

# Public Document Pack



Cyngor Sir  
**CEREDIGION**  
County Council

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

12 December 2022

01545 572070

Dear Sir / Madam

I write to inform you that a Meeting of the Corporate Resources Overview and Scrutiny Committee will be held Hybrid/Council Chamber on Monday, 19 December 2022 at 10.00 am for the transaction of the following business:

1. **Apologies**
2. **Disclosures of personal interest (including whipping declarations)**  
**Members are reminded of their personal responsibility to declare any personal and prejudicial interest in respect of matters contained in this agenda in accordance with the provisions of the Local Government Act 2000, the Council's Constitution and the Members Code of Conduct. In addition, Members must declare any prohibited party whip which the Member has been given in relation to the meeting as per the Local Government (Wales) Measure 2011.**
3. **Report on Ceredigion Senior Coroner's 2021 Statistical Return (Pages 3 - 16)**
4. **Report regarding purchase of car park at Cardigan (Pages 17 - 22)**
5. **Development Group and Other Supporting Groups (Pages 23 - 106)**
6. **Revised Customer Services Charter (Pages 107 - 112)**
7. **Forward Work Programme (Pages 113 - 118)**
8. **To confirm minutes of the previous meeting and to consider any matters arising from those Minutes. (Pages 119 - 124)**

Members are reminded to sign the Attendance Register

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

Yours faithfully



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

**To: Chairman and Members of Corporate Resources Overview and Scrutiny Committee**

The remaining Members of the Council for information only.

## Cyngor Sir CEREDIGION County Council

**REPORT TO:** Corporate Resources Overview and Scrutiny Committee

**DATE:** 19 December 2022

**LOCATION:** Hybrid

**TITLE:** Report on Ceredigion Senior Coroner's 2021 Statistical Return

**PURPOSE OF REPORT:** For information - to provide the Committee with an opportunity to review the information contained in the Senior Coroner's 2021 Statistical Return

**REASON SCRUTINY HAVE REQUESTED THE INFORMATION:** Not requested

### **BACKGROUND:**

The Senior Coroner for Ceredigion prepares an annual report ('Statistical Return') on deaths reported to the Coroner, which is sent to the Ministry of Justice for publication as part of the Coroners' Statistics on the UK Government website. (2021 statistics available at <https://www.gov.uk/government/statistics/coroners-statistics-2021>)

The Report of the Chief Coroner to the Lord Chancellor (combined Report of the Sixth Annual Report 2018-2019 and Seventh Annual Report: 2019-2020) (available at: [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/932518/chief-coroner\\_s-annual-report-1920.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/932518/chief-coroner_s-annual-report-1920.pdf)) includes a Model Coroner blueprint. This recommends that the Senior Coroner also presents a brief annual report ('Local Authority Report') to the Chief Coroner and the Council each July, which should be published on the Council's website, and include relevant statistics on current/concluded cases (with comparison figures for previous years), an update on Coroner work and relevant issues, a summary of the Coroner's team and staffing arrangements, and any future plans. This report was not presented to the Council by the Senior Coroner for last year due to workload commitments, court sitting availability and a staff vacancy.

At the 14 October 2021 meeting of this committee, it was decided that the Statistical Return should be published on the Council's website annually, following the publication of the National Statistics publication by the Ministry of Justice. (14/10/21 report agenda and minutes available at <https://council.ceredigion.gov.uk/ieListDocuments.aspx?CId=141&MId=218&Ver=4&LLL=0>)

The Coroner's Officer was contacted to request an update on when this year's Senior Coroner's Local Authority Report to the council would be provided, however the report has not been provided.

**CURRENT SITUATION:**

The Statistical Return was published on the Council’s website on 12 July 2022 following the publication of the National Statistics publication by the Ministry of Justice. The return is presented to the committee for information (**Appendix 1**). The committee should note that sensitive personal information has been redacted from the Statistical Return.

An update has been provided from the Coroner’s Office on their work on organ donation:

“A successful multiple organ donation was orchestrated by Mr Steve Lloyd, Coroner’s Officer, Dyfed-Powys Police, who worked with the Welsh Specialist Nurses for Organ Donations and Mr Jason Shannon, Wales’ first Lead Medical Examiner. Mr Lloyd’s exceptional efforts and expertise resulted in multiple lives saved, including that of an 8 month old baby. The experience and knowledge gained from this recent incident places Ceredigion’s coroners on an even better footing for future opportunities to facilitate organ donation and to save lives.”

The Senior Coroner’s Local Authority report will be presented to this committee at the first available opportunity after it is received from the Coroner’s Officer.

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

**Summary:** This report does not represent a change in policy or strategy.

**WELLBEING OF FUTURE GENERATIONS:**

**Long term:**

**Integration:**

**Collaboration:**

**Involvement:**

**Prevention:**

**RECOMMENDATION (S):**

That the Committee:

- 1. Notes the contents of the Ceredigion Senior Coroner’s 2021 Statistical Return

**REASON FOR RECOMMENDATION (S):**

Monitoring of the annual information relating to deaths reported to the Ceredigion Senior Coroner.

**Appendices**

**Appendix 1 – Ceredigion Senior Coroner’s Statistical Return 2021**

**Contact Name:** Elin Prysor

**Designation:** Corporate Lead Officer - Legal & Governance (and Monitoring Officer)

**Date of Report:** 21/11/22

**Acronyms:** N/A



# DEATHS REPORTED TO CORONERS

JANUARY – DECEMBER 2021

**PLEASE READ THE NOTES CAREFULLY BEFORE COMPLETING**

Please complete and return this spreadsheet by 1 March 2022 to:  
**Matteo Chiesa**  
[Coroners>Returns@justice.gov.uk](mailto:Coroners>Returns@justice.gov.uk)

If you have any problems about how this spreadsheet should be completed, please refer to the “Instructions” worksheet, or contact Matteo Chiesa at [Coroners>Returns@justice.gov.uk](mailto:Coroners>Returns@justice.gov.uk) or alternatively contact 07967 595014

**PLEASE ENTER DETAILS HERE AFTER COMPLETION**

<b>NAME:</b> <input type="text" value="Stephen Lloyd"/>	<b>ADDRESS:</b> <input type="text" value="Police Station&lt;br/&gt;Aberystwyth&lt;br/&gt;Ceredigion&lt;br/&gt;SY23 1PH"/>
<b>DATE:</b> <input type="text" value="23&lt;sup&gt;rd&lt;/sup&gt; February 2022"/>	<b>E-MAIL ADDRESS</b> <input type="text" value="Steve.lloyd@dyfed-powys.police.uk"/>
<b>TELEPHONE</b> <input type="text" value="07966 648 812"/>	
<b>SOFTWARE PROVIDER</b> (Please select from dropdown options) <input type="text" value=""/> ↓	<b>FURTHER DETAILS – OTHER PROVIDER:</b> <input type="text" value="Please select software provider from the dropdown list"/> <input type="text" value="XXXXXXXXXXXXXXXXXXXX"/>
Please return the completed spreadsheet by 1 March 2022 to: <b>Matteo Chiesa</b> <a href="mailto:Coroners&gt;Returns@justice.gov.uk">Coroners&gt;Returns@justice.gov.uk</a>	

Thank you

# DEATHS REPORTED TO CORONERS

January to December 2021

<b>FULL NAME OF CORONER'S AREA</b>
<b>CEREDIGION</b>

*PLEASE READ THE NOTES CAREFULLY BEFORE COMPLETING AND READ THE CHECKS SUMMARY BEFORE SUBMITTING*

## SECTION A: New Casework

SECTION A: DEATHS REPORTED TO CORONER IN 2021									
	With post mortem			Without post mortem			TOTAL		
	Male	Female	Total	Male	Female	Total	Male	Female	Total
(i) Deaths reported to the coroner which will not result in an inquest (whether or not a certificate of any sort is issued)	73	43	116	78	72	150	151	115	266
(ii) Deaths reported to coroners on which inquests are to be or were opened (even if not concluded)	13	2	15	0	0	0	13	2	15
(iii) Deaths reported to coroners on which inquests are under investigation and is not yet known if an inquest will be opened	7	5	12	0	0	0	7	5	12
<b>TOTAL: (i) + (ii) + (iii)</b>	<b>93</b>	<b>50</b>	<b>143</b>	<b>78</b>	<b>72</b>	<b>150</b>	<b>171</b>	<b>122</b>	<b>293</b>
(iv) Number of cases transferred out of area under Section 2 or 3 of the Coroners and Justice Act 2009 (not to be included above, even if they include a post mortem before transfer)									0
(v) Deaths reported or referred to the coroner requiring neither inquest nor the issue of any certificate MUST BE INCLUDED IN THE "NO INQUEST NO MOST MORTEM" box above, along with cases where certificates were issued. <u>For cases where sex of deceased not known, please indicate the number of such cases in the yellow cell on the right</u>									0

<b>POST-MORTEM EXAMINATIONS</b> – <u>NOT</u> to include cases that were later transferred out (if more than one on the same body, only details relating to the <u>FIRST PM</u> should be included in this section)	
Number ordered at STANDARD RATE	141
Number ordered at NON-STANDARD RATE	2
<b>Number</b> of PMs which included HISTOLOGY	9
Number of PMs which included TOXICOLOGY	25
Number of PMs conducted using External Examination, Imaging, Test on Samples – (Toxicology/Histology if not part of an Autopsy)	0
Number of PMs conducted not including an Autopsy	0
Number of PMs conducted by a HO forensic pathologist	2

Number of second PMs conducted following request by defence lawyer	0
<b>N.B. we do not require any further details of any second or subsequent PM ordered in the same body to be recorded here</b>	
Number of Out of England orders made	0
Number of deaths abroad (give details on separate page please)	0

**For deaths in state detention (or within seven days of release from State Detention) reported to the coroner in 2021,**

**Please provide a count of new cases in each of the following definitions:  
(For further details, if required, see the sheet “State Detention definitions”)**

1. Prison Custody	0
2. Police Custody	0
3. Immigration removal centres	0
4. Mental Health Act detention	0
5. Residents of Probation Approved Premises	0
6. Secure training centre	0
7. Local authority secure children’s homes	0
8. Release on temporary licence (ROTL)	0
9. Release from custody within previous seven days	0
<b>TOTAL</b>	<b>0</b>

N.B. Please be aware that this data is cross-checked with National Offender Management Service. Please check these figures as any discrepancies will cause delay in processing your return

**SECTION B, C and D: Casework completed during the year**

<b>SECTION B: CONCLUSIONS RECORDED AT INQUESTS IN 2021 (including inquests with juries)</b>			
	Numbers of conclusions (not treasure inquests)		
	Male	Female	Total
Killed unlawfully	0	0	0
Killed lawfully	0	0	0
Suicide	9	1	10
Attempted or-induced abortion	0	0	0
Cause of death aggravated by lack of care, or self-neglect	0	0	0
Alcohol/Drug Related	0	0	0
Road Traffic Collision	0	0	0
Want of attention at birth	0	0	0
Deaths from industrial diseases	1	0	1
Deaths by accident or misadventure	4	1	5
Stillbirth	0	0	0
Deaths from natural causes	0	0	0
Open	1	0	1
Disasters (where inquest resumed after adjustment under Sch.1 of Coroners and Justice Act 2009)	0	0	0
Unclassified (including narrative conclusions)	0	0	0
<b>TOTAL (All conclusions)</b>	<b>15</b>	<b>2</b>	<b>17</b>



<b>AGE OF DECEASED IN INQUEST CONCLUSIONS:</b>	
Number of inquest conclusions returned in 2021 where age of deceased at time of death was:	
Under 1 year	0
1 to 14 years	0
15 to 24 years	2
25 to 44 years	4
45 to 64 years	4
65 years and over	7
Age not known	0

<b>SECTION C: INVESTIGATIONS SUSPENDED under Schedule 1, Paragraphs 1, 2, 3 and 5 of the Coroners and Justice Act 2009 which it has been decided NOT TO RESUME DURING 2021</b>					
	Subsection under which Suspension occurs (under near regulations)				
	Sch.1 Para.1	Sch.1 Para.2	Sch.1 Para.3	Sch.1 Para.5	T
Murder	0	1	0	0	1
Manslaughter	0	0	0	0	0
Infanticide	0	0	0	0	0
Charges of causing death contrary to RTA 1968	0	1	0	0	1
Aiding, abetting, counselling or procuring suicide	0	0	0	0	0
Corporate manslaughter	0	0	0	0	0
Other criminal charges	0	0	0	0	0
Inquiry under inquiries Act 2005 (no charge)			0		0
General power to suspend (no charge)				0	0
<b>TOTAL</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>

<b>Section D (X): INQUESTS in 2021</b>			
	With juries	Without juries	TOTAL
Number of inquests (excluding treasure)	0	19	19
Of which: inquests held by order of the High Court			0
Inquests quashed or amended by the High Court			0
<b>Section D (X): EXHUMATIONS IN 2021</b>			
The number of exhumations ordered under Schedule 5 paragraph 6 of the Coroners Act 2009			0
<b>Section D (X): TREASURE FINDS in 2021</b>			
Number of finds reported under the TREASURE ACT 1996			0
Number of inquests concluded (see note below)			0
Of which: Number of conclusions of treasure			0
Number of inquests on treasure Trove (only inquests on finds made before 24 Sept 1997 should be reported here)			0
<b>Section D (X): PREVENTION OF FUTURE DEATHS REPORTS SUBMITTED IN 2021</b>			
The number of Prevention of Future Deaths Reports issued in 2021 (Regardless of inquest conclusion date)			1

## Notes

1. The number of inquests into treasure concluded during 2020 must be equal to or greater than the number of verdicts of Treasure recorded in the box below it.

Sch.1, Para.1: Criminal charges/service charges may be brought

Sch.1, Para.2: Criminal charges/service charges have been brought

Sch.1, Para.3: Inquiry under the inquiries Act 2005

Sch.1, Para.5: Suspended for other reasons

## SECTION E: TIME SPENT ON CASES

### 1. Deaths investigated in 2021 where there was no inquest i.e. deaths reported at section A (i) (top row + 'sex not known')

Number of cases reported at section A (i) in which certificates were issued within:

One week or less		<b>197</b>
Over a week and up to one calendar month	+	<b>33</b>
Over one calendar month <sup>1</sup>	+	<b>36</b>
All deaths investigated where a certificate was issued, but there was no inquest	<b>Subtotal</b>	<b>266</b>
No certificate issued (in section A these will have been included in the "no inquest, no PM" part of A (i)) +	+	<b>0</b>
All deaths reported in 2021 where there was no inquest, i.e. Section A (i) + cases where sex not known	=	<b>266</b>

### 2. Deaths in 2021 on which inquests are to be or were opened (even if not yet concluded) i.e. all deaths reported at Section A (II)

Number of cases reported at section A (ii) in which disposal certificates were issued within:

<u>Deaths in England and Wales</u>	One week or less		<b>4</b>
	Over a week and up to one calendar month	+	<b>9</b>
	Over one calendar month <sup>1</sup>	+	<b>2</b>
	TOTAL CASES – England and Wales	<b>Subtotal</b>	<b>15</b>
Deaths elsewhere	TOTAL CASES – Elsewhere	+	<b>0</b>
All deaths in 2021 on which inquests are to be or were opened i.e. Section A (II)	=	<b>15</b>	

### 3. Deaths investigated in 2021 where it is not yet known if there will be an inquest i.e. deaths reported at section A (III)

**Please note, this should be a snapshot of investigations open at the end of 2021**

Number of cases reported at section A (III) in which certificates were issued within:

One week or less		<b>7</b>
Over a week and up to one calendar month	+	<b>4</b>
Over one calendar month <sup>1</sup>	+	<b>1</b>
All deaths where a certificate was issued, but it not yet known if an inquest will be held	<b>Subtotal</b>	<b>12</b>
No certificate issued (in section A these will have been included in the *no PM* part of A (III))	+	<b>0</b>
All deaths reported in 2021 where it is not yet known if there will be an inquest i.e. Section A (iii)	=	<b>12</b>

**4. Deaths on which inquests in 2021 were: (a) concluded or (b) not resumed following adjournment under Schedule 1, Paragraphs 1, 2, 3 or 5. (i.e. all conclusions in section B plus all charges in section C)**

Number of cases where the inquest was either concluded, or adjourned under Schedule 1, Paragraph 1, 2, 3 or 5 within:

<u>Deaths in England and Wales</u>	One month or less <sup>2</sup>		<b>0</b>
	One to three months <sup>2</sup>		<b>2</b>
	Three to six months <sup>2</sup>		<b>6</b>
	Six to twelve months <sup>2</sup>		<b>7</b>
	Over twelve months <sup>2</sup>		<b>4</b>
	TOTAL CASES – England and Wales		<b>19</b>
Deaths elsewhere	TOTAL CASES – Elsewhere	<b>+</b>	<b>0</b>
All deaths on which inquests were held in 2021 i.e. total of Section B and C			<b>= 19</b>

**5. Inquests still open or in progress at the end of 2021 (i.e. neither concluded, nor adjourned under Schedule 1, Paragraphs 1, 2, 3 or 5)**

Please indicate the number of inquests in progress for the following time periods:

	<b>Deaths in England and Wales</b>	<b>Deaths Elsewhere</b>
1. Less than 6 months	<b>5</b>	<b>0</b>
2. Over 6 months but no more than 12 months	<b>3</b>	<b>0</b>
3. Over 12 months but more than 2 years	<b>0</b>	<b>0</b>
4. Over 2 years	<b>0</b>	<b>0</b>
Start date <sup>3</sup> of oldest case in each column	<b>15/04/2021</b>	
Please give brief descriptions of the two cases reported in the row immediately above:	<b>delays with device examination</b>	

**Footnotes to Section E**

1. To include cases for which certificates had not been issued by 31 January 2021.
2. For cases adjourned under Schedule 1, Paragraphs 1, 2, 3 & 5 and not resumed, time should be measured up to the date when Form 120 was issued.
3. Please check the dates are correct according to your case files. In particular, ensure the month and day have not accidentally been reversed (e.g. 4 May 2021 should appear as 04/05/21 (or 4 May 2021) and not as 05/04/2021).













**Brief details of inquests still open after 12 months, at 31 December 2021**  
**Supplementary to Question 5 of Section E**

Please enter reported dates in the format dd/mm/yy

Inquests Concluded  Case No.	Date Death Reported	Only inquests opened in 2020 or earlier should be shown on the list below  Name	No. of days between the start date (second column) and end of 2021)

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## Cyngor Sir CEREDIGION County Council

<b>REPORT TO:</b>	Corporate Resources Overview and Scrutiny Committee
<b>DATE:</b>	19 <sup>th</sup> December 2022
<b>LOCATION:</b>	Neuadd Cyngor Ceredigion, Penmorfa, Aberaeron / remotely via video conference
<b>TITLE:</b>	Feidr Fair Site, Cardigan

### **Purpose of the Report**

At the Corporate Resources Overview and Scrutiny Committee meeting on the 19<sup>th</sup> October 2022 Members raised queries about the acquisition of the Feidr Fair site in Cardigan. It was agreed that a report be prepared for the next meeting of the Committee.

### **Background**

In March 2021 the owner of the Feidr Fair site contacted the Council to say that he had received offer of £680k for the land currently used as a car park from another party. The owner asked whether the Council wanted to purchase the site rather than selling it to a private developer. The owner said at the time that the land has been valued at £1.25m given its redevelopment potential.

### **Strategic Case**

The site, currently used as a car park, is well located for the town and other uses, so is well used, and contributes to the attractiveness of the town with people using the car park to visit the town. The loss of car parking close to town would undermine efforts to regenerate the town and tackle the impact of economic decline.

The site also provides an important pick-up and drop-off area for Ysgol Gynradd Aberteifi (430 pupils), with no obvious alternatives if the site was lost. Cardigan Primary School is a confined site, with only room for a limited number of spaces for staff car parking. The carpark is key to the safe pick up and drop off of pupils in one of our largest primary schools in the county. The works on the school has compounded the difficulties on the site, these works commenced July 2022.

### **Business Case**

The land is leased by the Council. It is a 99-year lease that comes to an end in 2053. The current lease payment is a peppercorn in today's terms.

Income from the use of the site as a car park in the years prior to the request was as follows:

- 2019/20 £68,481
- 2018/19 £70,259
- 2017/18 £68,124
- 2016/17 £68,361
- 2015/16 £55,315

In simple investment terms, the consistent income level of c£68pa equates to a payback period of 8.8 years and is equivalent to an investment return of 11.3%pa. The income stream already exists, so this is not capital expenditure for the purpose of an outright new commercial return, but it does demonstrate that securing this income stream provides value for money when looked at using these metrics.

In addition, it was recognised that the value of the site would increase as the number of years remaining on the lease reduced, reflecting the increased value of land for development purposes.

### **Discussions with the Developer**

Initial responses to the request were positive given the interest from another party but tentative given the length of the remaining lease. Initial discussions focused on teasing out the vendors intentions, whether the offer from another party was a firm offer or not, and the implications to the Council should the site be sold to that party. Initial weighing up of these factors suggested no immediate urgency to proceed but to maintain dialogue in a low-key way.

During 2021 it became more apparent that the vendor was aware of historic work (swimming pool and grounds, road widening and pavements) that appears to encroach on the land leased from him. This could cause problems to the Council if the owner or a new owner sought to enforce or re-negotiate lease condition with a risk of the lease being terminated.

This meant that it was important to secure the site to maintain the car park to support the town and the school, to secure current income and to secure future development potential rather than risk losing the site.

Discussions with the developers were therefore stepped up in order to achieve a positive outcome for the town and for the Council.

### **Timing of Purchase**

As part of the above discussions, the potential to defray Welsh Government funding to 2022/23 was considered, rather than losing some or all of the funding. To do this, spending needed to be incurred by the end of March 2022.

The purchase of the Feidr Fair site was appropriate for this purpose. It would significantly support the Transforming Towns programme for Cardigan, as the spend would displace unspent funding, enabling the funds to be used for regeneration purposes in Cardigan (or elsewhere) in 2022/23.

## **Internal Discussion**

The request and business case were initially discussed at officer level, largely within the Economy and Regeneration Service. This is normal, as officers regularly explore opportunities to support development projects and investment that support the delivery of the Corporate Strategy, in particularly the key priority of Boosting the Economy.

Increased funding from Welsh Government in 2021 and 2022 led to a number of discussions in Asset Development Group (26<sup>th</sup> January 2022) and Development Group (28<sup>th</sup> February 2022) meetings. Discussions largely focused on empty properties, commercial and industrial land, the development of Council assets, and the acquisition of some buildings and land. The minutes of the Development Group meeting on the 28<sup>th</sup> February note that the potential purchase of the site was being considered.

Meetings of the Asset Development Group at that time were members (Cllrs Rhodri Evans, Dafydd Edwards, Dan Potter, Ivor Williams and Keith Evans) and officers. The Development Group was attended by members (Cllrs Ellen ap Gwynn, Rhodri Evans, Dafydd Edwards and Gareth Lloyd) and officers.

The purchase was also discussed with Cabinet members. Members were given the specific details around the business case to support the purchase of the land at Feidr Fair and agreed the need for confidentiality before reporting the details as part of an overall asset development update after the Development Group resumed. Cabinet Members at the time were Cllrs Ellen ap Gwynn, Ray Quant, Catrin Miles, Rhodri Evans, Gareth Lloyd, Dafydd Edwards, Alun Williams and Catherine Hughes.

## **Decision**

Authority to purchase the property was given in March 2022 by the Chief Executive, in accordance with the Constitution whereby powers are delegated 'to take decisions in relation to any Cabinet functions where urgent action is required in accordance with Paragraph 4 of Article 12 of the Constitution'.

This approach also reflected pre-election protocols. Whilst there is no prohibition on conducting normal Council business or decision making during the pre-election period, it is possible that even "business as usual" may become increasingly politicised. Councils therefore need to be careful to avoid the allegation that a report appears to support/promote or counter/undermine the views of any candidate or political party. Likewise, reports should avoid issues on which a candidate is actively campaigning. Where possible such reports should be deferred until after the elections.

In addition, powers are delegated to the Corporate Lead Officer for Economy and Regeneration to purchase properties. These powers are set out in Part 3.5 of the Scheme of Delegation to Officers – Responsibility for Council and Cabinet Functions.

