background Papers:

Appendices: Appendix 1 – Employee Health & Wellbeing Strategy 2021 - 2026

Corporate Lead Officer: Geraint Edwards
Reporting Officer: Geraint Edwards
Date: 17 August 2021

Employee Health and Wellbeing 2021-2026 Strategy

1 Introduction

Our Corporate Strategy 2017-2022 outlines the following vision for Ceredigion, *“Ceredigion County Council delivers value for money sustainable bilingual public services that support a strong economy and healthy environment while promoting wellbeing in our people and our communities.”*

It is recognised that our employees are key to the delivery of this vision and have a direct impact on the quality of services provided to the residents of Ceredigion. We understand that when our employees are healthy, motivated and have a sense of wellbeing, the experience and outcomes for our residents improves. As one of the largest employers in the county, with a large number of our workforce also residents, improving the health and wellbeing of our employees will support improvements in health and wellbeing across Ceredigion.

Growing evidence shows that the workplace can be an effective place to improve the wellbeing of individuals, families and communities. Being in work can offer financial rewards, social connections, satisfaction and a sense of belonging, meaning and purpose. Dame Carol Black's report 'Building a Healthier Tomorrow' (2008) evidences that an employee who has purpose, feels valued by their employer and peers, operates in a supportive culture and understands how their contribution helps organisational success, is more productive. This has benefits for the individual, the team and the organisation as a whole.

2 Vision

Develop a culture which promotes and embeds positive social, physical and mental wellbeing behaviours in order that our employee community have the internal resources and resilience to fully embrace their work and personal life.

Develop an employee community that shares responsibility for health and wellbeing, identifying difficulties early, to accelerate targeted, effective and timely interventions.

The Chartered Institute of Personnel and Development define employee wellbeing as

‘Creating an environment to promote a state of contentment which allows an employee to flourish and achieve their full potential for the benefit of themselves and their organisation.’ (CIPD 2016)

3 Supporting Principles

Employee Health and Wellbeing is driven by our People and Organisation Service, with direction provided by our Employee Health and Wellbeing Officer.

This strategy will be delivered and embedded through collaborative working partnerships across our organisation, including but not limited to a Health and Wellbeing Steering Group, Mental Health First Aiders and Health and Wellbeing

Champions. It is intended that this strategy informs the work carried out to meet Public Health Wales' Corporate Health Standard.

This ambitious strategy, though with high aspirations, is intended to be achieved over the next 5 years.

For the purpose of this strategy, health and wellbeing are seen as embracing the whole person – physical and mental health both within and external to the workplace.

“Health is greater than simply an absence of ill health and disease, and is defined as a feeling of physical, emotional and psychological wellness.”

World Health Organisation definition (1948)

4 The national context

The CIPD's 2020 Health and Wellbeing at Work Survey, shows that nearly two-thirds of organisations take a strategic approach to wellbeing. Nevertheless, over a third of public sector respondents report their organisation is much more reactive than proactive. The key themes that emerged from the survey, which can help to inform our Health and Wellbeing Strategy are:

- **Presenteeism** and **'leaveism'** are common. 'Presenteeism' (people coming to work when unwell) and 'leaveism' (eg people working outside contracted hours, or using annual leave to work/for illness) are critical indicators of the 'health' of an organisation's culture. These unhealthy workplace practices have serious potential implications for employees' physical and mental health, as well as for productivity.
- **Mental health conditions** are prevalent and increasing. 3/5 of public sector respondents had seen an increase in reported common mental health conditions among employees. Moreover, mental ill health remained among the top causes of long term absence for all sectors.
- **Stress-related absence** were particularly prevalent in the public sector. Over 2/5 of public sector organisations report that stress-related absence (most commonly caused by heavy workloads) had increased over the last 12 months (44%, compared with 36% of the private and 33% of non-profits). Stress is the most common cause of long-term absence in the public sector.
- **Absence** levels are considerably higher in the public sector. The average level of absence in the public sector was eight days which was considerably higher than in other sectors (private services sector: 4.3 days; manufacturing and production: 6.3 days; non-profit sector: 5.2 days).

5 Health and Wellbeing at Ceredigion

In 2020 data regarding the health and wellbeing of the Council's employees was collected on two occasions.

Health Needs Assessment

A Health Needs Assessment was conducted during February and March 2020. The data collected from this Health Needs Assessment served to provide a baseline to

benchmark activities and interventions. The survey was completed by **46%** of the workforce. Data was not collected from staff employed by School Governing Bodies.

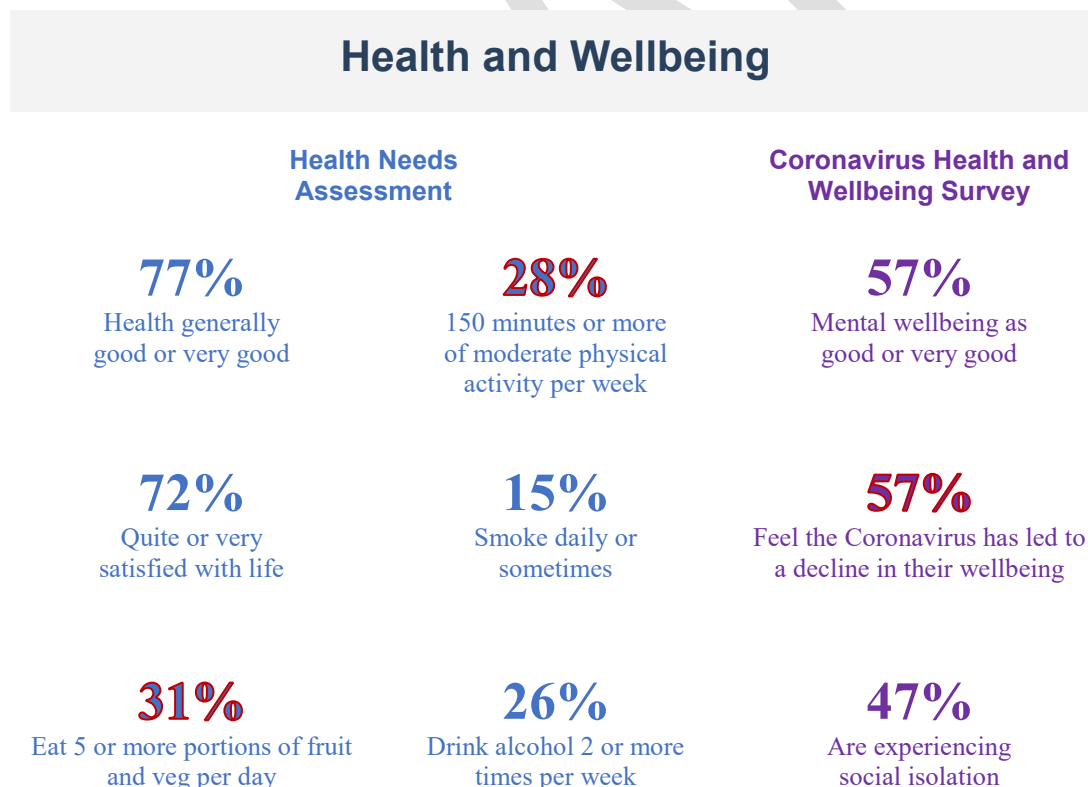
The areas covered in the health needs assessment reflect those included in 'The Corporate Health Standard' which serves as a national mark of quality for health and wellbeing, in the workplace, in Wales. These are essentially what may be termed as 'lifestyle' health behaviours.

Questions around workplace culture were also asked in order to gauge some of the impact the organisation itself may have on an individual's or team's wellbeing. Those with line manager responsibilities were given an additional set of questions to assess their levels of confidence and aptitude, when approaching issues around health and wellbeing, with those they manage. These questions may also help to ascertain any barriers to these activities, which they may perceive to be present.

Coronavirus Health and Wellbeing Survey

A further workforce pulse survey was conducted in December 2020, focussing on the impact of the Coronavirus pandemic on health, wellbeing and working lives. The survey also sought the workforce's thoughts on the information and provision available to them. Staff employed by School Governing Bodies were also invited to take part in the survey. The survey was completed by 18% of the workforce.

Key Findings



Information and Support

Health Needs Assessment

70%

Preferred to receive information and support via email

64%

Quite or very likely to engage in walking activities

60%

Quite or very likely to engage in taster sessions at our leisure facilities

61%

Quite or very likely to engage in physical activity at work if shower/changing facilities available

Coronavirus Health and Wellbeing Survey

69%

Know how and where to access help for their wellbeing

58%

Feel the information they have accessed is supportive and helpful

65%

Felt they had help and support available to them

Culture

Health Needs Assessment

76%

Satisfied or very satisfied with work life

75%

Satisfied or very satisfied with workplace

70%

Agree or strongly agree communication is good

78%

Agree or strongly agree there are opportunities to develop new skills

60%

Found job quite or very stressful

81%

Attended work when they felt that they were too sick to work

Coronavirus Health and Wellbeing Survey

63%

Agree or strongly agree the Council cares about my wellbeing

65%

Agree or strongly agree support available if feeling stressed and anxious at work

Line Management

Health Needs Assessment

88%

Agree or strongly agree can have 1:1 meetings with line manager

Coronavirus Health and Wellbeing Survey

78%

Agree or strongly agree that they have enough contact with their line manager

87%

Agree or strongly agree there are opportunities to develop friendships

74%

Agree or strongly agree team are communicating well and staying connected

71%

Agree or strongly agree they feel listened to

88%

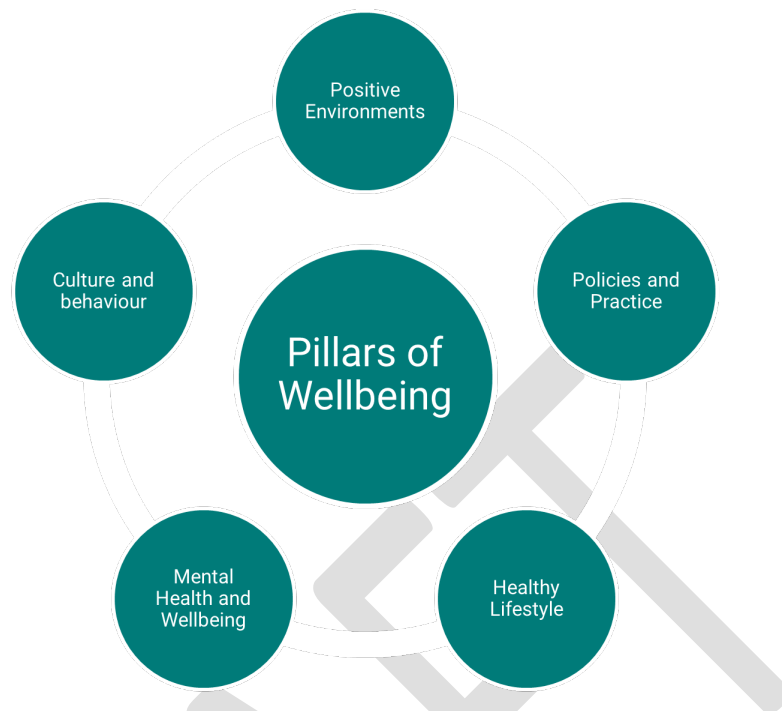
Agree or strongly agree they would be supported to provide care for a family member

The data collected from our workforce highlights the importance of meeting the health and wellbeing needs of our employees. In doing so we need to ensure the provision is relevant, meaningful, responsive and accessible to all the workforce.

This strategy aims to improve not only individual wellbeing but also that of our teams/services, the Council as a whole and the community in which we live and work.

Most importantly, it is only right that we strive to become an employer of choice and that we pro-actively support the wellbeing of our staff - our greatest resource.

6 Pillars of Health and Wellbeing



Positive environments

We will build, improve and maintain positive and supportive working environments across our organisation. This will be achieved with the establishment of governance by the introduction of a Health and Wellbeing steering/working group with representation from across the organisation and a network of wellbeing champions who will foster and promote a supportive working environment. This activity will be co-ordinated by the Employee Health and Wellbeing Officer.

Goals 2021

- We will create and embed a network of wellbeing champions to promote wellbeing across our organisation.
- We will explore the benefits of completing an organisational risk assessment to identify where the stressors are and create an action plan to manage these.
- We will create the governance, including the establishment of a Health and Wellbeing Steering Group (to include representation from Leadership Group, Health and Safety and Trade Unions) around our Health and Wellbeing Strategy, to enable to the development of wellbeing across our organisation.

2023

- We will have embedded our network of Wellbeing champions, who will foster a positive and supportive environment for our employee community.
- They will facilitate and document organisational wellbeing activity, working collaboratively

Policies and practice

We will embed wellbeing in to our HR policies, people practices and leadership and management programmes, putting people as the focus. Our wellbeing strategy will enable managers and leaders to cultivate teams that foster wellbeing. We will build, improve and maintain positive and supportive working environments across our organisation.

Goals

2021

- Wellbeing will be embedded into our leadership and management programmes and also through embedding in our people practices. Our wellbeing strategy will enable managers and leaders to cultivate teams that foster wellbeing.
- We will review our HR policies with the intention of including aspects of wellbeing, making them more accessible and user friendly, putting our people at the heart of our policies.

2023

- Our leadership and management development programmes will have wellbeing at their heart. This will be evidenced in the way that our managers are leading their people.
- The culture across our organisation will be positive and embracing of change and difference
- People will be open to Wellbeing as this will be part of their everyday thinking. They will be able to access the information they need in a way that meets their needs to ensure inclusive provision.

Healthy lifestyles

We will focus on the six aspects of having a healthy lifestyle, as adopted in The Corporate Health Standard (Healthy Working Wales): These are: Tobacco use, Mental health and Wellbeing Musculoskeletal Disorders (MSD) Alcohol, Drugs and Other Substance Use, Food Health and Wellbeing and Physical Activity We will work in partnership with our Wellbeing champions promoting and facilitating healthy lifestyle behaviours through a range of methods and communication channels.

Goals

2021

- We will promote healthy lifestyle behaviours in line with public health messages, this will include online resources and workshops.
- We will partner with Ceredigion Actif, and establish physical activity groups: e.g Yoga, running, walking with the aim of to encourage and enable employees to be more active.
- We will create guidance on how to design, promote and manage physical challenge events for individuals and teams.
- We will promote local partnerships that can support healthy lifestyles to staff and students. These could include health clubs, walking groups, alcohol awareness campaigns and healthy eating initiatives.

2023

- Our healthy lifestyle toolkits will be available to staff. These will include

practical guidance on the six healthy lifestyle areas above.

- Staff will have access to a wellbeing questionnaire that provides them with information and guidance on the areas they need to focus on.
- Our online resources will be used by staff enabling them to make health and lifestyle changes and will sign post to additional support if self-help is not sufficient.
- We will liaise with local smoking cessation services and establish work based smoking cessation services for staff that are ready to stop smoking. Through our smoking cessation campaign in partnership with Help to Quit Wales we will make staff aware of the dangers of smoking and support

Mental health and wellbeing

We will be proactive in encouraging and supporting staff to maintain good mental health. We will sign the Time to Change Wales Pledge, to work towards removing mental health stigma in our organisation. In addition, there will be online toolkits, evidence based training and the implementation of Mental Health First Aiders and Wellbeing champions who will provide support and signposting to expert help and information. We will promote our Employee Assistance Programme (EAP): Care First to staff alongside the provision of a wellbeing 'drop in' service.

Goals 2021

- We will create online Resilience and Stress Toolkits enabling them to access information when they want and need to, enabling them to be 'change ready' and better prepared to cope with life's transitions.
- We will deliver evidence based training around mental health, including Mental Health First Aid and health promotion to our network of wellbeing champions and provide signposting information.
- We will promote our Employee Assistance Programme (EAP): Care First to staff alongside the provision of a wellbeing 'drop in' service.
- We will sign the Time to Change Wales Pledge, to work towards removing mental health stigma in our organisation, creating a Time to Change Action Plan for which will be embedded across the organisation.
- We will create a network of Mental Health First Aiders across our organisation.

2023

- We will have culture where more people feel able to talk openly about their mental health as they do physical health. We will feel able to disclose mental health problems without fear.
- Stigma around mental health will reduce as we work through our action plan following the signing of the Time to Change Wales pledge.

Culture and behaviour

We will embed workplace health promotion to foster a culture that enables support. Our wellbeing champions will be provided with health promotion training enabling them to promote public health messages in their work areas. We will achieve 'The Corporate Health Standard' (Bronze) awarded by Healthy Working Wales ensuring that we follow best practice.

Goals

2021

- We will provide our wellbeing champions with health promotion training enabling them to promote public health messages in their work areas. This will include signposting to behaviour change support and awareness in areas such as alcohol use, smoking, nutrition and healthy eating, weight management and exercise.
- We will achieve 'The Corporate Health Standard' (Bronze) awarded by Healthy Working Wales ensuring that we follow best practice. This is an evidenced based award scheme endorsed by Public Health Wales. We will deliver at least four health campaigns a year, focusing on key health initiatives.

2023

- Our health and wellbeing intranet pages will be dynamic, enabling our community to access health promotion messages and self-help tools alongside signposting to support both inside and outside of our organisation.
- Our Wellbeing champions will support people that are ready to make positive changes through effective signposting and knowledge of support available.
- Our Health and Wellbeing campaigns will be of high value for people to get involved with, for the benefit of themselves, their teams and for our organisation as a whole.

7 Roles and Responsibilities

Leadership Group

To support and champion the strategy.

To secure organisation-wide 'buy in' by endorsing the strategy and validating its importance in ensuring wellbeing and its associated benefits for both individuals and the organisation as a whole.

These actions will aid in overcoming organisational barriers, secure investment into resources, embed it in core business, prioritise it as a strategic investment and promote organisation-wide engagement.



Health and Wellbeing Steering/Working Group

The group will be part of the wellbeing governance required to aid the success of the Strategy. It will bring together key stakeholders across Ceredigion County Council and will include a representative from Leadership Group, Employee Health and Wellbeing Officer and Trade Union representation.

It will provide guidance and reassurance to all stakeholders in relation to the health and wellbeing strategy aims.

The group will not merely exist as a consultative forum, but will be established to ensure that significant actions are identified and implemented in such a way as the Council can demonstrate that health and wellbeing are being effectively managed as a strategic priority.

It will facilitate a focused approach to wellbeing which will foster innovation, creativity, productivity and engagement in our organisation.

Health and wellbeing champions

A network of champions made up of individuals from across the organisation will be established. Their role will be:

- to support the Health and Wellbeing Strategy, by promoting activities in their areas, encouraging colleagues to access relevant health and wellbeing opportunities, collating activity data, sharing best practice and stories of success.
- to foster a positive and supportive environment across the Council.
- to facilitate and document local wellbeing activity, working collaboratively with other wellbeing champions across the organisation, reporting to the Employee Health and Wellbeing Officer.

Line Managers

The role of line managers in the implementation of the Strategy will be key. They will need to demonstrate the value of the strategy to staff across the organisation.

Leaders and managers will be expected to role model wellbeing as they have a pivotal role in creating a wellbeing culture.

They will be required to utilise good communication and effective leadership to enable the positive change and a cultural shift to facilitate/contribute to the success of the Strategy.

Employees

The Strategy is not a prescriptive resource so individual employees will still have a responsibility for their own health and wellbeing as well as that of their colleagues.

Individuals need to be able to recognise what constitutes their wellbeing and the role it plays in enabling them to lead an enriching and balanced life.

Through the mechanisms of the strategy the individual employee will/should be afforded the opportunity to make choices which prioritise their wellbeing.

8 Measuring Success

Success is not one dimensional and there are multiple metrics, factors and aspects to consider within both the organisational and wellbeing context. Therefore, a robust process is required to continually reflect upon and review the delivery of this strategy, utilising both qualitative and quantitative data, and through continual dialogue with staff, managers and other stakeholders.

We will use measures and methods, examples of which are listed, against which we will set tangible targets, to monitor progress.

- A Health and Wellbeing survey to be conducted annually.
- The inclusion of specific Ceredigion health and wellbeing question(s) within staff survey.
- Staff survey and pulse survey findings to improve over the lifespan of the strategy.
- An increase in engagement in the Health and Wellbeing staff survey.
- We will use our absence data to create a baseline and report against this annually.
- Monitoring uptake of health and wellbeing drop in sessions and referrals to Occupational Health.
- Usage of the Employee Assistance Programme.
- Achieving Corporate Health Standard Bronze Award (in the first instance). Commitment to progress to higher award levels.
- Quarterly data collection from Wellbeing champions and Mental Health First Aiders
- Share our 'Time to Change' initiative action plan which aims to remove mental ill-health stigma.
- Once the Pledge has been signed we will then be measured against the action plan.

Cyngor Sir Ceredigion County Council - Integrated Impact Assessment (IIA)

An integrated tool to inform effective decision making



This **Integrated Impact Assessment tool** incorporates the principles of the Well-being of Future Generations (Wales) Act 2015 and the Sustainable Development Principles, the Equality Act 2010 and the Welsh Language Measure 2011 (Welsh Language Standards requirements) and Risk Management in order to inform effective decision making and ensuring compliance with respective legislation.

1. PROPOSAL DETAILS: (Policy/Change Objective/Budget saving)

Proposal Title	Health and Wellbeing Strategy
----------------	-------------------------------

Service Area	People & Organisation	Corporate Lead Officer	Geraint Edwards	Strategic Director	Caroline Lewis
--------------	-----------------------	------------------------	-----------------	--------------------	----------------

Name of Officer completing the IIA	Clint Middleton	E-mail	clint.middleton@ceredigion.gov.uk	Phone no	01970 633933
------------------------------------	-----------------	--------	-----------------------------------	----------	--------------

Please give a brief description of the purpose of the proposal

This is a new strategy for all employees of Ceredigion County Council and its aim is to improve not only individual health and wellbeing but also, as a result, that of the Council's teams and services.

The Strategy sets out key goals, under five separate areas identified as 'pillars of wellbeing':

- Positive Environments
- Policies and Practice
- Healthy Lifestyle
- Mental Health & Wellbeing
- Culture and behaviour

The initial focus will be on promoting healthier lifestyle behaviours, a commitment to sign the Time to Change Wales Pledge (working towards removing mental health stigma), a programme to introduce Mental Health First Aiders and Wellbeing Champions across the Council, and the creation of a Health and Wellbeing Steering Group with the aim of achieving The Corporate Health Standard (Bronze) within the first two years.

The strategy will be driven the Employee Health and Wellbeing Officer in People & Organisation, but with collaborative working across the Council.

The policy has been shared with the relevant Trade Unions and has full support from the Council's Leadership Group.

Page 55

Cyngor Sir Ceredigion County Council - Integrated Impact Assessment (IIA)

An integrated tool to inform effective decision making



Who will be directly affected by this proposal? (e.g. The general public, specific sections of the public such as youth groups, carers, road users, people using country parks, people on benefits, staff members or those who fall under the protected characteristics groups as defined by the Equality Act and for whom the authority must have due regard).

All employees.

VERSION CONTROL: The IIA should be used at the earliest stages of decision making, and then honed and refined throughout the decision making process. It is important to keep a record of this process so that we can demonstrate how we have considered and built in sustainable development, Welsh language and equality considerations wherever possible.

Author	Decision making stage	Version number	Date considered	Brief description of any amendments made following consideration
Clint Middleton		V1		<i>This will demonstrate how we have considered and built in sustainable development throughout the evolution of a proposal. Have you considered and applied the sustainable development principle and Well-being Goals?</i>

COUNCIL STRATEGIC OBJECTIVES: Which of the Council's Strategic Objectives does the proposal address and how?

Boosting the Economy	This strategy will support the Council in it's aim to being the employer of choice in the county.
Investing in People's Future	
Enabling Individual and Family Resilience	This strategy will provide support to employees in relation to their health and wellbeing.
Promoting Environmental and Community Resilience	

NOTE: As you complete this tool you will be asked for **evidence to support your views**. These need to include your baseline position, measures and studies that have informed your thinking and the judgement you are making. It should allow you to identify whether any changes resulting from the implementation of the recommendation will have a positive or negative effect. Data sources include for example:

- *Quantitative data - data that provides numerical information, e.g. population figures, number of users/non-users*



- *Qualitative data – data that furnishes evidence of people’s perception/views of the service/policy, e.g. analysis of complaints, outcomes of focus groups, surveys*
- *Local population data from the census figures (such as Ceredigion Welsh language Profile and Ceredigion Demographic Equality data)*
- *National Household survey data*
- *Service User data*
- *Feedback from consultation and engagement campaigns*
- *Recommendations from Scrutiny*
- *Comparisons with similar policies in other authorities*
- *Academic publications, research reports, consultants’ reports, and reports on any consultation with e.g. trade unions or the voluntary and community sectors, ‘Is Wales Fairer’ document.*
- *Welsh Language skills data for Council staff*

2. SUSTAINABLE DEVELOPMENT PRINCIPLES: How has your proposal embedded and prioritised the five sustainable development principles, as outlined in the Well-being of Future Generations (Wales) Act 2015, in its development?

Sustainable Development Principle	Does the proposal demonstrate you have met this principle? If yes, describe how. If not, explain why.	What evidence do you have to support this view?	What action (s) can you take to mitigate any negative impacts or better contribute to the principle?
Long Term Balancing short term need with long term and planning for the future.	The aim of this strategy is to support and improve the long-term health and wellbeing of all employees of the Council, which will subsequently support to better staff retention.	We will gather and monitor evidence in relation to the health and wellbeing of staff through an annual staff survey.	We will establish and work with a health and wellbeing steering group to seek and enhance positive impacts as the strategy is implemented.
Collaboration Working together with other partners to deliver.	This strategy will support the Council in achieving a Bronze Corporate Health Standard, which is a national standard and requires collaborating with the awarding body.	We have sought guidance and information from various organisations and bodies in the field in order to influence this policy.	We will continue to collaborate and work with partners as this strategy is implemented and developed further.
Involvement Involving those with an interest and seeking their views.	This strategy has been developed following a large engagement exercise with all staff throughout the Council. The experiences and insights from our health and wellbeing officer, particularly over the COVID pandemic, has also had a significant influence on this strategy.	The strategy includes key findings from the engagement exercises undertaken, and the actions set out in the document are based on this evidence.	We will establish and work with a health and wellbeing steering group to seek and enhance positive impacts as the strategy is implemented, as well as undertaking regular staff surveys and other engagement activities.

Cyngor Sir Ceredigion County Council - Integrated Impact Assessment (IIA)

An integrated tool to inform effective decision making



<p>Prevention Putting resources into preventing problems occurring or getting worse.</p>	<p>This strategy is aimed at tackling the health and wellbeing challenges that our workforce face, and providing a work environment which supports their holistic wellbeing.</p>	<p>We will gather and monitor evidence in relation to the health and wellbeing of staff through an annual staff survey.</p>	<p>We will establish and work with a health and wellbeing steering group to seek and enhance positive impacts as the strategy is implemented, as well as undertaking regular staff surveys and other engagement activities.</p>
<p>Integration Positively impacting on people, economy, environment and culture and trying to benefit all three.</p>			



3. WELL-BEING GOALS: Does your proposal deliver any of the seven National Well-being Goals for Wales as outlined on the Well-being of Future Generations (Wales) Act 2015? Please explain the impact (positive and negative) you expect, together with suggestions of how to mitigate negative impacts or better contribute to the goal. We need to ensure that the steps we take to meet one of the goals aren't detrimental to meeting another.			
Well-being Goal	Does the proposal contribute to this goal? Describe the positive or negative impacts-	What evidence do you have to support this view?	What action (s) can you take to mitigate any negative impacts or better contribute to the goal?
3.1. A prosperous Wales Efficient use of resources, skilled, educated people, generates wealth, provides jobs.			
3.2. A resilient Wales Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change).			
3.3. A healthier Wales People's physical and mental wellbeing is maximised and health impacts are understood.	The implementation of the policy will aim to improve the physical and mental wellbeing of all staff in our employment.	We will gather and monitor evidence in relation to the health and wellbeing of staff through an annual staff survey.	We will establish and work with a health and wellbeing steering group to seek and enhance positive impacts as the strategy is implemented.
3.4. A Wales of cohesive communities Communities are attractive, viable, safe and well connected.			
3.5. A globally responsible Wales Taking account of impact on global well-being when considering local social, economic and environmental well-being.			



<p>3.6. A more equal Wales People can fulfil their potential no matter what their background or circumstances.</p> <p><i>In this section you need to consider the impact on equality groups, the evidence and any action you are taking for improvement.</i> <i>You need to consider how might the proposal impact on equality protected groups in accordance with the Equality Act 2010?</i> <i>These include the protected characteristics of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or beliefs, gender, sexual orientation.</i> Please also consider the following guide:: Equality Human Rights - Assessing Impact & Equality Duty</p>	<p>Describe why it will have a positive/negative or negligible impact.</p> <p><i>Using your evidence consider the impact for each of the protected groups. You will need to consider do these groups have equal access to the service, or do they need to receive the service in a different way from other people because of their protected characteristics. It is not acceptable to state simply that a proposal will universally benefit/disadvantage everyone. You should demonstrate that you have considered all the available evidence and address any gaps or disparities revealed.</i></p>	<p>What evidence do you have to support this view?</p> <p><i>Gathering Equality data and evidence is vital for an IIA. You should consider who uses or is likely to use the service. Failure to use <u>data</u> or <u>engage</u> where change is planned can leave decisions open to legal challenge. Please link to involvement box within this template. Please also consider the general guidance.</i></p>	<p>What action (s) can you take to mitigate any negative impacts or better contribute to positive impacts?</p> <p><i>These actions can include a range of positive actions which allows the organisation to treat individuals according to their needs, even when that might mean treating some more favourably than others, in order for them to have a good outcome. You may also have actions to identify any gaps in data or an action to engage with those who will/likely to be effected by the proposal. These actions need to link to Section 4 of this template.</i></p>																					
<p>Age Do you think this proposal will have a positive or a negative impact on people because of their age? (Please tick ✓)</p> <table border="1" data-bbox="69 989 788 1366"> <tr> <td rowspan="2">Children and Young People up to 18</td> <td>Positive</td> <td>Negative</td> <td>None/ Negligible</td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">✓</td> </tr> <tr> <td rowspan="2">People 18-50</td> <td>Positive</td> <td>Negative</td> <td>None/ Negligible</td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">✓</td> </tr> <tr> <td rowspan="2">Older People 50+</td> <td>Positive</td> <td>Negative</td> <td>None/ Negligible</td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">✓</td> </tr> </table>	Children and Young People up to 18	Positive	Negative	None/ Negligible			✓	People 18-50	Positive	Negative	None/ Negligible			✓	Older People 50+	Positive	Negative	None/ Negligible			✓	<p>The health and wellbeing strategy, including it's goals and pillars of wellbeing, are aimed at all employees, regardless of age.</p>	<p>The Health and Wellbeing strategy includes support and services for all staff, including people with protected characteristics.</p>	<p>We will establish and work with a health and wellbeing steering group to seek and enhance positive impacts as the strategy is implemented.</p>
Children and Young People up to 18		Positive	Negative	None/ Negligible																				
			✓																					
People 18-50	Positive	Negative	None/ Negligible																					
			✓																					
Older People 50+	Positive	Negative	None/ Negligible																					
			✓																					

Cyngor Sir Ceredigion County Council - Integrated Impact Assessment (IIA)

An integrated tool to inform effective decision making



Page 61

Disability Do you think this proposal will have a positive or a negative impact on people because of their disability? (Please tick ✓)				The health and wellbeing strategy, including its goals and pillars of wellbeing, are aimed at all employees, regardless of disability. A key goal of this strategy is supporting mental health and wellbeing, and we therefore believe this will have a positive impact.	The Health and Wellbeing strategy includes support and services for all staff, including people with protected characteristics.	We will establish and work with a health and wellbeing steering group to seek and enhance positive impacts as the strategy is implemented.
Hearing Impairment	Positive	Negative	None/ Negligible			
			✓			
Physical Impairment	Positive	Negative	None/ Negligible			
			✓			
Visual Impairment	Positive	Negative	None/ Negligible			
			✓			
Learning Disability	Positive	Negative	None/ Negligible			
			✓			
Long Standing Illness	Positive	Negative	None/ Negligible			
			✓			
Mental Health	Positive	Negative	None/ Negligible			
	✓					
Other	Positive	Negative	None/ Negligible			

Transgender Do you think this proposal will have a positive or a negative impact on transgender people? (Please tick ✓)				The health and wellbeing strategy, including its goals and pillars of wellbeing, are aimed at all employees, regardless of gender.	The Health and Wellbeing strategy includes support and services for all staff, including people with protected characteristics.	We will establish and work with a health and wellbeing steering group to seek and enhance positive impacts as the strategy is implemented.
Transgender	Positive	Negative	None/ Negligible			
			✓			

Cyngor Sir Ceredigion County Council - Integrated Impact Assessment (IIA)

An integrated tool to inform effective decision making



Marriage or Civil Partnership Do you think this proposal will have a positive or a negative impact on marriage or Civil partnership? (Please tick ✓)				The health and wellbeing strategy, including it's goals and pillars of wellbeing, are aimed at all employees, regardless of this protected characteristic.	The Health and Wellbeing strategy includes support and services for all staff, including people with protected characteristics.	We will establish and work with a health and wellbeing steering group to seek and enhance positive impacts as the strategy is implemented.
Marriage	Positive	Negative	None/ Negligible			
			✓			
Civil partnership	Positive	Negative	None/ Negligible			
			✓			
Pregnancy or Maternity Do you think this proposal will have a positive or a negative impact on pregnancy or maternity? (Please tick ✓)				The health and wellbeing strategy, including it's goals and pillars of wellbeing, are aimed at all employees, regardless of this protected characteristic.	The Health and Wellbeing strategy includes support and services for all staff, including people with protected characteristics.	We will establish and work with a health and wellbeing steering group to seek and enhance positive impacts as the strategy is implemented.
Pregnancy	Positive	Negative	None/ Negligible			
			✓			
Maternity	Positive	Negative	None/ Negligible			
			✓			
Race Do you think this proposal will have a positive or a negative impact on race? (Please tick ✓)				The health and wellbeing strategy, including it's goals and pillars of wellbeing, are aimed at all employees, regardless of race.	The Health and Wellbeing strategy includes support and services for all staff, including people with protected characteristics.	We will establish and work with a health and wellbeing steering group to seek and enhance positive impacts as the strategy is implemented.
White	Positive	Negative	None/ Negligible			
			✓			
Mixed/Multiple Ethnic Groups	Positive	Negative	None/ Negligible			
			✓			
Asian / Asian British	Positive	Negative	None/ Negligible			

Cyngor Sir Ceredigion County Council - Integrated Impact Assessment (IIA)

An integrated tool to inform effective decision making



			✓			
Black / African / Caribbean / Black British	Positive	Negative	None/ Negligible			
			✓			
Other Ethnic Groups	Positive	Negative	None/ Negligible			
			✓			

Religion or non-beliefs Do you think this proposal will have a positive or a negative impact on people with different religions, beliefs or non-beliefs? (Please tick ✓)				The health and wellbeing strategy, including it's goals and pillars of wellbeing, are aimed at all employees, regardless of religion.	The Health and Wellbeing strategy includes support and services for all staff, including people with protected characteristics.	We will establish and work with a health and wellbeing steering group to seek and enhance positive impacts as the strategy is implemented.
Christian	Positive	Negative	None/ Negligible			
			✓			
Buddhist	Positive	Negative	None/ Negligible			
			✓			
Hindu	Positive	Negative	None/ Negligible			
			✓			
Humanist	Positive	Negative	None/ Negligible			
			✓			
Jewish	Positive	Negative	None/ Negligible			
			✓			
Muslim	Positive	Negative	None/ Negligible			
			✓			
Sikh	Positive	Negative	None/ Negligible			
			✓			
Non-belief	Positive	Negative	None/			

Page 63

Cyngor Sir Ceredigion County Council - Integrated Impact Assessment (IIA)

An integrated tool to inform effective decision making



			Negligible			
			✓			
Other	Positive	Negative	None/ Negligible			
			✓			

Sex Do you think this proposal will have a positive or a negative impact on men and/or women? (Please tick ✓)				The health and wellbeing strategy, including its goals and pillars of wellbeing, are aimed at all employees, regardless of gender.	The Health and Wellbeing strategy includes support and services for all staff, including people with protected characteristics.	We will establish and work with a health and wellbeing steering group to seek and enhance positive impacts as the strategy is implemented.
Men	Positive	Negative	None/ Negligible			
	✓					
Women	Positive	Negative	None/ Negligible			
	✓					

Sexual Orientation Do you think this proposal will have a positive or a negative impact on people with different sexual orientation? (Please tick ✓)				The health and wellbeing strategy, including its goals and pillars of wellbeing, are aimed at all employees, regardless of sexual orientation.	The Health and Wellbeing strategy includes support and services for all staff, including people with protected characteristics.	We will establish and work with a health and wellbeing steering group to seek and enhance positive impacts as the strategy is implemented.
Bisexual	Positive	Negative	None/ Negligible			
			✓			
Gay Men	Positive	Negative	None/ Negligible			
			✓			
Gay Women / Lesbian	Positive	Negative	None/ Negligible			
			✓			
Heterosexual / Straight	Positive	Negative	None/ Negligible			
			✓			

Page 64



Having due regards in relation to the three aims of the Equality Duty - determine whether the proposal will assist or inhibit your ability to eliminate discrimination; advance equality and foster good relations.

