

# Public Document Pack



Neuadd Cyngor Ceredigion, Penmorfa,  
Aberaeron, Ceredigion SA46 0PA  
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30 August 2023

Dear Sir/Madam

I write to inform you that a Meeting of Cabinet will be held at the Council Chamber, Neuadd Cyngor Ceredigion, Penmorfa, Aberaeron and remotely via video conference on Tuesday, 5 September 2023 at 10.00am for the transaction of the following business:

1. **Apologies**
2. **Personal matters**
3. **Disclosure of Personal/ Prejudicial Interests**
4. **To confirm as a true record the Minutes of the previous Meeting of the Cabinet and any matters arising from those Minutes FOR DECISION (Pages 5 - 12)**
5. **Any petitions received**
6. **Reports of any decisions (if any) having been called in from Overview and Scrutiny Committee**
7. **Any feedback from Overview and Scrutiny Committee not otherwise on the agenda (Pages 13 - 18)**
  - a) Feedback from the Thriving Communities Overview and Scrutiny Committee on the Proposal for 2 hours of free parking before 11am at Council Operated Pay and Display Car Parks
  - b) Feedback from the Healthier Communities Overview and Scrutiny Committee on Recruitment Challenges in Through Age Wellbeing Services
  - c) Feedback from the Learning Communities Overview and Scrutiny Committee in relation to 'Y Dyfodol', Cellan

8. **To consider the report of the Corporate Lead Officer for People and Organisation upon the Review of Hybrid Working arrangements including feedback from the Overview and Scrutiny Committee  
FOR DECISION (Pages 19 - 34)**
9. **To consider the report of the Corporate Lead Officer for People and Organisation upon the Menopause Policy including feedback from the Overview and Scrutiny Committee  
FOR DECISION (Pages 35 - 62)**
10. **To consider the report of the Corporate Lead Officer for People and Organisation upon the Workforce Plan 2023-2028 including feedback from the Overview and Scrutiny Committee  
FOR DECISION (Pages 63 - 110)**
11. **To consider the report of the Corporate Lead Officer for Highways and Environmental Services upon the Ceredigion County Council (Prohibition and Restriction of Waiting and Loading and Unloading) Order 2019 (Morgan Street, Cardigan) (Amendment Order No. 8) 2023  
FOR DECISION (Pages 111 - 136)**
12. **To consider the report of the Corporate Lead Officer for Policy, Performance and Public Protection upon the Public Space Protection Orders (PSPOs)  
FOR DECISION (Pages 137 - 170)**
13. **To consider the report of the Corporate Lead Officer for Policy, Performance and Public Protection upon the Public Space Protection Order – Borth Beach  
FOR DECISION (Pages 171 - 284)**
14. **To consider the report of the Corporate Lead Officer for Democratic Services upon the Polling District and Places Review 2023  
FOR DECISION (Pages 285 - 290)**
15. **To consider the report of the Corporate Lead Officer for Finance and Procurement upon the Medium-Term Financial Strategy including feedback from the Overview and Scrutiny Committee  
FOR DECISION (Pages 291 - 326)**
16. **To consider the report of the Corporate Lead Officer for Finance and Procurement upon the 2023/24 Controllable Revenue Budget - Financial Performance  
FOR DECISION (Pages 327 - 350)**
17. **To consider the report of the Corporate Lead Officer for Finance and Procurement upon the Council Tax Premiums applicable to Long Term Empty Properties and Second Homes in Ceredigion  
FOR DECISION (Pages 351 - 356)**

18. **To note the report of the Corporate Lead Officer for Finance and Procurement upon the Quarter 1 Capital Programme Monitoring Report  
FOR INFORMATION (Pages 357 - 364)**
19. **To note the report of the Corporate Lead Officer for Finance and Procurement upon the Quarterly Treasury Management Performance Report 2023/24  
FOR INFORMATION (Pages 365 - 372)**
20. **Any other matter the Chairman decides is for the urgent attention of the Cabinet**

Members are reminded to sign the Attendance Register.

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

Yours faithfully



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

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

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# Public Document Pack Agenda Item 4

Notice of the Decisions of the **Meeting of the Cabinet** held at the Council Chamber, Neuadd Cyngor Ceredigion, Penmorfa, Aberaeron and remotely on **Tuesday, 4 July 2023**

This Notice is published at 5.00pm on Thursday, 6 July 2023. Requests to call-in any decision to be delivered to the Head of Democratic Services by 5.00pm on Thursday, 13 July 2023. The decisions will come into force (if no valid call-in application is received) on Friday, 14 July 2023.

**PRESENT:** Councillor Bryan Davies (Chair), Councillors Catrin M S. Davies, Clive Davies, Gareth Davies, Keith Henson, Wyn Thomas, Matthew Vaux and Alun Williams.

**ALSO IN ATTENDANCE:** Councillors Euros Davies, Ifan Davies, Meirion Davies, Endaf Edwards, Elizabeth Evans, Eryl Evans, Gwyn Wigley Evans, Rhodri Evans, Wyn Evans, Hugh Hughes, Maldwyn Lewis, Gareth Lloyd, Sian Maehrlein and Caryl Roberts.

(10.00am - 1.31pm)

## **23 Apologies**

No apologies were received.

## **24 Personal matters**

- i. Condolences were extended to the family and colleagues of Dyfed Powys Police Inspector Gareth Earp on his recent passing.
- ii. Condolences were also extended to the family of Dr Llŷr Roberts, academic and Secretary of the National Eisteddfod on his recent passing.
- iii. Congratulations were extended to all involved with the Talwrn y Beirdd competition arranged for the local authority's secondary schools held recently during Gŵyl Fawr Aberteifi.
- iv. Congratulations were extended to Ysgol Llanfihangel-y-Creuddyn who celebrated 185 years this year.
- v. Congratulations were extended to Kay Morris and Eryl Jones for organising a successful robotics workshop for over 300 pupils.
- vi. Congratulations were extended to the organisers of Gŵyl Fawr Aberteifi on hosting a successful festival and to Councillor Maldwyn Lewis, Chairman of the Council as the Eisteddfod's President.
- vii. Congratulations were also extended to Mia Lloyd on being selected to represent Team Wales at the Commonwealth Youth Games held in Trinidad and Tobago in August.
- viii. Best wishes were extended to Marc Chapple, Project Manager- Coastal Defence Scheme on his retirement following 43 years of service to the County Council in Ceredigion.

## **25 Disclosure of Personal/ Prejudicial Interests**

- i. Councillor Keith Henson declared a personal interest in relation to item 30.
- ii. Councillor Rhodri Evans declared a personal interest in relation to item 30, 35, 36 and 37.

iii. Councillor Maldwyn Lewis declared a personal and prejudicial interest in relation to item 39, 43 and 45 and left the meeting before the matters were discussed.

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

To confirm as a true record the Minutes of the previous Meeting of the Cabinet held on 6 June 2023.

Matters arising: There were no matters arising from the minutes.

**27 Any petitions received**

None.

**28 Reports of any decisions (if any) having been called in from Overview and Scrutiny Committee**

None.

**29 Any feedback from Overview and Scrutiny Committee not otherwise on the agenda**

a) Feedback from the Corporate Resources Overview and Scrutiny Committee on Digital Connectivity.

Cabinet noted the report.

**30 To consider the report of the Corporate Lead Officer for Porth Gofal upon the Care Home Provision at Hafan y Waun in Aberystwyth**

DECISION:

1. To note the contents of the report.
2. To acknowledge and note the Commercial Matters (including Financial and Legal Due Diligence) contained within Appendix 1 (EXEMPT Item).
3. To authorise Officers to proceed with the proposed Phase 1 approach, which includes 'To plan and execute the transition of Hafan y Waun Care Home from MHA to Council ownership including an agreed managed leasehold transfer at the earliest practical opportunity, and including the completion of all necessary legal agreements to achieve this'.
4. To authorise Officers to undertake and implement development work in relation to the proposed Phase 2 approach.

*Reason for the decision:*

To safeguard the immediate future of Hafan y Waun Care Home and to allow Officers to proceed as outlined in the report.

**31 EXEMPT ITEM**

The report relating to item 31 on the agenda, Appendix 1, is not for publication as it contains exempt information as defined in paragraph 14 and 15 of Part 4 of Schedule 12A to the Local Government Act 1972 as amended by the Local Government (Access to information) (Variation) (Wales) Order 2007. If, following the application of the Public Interest Test, the Council resolves to consider this item in private, the public and press will be excluded

from the meeting during such consideration, in accordance with Section 100B(2) of the Act.

Members were requested, when dealing with the item, to consider whether to exclude the public and press from the Meeting.

DECISION:

Not to exclude the public and press from the meeting.

*Reason for the decision:*

The document was not discussed in public.

**32 To consider the report of the Corporate Lead Officer for Porth Gofal upon the Dynamic Purchasing System for Domiciliary Care**

DECISION:

To agree to award places on the Dynamic Purchasing System to the providers that have been successful, subject to 10-day statutory standstill period.

*Reason for the decision:*

To ensure that domiciliary care services are in place to meet assessed care and support needs, in accordance with the Council's statutory obligations.

**33 EXEMPT ITEM**

The report relating to item 33 on the agenda, Appendix A, is not for publication as it contains exempt information as defined in paragraph 14 of Part 4 of Schedule 12A to the Local Government Act 1972 as amended by the Local Government (Access to information) (Variation) (Wales) Order 2007. If, following the application of the Public Interest Test, the Council resolves to consider this item in private, the public and press will be excluded from the meeting during such consideration, in accordance with Section 100B(2) of the Act.

Members were requested, when dealing with the item, to consider whether to exclude the public and press from the Meeting.

DECISION:

Not to exclude the public and press from the meeting.

*Reason for the decision:*

The document was not discussed in public.

**34 To consider the report of the Corporate Lead Officer for Porth Cynnal upon the National Collaborative Arrangements for Welsh (local authority) Adoption and Fostering services including feedback from the Overview and Scrutiny Committee**

DECISION:

- i. To agree that Ceredigion County Council sign the Joint Committee Agreement for the National Adoption Service and Foster Wales.
- ii. To note the feedback from the Healthier Communities Overview and Scrutiny Committee.

*Reason for the decision:*

Agreeing these proposals and signing the Joint Committee Agreement will put the Ceredigion County Council's cooperation in these collaborative arrangements on a formal basis as well as clarifying roles and responsibilities for the hosting of and delivery of national functions which support and enable local authority delivery of their adoption and fostering responsibilities.

**35 To consider the report of the Corporate Lead Officer for Schools upon the work and impact of the Mid Wales Education Partners (MWEP) including feedback from the Overview and Scrutiny Committee**

**DECISION:**

- i. To agree the Memorandum of Understanding for the period 2023 – 2026 (Appendix A).
- ii. To note the feedback from the Learning Communities Overview and Scrutiny Committee.

*Reason for the decision:*

To ensure strong collaboration between Ceredigion and Powys Local Authorities in the areas outlined within the Memorandum of Understanding for the period 2023 – 2026.

**36 To consider the report of the Corporate Lead Officer for Schools upon the Transition Guidance for Settings and Schools- an inclusive model of Support including feedback from the Overview and Scrutiny Committee**

**DECISION:**

- i. To agree to adopt the content of the transition guidance for Ceredigion schools and settings.
- ii. To note the feedback from the Learning Communities Overview and Scrutiny Committee.

*Reason for the decision:*

- i. To comply with the ALN Transformation requirements. The document will ensure that transition arrangements across Ceredigion are consistently inclusive and of the highest standard.
- ii. To develop a consistent implementation and smooth transition for children and young people throughout their educational career and into adulthood, enabling them to reach their potential.

**37 To consider the report of the Corporate Lead Officer for Schools upon the School Admissions Policy 2024/2025**

**DECISION:**

To accept the Policy for the admission of pupils for 2024/2025.

*Reason for the decision:*

To have a policy in place for 2024/2025.



**38 To consider the report of the Corporate Lead Officer for Schools upon the LA Representative on Governing Bodies**

**DECISION:**

To confirm the nominations outlined in the report as LA representatives on the Governing Bodies of the relevant School.

*Reason for the decision:*

To nominate representatives of the LA on Governing Bodies.

**39 To consider the report of the Corporate Lead Officer for Legal and Governance upon the Revised Coroner Pay Arrangements 2023/24**

**DECISION:**

To approve the following Senior Coroner and Assistant Coroner pay rates for 2023/24 in accordance with JNC Circular 68:

1) Senior part-time Coroner:

- i) Retention Salary of £22,200 p/a to cover retention/out of hours service availability from 1st April 2023 to 31st March 2024.
- ii) Using the agreed daily rate of £489 to pay the Coroner an annual salary of £12,225 (@25 days pa including training days from 1st April 2023 to 31st March 2024.  
Total: £34,425 per annum (plus on-costs).

2) Assistant Coroner:

full day: £417;  
half day: £209.

*Reason for the decision:*

Compliance with relevant legislation and JNC Circulars, mitigation of challenge and safeguarding public funds.

**40 To consider the report of the Corporate Lead Officer for Highways and Environmental Services upon the Ceredigion Harbours Management Policy Consultation**

**DECISION:**

To approve the commencement of a Public Consultation process.

*Reason for the decision:*

To ensure that the Council's Ceredigion Harbour Management Policy is fit for purpose.

**41 To consider the report of the Corporate Lead Officer for Highways and Environmental Services upon the Aberaeron Coastal Defence Scheme**

**DECISION:**

- 1) To note the report and the officer discussions still underway with WG.
- 2) In the event of officer discussions with Welsh Government being successful and grant approval being received following their approval of the Full Business Case, that formal discussion be entered into with the preferred contractor with a view to awarding a contract to a maximum value as outlined in their tender submission.

- 3) To delegate authority to formally award and sign off the tender acceptance for the Aberaeron Coastal Defence scheme contract to the Cabinet Members for Highways & Environmental Services and Finance & Procurement, in consultation with the Corporate Lead Officers for Highways & Environmental Services and Finance & Procurement.
- 4) To note that, on the assumption that WG FBC approval is achieved, there will be a requirement for up to an additional c£550k of Council matched funding which will be reflected in the Multi Year Capital Programme.

*Reason for the decision:*

To enable construction of the Aberaeron Coastal Defence Scheme to proceed at the earliest opportunity once FBC approval has been received and WG grant funding has been confirmed.

**42 EXEMPT ITEM**

The report relating to item 42 on the agenda, Appendix A, is not for publication as it contains exempt information as defined in paragraph 14 of Part 4 of Schedule 12A to the Local Government Act 1972 as amended by the Local Government (Access to information) (Variation) (Wales) Order 2007. If, following the application of the Public Interest Test, the Council resolves to consider this item in private, the public and press will be excluded from the meeting during such consideration, in accordance with Section 100B(2) of the Act.

Members were requested, when dealing with the item, to consider whether to exclude the public and press from the Meeting.

**DECISION:**

Not to exclude the public and press from the meeting.

*Reason for the decision:*

The document was not discussed in public.

**43 To note the report of the Corporate Lead Officer for Highways and Environmental Services upon the Public Bus Services update including the recent procurement exercise**

Cabinet noted the report.

**44 EXEMPT ITEM**

The report relating to item 44 on the agenda, Appendix 1, is not for publication as it contains exempt information as defined in paragraph 14 of Part 4 of Schedule 12A to the Local Government Act 1972 as amended by the Local Government (Access to information) (Variation) (Wales) Order 2007. If, following the application of the Public Interest Test, the Council resolves to consider this item in private, the public and press will be excluded from the meeting during such consideration, in accordance with Section 100B(2) of the Act.

Members were requested, when dealing with the item, to consider whether to exclude the public and press from the Meeting.

DECISION:

Not to exclude the public and press from the meeting.

*Reason for the decision:*

The document was not discussed in public.

**45 To consider the report of the Corporate Lead Officer for Highways and Environmental Services upon the Tenders for the 526, 585 and 588 Local Bus Services**

DECISION:

To approve the award of the contracts to the successful bidders.

*Reason for the decision:*

To enable the services to continue to operate as of 1 September 2023.

**46 EXEMPT ITEM**

The report relating to item 46 on the agenda, Appendix 1, is not for publication as it contains exempt information as defined in paragraph 14 of Part 4 of Schedule 12A to the Local Government Act 1972 as amended by the Local Government (Access to information) (Variation) (Wales) Order 2007. If, following the application of the Public Interest Test, the Council resolves to consider this item in private, the public and press will be excluded from the meeting during such consideration, in accordance with Section 100B(2) of the Act.

Members were requested, when dealing with the item, to consider whether to exclude the public and press from the Meeting.

DECISION:

Not to exclude the public and press from the meeting.

*Reason for the decision:*

The document was not discussed in public.

**47 To note the report of the Corporate Lead Officer for Finance and Procurement upon the Capital Programme Outturn Report**

Cabinet noted the report.

**48 To consider the report of the Corporate Lead Officer for Finance and Procurement upon the Multi Year Capital Programme - 2023/24 to 2025/26**

DECISION:

To approve the revised Multi Year Capital Programme for 2023/24 to 2025/26, as outlined in Appendix A.

*Reason for the decision:*

To approve the latest Multi-Year Capital Programme.

**49 To note the report of the Corporate Lead Officer for Finance and Procurement upon the 2022/23 Controllable Revenue Outturn**

Cabinet noted the report.

- 50 **To note the report of the Corporate Lead Officer for Finance and Procurement upon the Treasury Management Performance for 2022/23**  
Cabinet noted the report.
- 51 **To note the report of the Corporate Lead Officer for Finance and Procurement upon the Grants Awarded under the Ceredigion Community Grants Scheme / Welsh Church Fund**  
Cabinet noted the report.
- 52 **To note the report of the Corporate Lead Officer for Porth Cymorth Cynnar upon the Ceredigion Youth Council Meeting Minutes (17.03.23)**  
Cabinet noted the report.
- 53 **To note the report of the Corporate Lead Officer for Policy, Performance and Public Protection upon the Engagement and Participation Policy Annual Report 2022-2023 including feedback from the Overview and Scrutiny Committee**  
Cabinet noted the report and agreed the recommendations from the Corporate Resources Overview and Scrutiny Committee:
- that all engagement exercises participants should receive the outcome results;
  - that a 6-month monitoring update report is presented to the Corporate Resources Overview and Scrutiny Committee at its December meeting.
- 54 **Addendum- To consider the report of the Corporate Lead Officer for Porth Cynnal upon the Consideration of a medium-term approach to commissioning a Managed Team service for the Planned Care Team, Porth Cynnal to ensure there is sufficient capacity to deliver a safe and viable service in line with the Council's statutory safeguarding duties**  
DECISION:
1. To note the advice of the Corporate Lead Officer - Porth Cynnal, which is that the time has come to decide to continue to deliver a safe service to children and their families through the deployment of a Managed Team over a longer of period of time.
  2. To authorise Officers to proceed to commission, via an appropriate procurement process, a suitable qualified Managed Team service to undertake child protection duties, as outlined in the report.
- 55 **Any other matter the Chairman decides is for the urgent attention of the Cabinet**  
The Leader and Eifion Evans, Chief Executive extended their thanks to Audrey Somerton-Edwards, Interim Corporate Lead Officer: Porth Cynnal as she leaves her role with the authority. She was thanked for her excellent work and wished well for the future.

**Confirmed at the Meeting of the Cabinet held on 5 September 2023**

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

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

## Cyngor Sir CEREDIGION County Council

<b>REPORT TO:</b>	<b>Cabinet</b>
<b>DATE:</b>	<b>5 September 2023</b>
<b>LOCATION:</b>	<b>Hybrid - Neuadd Cyngor Ceredigion, Penmorfa, Aberaeron and remotely via video conference</b>
<b>TITLE:</b>	<b>Feedback from the Thriving Communities Overview and Scrutiny Committee on the Proposal for 2 hours of free parking before 11am at Council Operated Pay and Display Car Parks.</b>
<b>PURPOSE OF REPORT:</b>	<b>To provide feedback from the Thriving Overview and Scrutiny Committee held on 31 July 2023</b>

### **Background:**

The Thriving Communities Overview and Scrutiny Committee considered the report on the Proposal for 2 hours of free parking before 11am at Council Operated Pay and Display Car Parks, as requested previously by the Committee on 10 February 2023 during discussions around Fees and Charges for 2023/24.

The Officers provided a presentation to the Committee outlining the following:

- Background
- Ticket Profile
- Considerations
- Financial Impact
- Consideration and Options

Members were provided with the opportunity to ask questions which were answered by the Officers present.

- The Elected Member for Lampeter provided a proposal for 2 hours of free parking in the Cwmins and Rookery car parks in Lampeter as it would, in her view, support businesses in the Town and encourage tourists to visit. As part of the 2023/24 budget setting process a further period of one year's free parking was agreed for the pay and display car parks at Tregaron and Llandysul.
- Other Elected Members facilitated the discussion following this proposal and the Elected Members for Aberaeron and Cardigan informed the Committee of their views in relation to free parking in the car parks in their Wards.

### **Recommendations:**

Following a proposal by Members, Committee Members agreed to recommend:

- i. That Cabinet consider undertaking a review of charging for parking along the Promenade in Aberystwyth; and
- ii. That Cabinet consider offering 2 hours of free parking between 8am and 10am on Monday to Friday in one car park in Lampeter, Aberaeron and Cardigan.

**Councillor Gwyn Wigley Evans**  
***Chairman of the Thriving Communities Overview and Scrutiny Committee***

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## Cyngor Sir CEREDIGION County Council

**REPORT TO:** Cabinet

**DATE:** 5 September 2023

**LOCATION:** Council Chamber/Hybrid

**TITLE:** Recruitment Challenges in Through Age Wellbeing Services

**PURPOSE OF REPORT:** To provide feedback from the Healthier Communities Overview and Scrutiny Committee meeting held on 3 July 2023

### **BACKGROUND:**

Committee Members received a detailed report regarding the recruitment challenges in the Through Age Wellbeing Service as requested by Members at a previous Committee meeting.

Following a lengthy discussion, Members considered the following recommendations:

1. To note the current position about the important use of agency workers within our social care services.
2. To note the activity already taking place in responding to the challenge of recruitment in this sector.
3. To provide feedback and suggestions of any other possible solutions to the recruitment challenge.
4. To endorse Officers working with partners including HDUHB to explore creative and innovative opportunities to provide longer term solutions.

### **RECOMMENDATIONS:**

Members agreed to recommend that Cabinet:

1. Committee Members agreed to note recommendation 1 and 2 above,
2. The Committee supports ongoing discussions with Welsh Government for a fully funded National pay scale for Social Care staff, and,
3. That the authority considers greater collaboration with academic institutions including Bangor University, to develop training and work placements with a particular regard to training bilingual Social Workers.

**Councillor Caryl Roberts**  
***Chairman of the Healthier Communities Overview and Scrutiny Committee***

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## Cyngor Sir CEREDIGION County Council

<b>REPORT TO:</b>	<b>Cabinet</b>
<b>DATE:</b>	<b>5 September 2023</b>
<b>LOCATION:</b>	<b>Hybrid</b>
<b>TITLE:</b>	<b>Recommendation from the Learning Communities Overview and Scrutiny Committee in relation to 'Y Dyfodol', Cellan</b>
<b>PURPOSE OF REPORT:</b>	<b>To provide feedback from the Learning Communities Overview and Scrutiny Committee held on 6 July 2023</b>

### **BACKGROUND:**

The Learning Communities Overview and Scrutiny Committee considered the Childcare Sufficiency Assessment (CSA) 2022-2027 - Year 1 Progress Report (2022-2023) at its meeting on 6<sup>th</sup> July 2023.

An overview of the following as outlined in the report was provided:

- Background
- Current Situation
- Concerns
- Actions to address gaps
- Sustaining/enhancing provision (population - live births, childcare places, child poverty, Flying Start Outreach)
- Welsh Language (Welsh in Education Strategic Plan (Wesp))

Officers shared a short video of the work carried out at different childcare establishments throughout the county following successful grant applications made by the providers.

Members were provided with the opportunity to ask questions which were answered by Officers present.

Members highlighted that 'Y Dyfodol', previously a private nursery in Cellan was vacant. It was reported that the local authority had no funding to secure the provision and the small amount per head from Flying Start programme was to fund childcare provision. In addition, Flying Start's terms are specific and allocation of funding is dependent on the postcode of the child's address and whether it is within a Lower Super Output Area (LSOA). Officers' explained that considering the purchase of the facility in Cellan would not meet the need or demand for Flying Start provision, as it is outside of the identified Lower Super Output Areas (LSOAs).

Following a proposal by Members, Committee Members agreed to recommend:

**that the Cabinet/Leadership Group explore options to lease/purchase 'Y Dyfodol' in Cellan, given the need for childcare provision in the area.**

**Councillor Endaf Edwards**  
***Chairman of the Learning Communities Overview and Scrutiny Committee***

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## CEREDIGION COUNTY COUNCIL

<b>Report to:</b>	<b>Cabinet</b>
<b>Date of meeting:</b>	<b>5 September 2023</b>
<b>Title:</b>	<b>Review of Hybrid Working arrangements</b>
<b>Purpose of the report:</b>	<b>To approve the Council's approach to Hybrid Working</b>
<b>For:</b>	<b>Approval</b>
<b>Cabinet Portfolio and Cabinet Member:</b>	<b>Cllr Bryan Davies, Leader of the Council and Cabinet Member for Democratic Services, Policy, Performance and People and Organisation</b>

### **BACKGROUND:**

Beginning in March 2020, the Covid-19 pandemic saw the abrupt enforcement of a national lockdown that included the requirement to remain at home and work from home wherever possible. Staff respond quickly and positively to this change which was attributed, in the main, to steps already taken towards a more agile and smarter way of working, including the investment in digital equipment and software, and the enhancement of the existing flexible working arrangements.

### **Way We Work project**

To build on the lessons learned the Council established a 'Way We Work' project to review the remote working practices adopted during the pandemic. A large scale staff engagement exercise was undertaken at the outset to gather feedback, experiences, ideas and future workplace requirements in order to support strategic decision-making. A high level of employee engagement occurred and the themes emerging from this exercise together with national research, trends and highlights informed the development of a hybrid working strategy.

The staff engagement exercise indicated that there were many benefits from home-working but also recognised that there were challenges for some staff. The benefits reported included virtual meetings, increased productivity, improved collaboration, elimination of office distractions and interruptions. The identified challenges included poor broadband connectivity, training and inducting new staff, a lack of separation between work and home – "living in the office", feelings of isolation due to less social encounters, and inadequate workspace in their home.

### **HYBRID WORKING STRATEGY**

In July 2022 Cabinet adopted the Hybrid Working Strategy. This was developed to set out the principles and implementation process of a hybrid working model that maintains the required high level of service delivery whilst also providing employees with greater flexibility in balancing their work and home lives. The needs of the service will always be the over-

riding priority when considering any hybrid working possibilities. It was recognised that this level of flexibility, due to the nature of some roles or other constraints, will not be achievable for all staff but that there will remain a commitment to explore how a level of flexibility can be built into roles across the organisation.

The Vision for the strategy is *“to nurture an empowered, resilient and high performing workforce. A workforce that has the skills and equipment to work flexibly to deliver high quality services in an efficient, sustainable and environmentally friendly way, now and in the future. We will design workplaces with modern, flexible spaces that not only encourage collaborative, cross-functional activity but also strengthen our corporate culture, increase engagement with our partners and support a better customer experience.”*

The strategy introduces a set of priorities including a) agile and mobile ways of working; b) environmental and financial sustainability; and c) providing a better customer experience. In addition, a set of parameters were identified within which the hybrid working model could be built, such as *‘where our staff can work as efficiently remotely or in the office they can choose where they work on any given day’*; *‘hybrid working staff having no permanent personal space in the office, other than in exceptional circumstances’*; and *‘our meetings with colleagues and external partners will be virtual wherever possible’*.

All corporate workforce roles were categorised into the following four workstyles by the relevant Corporate Manager:

Fixed – a role which requires the post holder to attend the workplace due to the nature and requirements of the role and therefore not suitable to hybrid working.

The remaining three were all types of hybrid working - Flexible Hybrid, Limited Hybrid and Roaming.

## **INTERIM HYBRID WORKING POLICY**

An Interim Hybrid Working Policy was adopted by Cabinet in July 2022 for a period of 12 months to allow for hybrid working to be trialled as the managers and our workforce identify an effective new way of working post-pandemic. The policy was developed to provide detailed information around what hybrid working means for the Council. Its aim was to support employees and their managers in implementing hybrid working by providing practical advice and information, enabling employees to work from the office or home effectively, productively and safely.

To support the implementation of the hybrid working model three workstreams were created, each chaired by a Corporate Lead Officer, and who report to a Ways of Working Project Board. The workstreams are:

- Workplace Design – Responsible for redesigning workspaces to increase inclusivity, flexibility and to support new ways of working for the workforce and customers.
- Digital Solutions – Responsible for reviewing and improving digital solutions to support collaboration, hybrid working and improved customer service.
- Policies, Procedures and Training – Responsible for developing new, and reviewing existing, policies and procedures to support new ways of working.

## Policy Headlines

The main policy headlines were:

- Hybrid status is a benefit which the employee can apply for where their roles has been designated as hybrid suitable (Flexible Hybrid, Limited Hybrid & Roaming)
- Hybrid working employees may choose to attend workplace (or hub) on a daily basis but will only have to access to a hot desk booked via a desk booking system.
- To achieve hybrid status employees must demonstrate or agree to:
  - Sufficient broadband speed
  - Accommodate the necessary equipment for productive working
  - Ensure maintenance of information security
  - Safe working environment
  - Return to workplace if disruption to connectivity
  - Only work from recorded remote working locations
  - Attend the work location if required
- No contractual changes during period of Interim Policy. The contractual work location would stay the same and there would be no travelling expenses to attend work location or hot desk hub
- No working from home allowance payable as this was a voluntary arrangement
- Hybrid status may be withdrawn under certain circumstances
- Recruitment/interviews were virtual interviews by default unless there was a strong justification for face to face interviews.

## REVIEW

Engagement with employees has taken place periodically throughout the period to gather information and feedback on how the policy was working in practice and to identify any areas of needing attention. No large-scale changes were made but employees were kept informed of any minor changes through updates via the weekly Team Ceredigion News email and Teams channel.

A review of the 12 month interim period was undertaken during June 2023 with employees and their line managers being asked to provide feedback on their experience over the period. All employees who occupy hybrid eligible roles were asked to complete an anonymous staff survey. The survey comprised of two parts, the first for all employees and the second for those with line management responsibility. A total of 870 responses were received resulting in a response rate of 75% and all Service areas were well represented. As the following results will show there is an overwhelming majority who have seen hybrid working as a positive experience and support the continuation of hybrid working as a permanent option.

## Performance

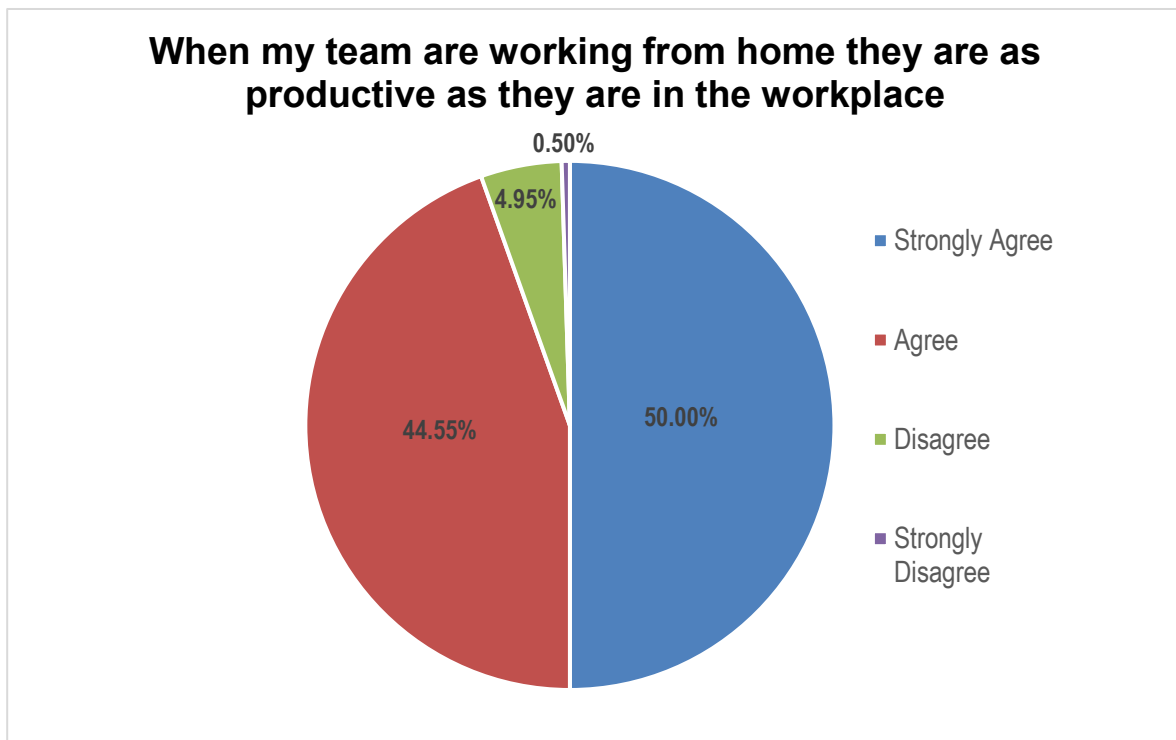
In their survey responses employees and their line managers identified that they are as or more productive working from home than they are in the workplace. This view is supported by the outcome of assessment from our external regulators. Care Inspectorate Wales in their Performance Evaluation Inspection in May 2023 found that *“There is strong senior leadership within social services. We were told by staff, stakeholders and partners that senior leaders are visible, accessible, supportive and approachable. Feedback we*

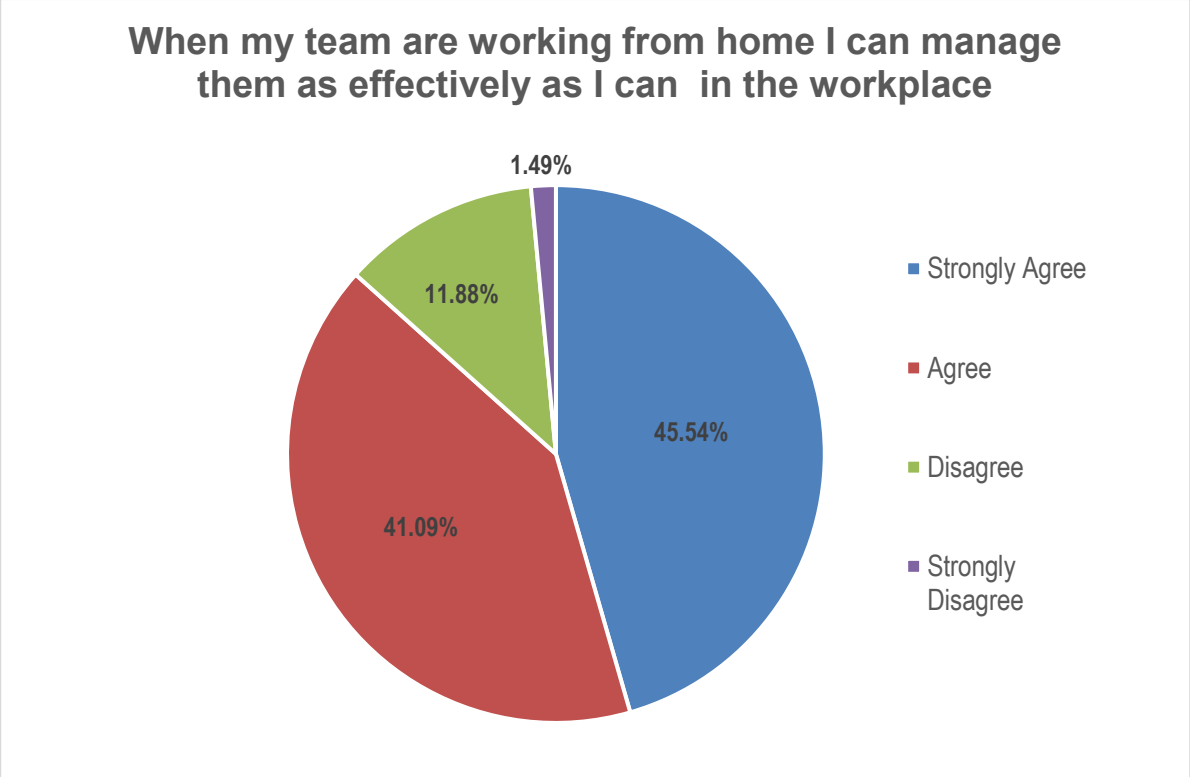
*gathered indicates a culture which is focused on well-being, building and maintaining relationships and achieving safe outcomes for people”, and also “Ceredigion has a committed workforce which is responding to an increasing workload both in terms of complexity and volume. Wales Audit in their Springing Forward – Strategic Workforce Management audit in May 2022 stated that “the pandemic has accelerated the move to new ways of working and promoted positive operational and cultural changes within the Council” and that “the Council has well developed plans, monitoring, review and improvement arrangements for its workforce.”*

The Council’s Medium Term Financial Strategy 2023/24 – 2026/27 reports recent achievements and progress across service areas. Likewise, the recent statutory requirement to produce an Annual Review of Performance and Well-being Objectives resulted in the publication of the Self-Assessment Report 2021/22 which summarised the progress made against the Council’s wellbeing objectives. All of these outcomes and progress have taken place during the hybrid working period.

### **Line managers**

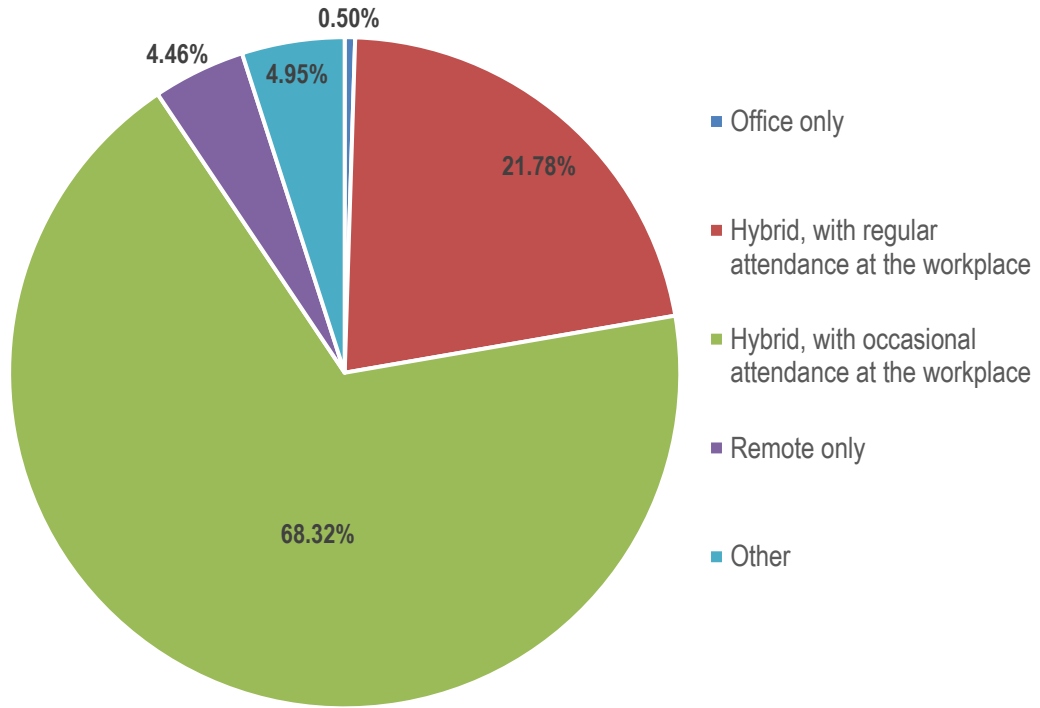
In addition to the responses shown below, line managers also provided a range of data on related matters such as how their management skills have evolved to manage hybrid teams, a focus on inducting new starters face to face rather than virtually, regular check-ins when working remotely and suggestions for developing a sense of belonging to a team. A regular comment was the recommendation of periodic team meetings face to face, ranging from fortnightly to quarterly, primarily to support team identity and for wellbeing purposes.



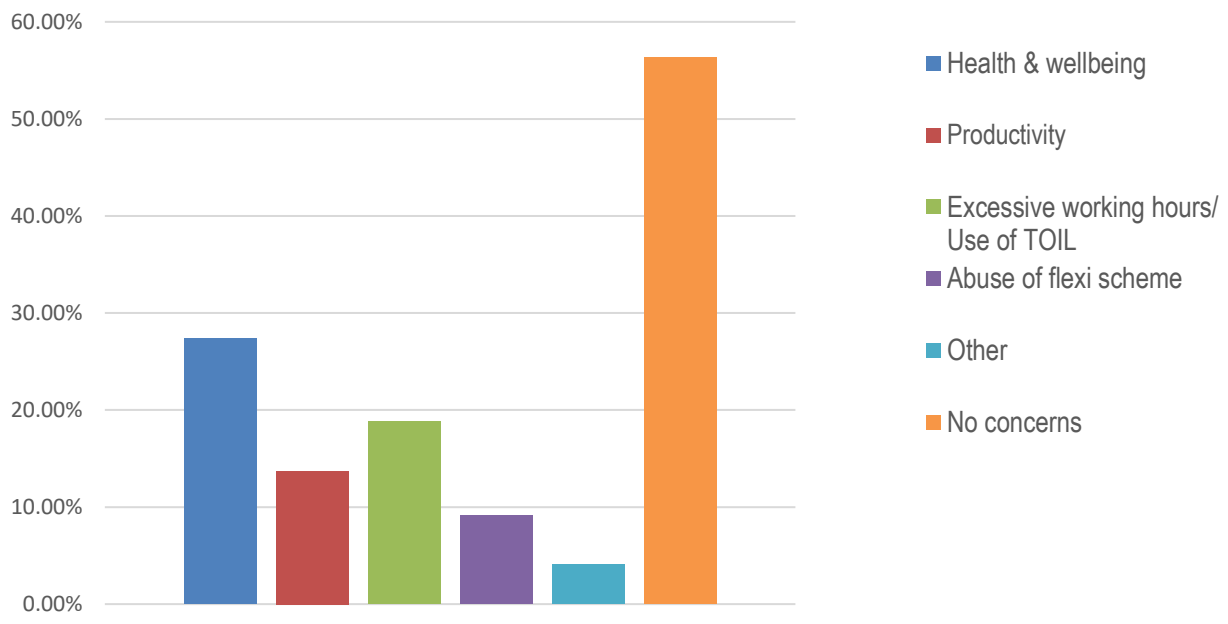


<b>When my team are working from home...</b>	<b>Strongly Agree</b>	<b>Agree</b>	<b>Disagree</b>	<b>Strongly Disagree</b>
they have the skills to work effectively	56.44%	42.08%	0.99%	0.50%
they have the equipment/tools they need to effectively undertake their work	59.90%	36.63%	2.97%	0.50%
they are able to work effectively in a paperless way	53.47%	41.09%	4.46%	0.99%

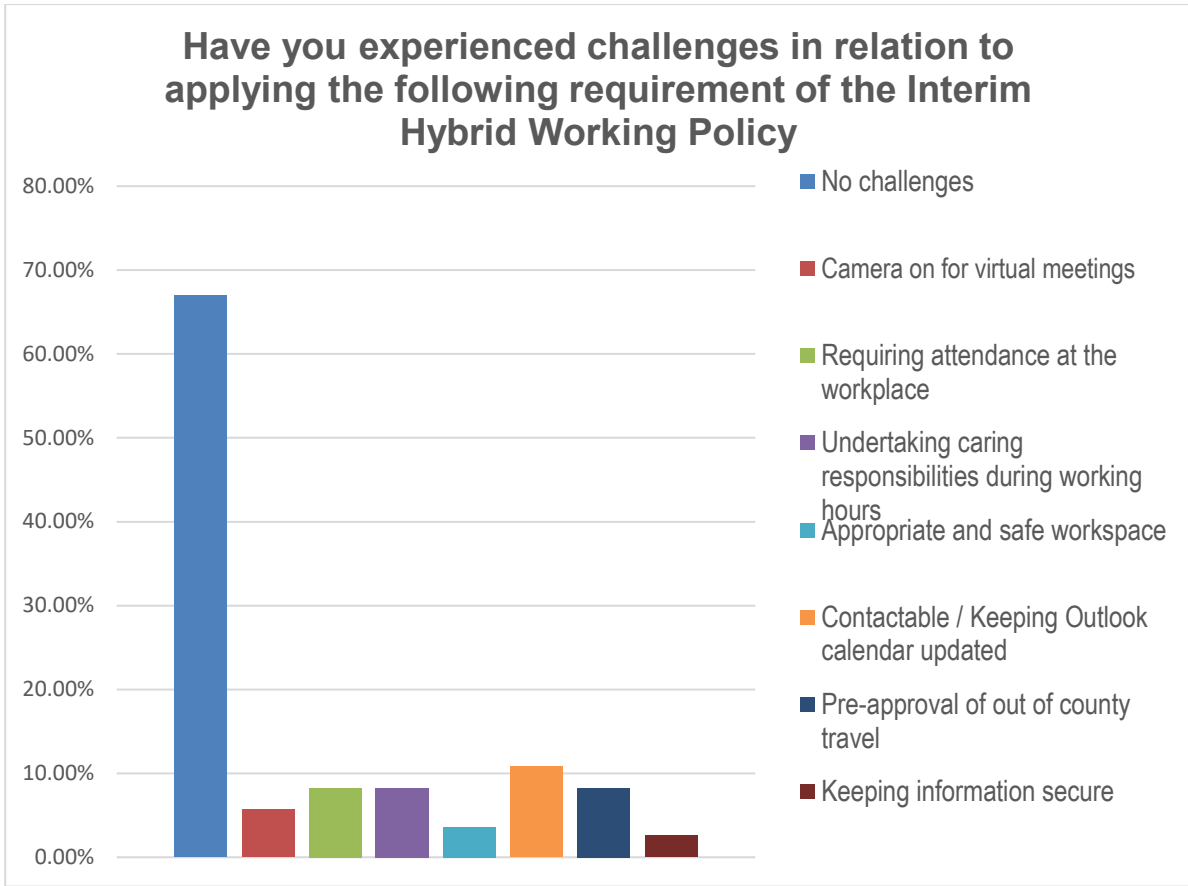
**If given the choice, what working practice would you prefer your hybrid eligible employees adopt?**



**With regards individuals in your team, do you have concerns in relation to:**



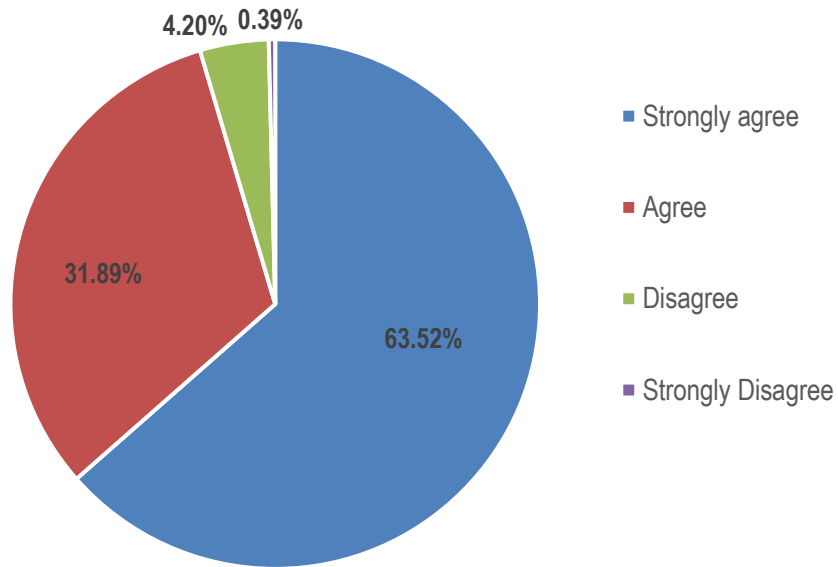




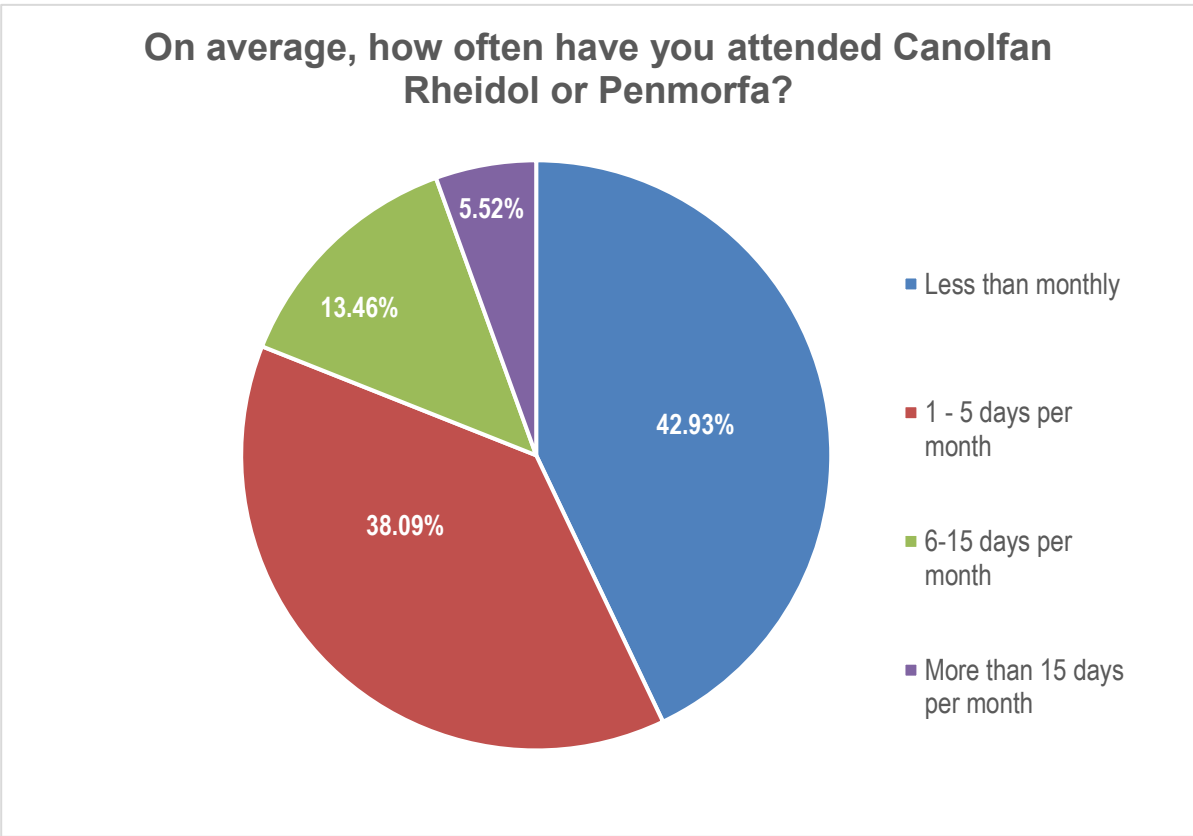
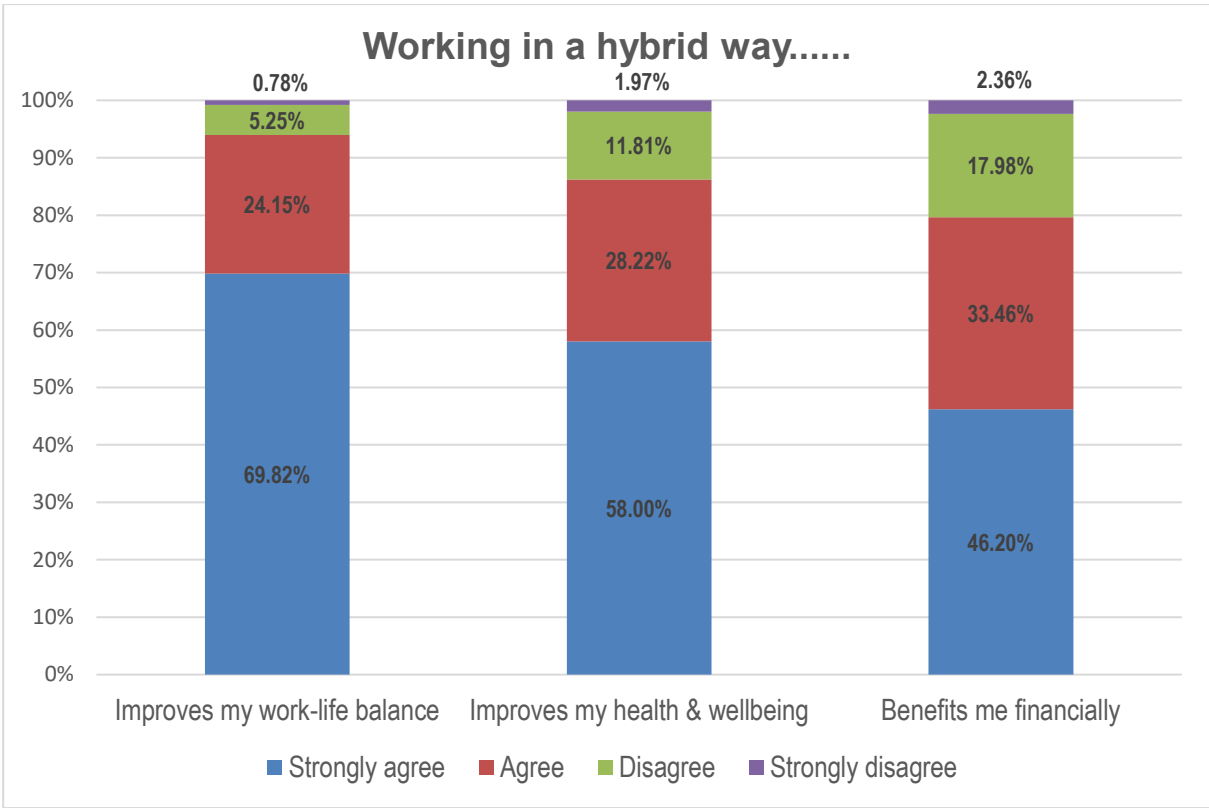
### Employees

The result for employees is similar to that of line managers with over 95% of employees agreeing that their hybrid working experience has been positive. Employees have made their preference clear as the following results show. The financial benefit of hybrid working did not have as many employees choosing strongly agree but almost 80% of employees believe that it has benefitted them. When asked if they would consider alternative employment if their ability to work in a hybrid way was removed, 39% selected Yes; 24% selected No and the remaining 37% were Unsure.

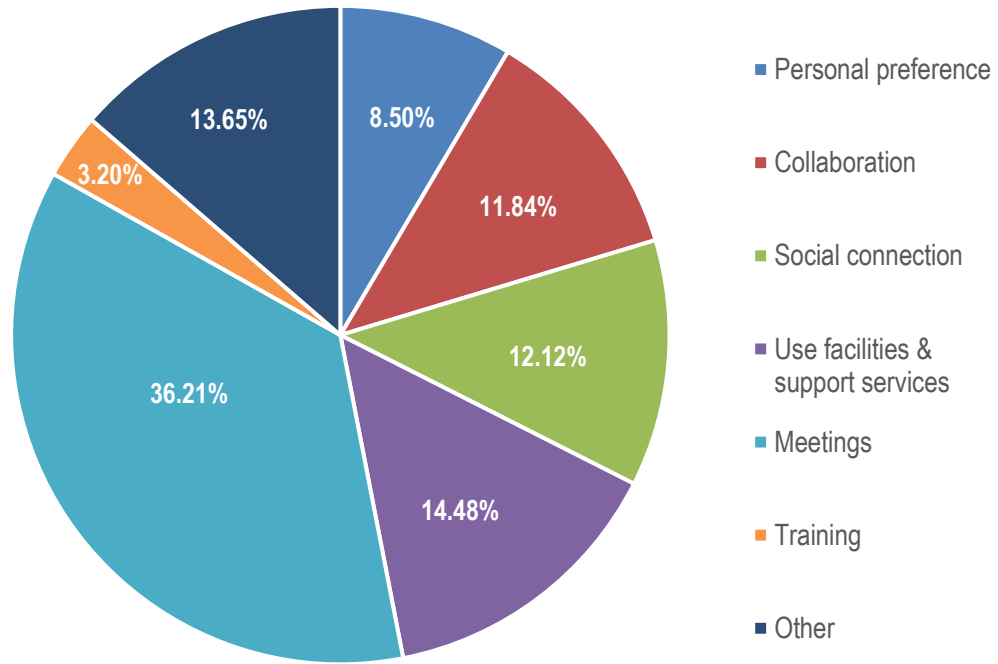
### My hybrid working experience has been positive



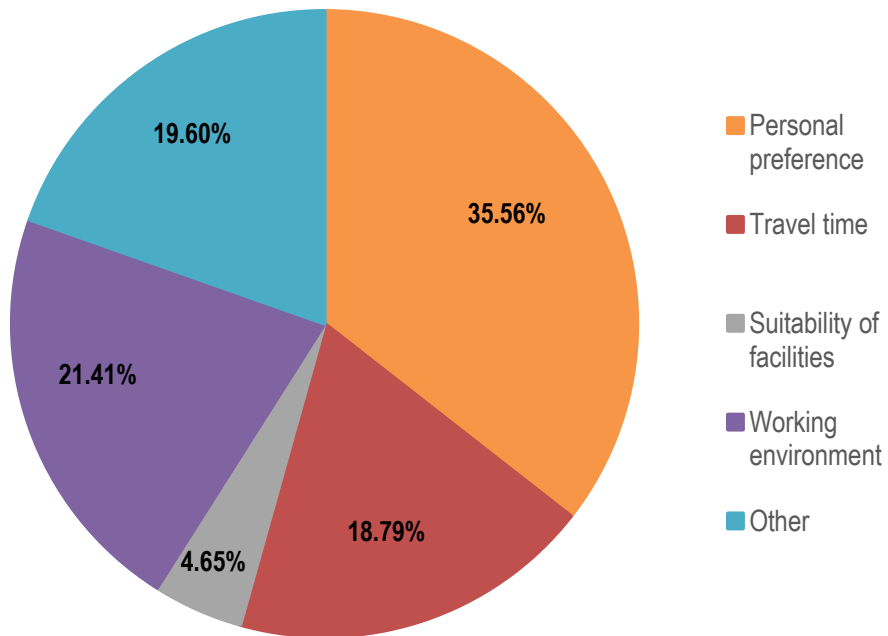
When working from home...	Strongly Agree	Agree	Disagree	Strongly Disagree
I'm equally or more productive than I am when working in the workplace	69.29%	25.33%	5.25%	0.13%
I'm managed as effectively as I am in the workplace	63.12%	29.92%	6.04%	0.92%
I have the skills I need to undertake my work effectively at home	72.31%	26.77%	0.79%	0.13%
I have the equipment I need to undertake my work effectively at home	66.40%	29.27%	3.54%	0.79%
I am able to work effectively in a paperless way	62.99%	30.31%	5.64%	1.05%



### What is the main reason you attend the workplace?



### If you do not regularly attend the workplace, please indicate the main reason for this

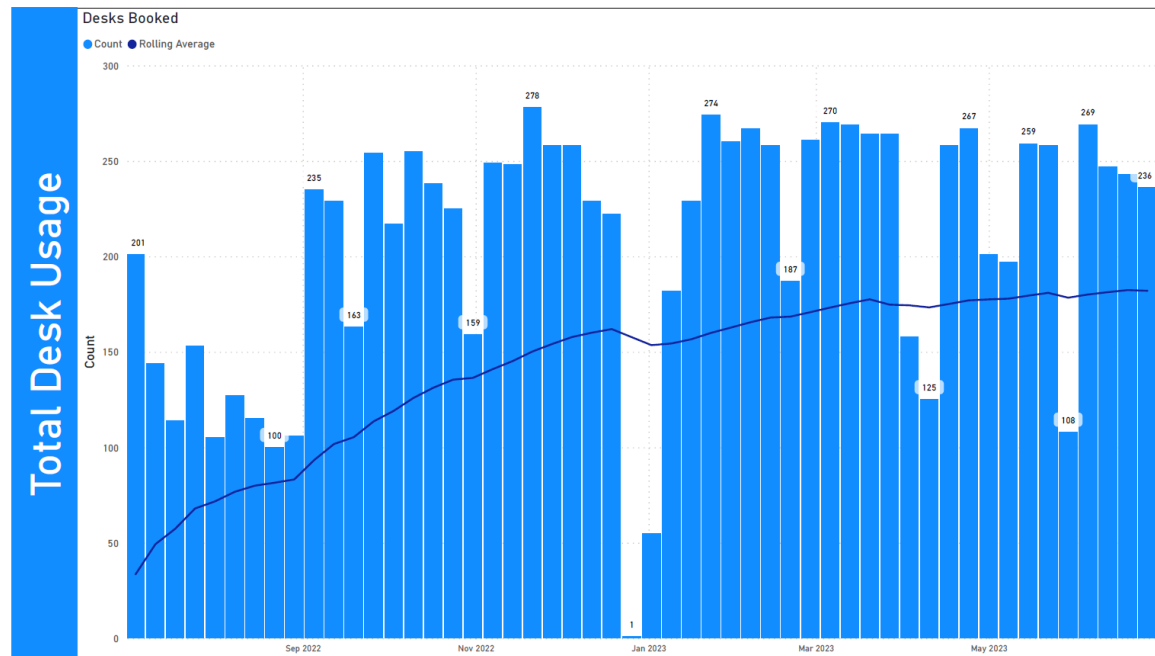


The survey results are clear that from a line manager and employee perspective hybrid working is seen as a key benefit and retention tool. It is therefore recommended that hybrid working is accepted as a long term flexible working option and that the Interim Hybrid Working Policy should be revised to reflect this.

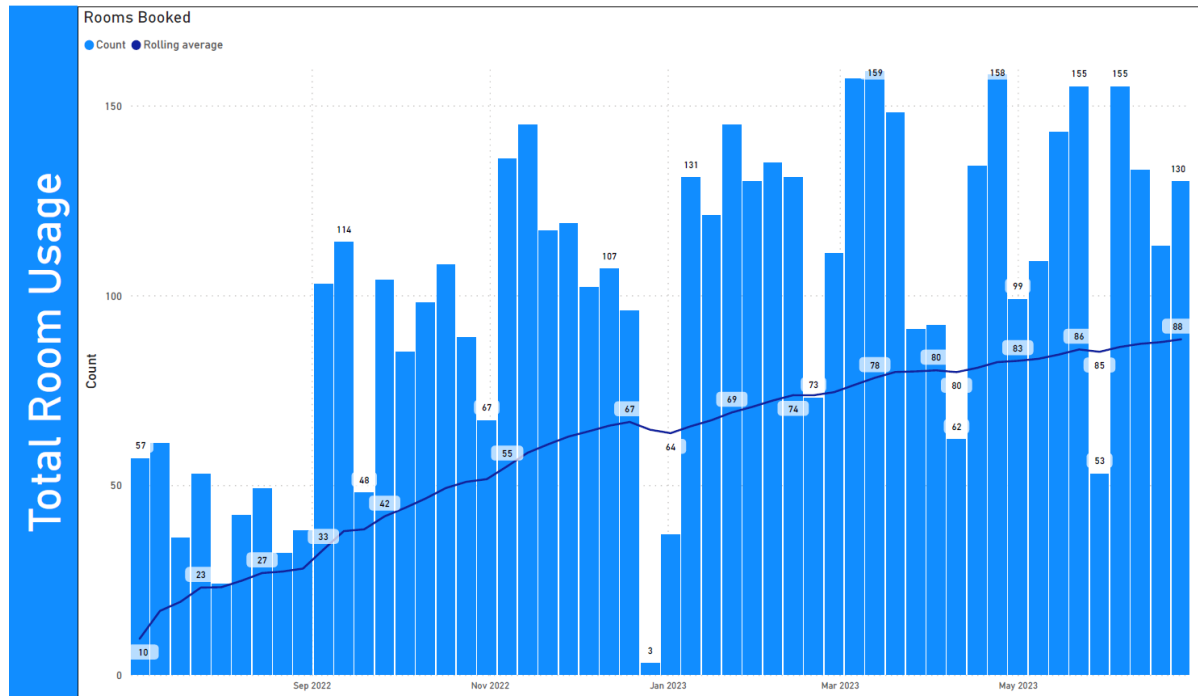
### REPURPOSING OF COUNCIL BUILDINGS

If the proposal to permanently adopt hybrid working option for employees is approved this will allow the release of office space which has not been fully utilised during the period of the interim hybrid working trial. The previous 12 months has shown that the current hybrid working desk capacity in Canolfan Rheidol and Penmorfa is capable of accommodating demand in its current form, accepting however that more permanent arrangements will be put in place in both locations. Over the twelve month period of the trial desk usage peaked in early December and in March 2023 for rooms booked. It was observed that the average usage over the winter months was higher than during the warmer summer months but remained within maximum capacity limits.

*Desks booked Jul 2022 – Jun 2023*



**Rooms booked Jul 2022 – Jun 2023**



It is proposed that officers undertake a review of all Council office accommodation across its estate to identify potential for repurposing. The public engagement on future uses in Council offices resulted in several suggestions of possible usage including using building as facilities for the community, hospital or health care setting, spaces for businesses and residential accommodation.

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

No. IIA will be completed should new Hybrid Policy be required.

**Wellbeing of Future Generations:**

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

**Recommendation(s):**

- To adopt hybrid working as a permanent option for employees able to work as efficiently remotely as in the office.
- To develop a Hybrid Working Policy to replace the current Interim Hybrid Working Policy.

**Reasons for decision:**

To support the continuation of hybrid ways of working.

<b>Overview and Scrutiny:</b>	Corporate Resources Overview and Scrutiny, 19 July 2023
<b>Policy Framework:</b>	Corporate Strategy
<b>Corporate Well-being Objectives:</b>	<ul style="list-style-type: none"> <li>• Boosting the economy, supporting businesses and enabling employment</li> <li>• Creating caring and healthy communities</li> <li>• Providing the best start in life and enabling learning at all ages</li> <li>• Creating sustainable, green and well-connected communities</li> </ul>
<b>Finance and Procurement implications:</b>	None
<b>Legal Implications:</b>	None
<b>Staffing implications:</b>	Supports recruitment and retention of staff
<b>Property / asset implications:</b>	Allows for a review of building usage across the Authority
<b>Risk(s):</b>	Removing the opportunity of working in a hybrid manner may affect the Council's ability to recruit or retain staff who wish to work in a flexible manner.
<b>Statutory Powers:</b>	
<b>Background Papers:</b>	
<b>Appendices:</b>	
<b>Corporate Lead Officer:</b>	Geraint Edwards, Corporate Lead Officer – People & Organisation
<b>Reporting Officer:</b>	Geraint Edwards
<b>Date:</b>	07/08/2023

## **Cyngor Sir CEREDIGION County Council**

**REPORT TO:** Cabinet

**DATE:** 5 September 2023

**LOCATION:** Hybrid/Council Chamber

**TITLE:** Feedback from the Corporate Resources Overview and Scrutiny Committee on a review of Hybrid Working arrangements

**PURPOSE OF REPORT:** To provide feedback from the Corporate Resources Overview and Scrutiny Committee held on 19<sup>th</sup> July 2023

Committee Members received a report on a review of Hybrid Working arrangements presented by the Leader of the Council supported by Officers.

Beginning in March 2020, the Covid-19 pandemic saw the abrupt enforcement of a national lockdown that included the requirement to remain at home and work from home wherever possible. Staff responded quickly and positively to this change, which was attributed, in the main, to steps already taken towards a more agile and smarter way of working, including the investment in digital equipment and software, and the enhancement of the existing flexible working arrangements.

In July 2022 Cabinet adopted the Hybrid Working Strategy. An Interim Hybrid Working Policy was adopted by Cabinet in July 2022 for a period of 12 months to allow for hybrid working to be trialled as the managers and our workforce identify an effective new way of working post-pandemic. The policy was developed to provide detailed information around what hybrid working means for the Council. Its aim was to support employees and their managers in implementing hybrid working by providing practical advice and information, enabling employees to work from the office or home effectively, productively, and safely.

Members then discussed and considered the Employees survey results.

It was proposed that officers undertake a review of all Council office accommodation across its estate to identify potential for repurposing. The public engagement on future uses in Council offices resulted in several suggestions of possible usage including using building as facilities for the community, hospital or health care setting, spaces for businesses and residential accommodation.

Members raised concern regarding the perception of the public in relation to working for home and that work was not being carried out, however, this was not the case with Officers being far more productive, for example working during the time that they would usually be working to and from work and between meetings in various locations from their main office. It was agreed that this could be addressed by the Communication Service.



## **RECOMMENDATION:**

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

1. To recommend to Cabinet to adopt hybrid working as a permanent option for employees able to work as efficiently remotely as in the office; and
2. To develop a Hybrid Working Policy to replace the current Interim Hybrid Working Policy and bring back to Scrutiny following consultation.

Committee Members agreed to recommend the following to Cabinet:

1. to adopt hybrid working as a permanent option for employees able to work as efficiently remotely as in the office;
2. to develop a Hybrid Working Policy to replace the current Interim Hybrid Working Policy and bring back to Scrutiny following consultation; and
3. that the Hybrid work policy should include the requirement of managers to ensure that there was a weekly/bi-weekly or monthly physical team meeting.

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

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## CEREDIGION COUNTY COUNCIL

<b>Report to:</b>	<b>Cabinet</b>
<b>Date of meeting:</b>	<b>5 September 2023</b>
<b>Title:</b>	<b>Menopause Policy</b>
<b>Purpose of the report:</b>	<b>To approve the Menopause Policy for implementation</b>
<b>For:</b>	<b>Decision</b>
<b>Cabinet Portfolio and Cabinet Member:</b>	<b>Cllr Bryan Davies, Leader of the Council and Cabinet Member for Democratic Services, Policy, Performance and People and Organisation</b>

### **BACKGROUND**

Ceredigion County Council is committed to providing an inclusive and supportive working environment, where everyone is treated fairly with dignity and respect in their working environment. It is also committed to the health, safety and wellbeing of the whole workforce.

Menopause is a natural part of ageing, commonly known as ‘the change’, and it refers to the point in time when periods have ceased for 12 months. It is not always an easy transition but with the right support it can be much better. Whilst not everyone going through the menopause suffer with symptoms, supporting those who do will improve their experience at work.

It is estimated that in the UK around 1 in 3 people are either currently going through or have reached the menopause. Ceredigion County Council data in October 2022 records the corporate workforce (excluding schools) as 66.1% (1,355) female, 34.1% (698) of whom were between 45 and 64 and could be at an age where they are likely to be experiencing the perimenopause or have reached menopause. It is therefore important that we consider the needs of this group and proactively manage an age diverse workforce.

### **MENOPAUSE POLICY**

The draft Menopause Policy has been developed to help those experiencing troublesome menopausal symptoms, and to support them, their colleagues and managers in tackling the occupational aspects of menopausal symptoms.

The policy aims to:

- Foster an environment in which employees can openly and comfortably instigate conversations or engage in discussions about menopause and feel confident to ask for support.
- Ensure everyone understands what menopause is, can confidently have good conversations, and are clear on the Council’s policy and practices, supported by Human Resources (HR) and the Employee Health & Wellbeing Officer.

- Educate and inform managers about the potential symptoms of menopause, and how they can support employees at work.
- Reduce absenteeism due to menopausal symptoms.
- Assure employees that we are a responsible employer, committed to supporting their needs during menopause.

The policy sets out the roles and responsibilities of those involved in supporting affected employees within the workplace. It gives an overview of menopausal symptoms, their effect and offers guidance to employees and line managers of the support and information available to help them deal with the issues arising from the menopause.