This scheme delegates certain functions of the Council and Cabinet to officers and should be interpreted widely rather than narrowly. Section H deals with Delegations to the Corporate Lead

Officer Economy & Regeneration provided always that the decision is a) within the Council's budget or borrowing plans; b) within the Council's overall strategy or policy framework; c) within the Financial Regulations and Accompanying Financial Procedures; and d) Not a matter specifically reserved for Full Council, a Committee of the Council, Cabinet, a statutory officer, the Chief Executive, or Corporate Directors or Corporate Lead Officers.

Section H provides the following:

The following functions are to be delegated to the CLO Economy and Regeneration and to any officers authorised by him/her from time to time as appropriate subject to such officers being suitably qualified for the discharge of those duties and functions:

1. To negotiate and compete purchases and sales of land and property, granting of leases to and from the Council in accordance with the Asset Management Plan and Council's Capital Programme.

The site purchase was completed on the 28<sup>th</sup> March 2022 for £600k, the price reflecting the value of the income, the importance of the site to the Council and the town, the future development potential of the site and the uncertainty created by the encroachment issues.

**REASON SCRUTINY HAVE REQUESTED THE INFORMATION:** Members of the Corporate Resources Overview and Scrutiny Committee requested details of the acquisition at the site at its meeting on the 19<sup>th</sup> October 2022.

**Has an Integrated Impact Assessment been completed? If not, please state why** None

**WELLBEING OF FUTURE GENERATIONS:**  
**Summary:**  
**Long term:**  
**Integration:**  
**Collaboration:**  
**Involvement:**  
**Prevention:**

**RECOMMENDATION (S):** That the Corporate Resources Overview and Scrutiny Committee note the report.

**REASON FOR RECOMMENDATION (S):**

The paper is for information purposes.

**Contact Name:** Russell Hughes-Pickering

**Designation:** Corporate Lead Officer – Economy and Regeneration  
**Date of Report:** 25<sup>th</sup> November 2022  
**Acronyms:** None  
**Appendices:** None

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## CEREDIGION COUNTY COUNCIL

<b>Report to:</b>	<b>Corporate Resources Overview and Scrutiny Committee</b>
<b>Date of meeting:</b>	<b>19th December 2022</b>
<b>Title:</b>	<b>Development Group and Other Supporting Groups</b>
<b>Purpose of the report:</b>	<b>Review of existing arrangements and terms of reference</b>
<b>Cabinet Portfolio and Cabinet Member:</b>	<b>Cllr. Clive Davies, Portfolio Holder for the Economy and Regeneration</b>

### Background

On the 5<sup>th</sup> September 2017 Cabinet considered a report and agreed amendments to the operating arrangements and structure of the Council's Transformation and Performance programme. As part of these arrangements, it was agreed to set up a new Development Group and Capital Monitoring Group. Term of reference for these groups were reported to and agreed by Cabinet on the 28th November 2017 (Appendix 1). A third group, the Corporate Project Management Group was established at the same time.

A report was subsequently presented to Cabinet on the 17th March 2020 (Appendix 2) to introduce an Asset Development Policy to be followed when considering opportunities to optimise the value of assets prior to disposing of them. A group of officers and members (a panel) was set up to provide recommendations for the Development Group to consider.

The main purpose of the groups has been to:

- Development Group - to consider future investment should be focussed, to deliver the Council's objectives and priorities.
- Capital Monitoring Group – to monitor and manage the capital programme.
- Corporate Project Management Group – to improve project management and provide support to project managers.
- Asset Management Group – to consider the development opportunities prior to disposal of assets.

### Reasons for reviewing arrangements

There are two main reasons for reviewing arrangements.

1. A new Corporate Strategy has been agreed. It is important to review the strategic development programme and capital programme to ensure that they deliver the Council's key objectives and priorities for the next 5 years and beyond.

2. To review arrangements in line with a recommendation in the Audit Wales Springing Forward Report – See Report, Appendix 3, Recommendation 2 states that:

The Council's processes around its asset planning, monitoring and governance could be strengthened by:

- refreshing its 2018 Service and Corporate Asset Management Plans,
- ensuring that these reflect the current strategic long-term vision for assets and that they are integrated into business planning;
- developing robust plans to manage the risks identified by the 2019 condition survey; and
- clearly articulating how it is using the Sustainable Development principle to shape future asset-focused strategies and plans

In a management response form presented to the Governance and Audit Committee on the 27<sup>th</sup> September 2022, the Council recognised that improvements can be made to have a more strategic long-term vision and plan for its assets. It will do this through:

- A refresh of the Council's Corporate Asset Management Plan.
- A review of its asset management and asset development arrangements so that they are more strategic and streamlined.
- The development of a 10-year capital programme for maintaining, improving and where appropriate disposing of Council assets.

The response sets out a target date for completing this work in two stages. The first to review existing arrangements for asset management and development in September / October 2022 and then to prepare new draft Corporate Asset Management Plan, including a 10-year plan for maintaining assets by the end of March 2023.

### **Proposed Way Forward**

Discussion at Development Group on the 17th October 2022 and 28th November 2022 has reviewed current arrangements with Members proposing that:

The Development Group should have a key role in developing a longer-term Council Development Plan, that provides a strategic framework for delivering key development programmes that take forward the Council's Corporate Strategy and improvement priorities.

It ought to do this by developing a short, medium, and long-term Capital Programme that supports development programmes for boosting the economy, for maintaining and improving assets, for modernising schools, for providing appropriate care, health and leisure facilities, for supporting housing provision, to provide better infrastructure, to respond to climate change and environmental needs.

That each programme should set out key projects being pursued and also include papers where new projects are being proposed and funding is being sought.

A template has been drafted to help capture the information by programme, including a reference to the relevant strategies, together with space to set out the programme(s) and projects that will deliver the programme(s). The template also seeks to capture costs, external funding, the demand on the capital programme / funding required from it, and to identify timeframes for programmes and projects.

A second template sets out a revised covering report. Future reports would have 3 subheadings as follows:

- Summary update on the programme
- Specifically highlight any issues / slippage
- New or emerging programmes / projects

This will help provide the Development Group with an assurance that each programme is being implemented as expected, will provide updates where there are issues or slippage and, provide an opportunity to make requests and flag up new development ideas.

The approach would provide a more strategic overview of the programme as well as allow time for ideas and projects to be discussed, to consider 'fit' against Corporate Strategy objectives before inclusion in the Capital Programme. This will help when prioritising budgets.

The Development Group would be supported by existing but more operational Capital Monitoring, Corporate Project Management and Asset Management Groups.

## **Membership**

Discussion at Development Group also concluded that membership of the Development Group and supporting groups should change as set out below.

Development Group should be a cross party group of members (5 members) along with the Chief Executive, Strategic Directors, and representatives from services areas. The group would have appropriate oversight of the Council's Development Programme; the development, implementation and delivery of development programmes within it; and the development of emerging programmes and projects that will help deliver the Council's objectives and priorities.

The Development Group would be assisted by an operational Capital Monitoring, Corporate Project Management and Asset Management groups that would prepare reports for the Development Group to consider. The nature of work by these groups would be similar to existing in that they would monitor and deliver the capital programme, work up new programmes and projects for inclusion in the capital programme and maintain project management support to services.

With the Capital Monitoring Group, it is proposed that the group would be given the tools to be more proactive in the day-to-day operational management of the approved multi-year Capital Programme e.g., to have the decision-making ability to

allocate additional funding, action budget virements and manage slippage between financial years. This would be within certain parameters beyond which issues would need referring to Development Group and/or Cabinet.

**Terms of Reference**

To reflect the above, Terms of Reference have been re-drafted. These are attached as Appendix 4.

<b>Wellbeing of Future Generations:</b>	<b>Has an Integrated Impact Assessment been completed? If, not, please state why</b>	Not for the arrangements they are for development considered by the groups
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**Wellbeing of Future Generations:**

- Summary:**
- Long term:**
- Collaboration:**
- Involvement:**
- Prevention:**
- Integration:**

**Recommendation(s):**

1. To consider the report and provide feedback for Cabinet to consider

**Reasons for decision:**

1. To provide better strategic oversight and management of the Council's Development Programme
2. To improve arrangements for delivering the Council's Corporate Strategy
3. To make efficient and effective use of time and resources

**Overview and Scrutiny:**

and At its 3rd October 2022 Committee meeting, Members received an update on the Asset Development work/Empty Properties, and following discussion, agreed to recommend that Cabinet:

1. Retain the Asset Panel;
2. (Not relevant to this report)
3. (Note relevant to this report)
4. That a progress report upon the work going forward on Council Assets be presented to a future meeting.

**Policy Framework:**

Corporate Strategy

**Corporate Priorities:**

All. Will help align development programme to delivery of key priorities

**Finance and Procurement implications:** None specific to this report other than to work more efficiently

**Legal Implications:** None

**Staffing implications:** None

**Property / asset implications:** Will provide more strategic approach to asset management

**Risk(s):** None

**Statutory Powers:**

**Background Papers:** Previous Cabinet Report 26/07/22

**Appendices:**  
Appendix 1 – Cabinet Report 28 11 2017  
Appendix 2 – Cabinet Report 17 03 2020  
Appendix 3 – Audit Wales Springing Forward  
Appendix 4 – Terms of Reference

**Corporate Lead Officer:** Russell Hughes-Pickering, CLO Economy & Regeneration

**Reporting Officer:** Russell Hughes-Pickering

**Date:** 02/12/22

## CEREDIGION COUNTY COUNCIL

**Report to:** Cabinet

**Date of meeting:** 28<sup>th</sup> November 2017

**Title:** Capital Monitoring Group and Development Group Terms of Reference

**Purpose of the report:** To note the Terms of Reference for the Capital Monitoring Group and Development Group.

**For:** Information

**Cabinet Portfolio and Cabinet Member:** Councillor Ellen ap Gwynn, Leader of the Council;  
Councillor Ray Quant MBE, Deputy Leader of the Council and Cabinet Member for Technical Services and Corporate Services;  
Councillor Dafydd Edwards, Cabinet Member for Finance, ICT and Customer Services along with Housing

On the 5<sup>th</sup> September 2017 Cabinet considered a report and agreed amendments to the operating arrangements and structure of the Council's Transformation and Performance programme.

The new reporting structure brings together matters such as transformation, performance and financial management as they all have a direct impact on the Council's improvement programme.

Part of this change included the setting up of new Capital Monitoring Group and a Development Group. These are now operational. Terms of Reference have been drafted and considered by the groups and by the Cross Party Transformation and Efficiency Group. The Terms of Reference are being reported for information.

	<b>Has an Integrated Impact Assessment been completed? If, not, please state why</b>	Not completed as the report is not a Policy or Service change and does not have an impact on service users.
<b>Wellbeing of Future Generations:</b>	<b>Summary:</b>	
	Long term:	N/A
	Integration:	N/A
	Collaboration:	N/A
	Involvement:	N/A
	Prevention:	N/A

**Recommendations:** 1. To note the Terms of Reference for the Capital Monitoring Group and the Development Group.

<b>Reasons for decision:</b>	<b>To enable the successful management of the entire transformation, project and development programmes and the routine reporting of progress to inform the Council's Corporate Strategy and financial monitoring.</b>
<b>Overview and Scrutiny:</b>	The Terms of Reference have been considered by the Cross Party Transformation and Efficiency Group.
<b>Policy Framework:</b>	Corporate Strategy, Transformation Programme; Performance Management; Medium Term Financial Strategy
<b>Strategic Objectives:</b>	The groups support the delivery of all four objectives set out in the Corporate Strategy.
<b>Financial implications:</b>	There are no financial implications associated with the recommendations of this report.
<b>Statutory Powers:</b>	N/A
<b>Background Papers:</b>	Cabinet minute C65 – 26 <sup>th</sup> September 2017 Cabinet report – 5 <sup>th</sup> September 2017
<b>Appendices:</b>	Appendix A – Terms of Reference
<b>Head of Service:</b>	Eifion Evans, Chief Executive
<b>Reporting Officer:</b>	Russell Hughes-Pickering Head of Performance and Economy
<b>Date:</b>	10 <sup>th</sup> November 2017

## **Terms of Reference for the Capital Monitoring and Development Groups**

### **Introduction**

The Capital Expenditure Working Group (CEWG) has been replaced by the Capital Monitoring Group and the Development Group.

The original purpose of CEWG was to establish the Council's spend priorities and to then formulate and manage programmes of capital work to meet these objectives. Works would be funded through clean capital resources and through capital receipts for through the sale of lands and properties.

In recent years the capital programme has significantly reduced with current spend approximately 50% less than previous levels. At the same time, external funding sources have also reduced for major projects. As a consequence a more creative and innovative approach is required if the Council is to maintain a capital programme that will help deliver the Corporate Strategy and improvements to its services and infrastructure.

The Capital Monitoring Group will be a smaller focussed group that focuses on monitoring and managing the capital programme.

The Development Group will consider where future investment should be focussed in order to deliver the Council's objectives and priorities.

### **Membership**

The Capital Monitoring Group will be formed by the Cabinet member with responsibility for Finance, the Head of Finance, a procurement officer, officers and accountants responsible for projects listed within the capital programme.

The Development Group will be formed by the Leader, Deputy Leader, Cabinet Member with responsibility for Economic Development and Community Development, Cabinet member with responsibility for Finance, Chief Executive and/or Deputy Chief Executive, Directors and representatives from services areas.

### **Key Terms of Reference for the Capital Monitoring Group**

1. To monitor the progress of capital schemes in the Council's Capital Programme to ensure accurate and up to date reporting to Cabinet.
2. To monitor the funding side of the Council's Capital Programme.
3. To receive information from services that require the Council's Capital Programme to be revised to take account of new schemes that don't require any Corporate Council Funding e.g. grant funding received and/or revenue contributions for capital expenditure.



4. To ensure capital projects coming forward and approved through the Corporate Project Management Panel are taken account of in the Capital Programme

#### Key Terms of Reference for the Development Group

1. To develop a multi-year (currently 3 year) Capital Programme for consideration each year, that will help deliver the Council's Corporate Strategy and improvement priorities.
2. To receive the Capital Programme Monitoring Report for information prepared for Cabinet.
3. To receive from services potential and proposed changes to capital programme schemes and / or new scheme requirements. To identify funding options and recommendations.
4. To consider major internally and externally led projects and proposals that can promote economic wellbeing and encourage regeneration and employment, or help integrate community and service needs.
5. To consider major corporate reviews and projects that service areas are preparing, and the capital needs that are emerging.
6. To identify and maximise funding streams. In this BREXIT / post Aberystwyth SRA era, grant funding is going to be very scarce so the Development Group will need to be more proactive in identifying funding or sources of income that could be used to support development projects.
7. To consider a review of the Council's major assets – the Aberystwyth Corporate Estate, County Farms etc and looking more strategically at the opportunities that may arise from 'sweating the asset' and create more usable capital resource through sale of lands and indeed speculative purchase of development assets (strategic land assembly).
8. To consider ways to benefit the County through planned development e.g. through reviewing development planning policies and Place Plans to promote new development identifies opportunity in the North, Mid and South regions of the County.
9. To consider projects that will address infrastructure issues or will benefit the development of the County e.g. programmes to address coastal erosion, improve transport infrastructure, improve broadband and help meet future energy needs.

## Regularity of Meeting and Agendas

The Capital Monitoring Group will meet every two months.

The Development Group will meet on a monthly basis.

## Reporting

Appendix 2 provides a flowchart of the interdependencies between the two groups and the Corporate Project Management Group.

### 1) Capital monitoring Group

Reports from relevant Heads of Service and project leads will be prepared for consideration by the Capital Monitoring Group.

Reports and recommendations from the Capital Monitoring Group will be considered by Leadership group, Cross Party Transformation and Efficiency Group, relevant Scrutiny Committees, before Cabinet and Council.

### 2) Development Group

Reports from the Capital Monitoring Group will be prepared for consideration by the Development Group.

Reports from the Corporate Project Management Group will also be considered by the Development Group where the project involves a physical development (rather than ones involving service improvements).

The Development Group will consider reports under headings aligned to the Corporate Strategy 2017-2022 and cover topics such as those set out in Appendix 1.

Reports and recommendations from the Development Group on the Capital Programme and projects requiring funding will be considered by Leadership Group, Cross Party Transformation and Efficiency Group, relevant Scrutiny Committees, before Cabinet and Council.

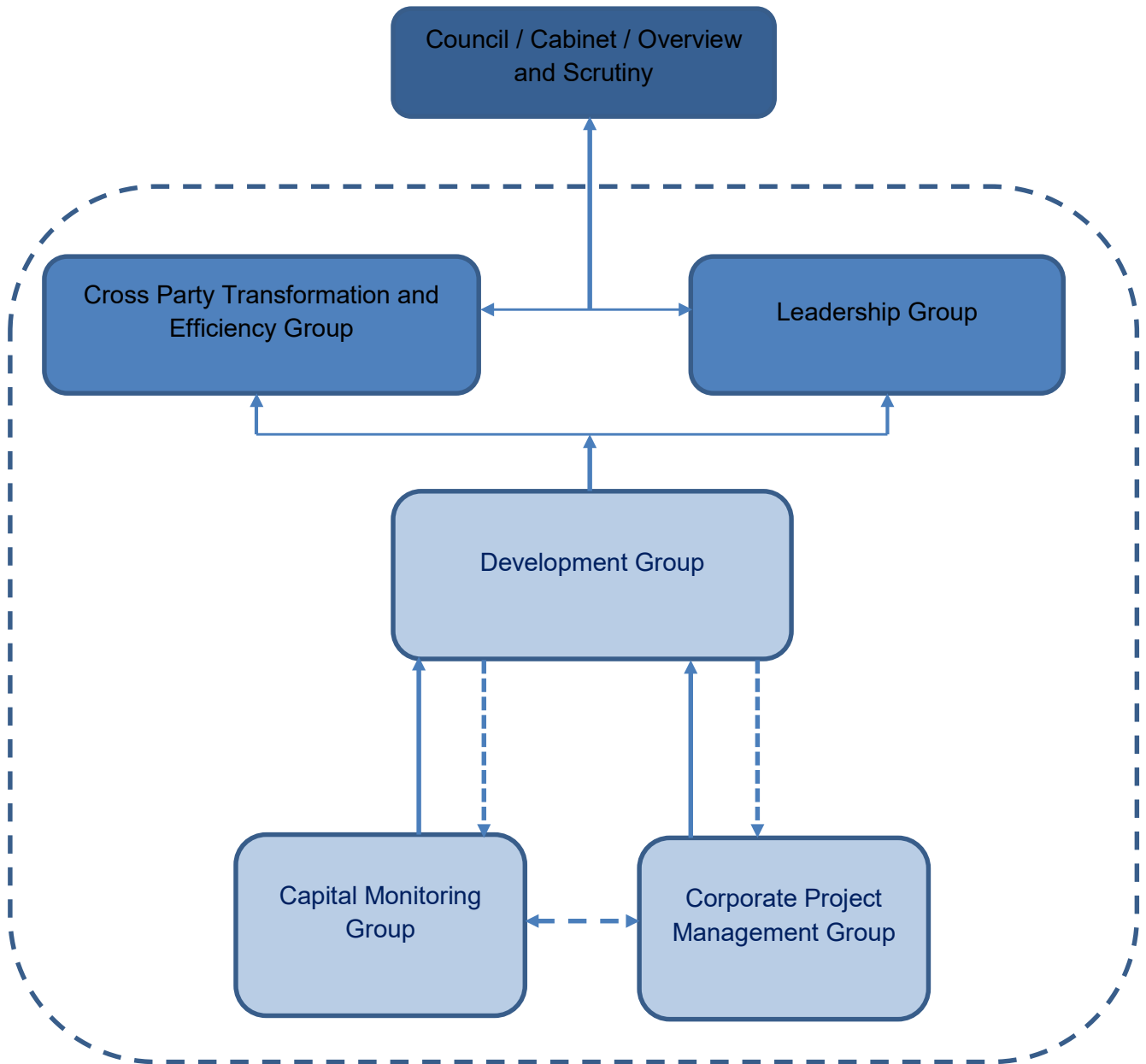
## Decision-Making

Recommendation only

## Appendix 1 – Development Group - Standard Agenda Headings

<b>Draft Terms of Reference</b>
<b>Update from Capital Monitoring Group</b> <ul style="list-style-type: none"><li>• Minutes 26<sup>th</sup> July 2017</li><li>• Capital Programme Progress Update</li><li>• Matters and recommendations arising</li></ul>
<b>Corporate Strategy 1 - Boosting the Economy</b> <ul style="list-style-type: none"><li>a) Developing Local Employment Opportunities</li><li>b) Growing Mid Wales</li><li>c) Future Economic Priorities</li><li>d) Major Development Projects</li><li>e) Strategic Transport</li><li>f) Strategic Property Review</li><li>g) Planning and Development (LDP Review, County Place Plans)</li><li>h) Infrastructure (Strategic Transport, Broadband, Harbours)</li></ul>
<b>Corporate Strategy 2 – Investing in People’s Future</b> <ul style="list-style-type: none"><li>a) Schools Rationalisation Programme</li><li>b) Leisure Review</li><li>c) Learning &amp; Development (HE, apprenticeships)</li></ul>
<b>Corporate Strategy 3 – Enabling Individual and Family Resilience</b> <ul style="list-style-type: none"><li>a) Social Care Review and Cylch Caron</li><li>b) Housing Plans and Delivery</li><li>c) LDP Review – community needs</li></ul>
<b>Corporate Strategy 4 – Environmental and Community Resilience</b> <ul style="list-style-type: none"><li>a) Coastal Erosion &amp; Flooding</li><li>b) Capacity building in communities</li><li>c) Waste and energy infrastructure</li></ul>
<b>Funding Streams</b> <ul style="list-style-type: none"><li>a) Current and future options</li><li>b) Brexit – Implications for the County</li></ul>
<b>Key Priorities for Future Meetings</b>
<b>AOB</b>
<b>Date of Next Meeting</b>

## Appendix 2 Flowchart - Capital Monitoring and Development Groups



## CYNGOR SIR CEREDIGION

**Adroddiad i'r:** Cabinet

**Dyddiad y cyfarfod:** 17.03.2020

**Teitl:** Polisi Datblygu Asedau Drafft 2020

**Pwrpas yr adroddiad:** Diweddaru'r Polisi Gwaredu Tir ac Eiddo presennol a gymeradwywyd yn 2008.

**Er:** Penderfyniad

**Portffolio Cabinet ac Aelod Cabinet:** Y Cyngorydd Rhodri Evans, Yr Economi ac Adfywio

### CEFNDIR:

Cymeradwywyd y Polisi diwethaf yn 2008 (Atodiad A) ac roedd yn bennaf wedi'i anelu at waredu eiddo trwy eu gwerthu. Mae angen i'r Cyngor ddiweddaru'r polisi er mwyn rhoi fwy o ystyriaeth i wneud y defnydd gorau a / neu gael y gwerth gorau o'n hasedau cyn eu gwaredu ar y farchnad agored.

Paratowyd drafft o'r polisi gyda mewnbwn gan amryw o wasanaethau a'r Grŵp Datblygu.

Diben Polisi Datblygu Asedau 2020 (Atodiad B) yw nodi'r modd y bydd Cyngor Sir Ceredigion yn gwneud y mwyaf o'i asedau drwy brydlesu, gwaredu a chaffael.

### Dyma'r prif amcanion:

Nodi camau allweddol y broses adolygu o ran datblygu asedau. Gweler y Siart Lif am y Broses Datblygu Asedau (Atodiad C).

Gosod cyd-destun strategol ar gyfer rheoli tir ac adeiladau sy'n wag neu sy'n cael eu tanddefnyddio.

Sicrhau bod gan Gyngor Sir Ceredigion y portffolio asedau mwyaf effeithiol ac addas i gyd-fynd â'i amcanion.

Cael y referniw mwyaf posib o'r asedau sydd dan berchnogaeth Cyngor Sir Ceredigion.

Nodi'r asedau nad oes bellach eu hangen at eu defnydd gwreiddiol, a chael yr incwm mwyaf posib drwy eu datblygu a / neu eu gwaredu.

Ychwanegu at y portffolio asedau lle bo'n briodol er mwyn cyflawni'r amcanion corfforaethol.