3.6.2. How could/does the proposal help advance/promote equality of opportunity?

You should consider whether the proposal will help you to:

- Remove or minimise disadvantage
- To meet the needs of people with certain characteristics
- Encourage increased participation of people with particular characteristics

The health and wellbeing strategy, including its goals and pillars of wellbeing, are aimed at all employees, regardless of protected characteristics. The successful implementation of this policy will allow us to support our workforce and help us in becoming the employer of choice in the county.

3.6.3. How could/does the proposal/decision help to eliminate unlawful discrimination, harassment, or victimisation?

You should consider whether there is evidence to indicate that:

- The proposal may result in less favourable treatment for people with certain characteristics
- The proposal may give rise to indirect discrimination
- The proposal is more likely to assist or impeded you in making reasonable adjustments

Not applicable

3.6.4. How could/does the proposal impact on advancing/promoting good relations and wider community cohesion?

You should consider whether the proposal will help you to:

- Tackle prejudice
- Promote understanding

As the biggest employer in the county it is important that the Council takes positive steps for the health and wellbeing of their workforce and the wider community, and encourages other organisations to take similar actions.

Page 65

Having due regard of the Socio-Economic Duty of the Equality Act 2010.

Socio-Economic Disadvantage is living in less favourable social and economic circumstances than others in the same society.

As a listed public body, Ceredigion County Council is required to have due regard to the Socio-Economic Duty of the Equality Act 2010. Effectively this means carrying out a poverty impact assessment. The duty covers all people who suffer socio-economic disadvantage, including people with protected characteristics.

3.6.5 What evidence do you have about socio-economic disadvantage and inequalities of outcome in relation to the proposal?

Describe why it will have a positive/negative or negligible impact.

This strategy is expected to have a negligible impact on the socio-economic situation of staff. The aim of the strategy is to support the long term health and wellbeing of all staff, with the view of retaining their service for the long term.

What evidence do you have to support this view?

A recent staff survey, which significantly influenced the strategy, highlighted the need and demand for this strategy.



What action(s) can you take to mitigate any negative impacts or better contribute to positive impacts?

Publicise the strategy to all staff so that they are aware of the support and benefits available.



3.7. A Wales of vibrant culture and thriving Welsh language Culture, heritage and Welsh Language are promoted and protected. <i>In this section you need to consider the impact, the evidence and any action you are taking for improvement. This in order to ensure that the opportunities for people who choose to live their lives and access services through the medium of Welsh are not inferior to what is afforded to those choosing to do so in English, in accordance with the requirement of the Welsh Language Measure 2011.</i>				Describe why it will have a positive/negative or negligible impact.	What evidence do you have to support this view?	What action (s) can you take to mitigate any negative impacts or better contribute to positive impacts?
Will the proposal be delivered bilingually (Welsh & English)?	Positive	Negative	None/ Negligible	This is a bilingual strategy and any communication or other activities will be delivered in both Welsh and English		
	✓					
Will the proposal have an effect on opportunities for persons to use the Welsh language?	Positive	Negative	None/ Negligible	<i>Will the proposal alter the linguistic nature of the community?</i> <i>Will the proposal increase or reduce the opportunity for persons to use the Welsh language in a social setting?</i> <i>What opportunities does the proposal provide to develop Welsh language skills within the community?</i>		
			✓			
Will the proposal increase or reduce the opportunity for persons to access services through the medium of Welsh?	Positive	Negative	None/ Negligible	<i>Will the proposal ensure that people can access services in their preferred language, Welsh or English?</i> <i>Will the proposal increase or reduce the opportunity for persons to use the Welsh</i>		
			✓			

Cyngor Sir Ceredigion County Council - Integrated Impact Assessment (IIA)

An integrated tool to inform effective decision making



Page 68

				<p><i>language within the workplace?</i></p> <p><i>Will the proposal impact on the number of Welsh speaking staff within the service?</i></p> <p><i>Will the proposal increase or reduce the opportunity for staff to improve their Welsh language skills or access training via the medium of Welsh?</i></p>		
How will the proposal treat the Welsh language no less favourably than the English language?	Positive	Negative	None/ Negligible	<p><i>How will the proposal ensure that Welsh speaking service users receive services to the same standard as those who access the same services through the medium of English?</i></p>		
			✓			
Will it preserve promote and enhance local culture and heritage?	Positive	Negative	None/ Negligible	<p><i>What opportunities are there to promote the Services that are provided through the medium of Welsh?</i></p> <p><i>What opportunities are there within the proposal to promote the Welsh language?</i></p> <p><i>Will the proposal increase or reduce opportunities to take part in sport, art and recreation activities?</i></p>		
			✓			



4. STRENGTHENING THE PROPOSAL: If the proposal is likely to have a negative impact on any of the above (including any of the protected characteristics), what practical changes/actions could help reduce or remove any negative impacts as identified in sections 2 and 3?

4.1 Actions.

What are you going to do?	When are you going to do it?	Who is responsible?	Progress
N/A			

4.2. If no action is to be taken to remove or mitigate negative impacts please justify why.
(Please remember that if you have identified unlawful discrimination, immediate and potential, as a result of this proposal, the proposal must be changed or revised).

N/A

4.3. Monitoring, evaluating and reviewing.
How will you monitor the impact and effectiveness of the proposal?

Involve and engage with the new health and wellbeing steering group during the implementation of this policy.
 Annual staff health and wellbeing survey.

5. RISK: What is the risk associated with this proposal?

Impact Criteria	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very High
Likelihood Criteria	1 - Unlikely to occur	2 - Lower than average chance of occurrence	3 - Even chance of occurrence	4 - Higher than average chance of occurrence	5 - Expected to occur
Risk Description	Impact (severity)		Probability (deliverability)		Risk Score
If the strategy is not implemented, retention of staff could be affected.	4		3		12



Does your proposal have a potential impact on another Service area?

The implementation of this policy will have a positive and cross-cutting impact for staff are employed in all service areas.

6. SIGN OFF

Position	Name	Signature	Date
Service Manager	Clint Middleton		05/07/2021
Corporate Lead Officer	Geraint Edwards		05/07/2021
Strategic Director			
Portfolio Holder			

Cyngor Sir CEREDIGION County Council

REPORT TO: Cabinet

DATE: 07 09 2021

LOCATION: Virtual Meeting

TITLE: Health and Wellbeing Strategy 2021-2026

PURPOSE OF REPORT: To provide feedback from the Corporate Resources Overview and Scrutiny Committee held on 7 July 2021

BACKGROUND:

At its 7 July 2021 meeting, Members of the Corporate Resources Overview and Scrutiny Committee considered the Health and Wellbeing Strategy 2021-2026.

During discussion, Members were pleased to hear that the pandemic had led to a decrease in sickness absence. It was suggested that a report is received regarding sickness absence at a future Corporate Resources O&S Committee meeting.

Following discussion, Committee Members were asked to consider the following recommendation:

RECOMMENDATION:

- To recommend the approval of the Employee Health & Wellbeing Strategy 2021-2026

Members agreed to recommend that Cabinet approve the Employee Health & Wellbeing Strategy 2021-2026.

The Chairman thanked the Officers for attending and presenting in a clear, concise manner.

Councillor Ivor Williams
Chairman of the Corporate Resources Overview and Scrutiny Committee

This page is intentionally left blank

CEREDIGION COUNTY COUNCIL

Report to:	Cabinet
Date of meeting:	September 7 th , 2021
Title:	Securing premises for delivery of Substance Misuse Services in Ceredigion.
Purpose of the report:	To obtain Cabinet approval for Ceredigion Local Authority to act as Local Banker for Welsh Government Capital Funding to support the delivery of Substance Misuse Services in Aberystwyth.
For:	Decision
Cabinet Portfolio and Cabinet Member:	Councillor Dafydd Edwards, Cabinet Member for Highways and Environmental Services, Housing and Customer Contact

Background

Offices at 25 North Parade, Aberystwyth have been used as a base to deliver Substance Misuse Services for a significant number of years supported by Ceredigion County Council. At present Barod, specialist substance misuse organisation (previously known as Drugaid) has been based there since 2015 and in 2016 Cabinet supported the decision to secure funding from Welsh Government for 5 years to secure the lease for the premises.

The base in North Parade is a multi-agency substance misuse centre based in the town centre of Aberystwyth. The building houses DDAS (Dyfed Drug and Alcohol Service) which provides integrated criminal justice and generic substance misuse services aimed at adults. They also provide support and advice to “concerned others”, family or friends of those misusing substances. Cyfle Cymru are also based in the building and are a peer mentoring project designed to work with DDAS’s Recovery team to support individuals who have been through substance misuse treatment back into volunteering, education and employment. Choices staff are also located at North Parade, who are the substance misuse professionals for individuals under the age of 18. Choices are also a service led by Barod. The building currently also houses staff from Supporting People’s Floating Support team and regular meetings held by mutual aid groups including Alcohol Anonymous and Narcotics Anonymous.

Services provided from North Parade include:

- Needle exchange
- Blood Borne Virus Testing
- Safer Injecting Advice
- Brief Interventions
- Harm Reduction interventions
- Screening for Alcohol Related Brain Damage

- Group work such as Moving on “In My Recovery”
- Mindfulness Based Relapse Prevention
- Parent and Carer Training etc

The North Parade base aims to achieve multiple community benefits. All of the core work benefits the local community. The aim is to address the health, harm and criminal costs associated with problematic substance use, and to get economically inactive and often vulnerable adults into education, training or employment and to support other health and community initiatives and campaigns.

Present situation

The funding for rent ends on the 24th December 2021 and in order to secure the premises a Capital Grant funding application has been made to the Welsh Government by the Area Partnership Board on behalf of Barod to secure a further 3 years in this building.

The Area Partnership Board are requesting that Ceredigion County Council act as Banker if this application is successful as we have previously done 5 years ago.

The application to Welsh Government Substance Misuse Action Fund (SMAF) Capital Programme is for a 3 year lease of North Parade, Aberystwyth requesting a total funding of £183,600.00.

Conclusion

The significance of not having a secure base to delivery substance misuse services in Aberystwyth would have a direct impact on local residents and the wider community. The longer term ambition of both the Area Partnership Board and Ceredigion County Council would be to secure permanent premises but that would be dependent on securing ongoing funding, finding a suitable property and your approval.

Ceredigion County Council has previously successfully handled and administered this grant acting as the local banker.

Recommendation:

Cabinet approve the acceptance of the role of Local Banker by the Local Authority in respect of the handling of Capital Funding relating to the premises at 25, North Parade, Aberystwyth and acceptance of the grant, if given;

Has an Integrated Impact Assessment been completed?

No/ Not applicable

If, not, please state why

Summary: This decision does not require developing a new service, new policy or a reduction or closure of a service rather the support of an existing service provision.

Wellbeing of Future Generations:	Long term: Collaboration: APB, Barod and Ceredigion County Council Involvement: 3 rd sector Prevention: Preventative substance misuse services Integration: Statutory Social Services and Health and 3 rd sector collaboration
Recommendation(s):	Cabinet approve the acceptance of the role of Local Banker by the Local Authority in respect of the handling of Capital Funding relating to the premises at 25, North Parade, Aberystwyth and acceptance of the grant, if given;
Reasons for decision:	To support the delivery of Substance Misuse Services in Aberystwyth.
Overview and Scrutiny:	This issue relates to process and does not involve actual service commissioning or delivery by the Local Authority
Policy Framework:	The commissioning and actual delivery of services is undertaken by the Hywel Dda University Health Board in conjunction with Service Providers, and does not directly involve the Local Authority. However, the following Strategic Objective may be pertinent: <ul style="list-style-type: none">• Ceredigion will provide services that contribute to a healthy environment, healthier lives and protect those who are vulnerable in the county
Corporate Priorities:	Priority 3: Enabling Individual and Family Resilience Priority 4: Promoting Environmental and Community Resilience.
Finance and Procurement implications:	This matter relates solely to the handling of WG Grant funding, and will serve to secure further financial protection for our Authority when discharging the role of Local Banker in respect of WG Capital Funding, and ensure that any attendant risks and liabilities are minimised.

Legal Implications:	As regards the position in relation to Ceredigion Local Authority discharging the role of Local Banker in relation to the WG Capital funding for the delivery of Substance Misuse Services in Aberystwyth, the APB were advised that the matter had been considered by the Ceredigion Leadership Group, and this approval would require a decision by Cabinet.
Staffing implications:	None
Property / asset implications:	None
Risk(s):	Risk to delivery of Substance Misuse Service provision in Aberystwyth.
Statutory Powers:	National Health Service (Wales) Act, 2006. Crime & Disorder Act, 1998.
Background Papers:	None
Appendices:	None
Corporate Lead Officer:	Sian Howys, Director Social Services and Corporate Lead Officer Porth Cynnal
Reporting Officer:	John Callow, Corporate Manager Substance Misuse Porth Cynnal
Date:	10/08/2021

CEREDIGION COUNTY COUNCIL

Report to:	Cabinet
Date of meeting:	07/09/2021
Title:	Code of Practice for Highway Safety Inspection and Response on County Roads
Purpose of the report:	To gain approval for the new Ceredigion County Council Code of Practice for Highways Safety Inspection and Response on County Roads
For:	Decision
Cabinet Portfolio and Cabinet Member:	Highways and Environmental Services, Housing and Customer Contact – Cllr Dafydd Edwards

Ceredigion County Council's Code of Practice for Highway Safety Inspection and Response on County Roads (the 'Code of Practice') sets out the policy and standard for undertaking inspections of the adopted highway network. It forms part of the overall Highways Asset Management Plan and its constituent Appendix C – 'Highway Maintenance Manual', and is designed for use by staff carrying out highway inspections. It sets out inspection frequencies and also intervention levels for most circumstances (although inspection staff will always be expected to apply judgement). The primary aim of the code is to ensure that inspection, defect and suggested repair details are correctly assessed and accurately recorded, in addition to the subsequent recording of details of actual response and repairs undertaken.

In 2016, the UK Roads Liaison Group published the *Well Managed Highway Infrastructure Code of Practice*, this replacing the *Well-Maintained Highways Code of Practice for Highway Maintenance Management* dated July 2005. To ensure compliance with the new code it has been necessary to review and update Ceredigion County Council's Code of Practice. The underlying principle of the code is that Highway Authorities will adopt a risk-based approach to asset management in accordance with local needs, priorities and affordability.

The County Surveyors Society Wales (CSSW) developed a methodology that would allow a nationally consistent approach to the management of local highways in accordance with the new code, and this methodology has been utilised for the review of the Council's existing code.

The Authority is currently performing well in its duty to maintain the highway asset. However, the reduction in the level of resources available to Highway Authorities means that the focus on reaction to safety defects has prohibited assignment of resource to maintenance activities that would reduce these defects. The inability to

programme works leads to inefficiencies and risks an increasing inability to manage repairs, leading to deterioration in the condition of the network.

The new code addresses this by targeting its highest risk areas. It does this through focus on the frequency of inspection, and the determination of an appropriate threshold of intervention. The result will be an ability to reassign resources to maintenance rather than urgent repair.

The County Surveyors Society Wales (CSSW) developed its methodology in respect of the new Code of Practice in consultation with Insurance Companies and Highway Authorities across Wales with a view to creating a unified approach to interpretation and implementation.

All Welsh Authorities have adopted the code.

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

Summary:

Long term:

The new Code of Practice provides a risk based approach to Highway Safety Inspections and offers the opportunity to optimise resource through prioritisation and planning of maintenance works.

Collaboration:

The new Code of Practice will improve the condition of the adopted highway within Ceredigion and impact positively on its people, economy, environment and culture.

Wellbeing of Future Generations:

Involvement:

Ceredigion County Council will continue to work with other stakeholders including County Surveyors Society Wales, insurance Companies and Highway Authorities to implement the new Code successfully.

Prevention:

Continued involvement from stakeholders will be encouraged via meetings and regular review, which will be informed by the feedback received.

Integration:	The methodology behind the code utilises data relating to the risk of damage to persons or property, and recommends a way of optimising available resources that allows this to be mitigated effectively.
Recommendation(s):	IT IS RECOMMENDED THAT Cabinet approve the Code of Practice for Highway Safety Inspection and Response on County Roads 2021
Reasons for decision:	To refocus our resources, enhance our maintenance and improve our ability to comply with our statutory legal duties as outlined in Section 41 of the Highways Act 1980 and provide a defence by virtue of Section 58 of the Highways Act 1980 through a unified all-Wales approach. To comply with national guidance, namely the <i>Well Managed Highway Infrastructure Code of Practice 2016</i>
Overview and Scrutiny:	Thriving Communities
Policy Framework:	N/A
Corporate Priorities:	Boosting the Economy Promoting Environmental and Community Resilience
Finance and Procurement implications:	None
Legal Implications:	Provides the Council with a better defence with regards to S58 of the Highways Act 1980
Staffing implications:	None
Property / asset implications:	The focus of resource on more cost effective routine planned cyclical/preventative maintenance works will improve the condition of the highway asset.
Risk(s):	The new code will enhance our maintenance and our defence under section 58 of the Highways Act through a unified all-Wales approach.
Statutory Powers:	Highways Act 1980
Background Papers:	Thriving Communities Scrutiny Report <ul style="list-style-type: none"> • 15 July 2021

Appendices: Appendix 1 - Summary Paper: Code of Practice 2021
Appendix 2 - Code of Practice for Highway Safety
Inspection and Response on County Roads 2021
Appendix 3 - Highway Asset Risk Review
Appendix 4 - CSSW Risk Based Approach Rationale
2019
Appendix 5 - IIA CoP Highway Safety Inspections

**Corporate Lead
Officer:** Rhodri Llwyd
Reporting Officer: Phil Jones, Corporate Manager
Date: 17/08/21



Cyngor Sir
CEREDIGION
County Council

Summary Paper: Code of Practice for Highway Safety Inspection and Response on County Roads 2021

Overview

The final version of the Well-Managed Highway Infrastructure Code of Practice was published on 28 October 2016. The Council must comply with this code. If the Council were not to comply with the code then it would be at increased financial risk in terms of liabilities and claims, higher insurance premiums or restriction of insurance cover. In addition to financial risk, Ceredigion County Council's reputation would be compromised in terms of the public's perception and confidence in the way in which it delivers its services if not compliant with the code. Approval of the new Code of Practice for Highway Inspection and Response will provide the Council with a reasonable protection in unity with an all-Wales approach.

The code recommended that all Highway Authorities should consider new ideas, methods of working and innovation in order to drive greater efficiency. The underlying principle of the code is that Highway Authorities will adopt a **risk-based approach** to asset management in accordance with local needs, priorities and affordability.



well-managed_high
way_infrastructure_c

The new Code replaces the Well-Maintained Highways Code of Practice for Highway Maintenance Management dated July 2005

The County Surveyors Society Wales (CSSW) code harmonises the approach to the new code across Wales, informed by Insurance Companies and Highway Authorities across Wales. It addresses the reduction in the level of resources available to Authorities by targeting its highest risk areas. It does this through focus on two main areas: the frequency of inspection, and the determination of an appropriate threshold of intervention.

FREQUENCY OF INSPECTION

THE RISK-BASED APPROACH (“RBA”)

Previously, the category of road determined the inspection frequency, and the size of the defect determined the response required.

Authorities have historically based inspection frequency on class of road i.e. A road, B road, C road and unclassified. This has little reference to the frequency of its use or its importance within the local network. However, a risk based hierarchy is predominantly based upon road usage, which reflects the fact that if a hazard or hazardous feature exists on an asset then **the risk is a direct function of the number of users exposed to it.**

It is generally accepted by the courts and insurers that it is considered to be both reasonable and defensible that a safety defect recorded against a “busy” road, which is inspected monthly (every 30 days), is made safe by the end of the next working day.

For the purpose of the code the “busy” road is considered to have a usage of between 20,000 and 30,000 vehicles a day.

If this number is multiplied by 30 (days between inspection) + 1 for the defect to be rectified this gives the number of exposures to the hazard/risk of 930,000 highway users.

This is then converted to a risk exposure index (REI) of 930.

It then follows that a road having 10,000 vehicles a day (a third of the above) could potentially have an inspection frequency of three times that amount, 90 days + 1 for it to have the same risk index, i.e. an REI of 930. Local variation can then be applied for strategic routes, operational, seasonal variation and routine maintenance reasons.

For example, many of our roads in Ceredigion are low use roads. These may have below 1000 vehicle movements a day which, to give an equal REI, would give a theoretical inspection frequency of over 2 years. It is understood that this would be unacceptable to the Authority and would be adjusted for the reason of **routine maintenance** to 365, i.e. 12 months. The current Ceredigion Code identifies these as Local Access Roads Category 4B and are also currently recorded as 12 month inspection frequency. Ceredigion’s strategic routes are identified in a document from 2004, ‘Strategic Routes in Ceredigion’, which is currently under review.

Currently inspection frequencies are determined by road hierarchy (class) with exception.

- **4 Weekly** Strategic Routes, Main distributor.
- **12 Weekly** Secondary Distributor,
- **26 Weekly** Local Link Roads
- **52 Weekly** Local Access Roads (Currently inspected at 26 Weeks)
- **104 Weekly** Green Roads or BOATS

The new code recommends that inspection frequency is determined primarily by usage.

- **CHSR Traffic Count 20,000- 30,000** 4 Weekly
- **CH1 Traffic Count 10,000- 20,000** 4 Weekly
- **CH2 Traffic Count 5,000- 10,000** 12 Weekly
- **CH3 Traffic Count 1000 – 5000** 26 Weekly
- **CH4 Traffic Count 200 – 1000** 52 Weekly
- **CH5 Traffic Counts <200** Reactive i.e., Request for service only.

Ceredigion currently has limited traffic count data but, in line with other Authorities and as approved by CSSW, estimates for vehicle and footfall numbers data are arrived at through extrapolation and use of local knowledge. It is essential that we start a programme of comprehensive data collection to support the code and inform regular risk reviews. Plans are currently being made to carry out this work via electronic monitoring equipment.

The principle of a risk based approach is also applied to the establishment of inspection regimes. To provide a rational basis for establishing an inspection regime, the concept of risk exposure has been adopted. Risk exposure is a measure of the exposure of users to a hazard and this is used to assess the primary and initial frequency assessments and adjustments are then applied for it being a Strategic Route, volume of HGVs, if it's part of a diversionary route, if it crosses the county boundary and its current condition and routine maintenance needs.

Assessment Examples**A4120 FROM HEOL Y BONT TO SOUTHGATE ISLAND**

Traffic Count or Estimate*	Exp HGV Volume	Strategic* or Diversionary Route	X County Boundary	Condition	Current CoP Frequency	Proposed Frequency
16336	No	Yes* Yes	No	Good	4 Weeks	1 Month

B4577A FROM CROSS INN TO THE ENTRANCE OF FORESTRY COMMISSION ROAD

1145	No	Yes*	No	Good	12 Weeks	3 Months
------	----	------	----	------	----------	----------

A486 FROM FFOSTRASOL TO BWLCHYGROES

1000-5000*	No	Yes*	No	Good	4 Weeks	1 Month
------------	----	------	----	------	---------	---------

A484 FROM THE HOLT TO PROPERTY KNOWN AS KYNANCE

4460	No	Yes*	No	Good	4 Weeks	1 Month
------	----	------	----	------	---------	---------

C1019 FROM BOW STREET TO THE JUNCTION OF THE C1010

1000-5000*	No	No	No	Good	12 Weeks	6 Month
------------	----	----	----	------	----------	---------

C1010 FROM FFYON CARADOG TO C1019

1705	No	No	No	Good	12 Weeks	6 Month
------	----	----	----	------	----------	---------

C1008 FROM LLANGEITHO TO PRIVATE ROAD TO CEFNGWIDDIL

1000-5000*	No	No	No	Good	12 Weeks	6 Month
------------	----	----	----	------	----------	---------

C1009 FROM ABERPORTH TO LLETY CARAVAN PARK

1000-5000*	No	No	No	Good	12 Weeks	6 Month
------------	----	----	----	------	----------	---------

U1365 FROM THE JUNCTION OF THE B4343 TO GWARCASTELL

54	No	No	No	Fair	52 Weeks	12Month**
----	----	----	----	------	----------	-----------

**For reasons of basic maintenance needs

U1461 FROM THE JUNCTION OF THE B4576 TO BWLCH

200-1000*	No	No	No	Good	52 Weeks	12Month
-----------	----	----	----	------	----------	---------

U1616 FROM BRO DERI BETTWS BLEDRWS TO THE C1071

200-1000*	No	No	No	Good	52 Weeks	12Month
-----------	----	----	----	------	----------	---------

Consequences of the new code

1. The low traffic volumes within Ceredigion indicate that the inspection frequency could be reduced on approximately 30% - 40% of our network. In practice, it is likely to be no more than 30%
2. Although frequency of inspections would be less the total number of defects identified would not be reduced.
3. The number of Critical defects would show no change.
(CSSW's minimum standard for an emergency defect is to make safe within 2 hours)
4. The number of Safety defects are likely to go down in the short term.
(CSSW's minimum standard for a safety defect is to make safe By End of Next Working Day (CHSR, CH1, CH2) and Within 5 Working Days (CH3, CH4, CH5**)
5. The number of Maintenance defects are likely to go up.
(CSSW's minimum standard for a maintenance defect is 1 month (CHSR, CH1, CH2), 3 months (CH3, CH4, CH5**)
6. The programmed repairs are likely to stay the same.
(CSSW's minimum standard for a programmed repair is as per the local works programme)

Positives

Risk based deployment of resources. The inspection resource could be utilised to strengthen the service's response to other issues such as:

1. Inspection of other highway assets and/or concerns and activities including but not restricted to
 - a. Streetworks functions e.g. management of skips/scaffolding/hoarding permits, response to defect complaints
 - b. General bridge inspections e.g. inspection of parapet, training walls and decks
 - c. Safety fences e.g. tensioned, un-tensioned, box-beam
2. Dealing with enforcement issues
 - a. Overhanging trees e.g. site visits, issuing notices, follow up
 - b. Highway encroachment/obstruction e.g. site visits, issuing notices, follow-up
3. Providing a more holistic approach to inspection and maintenance by supplementing the work carried out by the superintendents and vice versa thus improving -

4. Effectiveness of reactive planned works which should prevent maintenance defects becoming safety defects/issues.
5. Enabling a unified reaction to third party requests for service, claims and complaints.
6. Asset type data collection e.g. details of signs, drainage systems

Potential Negatives

1. Possible public perception of a reduction in current response to defects.
2. Possibility of increase in workload as a result of more customer requests.
3. Potential for more attempts by third party claimants.

Opportunities

1. To redeploy resources as outlined above
2. To benefit from a unified all Wales response to third party claims.
3. To assemble treatments into more cost effective planned maintenance works.

The code is built on Vehicle Traffic and footfall counts. This data collection will need resourcing on an ongoing basis.

DEFECT RECORDING


The Council's existing code of practice already advocates the use of risk assessment for defects via the use of a risk matrix (see below). The method is conceptually simple and requires identification of the potential impact of an event and evaluation of the probability of that event occurring. The difficulty it presents is that the table does not specify to what event it refers.


If it refers to the risk of a fatality, then the impact is very high but the probability could be low. If it refers to the risk as being 3rd party property damage the impact could be low but the probability could be considerably higher. Both of these events, and others, are possible as a result of a highway defect. The current method therefore requires highway inspectors to concurrently analyse a range of potential events and a range of probabilities to arrive at an appropriate response to a defect. This is a difficult task as relevant data is not available. Without data on impacts and probability this becomes an exercise in individual judgement.

Probability and impact	Very Low	Low	Medium	High
Negligible	1	2	3	4
Low	2	4	6	8
Noticeable	3	6	9	12
High	4	8	12	16

Current Responses

Category 1 defect  reactive time - make safe or repair within 24 hours

Category 2H defect  reactive time - 5 working days

Category 2M defect  reactive time – 20 working days

Category 2L defect  - to be referred for assessment and programming

Proposed Responses

Defect Categories	Description	Response Time
Critical Defect Category 1	<p>A situation where the inspecting officer considers the risk to safety high enough to require immediate action, e.g. collapsed cellar, missing utility cover, fallen tree, unprotected opening,</p> <ul style="list-style-type: none"> Requiring an immediate response to make the site safe 	2 Hours
Safety Defect Category 1.1 Category 1.5	<p>Defects that pose an imminent risk of injury to road users,</p> <ul style="list-style-type: none"> Requiring a response as soon as possible to remove a potential risk of injury to users 	<p>By End of Next Working Day (CHSR, CH1, CH2)</p> <p>Within 5 Working Days (CH3, CH4)</p>

Maintenance Defect Category 2.1 Category 2.3	<p>Defects that warrant treatment to prevent them deteriorating into a safety defect prior to the next scheduled inspection.</p> <ul style="list-style-type: none"> • Requiring a response to prevent them becoming a safety defect 	<p>1 month (CHSR, CH1, CH2)</p> <p>3 months (CH3, CH4)</p>
Programmed Repairs Cat 3	Defects that warrant treatment, in order to prevent them deteriorating to such an extent that additional works or costs are incurred.	As per the local works programme

Due to a reduction in resources, Highway Authorities have found that their reactive services are having to focus on responding to a large increase in safety defects, primarily due to routine treatments and repairs being behind schedule and/or beyond available resources. The new code attempts to bolster the reaction to safety defects (while advocating a higher intervention level) whilst preventing those defects that would, if not treated, otherwise develop into safety defects. It does this by creating intervention levels which change relative to the risk exposure index (REI).

Determining an Appropriate Threshold

The major determinant in categorising a carriageway defect that is not immediately dangerous is how rapidly it may deteriorate into that state. The regime is designed to provide preventative repair which will minimise the number of defects that become potentially dangerous in terms of injury to people or damage to property.