The policy, if agreed, will be supported with further information and guidance on both the employee areas of CeriNet and practical help for managers on the CeriNet managers' toolkit.

The People & Organisation Service will also provide further support for those experiencing menopausal symptoms by:

1. Providing a menopause café where employees can meet and gain mutual support and information. These sessions will be supported by the Employee Health & Wellbeing Officer.
2. Provide menopause awareness training for Managers.

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

**Summary:**

**Long term:** A key aim of this policy is to support those with troublesome menopause symptoms and to reduce absenteeism due to these symptoms. This may include temporarily introducing reasonable adjustments to support employees to remain in work in the short, medium and long term.

**Collaboration:** Our trade union partners have been heavily involved in the development of this policy.

**Involvement:** Key stakeholders have been involved in the development of this policy.

**Prevention:** A key aim of this policy is to support those with troublesome menopause symptoms and to reduce absenteeism due to these symptoms. This may include temporarily introducing reasonable adjustments to support employees to remain in work in the short, medium and long term. Appropriate training and support sessions will be delivered.

**Integration:** The support and training will also be provided to colleagues and line

**Wellbeing of Future Generations:**

managers of employees with menopause symptoms to raise awareness of the impact of the symptoms on the employee.

<b>Recommendation(s):</b>	To approve the attached Menopause Policy.
<b>Reasons for decision:</b>	To support employees experiencing menopausal symptoms and their managers in tackling the occupational aspects of this natural process.
<b>Overview and Scrutiny:</b>	Corporate Resources Overview and Scrutiny, 19 July 2023
<b>Policy Framework:</b>	Employee Health & Wellbeing Strategy
<b>Corporate Well-being Objectives:</b>	Boosting the economy, supporting businesses and enabling employment Creating caring and healthy communities
<b>Finance and Procurement implications:</b>	None
<b>Legal Implications:</b>	None
<b>Staffing implications:</b>	None
<b>Property / asset implications:</b>	None
<b>Risk(s):</b>	None
<b>Statutory Powers:</b>	None
<b>Background Papers:</b>	None
<b>Appendices:</b>	Appendix A- Menopause Policy
<b>Corporate Lead Officer:</b>	Geraint Edwards, Corporate Lead Officer: People & Organisation
<b>Reporting Officer:</b>	Geraint Edwards
<b>Date:</b>	01/08/2023



Cyngor Sir CEREDIGION County Council  
Pobl a Threfniadaeth | People and Organisation

**DRAFT**

## **Menopause Policy**

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[www.ceri.ceredigion.gov.uk](http://www.ceri.ceredigion.gov.uk)

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DRAFT

## 1. Introduction

Ceredigion County Council is committed to providing an inclusive and supportive working environment, where everyone is treated fairly and with dignity and respect. It is also committed to the health, safety and wellbeing of the whole workforce.

This policy uses gender neutral language in order to ensure it is inclusive for everyone who could experience menopause symptoms.

Up to a third of those going through the menopause will experience severe menopausal symptoms that can impact on their quality of life. Menopausal symptoms are caused by oestrogen fluctuations, this means that these symptoms can also affect trans men and non-binary people.

Menopause, commonly known as 'the change', is a natural part of the ageing process due to the lowering of hormones which ultimately leads to a point when periods have ceased. It is not always an easy transition but with the right support, it can be much better. Whilst some people do not suffer with symptoms, supporting those who do will improve their experience at work.

Menopause is not a widely discussed subject and can be misunderstood. Our aim is for everyone to understand what menopause is, and to be able to talk about it openly and without embarrassment. This is an issue for everyone, not just those experiencing symptoms.

The Council is mindful that some symptoms of the menopause may meet the definition of 'impairment' under the Equality Act (2010). It is important therefore to consider reasonable steps to address any specific risks.

Experiences and perceptions of the menopause may also differ in relation to disability, age, race, religion, sexual orientation or marital/civil partnership status. It is important to recognise that for many reasons, a person's individual experience of the menopause may differ greatly.

This policy sets out the guidelines and assistance available for employees and managers on providing the right support to manage menopausal symptoms at work. It is not contractual and does not form part of the terms and conditions of employment. If, however, the Council wishes to amend the Menopause Policy, employees will be consulted on proposed changes via the recognised Trade Unions.

## 2. Aims

The aims of this policy are to:

- Foster an environment in which employees can openly and comfortably instigate conversations or engage in discussions about menopause and feel confident to ask for support.
- Ensure everyone understands what menopause is, can confidently have good conversations, and are clear on the Council's policy and practices, supported by Human Resources (HR) and the Employee Health & Wellbeing Officer.



- Educate and inform managers about the potential symptoms of menopause, and how they can best support affected employees at work.
- Reduce absenteeism due to menopausal symptoms.
- Ensure that we are a responsible employer, committed to supporting people experiencing menopause symptoms.

### 3. Roles and responsibilities

#### Employees

- Personal responsibility to look after their health.
- Be open and honest in conversations with their manager.
- If a member of staff is unable to speak to their line manager for any reason they can speak to HR ([humanresources@ceredigion.gov.uk](mailto:humanresources@ceredigion.gov.uk)), the Employee Health & Wellbeing Officer ([healthandwellbeing@ceredigion.gov.uk](mailto:healthandwellbeing@ceredigion.gov.uk)) or their Trade Union representative.
- Employees affected by the menopause are encouraged to seek support through their GP, occupational health and other external organisations.
- Employees experiencing symptoms of the menopause can access the Council's Menopause café (support group).
- Contributing to a respectful and productive working environment.
- Be willing to help and support their colleagues.
- Understand any necessary adaptations their colleagues are receiving as a result of their menopausal symptoms.

#### Line Managers

- Familiarise themselves with the Menopause Policy and Managers Guidance on CeriNet; attend training and advice sessions as appropriate.
- Be ready and willing to have open discussions about menopause, appreciating the personal nature of the conversation, and treating the discussion sensitively and professionally.
- Use the guidance, signposting and reviewing together with the employee, before agreeing with the individual how best they can be supported, and any adaptations required.
- Record adaptations agreed, and actions to be implemented and ensure adherence to these.
- Ensure ongoing dialogue and plan review dates.
- Where adaptations are unsuccessful, or if symptoms are proving more problematic, the Line Manager may discuss with HR a referral to Occupational Health for further advice.

#### Employee Health & Wellbeing Officer

- Provide holistic and up to date advice and guidance on whether or not menopause may be contributing to symptoms/wellbeing.
- Signpost appropriate sources of help and advice to employees and managers.

- Provide support and advice to HR and Line Managers in determining and agreeing adaptations, if required.
- Monitor referrals due to menopause symptoms, and provide additional signposting, where required.
- Review and update the information and advice available on CeriNet and other internal sources.
- Deliver appropriate training and support sessions e.g., Menopause Awareness and Menopause Cafe

#### Human Resources (HR)

- Offer guidance to managers on the interpretation of this Policy and guidance information.
- Monitor and evaluate the effectiveness of this policy in respect of related absence levels and performance.

#### 4. Definitions

In this policy the word ‘menopause’ is used to cover symptoms experienced during perimenopause, menopause and post menopause.

##### Perimenopause:

The period of hormonal change leading up to the menopause. This is a time when symptoms may start to appear, and periods may become irregular or heavy. The perimenopause can often last for four to five years, although for some people it may continue for many more years and for others, last just a few months.

##### Menopause:

The biological stage when menstruation stops and natural reproductive life ends. In a ‘natural’ menopause the ovaries stop producing eggs and hormones fall below certain levels. The average age for a person to naturally reach menopause is 51.

##### Medical or Surgical Menopause

A medical or surgical menopause can occur suddenly at any age when the ovaries are damaged by a health condition or specific treatments such as chemotherapy, radiotherapy or surgery.

##### Post Menopause:

This is the time after menopause has occurred, starting when a person has not had a period for twelve consecutive months.

##### Trans Man

A person who was registered as female at birth but who lives and identifies as a man, known as a transgender man.

##### Non-binary

A gender identity that does not conform to traditional binary beliefs about gender, which indicate that all individuals are exclusively either male or female.

## 5. Overview

The menopause is a natural part of ageing. According to the NHS, symptoms often continue for 4 years post menopause, but around 10% will continue to experience symptoms for up to 12 years.

It is usually a natural process involving gradual change, however sometimes it can be sudden and acute.

Menopausal symptoms are varied and can include but are not limited to:

- Hot flushes, palpitations, night sweats, insomnia and sleep disturbances,
- fatigue, poor concentration.
- headaches, joint aches, skin irritation and dryness, increased perspiration during the day, dry eyes, hair loss.
- urinary problems, irregular and/or heavy, painful periods.
- depression, anxiety, panic attacks, poor concentration, changes to mood, problems with memory, loss of confidence.

Not everyone will experience all symptoms and they may not occur continuously, however around 30-60% will experience intermittent physical and/or psychological symptoms during the menopause.

These symptoms can adversely affect the quality of both personal and working life. At work, they can cause embarrassment, diminish confidence and can be stressful to deal with.

Hormonal changes associated with the menopause can also affect future health as well as experience of menopausal symptoms. Some people require medical advice and treatment such as Hormone Replacement Therapy (HRT). Seeking medical advice about menopause related symptoms may mean time off work for medical appointments and/or treatment. HRT can benefit some people e.g., by helping to reduce risks of osteoporosis in high-risk groups. HRT is not suitable for everyone, and medical advice and supervision is essential.

People can be affected in different ways but workplace factors that can make working life difficult are:

- Lack of awareness of the menopause.
- Lack of management training on the menopause.
- Lack of suitable risk assessments.
- Poor ventilation and air quality.
- Inadequate access to drinking water.
- Inadequate toilet access and inflexible break times.
- Negative or unsympathetic attitudes from line management/ colleagues.

Wales TUC research (2017) showed that in Wales, around 1 in 3 females were either going through or had reached the menopause at that time. Ceredigion County Council data in October 2022 records the corporate workforce (excluding schools) as 66.1% (1355) female, 34.1% (698) of whom were between 45 and 64 and could be at an age where they are likely to be experiencing perimenopause or have reached the menopause. There is therefore a

good reason to consider the needs of this group and proactively manage an age diverse workforce.

These practical guidelines aim to help those experiencing troublesome menopausal symptoms, and to support them and their colleagues and managers in tackling the occupational aspects of menopausal symptoms.

## **6. Access to support and key actions**

It is recognised that the menopause is a very personal experience and different levels of support may be needed. As with all longstanding health-related conditions, the Council is aware that a sympathetic approach and appropriate support is required from line management to help employees deal with the issues arising from the menopause.

We encourage employees to speak to their Line Manager but there are other options available such as approaching the HR Team or seeking advice from the Employee Health & Wellbeing Officer.

The Council is committed to ensuring that conditions in the workplace do not make symptoms worse. Temporary workplace adjustments may be necessary to support colleagues who are experiencing the menopause. The following points should be considered depending on the employee's symptoms:

1. A risk assessment should be undertaken in order to consider the particular requirements of menopausal colleagues and ensure that the working environment will not make their symptoms worse. The risk assessment will assist with the identification of any potential adjustments which may be required.
2. Where possible, working time arrangements should be flexible enough to ensure they meet the needs of menopausal colleagues, who may at times require access to more flexible working in order to deal with their symptoms, including starting later after difficulties sleeping, needing to leave work suddenly or taking more breaks during the day. These arrangements should be agreed with the employee's line manager.
3. Consideration should be given to environmental factors. Measures that have been highlighted as useful include temperature and ventilation controls, such as the use of fans. Office seating plans could also be reviewed to enable the employee to sit near the window, in order for them to adjust the temperature of the room accordingly.
4. Consideration should be given regarding access to chilled drinking water and access to adequate workplace sanitary facilities.
5. Uniform may exacerbate symptoms in terms of hot flushes and sweating therefore where possible, flexibility may be required to enable employees to cope with these symptoms.

6. Adjustments may be required to the employee's duties, as hot flushes can be more difficult to cope with when undertaking high visibility work such as formal presentations and formal meetings.

## 7. General guidance for employees

Current health promotion advice highlights the importance of lifestyle choices before, during and after the menopause, and the benefits of:

- Finding out more about the menopause from available sources of information (see suggestions on CeriNet [here](#)).
- Consulting with your GP on management of the menopause and to ensure that any symptoms are not due to any other causes.
- Discussing your practical needs with your line manager, or seeking advice from the Employee Health & Wellbeing Officer or HR.
- Using technology where this is helpful, e.g., for reminders or note taking.
- Talking about your symptoms and solutions with colleagues, particularly those who are also experiencing symptoms. This could include via the Council's Menopause Café and may assist in working through coping strategies.
- Eating healthily – research has shown that a balanced diet can help alleviate some symptoms.
- Eating regularly to avoid fluctuations in blood sugar levels.
- Wearing natural fibres to allow the body to control its temperature.
- Drinking plenty of water.
- Considering lifestyle changes such as weight reduction, smoking cessation and regular exercise.
- Ensuring alcohol intake is at, or below, recommended levels.
- Avoiding hot flush triggers (such as hot food and drinks) especially before presentations or meetings.
- Considering relaxation techniques such as mindfulness and other potentially helpful techniques such as cognitive behavioural therapy, as these can help reduce the impact of symptoms.

The above can help with some symptoms of menopause and may also help reduce the risks of osteoporosis (brittle bones), diabetes and heart disease in later life.

People experiencing menopause symptoms are encouraged to attend the Council's Menopause café for further information and support details are available on [here](#)

Further information sources and advice can be accessed via the links on CeriNet [here](#)

## 8. Guidance for managers

The Council expects all employees to be treated with dignity and respect at work.

Regular, informal wellbeing conversations and/or supervision between a manager and employee should enable discussion of any changes in health, including issues relating to the menopause. It may be valuable simply to acknowledge this is a normal stage of life and

that some adaptations can easily be made. Such conversations can identify support at work and encourage them to discuss any relevant health concerns with their GP.

Further information and support are available for Managers via CeriNet [Managers Toolkit/Menopause here](#). This includes information and practical help and guidance to assist your discussions with employees who are affected, and how adaptations may be made for specific symptoms.

It is possible that some employees may be reluctant to have discussions about their experience of the menopause with their line manager. If this is the case, line managers should signpost to HR Officers and/or the Employee Health & Wellbeing Officer.

Employees whose symptoms are significantly affecting their work or their attendance at work should be referred to Occupational Health (via HR) for medical advice on how we can best support them at work.

All managers are encouraged to attend Menopause Awareness training please check [here](#) for the dates available.

DRAFT

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

An integrated tool to inform effective decision making



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

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

Proposal Title	Menopause Policy				
Service Area	People & Organisation	Corporate Lead Officer	Geraint Edwards	Strategic Director	James Starbuck
Name of Officer completing the IIA	Geraint Edwards	E-mail	geraint.edwards2@ceredigion.gov.uk	Phone no	01545 572019

Please give a brief description of the purpose of the proposal

The draft Menopause Policy has been developed to help those experiencing troublesome menopausal symptoms, and to support them, their colleagues and managers in tackling the occupational aspects of menopausal symptoms.

The policy aims to:

- Foster an environment in which employees can openly and comfortably instigate conversations or engage in discussions about menopause and feel confident to ask for support.
- Ensure everyone understands what menopause is, can confidently have good conversations, and are clear on the Council's policy and practices
- Educate and inform managers about the potential symptoms of menopause, and how they can support employees at work.
- Reduce absenteeism due to menopausal symptoms.
- Assure employees that we are a responsible employer, committed to supporting their needs during menopause

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).

Members of staff who may experience menopause symptoms, their colleagues and line managers

**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.

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

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Author	Decision making stage	Version number	Date considered	Brief description of any amendments made following consideration
	<i>e.g. Budget Process, LG, Scrutiny, Cabinet etc.</i>			<i>This will demonstrate how we have considered and built in sustainable development throughout the evolution of a proposal. Have you considered and applied the sustainable development principle and Well-being Goals?</i>
Geraint Edwards	Scrutiny	V1	22/06/2023	

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

Boosting the economy, supporting businesses and enabling employment	A key aim of this policy is to support those with troublesome menopause symptoms and to reduce absenteeism due to these symptoms. This may include temporarily introducing reasonable adjustments to support employees to remain in work in the short medium and long term
Creating caring and healthy communities	A key aim of this policy is to support those with troublesome menopause symptoms and to reduce absenteeism due to these symptoms. This may include temporarily introducing reasonable adjustments to support employees to remain in work in the short, medium and long term.
Providing the best start in life and enabling learning at all ages	-
Creating sustainable, green and well-connected communities	-

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

- *Quantitative data - data that provides numerical information, e.g. population figures, number of users/non-users*
- *Qualitative data – data that furnishes evidence of people's perception/views of the service/policy, e.g. analysis of complaints, outcomes of focus groups, surveys*
- *Local population data from the census figures (such as Ceredigion Welsh language Profile and Ceredigion Demographic Equality data)*
- *National Household survey data*
- *Service User data*
- *Feedback from consultation and engagement campaigns*
- *Recommendations from Scrutiny*
- *Comparisons with similar policies in other authorities*





- Academic publications, research reports, consultants' reports, and reports on any consultation with e.g. trade unions or the voluntary and community sectors, 'Is Wales Fairer' document.
- Welsh Language skills data for Council staff

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

Sustainable Development Principle	Does the proposal demonstrate you have met this principle? If yes, describe how. If not, explain why.	What evidence do you have to support this view?	What action (s) can you take to mitigate any negative impacts or better contribute to the principle?
<b>Long Term</b> Balancing short term need with long term and planning for the future.	A key aim of this policy is to support those with troublesome menopause symptoms and to reduce absenteeism due to these symptoms. This may include temporarily introducing reasonable adjustments to support employees to remain in work in the short, medium and long term.	Absence reasons are often recorded as a separate issue even though the symptom may be menopause related, thereby masking the data on employees absent due to troublesome menopause symptoms. By introducing the policy, and increasing awareness amongst the whole workforce it is expected that this will allow greater discussion and support directed at those who need it.	Educate and inform managers about the potential symptoms of menopause, and how they can best support affected employees at work.
<b>Collaboration</b> Working together with other partners to deliver.	Our trade union partners have been heavily involved in the development of this policy.	Consultation documentation and feedback responses	
<b>Involvement</b> Involving those with an interest and seeking their views.	Key stakeholders have been involved. Our trade union partners have been heavily involved in the development of this policy.	Consultation documentation and feedback responses	

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

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<p><b>Prevention</b> Putting resources into preventing problems occurring or getting worse.</p>	<p>A key aim of this policy is to support those with troublesome menopause symptoms and to reduce absenteeism due to these symptoms. This may include temporarily introducing reasonable adjustments to support employees to remain in work in the short, medium and long term. Appropriate training and support sessions will be delivered.</p>	<p>Menopause Awareness courses have already been implemented and a Menopause Café established. Advice and information will be made available on CeriNet</p>	
<p><b>Integration</b> Positively impacting on people, economy, environment and culture and trying to benefit all three.</p>	<p>A key aim of this policy is to support those with troublesome menopause symptoms and to reduce absenteeism due to these symptoms. The support and training will also be provided to their colleagues and line manager, raising awareness of the impact of the symptoms on the employee.</p>	<p>Evidence of involvement with senior managers and trade union partners in the formulation of the policy</p>	

**3. WELL-BEING GOALS:** Does your proposal deliver any of the seven National Well-being Goals for Wales as outlined on the Well-being of Future Generations (Wales) Act 2015? Please explain the impact (positive and negative) you expect, together with suggestions of how to mitigate negative impacts or better contribute to the goal. We need to ensure that the steps we take to meet one of the goals aren't detrimental to meeting another.

Well-being Goal	Does the proposal contribute to this goal? Describe the positive or negative impacts.	What evidence do you have to support this view?	What action (s) can you take to mitigate any negative impacts or better contribute to the goal?
<p><b>3.1. A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs.</p>			
<p><b>3.2. A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support</p>			



<p>resilience and can adapt to change (e.g. climate change).</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 Policy has been developed to help those experiencing troublesome menopausal symptoms, and to support them, their colleagues and managers in tackling the occupational aspects of menopausal symptoms.</p> <p>The policy aims to:</p> <ul style="list-style-type: none"> <li>▪ Foster an environment in which employees can openly and comfortably instigate conversations or engage in discussions about menopause and feel confident to ask for support.</li> <li>▪ Ensure everyone understands what menopause is, can confidently have good conversations, and are clear on the Council's policy and practices</li> <li>▪ Educate and inform managers about the potential symptoms of menopause, and how they can support employees at work.</li> <li>▪ Reduce absenteeism due to menopausal symptoms.</li> <li>▪ Assure employees that we are a responsible employer, committed to supporting their needs during menopause</li> </ul>	<p>Absence reasons are often recorded as a separate issue even though the symptom may be menopause related, thereby masking the data on employees absent due to troublesome menopause symptoms. By introducing the policy, and increasing awareness amongst the whole workforce it is expected that this will allow greater discussion and support directed at those who need it.</p>	<p>Educate and inform managers about the potential symptoms of menopause, and how they can best support affected employees at work</p>
<p><b>3.4. A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected.</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.			
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<b>3.6. A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances.  <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>	Describe why it will have a positive/negative or negligible impact.  <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>	What evidence do you have to support this view?  <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>	What action (s) can you take to mitigate any negative impacts or better contribute to positive impacts?  <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>
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<b>Age</b> Do you think this proposal will have a positive or a negative impact on people because of their age? (Please tick ✓)				The Corporate workforce (i.e. excluding schools) is shown as being 66.1% (1,355) female and 34.1% (698) of whom were between 45 and 64 and could be at an age where they are likely to be experiencing the perimenopause or have reached menopause. A key aim of this	The Corporate workforce (i.e. excluding schools) is shown as being 66.1% (1,355) female and 34.1% (698) of whom were between 45 and 64	Educate and inform managers and colleagues about the potential symptoms of menopause, and how they can best support affected employees at work
Children and Young People up to 18	Positive	Negative	None/ Negligible			
			✓			

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People 18-50	Positive	Negative	None/ Negligible	policy is to support those with troublesome menopause symptoms and to reduce absenteeism due to these symptoms. This may include temporarily introducing reasonable adjustments to support employees to remain in work in the short, medium and long term. Appropriate training and support sessions will be delivered.		
	✓					
Older People 50+	Positive	Negative	None/ Negligible			
	✓					

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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 ✓)				While it is not considered that the menopause is a disability, menopausal symptoms can constitute a disability in terms of the Equality Act whereby the symptoms have a long-term and substantial adverse effect on normal day-to-day-activities. The policy provides advice on menopause symptoms and mentions the possible need of reasonable adjustments.		Educate and inform managers and colleagues about the potential symptoms of menopause, and how they can best support affected employees at work
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			
	✓					

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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 ✓)				A key aim of this policy is to support those with troublesome menopause symptoms and to reduce absenteeism due to these symptoms. This may include temporarily introducing reasonable adjustments to support employees to remain in work in the short, medium and long term. Appropriate training and support sessions will be delivered.	Trans people are likely to experience at least some menopausal symptoms. How a trans person experiences symptoms in later life may vary depending on the age at which they transitioned and when in time that was, as treatments have changed and developed over time.	Educate and inform managers and colleagues about the potential symptoms of menopause, and how they can best support affected employees at work
Transgender	✓					
<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 ✓)				The policy's aim of helping those who experiencing troublesome menopausal symptoms, and to support them, their colleagues and managers in tackling the occupational aspects of menopausal symptoms does not impact on this protected characteristic		
Marriage			✓			
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 ✓)				The policy's aim of helping those who experiencing troublesome menopausal symptoms, and to support them, their colleagues and managers in tackling the occupational aspects of menopausal symptoms does not		
Pregnancy	✓					

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Maternity	Positive	Negative	None/ Negligible	impact on this protected characteristic		
			✓			

<b>Race</b> Do you think this proposal will have a positive or a negative impact on race? (Please tick ✓)				The policy's aim of helping those who experiencing troublesome menopausal symptoms, and to support them, their colleagues and managers in tackling the occupational aspects of menopausal symptoms does not impact on this protected characteristic		
White	Positive	Negative	None/ Negligible			
			✓			
Mixed/Multiple Ethnic Groups	Positive	Negative	None/ Negligible			
			✓			
Asian / Asian British	Positive	Negative	None/ Negligible			
			✓			
Black / African / Caribbean / Black British	Positive	Negative	None/ Negligible			
			✓			
Other Ethnic Groups	Positive	Negative	None/ Negligible			
			✓			

<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 ✓)				The policy's aim of helping those who experiencing troublesome menopausal symptoms, and to support them, their colleagues and managers in tackling the occupational aspects of menopausal symptoms does not impact on this protected characteristic		
Christian	Positive	Negative	None/ Negligible			
			✓			
Buddhist	Positive	Negative	None/ Negligible			
			✓			

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Hindu	Positive	Negative	None/ Negligible			
			✓			
Humanist	Positive	Negative	None/ Negligible			
			✓			
Jewish	Positive	Negative	None/ Negligible			
			✓			
Muslim	Positive	Negative	None/ Negligible			
			✓			
Sikh	Positive	Negative	None/ Negligible			
			✓			
Non-belief	Positive	Negative	None/ Negligible			
			✓			
Other	Positive	Negative	None/ Negligible			
			✓			

<b>Sex</b> Do you think this proposal will have a positive or a negative impact on men and/or women? (Please tick ✓)				A key aim of this policy is to support those with troublesome menopause symptoms and to reduce absenteeism due to these symptoms. This may include temporarily introducing reasonable adjustments to support employees to remain in work in the short, medium and long term. Appropriate training and support sessions will be delivered.		Educate and inform managers and colleagues about the potential symptoms of menopause, and how they can best support affected employees at work
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 ✓)				A key aim of this policy is to support those with troublesome menopause symptoms and to reduce absenteeism due to these symptoms. This may include temporarily introducing reasonable adjustments to support employees to remain in work in the short, medium and long term. Appropriate training and support sessions will be delivered.	Educate and inform managers and colleagues about the potential symptoms of menopause, and how they can best support affected employees at work
Bisexual	Positive	Negative	None/ Negligible		
	✓				
Gay Men	Positive	Negative	None/ Negligible		
			✓		
Gay Women / Lesbian	Positive	Negative	None/ Negligible		
	✓				
Heterosexual / Straight	Positive	Negative	None/ Negligible		
			✓		

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

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

*You should consider whether the proposal will help you to:*

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

The provision of support for those going through the menopause will allow them to continue working when that may not have been possible without that support.

**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

The policy is intended to support those going through the menopause but will also inform and educate their colleagues and managers in the impact of troublesome symptoms on operational role . An element of the support will be to consider whether reasonable adjustments need to be put in place.

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

*You should consider whether the proposal with help you to:*

- Tackle prejudice
- Promote understanding



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

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

The provision of support for those going through the menopause will have a positive impact by allowing them to continue working when that may not have been possible without that support. Longer term sickness absence may have an impact on their income.

What evidence do you have to support this view?

Absence reasons are often recorded as a separate issue even though the symptom may be menopause related, thereby masking the data on employees absent due to troublesome menopause symptoms. By introducing the policy, and increasing awareness amongst the whole workforce it is expected that this will allow greater discussion and support directed at those who need it.

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

Educate and inform managers and colleagues about the potential symptoms of menopause, and how they can best support affected employees at work

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<p><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></p>	Describe why it will have a positive/negative or negligible impact.	What evidence do you have to support this view?	What action (s) can you take to mitigate any negative impacts or better contribute to positive impacts?
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Will the proposal be delivered bilingually (Welsh & English)?	Positive ✓	Negative	None/ Negligible	The policy is bilingual policy and any engagement, communication or training		
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				will be delivered in both Welsh and English		
Will the proposal have an effect on opportunities for persons to use the Welsh language?	Positive	Negative	None/ Negligible	Employees will have the same opportunity to the Welsh language whether this is by virtual means or face to face interaction		
			✓			
Will the proposal increase or reduce the opportunity for persons to access services through the medium of Welsh?	Positive	Negative	None/ Negligible	The strategy and policy are bilingual policy and any engagement, communication or training will be delivered in both Welsh and English		
			✓			
How will the proposal treat the Welsh language no less favourably than the English language?	Positive	Negative	None/ Negligible	The policy is bilingual policy and any engagement, communication or training will be delivered in both Welsh and English		
	✓					
Will it preserve promote and enhance local culture and heritage?	Positive	Negative	None/ Negligible			
			✓			

**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
The policy will be reviewed periodically to ensure that it remains fit for purpose	Every 3 years	People & Organisaition	
Training for line managers will inform that changes to the health of an employee as a result of menopause symptoms will require human resources support	Training will be available annually for new managers and employees, and also as a refresher opportunity for those	Learning & Development	



	who have already completed the training		

**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).*

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

Following implementation the policy implementation will be monitored during the first 12 months and reviewed after 3 years

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

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

Risk Description	Impact (severity)	Probability (deliverability)	Risk Score
If policy is not implemented, there may be inconsistencies in the support offer to individuals suffering from menopause symptoms	2	2	4

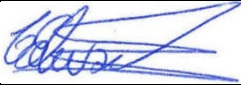
Does your proposal have a potential impact on another Service area?

The implementation of this policy will have a positive and cross-cutting impact for employees in all service areas

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6. SIGN OFF			
Position	Name	Signature	Date
Service Manager			
Corporate Lead Officer	Geraint Edwards		23/06/2023
Strategic Director	James Starbuck		26/06/2023
Portfolio Holder	Cllr Bryan Davies		

## Cyngor Sir CEREDIGION County Council

**REPORT TO:** Cabinet

**DATE:** 5 September 2023

**LOCATION:** Hybrid/Council Chamber

**TITLE:** Feedback from the Corporate Resources Overview and Scrutiny Committee on a Menopause Policy

**PURPOSE OF REPORT:** To provide feedback from the Corporate Resources Overview and Scrutiny Committee held on 19<sup>th</sup> July 2023

Committee Members received a report in relation to a Draft Menopause Policy presented by the Leader of the Council supported by Officers.

The draft Menopause Policy has been developed to help those experiencing troublesome menopausal symptoms, and to support them, their colleagues and managers in tackling the occupational aspects of menopausal symptoms.

The People & Organisation Service will also provide further support for those experiencing menopausal symptoms by:

1. Providing a menopause café where employees can meet and gain mutual support and information. These sessions will be supported by the Employee Health & Wellbeing Officer.
2. Provide menopause awareness training for Managers.

### **RECOMMENDATION:**

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

- To recommend the approval of the Menopause Policy by Cabinet

### **REASON FOR RECOMMENDATION:**

- In order to support employees experiencing menopausal symptoms, and their managers in tackling the occupational aspects of this natural process.

Following questions from the floor, it was AGREED:

- I. to recommend to Cabinet the approval of the Menopause Policy;
- II. that consideration be given for a Menopause Champion for the Authority;
- III. that the Council promote the World Menopause Day in October; and
- IV. that a workshop be held for all Members and Managers to raise awareness of the Menopause.

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

## CEREDIGION COUNTY COUNCIL

**Report to:** Cabinet

**Date of meeting:** 5 September 2023

**Title:** Workforce Plan 2023-2028

**Purpose of the report:** To approve Workforce Plan 2023 – 2028

**For:** Decision

**Cabinet Portfolio and Cabinet Member:** Cllr Bryan Davies, Leader of the Council and Cabinet Member for Democratic Services, Policy, Performance and People and Organisation

### **BACKGROUND:**

A workforce plan is a strategic document that outlines the Council's approach to managing its workforce to meet its current and future service delivery needs. It involves analysing the organisation's workforce requirements, identifying any gaps, and focussing on the development plans to address them.

Developing a workforce plan is essential for several reasons:

- *Strategic Alignment:* aligns human resources strategies with the Council's strategic goals. The plan allows the Council to identify critical roles, competencies, and skills required to achieve our corporate objective.
- *Recruitment and Retention:* provides an understanding of the skills and competencies needed to fill future roles. This will allow effective recruitment and retention strategies to be developed which will allow successful engagement with employees with a view to increasing motivation, reducing turnover rates and enhancing employee satisfaction.
- *Succession Planning:* enables the identification of critical posts and potential successors, allowing development, training and mentoring programmes or opportunities to mitigate risks associated with key employees leaving.
- *Agility and Adaptability:* by anticipating future workforce needs and skills requirements, the Council can proactively address emerging challenges and capitalise on new opportunities.

As was the case for the 2017–2022 plan, a Strategic Workforce Planning toolkit was used to guide Corporate Lead Officer and their teams through the process. The toolkit assisted in analysing the current workforce before extending that analysis to identify future workforce requirements, skills and competencies which will be needed to deliver new or improved services.

### **WORKFORCE PLAN 2023–2028**

At the start of the year the People and Organisation Service met with each Service area to introduce the toolkit and to provide a range of workforce data to assist each

service area in completing toolkit. This information was then collated, analysed and assessed in line with the workforce objectives within the Corporate Strategy and the requirements of the Sustainability Principles' five ways of working to develop key themes for the Workforce Plan 2023-2028.

The Workforce Plan 2023-2028 recognises the achievements over the course of the previous plan, the link with other corporate strategies, our workforce profile and sets out four key themed priorities to meet the identified challenges.

The four themed priorities set out in the plan are:

1. Realising Potential
2. Candidate Experience and Talent Attraction
3. New Ways of Working
4. Our Culture

The Workforce Plan 2023-2028 sets out an overview of each theme before detailing the actions which will be taken to meet the requirements of the Plan. A set of proposed measures are included at end of the document to allow effective monitoring of progress over the course of the three-year plan.

	<b>Has an Integrated Impact Assessment been completed? If, not, please state why</b>	Yes
	<b>Summary:</b>	
	<b>Long term:</b>	Whilst the plan responds to current challenges it also considers the longer term, challenges with the aim of ensuring the workforces possesses the correct skills and capacity to meet these.
	<b>Collaboration:</b>	All Corporate Lead officers and their Senior team have contributed to the plan through the completion of the Service-specific Workforce Plan toolkit. The plan will be shared with our corporate trade union partners for comment.
<b>Wellbeing of Future Generations:</b>	<b>Involvement:</b>	The Plan has been developed by involving all Corporate Manager and Corporate Lead Officer to capture their view on the current and longer term needs of their particular service areas.
	<b>Prevention:</b>	Focus is given to the current recruitment and retention difficulties and the impact this has on meeting future demands. The Plan introduces strategies to encourage wider employment entry paths and opportunities to meet a sustainable future workforce.
	<b>Integration:</b>	Through maintaining a motivated and stable workforce, the majority of whom live within the county boundary, the Plan will positively impact on people (our staff) and the local economy.



<b>Recommendation(s):</b>	To approve the Workforce Plan 2023-2028
<b>Reasons for decision:</b>	To support the adoption of a new workforce plan to support the workforce meeting its current and future service delivery needs
<b>Overview and Scrutiny:</b>	Corporate Resources Overview and Scrutiny, 19 July 2023
<b>Policy Framework:</b>	Corporate Strategy
<b>Corporate Well-being Objectives:</b>	<ul style="list-style-type: none"> <li>• Boosting the economy, supporting businesses and enabling employment</li> <li>• Creating caring and healthy communities</li> <li>• Providing the best start in life and enabling learning at all ages</li> <li>• Creating sustainable, green and well-connected communities</li> </ul>
<b>Finance and Procurement implications:</b>	None
<b>Legal Implications:</b>	None
<b>Staffing implications:</b>	The Plan supports maintaining an effective, skilled and flexible workforce.
<b>Property / asset implications:</b>	None
<b>Risk(s):</b>	Not approving Workforce Plan may impact on recruitment and retention, succession planning development and limit the ability of the Council to ensure that future skill requirements are in place.
<b>Statutory Powers:</b>	
<b>Background Papers:</b>	
<b>Appendices:</b>	Appendix A- Workforce Plan 2023 - 2028
<b>Corporate Lead Officer:</b>	Geraint Edwards, Corporate Lead Officer: People & Organisation
<b>Reporting Officer:</b>	Geraint Edwards
<b>Date:</b>	03/08/2023



# Workforce Plan 2023-2028

*Team Ceredigion: A team to be proud of*



**GYRFA GWAITH DYSGU  
CAREER WORK LEARN**

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# Introduction

Our Workforce Plan 2023-2028 sets out how we will attract, develop and retain our most valuable asset – our people. The effectiveness of our organisation hinges not just on attracting the best talent, but also in creating a strong workplace community that supports its people, and recognises the unique attributes of every Team Ceredigion member.

We are passionate about fostering a culture where our employees feel supported, valued and empowered. Our goal is to advocate for, and build upon, our 'Team Ceredigion' ethos. Promoting our sense of belonging, connection and shared purpose. We aspire for all Team Ceredigion members to be proud of the work that they do, and to recognise the significance of their contribution to the overall success of our organisation and the communities we serve.

We strongly believe all team Ceredigion members deserve the opportunity to excel and thrive in an environment that allows them to reach their full potential, now and in the future. Through this strategy we aim to foster a skilled, outcome focussed, innovative and progressive workforce, dedicated to delivering high quality and efficient services for the people of Ceredigion.



# Corporate Strategy 2022-2027

Our Workforce Plan 2023- 2028 outlines how we will develop the capacity and capability of our workforce to support the priorities identified in our Corporate Strategy 2022-2027.

The priorities outlined in the Corporate Strategy aim to enable the delivery of services that will enhance the social, economic, environmental and cultural well-being of the people of Ceredigion. Underpinning the success of our Corporate Strategy is a high performing workforce, operating in a way that is innovative, digitally mature and sustainable.

**Vision:** *Ceredigion County Council delivers value for money, sustainable bilingual public services, that support a strong economy and healthy environment, while promoting well-being in our people and our communities.*

The Corporate Strategy sets out our priorities, called Corporate Well-Being Objectives, along with our ambitions and the steps to achieve these over the period 2022-27. The Strategy informs everything the Council does. It aims to ensure that our Council continues to be rated as one of the top performing authorities in Wales and continues to provide high quality, safe, efficient and effective services to the residents of Ceredigion. It is based on a wide-ranging review of evidence and needs-assessments.

The strategy outlines four well-being objectives, which include:

- **Boosting the economy, supporting businesses and enabling employment**
- **Creating caring and healthy communities**
- **Providing the best start in life and enabling learning at all ages**
- **Creating sustainable, green and well-connected communities**



# The Well-being of Future Generations Act (Wales) 2015

## National Well-being Goals

The Well-being of Future Generations Act seeks to improve the social, economic, environmental and cultural well-being of Wales by requiring public bodies to work together to create a sustainable Wales. It is intended to help to create a Wales that we all want to live in, now and in the future. There are 7 national well-being goals that set out a shared vision for all public bodies to work towards (shown right).

Our Corporate Well-being Objectives have been developed based on evidenced local needs and on the views of local people. The steps we plan to take to achieve our Corporate Well-being Objectives will help us improve outcomes for local people and also maximise our contribution to the national Well-being Goals.



## Sustainable Development Principle










In working towards achieving the Well-being Goals it is necessary for us as a public body to consider how we apply the sustainable development principle. The sustainable development principle is defined as *'acting in a manner that seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs'*. To meet the expectations of the sustainable development principle, it is necessary to consider the Five Ways of Working: long-term; prevention; integration; collaboration; and involvement.

The development of this strategy is underpinned by the sustainable development principle, and its five ways of working:



# Other Corporate Strategies

Our strategy takes account of and aims to support the following corporate strategies:

-  Employee Health and Wellbeing Strategy
-  Hybrid Working Strategy
-  ICT & Digital Strategy (in progress)
-  Through Age Wellbeing Strategy
-  Tackling Hardship Strategy
-  Economic Strategy
-  Welsh Language Strategy
-  Medium Term Financial Strategy
-  Strategic Equality Plan





# What we've achieved

## Workforce Plan 2017-2022

The following 4 key themes of work were identified in our previous workforce plan.



### Engagement and Opportunity

We will engage with our staff and communities to promote Ceredigion County Council as a great place to work.



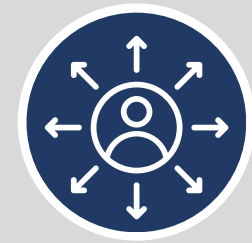
### Flexible and Agile Workforce

We will develop and support our staff to work flexibly across the County working effectively with communities and the third sector.



### Promote a Bilingual workforce that will serve the community

We will promote the use of the Welsh language across the workforce and our community.



### Leadership & Management Development

We will develop the leadership and management skills of our workforce to face the challenges ahead.

# Engagement and Opportunity

## What we set out to do

- Adopt a pro-active and planned approach to promoting our opportunities at School and University Careers fayres and events.
- Employ an Apprenticeship & Work Experience Coordinator who will promote the Apprenticeship Scheme, support apprentices and coordinate work experience placements across all services for post 16 applicants.
- Develop an apprenticeship scheme that will offer a range of opportunities at different levels and across services.
- Promote benefits of structured work experience opportunities to Schools and Universities and encourage service areas to provide work experience placements.
- Maintain and strengthen arrangements for university student placements from Universities across the county.
- Establish a Social Work trainee scheme to replace the current arrangements
- Explore alternative and innovative ways of promoting and advertising employment opportunities
- Communicate the benefits of Ceredigion County Council as an employer. Sharing good news stories.
- Promote recruitment opportunities on social media and other platforms.

## What we achieved

- Attendance at a range of virtual and face to face recruitment events and fairs
- Apprenticeship & Work Experience Coordinator appointed.
- Apprenticeship scheme created. Range of opportunities offered. 16 apprenticeships completed. 12 employed by Ceredigion County Council.
- Work undertaken to develop corporate processes to identify and support work experience opportunities.
- Aberystwyth University students hosted on employability modules. 60 students accommodated.
- Trainee Social Scheme established. 12 Trainee Social Workers recruited. 5 other employees sponsored on an independent route to qualify as Social Workers. 16 employed as Social Workers by Ceredigion County Council.
- 5 Swansea University Social Work students completed hosted placements and were employed as Ceredigion County Council Social Workers.
- 80 student Social Work placements provided.
- 22 employees have been supported to undertake a Certification in Higher Education, out of which 9 have continued onto the Social Work degree.
- Developed and launched new look careers website to showcase opportunities of working for Ceredigion County Council and living in Ceredigion.
- Implemented range of alternative marketing solutions including radio advertising, banners, virtual information sessions, promotional videos.
- Opportunities and good news stories promoted on new dedicated Facebook and LinkedIn pages. 3.3k Facebook followers in April 2023.

# Flexible and Agile Workforce

## What we set out to do

- Continue with the restructuring of support services centralising teams wherever possible
- Review the Council's staffing structure through a phased approach to ensure that there is officer capacity and capability to meet the priorities of the Corporate Plans and objectives
- Offer train the trainer opportunities to staff in order to utilise the expertise within the workforce
- Develop a workforce with wider organisational knowledge that will allow staff to be deployed across services
- Continue to provide innovative and cost effective learning and development opportunities
- Utilise the Ceri Learning & Development module across all Services to promote, book and record training and ensure 'one training record' across the Council
- Promote the upskilling of staff in technologies in order to promote and gain access to digital services
- Promote a customer service ethos with all staff and teams by offering Customer First training to all service areas
- Introduce an agile working policy that maximises and rationalises office space across the Council
- Introduce a Corporate induction programme

## What we achieved

- Centralisation of support services including ICT, Creditors, Finance and Procurement, Business Support
- Restructure of senior leadership and service areas. 2 Corporate Director roles, 12 Corporate Lead Officer and 39 Corporate Manager roles established and appointed
- 'Train the Trainer' training provided. 91 workforce subject matter experts have delivered training.
- 2251 various training sessions have been delivered by our subject matter experts and our Corporate Trainers.
- Corporate development programmes established which have supported cross organisation career pathways and professional development.
- Annual training schedule for corporate and social care employees with a wide variety of training opportunities.
- Ceri Learning & Development module utilised and embedded across all Services to promote, book and record training and ensure 'one training record' across the Council
- Significant upskilling of workforce in use of technologies in response to the COVID pandemic and supported by training opportunities.
- Rolling programme of Customer First training to all service areas
- Corporate Induction event developed, embedded and scheduled on a monthly basis.

# Promote a Bilingual workforce that will serve the community

## What we set out to do

- Continue to develop the work of the Welsh in the Workplace Group
- Maximise the opportunities offered by the National Centre for Learning Welsh
- Provide a range of Welsh language training opportunities that address the range of abilities within the workforce
- Introduce a Welsh language 'ffrindiau iaith – Welsh friend' scheme to support Welsh learners
- Promote the 'More than just words' strategy and active offer campaign to all services
- Ensure that Welsh learners are supported to meet their linguistic goals
- Promote an understanding of Welsh language and cultural knowledge with all staff via an e-learning course

## What we achieved

- Work Welsh Training Officer appointed.
- Welsh in the Workplace Group established
- Range of Welsh language classes offered including: - Beginner, Intermediate, Advanced as well as Welsh Language Written.
- 287 Work Welsh learners
- Welsh language 'ffrindiau iaith – Welsh friend' scheme introduced to support Welsh learners
- 'More than just words' strategy and active offer campaign promoted to all services via training and communication campaigns
- Welsh Language Awareness e-learning course developed and designated mandatory for all staff.



# Leadership & Management Development

## What we set out to do

- Devise and promote a 'Ceredigion Manager' Development Plan with a core framework of mandatory training
- Offer a range of additional management and development opportunities that will meet the training and development needs of a 'Ceredigion Manager'
- Introduce a 'New Manager's induction programme
- Develop Talent Management process through the strategic workforce planning toolkit
- Ensure that effective succession planning is in place in order to retain organisational knowledge
- Develop whole organisation knowledge for Leaders and Managers to effectively implement change and improve decision making
- Further promote the use of Ceri Net with managers as a source of information advice and assistance
- Expand the use of webinars for information sharing with managers
- Develop a Corporate managers network that will meet regularly with Senior Leadership

## What we achieved

- 6 module Ceredigion Manager Programme developed, implemented and designated mandatory for all managers.
- Range of additional management development opportunities provided including: Difficult Conversations, Finance for Non-Finance, Procurement, Project Management , Support Health and Wellbeing of Employees, Managing Change and more.
- 'Aspiring Managers' and 'Managing for the First Time' modules introduced.
- Workforce and succession planning included in Ceredigion Manager Programme course.
- Comprehensive manager's toolkit published on Ceri Net as a source of information, advice and assistance for managers and headteachers
- Use of webinars, townhall sessions and newsletters to disseminate information to managers.
- Corporate managers and senior leadership workshop established and meeting regularly on a quarterly basis.

# Other achievements

Qualification Panel Established	Implemented new Learning Management System, Ceredigion Learning Pool	22 Mental Health First Aiders appointed	ILM Level 5: 12 managers certified, with 4 managers nearing completion	Implemented Online DBS checks system	Transitioned to virtual delivery of learning events	Interim Hybrid Working Policy developed and implemented
Successful restructure of Through-Age Wellbeing services	Replaced Cardinet with new Ceri Net staff intranet site	Carer's Policy developed and implemented	Hybrid Working Strategy developed and being implemented	Increased collaborative working with Aberystwyth University on range of careers initiatives	Supported the national WeCare.wales social care campaign	Health and Wellbeing Strategy developed and being implemented
99% of eligible employees working in a hybrid way	Implemented new incident reporting system, Alcumus	ILM Level 4: 30 managers certified, with 24 managers nearing completion	Annual Appraisals process successfully established	Audit of workforce digital skills undertaken	3 Employee Health and Wellbeing Surveys conducted	New look weekly news format developed and implemented
New people processes e-forms platform (dodl) developed	8 Health and Wellbeing Champions recruited	Revised Ceredigion Manager Programme	Bespoke development programme for CLO, CMs and TMs to implement the TAW Strategy	University of Wales Trinity Saint David Youth Work student placements offered	Team Ceredigion staff Teams channel introduced	Social work placements provided to Swansea University and Open University students

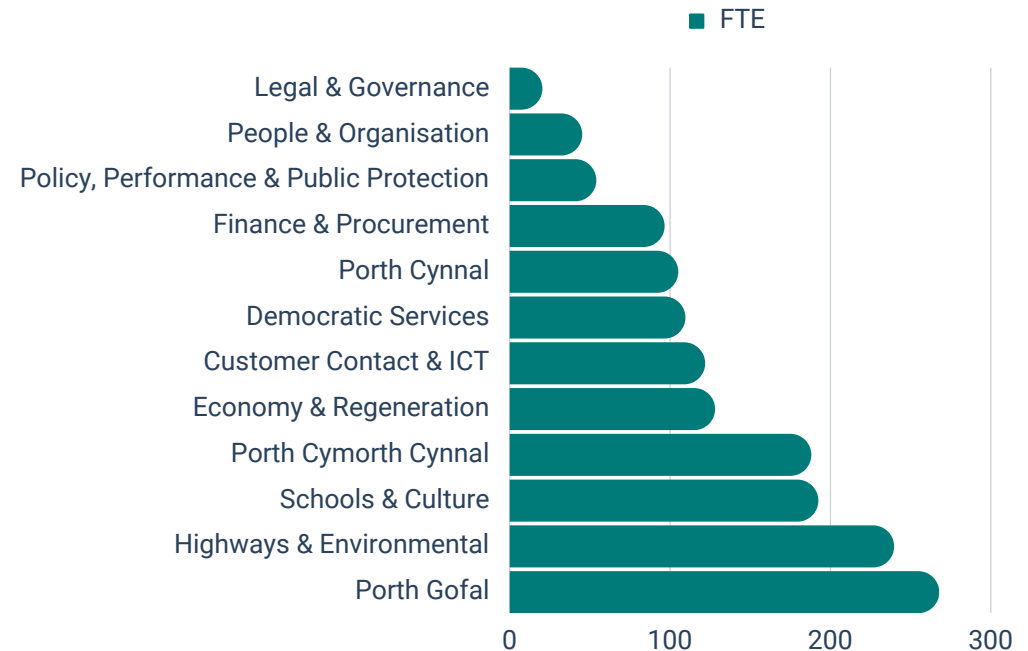
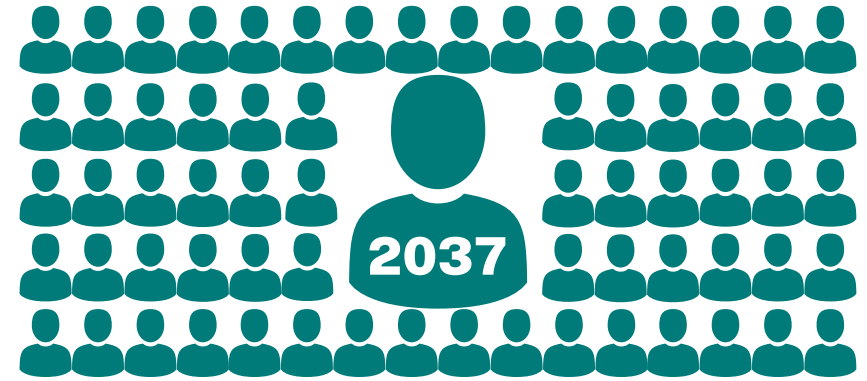
# Current Context

## Our workforce

Our ability to successfully deliver services and continuous improvement depends on having the right people with the right skills in the right place at the right time. Workforce planning is about having a thorough knowledge and understanding of the current workforce, analysing that information in order to identify the workforce skills, competencies and capacity which will be needed in future. This will ensure we have the capacity and capability to deliver new, different and/or improved services and priorities that will align to our goals and serve the residents of Ceredigion.

In May 2023 our corporate workforce is made up of 2037 employees (1,567 FTE). During the last decade a leaner senior management structure has been achieved, with a 30% reduction in senior leadership posts.

Employee costs account for 45.4% of the Council's gross expenditure. Some of our key frontline services operate 24 hours a day, 365 days a year and there is a drive to ensure all services are delivered when people wish to access them.

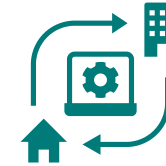


## Told us they're Disabled



3%

## Hybrid Working



43%

## Working Pattern



56%  
full-time

## Managers



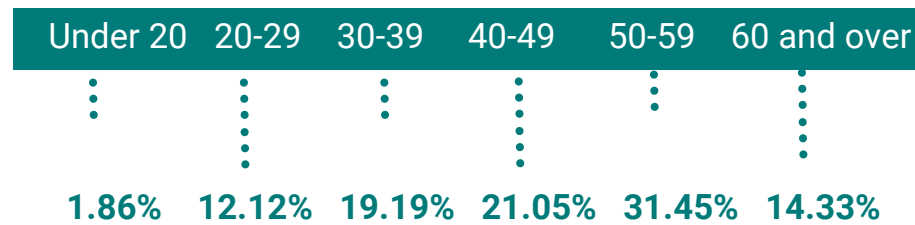
14.5%

## Gender

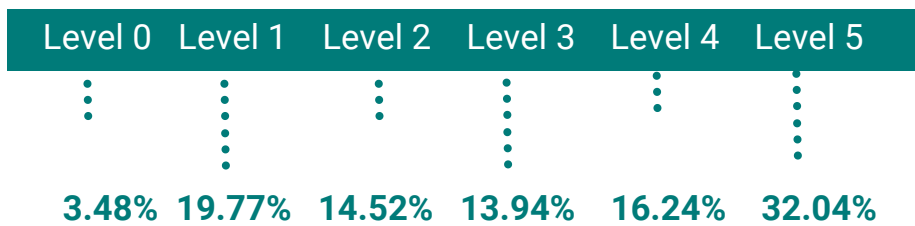


65% 35%  
female male

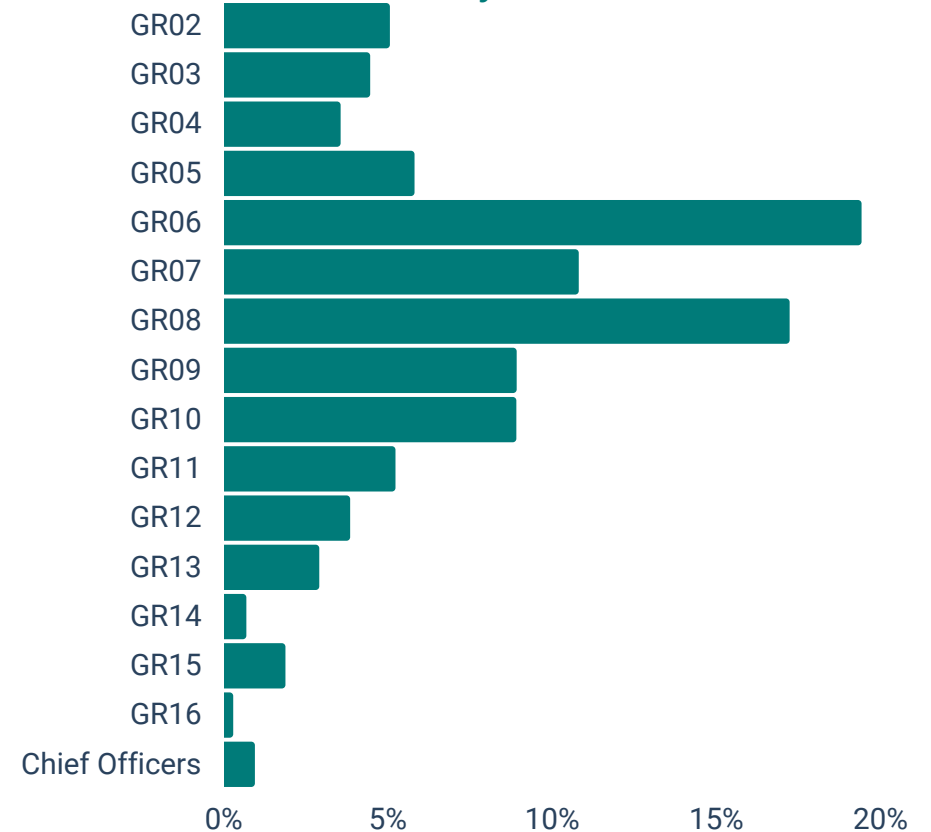
## Age



## Welsh Language Skills



## Pay





# What our workforce has told us

Over the duration of the previous workforce plan we have worked hard to gather employee sentiment in relation to their experiences so as to inform the work we do and prioritise our resources. Below are recent findings from various staff surveys.

## Employee Health and Wellbeing Survey



## Recruitment Selection & Appointment Survey



# Current challenges

A comprehensive workforce planning exercise was undertaken by all service areas late 2022. The purpose of this exercise was to gain an in depth understanding of the workforce in terms of the skills, competencies and capacity which will be needed to deliver new, different and/or improved services and priorities in the future. As part of this exercise the following key challenges, faced by our services were identified.

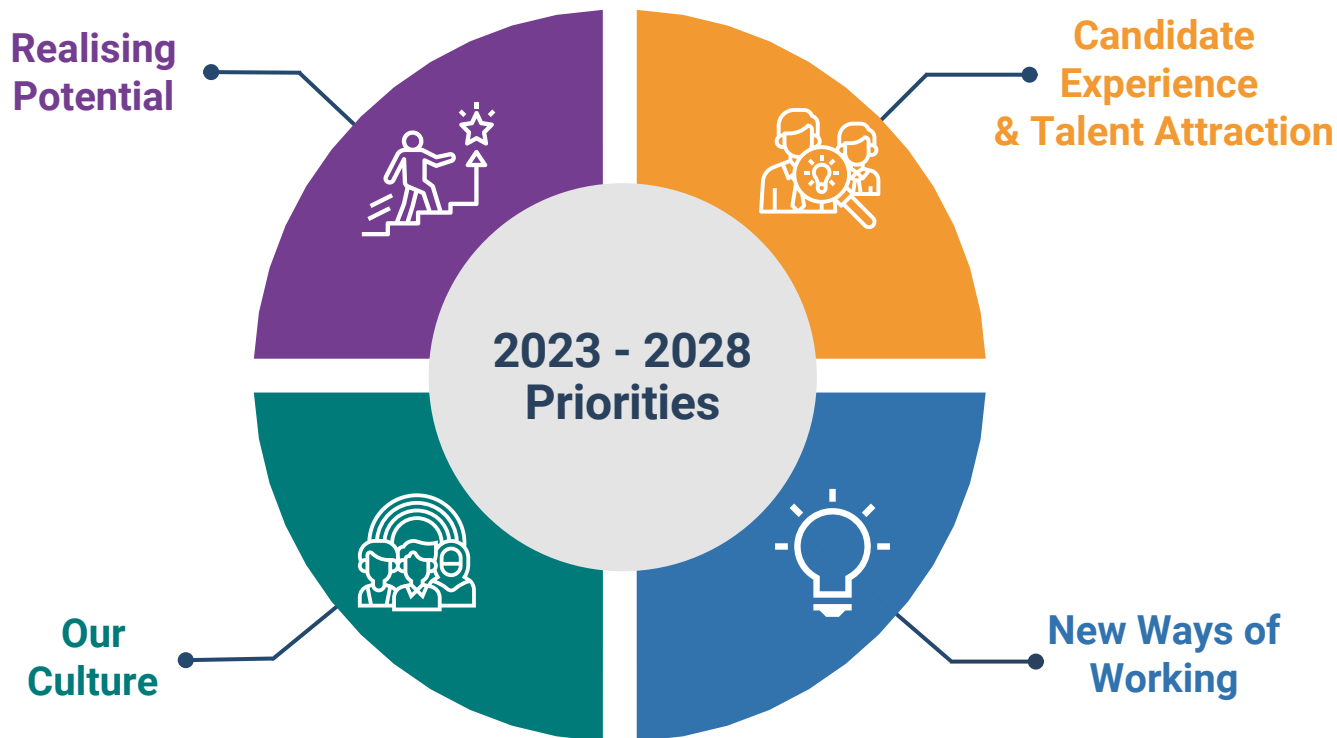


# What we want to achieve

## 2023-2028 Priorities

Having analysed the findings of the workforce planning exercise conducted in 2022, as well as insights gained via various employee surveys, the following priority areas of work have been identified to enable our workforce to deliver new, different and/or improved services and priorities in the future.

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## Candidate Experience and Talent Attraction

2022 has seen a historic high in vacancies in the UK and the lowest rate of unemployment since 1974. Attracting the right people with the right skills has never been more challenging. 2022 saw our average number of applications per recruitment campaign fall to 3.81. In addition, during this time we experienced a number of persistently difficult to fill positions including, but not limited to, qualified social workers, occupational therapists, developers, engineers, planners, fleet technicians and occupational training advisors. The recruitment of Social Workers has recently been designated a corporate risk.

Skills scarcity has resulted in unprecedented pressures on some service areas and necessitated the adoption of alternative measures to maintain statutory services and other business critical roles, including the recruitment of agency workers. In response to these challenges and the consequential impact experienced across our service areas it is critical we simplify and streamline the way our applicants submit job applications while also maintaining and enhancing the positive candidate experience our candidates tell us we provide. It will also be critical that we are able to easily monitor and analyse our recruitment data so as to identify hard to fill positions and prioritise our resources accordingly.





In a highly competitive labour market, against a backdrop of increased demand on services and less resource, it is vital that we actively showcase the unique benefits of working for us and establish ourselves as an employer of choice.

We will continue to use various marketing methods such as our careers site, social media, marketing boards, candidate open days, and community outreach work to promote our brand and increase talent attraction. We will also look to reward our brand ambassadors by introducing an employee referral scheme. We will keep our marketing and recruitment methods under review to ensure vacancies are reaching talented people with the right skills.

In line with cultural goals we will look to include a values-based approach to recruitment to ensure candidates are assessed on their behavioural values, as well as knowledge, skills and aptitude.

# Candidate Experience and Talent Attraction

## We will:

### Marketing:

- Conduct an employer brand positioning analysis and develop an **employer branding strategy** to establish and showcase our brand
- Develop and introduce a **Job Alerts** solution which informs candidates of opportunities of interest
- Develop marketing campaigns to promote our **apprenticeship** opportunities
- Develop marketing campaigns to promote the new **graduate scheme** and the opportunities offered
- Work in partnership with **Job Centres** and other organisations to promote our brand and increase talent attraction
- Introduce an **Employee Referral Scheme** which will reward employees who's referral has led to the successful permanent appointment of a new employee to the organisation
- Develop a coordinated approach to **work experience placements** and promote opportunities

### Processes:

- Ensure we can use data to easily identify **hard to fill vacancies**
- Remove the 'essential criteria' requirement for short-listing and adopt an **'interview on potential' approach** where essential criteria is tested at interview stage
- **Reduce our standard application form** and allow for the uploading of CVs
- We will create an **'express an interest' form** for certain positions that are difficult to fill. Based on the level of interest shown, managers may either conduct a second stage of screening or directly invite the candidates to interview
- Ensure our **Job Descriptions** are candidate friendly. The Job Evaluation process will be supported with a supplementary form
- We will adopt a continuum approach to the **attainment of linguistic standards**. Successful candidates will be expected to demonstrate a steady, continuous improvement in their linguistic skills
- Conduct benchmarking **review of salary pay grading** of local authorities in Wales



# Our Culture

We are passionate about fostering a culture where our employees have a shared sense of purpose, are supported and well led, feel valued and empowered, and experience a safe and inclusive environment. We want working life to be a positive experience for everyone. We strongly believe all team Ceredigion members deserve the opportunity to excel and thrive in an environment that allows them to be true to themselves and reach their full potential.

Our goal is to advocate for, and build upon, our 'Team Ceredigion' ethos. Promoting our sense of belonging, connection and shared purpose. We aspire for all Team Ceredigion members to be proud of the work that they do, and to recognise the significance of their contribution to the overall success of our organisation.

Employee engagement is central to our culture and we want to ensure all our people feel they have a voice and that voice is heard. We will continue to provide easily accessible engagement channels that prioritize employee well-being and foster a culture of transparency, trust, and collaboration. Consistent employee engagement, recognition, and comprehensive well-being support will remain crucial to our success in becoming the employer of choice.

We want to explore and identify our organisational values and bring these to life. This will help us provide a consistent approach to how we work and make decisions. It will also create a set of standards that we can uphold when collaborating with colleagues and serving our customers. Recognising and celebrating when our values are being demonstrated will help our employees to feel valued and motivated. This is an important factor in recruiting and retaining the right people.

We acknowledge the importance of recognising and celebrating when things are going well. It's also important that we provide a safe environment to have constructive conversations when things aren't working as we would like. Our goal is to foster a collaborative culture where we can work together, reflect and learn to find solutions.



  
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## Our Culture

### We will:

- Identify our **Team Ceredigion values** and embed our values into the way we work
- Develop and introduce a **recognition framework** to ensure success, loyalty and commitment is celebrated
- Build on our employee engagement activities and continue to ensure all **our people's voices inform decision-making**
- Conduct periodic surveys to determine how we can best support the **health and wellbeing of our workforce**, ensuring the support we provide is responsive, targeted and well received
- Continue to actively promote our **bilingual culture** and our **work welsh development** opportunities
- Identify and implement a solution to enable us to analyse the efficacy of our **internal communication** channels to ensure reach is maximised amongst the workforce
- Hold **quarterly meetings with service area senior managers** to provide support in relation to people and culture matters





## New Ways of Working

Our organisation is made up of exceptionally talented individuals. Their resourcefulness and adaptability was highlighted during the Covid-19 crisis. They succeeded to support our residents and maintain services, whilst in many cases introducing and adopting new ways of working. To ensure continued success, it is crucial we capitalise on this talent and unlock its full potential.

We are operating in a challenging environment with escalating budgetary pressures. To meet our corporate objectives whilst maintaining effective and efficient services our workforce's journey must be one of continuous review and change. It is critical we maintain an innovative and agile approach, are open and resilient to change, with the skills to support smarter ways of working in a digitised world.

With the increasing digitisation of workplaces, across all settings, digital competency is essential. To better support our workforce with regards digital skills we will introduce a digital competency framework. The framework will provide clear digital skill expectations in terms of recruitment and selection criteria, performance management, as well as identifying development needs across the workforce.

Our workforce tells us that hybrid working has realised many benefits including increased productivity, reduced travelling and improved work life balance. It is also widely recognised that the flexibility of hybrid working improves retention and recruitment. We will review our existing hybrid working model to capture these benefits as part of a permanent hybrid working policy.

Our aim is to enhance the efficiency of our internal processes and systems, enabling us to measure our performance effectively. This will align with our moral and corporate responsibility towards sustainability and environmentally friendly practices.





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## New Ways of Working

### We will:

- Review of our **hybrid working** model and propose permanent approach for adoption
- Appoint **HR Systems Development & Integration Officer** to progress our digital working ambitions
- **Develop dodl**, our e-forms system, so all People & Organisation processes are paperless
- Develop **new digital records and document creation** system
- Introduce a **digital competency framework** and conduct a role and employee skills analysis
- Roll out organisation wide programme of **digital upskilling**
- Review of all **People and Organisation policies** to ensure they are fit for purpose, compliant, accessible and reflect our culture
- Support the delivery of **transformation programmes** with employee engagement and development opportunities



## Realising potential

We are passionate about employee development and ensuring every Team Ceredigion member is supported and has the opportunity to fulfil their potential and career aspirations. We already provide a wide range of training to support the learning and development needs of our workforce. We also frequently offer a range of professional qualifications to support our employees in progressing their careers. We would like to build on this work by developing clear career and skills development pathways to ensure our workforce development is fully aligned to business planning and organisation needs.

As part of this work, and to address critical skills gaps within the workforce, we intend to attract new talent via our apprenticeships scheme as well as introduce a new graduate scheme.



We recognise the importance and value of workforce planning and the need to use the insight and data available to forecast future organisational capacity and capability. In line with this, we will review our workforce planning process and develop a robust and streamlined succession planning model.

Our managers are key to ensuring our ability as an organisation to embrace and embed new ways of working, and achieve excellence in the future. Our managers have significant impact on our culture and the day to day employment experience of our workforce. They play a pivotal role in building teams that embody a collaborative outlook, and are motivated and able to turn challenges into opportunities for innovation and excellence.

Alongside the existing management development programmes we will deliver an annual update session in order that our managers stay up-to-date on the latest trends and best practices to ensure they are equipped to navigate the ever-changing landscape and drive our organisation forward.

# Realising potential

## We will:

### Workforce development:

- Develop a **succession planning model** that reduces risk and disruption to business continuity
- Review our **annual appraisal** process to capture employee development aspirations, identify future potential and audit skills and competencies
- Review our **corporate and team induction programs** to ensure our new recruits are receiving the best introduction to their new role
- Maximise the use of our **learning management system** 'Ceredigion Learning Pool' to make full use of its potential
- To overcome recruitment challenges we will adopt a targeted approach to our **apprenticeship opportunities**
- Develop and introduce a **graduate scheme** to attract and retain talent in the county of Ceredigion
- Continue to offer a range of **Welsh language development** opportunities to meet service delivery needs and support our bilingual culture
- Further develop and expand our **blended learning** to offer greater access and improve outcomes.

### Manager and leader development:

- Utilising our internal talent and experience, develop and introduce a **Manager Mentoring / Coaching Scheme**
- Develop and deliver an **annual update session** to ensure our managers are up-to-date with the latest developments and best practices
- Continue to offer **ILM opportunities** to grow our pool of future leaders

# Measuring Success

This strategy is designed to evolve with the needs of our organisation and our employees. The People and Organisation Service will work with senior management to review and drive the evolution of the strategy with improvements being made as needed along our journey.

We will continually measure progress using a variety of means, including employee and stakeholder surveys, appraisals and a range of key performance indicators. The four priorities contained within this strategy will be reported annually using the following measures:

## Candidate Experience & Talent Attraction

Increase in average number of applicants per campaign

No of work experience opportunities offered

Number of corporate vacancies

## Our Culture

Percentage of employees feel the Council cares about their health and wellbeing

Number of employees who have improved their Welsh language skills (continuum)

Employee turnover

Sickness Absence

## New Ways of Working

Number of roles with digital competency levels identified

Number of employee digital competency levels recorded

Number of forms on dodl

Number of people who have attended digital skills training

## Realising Potential

Number of apprentices recruited

Number of graduates recruited under graduate scheme

Number of managers with recognised leadership and/or management qualification





**General enquiries:**

[www.ceredigion.gov.uk](http://www.ceredigion.gov.uk)

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**People & Organisation Service**

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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: (Policy/Change Objective/Budget saving)

Proposal Title	Workforce Plan 2023-2028				
Service Area	People & Organisation	Corporate Lead Officer	Geraint Edwards	Strategic Director	James Starbuck
Name of Officer completing the IIA	Geraint Edwards	E-mail	geraint.edwards2@ceredigion.gov.uk	Phone no	01545 572019

Please give a brief description of the purpose of the proposal

The Workforce Plan 2023-2028 sets out how we will attract, develop and retain our most valuable asset – our people. The effectiveness of our organisation hinges not just on attracting the best talent, but also in creating a strong workplace community that supports its people, and recognises the unique attributes of every Team Ceredigion member. The Workforce Plan 2023- 2028 outlines how we will develop the capacity and capability of our workforce to support the priorities identified in our Corporate Strategy 2022-2027.

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 Workforce Plan will affect Council employees, excluding those directly employed by school Governing Bodies.