**A gwblhawyd Aseiad Effaith Integredig? Os naddo,** Do, gweler y copi sydd ynghlwm.  
**esboniwch pam**

**Crynodeb:**

**Hirdymor:** Bydd datblygu safleoedd yn hybu cyfleoedd i fuddsoddi yn y Sir, a fydd yn eu tro'n darparu swyddi, yn cryfhau'r ymdeimlad o le ac yn cyfrannu at yr economi leol.

**Cydweithio:** Nod y Polisi Datblygu Asedau yw gweithio mewn modd cyfannol gyda phob maes gwasanaeth yn y Cyngor; ac yn allanol, lle bo'n briodol, gyda chymdeithasau tai, y gymuned leol a datblygwyr y sector breifat i ailddatblygu safleoedd.

**Cynnwys:** Bydd y panel asesu'n adolygu pob datganiad o ddiddordeb ac yn dewis yr opsiynau yr hoffent gael mwy o wybodaeth amdanynt ar ffurf achos busnes. Mae terfyn amser o 3 mis ar gyfer cyflwyno'r achos busnes. Yna bydd y panel yn edrych ar yr achosion busnes a gyflwynwyd ac yn penderfynu pa rai y dylid argymhell i'r Grŵp Datblygu eu cymeradwyo. Bydd pob cais yn cael adborth ar ôl cyfarfodydd y panel.

**Atal:** Mae'r Polisi Datblygu Asedau'n egluro'r fethodoleg ar gyfer rheoli tir ac adeiladau Ceredigion sy'n wag neu sy'n cael eu tanddefnyddio. Rheoli asedau mewn ffordd fwy effeithiol er mwyn osgoi eu tanddefnyddio.

**Integreiddio:** Bydd datblygu safleoedd / adeiladau / tir o fudd i'n heconomi leol ac yn creu ymdeimlad o le yn ein trefi a fydd yn cael effaith gadarnhaol ar le rydym ni'n byw.

**Llesiant Cenedlaethau'r Dyfodol:**

**Argymhelliad / Argymhellion:**

Dylid cymeradwyo Polisi Datblygu Asedau 2020.

**Rhesymau dros y penderfyniad:**

Er mwyn galluogi i'r Cyngor ddefnyddio dull mwy strategol i ddatblygu a rheoli ein hasedau yn unol â'r rhesymau a nodwyd yn y papur hwn.

<b>Trosolwg a Chraffu:</b>	Ystyriwyd y Polisi Datblygu Asedau Drafft gan y Pwyllgor Trosolwg a Chraffu Adnoddau Corfforaethol ar 26 Chwefror 2020.
<b>Fframwaith Polisi:</b>	Polisi Datblygu Asedau Drafft 2020
<b>Blaenoriaethau Corfforaethol:</b>	Mae Polisi Datblygu Asedau Drafft 2020 yn cefnogi pob un o Flaenoriaethau Corfforaethol y Cyngor: <ol style="list-style-type: none"> <li>1. Hybu'r Economi</li> <li>2. Buddsoddi yn Nyfodol y Bobl</li> <li>3. Galluogi Cydnerthedd Unigolion a Theuluoedd</li> <li>4. Hyrwyddo Cydnerthedd Amgylcheddol a Chymunedol.</li> </ol> Am fanylion penodol, gweler yr Asesiad Effaith Integredig.
<b>Goblygiadau Cyllid a Chaffael:</b>	Yn unol â'r Rhaglen Gyfalaf 3 Blynedd ar gyfer 2019/20 – 2022/23.
<b>Goblygiadau Cyfreithiol:</b>	Amherthnasol.
<b>Goblygiadau o ran Staff:</b>	Yn unol â'r strwythur newydd sydd ar ddod ar gyfer Gwasanaeth yr Economi ac Adfywio.
<b>Goblygiadau o ran Eiddo / Asedau:</b>	Yn unol â Pholisi Datblygu Asedau Drafft 2020.
<b>Risg(iau):</b>	Methu â chyflawni'r polisi, cael y derbyniadau cyfalaf mwyaf posib, dirywiad economaidd.
<b>Pwerau Statudol:</b>	Amherthnasol
<b>Papurau Cefndir:</b>	Yr adroddiad a aeth i'r Pwyllgor Craffu – 26.02.20
<b>Atodiadau:</b>	Atodiad A – Polisi Gwaredu Tir ac Eiddo 2008 Atodiad B – Polisi Datblygu Asedau Drafft 2020 Atodiad C – Siart Lif Datblygu Asedau Atodiad D – Asesiad Effaith Integredig
<b>Swyddog Arweiniol Corfforaethol:</b>	Russell Hughes-Pickering
<b>Swyddog Adrodd:</b>	Arwyn Davies
<b>Dyddiad:</b>	25.02.2020

## CEREDIGION COUNTY COUNCIL

**Report to:** Cabinet

**Date of meeting:** 17.03.2020

**Title:** Draft Asset Development Policy 2020

**Purpose of the report:** To update the existing Land and Property Disposals Policy dated 2008.

**For:** Decision

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

### **BACKGROUND:**

The last Policy was agreed in 2008 (appendix A) which was mostly aimed at disposing of properties for sale. The Council needs to update the policy to give more consideration to optimising the use and/or value of our assets prior to disposing on the open market.

The policy has been drafted with input from various services and the Development Group.

The purpose has been defined through the Asset Development Policy 2020 (appendix B) which sets out Ceredigion County Council's approach in optimising its assets through leasing, disposals and acquisition.

### **The key objectives are:**

To set out key steps in the Asset Development review process. Refer to the Asset Development Flowchart (appendix C).

To set a strategic context to the management of vacant or underused land and buildings.

To ensure that Ceredigion County Council has the most appropriate and effective asset portfolio in relation to its aims.

To maximise revenue from assets owned by CCC.

To identify assets that are surplus to requirement for original use and to maximise income through their development and / or disposal.

To add to the asset portfolio where appropriate to achieve corporate aims.



**Has an Integrated Impact Assessment been completed?** Yes, please see attached copy.  
**If, not, please state why**

**Summary:**

**Long term:** Developing sites will help facilitate investment opportunities within the County, which will in turn provide job opportunities, strengthen a sense of place and contribute to the local economy.

**Collaboration:** The Asset Development Policy seeks to work holistically with all service areas of the Council; externally, where appropriate, with Housing Associations, Local Community and Private sector developers to redevelop sites.

**Involvement:** The assessment panel will review all expressions of interests and approve the options they would like further information from in the form of a business case. There is a further 3 month deadline for the business case application. The panel will then look at the business cases put forward and agree which ones to recommend for approval to Development Group. Feedback will be provided to all applications after the panel meetings.

**Wellbeing of Future Generations:**

**Prevention:** The Asset Development Policy clarifies the methodology in the management of Ceredigion's vacant or underused land and buildings.  
More effectively managing assets to avoid underutilizing them.

**Integration:** Developing sites/buildings/land will help benefit our local economy and create a sense of space in our Towns, thus having a positive impact on where we live.

**Recommendation(s):** To approve new Asset Development Policy 2020.

**Reasons for decision:** To enable a more strategic approach to the development and management of our assets in line with the reasons set out in this paper.

<b>Overview and Scrutiny:</b>	<b>and</b>	The draft Asset Development Policy was considered at the Corporate Resources Overview and Scrutiny on the 26 <sup>th</sup> February 2020.
<b>Policy Framework:</b>		Draft Asset Development Policy 2020
<b>Corporate Priorities:</b>		The Draft Asset Development Policy 2020, supports all 4 areas of the Council's Corporate Priorities: <ol style="list-style-type: none"> <li>1. Boosting the Economy</li> <li>2. Investing in People's Future</li> <li>3. Enabling Individual and Family Resilience</li> <li>4. Promoting Environmental and Community Resilience</li> </ol> For specific details refer to the IIA.
<b>Finance and Procurement implications:</b>	<b>and</b>	In line with the 3 Year Capital Programme 2019/20 – 2022/23.
<b>Legal Implications:</b>		N/A
<b>Staffing implications:</b>		In line with the new emerging structure for Economy and Regeneration.
<b>Property / asset implications:</b>	<b>asset</b>	In line with the Draft Asset Development Policy 2020.
<b>Risk(s):</b>		Not Delivering Policy, Maximising Capital receipts, Economic down turn.
<b>Statutory Powers:</b>		N/A
<b>Background Papers:</b>		Report to Scrutiny – 26.02.20
<b>Appendices:</b>		Appendix A – Land and Property Disposals Policy dated 2008 Appendix B – Draft Asset Development Policy 2020 Appendix C - Asset Development Flowchart Appendix D – IIA
<b>Corporate Officer:</b>	<b>Lead</b>	Russell Hughes-Pickering
<b>Reporting Officer:</b>		Arwyn Davies
<b>Date:</b>		25.02.2020

Eitem	HRR
<b>Testun:</b>	Rheoli Asedau Eiddo – Gwaredu Tir ac Eiddo
<p>Fel y gwyddoch fel Aelodau, gall gwaredu tir ac eiddo ddenu tipyn o ddiddordeb oddi wrth aelodau'r cyhoedd. Y mae deddfwriaeth a gweithdrefnau yn glwm wrth waredu tir ac eiddo o'r fath ac y mae'n hanfodol fod y broses i'w weld yn deg gan derfynu'r broses mewn modd priodol i'r amgylchiadau. Nodir fel a ganlyn gweithdrefnau a pholisïau cyfredol y Cyngor ar gyfer gwaredu tir ac eiddo.</p> <ol style="list-style-type: none"> <li>1. Caiff pob eiddo a thir i'w waredu ei adrodd i'r Cabinet er cymeradwyaeth</li> <li>2. Dylid nodir rheswm am waredu'r eiddo / tir yn yr Adroddiad a hynny am bris y farchnad oni bai bod ystyriaethau cymdeithasol ac economaidd eithriadol neu ystyriaethau eraill.</li> <li>3. Oni bai fod rhesymau penodol dros y gwerthiant i brynwr penodol caiff holl dir neu eiddo ei waredu ar y farchnad agored. Nodir rhesymau o'r fath mewn unrhyw Adroddiad a gall gynnwys y canlynol.       <ol style="list-style-type: none"> <li>a. Partneriaeth â datblygwr.</li> <li>b. Bwrw ymlaen â chynllun neu brosiect penodol.</li> <li>c. Rhesymau parthed perchnogaeth tir ar bwys.</li> </ol> </li> <li>4. Caiff holl dir ac eiddo a waredir gan y Cyngor yn ogystal ag unrhyw drosglwyddiadau eiddo gan gynnwys holl brisiadau ac amodau parthed gwaredu tir ac eiddo a chomisiynu unrhyw asiantwyr ei wneud gan syrfewyr a phriswyr proffesiynol o fewn Adain Stadau Adran y Priffyrdd, Eiddo a Gwaith neu a benodir ganddynt ac sy'n meddu ar y cymwysterau sy'n ofynnol o dan Sefydliad Brenhinol Syrfewyr Siartredig.</li> <li>5. Penderfynir ar y dull gweithredu yn ôl amgylchiadau'r trosglwyddiad a gwerth yr eiddo ac yn unol â chyngor ac arferion proffesiynol Sefydliad Brenhinol Syrfewyr Siartredig a chanllawiau eraill a gyhoeddir i awdurdodau lleol o dro i dro.</li> </ol> <p><b>Argymhellir: Y dylid cofnodi'r uchod gan y Cyngor llawn fel Polisi'r Cyngor ar gyfer Gwaredu Tir ac Eiddo gan ei gynnwys maes o law yng Nghyfansoddiad a Gweithdrefnau Ffurfiol y Cyngor.</b></p>	
<b>Polisi:</b>	Cynllun Rheoli Asedau Eiddo – Gwaredu Tir ac Eiddo
<b>Cyllideb:</b>	Mewn bodolaeth
<b>Goblygiadau o ran y gyfraith gan gynnwys Deddf Hawliau Dynol 1998 ac Adran 17 Deddf Troseddau ac Anhrefn 1998:</b>	Yn cydymffurfio
<b>Y Goblygiadau o ran Cydraddoldeb:</b>	Yn cydymffurfio
<b>Y Goblygiadau statudol:</b>	Yn cydymffurfio
<b>Papurau Cefndir :</b>	Cynllun Rheoli Asedau Eiddo – Gwaredu Tir ac Eiddo

**Council Minute 444 21/2/2008 – Land & Property Disposal Policy. Appendix 15**

<b>Item No.</b>	HRR
<b>Subject:</b>	Property Asset Management – Land and Property Disposals
<p>As Members will be aware, land and property disposals can attract a degree of public interest. They are circumscribed by legislation and procedure, and it is essential that they are seen to be fair and concluded in a manner appropriate to the circumstances. The Council’s current practices and policies for the disposal of land and property are as follows.</p> <ol style="list-style-type: none"> <li>1. All land and property disposals shall be reported to and approved by the Council’s Cabinet</li> <li>2. The reason for the disposal shall be set out in the Report and shall be at market value unless there are exceptional social, economic or other considerations.</li> <li>3. Unless there are specified reasons for sale to a particular purchaser all land and property shall be disposed of on the open market. Such reasons shall be included in any Report and may include the following;             <ol style="list-style-type: none"> <li>a. Partnership with a developer.</li> <li>b. Advancing a particular scheme or project.</li> <li>c. Reasons relating to the ownership of adjacent land.</li> </ol> </li> <li>4. All the Council’s land and property transactions, including all valuations and terms for the disposal of land and property and the commissioning of any agents in this connection shall be by professional surveyors and valuers within or appointed by the Highways Property and Works Estates Section and qualified to the requirements of the Royal Institution of Chartered Surveyors.</li> <li>5. The method of disposal shall be determined by the circumstance of the transaction and the value of the property and in accordance with the advice and professional practices of the Royal Institution of Chartered Surveyors and other guidance to local authorities issued as from time to time.</li> </ol> <p><b>It is recommended:- that the foregoing be formally recorded by the full Council as the Council’s Policy for Land and Property Disposals and included in due course in the Constitution and Formal Procedures of the Council.</b></p>	
<b>Policy:</b>	Property Asset Management Plan - Land and Property Disposals
<b>Budget:</b>	Existing
<b>Legal Implications including Human Rights Act 1998 and S17 Crime and Disorder Act 1998:</b>	Compliant
<b>Equality Implications:</b>	Compliant
<b>Statutory Implications:</b>	Compliant
<b>Background Papers:</b>	Property Asset Management Plan – Land and Property Disposals



**Diben:** Diben y Polisi Datblygu Asedau yw nodi'r modd y bydd Cyngor Sir Ceredigion yn gwneud y mwyaf o'i asedau drwy brydlesu, gwaredu a chaffael er mwyn cyflawni ei flaenoriaethau a'i amcanion.

**Amcanion:**

- Gosod cyd-destun strategol ar gyfer rheoli tir ac adeiladau sy'n wag neu sy'n cael eu tanddefnyddio.
- Sicrhau bod gan Gyngor Sir Ceredigion y portffolio asedau mwyaf effeithiol ac addas i gyd-fynd â'i flaenoriaethau.
- Cael y refeniw mwyaf posib o'r asedau sydd dan berchnogaeth Cyngor Sir Ceredigion.
- Nodi'r asedau nad oes bellach eu hangen at eu defnydd gwreiddiol, a chael yr incwm mwyaf posib drwy eu datblygu a / neu eu gwaredu.
- Ychwanegu at y portffolio asedau lle bo'n briodol er mwyn cyflawni'r blaenoriaethau corfforaethol.

**Mecanweithiau:**

Bydd Cyngor Sir Ceredigion yn defnyddio amrywiaeth o gamau gweithredu i gyflawni'r amcanion uchod, gan gynnwys:

- i. Gwaredu'r tir a'r adeiladau sy'n wag neu'r rhai y bernir nad oes eu hangen.
- ii. Buddsoddi i wella tir ac adeiladau er mwyn cynyddu incwm drwy gytundebau prydlesu.
- iii. Buddsoddi i ddatblygu tir ac adeiladau (yn uniongyrchol neu mewn partneriaeth â sefydliadau trydydd parti) at ddefnydd masnachol amgen neu ddefnydd arall yn unol â'r blaenoriaethau corfforaethol.
- iv. Datblygu dulliau ar gyfer defnyddio mannau agored.
- v. Caffael tir ac adeiladau lle bo angen er mwyn hwyluso cyfleoedd i ddatblygu'r economi yng Ngheredigion a chreu cyfleoedd i gael incwm ar gyfer Cyngor Sir Ceredigion.

**Y broses:**

Dyma'r prif gamau sy'n rhan o'r Polisi Datblygu Asedau:

- i. Bob blwyddyn, caiff cynllun eiddo ei baratoi. Bydd y cynllun yn ffocysu ar restr waith o eiddo (tir ac adeiladau) a fydd yn ganolbwynt i'r camau gweithredu a gwblheir o dan y rhestr o fecanweithiau yn ystod y flwyddyn ariannol.
- ii. Bydd y rhestr waith yn cael ei llunio o'r rhestr o eiddo gwag a bydd hefyd yn cynnwys yr asedau nad oes eu hangen bellach ar unrhyw faes gwasanaeth o fewn y Cyngor, neu'r eiddo na fydd eu hangen cyn hir. Bydd hefyd yn cynnwys yr eiddo sy'n cael eu datblygu neu sy'n cael eu defnyddio at ddefnydd amgen gan unrhyw faes gwasanaeth.
- iii. Bydd y rhestr waith yn cynnwys ystod o wybodaeth gan gynnwys manylion y safle, y defnydd presennol, amcangyfrif o werth yr ased, unrhyw hanes farchnata, trafodaethau am ddatblygu'r ased a'r dull a ffeirir ar gyfer gwaredu neu brydlesu'r ased (drwy ei werthu ar y farchnad agored, ei ddatblygu ar y



cyd â landlord cymdeithasol cofrestredig, ei ddatblygu ar y cyd â datblygwr preifat, safle gyda chaniatâd, ac ati).

- iv. Bydd y rhestr waith a mynediad at gronfa ddata graidd y Cyngor o ran eiddo yn cael eu rhannu'n fewnol â phob maes gwasanaeth drwy'r Swyddogion Arweiniol Corfforaethol, y Rheolwyr Corfforaethol perthnasol a'r Aelodau Cabinet perthnasol i wahodd datganiadau o ddiddordeb ar gyfer defnydd amgen.
- v. Pan nodir defnydd amgen posib, bydd gan y maes gwasanaeth perthnasol 6 wythnos i gwblhau a chyflwyno ffurflen Datganiad o Ddiddordeb. Os bydd y Datganiad o Ddiddordeb yn llwyddiannus, bydd angen cyflwyno achos busnes ymhen 3 mis wedi hynny. Bydd achos busnes / dadansoddiad cost a budd ar gyfer unrhyw gynigion amgen yn cynorthwyo i wneud penderfyniad ar sail tystiolaeth ynghylch y dewis a ffefrir ar gyfer yr ased. Bydd angen i'r achos busnes gyfeirio at strategaethau corfforaethol a strategaethau'r Llywodraeth, y cyllid sydd ar gael a gwybodaeth arall ynghylch y gallu i gyflawni.
- vi. Bydd y Cyngor yn ymgynghori ag Aelod Lleol y Cyngor Sir a'r Cyngor Tref / Cymuned Lleol pan fwriedir gwaredu asedau sydd dan berchnogaeth y Cyngor nad oes eu hangen bellach (e.e. ysgolion).
- vii. Bydd panel o swyddogion a Chynghorwyr yn asesu'r defnyddiau amgen ac yn penderfynu ar argymhellion, yn amodol ar ystyriaethau cyfreithiol ac ariannol eraill a / neu bolisiau eraill lle bo angen.
- viii. Bydd argymhellion y panel yn cael eu cyflwyno i'r Grŵp Datblygu er ystyriaeth. Bydd y Grŵp Datblygu'n ystyried y rhestr flynyddol lawn ac yn cytuno ar y safleoedd i'w cynnwys ar y rhestr. Yna bydd y Grŵp Datblygu'n adolygu'r argymhellion newydd a wnaed gan y panel ar gyfer pob eiddo ar y rhestr.
- ix. Pan fo'r Grŵp Datblygu'n cytuno i ddatblygu neu waredu ased, bydd y penderfyniad a argymhellir yn mynd trwy'r camau llywodraethu eraill sy'n angenrheidiol (Panel Rheoli Prosiectau Corfforaethol, Grŵp Rheoli Cyfalaf, Craffu) cyn i adroddiad gael ei baratoi a'i gyflwyno i'r Cabinet er mwyn iddynt wneud y penderfyniad terfynol.



**Purpose:** The purpose of the Asset Development Policy is to set out Ceredigion County Council's approach to optimising its assets through leasing, disposals and acquisition in pursuit of its priorities and objectives.

**Objectives:**

- To set a strategic context to the management of vacant or underused land and buildings.
- To ensure that Ceredigion County Council has the most appropriate and effective asset portfolio in relation to its priorities.
- To maximise revenue from assets owned by CCC.
- To identify assets that are surplus to requirement for original use and to maximise income through their development and / or disposal.
- To add to the asset portfolio where appropriate to achieve corporate priorities.

**Mechanisms.**

Ceredigion County Council will use a range of actions to deliver on the above objectives, including:

- i. Dispose of land and buildings that are vacant or deemed surplus to requirement.
- ii. Invest to improve land and buildings in order to increase income through lease agreements.
- iii. Invest to develop land and buildings (directly or in partnership with third party organisations) for alternative commercial or other uses in line with the corporate priorities.
- iv. Develop approaches towards use of space.
- v. Acquire land and buildings where it is needed to facilitate economic development opportunities in Ceredigion and income generating opportunities for CCC.

**Process**

The following sets out the key steps that form part of the Asset Development Policy:

- i. An annual Asset Development property plan is prepared. The plan will focus on a working list of properties (land and buildings) that are the focus for action under the mechanisms list in the financial year.
- ii. The working list will be compiled from the vacant property list and will also include assets that are or are becoming surplus to requirement by any service area within CCC, and will also include property that is otherwise subject to development or alternative use as identified by any service area.
- iii. The working list will include a range of information including site details, current use, estimated value, any marketing history, development discussions and the preferred option for disposal or lease (by sale on open market, development in conjunction with RSL, development in conjunction with private developer, site with permission etc).
- iv. The working list and access to the Council's core property database will be circulated to all service areas internally via Corporate Lead Officers, relevant



Corporate Managers and appropriate Cabinet Members to invite expressions of interest for alternative use.

- v. Where potential alternative use has been identified, the relevant service area will have 6 weeks to complete and submit an Expression of Interest form. If the Expression of Interest application is successful, a business case is subsequently to be submitted within a further 3 months. A business case / cost – benefit analysis for any alternative proposals will assist in an evidence-based decision to be made on its preferred use. The business case will need to refer to corporate and wider Government strategies, funding availability and other deliverability information.
- vi. Where Council owned assets that are surplus to requirement (e.g. Schools) are to be disposed, local member of the County Council and local Community / Town Council will be consulted.
- vii. A panel, including officers and Councillors, will assess the alternative uses and draw up recommendations subject to other legal and financial considerations and/or other policies where required.
- viii. The panel's recommendations will be presented to the Development Group for consideration. The Development Group will consider the full annual list and agree the sites that are included on it. The Development Group will then review new recommendations made by the panel on each property on the list.
- ix. Where a decision to develop or dispose is agreed by the Development Group, the recommended decision will then be referred to other necessary governance steps (Corporate Project Management Panel, Capital Monitoring Group, Scrutiny) before a Cabinet report is drafted and presented to Cabinet for final decision.



## Siart Lif Proses Datblygu Asedau Cyngor Sir Ceredigion. Ionawr 2020

## Rhestr Safleoedd Datblygu Asedau Cyngor Sir Ceredigion

1) O fewn rhestr helaeth, gosod safleoedd â blaenoriaeth yn flynyddol.