Roads that have been engineered will invariably have a discreet layer of wearing course, typically of a depth of up to 45mm. It is common for repairs to be initiated by a hole (pot-hole) appearing in that wearing course. Where the layer below is intact the defect may remain relatively stable in the short term i.e. deterioration into a much larger defect is less probable than for a defect that has already extended into the lower layers. For this reason, a threshold between “small defects” and “larger defects” of 50mm has been chosen. A defect that is 50mm in depth will typically be deteriorating at both the wearing course and the subsequent layer and as such is prone to more rapid deterioration. The regime is based upon differentiating between defects either side of this threshold.

Carriageway Repair Regime: Response Times				
Carriageway Hierarchy	Safety Defect		Maintenance Defect	
CHSR	>50mm	By the end of the next working day	>40mm	1 month
CH1	>50mm		>40mm	
CH2	>50mm		>40mm	
CH3	>75mm	5 days	>50mm	3 months
CH4	>75mm		>50mm	
CH5**	>75mm		>50mm	

Defect Size

The defect sizes chosen for each type of defect and REI road hierarchy reflect the fact that carriageway defects deteriorate more rapidly on more heavily trafficked roads as a result of the volume of vehicles running over it. A defect of 50mm depth on CH2 and above will be subjected to repeated trafficking as all these roads carry >5,000 vehicles per day. Therefore, a pot hole could deteriorate rapidly into a much bigger and more hazardous hole/defect if not repaired promptly. For this reason, a differential standard of safety defect size has been adopted for the minimum standard shown in the table above.

Response Times

The proposed response times are also based upon taking into account the different REI levels. The table below shows how risk exposure has been calculated and used to show what response times are required to deliver a consistent REI level of risk exposure.

Safety Defect					
Carriageway Hierarchy	AADT	AADT level for use in calculation	Exposure (vehicles exposed to a defect before it is repaired)	Response time (days) required to normalise exposure	Proposed Minimum Standard
CHSR	30,000	30,000	30,000	1	same day
CH1	10,000 - 20000	20,000	30,000	2	By end of Next Working
CH2	5,000 - 10000	10,000	30,000	3	By end of Next Working
CH3	1,000 - 5000	5,000	30,000	6	5 working days
CH4	200 - 1000	1,000	30,000	30	5 working days
CH5	<200	200	30,000	150	5 working days

The New Code suggests the following responses per level of defectiveness;

Critical Defect Cat 1.0 (2 Hour Response)

These are defects that pose an immediate or imminent risk of injury to road users and typically include items such as a collapsed cellar, missing utility cover, fallen tree, unprotected opening etc. Critical defects should be made safe at the time of the inspection if practicable or attended by the inspector until such time as the defect can be made safe. Making safe may constitute displaying warning notices, signing & guarding to protect the public from the defect or the inspector parking their vehicle over the defect until it can be made safe

The response time for critical defects refers to the time to attend site, make safe or repair. It will then be remedied ASAP thereafter.

Safety defect Cat 1.1 & 1.5 (1-5 Working Days)

A defect that requires prompt attention because it presents an imminent hazard.

Safety defects require a response as soon as possible to remove a potential risk of injury to users and they will typically include items such as particular sizes of potholes, trip hazards cracks, dislodged kerbs etc. If practical, safety defects should be made safe at the time of the inspection. This may constitute displaying warning notices, erecting cones or fencing off to protect the public from the defect. If it is not practical to correct or make safe the defect at the time of the inspection, repairs of a permanent or temporary nature should be carried out within the response time specified.

*[CSSW's minimum standard for a safety defect is to make safe By End of Next Working Day (Category 1.1 on CHSR, CH1, CH2) and Within 5 Working Days (Category 1.5 on CH3, CH4, CH5**)]*

CSSW's minimum standard provides dimension data that can be used as a guide to identifying safety defects. *(The recording inspector always has discretion/ability to alter any defect to a higher/lower priority if his training or experience dictates they should)*

Maintenance Defects Cat 2.1 & 2.3 (1 to 3 months)

A defect that is not a safety defect but requires repair at an appropriate time to guard against further deterioration.

They do not present an imminent hazard to users. Maintenance defects are those that warrant treatment in order to prevent them deteriorating into a safety defect prior to the next scheduled inspection.

*CSSW's minimum standard for a maintenance defect is 1 month (Category 2.1. on CHSR, CH1, CH2), 3 months (Category 2.3 on CH3, CH4, CH5**)*

Programed Repairs Cat 3 (To be compiled into Works Program)

A defect that is not a safety defect or a maintenance defect but requires repair at an appropriate time to guard against further deterioration.

They do not present an imminent hazard to users. Programmed repairs are defects that warrant treatment at an appropriate intervention time, in order to prevent them deteriorating to such an extent that additional works or costs are incurred.

(CSSW's minimum standard for a programmed repair is as per the local works programme)

****Defect intervention levels on CH5 roads are to be considered an investigatory level. An investigatory level does not automatically trigger a response. It will be incumbent upon the inspector to assign an appropriate response to each defect based upon its type, size, location and the level of use of the road. CH5 roads are low use roads therefore defects will frequently present low risk to users and can be responded to accordingly e.g. it may not always be appropriate to record a 75mm pothole on a Byway Open to All Traffic (BOAT), a low trafficked road, as a category 1 defect. In this case the Inspector will investigate and consider what action to take.**

Positives

1. The reactive maintenance teams will have a greater ability to manage the response to defects within the required time frames.
2. Temporary repairs can be minimised.
3. An all Wales approach to defending third party claims.

Potential Negatives

1. The benefits of the code will only be realised by being able to manage the Maintenance Defects successfully. If this is not achieved the network is likely to suffer a negative impact due to the relaxation in Safety Defect intervention levels.

Opportunities

1. Better programming of work flows which should have cost and resource benefits.
2. Focus on preventing a maintenance defect becoming a safety defect, and therefore the need to constantly and immediately react.
3. To make works programs of planned cyclical/preventative maintenance such as ditch, grip, gully cleaning, inlay patching etc.

What are the motivators?

1. Successful execution of our Section 41 duties as specified by legislation' namely the Highways Act 1980
2. Compliance/adherence with national UK guidelines (UKLRG), namely the 2016 Code of Practice Well-Managed Highway Infrastructure Code of Practice (Risk Based Approach)
3. Compliance/adherence with the regional County Surveyors Society Wales (CSSW) Risk Based Approach to Highway Management
4. Insurance changes (Premium costs pay-outs and the perceived Risk)
5. Pre Court evidence gathering (Evidence that risk has been evaluated and prioritised)
6. More efficient use of financial and human resources
7. The Council's requirement to demonstrate that it has acted reasonably and therefore provide itself with a Section 58 defence.

The Authority is currently performing well in its duty to maintain the highway and the intention of the new code is to enhance our maintenance and our defence under section 58 of the Highways Act through a unified all-Wales approach.

Recommendation

To approve the Code of Practice for Highway Inspection and Response on County Roads 2021

Code of Practice

Highway Safety Inspection and Response on County Roads



Cyngor Sir
CEREDIGION
County Council

Code of Practice

Highway Safety Inspection and Response on County Roads

2021



Preface

The establishment of an effective regime of inspection, assessment and recording is the most crucial component of highway maintenance. The characteristics of the regime, which includes frequency of inspection, items to be recorded and nature of response, are defined following an assessment of their relative risks.



Contents

- 1 [Introduction](#)
 - Legislation
 - Intention of this document
- 2 [Status of the Code](#)
 - Review
- 3 [Objectives](#)
- 4 [Training and Development](#)
- 5 [Risk Management](#)
- 6 [Network Safety – Safety Inspections](#)
- 7 [Ad-hoc Inspections](#)
- 8 [Highway Hierarchy](#)
 - Highway (Carriageway) hierarchy
 - Highway (Footway) hierarchy
 - Highway (Cycleway) Hierarchy
- 9 [Inspection Regime](#)
 - Safety Inspections
 - Frequency of inspections
 - Permitted Tolerances
 - Defects
 - Degree of deficiency
 - Nature of response
- 10 [Defects associated with other parties](#)
- 11 [Management System and Data Capture](#)

Appendices

- | | | |
|---|--|-------------------------|
| A | <u>Defect Criteria – Response Times</u> | |
| B | Risk Assessment | See separate Excel file |
| C | Supporting Rationale | See separate PDF file |
| D | <u>Suspension of Highway Safety Inspection</u> | |



1. Introduction

Legislation

Ceredigion County Council as the Highway Authority has a statutory duty to maintain its highways as outlined in the Highways Act 1980.

In particular, Section 41 imposes a duty to maintain highways maintainable at public expense. There is no definition in the Act regarding the level of maintenance required although national codes have been produced to offer some guidance. The document, “*Well-Managed Highway Infrastructure: A Code of Practice (October 2016)*” produced by the Roads Liaison Group, makes recommendations for surveys and inspections of the adopted highway network, except where local constraints or demands have required local solutions.

Section 58 of the Highways Act 1980 provides the Local Highway Authority with a special defence:

“58 Special defence in action against a highway authority for damages for non-repair of highway.

(1) In an action against a highway authority in respect of damage resulting from their failure to maintain a highway maintainable at the public expense it is a defence (without prejudice to any other defence or the application of the law relating to contributory negligence) to prove that the authority had taken such care as in all the circumstances was reasonably required to secure that the part of the highway to which the action relates was not dangerous for traffic.”



Intention of this document

This Highway Safety Inspection and Response Approved Code of Practice for Ceredigion County Council sets out the policy and standard for undertaking inspections of the adopted highway network. It is designed for use by staff carrying out highway inspections and forms part of the overall Highway Maintenance Manual. Intervention levels are stated for most circumstances, but inspection staff will always be expected to apply judgement as every eventuality cannot be covered. The primary aim of the code is to ensure that inspection, defect, and suggested repair details are correctly assessed and accurately recorded, together with subsequent details of actual repairs undertaken. All those involved in this process must be conversant with the contents of this document in order to ensure a consistent understanding.

The Authority's Highways Services carries out safety inspections of the public network within Ceredigion. The purpose of this is to ensure that, as far as is reasonable, publicly maintained carriageways, footways and other designated assets are safe for the highway user.

Implementation of a formal inspection regime and maintenance of, as far as is reasonable, the network and other assets, provides the Authority with a defence under Section 58 of the Highways Act 1980 against claims made for damages resulting from incidents on the public highway.



2. The Status of the Code

It is good practice to monitor and regularly review the efficacy, relevance and compliance of the Authority's Code of Practice. This revision of the 2010 Code has been driven and informed by the publication in October 2016 of the guidance document "*Well Managed Highway Infrastructure: A Code of Practice*". Whilst there is no requirement to adopt this guidance, the purpose of the code is to encourage best practice in highway maintenance and management.

In the 2016 publication the most significant change from the previous code was a recommendation that authorities adopt a risk-based approach, although no detail was provided on how this was to be achieved. County Surveyors Society Wales (CSSW) worked to develop a nationally consistent response through design of a methodology that would allow authorities to, through its adoption, benefit from working to a national standard. Ceredigion County Council's Highways Services has utilised this methodology in the development of the Authority's 2021 code.

This document will confirm that Ceredigion County Council will accept the principles of the 2016 Code, which allows for local variations. Some principles are stated in this document, which specifically deals with Highway Safety Inspections.

Whilst it is accepted by the courts that a public highway can never be in perfect condition at all times the Highway Authority must show that it is meeting its responsibilities in a reasonable manner. An adequate inspection regime is an essential part of that requirement.



Review

This document is subject to regular review at an operational level in accordance with the County Council's commitment to a process of continuous improvement. This document shall be revised to record changes to service standards or the implementation of any newly defined service standards and policies including additional data on network traffic volume.

Risk reviews which collate appropriate data will be carried out periodically and used to inform refinements to hierarchy, inspection and repair regimes.

DRAFT



3. Objectives

The “*Well Managed Highway Infrastructure: A Code of Practice (October 2016)*” identifies the types of highway inspection that should be carried out to address three key objectives of a highway maintenance strategy.

- 1) Network Safety – Ensure compliance with statutory obligations.
- 2) Network Serviceability – Ensuring availability, integrity, reliability.
- 3) Network Sustainability – Maximising value to the community.

This document, “*Ceredigion County Council Code of Practice: Highway Safety Inspection and Response on County Roads*”, deals specifically with Objective 1, Network Safety, and updates the previous 2010 “*Code of Practice for Highway Safety Inspection of County Roads*”.

Ceredigion County Council’s Highway Asset Management Plan provides the strategic framework that the Council has adopted and links to the Council’s corporate aims and objectives.

The overarching corporate objective relating to highway maintenance is to provide safer and better roads to access services, employment and tourism.

Ceredigion County Council as local authority for highways maintainable at public expense within its boundaries will take reasonable steps to ensure these highways are safe and in discharging its duties will carry out:-

- a) Regular inspections of the highways maintainable at public expense.
- b) Additional reactive ad-hoc inspections in response to service requests or queries received about the condition of the maintained highway.
- c) Inspections in accordance with this code of practice.



The aims of safety inspections are to record 'defects' within the highway in order that a maintenance regime can maintain the highway in a safe condition for users. This will be achieved by carrying out regular inspections, identifying any defects present and attaching a priority rating for them to be rectified in accordance with the guidance in this Code.

All elements of the inspection and assessment regime should be applied systematically and consistently. This is particularly important in the case of network safety, where information may be crucial in respect of legal proceedings.

DRAFT



4. Training and Development

Ceredigion County Council is committed to continual staff development and training.

It is important that all those involved in the process of highway maintenance understand the extent and nature of Ceredigion County Council's, as the Local Highway Authority, legal obligations for highway maintenance, and how these relate to their particular responsibilities, including the important distinction between duties and powers.

It is therefore implicit that for each component of the authority's maintenance strategy that those involved in the process will have received training to enable them to demonstrate the necessary level of competence.

The authority shall provide the necessary training by both in-house and external bodies to ensure that support is provided for such competence to be maintained. On appointment, all Ceredigion highway inspectors will take part in an internal induction and training programme. This will be followed by formal external training and professional qualification. Further training will be provided as appropriate to ensure continual professional development.

All Ceredigion highway Inspectors are trained to City and Guilds 6033 - unit 301 and 311. Additional training will be provided to ensure compliance with the new code, including any regional or national Highway Inspector Competency Scheme or Accreditation.

UNIT 301: HEALTH AND SAFETY

- Intended to provide appropriate basic health and safety training for highways inspectors, to give them an appreciation of how to carry out a basic risk assessment and assist them to work safely on the highway.



UNIT 311 - HIGHWAY INSPECTION TECHNICAL

- Intended for those carrying out highways inspection in their first year of appointment and as a useful refresher for more experienced highway inspectors. The course provides a good basic knowledge of all areas of highways maintenance and inspection in which they might be involved.

DRAFT



5. Risk Management

The “*Well Managed Highway Infrastructure: A Code of Practice (October 2016)*” recommends that authorities apply a risk-based approach to highway management. In doing so authorities must acknowledge the fact that risk varies across the asset and between asset groups. Managers have always considered risk in their decision making about inspections, repair priorities and works programming. The new code creates a need to formalise such decision making and to ensure that all decisions are, as far as possible, fact based, and that the rationale for these decisions are recorded .

DRAFT



6. Network Safety – Safety Inspections

Safety inspections identify all observed defects likely to create a danger or serious inconvenience to users of the network or the wider community. Such defects should include those that require urgent attention as well as those where the location and size are such that longer periods of response would be appropriate.

Safety inspections shall normally be undertaken by slow moving vehicle travelling at a maximum speed of 20mph. Walked safety inspections shall be carried out where and when appropriate. The mode of inspection for each location, either walked or by means of slow moving vehicle, will be influenced by risk assessing the location.

The highway safety inspections are generally carried out by single driver inspectors. Exceptions include urban locations and those where risk assessments have indicated a need for inspections to be carried out on foot. The mode of inspection is reviewed to reflect national working practices guidelines and health and safety advice/guidelines.

Additional inspections may be necessary in response to user or community concern, as a result of incidents or extreme weather conditions, or in the light of monitoring information. These shall be identified through the risk management process.

The parameters that are to be adhered to are:

- Frequency of inspection
- Items for inspection
- Degree of deficiency
- Nature of response



7. Ad-Hoc Inspections (Service Requests)

Ad-hoc inspections are to be carried out to identify any required maintenance works following requests for service from the public or third party. These are relayed to the inspectorate via the service's Infrastructure Asset Management System, namely Symology *Insight*. The request is given a priority rating by the corporate call centre for response / inspection/investigation. All reported defects should be inspected within the allocated time period following receipt, unless they are already known to the inspector and have been previously entered on the Authority's *Insight* system for rectification on a priority basis.

All ad-hoc inspections are recorded on a mobile device. Any identified defects falling within prescribed intervention criteria are entered onto the *Insight* defect database with instructions to make safe and/or repair within prescribed response times.

Category 1 defects are automatically sent to the relevant works team.

Note

Missing or damaged ironwork may be the responsibility of a Utility Company. In these circumstances the Highway Safety Inspector will enter onto the Authority's asset management system details of the defect for action by the Authority's Streetworks section who will manage any non-action by the Utility Company.

If such defects are reported to the corporate call centre by a member of the public they are recorded and forwarded to the relevant Streetworks Inspector, who will initiate contact with the relevant statutory utility undertaker or other contractor employed on the highway. If applicable they will record the defect and instruct the utility to make safe. If the statutory utility undertaker or other contractor cannot make safe within the specified 2hr period imposed then the works will be carried out by the authority's contractor with the costs re-charged.



8. Network Hierarchy

A viable network hierarchy is the foundation of a coherent, consistent and auditable maintenance strategy.

The requirement to split the asset into hierarchies exists in the current code. It has been retained in the new code but with the onus placed upon authorities to determine how best to apply the risk -principle in determining appropriate hierarchies. The new code states that *“Carriageway hierarchy will not necessarily be determined by the road classification, but by functionality and scale of use.”* For example, roads that carry 10,000 vehicles a day have a greater potential for an adverse event to occur than ones carrying 500 vehicles a day.

It is possible to estimate use for all roads based upon available traffic count data. County Surveyors Society Wales (CSSW) has chosen to recommend that a risk-based hierarchy should be set predominantly based upon use. This does not preclude authorities from making necessary adjustment in response to particular local use patterns and issues. Ceredigion has undertaken a highway asset risk review which, in addition to traffic count data, takes into consideration additional factors such as whether the road is considered strategic, if it is part of a diversionary route or is travelled by a large volume of HGVs.

It is important that the hierarchy reflects the needs, priorities and actual use of each road in the network. Roads may be categorised as: classified numbered ('A' and 'B' roads), classified un-numbered ('C' roads) or unclassified ('U' roads). However, this system of classification does not necessarily reflect the priority and actual use of each road within the network.

Footway priorities may sometimes conflict with carriageway priorities, and hence it is necessary to define footway and cycleway hierarchies.

For operational efficiency reasons when any highway element (either footway, cycleway or carriageway) runs adjacent to another element, the individual element



having the highest hierarchy will determine the frequency of inspection of these other elements.

Walked safety inspections are carried out where applicable.

The defined operational processes seek to take into account the safety of all highway users whilst at the same time retaining an awareness of the constraints placed upon the Authority by defined and limited budgets and human resources.

These hierarchies are dynamic and reviewed to reflect any changes in network characteristics which may result due to the actual use of the network rather than the use expected when the hierarchy was originally defined.

“*Well-Managed Highway Infrastructure: A Code of Practice (2016)*” offers a reference point from which Highway Authorities can develop local hierarchies and for this purpose Ceredigion will apply the following as its main criteria with adjustments for usage:

Code of Practice Hierarchy Level Names	CSSW Hierarchy Level	Traffic Volume Band (approx.)
Strategic Route	CHSR	Based on local importance rather than traffic flow but often in the range >20,000 [30,000 for calculations]
Main Distributor	CH1	10,000 to 20,000
Secondary Distributor	CH2	5,000 - 10,000
Link Road	CH3	1,000 - 5,000
Local Access Road	CH4	200 – 1000
Minor Road	CH5	<200

Table 8.1 – Highway (Carriageway) Hierarchy



Highway (Footway) Hierarchy

The same principle has been adopted for the establishment of footway hierarchy. There is substantially less data available for footfall and this will need to be gathered over time.

Footway hierarchy is based predominantly upon use/traffic volumes and

- can be adjusted to reflect local conditions;
- is intended to create national consistency;
- is to be documented with reasons for any variances from the method.

It is expected that officer judgement will be used to estimate footfall for different footways in order to apply the method in the absence of data.

In addition, and for operational efficiency reasons, when a highway element runs adjacent to another element, be it cycleway, footway or carriageway, the element which has the highest inspection frequency will determine the frequency of all elements.

Ceredigion will adopt the hierarchy detailed in Table 8.2:

Code of Practice Footway Network Hierarchy Category	CSSW Footway Hierarchy	Footfall Level (indicative)
City Centre Pedestrian Area	FHVHU	> 10,000 (15,000 used for calculations)
Town Centre Pedestrian Area	FH1	5,000 - 10,000
Footway Outside Public Facilities	FH2	1,000 - 5,000
Link Footway (between estates / areas)	FH3	500 - 1,000
Housing Estate Footway	FH4	< 500
Little Used Rural Footway	FH5	< 100

Table 8.2 – Highway (Footway) Hierarchy



Highway (Cycleway) Hierarchy

There are increasing developments in promoted routes for cyclists therefore, and subject to review, Ceredigion will adopt the guidance in the Code of Practice and continue to apply the following table to signify the relative hierarchy.

In addition for operational efficiency reasons the highway element cycleway, when running adjacent to another element (footway or carriageway), or forming a lane of the carriageway, the element having the highest hierarchy will determine the frequency of inspection of this cycleway.

Category	Category Name	Description
A	Cycle Lane	Lane forming part of the carriageway, commonly a strip adjacent to the nearside kerb.
B	Cycle Track	A highway route for cyclists not contiguous with the public footway or carriageway. Shared cycle/pedestrian paths, either segregated by white line or other physical segregation, or un-segregated.
C	Cycle Trails	Leisure routes through open spaces.

Table 8.3 – Highway (Cycleway) Hierarchy



9. Inspection Regime

Safety Inspections

A risk based establishment of hierarchies is being undertaken predominantly based upon use. Table 9.1 details the recommended inspection frequency. See Appendix B.

Frequency of Inspection

The frequency of inspection is again broadly set in accordance with “*Well Managed Highway Infrastructure: A Code of Practice (October 2016)*” with minor adjustments to avoid conflict between carriageway and footway hierarchy. Where conflicts do exist, for example at a pelican crossing, the footway hierarchy will always take precedence in determining of inspection frequency.

Changes in the stipulated frequencies must be approved by the Corporate Lead Officer for Highways and Environmental Services before implementation.

In addition the council has authorised deferment of the inspection regime in its entirety during periods where inspection is not possible. The authorisation form for the suspension of highway inspections is provided as Appendix D.

Safety Inspections shall normally be carried out at the fixed intervals set out in table 9.1. However, the programme of inspections may be suspended for extraordinary reasons. These include but are not restricted to statutory or fixed holidays, periods of exceptional weather where flooding or snow prevents a proper inspection of the road network, and other emergency or extreme events. Where inspections are suspended for periods of 2 days or less the roads and footways which were due to be inspected on these days shall be inspected within 2 weeks of the date that inspections resume. Where the period of suspension exceeds 2 days then, with the approval of the Corporate Lead Officer Highways and Environmental Services, and the cabinet member, the whole inspection programme shall be rolled forward/reset and resumed as if the period of suspension had not happened. Where approval is given to roll



forward the inspection programme the reasons for and duration of the suspension must be logged on the Asset Management System.

Feature	Category	Inspection Frequency
Roads	CHSR	Monthly
	CH1	Monthly
	CH2	Every 3 months
	CH3	Every 6 months
	CH4	Annually
	CH5	Reactive Inspections
Footways	FHVHU	Monthly
	FH1	Monthly
	FH2	Every 3 months
	FH3	Every 6 months
	FH4	Annually
	FH5	Reactive Inspections
Cycle Routes	A	As for roads
	B	Every 6 months
	C	Every 6 months
Car Parks		Monthly

Table 9.1 – Inspection Frequency

Operational Factor

Inspections shall be carried out on a route optimisation basis to ensure maximisation of operational efficiencies with the resources available. This will result in certain sections of the network now classified as having a lower frequency of inspection being inspected at a higher frequency than specified, for example, a section of the network specified as being inspected on a frequency of 3 months actually being expected on a monthly return period if it is operationally more efficient.



Inspection Tolerances

A tolerance should be included to allow for unavoidable incidences such as bad weather, training, inspector sickness etc. When these are necessary it is recommended that the tolerance applied to each inspection frequency is 50% of the prescribed inspection interval or 3 months (whichever is the least).

Any changes to the above frequencies must be approved by the Corporate Lead Officer for Highways and Environmental Services and the cabinet member before they are implemented. See Appendix D.

Defects

A Critical Defect is one that the inspector considers presents a risk to safety high enough to require immediate action. Defects that pose an immediate or imminent risk of injury to road users typically include items such as a collapsed cellar, missing utility cover, fallen tree, unprotected opening etc. Critical defects should be made safe at the time of the inspection if practicable or attended by the inspector until such time as the defect can be made safe. Making safe may constitute displaying warning notices, coning or fencing off to protect the public from the defect. The minimum standard for a critical defect is a response time of 2 hours (to attend and make safe as soon as possible thereafter).

- **A Safety Defect** is one that requires prompt attention because it presents an imminent hazard. Safety defects requiring a response as soon as possible to remove a potential risk of injury to users will typically include items such as particular sizes of potholes, trip hazards, dislodged kerbs etc. If practical, safety defects should be made safe at the time of the inspection. This may constitute displaying warning notices, coning or fencing off to protect the public from the defect. If it is not possible to correct or make safe the defect at the time of the inspection, repairs of a permanent or temporary nature should be carried out within the response time specified. CSSW's minimum standard



provides dimension data that can be used as a guide to identifying safety defects for different network hierarchies.

- **A Maintenance Defect** is one that is not a safety defect but requires repair at an appropriate time to guard against further deterioration. They do not present an imminent hazard to users. Maintenance defects should be categorised as higher priority: defects that warrant treatment in order to prevent them deteriorating into a safety defect prior to the next scheduled inspection, and lower priority other defects that warrant treatment in order to prevent them deteriorating to such an extent that additional works or costs are incurred.

Degree of Deficiency

The degree of deficiency in highway elements will be crucial in determining the nature and speed of response. The table below provides a baseline. Highway Inspectors will maintain the right to investigate and possibly intervene on a risk basis at any time. Risk based assessments will be informed by the use of Ceredigion's Inspection Defect Recording Manual, training, briefing and quality control mechanisms.

Carriageway Repair Regime: Response Times				
Carriageway Hierarchy	Safety Defect		Maintenance Defect	
CHSR	>50mm	By the end of the next working day	>40mm	1 month
CH1	>50mm		>40mm	
CH2	>50mm		>40mm	
CH3	>75mm	5 days	>50mm	3 months
CH4	>75mm		>50mm	
CH5**	>75mm		>50mm	

Table 9.2 – Carriageway Repair Regime: Response Times

** Defect triggers on CH5 roads are to be considered to be at an investigatory level



Defect Size

The defect sizes chosen for each type of defect and hierarchy reflect the fact that carriageway defects deteriorate more rapidly on more heavily trafficked roads as a result of the volume of vehicles running over them. A defect of 50mm depth on CH2 and above will be subjected to repeat trafficking. All these roads carry >5,000 vehicles per day and as such a pot hole could deteriorate rapidly into a more hazardous feature if not repaired promptly. For this reason, a differential standard of safety defect size has been adopted for the minimum standard shown within Table 9.2.

Response Times

The proposed response times are also based upon taking into account the different levels of use. Appendix A shows how risk exposure has been calculated and used to show what response times are required to deliver a consistent level of risk exposure across all levels of the hierarchy.

See Appendix A.



10. Defects associated with other parties

Some defects occurring on the highway are associated with defective utility or private apparatus that include covers to inspection chambers, boxes or meters. Acting as highway authority and following an on site risk assessment, the Council will in order to protect the public from encountering such a dangerous defect, erect the necessary temporary signing and guarding to make the area safe.

After determination of the fault, the Council accepts the responsibility or passes the responsibility to the utility company or third party.

Other defects associated with other third parties, such as overhanging vegetation and encroaching fencing, or illegal obstructions of the highway that cause interference to the free and safe flow of road users, shall be recorded and may be dealt with by undertaking the remedial works and recharging or by means of an enforcement letter, and submitted for further investigation. These actions may include legal proceedings.



11. Management System and Data Capture

Highways Services utilises an integrated Infrastructure Asset Management System (IAMS) across a number of business areas. This system is used to collect, update and manage key data linked to sections of road, which are identified using the National Street Gazetteer's Unique Street Reference Number (USRN). Data can be GIS linked and the system allows for the linked storage of photographs and documents.

The main IAMS is web-based and is accessed via personal computers and laptops. Inspection and works modules are accessed via handheld mobile devices. Mobile working by Highways Inspectors facilitates receipt and communication of real time information.

The IAMS is used (although not exclusively) to schedule inspections, record defects, issue works tickets and receive/respond to customer enquiries. Features of these processes include:

- Inspection dates for all roads to be inspected are scheduled in advance and downloaded weekly to mobile devices.
- Defects are recorded and prioritised by Highways Inspectors on mobile devices via selection from standard menus and sent back to the main system in real time, or stored when out of signal for later transmission.
- To facilitate a quick response, selected Category 1 defects are sent direct to works gangs via mobile devices when they are recorded.
- Where appropriate, Inspectors will plot defects on a map, and take and attach photographs to defects.
- Customer service requests are sent direct to mobile devices to prompt reactive ad-hoc inspections.



- Responses to customer requests where reactive inspections do not generate defects are recorded and notification returned to customer services.
- Any agreed deferral or suspension of inspections is facilitated via the system and recorded.

Reporting from the IAMS system is used for strategic planning as well as operational, performance management and claim defence purposes.

DRAFT

Appendix A

Defect Criteria – Response Times

Defect Categories	Description	Response Time
Critical Defect Cat 1	<p>A situation where the inspecting officer considers the risk to safety high enough to require immediate action, e.g. collapsed cellar, missing utility cover, fallen tree, unprotected opening,</p> <ul style="list-style-type: none"> ➤ Requiring an immediate response to make the site safe 	2 Hours
Safety Defect Cat 1.1 Cat 1.5	<p>Defects that pose an imminent risk of injury to road users,</p> <ul style="list-style-type: none"> ➤ Requiring a response as soon as possible to remove a potential risk of injury to users 	<p>By End of Next Calendar Day (CHSR, CH1, CH2)</p> <p>Within 5 Calendar Days (CH3, CH4)</p>
Maintenance Defect Cat 2.1 Cat 2.3	<p>Defects that warrant treatment to prevent them deteriorating into a safety defect prior to the next scheduled inspection,</p> <ul style="list-style-type: none"> ➤ Requiring a response to prevent them becoming a safety defect 	<p>1 month (CHSR, CH1, CH2)</p> <p>3 months (CH3, CH4)</p>
Programmed Repairs Cat 3	<p>Defects that warrant treatment, in order to prevent them deteriorating to such an extent that additional works or costs are incurred.</p>	As per the local works programme



Appendix B

Risk Assessment – *See separate Excel file.*

DRAFT



Appendix C

Supporting Rationale – See separate PDF file.