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

Author	Decision making stage	Version number	Date considered	Brief description of any amendments made following consideration
	<i>e.g. Budget Process, LG, Scrutiny, Cabinet etc.</i>			<i>This will demonstrate how we have considered and built in sustainable development throughout the evolution of a proposal. Have you considered and applied the sustainable development principle and Well-being Goals?</i>
Geraint Edwards	Scrutiny	V1	25/06/2023	



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

Boosting the economy, supporting businesses and enabling employment	The Workforce Plan 2023-2028 will develop the capacity and capability of the workforce to support delivery of high quality services
Creating caring and healthy communities	The Workforce Plan 2023-2028 will develop the capacity and capability of the workforce to support delivery of high quality services
Providing the best start in life and enabling learning at all ages	The Workforce Plan 2023-2028 will develop the capacity and capability of the workforce to support delivery of high quality services
Creating sustainable, green and well-connected communities	The Workforce Plan 2023-2028 will develop the capacity and capability of the workforce to support delivery of high quality services

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

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

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

Sustainable Development Principle	Does the proposal demonstrate you have met this principle? If yes, describe how. If not, explain why.	What evidence do you have to support this view?	What action (s) can you take to mitigate any negative impacts or better contribute to the principle?
<b>Long Term</b>	Whilst the plan responds to current challenges it also considers the longer	Each service has completed a workforce	

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Balancing short term need with long term and planning for the future.	term challenges with the aim of ensuring the workforces possesses the correct skills and capacity to meet these.	planning toolkit to identify the challenges in their areas. These were all considered as part of this plan's development.	
<b>Collaboration</b> Working together with other partners to deliver.	All Corporate Lead officers and thier Senior team have contributed to the plan through the completion of the Service-specific Workforce Plan toolkit. The plan will be shared with our corporate trade union partners for comment.		
<b>Involvement</b> Involving those with an interest and seeking their views.	The Plan has been developed by involving all Corporate Manager and Corporate Lead Officer to capture their view on the current and longer term needs of their particular service areas.		
<b>Prevention</b> Putting resources into preventing problems occurring or getting worse.	Focus is given to the current recruitment and retention difficulties and the impact this has on meeting future demands. The Plan introduces strategies to encourage wider employment entry paths and opportunities to meet a sustainable future workforce.	We will monitor and gather evidence on staff recruitment and turn over	
<b>Integration</b> Positively impacting on people, economy, environment and culture and trying to benefit all three.	Through maintaining a motivated and stable workforce, the majority of whom live within the county boundary, the Plan will positively impact on people (our staff) and the local economy.		

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<b>3. WELL-BEING GOALS:</b> 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.	The Plan's aim is to foster a skilled, outcome focussed, innovative and progressive workforce, dedicated to delivery high quality and efficient service to the people of Ceredigion.	The Council is the largest employer in the county and ensuring job security in well paid roles is key.	Develop range of employment entry opportunities and career pathways which allow staff to meet their potential
<b>3.2. A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change).			
<b>3.3. A healthier Wales</b> People's physical and mental wellbeing is maximised and health impacts are understood.	The Plan recognises the importance of employee health and wellbeing and through periodic surveys will identify how best this can be supported with targeted strategies if necessary	Annual staff surveys to monitor employees view of their health	Continual review of health and wellbeing guidance and strategies in response to local and nationwide issues
<b>3.4. A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected.			
<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><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></p> <p><i>You need to consider how might the proposal impact on equality protected groups in accordance with the Equality Act 2010?</i></p> <p><i>These include the protected characteristics of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or beliefs, gender, sexual orientation.</i></p> <p><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 1029 786 1402"> <thead> <tr> <th></th> <th>Positive</th> <th>Negative</th> <th>None/ Negligible</th> </tr> </thead> <tbody> <tr> <td>Children and Young People up to 18</td> <td style="text-align: center;">✓</td> <td></td> <td></td> </tr> <tr> <td>People 18-50</td> <td style="text-align: center;">✓</td> <td></td> <td></td> </tr> <tr> <td>Older People 50+</td> <td style="text-align: center;">✓</td> <td></td> <td></td> </tr> </tbody> </table>		Positive	Negative	None/ Negligible	Children and Young People up to 18	✓			People 18-50	✓			Older People 50+	✓			<p>The Council's Equality Report 2022 has been used to inform the Plan. The age profile of the current workforce is included in the document and the ageing workforce is evident with 45.78% being 50 years old or over. The Plan sets out how the aging workforce can be supported in their roles whilst also introducing strategies to attract young people to a career in the Council</p>	<p>The Equality Report 2022 provides data on the Council workforce by protected characteristics. The Equality Report is published annual and will be monitored</p>	
	Positive	Negative	None/ Negligible																
Children and Young People up to 18	✓																		
People 18-50	✓																		
Older People 50+	✓																		

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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 ✓)				The Council's Equality Report 2022 has been used to inform the Plan. 3% of the current workforce has told use they are disabled. The Plan is expected to encourage applications from those who have a disability whilst also supporting those employees who become disabled to remain in employment.	The Equality Report 2022 provides data on the Council workforce by protected characteristics.  20% of people living in Ceredigion identified as disabled with 8.5% disabled and limited a lot, and 11.5% disabled and limited a little (2021 Census).	
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 ✓)				The Workforce Plan has a focus on the culture of the organisation and seeks to foster a culture where employees are supported, feel valued , and experience a safe and inclusive environment.	The Equality Report 2022 provides data on the Council workforce by protected characteristics.	
Transgender	Positive	Negative	None/ Negligible			
			✓			

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<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 ✓)				The Workforce Plan has a focus on the culture of the organisation and seeks to foster a culture where employees are supported, feel valued , and experience a safe and inclusive environment.		
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 ✓)				The Workforce Plan has a focus on the culture of the organisation and seeks to foster a culture where employees are supported, feel valued , and experience a safe and inclusive environment.		
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 ✓)				The Workforce Plan has a focus on the culture of the organisation and seeks to foster a culture where employees are supported, feel valued , and experience a safe and inclusive environment.	The Equality Report 2022 provides data on the Council workforce by protected characteristics.  Race includes nationality, ethnicity and culture.  3.8% of people living in Ceredigion are from a non-white background, compared	
White	Positive	Negative	None/ Negligible			
			✓			
Mixed/Multiple Ethnic Groups	Positive	Negative	None/ Negligible			
			✓			
Asian / Asian British	Positive	Negative	None/ Negligible			
			✓			

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Black / African / Caribbean / Black British	Positive	Negative	None/ Negligible		to 6.2% across Wales (2021 Census).	
			✓			
Other Ethnic Groups	Positive	Negative	None/ Negligible			
			✓			

<b>Religion or non-beliefs</b>				The Workforce Plan has a focus on the culture of the organisation and seeks to foster a culture where employees are supported, feel valued , and experience a safe and inclusive environment.		
Do you think this proposal will have a positive or a negative impact on people with different religions, beliefs or non-beliefs? (Please tick ✓)						
Christian	Positive	Negative	None/ Negligible			
			✓			
Buddhist	Positive	Negative	None/ Negligible			
			✓			
Hindu	Positive	Negative	None/ Negligible			
			✓			
Humanist	Positive	Negative	None/ Negligible			
			✓			
Jewish	Positive	Negative	None/ Negligible			
			✓			
Muslim	Positive	Negative	None/ Negligible			
			✓			
Sikh	Positive	Negative	None/ Negligible			
			✓			

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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 ✓)				The Workforce Plan has a focus on the culture of the organisation and seeks to foster a culture where employees are supported, feel valued , and experience a safe and inclusive environment.		
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 ✓)				The Workforce Plan has a focus on the culture of the organisation and seeks to foster a culture where employees are supported, feel valued , and experience a safe and inclusive environment.	The Equality Report 2022 provides data on the Council workforce by protected characteristics.	
Bisexual	Positive	Negative	None/ Negligible			
	✓					
Gay Men	Positive	Negative	None/ Negligible			
	✓					
Gay Women / Lesbian	Positive	Negative	None/ Negligible			
	✓					
Heterosexual / Straight	Positive	Negative	None/ Negligible			
	✓					

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

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

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

The Workforce Plan has a focus on the culture of the organisation and seeks to foster a culture where employees are supported, feel valued , and experience a safe and inclusive environment. The Council is committmenet to promoting equality and valuing diverisity in all its roles as community leader, service provider and employer.

**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

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

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

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

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

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

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

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

The Plan is expected to have a positive impact on the socio-economic situation of current and future employees of the Council through providing stable employment, skill development and career pathway opportunities.

What evidence do you have to support this view?

There are area of high and moderate deprevation in the County.

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

Planned strategies are widely promoted to ensure awareness across the County

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<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?
Will the proposal be delivered bilingually (Welsh & English)?	Positive	Negative	None/ Negligible	The Workforce Plan is bilingual document and any engagement or communication will be delivered in both Welsh and English		
	✓					
Will the proposal have an effect on opportunities for persons to use the Welsh language?	Positive	Negative	None/ Negligible	The Workforce Plan will actively promote the Council's bilingual culture and committed to increasing the Welsh language skills across the organisation.		
	✓					
Will the proposal increase or reduce the opportunity for persons to access services through the medium of Welsh?	Positive	Negative	None/ Negligible	The Workforce Plan is directed towards Council employees but by increasing their Welsh language skills there is expected to be a greater availability of services through the medium of Welsh.		
	✓					
How will the proposal treat the Welsh language	Positive	Negative	None/ Negligible	The Workforce Plan is bilingual document and any engagement or		
	✓					

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no less favourably than the English language?				communication will be delivered in both Welsh and English		
Will it preserve promote and enhance local culture and heritage?	Positive	Negative	None/ Negligible	The Workforce Plan is directed towards Council employees but as a high number of these live within the County, increasing Welsh languages skills and understanding of the county's heritage will have a positive benefit.		
	✓					

**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
The Workforce Plan will be reviewed annually and progress will be reported through the Council's governance structure.	Annually	People & Organisaition	

**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).*

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

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

The Workforce Plan will be reviewed annually and progress will be reported through the Council's governance structure.

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

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

Risk Description	Impact (severity)	Probability (deliverability)	Risk Score
If Plan is not implemented, there is likely to be significant challenges in the workforce's ability to meet the future needs of of the organisation.	4	2	8

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

The implementation of the workforce plan will have a positive and cross-cutting impact for employees across all service areas

## 6. SIGN OFF

Position	Name	Signature	Date
Service Manager			
Corporate Lead Officer	Geraint Edwards		25/06/2023
Strategic Director	James Starbuck		26/06/2023
Portfolio Holder	Cllr Bryan Davies		

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## Cyngor Sir CEREDIGION County Council

<b>REPORT TO:</b>	<b>Cabinet</b>
<b>DATE:</b>	<b>5 September 2023</b>
<b>LOCATION:</b>	<b>Hybrid/Council Chamber</b>
<b>TITLE:</b>	<b>Feedback from the Corporate Resources Overview and Scrutiny Committee on Draft Workforce Plan</b>
<b>PURPOSE OF REPORT:</b>	<b>To provide feedback from the Corporate Resources Overview and Scrutiny Committee held on 19<sup>th</sup> July 2023</b>

Committee Members received a report on a Draft Workforce Plan presented by the Leader of the Council supported by Officers.

A workforce plan is a strategic document that outlines the Council's approach to managing its workforce to meet its current and future service delivery needs. It involves analysing the organisation's workforce requirements, identifying any gaps, and focussing on the development plans to address them.

It was reported that as was the case for the 2017–2022 plan, a Strategic Workforce Planning toolkit was used to guide Corporate Lead Officer and their teams through the process. The toolkit assisted in analysing the current workforce before extending that analysis to identify future workforce requirements, skills and competencies which will be needed to deliver new or improved services.

At the start of the year the People and Organisation Service met with each Service area to introduce the toolkit and to provide a range of workforce data to assist each service area in completing toolkit. This information was then collated, analysed, and assessed in line with the workforce objectives within the Corporate Strategy and the requirements of the Sustainability Principles' five ways of working to develop key themes for the Workforce Plan 2023-2028.

### **RECOMMENDATION:**

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

- To recommend the approval of the Workforce Plan 2023-2028 by Cabinet

### **REASON FOR RECOMMENDATION:**

- To support the adoption of a new workforce plan to support the workforce meeting its current and future service delivery needs

Committee Members agreed to recommend that Cabinet:

1. Approve the Workforce Plan 2023-2028.
2. Consider the possibility that apprentices should stay to work for a certain period of time with the Council following the end of their scheme, if the Council had contributed financially to that scheme.

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

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## CEREDIGION COUNTY COUNCIL

**Report to:** Cabinet

**Date of meeting:** 05/09/2023

**Title:** Ceredigion County Council (Prohibition and Restriction of Waiting and Loading and Unloading) Order 2019 (Morgan Street, Cardigan) (Amendment Order No. 8) 2023

**Purpose of the report:** To seek authorisation for the making of the above Traffic Regulation Order, and the publication of a notice in local press to that effect

**For:** Decision

**Cabinet Portfolio and Cabinet Member:** Councillor Keith Henson, Cabinet Member for Highways and Environmental Services and Carbon Management

It is proposed to replace five limited waiting bays on the eastern side of the junction between Morgan Street and St Mary Street, Cardigan, with pedestrian footway, a flood alleviation pumping station, and to increase the length of the limited waiting bay on the southeast side of Morgan Street that is south of the junction with Pwllhai from 13.9 metres to 17.9 metres. These changes to parking arrangements are retrospective, they have been necessitated by the recent works, noted above, undertaken by Welsh Water.

First and Second stage consultation were conducted together with the approval of Cllr Elaine Evans, the Local Member, and Cardigan Town Council in order to expedite this matter, and no objections have been received.

Authorisation is now sought to proceed with making the necessary Traffic Regulation Order, the publication of a Notice of Making in the Press. There are no works to be implemented on site.

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

**Summary:**

**Wellbeing of Future Generations:**

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

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

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

	1996 and local policies and procedures.
<b>Prevention:</b>	Addresses existing and future access requirements and improves the safe and efficient movement of people and goods.
<b>Integration:</b>	Formal process to advertise and make Traffic Regulation Order and ongoing monitoring of impacts to ensure alignment with this principle.
<b>Recommendation(s):</b>	<b>IT IS RECOMMENDED THAT Cabinet approve the making of the necessary Traffic Regulation Order and the publication of a subsequent Notice of Making in the press to this effect.</b>
<b>Reasons for decision:</b>	<b>To secure access to a newly constructed flood alleviation sewerage facility from St Mary Street and to improve pedestrian access from Morgan Street to St Mary Street.</b>
<b>Overview and Scrutiny:</b>	Thriving Communities
<b>Policy Framework:</b>	Producing better and safer roads
<b>Corporate Priorities:</b>	<ul style="list-style-type: none"> <li>• Boosting the Economy, Supporting Businesses and Enabling Employment</li> <li>• Creating Caring and Healthy Communities</li> <li>• Providing the Best Start in Life and Enabling Learning at All Ages</li> <li>• Creating Sustainable, Green and Well-connected Communities</li> </ul>
<b>Finance and Procurement implications:</b>	All costs are being met by Welsh Water
<b>Legal Implications:</b>	Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996, plus amendments.
<b>Staffing implications:</b>	Enforcement of the new parking arrangements will be the responsibility of the Council's Parking Services.
<b>Property / asset implications:</b>	There are no works to be implemented on site.
<b>Risk(s):</b>	Cabinet will be required to consider and determine the outcome of any objections received during public consultation.



**Statutory Powers:** Road Traffic Regulation Act 1984

**Background Papers:** Ceredigion County Council (Prohibition and Restriction of Waiting and Loading and Unloading) Order 2019

**Appendices:** Appendix 1- Map showing the extent of the changes to parking arrangements  
Appendix 2- Integrated Impact Assessment

**Corporate Lead Officer:** Rhodri Llwyd, Corporate Lead Officer: Highways and Environmental Services

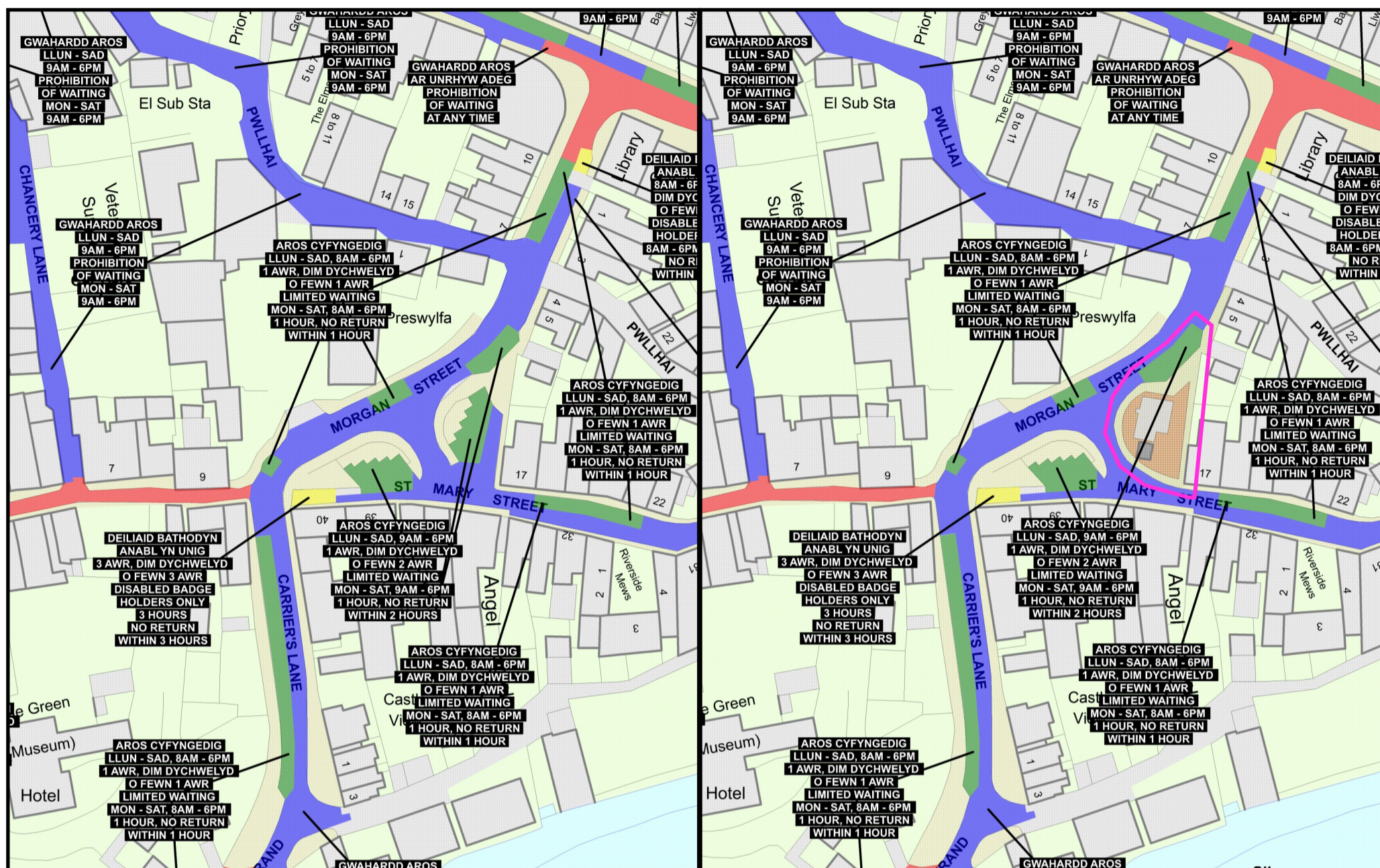
**Reporting Officer:** Tom Delph-Janiurek

**Date:** 28/07/23

CYNGOR SIR CEREDIGION COUNTY COUNCIL

Cyn / Before

Arfaethedig / Proposed



Rhodri Llwyd  
 Prifffyrdd a Gwasanaethau Amgylcheddol  
 Canolfan Rheidol, Rhodfa Padarn, Aberystwyth, SY23 3UE  
 Highways and Environmental Services  
 Canolfan Rheidol, Rhodfa Padarn, Aberystwyth, SY23 3UE



Aberteifi - Stryd Morgan  
 Cardigan - Morgan Street

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CYNGOR SIR CEREDIGION

Mae'r Cyngor yn bwriadu gwneud Gorchymyn Cyngor Sir Ceredigion (Gwahardd a Chyfyngu ar Aros a Llwytho a Dadlwytho) 2019 (Stryd Morgan, Aberteifi) (Gorchymyn Diwygio Rhif 8) 2023. Effaith hyn fydd gosod lle troedio i gerddwyr yn lle'r pum cilfan aros cyfyngedig ar ochr ddwyreiniol y gyffordd rhwng Stryd Morgan a Stryd y Santes Fair, a gosod gorsaf bwmpio i leddfu llifogydd, a chynyddu hyd y gilfan aros cyfyngedig ar ochr dde-ddwyreiniol Stryd Morgan - i'r de o'r gyffordd â Pwllhai - o 13.9 metr i 17.9 metr. Gellir bwrw golwg ar y manylion llawn ar-lein yn <http://www.ceredigion.gov.uk/preswylwr/teithio-ffyrdd-a-pharcio/ymgyngoriadau/gorchymynion/>. Dylid anfon gwrthwynebiadau, gan nodi'r rhesymau yn ysgrifenedig, at Wasanaethau Technegol Ceredigion - [gwasanaethau.technegol@ceredigion.gov.uk](mailto:gwasanaethau.technegol@ceredigion.gov.uk) neu at y Gwasanaethau Cyfreithiol, drwy law Ystafell y Post, Cyngor Sir Ceredigion, Canolfan Rheidol, Rhodfa Padarn, Llanbadarn Fawr, Aberystwyth, Ceredigion, SY23 3UE i gyrraedd erbyn 27/06/2023.

CEREDIGION COUNTY COUNCIL

The Council proposes to make the Ceredigion County Council (Prohibition and Restriction of Waiting and Loading and Unloading) Order 2019 (Morgan Street, Cardigan) (Amendment Order No.8) 2023. The effect of this is to replace 5 limited waiting bays on the eastern side of the junction between Morgan Street and St Mary Street with pedestrian footway, a flood alleviation pumping station and to increase the length of the limited waiting bay on the southeast side of Morgan Street that is south of the junction with Pwllhai from 13.9 metres to 17.9 metres. Details may be inspected online at <http://www.ceredigion.gov.uk/resident/travel-roads-parking/road-traffic-order>. Objections, stating reasons in writing, to Ceredigion Technical Services [technical.services@ceredigion.gov.uk](mailto:technical.services@ceredigion.gov.uk) or Legal Services, c/o Postroom, Ceredigion County Council, Canolfan Rheidol, Rhodfa Padarn, Llanbadarn Fawr, Aberystwyth, Ceredigion, SY23 3UE to be received by 27/06/2023.

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

An integrated tool to inform effective decision making



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

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

Proposal Title	Ceredigion County Council (Prohibition and Restriction of Waiting and Loading and Unloading) Order 2019 (Morgan Street, Cardigan) (Amendment Order No. 8) 2023
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Service Area	Highways	Corporate Lead Officer	Rhodri Llwyd	Corporate Director	Barry Rees
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Name of Officer completing the IIA	Dafydd Evans	E-mail	Dafydd.Evans@ceredigion.gov.uk	Phone no	07378 328 265
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Please give a brief description of the purpose of the proposal

To replace 5 limited waiting bays on the eastern side of the junction between Morgan Street and St Mary Street, Cardigan, with pedestrian footway, a flood alleviation pumping station, and to increase the length of the limited waiting bay on the southeast side of Morgan Street that is south of the junction with Pwllhai from 13.9 metres to 17.9 metres

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

General road users

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

Author	Decision making stage	Version number	Date considered	Brief description of any amendments made following consideration
	<i>e.g. Budget Process, LG, Scrutiny, Cabinet etc.</i>			<i>This will demonstrate how we have considered and built in sustainable development throughout the evolution of a proposal. Have you considered and applied the sustainable development principle and Well-being Goals?</i>
Dafydd Evans	Making of retrospective TRO	1	September 2023	

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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	Improved and safer access to services and opportunities for pedestrians. Improved efficiency of movement of goods and people, safeguarding access for Welsh Water to flood alleviation sewerage facility.
Investing in People's Future	Safeguarding future access to services and opportunities for all.
Enabling Individual and Family Resilience	Supports independence, improved accessibility, and personal mobility.
Promoting Environmental and Community Resilience	Supports more effective, safer and efficient movement of goods and people. Supports access to a newly constructed flood alleviation sewerage facility. Supports community resilience through improved access to services and opportunities within local communities.

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**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*

<b>2. SUSTAINABLE DEVELOPMENT PRINCIPLES:</b> How has your proposal embedded and prioritised the five sustainable development principles, as outlined in the Well-being of Future Generations (Wales) Act 2015, in its development?			
Sustainable Development Principle	Does the proposal demonstrate you have met this principle? If yes, describe how. If not, explain why.	What evidence do you have to support this view?	What action (s) can you take to mitigate any negative impacts or better contribute to the principle?

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

An integrated tool to inform effective decision making



<p><b>Long Term</b> Balancing short term need with long term and planning for the future.</p>	<ul style="list-style-type: none"> <li>• The impact of this proposal and any changes in local or national policies or legislation will be monitored and reviewed as part of the next scheduled review of on-street parking within five years.</li> <li>• Future demand will be partly determined by levels of car ownership, levels of public transport infrastructure provision and service patronage.</li> <li>• Supports access to a newly constructed flood alleviation sewerage facility.</li> </ul>	<p>Evidence from wider periodic on-street parking public and stakeholder engagement undertaken previously along with associated work programme.</p>	<ul style="list-style-type: none"> <li>• Change to on-street parking is to improve pedestrian access.</li> <li>• County-wide review of on-street parking planned for 2023/24, resources permitting.</li> </ul>
<p><b>Collaboration</b> Working together with other partners to deliver.</p>	<ul style="list-style-type: none"> <li>• Work with the emergency services. Civil enforcement through Ceredigion County Council Parking services and Police for moving traffic offences (including obstruction etc.).</li> <li>• Supports access by Welsh Water to a newly constructed flood alleviation sewerage facility.</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence from stakeholder engagement and County Council service planning and delivery – including Parking Services</li> </ul>	<ul style="list-style-type: none"> <li>• Civil Parking Enforcement</li> <li>• Enforcement by Police</li> <li>• County-wide review of on-street parking planned for 2023/24, resources permitting.</li> </ul>
<p><b>Involvement</b> Involving those with an interest and seeking their views.</p>	<ul style="list-style-type: none"> <li>• Consultation undertaken according to statutory requirements for parking orders as set out in The Local Authorities' Traffic Orders (Procedure)(England and Wales) Regulations 1996 relating to the Traffic Regulation Act 1984 as well as County Council Corporate Engagement Policy and procedures.</li> <li>• Statutory provision enables formal objection process and requirement for</li> </ul>	<ul style="list-style-type: none"> <li>• Local Members, emergency services and general public ahead of the proposed changes. Notices placed on site and information published in the local Press, on the County Council's Social Media and Internet pages.</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing monitoring of impact of these changes – including correspondence and representations from public, stakeholders and partner agencies.</li> <li>• County-wide review of on-street parking planned for 2023/24, resources permitting.</li> </ul>

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	<p>County Council to consider these objections when formulating the work programme. Outcome of statutory consultation already undertaken recorded in public minutes. The Traffic Order will be published and information placed within the public domain.</p> <ul style="list-style-type: none"> <li>• Ceredigion County Council consultation and engagement policies and procedures have been followed throughout the process – included engagement of groups with protected characteristics under the Equality Act 2010.</li> </ul>	<ul style="list-style-type: none"> <li>• Consultation with local businesses, employers and service providers including local bus companies.</li> <li>• Consultation with other public local authority service areas whose services to general public and people with protected characteristics may be affected – such as schools, colleges.</li> </ul>	
<p><b>Prevention</b> Putting resources into preventing problems occurring or getting worse.</p>	<ul style="list-style-type: none"> <li>• The proposal will address any existing concerns by improving access, addressing road safety concerns and improve the efficient movement of people and goods.</li> <li>• Particular issues that will be addressed include safety of the most vulnerable road users (pedestrians, cyclists, children and older people and those with a range of physical or mental disabilities).</li> </ul>	<ul style="list-style-type: none"> <li>• Outcome of formal consultation with emergency services.</li> <li>• Discussions with local Members, County Council services areas responsible for highways maintenance and Civil Parking Enforcement.</li> </ul>	<ul style="list-style-type: none"> <li>• Change to on-street parking is to ensure safe and expeditious movement of vehicles and people.</li> <li>• Civil Parking Enforcement</li> <li>• Enforcement by Police</li> <li>• Change to on-street parking is to improve pedestrian access</li> <li>• County-wide review of on-street parking planned for 2023/24, resources permitting.</li> </ul>
<p><b>Integration</b> Positively impacting on people, economy, environment and culture and trying to benefit all three.</p>	<ul style="list-style-type: none"> <li>• Engagement and discussions with large number of organisations, groups and individuals, advertisement of proposed changes and formal process for receiving and responding to any objections, comments or suggestions.</li> </ul>	<ul style="list-style-type: none"> <li>• Outcome of engagement process – i.e. proposed work programme.</li> </ul>	<ul style="list-style-type: none"> <li>• Change to on-street parking is to improve pedestrian access</li> <li>• Civil Parking Enforcement</li> <li>• Enforcement by Police</li> <li>• County-wide review of on-street parking planned for 2023/24, resources permitting.</li> </ul>



**3. WELL-BEING GOALS:** Does your proposal deliver any of the seven National Well-being Goals for Wales as outlined on the Well-being of Future Generations (Wales) Act 2015? Please explain the impact (positive and negative) you expect, together with suggestions of how to mitigate negative impacts or better contribute to the goal. We need to ensure that the steps we take to meet one of the goals aren't detrimental to meeting another.

Well-being Goal	Does the proposal contribute to this goal? Describe the positive or negative impacts:-	What evidence do you have to support this view?	What action (s) can you take to mitigate any negative impacts or better contribute to the goal?
<p><b>3.1. A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs.</p>	<ul style="list-style-type: none"> <li>• Change to on-street parking is to improve pedestrian access and safeguard access by Welsh Water to flood alleviation sewerage facility</li> <li>• The proposal will ensure the efficient use of public resources – both within the County Council and those of other public agencies such as Police.</li> <li>• The proposals will benefit all road users, local businesses and service providers by providing safer, more accessible and better regulated use of available space within the public highway.</li> <li>• The proposals will contribute to a more vibrant and sustainable local and national economy.</li> </ul>	<ul style="list-style-type: none"> <li>• Proposal is based upon:                         <ul style="list-style-type: none"> <li>○ Outcome of engagement process</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing monitoring and County-wide review of on-street parking planned for 2023/24, resources permitting.</li> </ul>
<p><b>3.2. A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change).</p>	<ul style="list-style-type: none"> <li>• Change to on-street parking is to improve pedestrian access and safeguard access by Welsh Water to flood alleviation sewerage facility</li> <li>• Work programme seeks to contribute towards reducing traffic congestion in town centres and contribute towards reducing CO<sub>2</sub></li> </ul>	<ul style="list-style-type: none"> <li>• Improved access arrangements and regulation of parking and goods deliveries.</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing monitoring and County-wide review of on-street parking planned for 2023/24, resources permitting.</li> <li>• Response to any issues raised through correspondence from public, stakeholders and delivery partners.</li> </ul>



	<p>and emissions from transport and travel across the County and in the most traffic-sensitive areas.</p> <ul style="list-style-type: none"> <li>• Neutral impact upon biodiversity as changes are within the existing highway.</li> </ul>		
<p><b>3.3. A healthier Wales</b> People's physical and mental wellbeing is maximised and health impacts are understood.</p>	<ul style="list-style-type: none"> <li>• Change to on-street parking is to ensure free flow of traffic and safeguard access by Welsh Water to flood alleviation sewerage facility</li> <li>• Public and stakeholder engagement has enabled the views of providers of health and wellbeing services to be considered</li> <li>• Links to Active Travel provision, leisure and recreational opportunities (National Cycle Network, public rights of way, Coastal Path, tourism).</li> </ul>	<ul style="list-style-type: none"> <li>• Outcome of engagement process and proposed work programme.</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing monitoring and county-wide review of on-street parking planned for 2023/24, resources permitting.</li> <li>• Response to any issues raised through correspondence from public, stakeholders and delivery partners.</li> </ul>
<p><b>3.4. A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected.</p>	<ul style="list-style-type: none"> <li>• Change to on-street parking is to ensure free flow of traffic and safeguard access by Welsh Water to flood alleviation sewerage facility</li> <li>• Proposed work programme supports continued economic, social and cultural viability of towns and local communities across the County through improved access to services and opportunities and better regulation of traffic within these communities.</li> <li>• The proposed changes will promote improved safety for all road users.</li> </ul>	<ul style="list-style-type: none"> <li>• Outcome of engagement process and proposed work programme.</li> <li>• Involvement of Local Members and public throughout process.</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing monitoring of impact of these changes and further review planned for 2023/24 resources permitting.</li> <li>• Response to any issues raised through correspondence from public, stakeholders and delivery partners.</li> </ul>





<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>	<ul style="list-style-type: none"> <li>• Change to on-street parking is to ensure free flow of traffic and safeguard access by Welsh Water to flood alleviation sewerage facility</li> <li>• Following the review and engagement process, the proposed work programme seeks to contribute towards reducing the CO<sub>2</sub> production, negative environmental impacts of transport and travel - including emissions of nitrogen oxide, carbon monoxide, hydrocarbons etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Improved regulation and enforcement of on-street parking – alongside other traffic management interventions, public transport provision, promotion of Active Travel and off-street parking provision.</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing monitoring of impact of these changes and further review planned for 2023/24resources permitting.</li> </ul>
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<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></p> <p><i>You need to consider how might the proposal impact on equality protected groups in accordance with the Equality Act 2010?</i></p> <p><i>These include the protected characteristics of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or beliefs, gender, sexual orientation.</i></p> <p><b><i>Please also consider the following guide::</i></b> <u>Equality Human Rights - Assessing Impact &amp; Equality Duty</u></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>
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# Cyngor Sir Ceredigion County Council - Integrated Impact Assessment (IIA)

An integrated tool to inform effective decision making



<b>Age</b> Do you think this proposal will have a positive or a negative impact on people because of their age? (Please tick ✓)				<ul style="list-style-type: none"> <li>Change to on-street parking is to ensure free flow of traffic and safeguard access by Welsh Water to flood alleviation sewerage facility</li> <li>Whilst still positive, possibly less of a direct impact on younger people in respect of availability and regulation of car parking – unless as passengers with or without protected characteristics. However it is considered that alongside the two other age groups, the impacts of the proposed change is positive overall.</li> <li>Particular positive improvements associated with providing better access and prioritisation of available on-street parking for older people based on potential age-related health and mobility issues. Improved provision and regulation will create positive benefits.</li> </ul>	<ul style="list-style-type: none"> <li>Census data show that Ceredigion has an ageing population and high levels of private car ownership and access to services and opportunities by public transport is limited in rural areas beyond main transport corridors. It is necessary therefore to ensure that the on-street parking review and associated work programme has understood the issues faced and can assist in facilitating improved access within town and village centres, where services are located.</li> <li>Also to seek to provide a safer environment for the most vulnerable road users including younger, older and people of all ages with a range of mental or physical disabilities or mobility problems.</li> <li>Proposed work programme is the result of the outcome of engagement process which sought and took account of the views of organisations and</li> </ul>	<ul style="list-style-type: none"> <li>Change to on-street parking is to ensure free flow of traffic and safeguard access by Welsh Water to flood alleviation sewerage facility</li> <li>Ongoing monitoring of impact of these changes and further review planned for 2023/24 resources permitting.</li> <li>Ongoing engagement including responses to any issues raised through correspondence from public, stakeholders and delivery partners.</li> </ul>
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			
	✓					

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

An integrated tool to inform effective decision making



					individuals representing people with the full range of protected characteristics as well as the general public, stakeholders and partner agencies.	
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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 ✓)				<ul style="list-style-type: none"> <li>Change to on-street parking is to ensure free flow of traffic and safeguard access by Welsh Water to flood alleviation sewerage facility</li> <li>Proposed changes will benefit all disability groups in respect of providing better, more available and convenient access to facilities and services.</li> <li>Regulation and enforcement to ensure that designated spaces are not abused and available for disabled users when required.</li> <li>Clear and simple regulations and associated road markings</li> <li>Any improvements to associated adjacent footways will meet required access for all design standards.</li> </ul>	<ul style="list-style-type: none"> <li>Census data show that Ceredigion has an ageing population and high levels of private car ownership and access to services and opportunities by public transport is limited in deeper rural areas beyond main transport corridors. It is necessary therefore to ensure that the on-street parking review and associated work programme has understood the issues faced and can assist in facilitating improved access within town and village centres, where services are located.</li> <li>Also to seek to provide a safer environment for the most vulnerable road users including younger, older and people of all ages with a range of mental or physical</li> </ul>	<ul style="list-style-type: none"> <li>Change to on-street parking is to ensure free flow of traffic and safeguard access by Welsh Water to flood alleviation sewerage facility</li> <li>Ongoing monitoring of impact of these changes and further review planned for 2023/24resources permitting.</li> <li>Ongoing engagement including responses to any issues raised through correspondence from public, stakeholders and delivery partners.</li> </ul>
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			
	✓					



					<p>disabilities or mobility problems.</p> <ul style="list-style-type: none"> <li>Proposed work programme is the result of the outcome of a fully-inclusive engagement process which sought and took account of the views of organisations and individuals representing people with the full range of protected characteristics as well as the general public, stakeholders and partner agencies</li> </ul>									
<p><b>Transgender</b> Do you think this proposal will have a positive or a negative impact on transgender people? (Please tick ✓)</p> <table border="1"> <tr> <td>Transgender</td> <td>Positive</td> <td>Negative</td> <td>None/ Negligible</td> </tr> <tr> <td></td> <td style="text-align: center;">✓</td> <td></td> <td></td> </tr> </table>				Transgender	Positive	Negative	None/ Negligible		✓			<ul style="list-style-type: none"> <li>Change to on-street parking is to ensure free flow of traffic and safeguard access by Welsh Water to flood alleviation sewerage facility</li> <li>As with people with other protected characteristics, the proposals will have positive impact on transgender people. The improvements will benefit all road users.</li> </ul>	<ul style="list-style-type: none"> <li>Responses to the engagement process did not identify any specific issues for the transgender community when considered alongside the wider community.</li> <li>The benefits of the proposed programme will however benefit transgender people alongside all other road users.</li> </ul>	<ul style="list-style-type: none"> <li>Change to on-street parking is to ensure free flow of traffic and safeguard access by Welsh Water to flood alleviation sewerage facility</li> <li>Ongoing monitoring of impact of these changes and further review planned for 2023/24resources permitting.</li> <li>Ongoing engagement including responses to any issues raised through correspondence from public, stakeholders and delivery partners.</li> </ul>
Transgender	Positive	Negative	None/ Negligible											
	✓													



<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 ✓)				<ul style="list-style-type: none"> <li>• Change to on-street parking is to ensure free flow of traffic and safeguard access by Welsh Water to flood alleviation sewerage facility</li> <li>• As with people with other protected characteristics, the proposals will generally have positive impact on those in a marriage or civil partnership. The improvements will benefit all road users.</li> </ul>	<ul style="list-style-type: none"> <li>• Responses to the engagement process did not identify any specific issues for the people in marriage or civil partnerships when considered alongside the wider community.</li> <li>• The benefits of the proposed programme will however benefit those in a marriage or civil partnership alongside all other road users.</li> </ul>	<ul style="list-style-type: none"> <li>• Change to on-street parking is to ensure free flow of traffic and safeguard access by Welsh Water to flood alleviation sewerage facility</li> <li>• Ongoing monitoring of impact of these changes and further review planned for 2023/24 resources permitting.</li> <li>• Ongoing engagement including responses to any issues raised through correspondence from public, stakeholders and delivery partners.</li> </ul>
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 ✓)				<ul style="list-style-type: none"> <li>• Change to on-street parking is to ensure free flow of traffic and safeguard access by Welsh Water to flood alleviation sewerage facility</li> <li>• As with people with other protected characteristics, the proposals will generally have positive impact on Pregnancy and Maternity. The improvements will benefit all road users.</li> </ul>	<ul style="list-style-type: none"> <li>• Responses to the engagement process did not identify any specific issues for Pregnancy or Maternity when considered alongside the wider community.</li> <li>• The benefits of the proposed programme will however benefit Pregnancy and Maternity groups alongside all other road users.</li> </ul>	<ul style="list-style-type: none"> <li>• Change to on-street parking is to ensure free flow of traffic and safeguard access by Welsh Water to flood alleviation sewerage facility</li> <li>• Ongoing monitoring of impact of these changes and further review planned for 2023/24 resources permitting.</li> <li>• Ongoing engagement including responses to any issues raised through</li> </ul>
Pregnancy	Positive	Negative	None/ Negligible			
	✓					
Maternity	Positive	Negative	None/ Negligible			
	✓					



						correspondence from public, stakeholders and delivery partners.
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<b>Race</b> Do you think this proposal will have a positive or a negative impact on race? (Please tick ✓)				<ul style="list-style-type: none"> <li>Change to on-street parking is to ensure free flow of traffic and safeguard access by Welsh Water to flood alleviation sewerage facility</li> <li>As with people with other protected characteristics, the proposals will generally have positive impact on Race. The improvements will benefit all road users regardless of Race.</li> </ul>	<ul style="list-style-type: none"> <li>Responses to the engagement process did not identify any specific issues for Race when considered alongside the wider community.</li> <li>The benefits of the proposed programme will however benefit people of all Races alongside all other road users.</li> </ul>	<ul style="list-style-type: none"> <li>Change to on-street parking is to ensure free flow of traffic and safeguard access by Welsh Water to flood alleviation sewerage facility</li> <li>Ongoing monitoring of impact of these changes and further review planned for 2023/24 resources permitting.</li> <li>Ongoing engagement including responses to any issues raised through correspondence from public, stakeholders and delivery partners.</li> </ul>
White	Positive	Negative	None/ Negligible			
	✓					
Mixed/Multiple Ethnic Groups	Positive	Negative	None/ Negligible			
	✓					
Asian / Asian British	Positive	Negative	None/ Negligible			
	✓					
Black / African / Caribbean / Black British	Positive	Negative	None/ Negligible			
	✓					
Other Ethnic Groups	Positive	Negative	None/ Negligible			
	✓					

<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 ✓)				<ul style="list-style-type: none"> <li>Change to on-street parking is to ensure free flow of traffic and safeguard access by Welsh Water to flood alleviation sewerage facility.</li> <li>As with people with other protected characteristics, the proposals will generally</li> </ul>	<ul style="list-style-type: none"> <li>Responses to the engagement process did not identify any specific issues for Religion or non-beliefs when considered alongside the wider community.</li> <li>The benefits of the proposed programme will however benefit people of</li> </ul>	<ul style="list-style-type: none"> <li>Change to on-street parking is to ensure free flow of traffic and safeguard access by Welsh Water to flood alleviation sewerage facility.</li> <li>Ongoing monitoring of impact of these changes and further review planned</li> </ul>
Christian	Positive	Negative	None/ Negligible			
	✓					
Buddhist	Positive	Negative	None/ Negligible			
	✓					

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Hindu	Positive	Negative	None/ Negligible	have positive impact on people with different religions, beliefs or non-beliefs. The improvements will benefit and not discriminate between all road users regardless of religion, belief or non-belief.	all religions and non-beliefs alongside all other road users.	for 2023/24 resources permitting. <ul style="list-style-type: none"> <li>Ongoing engagement including responses to any issues raised through correspondence from public, stakeholders and delivery partners.</li> </ul>
	✓					
Humanist	Positive	Negative	None/ Negligible			
	✓					
Jewish	Positive	Negative	None/ Negligible			
	✓					
Muslim	Positive	Negative	None/ Negligible			
	✓					
Sikh	Positive	Negative	None/ Negligible			
	✓					
Non-belief	Positive	Negative	None/ Negligible			
	✓					
Other	Positive	Negative	None/ Negligible			
	✓					

<b>Sex</b> Do you think this proposal will have a positive or a negative impact on men and/or women? (Please tick ✓)				<ul style="list-style-type: none"> <li>Change to on-street parking is to ensure free flow of traffic and safeguard access by Welsh Water to flood alleviation sewerage facility.</li> <li>As with people with other protected characteristics, the proposals will generally have positive impact on gender. The improvements</li> </ul>	<ul style="list-style-type: none"> <li>Responses to the engagement process did not identify any specific gender-related issues when considered alongside the wider community.</li> <li>The benefits of the proposed programme will however benefit all other road users.</li> </ul>	<ul style="list-style-type: none"> <li>Change to on-street parking is to ensure free flow of traffic and safeguard access by Welsh Water to flood alleviation sewerage facility.</li> <li>Ongoing monitoring of impact of these changes and further review planned for 2023/24, resources permitting.</li> </ul>
Men	Positive	Negative	None/ Negligible			
	✓					
Women	Positive	Negative	None/ Negligible			
	✓					



				will benefit all road users regardless of gender.		<ul style="list-style-type: none"> <li>Ongoing engagement including responses to any issues raised through correspondence from public, stakeholders and delivery partners.</li> </ul>
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<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 ✓)				<ul style="list-style-type: none"> <li>Change to on-street parking is to ensure free flow of traffic and safeguard access by Welsh Water to flood alleviation sewerage facility.</li> <li>As with people with other protected characteristics, the proposals will generally have positive impact on people with different sexual orientation. The improvements will benefit all road users regardless of sexual orientation.</li> </ul>	<ul style="list-style-type: none"> <li>Responses to the engagement process did not identify any specific issues in relation to sexual orientation when considered alongside the wider community.</li> <li>The benefits of the proposed programme will however benefit all other road users.</li> </ul>	<ul style="list-style-type: none"> <li>Change to on-street parking is to ensure free flow of traffic and safeguard access by Welsh Water to flood alleviation sewerage facility.</li> <li>Ongoing monitoring of impact of these changes and further review planned for 2023/24, resources permitting.</li> <li>Ongoing engagement including responses to any issues raised through correspondence from public, stakeholders and delivery partners.</li> </ul>
Bisexual	Positive	Negative	None/ Negligible			
	✓					
Gay Men	Positive	Negative	None/ Negligible			
	✓					
Gay Women / Lesbian	Positive	Negative	None/ Negligible			
	✓					
Heterosexual / Straight	Positive	Negative	None/ Negligible			
	✓					

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

**3.6.2. How could/does the proposal help advance/promote equality of opportunity?**  
 You should consider whether the proposal will help you to: ● Remove or minimise disadvantage ● To meet the needs of people with certain characteristics ● Encourage increased participation of people with particular characteristics

This change to on-street parking is to ensure safe and expeditious movement of vehicles and people. The proposal will assist in removing disadvantage to road users with and without protected characteristics by improving access to buildings and facilities where key services and opportunities are provided.





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

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

It is not anticipated that the proposal will have any negative impacts resulting in unlawful discrimination, harassment or victimisation. Provision of improved on-street parking is positive and compliance with regulations will be enforced so as to avoid disadvantaging those road users seeking to legitimately use this facility.

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

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

This change to on-street parking is to ensure safe and expeditious movement of vehicles and people. It will contribute towards safer and more efficient use of road space within the public highway and improved economic, social and cultural viability and sustainability of local communities.

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<b>3.7. A Wales of vibrant culture and thriving Welsh language</b>				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?
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>						
Will the proposal be delivered bilingually (Welsh & English)?	Positive	Negative	None/ Negligible	<ul style="list-style-type: none"> <li>Change to on-street parking is to ensure free flow of traffic and safeguard access by Welsh Water to flood alleviation sewerage facility.</li> <li>Engagement and public notices to be provided bilingually.</li> </ul>	<ul style="list-style-type: none"> <li>All engagement as part of the Review has been conducted bilingually and followed Ceredigion County Council corporate policy.</li> <li>All road markings and signs/plates with instructions and information will be</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing monitoring of impact of these changes and further review planned for 2023/24 resources permitting.</li> <li>Ongoing engagement including responses to any issues raised through correspondence from</li> </ul>
	✓					

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				<ul style="list-style-type: none"> <li>Engagement and any changes implemented will be provided bilingually.</li> <li>Service operates a bilingual policy in respect of communication with members of the public and within the workplace.</li> </ul>	<p>bilingual and follow Ceredigion County Council and Welsh Government guidelines in this matter.</p> <ul style="list-style-type: none"> <li>County Council Welsh Language Scheme.</li> </ul>	<p>public, stakeholders and delivery partners.</p> <ul style="list-style-type: none"> <li>Bilingual policies and staff.</li> </ul>
Will the proposal have an effect on opportunities for persons to use the Welsh language?	Positive	Negative	None/ Negligible	<ul style="list-style-type: none"> <li>Change to on-street parking is to ensure free flow of traffic and safeguard access by Welsh Water to flood alleviation sewerage facility.</li> <li>Engagement and public notices to be provided bilingually.</li> <li>Engagement and any changes implemented will be provided bilingually.</li> <li>Service operates a bilingual policy in respect of communication with members of the public and within the workplace.</li> </ul>	<ul style="list-style-type: none"> <li>All engagement as part of the Review has been conducted bilingually and followed Ceredigion County Council corporate policy.</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing monitoring of impact of these changes and further review planned for 2023/24 resources permitting.</li> <li>Ongoing engagement including responses to any issues raised through correspondence from public, stakeholders and delivery partners.</li> <li>Bilingual policies and staff.</li> </ul>
	✓					
Will the proposal increase or reduce the	Positive	Negative	None/ Negligible			

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<p>opportunity for persons to access services through the medium of Welsh?</p>			<p>✓</p>	<ul style="list-style-type: none"> <li>• Change to on-street parking is to ensure free flow of traffic and safeguard access by Welsh Water to flood alleviation sewerage facility.</li> <li>• Engagement and public notices were provided bilingually.</li> <li>• Engagement and any changes implemented were provided bilingually.</li> <li>• Service operates a bilingual policy in respect of communication with members of the public and within the workplace. The proposal will help facilitate improved access to a range of services and opportunities provided by other County Council service areas, external organisations and agencies.</li> <li>• However, it should be noted that the on-street parking changes will not in</li> </ul>	<ul style="list-style-type: none"> <li>• All engagement as part of the Review has been conducted bilingually and followed Ceredigion County Council corporate policy.</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing monitoring of impact of these changes and further review planned for 2023/24 resources permitting.</li> <li>• Ongoing engagement including responses to any issues raised through correspondence from public, stakeholders and delivery partners.</li> <li>• Bilingual policies and staff.</li> </ul>
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				<p>themselves necessarily increase or reduce the opportunities through the Welsh language and those opportunities will be beyond the scope of this review and work programme.</p>		
<p>How will the proposal treat the Welsh language no less favourably than the English language?</p>	Positive	Negative	None/ Negligible	<ul style="list-style-type: none"> <li>• Change to on-street parking is to ensure free flow of traffic and safeguard access by Welsh Water to flood alleviation sewerage facility.</li> <li>• Engagement and public notices were provided bilingually.</li> <li>• Engagement and any changes implemented will be provided bilingually.</li> <li>• Service operates a bilingual policy in respect of communication with members of the public and within the workplace.</li> </ul>	<ul style="list-style-type: none"> <li>• All engagement as part of the Review has been conducted bilingually and followed Ceredigion County Council corporate policy.</li> <li>• All road markings and signs/plates with instructions and information will be bilingual and follow Ceredigion County Council and Welsh Government guidelines in this matter.</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing monitoring of impact of these changes and further review planned for 2023/24 resources permitting.</li> <li>• Ongoing engagement including responses to any issues raised through correspondence from public, stakeholders and delivery partners.</li> <li>• Bilingual policies and staff.</li> </ul>
	✓					

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

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Will it preserve promote and enhance local culture and heritage?	Positive	Negative	None/ Negligible	<ul style="list-style-type: none"> <li>Change to on-street parking is to ensure free flow of traffic and safeguard access by Welsh Water to flood alleviation sewerage facility.</li> <li>Engagement and public notices were provided bilingually.</li> </ul>	<ul style="list-style-type: none"> <li>All engagement as part of the Review has been conducted bilingually and followed Ceredigion County Council corporate policy. It has also included local and national organisations promoting culture and heritage.</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing monitoring of impact of these changes and further review planned for 2023/24 resources permitting.</li> <li>Ongoing engagement including responses to any issues raised through correspondence from public, stakeholders and delivery partners.</li> <li>Bilingual policies and staff.</li> </ul>
	✓			<ul style="list-style-type: none"> <li>Engagement and any changes implemented will be provided bilingually.</li> <li>Service operates a bilingual policy in respect of communication with members of the public and within the workplace.</li> <li>It should be noted that the on-street parking changes will not in themselves necessarily preserve, promote or enhance local culture or heritage as these will be beyond the scope of this review and work programme. The changes to on-street parking will however</li> </ul>		

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				contribute towards improved and better-managed access to local cultural and heritage facilities.		
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**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).*

- Change to on-street parking is to ensure free flow of traffic and safeguard access by Welsh Water to flood alleviation sewerage facility



Engagement and public notices were provided bilingually. There are no negative impacts identified as part of this IIA for the review process and proposed work programme to deliver this change to on-street parking. It is understood that the proposed change will benefit all existing and future road users through improvements to safety and access/ availability. The impact of the proposed change will however be monitored and specific remedial actions taken should these be deemed necessary. Following implementation, a further scheduled review including full community engagement is scheduled to take place in 2023/24 subject to available resources.

### 4.3. Monitoring, evaluating and reviewing.

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

The impact of the proposed change will be monitored, and specific remedial actions may be considered if necessary, although it should be noted that this change to on-street parking is to ensure safe and expeditious movement of vehicles and people. Following implementation, a further scheduled review including full community engagement is to take place in 2023/24 subject to available resources. Incoming correspondence and representations will be considered alongside available traffic data and information from Civil Parking enforcement and the Police.

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

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

Risk Description	Impact (severity)	Probability (deliverability)	Risk Score <i>Probability x Impact</i>
Cabinet non-approval of proposal	5	1	5
Physical constraints to proposed changes at specific locations	3	2	6
Availability of funding to cover full costs once known	4	2	8

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

CCC Highways Maintenance – maintenance of the highway asset

CCC Parking Services – for Civil Parking Enforcement

CCC – Economy and Performance – safer and better access for all to facilities, services and opportunities

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

An integrated tool to inform effective decision making



6. SIGN OFF			
Position	Name	Signature	Date
Traffic, Safety and Development Manager	Chris Wilson		24/08/23
Service Manager – Highways Development	Steve Hallows		24/08/23
Corporate Manager - Highways	Phil Jones		24/08/23
Corporate Lead Officer	Rhodri Llwyd		24/08/23
Corporate Director	Barry Rees		24/08/23
Portfolio Holder	Cllr Keith Henson		24/08/23

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## CEREDIGION COUNTY COUNCIL

**Report to:** Cabinet

**Date of meeting:** 5<sup>th</sup> of September 2023

**Title:** Public Space Protection Orders (PSPOs)

**Purpose of the report:** For Cabinet to recommend the extension of Public Space Protection Orders (PSPOs) for Aberystwyth, Cardigan and Lampeter for a further three years.

**For:** Decision

**Cabinet Portfolio and Cabinet Member:** Councillor Matthew Vaux, Cabinet Member for Partnerships, Housing, Legal and Governance and Public Protection

On 20/10/17 the previous Designated Public Space Orders were replaced by Council for Public Space Protection Orders (PSPOs). These Orders allow the banning of drinking alcohol in designated areas in order to address anti-social behaviour in public places. There are currently three PSPOs in place in Ceredigion, covering the town centres of Aberystwyth, Cardigan and Lampeter.

Implementation of an Order makes it an offence should a person fail to comply with a request from a Police Officer or an authorised Officer to not consume alcohol, or refuses to surrender alcohol to the officer. Offenders are liable to a summary conviction and a fine not exceeding £500.

The three PSPOs in Ceredigion originally had a three-year provision, and were due to expire in October 2020. However, Section 60 of the Anti-social Behaviour, Crime and Policing Act 2014, permits a Local Authority to extend a PSPO for a further three years, where it is satisfied on reasonable grounds that doing so is necessary to prevent an occurrence or recurrence of the activities identified in the Order.

In 2020, Council was satisfied that these conditions continued to be met in the case of all three PSPOs, and approved their renewal for a further three years. The current expiry date of the PSPOs is therefore 19th October 2023.

In order to extend the provision, Local Government Association Guidance (May 2017) states that a review must take place every three years and where a continuation of an existing order is involved, a full consultation is **not** required. A full consultation would be needed if the geographical boundaries of the designated area were to be changed or if additional activities were to be added to the ban i.e., begging, busking, etc.

In order for a PSPO to be continued the Authority must be reasonably satisfied that two conditions are met, namely:

- 1) *Activities carried on in a public place within the Authority's area have had a detrimental effect on the quality of life of those in the locality, or it is likely that activities will be carried on in a public place within that area and that they will have such an effect; and;*
- 2) *The effect, or likely effect, of the activities is, or is likely to be, of a persistent nature; is, or is likely to be, such as to make the activities unreasonable and justifies the restrictions imposed by the notice.*

The Authority has contacted Dyfed-Powys Police, Dyfed-Powys Police and Crime Commissioner and the three Town Councils (Aberystwyth, Lampeter and Cardigan); all of whom have been asked their opinion as to whether the Orders are still effective and if there is a necessity to continue their provision. The responses received indicates they consider that all of the PSPOs should remain in place on the same basis as in the previous three years, with no request to alter existing boundaries.

Furthermore, at a Community Safety Partnership (CSP) meeting on the 19<sup>th</sup> of June 2023, it was confirmed that Partners consider the PSPOs to be a deterrent and an effective tool in reducing alcohol related crime and anti-social behaviour. For these reasons, the CSP recommends that the current PSPOs be extended for another 3 years.

We are therefore reasonably satisfied that the two renewal conditions of the PSPOs as stipulated in the legislation have both been met.

Should Council agree to the extension of the PSPOs, there will be an approximate cost of £700 associated with raising public awareness through public notices being placed in the press during October, advising members of the public that the PSPOs have been extended and the effect of such Orders.

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

**Summary:** The IIA shows there are mainly positive outcomes for citizens, whilst the remainder are neutral

**Wellbeing of Future Generations:**

**Long term:** The PSPOs will be required to be reviewed pursuant to implementation every three years to ascertain if they are still required.

**Collaboration:** Dyfed-Powys Police work along with Ceredigion County Council to institute prosecutions where appropriate. Collaborative working with licenced premises will also continue to raise awareness and promote socially responsible drinking habits.

**Involvement:** Guidance issued specifies the extent of consultation prior to continuation of the PSPOs.

<b>Prevention:</b>	The continuation of the PSPOs will allow measures to be taken to address problems associated with drinking in public places.
<b>Integration:</b>	The existing Orders banning drinking alcohol in the town centres has had a positive impact in reducing anti-social and intimidating behaviour and allowing Police to confiscate alcohol.
<b>Recommendation(s):</b>	That Cabinet recommends to Council that the Public Spaces Protection Orders (PSPOs) for Alcohol related Anti-Social Behaviour are extended for a further 3 years, effective from 20 <sup>th</sup> October 2023 to 19 <sup>th</sup> October 2026.
<b>Reasons for decision:</b>	The current PSPOs expire on the 19 <sup>th</sup> October 2023. There is a need to facilitate a continuation of measures by way of continuing the provision of PSPOs in the three town centres specified. This is required in order to address instances of alcohol related anti-social behaviour, crime caused by the intoxicated individuals and harassment and intimidation to members of the public.
<b>Overview and Scrutiny:</b>	N/A
<b>Policy Framework:</b>	Corporate Strategy 2022-2027
<b>Corporate Priorities:</b>	Creating Caring and Healthy Communities
<b>Finance and Procurement implications:</b>	Signage is in place and will be reviewed upon renewal. Enforcement is carried out by Dyfed Powys Police. A cost will be associated with related public notice.
<b>Legal Implications:</b>	None
<b>Staffing implications:</b>	None
<b>Property / asset implications:</b>	None
<b>Risk(s):</b>	Not having a valid PSPO in place will have an impact on the Council and Dyfed-Powys Police's ability to deal with anti-social drinking within the three towns concerned. This may have a detrimental effect on the residents and visitors of the County and on the reputation of the Council.
<b>Statutory Powers:</b>	Anti-social Behaviour, Crime and Policing Act 2014

- Background Papers:**
- Anti-social Behaviour, Crime and Policing Act 2014
  - Local Government Association – Public Spaces Protection Orders – Guidance for Councils 2017
  - Report to Council 21/09/17 – DPPOs amended to PSPOs.
  - Report to Cabinet 01/09/20 - Where it was agreed to renew the provision of the three PSPOs in Ceredigion (first renewal).

**Appendices:**                   **Appendix A-** Cyngor Sir Ceredigion County Council (Aberystwyth) Alcohol (Consumption in Public Space Protection) Order 2017

**Appendix B-** Cyngor Sir Ceredigion County Council (Cardigan) Alcohol (Consumption in Public Space Protection) Order 2017

**Appendix C-** Cyngor Sir Ceredigion County Council (Lampeter) Alcohol (Consumption in Public Space Protection) Order 2017

**Appendix D-** Integrated Impact Assessment

**Corporate Lead Officer:** Alun Williams, CLO: Policy, Performance and Public Protection

**Reporting Officer:** Tim Bray, Partnerships and Civil Contingencies Manager

**Date:** 15<sup>th</sup> August 2023



**CYNGOR SIR CEREDIGION COUNTY COUNCIL**

**ANTI-SOCIAL BEHAVIOUR, CRIME AND POLICING ACT 2014 & The Anti-social Behaviour, Crime and Policing Act 2014 (Publication of Public Space protection Orders) Regulations 2014**

**(ABERYSTWYTH) ALCOHOL (CONSUMPTION IN PUBLIC SPACE PROTECTION) ORDER 2017**

**Cyngor Sir Ceredigion County Council** ("the Council") hereby makes the following Public Space Protection Order under section 59, 63, 67 and 68 of the Anti-Social Behaviour, Crime and Policing Act 2014 ("the Act").

This Order may be cited as "Cyngor Sir Ceredigion County Council (Aberystwyth) Alcohol (Consumption in Public Space Protection) Order 2017" and shall come into force on **20 OCTOBER 2017** and will remain in force for a period of three years, unless extended by further orders under the Council's statutory powers.

**Introduction**

1. People drinking alcohol and being intoxicated in public places increases the instances of alcohol related anti-social behaviour, crime, and harassment and intimidation of members of the public in those public areas. Prohibiting the consumption of alcohol in the town centre in Aberystwyth has had a positive impact in reducing anti-social and intimidating behaviour.
2. The Council is satisfied that these activities, namely consuming alcohol, carried on in a public place within the town of Aberystwyth have had a detrimental effect on the quality of life of those in the locality and it is likely that these activities will be carried on in a public place within that area and that they will have such an effect. The effect of these activities is likely to be of a persistent or continuing nature such as to make these activities unreasonable and justifies the restrictions imposed by the Order.
3. This Order applies to all public places in the town of Aberystwyth listed in the Schedule to this order and outlined in the attached map. A "public place" means any place to which the public or any section of the public has access, on payment or otherwise, as of right or by virtue of express or implied permission. This includes streets, roads, pavements, grassed areas, pedestrian areas, amenity and seating areas, parks, car parks, the seafront and the beach.

4. The Order does not prohibit the consumption or possession of alcohol in a public place, or part of a public place, where such is authorised by a licence, including public houses and clubs. Premises where a Temporary Event Notice is in force are also excluded.

### **The effect of the Order**

1. The effect of the Order is to prohibit the consumption of alcohol within the public spaces in the Schedule to this notice.
2. The effect of the Order is that if a police officer reasonably believes a person is, or has been consuming alcohol in the public spaces in the Schedule, or intends to consume alcohol in any of those places, the officer may require the person not to consume alcohol, or anything which the officer reasonably believes to be alcohol, in those places or the police officer can require that the person surrenders the alcohol or alcohol containers on their possession to the officer. The police officer can dispose of any alcohol surrendered.

### **Offences**

1. In accordance with section 63 of the Act, failure to comply with a police officer's request to stop consuming alcohol in those places or failure to comply with a police officer's request to surrender the alcohol or alcohol container, without reasonable excuse, is an offence under the Act.
2. If an offence is committed under the Act a person can be:
  - a. Issued with a penalty notice for disorder for £50; or
  - b. Arrested and prosecuted for a level 2 fine (currently a maximum of £500)

Given under the Common Seal of Cyngor Sir Ceredigion County Council this \_\_\_\_\_ day of October Two Thousand and Seventeen.

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

W. J. Thomas Chairman

R. Stephens Group Manager for Legal Services



## SCHEDULE

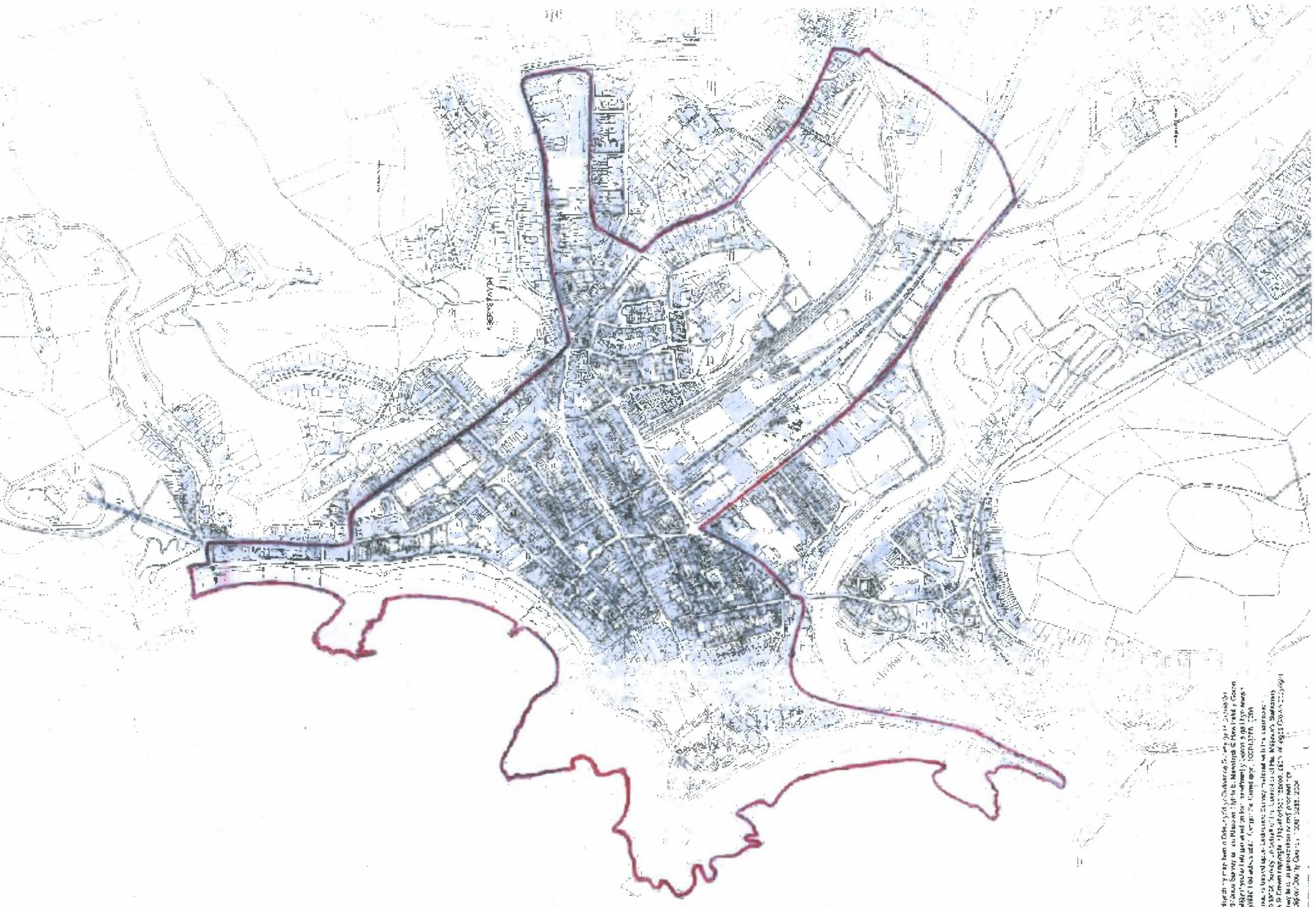
### Areas in Aberystwyth which are covered by the Order and are a "public place" :

- From the police station in Park Avenue going into town including all public areas to the north which include the Vale of Rheidol Railway car park, livestock market, Matalan Ltd car park and Matalan Stores including all other car parks and stores in Ystwyth Retail Park, Tesco Superstore car park, Tesco Superstore and Marks and Spencer Store, public toilets and the public areas around the Hen Ysgol Gymraeg.
- All public areas along Mill Street, Powell Street, Grays Inn Road and all public areas between Grays Inn Road, Queens Street and Powell Street, William Street, George Street and into Bridge Street, into South Road and including all public areas behind South Road. All public areas from the rear of South Road south along into the harbour down towards the bar and around to the jetty.
- All public areas leading off South Road into and including High Street, Prospect Street, Castle Street, Rheidol Terrace, Rheidol Place, Quay Road, Custom House Street and Penmaesglas Road.
- From the jetty going north along South Marine Terrace towards the New Promenade including the beach and breakwaters to the west and the area known as South Marine Terrace. North along the New Promenade including the beach to the west, junction with South Road and all public areas from South Road into Sea View Place, Vulcan Street including the castle grounds, children's play areas and the area around St Michaels Church.
- Continuing along the New Promenade to the Old University and the public area in front of the Old University which includes the crazy golf course, public areas behind the Old University including King Street towards Laura Place, St Michaels Place, St James's Square and Princess Street. Public areas from Laura Place to Sea View Place, High Street, Upper Great Darkgate Street and into Castle Street, including public areas around the Market Hall.
- From The Promenade at the junction with Pier Street, including Pier Street and New Street across to Laura Place. Public areas from Pier Street down into Eastgate, Eastgate down to Upper Portland Street including the public areas with the junction with Market Street, junction with Baker Street into Great Darkgate Street, Alfred Place, Crynfryn Buildings, Corporation Street and into Terrace Road.
- All public areas along Marine Terrace including the beach and jetty to the west, junction of Marine Terrace with Terrace Road, entire length of Terrace Road across to Alexandra Road. Marine Terrace north into Victoria Terrace including Albert Place, around to the rear of Alexandra Hall and south into Queens Road.
- From Queens Road including all public areas up Queens Avenue including North Road and down into Northgate Street. All public areas along Queens Road which include the bowls club and tennis courts at the rear of Queens Road, Lovedon Road and Vaynor Street down into Queens Road.



- Junction of Queens Road with Bath Street into Bath Street. Queens Road including all public areas from Queens Road into Portland Street, Portland Road into Terrace Road.
- Queens Road Junction with North Parade across into Thespian Street including junction of Thespian Street with Cambrian Street into Terrace Road, Brewer Street into Alexandra Road.
- Great Darkgate Street down into North Parade. Chalybeate Street into Mill Street roundabout including Cambrian Place and Union Street leading into Alexandra Road. All public places in Alexandra Road including the Rheidol Retail Park and the Railway Station. Elm Tree Avenue and Plascrug Avenue leading down to Plascrug. Junction of Thespian Street into Stanley Terrace and leading into Stanley Road, Poplar Row, Skinner Street and Trinity Place.
- Northgate Street and all public places including the junction with Pound Place leading on to Trinity Road and all public places in the Buarth including Edgehill Road, Buarth Road, Coed y Buarth, Banadl Road and then down into Llanbadarn Road.
- Junction with Llanbadarn Road and Penglais Hill and all public places to the south of Penglais Hill which include Penglais Terrace, Maes Gogerddan going out of Aberystwyth including Bronglais Hospital car park. Past Bronglais Hospital and including the area around and to the rear of the hospital bordering with the road to the National Library of Wales and then down Caradog Road including public areas around Bronglais Hospital. From Caradog Road including all public areas between Caradog Road and Penglais Hill to the junction of Caradog Road with Llanbadarn Road.
- Along Llanbadarn Road including all public areas between Llanbadarn Road and Boulevard St Briouc. Along Llanbadarn Road and into Plas Avenue to include public areas adjacent to the Plascrug Leisure Centre, along Plascrug Avenue including public places around Ysgol Gymraeg and Ysgol Plascrug. Across to Boulevard St Briouc which includes the park and ride car parks and back to Aberystwyth police Station.