2) **Cam 1.** Dosbarthu'r 'Pecyn Datblygu Asedau' yn ôl yr angen i bob Swyddog Arweiniol Corfforaethol, pob Rheolwr Corfforaethol perthnasol, ac Aelodau Cabinet priodol.  
Pecyn i gynnwys: 1) Gwerthu Asedau + rhestr Safleoedd Cyfleoedd Datblygu Eiddo Strategol, 2) Ffurflen Datganiad o Ddiddordeb (i'w dychwelyd i'r swyddog arweiniol o fewn 6 wythnos) a 3) ffurflen Achos Busnes (i'w chwblhau os cymeradwyir Datganiad o Ddiddordeb gan y panel sgorio asesiadau).

3) **Cam 2.** Panel asesu i gwrdd, pan fo angen, i asesu unrhyw Ddatganiadau o Ddiddordeb a dderbynnir o fewn yr amserlen gywir. Cyfarfod 1af y Panel i'w gynnal ym mis Mawrth 2020.

4) Bydd y swyddog arweiniol yn cadarnhau, yn ysgrifenedig, cyn pen pythefnos ar ôl asesiad y panel os yw'r Datganiad o Ddiddordeb yn cael ei gymeradwyo gan y panel. Rhaid cyflwyno ffurflen Achos Busnes cyn pen 3 mis ar ôl cymeradwyo'r Datganiad o Ddiddordeb.

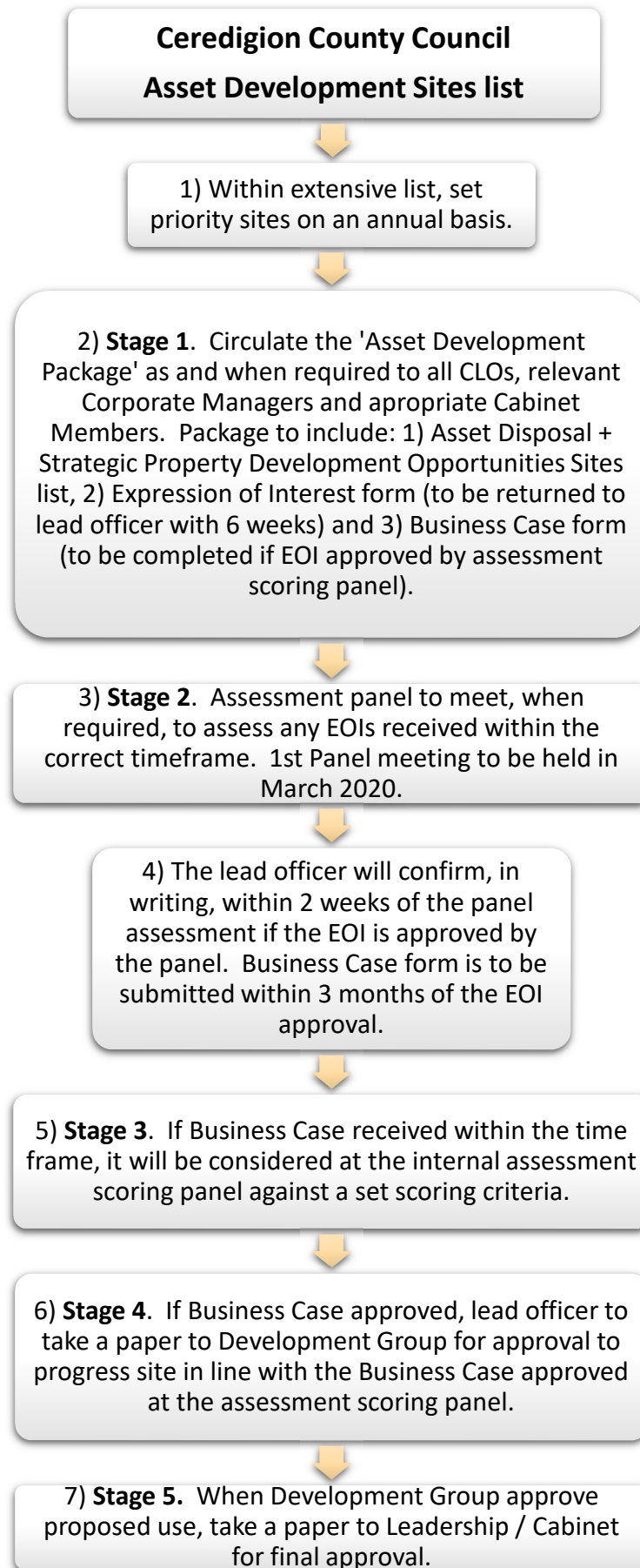
5) **Cam 3.** Os derbynnir Achos Busnes o fewn yr amserlen, bydd yn cael ei ystyried yn y panel sgorio asesiad mewnol yn erbyn meini prawf sgorio penodol.

6) **Cam 4.** Os cymeradwyir Achos Busnes, swyddog arweiniol i fynd â phapur i'r Grŵp Datblygu i'w gymeradwyo i symud ymlaen â'r safle yn unol â'r Achos Busnes a gymeradwywyd yn y panel sgorio asesiad.

7) **Cam 5.** Pan fydd y Grŵp Datblygu yn cymeradwyo'r defnydd arfaethedig, ewch â phapur at y Grŵp Arweiniol / Cabinet i'w gymeradwyo'n derfynol.



## Ceredigion County Council Asset Development Process Flowchart. January 2020



# Cyngor Sir Ceredigion – Aseiad Effaith Integredig (AEI)

Offeryn integredig sy'n sylfaen ar gyfer proses benderfynu effeithiol



Mae'r **Aseiad Effaith Integredig** hwn yn cynnwys nodau Deddf Llesiant Cenedlaethau'r Dyfodol (Cymru) 2015, yr egwyddorion Datblygu Cynaliadwy, Deddf Cydraddoldeb 2010, Mesur y Gymraeg 2011 (gofynion Safonau'r Gymraeg), ac ystyriaethau Rheoli Risg, i osod sylfaen ar gyfer proses benderfynu effeithiol ac i sicrhau ein bod yn cydymffurfio â'r ddeddfwriaeth berthnasol.

## 1. MANYLION Y CYNNIG: Diweddarau'r Polisi Gwaredu Tir ac Eiddo presennol a gymeradwywyd yn 2008.

Teitl y cynnig	Polisi Datblygu Asedau 2020
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Maes gwasanaeth	Yr Economi ac Adfywio	Pennaeth y Gwasanaeth	Russell Hughes-Pickering	Cyfarwyddwr Strategol	Sue Darnbrook
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Enw'r swyddog sy'n cwblhau'r AEI	Johanna Shaw-Evans	E-bost	jos@ceredigion.gov.uk	Ffôn	01545 572002
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Rhowch ddisgrifiad cryno o bwrpas y cynnig

Diben y Polisi Datblygu Asedau yw nodi'r modd y bydd Cyngor Sir Ceredigion yn gwneud y mwyaf o'i asedau drwy brydlesu, gwaredu a chaffael er mwyn cyflawni ei nodau a'i amcanion.

Ar bwy fydd y cynnig hwn yn effeithio'n uniongyrchol? (e.e. y cyhoedd, grwpiau penodol fel grwpiau ieuencid, gofalwyr, pobl sy'n defnyddio'r ffyrdd, pobl sy'n defnyddio parciau gwledig, pobl sy'n cael budd-daliadau, aelodau staff, neu bobl sy'n meddu ar y nodweddion gwarchoddedig a nodir yn y Ddeddf Cydraddoldeb ac y mae'n rhaid i'r awdurdod roi sylw dyledus iddyn nhw).

Y Cyngor – yn benodol maes gwasanaeth yr Economi ac Adfywio o ran y ffordd y caiff penderfyniadau eu gwneud o ddydd i ddydd ynghylch y defnydd posib o dir / eiddo.

**RHEOLI'R DDOGFEN:** Dylid defnyddio'r AEI yn ystod camau cyntaf y broses benderfynu, ac yna dylid ei mireinio drwy gydol y broses benderfynu. Mae'n bwysig cadw cofnod o'r broses hon er mwyn i ni allu dangos sut rydyn ni wedi trin a thrafod datblygu cynaliadwy, y Gymraeg a chydaddoldeb, lle bynnag y bo modd.

Awdur	Cam yn y broses benderfynu	Rhif y fersiwn	Dyddiad trafod	Disgrifiad cryno o unrhyw newidiadau a wnaed ar ôl trafod
Johanna Shaw-Evans	Grŵp Datblygu	01	16.12.19	Cytunodd y Grŵp Datblygu y dylid cyflwyno'r papur i'r Cabinet i'w gymeradwyo.
Johanna Shaw-Evans	Grŵp Datblygu	01	20.01.20	Rhoddyd diweddariad i'r Grŵp Datblygu a nodwyd y byddai'r papur yn mynd i'r Pwyllgor Craffu cyn y Cabinet.
Russell Hughes-Pickering	Grŵp Arweiniol	01	21.01.20	-
Russell Hughes-Pickering	Grŵp Monitro Cyfalaf	01	22.01.20	-



<b>AMCANION STRATEGOL Y CYNGOR:</b> Pa un o amcanion strategol y Cyngor y mae'r cynnig yn mynd i'r afael ag ef, a sut?	
Hybu'r Economi	<p><b>1.3 Datblygu Seilweithiau ar gyfer yr 21ain Ganrif ar draws y sir:</b></p> <ul style="list-style-type: none"> <li>• Manteisio i'r eithaf ar y defnydd o adeiladau masnachol a'u buddiannau trwy fuddsoddi'n strategol yn y stoc pan fo'n briodol.</li> <li>• Gwneud y defnydd mwyaf o'r ystad gorfforaethol er mwyn sicrhau gweithio effeithiol mewn partneriaeth ar draws pob sector.</li> <li>• Buddsoddi i wella tir ac adeiladau er mwyn cynyddu incwm drwy gytundebau prydlesu.</li> <li>• Buddsoddi i ddatblygu tir ac adeiladau (yn uniongyrchol neu mewn partneriaeth â sefydliadau trydydd parti) at ddefnydd masnachol amgen neu ddefnydd arall yn unol â'r amcanion corfforaethol.</li> <li>• Gwneud y defnydd mwyaf posib o dir ac adeiladau at ddefnydd cymunedol a defnydd masnachol tymor byr (mae'r Strategaeth ar gyfer Defnyddio Mannau Agored yn canolbwyntio ar hyn).</li> <li>• Caffael tir ac adeiladau lle bo angen er mwyn hwyluso cyfleoedd i ddatblygu'r economi yng Ngheredigion a chreu cyfleoedd i gael incwm ar gyfer Cyngor Sir Ceredigion.</li> </ul>
Buddsoddi yn Nyfodol y Bobl	<p><b>2.4 Hybu a hwyluso diwylliant a hunaniaeth ddwyieithog unigryw a bywiog Ceredigion:</b></p> <ul style="list-style-type: none"> <li>• Gweithredu Safonau'r Gymraeg.</li> </ul>
Galluogi Cydnerthedd Unigolion a Theuluoedd	<p><b>3.1 Hyrwyddo llesiant unigolion a chymunedau o fewn cartrefi diogel a hygyrch:</b></p> <ul style="list-style-type: none"> <li>• Hwyluso'r Cynllun Datblygu Lleol sydd ar ddod i sicrhau ei fod yn galluogi teuluoedd i fyw mewn anheddau sy'n ateb eu hanghenion a'u gofynion.</li> <li>• Galluogi i wasanaethau gael mynediad at dai priodol a sicrhau bod anghenion llety preswylwyr yn cael eu bodloni.</li> <li>• Cynorthwyo i ddarparu gwasanaethau i helpu gwella safon a chyflwr tai ar draws y sir.</li> <li>• Cynorthwyo'r broses o ddarparu Gwasanaethau Tai effeithiol a chydnerth.</li> </ul>
Hyrwyddo Cydnerthedd Amgylcheddol a Chymunedol	<p><b>4.1 Cymryd rhan weithgar mewn rhaglenni i gadw cyfraniad Ceredigion at newid hinsawdd i'r lleiaf posibl a delio â'i effeithiau:</b></p> <ul style="list-style-type: none"> <li>• Cynorthwyo'r gwaith o gyflawni'r Cynllun Rheoli Carbon 5 mlynedd i leihau'r defnydd o garbon yn fewnol ac yn allanol. Gosod targedau realistig o ran lleihau carbon.</li> </ul> <p><b>4.2 Gwella'r seilwaith i hwyluso datblygiad yn y dyfodol er mwyn ateb anghenion cymunedau:</b></p> <ul style="list-style-type: none"> <li>• Annog mentrau sy'n galluogi datblygiadau a all ateb anghenion tai yn y dyfodol.</li> </ul> <p><b>4.3 Helpu a chynorthwyo cymunedau i fod yn fwy hunangydnerth:</b></p> <ul style="list-style-type: none"> <li>• Gwneud mwy i gynyddu balchder yn y gymuned / ymdeimlad o le.</li> </ul>

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**SYLWCH:** Wrth i chi lenwi'r ffurflen hon, bydd gofyn i chi ddarparu **tystiolaeth i ategu'ch safbwyntiau**. Bydd angen i chi gynnwys eich safbwynt cychwynnol, y mesurau a'r astudiaethau sydd wedi llywio'ch ffordd o feddwl, a'r farn rydych chi wedi dod iddi. O wneud hyn, bydd modd i chi nodi a fydd unrhyw newidiadau a fydd yn deillio o roi'r argymhelliad ar waith yn cael effaith gadarnhaol neu negyddol. Ymhlith y ffynonellau data mae:

- *Data meintiol – data sy'n darparu gwybodaeth rifyddol e.e. ffigurau poblogaeth, nifer y defnyddwyr, nifer y bobl nad ydynt yn ddefnyddwyr*
- *Data ansoddol – data sy'n darparu dystiolaeth o argraffiadau pobl o'r gwasanaeth/polisi a'u barn amdano e.e. dadansoddiad o gŵynion, canlyniadau grwpiau ffocws, arolygon*
- *Data am y boblogaeth leol, gan gynnwys ffigurau'r cyfrifiad (megis Proffil Iaith Ceredigion a Data Cydraddoldeb Ceredigion)*
- *Data o'r Arolwg Cenedlaethol o Aelwydydd*
- *Data am ddefnyddwyr gwasanaeth*
- *Adborth o ymgynghoriadau ac ymgyrchoedd ymgysylltu*
- *Argymhellion pwyllgor craffu*
- *Cymariaethau â pholisïau tebyg awdurdodau eraill*
- *Cyhoeddiadau academaidd, adroddiadau ymchwil, adroddiadau ymgynghorwyr ac adroddiadau am unrhyw ymgynghoriad ag e.e. undebau llafur neu'r sectorau gwirfoddol a chymunedol, dogfen 'A yw Cymru'n Decach'*
- *Data Sgiliau Iaith Gymraeg staff y Cyngor*

**2. EGWYDDORION DATBLYGU CYNALIADWY:** Ym mha ffordd mae'r pum egwyddor datblygu cynaliadwy, fel y'u nodir yn Neddff Llesiant Cenedlaethau'r Dyfodol (Cymru) 2015, wedi'u hymgorffori a'u blaenoriaethu yn natblygiad eich cynnig?

Egwyddor Datblygu Cynaliadwy	Ydy'r cynnig yn dangos eich bod wedi bodloni'r egwyddor hon? Os yw'n gwneud hynny, disgrifiwch sut. Os nad yw'n gwneud hynny, eglurwch pam.	Pa dystiolaeth sydd gennych i ategu'r farn hon?	Pa gam (gampau) allwch chi ei gymryd (eu cymryd) i liniaru unrhyw effeithiau negyddol neu i gyfrannu'n well at yr egwyddor hon?
<p><b>Hirdymor</b> Sicrhau cydbwysedd rhwng anghenion tymor byr ac anghenion tymor hir a'r angen i gynllunio ar gyfer y dyfodol</p>	<p>Mae datblygu tir ac adeiladau sy'n wag neu sy'n cael eu tanddefnyddio ynghyd â datblygu safleoedd newydd y Cyngor yn hanfodol er mwyn iddynt gyflawni eu potensial yn llawn o ran arian a datblygu. Mae hyn yn galluogi i gyfleoedd newydd ddatblygu a sefydlu dros y 15-20 mlynedd nesaf.</p> <p>Bydd datblygu safleoedd yn cynorthwyo i hwyluso cyfleoedd buddsoddi yn y Sir, a fydd yn eu tro'n darparu swyddi, yn</p>	<p>Strategaeth Gorfforaethol Cyngor Sir Ceredigion 2017 – 2022.</p> <p>Astudiaeth Safleoedd ac Eiddo Llywodraeth Cymru.</p> <p>Safleoedd a ailddatblygwyd yn y gorffennol.</p>	<p>Caiff cynllun eiddo strategol ei baratoi'n flynyddol. Bydd y cynllun yn ffocysu ar y rhestr o eiddo (tir ac adeiladau) a fydd yn ganolbwynt i'r camau gweithredu a gwblheir o dan y rhestr o fecanweithiau yn ystod y flwyddyn ariannol.</p>



	cryfhau'r ymdeimlad o le ac yn cyfrannu at yr economi leol.		
<b>Cydweithio</b> Cydweithio â phartneriaid eraill i gyflawni canlyniadau	Nod y Polisi Datblygu Asedau yw gweithio mewn modd cyfannol gyda phob maes gwasanaeth yn y Cyngor; ac yn allanol, lle bo'n briodol, gyda chymdeithasau tai, y gymuned leol a datblygwyr y sector breifat i ailddatblygu safleoedd.	Polisi Datblygu Asedau a Siart Lif Proses Datblygu Asedau Cyngor Sir Ceredigion.	Bydd panel annibynnol yn edrych ar y broses o asesu'r safleoedd sy'n cael eu cyflwyno i'w hailddatblygu. Bydd y panel yn adolygu unrhyw ddatganiadau o ddiddordeb ac yn sgorio'r achosion busnes a gyflwynir ar gyfer ailddatblygu / defnyddio safle.
<b>Cynnwys</b> Cynnwys pobl sydd â diddordeb a gofyn am eu barn	Bydd e-bost yn cael ei anfon, pan fo angen, at y Prif Weithredwr, y Cyfarwyddwyr Corfforaethol, y Swyddogion Arweiniol Corfforaethol, y Rheolwyr Corfforaethol perthnasol a'r Aelodau Cabinet perthnasol, gyda'r Pecyn Datblygu Asedau'n gofyn am ddatganiadau o ddiddordeb ar gyfer unrhyw asedau'r Cyngor sydd ar y 'Rhestr Waith' o safleoedd (sydd wedi'i chynnwys yn y pecyn). Mae terfyn amser o 6 wythnos ar gyfer cyflwyno unrhyw ddatganiadau o ddiddordeb a fydd yn cael eu hadolygu gan y panel asesu.  Bydd y panel asesu'n adolygu pob datganiad o ddiddordeb ac yn dewis yr opsiynau yr hoffent gael mwy o wybodaeth amdanynt ar ffurf achos busnes. Mae terfyn amser o 3 mis ar gyfer cyflwyno'r achos busnes. Yna bydd y panel yn edrych ar yr achosion busnes a gyflwynwyd ac yn penderfynu pa rai y dylid argymhell i'r Grŵp Datblygu	Y papurau a aeth i'r Grŵp Datblygu.	Gweithredu'r polisi a'r siart lif.

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	<p>eu cymeradwyo. Bydd pob cais yn cael adborth ar ôl cyfarfodydd y panel.</p> <p>Bydd adroddiad yn mynd i'r Grŵp Datblygu'n seiliedig ar argymhellion y panel.</p>		
<p><b>Atal</b> Darparu adnoddau i atal problemau rhag codi neu waethygu</p>	<p>Mae'r Polisi Datblygu Asedau'n egluro'r fethodoleg ar gyfer rheoli tir ac adeiladau Ceredigion sy'n wag neu sy'n cael eu tanddefnyddio. Rheoli asedau mewn ffordd fwy effeithiol er mwyn osgoi eu tanddefnyddio.</p>	<p>Polisi Datblygu Asedau a Siart Lif Proses Datblygu Asedau Cyngor Sir Ceredigion.</p>	<p>Gweithredu'r polisi a'r siart lif. Ailfuddsoddi mewn cyfleoedd economaidd.</p>
<p><b>Integreiddio</b> Effeithio'n gadarnhaol ar bobl, yr economi, yr amgylchedd a diwylliant, a cheisio sicrhau bod pob un ohonynt ar ei ennill</p>	<p>Bydd datblygu safleoedd / adeiladau / tir o fudd i'n heconomi leol ac yn creu ymdeimlad o le yn ein trefi a fydd yn cael effaith gadarnhaol ar le rydym ni'n byw.</p>	<p>Strategaeth Gorfforaethol Cyngor Sir Ceredigion 2017 – 2022, y Strategaeth Economaidd sy'n cael ei pharatoi ar hyn o bryd a'r Polisi Datblygu Asedau.</p>	<p>Bydd y Strategaeth Economaidd sy'n cael ei pharatoi ar hyn o bryd yn cyfeirio at y Polisi Datblygu Asedau.</p> <p>Mae proses adolygu wedi'i chynnwys er mwyn nodi'r meysydd sydd angen eu gwella, yn ôl yr angen.</p>



<b>3. NODAU LLESIANT:</b> Ydy'r cynnig yn cyflawni unrhyw rai o'r saith nod llesiant cenedlaethol a amlinellwyd yn Neddf Llesiant Cenedlaethau'r Dyfodol (Cymru) 2015? Eglurwch yr effaith (gadarnhaol a negyddol) yr ydych yn ei disgwyl, ac awgrymwch sut i liniaru unrhyw effaith negyddol neu i gyfrannu'n well at y nod. Mae angen i ni sicrhau nad yw'r camau rydyn ni'n eu cymryd i gyflawni un o'r nodau'n niweidio'r camau i gyflawni nod arall.			
Nod llesiant	Ydy'r cynnig yn cyfrannu at y nod hwn? Disgrifiwch yr effeithiau cadarnhaol neu negyddol.	Pa dystiolaeth sydd gennych i ategu'r farn hon?	Pa gam (gampau) allwch chi ei gymryd (eu cymryd) i liniaru unrhyw effeithiau negyddol neu i gyfrannu'n well at yr egwyddor hon?
<b>3.1. Cymru lewyrchus</b> Defnyddio adnoddau mewn modd effeithlon, datblygu poblogaeth fedrus ac addysgiedig, creu cyfoeth, darparu swyddi	Bydd y datblygiadau o fudd i'r economi leol, ac yn eu tro byddant yn darparu swyddi lleol a chyswllt â'r gymuned leol. Bydd y datblygiadau'n rhoi cyfleoedd i fusnesau lleol gael gwaith yn lleol gan ddefnyddio adnoddau lleol mewn modd effeithlon.	Strategaeth Gorfforaethol Cyngor Sir Ceredigion 2017 – 2022, y Strategaeth Economaidd sy'n cael ei pharatoi ar hyn o bryd a'r Polisi Datblygu Asedau.	Mae proses adolygu wedi'i chynnwys er mwyn nodi'r meysydd sydd angen eu gwella, yn ôl yr angen. Rydym wedi ymgynghori â'r grwpiau ac wedi adolygu hyn.
<b>3.2. Cymru gydnherth</b> Cynnal a gwella bioamrywiaeth ac ecosystemau sy'n ategu cydnheredd ac sy'n gallu addasu i newid (e.e. newid hinsawdd)	Bydd unrhyw ddatblygiad angen caniatâd cynllunio, a fydd yn nodi'r manylion ynghylch y gofynion penodol o ran ecoleg, mannau gwyrdd / agored ac ynni adnewyddadwy yn unol â'r polisi cynllunio a'r canllawiau cynllunio atodol. Bydd y Polisi Datblygu Asedau'n cynorthwyo'r Cyngor i gyflawni rhai o'i amcanion o ran newid hinsawdd.	Rydym wedi nodi cyfleoedd ac wedi trafod yn helaeth gyda Grŵp Datblygu, Grŵp Arweiniol a Grŵp Monitro Cyfalaf Cyngor Sir Ceredigion.	Mae proses adolygu wedi'i chynnwys er mwyn nodi'r meysydd sydd angen eu gwella, yn ôl yr angen. Rydym wedi ymgynghori â'r grwpiau a bydd y broses adolygu'n nodi unrhyw gywiriadau sydd angen eu gwneud. Bydd y Polisi Datblygu Asedau'n cynorthwyo i gyflawni amcanion ehangach y Strategaeth Economaidd.
<b>3.3. Cymru iachach</b> Mae llesiant corfforol a meddyliol pobl cystal â phosibl ac mae pobl yn deall yr hyn sy'n effeithio ar iechyd	Gallai'r Polisi Datblygu Asedau gynorthwyo prosiectau newydd a fydd yn gwella llesiant corfforol a meddyliol pobl drwy fyd natur a'r awyr agored.	Rydym wedi nodi cyfleoedd ac wedi trafod yn helaeth gyda Grŵp Datblygu, Grŵp Arweiniol a Grŵp Monitro Cyfalaf Cyngor Sir Ceredigion.	Mae proses adolygu wedi'i chynnwys er mwyn nodi'r meysydd sydd angen eu gwella, yn ôl yr angen. Rydym wedi ymgynghori â'r grwpiau a bydd y broses adolygu'n nodi unrhyw gywiriadau sydd angen eu gwneud.