DRAFT



Appendix D

<p>CYNGOR SIR CEREDIGION COUNTY COUNCIL</p> <p>Gwasanaeth Priffyrdd ac Amgylcheddol Highways and Environmental Services</p> <p>GOHIRO ARCHWILIADAU DIOGELWCH Y FFYRDD SIROL SUSPENSION OF HIGHWAY SAFETY INSPECTION</p>	
<p>Cyfnod y gohiriad: <i>Period of suspension:</i></p>	<p style="text-align: center;">O <i>From</i></p> <p style="text-align: center;">Hyd <i>To</i></p>
<p>Rheswm am y gohiriad: <i>Reason for suspension:</i></p>	
<p>Rhoddir awdurdod i ohirio'r archwiliadau diogelwch ffyrdd sirol dros y cyfnod a nodir am y rhesymau a roddir uchod. <i>The suspension of highway safety inspections is duly authorised for the period noted due to the reasons given above.</i></p>	
<p>Corfforaethol – Gwasanaethau Priffyrdd ac Amgylcheddol <i>Corporate Lead Officer - Highways and Environmental Services</i></p>	<p>Dyddiad <i>Date</i></p>
<p>Aelod Cabinet <i>Cabinet Member</i></p>	<p>Dyddiad <i>Date</i></p>

End of Document

1. Carriageway Hierarchy

Complete this sheet by filling in the yellow cells When completed... Click on here to Return to Record of Completion

NETWORK/ASSET DETAILS										USE ASSESSMENT										REGIONAL CONSISTENCY CHECK			CONFIRMATION OF FINAL HIERARCHY			INSPECTION SCHEDULE													
a. Enter network data in here from the street gazetteer										b. Identify strategic routes										c. Review assumed traffic flow band, does it appear a reasonable assumption?			d. Does this road carry levels of HDV that warrant different inspection and repair?			e. Is this section of road part of a major designated diversion route (e.g. for pre-planned diversion for recovery or trunk road closures) such that it warrants officers' inspection and repair?			f. Is this section of road one that crosses into the neighbouring authority?			g. Is the hierarchy the same as in the neighbouring authority?			h. Insert the reasons for the hierarchy you have decided upon following your reviews			i. The Final Road Hierarchy will be based on the reviews undertaken	
USRN	Road Name	Road Number (A,B,C,U)	Section Number	Speed Limit (mph)	Existing Hierarchy	Is Road a Strategic Route?	For strategic routes state the reason for considering it strategic	Initial Proposed Road Hierarchy	Is the assumed traffic flow within the band indicated below?	AAOT (Insert actual where known,) (Insert extrapolated/ estimated where it is not within the assumed traffic flow band)	State the source of Traffic Data quoted in col M (actual count, extrapolated or estimated)	Basis of Estimate	Does the road have a large volume of HGVs?	Consider reviewing the Road Hierarchy?	Is this part of a major "designated" diversion route? (e.g. for pre-planned diversions for recovery or trunk road closures)	Does this Road Hierarchy need reviewing?	2. Reviewed Road Hierarchy	Does this road cross a regional boundary? (e.g. for pre-planned diversions for recovery or trunk road closures)	Enter the hierarchy on the neighbouring authority road section	3. Reviewed Road Hierarchy	Enter in the Yellow cells the reasons for	4. Final Road Hierarchy	Comments	Projected Inspection Schedule	Current Schedule														
471/22668	A4120 FROM HECL Y BONT TO SOUTHGATE ISLAND	A			4	Yes	2004 Report Strategic Routes in Cambrian	CHSR	20,000 - 30,000	No	No	1636	Traffic Count	DFT 2018	No	Yes	Yes	CHSR	No			Strategic Route of Local Importance	CHSR	DW Route, Link between A44 & A487	12 Months	4 Weeks													
471/00762	B4077A FROM CROSS INN TO THE ENTRANCE OF FORESTRY COMMISSION ROAD	B			12	Yes	2004 Report Strategic Routes in Cambrian	CHSR	20,000 - 30,000	No	No	1145	Traffic Count	DFT 2009	No	Yes	Yes	CHP	No			Strategic Route of Local Importance	CHP		12 Months	12 weeks													
471/22746	A486 FROM FFOSTRASG TO BWLCHYGRIGES	A			4	Yes	2004 Report Strategic Routes in Cambrian	CHSR	20,000 - 30,000	No	No	1000 - 2000	Extrapolated	Local Knowledge	No	Yes	Yes	CHSR	No			Strategic Route of Local Importance	CHSR		12 Months	4 weeks													
471/00471	A484 FROM THE HOLT TO PROPERTY KNOWN AS KYNANCE	A			4	Yes	2004 Report Strategic Routes in Cambrian	CHSR	20,000 - 30,000	No	No	4400	Traffic Count	DFT	No	Yes	Yes	CHSR	No			Strategic Route of Local Importance	CHSR		12 Months	4 weeks													
471/01348	C1019 FROM BOW STREET TO THE JUNCTION OF THE C1010	C			12	No		CH3	1,000 - 5,000	Yes	Yes				No	No	No	No				CH3		6 Months	12 weeks														
471/00457	C1010 FROM PFFYRON CARADOD TO THE JUNCTION OF THE C1019	C			12	No		CH3	1,000 - 5,000	Yes	Yes	1,705	Traffic Count	DFT	No	No	No	No				CH3		6 Months	12 weeks														
471/00902	C1008 FROM LLANGETHO TO PRIVATE ROAD LEADING TO CERNYWDOS	C			12	No		CH3	1,000 - 5,000	Yes					No	No	No	No				CH3		6 Months	12 weeks														
471/01096	C1009 FROM ABERPORTH TO THE ENTRANCE OF LLETY CARMARAN FLUR	C			12	No		CH3	1,000 - 5,000	Yes					No	No	No	No				CH3		6 Months	12 weeks														
471/01443	C1003 FROM THE ENTRANCE TO COEDPERTH TO THE JUNCTION OF THE C1046	C			12	No		CH3	1,000 - 5,000	No	No	307	Traffic Count	DFT 2009	No	Yes	Yes	CH4	No			CH4	Low use	12 Months	12 weeks														
471/00661	C1005 FROM THE YSTWYTH TRAIL CROSSING TO THE JUNCTION WITH THE B4340	C			12	No		CH3	1,000 - 5,000	Yes					No	No	No	No				CH3		6 Months	12 weeks														
471/00661	CHAURCH STREET	A486			4	Yes	2004 Report Strategic Routes in Cambrian	CHSR	20,000 - 30,000	No	No	2500	Extrapolated	DFT 2018	No	Yes	Yes	CHSR	No			Strategic Route of Local Importance	CHSR		12 Months	4 weeks													
471/00069	U1044 FROM MILL STREET TO TRACK ENTRANCE NEAR LLETY LWOODN	U			24	No		CH4	200 - 1000	Yes					No	No	No	No				CH4		12 Months	24 weeks														
471/00005	U1365 FROM THE JUNCTION OF THE B4343 TO GIVARCASTELL	U			24	No		CH4	200 - 1000	No	No	54	Traffic Count	DFT 2017	No	Yes	Yes	CH4	No	CH4		CH4	Preventative Maintenance	CH4	To prevent deterioration of highway	12 Months	24 weeks												
471/07807	U1481 FROM THE JUNCTION OF THE B4370 TO BULGCH	U			24	No		CH4	200 - 1000	Yes					No	No	No	No				CH4		12 Months	24 weeks														
471/15079	U1616 FROM BPO DER BETHYS BLEDDWYS TO THE JUNCTION OF THE C1071	U			24	No		CH4	200 - 1000	Yes					No	No	No	No				CH4		12 Months	24 weeks														

Highway Asset Management Planning:

Risk Based Approach to Highway

Management

Rationale Behind the Approach



1. Introduction

CSSW is advocating a nationally consistent approach to the management of local highways. A method has been developed under CSSW's HAMP project designed to allow all authorities to adopt the risk-based approach recommended by the new code of practice (Code of Practice). This paper sets out the rationale that was adopted in developing that approach.

Common Needs

The national local road network is varied, ranging from heavily trafficked major routes to barely used rural lanes. There is however commonality between groups of roads and assets. It is appropriate that the travelling public can expect similar standards to apply to roads that are equivalent in their function and level of use nationally. This principle underpins CSSW's desire to create a nationally consistent response to the Code of Practice.

Code of Practice Risk-Based Approach

The new Code of Practice recommends that authorities apply a risk-based approach to highway management. In doing so authorities must acknowledge the fact that risk varies across the asset and between asset groups. Managers have always considered risk in their decision making about inspections, repair priorities and works programming. The new code creates a need to formalise such decision making and to ensure that such decisions are, to the extent that such is possible, fact based.

Current Approach

The current code of practice already advocates the use of risk assessment via the use of a risk matrix as shown. The method is conceptually simple and requires identification of the impact of an event and evaluation of the probability of that event occurring. The difficulty is that the table does not specify to what event it refers. If it

Table 5 – Risk Matrix

Probability –impact ↓	Very low (1)	Low (2)	Medium (3)	High (4)
Negligible (1)	1	2	3	4
Low (2)	2	4	6	8
Noticeable (3)	3	6	9	12
High (4)	4	8	12	16

Response Category	Category 2(L) response	Category 2(M) response	Category 2(H) response	Category 1 response
----------------------	------------------------------	------------------------------	------------------------------	------------------------

refers to the risk of a fatality, then the impact is very high and the probability low. If it refers to the risk of 3rd party property damage the impact is low and the probability considerably higher. Both of these events, and others, are possible as a result of a highway defect. The current method therefore requires highway inspectors to concurrently analyse a range of

potential events and a range of probabilities to arrive at an appropriate response to a defect. This would be a difficult task if data were available. Without data on impacts and probability this becomes an exercise in individual judgement alone.

Proposed Approach

The proposed approach to CSSW's risk-based method is to use asset data to inform risk assessment. The intent is to allow decisions to be supported by factual data. It is possible to acquire and analyse data on the events that occur at defects, to collect data on the type, size and location of the defects themselves and to use this as a reference when establishing the key elements of a highway management approach; setting a hierarchy, setting inspection and repair regimes and using the records collected from these to influence budget allocation.

Annual Risk Review

The method proposed by CSSW has been integrated into the CSSW HAMP recommended practices. The updated HAMP practice now recommends completion of a **risk review at least every 2 years**. The risk review assesses all relevant data to assist authorities to refine their hierarchies, inspection and repair regimes based upon analysis of the records generated from their performance records (PIs and operational performance measures).

Refinement and Improvement

There are many areas where improved data will enable better risk assessment. It is expected that the method will be refined as authorities collect and analyse relevant data and are able to document more refined risk assessments. This process will be managed by CSSW using the national HAMP project.

CSSW's Risk-Based Method:

- **is based on using asset data to enable a fact-based assessment of risk**
- **uses available asset data**
- **will be refined as better data is collected and analysed**
- **uses regular reviews of risk data to inform refinement of hierarchies and inspection and repair regimes.**

The basis upon which the key steps of the method have been created are explained below.

2. Establishing Risk-Based Hierarchies

The requirement to split the asset into hierarchies exists in the current code. It has been retained in the new code but with the onus placed upon authorities to determine how best to apply the risk -principle in determining appropriate hierarchies. The new code states that *“Carriageway hierarchy will not necessarily be determined by the road classification, but by functionality and scale of use.”* and provides a table, an extract from which is shown below.

Secondary Distributor	B and C class roads and some unclassified urban routes carrying bus, HGV and local traffic with frontage access and frequent junctions	In residential and other built up areas these roads have 20 or 30 mph speed limits and very high levels of pedestrian activity with some crossing facilities including zebra crossings. On-street parking is generally unrestricted except for safety reasons. In rural areas these roads link the larger villages, bus routes and HGV generators to the Strategic and Main Distributor Network.
-----------------------	--	--

This is a reference but does not include the most significant factor that affects risk; use. Roads that carry 10,000 vehicles a day have a much greater potential for an adverse event to occur than ones carrying 500

vehicles a day. Simple fact.

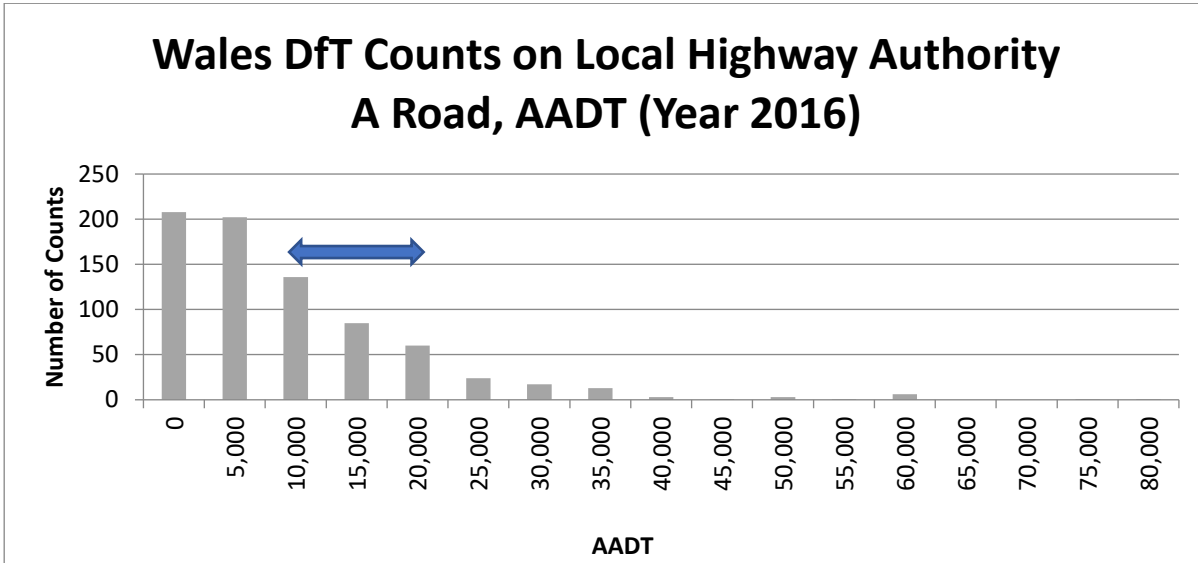
It is possible to estimate use for all roads based upon available traffic count data. CSSW has chosen to recommend that a risk-based hierarchy should be set predominantly based upon use. This does not preclude authorities making necessary adjustment to consider particular local use patterns and issues.

Other Considerations

Additional consideration may influence the choice of hierarchy level. The principle advocated however is that any adjustment is justified by reference to appropriate data.

Road Class

All local roads are already ascribed a class; A, B or C if classified or unclassified. Road class has been used by many authorities to date either as their de facto network hierarchy or as the basis for establishing it. Road class is broadly indicative of use and thus risk. However. There are major variations nationally that means the creation of a hierarchy based solely on road class is not appropriate. The traffic count data collected by the Department for Transport includes 761 counts on local authority managed Welsh A roads. The most recent figures for these sites show a range of average annual daily traffic (AADT) from 83,000 to 431. 29% of the counts fall in the range 10,000 to 20,000 vehicles per day. All authorities except Powys and Anglesey have roads in this usage band. The very heavily trafficked roads are predominantly in areas around Cardiff and are atypically high. The results are shown in the graph below



The graph illustrates the range of traffic volume represented in the DfT data. There are many A roads with volumes in the 10,000 to 20,000 range. There are almost double that with volumes below this. The proposed method of establishing hierarchy is recommending that authorities differentiate between road based on their use and as such should for example adopt a different regime of inspection and repair for roads carrying 15,000 vehicles a day to roads carrying 5,000 a day regardless of whether they are designated as an A road.

To establish a means of referencing hierarchy by traffic volume the following table was developed. The range of 10,000 to 20,000 vehicle per day has been adopted as the starting point. This range was taken to represent a type of busy road that exists in most authorities. These have been allocated as “CH1”. CSSW has adopted a nomenclature for hierarchy based on codes as shown below. This is to avoid potential confusion that could be created from the descriptions used in the code, which are only provided as guidance.

Code of Practice Hierarchy Level Names	CSSW Hierarchy Level	Traffic Volume Band (approx.)
Strategic Route	CHSR	Based on local importance rather than traffic flow but often in the range >20,000 [30,000 for calculations]
Main Distributor	CH1	10,000 to 20,000
Secondary Distributor	CH2	5,000 - 10,000
Link Road	CH3	1,000 - 5,000
Local Access Road	CH4	200 – 1000
Minor Road	CH5	< 200

a figure of 30,000 has been adopted for calculations later in this method. This represents the busiest level of roads nationally. It is accepted that there are a small number of roads that have volumes that exceed this level. The authorities with these roads shall need to specifically assess the risk associated with these roads to warrant if they require inspection and repair regimes that exceed those ascribed to CHSR.

The risk-based method recommends that authorities document their carriageway hierarchies by considering predominantly traffic volume. Secondary/local considerations can also be applied but should be supported with appropriate justification for variances from table above. In reality factors referred to in the Code, such as access to hospitals, would often be a factor of usage level and should be considered when estimating traffic flows.

CSSW's Risk-Based Method: Carriageway Hierarchy:
<ul style="list-style-type: none"> - is based predominantly upon use/traffic volumes - can be adjusted to reflect local conditions - is intended to create national consistency - is to be documented with reasons for any variances from the method

Footway Hierarchy

The same principle has been adopted for the establishment of footway hierarchy. There is substantially less data available for footfall. As with carriageways the method uses a benchmark of the most heavily used footways. A "FHVHU" level has been used as the common starting point. It is known that Cardiff, Newport and Swansea may have footway areas in the city centre that fit into this band of use and other authorities may have too. A limited amount of footfall data was available to inform the choice of levels of use. Two footfall counts were available for FH1 level, which is expected to be the smaller towns across Wales e.g. such as Pontypridd (population 33,000), Port Talbot (population 36,000) and Aberdare (population 32,000).

Street	Town	Footfall Count
Canon Street	Aberdare	6376
Taff Street	Pontypridd	9235
Shopping Centre (Main Entrance)	Port Talbot	7250 –(8am - 6pm)

On the assumption that these locations are representative of many towns around Wales a banding of 5,000 to 10,000 footfall has been assumed for FH1 "Town Centre Pedestrian Area".

Other available data has been used to create the table shown below. CSSW has adopted a code-based nomenclature that relates broadly to the categories used in the code of practice as shown below. The names used in the code are for guidance only and this method does not use them in order to be clear that the primary determinant of hierarchy level is its use. (footfall)

Code of Practice Footway Network Hierarchy Category	CSSW Footway Hierarchy	Footfall Level (indicative)
City Centre Pedestrian Area	FHVHU	> 10,000 (15,000 used for calculations)
Town Centre Pedestrian Area	FH1	5,000 - 10,000
Footway Outside Public Facilities	FH2	1,000 - 5,000
Link Footway (between estates / areas)	FH3	500 - 1,000
Housing Estate Footway	FH4	< 500
Little Used Rural Footway	FH5	< 100

It is expected that officer judgement will be used to estimate footfall for different footways in order to apply the method. It is recommended that where estimates are used authorities should undertake sample surveys to validate their assumptions. Reference can also be made to a range of sample count data undertaken by RCT to inform the bandings. This data is available to authorities via CSSW's HAMP khub website.

Other considerations

The Code of Practice contains a list of a number of criteria that may be relevant to establishing a footway hierarchy including pedestrian composition, proposed usage etc. No evidence was available when developing this guidance to indicate that these factors are habitually associated with increased risk. It has therefore been decided to exclude them from the method unless and until evidence is collected that warrants their inclusion. It is planned to carry out targeted data collection by authorities coordinated by the HAMP project to improve the data available. Such evidence would most likely be in the form of statistical evidence of the increased incidence of adverse events at locations with these features.

CSSW's Risk-Based Method: Footway Hierarchy

- **is based predominantly upon use/footfall volumes**
- **can be adjusted to reflect local conditions**
- **Is intended to create national consistency**
- **to be documented with reasons for any variances from the method**

Structures Hierarchy

Structures require a slightly different approach to carriageways and footways and the hierarchy should be based more on risks to the functionality of the network. Whilst use is a key consideration it is important to consider the consequences of a structure being out of service or restricted (weight or use restrictions introduced). It is possible for example for there to be 3 bridges over a river in a town each on a different road hierarchy road but each equally important in terms of potential traffic disruption. Closure of any of these structures would cause equally significant traffic disruption. It is important that the structures hierarchy is able to include such considerations and to allocate them as equally important.

Some structures on roads at the lower end of the road hierarchy may be on the only route into a rural community while restricted use of others may involve very long diversion routes or impacts on public transport. Closure of the structure would represent a major disruption albeit to a relatively small number of people, they however require managing with this in mind. Structure hierarchy has been defined as below:

1. **Vital:** a structure that is vital to the network i.e. if restricted or out of service it would cause a very significant adverse effect such as major traffic delays with the potential to affect other important services or community severance
2. **Important:** a structure that is important to the functioning of the network, i.e. if restricted or out of service would have an adverse effect on the operation of the network
3. **Standard:** all other structures

To derive the hierarchy all structures are to be assigned an initial hierarchy category based on the hierarchy of the road or footway that the structure carries or crosses. The initial structure hierarchy should be based on the table below using the highest hierarchy for either carriageway or footway. For footbridges and other structures that are solely associated with a footway or footpath the initial structure hierarchy should be based on relating it to the footway hierarchy of the adjacent footway

Road Bridges, Culverts, Retaining Walls etc	
C-way Hierarchy	Structure Hierarchy
CHSR, CH1, CH2	Important Structure
CH3, CH4, CH5	Standard Structure
F-way Hierarchy	Structure Hierarchy
FHVHU, FH1	Important structures
FH2, FH3, FH4, FH5	Standard Structure

At this stage the rating of a **Vital Structure** is not used and is only populated following the assessment of other relevant considerations as shown below.

Rule	Suggested Hierarchy
Sole Access to community	Vital Structure
Both major traffic disruption and lengthy diversion route	Vital Structure
Either major traffic disruption or lengthy diversion route	Important Structure
Susceptible to rapid failure	Important Structure
Significant social or economic impact	Important Structure
Structure of local significance	Important Structure

Retaining Walls

The method can be applied to retaining walls. It is however acknowledged that many authorities do not hold a full inventory of their retaining walls and as such this cannot be fully applied until the inventory is captured.

CSSW's Risk-Based Method: Structures Hierarchy
<ul style="list-style-type: none"> - is based initially on the relevant carriageway or footway hierarchy - can be adjusted to identify vital structure the restriction of which has been assessed as having the potential to cause major disruption

Street Lighting

The function of street lighting can be broadly split into two categories:

- Highway Safety Lighting
- Community Lighting

The risks associated with the existence and operation of street lighting are related to the purpose of the lighting. There are however overarching risks that are largely independent of the category and location of the lighting. Safety risks relate predominantly to critical defects, for example where there is potential for electrocution. In theory the risk like the risk of a carriageway defect is a function of the number of people potentially exposed to the hazard. For lighting however, this is not as directly related to flow as it is for carriageways and footways. A light by the side of a heavily trafficked road with no footway is exposed to a large number of vehicles but the risk of them coming into contact with a unit that has become live is small. The unit may even be behind a safety fence, consequently the response to these is not driven by considerations of use. The risk is considered to be at such a level that as immediate a response as possible is considered appropriate regardless of where the asset is on the network. Safety risks apply equally to each category of lighting.

It is noted that a column that has collapsed would be treated as a carriageway and/or footway hazard and thus the inspection and repair regime for carriageways and footways would apply and set the appropriate response.

The risks associated with an individual light that has failed/gone out is considerably less than a safety defect. If an individual unit fails it is invariably part of a collection of lights in a road and will not create absolute darkness as light from adjacent units will provide some lighting albeit at a reduced level.

At this stage the CSSW method does not promote the use of a street lighting hierarchy as the basis for setting inspection and repair regimes. This may be reviewed when risk data is analysed as part of the required annual risk review.

Hierarchy as the Basis for Part-Night Lighting and Dimming

Where an authority has chosen to adopt a regime of part-night lighting and/or dimming they should have done so after the completion of a risk assessment. This method is consistent with the tenets of the new code of practice and the CSSW's risk-based method. It is recommended that this risk assessment is appropriately referenced in that authority's response to the code and the various sections of the lighting asset, subject to the adopted regime, being identified as the street lighting hierarchy for that purpose.

CSSW's Risk-Based Method: Streetlighting Hierarchy

- **is limited to differentiating between assets under different management regimes i.e. part night lighting and/or dimming**
- **will be reviewed as risk data is analysed.**

Traffic Signals

All traffic management assets are to be assigned an initial category based on the hierarchy of the road where it is located based on the table below. For junctions that serve more than one road hierarchy the highest hierarchy should be used:

Carriageway Hierarchy	Traffic Management Hierarchy (As per highest Carriageway hierarchy)
CHSR	Primary Junction
CH1	
CH2	Secondary Junction
CH3	Local Junction
CH4	

All other traffic management assets (including pedestrian crossings) will initially be assigned the hierarchy of the adjacent road or footway hierarchy (the highest of the two). Further refinement of the hierarchy should be based upon local factors such as the importance of the junction to traffic management of the town/city it is located in.

Other Highway Assets not covered above e.g. Drainage, Street Furniture

Drainage and street furniture assets have not had separate hierarchies applied to them. They are mainly items that are inspected during routine inspections and as such the appropriate carriageway or footway hierarchy dictates the frequency of inspection and influence the categorisation and response to defects.

3. Risk Data Review

The method is built around a regular reviews of risk data (a minimum of every 2 years is recommended). It is recognised that there is potential for improvement in the data that can be analysed to improve understanding of risk. It is also accepted that risks change over time as the condition and use of the asset changes. The review is therefore the key step of the method from which proposed refinement of hierarchies, inspection frequencies and the repair regime can be made.

The risk review records data that relates to risk categorised as:

- Safety; the risk of user injury
- Maintenance; the risk of escalating maintenance needs (and cost)
- Financial Loss; the risk of incurring avoidable financial loss (e.g. 3rd party claim payout)

Risk Data Summary											
Enter Relevant Data							Consider what it may mean		Record Observation on risks		
Enter data items, many of which come from the performance reporting regime							What is trend of the period?		Consider if the data reflects a changing risk profile and thus need to review the inspection regime		
Asset		Data	Year 1	Year 2	Year 3	Year 4	Year 5	Trend	Interpretation	Observations	
Carriageways	Safety	Number of Cat 1 Defects							Increasing number of potential dangerous defects = increasing risk to road users		
		% of A Roads in poor condition (red, scanner)							Roads in poor condition have greater potential for dangerous defects		
		% of B Roads in poor condition (red, scanner)								^*	
		% of C Roads in poor condition (red, scanner)								^*	
		% of U Roads in poor condition (red, scanner) and/or visual								^*	Unknown ? !!
			KSI (where road condition was a contributory factor)								
Carriageways	Maintenance	Number of Cat 2 defects recorded							Escalating levels of minor defects can indicate increasing maintenance needs (now and in the future)		
		Number of Cat 2 defects not repaired (repair backlog)							If increasing numbers of repairs are not being repaired it		
		% of roads to be considered for maintenance A roads (red and amber)								Increasing amount of road requiring maintenance Will need to be addressed sometime	
		% of roads to be considered for maintenance A roads (red and amber)									
		% of roads to be considered for maintenance A roads (red and amber)									
Carriageways	Financial	Value of payout of 3rd party claims									
		Number of claims received									
		Number of claims lost due to not adhering to inspection regime									
		Number of claims lost for other reasons									

The data collected is based around data that authorities already collect (for example for performance monitoring and reporting) and data that is readily collectable during normal operational activities (during inspections and repairs).

The method requires that the results are reviewed for significant changes and trends in the risk they represent. The data is also an input into risk assessment used to establish inspection and repair regimes.

4. Establishing an Inspection Regime

Risk based establishment of hierarchies is being undertaken predominantly based upon use. This reflects the fact that if a hazard or hazardous feature exists on an asset then the risk is a direct function of the number of users exposed to it. This principle is also applied to the establishment of inspection regimes. To provide a rational basis for establishing an inspection regime the concept of risk exposure has been adopted. Risk exposure is a measure of the exposure of users to a hazard. For carriageways the risk exposure has been calculated based upon the following:

- An individual defect. The exposure is measured based upon the number of people/vehicles exposed to an individual defect. It could have been developed based upon actual historical numbers of defects on different parts of the asset but the data on defects is not reliable enough at present to make this appropriate. Fluctuating numbers of defects would have created a constantly changing exposure making it impossible to derive a regime that could be adopted in practice
- Risk exposure is based upon an assumed response time to a safety defect of 24 hours.
- The inspection frequency for strategic routes (CHSR) have been adopted as the baseline level against which other hierarchy's inspection frequencies are developed from.
- The inspection interval for strategic routes (CHSR) recommended by the previous Code is a monthly regime (hence 30 days). This has been widely accepted as reasonable by Courts as suitable for the highest categories of local authority roads.
- A maximum exposure has been calculated using the maximum time a defect could be present before being repaired and the maximum number of vehicles being exposed to it (the top traffic volume in the band).

Baseline Inspection Frequency

As a baseline from which inspection frequencies for other levels of hierarchy can be derived the strategic route level has been chosen. It has been assumed that these roads carry traffic volumes in excess of 30,000 per day and exist in most authorities. A review of current inspection frequencies revealed that most authorities currently inspect these roads on a monthly basis.

The appropriateness of this has been considered by considering the categories of risk in turn as follows:

Safety Risk; is there evidence that current inspection regimes are providing inadequate protection against safety risk for users?

There is little detailed data available to enable detailed analysis of this question. Some broad analysis is possible which has been used as a reference to the choices of existing levels of inspection as a baseline position.

Data is available on safety outcome in the form of records of KSI (killed and seriously injured). These statistics are published annually by the police and used by councils as an input into their road safety programmes. They can be used to provide an overarching reference for the level of safety provided.

In 2016 there were 4,921 injury accidents recorded in Wales by the police⁽¹⁾. Of these contributory factors were recorded 2,257 times. The contributory factors record the attending police officer's opinion of the factors that contributed to the accident. They include driver error, impairment or distraction etc as well as Road Environment. Road environment includes condition as well as other factors such as alignment etc. It is therefore an over estimate of the effect of condition to include all of these for the calculation that has been made. Road environment was quoted as contributory factor 208 times. A prorated calculation therefore estimates 454 accidents where road environment was a potential contributory factor.

Accident Statistics	Source	Police recorded road accidents in Wales, 2016
Total	4921	29
Contributory Factors (total)	2257	June
Road Environment a CF (very likely or likely)	208	201
With Road Environment as a CF	454	approx. injury per year with road environment as a contributory factor
Traffic Volume Statistics	Source	Road Traffic in Wales, 2016
Vehicle Km travelled.	18.2 bn	vehicle km
	1,000,000,000	bn
	18,200,000,000	vehicle kms
1 injury accident in every	40,131,579	km travelled
1 injury accident in every	40	million vehicle km travelled

Traffic volume statistics⁽²⁾ show that an estimated 18.2bn vehicle km were travelled on local roads (excluding trunk roads). This means that there was on average 1 injury accident recorded by the police for which road environment was a contributory factor, for every 40 million vehicle km travelled. This indicates that on the whole local roads are reasonably safe. The accident statistics⁽¹⁾ also show there were 95 incidents that resulted in fatalities (representing 1 incident per 2,079million km travelled) and that there were 975 incidents that resulted in killed or serious injury (representing 1 per 203 million km travelled).

These statistics illustrate that overall local roads in Wales have a reasonably good safety record. Furthermore, this evidence does not indicate a large contribution of road condition to the statistics that do exist. As these outcomes are in part a result of the inspection and repair regimes currently employed it is reasonable to assume that current regimes are not fundamentally flawed.

For the purpose of developing a rational differential between different road hierarchies a baseline inspection frequency of monthly inspection on strategic routes (CHSR) has been adopted. This is a frequency which was recommended by the previous Code, is used currently by most authorities for their busier roads and has been generally accepted by Courts as reasonable.

Using the method outlined above the risk exposure has been calculated as shown below. This results in the figure of 930,000 per annum as the Risk Exposure Index (REI). This is the maximum number of vehicles exposed to a safety defect before it would be repaired. Considering the overarching statistics above this has been adopted as a starting point until better data is available.

Hierarchy	AADT	Response Time (days)	Initial Inspection Interval (days)	Initial Exposure Time (days)	Initial REI (k pa)
CHSR	30,000	1	30	31	930.0

The inspection intervals for the other levels of hierarchy are calculated by working out what inspection interval delivers the same level of risk exposure across all levels of the hierarchy. As illustrated below this means that minimum inspection frequencies could be as little as once every 12 years theoretically for minor roads. It is recognised that the condition information required to inform proper asset management of the network will be required much more frequently than this, and for the lower hierarchy roads it is considered that condition inspection requirements should drive the inspection regime. While there is little condition data available for the lower hierarchy roads at present, it is considered reasonable that for roads known to be in good condition a two-year inspection interval would be suitable to provide condition information.

Typical Current Inspection Regime						Routine Inspection Frequency for Safety to provide the same level of risk exposure across all hierarchies						
Asset Information		Use Data		Time Data		REI (k pa)	REI (k pa)	Time Data				
Hierarchy	AADT	Response Time (days)	Initial Inspection Interval (days)	Initial Exposure Time (days)	Initial REI (k pa)	Standard REI (K pa)	Exposure Time (Days)	Inspection Interval (days)	Theoretical Interval to normalise risk exposure (inspections per year)	Safety Inspection Interval for Same Exposure	Comment	
CHSR	30,000	1	30	31	930.0	930.0	31	30	12	Monthly	Baseline interval	
CH1	20,000	1	30	31	620.0	930.0	46.5	46	8	Every 6 weeks		
CH2	10,000	1	60	61	610.0	930.0	93	92	4	Every 3 months		
CH3	5,000	1	180	181	905.0	930.0	186	185	2	Every 6 months		
CH4	1,000	1	365	366	366.0	930.0	930	929	0.4	Every 2 years		
CH5	200	1	365	366	73.2	930.0	4650	4649	0.08	Every 13 years		

The method is recommending a default minimum inspection regime on roads of CH4 and above of two years where condition data is available to show the assets are in good condition and annually if condition data is not

available or the asset is known to be in a poor condition. This means the recommended minimum inspection intervals are as shown below:

Routine Inspections		
Hierarchy	Theoretical Routine Inspections (CSSW Minm)	Recommended Minimum
CHSR	Monthly	Monthly
CH1	Every 6 weeks	Monthly
CH2	Every 3 months	Every 3 months
CH3	Every 6 months	Every 6 months
CH4	Every 2 years	Every 2 years (good condition), annually poor condition or condition unknown
CH5	Every 13 years	Reactive inspections.

The concept of use has been adopted as the basis for establishing a proposed inspection regime. The regime has focused on what is required to manage basic safety i.e. to discharge the authority's duty of care as the highway authority to maintain a safe highway. In the case of CH5 the theoretical minimum frequency of inspection to provide equivalent risk exposure is so infrequent that it is considered appropriate to only carry out reactive inspections on these roads. This is based on the assumption that this category of road is used predominantly by locals who will report required repair before a regime of inspection would identify them.

There is a logic used to determine an appropriate differential inspection regime based upon use such that an approximately similar level of risk exposure is delivered across the asset.

It is expected that over time in the coming years that data will be increasingly available that will inform refinement of the risk assessment and thus all aspects of this approach can be refined.

Ideally future data will include defect type, size and location and records of resulting adverse outcomes when such occur, for example the accident data references above and other records of adverse safety outcome such as 3rd party claims made for personal injury.

Data that is available indicates that a safety defects are more frequently identified from reactive inspection resulting from a notification by the public or other 3rd party. RCT report 2/3 of their cat 1 defects emanate from reactive inspections, Bridgend report 60% of their Cat 1 (safety) defects are identified from reactive inspection/3rd party notification.