**ALCOHOL (CONSUMPTION IN PUBLIC SPACE PROTECTION) ORDER - ABERYSTWYTH (2017)**  
**GORCHYMYN YFED ALCOHOL Mewn Gwarchod Gwagleodd Cyhoeddus - ABERYSTWYTH (2017)**



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*East*



**CYNGOR SIR CEREDIGION COUNTY COUNCIL**

**ANTI-SOCIAL BEHAVIOUR, CRIME AND POLICING ACT 2014 & The Anti-social Behaviour, Crime and Policing Act 2014 (Publication of Public Space protection Orders) Regulations 2014**

**(CARDIGAN) ALCOHOL (CONSUMPTION IN PUBLIC SPACE PROTECTION) ORDER 2017**

**Cyngor Sir Ceredigion County Council** (“the Council”) hereby makes the following Public Space Protection Order under section 59, 63, 67 and 68 of the Anti-Social Behaviour, Crime and Policing Act 2014 (“the Act”).

This Order may be cited as “Cyngor Sir Ceredigion County Council (Cardigan) Alcohol (Consumption in Public Space Protection) Order 2017” and shall come into force on **20 OCTOBER 2017** and will remain in force for a period of three years, unless extended by further orders under the Council’s statutory powers.

**Introduction**

1. People drinking alcohol and being intoxicated in public places increases the instances of alcohol related anti-social behaviour, crime, and harassment and intimidation of members of the public in those public areas. Prohibiting the consumption of alcohol in the town centre in Cardigan has had a positive impact in reducing anti-social and intimidating behaviour.
2. The Council is satisfied that these activities, namely consuming alcohol, carried on in a public place within the town of Cardigan have had a detrimental effect on the quality of life of those in the locality and it is likely that these activities will be carried on in a public place within that area and that they will have such an effect. The effect of these activities is likely to be of a persistent or continuing nature such as to make these activities unreasonable and justifies the restrictions imposed by the Order.
3. This Order applies to all public places in the town of Cardigan listed in the Schedule to this order and outlined in the attached map. A “public place” means any place to which the public or any section of the public has access, on payment or otherwise, as of right or by virtue of express or implied permission. This includes streets, roads, pavements, grassed areas, pedestrian areas, amenity and seating areas, parks and car parks.

4. The Order does not prohibit the consumption or possession of alcohol in a public place, or part of a public place, where such is authorised by a licence, including public houses and clubs. Premises where a Temporary Event Notice is in force are also excluded.

### **The effect of the Order**

1. The effect of the Order is to prohibit the consumption of alcohol within the public spaces in the Schedule to this notice.
2. The effect of the Order is that if a police officer reasonably believes a person is, or has been consuming alcohol in the public spaces in the Schedule, or intends to consume alcohol in any of those places, the officer may require the person not to consume alcohol, or anything which the officer reasonably believes to be alcohol, in those places or the police officer can require that the person surrenders the alcohol or alcohol containers on their possession to the officer. The police officer can dispose of any alcohol surrendered.

### **Offences**

1. In accordance with section 63 of the Act, failure to comply with a police officer's request to stop consuming alcohol in those places or failure to comply with a police officer's request to surrender the alcohol or alcohol container, without reasonable excuse, is an offence under the Act.
2. If an offence is committed under the Act a person can be:
  - a. Issued with a penalty notice for disorder for £50; or
  - b. Arrested and prosecuted for a level 2 fine (currently a maximum of £500)

Given under the Common Seal of Cyngor Sir Ceredigion County Council this \_\_\_\_\_ day of October Two Thousand and Seventeen.

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

----- *W. Thomas* ----- Chairman

----- *L. Ap Dewi* ----- Group Manager for Legal Services



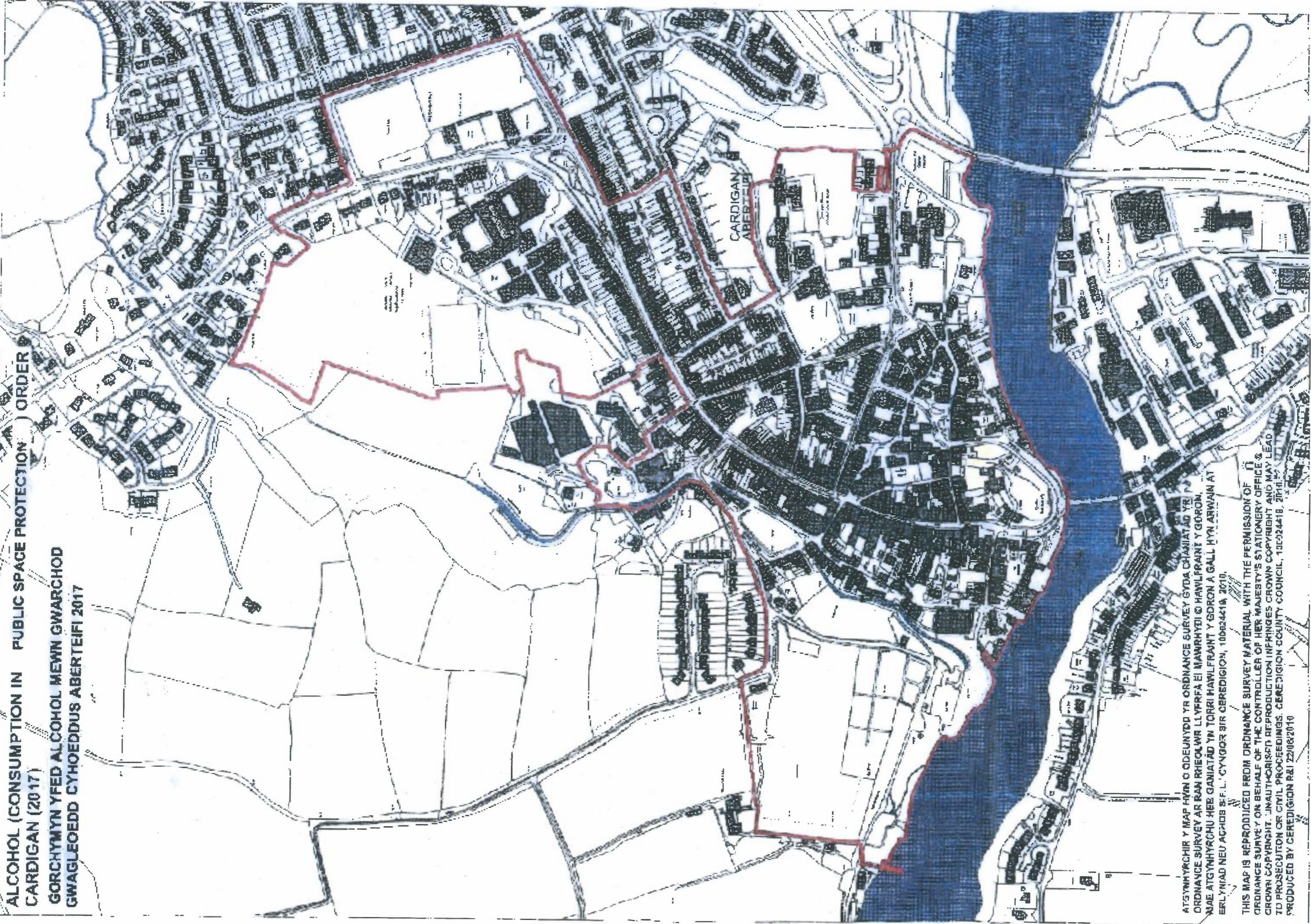
## SCHEDULE

Areas in Cardigan which are covered by the Order and are a "public place" include:

- Pont-Y-Cleifion up to roundabout (including Telephone Exchange and Ambulance Station)
- Finch's Square up to junction with Williams Terrace
- Cardigan & District Hospital and buildings
- Prince Charles Quay from Priory Bridge to Cambrian Quay
- Cambrian Quay up to slipway at Netpool
- Netpool Road
- Netpool
- Netpool recreation Ground, skate park, changing rooms, cemetery shelters and car parks up to Greenfield Row
- Maes Radley playing field
- Greenfield Row
- Greenfield Square
- Bath-House Road up to Fire Station
- Feidrfair including public conveniences
- North Road
- Aberystwyth Road from point adjoining North Road up to junction with Greenland Meadows
- Pendre
- Cardigan County Secondary School, fields and dingle area up to Swyn- y-Nant and to point adjoining North Road
- Coleg Ceredigion
- Leisure Centre
- Victoria Gardens including band Stand and Toilet area, and War Memorial
- King George's Field including football ground, rugby ground, tennis courts, bowling green, playground and shelter
- Gwbert Road from Victoria Gardens to point of access to school grounds between Bronant and Pant yr Haul
- Park Avenue
- Greenland Meadows from junction with Park Avenue to junction with Aberystwyth Road
- Napier Gardens up to Maes-yr Haf
- Maes-yr Haf from junction with Napier Gardens and North Road
- Napier Street
- High Street
- Williams Terrace
- William Street
- Williams Row
- Priory Street
- Priory Court
- Pwllhai
- College Row
- Guildhall Square
- Queen's Terrace

- Quay Street
- Eben's Lane
- Lower Mwdan
- Middle Mwdan
- Upper Mwdan
- Carrier's Lane
- Rook Terrace
- Bridge Street from junction with The Strand and Cardigan Bridge
- Grosvenor Hill
- The Strand
- Morgan Street
- St. Mary Street
- Chancery Lane
- Market Lane, Albion Terrace
- High Street Arcade
- Church Street
- Riverside car park
- Fairfield and swimming pool car park
- Cardigan County Primary Infants School, public areas/buildings
- Theatre Mwdan Car Park and toilets
- Gloster (Gloucester Row Car Park)
- St Mary's Church and churchyard
- Area to rear of St Mary's Church
- Old St Mary's School grounds, (off Pont-y-Cleifion)
- Area near Council depot and Ambulance Station, (off Pont-y-Cleifion)
- Rear/side access of swimming pool

**ALCOHOL CONSUMPTION IN PUBLIC SPACE PROTECTION ORDER  
CARDIGAN (2017)  
GORCHYMN YFED ALCOHOL MEWN GWARCHOD  
GWAGLEOEDD CYHOEDDUS ABERTEIFI 2017**



ATGYNHYRCHIR Y MAP FFIN O ODEUNYDD YR ORDNANCE SURVEY GYDA CHANIAT AD YR  
ORDNANCE SURVEY AR RAN RHEOLWR LLYFRFA EI MAMRHYDDI © HAWLFRANT Y GORON,  
MAE ATGYNHYRCHU HEB GANIATAD YN TORRI HAWLFRANT Y GDORON A GALL HYN ARWAIN AT  
ERLYNIAD NEU ACHOS S.F.L. CYNGOR BIR CEREDIGION, 100624210, 2010.

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2017





**CYNGOR SIR CEREDIGION COUNTY COUNCIL**

**ANTI-SOCIAL BEHAVIOUR, CRIME AND POLICING ACT 2014 & The Anti-social  
Behaviour, Crime and Policing Act 2014 (Publication of Public Space  
protection Orders) Regulations 2014**

**(LAMPETER) ALCOHOL (CONSUMPTION IN PUBLIC SPACE PROTECTION)  
ORDER 2017**

**Cyngor Sir Ceredigion County Council** (“the Council”) hereby makes the following Public Space Protection Order under section 59, 63, 67 and 68 of the Anti-Social Behaviour, Crime and Policing Act 2014 (“the Act”).

This Order may be cited as “Cyngor Sir Ceredigion County Council (Lampeter) Alcohol (Consumption in Public Space Protection) Order 2017” and shall come into force on **20 OCTOBER 2017** and will remain in force for a period of three years, unless extended by further orders under the Council’s statutory powers.

**Introduction**

1. People drinking alcohol and being intoxicated in public places increases the instances of alcohol related anti-social behaviour, crime, and harassment and intimidation of members of the public in those public areas. Prohibiting the consumption of alcohol in the town centre in Lampeter has had a positive impact in reducing anti-social and intimidating behaviour.
2. The Council is satisfied that these activities, namely consuming alcohol, carried on in a public place within the town of Lampeter have had a detrimental effect on the quality of life of those in the locality and it is likely that these activities will be carried on in a public place within that area and that they will have such an effect. The effect of these activities is likely to be of a persistent or continuing nature such as to make these activities unreasonable and justifies the restrictions imposed by the Order.
3. This Order applies to all public places in the town of Lampeter listed in the Schedule to this order and outlined in the attached map. A “public place” means any place to which the public or any section of the public has access, on payment or otherwise, as of right or by virtue of express or implied permission. This includes streets, roads, pavements, grassed areas, pedestrian areas, amenity and seating areas, parks and car parks.

4. The Order does not prohibit the consumption or possession of alcohol in a public place, or part of a public place, where such is authorised by a licence, including public houses and clubs. Premises where a Temporary Event Notice is in force are also excluded.

### **The effect of the Order**

1. The effect of the Order is to prohibit the consumption of alcohol within the public spaces in the Schedule to this notice.
2. The effect of the Order is that if a police officer reasonably believes a person is, or has been consuming alcohol in the public spaces in the Schedule, or intends to consume alcohol in any of those places, the officer may require the person not to consume alcohol, or anything which the officer reasonably believes to be alcohol, in those places or the police officer can require that the person surrenders the alcohol or alcohol containers on their possession to the officer. The police officer can dispose of any alcohol surrendered.

### **Offences**

1. In accordance with section 63 of the Act, failure to comply with a police officer's request to stop consuming alcohol in those places or failure to comply with a police officer's request to surrender the alcohol or alcohol container, without reasonable excuse, is an offence under the Act.
2. If an offence is committed under the Act a person can be:
  - a. Issued with a penalty notice for disorder for £50; or
  - b. Arrested and prosecuted for a level 2 fine (currently a maximum of £500)

Given under the Common Seal of Cyngor Sir Ceredigion County Council this \_\_\_\_\_ day of October Two Thousand and Seventeen.

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

W. Thomas Chairman

P. Jones Group Manager for Legal Services



## SCHEDULE

Areas in Lampeter which are covered by the Order and are a "public place" include:

- College Street (A482) from Harford Square to junction with North Road and Bryn Road
- Harford Square
- Bridge Street (A492) from Harford Square to No. 48 adjacent to lane adjoining New Street
- Bryn Road from junction with Church road to roundabout adjoining North Road and College Road
- Church Street up to St. Peter's Church
- High Street (A475) from Harford Square to junction with Temple Terrace and Church Street
- Market Street
- Cambrian Road/car parks adjoining Bryn Road
- Parc Yr Orsedd War Memorial and amenity area on corner of Bryn Road and North Road
- Supermarket car park off Market Street and Bryn Road
- Temple Terrace Park (now known as Parc St Germain-Sur-Moine)
- Part of Temple Terrace (up to junction with Peterwell Terrace)
- St. Thomas Street (including land adjacent to electricity sub-station)
- The Common car park and paved seating area (adjacent to Victoria Terrace)
- St. Peter's Church grounds.

ALCOHOL CONSUMPTION IN PUBLIC SPACE PROTECTION ORDER - LAMPETER (2017)  
GORCHYMYN YFED ALCOHOL MEWN

GWARCHOD  
GWAGLEOEDD CYHOEDDUS

LLANBEDR PONT STEFFAN (2017)



ATGYNRCHIR Y MAP HŴN O DOBLUNYDD YR ORDINANCE SURVEY OYDA CHANIATAD YR  
 ORDINANCE SURVEY AR RAN RHEOLWR LLYTERFA BI MAWRNYDDI'D MAWLFRANT Y GORON.  
 MAE ATGYNRCHIRU HEB GANIATAD YN TORRI MAWLFRANT Y GORON A GALL HYN ARWAIN A  
 BRLYNIAD NEU ACHOS SIFIL CYNGOR SIR CEREDIGION, 100024410, 2010.

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PS  
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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:** (Policy/Change Objective/Budget saving)

Proposal Title	Public Space Protection Orders (PSPOs)
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Service Area	Policy and Partnerships	Corporate Lead Officer	Alun Williams	Strategic Director	Barry Rees
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Name of Officer completing the IIA	Tim Bray	E-mail	Timothy.Bray@ceredigion.gov.uk	Phone no	
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Please give a brief description of the purpose of the proposal

With support from Legal Services, the Partnerhips team have carried out a review into the current PSPOs with a view to extend the continuation of the current restrictions on drinking alcohol in public places in designated areas in the town centres of Aberystwyth, Cardigan and Lampeter.

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 general public in the three town centres specified.

**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
Tim Bray	Cabinet	1	05.09.23	

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

Boosting the Economy, supporting Business and enabling employment.	
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# Cyngor Sir Ceredigion County Council - Integrated Impact Assessment (IIA)

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Creating caring and healthy communities	The three town centres specified are, and will continue to be alcohol free zones, which serve to protect the public (locals residents, business owners, visitors and tourists) from anti-social behaviour and nuisance associated with the activities of intoxicated people. The areas subject to the PSPOs also serve to reduce litter and detritus on the streets i.e. bottles, cans, vomit.
Providing the best start in life and enabling Learning at all ages	
Creating sustainable, greener and well-connected communities	

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

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

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

Sustainable Development Principle	Does the proposal demonstrate you have met this principle? If yes, describe how. If not, explain why.	What evidence do you have to support this view?	What action (s) can you take to mitigate any negative impacts or better contribute to the principle?
<b>Long Term</b>	The PSPOs will be need to be reviewed pursuant to implementation every three years to ascertain if they	When the Orders were first introduced the level of	Reviews will be undertaken as described.

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

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Balancing short term need with long term and planning for the future.	are still required.	drinking in the three town centres decreased. Recent police data support the continuation of this provision.	
<b>Collaboration</b> Working together with other partners to deliver.	The Police continue to work with the LA and other partners to enforce existing Orders and institute prosecutions, where appropriate. Collaborative working with licensed premises will also continue to raise awareness, and promote socially responsible drinking habits.	Police maintain data on anti-social disorder and crimes in the areas as well as the number of confiscations and prosecutions to monitor trends and developments.	Monitor trends and developments to ensure the efficacy of the Orders.
<b>Involvement</b> Involving those with an interest and seeking their views.	Guidance issued delineates the extent of consultation prior to the extension of the PSPOs. The LA have also recently carried out an engagement exercise as part of the Ceredigion Community Safety Partnership (CSP) Strategic Assessment, which looked to ascertain public feeling on issues including alcohol abuse and antisocial behaviour.	Town and Community Councils, The Dyfed-Powys Police and the Office of the Dyfed-Powys Police and Crime Commissioner are all supportive of the renewal.	There will be press releases regarding the renewal of the Orders which will highlight the continuing ban on the consumption of alcohol in public places, and set out what offence people will be committing if they breach the Order.
<b>Prevention</b> Putting resources into preventing problems occurring or getting worse.	The extension of the PSPOs for a further three years will ensure the continuation of measures to address the problems described.	Police data.	As above. Signage already in place and recently enhanced around Castle area in Aberystwyth. Signage will also be reviewed after renewal.
<b>Integration</b> Positively impacting on people, economy, environment and culture and trying to benefit all three.	The existing Order banning alcohol in the town centres specified has already had a positive impact in reducing anti-social and intimidating behaviour and allowing police to confiscate alcohol or ask offenders to temporarily leave the area.	The original introduction of DPPOs was widely supported, and this continues to be the case as PSPOs.	As set out above make sure the Orders are clearly advertised to raise public awareness.





<b>3. WELL-BEING GOALS:</b> 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.			
<b>3.2. A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change).			
<b>3.3. A healthier Wales</b> People's physical and mental wellbeing is maximised and health impacts are understood.	Yes – The general public's physical wellbeing is protected by these Orders as they reduce anti-social, intimidating and harrasing behaviour in the areas specified.	Wide support as previously described.	As set out above publicity will ensure that the Orders are clearly advertised to raise public awareness. Reviews as described will also take place.
<b>3.4. A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected.	Locals and tourists alike in the three areas specified will benefit from the Orders in terms of improved levels of crime and disorder.	Wide support as previously described.	As set out above publicity will ensure that the Orders are clearly advertised to raise public awareness. Reviews as described will also take place.
<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><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 1029 786 1439"> <thead> <tr> <th></th> <th>Positive</th> <th>Negative</th> <th>None/ Negligible</th> </tr> </thead> <tbody> <tr> <td>Children and Young People up to 18</td> <td style="text-align: center;">✓</td> <td></td> <td></td> </tr> <tr> <td>People 18-50</td> <td style="text-align: center;">✓</td> <td></td> <td></td> </tr> <tr> <td>Older People 50+</td> <td style="text-align: center;">✓</td> <td></td> <td></td> </tr> </tbody> </table>		Positive	Negative	None/ Negligible	Children and Young People up to 18	✓			People 18-50	✓			Older People 50+	✓			<p>The continuation of the alcohol ban in the three town centres specified will benefit all age groups in terms of improved levels of crime and disorder.</p>	<p>Wide support as previously described. Police data in relation to confiscations and prosecutions.</p>	<p>No negative impact on equality protected groups.</p>
	Positive	Negative	None/ Negligible																
Children and Young People up to 18	✓																		
People 18-50	✓																		
Older People 50+	✓																		

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

An integrated tool to inform effective decision making



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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 ✓)				The continuation of the alcohol ban in the three town centres specified will benefit all disability groups in terms of improved levels of crime and disorder.	As above.	As above.
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 ✓)				The continuation of the alcohol ban in the three town centres specified will benefit all members of the public in terms of improved levels of crime and disorder.	As above.	As above.
Transgender	Positive	Negative	None/ Negligible			
	✓					

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

An integrated tool to inform effective decision making



<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 ✓)				The continuation of the alcohol ban in the three town centres specified will benefit all members of the public in terms of improved levels of crime and disorder.	As above.	As above.
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 ✓)				The continuation of the alcohol ban in the three town centres specified will benefit all members of the public in terms of improved levels of crime and disorder.	As above.	As above.
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 ✓)				The continuation of the alcohol ban in the three town centres specified will benefit all members of the public in terms of improved levels of crime and disorder.	As above.	As above.
White	Positive	Negative	None/ Negligible			
	✓					
Mixed/Multiple Ethnic Groups	Positive	Negative	None/ Negligible			
	✓					
Asian / Asian British	Positive	Negative	None/ Negligible			
	✓					

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

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

<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 ✓)				The continuation of the alcohol ban in the three town centres specified will benefit all members of the public in terms of improved levels of crime and disorder.	As above.	As above.
Christian	Positive	Negative	None/ Negligible			
	✓					
Buddhist	Positive	Negative	None/ Negligible			
	✓					
Hindu	Positive	Negative	None/ Negligible			
	✓					
Humanist	Positive	Negative	None/ Negligible			
	✓					
Jewish	Positive	Negative	None/ Negligible			
	✓					
Muslim	Positive	Negative	None/ Negligible			
	✓					
Sikh	Positive	Negative	None/ Negligible			
	✓					

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

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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 ✓)				The continuation of the alcohol ban in the three town centres specified will benefit all members of the public in terms of improved levels of crime and disorder.	As above.	As above.
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 ✓)				The continuation of the alcohol ban in the three town centres specified will benefit all members of the public in terms of improved levels of crime and disorder.	As above.	As above.
Bisexual	Positive	Negative	None/ Negligible			
	✓					
Gay Men	Positive	Negative	None/ Negligible			
	✓					
Gay Women / Lesbian	Positive	Negative	None/ Negligible			
	✓					
Heterosexual / Straight	Positive	Negative	None/ Negligible			
	✓					

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

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

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

The continuation of the alcohol ban in the three town centres specified does not promote equality as such but removes the disadvantage that people may encounter in being victims of or witnessing anti-social, intimidating and harassing behaviour associated with the activities of intoxicated people.

**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

As above.

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

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

As above.

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

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

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

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

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

As part of their day to day work, the Neighbourhood Policing Team (NPT) share relevant advice and signpost to support services where appropriate, and also make direct referrals to the Drug and Alcohol Service (DDAS) where drugs and alcohol are an issue. Ceredigion County Council (CCC) also commission services for advice and information which covers the issues with Public Space drinking.

What evidence do you have to support this view?

Discussed with Dyfed-Powys Police's Partnerships Inspector, and Ceredigion County Council's Senior Housing Officer.



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

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<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?
Will the proposal be delivered bilingually (Welsh & English)?	Positive	Negative	None/ Negligible	N/A		Signs in place in the alcohol free zones are bilingual. Press Release and Publication of the Orders will be bilingual.
	✓					
Will the proposal have an effect on opportunities for persons to use the Welsh language?	Positive	Negative	None/ Negligible	N/A		
			✓			
Will the proposal increase or reduce the opportunity for persons to access services through the medium of Welsh?	Positive	Negative	None/ Negligible	N/A		
			✓			
How will the proposal treat the Welsh language no less favourably than the English language?	Positive	Negative	None/ Negligible	N/A		
			✓			



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

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Will it preserve promote and enhance local culture and heritage?	Positive	Negative	None/ Negligible	N/A		
			✓			

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

**4.1 Actions.**

What are you going to do?	When are you going to do it?	Who is responsible?	Progress
N/A No identified negative impacts on any of the equality protected groups or on the Welsh language.			

**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).*

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

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

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

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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	
Very low	1		1	1	
Does your proposal have a potential impact on another Service area?					
No new impacts.					

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6. SIGN OFF			
Position	Name	Signature	Date
Service Manager	Tim Bray		15.08.23
Corporate Lead Officer	Alun Williams		15.08.23
Strategic Director	Barry Rees		24.08.23
Portfolio Holder	Councillor Matthew Vaux		29.08.23

## CEREDIGION COUNTY COUNCIL

<b>Report to:</b>	Cabinet
<b>Date of meeting:</b>	5 <sup>th</sup> September 2023
<b>Title:</b>	Public Space Protection Order – Borth Beach
<b>Purpose of the report:</b>	To seek approval from the Cabinet for the extension of a Public Space Protection Order (PSPO) for a designated area of Borth beach for a further three years.
<b>For:</b>	Decision
<b>Cabinet Portfolio and Cabinet Member:</b>	Councillor Matthew Vaux, Cabinet Member for Partnerships, Housing, Legal and Governance and Public Protection

### **Background**

Prior to 2014, a section of Borth beach and promenade, had in place two Dog Control Orders (DCO's) made under the Clean Neighbourhoods and Environment Act 2005 - one excluding dogs from the beach (1st May – 30th September) and one requiring dogs to be on a lead on the promenade. These DCO's covered a section of the beach not covered by a local byelaw and were put in place in 2008.

They were introduced for the following reasons: -

- 1) Borth Community Council supported the geographical extension of the existing dog byelaws because of complaints from residents and visitors regarding dog fouling and out of control dogs.
- 2) This section of the beach is part of the Blue Flag Beach assessment area. Intentionally permitting dogs on the beach during the Blue Flag assessment period means the beach is not compliant with the imperative criteria required by the Foundation for Environmental Education who run the Blue Flag Programme potentially jeopardising the Blue Flag status of Borth Beach.

Before the introduction of the Dog Control Orders in 2008, consideration was given to balancing the interests of those in charge of dogs against the interests of those affected by the activities of dogs. In doing so, it was recognised that the public, and specifically children, should have access to dog-free areas and areas where dogs are kept under strict control. In addition, those in charge of dogs require access to areas where they can exercise their dogs without undue restrictions. Council was satisfied that there was ample opportunity for the free running of dogs on the area of the beach not covered by Dog Exclusion Byelaws, thus allowing dog owners to discharge their responsibilities under the Animal Welfare Act 2006.

In 2014, the Anti-social behaviour, Crime and Policing Act 2014 introduced Public Space Protection Orders which replaced the Dog Control Orders (DCO's). Existing

Dog Control Orders remained in force until 19 October 2017 but from the 20 October 2017 they automatically became PSPOs.

Implementation of an order makes it an offence when a person in charge of a dog takes a dog onto, or permits the dog to enter or to remain on, any land to which the Order applies (with exceptions), or fails to keep a dog on a lead (with exceptions). Offenders are liable to a summary conviction and a fine not exceeding £500.

In October 2020, the PSPO in Borth was due to expire, however, Section 60 of the Anti-social Behaviour, Crime and Policing Act 2014, permits a local authority to extend a PSPO for a further three years, where it is satisfied on reasonable grounds that doing so is necessary to prevent an occurrence or recurrence of the activities identified in the Order.

### **Current position**

In order for a PSPO to be continued the Authority must be reasonably satisfied that two conditions are met, namely:

- 1) *Activities carried on in a public place within the Authority's area have had a detrimental effect on the quality of life of those in the locality, or it is likely that activities will be carried on in a public place within that area and that they will have such an effect; and;*
- 2) *The effect, or likely effect, of the activities is, or is likely to be, of a persistent nature; is, or is likely to be, such as to make the activities unreasonable and justifies the restrictions imposed by the notice.*

In 2020, the Council was satisfied that these conditions continued to be met and approved its renewal for a further three years and was extended until the 19th October 2023.

In order to extend the provision, Local Government Association Guidance (May 2017) states that a review must take place every three years and where a continuation of an existing order is involved, a full consultation is **not** required. A full consultation would be needed if the geographical boundaries of the designated area were to be changed or if additional activities were to be added to the ban.

### **Review of existing PSPO**

A review of this PSPO has been carried out by Ceredigion County Council's Public Protection.

The Authority has contacted Dyfed Powys Police, Dyfed Powys Police & Crime Commissioner and Borth Community Council all of whom have been asked their opinion as to whether the order is still effective and if there is a necessity to continue provision. None have objected to the PSPO being renewed for a further three years.

At the time of preparing this report, we had not received a formal collective response from Borth Community Council, however, we are aware that they do not wish to see the PSPO lapse. The closing date set by the county council for responses was the 13<sup>th</sup> of August. Any further delay would result in the lapsing of the order and no deterrence would be in place.

In addition, since 20th October 2020, 40 complaints have been received by the Clic call centre, regarding dogs on beaches contrary to exclusion orders and requesting that more enforcement be carried out. Of these, 10 related to Borth. It is envisaged that if the PSPO was to lapse, it would only increase the number of complaints rather than reduce them, thus increasing the demand on Public Protection resources.

As things stand, we are reasonably satisfied that the two conditions of the PSPO as stipulated (above) in legislation have both been met and the PSPO should be extended for a further three years.

**Wellbeing of Future Generations:**

**Has an Integrated Impact Assessment been completed? If, not, please state why** Yes, even though it is not required as this is an extension of an existing order.

**Summary:**

**Long term:** The PSPO will be required to be reviewed pursuant to implementation every three years to ascertain if it is still required.

**Collaboration:** Working collaboratively with Borth Community Council and Dyfed-Powys Police to continue the effectiveness of the PSPO.

**Involvement:** Public Protection enforcement activity promotes compliance and promotes and protects health and safety, thereby preventing harm from occurring. There is an emphasis on prevention and intervention rather than on enforcement.

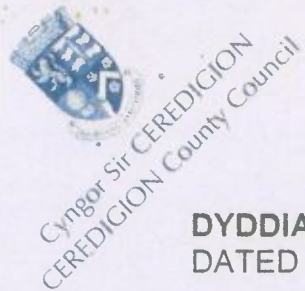
Public Protection enforcement activity makes a contribution to a number of the Wellbeing goals within the Well-being of Future Generation (Wales) Act 2015.

**Prevention:** The existing orders banning dogs on the beach has had a positive impact in reducing antisocial behaviour.

**Integration:** The continuation of the PSPO will allow measures to be taken to address problems associated with dog-fouling on the beach, etc., where the Order applies to.

<b>Recommendation(s):</b>	That Cabinet agrees to recommend to Council that the Public Spaces Protection Order (PSPO) for prohibiting dogs in a designated area of Borth beach and requiring dogs to be kept on a lead in a designated area of Borth promenade is extended for a further 3 years from 19.10.2023 until 19.10.2026 in accordance with the Anti-Social Behaviour, Crime and Policing Act 2014.
<b>Reason(s) for decision:</b>	<ul style="list-style-type: none"> <li>• The current PSPO expires on the 19<sup>th</sup> October 2023.</li> <li>• There is a need to facilitate a continuation of measures by way of continuing the provision of the PSPO in Borth. This is required in order to address instances of dog fouling and related antisocial behaviour such as failing to keep dogs under control.</li> <li>• In order to comply with statutory requirements and to ensure proper and effective enforcement of the legislation.</li> </ul>
<b>Overview and Scrutiny:</b>	N/A
<b>Policy Framework:</b>	Corporate Strategy 2022-2027
<b>Corporate Priorities:</b>	Boosting the Economy, Supporting Businesses and Enabling Employment
<b>Finance and procurement Implications:</b>	Signage is already in place but some need replacing and enforcement is carried out mainly by authorised officers of Ceredigion County Council. These costs will be met from within existing budgets.
<b>Legal implications:</b>	None
<b>Staffing implications:</b>	None
<b>Property/asset implications:</b>	None
<b>Risk(s):</b>	Not having a valid PSPO in place will have an impact on the Council's ability to deal with any dog fouling/irresponsible dog owners at Borth beach not covered by the byelaws. This may have a detrimental effect on the residents and visitors of the County and on the reputation of the Council.
<b>Statutory Powers:</b>	Anti-social Behaviour, Crime and Policing Act 2014
<b>Background Papers:</b>	None

<b>Appendices:</b>	<p><b>Appendix A-</b> The Dogs Exclusion (On the Beach, Borth) Order 2008</p> <p><b>Appendix B-</b> The Dogs on Leads (On the Promenade, Borth) Order 2008</p> <p><b>Appendix C-</b> Councils 2017 Bye-laws and PSPOS relating to dogs on beaches and promenades (Borth - page 10)</p> <p><b>Appendix D-</b> FEE Blue Flag Beach Criteria and Explanatory Notes (Criteria 23)</p> <p><b>Appendix E-</b> Local Government Association – Public Spaces Protection Orders – Guidance for Councils 2017</p> <p><b>Appendix F-</b> Integrated Impact Assessment</p>
<b>Corporate Lead Officer:</b>	Alun Williams, CLO: Policy, Performance & Public Protection
<b>Reporting Officer(s):</b>	Rachel J Mills (Public Protection Officer) & Anne-Louise Davies (Trading Standards & Licensing Manager)
<b>Date:</b>	23/08/2023



4012

**DYDDIAD**  
DATED

**12 Mawrth**  
12 March

**2008**  
2008

**CYNGOR SIR CEREDIGION COUNTY COUNCIL**

**GORCHYMYN GWAHARDD CŴN (AR Y TRAETH, BORTH) 2008**  
**THE DOGS EXCLUSION (ON THE BEACH, BORTH) ORDER 2008**

Miss C N Jones  
Cyfarwyddwr Cynorthwyol y Gwasanaethau Cyfreithiol  
Assistant Director of Legal Services  
Cyngor Sir Ceredigion County Council  
Penmorfa  
ABERAERON  
Ceredigion



**DEDDF CYMDOGAETHAU GLÂN A'R AMGYLCHEDD 2005**  
THE CLEAN NEIGHBOURHOODS AND ENVIRONMENT ACT 2005

**RHEOLIADAU GORCHMYNION RHEOLI CŴN (DARPARIAETHAU AMRYWIOL) (CYMRU) 2007 (OS 2007/702) (W.59)**  
THE DOG CONTROL ORDERS (MISCELLANEOUS PROVISIONS) (WALES) REGULATIONS 2007 (SI 2007/702) (W.59)

**Mae CYNGOR SIR CEREDIGION drwy hyn yn gwneud y Gorchymyn a ganlyn:**  
CYNGOR SIR CEREDIGION COUNTY COUNCIL hereby makes the following Order:

**GORCHYMYN GWAHARDD CŴN (AR Y TRAETH, BORTH) 2008**  
THE DOGS EXCLUSION (ON THE BEACH, BORTH) ORDER 2008

**Daw'r Gorchymyn hwn i rym ar y diwrnod 1<sup>af</sup> o Ebrill 2008.**  
This Order comes into force on the 1<sup>st</sup> day of April 2008.

**Mae'r Gorchymyn hwn yn gymwys i'r tir a bennir yn yr Atodlen amgaeedig.**  
This Order applies to the land specified in the Schedule attached.

**Y TRAMGWYDD**  
OFFENCE

- (1) Bydd person sydd â chyfrifoldeb dros gi yn euog o dramgwydd, yn ystod y cyfnod a bennir yn Atodlen 2, os bydd y person hwnnw yn mynd â'r ci ar unrhyw dir y mae'r Gorchymyn hwn yn gymwys iddo, neu yn caniatáu iddo fynd arno neu aros arno oni bai:-
- (a) bod gan y person hwnnw esgus rhesymol dros wneud hynny; neu
  - (b) bod perchennog y tir, meddiannydd y tir neu berson neu awdurdod arall sydd â rheolaeth dros y tir, wedi cydsynio (yn gyffredinol neu yn benodol) i'r person hwnnw wneud hynny.
- (1) A person in charge of a dog shall be guilty of an offence if, during the period specified in Schedule 2, that person takes the dog onto, or permits the dog to enter or to remain on, any land to which this Order applies unless:-

- (a) that person has a reasonable excuse for doing so; or
  - (b) the owner, occupier or other person or authority having control of the land has consented (generally or specifically) to that person doing so
- (2) **Nid oes dim yn yr erthygl hon yn gymwys i berson:-**
- (a) sydd wedi'i gofrestru fel person dall mewn gofrestr a luniwyd o dan adran 29 o'r Ddeddf Cymorth Gwladol 1948; neu
  - (b) sydd yn fyddar, mewn perthynas â chi wedi'i hyfforddi gan Hearing Dogs for Deaf People (elusen gofrestedig rhif 293358) ac y mae'r person hwnnw yn dibynnu arno am gymorth; neu
  - (c) sydd ag anabledd sy'n effeithio ar symudedd, ei ddeheurwydd llaw, ei gydlynedd corfforol, neu ei allu i godi, i gario neu i symud teclynnau beunyddiol, mewn perthynas â chi wedi ei hyfforddi gan elusen ragnodedig ac y mae'r person hwnnw yn dibynnu arno am gymorth.
- (2) Nothing in this article applies to a person who:-
- (a) is registered as a blind person in a register compiled under section 29 of the National Assistance Act 1948; or
  - (b) is deaf, in respect of a dog trained by Hearing Dogs for Deaf People (registered charity number 293358) and upon which that person relies for assistance; or
  - (c) has a disability which affects that person's mobility, manual dexterity, physical co-ordination or ability to lift, carry or otherwise move everyday objects, in respect of a dog trained by a prescribed charity and upon which that person relies for assistance
- (3) **At ddibenion yr erthygl hon:-**
- (a) cymerir bod person y mae ci fel rheol yn ei feddiant â chyfrifoldeb dros y ci hwnnw ar unrhyw adeg onid oes rhyw berson arall â chyfrifoldeb dros y ci hwnnw ar yr adeg honno; a
  - (b) mae pob un o'r canlynol yn "elusen a ragnodwyd":-
    - (i) Dogs for the Disabled (elusen gofrestedig rhif 700454);
    - (ii) Support Dogs (elusen gofrestedig rhif 1088281);
    - (iii) Canine Partners for Independence (elusen gofrestedig rhif 803680)
- (3) For the purposes of this article:-
- (a) a person who habitually has a dog in their possession is taken to be in charge of the dog at any time unless at that time some other person is in charge of the dog; and
  - (b) each of the following is a "prescribed charity":-
    - (i) Dogs for the Disabled (registered charity number 700454);
    - (ii) Support Dogs (registered charity number 1088281);
    - (iii) Canine Partners for Independence (registered charity number 803680)

**Y GOSB**  
**PENALTY**

**Bydd person sy'n euog o dramgwydd on dan erthygl 3 yn agored, o'i gollfarnu'n ddiannod, i ddirwy heb fod yn uwch na lefel 3 ar y raddfa safonol.**

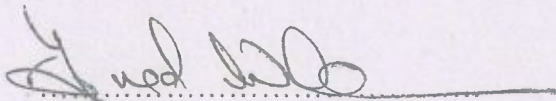
A person who is guilty of an offence under article 3 is liable on summary conviction to a fine not exceeding level 3 on the standard scale.

**Dyddiedig y 12<sup>fed</sup> o Fawrth 2008**  
Dated this 12<sup>th</sup> day of March 2008.

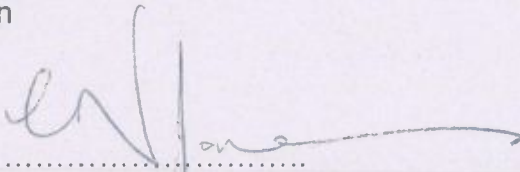
**Gosodwyd Sêl Gyffredin CYNGOR SIR CEREDIGION yma ym mhresenoldeb:-**

The Common Seal of CYNGOR SIR CEREDIGION COUNTY COUNCIL was affixed hereto in the presence of:-

4 0 1 2



**Cadeirydd**  
Chairman



**Cyfarwyddwr Cynorthwyol y Gwasanaethau Cyfreithiol**  
Assistant Director of Legal Services



# LOWER BORTH BEACH (4)



DOG BAN AREA



PROPOSED DOG BAN AREA



DOGS ON LEAD AREA

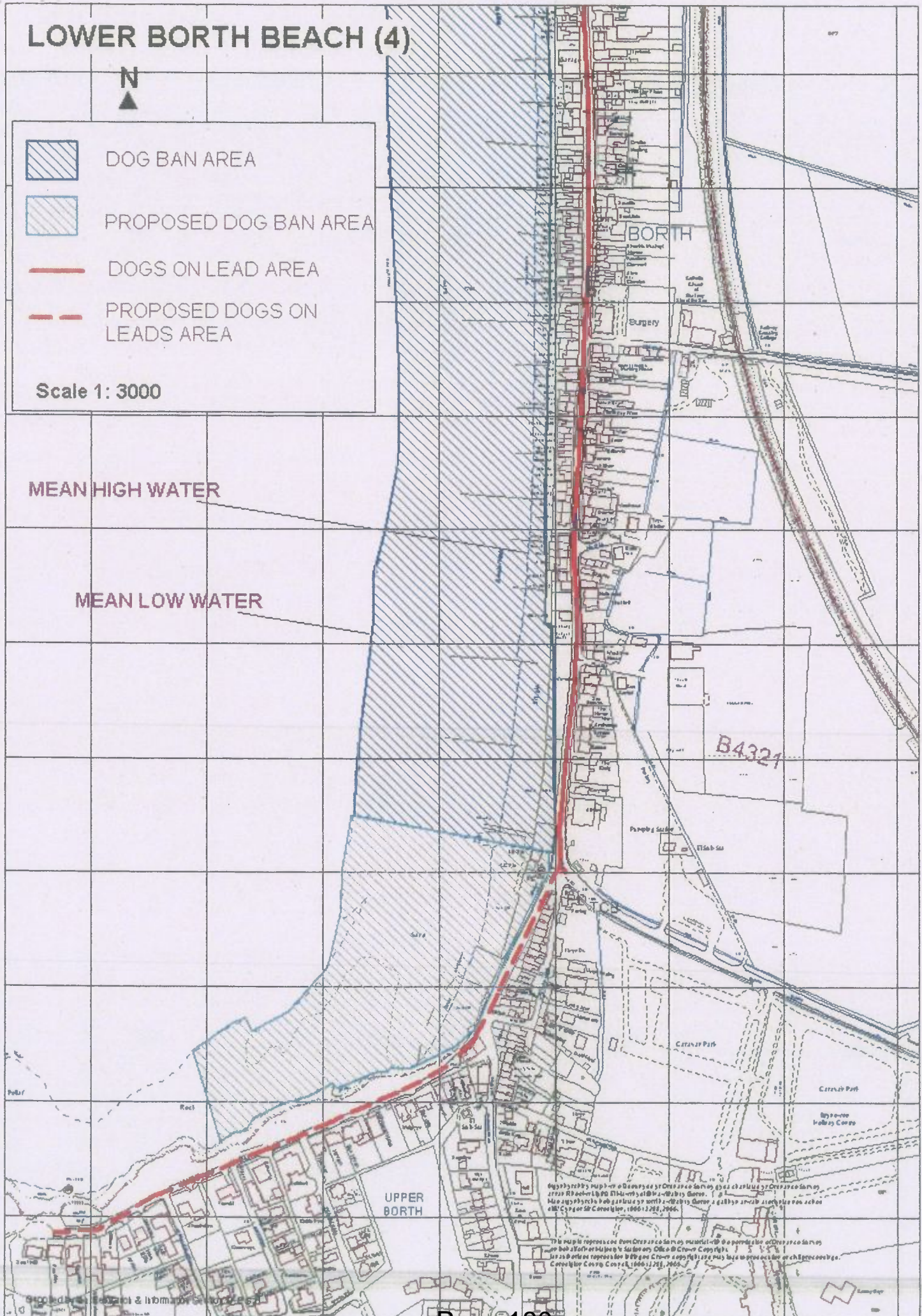


PROPOSED DOGS ON LEADS AREA

Scale 1: 3000

MEAN HIGH WATER

MEAN LOW WATER



**ATODLEN 1**  
**SCHEDULE 1**

**DISGRIFIAD O'R TIR Y MAE'R GORCHYMYN YN BERTHNASOL IDDO**  
**DESCRIPTION OF LAND TO WHICH THE ORDER APPLIES**

**Mae ardal y traeth yn Borth o'r slipwê ger Gorsaf y Bad Achub i'r Clogwynni ar ochr ddeheuol y traeth, hyd at bwynt gyferbyn â'r anheddau a elwir yn Redroofs.**

The Beach area in Borth from the slipway at the Lifeboat Station to the Cliffs at the south end of the beach, to a point opposite premises known as Redroofs.

**ATODLEN 2**  
**SCHEDULE 2**

**CYFNOD Y MAE'R DROSEDD YN BERTHNASOL IDDO**  
**PERIOD DURING WHICH THE OFFENCE IS TO APPLY**

**Rhwng 1 Mai a 30 Medi gan gynnwys y dyddiadau hynny yn ystod unrhyw flwyddyn.**

Between 1 May and 30 September inclusive in any year.

4 0 1 3



**DYDDIAD**  
DATED

**12 Mawrth**  
12 March

**2008**  
2008

**CYNGOR SIR CEREDIGION COUNTY COUNCIL**

**GORCHYMYN GWAHARDD CŴN (AR Y PROMENÂD, BORTH) 2008**  
**THE DOGS ON LEADS (ON THE PROMENADE, BORTH) ORDER 2008**

Miss C N Jones  
Cyfarwyddwr Cynorthwyol y Gwasanaethau Cyfreithiol  
Assistant Director of Legal Services  
Cyngor Sir Ceredigion County Council  
Penmorfa  
ABERAERON  
Ceredigion

**YDDE CYMDOGAETHAU GLÂN A'R AMGYLCHEDD 2005**  
**THE CLEAN NEIGHBOURHOODS AND ENVIRONMENT ACT 2005**

**RHEOLIADAU GORCHMYNION RHEOLI CŴN (DARPARIAETHAU AMRYWIOL) (CYMRU) 2007 (OS2007/702) (W.59)**  
**THE DOG CONTROL ORDERS (MISCELLANEOUS PROVISIONS) (WALES) REGULATIONS 2007 (SI 2007/702) (W.59)**

**Mae CYNGOR SIR CEREDIGION drwy hyn yn gwneud y Gorchymyn a ganlyn:**  
CYNGOR SIR CEREDIGION COUNTY COUNCIL hereby makes the following Order:

**GORCHYMYN CŴN AR DENNYN (AR Y PROMENÂD, BORTH) 2008**  
**THE DOGS ON LEADS (ON THE PROMENADE, BORTH) ORDER 2008**

**Daw'r Gorchymyn hwn i rym ar y diwrnod 1<sup>af</sup> o Ebrill 2008.**  
This Order comes into force on the 1<sup>st</sup> day of April 2008.

**Mae'r Gorchymyn hwn yn gymwys i'r tir a bennir yn yr Atodlen amgaaedig.**  
This Order applies to the land specified in the Schedule attached.

**Y TRAMGWYDD**  
**OFFENCE**

- (1) Bydd person sydd â chyfrifoldeb dros gi yn euog o dramgwydd, yn ystod y cyfnod a bennir yn Atodlen 2, ar unrhyw dir y mae'r Gorchymyn hwn yn gymwys iddo, os na fydd y person hwnnw yn cadw'r ci ar dennyn, oni bai:-
- (a) bod gan y person hwnnw esgus rhesymol dros fethu â gwneud hynny; neu
  - (b) bod perchennog y tir, meddiannydd y tir neu berson neu awdurdod arall sydd â rheolaeth dros y tir wedi cydsynio (yn gyffredinol neu'n benodol) i'r person hwnnw fethu â gwneud hynny.
- (1) A person in charge of a dog shall be guilty of an offence if, during the periods specified in Schedule 2, on any land to which this Order applies that person does not keep the dog on a lead, unless:-

- (a) that person has a reasonable excuse for failing to do so; or  
(b) the owner, occupier or other person or authority having control of the land has consented (generally or specifically) to that person failing to do so
- (2) **At ddibenion yr erthygl hon cymerir bod person y mae ci fel rheol yn ei feddiant â chyfrifoldeb dros y ci hwnnw ar unrhyw adeg onid oes rhyw berson arall â chyfrifoldeb dros y ci hwnnw ar yr adeg honno.**
- (2) For the purposes of this article a person who habitually has a dog in their possession is taken to be in charge of the dog at any time unless at that time some other person is in charge of the dog.

**Y GOSB**  
PENALTY

**Bydd person sy'n euog o dramgwydd o dan erthygl 3 yn agored, o'i gollfarnu'n ddiannod, i ddirwy nad yw'n uwch na lefel 3 ar y raddfa safonol.**  
A person who is guilty of an offence under article 3 is liable on summary conviction to a fine not exceeding level 3 on the standard scale.

**Dyddiedig y 12<sup>fed</sup> o Fawrth 2008**  
Dated this 12<sup>th</sup> day of March 2008.

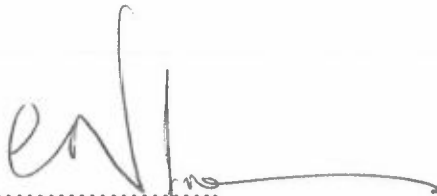
**Gosodwyd Sêl Gyffredin CYNGOR SIR CEREDIGION yma ym mhresenoldeb:-**

The Common Seal of CYNGOR SIR CEREDIGION COUNTY COUNCIL was affixed hereto in the presence of:-

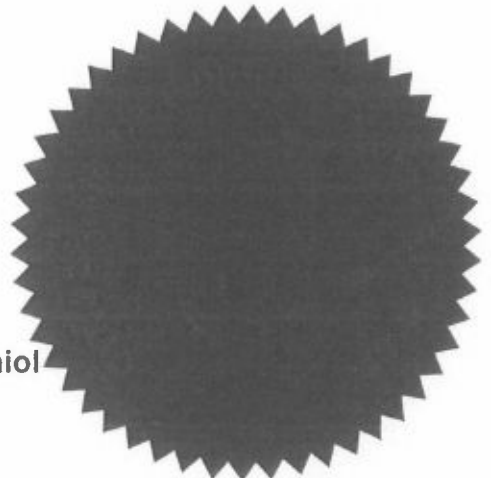
4 0 1 3



**Cadeirydd**  
Chairman

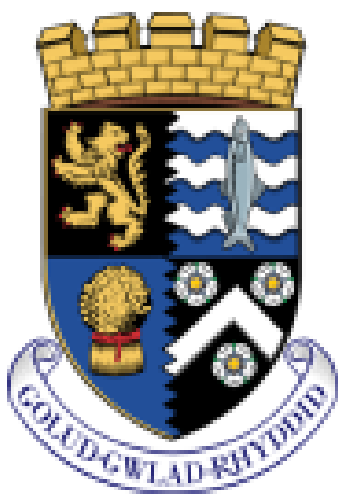


**Cyfarwyddwr Cynorthwyl y Gwasanaethau Cyfreithiol**  
Assistant Director of Legal Services





# **Bye-laws and PSPOs relating to dogs on beaches and promenades**



Cyngor Sir  
**CEREDIGION**  
County Council

# BYELAWS FOR BEACHES AND PROMENADES

Byelaws made by Ceredigion County Council under Section 82 and 83 of the Public Health Acts Amendment Act 1907 and Section 235 of the Local Government Act 1972 with respect to the seashore and the promenades.

## EXTENT

1. (1) Byelaws 3 and 4 apply to each of the beaches being areas of the seashore described in Schedule 1 hereafter referred to as “*the Beach*” and to any slope or staircase leading on to any of those beaches.

(2) Byelaw 5 applies to each of the promenades described in Schedule 2 hereafter referred to as “*the Promenade*”.

(3) Notice of the effect of these Byelaws shall be given by signs placed in conspicuous positions on the approaches to the Beach and the Promenade.

## INTERPRETATION

2. In these Byelaws:

(1) “*The Council*” means the Cyngor Sir Ceredigion County Council.

(2) For the purpose of these Byelaws the keeper of the dog shall be deemed in charge thereof, unless at the time when the dog entered or remained on the Beach, it had been placed in or taken into the charge of some other person.

(3) In paragraph (2) above “*the Keeper*” shall include the owner of the dog or any person who habitually has it in his/her possession.

## DOGS ON THE BEACH

3. Between 1 May and 30 September inclusive in any year, every person (other than a registered blind person) in charge of a dog who without reasonable excuse permits the dog to enter or remain on the Beach shall be guilty of an offence.

4. An Officer of the Council or any constable may require a person in charge of a dog which has entered the Beach to remove the dog from the Beach.

## DOGS ON LEADS

5. Between 1 May and 30 September inclusive in any year every person in charge of a dog who without reasonable excuse permits the dog to enter or remain on the Promenade without being held on a lead and being restrained from behaviour giving reasonable grounds for annoyance shall be guilty of an offence.

## PENALTY

6. Any person offending against Byelaws 3 or 5 shall be liable on summary conviction to a fine not exceeding Level 2 on the standard scale.

## SAVING OF CROWN AND OTHER RIGHTS

7. Nothing contained in any of the foregoing Byelaws shall be deemed to be or shall operate as a grant by or on behalf of the Crown as owner of any part of the foreshore and seabed below high water mark of any estate or interest in or right over any such part of the foreshore and seabed, nor shall anything contained in or done under any of the provisions of the foregoing Byelaws in any respect

prejudice or injuriously affect the rights and interests of the Crown in such foreshore and seabed, or prevent the exercise thereon of any public rights, or prejudice or injuriously affect any right, power or privilege legally exercisable by any person in, over and in respect of the foreshore and seabed.

## SCHEDULE 1

“The dog prohibited from beach” referred to in byelaws 3 and 4 is the area hatched blue on the plan annexed to these byelaws.

## SCHEDULE 2

“The promenades” referred to in byelaw 5 is the area shaded yellow on the plan annexed to these byelaws.



# **PSPO FOR BEACHES AND PROMENADES**

Following the introduction of the Anti-Social Behaviour, Crime and Policing Act 2014, Public Spaces Protection Order (PSPO) were introduced enabling local authorities to continue to implement any restrictions that were in force under the previous Dog Control Orders.

The PSPO is aimed at keeping the beach cleaner and safer by restricting dogs on the beach and also tackles the problem of dogs that are out of control and allowed to run off a lead on the promenade.

## **NOTIFICATION OF ORDER**

Ceredigion County Council hereby makes the following Orders:

- THE DOGS EXCLUSION (ON THE BEACH, BORTH) ORDER 2008
- THE DOGS ON LEADS (ON THE PROMENADE, BORTH) ORDER 2008

This order comes into force on the 1<sup>st</sup> day of April 2008. This order applies to the land specified in Schedule 1 below.

## **OFFENCE**

1. A person in charge of a dog shall be guilty of an offence if, during 1 May to 30 September inclusive in any year, that person takes the dog onto, or permits the dog to enter or to remain on, any land to which this Order applies, and does not keep the dog on a lead, unless:

- (a) that person has a reasonable excuse for doing so; or
- (b) the owner, occupier or other person or authority having control of the land has consented (generally or specifically) to that person doing so.

2. Nothing in this article applies to a person who:

- (a) is registered as a blind person in a register compiled under section 29 of the National Assistance Act 1948;
- (b) is deaf, in respect of a dog trained by Hearing Dogs for Deaf People (registered charity number 293358) and upon which that person relies for assistance;
- (c) has a disability which affects that person's mobility, manual dexterity, physical co-ordination or ability to lift, carry or otherwise move everyday objects, in respect of a dog trained by a prescribed charity and upon which that person relies for assistance.

**3.** For the purpose of this article:

(a) a person who habitually has a dog in their possession is taken to be in charge of the dog at any time unless at that time some other person is in charge of the dog; and

(b) each of the following is a “prescribed charity”:

- Dogs for the Disabled (registered charity number 700454)
- Support Dogs (registered charity number 1088281)
- Canine Partners for Independence (registered charity number 803680)

## **PENALTY**

A person who is guilty of an offence under article 3 is liable on summary conviction to a fine not exceeding level 3 on the standard scale.

## **SCHEDULE 1**

“The dog prohibited from beach” referred to in THE DOGS EXCLUSION (ON THE BEACH, BORTH) ORDER 2008 is the area hatched black on the plan annexed to this document.

“The promenades” referred to in THE DOGS ON LEADS (ON THE PROMENADE, BORTH ORDER 2008 is the area shaded red on the plan annexed to this document.

# ABERAERON- SOUTH BEACH

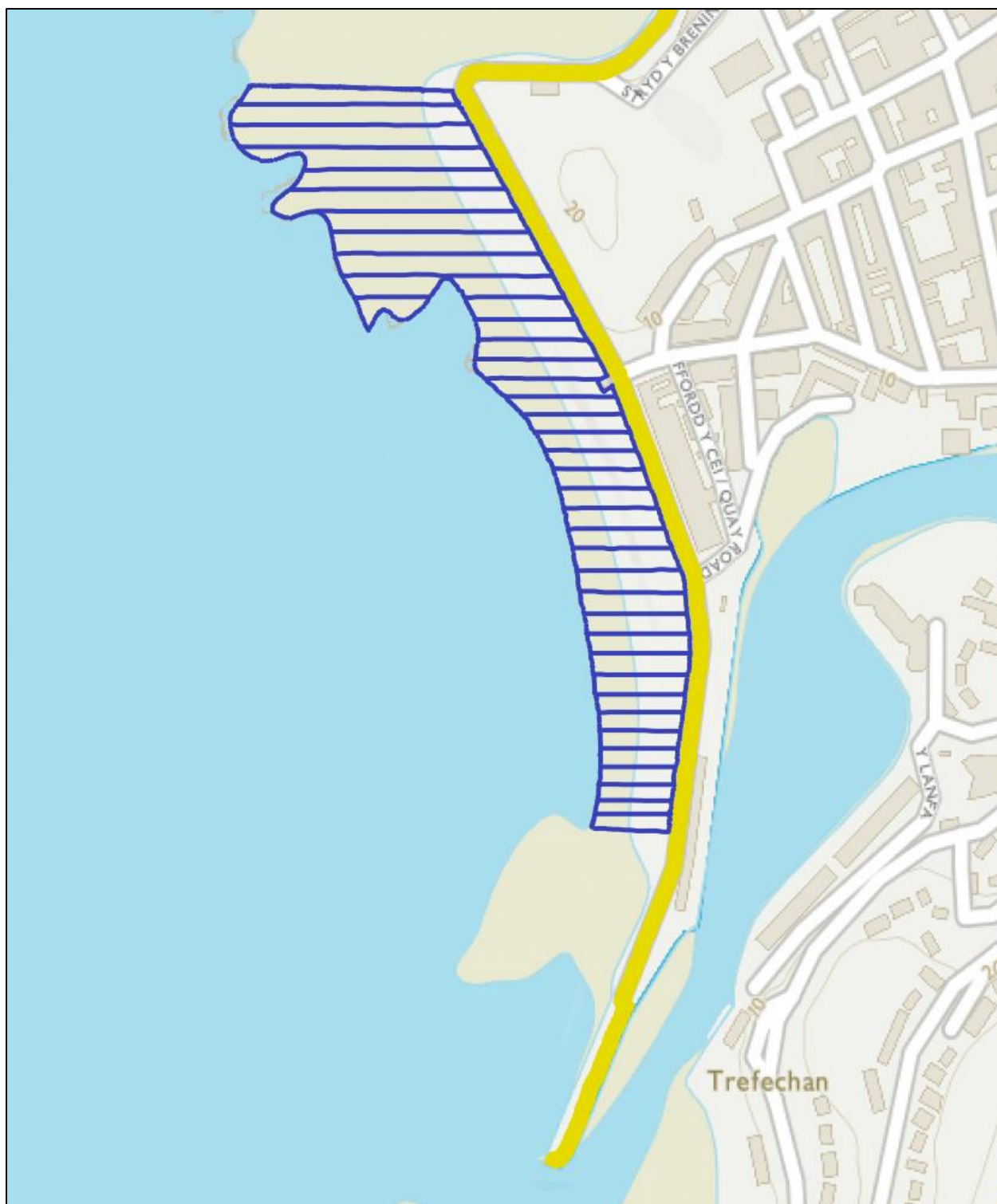


Dog ban area between 1st May and 30th September



Dog on lead area between 1st May and 30th September

# ABERYSTWYTH- SOUTH BEACH

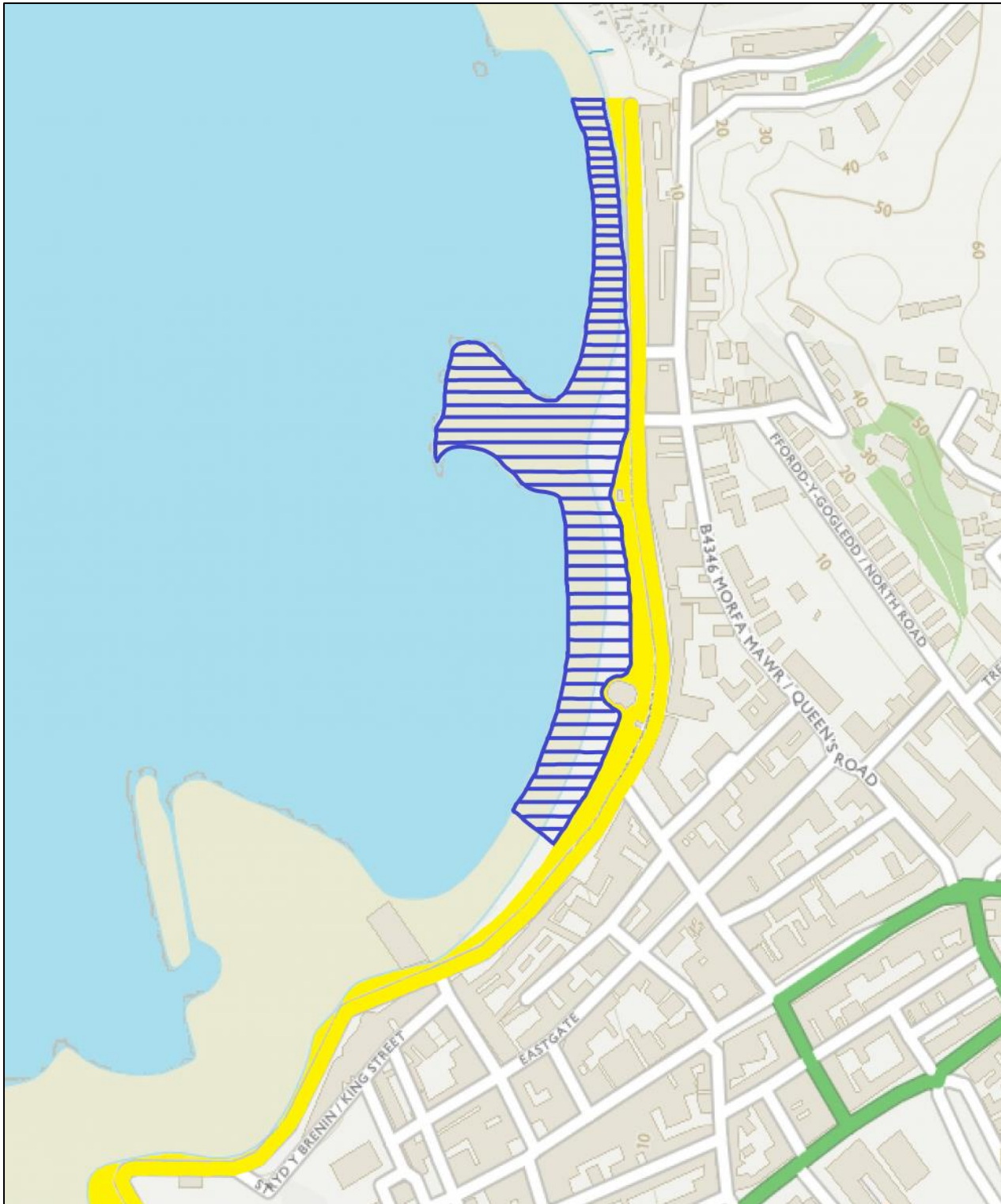


Dog ban area between 1st May and 30th September



Dog on lead area between 1st May and 30th September

# ABERYSTWYTH- NORTH BEACH



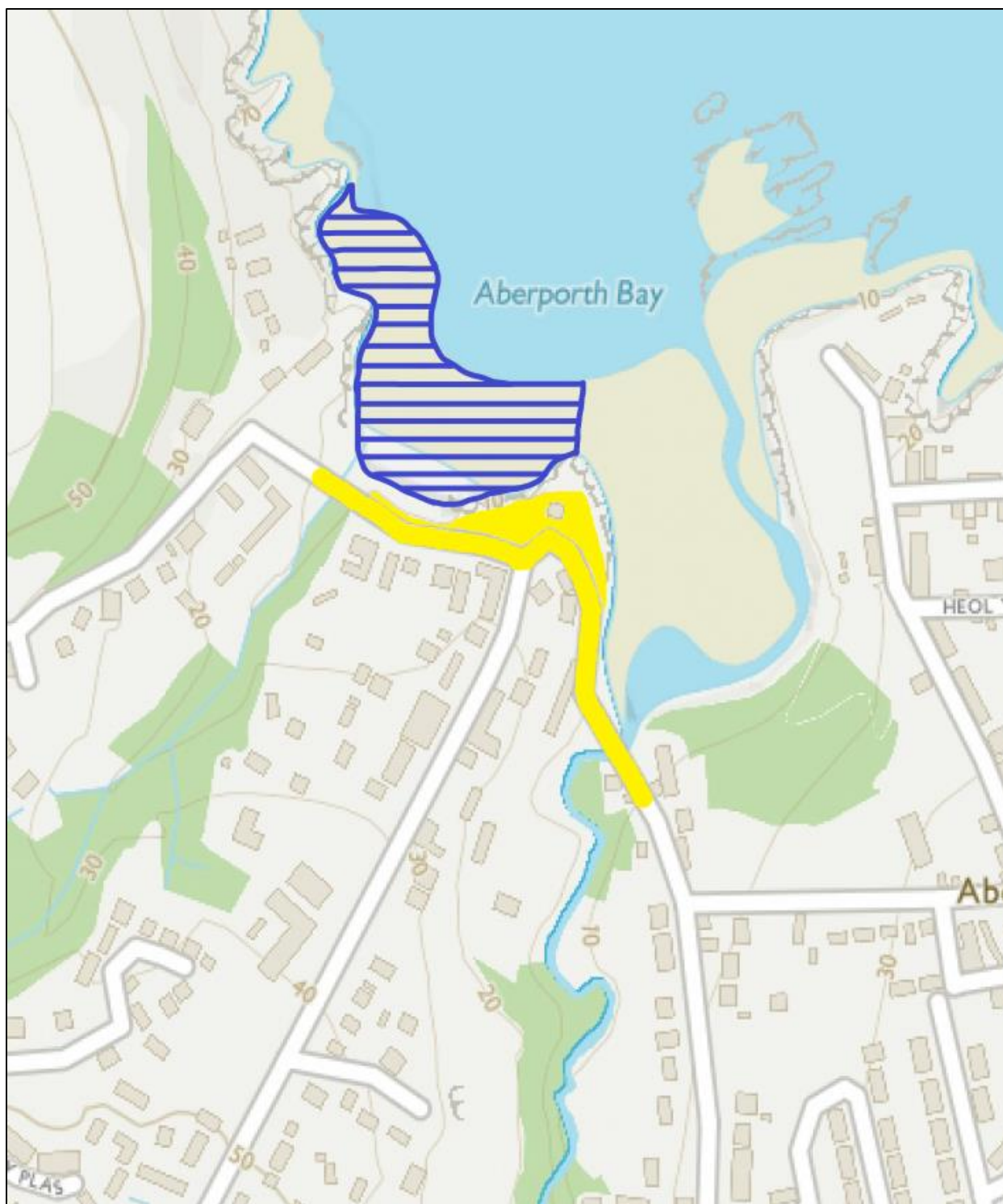
Dog ban area between 1st May and 30th September



Dog on lead area between 1st May and 30th September



# ABERPORTH- DOLWEN BEACH



Dog ban area between 1st May and 30th September



Dog on lead area between 1st May and 30th September

# BORTH



Dog ban area between 1st May and 30th September



Dog on lead area between 1st May and 30th September

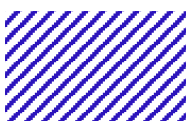
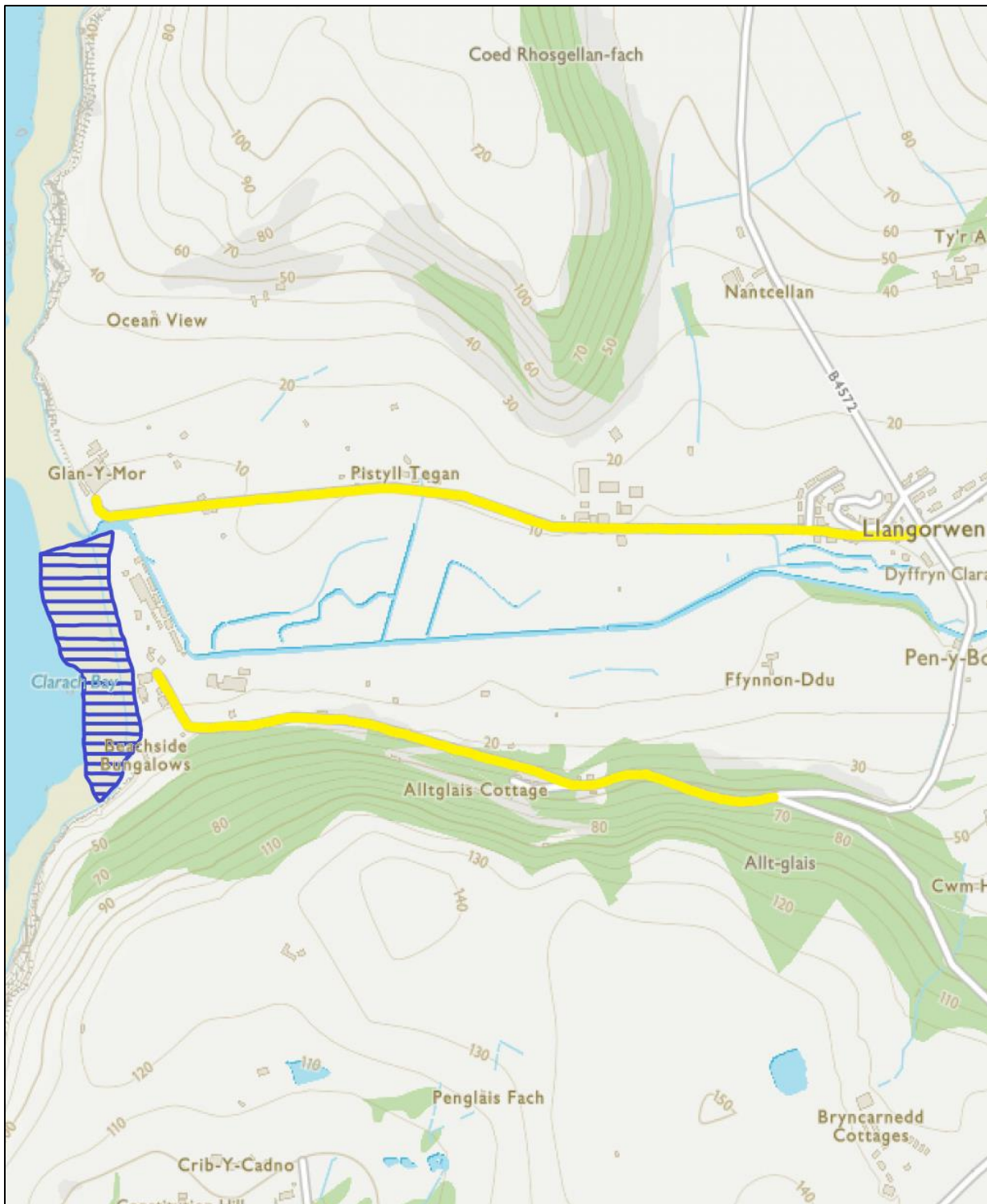