			Bydd y Polisi Datblygu Asedau'n cynorthwyo i gyflawni amcanion ehangach y Strategaeth Economaidd.
<b>3.4. Cymru o gymunedau cydlynus</b> Cymunedau atyniadol, hyfyw a diogel sydd â chysylltiadau da	Efallai byddai'n rhaid i rai cynigion gynnwys elfen o ymgynghori â'r gymuned fel rhan o'r broses ddatblygu. Gallai rhai asedau gael eu defnyddio i ddiwallu gofynion cymunedau, e.e. drwy ddarparu tai fforddiadwy, gan gryfhau ein cymunedau.	Rydym wedi nodi cyfleoedd ac wedi trafod yn helaeth gyda Grŵp Datblygu, Grŵp Arweiniol a Grŵp Monitro Cyfalaf Cyngor Sir Ceredigion.	Mae proses adolygu wedi'i chynnwys er mwyn nodi'r meysydd sydd angen eu gwella, yn ôl yr angen. Rydym wedi ymgynghori â'r grwpiau a bydd y broses adolygu'n nodi unrhyw gywiriadau sydd angen eu gwneud. Bydd y Polisi Datblygu Asedau'n cynorthwyo i gyflawni amcanion ehangach y Strategaeth Economaidd.
<b>3.5. Cymru sy'n gyfrifol ar lefel fyd-eang</b> Rhoi sylw i'r effaith ar lesiant byd-eang wrth ystyried llesiant cymdeithasol, economaidd ac amgylcheddol lleol	Bydd unrhyw ddatblygiad newydd angen deunyddiau ac adnoddau newydd er mwyn gallu datblygu. Bydd defnyddio crefftwy'r a deunyddiau lleol yn cwtogi gymaint â phosib ar yr angen am deithio diangen, e.e. prynu deunyddiau o bell.  Gallai'r Polisi Datblygu Asedau gynorthwyo prosiectau newydd a fydd yn gwella llesiant corfforol a meddyliol pobl drwy fyd natur a'r awyr agored.	Rydym wedi nodi cyfleoedd ac wedi trafod yn helaeth gyda Grŵp Datblygu, Grŵp Arweiniol a Grŵp Monitro Cyfalaf Cyngor Sir Ceredigion.	Mae proses adolygu wedi'i chynnwys er mwyn nodi'r meysydd sydd angen eu gwella, yn ôl yr angen. Rydym wedi ymgynghori â'r grwpiau a bydd y broses adolygu'n nodi unrhyw gywiriadau sydd angen eu gwneud. Bydd y Polisi Datblygu Asedau'n cynorthwyo i gyflawni amcanion ehangach y Strategaeth Economaidd.



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<p><b>3.6. Cymru sy'n fwy cyfartal</b> Mae pobl yn gallu cyflawni eu potensial ni waeth beth fo'u cefndir neu'u hamgylchiadau</p> <p>Yn yr adran hon mae angen i chi ystyried yr effaith ar grwpiau cydraddoldeb, y dystiolaeth ac unrhyw gamau yr ydych yn eu cymryd ar gyfer gwella. <i>Ydych chi wedi ystyried sut allai'r cynnig effeithio ar grwpiau cydraddoldeb fel y'u diffinnir yn Neddf Cydraddoldeb 2010? Mae'r rhain yn cynnwys y grwpiau a ganlyn: oedran, anabledd, ailbennu rhywedd, hil, crefydd neu gred, rhyw, cyfeiriadedd rhywiol, priodas neu bartneriaeth sifil, beichiogrwydd neu famolaeth.</i></p> <p><b>Ystyriwch y canllaw a ganlyn hefyd:</b> <a href="#">Comisiwn Cydraddoldeb - Asesu Effaith a Dyletswydd Cydraddoldeb</a></p>	<p>Disgrifiwch pam y bydd yn cael effaith gadarnhaol/negyddol neu fawr ddim effaith o gwbl.</p> <p><i>Gan ddefnyddio eich tystiolaeth, ystyriwch yr effaith ar bob un o'r grwpiau gwarchoddedig. Bydd angen i chi ystyried a yw'r grwpiau hyn yn cael mynediad cyfartal at y gwasanaeth, neu a oes angen iddyn nhw gael y gwasanaeth mewn ffordd wahanol i bobl eraill oherwydd eu nodweddion gwarchoddedig? Nid yw'n dderbyniol dweud yn syml y bydd y cynnig yn fanteisiol/anfanteisiol i bawb. Dylech ddangos eich bod wedi ystyried yr holl dystiolaeth sydd ar gael a rhoi sylw i unrhyw fylchau neu anghyfartaledd a ddaeth i'r amlwg.</i></p>	<p>Pa dystiolaeth sydd gennych i ategu'r farn hon?</p> <p><i>Mae'n hollbwysig casglu data a thystiolaeth cydraddoldeb ar gyfer AEI. Dylech ystyried pwy sy'n defnyddio'r gwasanaeth neu bwy sy'n debygol o'i ddefnyddio. Os na fyddwch yn defnyddio <u>data</u> nac yn <u>ymgysylltu</u> os ydych yn bwriadu cyflwyno newid, gallai penderfyniadau wynebu her gyfreithiol. Dylech gyplysu hyn â'r blwch <b>cynnwys</b> yn y templed hwn. Dylech hefyd ystyried y canllawiau cyffredinol.</i></p>	<p>Pa gam (gamau) allwch chi ei gymryd (eu cymryd) i liniaru unrhyw effeithiau negyddol neu i gyfrannu'n well at yr egwyddor hon?</p> <p><i>Gall y camau hyn gynnwys amryw o gamau cadarnhaol a fydd yn sicrhau bod modd i'r sefydliad drin unigolion yn unol â'u hanghenion, hyd yn oed os bydd hynny'n golygu ei fod yn trin rhai pobl yn fwy ffafriol nag eraill er mwyn iddyn nhw gael canlyniad da. Gallech hefyd gymryd camau i bennu unrhyw fylchau yn y data neu gamau i ymgysylltu â'r rheini y bydd y cynnig yn effeithio arnynt neu y mae'n debygol o effeithio arnynt. Mae angen cyplysu'r camau hyn ag adran 4 yn y templed hwn.</i></p>												
<p><b>Oedran</b> Ydych chi'n credu y bydd y cynnig hwn yn cael effaith gadarnhaol neu negyddol ar bobl oherwydd eu hoedran? (Ticiwch ✓)</p> <table border="1" data-bbox="71 1165 824 1473"> <tr> <td data-bbox="71 1165 291 1276">Plant a phobl ifanc hyd at 18 oed</td> <td data-bbox="291 1165 488 1276">Cadarnhaol</td> <td data-bbox="488 1165 656 1276">Negyddol</td> <td data-bbox="656 1165 824 1276">Dim/Fawr ddim ✓</td> </tr> <tr> <td data-bbox="71 1276 291 1388">Pobl 18-50</td> <td data-bbox="291 1276 488 1388">Cadarnhaol</td> <td data-bbox="488 1276 656 1388">Negyddol</td> <td data-bbox="656 1276 824 1388">Dim/Fawr ddim ✓</td> </tr> <tr> <td data-bbox="71 1388 291 1473">Pobl hŷn 50+</td> <td data-bbox="291 1388 488 1473">Cadarnhaol</td> <td data-bbox="488 1388 656 1473">Negyddol</td> <td data-bbox="656 1388 824 1473">Dim/Fawr ddim</td> </tr> </table>	Plant a phobl ifanc hyd at 18 oed	Cadarnhaol	Negyddol	Dim/Fawr ddim ✓	Pobl 18-50	Cadarnhaol	Negyddol	Dim/Fawr ddim ✓	Pobl hŷn 50+	Cadarnhaol	Negyddol	Dim/Fawr ddim	<p>Bydd holl ddefnyddwyr y gwasanaeth yn cael eu trin gyda'r un parch waeth beth fo'u hil, lliw, crefydd, cefndir ethnig, rhyw, oed, cenedligrwydd, statws priodasol a chyfeiriadedd rhywiol, ac ni waeth beth fo'u sefyllfa o ran beichiogrwydd a mamolaeth, anabledd, a thrawsrywedd.</p>		
Plant a phobl ifanc hyd at 18 oed	Cadarnhaol	Negyddol	Dim/Fawr ddim ✓												
Pobl 18-50	Cadarnhaol	Negyddol	Dim/Fawr ddim ✓												
Pobl hŷn 50+	Cadarnhaol	Negyddol	Dim/Fawr ddim												

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			✓			
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<b>Anabledd</b> Ydych chi'n credu y bydd y cynnig hwn yn cael effaith gadarnhaol neu negyddol ar bobl oherwydd eu hanabledd? (Ticiwch ✓)				<p>Bydd holl ddefnyddwyr y gwasanaeth yn cael eu trin gyda'r un parch waeth beth fo'u hil, lliw, crefydd, cefndir ethnig, rhyw, oed, cenedligrwydd, statws priodasol a chyfeiriadedd rhywiol, ac ni waeth beth fo'u sefyllfa o ran beichiogrwydd a mamolaeth, anabledd, a thrawsrywedd.</p> <p>Bydd yn rhaid i unrhyw ddatblygiad newydd gydymffurfio â Deddf Cydraddoldeb 2010 a rhan M y Rheoliadau Adeiladu, sy'n ei gwneud hi'n ofynnol i ddarpariaethau digonol gael eu darparu i bobl fedru cael mynediad at, a defnyddio, adeilad, ei gyfleusterau a'r ardal o'i gwmpas.</p>		
Nam ar y clyw	Cadarnhaol	Negyddol	Dim/Fawr ddim			
			✓			
Nam corfforol	Cadarnhaol	Negyddol	Dim/Fawr ddim			
			✓			
Nam ar y golwg	Cadarnhaol	Negyddol	Dim/Fawr ddim			
			✓			
Anabledd dysgu	Cadarnhaol	Negyddol	Dim/Fawr ddim			
			✓			
Salwch hirdymor	Cadarnhaol	Negyddol	Dim/Fawr ddim			
			✓			
Iechyd meddwl	Cadarnhaol	Negyddol	Dim/Fawr ddim			
			✓			
Arall	Cadarnhaol	Negyddol	Dim/Fawr ddim			
			✓			



<b>Trawsrywiol</b> Ydych chi'n credu y bydd y cynnig hwn yn cael effaith gadarnhaol neu negyddol ar bobl drawsrywiol? (Ticiwch ✓)				Bydd holl ddefnyddwyr y gwasanaeth yn cael eu trin gyda'r un parch waeth beth fo'u hil, lliw, crefydd, cefndir ethnig, rhyw, oed, cenedligrwydd, statws priodasol a chyfeiriadedd rhywiol, ac ni waeth beth fo'u sefyllfa o ran beichiogrwydd a mamolaeth, anabled, a thrawsrywedd.		
Trawsrywiol	Cadarnhaol	Negyddol	Dim/Fawr ddim			
			✓			

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<b>Priodas neu bartneriaeth sifil</b> Ydych chi'n credu y bydd y cynnig hwn yn cael effaith gadarnhaol neu negyddol ar briodas neu bartneriaeth sifil? (Ticiwch ✓)				Bydd holl ddefnyddwyr y gwasanaeth yn cael eu trin gyda'r un parch waeth beth fo'u hil, lliw, crefydd, cefndir ethnig, rhyw, oed, cenedligrwydd, statws priodasol a chyfeiriadedd rhywiol, ac ni waeth beth fo'u sefyllfa o ran beichiogrwydd a mamolaeth, anabled, a thrawsrywedd.		
Priodas	Cadarnhaol	Negyddol	Dim/Fawr ddim			
			✓			
Partneriaeth sifil	Cadarnhaol	Negyddol	Dim/Fawr ddim			
			✓			

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<b>Beichiogrwydd neu famolaeth</b> Ydych chi'n credu y bydd y cynnig hwn yn cael effaith gadarnhaol neu negyddol ar feichiogrwydd neu famolaeth? (Ticiwch ✓)				Bydd holl ddefnyddwyr y gwasanaeth yn cael eu trin gyda'r un parch waeth beth fo'u hil, lliw, crefydd, cefndir ethnig, rhyw, oed, cenedligrwydd, statws priodasol a chyfeiriadedd rhywiol, ac ni waeth beth fo'u sefyllfa o ran beichiogrwydd a mamolaeth, anabledd, a thrawsrywedd.		
Beichiogrwydd	Cadarnhaol	Negyddol	Dim/Fawr ddim			
			✓			
Mamolaeth	Cadarnhaol	Negyddol	Dim/Fawr ddim			
			✓			

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<b>Hil</b> Ydych chi'n credu y bydd y cynnig hwn yn cael effaith gadarnhaol neu negyddol ar hil? ( Ticiwch ✓)				Bydd holl ddefnyddwyr y gwasanaeth yn cael eu trin gyda'r un parch waeth beth fo'u hil, lliw, crefydd, cefndir ethnig, rhyw, oed, cenedligrwydd, statws priodasol a chyfeiriadedd rhywiol, ac ni waeth beth fo'u sefyllfa o ran beichiogrwydd a mamolaeth, anabledd, a thrawsrywedd.		
Gwyn	Cadarnhaol	Negyddol	Dim/Fawr ddim			
			✓			
Grwpiau ethnig cymysg / aml-ethnig	Cadarnhaol	Negyddol	Dim/Fawr ddim			
			✓			
Asiaidd / Asiaidd Prydeinig	Cadarnhaol	Negyddol	Dim/Fawr ddim			
			✓			
Du / Affricanaidd / Caribïaidd / Du Prydeinig	Cadarnhaol	Negyddol	Dim/Fawr ddim			
			✓			
Grwpiau ethnig eraill	Cadarnhaol	Negyddol	Dim/Fawr ddim			
			✓			

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Offeryn integredig sy'n sylfaen ar gyfer proses benderfynu effeithiol



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<b>Crefydd neu ddim cred</b> Ydych chi'n credu y bydd y cynnig hwn yn cael effaith gadarnhaol neu negyddol ar bobl â gwahanol grefyddau, credoau neu ddim cred? (Ticiwch ✓)				Bydd holl ddefnyddwyr y gwasanaeth yn cael eu trin gyda'r un parch waeth beth fo'u hil, lliw, crefydd, cefndir ethnig, rhyw, oed, cenedligrwydd, statws priodasol a chyfeiriadedd rhywiol, ac ni waeth beth fo'u sefyllfa o ran beichiogrwydd a mamolaeth, anabled, a thrawsrywedd.		
Cristnogion	Cadarnhaol	Negyddol	Dim/Fawr ddim			
			✓			
Bwdhyddion	Cadarnhaol	Negyddol	Dim/Fawr ddim			
			✓			
Hindwïaid	Cadarnhaol	Negyddol	Dim/Fawr ddim			
			✓			
Dyneiddwyr	Cadarnhaol	Negyddol	Dim/Fawr ddim			
			✓			
Iddewon	Cadarnhaol	Negyddol	Dim/Fawr ddim			
			✓			
Mwslimiaid	Cadarnhaol	Negyddol	Dim/Fawr ddim			
			✓			
Sikhiaid	Cadarnhaol	Negyddol	Dim/Fawr ddim			
			✓			
Pobl heb gred	Cadarnhaol	Negyddol	Dim/Fawr ddim			
			✓			
Eraill	Cadarnhaol	Negyddol	Dim/Fawr ddim			
			✓			

# Cyngor Sir Ceredigion – Asesiad Effaith Integredig (AEI)

Offeryn integredig sy'n sylfaen ar gyfer proses benderfynu effeithiol



<b>Rhyw</b> Ydych chi'n credu y bydd y cynnig hwn yn cael effaith gadarnhaol neu negyddol ar ddyinion a/neu fenywod? (Ticiwch ✓)				Bydd holl ddefnyddwyr y gwasanaeth yn cael eu trin gyda'r un parch waeth beth fo'u hil, lliw, crefydd, cefndir ethnig, rhyw, oed, cenedligrwydd, statws priodasol a chyfeiriadedd rhywiol, ac ni waeth beth fo'u sefyllfa o ran beichiogrwydd a mamolaeth, anabledd, a thrawsrywedd.		
Dynion	Cadarnhaol	Negyddol	Dim/Fawr ddim			
			✓			
Menywod	Cadarnhaol	Negyddol	Dim/Fawr ddim			
			✓			

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<b>Cyfeiriadedd rhywiol</b> Ydych chi'n credu y bydd y cynnig hwn yn cael effaith gadarnhaol neu negyddol ar bobl â gwahanol gyfeiriadedd rhywiol? (Ticiwch ✓)				Bydd holl ddefnyddwyr y gwasanaeth yn cael eu trin gyda'r un parch waeth beth fo'u hil, lliw, crefydd, cefndir ethnig, rhyw, oed, cenedligrwydd, statws priodasol a chyfeiriadedd rhywiol, ac ni waeth beth fo'u sefyllfa o ran beichiogrwydd a mamolaeth, anabledd, a thrawsrywedd.		
Pobl ddeurywiol	Cadarnhaol	Negyddol	Dim/Fawr ddim			
			✓			
Dynion hoyw	Cadarnhaol	Negyddol	Dim/Fawr ddim			
			✓			
Menywod hoyw / lesbiaid	Cadarnhaol	Negyddol	Dim/Fawr ddim			
			✓			
Pobl heterorywiol	Cadarnhaol	Negyddol	Dim/Fawr ddim			
			✓			



**Rhoi sylw dyledus i dri nod y Ddyletswydd Cydraddoldeb – penderfynu a fydd y cynnig yn eich cynorthwyo i roi terfyn ar wahaniaethu, i hybu cydraddoldeb ac i feithrin cysylltiadau da, neu'n eich rhwystro rhag gwneud hynny.**

**3.6.2. Sut allai/mae'r cynnig yn helpu i hybu/hyrwyddo cyfle cyfartal?**

*Dylech ystyried a fydd y cynnig yn eich helpu chi i wneud y pethau a ganlyn: • Dileu neu leihau anfantais • Diwallu anghenion pobl â nodweddion penodol • Annog pobl â nodweddion penodol i gymryd mwy o ran*

Bydd y Polisi Datblygu Asedau'n cefnogi'r rhaglenni a roddwyd ar waith gan yr awdurdod lle nodwyd bod yna ofynion penodol.

**3.6.3. Sut allai/mae'r cynnig/penderfyniad yn helpu i roi terfyn ar wahaniaethu, aflonyddu neu erledigaeth anghyfreithlon?**

*Dylech ystyried a oes tystiolaeth ar gael sy'n dangos: • Y gall y cynnig beri i bobl â nodweddion penodol gael eu trin yn llai ffafriol • Y gallai'r cynnig arwain at wahaniaethu anuniongyrchol • Bod y cynnig yn fwy tebygol o'ch cynorthwyo i wneud addasiadau rhesymol neu'ch rhwystro rhag gwneud hynny*

Bydd holl ddefnyddwyr y gwasanaeth yn cael eu trin â'r un parch.

**3.6.4. Sut allai/mae'r cynnig yn effeithio ar hybu/hyrwyddo cysylltiadau da a chydlyniant cymunedol ehangach?**

*Dylech ystyried a fydd y cynnig yn eich helpu chi i wneud y pethau a ganlyn : • Mynd i'r afael â rhagfarn • Hybu dealltwriaeth*

Bydd holl ddefnyddwyr y gwasanaeth yn cael eu trin â'r un parch.





<b>3.7. Cymru â diwylliant bywiog lle mae'r Gymraeg yn ffynnu</b> Mae diwylliant a threftadaeth Cymru a'r Gymraeg yn cael eu hybu a'u gwarchod. <i>Yn yr adran hon, mae angen i chi ystyried yr effaith, y dystiolaeth ac unrhyw gamau yr ydych yn eu cymryd i wella. Dylech wneud hyn i sicrhau nad yw'r cyfleoedd sydd ar gael i bobl sy'n dewis byw eu bywydau a defnyddio gwasanaethau drwy gyfrwng y Gymraeg yn waeth na'r cyfleoedd sydd ar gael i'r rheini sy'n dewis gwneud hynny drwy gyfrwng y Saesneg, a hynny yn unol â Mesur y Gymraeg 2011.</i>				Disgrifiwch pam y bydd yn cael effaith gadarnhaol/negyddol neu fawr ddim effaith o gwbl.	Pa dystiolaeth sydd gennych i ategu'r farn hon?	Pa gam (gamau) allwch chi ei gymryd (eu cymryd) i liniaru unrhyw effeithiau negyddol neu i gyfrannu'n well at yr egwyddor hon?				
Page 63	A fydd y cynnig yn cael ei roi ar waith yn ddwyieithog (Cymraeg a Saesneg)?	Cadarn haol	Negyddol	Dim/Fawr ddim	Mae'r Cyngor yn cydymffurfio â gofynion Safonau'r Gymraeg a mesurau eraill i hyrwyddo dwyieithrwydd.					
				✓						
	A fydd y cynnig yn effeithio ar y cyfleoedd i bobl ddefnyddio'r Gymraeg?	Cadarn haol	Negyddol	Dim/Fawr ddim				Mae'r Cyngor yn cydymffurfio â gofynion Safonau'r Gymraeg a mesurau eraill i hyrwyddo dwyieithrwydd.		
				✓						
A fydd y cynnig yn cynyddu neu'n lleihau'r cyfleoedd i bobl gael gwasanaethau drwy gyfrwng y Gymraeg?	Cadarn haol	Negyddol	Dim/Fawr ddim	Mae'r Cyngor yn cydymffurfio â gofynion Safonau'r Gymraeg a mesurau eraill i hyrwyddo dwyieithrwydd.						
			✓							
Sut fydd y cynnig yn sicrhau nad yw'r Gymraeg yn cael ei thrin yn llai ffafriol na'r Saesneg?	Cadarn haol	Negyddol	Dim/Fawr ddim	Mae'r Cyngor yn cydymffurfio â gofynion Safonau'r Gymraeg a mesurau eraill i hyrwyddo dwyieithrwydd.						
			✓							

# Cyngor Sir Ceredigion – Asesiad Effaith Integredig (AEI)

Offeryn integredig sy'n sylfaen ar gyfer proses benderfynu effeithiol



A fydd yn gwarchod, yn hybu ac yn cyfoethogi diwylliant a threftadaeth lleol?	Cadarn haol	Negydd ol	Dim/Fawr ddim	Mae'r Cyngor yn cydymffurfio â gofynion Safonau'r Gymraeg a mesurau eraill i hyrwyddo dwyieithrwydd.		
			✓			



**4. ATGYFNERTHU'R CYNNIG:** Os yw'r cynnig yn debygol o effeithio'n negyddol ar unrhyw rai o'r materion uchod (gan gynnwys unrhyw rai o'r nodweddion gwarchoddedig), pa gamau ymarferol/newidiadau allai helpu i liniaru neu i ddileu unrhyw effeithiau negyddol a nodwyd yn adrannau 2 a 3?

**4.1 Camau**

Beth fyddwch chi'n ei wneud?	Pryd fyddwch chi'n ei wneud?	Pwy sy'n gyfrifol?	Cynnydd

**4.2. Os na fyddwch yn cymryd unrhyw gamau i ddileu neu i liniaru'r effeithiau negyddol, rhwch gyfiawnhad.**  
*(Cofiwch: os ydych chi wedi nodi gwahaniaethu anghyfreithiol uniongyrchol a phosibl o ganlyniad i'r cynnig hwn, rhaid i chi newid neu ddiwygio'r cynnig.)*

Ni fwriedir cael unrhyw effaith negyddol.