Footways Inspection Regime

To determine an appropriate method of establishing an inspection regime for footways the same method as that above for carriageway has been adopted. For footways however, there is a research paper that provides some very useful references. TRL Report PPR171 “Development of a Risk Analysis Model for Footways and Cycleway, 2006 has been used as outlined below. Footways are rarely the scene of accidents recorded by the police hence the accident data used for carriageways is not relevant.

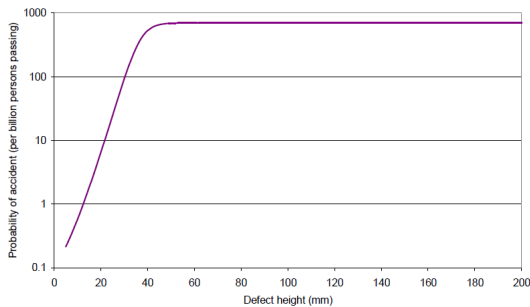


Figure 5 Probability of an accident

PPR171 (3) has however analysed the incidence of accidents based on claims data from a number of local authorities and derived the relationship illustrated below. This output is useful for both the establishment of inspection frequencies and to inform the setting of investigatory levels in the repair regime (see section below).

The graph illustrates that the probability of an accident for a 40mm defect is approximately 1000 per billion persons passing and for a 20mm defect it is approximately 10 per billion. Using these probabilities and the estimated footfall figures for different hierarchies as shown below it is possible to estimate the time between potential accidents on each level of the hierarchy for 20mm and 40mm defects.

Hierarchy	Footfall	Probability of an Accident at 20mm defect	Days between Accidents	Years Between Accidents	Accidents Per Year
FHVHU	15,000	0.00000001	6,667	18	0.055
FH1	10,000	0.00000001	10,000	27	0.037
FH2	5,000	0.00000001	20,000	55	0.018
FH3	1,000	0.00000001	100,000	274	0.004
FH4	500	0.00000001	200,000	548	0.002
FH5	100	0.00000001	1,000,000	2,740	0.000

For a 20mm defect potentially causing an accident the risk that is being managed is equivalent to the probability of 0.05 of accident per year in town centre areas.

Managing 20mm defects is therefore more of an exercise of preventing deterioration to a bigger defect than it is a direct safety management action.

Probability of an Accident Based upon PPR771: 40mm Defect					
Hierarchy	Footfall	Probability of an Accident at 20mm defect	Days between Accidents	Years Between Accidents	Accidents Per Year
FHVHU	15,000	0.000001	67	0	5
FH1	10,000	0.000001	100	0	4
FH2	5,000	0.000001	200	1	2
FH3	1,000	0.000001	1,000	3	0.4
FH4	500	0.000001	2,000	5	0.2
FH5	100	0.000001	10,000	27	0.0

40mm defects are predicted to potentially create 4 accidents per year on FH1 (town centre pedestrian areas) with footfall of 10,000 per day).

Most authorities currently adopt a regime of monthly inspection for these areas, a regime that is 3 times more frequent than the predicted incidence of accidents.

A baseline inspection frequency of monthly inspection on FHVHU (city centre) areas has been adopted based upon the analysis above. This data was considered to be the best available. Using the same method as for carriageways a baseline risk exposure score has been calculated for FHVHU (city centre) footways as shown below.

Asset Information	Use Data	Time Data			REI (k pa)
Hierarchy	Ave Footfall	Response Time (days)	Initial Inspection Interval (days)	Initial Exposure Time (days)	Initial REI (k pa)
FHVHU	15,000	1	30	31	465.0

The baseline REI figure has then been used to derive inspection frequencies that would deliver the same level of exposure across the other levels of the hierarchy as shown below:

CSSW Minimum Standard Routine Inspection for Safety											
Typical Current Inspection Regime					Routine Inspection Frequency for Safety to provide the same level of risk exposure across all hierarchies						
Asset Information	Use Data	Time Data			REI (k pa)	REI (k pa)	Time Data				
Hierarchy	Ave Footfall	Response Time (days)	Initial Inspection Interval (days)	Initial Exposure Time (days)	Initial REI (k pa)	Standard REI (K pa)	Proposed Exposure Time (Days)	Proposed Inspection Interval (days)	Theoretical Interval to normalise risk exposure (inspections per year)	Safety Inspection Interval for Same Exposure	Comment
FHVHU	15,000	1	30	31	465.0	465.0	31	30	12	Monthly	Baseline Interval
FH1	10,000	1	30	31	310.0	465.0	46.5	46	8	6 weekly	
FH2	5,000	1	60	61	305.0	465.0	93	92	4	Every 3 Months	
FH3	1,000	1	180	181	181.0	465.0	465	464	1	Annually	
FH4	500	1	180	181	90.5	465.0	930	929	0.4	Every 2 Years	
FH5	100	1	365	366	36.6	465.0	4650	4649	0.08	Every 13 Years	

As with carriageways this calculation identifies a low level of inspection required on the more lightly used part of the network to manage safety. Following this calculation could mean inspections at intervals of 10 years on minor rural footways and 2 years on housing estate footways. This is considered too infrequent as inspections are required in order to manage maintenance and to plan any renewals required. A minimum inspection frequency is therefore recommended as:

Routine Inspections		
Hierarchy	Theoretical Routine Inspections (CSSW Minm)	Recommended Minimum
FHVHU	Monthly	Monthly
FH1	6 weekly	Monthly
FH2	Every 3 Months	Every 3 Months
FH3	Annually	Every 6 months
FH4	Every 2 Years	Every 2 years (good condition), annually poor condition or condition unknown
FH5	Every 13 Years	Reactive inspections only

Reactive Inspections

Many authorities rely as much on reactive inspections as they do on their regime of routine inspections. Standards relating to these inspections vary greatly as do the methods by which they are managed. There is insufficient data available to enable analysis of the contribution these inspections currently provide to the management of risk. The limited data that does exist indicates that approximately 2/3 of some authorities' footway safety defects are identified by reactive inspection/3rd party notification. It is proposed that authorities ensure that the same data is recorded for reactive inspections as for routine inspection in future such that the influence of reactive inspection can be analysed and suitable recommendation for applying a risk-based approach subsequently provided.

FH5 footways are very lightly used. So much so that the equivalent inspection regime to meet the risk exposure accepted on other levels of the hierarchy would only require inspection every 13 years. FH5 footways are predominantly used by local residents who will report defects long before a regime of this scale of interval would be able to identify defects. As the risk on these footways is so low it is considered appropriate to specify reactive inspections only as the minimum regime.

5. Establishing a Risk-Based Repair Regime

In order to assess the repair regime attempts were made to review repair data held by authorities. This data was found to lack the detail required to rationally assess the effect of the intervention criteria that are currently being applied.

Authorities typically record the data required in order to demonstrate that defects have been identified, categorised and then subsequently repaired. An inspector will usually record an assessment of a defect as a type (cat 1, cat 2 etc) rather than recording the dimensions of the defect.

The risk-based method is recommending that in future dimension data is recorded for all defects. This will in many instances need to be visually estimated. The subsequent analysis and use of this data will need to recognise this but will allow there to be an assessment of the number, type, location and size of defects against the adverse incidents that occurred as a result of or partially because of the defect.

This is not a big change from current practice as inspections currently require inspectors to assess the size of a defect in order to categorise it.

Current Standards

CSSW's stated wish is to create a nationally consistent approach. To assess how plausible this is a review was undertaken of current standards (defect definitions and response times). The review revealed some variation between authorities but also a high degree of commonality. Many authorities apply the same or similar standards to each other.

The Effect of Current Standards

To assess how well current standards are delivering safety an attempt was made to examine the results of the application of current standards. This involved a very broad assessment of safety outcomes and claims (injury and property damage) as referenced above in inspection section.

Carriageway Safety Outcomes

Accidents that have road environment as contributory factor are statistically rare. 1 injury accident (Slight, serious or fatal) for every 40 million vehicle km travelled.

Footway Safety

The estimated probability of an accident resulting from a 40mm defect (many authorities safety defect investigatory level) is 1000 per billion persons passing (or 1 per million persons passing).

Accidents as a result of a highway defect are rare and this outcome is being achieved from the application of current standards. It has therefore been considered a reasonable place to start to reference current standards when addressing a risk-based approach.

As noted in several places above, once better data is available a more detailed rational assessment of risk can be undertaken, and the results used to refine the method. In the meantime, however, it is considered useful to define a national minimum standard.

National Minimum Standards

CSSW has made previous attempts to define national minimum standards for repair. This project has reinvigorated that work and includes a set of minimum standards. As noted above analysis of data from repairs is not currently detailed enough to support assessment of differing intervention criteria. i.e. it is not possible from this data to determine if defects of a certain size are currently resulting in a higher incidence of injury.

The reasoning behind the standards are as follows:

Safety Defects are those that warrant rapid repair/making safe. Dimensions are provided to guide their identification

For carriageways a depth of >50mm has been defined. A defect of 50mm has deteriorated into the layer below the wearing course. Wearing courses are often in the range of 40-45mm. When the wearing course alone is defective the defect will typically deteriorate comparatively slowly. Once the defect extends into the layer below the risk of it deteriorating more rapidly into a much greater depth and thus risk to users is greater. Inspectors can usually see when inspecting a defect if the hole has developed into the lower layer. In some instances, defects of less than 50mm will just be laminated wearing course layers missing. These are maintenance defects but, in most instances, do not pose an immediate safety risk to users.

The minimum standard is set at a level which all defects exceeding the level should be repaired. It assumes that all defects will be encountered by users regardless of their position in the highway. It does not preclude inspectors using their judgement to assign lesser defects to a higher category if they believe, for example that rapid deterioration is likely.

Footway Defects

The report referenced above in the inspection section provides a useful guide on the risk associated with differing levels of footway defects. PRR171 estimates the probability of an accident at a 20mm and 40mm defect to be 10 in a billion and 1 in a million respectively i.e. it is 100 times more likely that an accident will occur at a 40mm defect than at a 20mm one.

Furthermore, the risk of an accident, according to this report does not increase significantly above 40mm. Using 40mm as intervention still only relates to defects that have a very low probability of causing accidents especially on the lower levels of hierarchy.

The analysis indicates that the process of footway management is largely a preventative one. By identifying and repairing defects at an initial level of deterioration they are prevented from deteriorating into safety defects with a much higher risk to users (albeit still a low risk in absolute terms).

The development of this method has highlighted that the predominant activity is the repair of maintenance defects as opposed to safety defects. The accompanying training material that is being developed to train inspectors uses 3 levels of defect definition as follows:

- **A Critical Defect** is one that the inspector consider the risk to safety high enough to require immediate action. Defects that pose an immediate or imminent risk of injury to road users typically include items such as, a collapsed cellar, missing utility cover, fallen tree, unprotected opening etc. Critical defects should be made safe at the time of the inspection if practicable or attended by the inspector until such time as the defect can be made safe. Making safe may constitute displaying warning notices, coning off or fencing off to protect the public from the defect. CSSW's minimum standard for a critical defect is a response time of 2 hours (to attend and make safe as soon as possible thereafter)
- **A Safety Defect** is one that requires prompt attention because it presents an imminent hazard. Safety defects requiring a response as soon as possible to remove a potential risk of injury to users will typically include items such as particular sizes of potholes, trip hazards, dislodged kerbs etc. If practical safety defects should be made safe at the time of the inspection. This may constitute displaying warning notices, coning off or fencing off to protect the public from the defect. If it is not possible to correct or make safe the defect at the time of the inspection, repairs of a permanent or temporary nature should be carried out within the response time specified. CSSW's minimum standard provides dimension data that can be used as a guide to identifying safety defects for different network hierarchies.
- **A Maintenance Defect** is one that is not a safety defect but requires repair at an appropriate time to guard against further deterioration. They do not present an imminent hazard to users. Maintenance defects should be categorised as higher priority; defects that warrant treatment, in order to prevent them deteriorating into a safety defect prior to the next scheduled inspection and lower priority; other defects that warrant treatment, in order to prevent them deteriorating to such an extent that additional works or costs are incurred.

The carriageway repair regime is focused upon the response to defects once they have been identified. Identification is via the inspection regime. This may be from a routine inspection or from reactive inspection. It

is acknowledged that many defects are notified to the council by a 3rd party, e.g. a request for repair from a member of the public.

The minimum standards for carriageway repair regime have been based upon the application of the risk-based principle used to establish the hierarchy and the inspection regime.

There was no research information available to indicate the outcomes that are associated with differing sizes of defect. Logic dictates that larger defects pose a great risk to user but there are not available reliable studies that quantify this. Current regimes appear to have been based upon accepted practices that have evolved over time. This is not to discredit these regimes. It is a fact that roads are comparatively safe with low and decreasing incidence of injury accidents. This is enabled by regimes of repair that aim to prevent defects becoming dangerous.

The repair regime acknowledges that from time to time, sometimes as a result of external factors, defects may appear that clearly have the potential to cause harm to users. These defects are of a high risk to users and have been categorised as “critical” defects in the regime. It is expected that the response to these defects will be to make it safe as soon as is practical. It is not appropriate to try to define dimensional criteria for such defects. Trained personnel should be able to identify critical defects based on their nature and location without reference to specific “intervention” criteria.

The remaining regime has been based upon the following assumptions:

- The probability of accident occurring at a carriageway defect increases with the size of the defect (as logic would suggest)
- Defects that only affect the wearing course will typically deteriorate slower than defects that extend into the basecourse/beyond the wearing course
- Prevention of further deterioration is a key consideration in determining the response to defects that are at a level that do not pose an immediate hazard of injury to users
- Where the carriageway is habitually used by pedestrians such as defined or likely crossing points footway standards should apply

Determining an Appropriate Threshold

The major determinant in categorising a carriageway defect that is not immediately dangerous is how rapidly it may deteriorate into that state. The regime is designed to provide preventative repair such that defects that are actually potentially dangerous are minimised in terms of injury to users. There is also a need to repair defects that may cause property damage.

Roads that have been designed will invariably have a discreet layer of wearing course typically of a depth of up to 45mm. It is common for repairs to initiate by a hole appearing in the wearing course. Where the layer

below is intact the defect may remain relatively stable in the short term i.e. deterioration into a much larger defect less probable than for a defect that has already extended into the lower layers. For this reason, a threshold between “small defects” and “larger defects” of 50mm has been chosen. A defect that is 50mm in depth will typically be deteriorating at both the wearing course and the subsequent layer and as such is prone to more rapid deterioration. The regime is based upon differentiating between defects either side of this threshold.

Carriageway Repair Regime: Response Times				
Carriageway Hierarchy	Safety Defect		Maintenance Defect	
CHSR	>50mm	By the end of the next working day	>40mm	1 month
CH1	>50mm		>40mm	
CH2	>50mm		>40mm	
CH3	>75mm	5 days	>50mm	3 months
CH4	>75mm		>50mm	
CH5**	>75mm		>50mm	

** defect triggers on CH5 roads are to be considered an investigatory level [rather than an intervention level as on these very low use roads, the risk to road users may vary considerably depending on the nature and location of the route and the individual defect.](#)

Defect Size

The defect sizes chosen for each type of defect and hierarchy reflect the fact that carriageway defects deteriorate more rapidly on more heavily trafficked roads as a result of the volume of vehicles running over it. A defect of 50mm depth on CH2 and above will be subjected to repeated trafficking. All these roads carry >5,000 per day and as such a pot hole could deteriorate rapidly into a much bigger and more hazardous hole if not repaired promptly. For this reason, a differential standard of safety defect size has been adopted for the minimum standard shown above.

Response Times

The proposed response times are also based upon taking into account the different levels of use. The table below shows how risk exposure has been calculated and used to show what response times are required to deliver a consistent level of risk exposure across all levels of the hierarchy.

Safety Defect					
Carriageway Hierarchy	AADT	AADT level for use in calculation	Exposure (vehicles exposed to a defect before it is repaired)	Response time (days) required to normalise exposure	Proposed Minimum Standard
CHSR	30,000	30,000	30,000	1	same day
CH1	10,000 - 20000	20,000	30,000	2	By end of Next Working
CH2	5,000 - 10000	10,000	30,000	3	By end of Next Working
CH3	1,000 - 5000	5,000	30,000	6	5 working days
CH4	200 - 1000	1,000	30,000	30	5 working days
CH5	<200	200	30,000	150	5 working days

Adopting a same day repair response time for busiest roads means that a maximum of 30,000 vehicles would potentially be exposed to the defect before it was made safe or repaired. The response times required to deliver the same level of exposure on the other levels of hierarchy are shown. For example, on CH3 roads a repair response time of 6 days would

deliver the same level of exposure to the defect as for 1 day in CHSR.

The same logic has been applied for maintenance defects. A response time of 1 month (28-days) has been adopted for CHSR. This is a standard in common use currently and in the absence of data to the contrary it has been adopted as a reasonable period to repair non-safety defects to prevent them deteriorating to the extent of becoming a safety defect.

Maintenance Defect					
Carriageway Hierarchy	AADT	AADT level for use in calculation	Exposure (vehicles exposed to a defect before it is repaired)	Response time (month) required to normalise exposure	Proposed Minimum Standard
CHSR	30,000	30,000	840,000	1	1 month
CH1	10,000 - 20000	20,000	840,000	2	1 month
CH2	5,000 - 10000	10,000	840,000	3	1 month
CH3	1,000 - 5000	5,000	840,000	6	3 months
CH4	200 - 1000	1,000	840,000	30	3 months
CH5	<200	200	840,000	150	3 months

Footway Repair Regime

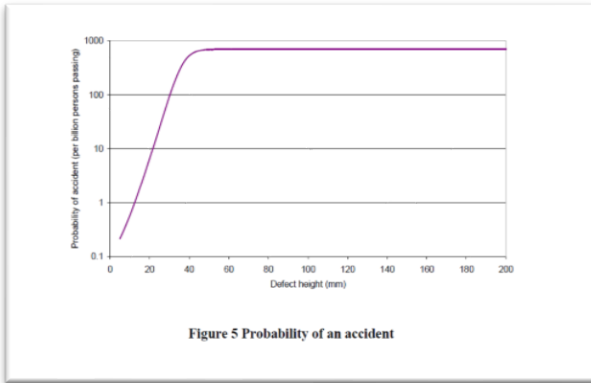
The repair regime is focused upon the response to defects once they have been identified. Identification is via the inspection regime. This may be from a routine inspection or from reactive inspection. It is acknowledged that many defects are notified to the council by a 3rd party, e.g. a request for repair from a member of the public.

The minimum standards for footway repair regime have been based upon the application of the risk-based principle used to establish the hierarchy and the inspection regime. Reference has been made to relevant research, specifically the graph below reproduced from "PPR 171 The Development of a Risk Analysis Model for Footways and Cycletracks". The graph illustrates:

- The probability of accident occurring at a footway defect increases with the size of the defect (as logic would suggest)
- The probability does not increase significantly once that defect is approximately 40mm in depth

- The probability of an accident happening per person passing the defect is less than 1 in a million for a 40mm defect

Unlike carriageway defects footway defects do not typically deteriorate as a function of use. A carriageway defect can deteriorate as a result of vehicles running over it. It would be rare for footfall to be a function of the rate of deterioration of a footway defect {it may be a consideration where the footway is habitually crossed by vehicles or subject to parked vehicles}.



Based upon the graph the probability of an accident for a 40mm footway defect has been estimated at 800 per billion persons passing.

This equates to 1 per 1.25 million persons passing.

The table below uses this probability to estimate how the exposure of users to a defect could be normalised such that the number of people exposed to an individual defect before it is repaired is approximately the same across the network.

Footway Hierarchy	Daily Footfall	Footfall level of calculation	Annual Footfall (daily x 365)	Probability of an accident at a 40mm defect = 1 per :	Years between accidents	Accidents per year	Response time (hours) required to normalise exposure		Normalised Response time (days)	Proposed Minimum Standard
FHVHU	>10,000	15,000	5,475,000	1,250,000	0.2	4	24	15,000	1	same day
FH1	5,000 - 10,000	10,000	3,650,000	1,250,000	0.3	3	36	15,000	1.5	By end of Next Working Day
FH2	1,000 - 5,000	5,000	1,825,000	1,250,000	0.7	1	72	15,000	3	By end of Next Working Day
FH3	500 - 1,000	1,000	365,000	1,250,000	3.4	0	360	15,000	15	15 days
FH4	100 - 500	500	182,500	1,250,000	6.8	0	720	15,000	30	15 days
FH5	<100	100	36,500	1,250,000	34.2	0	3600	15,000	150	15 days

Using the maximum footfall levels used in the hierarchy bands it is possible to calculate the predicted time between accidents by dividing the probability value (1.25m) by the annual footfall. This illustrates the predicted frequency of accidents. For FH1 footways this equates to approximately 3 accidents per year.

The FHVHU (city centre footway) hierarchy level has been chosen as the baseline. City centre footways are the highest use footways on national footway asset. This is an appropriate level to establish a national

minimum standard regime against. A “same day response” has been adopted as appropriate for these footways with the next busiest level adopting a “by the end of the next working day” standard.

Taking the response time for FHVHU as being a day it is possible to normalise the level of exposure by calculating the repair response times for each level of hierarchy that would result in the same level of exposure i.e. to limit the number of people exposed to a defect to the same level as for FHVU i.e. 15,000. This results in response times as shown below.

Safety Defects			
Footway Hierarchy	Footfall daily	Normalised Response time (days)	Proposed Minimum Standard
FHVHU	>10,000	1	By the end of the next working day
FH1	5,000 - 10,000	1.5	
FH2	1,000 - 5,000	3	
FH3	500 -1,000	15	15 days
FH4 #	100 -500	30	
FH5 #	< 100	150	

It is impractical to use 6 different levels of response. The above regime is based upon averages and estimated volumes and as such it is not considered appropriate to introduce too many different responses.

To create a practical repair regime two minimum standard response times have been adopted next working day and 15 days. The next working day response on town centre footways reflect their higher levels of use. The 15-day response reflects the significantly lower level of use on other categories of footway. In applying a minimum standard like this a workable regime is possible that is at a level of response that is higher (significantly higher for some categories of footway) than is theoretically necessary to manage risk across the footway network equally.

To complete the regime, it is appropriate to consider the risk associated with smaller defects. A value of 25mm has been adopted as the basis for this analysis. PPR 171 illustrates that smaller defects present a much-reduced risk of an accident as logic would dictate.

Using the same graph from PRR171 a probability of accident for a 25mm defect has been estimated as shown below.

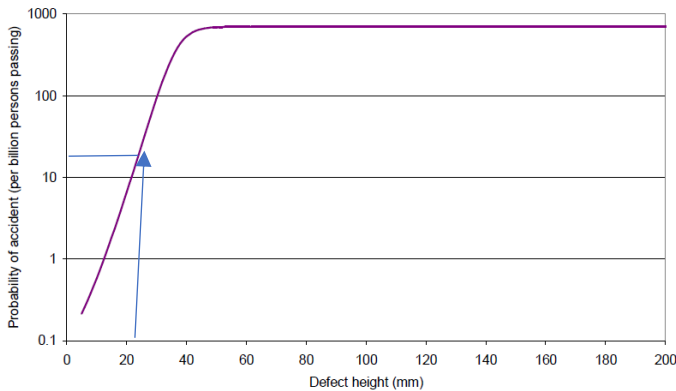


Figure 5 Probability of an accident

Based upon the graph the probability of an accident for a 25mm footway defect has been estimated at 30 per billion persons passing.

This equates to 1 per 33 million persons passing.

To establish a baseline response time for a defect with a lower probability of an accident occurring the probabilities have been contrasted as shown below:

	Probability of an accident 1 per	Response time (days)
40mm defect	1,25 million	1
25mm defect	33.33 million	27

The equivalent response time for a 25mm defect to provide the same predicted probability of an accident to a 1-day response time for a 40mm defect is calculated at 27 days. This is very close to the 28 days used by many authorities already.

It however makes sense to relate the repair regime to the inspection regime and it is therefore recommended that a minimum standard response time for a 25mm defect on a town centre footway is 1 month.

Using the same logic as used for the 40mm defects different response times for different categories of footway can then be derived as shown below.

Footway Hierarchy	Daily Footfall	Footfall level of calculation	Annual Footfall (daily x 365)	Probability of an accident at a 25mm defect = 1 per :	Years between accidents	Accidents per year	Response time (hours) required to normalise exposure	Exposure	Normalised Response time (months)	Proposed Minimum Standard
FHVHU	>15,000	15,000	5,475,000	33,333,333	6	0.164	24	420,000	0.9	1 month
FH1	5,000 - 10,000	10,000	3,650,000	33,333,333	9	0.110	36	420,000	1.3	
FH2	1,000 - 5,000	5,000	1,825,000	33,333,333	18	0.055	72	420,000	2.6	
FH3	500 - 1,000	1,000	365,000	33,333,333	91	0.011	360	420,000	12.9	
FH4	100 - 500	500	182,500	33,333,333	183	0.005	720	420,000	25.7	
FH5	<100	100	36,500	33,333,333	913	0.001	3600	420,000	128.6	

As with the 40mm defect a simplified minimum standard is recommended at intervals that far exceed what is theoretically required to normalise risk. Based upon the analysis above the following minimum repair regime standard is proposed.

The analysis above shows that for a 25mm maintenance defect on FH3 footway the predicted frequency of an accident would be one every 91 years and an even less frequency for FH4 and FH5. For this reason it is not considered appropriate to set a minimum response time for defects of this size on those levels of footway hierarchy. This does not preclude an authority deciding to treat them as programmed repair if they so choose.

Footway Repair Regime: Response Times		
Footway Hierarchy	Safety Defect >40mm	Maintenance Defect >25mm
FHVHU	By end of next working day	1 month
FH1		
FH2		
FH3	15 days	
FH4		
FH5 #		

6. Competencies

The Code of Practice requires authorities to demonstrate the competency of both those involved in developing and those implementing the risk-based approach.

CSSW Accreditation Role

CSSW has recognised that the people most able to manage the competencies of those engaged in managing Welsh local highway assets are the authorities themselves. No one else external to this activity could or should have better knowledge of what is required than the authorities themselves. What is needed in order to meet the requirements of the Code is a systematic way of enabling authorities to evaluate their own level of capability and to address any areas that require strengthening via appropriate training.

CSSW represents all 22 Welsh highway authorities and has already adopted an accreditation role for training for visual condition assessment for carriageways, footways and structures. The training and method of managing accreditation was developed under the HAMP project.

CSSW has decided to use the national HAMP project again and the basics of the method used for visual condition assessment to assist with the following activities:

- Developing a documented definition of the competencies required to apply the risk-based method
- Creating training materials for inspector training
- Creating online training material for ongoing inspector refresher training
- Providing training for highway managers via the CSSW HAMP project

References

1. Police recorded road accidents in Wales, 2016, 29th June 2017, Welsh Government, Statistical First Release, Statistics for Wales
2. Road Traffic in Wales, 2016, 8th November 2017, Welsh Government, Statistical Bulletin, Statistic for Wales
3. Development of a Risk Analysis Model for Footways and Cycle Tracks, Bird, Sowerby and Atkinson, TRL, Report Number PPR171

Cyngor Sir Ceredigion County Council - Integrated Impact Assessment (IIA)

An integrated tool to inform effective decision making



This **Integrated Impact Assessment tool** incorporates the principles of the Well-being of Future Generations (Wales) Act 2015 and the Sustainable Development Principles, the Equality Act 2010 and the Welsh Language Measure 2011 (Welsh Language Standards requirements) and Risk Management in order to inform effective decision making and ensuring compliance with respective legislation.

1. PROPOSAL DETAILS: (Policy/Change Objective/Budget saving)

Proposal Title	Code of Practice for Highway Safety Inspection and Response on County Roads
----------------	---

Service Area	Highways & Environmental Services	Head of Service	Rhodri Llwyd	Strategic Director	Barry Rees
--------------	-----------------------------------	-----------------	--------------	--------------------	------------

Name of Officer completing the IIA	Caroline Wride	E-mail	Caroline.wride@Ceredigion.gov.uk	Phone no	01970 633817
------------------------------------	----------------	--------	----------------------------------	----------	--------------

Please give a brief description of the purpose of the proposal

Page 154

The purpose of the new *Code of Practice for Highway Safety Inspection and Response on County Roads* ('Code of Practice') is to enable the Council to comply with the *Well-Managed Highway Infrastructure Code of Practice* published by the UK Roads Liaison Group on 28 October 2016. It is a revision of Ceredigion County Council's 2010 Code of Practice *Highway Safety Inspections of County Roads*, and has been formulated utilising the methodology derived and recommended by the County Surveyors Society Wales (CSSW). CSSW carried out consultation with Insurance Companies, Consultants and Highway Authorities throughout Wales as part of this project.

The *Well-Managed Highway Infrastructure Code of Practice* sets out the policy and standard for undertaking inspections of the adopted highway network. Its primary aim is to ensure that inspection, defect, and recommended repair details are correctly assessed and accurately recorded, together with subsequent details of response and repairs undertaken on the highway. The underlying principle of the code is that Highway Authorities will adopt a risk-based approach to asset management in accordance with local needs, priorities and affordability.

The new Code of Practice will allow for a more holistic approach to inspection and maintenance. The aim then is to take the opportunity to improve the condition of adopted roads within Ceredigion through an increased focus on a resource-efficient controlled reaction to highway maintenance issues, and thus prevent these from becoming urgent safety issues that require a highly reactive and less efficient response.

Compliance with the *Well-Managed Highway Infrastructure Code of Practice* will also provide the Council with reasonable protection from financial risk in terms of liabilities and claims, higher insurance premiums or restriction of insurance cover, and from the reputational risk of undermining of the public's perception of, and confidence in, the way in which it delivers its Services.



Who will be directly affected by this proposal? (e.g. The general public, specific sections of the public such as youth groups, carers, road users, people using country parks, people on benefits, staff members or those who fall under the protected characteristics groups as defined by the Equality Act and for whom the authority must have due regard).
<ul style="list-style-type: none"> All users of the Ceredigion's highways will be affected by the revised Code of Practice.

VERSION CONTROL: The IIA should be used at the earliest stages of decision making, and then honed and refined throughout the decision making process. It is important to keep a record of this process so that we can demonstrate how we have considered and built in sustainable development, Welsh language and equality considerations wherever possible.

Author	Decision making stage	Version number	Date considered	Brief description of any amendments made following consideration
Caroline Wride	Scutiny	01	July 21	

COUNCIL STRATEGIC OBJECTIVES: Which of the Council's Strategic Objectives does the proposal address and how?

Boosting the Economy	The new code will allow more effective management of the adopted highway network. This will result in safer access to services and improvement of the physical infrastructure to support a growing economy.
Investing in People's Future	The new code will result in better maintained roads, improving future opportunities for work, leisure and social travel
Enabling Individual and Family Resilience	The new code will result in better maintained roads, making it safer and easier for individuals to travel for work and leisure, and for families to travel and meet together.
Promoting Environmental and Community Resilience	The new code will allow resources to be deployed in such a way that highway maintenance activities can be programmed, preventing deterioration of maintenance defects into safety defects, prolonging the life of the road and facilitating safer travel. Planned rather than reactive response will result in a reduction in travel time and therefore emissions. The purchase of materials can be planned more easily, reducing numbers of deliveries. Community resilience will be improved through the provision of better maintained and safer access

Page 155



NOTE: As you complete this tool you will be asked for **evidence to support your views**. These need to include your baseline position, measures and studies that have informed your thinking and the judgement you are making. It should allow you to identify whether any changes resulting from the implementation of the recommendation will have a positive or negative effect. Data sources include for example:

- *Quantitative data - data that provides numerical information, e.g. population figures, number of users/non-users*
- *Qualitative data – data that furnishes evidence of people’s perception/views of the service/policy, e.g. analysis of complaints, outcomes of focus groups, surveys*
- *Local population data from the census figures (such as Ceredigion Welsh language Profile and Ceredigion Demographic Equality data)*
- *National Household survey data*
- *Service User data*
- *Feedback from consultation and engagement campaigns*
- *Recommendations from Scrutiny*
- *Comparisons with similar policies in other authorities*
- *Academic publications, research reports, consultants’ reports, and reports on any consultation with e.g. trade unions or the voluntary and community sectors, ‘Is Wales Fairer’ document.*
- *Welsh Language skills data for Council staff*

2. SUSTAINABLE DEVELOPMENT PRINCIPLES: How has your proposal embedded and prioritised the five sustainable development principles, as outlined in the Well-being of Future Generations (Wales) Act 2015, in its development?

Sustainable Development Principle	Does the proposal demonstrate you have met this principle? If yes, describe how. If not, explain why.	What evidence do you have to support this view?	What action (s) can you take to mitigate any negative impacts or better contribute to the principle?
<p>Long Term Balancing short term need with long term and planning for the future.</p>	<p>The collection of pertinent data such as traffic counts and identifying trends in defect types and severity will be carried out. The impact of the Code of Practice will be monitored and regular reviews will take place as this data is made available.</p> <p>The Code of Practice provides a risk based approach to Highway Safety Inspections and offers an opportunity to optimise resource</p>	<p>Well-Managed Highway Infrastructure Code of Practice</p> <p>CSSW Methodology</p>	<p>The purpose of the Code of Practice is to prevent longer term deterioration of the highway network through targeted maintenance.</p> <p>The Code of Practice will be subject to regular review and revision if necessary</p>



	through prioritisation and planning of maintenance works.		
Collaboration Working together with other partners to deliver.	Ceredigion County Council will continue to work with other stakeholders including: <ul style="list-style-type: none"> ○ County Surveyors Society Wales ○ Insurance Companies ○ Highway Authorities to implement the new Code successfully.	Dates, times, minutes of meetings. Reports	Regular meetings Ongoing monitoring and reporting Local and National PIs Ongoing data collection will inform regular review
Involvement Involving those with an interest and seeking their views.	Preperation of the code involved consultation with and involvement from: <ul style="list-style-type: none"> ○ CSSW ○ Insurance Companies ○ Welsh Highway Authorities ○ Cabinet Member for Highways and Environmental Services 	Dates, times, minutes of meetings. Reports	<ul style="list-style-type: none"> • Continued involvement will be encouraged via meetings and regular review. • Feedback received from stakeholders and the general public in response to the code will inform review.