PSPO Dog ban area between 1st May and 30th September



PSPO Dog on lead area between 1st May and 30th September

# CLARACH

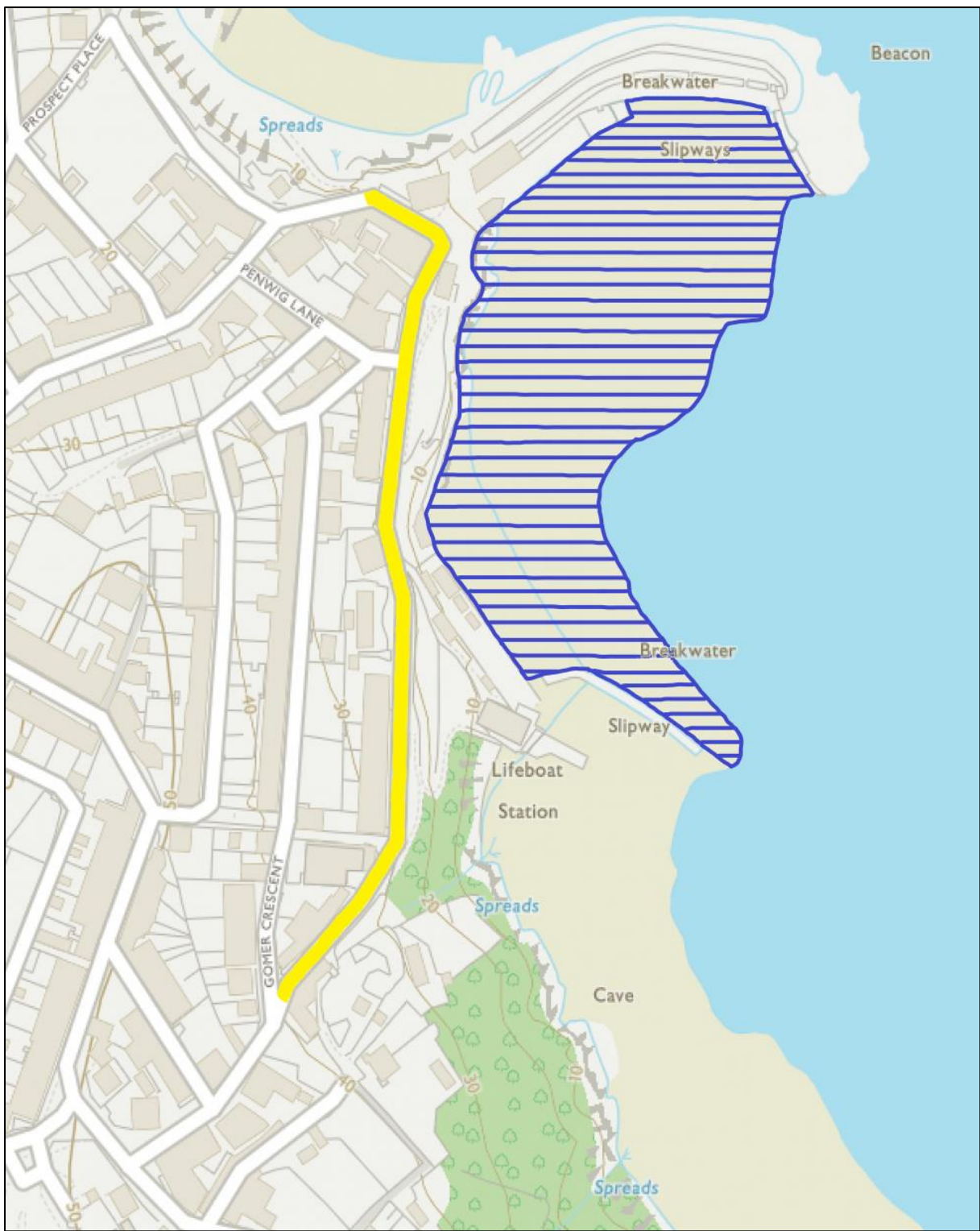


Dog ban area between 1st May and 30th September



Dog on lead area between 1st May and 30th September

# NEW QUAY

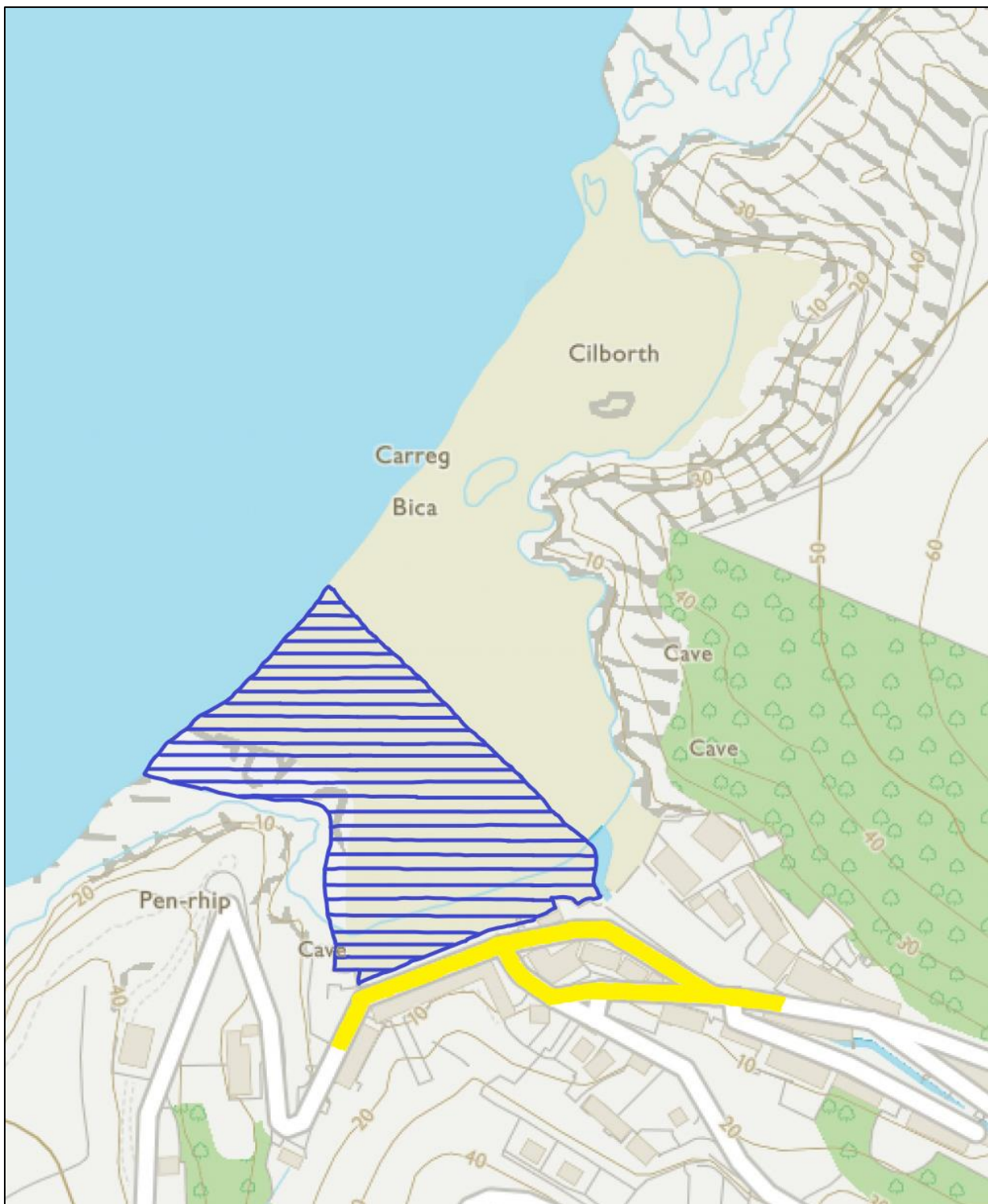


Dog ban area between 1st May and 30th September



Dog on lead area between 1st May and 30th September

# LLANGRANNOG

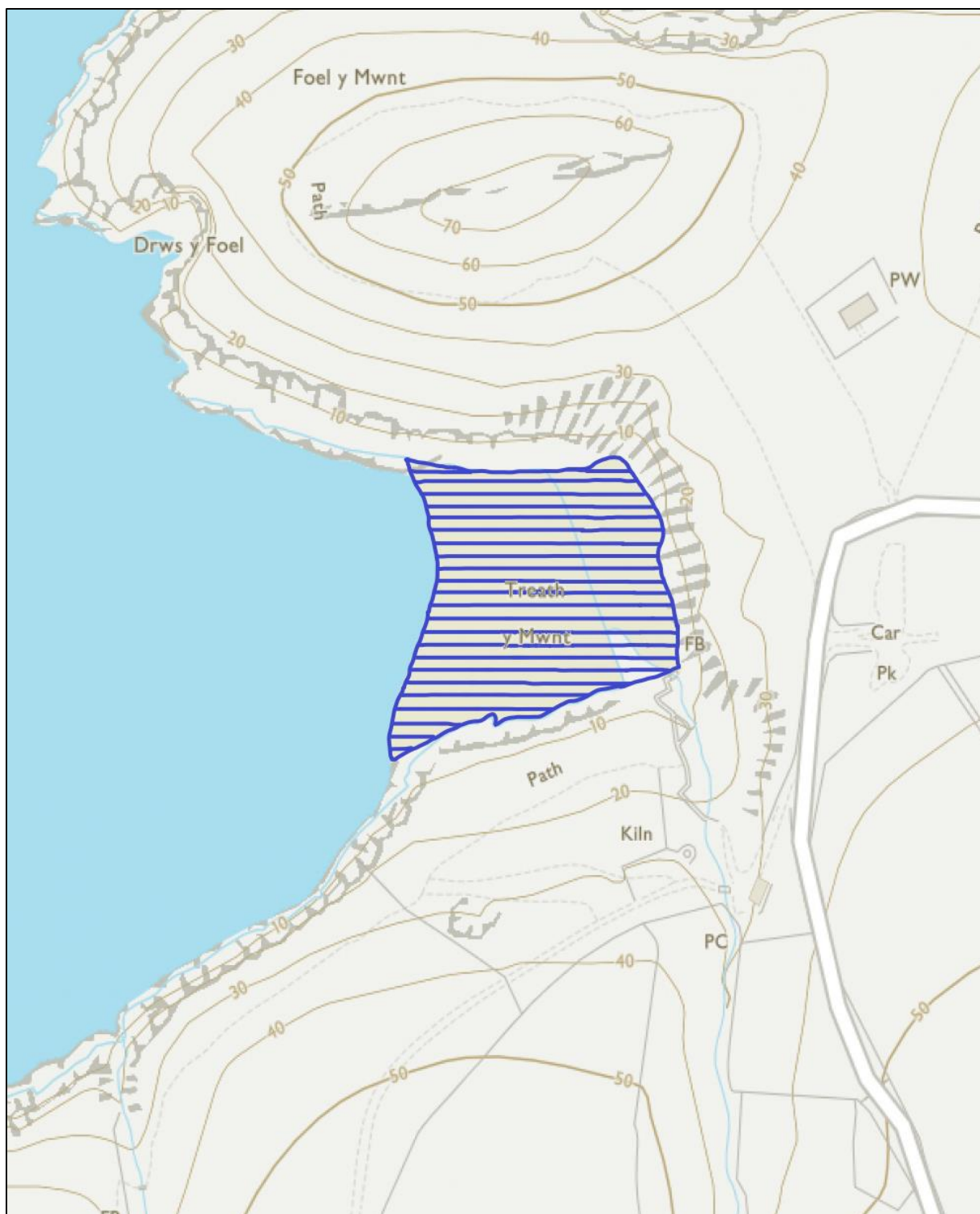


Dog ban area between 1st May and 30th September



Dog on lead area between 1st May and 30th September

# MWNT

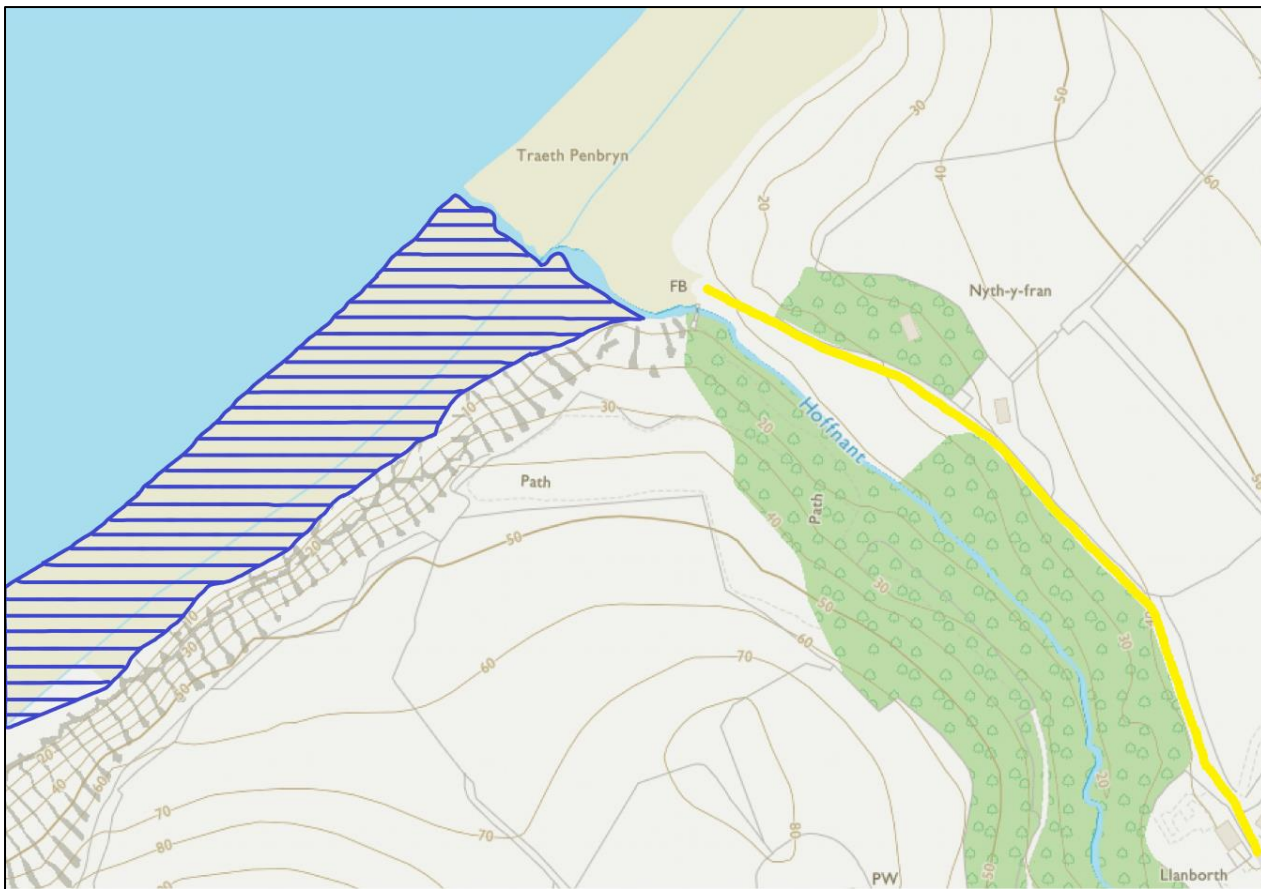


Dog ban area between 1st May and 30th September



Dog on lead area between 1st May and 30th September

# PENBRYN

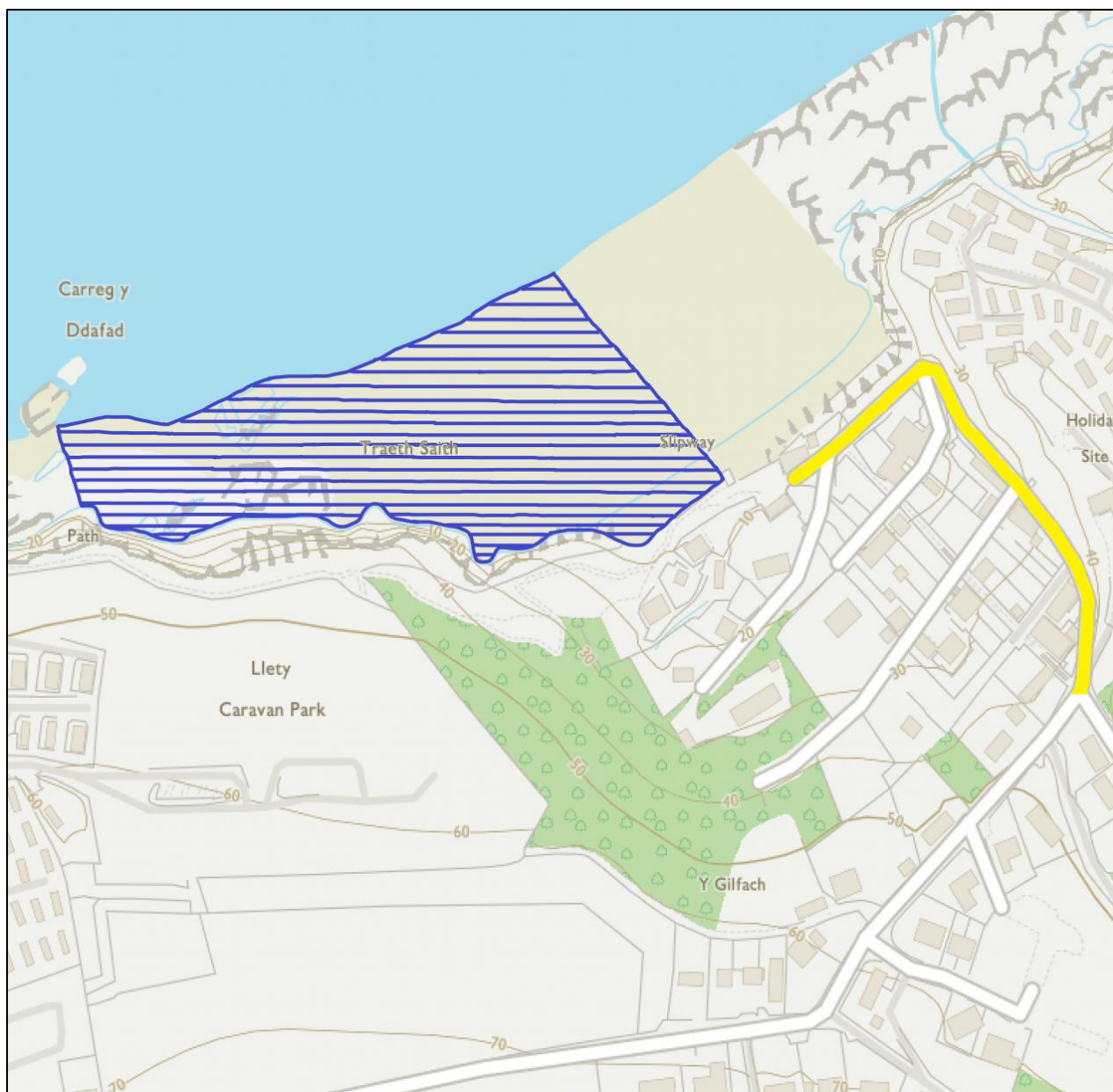


Dog ban area between 1st May and 30th September



Dog on lead area between 1st May and 30th September

# TRESAITH



Dog ban area between 1st May and 30th September



Dog on lead area between 1st May and 30th September





## **BLUE FLAG BEACH CRITERIA AND EXPLANATORY NOTES 2021**

### **INTRODUCTION**

The Blue Flag Programme for beaches, marinas and tourism boats is run by the international, non-governmental, non-profit organisation FEE (the Foundation for Environmental Education). The Blue Flag Programme started in France in 1985. It has been implemented in Europe since 1987 and in areas outside of Europe since 2001 when South Africa joined. Today, Blue Flag has become a truly global Programme, with an ever-increasing number of countries participating in it.

The Blue Flag Programme promotes sustainable development in freshwater and marine areas. It challenges local authorities and beach operators to achieve high standards in the four categories of water quality, environmental management, environmental education and safety. Over the years, the Blue Flag has become a highly respected and recognised award working to bring together the tourism and environmental sectors at local, regional and national levels.

The explanatory notes given in this document make up the common and shared understanding of the Blue Flag beach criteria and the requirements for the implementation thereof. The explanatory notes provide details on the assessment and management of compliance with the Blue Flag beach criteria.

The criteria are categorised as either imperative or guideline. Most beach criteria are imperative, i.e. the beach must comply with them in order to be awarded Blue Flag accreditation. If they are guideline criteria, it is preferable that they are complied with, but not mandatory.

It must be emphasised that the Blue Flag beach international criteria in this document are the minimum criteria. A National Operator can choose to have stricter criteria to what is outlined here, as long as they are in the same line of philosophy as the Blue Flag international criteria. These more stringent criteria must be approved by the National Jury and communicated to the International Jury. Moreover, the beach administrator must be informed about the stricter criteria before the beginning of the following Blue Flag season.

These beach criteria and explanatory notes are to be used by all Blue Flag applicants in order to understand the requirements that must be met before a beach can receive Blue Flag accreditation. For guidance purposes, this document should also prove valuable for the management of those beaches already accredited with Blue Flag status. The beach criteria and explanatory notes also serve as a guide for the National, Regional and International Blue Flag Juries when making decisions about a Blue Flag beach candidate.

During the Blue Flag season, the flag must fly at the beach. The flag is both a symbol that the beach participates in the Programme but also an indication of compliance with the criteria. The flag may either be flown 24 hours a day during the Blue Flag season or only during the hours when the beach meets all the Blue Flag criteria. In the case of the former, there must be adequate signage indicating the time when services (e.g. life-saving), and facilities (e.g. toilets) are in operation.

If a beach that has Blue Flag accreditation does not comply with the Blue Flag criteria, the flag may be permanently or temporarily withdrawn from the beach. There are several degrees of non-compliance:

1. A **minor non-compliance** occurs when there is a problem with only one imperative criterion, which is of little or no consequence to visitor health and safety and the beach environment.

Should the non-compliance be to the detriment of visitor health and safety or the beach environment, it must be treated as major non-compliance.

When minor non-compliance occurs and can be immediately rectified, the flag is not withdrawn, and the non-compliance is only registered in the control visit report. If, however, a minor non-compliance cannot be rectified immediately, the beach is given ten days in which to comply fully with all criteria. The flag is withdrawn until all problems are rectified, and this is noted on the Blue Flag national and international websites.

2. **Multiple non-compliance** relates to non-compliance with two to three imperative criteria which are of little or no consequence to visitor health and safety and the beach environment.

Should any of the non-compliance be to the detriment of visitor health and safety or the beach environment, it/they must be treated as major non-compliance.

When multiple non-compliances occur, the beach is given ten days in which to comply fully with all criteria, the flag is withdrawn until all the problems are rectified, and the national and international websites are updated accordingly.

3. **Major non-compliance** occurs when the beach does not comply with one or several criteria, with a consequence for the health and safety of the beach user or to the environment, as well as the general perception of the beach and therefore the Programme.

When detecting a major non-compliance, the flag is withdrawn immediately and for the rest of the season. The beach information board must clearly indicate that the Blue Flag award has been withdrawn. The national and international websites are updated accordingly.

In all cases of non-compliance, the National Operator must immediately inform the local authority/beach operator about the observed areas of non-compliance. Information about the reason for a withdrawal of the flag must be posted clearly at the beach. The local authority/beach operator must inform the National Operator of re-compliance with the criteria and present the appropriate documentation needed. The flag can then be raised at the beach again. The National Operator should also consider a follow-up control visit to check that the beach does comply. In the event that the local authority/beach operator does not ensure and document re-compliance with the criteria within ten days, the National Operator must ensure that the Blue Flag is withdrawn for the rest of the season at the beach.

In the event that conditions on the beach change and the Blue Flag has to be temporarily withdrawn, e.g. when climatic events cause damage to the beach or an emergency arises, the beach management must inform the National Operator that the Blue Flag has been temporarily withdrawn and the national and international websites must be updated accordingly.

Apart from updating the national and international Blue Flag websites of the status of the beach, the National Operator must inform the Blue Flag International Head Office about the non-compliance. If the non-compliance is noted by an international controller, the National Operator has to give feedback to the Blue Flag International Head Office within 30 days.

The applicant for Blue Flag accreditation is the authority charged with responsibility for the beach. This may be a local municipality, private hotel, national park, or private beach operator. A beach may be eligible for Blue Flag accreditation if it is legally designated as a bathing area and it has the necessary facilities and services to comply with the Blue Flag criteria.

A beach must be accessible to all (regardless of age, gender, political views, religion) in order to be eligible for Blue Flag accreditation. It is preferable that beach users be granted free access to a Blue Flag beach, i.e. to use the beach and its facilities without paying a fee. Blue Flag, however, recognises that at some beaches, e.g. private beaches, members of the public are charged a small, reasonable fee to access the beach. Other payments may be levied for services in the area, e.g. for parking or hiring of equipment, but have to stay within the reasonable limits. If a beach wishes to have an entry fee higher than 30 US dollars, it must apply for a dispensation case to the International Jury.

FEE, and the National Operator in a country, reserve the right to refuse or withdraw Blue Flag accreditation from any beach where the local authority/beach operator is responsible for violations of national environmental regulations or otherwise acts in discord with the objectives and spirit of the Blue Flag Programme. Blue Flag beaches are subject to announced and unannounced control visits by the National Operator and FEE International.

## **ENVIRONMENTAL EDUCATION AND INFORMATION**

Each beach must provide at least five environmental education activities to the public, preferably during its Blue Flag season. It is possible for beaches managed by the same municipality to provide the same five environmental education activities.

Each beach must have at least one Blue Flag information board in place, containing all the information required by the criteria listed below. For long beaches, it is recommended that more than one Blue Flag information boards are installed (approximately one every 500 metres). All Blue Flag information boards must follow national standards with respect to information, content and design. These Blue Flag information boards must be in place at all Blue Flag beaches.

### **Criterion 1. Information about the Blue Flag Programme must be displayed.**

Information about the Blue Flag Programme must be displayed on the Blue Flag information board. The correct Blue Flag logo must be used, in accordance with the FEE branding guidelines. The essence of each of the four categories of the Blue Flag criteria must be explained in this information. The length of the Blue Flag season must also be included.

The information could also be posted at other locations, e.g. at major access points, lifeguard stations, other beach facilities, or in parking areas. Tourist information offices should also have information about the Blue Flag Programme.

Contact details for the local, national and international Blue Flag representatives must be posted as well.

In areas of international tourism, it is recommended that the information be provided in relevant languages.

In the event that the Blue Flag is temporarily withdrawn, a relevant notice must be posted at the beach informing the public as to the reasons why the flag was withdrawn.

Blue Flag beaches could promote the Green Key Programme as another eco-label run by FEE with a message such as: "Along with the Blue Flag, the Foundation for Environmental Education also develops another eco-label for various tourism enterprises: Green Key. Find more information at: [www.greenkey.global](http://www.greenkey.global) (or the national Green key website of the country)"

*Appendix B provides an example of how the Blue Flag information can be presented.*

IMPERATIVE CRITERION	GUIDELINE CRITERION
All regions	

### **Criterion 2. Environmental education activities must be offered and promoted to beach users.**

Environmental education activities promote the aims of the Blue Flag Programme by:

- increasing the awareness of, and care for, the local environment by recreational users and residents.
- training personnel and tourist service providers in environmental matters and best practices.
- encouraging the participation of local stakeholders in environmental management within the area.

- promoting sustainable recreation and tourism in the area.
- promoting the sharing of ideas and efforts between the Blue Flag Programme and other FEE Programmes (YRE, LEAF, Eco-Schools and Green Key).

The planned environmental education activities for the coming season must be included in the application documents, and so must a report on activities carried out during the previous Blue Flag season (if applicable).

At least five different activities must be offered to the municipality or community - preferably during the Blue Flag season. The activities should focus on the environment, environmental issues, Blue Flag issues or sustainability issues. At least some of the activities should be carried out at the beach and have a direct focus on the beach environment.

The educational activities must be effective and relevant, and each year the local authority must re-evaluate the activities that were implemented and work towards constantly improving them.

Where the planned environmental education activities are of interest to and involve, the general public or beach users, these activities must be publicised in good time to inform the public about the opportunities they offer. Such activities must also be publicised on the Blue Flag information board, but could also be publicised in other areas in the beach area, in local centres, in newspapers and other media.

The environmental education activities must be clearly disseminated to the public. Preferably, the activities should be posted on the common information board. However, dissemination could include an updatable list posted at the kiosk or clubhouse, SMS notification or other means of communication. Whatever the platform for dissemination is, it has to be stated on the information board where the user can find out more about the activities.

Furthermore, these environmental education activities must be offered for free. A small participatory fee is accepted if needed to cover costs such as lunches, water, etc. but no business benefits can be made through these environmental education activities.

Local authorities/beach operators are encouraged to implement and/or support sustainable development projects in which public participation is a key element, e.g. United Nations Sustainable Development Goals initiatives.

If specific sensitive natural areas (including Marine Protected Areas) exist near a Blue Flag beach (e.g. mangroves or seagrass beds), it is strongly recommended that some of the educational activities address these sensitive natural areas.

Examples of good educational activities can be downloaded from the internal pages of the Blue Flag international website ([www.blueflag.global](http://www.blueflag.global)).

*Appendix C provides further background on the environmental education activities.*

IMPERATIVE CRITERION	GUIDELINE CRITERION
All regions	

**Criterion 3. Information about bathing water quality must be displayed.**

Bathing water quality information must be displayed on the Blue Flag information board. It is recommended that a table or figure with easily identifiable symbols that correspond to the results be

used. The information must also clearly explain how the water quality results relate to the imperative criteria for water quality, with specific reference to sampling frequency and the conditions under which Blue Flag status can be withdrawn.

The authority in charge of providing the bathing water quality results must do so shortly after the analysis so that the data can be updated regularly. It is the responsibility of the local authority to ensure that the beach operator/beach management receives the information no later than one month after the sampling date. The complete and detailed data must be made available by the local authority to anybody upon request.

*Appendix D provides an example of how this information could be presented.*

IMPERATIVE CRITERION	GUIDELINE CRITERION
All regions	

**Criterion 4. Information relating to local eco-systems, environmental elements and cultural sites must be displayed.**

The aim of this criterion is to ensure that beach users are well informed and educated about relevant environmental elements (including valuable cultural sites/communities), local ecosystems and any sensitive areas in the surrounding environment so that they are encouraged to learn about and experience the environment in a responsible way.

Information about coastal zone ecosystems, wetland areas, unique habitats or any sensitive natural areas must be displayed at or close to the Blue Flag beach. The information must include details about the natural area and a code of conduct for visitors to the area. If the full information is not available on the Blue Flag information board, there must at least be a short notice on the board informing the public about the nearby sensitive areas and where they can find further information.

Relevant environmental information could furthermore be displayed at tourist sites, at the natural areas, or in tourist information offices. The information can be published in tourist brochures, local newspapers or pamphlets created specifically for this purpose. In areas that are visited by a high number of tourists, it is recommended that the information be presented in more than one way, as listed above, and it should be presented in relevant languages.

In the case of sensitive underwater environments, specific information about these areas must be provided for divers and snorkelers.

IMPERATIVE CRITERION	GUIDELINE CRITERION
All regions	

**Criterion 5. A map of the beach indicating different facilities must be displayed.**

A map showing the boundaries of the Blue Flag beach area and the location of key facilities and services must be posted on the Blue Flag information board. The map must be of good quality, easy to read and properly oriented.

Pictograms should preferably be used.

The required map elements (where applicable) should include “You are here” pointers, and show the location of:

- lifeguards or lifesaving equipment
- the area patrolled (for beaches with lifeguards)
- first aid equipment
- telephones
- toilets (including toilets for disabled people)
- drinking water
- car and bicycle parking areas
- authorised camping sites at/near the beach
- recycling facilities
- location of water sampling point(s)
- access points and access for disabled persons
- zoning (swimming, surfing, sailing, boating, etc.) where applicable
- nearby public transport
- footpaths
- demarcation of Blue Flag area
- location of other information boards
- rivers and inflows
- local landmarks (where applicable)
- stormwater outlets
- nearby sensitive natural areas, etc.
- direction (North)
- scale bar

For guidelines on the design and suitability of maps for Blue Flag beaches, visit [www.blueflag.global](http://www.blueflag.global).

IMPERATIVE CRITERION	GUIDELINE CRITERION
All regions	

**Criterion 6. A code of conduct that reflects appropriate laws and/or regulations governing the use of the beach and surrounding areas must be displayed.**

The code of conduct must address the activities of beach users and their conduct on the beach. The beach code of conduct must be displayed on the Blue Flag information board. The information could furthermore be posted at other locations, e.g. at all major entrance points, near to the relevant activity (i.e. a “No Diving” sign on a pier) or as information at the relevant sites. Internationally recognised symbols, e.g. pictograms, must be used wherever possible.

The code of conduct must include rules about the presence of domestic animals, zoning (when appropriate), fishing, litter management, the use of vehicles, camping, fires, etc.

Laws and/or regulations governing beach usage and management should be available to the public at the office of the local authority/beach operator.

The period when the lifesaving equipment and/or lifeguards, and first aid, are available must be clearly marked on the Blue Flag information boards and at the lifeguard station. An explanation of the emergency flag system in use must also be provided.

IMPERATIVE CRITERION	GUIDELINE CRITERION
All regions	

## **WATER QUALITY**

The Blue Flag Programme requires that beaches achieve Excellent bathing water quality. The bathing water quality standards have been based on the most appropriate international and national standards and legislation.

Blue Flag is an international award - and it, therefore, has one minimum global standard for water quality. The standards described here for bathing water quality for beaches must be adopted unless stricter national standards are already in existence, e.g. testing for total coliform bacteria. In that case, the beach must comply with the more demanding national standards for bathing water quality.

### **Criterion 7. The beach must fully comply with the water quality sampling and frequency requirements.**

A Blue Flag beach must have at least one sampling point, which must be located where the concentration of bathers is highest. In addition, where there are potential sources of pollution, e.g. near streams, rivers or other inlets, stormwater outlets, etc. additional sampling points must be established at these sites to provide evidence that such inflows do not affect bathing water quality.

All sampling points of the applicant beach must comply with the Blue Flag bathing water quality criteria.

Samples for microbiological and physical-chemical parameters must be taken.

Similarly, in the case of inland waters where the water is supplemented by outside sources during dry periods, the water quality of the outside source must meet the Blue Flag bathing water quality standards.

Samples should be taken 30 cm below the water surface except for the mineral oil samples that should be taken at surface level.

### **How often must a sample be taken?**

For each sampling point, there must be no more than 31 days between any two water samples during the Blue Flag season. This includes the gap between the pre-season sample and the following in-season sample. The Blue Flag Programme does not accept applications from beaches, irrespective of the length of the Blue Flag season, where less than five samples have been taken. This means that a minimum of five samples must be taken, evenly distributed during the season. The first sample must be taken within 31 days before the official starting date of the Blue Flag season.

Only one sample value per day is to be recorded in the percentile calculation.

When sample results raise a concern about a possible increase in levels of pollution, it is recommended to temporarily increase the sampling frequency in order to track any possible pollution incident.

In the event of short-term pollution, one additional sample is to be taken to confirm that the incident has ended. This sample is not part of the set of bathing water quality data. If necessary to replace a discarded sample, an additional sample is to be taken seven days after the end of the short-term pollution. Discounting of samples because of short-term pollution during the last assessment period



is allowed for maximum 15% of the total number of samples provided for in the monitoring calendar established for that period, or one sample per bathing season, whichever is greater.

When calculating 15% of the total number of samples provided for that period, the result must be rounded up or down.

The rule is:

Anything lower or equal to 49 should be rounded down (for example: a result of 2,49 gives a possibility of discounting two samples).

Anything higher or equal to 50 should be rounded up (for example: a result of 2,50 gives a possibility of discounting three samples).

Both the original and the additional samples have to be sent as a dispensation case to the International Jury for the evaluation (see Appendix A on dispensation cases).

In case of an oil spill, abnormal weather or other extreme events which can have a serious adverse effect on the quality of the bathing water or the health of the bathers, the beach manager must temporarily take down the Blue Flag and clearly state the reason on the information board. It is recommended that the wording of this information is along the lines: "This beach has recently experienced abnormal weather/extreme event. Swimming is not recommended at this time due to the possibility of pollution/danger to the bathers."

IMPERATIVE CRITERION	GUIDELINE CRITERION
All regions	

**Criterion 8. The beach must fully comply with the standards and requirements for water quality analysis.**

An independent person, officially authorised and trained for the task, must collect the samples.

An independent laboratory must carry out the analysis of the bathing water samples. The laboratory must be nationally or internationally accredited to carry out microbiological and physical-chemical analyses. The testing method and data resulting from it must also be accredited.

In the event that the sampler or the laboratory is not independent, at the time of application, a dispensation must be requested and details provided as to why this is required, e.g. in some cases beaches are considerable distances away from the services necessary to meet this requirement.

**Methods of analysis:**

In the interest of increased quality and comparability of the bathing water quality data used for the evaluation of candidates for the Blue Flag, FEE finds that methods of analysis that ensure certain trueness, reproducibility, repeatability and comparability between methods should be used. FEE follows European (CEN) or International (ISO) standards in its recommendations regarding parameters and acceptable methods of analysis.

Water quality results must be provided to the National Operator as soon as they are made available but not later than one month after the sample has been taken.

A sampling calendar must be established prior to the start of the bathing season. Sampling must take place no later than four days after the date specified in the sampling calendar unless there are

exceptional circumstances preventing this. In such a case, the National Jury must submit the beach as a dispensation case to the International Jury (*see Appendix A for more information on dispensation cases*).

**Sampling history:**

The water quality results for the previous four seasons must accompany all applications. In order to be eligible for the Blue Flag, the beach must show -through these reports- that the bathing water quality standards were met in the previous seasons.

For new countries or new beaches, results from a minimum of 20 samples per sampling point taken within the proposed Blue Flag season must be available for Blue Flag accreditation to be considered. The sampling history may be taken in one Blue Flag season in order to be able to apply the following year. The applicant beach may also choose to take fewer samples and wait to apply when 20 samples per sampling point have been collected (for example taking ten samples in year 1, 10 more in year 2 and applying in year 3). Remember that a minimum of 5 samples has to be taken per Blue Flag season and that the sampling frequency detailed in criterion 7 must be respected.

The water quality information of the current season must be posted on the Blue Flag information board, in accordance with Criterion 3. *See Appendix D for a recommendation for presenting water quality information on Blue Flag beaches.*

IMPERATIVE CRITERION	GUIDELINE CRITERION
All regions	

**Criterion 9. Industrial, waste-water or sewage-related discharges must not affect the beach area.**

A bathing water profile must be compiled for every Blue Flag beach. A bathing water profile includes identification of potential sources of pollution, a description of the physical, geographical and hydrological characteristics of the bathing water, as well as an assessment of the potential for cyanobacteria and algae formation.

It is recommended that there should not be any industrial, urban wastewater or sewage-related discharges into the Blue Flag area or immediate buffer zone/surrounding area. If there are discharge points in the area of the beach, these must be documented at the time of application.

Where combined sewage overflow discharges or other urban/industrial wastewater discharges are identified within, or immediately adjacent to, the proposed award area, information to warn the public that there is an intermittent discharge which could, in the short term, impact the bathing water quality must be provided.

The collection, treatment and discharge of urban wastewater in the community must meet national/international standards and comply with national/international legislation. For EU member countries, there are requirements for the treatment and effluent quality given in the EU Urban Waste Water Treatment Directive (91/271/EEC). A number of new EU countries have been granted dispensation from the EU Directive. Regardless of national/ international standards and legislation, this wastewater or other discharges must not negatively affect the environment or compromise the water quality standards of a Blue Flag beach.

Regarding industrial pollution, notification must be given about industrial facilities and plants in the vicinity of the beaches, stating their likely influence on the environment. Moreover, the appropriate authorities must confirm in writing that the area is being monitored to ascertain the environmental

impacts of nearby industrial facilities and confirm that the facilities do not pose a public health risk or environmental hazard.

IMPERATIVE CRITERION	GUIDELINE CRITERION
All regions	

**Criterion 10. The beach must comply with the Blue Flag requirements for the microbiological parameter Escherichia coli (faecal coli bacteria) and intestinal enterococci (streptococci).**

The microbiological parameters to be monitored are given below:

Parameter	Coastal and transitional waters Limit values	Inland waters Limit values
Escherichia coli (Faecal Colibacteria)	250 cfu/100 ml	500 cfu/100 ml
Intestinal Enterococci (streptococci)	100 cfu/100 ml	200 cfu/100 ml

- cfu = colony forming units (of bacteria)

**Accepted percentile:**

For the evaluation of an applicant beach, the Blue Flag Programme requires 95<sup>th</sup> percentile compliance with the above limit values. This is in accordance with the EU Bathing Water Directive (2006) as well as the recommendation of the World Health Organisation. The percentile has to be calculated for each parameter and also met for each parameter. For example, if the 95<sup>th</sup> percentile is below the limit values for Escherichia coli but not for Intestinal Enterococci, then the beach cannot be awarded with the Blue Flag.

*Details on how to calculate the 95th percentile can be found in Appendix F. A calculation spreadsheet, however, is available on the internal Blue Flag database. All bathing water sample results must be entered into the spreadsheet, and the percentiles will be calculated automatically. This sheet must be sent to Blue Flag International with the application.*

For EU countries implementing the Blue Flag, it is imperative that an applicant beach is classified as having 'Excellent' water quality.

As stated previously, discounting of a sample may be considered in case of extreme (weather) conditions. Should this be necessary, applicant beaches must be sent in as dispensation cases. See *Appendix A for further details on dispensation cases.*

IMPERATIVE CRITERION	GUIDELINE CRITERION
All regions	

**Criterion 11. The beach must comply with the Blue Flag requirements for physical parameters.**

Water quality can also be affected by physical and chemical parameters such as oil and floatables:

- There must be no oil film visible on the surface of the water, and no odour detected. Ashore and on land the beach must be monitored for oil and emergency plans should include the required action to take in case of such pollution.

- No floatables may be present, such as tarry residues, wood, plastic articles, bottles, containers, glass or any other substances.

Immediate action should be taken if abnormal changes are detected. This includes abnormal changes in the colour, transparency and turbidity of the water. Should physical and chemical pollution be detected repeatedly, the Blue Flag must be taken down for the remainder of the season, and the beach will not be eligible for the Blue Flag the following year unless the applicant fulfils the conditions for applying as a dispensation case.

Other tests can be conducted, such as the pH value of the water (its value ranges from 6 to 9 in most bathing waters).

IMPERATIVE CRITERION	GUIDELINE CRITERION
All regions	

## ENVIRONMENTAL MANAGEMENT

**Criterion 12. The local authority/beach operator should establish a beach management committee.**

The beach management committee should be charged with ensuring compliance with all environmental management criteria, including Coastal and Marine Protected Area requirements if appropriate. The committee should consist of all relevant stakeholders at the local level. Relevant stakeholders could be a local authority representative, hotel manager, beach manager, lifeguard, educational representative, local NGO, or other stakeholders such as community representatives, special user groups, Coastal and Marine Protected Area representatives, etc.

The beach management committee should co-operate with and support the local authority/beach operator and could institute environmental management systems and conduct environmental control visits of the beach and its facilities.

Where appropriate, a beach management committee may operate over a number of Blue Flag beaches within a local authority or an area/region, i.e. there is no need for a separate beach management committee for each individual Blue Flag beach.

IMPERATIVE CRITERION	GUIDELINE CRITERION
	All regions

**Criterion 13. The local authority/beach operator must comply with all laws and/or regulations affecting the location and operation of the beach.**

The beach must comply with laws and/or regulations pertaining to issues related to coastal zone planning, environmental management, wastewater management, environmental conservation, and others in order to receive and maintain Blue Flag status. The applicant must ensure that the facilities and activities under his/her responsibility comply with these laws and/or regulations. The management of the beach location, facilities, beach operation and immediate surrounding area must comply with official development plans and planning regulations. The legislation may include regulations for land-use zoning and planning, sewage/industrial waste effluent discharge, environmental health, conservation plans, operations licenses and permits, etc.

The location of facilities and use of the beach area and its vicinity must be subject to planning guidelines.

This includes environmental impact assessments. At the time of application for Blue Flag status, the applicant authority must provide written evidence from the planning department that all buildings on the beach meet local building regulations.

Existing beach facilities, construction and other use of the beach and its vicinity must be in compliance with laws regulating the use of the coastal zone or freshwater areas, including environmental conservation regulations. The inland beach area, including dunes, paths, and parking areas must be properly maintained according to coastal zone management principles.

IMPERATIVE CRITERION	GUIDELINE CRITERION
All regions	

**Criterion 14. Sensitive areas must be managed.**

Some sites at/near the Blue Flag beach may be very sensitive and require special management. In these cases, the beach operator must consult an appropriate conservation organisation or expert for advice on how to manage these sites. Where areas require special management, at the time of application, the applicant must provide confirmation that this consultation has taken place and that a management plan will be implemented.

However, the sensitivity of certain areas may prevent them from being part of a Blue Flag beach or from having information posted at the beach directing people to the area. An increased number of visitors could endanger wildlife and/or habitats, e.g. using land space for the construction of facilities, parking, paths, etc. As a general rule, Blue Flag accreditation is only given to sites that can demonstrate management of visitors and recreational use that prevents long-term irreversible damage to the local natural environment.

If a Blue Flag beach is in or near a Coastal and/or Marine Protected Area, it is necessary to consult with the Coastal and/or Marina Protected Area management in order to ensure compatibility with ecosystem conservation and biodiversity goals.

IMPERATIVE CRITERION	GUIDELINE CRITERION
All regions	

**Criterion 15. The beach must be clean.**

The beach and surrounding areas, including paths, parking areas, and access paths to the beach must always be clean and maintained. Litter should not be allowed to accumulate, causing these areas to become unsightly or hazardous.

The beach must comply with national guidelines or legislation concerning litter and waste management. Beach cleaning may be mechanical or manual, depending on the size, appearance, and sensitivity of the beach and its surroundings. In high use areas, where possible, mechanical sieving and deep cleaning of the sand should be carried out occasionally to remove small size waste, such as cigarette butts, etc.

During stormwater flows, the outlets and surrounding areas must be kept clean.

Cleaning of the beach must be carried out with consideration for local flora and fauna, e.g. where turtles may have buried eggs in the sand. The use of insecticides or chemicals for cleaning the sand or surrounding environment is not allowed. Cleaning in Protected Areas as well as sensitive areas (sand dunes, etc.), must be done in accordance with the existing laws and regulations, and advice from the relevant authority.

For information about the management of algal waste and seaweed, refer to criterion 16.

To determine the cleanliness level of the beach, it is recommended that a Beach Litter Measuring system, or similar system, be used. (See Appendix G for further details).

IMPERATIVE CRITERION	GUIDELINE CRITERION
All regions	

**Criterion 16. Algal vegetation or natural debris must be left on the beach.**

Algal vegetation is generally accepted as referring to seaweed. Seaweed and other vegetation/natural debris are natural components of both freshwater and marine ecosystems. These ecosystems must be considered as living and natural environments and not only as a recreational asset to be kept tidy. Thus, the management of seaweed or other vegetation/natural detritus on the shore should be sensitive to both visitor needs and biodiversity. Natural disposal by tides and waves at the beach is accepted, as long as it does not create a nuisance.

Vegetation should not be allowed to accumulate to the point where it becomes a hazard; however, only if it is absolutely necessary should vegetation be removed. This could include accumulation of seaweed in warm weather causing decay, which in turn produces odours that attract flies and their larvae. Rotting seaweed could also be slippery and become a hazard for people walking on the shoreline. It could also reduce access to the beach for recreational activities or for disabled users.

If vegetation is removed, then consideration must be given to its disposal in an environmentally-friendly way, e.g. through composting or for fertilizer use. It is recommended that not 100% of the seaweed is removed, but that removal focuses on the areas where the accumulation creates problems. Wherever possible, environmental specialists should be consulted regarding the management of algal vegetation on the beach.

In some areas, seaweed is dried on the beach for later use as fertilizer or dune stabiliser. While this good practice should not be discouraged, it is also necessary to ensure that it does not create a nuisance for beach users.

If vegetation accumulation is persistent on the beach, it is recommended that a seaweed management strategy is developed, as a part of the beach management plan.

IMPERATIVE CRITERION	GUIDELINE CRITERION
All regions	

**Criterion 17. Waste disposal bins/containers must be available at the beach in adequate numbers, and they must be regularly maintained.**

Waste disposal bins or litter bins (preferably with covers) should be of a suitable design and appearance as well as being functional. It is recommended that bins made of environmentally friendly products are used, e.g. bins made of recycled composite plastics or wood.

There should be an adequate number of bins on the beach, and they should all be regularly maintained, well secured, and spaced appropriately. Individual bin capacity, the number of users on the beach and how frequently the bins are emptied determine the number and minimum space between bins placed on the beach. During the peak tourist season, the spacing between bins and the frequency of emptying should be adjusted as necessary.

In summary, when choosing and locating bins, the following factors should be considered:

- Bin capacity.
- Environmentally friendly products.
- Type and source of litter.
- Volume of pedestrian traffic.
- Servicing methods and intervals (including peak times).

- Local environment, e.g. winds, high tides, scavenging seagulls.
- Accessibility, e.g. height, surface.

The collected waste should only be disposed of in licensed facilities that are approved by authorities on the basis of environmental requirements. The duty of the community receiving the Blue Flag is to make sure that the waste is properly disposed of.

IMPERATIVE CRITERION	GUIDELINE CRITERION
All regions	

**Criterion 18. Facilities for the separation of recyclable waste materials must be available at the beach.**

Should the community have a local recycling facility, containers must be made available at the beach for these materials, e.g. glass, cans, plastic, paper, etc. The receptacles should be properly designed and managed for the type of waste received, should be emptied regularly, and be well placed for accessibility.

The recycling facilities should accommodate the collection and separation of as many different types of materials as possible, three being the minimum.

On application, the local authority/beach operator must indicate whether the local authority has facilities for the recycling of waste. If no such facilities exist, the applicant must apply for a dispensation from this criterion.

Blue Flag encourages all local authorities/beach operators to promote recycling and waste separation at the beach, even if the community does not have a local recycling facility.

IMPERATIVE CRITERION	GUIDELINE CRITERION
All regions	

**Criterion 19. An adequate number of toilet or restroom facilities must be provided.**

The number of toilets/restrooms available at the beach must reflect the average number of beach visitors during the peak season, the length of the beach and the number and location of major access points.

The toilet or restroom facilities must be easy to locate through signage and through information on the map on the Blue Flag information board.

The presence of showers (on the beach or in the buildings), changing rooms and nappy changing facilities are furthermore encouraged. Restrooms/toilets may also be located in nearby shops, restaurants, cafeterias or other establishments open to the general public. Facilities for disabled visitors should also be provided (see criterion 32).

Toilet or restrooms facilities must be equipped with washbasins, soap and clean towels (paper or cloth) or a hand-dryer.

Access to the toilet/restroom facilities must be safe.

Consideration should also be given to the design and maintenance of these facilities. They should be well integrated within the built and natural environment, and they must be regularly maintained so



as to present a well-maintained appearance and to prevent vandalism of buildings.

IMPERATIVE CRITERION	GUIDELINE CRITERION
All regions	

**Criterion 20. The toilet or restroom facilities must be kept clean.**

The toilet/restroom facilities must be kept clean at all times. The frequency of checking and cleaning the facilities must reflect the intensity of use. Beaches with a high number of daily visitors must have their facilities checked and cleaned every day or several times a day.

The use of environmentally friendly cleaning materials, soap and towels is recommended.

IMPERATIVE CRITERION	GUIDELINE CRITERION
All regions	

**Criterion 21. The toilet or restroom facilities must have controlled sewage disposal.**

Sewage or effluent from the toilets must not enter the ground or the water untreated. In villages, communities, or in a municipality with sewage treatment facilities, the toilet facilities must be connected to the municipal sewer.

For facilities located outside areas serviced by the municipal sewage system and/or at remotely located beaches, individual treatment and regularly emptied holding tanks that prevent untreated sewage, effluent or seepage from entering the ground or the water -and which do not adversely affect the environment- are acceptable.

IMPERATIVE CRITERION	GUIDELINE CRITERION
All regions	

**Criterion 22. There must be no unauthorised camping or driving and no dumping on the beach**

Unauthorised camping, driving and dumping must be prohibited on the beach. Information about these restrictions must be displayed at the beach (as part of the code of conduct, Criterion 6).

Vehicles (except for those used for the purpose of cleaning and safety, e.g. for moving lifeguard equipment, or emergency vehicles) must not be allowed on Blue Flag beaches. For cases, however, where vehicles cannot be entirely prohibited, this must be adequately justified, and they must be properly managed. Areas for driving and parking, as well as car-free zones, must be designated and, whenever the situation requires it, police or traffic guards must control the beach. If vehicles are allowed, they must be prohibited from entering the high water zone at any time. The major part of the beach must be designated entirely vehicle-free. These sites must submit their application with a dispensation claim for this criterion.

Where there are no physical barriers preventing access to the beach by vehicles and where there are problems with unauthorised vehicles, camping or dumping, bylaws must be put in place to prohibit these activities. Information about these by-laws must be displayed. The use of the beach or its nearby areas as dumps for litter and other waste is not accepted.

In the case of specially planned events that involve the use of vehicles on the beach, a special management plan must be drawn up and applied to prevent damage to the ecosystem, as well as risks

to beach users. See Appendix H for guidelines on events on Blue Flag beaches.

Parking for emergency vehicles must be provided in close proximity to the beach.

IMPERATIVE CRITERION	GUIDELINE CRITERION
All regions	

**Criterion 23. Access to the beach by dogs and other domestic animals must be strictly controlled.**

Dogs or pets, other than assistance dogs are not allowed on a Blue Flag beach or in the Blue Flag area if it is part of a larger beach. If the presence of pets is permitted by the local and national legislation, animals are only allowed in the parking areas, walkways and promenades in the inland beach area and must under control.

If the beach is patrolled by mounted police measures must be taken to ensure that no faecal matter contaminates the beach.

Wherever possible stray animals must be managed, and systems should be in place to remove stray animals from the beach. Measures must also be put in place to prevent access to the beach by stray animals. If stray animals are able to access the beach and cannot be controlled, it is recommended that the beach operator/local authority erect signs informing the public about this fact. It is also recommended that information be displayed about what the public should do should stray animals be seen on the beach.

IMPERATIVE CRITERION	GUIDELINE CRITERION
All regions	

**Criterion 24. All buildings and beach equipment must be properly maintained.**

Consideration must be given to the appearance of buildings and structures at the beach. They should be well integrated within the natural and built environment, should adhere to construction standards and meet environmental and aesthetic requirements.

Equipment on the beach includes facilities or services not discussed in any other criteria, e.g. playgrounds and piers. Equipment must be regularly maintained and checked in order to ensure that it is safe to use. Consideration must be given to: the cleanliness of equipment, its condition, the environmental effects of paint and other materials used for maintaining the equipment/buildings and any potential risk associated with its deterioration and malfunction. Wherever possible, environmentally friendly products should be used.

All construction work or hazardous structures must be fenced off to prevent access by the public. When and if construction takes place during the Blue Flag season, all Blue Flag criteria must be met during the period of the construction. Also, construction activities must not affect beach users.

IMPERATIVE CRITERION	GUIDELINE CRITERION
All regions	

**Criterion 25. Marine and freshwater sensitive habitats (such as coral reefs or seagrass beds) in the vicinity of the beach must be monitored.**

If there is a sensitive habitat (such as a coral reef or seagrass beds) located within 500 metres from

any part of a Blue Flag beach, a monitoring programme must be established to monitor the health of the habitat (coral reef or seagrass beds) at least once a season.

An expert organisation or relevant authority must be consulted regarding the monitoring and management of this sensitive area.

The “Reef Check” Coral Reef Monitoring Programme could be used. *See Appendix G for further details of the Reef Check monitoring system.*

IMPERATIVE CRITERION	GUIDELINE CRITERION
All regions where applicable.	

**Criterion 26. A sustainable means of transportation should be promoted in the beach area.**

This criterion refers to all actions that:

- encourage public and collective transport.
- encourage bicycling, bike renting and facilities for bike parking.
- support plans to organise traffic and reduce the peak traffic periods.
- develop pedestrian access.

The Blue Flag Programme encourages the promotion of alternative means of transportation, e.g. beach shuttles, bicycle rental or free bicycles. Such initiatives should be given particular attention in communities with high traffic densities in the beach area or where the beach is located in a sensitive area.

It is recommended that the local authority/beach operator implements a traffic management plan to reduce traffic volumes and the impact of traffic on land use and air pollution in the Blue Flag and surrounding areas.

It is also recommended that information about the availability of sustainable transportation be made available on the Blue Flag information board.

IMPERATIVE CRITERION	GUIDELINE CRITERION
	All regions

## **SAFETY AND SERVICES**

### **Criterion 27. Appropriate public safety control measures must be implemented.**

The beach operator must ensure that safety measures comply with the national legislation regarding beach safety.

Moreover, it is strongly recommended that the beach operator undertakes a safety risk assessment for each designated bathing area. This safety risk assessment is to be carried out by the appropriate national authorities or, where applicable, by a Full Member organisation of the International Life Saving Federation (ILS), see Appendix I.

The public safety control measures recommended by the safety risk assessment should be implemented as a priority, based on available resources.

Irrespective of the above, a Blue Flag beach with a high number of visitors must be guarded/patrolled by an adequate number of lifeguards placed at appropriate intervals as recommended in the risk assessment and according to the beach characteristics and use. The number of lifeguards must increase according to peak usage, and a minimum of two every 200m is recommended for those beaches which have not undertaken a risk assessment.

Lifeguards must have appropriate national or international qualifications. Certificates must be checked prior to employment and must be made available to the National Operator upon request. Lifeguards must only be employed for lifeguarding and not in combination with other duties, such as water sports, rentals and services, cleaning etc.

Lifeguards must be easily recognisable. It is therefore recommended that lifeguards wear the internationally recognised red/yellow uniform. Lifeguards must be provided with appropriate lifesaving equipment.

Bathing areas patrolled by lifeguards must be clearly marked out. The area must be defined on the map, on the information board and/or physically on the beach with markers or flags. The International Lifesaving Federation (ILS) recommends that flags and signs should be in accordance with ISO 20712. Additionally, Blue Flag international pictograms should be used.

On beaches, with low hazard risks and with few<sup>1</sup> users, public rescue equipment can replace lifeguards, unless the national legislation or the safety risk assessment states otherwise.

Public rescue equipment could include: lifebuoys, hooks, lifejackets, life rafts, etc. The equipment must be regularly inspected and must fulfil national/international guidelines.

Where public rescue equipment is provided, it must be clearly positioned, visible and located at regular intervals, allowing it to be reached quickly from any point on the beach. On beaches without lifeguards, maximum intervals of 100 metres between the equipment are recommended for those beaches which have not undertaken a risk assessment. Public rescue equipment must be accompanied by instructions for use and what to do in the event of a rescue. It is recommended that the location of equipment is identified by an emergency marker. The location of the lifesaving equipment/lifeguard tower must be indicated on the beach map on the Blue Flag information boards.

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<sup>1</sup> Few = An average of less than 50 beach users per day over a period of 4 weeks during the high season.

The period when the public rescue equipment and/or lifeguards, and first aid are available must be clearly marked on the Blue Flag information boards and at the lifeguard station(s). An explanation of the beach safety flag system in use must be provided.

The lifesaving equipment must include access to an emergency phone unless the risk assessment states otherwise. The equipment must be regularly inspected and must fulfil national/international guidelines.

The beach operator must provide safety instructions which must be posted on the information board and other appropriate place(s) on the beach.

IMPERATIVE CRITERION	GUIDELINE CRITERION
All regions	

**Criterion 28. First aid equipment must be available on the beach.**

The first aid may be available by means of: a) a lifeguard on-site, and/or b) an attended first aid station with trained personnel, and/or c) equipment located in a shop or other beach facility at the beach, and/or d) directly available to the public on the beach. It is strongly recommended that busy beaches and family beaches have first-aid stations with staff in attendance. First-aid personnel must have appropriate qualifications.

First aid stations should have the following equipment a) adequate first aid stock (basic first aid supplies such as bandages, gloves, disinfectant, plasters, etc.) b) cold water and, preferably, hot water c) first aid bed d) oxygen cylinder and mask e) immobilizing trauma board (e.g. immobilizing blocks or spider harness) f) other equipment (shark attack pack), etc.

First-aid stations or the location of first-aid equipment must be clearly sign-posted so that beach visitors may easily locate them (including on the map of the Blue Flag information board). See Criterion 5. In addition, the period during which first aid is available must be clearly informed.

IMPERATIVE CRITERION	GUIDELINE CRITERION
All regions	

**Criterion 29. Emergency plans to cope with pollution risks must be in place.**

The emergency plan must provide a clearly identified procedure, facilitating efficiency in the case of an emergency. An emergency could result from oil spills, hazardous/toxic waste spills entering the beach from the sea, discharge of stormwater, hurricanes, algal blooms that could be dangerous, etc. An emergency in this context would be defined as an event which leads to a large scale impact on the beach or bathing water.

In order to quickly address pollution at the local level in coordination with local authorities, the following should be included:

- identification of individuals to contact in case of pollution.
- involvement of all administration services and individuals necessary to intervene.
- procedure for the protection or evacuation of people if necessary.
- procedure of public warning and information.
- withdrawal of the Blue Flag.

The emergency plan must specify who should be contacted in the case of a pollution incident. A responsible local person must be designated for this position. It must also specify who does what in the case of an emergency, including pollution incidents.

The emergency plan must furthermore prove compliance with other national legislation in the area, e.g. a national oil spill contingency plan.

As long as the hazard persists, the public should be informed of the pollution or potential danger by posting information at the beach, at all access points, in the media, tourist offices and through any other relevant means of communication. If the hazard is in the form of large scale polluted water, then the public must be informed that bathing is not safe and the beach should be closed to swimming. A case of pollution constitutes an infringement of Blue Flag criteria. To ensure the integrity of the Blue Flag, the flag must be temporarily withdrawn and information posted on the Blue Flag information board at the beach.

Emergency phone numbers for the police, first aid, and other relevant emergency numbers, along with the contact details for emergency services in the event of an oil or toxic chemical spill, must be posted at the beach, preferably on the Blue Flag information board.

IMPERATIVE CRITERION	GUIDELINE CRITERION
All regions	

**Criterion 30. There must be management of different users and uses of the beach so as to prevent conflicts and accidents.**

Beaches that support multiple activities must have management plans to prevent accidents and conflicts. This must include zoning for swimmers, surfers, windsurfers and motor craft. At the same time, recreational use of the beach must be managed without a negative impact on the natural environment or the biodiversity of the beach, and with consideration for aesthetic issues.

Swimmers should be protected from all sea craft (motor, sail or pedal). Where necessary, zoning through the use of buoys, beacons or signs must be in place. The same must be done for surfing areas. Distinctions should be made between motor, paddle or sail craft. The use of these various activities must be separated.

Powerboats and powered craft should operate at least 100-200 metres away from the swimming area. The exact distance is to be determined by the local regulatory authority. Furthermore, patrons who operate powered craft must be provided with guidelines regarding the use of their craft and the location of different zones.

The relevant authority or designated persons, for example, lifeguards, must enforce the zoning of the different recreational areas in the water. Different activities on the beach must also be clearly marked and zoned.

Consideration must also be given to potential noise impact from various activities (motorised activities, stereos and kites, etc.).

If special temporary events are to be held on the beach, then these should take place outside of the main swimming areas. If special activity events prevent the beach from complying with any of the Blue Flag criteria, then the flag must be withdrawn for the duration of the event. When such an event takes place, users of the beach must be notified through public warnings at the beach and, preferably,

in the local media prior to the event. See Appendix I for guidelines for events on Blue Flag beaches.

The beach itself must be managed in accordance with an environmental plan that protects sensitive species and habitats at the beach. This can be achieved through zoning or other preventative actions. In some cases, it may be necessary to restrict, disperse or otherwise manage certain activities. Beaches with sensitive dune or other habitats must be managed in such a way as to protect these sensitive habitats, e.g. protective fences. Recreational activities must be managed to prevent environmental degradation, e.g. coastal erosion or damage to vegetation, as well as to prevent birds and other wildlife, e.g. breeding turtles, from being disturbed.

Some particularly sensitive sites may require careful planning and management. In such cases, evidence must be provided to show that recognised local conservation organisations or groups have been approached and that a management plan has been drawn up.

Besides the use of physical separation of the different users, zoning must be clearly indicated on the map on the Blue Flag information board, and information could also be given at access and entry points (see Criterion 5).

IMPERATIVE CRITERION	GUIDELINE CRITERION
All regions	

**Criterion 31. There must be safety measures in place to protect users of the beach, and free access must be granted to the public.**

The public must have access to Blue Flag beaches without being a client of a certain hotel or beach club. Access to the beach should preferably be free, although at some beaches public access is provided through charging a small and reasonable fee (no more than 30 US dollars).

Access to the beach must be safe. Beaches that are physically challenging must have facilities for safe access, e.g. secured steps with handrails. Similarly, there must be designated pedestrian crossings on busy roads in the vicinity of the beach.

Beach promenades and steps onto the beach must be complete and in good condition. The car park surface must be in good order. Parking places reserved for the use of disabled persons must be available and must be clearly marked. See Criterion 22 for information related to parking on the beach. Other access paths must also be safe, with regulations for cars and bicycles. Bicycle paths should be encouraged whenever relevant.

Where promenade edges are higher than 2 metres above the beach, warning signs and/or a barrier must be in place to prevent accidents. This is especially important where the beach surface is rocky. Consult criterion 33 regarding access for people with physical disabilities.

Visitors to the beach should be safe while on the beach. Information about safety must be readily available. The times of availability of lifesaving services and first aid must be clearly marked on the Blue Flag information boards or at the lifeguard station. In addition, an explanation of the emergency flag system, if in use, must be provided.

If needed, adequate security must be available at the beach in the form of trained and qualified guards responsible for patrolling. The guards must wear easily identified uniforms and should be able to present their licence as trained security personnel on request.

IMPERATIVE CRITERION	GUIDELINE CRITERION
All regions	

**Criterion 32. A supply of drinking water should be available at the beach.**

There should be a potable water source at the beach, e.g. from a fountain, pipe, tap, etc. This source can be in the restroom/toilet block or on the beachfront, and it must be protected from contamination by animals.

IMPERATIVE CRITERION	GUIDELINE CRITERION
	All regions

**Criterion 33. At least one Blue Flag beach in each municipality must have access and facilities provided for the physically disabled.**

It is strongly recommended that all Blue Flag beaches have facilities that allow access by the physically disabled, granting them access to the beach, surrounding buildings, and the restroom facilities. It is a Blue Flag requirement that at least one beach in every municipality must provide these facilities. It is a Blue Flag recommendation that at this beach, if possible, there is access to the water for the physically disabled.

Access to the beach must be facilitated by access ramps designed for users with various disabilities. It is recommended that the ramp design and material fit the natural environment and, wherever possible, environmentally friendly materials are used, i.e. recycled composite plastics.

Facilities must be designed for wheelchair and other disabled users and should comply with the ISO Standard Code for Access. The beach must comply with national regulations regarding access and facilities for people with disabilities. In addition, parking areas must have reserved spaces for disabled parking. If access ramps cannot be provided due to the topography, e.g. at steep cliffs, the local authority must apply for a dispensation for this criterion.

If none of the Blue Flag beaches in a local authority can provide access and facilities for the disabled, a request for a dispensation for this criterion must be documented in the application.

IMPERATIVE CRITERION	GUIDELINE CRITERION
All regions	



## APPENDIX A: Dispensation cases

All imperative criteria have to be complied with in order to obtain the Blue Flag. In the event of discussions arising out of the National Jury processes, and if an applicant has failed to fulfil some of the imperative criteria, the National Jury could forward a beach to the International Jury as a dispensation case. In the case of an application requiring a dispensation, the National Jury must forward the case to the International Jury with the necessary background documentation and an explanation as to what imperative criteria have not been fulfilled and giving reasons as to why a dispensation is requested.

Dispensation cases may arise when a beach has exceeded the required limit values of bathing water quality criteria because of a known, documented incident during the bathing season. Dispensation cases argued on the basis of incidents considered unusual but not atypical of the site are not considered.

Most frequently, request for dispensation is caused by exceptional/extreme weather conditions impacting on compliance with the water quality criteria. A National Jury can, in such cases, give a dispensation to omit a sample if the national authority's controlling bathing water quality regulations officially approve such a dispensation. Furthermore, an official statement from national weather authorities stating that the weather was exceptional must accompany the request for dispensation. For EU-member countries: if the request for dispensation of omission of a sample has been approved by the European Commission, and written proof of the European Commissions' approval is provided to the International Coordination, then the case is not considered as a dispensation case.

If a case of high pollution levels can be attributed by way of documentary evidence to other issues, such as an accident or another unavoidable incident, it is also possible to forward to the National Jury, such a candidate as a dispensation case. The documentation must show that the problem has been rectified and that the pollution was undoubtedly linked to the incident in question.

A beach can apply for dispensation when:

- facilities are under construction at the time of the application but will be finished by the start of the season.
- owing to extreme weather conditions, the imperative criteria on the beach are not met, e.g. signage or walkways, access to the beach has been damaged, etc. However, these must be rectified by the start of the season.
- a beach is not accessible to the physically disabled, yet it is the only beach in a local authority to run the Blue Flag Programme. The beach must present a plan on how and when the beach can fulfil the relevant criteria as a central part of the dispensation application.
- the location of the beach is such that the distance from services renders it unable to meet an imperative criterion, e.g. an accredited laboratory.

## **APPENDIX B: Information about the Blue Flag Programme must be displayed.**

**[Criterion 1]**

### **THE BLUE FLAG PROGRAMME**

This beach has been given Blue Flag accreditation. The Blue Flag is an environmental award, given to communities that make a special effort to manage their coastal/inland water environment and beaches with respect for the local environment and nature. To attain the Blue Flag, the community and its beach operators have to fulfil a number of criteria covering water quality, environmental information and education, safety, service and facilities.

This effort by the local community and its beach operators ensures that you and your family can expect to visit clean and safe environments at selected bathing sites. And it makes sure that the local community maintains a basis for sound development.