**4.3. Monitro, gwerthuso ac adolygu**  
*Sut fyddwch chi'n monitro effaith ac effeithiolrwydd y cynnig?*

Mae proses adolygu wedi'i chynnwys er mwyn nodi'r meysydd sydd angen eu gwella, yn ôl yr angen. Mae'r broses adolygu hon yn digwydd yn aml yng nghyfarfodydd y Grŵp Datblygu Asedau, y Panel Asesu Datblygu Asedau a chyfarfod y Cynllun Eiddo Datblygu Asedau Blynnyddol.

**5. RISG:** Beth yw'r risg sydd ynghlwm wrth y cynnig hwn?

Meini prawf asesu effaith	1 – Isel iawn	2 – Isel	3 – Canolig	4 – Uchel	5 – Uchel iawn
Meini prawf asesu tebygolrwydd	1 – Annhebygol o ddigwydd	2 – Llai tebygol o ddigwydd	3 – Yr un mor debygol o ddigwydd ac o beidio digwydd	4 – Mwy tebygol o ddigwydd	5 – Tebygol o ddigwydd

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# Cyngor Sir Ceredigion – Asesiad Effaith Integredig (AEI)

Offeryn integredig sy'n sylfaen ar gyfer proses benderfynu effeithiol



Disgrifiad o'r risg	Effaith (difrifoldeb)	Tebygolrwydd (y gallu i gyflawni)	Sgôr risg
Methu â chyflawni'r polisi	3	2	6
Cael y derbyniadau cyfalaf mwyaf posib	3	2	6
Dirywiad economaidd	3	2	6
Allai eich cynnig chi effeithio ar faes gwasanaeth arall?			
Pob maes gwasanaeth arall.			

## 6. CYMERADWYO

Swydd	Enw	Llofnod	Dyddiad
Rheolwr y Gwasanaeth			
Pennaeth y Gwasanaeth			
Y Cyfarwyddwr Strategol			
Deiliad y Portffolio			

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# 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:** Update the existing Land and Property Disposals Policy dating back to 2008.

Proposal Title	Asset Development Policy 2020
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Service Area	Economy and Regeneration	Corporate Lead Officer	Russell Hughes-Pickering	Corporate Director	Sue Darnbrook
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Name of Officer completing the IIA	Johanna Shaw-Evans	E-mail	jos@ceredigion.gov.uk	Phone no	01545 572002
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Please give a brief description of the purpose of the proposal

The purpose of the Asset Development Policy is to set out Ceredigion County Council's approach to optimising its assets through leasing, disposals and acquisition in pursuit of its aims and objectives.

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).

The Council – specifically the Economy and Regeneration service area in the way decisions are made day to day regarding the potential use of land / properties.

**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
Johanna Shaw-Evans	Development Group	01	16.12.19	Agreed at Development Group to take paper to Cabinet for approval.
Johanna Shaw-Evans	Development Group	01	20.01.20	Updated Development Group and noted paper going to Scrutiny prior to Cabinet.
Russell Hughes-Pickering	Leadership Group	01	21.01.20	-
Russell Hughes-Pickering	Capital Monitoring Group	01	22.01.20	-

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<b>COUNCIL STRATEGIC OBJECTIVES:</b> Which of the Council's Strategic Objectives does the proposal address and how?	
Boosting the Economy	<p><b>1.3 Develop 21st Century Infrastructures across the County:</b></p> <ul style="list-style-type: none"> <li>• Maximising use and benefits of commercial buildings by investing strategically in the stock where appropriate.</li> <li>• Maximising the usage of the corporate estate to enable effective partnership working across all sectors.</li> <li>• Invest to improve land and buildings in order to increase income through lease agreements.</li> <li>• Invest to develop land and buildings (directly or in partnership with third party organisations) for alternative commercial or other uses in line with the corporate aims.</li> <li>• Maximise the use of land and buildings for short term commercial and community use (The Use of Space Strategy focuses on this).</li> <li>• Acquire land and buildings where it is needed to facilitate economic development opportunities in Ceredigion and income generating opportunities for CCC.</li> </ul>
Investing in People's Future	<p><b>2.4 Promote and facilitate the distinct and vibrant bilingual culture and identity of Ceredigion:</b></p> <ul style="list-style-type: none"> <li>• Implement the Welsh language standards.</li> </ul>
Enabling Individual and Family Resilience	<p><b>3.1 Promote the wellbeing of individuals and communities within safe and accessible homes:</b></p> <ul style="list-style-type: none"> <li>• Facilitating the emerging LDP to ensure it enables families to reside in dwellings that meet their needs and requirements.</li> <li>• Enabling services to access appropriate housing and ensuring that the accommodation needs of residents are met.</li> <li>• Facilitating service provision to help improve the standard and the condition of housing across the County.</li> <li>• Assist in the process of providing effective and resilient Housing Services.</li> </ul>
Promoting Environmental and Community Resilience	<p><b>4.1 Actively engage in programmes to minimise Ceredigion's contribution to climate change and bio-diversity loss and deal with its effects:</b></p> <ul style="list-style-type: none"> <li>• Facilitate the delivery of the 5 year Carbon Management Plan to reduce carbon usage both internally and externally. To set realistic carbon reduction targets.</li> </ul> <p><b>4.2 To improve infrastructure to facilitate future development to meet community needs:</b></p> <ul style="list-style-type: none"> <li>• Encourage enterprises which enable development to take place to meet future housing needs.</li> </ul> <p><b>4.3 To help and assist communities to become more self-resilient:</b></p> <ul style="list-style-type: none"> <li>• Increase promotion of community pride / sense of place.</li> </ul>

**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?

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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><b>Long Term</b> Balancing short term need with long term and planning for the future.</p>	<p>Developing vacant, underused land, buildings or new Council sites is a vital requirement in realising their full potential financially and developmentally. This enables new opportunities to evolve and establish sequentially across the next 15 - 20 years.</p> <p>Developing these sites will help facilitate investment opportunities within the County, which will in turn provide job opportunities, strengthen a sense of place and contribute to the local economy.</p>	<p>Ceredigion County Council’s Corporate Strategy 2017 – 2022.</p> <p>Welsh Government Sites and premises study.</p> <p>Past sites which have been redeveloped.</p>	<p>An annual strategic property plan is prepared. The plan will focus on the list of property (land and buildings) that are the focus for action under the mechanisms list in the financial year.</p>

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

An integrated tool to inform effective decision making



<p><b>Collaboration</b> Working together with other partners to deliver.</p>	<p>The Asset Development Policy seeks to work holistically with all service areas of the Council; externally, where appropriate, with Housing Associations, Local Community and Private sector developers to redevelop sites.</p>	<p>Ceredigion County Council's Asset Development Policy and Asset Development Process Flowchart.</p>	<p>The Process of assessing sites put forward for redevelopment, will be looked at by an independent panel. The panel will review any Expression of Interests and score any Business Cases put forward for any proposed site use / redevelopment.</p>
<p><b>Involvement</b> Involving those with an interest and seeking their views.</p>	<p>An email is circulated as required, to the Chief Executive, Corporate Directors, Corporate Lead Officers, relevant Corporate Managers and appropriate Cabinet Members, with the Asset Development Package calling for expressions of interest to be made regarding any Council Assets from the 'Working List' of sites (included as part of the package). There is a 6 week deadline to return any Expressions of Interests to be reviewed at the assessment panel.</p> <p>The assessment panel will review all expressions of interests and approve the options they would like further information from in the form of a business case. There is a further 3 month deadline for the business case application. The panel will then look at the business cases put forward and agree which ones to recommend for approval to Development Group. Feedback will be provided to all applications after the panel meetings.</p>	<p>Papers to Development Group.</p>	<p>Operating policy and flowchart.</p>





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	A report will be made to Development Group based on the panel's recommendations.		
<b>Prevention</b> Putting resources into preventing problems occurring or getting worse.	The Asset Development Policy clarifies the methodology in the management of Ceredigion's vacant or underused land and buildings. More effectively managing assets to avoid underutilizing them.	Ceredigion County Council's Asset Development Policy and Asset Development Process Flowchart.	Operating policy and flowchart. Reinvesting back into economic opportunities.
<b>Integration</b> Positively impacting on people, economy, environment and culture and trying to benefit all three.	Developing sites/buildings/land will help benefit our local economy and create a sense of place in our Towns, thus having a positive impact on where we live.	Ceredigion County Council's Corporate Strategy 2017 – 2022, emerging Economic Strategy and Asset Development Policy.	Emerging Economic Strategy will cross refer to Asset Development Policy.  There is a built in review process to identify improvement in an area if and when required.

**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?
<b>3.1. A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs.	Developments will benefit our local economy, in turn will provide local jobs and local community involvement. Developments will give local businesses opportunities for local work using local resources efficiently.	Ceredigion County Council's Corporate Strategy 2017 – 2022, emerging Economic Strategy and Asset Development Policy.	There is a built in review process to identify improvement in an area if and when required. Consulted with groups and reviewed
<b>3.2. A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can	Any development will require Planning permission, which will stipulate details of specific ecological, green/outside space,	We have identified opportunities and communicated widely with Ceredigion County	There is a built in review process to identify improvement in an area if and when required.



<p>adapt to change (e.g. climate change).</p>	<p>renewable energy requirements according to Planning policy and SPG's. The Asset Development Policy will facilitate the Council in achieving some of its climate change goals.</p>	<p>Council's Development Group, Leadership Group and Capital Monitoring Group.</p>	<p>Consulted with groups and review process will identify if any correction needs actioned. Asset Development Policy will help meet wider goals in Economic strategy.</p>
<p><b>3.3. A healthier Wales</b> People's physical and mental wellbeing is maximised and health impacts are understood.</p>	<p>The Asset Development Policy could facilitate new projects that will enhance people's physical and mental wellbeing through nature and the outdoors.</p>	<p>We have identified opportunities and communicated widely with Ceredigion County Council's Development Group, Leadership Group and Capital Monitoring Group.</p>	<p>There is a built in review process to identify improvement in an area if and when required. Consulted with groups and review process will identify if any correction needs actioned. Asset Development Policy will help meet wider goals in Economic strategy.</p>
<p><b>3.4. A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected.</p>	<p>Some proposals could be required to have an element of community consultation as part of the development process. Some assets could be used to meet Community requirements, e.g. Affordable Housing, thus building the strength of our communities.</p>	<p>We have identified opportunities and communicated widely with Ceredigion County Council's Development Group, Leadership Group and Capital Monitoring Group.</p>	<p>There is a built in review process to identify improvement in an area if and when required. Consulted with groups and review process will identify if any correction needs actioned. Asset Development Policy will help meet wider goals in Economic strategy.</p>
<p><b>3.5. A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental well-being.</p>	<p>Any new development will require new materials and resources to enable the development. Using local tradespeople and materials will keep the need for unessential travel, e.g. sourcing materials from further afield, to a minimum.  The Asset Development Policy could facilitate new projects that will enhance people's physical and mental wellbeing through nature and the outdoors.</p>	<p>We have identified opportunities and communicated widely with Ceredigion County Council's Development Group, Leadership Group and Capital Monitoring Group.</p>	<p>There is a built in review process to identify improvement in an area if and when required. Consulted with groups and review process will identify if any correction needs actioned. Asset Development Policy will help meet wider goals in Economic strategy.</p>



<p><b>3.6. A more equal Wales</b>                  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>  <b>Please also consider the following guide::</b>  <a href="#">Equality Human Rights - Assessing Impact &amp; Equality Duty</a></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 <b>involvement</b> 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><b>Age</b>                  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 1436"> <tr> <td data-bbox="69 989 297 1141">Children and Young People up to 18</td> <td data-bbox="297 989 448 1141">Positive</td> <td data-bbox="448 989 618 1141">Negative</td> <td data-bbox="618 989 788 1141">None/ Negligible ✓</td> </tr> <tr> <td data-bbox="69 1141 297 1257">People 18-50</td> <td data-bbox="297 1141 448 1257">Positive</td> <td data-bbox="448 1141 618 1257">Negative</td> <td data-bbox="618 1141 788 1257">None/ Negligible ✓</td> </tr> <tr> <td data-bbox="69 1257 297 1436">Older People 50+</td> <td data-bbox="297 1257 448 1436">Positive</td> <td data-bbox="448 1257 618 1436">Negative</td> <td data-bbox="618 1257 788 1436">None/ Negligible ✓</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>All service users will be treated with equal respect irrelevant of their race, colour, religion, ethnicity, sex, age, disability, nationality, marital status, pregnancy and maternity, sexual orientation or gender reassignment.</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



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<b>Disability</b> Do you think this proposal will have a positive or a negative impact on people because of their disability? (Please tick ✓)				All service users will be treated with equal respect irrelevant of their race, colour, religion, ethnicity, sex, age, disability, nationality, marital status, pregnancy and maternity, sexual orientation or gender reassignment.  Any new development will have to comply to the Equality Act 2010 and part M of the Building Regulations, requiring that adequate provisions be made for people to access and use a building, its facilities and its environs.		
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			

<b>Transgender</b> Do you think this proposal will have a positive or a negative impact on transgender people? (Please tick ✓)				All service users will be treated with equal respect irrelevant of their race, colour, religion, ethnicity, sex, age, disability, nationality, marital status, pregnancy and		
Transgender	Positive	Negative	None/ Negligible			
			✓			

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

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				maternity, sexual orientation or gender reassignment.		
<b>Marriage or Civil Partnership</b> Do you think this proposal will have a positive or a negative impact on marriage or Civil partnership? (Please tick ✓)				All service users will be treated with equal respect irrelevant of their race, colour, religion, ethnicity, sex, age, disability, nationality, marital status, pregnancy and maternity, sexual orientation or gender reassignment.		
Marriage	Positive	Negative	None/ Negligible			
			✓			
Civil partnership	Positive	Negative	None/ Negligible			
			✓			
<b>Pregnancy or Maternity</b> Do you think this proposal will have a positive or a negative impact on pregnancy or maternity? (Please tick ✓)				All service users will be treated with equal respect irrelevant of their race, colour, religion, ethnicity, sex, age, disability, nationality, marital status, pregnancy and maternity, sexual orientation or gender reassignment.		
Pregnancy	Positive	Negative	None/ Negligible			
			✓			
Maternity	Positive	Negative	None/ Negligible			
			✓			
<b>Race</b> Do you think this proposal will have a positive or a negative impact on race? (Please tick ✓)				All service users will be treated with equal respect irrelevant of their race, colour, religion, ethnicity, sex, age, disability, nationality, marital status, pregnancy and maternity, sexual orientation or gender reassignment.		
White	Positive	Negative	None/ Negligible			
			✓			
Mixed/Multiple Ethnic Groups	Positive	Negative	None/ Negligible			
			✓			

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

Page 76	<b>Religion or non-beliefs</b> Do you think this proposal will have a positive or a negative impact on people with different religions, beliefs or non-beliefs? (Please tick ✓)			All service users will be treated with equal respect irrelevant of their race, colour, religion, ethnicity, sex, age, disability, nationality, marital status, pregnancy and maternity, sexual orientation or gender reassignment.			
	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				
			✓				

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

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Sikh	Positive	Negative	None/ Negligible			
			✓			
Non-belief	Positive	Negative	None/ Negligible			
			✓			
Other	Positive	Negative	None/ Negligible			
			✓			

<b>Sex</b> Do you think this proposal will have a positive or a negative impact on men and/or women? (Please tick ✓)				All service users will be treated with equal respect irrelevant of their race, colour, religion, ethnicity, sex, age, disability, nationality, marital status, pregnancy and maternity, sexual orientation or gender reassignment.		
Men	Positive	Negative	None/ Negligible			
			✓			
Women	Positive	Negative	None/ Negligible			
			✓			

<b>Sexual Orientation</b> Do you think this proposal will have a positive or a negative impact on people with different sexual orientation? (Please tick ✓)				All service users will be treated with equal respect irrelevant of their race, colour, religion, ethnicity, sex, age, disability, nationality, marital status, pregnancy and maternity, sexual orientation or gender reassignment.		
Bisexual	Positive	Negative	None/ Negligible			
			✓			
Gay Men	Positive	Negative	None/ Negligible			
			✓			
Gay Women / Lesbian	Positive	Negative	None/ Negligible			
			✓			

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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

Asset Development Policy will support the programmes put in place by the authority where the need for a particular requirement is identified.

**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

All service users will be treated with equal respect.

**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

All service users will be treated with equal respect.





<b>3.7. A Wales of vibrant culture and thriving Welsh language</b> 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?				
Page 79	Will the proposal be delivered bilingually (Welsh & English)?	Positive	Negative	None/ Negligible	The Council conforms to the requirements of the Welsh Language Standards and further measures to promote bilingualism.					
				✓						
	Will the proposal have an effect on opportunities for persons to use the Welsh language?	Positive	Negative	None/ Negligible				The Council conforms to the requirements of the Welsh Language Standards and further measures to promote bilingualism.		
				✓						
Will the proposal increase or reduce the opportunity for persons to access services through the medium of Welsh?	Positive	Negative	None/ Negligible	The Council conforms to the requirements of the Welsh Language Standards and further measures to promote bilingualism.						
			✓							
How will the proposal treat the Welsh language no less favourably than the English language?	Positive	Negative	None/ Negligible	The Council conforms to the requirements of the Welsh Language Standards and further						
			✓							

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

An integrated tool to inform effective decision making



				measures to promote bilingualism.		
Will it preserve promote and enhance local culture and heritage?	Positive	Negative	None/ Negligible	The Council conforms to the requirements of the Welsh Language Standards and further measures to promote bilingualism.		
			✓			



**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).*

No intended negative impact.

**4.3. Monitoring, evaluating and reviewing.**

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

There is a built in review process to identify improvement in an area if and when required. This review process happens often at the Asset Development Group meetings, Asset Development Assessment Panel and at the Annual Asset Development Property Plan meeting.

**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
Not Delivering Policy	3		2		6
Maximising Capital receipts	3		2		6



Economic down turn	3	2	6
Does your proposal have a potential impact on another Service area?			
All other Service areas.			

6. SIGN OFF			
Position	Name	Signature	Date
Service Manager			
Head of Service			
Strategic Director			
Portfolio Holder			

## Cyngor Sir CEREDIGION County Council

<b>ADRODDIAD I'R:</b>	<b>Cabinet</b>
<b>DYDDIAD:</b>	<b>17 Mawrth 2020</b>
<b>LLEOLIAD:</b>	<b>Siambwr y Cyngor, Penmorfa</b>
<b>TEITL:</b>	<b>Adolygiad y Pwyllgor Trosolwg a Chraffu Adnoddau Corfforaethol o Bolisi Datblygu Asedau Drafft 2020</b>
<b>PWRPAS YR ADRODDIAD:</b>	<b>Rhoi adborth ar Bolisi Datblygu Asedau Drafft 2020 yn dilyn cyfarfod y Pwyllgor Trosolwg a Chraffu Adnoddau Corfforaethol ar 26 Chwefror 2020.</b>

### **CEFNDIR:**

Yn ei gyfarfod ar 26 Chwefror 2020, rhoddodd Aelodau'r Pwyllgor Trosolwg a Chraffu Adnoddau Corfforaethol ystyriaeth i Bolisi Datblygu Asedau Drafft 2020.

Cytunwyd ar y Polisi presennol yn 2008. Prif bwyslais y polisi hwn yw'r gweithdrefnau ar gyfer gwaredu'r asedau nad oes ar y Cyngor mo'u hangen mwyach. Mae angen i'r Cyngor ddiweddarau'r polisi er mwyn rhoi fwy o ystyriaeth i wneud y defnydd gorau a/neu gael y gwerth gorau o'n hasedau cyn eu gwaredu ar y farchnad agored.

Gofynnwyd i'r Aelodau ystyried yr argymhelliad canlynol:

- Ystyried y polisi drafft ac awgrymu unrhyw newidiadau cyn bod y polisi'n cael ei gyflwyno i'r Cabinet er cymeradwyaeth.

### **ARGYMHELLIAD:**

Yn dilyn trafodaeth, cytunodd Aelodau'r Pwyllgor i argymhell bod y Cabinet yn:

- Cymeradwyo'r Polisi Datblygu Asedau Drafft er mwyn galluogi dull mwy strategol o ddatblygu a rheoli asedau.

### **Yn ddibynol ar ystyried yr argymhellion canlynol:**

1. Ei bod yn hanfodol ymgynghori â'r Aelodau Lleol bob amser cyn unrhyw broses brydlesu, gwaredu a chaffael (gan gynnwys Trosglwyddo Asedau Cymunedol) a bod yr Aelodau Lleol yn cael y newyddion diweddaraf am hynt y broses;
2. Bod 1 uchod yn cael ei gynnwys fel gofyniad yn y Polisi Datblygu Asedau Drafft (2020);
3. Ystyried, lle bo'n briodol, trosglwyddo asedau nad oes mo'u hangen a hynny o dan y Cynllun Trosglwyddo Asedau Cymunedol; ac
4. Y dylai Cadeirydd ac Is-gadeirydd y Pwyllgor Trosolwg a Chraffu Adnoddau Corfforaethol fod yn Aelodau o'r Panel Asesu.

**Y Cyngorydd Keith Evans**  
**Cadeirydd y Pwyllgor Trosolwg a Chraffu Adnoddau Corfforaethol**

## **Cyngor Sir CEREDIGION County Council**

**REPORT TO:** Cabinet

**DATE:** 17 March 2020

**LOCATION:** Council Chamber, Penmorfa

**TITLE:** The Corporate Resources Overview and Scrutiny Committee review of the Draft Asset Development Policy 2020

**PURPOSE OF REPORT:** To provide feedback from the Corporate Resources Overview and Scrutiny Committee held on 26 February 2020 on the Draft Asset Development Policy 2020

### **BACKGROUND:**

At its 26 February 2020 meeting, Members of the Corporate Resources Overview and Scrutiny Committee considered the Draft Asset Development Policy 2020.

The existing Policy was agreed in 2008. The principal focus of this policy is the procedures for disposal of surplus Council Assets. This Policy requires updating to give more consideration to optimising the use and/or value of our assets prior to disposing on the open market.

Members were asked to consider the following recommendation:

- To consider the draft policy and suggest any amendments prior to the policy being reported to Cabinet for approval.

### **RECOMMENDATION/S:**

Following discussion, Committee Members agreed to recommend that Cabinet:

- Approve the Draft Asset Development Policy to enable a more strategic approach to the development and management of assets.

### **Subject to consideration of the following recommendations:**

1. It is crucial that Local Members are always consulted prior to, and kept informed throughout any leasing, disposals and acquisitions process (including Community Asset Transfers);
2. That 1 above is included as a requirement in the draft Asset Development Policy (2020);
3. To consider where appropriate transferring surplus assets under the Community Asset Transfer Scheme; and;
4. The Chairman and Vice-chairman of the Corporate Resources Overview and Scrutiny Committee should be Members of the Assessment Panel.

**Councillor Keith Evans**  
***Chairman of the Corporate Resources Overview and Scrutiny Committee***

## Springing Forward – Strategic Asset Management – Ceredigion County Council

Audit year: 2021-22

Date issued: May 2022

Document reference: 2970A2022

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We welcome correspondence and telephone calls in Welsh and English. Corresponding in Welsh will not lead to delay. Rydym yn croesawu gohebiaeth a galwadau ffôn yn Gymraeg a Saesneg. Ni fydd gohebu yn Gymraeg yn arwain at oedi.

This document is also available in Welsh.



# Summary report

The Council's strategic approach to managing its assets is improving and the pandemic has accelerated plans for how it will use its key assets to deliver its priorities. The Council recognises there are areas where its approach could be strengthened.