<p>Prevention Putting resources into preventing problems occurring or getting worse.</p>	<p>The key principle of the Code of Practice is to implement a risk based approach to Highway Inspection and Response</p> <p>The methodology behind the code utilises data relating to the risk of damage to persons or property, and recommends a way of optimising available resources that allows this to be mitigated effectively.</p>	<p>The Code of Practice has been developed in accordance with the CSSW recommended methodology.</p>	<ul style="list-style-type: none"> • The collection of pertinent data will be ongoing. • Regular reporting will be in place to facilitate monitoring of the impact of the new Code of Practice. • All data, reports and stakeholder feedback will be considered as part of regular review and revision.
<p>Integration Positively impacting on people, economy, environment and culture and trying to benefit all three.</p>	<p>By taking a risk based approach and focussing on preventative maintenance, the code will improve the condition of the adopted highway within Ceredigion and impact positively on its people, economy, environment and culture.</p>	<p>The Code of Practice has been developed in accordance with the CSSW recommended methodology.</p>	<ul style="list-style-type: none"> • The collection of pertinent data will be ongoing. • Regular reporting will be in place to facilitate monitoring of the impact of the new Code of Practice. • All data, reports and stakeholder feedback will be considered as part of regular review and revision.



3. WELL-BEING GOALS: Does your proposal deliver any of the seven National Well-being Goals for Wales as outlined on the Well-being of Future Generations (Wales) Act 2015? Please explain the impact (positive and negative) you expect, together with suggestions of how to mitigate negative impacts or better contribute to the goal. We need to ensure that the steps we take to meet one of the goals aren't detrimental to meeting another.			
Well-being Goal	Does the proposal contribute to this goal? Describe the positive or negative impacts-	What evidence do you have to support this view?	What action (s) can you take to mitigate any negative impacts or better contribute to the goal?
3.1. A prosperous Wales Efficient use of resources, skilled, educated people, generates wealth, provides jobs.	<p>The plan will ensure the efficient use of public resources – both within the County Council and those of other public agencies and organisations</p> <p>The plan will benefit all road users, local businesses and Service providers by improving the condition of the adopted highway within Ceredigion and providing safe and efficient travel</p>	<p>Well-Managed Highway Infrastructure Code of Practice</p> <p>CSSW Methodology and Standards</p>	<p>The Code of Practice will be subjected to regular review. Each formal review will take into account any negative responses, lessons learnt, improvement opportunities and any innovative techniques available to further strengthen the Code</p>
3.2. A resilient Wales Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change).	<p>Efficiencies and targeted response / planning will serve to reduce the impact on the environment and at all times where it is possible protect and enhance that environment</p> <p>Work programmes will be planned / programmed in a targeted and efficient manner which will reduce travel time and associated negative impacts such as CO2 emissions.</p>	<p>Planned Maintenance and well-maintained highways will be more energy efficient.</p>	<p>The Code of Practice will be subjected to regular review. Each formal review will take into account any negative responses, lessons learnt, improvement opportunities and any innovative techniques available to further strengthen the Code</p>



	<p>Better maintained roads will contribute towards ease of travel, reducing traffic congestion and emissions from transport and travel across the County.</p>		
<p>3.3. A healthier Wales People's physical and mental wellbeing is maximised and health impacts are understood.</p>	<p>The Code details how to manage risks which will provide a safer environment for highway users.</p> <p>Highways that are in a good condition will make access to the services of the Council and other organisations that support health and wellbeing safer and easier.</p> <p>Improved condition of the highway will also encourage active and leisure travel.</p>	<p>Department of Transport statistics identify road environment including poor or defective roadsurface as a contributory factor in some reported road accidents</p>	<p>The Code of Practice will be subjected to regular review. Each formal review will take into account any negative responses, lessons learnt, improvement opportunities and any innovative techniques available to further strengthen the Code</p>
<p>3.4. A Wales of cohesive communities Communities are attractive, viable, safe and well connected.</p>	<p>The code will support the continued economic, social and cultural viability of towns and local communities across the County by allowing the Council's resources to be managed more effeciently, improving maintenance of the highway and thus providing safe access to services and opportunities.</p>		<p>The Code of Practice will be subjected to regular review. Each formal review will take into account any negative responses, lessons learnt, improvement opportunities and any innovative techniques available to further strengthen the CodeThe</p>



<p>3.5. A globally responsible Wales Taking account of impact on global well-being when considering local social, economic and environmental well-being.</p>	<p>Work programmes will be planned / programmed in a targeted and efficient manner which will reduce travel time and associated negative impacts such as CO2 emissions.</p> <p>Better maintained roads will contribute towards ease of travel, reducing traffic congestion and emissions from transport and travel across the County.</p>	<p>Planned maintenance and well maintained highways will be more energy efficient.</p>	<p>The Code of Practice will be subjected to regular review. Each formal review will take into account any negative responses, lessons learnt, improvement opportunities and any innovative techniques available to further strengthen the Code</p>
---	---	--	---



<p>3.6. A more equal Wales People can fulfil their potential no matter what their background or circumstances.</p> <p><i>In this section you need to consider the impact on equality groups, the evidence and any action you are taking for improvement.</i> <i>You need to consider how might the proposal impact on equality protected groups in accordance with the Equality Act 2010?</i> <i>These include the protected characteristics of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or beliefs, gender, sexual orientation.</i> Please also consider the following guide:: Equality Human Rights - Assessing Impact & Equality Duty</p>	<p>Describe why it will have a positive/negative or negligible impact.</p> <p><i>Using your evidence consider the impact for each of the protected groups. You will need to consider do these groups have equal access to the service, or do they need to receive the service in a different way from other people because of their protected characteristics. It is not acceptable to state simply that a proposal will universally benefit/disadvantage everyone. You should demonstrate that you have considered all the available evidence and address any gaps or disparities revealed.</i></p>	<p>What evidence do you have to support this view?</p> <p><i>Gathering Equality data and evidence is vital for an IIA. You should consider who uses or is likely to use the service. Failure to use <u>data</u> or <u>engage</u> where change is planned can leave decisions open to legal challenge. Please link to involvement box within this template. Please also consider the general guidance.</i></p>	<p>What action (s) can you take to mitigate any negative impacts or better contribute to positive impacts?</p> <p><i>These actions can include a range of positive actions which allows the organisation to treat individuals according to their needs, even when that might mean treating some more favourably than others, in order for them to have a good outcome. You may also have actions to identify any gaps in data or an action to engage with those who will/likely to be effected by the proposal. These actions need to link to Section 4 of this template.</i></p>																
<p>Age Do you think this proposal will have a positive or a negative impact on people because of their age? (Please tick ✓)</p> <table border="1" data-bbox="69 997 786 1471"> <thead> <tr> <th></th> <th>Positive</th> <th>Negative</th> <th>None/ Negligible</th> </tr> </thead> <tbody> <tr> <td>Children and Young People up to 18</td> <td></td> <td></td> <td style="text-align: center;">✓</td> </tr> <tr> <td>People 18-50</td> <td></td> <td></td> <td style="text-align: center;">✓</td> </tr> <tr> <td>Older People 50+</td> <td></td> <td></td> <td style="text-align: center;">✓</td> </tr> </tbody> </table>		Positive	Negative	None/ Negligible	Children and Young People up to 18			✓	People 18-50			✓	Older People 50+			✓	<p>The new Code of Practice will benefit all age groups by improving the condition of carriageways and footways, providing a safer environment for all those who use them.</p>	<p>Ceredigion has one of the highest proportions of older people in Wales.</p> <p>25% of people in Ceredigion are of pensionable age, (2011 Census).</p> <p>15% of people in Ceredigion are under 16 years old, (2011 Census).</p> <p>Census data show that Ceredigion has an ageing population and high levels of private car ownership and</p>	<p>The Code of Practice will be subjected to regular review. Each formal review will take into account any negative responses, lessons learnt, improvement opportunities and any innovative techniques available to further strengthen the Code</p>
	Positive	Negative	None/ Negligible																
Children and Young People up to 18			✓																
People 18-50			✓																
Older People 50+			✓																

Cyngor Sir Ceredigion County Council - Integrated Impact Assessment (IIA)

An integrated tool to inform effective decision making



					access to services and opportunities by public transport is limited in rural areas beyond main transport corridors.	
--	--	--	--	--	---	--

Disability				<p>The new Code of Practice will benefit all age groups by improving the condition of carriageways and footways, providing a safer environment for all those who use them.</p> <p>The new Code of Practice will have a positive impact on those who have a physical or visual impairment as it allows for more resource to be focussed on enforcement issues such as footway obstruction, defective cellar covers etc.</p>	<p>21% of people living in Ceredigion have a limiting long term illness, (2011 Census).</p> <p>The Social Model of Disability states that people are disabled by barriers in society, not by their impairment or difference.</p>	<p>The Code of Practice will be subjected to regular review. Each formal review will take into account any negative responses, lessons learnt, improvement opportunities and any innovative techniques available to further strengthen the Code</p>
Do you think this proposal will have a positive or a negative impact on people because of their disability? (Please tick ✓)						
Hearing Impairment	Positive	Negative	None/ Negligible			
			✓			
Physical Impairment	Positive	Negative	None/ Negligible			
	✓					
Visual Impairment	Positive	Negative	None/ Negligible			
	✓					
Learning Disability	Positive	Negative	None/ Negligible			
			✓			
Long Standing Illness	Positive	Negative	None/ Negligible			
			✓			
Mental Health	Positive	Negative	None/ Negligible			
			✓			
Other	Positive	Negative	None/ Negligible			

Page 163

Transgender						
--------------------	--	--	--	--	--	--

Cyngor Sir Ceredigion County Council - Integrated Impact Assessment (IIA)

An integrated tool to inform effective decision making



Do you think this proposal will have a positive or a negative impact on transgender people? (Please tick ✓)				The new Code of Practice will benefit all age groups by improving the condition of carriageways and footways, providing a safer environment for all those who use them. It will not impact on people disproportionately in relation to whether they are transgender.		The Code of Practice will be subjected to regular review. Each formal review will take into account any negative responses, lessons learnt, improvement opportunities and any innovative techniques available to further strengthen the Code
Transgender	Positive	Negative	None/ Negligible			
			✓			

Marriage or Civil Partnership Do you think this proposal will have a positive or a negative impact on marriage or Civil partnership? (Please tick ✓)				The new Code of Practice will benefit all age groups by improving the condition of carriageways and footways, providing a safer environment for all those who use them. It will not impact on people disproportionately in relation to whether they are married or in a civil partnership.		The Code of Practice will be subjected to regular review. Each formal review will take into account any negative responses, lessons learnt, improvement opportunities and any innovative techniques available to further strengthen the Code
Marriage	Positive	Negative	None/ Negligible			
			✓			
Civil partnership	Positive	Negative	None/ Negligible			
			✓			

Pregnancy or Maternity Do you think this proposal will have a positive or a negative impact on pregnancy or maternity? (Please tick ✓)				The new Code of Practice will benefit all age groups by improving the condition of carriageways and footways, providing a safer environment for all those who use them.		The Code of Practice will be subjected to regular review. Each formal review will take into account any negative responses, lessons learnt, improvement opportunities and any innovative techniques available to further strengthen the Code
Pregnancy	Positive	Negative	None/ Negligible			
			✓			
Maternity	Positive	Negative	None/ Negligible			

Cyngor Sir Ceredigion County Council - Integrated Impact Assessment (IIA)

An integrated tool to inform effective decision making



			✓	It will not impact on people disproportionately in relation to pregnancy or maternity.		
--	--	--	---	--	--	--

Race Do you think this proposal will have a positive or a negative impact on race? (Please tick ✓)				The new Code of Practice will benefit all age groups by improving the condition of carriageways and footways, providing a safer environment for all those who use them. It will not impact on people disproportionately in relation to race.	3% of people living in Ceredigion are from a non-white background, (2011 Census). 4% of people in Ceredigion were born in an EU Country. This is greater than the Welsh national average of 3%. ONS, Population of the UK by country of birth and nationality (June 2018)	The Code of Practice will be subjected to regular review. Each formal review will take into account any negative responses, lessons learnt, improvement opportunities and any innovative techniques available to further strengthen the Code
White	Positive	Negative	None/ Negligible			
			✓			
Mixed/Multiple Ethnic Groups	Positive	Negative	None/ Negligible			
			✓			
Asian / Asian British	Positive	Negative	None/ Negligible			
			✓			
Black / African / Caribbean / Black British	Positive	Negative	None/ Negligible			
			✓			
Other Ethnic Groups	Positive	Negative	None/ Negligible			
			✓			

Page 165

Religion or non-beliefs Do you think this proposal will have a positive or a negative impact on people with different religions, beliefs or non-beliefs? (Please tick ✓)				The new Code of Practice will benefit all age groups by improving the condition of carriageways and footways, providing a safer environment for all those who use them.	In the 2011 Census, 58% of people in Ceredigion said that they were Christian, 2% other religions, 31% no religion and 9% preferred not to say.	The Code of Practice will be subjected to regular review. Each formal review will take into account any negative responses, lessons learnt, improvement opportunities and any innovative techniques available to further strengthen the Code
Christian	Positive	Negative	None/ Negligible			
			✓			
Buddhist	Positive	Negative	None/ Negligible			
			✓			

Cyngor Sir Ceredigion County Council - Integrated Impact Assessment (IIA)

An integrated tool to inform effective decision making



Page 166

			✓	to their religions, beliefs or non-beliefs		
Hindu	Positive	Negative	None/ Negligible			
			✓			
Humanist	Positive	Negative	None/ Negligible			
			✓			
Jewish	Positive	Negative	None/ Negligible			
			✓			
Muslim	Positive	Negative	None/ Negligible			
			✓			
Sikh	Positive	Negative	None/ Negligible			
			✓			
Non-belief	Positive	Negative	None/ Negligible			
			✓			
Other	Positive	Negative	None/ Negligible			
			✓			

Sex Do you think this proposal will have a positive or a negative impact on men and/or women? (Please tick ✓)				The new Code of Practice will benefit all age groups by improving the condition of carriageways and footways, providing a safer environment for all those who use them.	50% of people in Ceredigion are male and 50% are female, (2011 Census).	The Code of Practice will be subjected to regular review. Each formal review will take into account any negative responses, lessons learnt, improvement opportunities and any innovative techniques available to further strengthen the Code
Men	Positive	Negative	None/ Negligible			
			✓			
Women	Positive	Negative	None/ Negligible	It will not impact on people disproportionately in relation to whether they are men or women		
			✓			



Sexual Orientation Do you think this proposal will have a positive or a negative impact on people with different sexual orientation? (Please tick ✓)				The new Code of Practice will benefit all age groups by improving the condition of carriageways and footways, providing a safer environment for all those who use them.	Between 5 to 7% of people in Wales are lesbian, gay or bisexual, (Stonewall Cymru).		The Code of Practice will be subjected to regular review. Each formal review will take into account any negative responses, lessons learnt, improvement opportunities and any innovative techniques available to further strengthen the Code
Bisexual	Positive	Negative	None/ Negligible				
			✓				
Gay Men	Positive	Negative	None/ Negligible				
			✓				
Gay Women / Lesbian	Positive	Negative	None/ Negligible				
			✓				
Heterosexual / Straight	Positive	Negative	None/ Negligible				
			✓				
				It will not impact on people disproportionately in relation to their sexual orientation			

Page 167

Having due regards in relation to the three aims of the Equality Duty - determine whether the proposal will assist or inhibit your ability to eliminate discrimination; advance equality and foster good relations.

3.6.2. How could/does the proposal help advance/promote equality of opportunity?

You should consider whether the proposal will help you to: ● Remove or minimise disadvantage ● To meet the needs of people with certain characteristics ● Encourage increased participation of people with particular characteristics

The new Code of Practice will assist in creating equality of opportunity and removing any disadvantage to users caused by the deterioration in condition of Ceredigion County Council's adopted highways.

3.6.3. How could/does the proposal/decision help to eliminate unlawful discrimination, harassment, or victimisation?

You should consider whether there is evidence to indicate that: ● The proposal may result in less favourable treatment for people with certain characteristics ● The proposal may give rise to indirect discrimination ● The proposal is more likely to assist or impede you in making reasonable adjustments

It is not anticipated that the document will have any negative impacts resulting in unlawful discrimination, harassment or victimisation.

3.6.4. How could/does the proposal impact on advancing/promoting good relations and wider community cohesion?



You should consider whether the proposal with help you to: ● Tackle prejudice ● Promote understanding

The proposed code promotes a good relationship with the wider community by addressing any potential risks to persons or property associated with poorly maintained highways.



Having due regard of the Socio-Economic Duty of the Equality Act 2010.
Socio-Economic Disadvantage is living in less favourable social and economic circumstances than others in the same society.
As a listed public body, Ceredigion County Council is required to have due regard to the Socio-Economic Duty of the Equality Act 2010. Effectively this means carrying out a poverty impact assessment. The duty covers all people who suffer socio-economic disadvantage, including people with protected characteristics.

3.6.5 What evidence do you have about socio-economic disadvantage and inequalities of outcome in relation to the proposal?
Describe why it will have a positive/negative or negligible impact.

The New Code will not result in any socio-economic disadvantage or inequality. Improved maintenance of adopted highways will facilitate safe travel for all.

What evidence do you have to support this view?

What action(s) can you take to mitigate any negative impacts or better contribute to positive impacts?

No negative impacts are expected



<p>3.7. A Wales of vibrant culture and thriving Welsh language Culture, heritage and Welsh Language are promoted and protected. <i>In this section you need to consider the impact, the evidence and any action you are taking for improvement. This in order to ensure that the opportunities for people who choose to live their lives and access services through the medium of Welsh are not inferior to what is afforded to those choosing to do so in English, in accordance with the requirement of the Welsh Language Measure 2011.</i></p>				Describe why it will have a positive/negative or negligible impact.	What evidence do you have to support this view?	What action (s) can you take to mitigate any negative impacts or better contribute to positive impacts?
Will the proposal be delivered bilingually (Welsh & English)?	Positive	Negative	None/ Negligible	The service operates a bilingual policy in respect of communication with members of the public and within the workplace.	County Council Welsh Language Scheme.	The Code of Practice will be subjected to regular review. Each formal review will take into account any negative responses, lessons learnt, improvement opportunities and any innovative techniques available to further strengthen the Code
	✓					
Will the proposal have an effect on opportunities for persons to use the Welsh language?	Positive	Negative	None/ Negligible	A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, sports and recreation will benefit from improvements in infrastructure access.	County Council Welsh Language Scheme.	The Code of Practice will be subjected to regular review. Each formal review will take into account any negative responses, lessons learnt, improvement opportunities and any innovative techniques available to further strengthen the Code
	✓					
Will the proposal increase or reduce the opportunity for persons to	Positive	Negative	None/ Negligible	The service operates a bilingual policy in respect of communication with		The Code of Practice will be subjected to regular review. Each formal review will take
			✓			

Cyngor Sir Ceredigion County Council - Integrated Impact Assessment (IIA)

An integrated tool to inform effective decision making



access services through the medium of Welsh?				members of the public and within the workplace.		into account any negative responses, lessons learnt, improvement opportunities and any innovative techniques available to further strengthen the Code
How will the proposal treat the Welsh language no less favourably than the English language?	Positive	Negative	None/ Negligible	The proposals will have no impact on the treatment of the Welsh language		The Code of Practice will be subjected to regular review. Each formal review will take into account any negative responses, lessons learnt, improvement opportunities and any innovative techniques available to further strengthen the Code
			✓			
Will it preserve promote and enhance local culture and heritage?	Positive ✓	Negative	None/ Negligible	<p>The service operates a bilingual policy in respect of communication with members of the public and within the workplace</p> <p>A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, sports and recreation will benefit from</p>		The Code of Practice will be subjected to regular review. Each formal review will take into account any negative responses, lessons learnt, improvement opportunities and any innovative techniques available to further strengthen the Code

Page 171



				improvements from infrastructure access.		
--	--	--	--	--	--	--



4. STRENGTHENING THE PROPOSAL: If the proposal is likely to have a negative impact on any of the above (including any of the protected characteristics), what practical changes/actions could help reduce or remove any negative impacts as identified in sections 2 and 3?

4.1 Actions.

What are you going to do?	When are you going to do it?	Who is responsible?	Progress
N/A. No negative impacts identified			

4.2. If no action is to be taken to remove or mitigate negative impacts please justify why.
(Please remember that if you have identified unlawful discrimination, immediate and potential, as a result of this proposal, the proposal must be changed or revised).

No negative impacts are considered to arise from the proposed Code of Practice for Highway Safety Inspection and Response on County Roads. It is anticipated that the proposed changes will benefit all existing and future road users through an improvement in preventative maintenance of the adopted highway within Ceredigion.

4.3. Monitoring, evaluating and reviewing.

How will you monitor the impact and effectiveness of the proposal?

The impact will be monitored through data collection, performance monitoring and reporting. Regular reviews of the code will allow adjustments to be made if necessary

5. RISK: What is the risk associated with this proposal?

Impact Criteria	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very High
Likelihood Criteria	1 - Unlikely to occur	2 - Lower than average chance of occurrence	3 - Even chance of occurrence	4 - Higher than average chance of occurrence	5 - Expected to occur

Cyngor Sir Ceredigion County Council - Integrated Impact Assessment (IIA)

An integrated tool to inform effective decision making



Risk Description	Impact (severity)	Probability (deliverability)	Risk Score
Cabinet non-approval of proposed Code of Practice	4	2	8
Lack of resource to carry out planned maintenance works	4	3	12

Does your proposal have a potential impact on another Service area?

The new Code of Practice may impact on the following service areas:

Highway & Environmental Services- The new code will improve maintenance of the highway asset, and allow increased support for street works activities and other business areas within HES,

Economy & Regeneration- The new code will provide safe and improved access for facilities, services and opportunities

Finance & Procurement- The new code will provide reasonable protection from financial risk in terms of liabilities and claims, higher insurance premiums or restriction of insurance cover.

Legal & Governance- The new code will allow the assignment of more resource to investigation enforcement issues

Customer Contact- The new code will result in fewer safety defects, leading to fewer customer service requests

Page 174

6. SIGN OFF

Position	Name	Signature	Date
Service Manager	Caroline Wride		11/6/21
Head of Service			
Strategic Director			
Portfolio Holder			

Cyngor Sir CEREDIGION County Council

REPORT TO: Cabinet

DATE: 7 September 2021

LOCATION: Remotely via video conferencing

TITLE: Feedback from the Thriving Communities Overview and Scrutiny Committee on the Code of Practice for Highway Safety Inspection and Response on County Roads

PURPOSE OF REPORT: To provide feedback from the Thriving Overview and Scrutiny Committee held on 15 July 2021

The Thriving Communities Overview and Scrutiny Committee considered the report on the Code of Practice for Highway Safety Inspection and Response on County Roads. The code sets out the policy and standard for undertaking inspections of the adopted highway network.

The current situation was set out to the Committee. It is necessary to update the Council's existing Code of Practice in order to comply with the updated national code 'Well-Managed Highway Infrastructure Code of Practice', published in 2016. This code recommends that all Highway Authorities consider new methods of working and in order to drive greater efficiency.

The Authority is currently performing well in its duty to maintain the highway asset. The reduction in the level of resources available to Highway Authorities and the pressures this brings has resulted in greater focus on reaction to safety defects. The new code addresses this by targeting its highest risk areas in a planned fashion creating efficiencies. It does this through focus on two main areas: firstly the frequency of inspection, and secondly in the determination of an appropriate threshold of intervention. This will result in a better ability to reassign resources to planned preventative maintenance regimes rather than reactive urgent repair.

The new code will enable the Council to refocus the resources, enhance the maintenance and improve the ability to comply with the statutory legal duties as outlined in Section 41 of the Highways Act 1980 and provide a defence by virtue of Section 58 of the Highways Act 1980 through a unified all-Wales approach.

Following a lengthy discussion Members **AGREED** to recommend **that Cabinet approve the Code of Practice for Highway Inspection and Response on County Roads 2021.**

Councillor Marc Davies
Chairman of the Thriving Communities Overview and Scrutiny Committee

This page is intentionally left blank

CEREDIGION COUNTY COUNCIL

Report to: Cabinet

Date of meeting: 07/09/2021

Title: Proposed Prohibition of Parking At Any Time on the A482 Princes Avenue, Aberaeron, by the former hospital site

Purpose of the report: To seek authorisation to advertise this proposed change to parking restrictions to the public.

For: Decision

Cabinet Portfolio and Cabinet Member: Highways and Environmental Services, Housing and Customer Contact – Cllr Dafydd Edwards

It is proposed to introduce a Prohibition of Parking At Any Time (double yellow lines) on the A482 Princes Avenue, Aberaeron by the former hospital site (see map in Appendix 1). This proposal fulfils Condition number 11 of Conditions imposed on redevelopment of the former hospital site, to which Planning Application ref. A200730 refers. Under Condition 11, the developer may not proceed with any construction work until in possession of a Traffic Regulation Order that secures appropriate visibility either side of a new access to be constructed to the site.

First stage consultation has now been completed and no objections were received. Authorisation is now sought to re-advertise the proposal to the public, and if no objections are received, to proceed with implementation.

Has an Integrated Impact Assessment been completed? Yes
If, not, please state why

Wellbeing of Future Generations:

Summary:

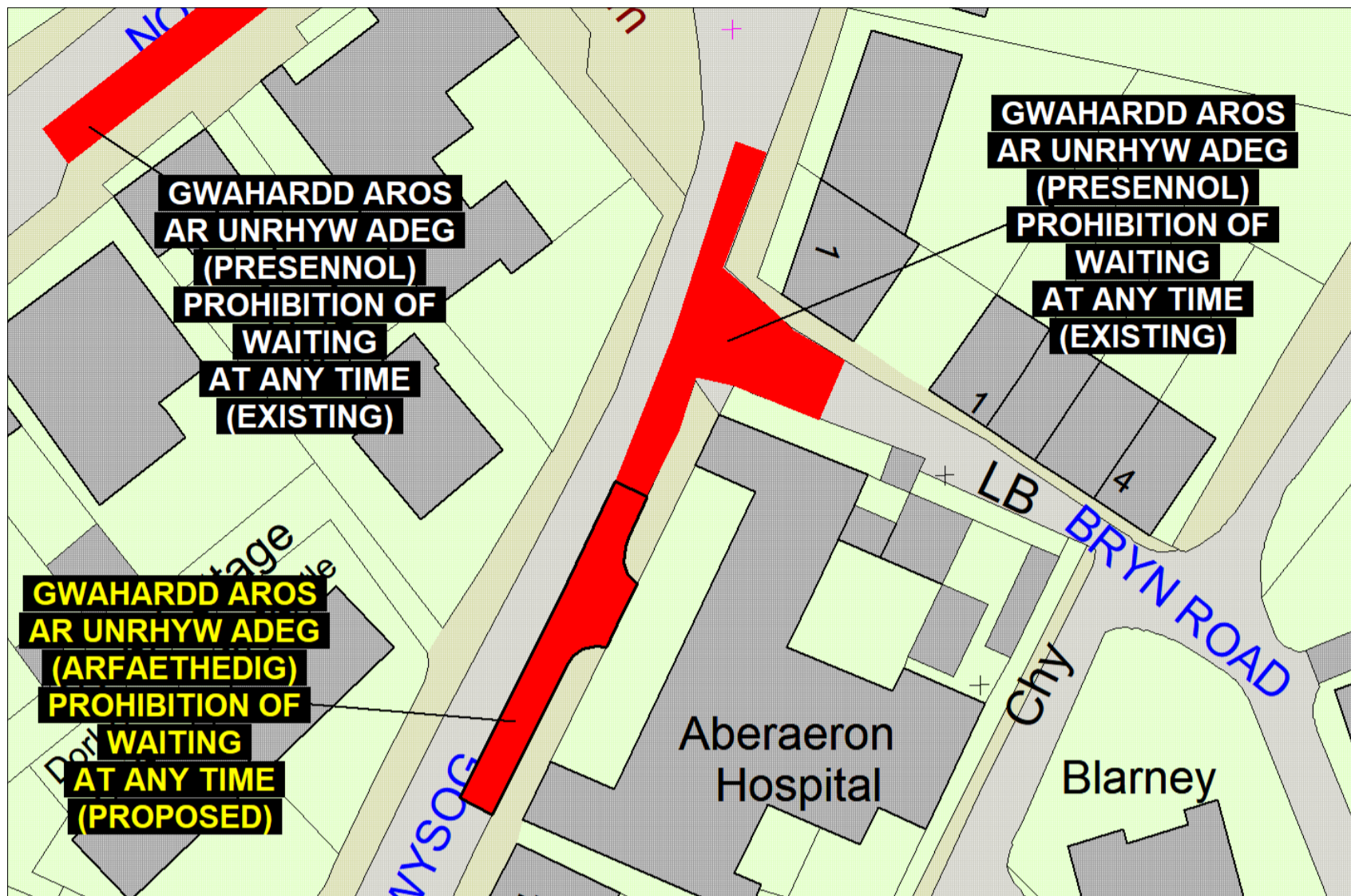
Long term: Provision to meet predicted future demand and capable of supporting economic and social and cultural activity.

Collaboration: Coordination with related Council service areas and emergency services.

Involvement: Compliant with requirements of Local Authorities Traffic Orders (Procedure) (England and Wales) Regulations

	1996 and local policies and procedures.
Prevention:	Addresses existing and future access requirements and improves the safe and efficient movement of people and goods.
Integration:	Formal process to advertise and make Traffic Regulation Order and ongoing monitoring of impacts to ensure alignment with this principle.
Recommendation(s):	IT IS RECOMMENDED THAT Cabinet approve advertising the proposal to the public, and should no objections be received, the making of the necessary Traffic Regulation Order and the publication of a subsequent Notice of Making in the press to this effect.
Reasons for decision:	To secure appropriate visibility at a new access to be constructed at the site and so fulfil a Planning Condition
Overview and Scrutiny:	Thriving Communities
Policy Framework:	Producing better and safer roads
Corporate Priorities:	Boosting the Economy Investing in People's Future Enabling Individual and Family Resilience Promoting Environmental and Community Resilience
Finance and Procurement implications:	The developer is meeting all costs for the proposal
Legal Implications:	Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996.
Staffing implications:	Enforcement of the proposed Prohibition of Parking will be the responsibility of Parking Services.
Property / asset implications:	The proposed road markings will become a Highways Asset for future inspection and maintenance.
Risk(s):	Cabinet will be required to consider and determine the outcome of any objections received.
Statutory Powers:	Road Traffic Regulation Act 1984
Background Papers:	Ceredigion County Council (Prohibition And Restriction of Waiting and Loading and Unloading) Order 2019 & Planning Application A200730.
Appendices:	Appendix 1 - Map showing the extent of the proposal Appendix 2 - Integrated Impact Assessment

Corporate Lead Officer: Rhodri Llwyd
Reporting Officer: Tom Delph-Janiurek
Date: 17.08.2021



Rhodri Llwyd
 Prifffyrdd a Gwasanaethau Amgylcheddol
 Neuadd Cyngor Ceredigion, Penmorfa, Aberaeron, SA46 0PA
 Highways and Environmental Services
 Neuadd Cyngor Ceredigion, Penmorfa, Aberaeron, SA46 0PA



Aberaeron - Safle Hen Ysbyty / Old Hospital Site

© Hawfraint y Goron a hawliau cronfa ddata 2021 Arolwg Ordnans 100024419. Ni chaniateir i chi gopio, is-drwyddedu, dosbarthu neu werthu unrhyw ran o'r data hwn ar unrhyw ffurf i drydydd parti.
 © Crown copyright and database rights 2021 Ordnance Survey 100024419. You are not permitted to copy, sub-licence, distribute or sell any of this data to third parties in any form.

CYNGOR SIR CEREDIGION

Mae'r Cyngor yn cynnig gwneud Gorchymyn Cyngor Sir Ceredigion (Gwahardd ar Aros a Llwytho a Dadlwytho) 2019 (Heol y Tywysog, Aberaeron) (Gorchymyn Diwygio Rhif 4) 2021. Effaith hyn yw cyflwyno Gwaharddiad Aros newydd ar Unrhyw Adeg ar yr A482 Heol y Tywysog, Aberaeron, wrth safle'r hen ysbyty.

CEREDIGION COUNTY COUNCIL

The Council proposes to make the Ceredigion County Council (Prohibition and Restriction of Waiting and Loading and Unloading) Order 2019 (Princes Avenue, Aberaeron) (Amendment Order No.4) 2021. The effect of this is to introduce a new Prohibition of Waiting at Any Time on the A482 Princes Avenue, Aberaeron, by the old hospital site.

Cyngor Sir Ceredigion County Council - Integrated Impact Assessment (IIA)

An integrated tool to inform effective decision making



This **Integrated Impact Assessment tool** incorporates the principles of the Well-being of Future Generations (Wales) Act 2015 and the Sustainable Development Principles, the Equality Act 2010 and the Welsh Language Measure 2011 (Welsh Language Standards requirements) and Risk Management in order to inform effective decision making and ensuring compliance with respective legislation.