#### **Facts about the Blue Flag:**

The Blue Flag is awarded by the Foundation for Environmental Education (FEE), a non-governmental environmental organisation, which is represented by national organisations in each of the participating countries.

The Blue Flag is an environmental award for beaches, sustainable boating tourism operators, and marinas. Only local authorities or private beach operators can apply for a Blue Flag for beaches. The criteria for Blue Flag beaches cover four main areas: a) water quality, b) environmental information and education, c) environmental management, and d) safety and services.

The criteria of the Programme are developed over time so that participating beach operators have to keep working on solving relevant environmental problems to get the Blue Flag. Blue Flag accreditation is only given for one season at a time, and the award is only valid as long as the criteria are fulfilled. When this is not the case, the responsible persons at the local level are obligated to take the Blue Flag down.

The national FEE member organisation monitors the Blue Flag sites during the season.

#### **You can help the Programme by also taking actions to protect the environment:**

Use the litter-bins on the beach and recycle waste if possible.

Use public transport, walk or rent a bike to get to the beach.

Obey the beach code of conduct.

Enjoy the nature of the beach and its surroundings, and treat it with respect.

Choose a holiday destination that cares for its environment - and an environmentally friendly hotel too, if possible. Along with the Blue Flag, the Foundation for Environmental Education also develops another eco-label for touristic enterprises: Green Key. Find more information at: [www.green-key.org](http://www.green-key.org)

#### **Local, National and International Blue Flag responsible parties:**

Name and address of the local responsible person, national Blue Flag operator and the International Co-ordination must be posted.

Text to accompany the names and addresses could be the following: "These are the names and addresses of the local, national and international Blue Flag contacts. It will assist the Programme, if you could report on how these beaches comply with the Blue Flag standards. In this way, you can help ensure that the Blue Flag standard continues to be met."

**Types of Activities**

There must be a mixture of different types of environmental educational activities for different user groups. Some activities must be carried out at the beach and have a direct focus on the beach or coastal environment. The different types of activities can be divided into five categories:

Activities for Passive Participation: This could include exhibitions, films, presentations, slide shows, conferences, debates, presentations by international experts, etc.

Activities for Active Participation: This includes guided tours, educational games, theatre/plays, cleaning days, coast observation days, diving/snorkelling orientation sessions, beach inspections, photography or drawing contests, nature conservation projects, green technology projects, “Adopt a Beach” programmes, community coastal monitoring programmes, etc.

Training Activities: This could be training for teachers, beach or marina staff, persons in charge of children groups, lifeguards, cleaners, law enforcement officers, specific national training programmes, etc.

Publishing and Media: The production of leaflets, stickers, interpretive signs, postcards, school and municipal newsletters, books, T-shirts, bags, posters, radio broadcasts, etc.

Blue Flag Environmental Information Centre: It is strongly recommended that Blue Flag beaches provide an Environmental Information Centre (station, kiosk), where specific information about Blue Flag and environmental education issues can be provided. Such a centre must offer both activities and exhibitions and provide environmental and nature information in order to qualify as an environmental interpretation or education centre. Information about its location and activities must be provided at the beach or in nearby tourist information offices. The centre should be open to, and have activities and information for the general public, not only local school children.

**Target groups**

The activities should target a wide range of different groups. It is important that the beach operator, together with other operators in the area, organise a programme to educate and raise awareness within the many different interest groups that influence the use of the local environment. These interest groups could be visitors, locals, tourism employees, fishermen, local industries, etc.

The types, number and target groups of activities should match the situation. For example, in a major tourist destination, more than one activity per season should be available to the general public.

**Connection with existing programmes**

The activities can be part of already existing environmental education programmes, implemented either on-site or in the local community (Sustainable Development Goals related activities, Eco-Schools activities, etc.). It is also recommended that the beach operator work together with local NGOs in setting up educational activities.

**Information about Activities**

Information about the publicly accessible activities must be made available at the beach and preferably also in local tourism newspapers or magazines or posted in local tourism offices. The published information should include: the kind of activities, when and where are they going to take place, who they are for, etc.

**Not Acceptable**

Activities that are not acceptable for meeting this criterion are:

Activities held to meet other Blue Flag criteria such as the general cleaning of the beach, waste management, recycling, and posted environmental information otherwise required on the information board (i.e. information on surrounding sensitive environments), etc.

Activities focusing only on tourism without a specific focus on sustainable tourism.

Activities otherwise implemented by the local authority or beach operator as part of the standard management of health, safety, transportation or tourism.

**APPENDIX D: Recommendations for presenting water quality information on Blue Flag beaches.**  
**Example of a coastal water beach:**  
**[Criterion 3]**

Beach: \_\_\_\_\_  
 Contact person: \_\_\_\_\_

Local authority: \_\_\_\_\_  
 Telephone no: \_\_\_\_\_

Date												
<b>Escherichiacoli / Faecal coliform</b>												
☺ < 250cfu/100ml												
☹ >250cfu/100 ml												
<b>Intestinal Enterococci / Faecal streptococci</b>												
☺ <100/100 ml												
☹ >100/100 ml												

<p><b>Blue Flag and bathing water quality</b></p> <p>This beach has met the Blue Flag water quality standards. The bathing water is continuously monitored for the different types of bacteria shown in the tables. The bathing water is tested at least every 31 days. In the table, you can see when the water has been analysed and how many bacteria were found.</p> <p>A small number of bacteria tells you that the water is very clean - a high number of bacteria tells you that the water may be polluted and could contain bacteria from sewage.</p>	<b>What do the results mean?</b>	
	<p><b>Faecal coliform / E.coli</b></p> <p>☺ Below 250</p> <p>☹ Above 250</p>	<p><b>Faecal streptococci / Intestinal enterococci</b></p> <p>☺ Below 100</p> <p>☹ Above 100</p>
	<p><i>Excellent bathing water</i></p> <p><i>Is allowed a few times during the season</i></p>	

## APPENDIX E: the 95th percentile

The 95th percentile is a calculation method used to obtain the average amount of pollution. In terms of Bathing Water sampling results, the value shows the results that are less than or equal to the limit values 95% of the time. The standards refer to values that would be exceeded by less than 5% of the time.

The 95th percentile is derived through the following calculation (based on the explanation in the EU Bathing Water Directive 2006):

1. Take the log<sub>10</sub> value of all bacterial enumerations in the data sequence to be evaluated. Zero values cannot be used and should be replaced by a value of 1 (or the minimum value allowed)
2. Calculate the mean of the log<sub>10</sub> values ( $\mu$ )
3. Calculate the standard deviation of the log<sub>10</sub> values ( $\sigma$ )
4. The upper 95 percentile is derived from the following equation:  $\text{antilog}(\mu + 1,65 \sigma)$
5. The resulting value must be within the limit values as stated above

A calculating spreadsheet is available on the Blue Flag Podio Library.

## APPENDIX F: Beach Litter Measuring System – a method of mapping the status of litter on a beach [Criterion 15]

In order to determine the cleanliness on the beach, the Beach Litter Measuring System could be used by the beach manager or the National Operator when conducting beach monitoring visits.

The system differentiates between bulky litter (>10 cm) and fine litter (<10 cm). It takes a closer look at the amount of litter in defined representative areas on the beach. According to the amount of litter, beaches are classified into different cleanliness levels (A+ to D). The method combines taking pictures and making counts.

At a Blue Flag Beach, the cleanliness level should be A+ or A.

Step by step guidance on how to define your beach's cleanliness level:

### Bulky Litter

1. Define an area of 100 m<sup>2</sup> (10 m x 10 m) for your bulky litter count and take a photo (Choose the dirtiest 100 m<sup>2</sup> that you can find on the beach).
2. Count the units of bulky litter (>10 cm) within the area.
3. Take a picture of the area (to keep as proof),
4. Determine the cleanliness level with the help of the beach litter indicator (see below)

### Fine Litter

1. Define an area of 1 m<sup>2</sup> for your fine litter count and take a photo (choose the dirtiest area within the 1 m<sup>2</sup>)
2. Count units of fine litter (<10 cm) within the area
3. Take a picture of the area (to keep as proof)
4. Determine the cleanliness level with the help of the beach litter indicator (see below)

### Beach Litter Indicator

Number of litter units per area	Cleanliness level
0	A+ Very Clean
1-3	A Clean
4-10	B Moderately Clean
11-25	C Dirty
> 25	D Very Dirty

### General

1. Keep a record of your measurements (date, time, location, circumstances, weather conditions, cleanliness level(s) for bulky litter, cleanliness level(s) for fine litter, other comments).
2. Repeat these steps at different locations along the beach if possible.
3. Repeat the measurement at different times during a season and different times of the day if possible.

It is important to keep in mind that starting to use this system might require more time in the beginning.

Once you get some exercise or training, it will be a quick, easy and helpful tool.

For a more detailed version of the beach litter indicator or a description of the system, please visit the Blue Flag website or contact the Blue Flag International Head Office.

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1 The Beach Litter Measuring System was developed by the Keep Holland Tidy Foundation and the Royal Dutch Touring Club.



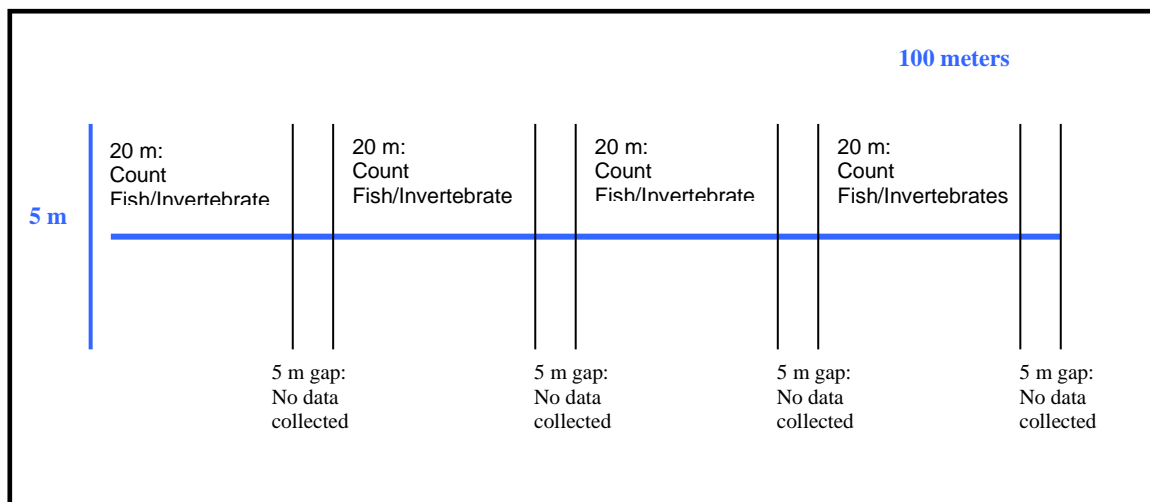
Below is a very brief description of the content of the “Reef Check” monitoring programme. For full information about the “Reef Check” system and information about national/international support, please consult <http://www.reefcheck.org>.

“Reef Check” is designed for use by volunteer, non-scientist snorkelers or scuba divers. A local “Reef Check” team should be established with a scientist and a group of snorkelers and divers trained to carry out the analyses. The team members must be skilled at identifying the indicator organisms and substrate categories. It is strongly recommended that the team attend a “Reef Check” training session. If there are already “Reef Check” teams established at the national or local level, these teams can be approached for support.

In order to carry out the monitoring, the following equipment is necessary: a copy of the instruction manual, indicator organism ID cards/books, GPS, transect lines, underwater paper and waterproof pencils/markers, buoys, plumb line and safety gear.

If possible, the monitoring should take place at two depths: shallow water (2-6 metre depth) and mid-reef (6-12 metre depth). Reefs in many areas are, however, not suitable for monitoring at more than one depth.

A 100-metre transect should be established (preferably parallel to the shore). The transect must be divided into 4 x 20-metre observation areas divided by 4 x 5-metre gaps. For re-survey, it is important



to document or permanently mark the transect start/endpoints.

The “Reef Check” coral reef monitoring program consists of four types of data collection methods:

- 1) Site description (environmental conditions and ratings of human impacts),
- 2) Fish counts,
- 3) Invertebrate counts,
- 4) Substrate type measurements.

The site description includes information about: location (overall and exact location), survey time, nearby population, weather conditions, rating of human impacts on the coral reef and the possible protection of the coral reef. The substrate survey includes the record of the substrate at points with 0.5-meter intervals along the 4 x 20-metre transect. The substrate must be classified in one of the following categories: hard coral, soft coral, recently killed coral, nutrient indicator algae, sponge, rock, rubble, sand, silt/clay, or other substrate. In the “Reef Check” manual, there is more information about how to conduct the substrate survey and classify the substrate.

The level of coral bleaching, presence of coral disease, presence of litter and coral damage must be

noted.

Each region has different indicator fish and invertebrate species that should be counted along the 4 x 20-metre transect. In the “Reef Check” website and manual, there is more information about the fish and invertebrate species to include in the counting and information about how to conduct the counts. Finally, it is recommended to supplement the survey with photo and/or video documentation.

Should events be planned for Blue Flag beaches, it is recommended that the beach operator attempt to achieve a win-win situation regarding both hosting the event and maintaining Blue Flag status. Events on Blue Flag beaches are not incompatible with the management of the Blue Flag Programme. However, the event should not compromise Blue Flag standards. The Blue Flag should not be lowered simply because an event is planned on the beach.

The decision to allow events to take place on beaches is ultimately the decision of the beach operator managing that facility and would, as such, be guided by local by-laws and other legislation. Should the beach operator be concerned about potential impacts on Blue Flag standards,, early contact and discussion with the National Operator is recommended. It is reiterated that it is the responsibility of the beach operator to ensure that Blue Flag standards are met.

If necessary, additional resources, e.g. cleaning staff, portable toilets, etc. should be brought in to ensure that the standards do not drop.

Wherever possible, the Blue Flag area should be zoned (including the use of buoys – where appropriate – in the water) so that a designated Blue Flag swimming area is still retained and the beach can still fly the flag. It is not recommended that the whole beach be dedicated to the event.

Wherever possible, every attempt should be made to ensure that all the Blue Flag standards are still met on the beach during the event.

In terms of the criteria of Blue Flag, compliance with all environmental and building legislation also applies to any events and/or the construction of facilities on the beach. This includes the possibility of undertaking Environmental Impact Assessments or producing environmental reports on the impact of the event on the natural surroundings. In this case, permission from the relevant environmental authorities in the region would be necessary.

The public must be given advance warning of any events planned for Blue Flag beaches. This could be in the form of posters or other information at the beach, through announcements in the local media, or on local authority/beach operator websites if appropriate. A notice indicating details of the event, duration of the event, where more information can be obtained, where complaints can be made, etc. must be posted at the beach.

In case of an activity that takes place on the beach after hours, i.e. for those beaches that withdraw the flag at the end of the day when criteria are no longer met, the beach operator must ensure that the beach and the facilities are cleaned and returned to order before the flag is due to be raised the next morning, even if this means the cleaning teams must work through the night. So, if the flag is normally raised at 08h00 in the morning, the facilities must meet Blue Flag standards by 08h00 in the morning.

It is recommended that the local authority/beach operator consider a fee to be levied on the organisers of events hosted on Blue Flag beaches and that this income be used to make improvements to the beach or within the local area.

## Appendix I – Guidance on ILS Safety Risk Assessment for Beaches [Criterion 27]

### INTRODUCTION

The International Lifesaving Federation (ILS) is the world authority in the global effort to prevent drowning and works with national life-saving organisations to improve drowning prevention, water safety, water rescue, lifesaving, lifeguarding and lifesaving sport. FEE and ILS have therefore entered a Memorandum of Understanding where FEE recognises ILS as being the world authority in the global effort to prevent drowning.

FEE encourages National Operators and local authorities to work with ILS national organisations when possible.

ILS will undertake risk assessments all over the world and take care that information boards, according to ISO 20712, are placed at as many beaches as possible. When this is not possible, an independent risk assessment may be conducted. Below are guidelines produced by ILS.

### BACKGROUND

Risk management can be defined as a logical and systematic approach of identifying, analysing, assessing, countering, monitoring and communicating risks associated with any activity or process. In its *Guidelines for safe recreational water environments (Vol.1)* the World Health Organization states: 'Assessment of hazard and risk inform the development of policies for controlling and managing risks to health and well-being in water recreation. ... The assessment of a beach or water should take into account several key considerations, including:

- the presence and nature of natural or artificial hazards,
- the severity of the hazards as related to health outcomes,
- the availability and applicability of remedial actions,
- the frequency and density of use,
- the level of development.

### PRINCIPLES

The purpose of hazard and risk assessment is to assess the probability that certain events will take place and assess the potential adverse impact these events may have on people, property or the environment, or other adverse outcomes.

ILS sees the implementation of risk assessments for all aquatic locations as a key element of the strategies to reduce injury and loss of life or other adverse impacts on the aquatic environment.

A generic framework and the main elements of the risk management process identified are:

- Communication and consultation
- Establishing the context
- Risk identification
- Risk analysis
- Risk evaluation
- Development of a risk control measures plan
- Monitor and review

This framework is consistent with the international standard ISO 31000 – Risk Management – Guidelines on principles and implementation of risk management.

The basic rationale for conducting a risk assessment is:

1. Identify the hazards of a particular location and assess the risks of possible human interaction with the hazard.
2. Provide the basis for a risk management plan.
3. Improve safety and reduce the risk of death or injury at the location.
4. Ensure the best use of resources and encourage effective management and cost-effective operations.
5. Reduce the potential for litigation stemming from accident and management practices.
6. Provide guidance for the development of policy, procedure and practices.

A **hazard** is a source of potential harm or a situation with a potential to cause a loss.

The term **risk** is used to describe the probability that a given exposure to a hazard will lead to an adverse outcome.

The job of accurately analysing the potential personal risk to the public at a coastal and/or beach location is complex. The determination and evaluation of potential risks is made more complicated in coastal regions due to the continually changing nature of the environment. Coastal regions are dynamic environments where the presence and level of a potential danger varies with numerous factors such as time, water conditions, weather and human interaction.

In order to effectively assess hazards and their associated risks, the assessor must understand all the contributing factors that come together to create the danger, for example, the beach topography, the prevailing weather and wave climates, and the number of people who use the beach and their chosen activities.

Consideration is required to counter (control) and manage the risks to ensure visitors can enjoy the safest aquatic recreation possible. Solutions may include any one or combination of the following “hierarchy” of controls.

1. Removal of risk; hazards, people or both, where possible (Elimination).
2. Remove access to the location at which the hazard may present a risk (Isolation).
3. Share the risk with another party or parties, for example through contracts, partnerships or insurance (Transfer).
4. Install a barrier such as a fence or vegetation (Engineering control).
5. Management (Administrative) controls that may include:
  - a. Community education programmes to raise awareness of potential hazards.
  - b. International standard signage to ISP 20712, which will enable visitors to make informed decisions on whether they wish to proceed into an area or undertake a particular activity.
  - c. Supervision through the deployment of appropriately trained personnel, such as lifeguards.
  - d. Implementation of appropriate emergency management systems.
  - e. Use and appropriate positioning of public rescue equipment, such as lifebuoys/rings.
  - f. Zoning, such as the use of marker buoys and flags to define areas in which non-compatible activities should be conducted such as powerboats, swimming and sailing.
6. Retain and management of the risk (Residual risk).

## REFERENCES

International Life Saving Federation (ILS), 2007, ILS Beach Risk Assessment Policy.  
International Life Saving Federation of Europe (ILSE), 2007, ILSE Risk Assessment Guidelines.  
International Life Saving Federation of Europe (ILSE), 2010, ILSE Designated Bathing Area Risk Assessment Report.  
International Standards Organisation (ISO), 2008, ISO 20712 Water Safety Signs and Beach Safety Flags (Parts 1, 2 & 3).  
Royal National Lifeboat Institution (RNLI), 2007, *A guide to coastal public rescue equipment*  
World Health Organisation (WHO), 2003, *Guidelines for safe recreational waters Volume 1 - Coastal and freshwaters*.

## Appendix J – Blue Flag Guidelines for further developments of your beach

### ENVIRONMENTAL EDUCATION AND INFORMATION

Information about the Blue Flag Programme and the other FEE eco-labels must be displayed. **The staff on the beach must be educated about Blue Flag and be able to provide information about it to the beach users.**

**Twice a year, there is a meeting with the staff about BF measurements/environment/sustainability.**

This is preferably done before and after the Blue Flag season, but for those beaches with year-long seasons, meetings can be held every six months.

The discussions can be verified by reports of minutes of management meetings.

**Every employee knows about BF, can communicate about BF with the guests**

There is an internal system in the beach management so that new staff is informed about the Blue Flag Programme, and that, especially for new employees, there is training about what Blue Flag criteria mean in their job. Part-time staff employed in high-season is also informed about Blue Flag.

### ENVIRONMENTAL MANAGEMENT

**The water consumption in the sanitary facilities and showers must be controlled.**

1. There is a maximum flow of 9 /minute out of showers
2. There is a maximum flow of 6 litres/minute out of the taps.
3. There is a maximum flow of 6 litres per toilet flush.

The beach uses water-saving measures in taps, showers and toilets. The flow of water taps for washbasins is up to 6 litres per minute. The flow of showers is up to 9 litres per minute. For the flushing of all toilets, not more than 6 litres of water are used.

The beach management should also influence the water consumption of private companies or businesses on the beach, such as restaurants, which could then implement the Green Key criteria and obtain the Green Key certification.

Exceptions:

When toilets have a greywater system or have a stop button, a maximum of 9 litres per flush is sufficient.

In addition to the reduction of water consumption, the beach takes additional measures. These could include the use of pressure or sensor faucets, a system to stop the water flow easily, payment system (coins, Sep key), use of greywater, a water recycling system, etc.

**There must be an environmental policy and an environmental plan for the beach. The plan should include references to water management, waste and energy consumption, health and safety issues as well as the use of environmentally friendly products wherever possible. All employees must be informed and educated about these issues.**

→ same as for marinas and boats

The beach, including the lifeguard station and private businesses, registers its annual consumption data of energy, water, waste, and (optionally) cleaning products. These data are converted into indices. An excel sheet is used for this purpose.

The records must show the following information:

- quantities of gas, electricity, water,
- all charges for gas, electricity, water,
- cost per unit consumption of gas, electricity, water.

There is an energy control visit every 5 years

The beach management has commissioned a further study of the energy performance of the recommended measures. The measures are included in the sustainability programme (guideline 2).

**Only environmentally friendly cleaning products (which are certified with an ecolabel) must be used for the cleaning of the facilities on the beach.**

Sanitary and interior cleaning products must have an accredited environmental label or must be products not included in the blacklist (see attachment 1: Green Key blacklist).

Sanitary and interior cleaners must have an eco-label, for example. European Ecolabel, Nordic Swan and Blue Angel).

When outsourcing the cleaning operations, the existing contract should be reviewed with the above terms to be included in the next contract review, and definitely within one year after the initial assessment for the Blue Flag.

Exception:

Specific cleaners that are regulated by laws for health and safety, hygiene and/or food safety (HACCP), either periodically or in case of an emergency, are not covered by this criterion.

For daily cleaning activities, only fibre cloth products are used.

**Only environmentally-friendly toiletries, paper towels and toilet papers must be provided in the sanitary facilities on the beach. Soap and other personal care products must be provided in dispensers with a dosing system.**

Paper towels and toilet paper must be made of non-chlorine bleached paper or must have an eco-label.

**Only energy-efficient lighting must be used. Sensors which regulate the use of the light should be installed wherever considered as being useful.**

All lighting is energy efficient (PSL, TL, SL, LED, etc.). Not later than one year after the inspection of the beach, energy-efficient lighting is used in and around (= outdoors) the buildings. For bulbs not meeting the criterion, the beach provides a substitution plan.

Energy-efficient lighting has a minimum light output of 40 lumen/watt. PL, TL, SL and LED lighting satisfy this condition. Halogen lighting and traditional light bulbs are not to be used on the beach anymore.

If there is no suitable alternative, a beach may get a dispensation for this point. The beach operator must demonstrate that it can not be technically realized or that the required investment has a payback period of > 5 years.

In and around the buildings on the beach, there is a substantial use of lighting sensors to prevent unnecessary illumination.

- Explanation: Lighting Sensors can turn lights on/off based on, for example, the presence of people (motion sensor) or too little light (light sensor). In this manner, unnecessary operation of lamps is prevented.

**The energy supply on the beach should be based on renewable sources.**

The beach uses renewable energy sources.

- Explanation: This includes renewable energy sources such as wind, solar and water; through solar, windmills, photovoltaic solar cells (electricity generation) or similar renewable energy, tylen hose for heating (tap) water etc.  
100% of the total amount of electricity is generated sustainably.
- Explanation: Sustainably generated electricity refers to electricity generated from renewable energy sources such as solar, wind and water. There are various names used: green energy, green electricity or natural electricity.

Green gas: The total amount of purchased gas is generated sustainably from biomass. Explanation: Green gas is gas produced from biomass. This "biogas" is brought into the natural gas, thus reducing the use of existing fossil natural gas resources. If you purchase green gas, then this is accompanied by a certificate of origin.

**The beach and beach equipment/facilities should aim at being climate neutral.**



The beach management carries out a CO2 study for its activities (e.g. to set a fixed CO2 footprint) to investigate if it can be carbon neutral.

Explanation: Working with CO2 emission certificates is always the culmination of activities. Save first, then see whether the beach itself can generate renewable energy. The third step is to neutralize CO2 emissions by purchasing CO2 certificates for the remaining CO2 emissions.

**Artificially made green areas and gardens on the beach must be maintained sustainably.**

**Chemical pesticides and fertilizers cannot be used more than once a year unless there is no organic or natural equivalent.**

As no chemical pesticides or fertilizers should be used on the establishment's premises, an alternative could be to use gas flames or mechanical herbicides. By using gas flames, the best effect is achieved if the plants are not burned down to the ground but rather just scorched.

**Flowers and gardens must be watered in the early morning or after sunset**

This criterion aims to reduce the water consumption, especially when tap water is used for watering. It is the best way to avoid evaporation and have the best impact on the roots of plants.

**Rainwater is collected and used for watering flowers and gardens**

This criterion also aims to reduce tap water consumption. An alternative water system to store and use rainwater limits the use of freshwater for watering.

**When planting new green areas, endemic or native species are used.**

Endemic species use less water than non-endemic, and their use preserves the biodiversity of the surroundings.

When making a plan for new green areas, think of the following components:

- a. introduction (including business data);
- b. a global inventory of paved surfaces, plant and trees species on and around the beach and a description of present landscape elements;
- c. a description of how current and future natural areas on and around the beach are handled (e.g., in terms of pruning, lawn mowing, weed control etc.);
- d. a management plan for nature on and around the beach. This plan looks at the desired future development;
- e. summary measures and costs of the plan;
- f. + appendices outline.

**Artificially made beaches must be created and maintained sustainably.**

A beach which has been artificially created must be managed in a sustainable way. Ecological evaluations must be undertaken in order to ensure a positive impact.

For example, the ecological impact of the sand brought to create the beach must be minimised as much as possible.

**The facilities on the beach must be made of environmentally friendly materials. Local suppliers should be preferably used when equipping the beach with new buildings, infrastructure or furniture.**

Encompasses buildings, furniture, infrastructure etc.

**Also: Environmental friendly painting**

For painting works, less environmentally harmful paints that have an eco-label are used. Explanation: When painting the buildings on the beach, use only environmentally friendly interior and exterior paint. The paints have a label such as Ecolabel, EU ecolabel or similar.

During new construction, reconstruction or renovation of the beach, the business will take into account the environment and sustainability of materials used.

Explanation:

- The purchased wood that is used for building is durable'
- Certified wood that has been approved by national authorities is used, for example, TPAC (Timber Procurement Assessment Committee) approved.
- The Energy Performance Coefficient (EPC) is at least 5% lower than required in national legislation.
- Other measures could be: buffering rainwater, water conservation, protection of biodiversity, promotion of environmentally friendly mobility or reduction of emissions and pollution by equipment used for building or by innovations in the use of the building.

Based on the sustainable procurement policy, the beach management makes demands on its suppliers. The beach management asks suppliers for a signed declaration of delivery of sustainable products and services.

Explanation: A sustainability declaration is a document describing the requirements of the beach management from suppliers and in which the supplier declares to be committed to this effect.

**CSR**

**The beach management has a CSR policy, covering the areas of Human Rights, Labour Equity, Environmental Education, and Anti-Corruption.**

**There is a declaration of CSR policy by the beach management**

The beach management has a CSR policy statement in which it defines its objectives on sustainability and corporate social responsibility. The statement must be prominently displayed.

→ Explanation:

A CSR policy is a statement of the senior management of the beach, indicating that sustainability and CSR are an integral part of business.

The statement pays at least attention to:

- general CSR objectives/sustainability outline, policy concern for people/planet/profit, and structural part of business objectives,
- implementation activities, which should be in accordance with company policies and procedures established,

- general rules regarding the implementation of the company's sustainability policy, with regard to the fulfilment of legal requirements, staff training and recording/monitoring of the environmental performance of the company.

**The beach develops a CSR programme for the next three years**

The sustainability program covers three years, and shows which environmental sustainability actions will take place to reduce the consumption of gas, water, electricity and waste (prevention) in that period. The policy also includes activities and measures in the area of procurement, transport management, community involvement, etc. Take the international Blue Flag criteria as a guide.

**Every employee can provide input to CSR**

The beach management has the policy that all staff members can provide input to CSR/Sustainability. For example, there is a "suggestion box" where the staff can submit their ideas about increasing sustainability on the beach.

**The beach management takes at least two measures during the controlling period to promote community involvement and social responsibility.**

**Social/community involvement**

The beach management takes at least two measures to encourage sustainable relationships in the immediate environment and to fulfil its commitment to perform better in the social field.

For example, the beach management:

- promotes good relations with local residents/stakeholders, and works on a long-term relationship with them (offers free facilities, organizes free events, provides an annual offering to compensate for any inconvenience).
- stimulates the local economy/
- works with other local organizations, such as local associations, environmental organisations, etc.
- is actively involved in a charity or conservation organization.
- provides free communication platforms for charity.
- distributes sustainable gifts and/or sale items.
- sponsors social/community organisations, directly or indirectly, materially or immaterially, or is committed to a social purpose
- participates actively in charity work.

**Blacklist Green Key cleaning products.**

**FEE/Green Key**

Blacklist for cleaning products in the Green Key Programme

The Blacklist is prepared by the consultant organisation, Ecoconso.

This list covers multi-purpose and sanitation products (typical cleaning products). For cleaning in any other specific area that needs special products, one must check for compliance with national legislation.

**Surfactants:**

Surfactants that are not readily biodegradable under aerobic condition

Surfactants that are not biodegradable under anaerobic conditions and that are classified with H400/R50 (very toxic to aquatic life), Alkylphenolethoxylates (APEOs), onylphenolethoxylates (NPEOs) and derivatives.

Quaternary ammonium compounds that are not readily biodegradable.

**Sequestering or anti-scaling agents:**

EDTA (ethylenediamine tetraacetate) and its salts, phosphates.

**Acids:**

Phosphoric acid, hydrochloric acid, sulphuric acid.

**Bases:**

Ammonium hydroxide.

**Solvents:**

Detergents containing more than 6% by weight of VOCs with a boiling point lower than 150°C.

**Chlorine:**

Reactive chloro-compounds (such as sodium hypochloride).

**Conservators:**

Formaldehyde.

Antimicrobial or disinfecting ingredients added for other purposes than preservation.

Bioaccumulable preservatives classified as H410, H411, R50/53 or R51/53. Preservatives are not regarded as bioaccumulable if BCF < 100 (bioconcentration factor) or logKow < 3 (log octanol/water partition coefficient)

# Public Spaces Protection Orders

Guidance for councils

# Foreword

Local authorities understand well how anti-social behaviour can blight the lives of people in their local communities, with those affected often feeling powerless to act. Councils have a key role to play in helping make local areas safe places to live, visit and work and tackling anti-social behaviour continues to be a high priority for local authorities and their partners across the country.

Councils know the issues that affect their localities the most and are well placed to identify how best to respond. Public Spaces Protection Orders (PSPOs), introduced in 2014, sit amongst a broad range of powers and tools to help tackle anti-social behaviour locally. PSPOs are aimed at ensuring public spaces can be enjoyed free from anti-social behaviour. They are not about stopping the responsible use of the night-time economy, or preventing young people from seeing their friends – but they do provide councils with another instrument to help deal with persistent issues that are damaging their communities.

PSPOs have not been welcomed by all, attracting some criticism over their introduction, or about how particular PSPOs have been implemented. As a result, in December 2017 the Home Office updated its statutory guidance on anti-social behaviour powers, according to the Anti-Social Behaviour, Crime and Policing Act 2014. The changes are reflected in this document. In light of the updated guidance, councils may find it useful to consider the current restrictions in their local area and whether the PSPO needs to be amended at the time of its renewal. It's important to note, that when used appropriately, proportionately and with local support, PSPOs can be a positive device that help to prevent anti-social behaviour, and can provide an effective response to some of the issues local residents and businesses face on a daily basis.

This guidance aims to set out the issues to consider where local areas are contemplating introducing a PSPO, and offers practical guidance on the steps to take if councils choose to do so. It should be read in conjunction with the Home Office's statutory guidance on the Anti-social Behaviour, Crime and Policing Act 2014.

**Councillor Anita Lower**

Deputy Chair and Anti-social Behaviour Champion  
LGA Safer and Stronger Communities Board

# Public Spaces Protection Orders

## Legislative background

The Anti-social Behaviour, Crime and Policing Act 2014 introduced several new tools and powers for use by councils and their partners to address anti-social behaviour (ASB) in their local areas. These tools, which replaced and streamlined a number of previous measures, were brought in as part of a Government commitment to put victims at the centre of approaches to tackling ASB, focussing on the impact behaviour can have on both communities and individuals, particularly on the most vulnerable.

PSPOs are one of the tools available under the 2014 Act. These are wide-ranging and flexible powers for local authorities, which recognise that councils are often best placed to identify the broad and cumulative impact that ASB can have. The Act gives councils the authority to draft and implement PSPOs in response to the particular issues affecting their communities, provided certain criteria and legal tests are met.

Councils can use PSPOs to prohibit specified activities, and/or require certain things to be done by people engaged in particular activities, within a defined public area. PSPOs differ from other tools introduced under the Act as they are council-led, and rather than targeting specific individuals or properties, they focus on the identified problem behaviour in a specific location.

The legislation provides for restrictions to be placed on behaviour that apply to everyone in that locality (with the possible use of exemptions). Breach of a PSPO without a reasonable excuse is an offence.

Powers to create PSPOs came into force in October 2014. As well as enabling local authorities to address a range of different issues, the Orders replace Designated Public Place Orders (DPPOs), Gating Orders and Dog Control Orders.<sup>1</sup> Existing DPPOs, Gating Orders and Dog Control Orders which automatically become PSPOs (as of 20 October 2017).

## Overview of Public Spaces Protection Orders

The Anti-social Behaviour, Crime and Policing Act 2014 provides a broad legal framework within which PSPOs can be implemented.

Orders can be introduced in a specific public area where the local authority<sup>2</sup> is satisfied on reasonable grounds that certain conditions have been met. The first test concerns the nature of the anti-social behaviour, requiring that:

- activities that have taken place have had a detrimental effect on the quality of life of those in the locality, or it is likely that activities will take place and that they will have a detrimental effect
- the effect or likely effect of these activities:
  - is, or is likely to be, persistent or continuing in nature
  - is, or is likely to be, unreasonable

1 Replacing orders under The Criminal Justice and Police Act 2001, the Highways Act 1980 and the Clean Neighbourhoods and Environment Act 2005 respectively.

2 This covers district councils, London Boroughs, county councils in an area where there is no district council in England (along with City of London and the Council of the Isles of Scilly) and county councils or a county borough councils in Wales.

- justifies the restrictions being imposed.

The Home Office statutory guidance re issued in December 2017 states that proposed restrictions should focus on specific behaviours and be proportionate to the detrimental effect that the behaviour is causing or can cause, and are necessary to prevent it from continuing, occurring or recurring.<sup>3</sup>

A single PSPO can be used to target a range of different ASB issues. Orders allow councils to introduce reasonable prohibitions and/or requirements regarding certain behaviours within the specified public area, and may also include prescribed exemptions.

As a minimum, each PSPO must set out:

- what the detrimental activities are
- what is being prohibited and/or required, including any exemptions
- the area covered
- the consequences for breach
- the period for which it has effect.

There are further specific provisions regarding some types of PSPO, which will be covered in detail below.

A PSPO can last for up to three years, after which it must be reviewed. If the review supports an extension and other requirements are satisfied, it may be extended for up to a further three years. There is no limit on the number of times an Order may be reviewed and renewed.

The legislation sets out a number of additional requirements for consultation and communication before an Order is introduced, once it is implemented and where it is extended, varied or discharged. PSPOs can be legally challenged under the 2014 Act on certain grounds.

Beyond this broad framework, detailed further below, councils can decide how best to implement PSPOs in their local areas. This guidance sets out some suggested

approaches based on good practice from around the country.

## Using Public Spaces Protection Orders

Local partners have a vast range of tools and powers at their disposal to respond to concerns about anti-social behaviour in their locality, from measures aimed at tackling the causes of ASB, awareness-raising, through to enforcement.

Used proportionately and in the right circumstances, PSPOs allow local areas to counter unreasonable and persistent behaviour that affects the quality of life of its residents. They can send a clear message that certain behaviours will not be tolerated, and help reassure residents that unreasonable conduct is being addressed.

However, PSPOs will not be suitable or effective in all circumstances, and it is important to consider carefully the right approach for identifying and addressing the problem behaviour. This is especially important when the activities may also have positive benefits. Other options should actively be considered before a PSPO is pursued – and where a PSPO is used, it should be carefully framed and employed alongside other approaches as part of a broad and balanced anti-social behaviour strategy. Considering non-statutory solutions, perhaps delivered in partnership with community, civic or membership organisations may be equally valid in the right circumstances.

### Choosing the right tool

Choosing the right approaches for responding to the ASB should start with identifying the specific issue or issues of concern, and considering what is likely to be the most targeted and effective response in the circumstances.

<sup>3</sup> [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/670180/2017-12-13\\_ASB\\_Revised\\_Statutory\\_Guidance\\_V2\\_0.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/670180/2017-12-13_ASB_Revised_Statutory_Guidance_V2_0.pdf)



Some issues may be adequately addressed using other tools. For instance, awareness-raising campaigns about the impact of certain activities on others, improved community engagement, or offering support to those exhibiting certain behaviours may be enough to address the ASB identified.

In some areas, codes of practice around certain practices such as busking<sup>4</sup>, or posters setting out ‘good behaviour’ associated with activities such as skateboarding, have provided effective solutions in responding to particular concerns.

Street fundraising for instance, is governed by an independently set Code of Fundraising Practice and the Institute of Fundraising provides a free service for councils to limit the location, number and frequency of fundraising visits. Around 125 councils have taken advantage of these voluntary agreements, rather than use PSPOs.

In other circumstances it may be more appropriate to use tools such as community protection notices (CPNs). CPNs are used against specific individuals responsible for causing harm, or for tackling particular problem premises, unlike PSPOs which create a broader ban covering a whole area. Similarly, in many cases existing legislation covering various forms of anti-social behaviour or public order may be adequate.

Feedback from councils suggests that effective consultation with partners, stakeholders and the wider community can help to identify the best way forward (see also support evidence and consultation, below).

**“PSPOs aren’t the answer for everything – you need to start by looking at what the issue really is. Often there are easier and more effective tools for dealing with the problem.”**

Cheshire West and Chester Council

<sup>4</sup> See, for example, City of York Council: [https://www.york.gov.uk/info/20081/arts\\_and\\_culture/1155/busking\\_in\\_york](https://www.york.gov.uk/info/20081/arts_and_culture/1155/busking_in_york)

Where local areas decide that introducing a PSPO may be appropriate, it should be noted that the most robust Orders directly address the detrimental behaviour, rather than activities which may not in themselves be detrimental or which target characteristics that might be shared by some of those responsible (or with the wider public). The Home Office’s statutory guidance reiterates that PSPOs should be used responsibly and proportionately, only in response to issues that cause anti-social behaviour, and only where necessary to protect the public.

There are also a number of practical considerations which should be borne in mind when choosing the right tool. PSPOs can be resource-intensive to introduce and enforce and there will need to be commitment from partners to ensure it can be implemented effectively.

Councils will need to be satisfied that where they choose to pursue introducing an Order as part of their strategy, they have met the requirements of the legislation. This is covered in detail in the following sections.

## Introducing a PSPO

Where councils have identified that a PSPO may be a suitable response to a particular local issue, they will then need to consider how to ensure they meet the statutory criteria. This will include determining:

- the appropriate scope of the Order
- the area covered by the restrictions
- the potential impact of the proposals
- how each of the restrictions meets the legal test.

Councils will also need to consider how best the Order should be worded and establish an evidence base to support the proposals, incorporating a consultation process. Other issues, such as the practical implications around implementation and what is possible to enforce, will also need to be borne in mind.

Early engagement with partners and stakeholders can be useful in understanding the nature of the issue, how best to respond – and, if an Order is proposed, how it might be drafted. This is likely to require involvement, and pooling of information, from a variety of sources, including councillors and officers from across council departments (including, for example, community safety, environmental health, parks, equalities, legal), police colleagues and external agencies.

It is useful for local areas to seek early contact with interest groups when scoping their proposals, to help identify how best to approach a particular issue, before the formal statutory consultation takes place. For example, a local residents' association or regular users of a park or those involved in specific activities in the area, such as buskers or other street entertainers. An effective consultation process with a range of stakeholders will also help to assess the impact of the ASB and where an appropriate balance for restrictions on behaviour should lie (see supporting evidence and consultation, below).

**“Engagement with representative groups early on was really constructive – they helped advise us on other legislation we needed to be mindful of, and helped us draft something that worked.”**

**Carmarthenshire County Council**

Ongoing engagement with, and commitment from, partners will be crucial for introducing, implementing and enforcing a PSPO and ensuring there are resources available to support it.

#### **Activity subject to an Order – overview**

PSPOs can be used to restrict a broad range of activities. Under section 59 of the 2014 Act, local authorities must be satisfied on reasonable grounds that the activity subject to an Order:

- has a detrimental effect on the quality of life of those in the locality (or it is likely

that activities will take place and have such an effect)

- is (or is likely to be) persistent or continuing in nature
- is (or is likely to be) unreasonable
- justifies the restrictions being imposed.

PSPOs must set out clearly what the detrimental activities are. What may be regarded as ‘anti-social’ is a subjective concept, and similarly determining whether or not behaviour is detrimental and unreasonable can present some challenges and will require careful consideration.

Councils will need to assess how certain behaviours are perceived, and their impact – both on the community broadly, and on its most vulnerable individuals. Some areas have included an additional test locally that the behaviour needs to be severe enough to cause alarm, harassment or distress. Collating evidence that illustrates the detrimental impact of particular activities will be important (see supporting evidence and consultation, below).

When assessing what is ‘unreasonable’ activity, councils will need to balance the rights of the community to enjoy public spaces without ASB, with the civil liberties of individuals and groups who may be affected by any restrictions imposed. Further, some of those affected by possible restrictions may be vulnerable and councils need to look carefully at what impact the proposals might have on certain groups or individuals (see assessing potential impact and the Equality Act, below).

#### **Appropriate restrictions**

As set out above, the restrictions imposed by an Order must be reasonable, and either prevent or reduce the detrimental effect of the problem behaviour, or reduce the risk of that detrimental effect continuing, occurring or recurring. Ensuring that the prohibitions or requirements included in a PSPO are solid, easily understood and can withstand scrutiny is key.

Orders must state what restrictions are being imposed to either prohibit certain things, and/or require certain things to be done by those

engaged in specific activities. PSPOs are most effective and most robust to challenge where they are **tightly drafted and focus on the precise harmful behaviour identified**. Being clear on addressing the problem behaviour in an Order can help avoid the risk of unduly pursuing individuals who may not be causing any real harm.

#### **Homeless people and rough sleepers**

The Home Office guidance sets out that PSPOs should not be used to target people based solely on the fact that someone is homeless or rough sleeping, as this in itself is unlikely to mean that such behaviour is having an unreasonably detrimental effect on the community's quality of life which justifies the restrictions imposed. It suggests the council should consider whether the use of a PSPO is the appropriate response and if it will have a detrimental impact on homeless people and rough sleepers. Councils will find it useful to consult with national or local homeless charities on this issue, when councils are considering restrictions or requirements that could affect homeless people and rough sleepers.

#### **Groups hanging around/standing in groups/playing games**

It is important that any Orders put in place do not inadvertently restrict everyday sociability in public spaces. Restrictions that are too broad or general in nature may, for instance, force young people into out-of-the-way spaces and put them at risk. It is useful to consider whether there are alternative spaces that they can use. The Home Office guidance notes that people living in temporary accommodation may not be able to stay in their accommodation during the day and may find themselves spending extended time in public spaces. It's important to consider when putting in place any restrictions that public spaces are available for the use and enjoyment of a broad spectrum of the public, and that people of all ages are free to gather, talk and play games.

In the London Borough of Brent, residents and park users identified issues with public defecation, alcohol use, public disturbances and intimidation. The council introduced a PSPO targeting the cause of the ASB – groups congregating, attracted by offers of casual labour. The council was keen not to enforce against rough sleepers or job-seekers but instead outlaw the offering of employment within the area, and the running of an unlicensed transport service. The aim was to deter those seeking to exploit casual labourers and those profiting from bringing certain groups to the area.

Proposals should clearly define which specific behaviours are not permitted or are required, and any exemptions that might apply. Careful wording will help people to understand whether or not they are in breach once the Order has been implemented and give them an opportunity to modify their behaviour. It will also help to avoid any unintended consequences. Councils' legal teams should be able to advise on the precise wording to use.

#### **Limitations**

There are some limitations set out in the legislation regarding behaviours that can be restricted by PSPOs. Under the 2014 Act, local authorities must have regard to the freedoms permitted under articles 10 and 11 of the Human Rights Act 1998 when drafting, extending, varying or discharging an Order. These cover freedom of expression, and freedom of assembly and association respectively (although it is worth noting here that PSPOs might be considered appropriate for addressing aggravating behaviours such as the use of noise-enhancing equipment like amplifiers). Wherever proposals for an Order have the potential to impinge on the rights under articles 10 and 11, consideration must be given as to how to demonstrate that they satisfy the requirements of paragraph 2 in each of the articles.

Where a PSPO covers alcohol prohibition, section 62 of the 2014 Act lists a number of premises to which an Order cannot apply – such as licensed premises.

Further, there are some restrictions under section 63 on what action might be taken for a breach of an Order that prohibits consumption of alcohol (see enforcement and implementation, below).

Where Orders will restrict public rights of way, section 64 of the Act requires authorities to consider a number of issues, including the impact on those living nearby and the availability of alternative routes – and sets out some categories of highway where rights of way cannot be restricted. Councils may also conclude that PSPOs restricting access should only be introduced where the ASB is facilitated by the use of that right of way – otherwise it may be more appropriate to draft an Order focussed on the problem behaviour instead.

Some PSPOs have been introduced to address ASB linked with ingesting new psychoactive substances (NPS). The Psychoactive Substances Act 2016 introduces new legislation regarding the production and supply of NPS, but, unlike controlled drugs, does not criminalise the possession of substances alone.<sup>5</sup> Effective implementation and enforcement of PSPOs that deal with the consumption of psychoactive or intoxicating substances will require particularly careful consideration. Wording of these Orders should be precise to avoid any unintended consequences, ensuring it is clear what substances are covered or exempted.<sup>6</sup>

### **Area subject to an Order**

The Act and Home Office statutory guidance set out the types of land which can be subject to a PSPO, or where additional considerations or requirements apply (eg when undertaking the consultation process). The activity restricted by an Order must be carried out in a public place, which is defined in the legislation as ‘any place to which the public or any section of the public has access, on payment or otherwise, as of right or by virtue of express or implied permission’.

<sup>5</sup> Unless in a custodial institution.

<sup>6</sup> It may be useful to refer to The Psychoactive Substances Act 2016, which includes a list of substances that might be deemed to produce a psychoactive effect when consumed but which are exempt from the scope of the 2016 Act – for instance medicinal products, nicotine or caffeine.

There may be some restrictions on the activities that can be prohibited on certain types of land (registered common land, registered town or village greens and open access land) which should also be considered. For instance, restrictions on access to registered common land may be subject to a separate consents process under The Commons Act 2006.<sup>7</sup> Further, for Orders that restrict public rights of way, section 65 of the 2014 Act sets out certain categories of highway to which such an Order cannot apply.

For addressing behaviour on privately-owned open spaces, other approaches may be more effective and appropriate. Private landowners are responsible for behaviours which occur upon their land and where landowners can be identified and traced, councils should work with them to address problem behaviour. Where landowners do not engage, councils may utilise other tools and powers available to them, such as Community Protection Notices or Civil Injunctions.

In Oldham, the council has successfully worked with a group of landowners and residents to enable them to find their own solutions to improve security and reduce ASB.

Determining the extent of the geographical area covered by an Order will mean identifying what is proportionate in the circumstances and restricting activities only where necessary – ie only where the legal test is met. It may be difficult to demonstrate that the statutory criteria under section 59 have been met across an entire broad geographical area; evidence about the extent of the anti-social behaviour within a locality should be used to inform appropriate boundaries (see supporting evidence and consultation, below).

<sup>7</sup> Further information and links to additional guidance: [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/364851/Public\\_and\\_open\\_spaces\\_information\\_note.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/364851/Public_and_open_spaces_information_note.pdf)

In some cases of course it will not be appropriate to introduce broad-scale restrictions. When drafting an Order placing restrictions on dogs for instance, it should be considered that owners have a duty under the Animal Welfare Act 2006, to provide for their animal's welfare, which includes exercising them. In determining the area covered by restrictions, councils should therefore consider how to accommodate the need for owners to exercise their animals.

The area which the PSPO will cover must be clearly defined. Mapping out areas where certain behaviours **are** permitted may also be helpful; for instance identifying specific park areas where dogs can be let off a lead without breaching the PSPO.

## Controlling the presence of dogs

The Home Office guidance encourages councils to publish a list of alternative sites which dog walkers can use to exercise their dogs without restrictions. Councils should also consult dog law and welfare experts, for example, vets or animal welfare officers and organisations affected by restrictions before seeking to a PSPO. It may be useful to consult the Kennel Club on these issues.

The Department for Environment, Food and Rural Affairs has produced guidance in the form of a practitioner's guide on a range of tools available to deal with irresponsible dog ownership, for example, the use of a Community Protection Notice.

Where parish and town councils wish to deal with dog control issues, they are advised to approach the relevant authority, including whether a PSPO would provide the means to address the issues being experiencing by the local community. If the principal authority is satisfied that the legal tests for the use of the power are met and that it is a proportionate response to the level of harm and nuisance being caused it should consider consulting on putting in place a PSPO.

Practical issues, such as effective enforcement and erecting signs in (or near) an area subject to an Order – as required by the legislation – should also be borne in mind when determining how large an area the Order proposals might cover.

### Displacing behaviour

Notwithstanding the requirements outlined above, when defining the area restrictions should cover, consideration should be given as to whether prohibitions in one area will displace the problem behaviour elsewhere, or into a neighbouring authority. It is worth noting here that the legislation allows for Orders to address activity that 'is likely to' occur in that public place. Local areas can therefore consider whether there are any legitimate concerns that introducing an Order in one area, and not another, could simply move issues somewhere else – and thus whether it would be appropriate to extend into a larger area or adjacent street. Councils will however need to ensure that a proportionate approach is taken overall, and that there is evidence to support using a broader approach.

Where there are concerns that activity may be displaced into other areas, authorities should contact neighbouring councils to discuss managing any unintended consequences.

### Order exemptions

The legislation allows for Orders to apply only in particular circumstances and may include certain exemptions. Restricting behaviours only at certain times of day, or on a seasonal basis, can help to balance the needs of different groups and may be easier to enforce. Orders might only cover times of day when the issue is particularly acute, or when the problem behaviour will have more of an impact on others. Similarly, some types of ASB can be seasonal in their nature, for example relating to school holidays or summer weather. It may be the case that only at certain times will the behaviour be regarded as sufficiently 'detrimental' to satisfy the legislative test.

Exemptions for particular groups may be appropriate. For instance, for PSPOs controlling the use of dogs, it is likely that

assistance dogs should be exempt; this will need to be explicitly stated in the wording of the Order.<sup>8</sup> Exemptions might also cover particular circumstances where restrictions may or may not apply. Undertaking an effective impact assessment (see assessing potential impact and the Equality Act, below) should help to identify the consequences of a proposed Order on specific groups and therefore whether certain exemptions would be appropriate.

### **Assessing potential impact and the Equality Act 2010**

It is important for councils to consider carefully the potential impact of a PSPO on different sections of their communities. In introducing an Order, councils must take care to ensure that they comply with the requirements of the public sector equality duty under the Equality Act 2010. The Equality Act requires public authorities to have due regard to a number of equality considerations when exercising their functions. Proposals for a PSPO should therefore be reviewed to determine how they might target or impact on certain groups.

Although it is not a specific requirement of the legislation, it is recommended that areas undertake an Equality Impact Assessment (EIA) to assess whether the proposed PSPO will have disparate impact on groups with protected characteristics.<sup>9</sup> This process will help councils to establish any potential negative impacts and consider how to mitigate against these. This exercise will also help to ensure transparency.

Areas that have undertaken an EIA before introducing a PSPO have reported how useful this was<sup>10</sup>, providing an opportunity to give full and separate consideration to the effect that each of the prohibitions or requirements might have on those in particular groups, and

enabling areas to consider how they could minimise any negative consequences – both in terms of the scope of the proposals and in how they might be implemented. Undertaking an EIA before introducing a PSPO can help to inform how best to balance the interests of different parts of the community, and provide evidence as to whether or not the restrictions being proposed are justified – as required by section 59 of the 2014 Act.

### **Duration of PSPOs**

Orders can be introduced for a maximum of three years, and may be extended beyond this for further three-year period(s) where certain criteria are met (see extension, variation and discharge, below). The proposed length should reflect the need for an appropriate and proportionate response to the problem issue. Some areas have introduced shorter Orders to address very specific issues, where it is felt that a longer-term approach is unnecessary.

## **Supporting evidence and consultation**

Local areas will, of course, need to satisfy themselves that the legislative requirements are met before an Order can be introduced, and obtaining clear evidence to support this is important. Collating information about the nature and impact of the ASB subject to the PSPO are core elements of the evidence-gathering and consultation process and will help inform the council's view as to whether the requirements under section 59 of the Act have been fulfilled.

The evidence will need to be weighed up before authorities can determine whether or not it is appropriate and proportionate to introduce a PSPO at all, and if so, whether the draft proposals are suitable. It can be used to help shape the scope of the Order, including any exemptions – such as times of day when a behaviour might be prohibited – and can also help to determine what area the Order should cover and how long it should last. The most robust Orders will be supported by a solid evidence base and rationale that sets out how

<sup>8</sup> This differs from some Dog Control Orders, which automatically excluded assistance dogs from restrictions.

<sup>9</sup> The Equality Duty covers: age, disability, gender, gender reassignment, pregnancy and maternity, race, religion or belief and sexual orientation. Marriage and civil partnership are also covered in some circumstances.

<sup>10</sup> See example from Oxford City Council: <http://mycouncil.oxford.gov.uk/ieDecisionDetails.aspx?AllId=10095>

the statutory criteria for each of the proposed restrictions have been met, and demonstrates a direct link between the anti-social behaviour and the PSPO being proposed in response.

The nature of this evidence, and how it should be weighted, is largely down to councils to determine, although obtaining a range of data from different sources as part of this process will be particularly useful in informing decision-making, and may help to avoid challenge further down the line (see further evidence, below, for specific examples). The Act does however require that there is a consultation process before an Order can be made (and held again when an Order is extended, varied or discharged).

### **Statutory consultation – who to contact?**

Before introducing, extending, varying or discharging a PSPO, there are requirements under the Act regarding consultation, publicity and notification (see also publication and communication, below).

Local authorities are obliged to consult with the local chief officer of police; the police and crime commissioner; owners or occupiers of land within the affected area where reasonably practicable, and appropriate community representatives. Any county councils (where the Order is being made by a district), parish or community councils that are in the proposed area covered by the PSPO must be notified.

There are additional requirements under the Act regarding Orders that restrict public rights of way over a highway (see below), but beyond this, and the broad requirements above, local authorities can determine for themselves what an appropriate consultation process might entail. However, this does provide an important opportunity to seek a broad range of views on the issue and can be invaluable in determining ways forward, establishing the final scope of the proposals and ascertaining their impact.

Encouraging open discussion as part of the consultation process can help to identify how best to balance the interests of different groups – both those affected by the anti-social

behaviour and those who will be restricted by the terms of an Order – and a chance to explore whether there may be any unintended consequences from the proposals; in particular, any adverse impacts on vulnerable people.

‘Community representatives’ are defined broadly in the Act as ‘any individual or body appearing to the authority to represent the views of people who live in, work in or visit the restricted area’. This gives councils the freedom to determine who best to contact given local circumstances and the scope of the proposals. Those who will be directly affected by the Order, or groups representing their interests, should be directly approached. Further, several areas have reported that they found it useful to actively seek out stakeholders who might oppose the proposals during their consultation.

In several areas early discussions with stakeholders who might be affected by a PSPO have proven very useful. This engagement, often before a more formal consultation process, not only provides an opportunity to discuss the anti-social behaviour and its impact on others, but also gives the council an in-depth understanding of stakeholders’ key concerns, and tests the impact that any restrictions on behaviour might have. This has helped scope the proposals and in some cases identified alternative ways of tackling the problem behaviour.

Identifying appropriate stakeholders to approach will obviously depend on the nature and scope of the PSPO in question. Alongside residents, users of the public space, and those likely to be directly affected by the restrictions, this might include residents’ associations, local businesses, commissioned service providers, charities and relevant interest groups.

The Kennel Club (via KC Dog) has been contacted by several councils looking to introduce PSPOs affecting dogs and their owners. Where an Order will restrict access over land, utility service providers should be included within the consultation process.

## Consultation approaches

Councils should use a range of means to reach out to potential respondents, some of whom may be unable to feed back in certain ways, eg online. Local demographics and the characteristics of those who may be most affected by the ASB or the Order can also help to identify the best mechanisms for ensuring a comprehensive consultation process (for instance, using social media where young people may be particularly affected). Similarly, different tools may be utilised in various ways to enrich the information gathered – for instance, a survey of park users which is repeated at various times of day to cover a range of people using the public space.

Existing meetings such as ward panels may provide opportunities to discuss the issue and encourage more formal consultation responses. Securing written statements from those particularly affected, such as landowners, can be particularly useful in building the evidence base for supporting the introduction of a PSPO.

In Cheshire West and Chester their PSPO consultation not only asked respondents whether or not they found particular activities problematic, but also whether or not that behaviour should be addressed via a PSPO. By asking open questions that allowed for free comments, it provided an opportunity for respondents to give their views on what they felt should be a proportionate response to each specific issue identified.

An effective consultation should provide an overview of what the local issues are, set out why a PSPO is being proposed, and what its impact would be. Publishing details of the extent of the problem behaviour can assist respondents to understand why a PSPO is being considered and help inform views on whether it would therefore be an appropriate response.

The consultation should also provide sufficient means for respondents to oppose the proposals and may also be used to elicit

views on alternative approaches. Achieving a healthy response rate, with considered responses, will help to support the evidence base for introducing an Order and refuting challenge.

**“The open consultation format was actually really useful in identifying new issues. We haven’t lost anything from the process; all these things have gone into action plans to try and sort out.”**

Cheshire West and Chester

Examples of consultation methods from local areas include:

- online questionnaires
- postal surveys
- face-to-face interviews
- contact with residents’ associations
- focus groups with stakeholders and interest groups representing those who will be affected
- discussions with service providers working directly with affected groups
- discussions at ward panel meetings
- publicity via local press or social media
- publications in libraries and other public buildings
- on-street surveys
- drop-in sessions in the area subject to the PSPO.

Surveys or questionnaires have been an integral part of councils’ consultation processes for PSPOs and provide a chance to test the extent to which the proposals satisfy the statutory requirements under section 59. The questions might explore:

- what effect the activities in question have on residents, businesses and visitors – and whether this is detrimental



- how safe respondents feel and what impacts on this
- how often problem behaviours are personally encountered by individuals
- when and where problems occur
- whether the behaviour is so unreasonable that it should be banned.

Feedback from some areas suggests that seeking expert advice on drafting questions and undertaking consultations can help ensure that questions are appropriately phrased, clear and objective.

There are no statutory requirements about the length of the consultation process. However it should be ensured that its duration allows sufficient time to meaningfully engage with all those who may be impacted by the Order, taking into account for instance any holiday periods that may affect response rates – this may take several weeks or even months. Some issues may require time to fully explore and understand – councils should not be reluctant to extend the initial consultation period if it is clear that this would be beneficial in the longer-term.

#### **Additional requirements for PSPOs restricting public rights of way**

In the case of Orders restricting access over public highways (eg through the installation of gates), the Act sets out specific additional requirements for the consultation process. The council must notify those who may be potentially affected by the Order, let them know how they can see a copy of the PSPO proposals and when they need to submit any responses, and is required to consider any representations made. Councils must also consider the effect of the restrictions on occupiers of premises adjacent to or adjoining the highway, on other people in the locality and, where this is a through route, whether a reasonably convenient alternative is available. These considerations should include, for example, access for emergency services or utility companies.

Achieving support from the local community for these types of Orders is particularly

important for ensuring their success; if gates are regularly left open by residents then it is unlikely that the ASB will be addressed.

In Oldham, a two-stage process is used for consultation for PSPOs that restrict access over public highways.

After local discussions it was found that often directly-affected properties were occupied by transient residents who were less likely to respond to a consultation process. This negatively impacted upon settled residents as non-responses were not counted towards the approval rate for schemes and failure to reach the agreed approval rate resulted in proposals not being progressed any further.

Working with residents and councillors, the policy was amended and now states that if, after two contacts, there is no response from a household directly affected by the proposal, and in the absence of a clear objection, the default position becomes support for the proposed Order, thus achieving a much higher level of support for the proposals. In order to achieve a balance the approval rate required to move to the next step of broader consultation was increased to 90 per cent.

#### **Consultation outcomes**

Consultation responses will clearly require some analysis once they are collected. Councils might consider examining the demography of respondents to the consultation. This can help to gauge whether they are, for example, residents or visitors, and can be useful in determining who is likely to be impacted most by either the problem behaviour or restrictions on behaviour. This can be useful in helping to shape the final Order provisions.

**“The consultation allowed us to measure the fear of crime – often things are not reported and the statistics don’t show this.”**

Cheshire West and Chester Council

Councils may wish to publish the outcomes of their consultation process, and other supporting evidence, in the interests of transparency (subject to data protection requirements).

### Further evidence

As noted above the 2014 Act requires local authorities to formally consult with the police and the police and crime commissioner (PCC) – and there should be further engagement with relevant lead officers from the police to help build the evidence base and identify the potential impact of an Order. Early engagement with and support from police partners is likely to be key in introducing an Order. As well as assisting with identifying the problem behaviour and therefore the scope of any responses, this can also help to draw out some of the more practical implications of introducing an Order, such as how it will be enforced – which may shape how the PSPO is drafted.

Alongside eliciting views from the police and PCC, there may be a number of additional sources of information that help to inform decision-making and support (or oppose) the introduction of an Order or specific prohibitions. These might include:

- the community safety partnership's strategic assessment
- police data on crime and anti-social behaviour incidents (including the impact of some problem behaviours, such as excessive drinking)
- hospital data on ingesting new psychoactive substances
- calls to 101
- calls to council services reporting incidents
- residents' logs and photographs of anti-social behaviour
- mapping of problem areas
- data on the effectiveness of previous Gating Orders or Dog Control Orders
- CCTV footage of incidents
- reports from council staff such as park wardens and cleaners.

Collecting data covering a prolonged period may help to satisfy the legislative requirement that the activities subject to the draft Order are persistent. Some areas have collated evidence covering a two year period in order to demonstrate this.

## Political accountability, scrutiny and sign-off

Within the confines of the framework outlined above (and subject to legal challenge), councils have the freedom to determine their own procedures for introducing a PSPO, ensuring that the statutory requirements have been met and giving final approval for an Order to go ahead.

Close involvement of councillors and ensuring political buy-in throughout the implementation process are key. This provides political accountability for decisions taken – which is particularly important if the proposals may attract some opposition, and where insufficient member involvement may lead to challenge. Political support is also important to ensure that sufficient resources will be made available to implement and enforce the PSPO throughout its duration. Many areas have agreed that final approval and sign-off of PSPOs should be undertaken at cabinet/ executive or Full Council level.

In ensuring that the requirements under section 59 of the 2014 Act have been satisfied, councillors will have a significant role to play in unpicking what might be regarded as unreasonable and detrimental behaviour in the locality and what would constitute reasonable restrictions or requirements.

Discussions at senior political level by those who understand their local areas best, will help to ensure that the views of all parts of the community are reflected, and find an appropriate balance between the interests of those affected by the ASB and those likely to be affected by the proposed restrictions.

Councillors will also have an important role in examining the processes used in drafting the proposals. This will include analysing the outcomes of the consultation process and other supporting evidence offered to satisfy the statutory criteria, and determining whether, on balance this provides sufficient grounds to proceed (it should be noted here the need to ensure compliance with data protection legislation when sharing this information).

Several areas have used overview and scrutiny committees to examine draft Orders and challenge proposed ways forward. This adds a further element of democratic accountability and helps to ensure that decisions made are sound and transparent. In several cases, involvement from scrutiny committees has helped to focus the scope of Orders proposed.

Committees provide a useful mechanism to test the proposals and their potential impact, and the evidence base for introducing them; front-line councillors can provide different perspectives and may also offer suggestions for alternative approaches.

### Suggested questions for overview and scrutiny committees

What evidence is there that the anti-social behaviour is or is likely to be persistent, detrimental and unreasonable?

Why is a PSPO being proposed to address this issue or issues?

Is the proposed restriction proportionate to the specific harm or nuisance that is being caused?

What alternative approaches are available and why is a PSPO appropriate in these circumstances?

Will the proposals alleviate each of the problem behaviours?

Have exemptions been considered?

What might be the unintended consequences for each aspect of the

### PSPO?

What will be the impact on different groups? Has an equalities impact assessment been undertaken and what were its findings? What can be done to mitigate against any negative consequences?

How have the consultation outcomes and other evidence collated been taken into account?

How will the PSPO be enforced for each restriction/requirement? Are there sufficient resources to do this effectively?

## Enforcement and implementation

### Enforcement protocols

As noted earlier, issues regarding some of the more practical aspects of implementation and enforcement of PSPOs should be borne in mind from the beginning of the planning process – and may help shape the scope and wording of the Order itself. Further, effective implementation of a PSPO is likely to be part of a broader strategic approach that includes a number of different initiatives to tackle the problem issues.

Beyond this, local areas will want to develop specific protocols regarding enforcement action, before the Order is implemented. These protocols should incorporate expert input on the issues related to the ASB in question, and, recognising that there may be other options available to address a particular ASB incident, provide guidance on what might be the most appropriate legislative (or other) tool to use in different circumstances. Some areas have developed a process map to provide a step-by-step diagram to agreed enforcement procedures.

Protocols should also cover what should be done in the event of a breach. It is an offence under section 67 of the 2014 Act to breach an Order without a reasonable excuse. In the case of Orders that prohibit alcohol

consumption, where it is reasonably believed that a person has been or intends to consume alcohol, it is an offence under section 63 either to fail to comply with a request not to consume or to surrender alcohol (or what is reasonably believed to be alcohol or a container for alcohol).

Procedures should therefore consider circumstances where there may be a 'reasonable excuse' for breaching the Order, for instance a medical reason for public urination (such circumstances may be covered explicitly as exemptions in the wording of the Order). Protocols also provide a further opportunity to recognise that some of those responsible for the behaviour covered in the Order may themselves be vulnerable and in need of support; they should therefore include referral pathways where there are any safeguarding concerns, and signpost to other services.

In the London Borough of Brent enforcement of the PSPO is shared between the police and the council with joint visits from UK Border Agency and Brent's employment and skills team, who seek to offer routes into legitimate employment for jobseekers.

Who is responsible for enforcement will vary across areas. In some, enforcement will be undertaken by council officers – this may include ASB officers, housing officers, park wardens, etc – and in others this may be undertaken in partnership with police officers and/or police community support officers. Protocols may therefore require agreement regarding patrolling activity and reporting arrangements – some of which will be informed by the specific behaviour in question. Some authorities have also encouraged local people to report incidents of possible breaches, which can help shape enforcement responses going forward, particularly around timetabling patrols.

**“Local communities have helped to identify the peak periods for problems in the park – patrol times can then be planned accordingly.”**

#### Coventry City Council

As well as developing protocols, training will help delegated officers to understand how the Order should be enforced in practice. In Cheshire West and Chester, this included training from the ambulance service to reinforce that the safety of individuals was paramount and help officers understand, for instance, the possible dangers of ingesting psychoactive substances.

Some areas have used a 'soft-launch' period as the Order becomes live. This provides an opportunity to test protocols with officers before full implementation. It also gives councils the chance to raise awareness of the new pending prohibitions – and demonstrate that some behaviours have been causing concern. However areas should consider how to manage any risks if implementation is delayed.

#### Fixed penalty notices

As noted above, it is an offence under section 67 to breach an Order without reasonable excuse, and where Orders prohibit alcohol consumption, it is an offence under section 63 to fail to comply with a request not to consume or to surrender alcohol (or what is reasonably believed to be alcohol/a container for alcohol).

Under the Act, authorised officers have the power to issue fixed penalty notices (FPNs) to anyone they reasonably believe is in breach. Section 68 sets out a framework for issuing FPNs but councils will also have their own broader protocols around issuing fines to which they should also refer – this might cover, for instance, whether or not fines are issued to those aged under 18. Protocols should also cover when it would be appropriate to pursue an individual further where an FPN is issued but remains unpaid after the prescribed period. In addition, there will be a need to plan for practical elements before implementation, such as developing

specific FPN templates for dealing with PSPO breaches.

**“There was some concern that a £100 FPN might not be an adequate deterrent and that a broader financial range for FPNs, up to £400, would be preferred. However, the current arrangements do allow for a summons to court to be issued for persistent offenders where multiple FPNs have been issued.”**

#### **Royal Borough of Kensington and Chelsea**

It will not always be appropriate to issue FPNs. Warnings may often be sufficient, and in many areas this is the initial preferred response. In some, advice sheets are handed out in the majority of cases, informing recipients that their behaviour breaches an Order, giving them the chance to comply or providing an opportunity for them to be moved on. Councils have reported that in most cases this has been sufficient to address the behaviour and there has been no need to take further action.

#### **Publication and communication**

Using an effective communication strategy to raise awareness about a PSPO is important throughout the implementation process, and should incorporate contact with partners and stakeholders as well as members of the public. Successful communications can help with informing the appropriate scope of an Order, engaging members of the community and others during the consultation process, and ensuring effective enforcement.

The legislation also sets out a number of requirements. Draft proposals for a PSPO must be published as part of the consultation process. For new or varied Orders the text must be published; for extended or discharged Orders the proposal must be publicised.

Home Office guidance suggests the close or direct involvement of elected members will help to ensure openness and accountability. The guidance suggests this can be achieved, for example, where the decision is put to the Cabinet or full council.