## Summary report

Summary 4

## Detailed report

The Council's strategic approach to managing its assets is improving and the pandemic has accelerated plans for how it will use its key assets to deliver its priorities. The Council recognises there are areas where its approach could be strengthened 7

The Council has several initiatives that are shaping the use of its current and future assets, which have in part been accelerated by the pandemic 7

The Council has arrangements for asset planning, monitoring and governance that take account of long-term need, and supply, and recognise that there are areas where this could be strengthened 9

The Council's financial stability and ability to regularly attract funding will continue to support its ambitions for its assets, and it is aware that the costs of maintaining its assets and projected budget deficits remain key risks 11

There are several examples of where the Council has or is planning to work with partners to make better use of its asset portfolio to support the delivery of its corporate priorities and well-being objectives 12

The Council has made use of available workforce benchmarking and learning to support specific asset decisions and recognises it needs to further strengthen these areas 13

# Summary report

## Summary

### What we reviewed and why

- 1 As the world moves forward, learning from the global pandemic, this review has looked at how the Council is strengthening its ability to transform, adapt and maintain the delivery of services, including those delivered in partnership with key stakeholders and communities.
- 2 We reviewed the Council's arrangements for managing its Assets. For Assets, our focus has been on the challenges and opportunities that have been exacerbated and accelerated by the pandemic.
- 3 We looked at how the Council strategically plans to use its Assets, how it monitors their use and how it reviews and evaluates the effectiveness of its arrangements.
- 4 When we began our audit work under the Well-being of Future Generations (Wales) Act 2015 we recognised that it would take time for public bodies to embed the sustainable development principle, but we also set out our expectation that over the medium term we would expect public bodies to be able to demonstrate how the Act is shaping what they do. It is now approaching seven years since the Well-being of Future Generations Act was passed and we are now into the second reporting period for the Act. Therefore, we would now expect public bodies to be able to demonstrate that the Act is integral to their thinking and genuinely shaping what they do.
- 5 This project had three main aims:
  - to gain assurance that the Council is putting in place arrangements to transform, adapt and maintain the delivery of services;
  - to explain the actions that the Council is taking both individually and in partnership to strengthen its arrangements as well as further embed the sustainable development principle; and
  - to inspire the Council and other organisations to further strengthen their arrangements through capturing and sharing notable practice examples and learning and making appropriate recommendations.
- 6 As of October 2020 (excluding land assets), Ceredigion County Council had the following asset portfolio.

#### Exhibit 1: asset portfolio

Vacant Properties	19
General Properties	95

Schools	45
Leasehold Property	40
Miscellaneous	4
Total	203

- 7 The Council has a current conditions survey (2019) which covers approximately 30% of its asset portfolio.
- 8 We undertook the review during the period January 2022 to March 2022.

## What we found

- 9 Our review sought to answer the question: Is the Council’s strategic approach to its assets strengthening its ability to transform, adapt and maintain the delivery of its services in the short and longer term?
- 10 We have concluded that the Council’s strategic approach to managing its assets is improving and the pandemic has accelerated plans for how it will use its key assets to deliver its priorities. The Council recognises there are areas where its approach could be strengthened.
- 11 We reached this conclusion because:
  - the Council has several initiatives that are shaping the use of its current and future assets, which have in part been accelerated by the pandemic;
  - the Council has arrangements for asset planning, monitoring and governance that take account of long-term need, and supply, and recognise that there are areas where this could be strengthened;
  - the Council’s financial stability and ability to regularly attract funding will continue to support its ambitions for its assets, and it is aware that the costs of maintaining its assets and projected budget deficits remain key risks;
  - there are several examples of where the Council has or is planning to work with partners to make better use of its asset portfolio to support the delivery of its corporate priorities and well-being objectives; and
  - the Council has made use of available workforce benchmarking and learning to support specific asset decisions and recognises it needs to further strengthen these areas.

## Recommendations

### Exhibit 2: recommendations

The table below sets out the recommendations that we have identified following this review.

Recommendations	
<b>R1</b>	<b>Early engagement on key changes to asset use</b> The Council should ensure that it undertakes early engagement with Council Members, the wider Leadership Group, citizens and other stakeholders on the impact that key changes within its Hybrid Working Strategy will have on some of the Council's key assets, such as the offices at Penmorfa and the future plans for how citizens will access services.
<b>R2</b>	<b>Workforce vision and planning</b> The Council's processes around its asset planning, monitoring and governance could be strengthened by: <ul style="list-style-type: none"><li>• refreshing its 2018 Service and Corporate Asset Management Plans, ensuring that these reflect the current strategic long-term vision for assets and that they are integrated into business planning;</li><li>• developing robust plans to manage the risks identified by the 2019 condition survey; and</li><li>• clearly articulating how it is using the Sustainable Development principle to shape future asset-focused strategies and plans.</li></ul>
<b>R3</b>	<b>Benchmarking</b> The Council should develop and use further benchmarking data to: <ul style="list-style-type: none"><li>• more routinely support the development of its Corporate and Service Asset Management plan; and</li><li>• strengthen its business planning and self-assessment arrangements.</li></ul>

# Detailed report

**The Council's strategic approach to managing its assets is improving and the pandemic has accelerated plans for how it will use its key assets to deliver its priorities. The Council recognises there are areas where its approach could be strengthened**

**The Council has several initiatives that are shaping the use of its current and future assets, which have in part been accelerated by the pandemic**

- 12 To coordinate its response to the pandemic, the Council established a Critical Incident Command structure. This structure facilitated how the Council's assets and those of some of its partners, such as Registered Social Landlords and private care homes, could help to respond to the pandemic, such as: repurposing leisure centres into field hospitals, setting up temporary morgue facilities and testing/vaccination centres.
- 13 Also, in response to the pandemic's legal requirements to work from home, significant numbers of the Council's workforce moved to agile working, with many key services being available within 48 hours of this decision. Whilst agile working was an existing objective within the Council's Workforce Plan, the pandemic accelerated this change.
- 14 As a result, and to manage the significant changes to how the Council makes use of its assets and workforce – both now and in the future – it established a Way we Work Project – now called the New Ways of Working project. Through extensive consultation with staff, the New Ways of Working project has developed a Hybrid Working Strategy. The Council is developing the way it will deliver the ambitions for hybrid working through projects that include:
  - the future footprint of the workspace with the immediate focus of this being on the modifications planned for the main Council building in Aberaeron;
  - designing Hub working environments for staff and Members;
  - the right digital platforms to support these changes;
  - work to support a better customer experience and how customers/citizens can continue to access the services they need, such as the proposals for digitally enabled virtual meeting spaces in the Council's main libraries;
  - changes to Human Resources policies and procedures to reflect the new hybrid landscape; and
  - virtual learning and improved electronic Human Resources software to support staff and managers in the new agile environment.

- 15 Whilst key deliverables within the Council's Hybrid Working Strategy are still being developed, it will be important for the Council to engage early with Members, the wider Leadership Group, citizens and other stakeholders on the impact that the related changes will have on some of the Council's key assets such as the offices at Penmorfa, and how citizens will access services in the future.
- 16 The Council told us that using assets for different purposes during the pandemic has resulted in a shift in attitudes to how assets might be utilised in the future to support the delivery of its priorities. There are several examples of how the Council plans to use its assets to deliver its priorities and whilst some of these have been accelerated by the pandemic others were already being planned, including:
- the use of surplus space, due to increased agile working, in the Council offices at Penmorfa for an assisted living training and demonstration venue.
  - repurposing leisure centres into Well-Being Centres, which will offer multidisciplinary through age services, with the first of these being in Lampeter.
  - the investment in low carbon solutions and renewable technology assets as part of its Carbon Management and Net Zero 2030 Plans.
  - the new Community Housing scheme – using a shared equity scheme and offering Council-owned land to support the development of community housing and self-build projects for local younger people. This is aimed at redressing the migration of younger people out of Ceredigion over the longer term.
  - supporting the regeneration of town centres such as Lampeter, through acquiring key properties and repurposing them for commercial and residential use.
  - current discussions with the Welsh Government and the Health Board around options for a shared use of their assets in the Aberystwyth area.
- 17 The Council is aware of several risks that may impact on its ability to deliver its future ambition around the use of its assets including:
- the cost of maintaining the Council's current property portfolio. The Council's most recent 2019 condition survey, which covered 30% of its total asset portfolio, identified over £45 million of maintenance costs over the next ten years. The Council is currently developing a plan to respond to this.
  - the impact that the pandemic has had on the Council's ability to raise rents from its commercial portfolio, given many businesses have been struggling to pay rent during the pandemic and are now looking for significant rent reductions. This has been exacerbated by the significant increase in people shopping online. To address this, the Council has been investing in measures to encourage visitors to start to return to towns such as Aberystwyth.
  - climate change represents a significant risk for the Council's Asset portfolio. The Council's recent declaration of a climate emergency, and that Climate

Change is included in its Corporate Risk Register, highlights its commitment to addressing its long-term decarbonisation challenges.

## **The Council has arrangements for asset planning, monitoring and governance that take account of long-term need, and supply, and recognise that there are areas where this could be strengthened**

- 18 The Council has clearly articulated its approach to how it is using the Sustainable Development Principle to support the delivery of its own and its partners' priorities. There are also several examples of where decisions around its assets support this approach and more recent plans, such as the Community Housing Scheme, more clearly demonstrate how it is using the sustainable development principle to deliver better outcomes around community housing. However, ensuring that it is using the sustainable development principle to support the delivery of future asset-focused strategies and plans would strengthen its asset management arrangements going forward.
- 19 As a result of a review of the Council's approach to assets by its Corporate Resources and Overview and Scrutiny committee in 2020, the Council made changes to the way it monitors and manages its asset disposal and acquisitions. In March 2020, it approved a Draft Corporate Asset Development Policy. This policy outlines an updated governance framework for assets which includes a Development Group comprised of senior Members and Officers and its sub working group, the Asset Development Panel.
- 20 This Development Group and related panel have responsibility for challenging and assessing changes to the Council's assets, including, development, disposal, leasing, reuse and acquisitions. The Development Group makes recommendations for acquisition or disposal to the Cabinet and Council for final decisions. Whilst the Development Group has responsibility for developing a strategic view on assets, the Council recognises that this element of its responsibilities is not fully optimised and work on this aspect continues to develop.
- 21 The initial stage of the Council's asset development process invites expressions of interest from Officers and Members for alternative use of assets that are surplus to requirement. This approach provides a framework that should continue to ensure assets are considered by the Council in a strategic and integrated way.
- 22 Whilst the Development Group and Asset Development Panel are the primary ways in which the Council manages its assets, it also has several other forums and groups that support its planning, monitoring and governance of asset management, such as its:
  - Capital Monitoring Group – focused on agreeing and monitoring the finances around the Council's capital programme.

- Cross Party Transformation and Efficiency Consultative Group, which facilitates early dialogue on emerging plans for transformation projects, including assets and receives feedback on their progress.
  - Climate Change Group – for developing and implementing actions for Carbon Management and Net Zero 2030 ambitions.
  - the Corporate Project Management Group. A cross service group focused on delivering successful large scale development projects and which provides an initial assessment for proposed decisions on key projects.
  - and others, including: the Quarterly Performance Boards, Cabinet and its Overview and Scrutiny committees.
- 23 The Council has a Corporate Property Asset Management Plan 2018 which articulates its strategic approach to asset management. In 2018-19 the Council also used Service Asset Management Plans to support the development of the Corporate Asset Management Plan. Whilst the pandemic has impacted on the Council's intention to update these plans, refreshing both its Service and Corporate Asset Management Plans will enable asset planning to better reflect the current landscape, future strategic asset vision and for these to be integrated into its annual business planning.
- 24 The coordination and management of assets and estates are the responsibility of the Council's Economy and Regeneration Service. However, whilst planning for assets is set within a strategic framework, it is initiated by individual services identifying how current assets might be disposed of or acquired to support the delivery of services and ultimately corporate priorities.
- 25 In planning for its assets there are several positive examples of where the Council is using its analysis of need, and condition of its assets to help shape its decisions on their use. Such as:
- using its understanding of the condition of its leisure centres to support the business case to repurpose them into Well-being Centres.
  - undertaking a detailed needs assessment to determine the location of the first wellbeing centre in Lampeter.
  - commissioning the 2019 property condition survey, which covered approximately 30% of the corporate assets. The Council is currently developing a ten-year strategy to consider how the results of the condition survey undertaken by Faithful & Gould can be effectively managed and how this may impact the asset portfolio over the longer term.
  - undertaking detailed needs analysis work as part of the Through Age Well-being Model, resulting in greater consideration of delivering services locally through community assets.
- 26 To support the Council's decision making it has developed an Integrated Impact Assessment. This assessment requires all key decisions and policies to be considered in the light of their impact on the Council's key statutory obligations such as: the Well-being of Future Generations Act; the Socio-Economic Duty and Equality Duty.



- 27 Whilst much of the Council's planning is aligned to local government election cycles or external funding commitments, many of the initiatives contained within these plans are focused on delivering change over a much longer time horizon. However, there are also several examples of where the Council is considering long-term risks and planning for opportunities in its use of assets to support its priorities. Some examples of this include:
- the risk analysis and asset-based initiatives underpinning Boosting Ceredigion's Economy A Strategy for Action 2020-2035;
  - the various renewable, carbon reducing projects outlined in its 2018-2029 Carbon Management Plan and Net Zero by 2030 Plan; and
  - the development of leisure centres into Well-being Centres to focus resources at early intervention and prevention to improve wellbeing over the longer term.

## **The Council's financial stability and ability to regularly attract funding will continue to support its ambitions for its assets, and it is aware that the costs of maintaining its assets and projected budget deficits remain key risks**

- 28 As previously mentioned, the Council's 2019 conditions survey, undertaken across approximately 30% of the Council's asset portfolio, has identified nearly £45 million of maintenance costs over a ten-year period. This significant cost requirement and the unknown condition of the remaining portfolio represent an ongoing financial risk. To manage this risk, the Council is developing a ten-year action plan which will identify options for the future asset portfolio.
- 29 Our Audit Wales recent Financial Sustainability report<sup>1</sup> (June 2021) highlights that overall – 'The Council remains financially stable and is focussed on future challenges and [that] the Council has a good track record of meeting its overall annual budget although there continues to be significant overspends in Social Care. The Council has a good track record of meeting savings targets, however, delivering the required savings will be more challenging going forward specifically in relation the savings in social care.'
- 30 The Council's latest Medium Term Financial Plan 2021-2025 highlights that the Council is required to save at least £15 million by March 2025 although it also notes there are no savings required for 2022-23.
- 31 The Council's Capital Strategy for 2021-2025 highlights several asset-focused projects including several significant projects such as: the 21st Century schools (band B) programme; and coastal erosion project. However, the Council has told us that both the capital investment in its coastal defences and the requirement to

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<sup>1</sup> Audit Wales, [Ceredigion County Council – Financial Sustainability Assessment](#), June 2021

maintain its seven care homes continue to represent specific risks to its future capital programme.

- 32 The Council has also prioritised its investment in several decarbonisation schemes including: installing photovoltaics on Council assets; replacing original lighting with light-emitting diodes; and the roll out of electric vehicle charging.
- 33 The Council has a good track record of attracting regional and national funding, which has supported its priorities around the use of its assets including: funding from the Welsh Government to transform Lampeter Leisure Centre into its first Wellbeing Centre; and successful bids from the UK Government's Community Renewal Fund and Levelling Up Fund. In addition to these are the potential projects that will germinate as part of the Growing Mid Wales Agreement.

### **There are several examples of where the Council has or is planning to work with partners to make better use of its asset portfolio to support the delivery of its corporate priorities and well-being objectives**

- 34 The Council participates in several strategic partnerships to support its approach to managing its assets. such as:
- the work with Powys Council on the ambition for the Growing Mid Wales Board around the economy, skills/learning and energy.
  - Ceredigion Public Service Board. On projects such as the decarbonisation of the Aberystwyth area.
  - the recently established Mid-Wales Corporate Joint Committee which has regional responsibilities for transport, development planning, and economic development.
  - proposed discussions with partners such as the Welsh Government, Health Board, other Council services, housing associations and the University, to understand their asset needs and to look at repurposing assets across the public sector family.
- 35 In addition to these strategic partnerships, the Council is engaged in several other collaborations and partnering activities to support its asset decisions, ranging from Membership of asset-related best practice and data sharing groups to specific initiatives such as working with the Police and third sector in the development of the Well-being Centre in Lampeter. As the Council continues to develop its approach to collaboration around its assets, it will have further opportunities to use the Sustainable Development Principle to maximise these opportunities and the benefits it could derive from them.

## **The Council has made use of available workforce benchmarking and learning to support specific asset decisions and recognises it needs to further strengthen these areas**

- 36 The Council's Annual Report 2020-21 (Annual Review of Performance and Well-being Objectives) references that due to the COVID-19 pandemic, the reporting of the Performance Accountability Measures (PAMs) was suspended, for all councils, for the 2020-21 year. Also, there are very few asset-related PAMs that have been reported in prior years.
- 37 However, there are examples of Council benchmarking which had been undertaken to support particular strategies and projects. For example, the rationale for the proposed actions within the Council's Community Housing Plan initiative, was based on a mix of national and local benchmarking data such as – Housing affordability and average earnings, amongst other metrics.
- 38 The Council no longer captures performance data within its Asset Manager software as this is no longer requested by the Consortium of Local Authorities in Wales (CLAW). However, more routine use of benchmarking data to support the development of its Corporate and Service Asset Management plan would help to strengthen its business planning and self-assessment arrangements.
- 39 Some of the examples where the Council has used evaluation and learning to help shape its approach to how it uses its assets include:
- the development of its Draft Hybrid Working Strategy, which will have a significant impact on the future use of the Council's offices, was extensively consulted on with staff and this learning is shaping the development of the evolving approach.
  - Boosting Ceredigion's Economy – A Strategy for Action 2020-2035 has been developed through detailed consultation, where the results of this learning have been used to identify priorities and shape the strategy.
  - the consultation on its COVID Safe Zones in several key towns and the Use of Space assessment for the Aberystwyth promenade. The Council has told us that both are now helping to shape the future use of space in its town centres.
  - the work undertaken by the Council's Corporate Resources Overview and Scrutiny Committee to consider how assets were acquired and disposed of across the Council resulted in an updated approach to asset management and the establishment of the Council's Asset Development Panel.



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We welcome correspondence and telephone calls in Welsh and English.  
Rydym yn croesawu gohebiaeth a galwadau ffôn yn Gymraeg a Saesneg.

## **Appendix 4**

### **Draft Terms of Reference for the Development Group, Capital Monitoring Group, Corporate Project Management Group and the Asset Development Group.**

#### **Development Group**

##### **Membership**

The Development Group will be chaired by the Leader of the Council together with a cross party group of members(5 members in total), the Chief Executive, Strategic Directors and representatives from services areas.

##### **Key Terms of Reference for the Development Group**

1. To develop a Council Development Plan that provides a strategic basis for taking forward key development programmes that will deliver the Council's Corporate Strategy and improvement priorities.
2. To develop a short, medium Capital Programme that supports development programmes for boosting the economy, for maintaining and improving assets, for modernising schools, for providing appropriate care, health and leisure facilities, for supporting housing provision, to provide better infrastructure, to respond to climate change and environmental needs.
3. To receive papers from services on proposed changes to capital programme schemes and / or new scheme requirements. To identify funding options and recommendations.
4. To consider new major programmes and projects that contribute to the delivery of the Corporate Strategy and other strategies.
5. To receive the Capital Programme Monitoring Report highlighting progress, slippage and any changes.
6. To have delegated authority to proactively manage the approved multi year Capital Programme where this exceeds the delegated authority given to the Capital Monitoring Group and where it falls below the limits required for Cabinet decisions.

##### **Regularity of Meeting and Agendas**

The Development Group will meet every month.

##### **Decision-Making**

Generally recommendation only apart from to manage existing budgets within the Capital Programme within certain tolerances. Reports for decision to be presented to Cabinet.

## **Capital Monitoring Group**

### Membership

The Capital Monitoring Group will be chaired by the Corporate Lead Officer for Finance and be attended by officers from various services areas.

### Key Terms of Reference for the Capital Monitoring Group

1. To monitor the progress of capital schemes in the Council's Capital Programme to ensure accurate and up to date reporting to Cabinet.
2. To monitor the funding side of the Council's Capital Programme.
3. To receive information from services that require the Council's Capital Programme to be revised to take account of new schemes that don't require any Corporate Council Funding e.g. grant funding received and/or revenue contributions for capital expenditure.
4. To ensure capital projects coming forward and approved through the Corporate Project Management Panel are taken account of in the Capital Programme
5. To have delegated authority to proactively manage the approved multi year Capital Programme within predefined parameters (E.g. Allocation of Council funding up to a certain level, management of slippage between years within certain tolerances)

### Regularity of Meeting and Agendas

The Capital Monitoring Group will meet typically every two months, with the frequency to be determined by operational needs (E.g. Frequency may move to monthly at certain points in the year).

### Decision Making

To manage existing budgets within the Capital Programme within certain tolerances. Papers to be presented to Development Group and to Cabinet.

## **Asset Development Group**

### Membership

The Asset Development Group will be chaired by the Corporate Lead Officer for Economy and Regeneration and be attended by officers from various services areas.

### Terms of Reference

1. To prepare an annual Asset Development Property Plan for consideration of the Development Group.
2. To consider development opportunities and prepare business cases for the redevelopment of vacant or underused Council land and/or buildings for consideration by the Development Group.
3. To consider and prepare reports for Development Group on the disposal of assets that are surplus to requirement, where there is a limited business case to redevelop, reuse or retain vacant or underused land and/or buildings.
4. To prepare reports that consider options to optimise the use of space (e.g. pavement licensing, leasing of space, event use) and report to Development Group
5. To prepare reports identifying options for strengthening the Council's portfolio through acquisition and report to Development Group.

#### Regularity of Meeting and Agendas

The Asset Development Group will meet once a month

#### Decision Making

Recommendation Only. Papers to be reported to Development Group for discussion and where appropriate to be reported to Cabinet.

### **Corporate Project Management Group**

#### Membership

The Corporate Project Management Group will be chaired by the Corporate Lead Officer for Economy and Regeneration (or another CLO) and be attended by representatives from various services.

#### Terms of Reference

1. To provide support and guidance to services on good project managements arrangements including advice on finance and procurement, legal and governance, human resource, health and safety, ICT, audit and communication matters.

#### Regularity of Meeting

The Corporate Project Management Group will meet every two weeks.

#### Decision Making

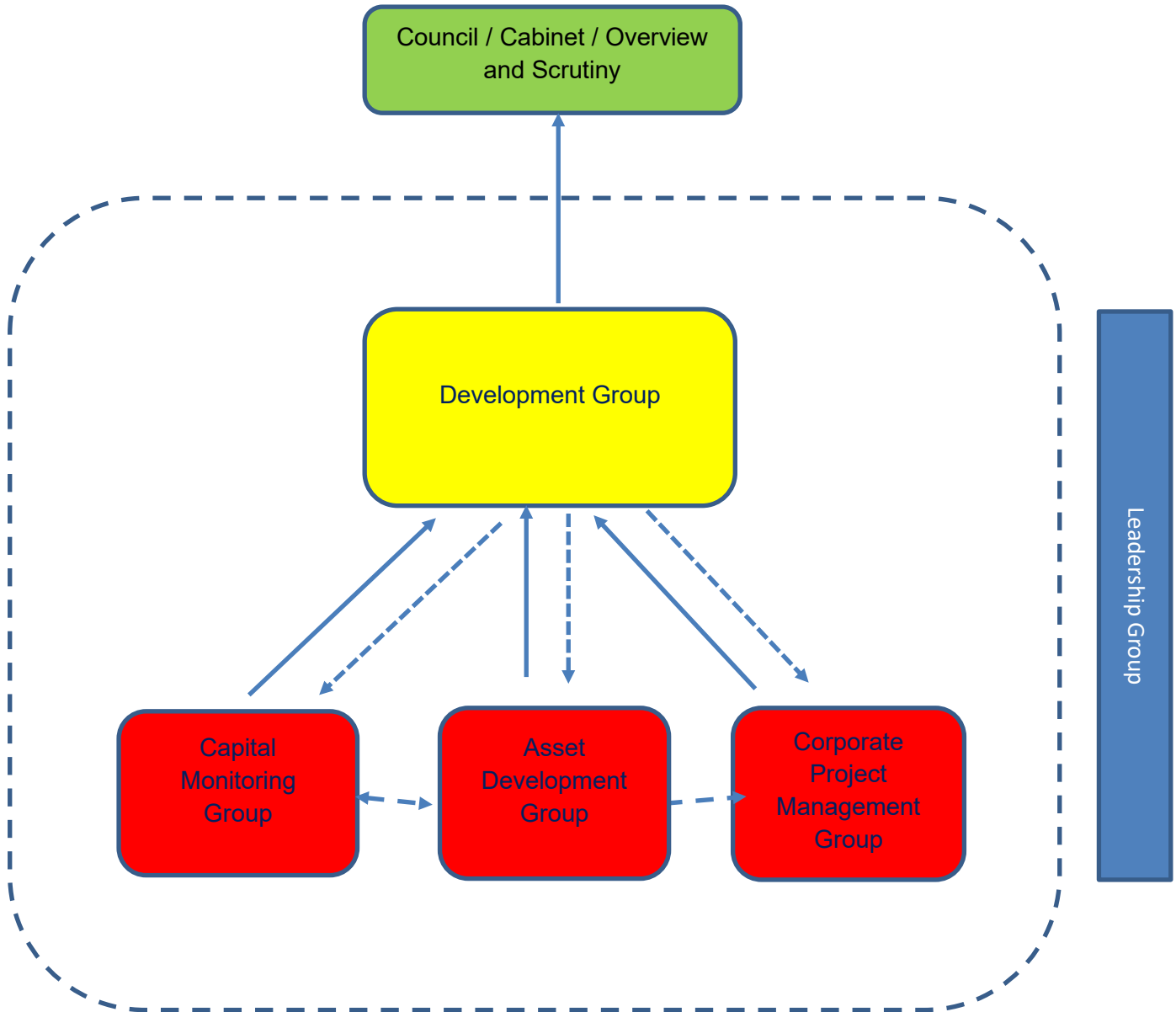
Recommendation Only. Programme and Project Sponsors to report to Development Group and Cabinet as appropriate.