1. PROPOSAL DETAILS: (Policy/Change Objective/Budget saving)

Proposal Title	Ceredigion County Council (Prohibition and Restriction of Waiting and Loading and Unloading) Order 2019 (Various Roads) (Amendment Order no. 1) 2019
----------------	--

Service Area	Highways	Corporate Lead Officer	Rhodri Llwyd	Corporate Director	Caroline Lewis
--------------	----------	------------------------	--------------	--------------------	----------------

Name of Officer completing the IIA	Chris Wilson	E-mail	Chris.wilson@ceredigion.gov.uk	Phone no	01970 633900
------------------------------------	--------------	--------	--------------------------------	----------	--------------

Please give a brief description of the purpose of the proposal

County-wide review of on-street parking restrictions, including associated Order. (Amendment Order no. 1) 2019

Who will be directly affected by this proposal? (e.g. The general public, specific sections of the public such as youth groups, carers, road users, people using country parks, people on benefits, staff members or those who fall under the protected characteristics groups as defined by the Equality Act and for whom the authority must have due regard).

General public/ all road users.

VERSION CONTROL: The IIA should be used at the earliest stages of decision making, and then honed and refined throughout the decision making process. It is important to keep a record of this process so that we can demonstrate how we have considered and built in sustainable development, Welsh language and equality considerations wherever possible.

Author	Decision making stage	Version number	Date considered	Brief description of any amendments made following consideration
	<i>e.g. Budget Process, LG, Scrutiny, Cabinet etc.</i>			<i>This will demonstrate how we have considered and built in sustainable development throughout the evolution of a proposal. Have you considered and applied the sustainable development principle and Well-being Goals?</i>
Chris Wilson	Implementation	1	August 2021	

COUNCIL STRATEGIC OBJECTIVES: Which of the Council's Strategic Objectives does the proposal address and how?

Page 181



Boosting the Economy	Improved and safer access to services and opportunities for all road users. Improved efficiency of movement of goods and people.
Investing in People's Future	Safeguarding future access to services and opportunities for all.
Enabling Individual and Family Resilience	Supports independence, improved accessibility and personal mobility – particularly Blue Badge holders.
Promoting Environmental and Community Resilience	Supports more effective, safer and efficient movement of goods and people. Seeks to reduce traffic congestion and associated environmental dis-benefits particularly in traffic-sensitive areas. Supports community resilience through improved access to services and opportunities within local communities.

NOTE: As you complete this tool you will be asked for **evidence to support your views**. These need to include your baseline position, measures and studies that have informed your thinking and the judgement you are making. It should allow you to identify whether any changes resulting from the implementation of the recommendation will have a positive or negative effect. Data sources include for example:

- *Quantitative data - data that provides numerical information, e.g. population figures, number of users/non-users*
- *Qualitative data – data that furnishes evidence of people's perception/views of the service/policy, e.g. analysis of complaints, outcomes of focus groups, surveys*
- *Local population data from the census figures (such as Ceredigion Welsh language Profile and Ceredigion Demographic Equality data)*
- *National Household survey data*
- *Service User data*
- *Feedback from consultation and engagement campaigns*
- *Recommendations from Scrutiny*
- *Comparisons with similar policies in other authorities*
- *Academic publications, research reports, consultants' reports, and reports on any consultation with e.g. trade unions or the voluntary and community sectors, 'Is Wales Fairer' document.*
- *Welsh Language skills data for Council staff*

2. SUSTAINABLE DEVELOPMENT PRINCIPLES: How has your proposal embedded and prioritised the five sustainable development principles, as outlined in the Well-being of Future Generations (Wales) Act 2015, in its development?

Sustainable Development Principle	Does the proposal demonstrate you have met this principle? If yes, describe how. If not, explain why.	What evidence do you have to support this view?	What action (s) can you take to mitigate any negative impacts or better contribute to the principle?
-----------------------------------	---	---	--



<p>Long Term Balancing short term need with long term and planning for the future.</p>	<ul style="list-style-type: none"> • The impact of these proposals and any changes in local or national policies or legislation will be monitored and reviewed as part of the next scheduled review of on-street parking within five years – although it should be noted that these changes were a requirement placed on the developer as part of the process to gain planning consent. • Future demand will be partly determined by levels of car ownership, levels of public transport infrastructure provision and service patronage as well as economic fortunes of the County and the ‘High Street’ in particular and any changes to public service provision such as health care and learning and skills provision. 	<p>Evidence from wider periodic on-street parking public and stakeholder engagement undertaken previously along with associated work programme.</p>	<ul style="list-style-type: none"> • Change to on-street parking was a condition of planning consent for the development. • County-wide review of on-street parking planned for 2022/23, resources permitting.
<p>Collaboration Working together with other partners to deliver.</p>	<ul style="list-style-type: none"> • Work with Welsh Government and North and Mid Wales Trunk Road Agent and emergency services. Civil enforcement through Ceredigion County Council Parking services and Police for moving traffic offences (including obstruction etc.). 	<ul style="list-style-type: none"> • Evidence from stakeholder engagement and County Council service planning and delivery – including Parking Services, Planning, economic development and licensing and functions. 	<ul style="list-style-type: none"> • Civil Parking Enforcement • Enforcement by Police • County-wide review of on-street parking planned for 2022/23, resources permitting.
<p>Involvement Involving those with an interest and seeking their views.</p>	<ul style="list-style-type: none"> • Consultation undertaken according to statutory requirements for parking orders as set out in The Local 	<ul style="list-style-type: none"> • Local Members, emergency services and general public ahead of 	<ul style="list-style-type: none"> • Ongoing monitoring of impact of these changes – including



	<p>Authorities' Traffic Orders (Procedure)(England and Wales) Regulations 1996 relating to the Traffic Regulation Act 1984 as well as County Council Corporate Engagement Policy and procedures.</p> <ul style="list-style-type: none"> • Statutory provision enables formal objection process and requirement for County Council to consider these objections when formulating the work programme. Outcome of objections will be determined by Cabinet and recorded in public minutes. Orders will be published and information placed within the public domain. • Ceredigion County Council consultation and engagement policies and procedures have been followed throughout the review process – includes engagement of groups with protected characteristics under the Equality Act 2010. 	<p>the proposed changes. Notices placed at locations where changes are proposed, information published in the local Press, on the County Council's Social Media and Internet pages and copies made available for public inspection in Council offices.</p> <ul style="list-style-type: none"> • Consultation with local businesses, employers and service providers including local bus companies. • Consultation with other public local authority service areas whose services to general public and people with protected characteristics may be affected – such as schools, colleges. 	<p>correspondence and representations from public, stakeholders and partner agencies.</p> <ul style="list-style-type: none"> • County-wide review of on-street parking planned for 2022/23, resources permitting.
<p>Prevention Putting resources into preventing problems occurring or getting worse.</p>	<ul style="list-style-type: none"> • Proposals will seek to address any existing concerns by improving access, addressing road safety concerns and improve the efficient movement of people and goods. • Particular issues that will be addressed include safety of the most vulnerable road users 	<ul style="list-style-type: none"> • Outcome of formal consultation with emergency services. • Discussions with local Members, County Council services areas responsible for highways maintenance 	<ul style="list-style-type: none"> • Change to on-street parking was a condition of planning consent for the development to ensure safe and expeditious movement of vehicles and people. • Civil Parking Enforcement • Enforcement by Police



	<p>(pedestrians, cyclists, children and older people and those with a range of physical or mental disabilities).</p>	<p>and Civil Parking Enforcement.</p> <ul style="list-style-type: none"> • Discussions with Welsh Government for any impacts on the nearby A487 Trunk Road network. 	<ul style="list-style-type: none"> • Change to on-street parking was a condition of planning consent for the development to ensure safe and expeditious movement of vehicles and people. • County-wide review of on-street parking planned for 2022/23, resources permitting.
<p>Integration Positively impacting on people, economy, environment and culture and trying to benefit all three.</p>	<ul style="list-style-type: none"> • Engagement and discussions with large number of organisations, groups and individuals, advertisement of proposed changes and formal process for receiving and responding to any objections, comments or suggestions. 	<ul style="list-style-type: none"> • Outcome of engagement process – i.e. proposed work programme. 	<ul style="list-style-type: none"> • Change to on-street parking was a condition of planning consent for the development to ensure safe and expeditious movement of vehicles and people. • Civil Parking Enforcement • Enforcement by Police • County-wide review of on-street parking planned for 2022/23, resources permitting.



3. WELL-BEING GOALS: Does your proposal deliver any of the seven National Well-being Goals for Wales as outlined on the Well-being of Future Generations (Wales) Act 2015? Please explain the impact (positive and negative) you expect, together with suggestions of how to mitigate negative impacts or better contribute to the goal. We need to ensure that the steps we take to meet one of the goals aren't detrimental to meeting another.

Well-being Goal	Does the proposal contribute to this goal? Describe the positive or negative impacts-	What evidence do you have to support this view?	What action (s) can you take to mitigate any negative impacts or better contribute to the goal?
<p>3.1. A prosperous Wales Efficient use of resources, skilled, educated people, generates wealth, provides jobs.</p>	<ul style="list-style-type: none"> • Change to on-street parking was a condition of planning consent for the development to ensure safe and expeditious movement of vehicles and people. • The proposal will ensure the efficient use of public resources – both within the County Council and those of other public agencies such as Police. • The proposals will benefit all road users, local businesses and service providers by providing safer, more accessible and better regulated use of available space within the public highway. • The proposals will contribute to a more vibrant and sustainable local and national economy. • Materials will be sourced and installed using local contractors, thus helping to safeguard jobs within the public and private sectors. 	<ul style="list-style-type: none"> • Proposed programme of works that is based upon: <ul style="list-style-type: none"> ○ Outcome of engagement process; and ○ Consideration and determination of any objections, comments or further proposals received. 	<ul style="list-style-type: none"> • Ongoing monitoring and County-wide review of on-street parking planned for 2022/23, resources permitting.



<p>3.2. A resilient Wales Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change).</p>	<ul style="list-style-type: none"> • Change to on-street parking was a condition of planning consent for the development to ensure safe and expeditious movement of vehicles and people. • Work programme seeks to contribute towards reducing traffic congestion in town centres and contribute towards reducing CO₂ and emissions from transport and travel across the County and in the most traffic-sensitive areas. • Neutral impact upon biodiversity as changes are within the existing highway. 	<ul style="list-style-type: none"> • Improved access arrangements and regulation of parking and goods deliveries. 	<ul style="list-style-type: none"> • Ongoing monitoring and County-wide review of on-street parking planned for 2022/23, resources permitting. • Response to any issues raised through correspondence from public, stakeholders and delivery partners.
<p>3.3. A healthier Wales People's physical and mental wellbeing is maximised and health impacts are understood.</p>	<ul style="list-style-type: none"> • Change to on-street parking was a condition of planning consent for the development to ensure safe and expeditious movement of vehicles and people. • Public and stakeholder engagement has enabled the views of providers of health and wellbeing service providers to be considered and have influenced the proposed work programme in respect of facilitating better access to services (GP and dental surgeries and health care facilities). • Links to Active Travel provision, leisure and recreational opportunities (National Cycle 	<ul style="list-style-type: none"> • Outcome of engagement process and proposed work programme. 	<ul style="list-style-type: none"> • Ongoing monitoring and county-wide review of on-street parking planned for 2022/23, resources permitting. • Response to any issues raised through correspondence from public, stakeholders and delivery partners.



	Network, public rights of way, Coastal Path, tourism).		
<p>3.4. A Wales of cohesive communities Communities are attractive, viable, safe and well connected.</p>	<ul style="list-style-type: none"> • Change to on-street parking was a condition of planning consent for the development to ensure safe and expeditious movement of vehicles and people. • Proposed work programme supports continued economic, social and cultural viability of towns and local communities across the County through improved access to services and opportunities and better regulation of traffic within these communities. • The proposed changes will promote improved safety of all road users. 	<ul style="list-style-type: none"> • Outcome of engagement process and proposed work programme. • Involvement of Local Members and public throughout process. 	<ul style="list-style-type: none"> • Ongoing monitoring of impact of these changes and further review planned for 2022/23 resources permitting. • Response to any issues raised through correspondence from public, stakeholders and delivery partners.
<p>3.5. A globally responsible Wales Taking account of impact on global well-being when considering local social, economic and environmental well-being.</p>	<ul style="list-style-type: none"> • Change to on-street parking was a condition of planning consent for the development to ensure safe and expeditious movement of vehicles and people. • Following the review and engagement process, the proposed work programme seeks to contribute towards reducing the CO₂ production, negative environmental impacts of transport and travel - including emissions of nitrogen oxide, carbon monoxide, hydrocarbons etc. 	<ul style="list-style-type: none"> • Improved regulation and enforcement of on-street parking – alongside other traffic management interventions, public transport provision, promotion of Active Travel and off-street parking provision. 	<ul style="list-style-type: none"> • Ongoing monitoring of impact of these changes and further review planned for 2022/23 resources permitting.



--	--	--	--

Page 189

<p>3.6. A more equal Wales People can fulfil their potential no matter what their background or circumstances.</p> <p><i>In this section you need to consider the impact on equality groups, the evidence and any action you are taking for improvement.</i></p> <p><i>You need to consider how might the proposal impact on equality protected groups in accordance with the Equality Act 2010?</i></p> <p><i>These include the protected characteristics of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or beliefs, gender, sexual orientation.</i></p> <p>Please also consider the following guide: Equality Human Rights - Assessing Impact & Equality Duty</p>	<p>Describe why it will have a positive/negative or negligible impact.</p> <p><i>Using your evidence consider the impact for each of the protected groups. You will need to consider do these groups have equal access to the service, or do they need to receive the service in a different way from other people because of their protected characteristics. It is not acceptable to state simply that a proposal will universally benefit/disadvantage everyone. You should demonstrate that you have considered all the available evidence and address any gaps or disparities revealed.</i></p>	<p>What evidence do you have to support this view?</p> <p><i>Gathering Equality data and evidence is vital for an IIA. You should consider who uses or is likely to use the service. Failure to use <u>data</u> or <u>engage</u> where change is planned can leave decisions open to legal challenge. Please link to involvement box within this template. Please also consider the general guidance.</i></p>	<p>What action (s) can you take to mitigate any negative impacts or better contribute to positive impacts?</p> <p><i>These actions can include a range of positive actions which allows the organisation to treat individuals according to their needs, even when that might mean treating some more favourably than others, in order for them to have a good outcome. You may also have actions to identify any gaps in data or an action to engage with those who will/likely to be effected by the proposal. These actions need to link to Section 4 of this template.</i></p>												
<p>Age Do you think this proposal will have a positive or a negative impact on people because of their age? (Please tick ✓)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Children and Young People up to 18</td> <td style="width: 15%;">Positive</td> <td style="width: 15%;">Negative</td> <td style="width: 15%;">None/ Negligible</td> </tr> <tr> <td></td> <td style="text-align: center;">✓</td> <td></td> <td></td> </tr> <tr> <td>People 18-50</td> <td>Positive</td> <td>Negative</td> <td>None/</td> </tr> </table>	Children and Young People up to 18	Positive	Negative	None/ Negligible		✓			People 18-50	Positive	Negative	None/	<ul style="list-style-type: none"> Change to on-street parking was a condition of planning consent for the development to ensure safe and expeditious movement of vehicles and people. 	<ul style="list-style-type: none"> Census data show that Ceredigion has an ageing population and high levels of private car ownership and access to services and opportunities by public transport is limited in rural areas beyond main transport corridors. It is 	<ul style="list-style-type: none"> Change to on-street parking was a condition of planning consent for the development to ensure safe and expeditious movement of vehicles and people.
Children and Young People up to 18	Positive	Negative	None/ Negligible												
	✓														
People 18-50	Positive	Negative	None/												

Cyngor Sir Ceredigion County Council - Integrated Impact Assessment (IIA)

An integrated tool to inform effective decision making



Page 190

			Negligible			
Older People 50+	✓			<ul style="list-style-type: none"> Whilst still positive, possibly less of a direct impact on younger people in respect of availability and regulation of car parking – unless as passengers with or without protected characteristics. However it is considered that alongside the two other age groups, the impacts of the proposed changes are positive overall. Particular positive improvements associated with providing better access and prioritisation of available on-street parking for older people based on potential age-related health and mobility issues. Improved provision and regulation will create positive benefits. 	<p>necessary therefore to ensure that the on-street parking review and associated work programme has understood the issues faced and can assist in facilitating improved access within town and village centres, where services are located.</p> <ul style="list-style-type: none"> Also to seek to provide a safer environment for the most vulnerable road users including younger, older and people of all ages with a range of mental or physical disabilities or mobility problems. Proposed work programme is the result of the outcome of engagement process which sought and took account of the views of organisations and individuals representing people with the full range of protected characteristics as well as the general public, stakeholders and partner agencies. 	<ul style="list-style-type: none"> Ongoing monitoring of impact of these changes and further review planned for 2022/23 resources permitting. Ongoing engagement including responses to any issues raised through correspondence from public, stakeholders and delivery partners.
	Positive	Negative	None/ Negligible			
	✓					

Disability			
-------------------	--	--	--

Cyngor Sir Ceredigion County Council - Integrated Impact Assessment (IIA)

An integrated tool to inform effective decision making



Page 191

Do you think this proposal will have a positive or a negative impact on people because of their disability? (Please tick ✓)				<ul style="list-style-type: none"> • Change to on-street parking was a condition of planning consent for the development to ensure safe and expeditious movement of vehicles and people. • Proposed changes will benefit all disability groups in respect of providing better, more available and convenient access to facilities and services. • Provision of more disabled parking bays within closer proximity to facilities within community centres where this is possible. • Regulation and enforcement to ensure that designated spaces are not abused and available for disabled users when required. • Clearer and simpler regulations and associated road markings, bays and signing. • Any improvements to associated adjacent footways will meet required access for all design standards. 	<ul style="list-style-type: none"> • Census data show that Ceredigion has an ageing population and high levels of private car ownership and access to services and opportunities by public transport is limited in deeper rural areas beyond main transport corridors. It is necessary therefore to ensure that the on-street parking review and associated work programme has understood the issues faced and can assist in facilitating improved access within town and village centres, where services are located. • Also to seek to provide a safer environment for the most vulnerable road users including younger, older and people of all ages with a range of mental or physical disabilities or mobility problems. • Proposed work programme is the result of the outcome of a fully-inclusive engagement process which sought and 	<ul style="list-style-type: none"> • Change to on-street parking was a condition of planning consent for the development to ensure safe and expeditious movement of vehicles and people. • Ongoing monitoring of impact of these changes and further review planned for 2022/23 resources permitting. • Ongoing engagement including responses to any issues raised through correspondence from public, stakeholders and delivery partners.
Hearing Impairment	Positive	Negative	None/ Negligible			
	✓					
Physical Impairment	Positive	Negative	None/ Negligible			
	✓					
Visual Impairment	Positive	Negative	None/ Negligible			
	✓					
Learning Disability	Positive	Negative	None/ Negligible			
	✓					
Long Standing Illness	Positive	Negative	None/ Negligible			
	✓					
Mental Health	Positive	Negative	None/ Negligible			
	✓					
Other	Positive	Negative	None/ Negligible			
	✓					

Cyngor Sir Ceredigion County Council - Integrated Impact Assessment (IIA)

An integrated tool to inform effective decision making



					<p>took account of the views of organisations and individuals representing people with the full range of protected characteristics as well as the general public, stakeholders and partner agencies.</p> <ul style="list-style-type: none"> • 	
--	--	--	--	--	--	--

Page 192

<p>Transgender Do you think this proposal will have a positive or a negative impact on transgender people? (Please tick ✓)</p>				<ul style="list-style-type: none"> • Change to on-street parking was a condition of planning consent for the development to ensure safe and expeditious movement of vehicles and people. • As with people with other protected characteristics, the proposals will have positive impact on transgender people. The improvements will benefit all road users. 	<ul style="list-style-type: none"> • Responses to the engagement process did not identify any specific issues for the transgender community when considered alongside the wider community. • The benefits of the proposed programme will however benefit transgender people alongside all other road users. 	<ul style="list-style-type: none"> • Change to on-street parking was a condition of planning consent for the development to ensure safe and expeditious movement of vehicles and people. • Ongoing monitoring of impact of these changes and further review planned for 2022/23 resources permitting. • Ongoing engagement including responses to any issues raised through correspondence from public, stakeholders and delivery partners.
Transgender	Positive	Negative	None/ Negligible			

<p>Marriage or Civil Partnership Do you think this proposal will have a positive or a negative impact on marriage or Civil partnership? (Please tick ✓)</p>				<ul style="list-style-type: none"> • Change to on-street parking was a condition of planning consent for the development to ensure 	<ul style="list-style-type: none"> • Responses to the engagement process did not identify any specific issues for the people in 	<ul style="list-style-type: none"> • Change to on-street parking was a condition of planning consent for the development to ensure
Marriage	Positive	Negative	None/			

Cyngor Sir Ceredigion County Council - Integrated Impact Assessment (IIA)

An integrated tool to inform effective decision making



			Negligible	<p>safe and expeditious movement of vehicles and people.</p> <ul style="list-style-type: none"> As with people with other protected characteristics, the proposals will generally have positive impact on those in a marriage or civil partnership. The improvements will benefit all road users. 	<p>marriage or civil partnerships when considered alongside the wider community.</p> <ul style="list-style-type: none"> The benefits of the proposed programme will however benefit those in a marriage or civil partnership alongside all other road users. 	<p>safe and expeditious movement of vehicles and people.</p> <ul style="list-style-type: none"> Ongoing monitoring of impact of these changes and further review planned for 2022/23 resources permitting. Ongoing engagement including responses to any issues raised through correspondence from public, stakeholders and delivery partners.
	✓					
Civil partnership	Positive	Negative	None/ Negligible			
	✓					

Page 193

<p>Pregnancy or Maternity Do you think this proposal will have a positive or a negative impact on pregnancy or maternity? (Please tick ✓)</p>				<ul style="list-style-type: none"> Change to on-street parking was a condition of planning consent for the development to ensure safe and expeditious movement of vehicles and people. As with people with other protected characteristics, the proposals will generally have positive impact on Pregnancy and Maternity. The improvements will benefit all road users. 	<ul style="list-style-type: none"> Responses to the engagement process did not identify any specific issues for Pregnancy or Maternity when considered alongside the wider community. The benefits of the proposed programme will however benefit Pregnancy and Maternity groups alongside all other road users. 	<ul style="list-style-type: none"> Change to on-street parking was a condition of planning consent for the development to ensure safe and expeditious movement of vehicles and people. Ongoing monitoring of impact of these changes and further review planned for 2022/23 resources permitting. Ongoing engagement including responses to any issues raised through correspondence from
Pregnancy	Positive	Negative	None/ Negligible			
	✓					
Maternity	Positive	Negative	None/ Negligible			
	✓					



						public, stakeholders and delivery partners.
Race Do you think this proposal will have a positive or a negative impact on race? (Please tick ✓)				<ul style="list-style-type: none"> Change to on-street parking was a condition of planning consent for the development to ensure safe and expeditious movement of vehicles and people. As with people with other protected characteristics, the proposals will generally have positive impact on Race. The improvements will benefit all road users regardless of Race. 	<ul style="list-style-type: none"> Responses to the engagement process did not identify any specific issues for Race when considered alongside the wider community. The benefits of the proposed programme will however benefit people of all Races alongside all other road users. 	<ul style="list-style-type: none"> Change to on-street parking was a condition of planning consent for the development to ensure safe and expeditious movement of vehicles and people. Ongoing monitoring of impact of these changes and further review planned for 2022/23 resources permitting. Ongoing engagement including responses to any issues raised through correspondence from public, stakeholders and delivery partners.
White	Positive	Negative	None/ Negligible			
	✓					
Mixed/Multiple Ethnic Groups	Positive	Negative	None/ Negligible			
	✓					
Asian / Asian British	Positive	Negative	None/ Negligible			
	✓					
Black / African / Caribbean / Black British	Positive	Negative	None/ Negligible			
	✓					
Other Ethnic Groups	Positive	Negative	None/ Negligible			
	✓					
Religion or non-beliefs Do you think this proposal will have a positive or a negative impact on people with different religions, beliefs or non-beliefs? (Please tick ✓)				<ul style="list-style-type: none"> Change to on-street parking was a condition of planning consent for the development to ensure safe and expeditious movement of vehicles and people. As with people with other protected characteristics, the proposals will generally 	<ul style="list-style-type: none"> Responses to the engagement process did not identify any specific issues for Religion or non-beliefs when considered alongside the wider community. The benefits of the proposed programme will however benefit people of 	<ul style="list-style-type: none"> Change to on-street parking was a condition of planning consent for the development to ensure safe and expeditious movement of vehicles and people. Ongoing monitoring of impact of these changes
Christian	Positive	Negative	None/ Negligible			
	✓					
Buddhist	Positive	Negative	None/ Negligible			
	✓					

Cyngor Sir Ceredigion County Council - Integrated Impact Assessment (IIA)

An integrated tool to inform effective decision making



Page 195

Religion	Positive	Negative	None/ Negligible	have positive impact on people with different religions, beliefs or non-beliefs. The improvements will benefit and not discriminate between all road users regardless of religion, belief or non-belief.	all religions and non-beliefs alongside all other road users.	and further review planned for 2022/23 resources permitting. <ul style="list-style-type: none"> Ongoing engagement including responses to any issues raised through correspondence from public, stakeholders and delivery partners.
Hindu	✓					
Humanist	✓					
Jewish	✓					
Muslim	✓					
Sikh	✓					
Non-belief	✓					
Other	✓					

Sex Do you think this proposal will have a positive or a negative impact on men and/or women? (Please tick ✓)				<ul style="list-style-type: none"> Change to on-street parking was a condition of planning consent for the development to ensure safe and expeditious movement of vehicles and people. As with people with other protected characteristics, the proposals will generally have positive impact on gender. The improvements 	<ul style="list-style-type: none"> Responses to the engagement process did not identify any specific gender-related issues when considered alongside the wider community. The benefits of the proposed programme will however benefit all other road users. 	<ul style="list-style-type: none"> Change to on-street parking was a condition of planning consent for the development to ensure safe and expeditious movement of vehicles and people. Ongoing monitoring of impact of these changes and further review planned
Men	Positive	Negative	None/ Negligible			
	✓					
Women	Positive	Negative	None/ Negligible			
	✓					



				will benefit all road users regardless of gender.		for 2022/23 resources permitting. <ul style="list-style-type: none"> Ongoing engagement including responses to any issues raised through correspondence from public, stakeholders and delivery partners.
--	--	--	--	---	--	--

Page 196

Sexual Orientation Do you think this proposal will have a positive or a negative impact on people with different sexual orientation? (Please tick ✓)				<ul style="list-style-type: none"> Change to on-street parking was a condition of planning consent for the development to ensure safe and expeditious movement of vehicles and people. As with people with other protected characteristics, the proposals will generally have positive impact on people with different sexual orientation. The improvements will benefit all road users regardless of sexual orientation. 	<ul style="list-style-type: none"> Responses to the engagement process did not identify any specific issues in relation to sexual orientation when considered alongside the wider community. The benefits of the proposed programme will however benefit all other road users. 	<ul style="list-style-type: none"> Change to on-street parking was a condition of planning consent for the development to ensure safe and expeditious movement of vehicles and people. Ongoing monitoring of impact of these changes and further review planned for 2022/23 resources permitting. Ongoing engagement including responses to any issues raised through correspondence from public, stakeholders and delivery partners.
Bisexual	Positive	Negative	None/ Negligible			
	✓					
Gay Men	Positive	Negative	None/ Negligible			
	✓					
Gay Women / Lesbian	Positive	Negative	None/ Negligible			
	✓					
Heterosexual / Straight	Positive	Negative	None/ Negligible			
	✓					

Having due regards in relation to the three aims of the Equality Duty - determine whether the proposal will assist or inhibit your ability to eliminate discrimination; advance equality and foster good relations.

3.6.2. How could/does the proposal help advance/promote equality of opportunity?
 You should consider whether the proposal will help you to: ● Remove or minimise disadvantage ● To meet the needs of people with certain characteristics



● *Encourage increased participation of people with particular characteristics*

This change to on-street parking was a condition of planning consent for the development to ensure safe and expeditious movement of vehicles and people. The proposal will assist in removing disadvantage to road users with and without protected characteristics by improving availability of on-street parking closer to buildings and facilities where key services and opportunities are provided. In particular, access to health and well-being services, financial services, retail, employment, leisure and recreational facilities.

3.6.3. How could/does the proposal/decision help to eliminate unlawful discrimination, harassment, or victimisation?

You should consider whether there is evidence to indicate that: ● *The proposal may result in less favourable treatment for people with certain characteristics* ● *The proposal may give rise to indirect discrimination* ● *The proposal is more likely to assist or impede you in making reasonable adjustments*

It is not anticipated that the proposal will have any negative impacts resulting in unlawful discrimination, harassment or victimisation. Provision of improved on-street parking is positive and compliance with regulations will be enforced so as to avoid disadvantaging those road users seeking to legitimately use this facility.

3.6.4. How could/does the proposal impact on advancing/promoting good relations and wider community cohesion?

You should consider whether the proposal will help you to: ● *Tackle prejudice* ● *Promote understanding*

This change to on-street parking was a condition of planning consent for the development to ensure safe and expeditious movement of vehicles and people. Rationalisation of provision, prioritisation for people with disabilities and clear signing and marking of regulations will improve access to on-street parking for all and contribute towards safer and more efficient use of road space within the public highway and improved economic, social and cultural viability and sustainability of local communities.



3.7. A Wales of vibrant culture and thriving Welsh language Culture, heritage and Welsh Language are promoted and protected. <i>In this section you need to consider the impact, the evidence and any action you are taking for improvement. This in order to ensure that the opportunities for people who choose to live their lives and access services through the medium of Welsh are not inferior to what is afforded to those choosing to do so in English, in accordance with the requirement of the Welsh Language Measure 2011.</i>				Describe why it will have a positive/negative or negligible impact.	What evidence do you have to support this view?	What action (s) can you take to mitigate any negative impacts or better contribute to positive impacts?
Will the proposal be delivered bilingually (Welsh & English)?	Positive	Negative	None/ Negligible	<ul style="list-style-type: none"> This change to on-street parking was a condition of planning consent for the development to ensure safe and expeditious movement of vehicles and people. Engagement and public notices to be provided bilingually. Engagement and any changes implemented will be provided bilingually. Service operates a bilingual policy in respect of communication with members of the public and within the workplace. 	<ul style="list-style-type: none"> All engagement as part of the Review has been conducted bilingually and followed Ceredigion County Council corporate policy. All road markings and signs/plates with instructions and information will be bilingual and follow Ceredigion County Council and Welsh Government guidelines in this matter. County Council Welsh Language Scheme. 	<ul style="list-style-type: none"> Ongoing monitoring of impact of these changes and further review planned for 2022/23 resources permitting. Ongoing engagement including responses to any issues raised through correspondence from public, stakeholders and delivery partners. Bilingual policies and staff.
	✓					

Cyngor Sir Ceredigion County Council - Integrated Impact Assessment (IIA)

An integrated tool to inform effective decision making



Page 199

	Positive	Negative	None/ Negligible			
Will the proposal have an effect on opportunities for persons to use the Welsh language?	✓			<ul style="list-style-type: none"> This change to on-street parking was a condition of planning consent for the development to ensure safe and expeditious movement of vehicles and people. Engagement and public notices to be provided bilingually. Engagement and any changes implemented will be provided bilingually. Service operates a bilingual policy in respect of communication with members of the public and within the workplace. 	<ul style="list-style-type: none"> All engagement as part of the Review has been conducted bilingually and followed Ceredigion County Council corporate policy. All road markings and signs/plates with instructions and information will be bilingual and follow Ceredigion County Council and Welsh Government guidelines in this matter. 	<ul style="list-style-type: none"> Ongoing monitoring of impact of these changes and further review planned for 2022/23 resources permitting. Ongoing engagement including responses to any issues raised through correspondence from public, stakeholders and delivery partners. Bilingual policies and staff.
Will the proposal increase or reduce the opportunity for persons to access services through the medium of Welsh?	Positive	Negative	None/ Negligible	<ul style="list-style-type: none"> This change to on-street parking was a condition of planning consent for the development to ensure safe and expeditious movement of vehicles and people. Engagement and 	<ul style="list-style-type: none"> All engagement as part of the Review has been conducted bilingually and followed Ceredigion County Council corporate policy. All road markings and signs/plates with instructions and information will be 	<ul style="list-style-type: none"> Ongoing monitoring of impact of these changes and further review planned for 2022/23 resources permitting. Ongoing engagement including responses to any issues raised through correspondence from



				<p>public notices to be provided bilingually.</p> <ul style="list-style-type: none"> • Engagement and any changes implemented will be provided bilingually. • Service operates a bilingual policy in respect of communication with members of the public and within the workplace. The proposal will help facilitate improved access to a range of services and opportunities provided by other County Council service areas, external organisations and agencies. • However, it should be noted that the on-street parking changes will not in themselves necessarily increase or reduce the opportunities through the Welsh language and those opportunities will be beyond the scope of 	<p>bilingual and follow Ceredigion County Council and Welsh Government guidelines in this matter.</p>	<p>public, stakeholders and delivery partners.</p> <ul style="list-style-type: none"> • Bilingual policies and staff.
--	--	--	--	---	---	--

Cyngor Sir Ceredigion County Council - Integrated Impact Assessment (IIA)

An integrated tool to inform effective decision making



				this review and work programme.		
How will the proposal treat the Welsh language no less favourably than the English language?	Positive	Negative	None/ Negligible	<ul style="list-style-type: none"> This change to on-street parking was a condition of planning consent for the development to ensure safe and expeditious movement of vehicles and people. Engagement and public notices to be provided bilingually. Engagement and any changes implemented will be provided bilingually. Service operates a bilingual policy in respect of communication with members of the public and within the workplace. 	<ul style="list-style-type: none"> All engagement as part of the Review has been conducted bilingually and followed Ceredigion County Council corporate policy. All road markings and signs/plates with instructions and information will be bilingual and follow Ceredigion County Council and Welsh Government guidelines in this matter. 	<ul style="list-style-type: none"> Ongoing monitoring of impact of these changes and further review planned for 2022/23 resources permitting. Ongoing engagement including responses to any issues raised through correspondence from public, stakeholders and delivery partners. Bilingual policies and staff.
	✓					

Page 201



Will it preserve promote and enhance local culture and heritage?	Positive	Negative	None/ Negligible	<ul style="list-style-type: none"> This change to on-street parking was a condition of planning consent for the development to ensure safe and expeditious movement of vehicles and people. Engagement and public notices to be provided bilingually. 	<ul style="list-style-type: none"> All engagement as part of the Review has been conducted bilingually and followed Ceredigion County Council corporate policy. It has also included local and national organisations promoting culture and heritage. All road markings and signs/plates with instructions and information will be bilingual and follow Ceredigion County Council and Welsh Government guidelines in this matter. 	<ul style="list-style-type: none"> Ongoing monitoring of impact of these changes and further review planned for 2022/23 resources permitting. Ongoing engagement including responses to any issues raised through correspondence from public, stakeholders and delivery partners. Bilingual policies and staff.
	✓			<ul style="list-style-type: none"> Engagement and any changes implemented will be provided bilingually. Service operates a bilingual policy in respect of communication with members of the public and within the workplace. It should be noted that the on-street parking changes will not in themselves necessarily preserve, promote or enhance local culture or heritage as these will be beyond the scope of this review and 		



				<p>work programme. The changes to on-street parking will however contribute towards improved and better-managed access to local cultural and heritage facilities.</p>		
--	--	--	--	---	--	--



4. STRENGTHENING THE PROPOSAL: If the proposal is likely to have a negative impact on any of the above (including any of the protected characteristics), what practical changes/actions could help reduce or remove any negative impacts as identified in sections 2 and 3?