The area covered by the proposals must be well defined; publishing maps of the affected area will help to clarify where behaviours are controlled. There are requirements in the legislation for notifying any parish or community councils in the affected area, and for notifying the county council where the Order is being made by a district council. There are further requirements for formal notifications regarding Orders that restrict access to public highways (see also supporting evidence and consultation, above).

Regulations set out additional requirements regarding the publication of PSPOs<sup>11</sup> that have been made, varied or extended, stipulating that these must be:

- published on the local authority’s website
- erected on or adjacent to the place the Order relates to, and is sufficient to draw attention, setting out the effect of the Order and whether it has been made, varied or extended.

The same requirements apply where an Order has been discharged, and must also include the date at which it ceases to have effect.

Signs publishing the Order in the affected locality do not necessarily need to set out all the provisions of the Order, but rather state where this information can be found. Multiple signs are likely to be required, particularly where the Order covers a large area.

These requirements should be regarded as a minimum and a range of options should be explored; in practice it is helpful to use a variety of means to help publicise the Order to raise awareness, avoid confusion and give people the opportunity to comply.

<sup>11</sup> Statutory Instruments 2014 no. 2591 The Anti-social Behaviour Crime and Policing Act 2014 (Publication of Public Spaces Protection Orders)

Effective communication helps people understand what behaviours are expected in particular areas, and reduces the need to rely on enforcement measures.

In some areas leaflets have been printed detailing the new prohibitions in different languages, for distribution by officers. Similarly the nature of the Order itself may suggest some communication channels may be more effective than others. For instance, an Order covering the ingestion of legal highs at a music festival in Chelmsford was promoted via a social media campaign to reflect the demographics of those most likely to be attending the festival and who are likely to be reached via these means.

Effective communication with residents and partners throughout can also help manage expectations about the impact of introducing an Order. Putting a PSPO in place can be a lengthy process and it is important to maintain communication about when it will come into effect and/or be enforced and if other measures are being utilised in the interim. In addition this can help residents to understand that simply having an Order in place is unlikely to resolve an issue overnight – which may be even more important where there has been media interest in the proposals.

### **Legal challenge**

PSPOs can be challenged under the Act on the grounds that the local authority did not have the power either to make the Order or include particular prohibitions or requirements, or that proper processes had not been followed as prescribed by the legislation. Challenges must be made to the High Court within six weeks of the Order being made, and by an individual who lives in, regularly works in or visits the restricted area. The High Court can uphold, quash or vary the PSPO and may decide to suspend the operation of the PSPO pending the verdict. As with all orders and powers, the making of a PSPO can be challenged by judicial review on public law grounds within three months of the decision or action subject to challenge.

### **Extension, variation and discharge**

A PSPO can be made for a maximum duration of up to three years, after which it may be extended if certain criteria under section 60 of the Act are met. This includes that an extension is necessary to prevent activity recurring, or there has been an increase in frequency or seriousness of the activity. Extensions can be repeated, with each lasting for a maximum of three years. Effective evaluation of Orders will be important when determining whether any extensions or variations would be appropriate.

Councils should consider carefully what length of time would be reasonable and proportionate given the nature of behaviour in question and the impact of the restrictions being posed – byelaws, which are permanent, may be more appropriate if the issue concerned is unlikely to be transient. The impact of the original Order should be evaluated before any extensions are approved – where ASB has been completely eradicated as a result of a PSPO, it is proportionate and appropriate to consider the likelihood of recurrence of problems if the Order is not extended.

Orders can also be varied under the Act, by altering the area to which it applies, or changing the requirements of the Order. The same legislative tests of detrimental impact, proportionality and reasonableness need to be satisfied, as set out earlier in this guidance. Similarly, PSPOs can be discharged before their original end date.

Where PSPOs are varied, extended or discharged, there are statutory requirements regarding publishing or publicising this and councils are required to undertake a further consultation process (see publication and communication, above). Similarly, under section 72 councils are required at all of these stages to have particular regard to articles 10 and 11 of the Human Rights Act 1998 (see limitations, above).

In light of the updated statutory guidance from the Home Office on anti-social behaviour powers, published in December 2017, councils should review their PSPOs

when they are up for renewal and take into account these recent changes to the statutory guidance.

protocols are being used and whether practices are appropriate and consistent.

### **Existing Designated Public Place Orders, Gating Orders and Dog Control Orders**

Any DPPOs, Gating Orders or DCOs are automatically treated as if they were provisions of a PSPO. The transitioned Order will then remain in force up to a maximum of three years (2020) from the point of transition.

There is no requirement in the legislation for councils to undertake a new consultation process where existing DPPOs, Gating Orders or DCOs automatically transition, although local areas may consider reviewing these current Orders ahead of this time to ensure their provisions meet the legal tests for PSPOs. It is recommended that councils publicise any PSPOs that replace existing DPPOs, Gating Orders or DCOs to help raise public awareness.

Local councils have the discretion to consider what changes to signage are needed to notify members of the public. Any extension, variation or discharge of a transitioned PSPO would mean the local councils should carry out the necessary consultation and publication of the proposed Order.

### **Evaluating impact**

As noted above, evaluating the impact of a PSPO will be important when considering extending or varying an Order, however assessing the effects, and effectiveness of the Order, should form part of ongoing performance management. Several areas have introduced procedures to monitor the impact of an Order at regular intervals.

A thorough evaluation will help to determine if the PSPO has addressed each aspect of the problem behaviour, whether discharging or varying the Order would be appropriate – and why – and what any variations might look like. Crucially it will also help measure the impact on people, including identifying any unintended consequences of the provisions. It should consider whether there has been any displacement of the issue to other areas and might also look at how enforcement

# Resources

Anti-social Behaviour, Crime and Policing Act 2014: Reform of anti-social behaviour powers – Statutory guidance for frontline professionals

**Home Office, December 2017**

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/670180/2017-12-13\\_ASB\\_Revised\\_Statutory\\_Guidance\\_V2\\_0.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/670180/2017-12-13_ASB_Revised_Statutory_Guidance_V2_0.pdf)

A councillors' guide to tackling new psychoactive substances

**LGA 2016**

<http://www.local.gov.uk/councillors-guide-tackling-new-psychoactive-substances>

A guide to community engagement for those contemplating management on common land

**Natural England, 2012**

[www.historicengland.org.uk/images-books/publications/common-purpose/](http://www.historicengland.org.uk/images-books/publications/common-purpose/)

Dealing with irresponsible dog ownership: Practitioner's manual

**Defra, 2014**

[www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/373429/dog-ownership-practitioners-manual-201411.pdf](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/373429/dog-ownership-practitioners-manual-201411.pdf)

Ending rough sleeping by 2012:

A self-assessment health check

**Department for Communities and Local Government, 2009**

<http://webarchive.nationalarchives.gov.uk/20120919132719/http://www.communities.gov.uk/documents/housing/pdf/endroughsleeping.pdf>

Reform of anti-social behaviour powers: Public and open spaces

**Home Office information note, Home Office, 2014**

[www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/364851/Public\\_and\\_open\\_spaces\\_information\\_note.pdf](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/364851/Public_and_open_spaces_information_note.pdf)

## Legislation

**Anti-social Behaviour, Crime and Policing Act 2014**

[www.legislation.gov.uk/ukpga/2014/12/part/4/chapter/2](http://www.legislation.gov.uk/ukpga/2014/12/part/4/chapter/2)

**Anti-social Behaviour, Crime and Policing Act 2014 (Publication of Public Spaces Protection Orders) Regulations 2014**

<http://www.legislation.gov.uk/uksi/2014/2591/contents/made>

**Human Rights Act 1998**

[www.legislation.gov.uk/ukpga/1998/42/contents](http://www.legislation.gov.uk/ukpga/1998/42/contents)

**Psychoactive Substances Act 2016**

[www.legislation.gov.uk/ukpga/2016/2/contents](http://www.legislation.gov.uk/ukpga/2016/2/contents)











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REF 10.21

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

An integrated tool to inform effective decision making



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

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

Proposal Title	Public Space Protection Orders (PSPOs)
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Service Area	Policy, Performance & Public Protection	Corporate Lead Officer	Alun Williams	Strategic Director	Barry Rees
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Name of Officer completing the IIA	Anne-Louise Davies	E-mail	annelouise.davies@ceredigion.gov.uk	Phone no	
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Please give a brief description of the purpose of the proposal

Public Protection have carried out a review into the current PSPOs with a view to extend the continuation of the current dog restrictions on a section of Borth beach.

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 general public, in particular local dog owners as well as visitors with dogs, and other users of Borth beach.

**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
Anne-Louise Davies	Cabinet	1	05.09.23	

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

Boosting the Economy, supporting Business and enabling employment.	
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Creating caring and healthy communities	A section of Borth beach is specified, and will continue to have a restriction to exclude dogs from the beach and requiring dogs to be on a lead on the promenade, which serves to protect the public (locals residents, visitors and tourists) from anti-social behaviour and nuisance associated with the activities of irresponsible dog owners i.e. dog fouling and out of control dogs.
Providing the best start in life and enabling Learning at all ages	
Creating sustainable, greener and well-connected communities	

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

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

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

Sustainable Development Principle	Does the proposal demonstrate you have met this principle? If yes, describe how. If not, explain why.	What evidence do you have to support this view?	What action (s) can you take to mitigate any negative impacts or better contribute to the principle?
<b>Long Term</b> Balancing short term need with long term and planning for the future.	The PSPOs will need to be reviewed pursuant to implementation every three years to ascertain if it is still required.	In 2014, the Anti-social behaviour, Crime and Policing Act 2014 introduced Public Space Protection Orders which	Reviews will be undertaken as described.



		replaced the Dog Control Orders (DCO's) that already existed for this section of Borth beach. In October 2017, these DC's automatically became PSPOs.	
<b>Collaboration</b> Working together with other partners to deliver.	Public Protection always welcomes liaison and discussion with Borth Community Council representatives. The views of Dyfed Powys Police, and Dyfed Powys Police & Crime Commissioner are also always sought as part of any review as enforcement of the PSPO is a joint duty.	Public Protection maintain data on any reports of any banned antisocial activity in the PSPO area. The data is used to monitor trends and developments.	Monitor trends and developments to ensure the efficacy of the Orders.
<b>Involvement</b> Involving those with an interest and seeking their views.	Public Protection have sought the views of a wide range of interested parties - Ceredigion County Council's Economic Development and Tourism Team, Keep Wales Tidy, RNLI Lifeguards, as well as representatives of Borth Community Council, Dyfed Powys Police, and Dyfed Powys Police & Crime Commissioner	Community Council, The Dyfed-Powys Police and the Office of the Dyfed-Powys Police and Crime Commissioner have submitted no objections to the renewal.	Some members of Borth Community Council have requested that the Authority consider introducing timed access for dogs to the PSPO area of the beach to allow dogs on the beach between 6pm and 10am to allow dog owners, particularly those with disabilities, who live in the southern part of the village, to access the beach to exercise their dog. A report to Cabinet/Council will seek a decision on whether a full consultation is necessary. There will be a press release regarding the renewal of the Order which will highlight the continuing exclusion of dogs in the PSPO area of beach, and set out what offence people will be committing if they breach the Order.

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<b>Prevention</b> Putting resources into preventing problems occurring or getting worse.	The extension of the PSPO for a further three years will ensure the continuation of measures to address the problems described.	Public Protection data.	Signage already in place but needs to be enhanced.
<b>Integration</b> Positively impacting on people, economy, environment and culture and trying to benefit all three.	The existing Order has already had a positive impact in reducing the anti-social behaviour and nuisance associated with the activities of irresponsible dog ownership and allowing police/council enforcement officers to issue fixed penalties.	The original introduction of The DCOs was widely supported, and this continues to be the case as PSPOs.	As set out above make sure the orders are clearly advertised to raise public awareness.

**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.			
<b>3.2. A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change).			
<b>3.3. A healthier Wales</b> People's physical and mental wellbeing is maximised and health impacts are understood.	Yes – The general public's physical wellbeing is protected by these Orders as they reduce anti-social behaviour in the area specified.	Supported as previously described.	As set out above publicity will ensure that the Orders are clearly advertised to raise public awareness. A full consultation will be carried out if Cabinet/Council decide it's





			necessary. Reviews as described will also take place.
<b>3.4. A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected.	Locals and tourists alike will benefit from the Order in terms of improved levels of crime and disorder.	Supported as previously described.	As set out above publicity will ensure that the Orders are clearly advertised to raise public awareness. A full consultation will be carried out if Cabinet/Council decide it's necessary. Reviews as described will also take place.
<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.			

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<b>3.6. A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances.  <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>	Describe why it will have a positive/negative or negligible impact.  <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>	What evidence do you have to support this view?  <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>	What action (s) can you take to mitigate any negative impacts or better contribute to positive impacts?  <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>
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<b>Age</b> Do you think this proposal will have a positive or a negative impact on people because of their age? (Please tick ✓)				The continuation of the dog ban in the specified area will benefit all age groups in terms of improved levels of crime and disorder.	Supported as previously described. Public Protection data in relation to level of complaints.	Given that some members of Borth Community Council have requested that the Authority consider introducing timed access for dogs to the PSPO area of the beach to allow dogs on the beach between 6pm and 10am to allow dog owners, particularly those with disabilities, who live in the southern part of the village, to access the beach to exercise their dog, a full consultation to assess the need to introduce timed access to the area of Borth beach protected by the current PSPO and the feasibility of enforcing any such changes could be carried out within the next 12 months.  Otherwise, a review as described will also take place.
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			
	✓					

<b>Disability</b> Do you think this proposal will have a positive or a negative impact on people because of their disability? (Please tick ✓)				In general, the continuation of the dog exclusion will benefit all disability groups in terms of improved levels of crime and disorder.	As above.	Given that some members of Borth Community Council have requested that the Authority consider introducing timed access for dogs to the PSPO area of the beach to allow dogs on the beach
Hearing Impairment	Positive	Negative	None/ Negligible			
	✓					

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Physical Impairment	Positive	Negative	None/ Negligible			between 6pm and 10am to allow dog owners, particularly those with disabilities, who live in the southern part of the village, to access the beach to exercise their dog, a full consultation to assess the need to introduce timed access to the area of Borth beach protected by the current PSPO and the feasibility of enforcing any such changes could be carried out within the next 12 months.
			✓			
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 ✓)				In general, the continuation of the dog exclusion will benefit all members of the public in terms of improved levels of crime and disorder.	As above.	As above.
Transgender	Positive	Negative	None/ Negligible			
			✓			

<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 ✓)				The continuation of the dog exclusion will benefit all members of the public in terms of improved levels of crime and disorder.	As above.	As above.
Marriage	Positive	Negative	None/ Negligible			
	✓					

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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 ✓)				The continuation of the dog exclusion will benefit all members of the public in terms of improved levels of crime and disorder.	As above.	As above.
Pregnancy	Positive	Negative	None/ Negligible			
	✓					
Maternity	Positive	Negative	None/ Negligible			
	✓					

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<b>Race</b> Do you think this proposal will have a positive or a negative impact on race? (Please tick ✓)				The continuation of the dog exclusion will benefit all members of the public in terms of improved levels of crime and disorder.	As above.	As above.
White	Positive	Negative	None/ Negligible			
	✓					
Mixed/Multiple Ethnic Groups	Positive	Negative	None/ Negligible			
	✓					
Asian / Asian British	Positive	Negative	None/ Negligible			
	✓					
Black / African / Caribbean / Black British	Positive	Negative	None/ Negligible			
	✓					
Other Ethnic Groups	Positive	Negative	None/ Negligible			
	✓					

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<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 ✓)				The continuation of the dog exclusion will benefit all members of the public in terms of improved levels of crime and disorder.	As above.	As above.
Christian	Positive	Negative	None/ Negligible			
	✓					
Buddhist	Positive	Negative	None/ Negligible			
	✓					
Hindu	Positive	Negative	None/ Negligible			
	✓					
Humanist	Positive	Negative	None/ Negligible			
	✓					
Jewish	Positive	Negative	None/ Negligible			
	✓					
Muslim	Positive	Negative	None/ Negligible			
	✓					
Sikh	Positive	Negative	None/ Negligible			
	✓					
Non-belief	Positive	Negative	None/ Negligible			
	✓					
Other	Positive	Negative	None/ Negligible			
	✓					

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<b>Sex</b> Do you think this proposal will have a positive or a negative impact on men and/or women? (Please tick ✓)				The continuation of the dog exclusion will benefit all members of the public in terms of improved levels of crime and disorder.	As above.	As above.
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 ✓)				The continuation of the dog exclusion will benefit all members of the public in terms of improved levels of crime and disorder.	As above.	As above.
Bisexual	Positive	Negative	None/ Negligible			
	✓					
Gay Men	Positive	Negative	None/ Negligible			
	✓					
Gay Women / Lesbian	Positive	Negative	None/ Negligible			
	✓					
Heterosexual / Straight	Positive	Negative	None/ Negligible			
	✓					

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

**3.6.2. How could/does the proposal help advance/promote equality of opportunity?**  
 You should consider whether the proposal will help you to: ● Remove or minimise disadvantage ● To meet the needs of people with certain characteristics ● Encourage increased participation of people with particular characteristics



The continuation of the dog exclusions does not promote equality as such but removes the disadvantage that people may encounter in being victims of or witnessing anti-social behaviour associated with the activities of irresponsible dog owners i.e. dog fouling and out of control dogs on the section of beach designated by the PSPO.

**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*

As above.

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

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

As above.

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

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

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

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

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

Anecdotal evidence from some members of Borth Community Council that some dog owners, particularly those with disabilities, who live in the southern part of the village have nowhere suitable to exercise their dogs during periods when the restrictions are in force. A request has been made to undertake a consultation to assess the public interest in relaxing the conditions of the existing PSPO on the basis that persons with protected characteristics may be negatively impacted by the PSPO.

If timed access for dogs to the PSPO area was introduced for disabled dog owners, it would dilute/relax the current Order and thus would likely have a negative impact of the effectiveness of the Order and would increase the demand to monitor and enforce any new provisions. As it stands, the current order protects all the public (locals residents, visitors and tourists) from anti-social behaviour and nuisance associated with the activities of irresponsible dog ownership, and most likely would only increase the number of complaints rather than reduce them, thus increasing the demand on Public Protection resource



What evidence do you have to support this view?

Prior to 2014, a section of Borth beach and promenade, had in place two Dog Control Orders (DCO's) made under the Clean Neighbourhoods and Environment Act 2005 -one excluding dogs from the beach (1st May – 30th September) and one requiring dogs to be on a lead on the promenade. These DCO's covered a section of the beach not covered by a local byelaw and were put in place in 2008.

They were introduced for the following reasons: -

- 1) Borth Community Council supported the geographical extension of the existing dog byelaws because of complaints from residents and visitors regarding dog fouling and out of control dogs.
- 2) This section of the beach is part of the Blue Flag Beach assessment area. Intentionally permitting dogs on the beach during the Blue Flag assessment period means the beach is not compliant with the imperative criteria required by the Foundation for Environmental Education who run the Blue Flag Programme potentially jeopardising the Blue Flag status of Borth Beach.

Before the introduction of the Dog Control Orders in 2008, consideration was given to balancing the interests of those in charge of dogs against the interests of those affected by the activities of dogs. In doing so, it was recognised that the public, and specifically children, should have access to dog-free areas and areas where dogs are kept under strict control. In addition, those in charge of dogs require access to areas where they can exercise their dogs without undue restrictions. Council was satisfied that there was ample opportunity for the free running of dogs on the area of the beach not covered by Dog Exclusion Byelaws, thus allowing dog owners to discharge their responsibilities under the Animal Welfare Act 2006.

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

As above.

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<p><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</i></p>	<p>Describe why it will have a positive/negative or negligible impact.</p>	<p>What evidence do you have to support this view?</p>	<p>What action (s) can you take to mitigate any negative impacts or better contribute to positive impacts?</p>
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<i>what is afforded to those choosing to do so in English, in accordance with the requirement of the Welsh Language Measure 2011.</i>						
Will the proposal be delivered bilingually (Welsh & English)?	Positive	Negative	None/ Negligible	N/A		Ensure that all relevant signs are bilingual. Press Release and Publication of the Orders will be bilingual.
	✓					
Will the proposal have an effect on opportunities for persons to use the Welsh language?	Positive	Negative	None/ Negligible	N/A		
			✓			
Will the proposal increase or reduce the opportunity for persons to access services through the medium of Welsh?	Positive	Negative	None/ Negligible	N/A		
			✓			
How will the proposal treat the Welsh language no less favourably than the English language?	Positive	Negative	None/ Negligible	N/A		
			✓			
Will it preserve promote and enhance local culture and heritage?	Positive	Negative	None/ Negligible	N/A		
			✓			
<b>4. STRENGTHENING THE PROPOSAL:</b> 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?						
<b>4.1 Actions.</b>						
What are you going to do?			When are you going to do it?		Who is responsible?	Progress
Present a report to Cabinet/Council to seek their decision regarding whether a full consultation is necessary and to extend the order for a further three years.			5/9/2023 & 21/9/2023		Anne-Louise Davies	On schedule

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Contact Borth Community Council regarding the outcome of their public meeting	After 4/9/2023	Anne-Louise Davies	TBC
If required, carry out a full consultation	During the financial year 2024/25	Anne-Louise Davies	TBC

**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).*

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

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


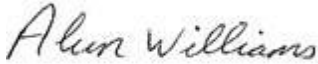
Impact Criteria	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very High
Likelihood Criteria	1 - Unlikely to occur	2 - Lower than average chance of occurrence	3 - Even chance of occurrence	4 - Higher than average chance of occurrence	5 - Expected to occur

Risk Description	Impact (severity)	Probability (deliverability)	Risk Score
Lower than average chance of occurrence	2	1	2

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

Possibly the Economic Development and Tourism Team



6. SIGN OFF			
Position	Name	Signature	Date
Team Manager	Anne-Louise Davies		23/8/2023
Corporate Lead Officer	Alun Williams		23/8/2023
Strategic Director			
Portfolio Holder			

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## CEREDIGION COUNTY COUNCIL

**Report to:** Cabinet

**Date of meeting:** 5<sup>th</sup> September 2023

**Title:** Polling District and Places Review 2023

**Purpose of the report:** The purpose of this report is to seek a recommendation from Cabinet for approval of plans for a statutory review of polling districts and polling places within the County of Ceredigion.

**For:** Decision

**Cabinet Portfolio and Cabinet Member:** Councillor Bryan Davies, Leader of the Council and Cabinet Member for Democratic Services, Policy, Performance and People and Organisation

### Background

Under the Representation of the People Act 1983, the council has a duty to divide its area into polling districts and to designate a polling place for each district.

The following definitions may be helpful when reading the report and Appendices.

- “Polling districts” are geographical electoral areas into which wards and constituencies may be sub-divided.
- “Polling places” are the buildings or areas designated by the council where electors in a polling district go to vote in person.
- “Polling stations” are the number of issuing desks in the building or area that is the designated polling place.

The Electoral Administration Act 2006, as amended, introduced a duty on all local authorities in Great Britain to review their polling districts and polling places at least once every five years.

Under section 18C of the Representation of the People Act 1983, the next compulsory review must be undertaken within a 16-month window between 1 October 2023 and 31 January 2025.

The intention of the legislation was reviews would be completed by the January before a UK parliamentary general election. However, since the repeal of the Fixed Term Parliaments Act 2011, there is no longer any certainty as to when the next general election will be.

The Dissolution and Calling of Parliament Act 2022 means:

- the UK Parliament can be dissolved by the King on request of the Prime Minister, at any time within the 5 years of the life of the Parliament;
- the next general election must take place before Tuesday 28 January 2025, but it could happen at any point before then;

- there is no longer a link between the timing of the compulsory polling district and places review falling in a 16-month period ending 3 months before a scheduled general election.

In addition, the Boundary Commission for Wales has undertaken a review of parliamentary constituency boundaries. The Commission has now published its final recommendations, and Orders for the new parliamentary constituency boundaries will be made by 1 November 2023.

Once the Orders for new parliamentary constituencies have been made, the new boundaries will be used for the next general election. If a parliamentary by election is called in the meantime, it would be run on existing boundaries.

These issues mean it is important that the polling district and places review is carried out as early as possible, so that Ceredigion Council has agreed polling districts and places to be used for the next parliamentary election as well as the Police and Crime Commissioner elections in May 2024 and has a polling scheme in place.

### **Timing of the polling district and places review**

As highlighted above, it is important to complete the review as soon as possible, so the polling districts and places for future elections can be agreed in time for the next general election and scheduled elections in 2024.

Section 18C of the Representation of the People Act 1983 does not allow the review to commence before 1 October 2023.

It is recommended that the compulsory polling district and places review commences on Monday, 2 October 2023.

### **Timetable**

Although the review itself cannot commence earlier, there is a degree of preparatory work which can be undertaken prior to the review, as well as informal consultation.

It would be desirable for any changes in polling districts to be reflected in the electoral register published on 1 December 2023. However, due to competing demands for the Electoral Services Team as well as the Council meeting timetable, it is unlikely that the review will be complete until January 2024.

This would mean that the electoral register would need to be republished to take account of any changes to polling districts. This is the proposed timetable for the review:

<b>Review of polling districts and places 2023</b>	
<b>Preparatory work</b>	Commenced Spring 2023
<b>Preliminary review – including informal consultation</b>	July to 1 October 2023
<b>Resolution from council providing for commencement of review</b>	Tuesday, 5 September 2023
<b>Notice of review published</b>	Monday, 2 October 2023
<b>Council proposals published</b>	Monday, 2 October 2023

<b>Commencement of formal consultation</b>	Monday, 2 October 2023
<b>End of formal consultation</b>	Friday, 10 November 2023
<b>Consider responses</b>	By 24 November 2023
<b>Publish electoral register (with existing polling districts)</b>	1 December 2023
<b>Final proposals published via meeting agenda papers and website</b>	19 January 2024
<b>Council meeting for final decision</b>	25 January 2024
<b>Republish electoral register (if any new or amended polling districts)</b>	1 February 2024
<b>Scheduled elections on new polling districts, places and stations scheme</b>	2 May 2024

## **Review process**

### Legal requirements

The process for a polling district and places review is set out in Schedule A1, Representation of the People Act 1983.

The Council must:

- publish a notice of the holding of a review;
- consult the (Acting) Returning Officer ((A)RO) for every parliamentary constituency which is wholly or partly in its area;
- publish all representations made by an (A)RO within 30 days of receipt by posting a copy of them at the local authority's office and in at least one conspicuous place in their area and, if the authority maintains a website, by placing a copy on the authority's website;
- seek representations from such persons as it thinks have particular expertise in relation to access to premises or facilities for persons who have different forms of disability. Such persons must have an opportunity to make representations and to comment on the representations made by the (A)RO(s).

On completion of the review, the council must give reasons for its decisions and publish:

- all correspondence sent to an (A)RO in connection with the review;
- all correspondence sent to any person whom the authority thinks has particular expertise in relation to access to premises or facilities for persons who have different forms of disability;
- all representations made by any person in connection with the review;
- the minutes of any meeting held by the council to consider any revision to the designation of polling districts or polling places within its area as a result of the review;
- details of the designation of polling districts and polling places within the local authority area as a result of the review;
- details of the places where the results of the review have been published.

## Implementing polling district changes

If the council makes any alterations to the polling districts in its area, the Electoral Registration Officer (ERO) must amend the register of electors accordingly (Section 18A (5) Representation of the People Act 1983).

The changes to the register take effect on the date the ERO publishes a notice stating that the adaptations have been made. It is intended that alterations to polling districts will take place with the republishing of the electoral register (if there are any new or amended polling districts) on 1 February 2024.

It is recommended that the Electoral Registration Officer is authorised to take the necessary measures to give effect to any new or amended polling districts on completion of the polling district review, ensuring that the register reflects existing and new boundaries where appropriate, until the boundaries are fully in force.

	<b>Has an Integrated Impact Assessment been completed? If, not, please state why</b>	No. An IIA will be completed as part of the Review.
<b>Wellbeing of Future Generations:</b>	<b>Summary:</b> Long term: N/A Collaboration: N/A Involvement: N/A Prevention: N/A Integration: N/A	
<b>Recommendation(s):</b>	<b>1. That the compulsory polling district and places review commences on Monday, 2 October 2023;</b> <b>2. That the outline timetable and process for the review is approved.</b>	
<b>Reasons for decision:</b>	<b>To ensure compliance with legislation.</b>	
<b>Overview and Scrutiny:</b>	Not applicable.	
<b>Policy Framework:</b>	<ul style="list-style-type: none"><li>• Council's Constitution;</li><li>• Section 18 and 18A of the Representation of the People Act 1983;</li><li>• Electoral Administration Act 2006 (as amended).</li></ul>	
<b>Corporate Well-being Objectives:</b>	Not applicable.	
<b>Finance and Procurement implications:</b>	To be determined as part of the Review.	
<b>Legal Implications:</b>	Adherence to: <ul style="list-style-type: none"><li>• Section 18 and 18A of the Representation of the People Act 1983</li></ul>	



- Electoral Administration Act 2006 (as amended).

**Staffing implications:** None.

**Property / asset implications:** To be determined as part of the Review.

**Risk(s):** Failure to meet legislative requirements.

**Statutory Powers:**

- Section 18 and 18A of the Representation of the People Act 1983
- Electoral Administration Act 2006 (as amended).

**Background Papers:** None.

**Appendices:** None.

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

**Reporting Officer:** Lowri Edwards,  
Corporate Lead Officer: Democratic Services

**Date:** 7<sup>th</sup> August 2023

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## CEREDIGION COUNTY COUNCIL

**Report to:** Cabinet

**Date of meeting:** 05/09/23

**Title:** Medium Term Financial Strategy

**Purpose of the report:** To consider an updated Medium Term Financial Strategy

**Cabinet Portfolio and Cabinet Member:** Cllr Gareth Davies, Cabinet Member for Finance & Procurement

The Council's Medium Term Financial Strategy (MTFS) is generally updated on an annual basis. Due to the unprecedented challenge of the 2023/24 Budget setting process, it was not possible to update the MTFS during the Budget process, as all energies were diverted into setting a balanced budget for 2023/24.

The MTFS should not be seen as a formal detailed budget or a tablet of stone, it instead provides an overarching approach that the Council will need to adopt in aiming to achieve its priorities, including taking account of the external legislative, economic environment and indicative projected spending pressures and funding over the period.

The MTFS has therefore been refreshed and now covers 2023/24 to 2026/27. It includes an Executive Summary that covers the key matters contained within the detailed MTFS.

Members attention is particularly drawn to:

Executive Summary	Pages 2-3
The Council's Budget Priorities and the link between the MTFS and the Corporate Strategy 2022 – 2027 and its associated Corporate Wellbeing Objectives	Pages 5-9
Indicative Budget Cost Pressures	Pages 16-17
Budget Gap scenarios looking at different levels of indicative Council Tax and WG funding	Page 27
Sensitivity Analysis of different Budget Variables	Page 31
Appendix 1 - Doing things Differently: A Corporate Approach	Page 32

Corporate Resources Overview & Scrutiny committee considered the MTFS at its meeting on 19/07/23 and the Chair will provide the Committee's feedback.

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

	<b>Summary:</b>
	<b>Long term:</b> Not Applicable
	<b>Integration:</b> Not Applicable
	<b>Collaboration:</b> Not Applicable
	<b>Involvement:</b> Not Applicable
	<b>Prevention:</b> Not Applicable
<b>Wellbeing of Future Generations:</b>	
<b>Recommendations(s):</b>	<ol style="list-style-type: none"> <li>1. To endorse the updated Medium Term Financial Strategy.</li> <li>2. To recommend to Full Council on 21/09/23 that the updated Medium Term Financial Strategy is approved.</li> </ol>
<b>Overview and Scrutiny:</b>	Corporate Resources – 19/07/23
<b>Corporate Priorities:</b>	All
<b>Financial &amp; Procurement implications:</b>	As outlined in the MTFS
<b>Statutory Powers:</b>	
<b>Appendices:</b>	Appendix 1 – Medium Term Financial Strategy
<b>Corporate Lead Officer(s):</b>	Duncan Hall - Corporate Lead Officer- Finance and Procurement
<b>Reporting Officers:</b>	Duncan Hall Justin Davies Mark Bridges
<b>Date:</b>	20/07/23

# Cyngor Sir Ceredigion County Council



## Medium Term Financial Strategy 2023/24 – 2026/27

July 2023

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## 1. Executive Summary

- 1.1 The Council's Corporate Strategy 2022-2027 sets out 4 clear Corporate Wellbeing Objectives, with each of these being underpinned by various priorities and expected outcomes. The Medium Term Financial Strategy (MTFS) aims to provide resources and a financial framework to ensure that these outcomes can be achieved as far as possible, as well as ensuring a balanced budget is set on an annual basis and that Members are aware of the associated financial challenges and risks.
- 1.2 Post COVID, with the Council being in a financially resilient position with a strong balance sheet, several key priorities are now already being met in 2023/24. Recent examples including the new Ysgol Dyffryn Aeron scheme proceeding with construction starting on site, the approval of a new Community Housing Scheme to help support local residents purchase their own property in Ceredigion, the opening of the first Wellbeing Centre in Lampeter, the Aberaeron Coastal Defence Scheme being on the verge of approval to be able to let the construction contract and work progressing on site on a new Children's in county facility in the middle of the county.
- 1.3 Ceredigion has a track record of setting and achieving a balanced budget as well as achieving a clean bill of health from Audit Wales. The latest 2021/22 accounts have been audited and an unqualified audit opinion was issued. In addition, no issues were reported in the 2021/22 specific Grants Audit work and all grants were fully certified.
- 1.4 Ceredigion's 2023/24 Net Budget was £180.1m - 72% funded by WG and 28% by Council Taxpayers. The resulting Band D Council Tax (including Police and Town & Community Council precepts) was £1,908 - being marginally above the Welsh average of £1,879.
- 1.5 The Medium term financial challenge (based on assumed 3.1% WG increases and 5.0% Council Tax increases - as a central case, albeit possibly conservative) can be summarised as:

	<b>2023/24 Actual £m</b>	<b>2024/25 Indicative £m</b>	<b>2025/26 Indicative £m</b>	<b>2026/27 Indicative £m</b>
<b>Budget Pressures</b>	<b>23.1</b>	<b>15.1</b>	<b>11.1</b>	<b>10.2</b>
Assumed Council Tax Income	-4.7	-2.6	-2.7	-2.8
Assumed WG AEF Settlement Funding	-9.6	-4.0	-4.1	-4.3
<b>Budget Gap</b>	<b>8.8</b>	<b>8.5</b>	<b>4.3</b>	<b>3.1</b>
<b><u>Savings Identified:</u></b>				
Doing Things Differently	-3.0	-2.1	-1.9	-
2023/24 - Savings plan agreed	-5.8	-	-	-
<b>Total Savings Identified</b>	<b>-8.8</b>	<b>-2.1</b>	<b>-1.9</b>	<b>-</b>
<b>Budget Shortfall Remaining</b>	<b>-</b>	<b>6.4</b>	<b>2.4</b>	<b>3.1</b>

- Cost pressures starting to recede over the medium term, but still potentially £15.1m for 24/25, before starting to come down closer to £10m in future years.
- An indicative Budget Gap of £8.5m for 24/25 and in total £15.9m over the coming 3 year period (based on WG increases of 3.1% & Council Tax increases of 5.0%).
- 'Doing Things Differently: A Corporate Approach' programme delivering a further £4m, on top of the £3m factored into the 2023/24 Budget.

- A current indicative Budget Shortfall of £6.4m for 2024/25 and in total £11.9m over the coming 3 year period.

1.6 For 2024/25 (assuming Cost pressures are unchanged at £15.1m), if an upside view is taken (but being careful not to assume too much optimism bias) then:

- If a **5% WG Settlement** and a **5% Council Tax increase** were assumed **the resulting Budget Shortfall would reduce to £4.0m.**
- If a **6% WG Settlement** and a **6% Council Tax increase** were assumed **the resulting Budget Shortfall would reduce to £2.2m.**

These figures are after needing to deliver the Year 2 assumption of £2.1m from the Doing Things Differently: A Corporate Approach programme for 2024/25.

1.7 In order to address the remaining Budget Shortfall, proposed approaches to be explored will include:

- Continued delivery and incorporation of new approaches into the 'Doing things Differently: A Corporate Approach' programme.
- Continued rationalisation of Assets including Buildings and Fleet as the Council cannot afford to maintain the status quo and needs to prioritise is limited resources. Rationalisation could range from outright sale to repurposing for alternative means (e.g. Income generation) to co-location of a wider range of Council Services and/or collaboration with other Public Services.
- Continued targeting of Treasury Management Savings.
- Identification of any remaining lower priority Services / Budget headings including scope for savings from reductions in 3<sup>rd</sup> Party expenditure.
- Consideration of a review and a new approach to Council Tax Premiums, given the change in WG legislation and the continued challenges that Long Term Empty Properties and 2<sup>nd</sup> Homes present in Ceredigion.
- Exploration of whether other local Ceredigion based organisations (e.g. 3<sup>rd</sup> Sector and/or Town & Community Councils) could be willing to provide certain non-statutory services.
- Utilising WG Capitalisation Directions where feasible.
- As a last resort if all other options have been exhausted – Consideration of targeted Budget cuts, which would mean a reduction in Council services being delivered rather than continuing to try to deliver the same but with less resources.

1.8 There are a number of key sensitivities and variables that affect the Budget including (but not limited to) WG Settlement funding levels, Council Tax increase limitations, Demographics, nationally set staff Pay awards as well as general inflation and interest rates. A 1% variance in the various factors is shown in Section 8.

1.9 There is also the spectre and uncertainty of Welsh Government's Council Tax Reform due to come in from April 2025 and the dynamic of a UK General Election due before January 2025.



## **2 Introduction**

### **2.1 Purpose**

The purpose of the Medium Term Financial Strategy (MTFS) is to forecast the future potential financial position and in doing so provide a financial governance framework to operate within, by setting out the key issues that need to be understood and considered in order to prepare for the challenge of setting a balanced budget over the medium term.

The MTFS should not be seen as a formal detailed budget or a tablet of stone, it instead provides an overarching approach that the Council will need to adopt in order to achieve its priorities including taking account of the external legislative, economic environment and indicative projected spending pressures and funding over the period.

### **2.2 Objective of the Strategy**

The Council's financial objective is a careful and responsible use of resources and a balanced budget, and to ensure that the financial resilience of the Council is maintained. The overall objective of this strategy is:

*“to provide a framework and overall direction and parameters in order for the Council to structure and manage its finances, to ensure that financial resources are used in a responsible and careful manner”.*

This strategy achieves this by:

- Outlining principles for developing and setting the annual budget.
- Integrating and acknowledging external forces into the budget process.
- Integrating financial and business planning, reflecting priorities of the Corporate Strategy 2022-2027 and anticipating pressures facing the Authority.
- Identifying the main links with other processes, core considerations and financial themes to be considered.
- Indicating projected levels of income, expenditure and capital investment over a rolling three-year period.
- Providing a single document to communicate the financial context, aims and objectives to stakeholders.
- Allowing decision makers to consider affordability when allocating resources to deliver priorities.

Understanding the overall financial context is important in order to deliver a robust and balanced budget during the next few years, as it is recognised that funding for Local Government is likely to be limited, despite this being an area of priority for WG.

### 3 **Budget Priorities**

#### 3.1 Corporate Strategy 2022-2027

The Council's Corporate Strategy 2022-2027 sets out 4 Council's Corporate Well-being Objectives which are designed to improve and enhance the social, economic, environmental and cultural well-being of the citizens of Ceredigion. The four **Well-Being Strategic Objectives** which the MTFs needs to support the delivery of are:



These overarching objectives are where the Council will direct its resources to re-invigorate the local economy and provide a prosperous, healthy, safe and affordable environment in which the citizens and communities of Ceredigion can thrive. Each Corporate Wellbeing Objective has its own earmarked reserve, so that where possible key priorities have funding identified for them. In total as at 31/03/23, there is £19.8m earmarked in the 4 reserves.

The Corporate Wellbeing Objectives have been identified through extensive analysis of evidence and engagement with residents of the county, including the ambitions of the current Political administration, wider Member engagement, the Ceredigion Assessment of Local Well-being and a public consultation on the Corporate Strategy during September/October 2022.

The Wellbeing Objectives have been identified through the lens of the Well-being of Future Generations (Wales) Act 2015. This involved identifying how the Council could maximise its contribution to the national well-being goals and also ensure that the Council uses the sustainable development principle to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs.

The core purpose of the Council's Corporate Strategy is to illustrate how the authority will support and promote sustainability and the wellbeing of the citizens of Ceredigion, through its long-term Vision and Strategic Objectives. The following sections outline the risks to the delivery of these Corporate Well-Being Objectives whilst also setting out how the Council's resources will be utilised to manage and mitigate these risks over the short to medium term.

#### **Our Vision**

***Ceredigion County Council delivers value for money, sustainable bilingual public services, that support a strong economy and healthy environment, while promoting well-being in our people and our communities***

Specific priorities are set out by the Corporate Strategy 2022-2027:

### BOOSTING THE ECONOMY, SUPPORTING BUSINESSES AND ENABLING EMPLOYMENT

- Progress the £110m Mid Wales Growth Deal
- Support local businesses in the recovery from COVID-19
- Support new and growing businesses in the County
- Create new job opportunities for skilled young people
- Promote equal opportunities in employment
- Achieve sustainable economic growth
- Pursue the Local Development Plan
- Prioritise locally sourced produce and supply chains
- Improve 4G Broadband
- Equitable funding within the Arfor programme
- Improve digital, transport and energy connectivity
- Tackle poverty in Ceredigion
- Support working parents in Ceredigion
- Enhance the provision of skills and learning opportunities for people aged 16+
- Further develop apprenticeships in the County

### PROVIDING THE BEST START IN LIFE AND ENABLING LEARNING AT ALL AGES

- Deliver schools investment across the County, including the net carbon zero 3-storey extension at Cardigan Secondary School
- Deliver the Welsh in Education Strategic Plan (WESP) 2022 to 2032
- Ensure that pupils are confident communicators in both Welsh and English by the end of Key Stage 2 (year 6)
- Support the Ceredigion Youth Council as a forum for children and young people
- Developing Children and Young People's skills, knowledge and confidence to be physically active
- Develop Leadership skills within our Children and Young People at the earliest opportunity
- Support the provision of Free School Meals for primary school pupils
- Support the provision of funded childcare for all two-year-olds
- Work with partners to deliver the Maternity and Early Years Strategy for West Wales
- Support the development of Theatr Felinfach's facilities
- Ensure that all learners' identified Additional Learning Needs are supported appropriately to become independent and fulfilled individuals
- Provide support for schools to successfully implement the new curriculum for Wales
- Develop a Culture Strategy and Equity Strategy to support school and community wellbeing

### CREATING CARING AND HEALTHY COMMUNITIES

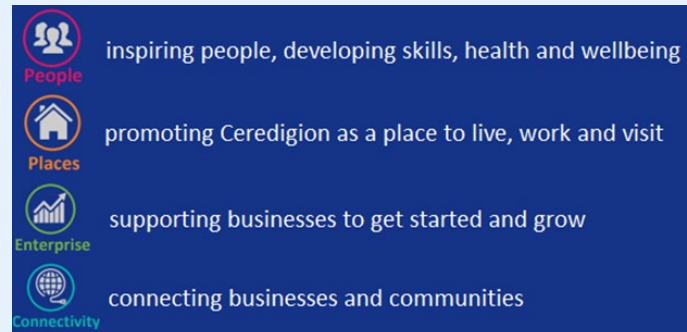
- Provide for the care needs of our population
- Deliver the Through Age Well-being Programme
- Promote the Welsh Language in Ceredigion
- Launch Well-being Centres across the County
- Pursue initiatives to train and recruit childcare and social care staff
- Progress Cylch Caron extra care facility at Tregaron
- Welcome and support the resettlement of refugees
- Develop carers' breaks/ respite and support the aspiration of creation of a National Care Service for Wales
- Support community mental health facilities
- Encourage and enable people to get physically active so they can benefit from positive health and wellbeing
- Develop an improvement plan for the strategic provision of facilities to increase physical activity levels in the county
- Enhance the role of Community Connectors to support the development of resilient communities\*
- Further develop participation events to ensure communities have a voice
- Develop and increase the number of focussed and universal extra-curricular and holiday activity programmes
- Develop and increase the number of support groups and programmes

### CREATING SUSTAINABLE, GREENER AND WELL-CONNECTED COMMUNITIES

- Prioritising the reduction of carbon emissions and pursue our goal of becoming a Net Carbon Zero Council by 2030
- Build on Ceredigion's excellent performance in waste management and recycling
- Transition towards an Ultra Low Emission Vehicle corporate fleet
- Work with local Housing Associations to increase our stock of social housing
- We will continue to address the issues of second homes, holiday homes ownership or the conversion of residential properties to holiday let by seeking the support of the Welsh Government to bring forward legislation under the Planning Act and Taxation Service
- Enable more young people to build their lifetime home
- Encourage the retention of Welsh-language place names
- We have recognised the seriousness of the issue associated with phosphate levels along the Teifi Valley within the Corporate Risk Register. Every effort will be made through the Nutrient Management Board to find early solutions to the problem
- Find solutions to flooding in the Teifi Valley
- Pursue funding for coastal defences at Aberaeron and Aberystwyth and develop proposals for the next phase of the Borth coastal defence scheme and for the frontage at Llangrannog
- Halt and reverse the decline in biodiversity including in our marine environment
- Support increased provision for walking and cycling
- Advocate strongly for a rail link between Aberystwyth and Carmarthen

### 3.2 The Economy

The Council's 'Boosting Ceredigion's Economy – A Strategy for Action 2020-35' strategy outlines four priority areas where our actions will be targeted to make a difference which will also support the National Wellbeing Goals:



This Strategy aligns closely to the emerging priorities developing from our partnership with Powys County Council and wider partners as part of Growing Mid Wales – and will help inform the emerging Regional Economic Framework to support its delivery locally.

The Mid-Wales Growth Deal, developed from the Vision for Growing Mid Wales, reached a significant milestone in 2022 when the Final Deal Agreement was signed by the WG, UK Government and Ceredigion and Powys Councils, based on the development and submission of the Portfolio Business Case. Both governments agreed to provide £55m totalling £110m over a period of up to 15 years. The updated Strategic Portfolio Business Case was formally submitted in March 2023 to the WG and the UK Government and release of the first tranche of Growth Deal funding is now expected during 2023/24 via a formal Grant Award.

The Portfolio Business Case currently has a set of programmes and projects which cover a range of investment proposals across a number of themes – digital, tourism, agriculture food & drink, research & innovation and supporting enterprise.

The Council is the lead authority for the UK Shared Prosperity Fund (UKSPF) in the Mid Wales Region. The indicative funding for Ceredigion is £12.4m for the years 2022/23 to 2024/25. £2.9m is funding for capital projects with £9.5m for revenue projects. The UKSPF is part of a suite of funding from the UK Government as part of its Levelling Up Policy. Whilst it succeeds European Funding, it is not a strict replacement for any particular fund. The UKSPF has been designed to build pride in place and empower local communities.

The Council has been successful in applying for £10.9m of Levelling Up funding for Aberystwyth - the funding needs to be spent by March 2025. This will help transform 'The Old College' in Aberystwyth, revitalise the promenade and create a 'Living harbour'. Boosting Ceredigion's Economy will also require investment from the Council and the earmarked reserve available to support this now stands at £8m as at 31/03/23.

### 3.3 Education

Continuing to modernise education establishments, for example, using Band B of 21st Century Schools programme funding to build an area school for the Aeron Valley as well as improvements to Cardigan Secondary School, Cardigan Primary School and Canolfan y Mor at Aberaeron Secondary School. The total Band B funding from WG is anticipated to total in excess of £16m. The Council was awarded in 2022 funding of £5.7m towards a Language Immersion Centre which will be based at Ysgol Cymraeg and new classroom buildings at the school.

The Council's PFI contract on Penweddig School expires in December 2030. Early stage project planning has commenced, including attending the first WG Expiry Health Check review. Further resources will need to be allocated to this project during the next 7 years.

### **3.4 Through Age Wellbeing (TAW)**

The Council now operates a Through Age Wellbeing model (TAW) for the delivery of what would traditionally be considered Social Care services. The traditional delineation of Adults and Children's services therefore no longer exists.

Implementation and delivery of the Through Age Wellbeing Programme (TAW) continues as the transformation of services progresses well with the integration of Social Care and Lifelong Learning into 3 Services - Porth Cymorth Cynnar, Porth Gofal and Porth Cynnal who, along with Customer Contact, make up the 4 main areas that fall within the Through Age Wellbeing Programme of change. The Strategy covers the 2021 to 2027 period and was agreed by Cabinet in October 2021 which set out how the Council will:

- Put in place a new Through Age Wellbeing Model of delivery
- Reduce demand on managed care and support and focus resources on those who most need them
- Support our Workforce to develop a new approach to supporting individuals within Ceredigion
- Focus on Preventative services which help people to remain independent or regain the independence they want and value
- Work with Partners to provide a more joined up Health, Wellbeing and Social care system

The Council's Budget saw a significant realignment during 2020/21 into the new Pyrth structure. Revenue investment has already been made into the TAW Staffing Structure over 2 financial years and capital investment is being made into key areas such as In county Children's facilities, the establishment of Wellbeing Centres, Local Authority Care Homes and piloting for Technology-enabled Care.

Social Care however continues to see increased demands on services driving significant cost pressures across the TAW model. These are particularly prevalent in areas such as Looked after Children (in county), Children's Out of County Placements, Older Persons placements and Learning Disability placements. The Council is also seeing an increased complexity of cases across these services adding a further dynamic to the increased demand.

### **3.5 Net Zero Carbon Status by 2030**

The Council has had a longstanding recognition of the importance of climate change and its long-term impact on communities and on the environment. It has an ongoing commitment to reduce its carbon footprint, which will benefit both the Authority and the wider community through reduced carbon emissions and also energy cost savings.

As part of this commitment the Council is currently developing a three-phase roadmap to move towards the goal of achieving net zero carbon emissions status by 2030. This is a key priority for the Council and is consistent with WG's stated goal of decarbonisation of the Welsh public sector by 2030 and Full Council's formal motion.

As the roadmap develops, specific schemes with the right supporting business cases will have high priority within the capital programme funding envelope and significant grant funding will be sought from WG. This is already being seen in the form of ULEV funding, but this is not enough and further external funding will be needed e.g. to support the transition of the Vehicle Fleet. Invest to Save opportunities will be explored wherever possible and £1m of capital

funding has been earmarked across 2023/24 and 2024/25 to deliver Energy Efficiency type schemes.

### **3.6 Highways & Infrastructure**

It is anticipated that circa £30m will be spent on the coastal defence scheme at Aberaeron and this scheme is expected to achieve FBC and funding approval from WG and contract letting during the summer of 2023. The scheme will be financed in the main by WG at 85% via the Local Government Borrowing Initiative (LGBI) with a match funding requirement from the Council of 15%. The Council's matched funding requirement of up to £4.5m has been identified in an Earmarked Reserve.

Whilst the Aberystwyth defence scheme is currently at the Outline Business Case stage meaning the funding requirement for this scheme is yet to be established.

The Waste Service has faced operational challenges during last Winter, but new approaches have already been trialled to overcome some of these (e.g. bringing forward Bank Holiday collections) and recycling performance remains strong. A new Waste Management Strategy will be forthcoming which will be an opportunity to review various aspects of the service and prioritise where best to allocate resources.

The Highways Asset Management Plan will always show a backlog of works. In recent years there has been significant funding for Highways refurbishment/resurfacing, however with a change in WG policy approach in relation to Road schemes less funding is coming through which is to the detriment of a rural county. Investment will need to continue if the condition of Ceredigion's roads is to remain above the target set for B roads and close to the targets set for A and C roads. Funding bids will continue to be put in for Active travel related schemes which are being supported by WG, although Ceredigion's rurality is not being fully considered during the approvals process. The Public Bus network remains challenging to maintain and WG funding is required to do this.

### **3.7 Digital Strategy**

The Council is currently developing a new Digital Strategy that will outline the high-level strategic direction and plans for its Information and Communications Technology (ICT) and digital delivery to customers. As at 31<sup>st</sup> March 2023 there is currently £1m set aside in an 'ICT & Digital Investment' earmarked reserve to help support the delivery of this strategy.

### **3.8 Recruitment**

Ceredigion is no different to many other public and private sector organisations, in that parts of the workforce have chosen to retire and/or move on and a higher than normal level of vacant posts is being seen across many Services, not just the Porth services in TAW. It's a key Budget priority to overcome this Recruitment challenge including reducing the use of Agency staff through employing a variety of different and innovative approaches. Ceredigion is an ambitious Council and has an attractive set of employment Terms and Conditions and is a fantastic location to live and work. It's quite clear now though that this is a medium term challenge and many of the solutions will take several years to bear fruit.

### **3.9 Housing**

A range of measures are used by the Housing service to maximise the availability of Housing in the county. This now includes a newly launched Community Housing Scheme (approved in June 2023) using the existing Council Tax Premium monies as well as the Council being

part of the National Empty Homes Scheme. Further measures are needed to assist with the Long Term Empty properties and 2<sup>nd</sup> Homes challenge.

## 4 External Economic, Financial & Legislative context

### 4.1 Economic Environment

The Council’s medium term financial forecast is set within the context of the national economy, WG & UK Government public expenditure plans and national legislation and regulations. It is being formulated within a context of a challenging period for the national economy as it emerges from the heights of the Covid-19 pandemic, Brexit, the cost of living crisis, restricted material supply chains, the war in Ukraine and at a time when significant austerity measures have been in place for the previous decade.

Both the Treasury and external forecasters are expecting a bumpy ride for economic growth due to the factors already described and this provides a challenging background for the Council’s budget. Demand led services such as Through Age Wellbeing, Education and the Homeless service are seeing increased pressures as a result of the ongoing Cost of Living crisis.

### 4.2 Inflation

The Bank of England’s Monetary Policy Committee (MPC) Report for June 2023 contains the following commentary and projections for inflation:

*“Twelve-month CPI inflation fell from 10.1% in March to 8.7% in April and remained at that rate in May. This is 0.3% higher than expected in the May Report. Services CPI inflation rose to 7.4% in May, 0.5% stronger than expected at the time of the May Report, while core goods price inflation has also been much stronger than projected. In general, news in the latter component is less likely to imply persistent inflationary pressures.*

*CPI inflation is expected to fall significantly further during the course of the year, in the main reflecting developments in energy prices. Services CPI inflation is projected to remain broadly unchanged in the near term. Core goods CPI inflation is expected to decline later this year, supported by developments in cost and price indicators earlier in the supply chain. In particular, annual producer output price inflation has fallen very sharply in recent months. Food price inflation is projected to fall further in coming months....*

*... The MPC recognises that the second-round effects in domestic price and wage developments generated by external cost shocks are likely to take longer to unwind than they did to emerge. There has been significant upside news in recent data that indicates more persistence in the inflation process, against the background of a tight labour market and continued resilience in demand.”*

**Table 1: Bank of England MPC Annual CPI Forecast**

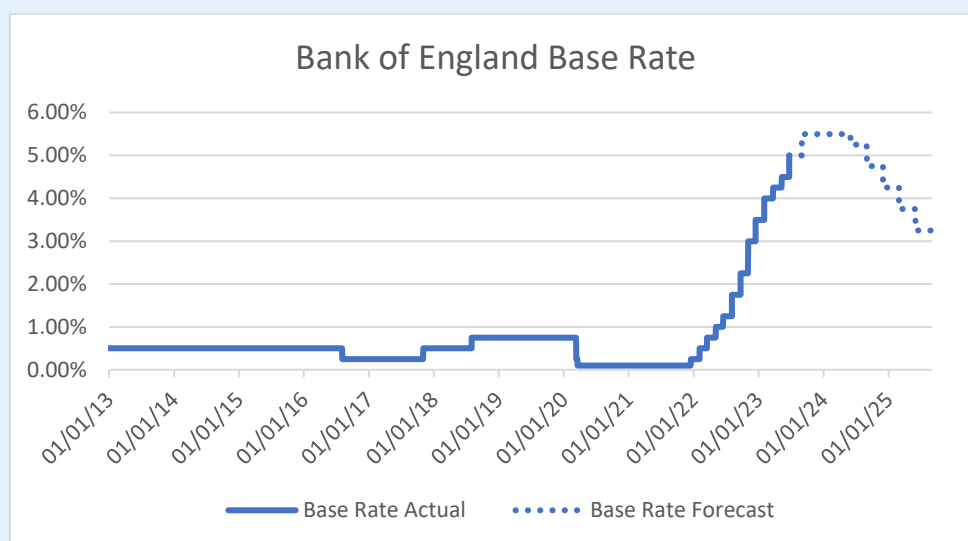
	June 2023 Actual	June 2024 Forecast	June 2025 Forecast	June 2026 Forecast
Annual CPI Inflation Forecast	7.9%	3.4%	1.1%	1.2%

The persistent high levels of inflation seen within the economy erodes the Council’s spending power, even more so when funding settlements from WG do not meet the inflation experienced. This is most prominently felt through higher levels of pay awards for staff as the

Unions lobby for higher wages to help staff meet the increased cost of living, significantly higher energy costs and contract price inflation as anniversary dates for larger contracts that specify annual uplifts in line with CPI/RPI etc. Significant price inflation is also being seen in contract tender quotes received as contractors pass on their own increased costs.

### 4.3 Interest Rates

In response to persistent high levels of inflation the Bank of England has increased the interest base rate consecutively at each of its last thirteen Monetary Policy Committee (MPC) meetings. As at June 2023 the base rate stands at 5%, up from its historically low rate of 0.1% as recently as December 2021. The Council’s Treasury advisors forecast that the base rate will peak at 5.5% and will gradually recede back to 3.25% by June 2025. Interest rate forecasts are reported to Council regularly via the Treasury Management Reports.



### 4.4 Real Living Wage for Care Workers

WG have introduced a national policy that Social Care workers in Wales will be paid at least the Real Living Wage (RLW). The RLW is independently calculated by the Resolution Foundation and overseen by the Living Wage Commission and currently stands at £10.90 per hour. It applies to registered workers in Care homes and Domiciliary care and also includes Personal assistants who provide care and support which is funded through a Direct Payment. Annual Fee uplift considerations for Social Care Providers will need to take account of any RLW changes, provided that sufficient WG funding is received.

Although WG announced recurrent annual funding of around £70m to deliver this commitment, there is a significant risk that the funding received (via RSG) will not be maintained at a sufficient level as further RLW wage increases are seen in future years.

### 4.5 The Well-being of Future Generations (Wales) Act 2015

The Well-being of Future Generations (Wales) Act 2015 is in place to make public bodies think more about the long term, work better with people, communities and each other, look to prevent problems and take a more joined up approach. The well-being duty under the Act means that we must apply the Sustainable Development Principle five ways of working to all that we do and align our work to the seven National Well-being Goals. All services are required to apply the Act, thus ensuring that the transformation and efficiency savings plans comply with the well-being duty.

**The Five Ways of Working are detailed overleaf;**





**Thinking for the long-term**

Avoid short-termism and consider how decisions will impact on the well-being of future generations as well as current generations.



**Prevention**

Act early – tackle the root cause of problems before they arise or get worse. This will bring about better outcomes for individuals, public bodies and society as a whole.



**Integration**

Ensure that the full range of consequences of an action are considered so that an activity in one area of work can be shaped to compliment, rather than undermine the activities in others.



**Collaboration**

Work with others, both from within or outside your team or organisation, so that as many objectives as possible can be met with the resources and expertise available.



**Involvement**

Understand the benefits of involving as wide a range of people as possible in helping shape the decisions and services that will affect their lives.

## 5 National & Local Factors

### 5.1 UK Government General Election

The next UK general election is to be held no later than 28<sup>th</sup> January 2025, although it was reported in the Telegraph newspaper during April 2023 that autumn 2024 was the preferred date of the Prime Minister for the election to be held, therefore October 2024 is a potential timeline.

The outcome of the election could significantly change the funding available to WG (for better or worse) through the Barnett formula, depending on the spending priorities of the new administration after the election.

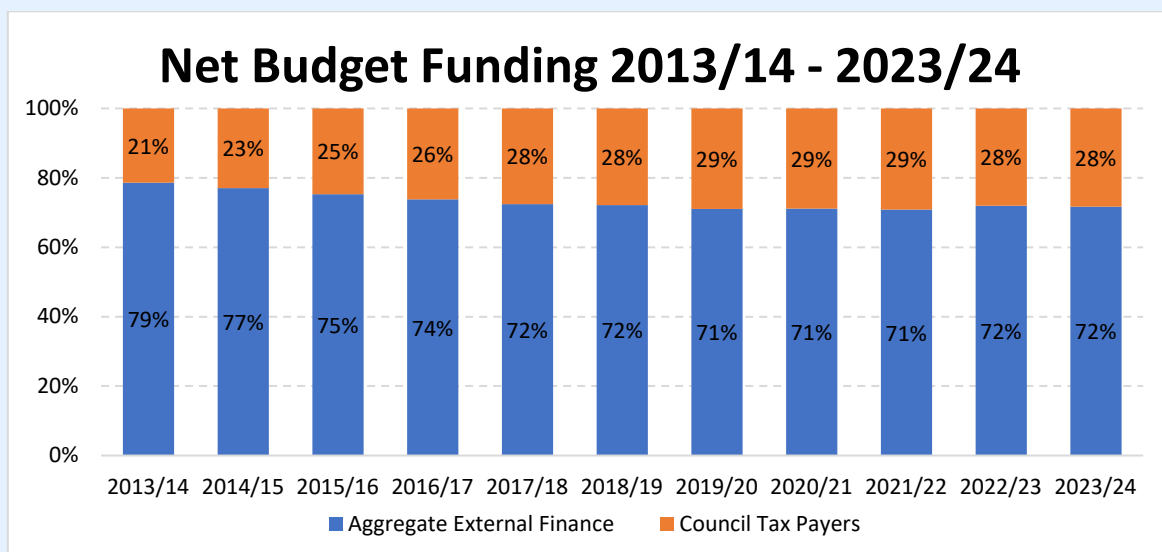
### 5.2 Funding

The Council has a number of key funding streams as described in sections 5.2.1 to 5.2.4 below:

#### 5.2.1 WG

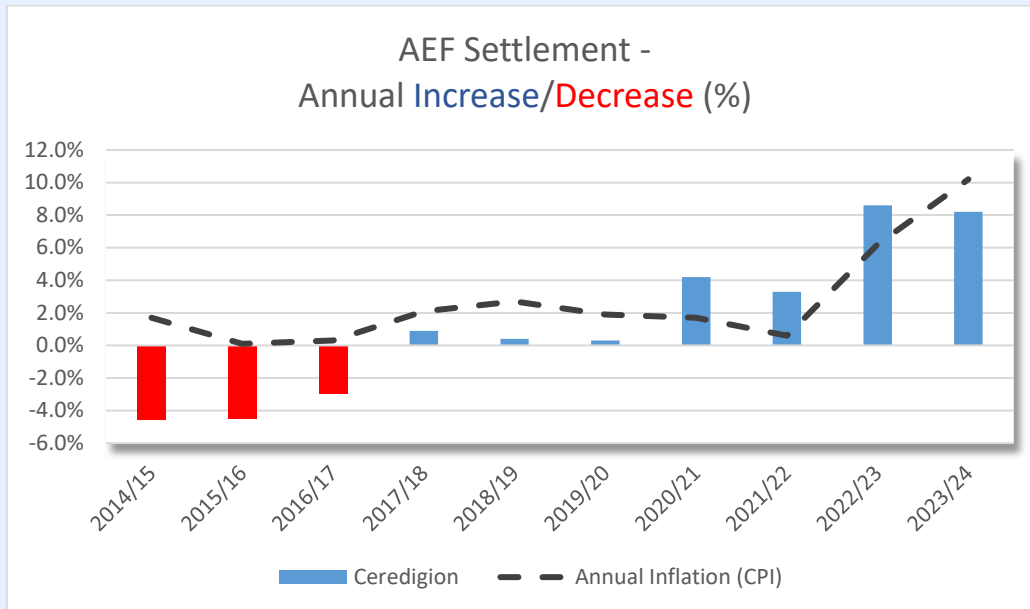
Standard Spending Assessments (SSAs) is the mechanism used by WG for the distribution of resources to local authorities based on a calculation of what each Local Authority needs to spend to deliver a standard level of services at a common rate of council tax. The SSA formulae are kept under review through the Distribution Sub-Group. The SSA allocation uses around fifty formulae reflecting demographic, physical, economic, and social characteristics. It also reflects the relative costs of providing comparable services between authorities. Consequently, the formulae take account of factors such as population, numbers of children and older adults, road lengths, rurality and sparsity. The Green Book is a statistical companion to the Local Government Finance Report. It provides background information for the calculation of Standard Spending Assessments for the annual local government revenue settlement.

Approximately 72% of the net budget is funded by the WG via a combination of Revenue Support Grant (RSG) and re-distribution of National Non-Domestic Rates (NNDR) which is collectively referred to as Aggregate External Finance (AEF). Local Authorities are able to apply for additional specific funding through the WG's grant programme. A further circa £44m of specific service grant funding, is typically received each year to deliver and support many of the Council's revenue services and capital schemes/projects.



The AEF settlement for 2023/24 has increased by 8.1% which resulted in a budget shortfall of £12m to be found from a combination of Budget Savings and Council Tax increases.

The graph below illustrates the Councils AEF settlement for the previous 10 years and shows that Ceredigion's settlement has been below inflation (CPI) for majority of that period.



### 5.2.2 Council Tax

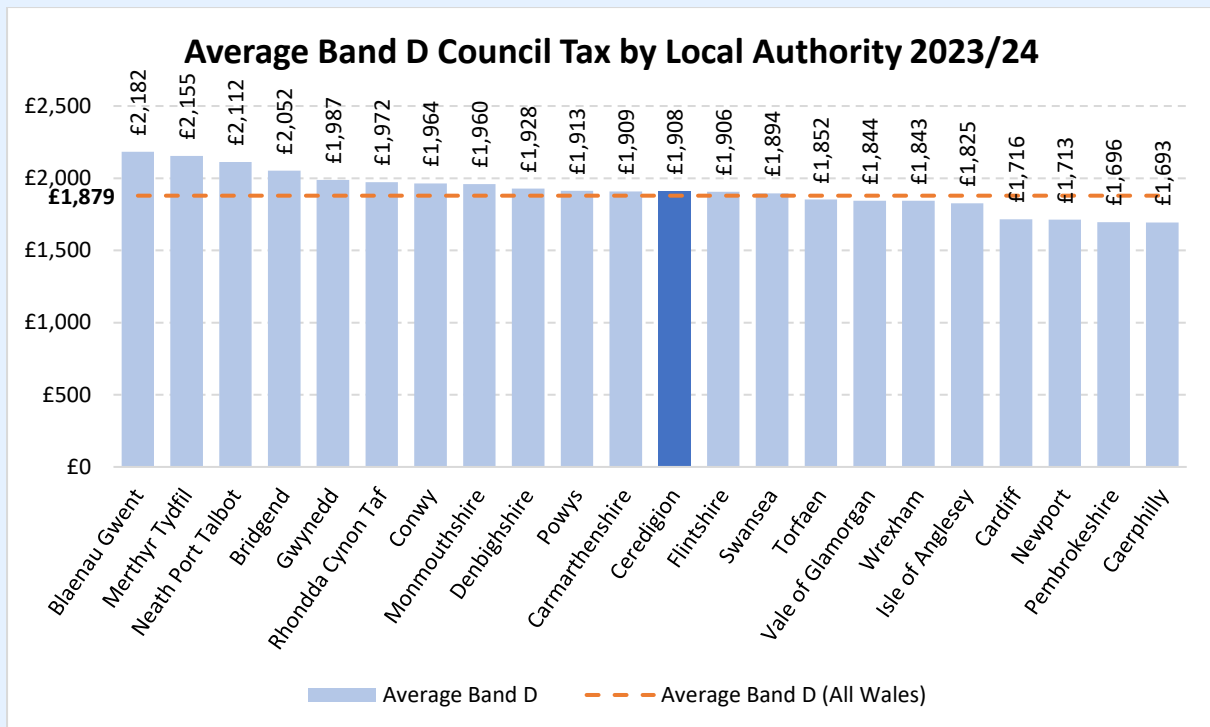
Comparative data on Welsh Authorities' Council Tax levels is available on the Statistics for Wales website using the following links:-

<https://gov.wales/council-tax-levels> /<https://llyw.cymru/lefelaur-dreth-gyngor>

Band D has historically been used as the standard for comparing council tax levels between and across local authorities. This measure is not affected by the varying distribution of properties in bands that can be found across authorities.

For 2023/24 the annual Council Tax bill for a Band D property in Ceredigion as a result of a 7.3% uplift is £1,908, which also includes community council and the police authority precept. The average Council Tax for Band D property for Wales is £1,879.

The chart overleaf shows the average Band D for all Councils in Wales.



The Council currently charges a Council Tax premium of 25% on Long Term Empty Properties and Second Homes. Funds raised from this premium at this 25% level are currently ringfenced to fund a Community Housing scheme, which was approved in June 2023 to assist local residents purchase homes in the County by providing interest free shared equity loans. The decision to ringfence the funding from both 25% Premiums for the Community Housing Scheme was revised by Full Council during 2022. It is timely for Members to consider reviewing the position on Council Tax Premiums, following WG introducing further legislation increasing the maximum %age up to 300%.

### 5.2.3 Fees and Charges

A significant amount of income (£32m) is received annually through Fees and Charges which is used to assist funding services. These fees are reviewed annually in the context of the Council's financial position and with reference to the Council's Income Management and Service Cost Recovery Policy. It should be noted some of the fees are set on a statutory basis by other bodies, so the Council has no control on the level on these fees.

### 5.2.4 Discretionary Visitor Levy

The Discretionary Visitor Levy is a commitment from WG's as part of their Programme for Government. As at May 2023 WG have confirmed that plans are progressing and that the plan remains to introduce the legislation within the current government term (2021-2026).

The visitor levy would be a self-assessed levy on overnight stays in commercially let visitor accommodation. The decision whether to charge the visitor levy within a local authority area will remain a matter for the local authority once the enabling legislation has passed. The Council will seek to establish its position as to whether or not to charge the levy, once further details are available. WG have indicated that the Welsh Revenue Authority will collect and administer the levy on behalf of local authorities so the administrative burden upon the Council is expected to be minimal.

### 5.2.4 Council Tax Reform

Welsh Government are committed to reforming both Council Tax and Non Domestic Rates within their current term. Proposals may lead to more progressive bands reflecting the latest data, regular revaluations and a review of all discounts and reductions. Whilst WG have stated this is not about raising more revenue, there is a risk that individual Council's will lose out and for example Ceredigion has a higher average Banding of its properties than several South Wales authorities. The current timeline for Council Tax reform is April 2025, this timeline may though be ambitious given this is a complex and technical area of work.

### 5.3 Cost Pressures

The Council is facing increased costs to maintain the same levels of service, in addition to cost pressures arising from additional demands that are demographic driven and statutory in nature and therefore unavoidable. The following are considered the indicative high-level pressures facing the Council in the short to medium term together with detail around assumptions used in financial planning.