## Reporting

Appendix 1 provides a flowchart showing the inter-dependencies between the groups and reporting lines to Leadership Group and Cabinet, Scrutiny and Council.



### Appendix 1 Flowchart



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## Cyngor Sir CEREDIGION County Council

<b>REPORT TO:</b>	<b>Corporate Resources Overview and Scrutiny Committee</b>
<b>DATE:</b>	<b>19<sup>th</sup> December 2022</b>
<b>LOCATION:</b>	<b>Council Chamber, Penmorfa</b>
<b>TITLE:</b>	<b>Customer Charter</b>
<b>PURPOSE OF REPORT:</b>	<b>To review and recommend the revised Customer Charter</b>
<b>REASON SCRUTINY HAVE REQUESTED THE INFORMATION:</b>	<b>To review and update existing Customer Charter</b>

The Charter outlines the different methods of communicating with the Council, Phone, Electronic (Web, Email), letters and Face to Face. The charter gives the customer indication of when they should expect a reply and ensure that the customer is communicated with in the language and method of their preference.

The Charter gives the customer the assurance that the Council will deal with all equally, in a fair and polite way and keep the citizen informed about its services and events. The Charter welcomes both positive and negative comments about its services and how it can improve.

The revised charter is now in line with the Complaints policy for the number of days to respond to any enquiry.

<b>WELLBEING OF FUTURE GENERATIONS:</b>	<b>Has an Integrated Impact Assessment been completed? If not, please state why</b>	<b>NO- update of existing charter with limited impact to the public</b>
	<b>Summary:</b>	
	<b>Long term:</b>	
	<b>Integration:</b>	
	<b>Collaboration:</b>	
	<b>Involvement:</b>	
	<b>Prevention:</b>	
<b>RECOMMENDATION (S):</b>		

To consult with the Scrutiny members to determine if the targets and goals set in the charter are acceptable and revise accordingly.

**REASON FOR RECOMMENDATION (S):**

To agree on a final version that can be recommended for Cabinet approval

<b>Contact Name:</b>	Arwyn Morris
<b>Designation:</b>	Corporate Lead Officer Customer Contact
<b>Date of Report:</b>	19 <sup>th</sup> December 2022
<b>Acronyms:</b>	

|



# Cyngor Sir CEREDIGION County Council

## Customer Charter

Ceredigion County Council provides a wide range of services and aims to deliver services that are appropriate to Customer needs in a convenient and polite way.

### Responding to Telephones

- It is our expectation that service users will contact the council via the corporate contact centre and when doing so you can expect your call to be answered promptly
- Simple enquiries and requests for service will be dealt with immediately. We may need to transfer you to a specialist, or take a message on your behalf, if your enquiry is complex or needs further information.
- All calls will be answered bilingually, with Welsh and English-speaking Officers available at all times. Each conversation will continue in the caller's preferred language

Please note all calls to the Corporate Contact Centre are recorded for monitoring and training purposes only.

### Responding to Letters, E-mails and Requests for Service via the Web and Social Media

- When you write to the Council, we will acknowledge receiving the request within 2 working days of receipt of the letter (digital correspondence will be auto-acknowledge) and reply in the language and medium of the original correspondence as soon as possible but within a maximum of 14 days of receipt of your request.
- Where a fuller, more complex reply is needed then we will send a letter/email giving indication of when we will provide a full response. We encourage all enquiries to be submitted via the web form available on the council's website <http://www.ceredigion.gov.uk/resident/contact/>, service users will receive a bilingual auto response via email to acknowledge receipt of the enquiry. Our libraries provide free Wi-Fi access to the internet. and public access computers should a service user need additional support to digital services
- To improve efficiency the Council promotes communication, when possible, via its digital services. This will ensure that the information we have is accurate and up to date
- Where possible any requests received through the Council's Corporate Social Media pages will be redirected to the Corporate Contact Centre who will take the necessary action to address the enquiry. The Council's Social Media pages are used for information purposes only and NOT for responding to service requests.

## **Responding to Personal Visits (Face-to-Face)**

- In person visits will only be available at designated buildings and every effort will be made to assist service users with their enquiries
- For complex/specialised enquiries, you may be asked to make an appointment. We will give as much notice as possible if an appointment has to be altered or cancelled.
- We will deal with your enquiry in Welsh or English according to your language preference.
- Opening Hours, details of out-of-hours emergency provision and relevant telephone numbers are published on the Council's Website [www.ceredigion.gov.uk/resident/contact/](http://www.ceredigion.gov.uk/resident/contact/)
- When we visit you, official identification will be shown before entering your premises, and appointments will be arranged in advance.
- When you visit Council buildings you can expect a welcoming environment. We will be polite and courteous and will ensure that we treat everyone equally.

## **Responding to Enquiries**

- As a Council we will provide services through the most efficient access channel for the customer-
- We recognise that quick, simple and straightforward transactions are easily completed online or via the Corporate Contact Centre and therefore we are committed to making this possible for all of the services.
- We recognise that for more in depth and complex issues you may need to have an appointment with the most appropriate officer. Every effort will be made to accommodate this request in a timely manner

## **Standards of Communication**

- All correspondence in relation to an enquiry will be written in plain language, and in the language of the original enquiry.
- The Council has adopted the principle to use a standard font Arial, minimum type size 12 in all correspondence
- However, the Council has a legal and moral responsibility under the Equality Act 2010 to provide any of its documents, leaflets, electronic resources etc. in an alternative format if requested by a service user. Examples of alternative formats are providing a document in large print, braille, audio, easy read or Children and Young People's version.
- The Welsh Language (Wales) Measure 2011 makes Welsh an official language in Wales; this means Welsh language must not be treated any less favourably than the English language, and that persons in Wales should be able to live their lives through the medium of Welsh language if they choose to do so. In accordance with the legislation the Welsh Language Commissioner has set a range of Welsh Language Standards that the Authority must meet in order to provide quality Welsh language services; ensuring that Welsh speakers have access to their services in their language of preference.
- When you contact the Council, we promise to listen. If it takes longer than expected to resolve the matter, we will keep you informed, explaining the reasons why.

## Information and Openness

- We try our best to keep you informed about our services, important events and changes which may affect you. This is done mainly via the Council's website [www.ceredigion.gov.uk](http://www.ceredigion.gov.uk) and its social media. All published documents will be bi-lingual, in line with the Authority's Welsh Language Standards.

## Equal Opportunities

- Ceredigion County Council's Equality policy recognises that people have different needs, requirements and goals. The policy identifies how the Council will work actively to eliminate discrimination, advance equality of opportunity and foster good relations between different people when carrying out its activities. Equality considerations are built into the design of policies and the delivery of services and are kept under review.
- In accordance with the Welsh Language Standards, Section 44 Welsh Language (Wales) Measure 2011, Ceredigion County Council has adopted the principle that it will treat the Welsh and English languages on the basis of equality. Welsh and English are the Council's official languages, and they have the same status and validity in the Council's administration and work.

## The Authority welcomes positive or negative comments on its services

- If you are unhappy with a service you have received from the Council or want to tell us about something we have done well, we want to know. The Council has a very clear and consistent complaints and compliments policy, available on the Council's website [www.ceredigion.gov.uk/your-council/comments-compliments-and-complaints/](http://www.ceredigion.gov.uk/your-council/comments-compliments-and-complaints/)
- All Complaints will be dealt with in accordance with the relevant policies and procedures and further advice is available from the Complaints and FOI service

## Contact Us

The Customer Service Centres (located at Aberystwyth, Aberaeron, Lampeter, and Cardigan) are open Monday to Friday.

Contact Centre telephone numbers

General Enquiries 01545 570881

Email Enquiries [clic@ceredigion.gov.uk](mailto:clic@ceredigion.gov.uk)

Visit us at [www.ceredigion.gov.uk](http://www.ceredigion.gov.uk) where you will find a wide range of our services available online.

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## **Cyngor Sir CEREDIGION County Council**

<b>REPORT TO:</b>	<b>Corporate Resources Overview and Scrutiny Committee</b>
<b>DATE:</b>	<b>19 December 2022</b>
<b>LOCATION:</b>	<b>Hybrid</b>
<b>TITLE:</b>	<b>Draft Forward Work Programme 2022/23</b>
<b>PURPOSE OF REPORT:</b>	<b>Review the current work programme of the Committee</b>
<b>REASON SCRUTINY HAVE REQUESTED THE INFORMATION:</b>	<b>The forward work programme of the Committee is reviewed and updated at each meeting</b>
<b>BACKGROUND:</b>	

Overview and Scrutiny Committees oversee the work of the Council to make sure that it delivers services in the best way and for the benefit of the local community.

The role of Overview and Scrutiny is to look at the services and issues that affect people in Ceredigion. The process provides the opportunity for Councillors to examine the various functions of the council, to ask questions on how decisions have been made, to consider whether service improvements can be put in place and to make recommendations to this effect.

Scrutiny plays an essential role in promoting accountability, efficiency and effectiveness in the Council's decision making process and the way in which it delivers services.

The main roles of the Overview and Scrutiny Committees:

- Holding the cabinet and officers as decision-makers to account
- Being a 'critical friend', through questioning how decisions have been made to provide a 'check and balance' to decision makers, adding legitimacy to the decision making process
- Undertaking reviews of council services and policy
- Undertaking reviews to develop council services and policies
- Considering any other matter that affects the county
- Ensuring that Ceredigion is performing to the best of its ability and delivering high quality services to its citizens
- Assessing the impact of the Council's policies on local communities and recommending improvement
- Engaging with the public to develop citizen centred policies and services

Effective Overview and Scrutiny can lead to:

- Better decision making
- Improved Service Delivery and Performance
- Robust Policy Development arising from public consultation and input of independent expertise
- Enhanced Democracy, Inclusiveness, Community Leadership and Engagement
- Adds a clear dimension of transparency and accountability to the political workings of the Council
- Provides an opportunity for all Members to develop specialist skills and knowledge that can benefit future policy making and performance monitoring processes
- Creates a culture of evidence based self-challenge

## **CURRENT SITUATION:**

### **Questions to consider when choosing topics**

- Is there a clear objective for examining this topic?
- Are you likely to achieve a desired outcome?
- What are the likely benefits to the Council and the citizens of Ceredigion?
- Is the issue significant?
- Are there links to the Corporate Strategy
- Is it a key issue to the public?
- Have the issues been raised by external audit?
- Is it a poor performing service?

### **Choosing topics**

Overview and Scrutiny Committees should consider information from the Corporate Strategy, the Corporate Risk Register, budget savings – proposals and impact, Quarterly Corporate Performance Management panel meetings and departmental input in choosing topics and designing their Forward Work Programmes, as well as any continuing work.

## **RECOMMENDATION (S):**

To review and update the current Forward Work Programme.

<b>Contact Name:</b>	Dwynwen Jones
<b>Designation:</b>	Overview and Scrutiny Officer
<b>Date of Report:</b>	12 December 2022
<b>Acronyms:</b>	FWP – Forward Work Programme

Committee	Item (description/title)	Invited Speakers	Purpose i.e. monitoring, policy, recommendation
<b>Corporate Resources</b>			
21 June 2022	Draft Hybrid Working Strategy and Interim Hybrid Working Policy  Corporate Bonds and Sureties Policy		
3 October 2022	A.M.  County Farms update  Report on Empty Properties/Buildings  P.M.  Complaints, Compliments and FOI Annual Report		

	<p>Engagement and Participation Strategy – Talking, Listening and Working Together</p> <p>Tackling Hardship Strategy</p> <p>Victim Support Hate Crime</p>	<p>Marie-Neige Hadfield</p> <p>Cathryn Morgan</p>	<p>Cabinet 1.11.22</p> <p>Cabinet 4.10.22</p>
19 December 2022	<p>Coroner Report</p> <p>Report regarding purchase of car park for £600,000 at Cardigan.</p> <p>Development Group and Other Supporting Groups</p> <p>Revised Customer Services Charter</p>	<p>Elin Prysor</p> <p>Russell Hughes-Pickering</p> <p>Russell Hughes-Pickering</p> <p>Arwyn Morris</p>	

17 February 2023 1.30pm	Budget preparation		
13 March 2023	<p>Council Tax Second Homes Premium</p> <p>Update on the Asset Development Programme</p> <p>Work/Life Balance Policy</p> <p>An update report on the number of desks booked at Penmorfa and Canolfan Rheidol for staff since its introduction, and if there was sufficient space during the winter months to cater for staff who wished to work in an office due to the increased cost of living</p>	<p>James Starbuck</p> <p>Jo Shaw</p> <p>Geraint Edwards</p> <p>TBC</p>	
Future meetings	<ul style="list-style-type: none"> <li>• Update on Clic</li> <li>• Update on SMART towns in the future</li> <li>• Update on Digital Connectivity when new Officer in role.</li> <li>• The efficiency of ICT and software within the Authority – on risk register.</li> </ul>		



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## **Minutes of the Meeting of CORPORATE RESOURCES OVERVIEW AND SCRUTINY COMMITTEE**

**held Hybrid - Neuadd Cyngor Ceredigion, Penmorfa, Aberaeron / remotely via video conference on Monday, 03 October 2022**

**PRESENT;** Councillor Rhodri Evans (Chair), Councillors Councillor Rhodri Evans (Chair), Councillors Euros Davies, Ifan Davies, Elaine Evans, Eryl Evans, Geraint Wyn Hughes, Hugh R M Hughes, Ceris Jones, Caryl Roberts

**Also in attendance:** Councillors Bryan Davies, Leader of the Council, Catrin M S Davies, Clive Davies and Matthew Vaux (Cabinet Members) together with Councillor Wyn Evans and Gareth Lloyd

**Officers in attendance:** Mr Russell Hughes-Pickering , Corporate Lead Officer – Economy & Regeneration, Mr Arwyn Davies, Corporate Manager – Growth and Enterprise, Mr Andrew Harries- Estates Officer, Mrs Joanna Shaw, Project Development & Conservation Officer, Mr Alun Williams – Corporate Lead Officer – Policy, Performance and Public Protection, Mrs Diana Davies, Corporate Manager- Partnerships & Performance, Ms Marie Neige-Hadfield, Corporate Complaints and Freedom of Information Officer, Ms Kay Howells, Community Cohesion Co-ordinator Mid and South West, Ms Cathryn Morgan, Equalities and Inclusion Manager, Mrs Dwynwen Jones- Scrutiny Support Officer, Mrs Nia Jones, Corporate Manager- Democratic Services and Mrs Dana Jones, Democratic and Services Officer

(10:00am-12:30pm & 1:30pm- 2:55pm)

### **1 Apologies**

Councillor Endaf Edwards and Carl Worrall apologised for their inability to attend the meeting.

### **2 Disclosures of personal/prejudicial Interest**

Councillor Caryl Roberts declared a personal interest in item 3 on the agenda.

Councillor Ifan Davies declared a personal interest in item 3 on the agenda.

Councillor Wyn Evans declared a personal interest in item 3 on the agenda.

### **3 County Farms Update**

Consideration was given to the County Farms update. The following information was provided:

- Introduction
- The County Council Farm Estate

- Previous Conclusions
- Current issues on the Council Farm Estate
- Approach for future tendencies

It was reported that the new Pollution control regulations were likely to place further challenges on the viability of the County Farm structure. Further work was required to understand the extent of the challenge. This paper sets out the latest progress, options for projects involving the Council farm network to inform the discussion and enable Scrutiny Committee to give feedback into the process.

Following discussion and questions from the floor, it was agreed that a Task and Finish group would be established to consider specific issues within the County Farms in depth and report back to the Committee accordingly. The Scrutiny Support Officer to circulate an email to all Members of the Committee requesting if they wished to be a member of that group. Consideration should also be given to a timescale to complete this work.

#### **4 Asset Development/Empty Properties report**

Consideration was given to the Asset Development/Empty Properties report. The following information was presented:-

- BACKGROUND: Strategic Context & *Approach and Resources*
- Work since March 2020
- Demand
- Empty Properties Action plan
- Future workstreams- Strategic Projects, Re-balancing of assets, *Disposal / Development of assets. Assessment of priorities.*

Following questions from the floor, it was AGREED

- (i) to note the report for information;
- (ii) to retain the Asset Panel;
- (iii) that a report on the purchase of the Cardigan car park be presented at the December meeting;
- (iv) a progress report upon the work going forward on Assets of the Council be presented to a future meeting, and
- (v) to consider an outside agent to sell the Council Assets in order to gain a greater audience of purchasers

#### **5 Complaints/Compliments and Freedom of Information Annual Report 2021-2022**

Consideration was given to the Annual Report of Compliments, Complaints and Freedom of Information (2021-2022). The report had been presented in order to provide the Governance and Audit Committee with a comprehensive overview of the Compliments, Complaints and Freedom of Information (FOI) activity (including Environmental Information Regulations - EIR) received by the Authority during 2021 - 2022. This report also provided information about

complaints referred to the Public Services Ombudsman for Wales during the reporting period.

It was AGREED

(i) to note and endorse the contents of the Annual Report of Compliments, Complaints and Freedom of Information Activity – 2021/2022 and note the Ombudsman’s Annual Letter for 2021-2022; and

(ii) that greater detail in Section 4 on lessons learnt be provided in the next report

## **6 Victim Support Hate Crime**

Consideration was given to the Victim Support Hate Crime report. It was stated that Victim Support developed a Hate Crime Charter for organisations to sign up to, to create a network of allies to support its work with victims, and to raise awareness of Hate crime and methods of reporting across Wales.

Hate crime can have a devastating effect on victims and the charity had seen a stark increase in demand for its hate crime support services, up to 70%, during the pandemic. This rise was driven largely as a result of racial and homophobic related incidences. In response to this rise in demand, Victim Support launched the Hate Crime Charter, which commits organisations to deliver rights for victims, as well as supporting them in identifying and reporting hate related crimes and incidences.

It was reported that Ceredigion County Council were already committed to raise awareness of Hate Crime and how to report it. Work undertaken through the Community Cohesion team and many council departments underpins a desire to ensure that hate crime is not acceptable, that people understand what hate crimes were, and what action victims, bystanders and communities should take when they happen. Signing the Victim Support Hate Crime Charter would consolidate the good work already undertaken by the local authority and provided a framework to ensure that a full commitment at all levels of the organisation is achieved. No person in Ceredigion should have to tolerate prejudice or hate crime.

Currently, organisations that adopt the charter were committing to ensuring that staff and volunteers are all expected to abide by the charter's promises whenever they come into contact with those affected by hate crime and work to build strong and inclusive communities. Organisations would also be required to undertake some key actions related to Hate Crime Awareness. These were not prescribed and could be developed in appropriate ways according to the needs of the organisation and the communities they serve. Examples of the work that organisations who sign the Charter were provided.

It was reported that the next steps if Ceredigion County Council chose to sign up to the Charter was that a meeting would be set up with Victim

Support to discuss relevant steps. Some organisations had focused on staff training, some on dissemination of information, others on a mixture of the two. Upon becoming an 'active' partner, organisations are able to use the Trustmark on their websites, promotional materials etc.

It was AGREED to recommend to Cabinet that the County Council sign up to commitments listed in the Victim support Hate Crime Charter.

## **7 Tackling Hardship Strategy**

Consideration was given to the report upon Tackling Hardship Strategy. The report sets out the steps taken by Ceredigion Public Services Board (PSB) to provide a co-ordinated response to the increased risk of hardship in Ceredigion due to the impact of Covid-19. Progress was monitored by the PSB Poverty sub-group. It had been agreed that the Tackling Hardships Strategy 2020-22 be extended to 2023 to bring it into line with CeredigionPSB Local Well-being Plan which comes to an end in 2023.

Three key objectives of Ceredigion Tackling Hardship Strategy were:-

- To develop a shared understanding with partner agencies of the evolving impact of COVID-19 on hardship in Ceredigion through the collation and analysis of data.
- To co-ordinate and consolidate collaborative efforts with partner agencies in order to promote and take advantage of all available help and assistance
- To identify gaps in support and evolving hardship needs in order to develop early effective intervention that will strengthen individual and community resilience as we adjust to the impact of COVID-19.
- A progress report on this strategy was reported annually, measuring the Red, Amber, Green status of actions that were under the responsibility of the PSB Poverty Sub-group. The Action Plan was divided into three separate pillars: Essential living costs. Physical and emotional well-being and Community resilience

Any update was provided on the currently, progress together with the conclusions and findings of the Tackling Hardship action plan report; and that the next steps were to:-

- Continue to develop the data dashboards to ensure that the Council had a shared understanding of the evolving impact of hardship in Ceredigion.
- Review the list of partners that contribute to the action plan.
- It was anticipated that poverty levels would continue to rise in Ceredigion, but because of the rising cost of living rather than the direct impact of Covid. This was likely to require a change of focus and the action plan would be reviewed to reflect this.
- Ensure that the work of this sub-group feeds into the Local Well-being Plan 2023-28.

Following questions from the floor, it was AGREED to note and endorse the Tackling Hardship Plan

**8 Engagement and Participation Strategy - Talking, Listening and Working Together**

Consideration was given to the 'Talking, Listening and Working Together', Ceredigion County Council's Engagement and Participation Policy that sets out the corporate approach to engagement and participation with the people of Ceredigion. The Committee considered the previous draft Policy on the 14th October 2021 and it was approved for public consultation during the winter period that year. However, the consultation was delayed due to the requirements of Part 3, section 41 of the Local Government and Elections (Wales) Act 2021, pertaining to consultation and review of the Council's Public Participation Strategy.

The draft Engagement Policy was subsequently revised to include Participation and presented to Cabinet in July 2022. Cabinet agreed public consultation during Summer 2022. The final policy had been revised to reflect the findings.

Following discussion and consideration of the policy, Members agreed the following and recommend that Cabinet:

Receive and endorse the Engagement and Participation Policy – Talking, Listening and Working Together.

**9 To confirm minutes of the previous meeting and to consider any matters arising from those Minutes.**

It was agreed to confirm the minutes of the meeting of the previous meeting as a true record.

**10 To consider the Forward Work Plan 2022/2023**

It was AGREED to note the content of the Forward Work Plan 2022/23 subject the following being presented :-

- A report upon the purchase of Cardigan car park be provided at the December meeting
- A report on the Premium tax on second homes be presented at a future meeting
- At the December meeting specific questions in relation to concerns regarding the Clic service be collated from members of the Committee in order for the officer to address them at the following meeting
- An update report on the number of desks booked at Penmorfa and Canolfan Rheidol for staff since its introduction, and if there was sufficient space during the winter months to cater for staff who wished to work in an office due to the increased cost of living

**Confirmed at the Meeting of the Corporate Resources Overview and Scrutiny Committee held on 19 December 2022**

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

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