4.1 Actions.

What are you going to do?	When are you going to do it?	Who is responsible?	Progress

4.2. If no action is to be taken to remove or mitigate negative impacts please justify why.
(Please remember that if you have identified unlawful discrimination, immediate and potential, as a result of this proposal, the proposal must be changed or revised).

This change to on-street parking was a condition of planning consent for the development to ensure safe and expeditious movement of vehicles and people. Engagement and public notices to be provided bilingually. There are no negative impacts identified as part for this IIA for the review process and proposed work programme to deliver the changes to on-street parking. It is understood that the proposed changes will benefit all existing and future road users through improvements to safety and access/ availability. The impact of the proposed changes will however be monitored and specific remedial actions taken should these be deemed necessary. Following implementation, a further scheduled review including full community engagement is scheduled to take place in 2022/23 subject to available resources.

4.3. Monitoring, evaluating and reviewing.
How will you monitor the impact and effectiveness of the proposal?

The impact of the proposed changes will be monitored and specific remedial actions may be considered if necessary, although it should be noted that this change to on-street parking was a condition of planning consent for the development to ensure safe and expeditious movement of vehicles and people. Following implementation, a further scheduled review including full community engagement is to take place in 2022/23 subject to available resources. Incoming correspondence and representations will be considered alongside available traffic data and information from Civil Parking enforcement and the Police.

Page 204

Cyngor Sir Ceredigion County Council - Integrated Impact Assessment (IIA)

An integrated tool to inform effective decision making



5. RISK: What is the risk associated with this proposal?

Impact Criteria	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very High
Likelihood Criteria	1 - Unlikely to occur	2 - Lower than average chance of occurrence	3 - Even chance of occurrence	4 - Higher than average chance of occurrence	5 - Expected to occur


Risk Description	Impact (severity)	Probability (deliverability)	Risk Score <i>Probability x Impact</i>
Cabinet non-approval of proposed programme of works	5	1	5
Physical constraints to proposed changes at specific locations	3	2	6
Availability of budget to fund all proposed changes once full costs are known	4	2	8
Availability of contractors to deliver programme of physical works within planned timescale	4	1	4

Does your proposal have a potential impact on another Service area?

CCC Highways Maintenance – maintenance of the highway asset
 CCC Parking Services – for Civil Parking Enforcement
 CCC – Economy and Performance – safer and better access for all to facilities, services and opportunities
 CCC – Learning Services – safer and improved access to schools and colleges

Page 205



6. SIGN OFF			
Position	Name	Signature	Date
Transport Strategy & Safety Manager	Chris Wilson		09/08/2021
Service Manager – Highways Development	Steve Hallows		
Corporate Manager - Highways	Phil Jones		
Corporate Lead Officer	Rhodri Llwyd		
Corporate Director	Barry Rees		
Portfolio Holder	Cllr Dafydd Edwards		

CEREDIGION COUNTY COUNCIL

Report to:	Cabinet
Date of meeting:	07/09/2021
Title:	Adoption of Highway – Cambrian Way, Aberporth.
Purpose of the report:	To recommend that the road set out below is adopted as highway maintainable at public expense.
For:	Decision.
Cabinet Portfolio and Cabinet Member:	Cllr Dafydd Edwards – Cabinet Member for Highways and Environmental Services, Housing and Customer Contact.

It is recommended that the estate road Cambrian Way, Aberporth, as set out below and on Appendix A of this report is adopted as highway maintainable at public expense.

- Legislation: Section 38 Agreement, Highways Act 1980.
- Name of Road: Cambrian Way.
- Length of Road: 170 metres
- Lighting: Highway
- Footway: 140 metres
- Verge: 117 metres

	Has an Integrated Impact Assessment been completed?	NO
	If, not, please state why	
	Summary:	
Wellbeing of Future Generations:	Long term:	N/A
	Collaboration:	N/A
	Involvement:	N/A
	Prevention:	N/A
	Integration:	N/A

Recommendation(s): To approve the proposed Adoption of Cambrian Way through the S.38 Highway Act 1980 process and maintain at public expense thereafter.

Reasons for decision: To enable the road to be maintained at public expense.

Overview and Scrutiny: N/A

Policy Framework: Producing better and safer roads.

Corporate Priorities: Boosting the economy.
Investing in people's future.
Enabling individual and family resilience

Promoting environmental and community resilience

Finance and Procurement implications: Highways Maintenance Budget, Additional SSA.

Legal Implications:

Highways Act 1980

Staffing implications: None

Property / asset implications: Highways Maintenance Budget, Additional SSA.

Risk(s): None

Statutory Powers: Section 38 of the Highways Act 1980.

Background Papers: ED4302.

Appendices: Appendix A - Plan showing extent of adoption.

Corporate Lead Officer: Rhodri Llwyd

Reporting Officer: Steve Hallows

Date: 17.08.2021



**Mabwysiadu Adran 38/ Adoption S. 38
Cambrian Way, Aberporth. Cyf/File: ED4302**

Allwedd/Key:
Ffordd/Road: Coch/Red
Troedffordd/Footway: Glas/Blue
Ymyl y Ffordd/Verge: Gwyrdd Tywyll/Dark Green

Graddfa / Scale: 1:679
Argraffwyd ar / Printed on: 2021-07-22

© Hawffraint y Goron a hawliau cronfa ddata 2021 Arolwg Ordnans 100024419
© Crown copyright and database rights 2021 Ordnance Survey 100024419
© Hawffraint a hawliau cronfa ddata cyfyngedig Ty Gwybodaeth ar Lywodraeth Leol 2021 100024419
© Local Government Information House Limited copyright and database rights 2021 100024419
© Getmapping plc 2000 | © COWI / Bluesky 2006
© Next Perspectives, Welsh Government 2009, 2013. Llywodraeth Cymru 2009, 2013



This page is intentionally left blank

CEREDIGION COUNTY COUNCIL

Report to: Cabinet

Date of meeting: 07/09/2021

Title: Adoption of Highway – Phase 1 and 2, Dolphin Court, New Quay.

Purpose of the report: To recommend that the road set out below is adopted as highway maintainable at public expense.

For: Decision

Cabinet Portfolio and Cabinet Member: Cllr Dafydd Edwards – Cabinet Member for Highways and Environmental Services, Housing and Customer Contact.

It is recommended that the estate road Dolphin Court, New Quay (Phase 1 and 2), as set out below and on Appendix 1 of this report is adopted as highway maintainable at public expense.

- Legislation: Section 38 Agreement, Highways Act 1980.
- Name of Road: Dolphin Court (Phase 1). New Quay.
- Length of Road: 145 metres
- Lighting: Highway
- Footway: 284 metres
- Verge: 25 metres

- Name of Road: Dolphin Court (Phase 2). New Quay.
- Length of Road: 164 metres
- Lighting: Highway
- Footway: 312 metres
- Verge: Nil

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

Wellbeing of Future Generations:

Summary:

Long term: N/A

Collaboration: N/A

Involvement: N/A

Prevention: N/A

Integration: N/A

Recommendation(s): To approve the proposed Adoption of Phase 1 and 2 Dolphin Court, New Quay through the S.38 Highway Act 1980 process and maintain at public expense thereafter.

Reasons for decision: To enable the road to be maintained at public expense.

Overview and Scrutiny: N/A

Policy Framework: Producing better and safer roads.

Corporate Priorities: Boosting the economy.
Investing in people's future.
Enabling individual and family resilience
Promoting environmental and community resilience

Finance and Procurement implications: Highways Maintenance Budget, Additional SSA.

Legal Implications: Highways Act 1980

Staffing implications: None

Property / asset implications: Highways Maintenance Budget, Additional SSA.

Risk(s): None

Statutory Powers: Section 38 of the Highways Act 1980.

Background Papers: ED4309 and ED4504.

Appendices: Appendix 1 - Plan showing extent of adoption.

Corporate Officer: **Lead** Rhodri Llwyd

Reporting Officer: Steve Hallows

Date: 17.08.2021

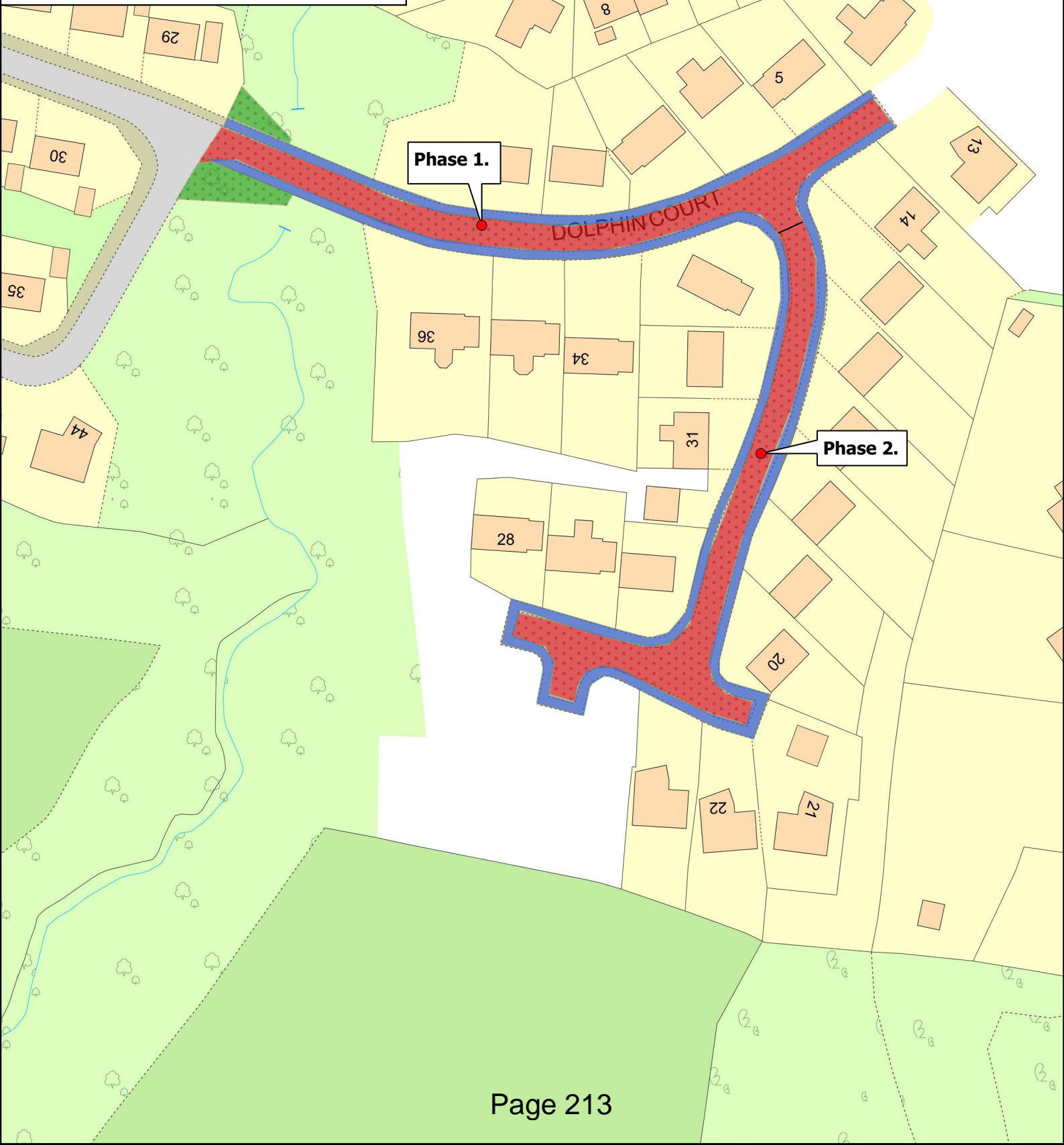


Allwedd/Key:
Ffordd/Road: COCH/RED
Troedffordd/Footway: GLAS/BLUE
Ymyl y Ffordd/Verge: GWYRDD/GREEN

Atodiad/Appendix 1
Mabwysiadu/Adoption. Adran/S.38.
Cwrt Dolffin, Cei Newydd/Dolphin Court, New
Quay
Cyfnod/Phase 1. a/and 2.
Cyf/Ref: ED4309. ED4504

Graddfa / Scale: 1:1,035
Argraffwyd ar / Printed on: 2021-07-05

© Hawffraint y Goron a hawliau cronfa ddata 2021 Arolwg Ordnans 100024419
© Crown copyright and database rights 2021 Ordnance Survey 100024419
© Hawffraint a hawliau cronfa ddata cyfyngedig Ty Gwybodaeth ar Lywodraeth Leol 2021 100024419
© Local Government Information House Limited copyright and database rights 2021 100024419
© Getmapping plc 2000 | © COWI / Bluesky 2006
© Next Perspectives. Welsh Government 2009, 2013. Llywodraeth Cymru 2009, 2013



This page is intentionally left blank

CEREDIGION COUNTY COUNCIL

Report to: Cabinet

Date of meeting: 07/09/2021

Title: Adoption of Highway – Horeb Business Park Access Road, Llandysul

Purpose of the report: To recommend that the road set out below is adopted as highway maintainable at public expense.

For: Decision.

Cabinet Portfolio and Cabinet Member: Cllr Dafydd Edwards – Cabinet Member for Highways and Environmental Services, Housing and Customer Contact.

It is recommended that the access road Horeb Business Park, Llandysul, as set out below and on Appendix A of this report is adopted as highway maintainable at public expense.

- Legislation: Section 38 Agreement, Highways Act 1980.
- Name of Road: Horeb Business Park Access Road.
- Length of Road: 274 metres
- Lighting: Highway
- Footway: 201 metres
- Verge: 79 metres
- Dwarf Wall: 24 metres

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

Wellbeing of Future Generations:

Summary:
Long term: N/A
Collaboration: N/A
Involvement: N/A
Prevention: N/A
Integration: N/A

Recommendation(s): To approve the proposed Adoption of Horeb Business Park Access Road through the S.38 Highway Act 1980 process and maintain at public expense thereafter.

Reasons for decision: To enable the road to be maintained at public expense.

Overview and Scrutiny: N/A

Policy Framework: Producing better and safer roads.

Corporate Priorities: Boosting the economy.
Investing in people's future.
Enabling individual and family resilience
Promoting environmental and community resilience

Finance and Procurement implications: Highways Maintenance Budget, Additional SSA.

Legal Implications: Highways Act 1980

Staffing implications: None

Property / asset implications: Highways Maintenance Budget, Additional SSA.

Risk(s): None

Statutory Powers: Section 38 of the Highways Act 1980.

Background Papers: ED4281.

Appendices: Appendix A - Plan showing extent of adoption.

Corporate Lead Officer: Rhodri Llwyd

Reporting Officer: Steve Hallows

Date:

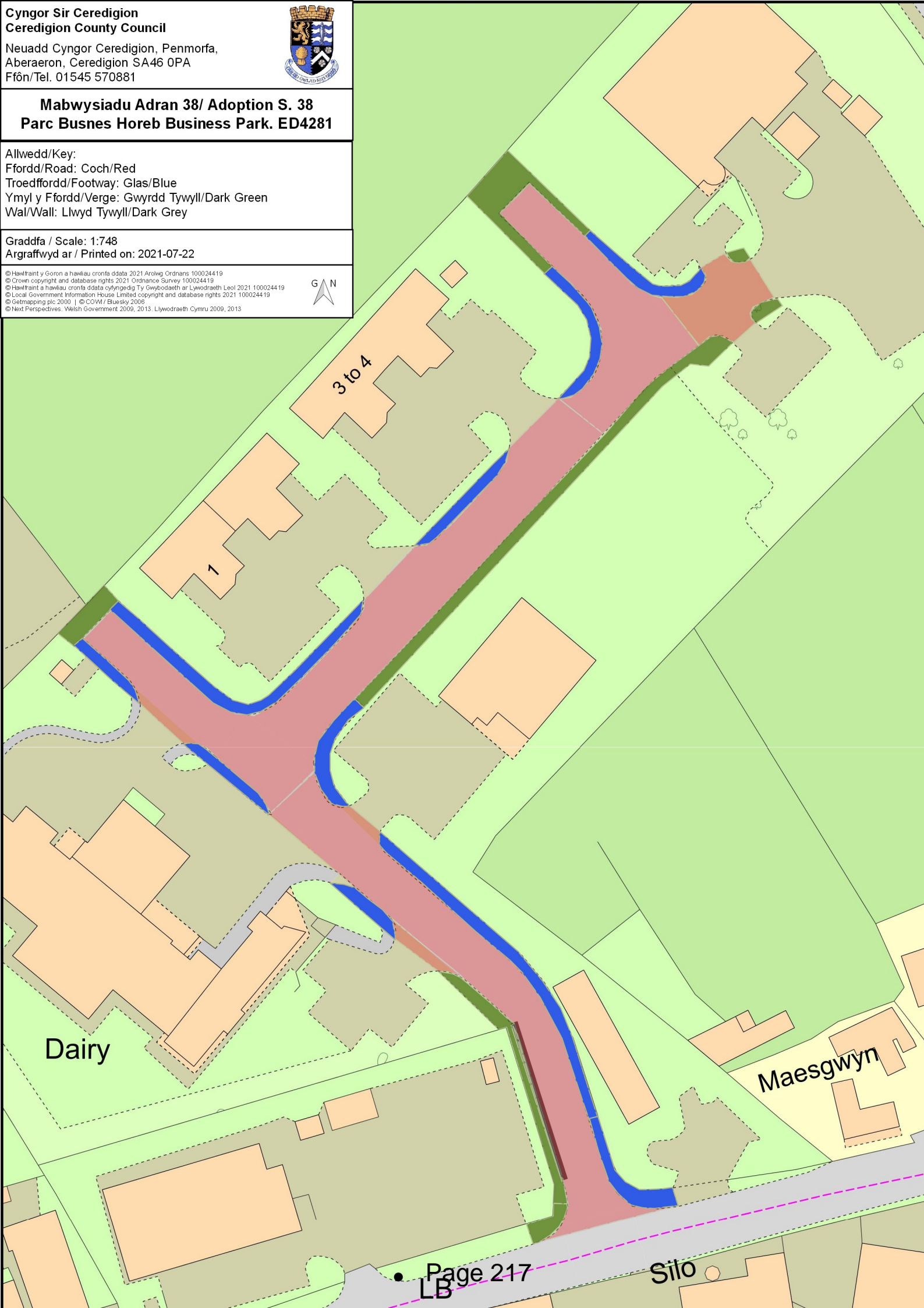


Mabwysiadu Adran 38/ Adoption S. 38
Parc Busnes Horeb Business Park. ED4281

Allwedd/Key:
Ffordd/Road: Coch/Red
Troedffordd/Footway: Glas/Blue
Ymyl y Ffordd/Verge: Gwyrdd Tywyll/Dark Green
Wal/Wall: Llwyd Tywyll/Dark Grey

Graddfa / Scale: 1:748
Argraffwyd ar / Printed on: 2021-07-22

© Havfrant y Goron a hawliau cronfa ddata 2021 Arolwg Ordnans 100024419
© Crown copyright and database rights 2021 Ordnance Survey 100024419
© Havfrant a hawliau cronfa ddata cyfyngedig Ty Gwybodaeth ar Lywodraeth Leol 2021 100024419
© Local Government Information House Limited copyright and database rights 2021 100024419
© Getmapping plc 2000 | © COWI / Bluesky 2006
© Next Perspectives, Welsh Government 2009, 2013. Llywodraeth Cymru 2009, 2013



This page is intentionally left blank

CEREDIGION COUNTY COUNCIL

Report to: Cabinet

Date of meeting: 7th September , 2021

Title: Quarter 1 Capital Programme Monitoring Report

Purpose of the report: To report on the Capital Expenditure to date

For: Information

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

1. Overall Position

Details of the latest Capital Programme expenditure to the end of June (Period 3) are attached as Appendix A.

Total expenditure to this date is £1.8m, which is in line with expectations. The overall Capital Programme Working budget is £27.9m (excluding Contingencies).

2. New Schemes – Variances, Budget Changes

The Latest budget now reflects the new 2021/22 programme approved by Cabinet on 6th July, 2021 – the following Budget Virements have been actioned.

Budget Virements:-

- +£100k - Home improvements/Houses into Homes Loan scheme – due to demand on the loans scheme an additional £100k has been added to the programme funded from recycled loan re-payment Capital Receipts.

New Schemes Approved

- +£120k - Road Safety – Un-adopted roads pilot – Bryn Hafod Cardigan – Approved grant funding of £90k with £30k of General Council funding.
- +£325k – Coastal Protection Aberaeron – New Approved Grant Funding for 2021/22.
- +£107k – Enable Grant for independent Living – New approved Grant Funding for 2021/22
- +£15k – Warm Home Boiler Replacement Grant – New approved Grant Funding for 2021/22
- +274k – Leisure Centres upgrade of swimming Pools and sports Hall – New approved scheme, £100k funded from a Revenue contribution to Capital and £174k from Contingencies.

- +£170k – Day Centres – Public Protection and Environmental Improvements – New approved scheme funded from contingencies.

3. Capital Contracts.

None have been reported

4. Capital Receipts

- General – to date £20k of Capital Receipts have been achieved against the target of £100k.
- Schools – No Capital Receipts have been achieved to date.

The Capital Programme is monitored on a bi-monthly basis by the Capital Monitoring Group and issues such as project progress, virements, slippage and the implications arising thereon are considered by the Group and reported through to the Development Group.

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 Procurement implications:

Compliant

Legal implications:

None

Staffing implications:	None
Property/Asset Implications	None directly
Risk	Risk of insufficient funding if there are significant overspends
Statutory Powers:	Local Government Finance Act 1992
Background Papers:	3 year Capital Programme
Appendices:	A - Capital Programme Monitoring Report
Corporate Lead Officer: Finance and Procurement	Stephen Johnson
Reporting Officer:	Liz Jones (Assistant Accountant)
Date:	17th August, 2021

Capital Monitoring Report to the end of June 2021

Corporate/ Service Managers	Latest Budget Total £'000	Total Expenditure to date £'000	Budget Remaining £'000	Notes for Cabinet
-----------------------------------	---------------------------------	--	------------------------------	-------------------

Schools and Culture

21st Century Schools programme (Band A)	NJ	112	-	112
21st Century Schools programme (Band B)	NJ	3,702	479	3,223
Reducing Infant Class Sizes	NJ	909	-	909
Childcare Provision inc. Cenarth, Dyfryn Aeron and Henry Richards	NJ	1,489	196	1,293
Penglais School - Learning Support Unit	NJ	687	-	687
School - additional Capital works	NJ	1,794	199	1,595
Underfloor Heating System - Schools	NJ	346	-	346
Urgent Works Schools	NJ	240	-	240
Encouraging Curiosity (Ceredigion Museum)	NJ	11	5	6
Total - Schools and Culture		9,290	879	8,411

Good progress is being made with Cardigan Senior School. Reprofiling will be required for the other schemes. There is a re-profiling being submitted to WG - this budget will not be spent until 2022/23

The scheme is progressing
The scheme is progressing

Porth Cymorth Cynnar

Community Hub - Lampeter Leisure Centre	CY	25	-	25
Cwrtnewydd Youth Service Campus	GJ	167	-	167
Flying Start Capital Grant	NJ	151	-	151
Leisure Centres upgrade swimming pools and sports Hall		274	-	274
Total - Porth Cymorth Cynnar		617	-	617

New general funded Scheme funded from Contingencies and a Revenue contribution to capital.

Capital Monitoring Report to the end of June 2021

Corporate/ Service Managers	Latest Budget Total £'000	Total Expenditure to date £'000	Budget Remaining £'000	Notes for Cabinet
-----------------------------------	---------------------------------	--	------------------------------	-------------------

Economic and Regeneration

Canolfan Dulais - TRIP Development Funding/Tai Ceredigion	AD	228	-	228	The Scheme will be fully spent in qtr 2
Wildlife Site Cenarth Public Footpath	AD	4	-	4	
Sewage Treatment Works	LG	516	11	505	Schemes are being progressed. It is anticipated this budget will be fully spent. Schemes have been identified.
Urgent Works Other	LG	100	-	100	
Buildings - Invest to Save	LG	175	(0)	175	
Non Operational Property – Invest to Save Development	AD	72	25	47	There could be delays with this scheme.
Economic Stimulus Fund	AD	380	-	380	
Asset Development Programme	AD	379	3	376	No issues identified No issues identified No issues identified
Market Hall Cardigan	AD	364	-	364	
Footbridge Replacement Programme	AD	50	-	50	
Lampeter Town Centre Green infrastructure Enhancements	AD	209	-	209	This funding is unlikely to be needed until 22/23 - therefore the funding will be re-profiled in due course
Access Improvement Grant	AD	103	7	96	
Green Recovery Delivery Partnership Priority Themes	AD	66	11	55	
Hafan y Waun Housing Development	AD	500	-	500	
Total - Economic and Regeneration		3,146	56	3,090	

Capital Monitoring Report to the end of June 2021

Corporate/ Service Managers	Latest Budget Total £'000	Total Expenditure to date £'000	Budget Remaining £'000	Notes for Cabinet
-----------------------------------	---------------------------------	--	------------------------------	-------------------

Highways and Environmental Services

Roads	PJ	200	7	193	Budget has been fully committed
Bridges	PJ	297	4	293	To date two schemes have been identified.
Environmental Services	GJ	92	-	92	Schemes are being reviewed.
General Highways Improvements	PJ	700	14	686	The budget has been fully committed
Public Highways Refurbishment	PJ	775	12	763	The budget has been fully committed
Street Lighting Programme	PJ	380	47	333	Progress is currently being reviewed.
LTF Trawscymru Bus strategic corridor	PJ	842	3	839	Project progressing - no known issues.
Restore damage caused by Storm Callum	RLL	12	1	11	Remaining budget to be utilised by the close of 21/22
Resilient Road Grant - flood Modelling	PJ	250	(3)	253	Works planning is being progressed, with further activity expected during Qtr. 2 onwards.
Ultra Low emissions vehicle Transformation	PJ	420	1	419	Works planning is being progressed, with Charging Point Operators to be agreed during Qtr. 2 FY2122.

Capital Monitoring Report to the end of June 2021

Corporate/ Service Managers	Latest Budget Total £'000	Total Expenditure to date £'000	Budget Remaining £'000	
ATF Core Funding	PJ	325	(3)	328
ATF - Cardigan town Package - Footway Improvements	PJ	206	2	204
Small Scale Works - Flooding and Erosion Risk Management	PJ	215	-	215
Road Safety - Un-adopted roads pilot - Bryn Hafod, Cardigan.	PJ	120	-	120
Flood Alleviation Schemes Llandre/Borth Leat	RLL	70	8	62
Coastal Protection Aberaeron	RLL	325	129	196
Llangrannog Coastal protection	RLL	22	1	21
Borth & Ynyslas Coastal Protection	RLL	32	2	30
Coastal Protection Aberaeron/Aberystwyth	RLL	3,000	-	3,000
Additional Replacement Vehicles (Civil Parking enforcement)	GJ	35	-	35
Fleet Replacement	GJ	902	153	749
Absorbent Hygiene Product (AHP) Waste	GJ	24	-	24
Penrhos - Waste Transfer Station	GJ	1,025	-	1,025
Total - Highways and Environmental Services		10,269	380	9,889

Notes for Cabinet

Further progress expected in Qtr. 2.

Further progress expected in Qtr. 2.

Further progress expected in Qtr. 2.

New approved Grant funded scheme - 25% of the funding is from the residents of Brvn Hafod.

Further progress expected in Qtr. 2.

New approved additional grant funding for 21/22.

Funding and completion date being reviewed with WG.

Funding and completion date being reviewed with WG.

Construction stage of this project not yet awarded.

Vehicles expected during August'21

Due to the increased lead in time for delivery of vehicles this budget will not be fully spent in 21/22

The Waste team are expecting the budget to be fully utilised in Qtr. 3.

Minimal activity in 21/22 expected - reproiling will need to to be considered.

Capital Monitoring Report to the end of June 2021

	Corporate/ Service Managers	Latest Budget Total £'000	Total Expenditure to date £'000	Budget Remaining £'000	Notes for Cabinet
<u>Porth Gofal</u>					
Disabled Facilities Grants	LH	1,700	85	1,615	<p>The budget is likely to be fully utilised in 21/22</p> <p>An additional £100k has been added to the budget from capital Receipts loan repayments as it is anticipated this level of funding will be utilised in 21/22</p> <p>New approved Grant funding for 2021/22</p> <p>New approved Grant funding for 2021/22</p> <p>No spend committed to date</p> <p>The scheme is being progressed</p> <p>The funding is to upgrade the Nurse call stations in Residential homes which is being progressed</p> <p>New approved Scheme funded from Contingencies</p> <p>The property market is being monitored to identify an appropriate property</p>
Home Improvement & Houses into Homes Loan Schemes	LH	172	60	112	
Enable Grant for Independent Living	NL	107	18	89	
Warm Home Boiler Replacement Grant	NL	15	(0)	15	
Cylch Caron	NL	252	-	252	
Camu Mlaen - Canolfan Steffan	NL	125	-	125	
Urgent Works - Residential Homes	NL	132	(0)	132	
Day Centres - Public Protection and Environmental improvements	NL	170	-	170	
VAWADAS - Supported Accommodation	LH	294	145	149	
Intermediate Care Fund	LH	524	170	354	
Total - Porth Ceredigion		3,491	477	3,014	
<u>Customer Contact</u>					
ICT Hardware	AM	197	-	197	<p>The scheme is being progressed</p> <p>The smart phones are being purchased however, contract difficulties are delaying progress</p> <p>The scheme is being progressed</p>
Smart Mobile Phones	AM	183	28	155	
Welsh Community Care Information System	AM	26	-	26	
Total - Customer Contact		406	28	378	

Capital Monitoring Report to the end of June 2021

	Corporate/ Service Managers	Latest Budget Total £'000	Total Expenditure to date £'000	Budget Remaining £'000	Notes for Cabinet
<u>Finance & Procurement</u>					
Community Grant Scheme	JD	200	7	193	Limited spend to date due to the impact of Covid 19
Total - Finance & Procurement		200	7	193	
<u>Democratic Services</u>					
Council Chamber Equipment upgrade Phase 2	LE	150	-	150	The scheme is being progressed
Total - Democratic Services		150	-	150	
<u>Covid 19</u>					
Covid 19 - Field Hospitals	JD	374	-	374	The decommissioning of the field hospitals is progressing
		374	-	374	
<u>Brought Forward Commitments</u>					
Brought forward Commitments (Old schemes)		-	(10)	10	No issues identified
TOTAL WORKING PROGRAMME		27,943	1,818	26,125	

Capital Monitoring Report to the end of June 2021

Corporate/ Service Managers	Latest Budget Total £'000	Total Expenditure to date £'000	Budget Remaining £'000	Notes for Cabinet
-----------------------------------	---------------------------------	--	------------------------------	-------------------

Contingencies	JD	306	-	306
Profile re-alignment	JD	153	-	153
Capital Receipts Housing profile re-alignment	JD	405	-	405
New Approved Grants/Match funding for grant schemes	JD	3,696	-	3,696
Total - Contingencies		4,560	-	4,560
TOTAL OVERALL PROGRAMME		32,503	1,818	30,685