**Table 2: Estimated Cost Pressures Over Medium Term**

	<i>Note</i>	2023/24 £m	2024/25 £m	2025/26 £m	2026/27 £m
APT&C Pay Award	1	7.7	4.5	3.1	2.3
Teachers Pay Award including Soulbury	2	1.8	2.0	1.8	1.5
National Insurance		(0.7)	-	-	-
Council Tax Reduction Scheme		0.5	0.3	0.4	0.4
Capital Financing		0.2	0.2	0.2	0.2
Fire Levy	3	0.5	0.2	0.1	0.1
Energy	4	1.8	0.3	-	-
Through Age Wellbeing related	5	8.3	5.8	4.0	4.2
Education related		0.8	0.1	0.2	0.2
Highways & Environmental related	6	1.1	1.0	1.0	1.0
Other		0.4	0.5	0.3	0.3
<b>Total</b>		<b>22.4</b>	<b>15.1</b>	<b>11.1</b>	<b>10.2</b>

#### **Note 1 - APT&C Pay Award (each April)**

*Assumptions around pay awards are particularly uncertain in a high inflation environment. Taking into account the prevailing economic conditions and with reference to the National Living Wage and Real Living Wage the following assumptions have been used.*

<b>2023/24</b>	+ £1,925 all Scale Points
<b>2024/25</b>	+ £1,600 all Scale Points
<b>2025/26</b>	+ 3.5% all Scale Points
<b>2026/27</b>	+ 2.5% all Scale Points

## **Note 2 - Teachers Pay Award (each September) / Teachers Pension**

*Predicting future pay awards is difficult. Taking into account the prevailing economic conditions the following assumptions have been used for Teachers Pay.*

<b>2023/24</b>	<b>+ 5% all Scale Points</b>
<b>2024/25</b>	<b>+ 4% all Scale Points</b>
<b>2025/26</b>	<b>+ 3.5% all Scale Points</b>
<b>2026/27</b>	<b>+ 2.5% all Scale Points</b>

*Employers' Teachers' Pension contribution rates are highly likely to increase significantly in either April 2024 or September 2024. It is currently expected that any increase will be fully funded by UK Government and in turn WG, although there is a risk that there will be a shortfall. This was the case last time the Teachers' Pension rate increased.*

*It is assumed Soulbury officers will receive a pay award in line with the APT&C pay award.*

## **Note 3 Fire Levy**

*Annual increases are expected. Assumptions used are in line with forecast annual CPI inflation with a floor of 2% where inflation is forecast lower than 2%. There is a risk the 2024/25 levy is still at an elevated level.*

## **Note 4 Energy**

*Due to the fact the Council purchases its energy in advance it is expected that electricity prices will still be elevated for 2024/25. Thereafter it is expected that both electricity and gas prices will remain at that level or fall.*

## **Note 5 Through Age Wellbeing**

*Social Care continues to be an area where there are significant budget pressures. Over the medium term this will most significantly be seen in Commissioned Services, driven in a large part by the implementation of the Real Living Wage for all care workers (see section 4.4). Additional pressures include the onboarding of Hafan y Waun residential home, increases to the Welsh Homecare Association rate for Domiciliary Care and the retendering of Supported Living contracts.*

## **Note 6 Highways & Environmental Services**

*There are a number of WG waste management initiatives over the medium term, such as the Extended Producer Responsibility proposal and the Deposit Return scheme, these may incur budget pressures for the Council if not fully funded. There are a number of waste management and school transport contracts due for renewal which may also lead to increased costs.*

## **Note 7 Other**

*Other cost pressures include items such as ICT infrastructure and software inflation costs and corporate insurance budget pressures due to inflation linked premiums and expected increases to the value of insured sums (property).*

## 5.4 Demographics and Other Trends

Many services provided by the Council are demand led that are driven by wider demographic changes and trends. These can be difficult to predict and their effect on the budgets difficult to quantify over the longer term. The main demographic challenges and trends are noted below.

### Demographics

The 2021 Census estimated Ceredigion's population to be 71,500 on the 21<sup>st</sup> March 2021. According to the Mid-Year-Estimates (MYEs), Ceredigion's population three months later was slightly smaller (70,700), which is approximately 800 residents less/-1.1% than in March. The population change for the period between Census Day 2021 and Mid-Year 2021 can be attributed to the unique pandemic circumstances and seasonal migration flows (e.g., many students may have returned to their home address by the end of June).

Ceredigion's population has a high proportion of students, and this brings challenges when estimating the population at a given time. The Census estimated that there were 6,500 students in the County in 2021. It is likely that the number of students within Ceredigion is much higher than the Census figure, as Covid-19 restrictions were still in place which had an impact on where students were living at the time of Census.

Wales' population is projected to increase by 2.2% up to 2042, rising from 3.18 million in 2022 to 3.25 million in 2042. Over this twenty year period the percentage of over-65s in Wales is set to increase from around 22% to 26% of the population, and the proportion aged 75 and over is projected to increase by 44%. It is anticipated that during the next twenty years life expectancy will continue to increase but at a slower pace.

Conversely over this period, the number of children 15 and under is projected to decrease from approximately 18% to 16% of the population. The number of households in Wales is also projected to grow faster than the overall population, leading to smaller household sizes and the need for a greater number of homes.

Ceredigion is one of four counties whose population is expected to decrease over this period from 71,150 in 2022 to 68,800 in 2042. The number of children in Ceredigion are projected to decline by about 13%, a reduction of 1,400 by 2042. This decline can be attributed to the expected stalling of fertility rates in Ceredigion, which is a trend also seen nationally.

Additionally, the working age population of Ceredigion is set to decrease by 10% up to 2042, reducing from 41,300 to 37,000. This reduction can be attributed to the outward migration of people to different parts of the UK. This includes a high proportion of students in Ceredigion aged 21-24 who tend to leave the area after graduation to seek employment and education opportunities elsewhere.

On the other hand, growth is expected in the over-65s in Ceredigion, the proportion is set to increase from around 27% to 33% of the population, an additional 3,400 people over the twenty-year period. In addition to a longer life expectancy, the increase in the 65+ age group is attributed to the ageing of the significant baby boom cohort of the 1950s and 1960s, who in 2030 be at least aged 65 and older.

The trend of declining population in the County will have a negative impact on the Council's AEF funding from WG as this is a key factor in the Standard Spending Assessments (SSA) formula as described in section 5.2.1. An ageing population also inevitably and ultimately will place additional demands on Social Care services creating additional cost pressures, no matter how successful early intervention measures are.

Various schemes and activities are underway to help reverse this declining population trend, such as, the Community Housing Scheme (aimed at providing affordable housing opportunities for younger people and first time buyers), Ceredigion County Council's Economic Strategy (which aims to promote the range of rewarding career pathways and to set Ceredigion on the map as a great place to start and grow a business and increase average wages), Growing Mid Wales and the Mid Wales Regional Skills Partnership (working to drive investment in skills according to the local need) and the Childcare offer (which will financially support families with children between the ages of 3 and 4 in Ceredigion).

### **Employment / Unemployment**

The economic activity rate and the employment rate in Ceredigion have both seen significant increases since the end of 2019. The Economic activity rate at June 2022 was 75.2% (much higher than the 67.0% in December 2019) and equates to an extra 3,700 people in the workforce. Similarly, the employment rate in the county reached 73.0% by June 2022 (increasing from 65.1% in December 2019).

These are both positive signs, and the drivers for the increases are likely to be a combination of factors. These include the need for households to increase their financial resilience due to the pandemic and currently the cost of living crisis, but also the current labour shortage being experienced across Wales and the wider UK. For example, as at March 2022 the number of vacancies in the UK surpassed the number unemployed for the first time.

Self-employment has traditionally been not only an important part of the local workforce, but also a significant one performing roles in sectors like construction and agriculture. At the start of the pandemic in March 2020, self-employed accounted for 19.0% of the workforce, which was the highest across Wales. However, over the next 2½ years the proportion who were self-employed decreased noticeably to 13.7% by June 2022, a reduction of 2,400 people. At the same time there was a corresponding increase in the number of employees, suggesting that the pandemic has resulted in some seeking 'safer' employment as employees. There was also an increase in the number of self-employed workers reclassifying their labour market status to "employee" during April to September 2020 at the same time as the Furlough Scheme.

The Council continues to take a proactive approach to monitoring and supporting the growth of the local economy. In its Corporate Strategy for 2022-27, one of the four Corporate Well-being Objectives is "Boosting the economy, supporting businesses and enabling employment".

The unemployment rate in Ceredigion for the twelve months ending June 2022 was 3.0%. In recent years unemployment in the county had shown a positive trend - decreasing from a peak of 4.2% at March 2018, to a low of 2.6% at March 2020, just before COVID-19 sent the county, and the nation, into lockdown. At that time, Ceredigion's unemployment rate was noticeably lower than the 3.7% across Wales as a whole.

Council Tax collection rates and the Council Tax Reduction Scheme (CTRS) are directly affected by employment trends effecting resident's ability to pay Council Tax bills.

### **Income and Earnings**

Earnings refers to money earned from employment, whereas income is total money received, including from earnings, benefits and pensions. Both earnings and incomes in Ceredigion are lower than across Wales and noticeably lower than the UK as a whole. This is a common trend amongst predominantly rural counties.



The Annual Survey of Hours and Earnings 2021 shows that average annual earnings continue to be lower in Ceredigion than across Wales and with the exception of Powys, also lower than the rest of Mid and South West Wales. The average (median) annual earnings for those who live in Ceredigion was £23,576, lower than the £23,996 across Wales.

The trend is similar with household incomes. The median household income in 2021 in Ceredigion was £31,162 compared to £31,348 across Wales and £36,440 throughout the UK. Over a third of Ceredigion's households (39%) have a household income of £25,000 or less, and over a quarter (29%) have an income of £20,000 or less.

### **Social Care**

Thanks to ground-breaking developments in technology and healthcare, the global population of over 60s is growing faster than any other age group. By 2033, one in four of the population of Wales will be over 65.

In Ceredigion, the number of people aged 65 and over is already higher than one in four and is estimated to increase to one in three by 2039. The proportion of Ceredigion's population aged 75 and over is estimated at 11.8% in 2021, and this is estimated to grow to 15.2% by 2031 and to 18.0% by 2041, representing a 47% increase in this age group.

The proportion of the Ceredigion population aged 85 and over is estimated at 3.3% in 2021, and this is expected to grow to 4.7% by 2031 and 6.0% by 2041, representing a 76% increase in the number in this age group.

Ceredigion's Old Age Dependency Ratio is projected to see a rise from 415 dependants per 1,000 in 2021 to 529 dependants per 1,000 in 2041. (The ratio is the number of State Pension age people per 1,000 people of working age). Despite the increase in the state pension age to 67 in 2028, the Old Age Dependency Ratio is continuing to increase. This is significant, because the increase in the ageing population is a major challenge for all Local Authorities as it will inevitably lead to a greater demand for council services.

### **Education**

In the 2023 Pupil Level Annual School Census (PLASC) there were 4,631 pupils in Ceredigion of primary school age in years Reception to Year 6, with 3,624 pupils of secondary school age (Years 7-11) and a further 712 in Year 12 and 13. The Census (PLASC) takes place in January each year. The small size of some Ceredigion schools means that it is more difficult for them to deal with reductions in revenues than it is for larger schools elsewhere in Wales.

The apportionment of RSG also depends on the relative movement in numbers of pupils across the Welsh Authorities. The total amount of funding to be apportioned through the RSG also changes from year to year. The effect of these two factors on the share of the RSG is difficult to quantify, although it is reasonable to assume that both factors are likely to reduce Ceredigion's funding.

A number of Ceredigion's schools are sited close to borders with other counties and the number of pupils in those schools can be influenced by local factors affecting the popularity of schools either side of the border.

An analysis of post-16 provision across the County is currently being undertaken to ensure that:

- Educational opportunities for 14-19 year olds in the County are expanded.

- A rich vocational curriculum is provided, which will be appropriate for all learners to achieve their full potential and which will meet the needs of all stakeholders and the local economy in Ceredigion.
- There is equal and fair access to a wide range of efficient learning pathways at different levels with the aim that Ceredigion continues to have the lowest number of NEET school leavers in Wales.

Following changes to legislation the Council introduced a School Reorganisation Handbook which was adopted by Cabinet on the 15<sup>th</sup> June 2021, this document provides a summary of the procedures that need to be followed when undertaking a school review. On 02/05/23, the Cabinet approved the Principles for Ensuring Sustainable Education Infrastructure policy, which will form the basis for any decision on future school re-organisation proposals.

Ceredigion's Welsh in Education Strategic Plan (WESP) was adopted in February 2022. The 10-year strategy (2022–2032) seeks to reinforce and strengthen the Welsh language provision and meet the targets set by the WG for a million Welsh speakers Wales-wide by 2050. One over-riding aim is to ensure that pupils in Ceredigion are confident communicators in both Welsh and English by the end of Year 6 when they progress from primary to secondary education.

### **Highways Network**

Ceredigion has one of the largest accumulative road lengths in Wales at 2,265km in total. Around 51.5% of roads in Ceredigion are B and C roads (1,167km), which are classed as 'minor roads'.

The percentage of A, B and C roads in Ceredigion in poor condition have decreased slightly over the last two years, although the condition for A and C roads remains above the target. A roads in poor condition decreased from 3.2% in 2021/22 to 3.1% in 2022/23, but remain above the target of 3%, B roads in poor condition remain at 2.0% in 2022/23 having also been at that level in 2021/22 which is within the target of 6%, and C roads decreased from 14.7% to 13.2% which is still above the target of 12%.

### **Cyber Crime**

Cyber Crime continues to be a real risk for Public Bodies and poses potential financial risks attached to being affected by a Cyber Attack.

### **The Tourism and Visitor Economy in Ceredigion**

Like most coastal areas, the tourism industry plays a significant role in Ceredigion's economy, accounting for 13% of jobs and is the second largest industry in the county behind education.

The total economic impact of the tourism industry in Ceredigion was estimated to be £295m in 2021, a 58.7% increase on the previous year. This significant increase is due to the reopening of tourism related businesses following the COVID-19 pandemic which resulted in national lockdown and closure of the tourism industry across Wales during 2020. During 2021 the economic impact and visitor numbers to Ceredigion had not yet returned to pre-pandemic levels, however, it should be noted that the latest figures for 2021 include travel and business opening restrictions well into the summer of that year. The tourism industry supports 4,121 jobs county-wide, which is 1,700 lower than prior to the pandemic in 2019. As at July 2023 data for 2022 has not yet been published, it is therefore not yet known whether the industry has fully recovered to pre-pandemic levels.

The tourism industry will continue to be a key aspect of the Council's key objective of 'Boosting the Economy' as laid out the Corporate Strategy.

## 6 **The Budget Gap & Medium-Term Financial Forecast for 2023/24 to 2025/26**

WG's Local Government Settlement for 2023/24 has provided indicative Wales-level core revenue funding allocations for 2024/25 of £5.7 billion – equating to an uplift of £170 million (3.1%), no indication has been provided for 2025/26. Recent settlements have seen the Council receive very close to the all-Wales average, so the 3.1% has been used for planning purposes for 2024/25, and without any other indicator the same figure has been assumed for 2025/26 and 2026/27.

Table 3 below uses a Council Tax increase of 5% for modelling and planning purposes. The actual WG settlement will differ to the projection and could be better or worse, likewise Council Tax increases will vary and ultimately are a formal consideration for Full Council as part of each year's Budget Setting process.

The table below sets out estimated income and expenditure projections and therefore the estimated Budget Gap over the next three years. Detailed cost pressures have already been shown in section 5.3 above.

**Table 3 – Budget Gap Projections**

	Actual Budget		Indicative		Indicative		Indicative	
	2023/24		2024/25		2025/26		2026/27	
	Increase	£m	Increase	£m	Increase	£m	Increase	£m
Council Tax	7.3%	50.9	5.0%	53.5	5.0%	56.1	5.0%	58.9
WG Funding (AEF)	8.2%	129.2	3.1%	133.2	3.1%	137.3	3.1%	141.6
<b>Total Income</b>		<b>180.1</b>		<b>186.7</b>		<b>193.5</b>		<b>200.5</b>
Budget Pressures		23.1		15.1		11.1		10.2
<b>Expected Expenditure</b>		<b>188.9</b>		<b>195.2</b>		<b>197.8</b>		<b>203.6</b>
<b>Budget Gap</b>		<b>8.8</b>		<b>8.5</b>		<b>4.3</b>		<b>3.1</b>

**Based on these projections, the Council would be required to close a Budget Gap of at least £15.9m by March 2027. This is on top of the savings already achieved between April 2012 and March 2023 of £52m and then a further £8.8m required in the 2023/24 Budget process - meaning over £60m of savings will have been found since 2012.**

The Council has a number of measures and plans in place to manage the expected Budget gap, these are detailed in Section 7.

Declining population figures in Ceredigion as described in 5.4 above have the potential to further negatively affect the Council's AEF Budget Settlement.

The potential range of Budget Gaps in the medium term as a consequence of the uncertainty around the annual AEF Budget Settlements is illustrated in the tables below showing the impact for different levels of Council Tax and WG funding.

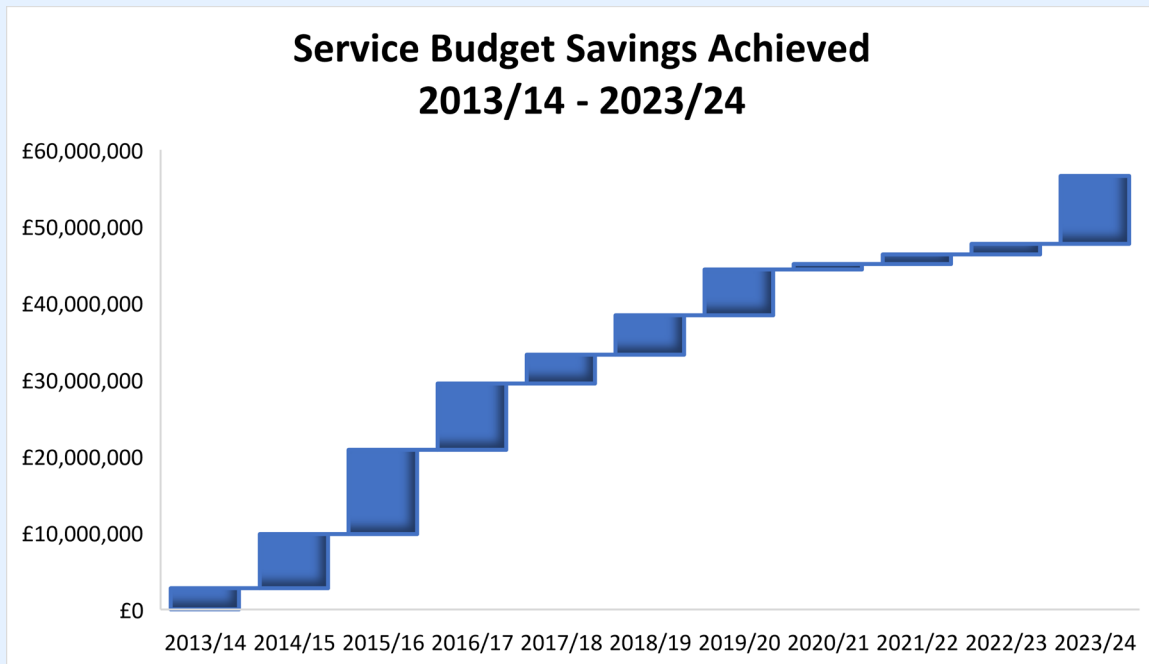
**Table 4: Budget Funding Gap Scenario Analysis - 2024/25 (£15.1m Cost Pressures)**

		Council Tax Increase							
		0.0%	1.0%	2.0%	3.0%	4.0%	5.0%	6.0%	7.0%
Aggregate External Finance Settlement (AEF)	0.0%	£13.0m	£12.5m	£11.9m	£11.4m	£10.9m	£10.4m	£9.9m	£9.4m
	1.0%	£11.7m	£11.2m	£10.7m	£10.1m	£9.6m	£9.1m	£8.6m	£8.1m
	2.0%	£10.4m	£9.9m	£9.4m	£8.8m	£8.3m	£7.8m	£7.3m	£6.8m
	3.0%	£9.1m	£8.6m	£8.1m	£7.6m	£7.0m	£6.5m	£6.0m	£5.5m
	4.0%	£7.8m	£7.3m	£6.8m	£6.3m	£5.8m	£5.2m	£4.7m	£4.2m
	5.0%	£6.5m	£6.0m	£5.5m	£5.0m	£4.5m	£4.0m	£3.4m	£2.9m
	6.0%	£5.2m	£4.7m	£4.2m	£3.7m	£3.2m	£2.7m	£2.2m	£1.6m
	7.0%	£3.9m	£3.4m	£2.9m	£2.4m	£1.9m	£1.4m	£0.9m	£0.4m

**Table 5: Budget Funding Gap Scenario Analysis - 2025/26 (£11.1m Cost Pressures)**

		Council Tax Increase							
		0.0%	1.0%	2.0%	3.0%	4.0%	5.0%	6.0%	7.0%
Aggregate External Finance Settlement (AEF)	0.0%	£9.3m	£8.7m	£8.2m	£7.7m	£7.1m	£6.6m	£6.1m	£5.5m
	1.0%	£7.9m	£7.4m	£6.9m	£6.3m	£5.8m	£5.3m	£4.7m	£4.2m
	2.0%	£6.6m	£6.1m	£5.5m	£5.0m	£4.5m	£3.9m	£3.4m	£2.9m
	3.0%	£5.3m	£4.7m	£4.2m	£3.7m	£3.1m	£2.6m	£2.1m	£1.5m
	4.0%	£3.9m	£3.4m	£2.9m	£2.3m	£1.8m	£1.3m	£0.7m	£0.2m
	5.0%	£2.6m	£2.1m	£1.5m	£1.0m	£0.5m	-£0.1m	-£0.6m	-£1.1m
	6.0%	£1.3m	£0.7m	£0.2m	-£0.3m	-£0.9m	-£1.4m	-£1.9m	-£2.5m
	7.0%	-£0.1m	-£0.6m	-£1.1m	-£1.7m	-£2.2m	-£2.7m	-£3.3m	-£3.8m

The unfavourable Medium-Term Financial forecast modelled is set against the backdrop of over a decade of austerity which has resulted in a considerable period of real term decreases in funding. Cumulative savings of over £60m achieved during this period to achieve balanced budgets is illustrated in the chart below.



## 7 **Budget Strategy**

### 7.1 **Managing Resources Effectively**

The Council's Financial Management approach includes;

- Compliance with formal Financial Regulations to ensure that budgets are managed effectively in-year;
- Financial management roles and responsibilities are transparent and embedded across the Council's services.
- Financial literacy is actively promoted throughout the organisation.
- Effective financial controls are in place and cover all areas of financial management, risk management and asset control.
- Ensuring that value for money is achieved in the delivery of services.

Overarching principals that provide the framework for the effective use of the Council's resources include:

- Requests to carry forward revenue underspend are considered at year-end and are generally only supported where they meet Corporate Wellbeing Objectives.
- Reserves will be maintained in accordance with the Council's approved policy. Any windfall income received will be treated corporately.
- Reserves will be held for specified purposes only and reviewed on a regular basis.
- Grant funding for revenue and capital will be maximised by Services wherever possible and within the constraints of the grant terms & conditions.
- Where grant bids are required, these need to be linked to the Council's Wellbeing Objectives.
- Exit strategies need to be considered for grant bids and relevant grant funding.
- Resources are targeted to achieve the greatest positive impact e.g. utilising ICT to support lean processes and improved workflow.
- Pursue efficiency to make best use of the Council's assets, i.e. funds, land, buildings, fleet, staff and information technology. For example, further rationalisation of assets to reduce revenue costs, generate income streams or co-locate Council / Public Services.
- Consideration given to the longer term to plan for sustainable services and budgets and maintaining appropriate service standards for core front-line services.

### 7.2 **Partnership Working, External Funding and Collaboration**

The Council works proactively and collaboratively with a variety of partners to secure best outcomes for the benefit of its citizens and is investigating opportunities for joint work with other agencies / local authorities. The financial strategy takes a realistic but prudent approach to possible partnership funding that is not yet certain or confirmed. Specific partner funding or grant income is generally not assumed in the forward forecasts unless its allocation has been confirmed.

As part of the Boosting Ceredigion's Economy strategy the Council will work with various partners including:

• WG	• Skills and training providers
• UK Government	• Business representative bodies
• Growing Mid Wales Partnership	• Private and public funders
• Further and Higher Education establishments	• Third sector organisations

The Council works in partnership with the WG on many significant revenue and capital projects such as the Aberaeron and Aberystwyth Coastal Defence schemes.

The Council has significant grant funding for delivering its gross revenue budget. There have been transfers of specific grants into the revenue support grant and this current trend should continue. This means that the Council will be able to decide how best to spend the funding as part of its own Corporate strategy as opposed to being part of a national one. WG are committed to reduce the administrative burden of grants and have instigated a programme of work to review this. How many grants end up unhypothecated through RSG rather than individual specific WG grant awards remains to be seen.

Budgets must clearly reflect the substance of any collaborative working that the Council is party to. The gross expenditure principle of budgeting requires that budgets show separately the expenditure and income of all transactions. Where Joint Committees and Corporate Joint Committees exist these need to agree a budget for the Joint Committees' work early enough for the Council's share to be reflected in the budget. As any Joint Committees become more established, this is likely to mean partner contributions will need to form part of the base budget.

Ceredigion is a partner with Powys County Council (and the Brecon Beacons National Park for Strategic Planning only) and has formed the Mid Wales Corporate Joint Committee (MWCJC). The MWCJC is responsible for producing a Strategic Development Plan for the region and a Regional Transport Plan. In addition, the CJC is responsible for Economic Well Being.

### 7.3 Managing the Budget Gap

Based on the funding assumptions described in section 6 above and the cost pressures detailed in section 5.3, the financial modelling indicates the Council will have a Budget gap of £15.9m over the 3-year period 2024/25 – 2026/27.

Year 2 and 3 potential opportunities totalling c£4m have already been identified through the 'Doing Things Differently: A Corporate Approach' programme. This is on top of the £3m identified and assumed in the 2023/24 Budget Setting process. **This would then leave a Budget Shortfall of £6.4m in 2024/25 and in total £11.9m over the next 3 years.**

**Table 6: Estimated Medium-Term Budget Gap**

	2023/24 Actual £m	2024/25 Indicative £m	2025/26 Indicative £m	2026/27 Indicative £m
<b>Estimated Budget Gap</b>	<b>8.8</b>	<b>8.5</b>	<b>4.3</b>	<b>3.1</b>
<b>Savings Identified:</b>				
Doing Things Differently: A Corporate Approach	3.0	2.1	1.9	-
2023/24 - Savings plan	5.8	-	-	-
<b>Total Savings Identified</b>	<b>8.8</b>	<b>2.1</b>	<b>1.9</b>	<b>-</b>
<b>Budget Shortfall Remaining</b>	<b>-</b>	<b>6.4</b>	<b>2.4</b>	<b>3.1</b>

Detailed plans for 'Doing Things Differently: A Corporate Approach' and the 2023/24 Savings plan can be seen in Appendix 1 and 2 respectively.

After factoring in the 'Doing Things Differently: A Corporate Approach' assumptions for 2024/25 and 2025/26, the resulting range of Budget Shortfalls is illustrated in the tables overleaf, showing the impact for different levels of Council Tax and WG funding.

**Table 7: Budget Funding Gap Scenario Analysis - 2024/25 (£14.7m Cost Pressures)**

		Council Tax Increase							
		0.0%	1.0%	2.0%	3.0%	4.0%	5.0%	6.0%	7.0%
Aggregate External Finance Settlement (AEF)	0.0%	£13.0m	£12.5m	£11.9m	£11.4m	£10.9m	£10.4m	£9.9m	£9.4m
	1.0%	£11.7m	£11.2m	£10.7m	£10.1m	£9.6m	£9.1m	£8.6m	£8.1m
	2.0%	£10.4m	£9.9m	£9.4m	£8.8m	£8.3m	£7.8m	£7.3m	£6.8m
	3.0%	£9.1m	£8.6m	£8.1m	£7.6m	£7.0m	£6.5m	£6.0m	£5.5m
	4.0%	£7.8m	£7.3m	£6.8m	£6.3m	£5.8m	£5.2m	£4.7m	£4.2m
	5.0%	£6.5m	£6.0m	£5.5m	£5.0m	£4.5m	£4.0m	£3.4m	£2.9m
	6.0%	£5.2m	£4.7m	£4.2m	£3.7m	£3.2m	£2.7m	£2.2m	£1.6m
	7.0%	£3.9m	£3.4m	£2.9m	£2.4m	£1.9m	£1.4m	£0.9m	£0.4m

**Table 8: Budget Funding Gap Scenario Analysis - 2025/26 (£10.8m Cost Pressures)**

		Council Tax Increase							
		0.0%	1.0%	2.0%	3.0%	4.0%	5.0%	6.0%	7.0%
Aggregate External Finance Settlement (AEF)	0.0%	£9.3m	£8.7m	£8.2m	£7.7m	£7.1m	£6.6m	£6.1m	£5.5m
	1.0%	£7.9m	£7.4m	£6.9m	£6.3m	£5.8m	£5.3m	£4.7m	£4.2m
	2.0%	£6.6m	£6.1m	£5.5m	£5.0m	£4.5m	£3.9m	£3.4m	£2.9m
	3.0%	£5.3m	£4.7m	£4.2m	£3.7m	£3.1m	£2.6m	£2.1m	£1.5m
	4.0%	£3.9m	£3.4m	£2.9m	£2.3m	£1.8m	£1.3m	£0.7m	£0.2m
	5.0%	£2.6m	£2.1m	£1.5m	£1.0m	£0.5m	-£0.1m	-£0.6m	-£1.1m
	6.0%	£1.3m	£0.7m	£0.2m	-£0.3m	-£0.9m	-£1.4m	-£1.9m	-£2.5m
	7.0%	-£0.1m	-£0.6m	-£1.1m	-£1.7m	-£2.2m	-£2.7m	-£3.3m	-£3.8m



### 7.3.1 Key Elements to Managing Budget Gap

Whilst the Council's underlying budget position is that inflationary and other growth in demand for its services is likely to rise and exceed forecasted income, the main objectives of the annual budget setting continue to be:

- Ensure that a balanced budget is set each year and that value for money services are delivered.
- Look to the longer term to help plan sustainable services and budgets and help ensure that the Council's financial resources are sufficient to support delivery of Council priorities, whilst at the same time maintaining core Service operations.

The key elements of the Budget Strategy that will help contribute to a balanced budget are:

- Taking a Team Ceredigion approach to the budget challenge at Leadership Group, through looking at savings and income opportunities corporately and cross-cutting so that key transformational change continues to be achieved and delivered.
- Planning generally to provide flat budget allocations to Services, unless corporate recognition is made for Cost Pressures. Services therefore need to meet any unfunded increased costs from further service efficiency, income and cost recovery, and change within the service area as a whole. In some cases this will mean needing to 'cut the cloth' accordingly and prioritising activity and focus.
- To target reductions in Supplies & Services and 3<sup>rd</sup> Party Payments wherever possible including any areas where Services or Budget Headings are deemed a lower priority.
- Council Tax increases will take into account the need to ensure that there is sufficient funding to protect key services and core operations.
- The budget will generally be set so that no demand is made from General Fund Balances to support the base budget, other than for funding exceptional and agreed priority one off items.
- Income will be maximised through application of the Income Management and Cost Recovery Policy.
- Efficiency savings (including invest to save schemes and procurement savings) will continue to be sought as a natural part of improved service delivery. Investment will continue to be considered to facilitate and pump prime initiatives, provided that business cases stack up.
- Savings will continue to be sought from Service delivery, where possible but generally in a targeted way not via salami slicing. In undertaking reviews relating to the future delivery of services the Council will engage with the public and arrange for consultation to take place with staff, unions, stakeholders and the public as appropriate.
- Any savings achieved in advance of the annual budget requirement will be applied to earmarked reserves, in particular to support the Corporate Wellbeing Objectives or to pump prime other initiatives, as well as then applying the ongoing savings to the base budget in an appropriate later year of need.
- Where specific grant funding is transferred into RSG then these resources will be allocated directly to the relevant service's budget, providing there is a clear correlation to ongoing service delivery.
- Where specific grant funding comes to an end (either naturally or otherwise), the normal expectation is that the associated service activity will need to be reviewed and ceased even if that creates a redundancy position(s).
- Certain items will be recognised as Corporate Items requiring annual allocations in the budget model. This includes the Council Tax Support Scheme, funding of the Capital Programme, any ringfencing regarding Council Tax Premiums, External Audit Fees,

Democratic costs (Members Allowances) and the Mid & West Wales Fire Authority Levy.

- Doing Things Differently – A Corporate Approach. The Council has adopted an approach which includes reviewing the existing assets and resources to generate additional income and reduce costs to meet budget pressures. The overarching aim is to broadly maintain the same standards of service delivery as far as possible within the resources available.
- The Cost & Inflationary pressures earmarked reserve will be used to provide temporary mitigation where necessary whilst inflation remains at elevated levels.
- The Contingency & Budget Management earmarked reserve will be used to assist in managing emerging in year Budget pressures where they appear outside of the normal Budget process.
- As a last resort if all other options have been exhausted – Consideration of targeted Budget cuts, which would mean a reduction in Council services being delivered rather than continuing to try to deliver the same but with less resources.

The following are key strategic Capital budget setting aims:

- Asset Management Planning along with the Carbon Management Programme will inform the setting and prioritisation of the Multi-year Capital programme and necessary expenditure on existing, and new, Council assets.
- Identification of expenditure that can attract external grant funding, providing the ongoing revenue impact is sustainable.
- Invest to save schemes demonstrating a return on investment and/or a reasonable payback period are regarded as high priority as they provide a positive contribution to the medium term budget position.
- The Capital programme budget will normally be set so that no demand is made of prudential borrowing other than to fund specific capital projects. Consideration will also be given to use prudential borrowing when revenue savings are identified which can be used to fund the capital financing costs.
- Use of funding set aside in earmarked reserves will support the Capital programme, in particular the Corporate Capital reserve as well the 4 Corporate Wellbeing Objectives reserve e.g. for 21<sup>st</sup> Century Schools and Coast Protection Schemes.
- Capital receipts are regarded as a positive contribution to the overall capital programme and will be allocated in accordance with the balance available at the start of the year. Appropriate responses to major disposals will take place as and when they arise.
- Expenditure and investment on any assets are to make a positive contribution to, and support, Corporate Wellbeing Objectives.
- Develop a funding strategy to support planned future major projects as the need arises.

#### **7.4 Earmarked Reserves and Balances**

A statement of the Council's Earmarked Reserves and General Balances is updated at least twice each year and presented to Members during the budget setting and the final accounts preparation. A summary of the reserves position is shown overleaf:

**Table 9: Reserves & Balances Projections**

	<b>31.03.23 Actual</b>	<b>31.03.24 Planned</b>	<b>31.03.25 Planned</b>	<b>31.03.26 Planned</b>
General Balances - Amount	£6.7m	£6.7m	£6.7m	£6.7m
General Balances - Percentage	3.7%	3.5%	3.4%	3.3%
Earmarked Reserves (Inc. Schools)	£48.8m	£41.3m	£34.8m	£34.2m

The Council's approved target is for General Balances to be maintained at between 3% and 5% of net expenditure, which is currently being achieved.

There is a risk with an increasing Net Budget total, that the %age becomes diluted over time. Therefore there may come a point where an additional contribution would need to be budgeted / made at year end in order to not fall below 3%.

The Council has maintained a level of circa £20m of 'internal borrowing' by utilising funds held in earmarked reserves which has reduced the need to borrow. It is estimated this approach has saved the taxpayer annually £800k which equates to a saving in Council Tax charges of nearly 2% annually.

## 8 Risk Assessment & Sensitivity

The assumptions set out in the MTFs are based on information available at the time. There is significant risk that these will change, particularly in the view of recent uncertain and volatile times – we are still in an elevated inflationary environment, interest rates are much higher than at any time since 2008 and staff pay awards at levels previously unheard of.

The table below summarises the estimated impact of a 1% change (+/-) of some of the key factors affecting the Council. In current times, it is quite possible to be more than 1% out on any of these variables as forecasting with any degree of certainty is challenging.

**Table 10: Sensitivity Analysis**

Assumption		Effects of 1% variation to assumed rates (+/-) £'000
Income	Welsh Government AEF Settlement	1,290
	Council Tax (Gross of Council Tax Reduction Scheme)	500
	Council Tax (Net of Council Tax Reduction Scheme)	430
	Interest Rates (Investment Income)	500
	External Grants	440
	Fees & Charges (noting that not all are set by the Council)	320
Expenditure	Pay Award – General	850
	Pay Award – Teachers	450
	Employers National Insurance	440
	Local Government Pension Scheme Contribution Rate	690
	Teacher's Pension Contribution Rate	300
	Social Care Provider Contracts	450

### Risk register

The following risk description is included in the Council's Corporate Risk Register, which is scrutinised by the Governance and Audit Committee:

- The reduction of core and external funding will lead to the reduction in service provision in some areas. Failure to adapt, implement identified savings and consider alternative models of service provision in line with the Medium-Term Financial Plan will affect future service delivery and the financial responsibilities of the Council.

The potential consequences of this risk are:

- Risk of failing to meet statutory budget setting deadlines.
- Risk of service delivery impacted due to decreasing resources, short lead in times to service changes or failure to effectively prioritise spend in line with corporate priorities.
- Risk that savings plans identified are not achieved as planned.
- Risk that annual budget setting frustrates longer term planning.

The Council continues to monitor and review its Medium Term Financial Strategy. The Council monitors the budgets set, the savings planned and has been going through an extensive iterative process of considering future options to identify future savings.

### Appendix 1: Doing Things Differently: A Corporate Approach

Ref	Workstream	Description	2023/24 £'000	2024/25 £'000	2025/26 £'000	2026/27 £'000
1	Treasury Management	Investment Income Returns	1,000	-	-	-
2	Digital solutions	Dom Care Digital solutions	-	Tbc	Tbc	-
3	Assets	Operational Office Buildings	150	150	-	-
		Operational Commercial Buildings	-	50	-	-
		Other Corporate Estate Buildings	50	100	150	-
		Use of Space & Wider Income Maximisation	-	100	200	-
		Review of other Operational Asset premises	50	Tbc	Tbc	-
4	Energy	Energy Schemes Investment	125	250	250	-
5	Placement Facilities	Development of in county provision for Children	-	500	475	-
6	Cost of Living	Fostering opportunities	50	100	150	-
7	Transport	Review of all Learner related Transport	400	300	-	-
8	Primary Schools	Strategic review of Primary schools	100	200	400	-
9	Post 16 learning	Strategic review of Post 16 learning provision	-	-	tbc	-
10	Car Parking	Generate additional income from Car parking facilities	360	100	-	-
11	Fees & Charges	Review of all Fees & Charges	250	250	250	-
12	Third Party Spend	Review of opportunities for Spend reductions	-	tbc	tbc	-
13	Revenue v Capital	Maximise use of Capital Programme	500	-	-	-
<b>TOTAL - Doing Things Differently Savings</b>			<b>3,035</b>	<b>2,100</b>	<b>1,875</b>	<b>-</b>

### Appendix 2: 2023/24 Savings Plans (in addition to Doing things Differently: A Corporate Approach)

Description	2023/24 £'000
Limit the increase to be applied to Delegated Schools to 5.8%	2,065
Delete Contribution to Boosting the Economy reserve	2,440
Delete Corporate COVID base budget	500
Reduction in Dyfed Pension Fund Employers Contribution rate (from 15.8% to 14.6%)	782
<b>TOTAL</b>	<b>5,787</b>

## **Cyngor Sir CEREDIGION County Council**

<b>REPORT TO:</b>	<b>Cabinet</b>
<b>DATE:</b>	<b>5 September 2023</b>
<b>LOCATION:</b>	<b>Hybrid/Council Chamber</b>
<b>TITLE:</b>	<b>Feedback from the Corporate Resources Overview and Scrutiny Committee on an updated Medium Term Financial Strategy, prior to formal consideration by Cabinet and Full Council</b>
<b>PURPOSE OF REPORT:</b>	<b>To provide feedback from the Corporate Resources Overview and Scrutiny Committee held on 19<sup>th</sup> July 2023</b>

Committee Members received a report on the updated Medium-Term Financial Strategy presented by Councillor Gareth Davies, Cabinet Member and supported by Officers.

The Council's Medium Term Financial Strategy (MTFS) is generally updated on an annual basis. Due to the unprecedented challenge of the 2023/24 Budget setting process, it was not possible to update the MTFS during the Budget process, as all energies were diverted into setting a balanced budget for 2023/24.

Members were generally complimentary of the refreshed and updated MTFS, commenting that it was well presented and relatively straightforward to follow and understand. A range of questions were asked on matters including WG's proposals for a Discretionary Visitor Levy, the post EU funding landscape, the current position on Staff Payawards and the expiry of the Penweddig PFI scheme.

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

1. To consider and provide feedback on the latest update of the Medium-Term Financial Strategy.

Committee Members agreed to note the updated Medium Term Financial Strategy.

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

## CEREDIGION COUNTY COUNCIL

<b>Report to:</b>	<b>Cabinet</b>
<b>Date of meeting:</b>	<b>05/09/23</b>
<b>Title:</b>	<b>2023/24 Controllable Revenue Budget - Financial Performance</b>
<b>Purpose of the report:</b>	<b>To report on the 2023/24 Revenue Budget - actual position to the end of June 2023 and forecasted year-end position</b>
<b>For:</b>	<b>Decision</b>
<b>Cabinet Portfolio and Cabinet Member:</b>	<b>Cllr Gareth Davies, Cabinet Member for Finance &amp; Procurement</b>

### 1. SUMMARY

This report updates Cabinet on the financial performance for all Services in relation to the 2023/24 Controllable Revenue Budget. The Budgets for each Service are actively monitored and reviewed on a regularly basis, in order to assess the timing of income and expenditure, as well as the forecasted year-end position and ensuring corrective action is taken wherever possible and as appropriate.

Even at this relatively early stage in the financial year a challenging in year financial position is already been seen. This is despite a 23/24 Budget Setting process that recognised an unprecedented £22m of cost pressures (being the equivalent of 13.4% inflation) and a 7.3% increase in Council Tax.

A projected year-end position is currently being forecast of an overspend of £2.9m (being 1.6% of the 23/24 Revenue budget of £180.1m), which is after taking account of various mitigating actions. This reflects a broader national position, with WG referencing a shortfall of £900m which would equate to c4.5% of its own £20bn Budget. Any sense of optimism on the financial horizon is rapidly diminishing.

There are a number of challenges being seen across Services including:

- National Payawards remaining elevated and unaffordable.
- Significant increase in Home to School Learner Transport costs
- Significant increase in the volume of Out of County Children's placements
- Significant costs regarding agency staff in our Local Authority Residential Homes and the Enablement service
- Significant increase in the volume of Older Persons Social Care placements

The Council has a financially resilient balance sheet, with £48.8m of earmarked reserves and £6.7m in General Balances as at 31/03/23. Therefore, there is more than adequate scope to be able to mitigate this in year position and there is no danger that a balanced position can't be achieved by year-end. However, many of these reserves do have projects and schemes earmarked from them.

Therefore in order to ensure a financially resilient position is maintained, Leadership Group are taking a proactive financial management approach, including receiving input and advice from the Section 151 officer, to aim to reduce the overall Projected overspend wherever possible using a range of mitigation measures, as there remains a risk that some of the trends already being seen at the Q1 stage could still escalate further during the remainder of this financial year and into next year.

## **2. BUDGET PERFORMANCE – MAIN CHALLENGES**

The following section expands further on the 5 main areas of significant cost pressures:

- i) The latest 23/24 Pay offer for general staff (which has been rejected by the Unions) would cost £960k more than the budget provision made in Services. The 23/24 Budget included an allowance in Service Budgets for an average payaward of 6.3%.
- ii) The cost of statutory Home to School Learner transport provision has increased by 43% in relation to new contracts competitively tendered for services from September 2023 onwards. This has created a part year effect cost pressure of £543k (and a full year effect for the 24/25 budget process of £839k).
- iii) Out of County Children's placements - There has been an increase of 11 placements since the 23/24 Budget was set, which is leading to a forecasted net overspend of £1.7m.
- iv) The use of agency staff in Residential Homes and the Enablement service has increased significantly compared to 22/23 due to continued recruitment challenges for Care & Support Worker roles, not helped further by COVID outbreaks still occurring. This is the overriding factor within a net overspend of £520k in Direct Services under Porth Gofal.
- v) Older Persons placements – An overspend of £1.3m is being projected due to 2 consecutive quarters of higher than normal increases in placement volumes.

At present the only significant area of projected underspend is under the Finance & Procurement service, where a £1.3m underspend is projected. This is largely predicated on the Treasury management budgets where investment income returns, which are achieving higher than the budget set (by an extra £900k) and not having undertaken any external borrowing (£200k saving expected) are providing a welcome benefit to the overall budget position.

In order to mitigate the overall position a number of measures have already been employed, including planning to use one-off funds in certain earmarked reserves and asking certain services to achieve in year savings.

A summary of the financial assumptions already built into the current £2.9m projected overspend position is:



<b>Assumption</b>	<b>£'000</b>
Use of the Cost & Inflationary Pressures Reserve	1,214
Use of the Contingency & Budget Management Reserve	1,260
Use of the Creating Caring & Healthy Communities Reserve (excluding any transitional support in relation to Hafan y Waun)	477
Full use of the Contingency set aside for Pay / Energy	360
In year savings targets set for:	
• Highways & Environmental Services	241
• Schools & Lifelong Learning	150
• Direct Services (Porth Gofal)	520
<b>TOTAL</b>	<b>4,222</b>

This demonstrates how challenging the underlying in year financial position is. Without these mitigation measures being employed the Projected overspend position would be significantly higher.

As a final set of measures, in order to protect against any further worsening of the financial position and to provide further mitigation against the current position, Leadership Group, with the input and advice of the Section 151 officer, have put a framework in place across all Services (with the exception of Delegated School Budgets which are the responsibility of individual Governing Bodies).

The framework includes constraining expenditure where possible for the remainder of the current financial year. This will apply to non-staffing revenue expenditure and also external recruitment activity, but is being done in a managed and controlled way to recognise that core statutory, contractual and existing obligations will continue to need to be met and for example activity that underpins income or is funded by grant(s) can continue. The approach is intended to slow down, pause or temporary curtail non-essential / non-critical expenditure. Taking no action in light of a significant projected overspend is unfortunately not an option and would go against the advice of the Section 151 officer.

### **3. BUDGET PERFORMANCE – SERVICE POSITIONS**

The main area of change in Q1 budgets, since the 2023/24 Budget was set, has been the new Council structure following the departure of the CLO: Schools & Culture.

The new Schools & Lifelong Learning Service has been formed, with elements of Porth Cymorth Cynnar (mainly the Pupil Referral Unit and Lifelong Learning) merging with the old Schools & Culture service. The Housing service has also moved across to Porth Cymorth Cynnar from Porth Gofal.

In addition to this there have been a small number of budget movements to allocate Fees & Charges related savings items from the Leadership Group budget to the individual respective CLO Service budgets, which was always the intention when the budget was set.

In financial terms these budget movements can be summarised as:

<b>Service</b>	<b>23/24 Original Budget £'000</b>	<b>Fees &amp; Charges Targets allocated from LG £'000</b>	<b>Impact of new Council structure £'000</b>	<b>23/24 Latest Budget £'000</b>
Porth Cymorth Cynnar	5,160		(1,100)	4,060
Porth Cynnal	33,870		(194)	33,676
Porth Gofal	16,256		(881)	15,375
Schools & Culture	54,576	(239)	(54,337)	-
Schools & Lifelong Learning	-		56,512	56,512
Customer Contact & ICT	6,431	(1)		6,430
Economy & Regeneration	3,984	(71)		3,913
Highways & Environmental	19,471	(170)		19,301
Leadership Group	4,556	481		5,037
<b>TOTAL of Services shown</b>	<b>144,304</b>	<b>-</b>	<b>-</b>	<b>144,304</b>

Notwithstanding the more significant areas of concern that have already been highlighted, there are a number of services that are also facing other challenges, albeit smaller in scale. Nevertheless these can still compound up when several smaller items are going in an adverse direction.

Some of these other challenges include the cost of Unaccompanied Asylum Seeking Children, Planning Fees income, Trade Waste income, Waste Collection frontline operational costs, Car Parking income, Property related income, Supported Living new tender prices and Learning / Physical Disability placement volumes.

A breakdown of the 23/24 Controllable Budget position by Service is shown overleaf, with further explanation and detail then shown in Appendices A to N:

Service	23/24 Latest Budget £'000	Budget to June 2023 £'000	Actuals to June 2023 £'000	Variance to June 2023 £'000	Year End Forecast under/ (over) spend £'000	Year End Forecast under/ (over) spend £'000	Comment
Customer Contact	6,430	1,862	1,642	220		-	It is expected by the service to breakeven during the 2023/24 financial year.
Democratic Services	4,977	1,236	1,202	34		-	At this stage in the year there are no problem areas identified.
Economy & Regeneration	3,913	1,135	1,077	58		-	Income targets for Planning fees and Office rentals are currently not being fully achieved. However this is currently being offset by temporary savings in the Growth & Enterprise service whilst a new staffing structure is being put in place. The Service is therefore aiming to breakeven overall, with some assistance from reserves to cover the projected Planning Fee shortfall.
Finance & Procurement	18,900	9,912	9,347	565		1,300	The service expects to underspend for the year, mostly stemming from Treasury management savings due to the benefit of rising interest rates on Investment Income and no external borrowing has been undertaken in the year to date.
Highways & Environmental Services	19,301	4,058	3,882	176		-	The Service is facing various in year cost and income pressures even at this early stage of the financial year. These total a net projected overspend of £784k, with the largest factor being on statutory Learner transport contracts from September 2023 (£543k). Temporary mitigation from reserves will be applied for this aspect, leaving the service needing to find in year savings of not less than £241k.
Legal & Governance Services	1,649	363	364	(1)		-	At this stage in the year there are no problem areas identified.
People & Organisation	2,321	281	270	11		-	At this stage in the year there are no problem areas identified.
Policy, Performance & Public Protection	2,468	620	559	61		-	At this stage in the year there are no problem areas identified.

Continued.....

Service	23/24 Latest Budget £'000	Budget to June 2023 £'000	Actuals to June 2023 £'000	Variance to June 2023 £'000	Year End Forecast under/ (over) spend £'000	Year End Forecast under/ (over) spend £'000	Comment
<u>Pyrth Through Age Services</u>							
Porth Cymorth Cynnar	4,060	2,473	2,528	(55)	55		At this stage in the year, the service is currently expecting a small underspend which is on the Housing service.
Porth Cynnal	33,676	9,482	9,847	(365)	(1,822)		The service mainly deals with the higher end complex cases and placements. Cost pressures resulting from higher costs and/or higher volumes are being seen in the areas of Older Persons Placements, Supported Living, Learning Disability & Physical Disability placements, which in total lead to a net projected overspend of £1.8m for the year.
Porth Gofal	15,375	2,827	3,041	(214)	(463)		Social care continues to face a recruitment challenge, despite the Council's terms and conditions being relatively attractive. This is resulting in the continued use of agency staff in LA Residential Homes, the Enablement Service and critical frontline Social Worker roles. There is a significant underspend in Domiciliary Care, due to the new contractual arrangements taking effect from in late July, however a complex Enablement case is offsetting a large part of this. Overall there is an initial projected overspend of £983k, however the service will be targeting in year savings of at least £520k, to include further reductions in the use of agency staff in LA Care Homes.
<b>Pyrth Through Age Services</b>	<b>53,111</b>	<b>14,782</b>	<b>15,416</b>	<b>(634)</b>		<b>(2,230)</b>	
Schools & Culture	56,512	51,692	51,709	(17)		-	The service is seeking savings on Learner transport and is targeting finding at least of £150k of in year savings in order to achieve a breakeven position.
Leadership Group	5,037	1,189	1,546	(357)		(1,949)	Whilst there are some in year Savings workstreams that are not yet fully delivering the original targets set, the more fundamental challenge is an exponential rise in the number and total cost of Out of County Children's placements which is currently projected to reach a total gross spend for 23/24 of £6.6m (which results in a projected overspend of £1.7m).
Levies, C/Tax Premium & Reserves	5,482	1,219	1,219	-		-	It is expected by the service to breakeven during the 2023/24 financial year.
<b>Total Controllable Budget</b>	<b>180,101</b>	<b>88,349</b>	<b>88,233</b>	<b>117</b>		<b>(2,879)</b>	

#### 4. CONCLUSION

For at least the 4<sup>th</sup> consecutive year, the Council is facing yet another set of unprecedented financial challenges.

Despite official inflation rates starting to decrease (CPI for July was 'down' to 6.8%), staff pay awards and inflation on contract prices (both revenue and capital) remain extremely elevated. The level of complexity and volume of challenging placements / cases within both Social Care and also Education continue to show an upward trend, with no obvious signs of relenting yet. The recruitment challenge is also showing no signs of abating and whilst it is particularly noticeable in frontline Social Care (being anything from professional Social Workers to the critical Care & Support Worker roles), many other services are not immune.

The Council has started the year with a financially resilient position and with Leadership Group taking a collective and proactive approach to managing the in year financial position, it puts the Council in the best place possible to continue to tackle the financial challenges head on. However the challenge this year has now gone up several notches and the importance of all services abiding by the framework and measures that Leadership Group has now put in place is critical.

Looking ahead to the 24/25 Budget process, which will be starting shortly, the latest iteration of the Medium Term Financial Plan is already showing an indicative budget gap of £8.5m and an indicative savings requirement of £6.4m (using assumptions of a 3.1% WG funding increase and a 5% modelled Council Tax scenario). If the in-year position of both the Council and WG does not start to show signs of improving, then there is a very real prospect of those projections being the absolute minimum position needing to be achieved. It is also becoming quite clear that to sustain quality services in the current financial environment it is going to require a higher core ongoing level of funding.

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

**Wellbeing of Future Generations:**

**Summary:**

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

**Recommendations(s):**

1. **To note the overall Revenue position outlined in the report, including the mitigation measures being employed to manage a challenging in year financial position.**

**2. To approve the Budget movements required as result of the alignment of Budgets to the latest Council Structure as summarised in Section 2.**

<b>Reasons for decision:</b>	To recognise the financial position and to ensure the right measures are put in place to ensure the Council achieves a balanced financial position for the 2023/24 financial year.
<b>Overview and Scrutiny:</b>	Considered during the Budget setting process
<b>Policy Framework:</b>	Medium Term Financial Strategy
<b>Corporate Priorities:</b>	The Budget supports the Strategic Objectives of the Council
<b>Financial &amp; Procurement implications:</b>	Noted within the report
<b>Legal implications:</b>	Part of the Section 151 officer's role and responsibility for the proper administration of the Council's financial affairs under Local Government Finance Act 1972. This report contains key advice provided by the Section 151 officer due to the challenging in-year financial position being faced.
<b>Staffing implications:</b>	Continued elevated levels of Payawards contain to pose a risk of needing to review Council and Service priorities.
<b>Property / Asset implications:</b>	n/a
<b>Risk(s):</b>	<p>Risk of insufficient funding if there are significant overspends.</p> <p>There is a high probability that the 24/25 Budget process will be as challenging as the 23/24 Budget Process and the updated Medium Term Financial plan has started to articulate that challenge, although the in year financial position is proving to be far more challenging than envisaged at the start of the financial year.</p> <p>The Council has already formally increased the financial risk score in the Corporate Risk Register.</p>
<b>Background Papers:</b>	Revenue Budget 2023/24
<b>Appendices:</b>	Appendix A: Customer Contact & ICT Appendix B: Democratic Services Appendix C: Economy & Regeneration Appendix D: Finance & Procurement Appendix E: Highways & Environmental Services Appendix F: Legal & Governance Service Appendix G: People & Organisation

Appendix H: Policy, Performance & Public Protection  
Appendix I: Porth Cymorth Cynnar  
Appendix J: Porth Cynnal  
Appendix K: Porth Gofal  
Appendix L: Schools & Lifelong Learning  
Appendix M: Leadership Group  
Appendix N: Levies, Council Tax Premium & Reserves

**Corporate Lead Officer:** Duncan Hall  
CLO: Finance & Procurement

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

**Date:** 18/08/23

## Adroddiad ar yr hyn a Ragwelir o ran y Gyllideb Mehefin 2023 / Budget Forecast Report June 2023

Cyswilt Cwsmeriaid a TGCh / Customer Contact &amp; ICT

Swyddog Arweiniol / Corporate Lead Officer : Alan Morris

## 1. CRYNODEB / SUMMARY

## Diwedd y Flwyddyn / Year End Forecast:

Disgwylir gan y gwasanaeth bydd y gyllideb yn mantoli yn ystod y flwyddyn ariannol 2023/24.

It is expected by the service to breakeven during the 2023/24 financial year.

## 2. GWYBODAETH ARIANNOL / FINANCIAL INFORMATION

Gwasanaeth Service	Y Gyllideb Ddiweddaraf Latest Budget £'000	Cyllideb hyd at Mehefin 2023 Budget to June 2023 £'000	Gwir wariant hyd at Mehefin 2023 Actuals to June 2023 £'000	Amrywiant hyd at Mehefin 2023 Variance to June 2023 £'000	Rhagolygon Diwedd y Flwyddyn tan/(gor) wariant Year End Forecast under/(over) spend £'000	Esboniad o'r gorwariant/tanwariant a ragwelir a lefel y risg Explanation of forecast over/under spend & the level of risk	Lefel y risg (L, C neu U ) Level of risk (L, M or H)
TGCh / ICT	3,743	1,189	1,084	105	-	Ni nodwyd unrhyw faes a oedd yn achosi problem ar hyn o bryd. There are no problem areas identified at present.	I / L
Gwasanaethau Cwsmeriaid / Customer Services	1,519	386	336	50	-	Ni nodwyd unrhyw faes a oedd yn achosi problem ar hyn o bryd. There are no problem areas identified at present.	I / L
Gwasanaethau Cymunedol / Community Services	1,062	261	197	64	-	Ni nodwyd unrhyw faes a oedd yn achosi problem ar hyn o bryd. There are no problem areas identified at present.	I / L
Rheoli'r Gwasanaethau a Strategaeth y Gwasanaethau / Service Management and Strategy	106	26	25	1	-	Ni nodwyd unrhyw faes a oedd yn achosi problem ar hyn o bryd. There are no problem areas identified at present.	I / L
<b>CYFANSWM / TOTAL</b>	<b>6,430</b>	<b>1,862</b>	<b>1,642</b>	<b>220</b>	<b>-</b>		



## Adroddiad ar yr hyn a Ragwelir o ran y Gyllideb Mehefin 2023 / Budget Forecast Report June 2023

Gwasanaethau Democraidd / Democratic Services

Swyddog Arweiniol / Corporate Lead Officer : Lowri Edwards

## 1. CRYNODEB / SUMMARY

## Diwedd y Flwyddyn / Year End Forecast:

Ar yr adeg hon o'r flwyddyn, nid oes problemau wedi'u nodi.

At this stage in the year there are no problem areas identified.

## 2. GWYBODAETH ARIANNOL / FINANCIAL INFORMATION

Gwasanaeth Service	Y Gyllideb Ddiweddaraf Latest Budget £'000	Cyllideb hyd at Mehefin 2023 Budget to June 2023 £'000	Gwir wariant hyd at Mehefin 2023 Actuals to June 2023 £'000	Amrywiant hyd at Mehefin 2023 Variance to June 2023 £'000	Rhagolygon Diwedd y Flwyddyn tan/(gor) wariant Year End Forecast under/(over) spend £'000	Esboniad o'r gorwariant/tanwariant a ragwelir a lefel y risg Explanation of forecast over/under spend & the level of risk	Lefel y risg (I, C neu U ) Level of risk (L, M or H)
Gwasanaethau Democraidd / Democratic Services	2,058	506	471	35	25	Ni nodwyd unrhyw faes a oedd yn achosi problem ar hyn o bryd. There are no problem areas identified at present.	I / L
Cymorth Corfforaethol i Wasanaethau / Corporate Service Support	2,483	621	628	(7)	(25)	Ni nodwyd unrhyw faes a oedd yn achosi problem ar hyn o bryd. There are no problem areas identified at present.	I / L
Rheoli'r Gwasanaethau a Strategaeth y Gwasanaethau / Service Management and Strategy	436	109	103	6	-	Ni nodwyd unrhyw faes a oedd yn achosi problem ar hyn o bryd. There are no problem areas identified at present.	I / L
<b>CYFANSWM / TOTAL</b>	<b>4,977</b>	<b>1,236</b>	<b>1,202</b>	<b>34</b>	<b>-</b>		

## Adroddiad ar yr hyn a Ragwelir o ran y Gyllideb Mehefin 2023 / Budget Forecast Report June 2023

Economi ac Adfywio / Economy and Regeneration

Swyddog Arweiniol / Corporate Lead Officer : Russell Hughes-Pickering

## 1. CRYNODEB / SUMMARY

**Diwedd y Flwyddyn / Year End Forecast:**

Nid yw'r targedau incwm ar gyfer ffioedd Cynllunio a rhentu swyddfeidd yn cael eu gwredu'n llawn. Fodd bynnag caiff hyn ei osod yn erbyn yr arbedion dros dro yn y gwasanaeth Twf & Menter gan fod strwythur staffio newydd yn cael ei sefydlu ar hyn o bryd. Felly nod y Gwasanaeth yw adennill y costau yn gyffredinol gyda rhywfaint o gymorth o'r cronfeydd wrth gefn er mwyn unioni'r diffyg a ragwelir yn y ffioedd cynllunio.

Income targets for Planning fees and Office rentals are currently not being fully achieved. However this is currently being offset by temporary savings in the Growth & Enterprise service whilst a new staffing structure is being put in place. The Service is therefore aiming to breakeven overall, with some assistance from reserves to cover the projected Planning Fee shortfall.

## 2. GWYBODAETH ARIANNOL / FINANCIAL INFORMATION

Gwasanaeth Service	Y Gyllideb Ddiweddaraf Latest Budget £'000	Cyllideb hyd at Mehefin 2023 Budget to June £'000	Gwir wariant hyd at Mehefin 2023 Actuals to June £'000	Amrywiant hyd at Mehefin 2023 Variance to June £'000	Rhagolygon Diwedd y Flwyddyn tan/(gor) wariant Year End Forecast under/(over) spend £'000	Esboniad o'r gorwariant/tanwariant a ragwelir a lefel y risg Explanation of forecast over/under spend & the level of risk	Lefel y risg (I, C neu U) Level of risk (L, M or H)
Gwasanaethau Eiddo / Property Services	3,027	683	751	(68)	(150)	Rhagwelir y bydd diffyg yn nharged incwm y gwasanaeth ar hyn o bryd. Er bod ffynonellau incwm newydd ar gyfer adeiladau swyddfa yn dechrau dod i mewn byddwn ond yn medru gweld effaith rhannol y flwyddyn yn 23/24. Dylid medru bwrw ymlaen â gwaith pellach pan fydd yr Adolygiad o weithio hybrid wedi dod i ben yn ffurfiol. The service's income target is currently projected to fall short. Whilst new income streams for Office buildings are starting to come on stream, a part year affect will only be seen in 23/24. Further work should be able to progress once the Review of Hybrid working formally concludes.	U / H
Twf a Menter / Growth & Enterprise	580	362	186	176	150	Disgwyllir gweithredu'r strwythur newydd ar gyfer Twf a Menter fydd yn arwain at rywffaint o arbedion dros dro hyd nes bydd y strwythur yn llawn. The implementation of the new G&E structure is expected leading to some temporary savings until the structure is fully populated.	C / M
Gwasanaethau Cynllunio / Planning Services	195	63	114	(51)	-	Rhagwelir yn gynnar yn y flwyddyn y bydd diffyg tebygol yn yr incwm ffioedd cynllunio o £175k, ond gellir unioni hyn gan y cronfeydd wrth gefn a rheoli cyllidebau os bydd angen. Planning Application Fee Income is projected to fall short by £175k at this early stage in the year, but this will be covered by the Contingency & Budget Management reserve if/as required.	U / H
Rheoli'r Gwasanaethau a Strategaeth y Gwasanaethau / Service Management and Strategy	111	27	26	1	-	Ni nodwyd unrhyw faes a oedd yn achosi problem ar hyn o bryd. There are no problem areas identified at present.	I / L
<b>CYFANSWM / TOTAL</b>	<b>3,913</b>	<b>1,135</b>	<b>1,077</b>	<b>58</b>	<b>-</b>		

## Adroddiad ar yr hyn a Ragwelir o ran y Gyllideb Mehefin 2023 / Budget Forecast Report June 2023

Cyllid a Chaffael / Finance and Procurement

Swyddog Arweiniol / Corporate Lead Officer : Duncan Hall

## 1. CRYNODEB / SUMMARY

## Diwedd y Flwyddyn / Year End Forecast:

Disgwylir gan y gwasanaeth y byddant wedi tanwario ar gyfer y flwyddyn, yn bennaf o'r arbedion rheoli Trysorlys o ganlyniad i fanteision cynnydd mewn cyfraddau llog o ran Incwm Buddsoddi ac ni ymgwymerwyd â benthyciadau allanol yn y flwyddyn hyd yma.

The service expects to underspend for the year, mostly stemming from Treasury management savings due to the benefit of rising interest rates on Investment Income and no external borrowing has been undertaken in the year to date.

## 2. GWYBODAETH ARIANNOL / FINANCIAL INFORMATION

Gwasanaeth Service	Y Gyllideb Ddiweddaraf Latest Budget £'000	Cyllideb hyd at Mehefin 2023 Budget to June 2023 £'000	Gwir variant hyd at Mehefin 2023 Actuals to June 2023 £'000	Amrywiant hyd at Mehefin 2023 Variance to June 2023 £'000	Rhagolygon Diwedd y Flwyddyn tan(gor) wariant Year End Forecast under/(over) spend £'000	Esboniad o'r gorwariant/tanwariant a ragwelir a lefel y risg Explanation of forecast over/under spend & the level of risk	Lefel y risg (L, C neu U) Level of risk (L, M or H)
Gwasanaeth Cyllid a Chaffael / Finance & Procurement Service	3,670	1,026	945	81	50	Ni nodwyd unrhyw faes a oedd yn achosi problem ar hyn o bryd. There are no problem areas identified at present.	I / L
Budd-daliadau Tai a Chynllun Cymorth Treth y Cyngor / Housing Benefits and Council Tax Support Scheme	6,747	6,647	6,525	122	150	Mae'r tanwariant a ragwelir yn ymwneud â Chynllun Cymorth Treth y Cyngor. The forecast underspend relates to the Council Tax Support Scheme	I / L
Yswiriant, Terfynu a Chostau Corfforaethol Eraill / Insurance, Termination & Other Corporate Costs	1,746	1,098	1,039	59	-	Ni nodwyd unrhyw faes a oedd yn achosi problem ar hyn o bryd. There are no problem areas identified at present.	I / L
Cyfrif Cyfalaf Corfforaethol / Corporate Capital Account	6,737	1,141	838	303	1,100	Rydym yn derbyn llog ychwanegol o'r buddsoddiadau oherwydd y cynnydd mewn cyfraddau llog. Hefyd, rydym yn talu llai ar fenthyciadau na'r hyn a gyllidebwyd ar ei gyfer. There is further additional interest being generated on investments due to the increase in interest rates. In addition there are lower payments on loans than budgeted.	C / M
<b>CYFANSWM / TOTAL</b>	<b>18,900</b>	<b>9,912</b>	<b>9,347</b>	<b>565</b>	<b>1,300</b>		

## Adroddiad ar yr hyn a Ragwelir o ran y Gyllideb Mehefin 2023 / Budget Forecast Report June 2023

Priffyrdd a Gwasanaethau Amgylcheddol / Highways and Environmental Services

Swyddog Arweiniol / Corporate Lead Officer : Rhodri Llwyd

## 1. CRYNODEB / SUMMARY

**Diwedd y Flwyddyn / Year End Forecast:**

Mae'r gwasanaeth yn wynebu pwysau incwm a chost amrywiol o fewn y flwyddyn hyd yn oed mor gynnar a hyn yn y flwyddyn ariannol. Mae cyfanswm y rhain yn rhagweld gwariant net o £784k, gyda'r elfen fwyaf ar y contractau cludiant dysgwyr statudol o fis Medi 2023 (£543k). Caiff arian dros dro ei ddefnyddio o'r cronfeydd wrth gefn er mwyn lliniaru hyn ac o'r herwydd bydd angen i'r gwasanaeth gael gafael ar arbedion o fewn y flwyddyn fydd nid yn llai na £241k.

The Service is facing various in year cost and income pressures even at this early stage of the financial year. These total a net projected overspend of £784k, with the largest factor being on statutory Learner transport contracts from September 2023 (£543k). Temporary mitigation from reserves will be applied for this aspect, leaving the service needing to find in year savings of not less than £241k.

## 2. GWYBODAETH ARIANNOL / FINANCIAL INFORMATION

Gwasanaeth Service	Y Gyllideb Ddiweddaraf Latest Budget £'000	Cyllideb hyd at Mehefin 2023 Budget to June 2023 £'000	Gwir wariant hyd at Mehefin 2023 Actuals to June 2023 £'000	Amrywiant hyd at Mehefin 2023 Variance to June 2023 £'000	Rhagolygon Diwedd y Flwyddyn tan(gor) wariant Year End Forecast under/(over) spend £'000	Esboniad o'r gorwariant/tanwariant a ragwelir a lefel y risg Explanation of forecast over/under spend & the level of risk	Lefel y risg (L, C neu U) Level of risk (L, M or H)
Casglu a Gwaredu Gwastraff / Waste Collection & Disposal	5,506	1,161	1,162	(1)	(383)	Pwysau incwm masnach is, ac effaith costau rheoli'r amhariadau casgluadaw gwastraff. Pressure from lower trade income, and the impact of managing the waste collection interruptions.	C/M
Parciau a gerddi, Glanhau Priffyrdd, Gwasanaethau Parcio, Harbwrws / Parks & Gardens, Highways Cleaning, Parking Services, Harbours	(380)	(186)	(185)	(1)	(338)	Pwysau incwm is o'r Gwasanaethau Parcio ac Harbyrau, yn ogystal a chostau uwch o fewn gyllideb yr Harbyrau. Pressure from lower Parking Services and Harbour income, as well as higher costs within the Harbours budget.	C/M
Cludiant Teithwyr Corfforaethol, Uned Cynnal a Chadw Trafnidiaeth / Corporate Passenger Transport, Transport Maintenance Unit	7,696	1,726	1,545	181	(63)	Mae hyn yn adlewyrchu tanwariant ar gludiant Gofal Cymdeithasol (£120k) a disgwylir sefyllfa positif ar yr arian ar gyfer Trawsnewid Bysiau gan Lywodraeth Cymru (£360k), ond effaith andwyol sylweddol o ganlyniad i gostau cludiant Dysgwyr statudol. Mae'r elfen olaf yn deillio o dendrau ar gyfer contractau Medi 2023, ac y mae hyn ar sail flwyddyn gyfan yn £839k yn uwch na'r gyllideb (effaith rhannol blwyddyn o 23/24 yw £543k). This reflects an underspend on Social Care transport (£120k) and a positive position expected on WG Bus Transformation funding for public bus routes (£360k), but a significant adverse impact from higher statutory Learner transport costs. The latter stems from tenders for September 2023 contracts, which on a full year basis are £839k higher than budget (part year effect for 23/24 is £543k).	U / H
Cynnal a Chadw Priffyrdd, Caffael a Strategaeth, Peirianeg Arfordirol a Gwaith Draenio Tir / Highways Maintenance, Coastal Engineering & Land Drainage Procurement & Strategy	5,100	917	910	7	-	Ni nodwyd unrhyw faes a oedd yn achosi problem ar hyn o bryd. There are no problem areas identified at present.	I/L
Gwasanaethau Priffyrdd, Diogelwch y Ffordd, Rheoli Trafnidiaeth Rhanbarthol / Highways Services, Road Safety, Regional Transport Management	780	220	225	(5)	-	Ni nodwyd unrhyw faes a oedd yn achosi problem ar hyn o bryd. There are no problem areas identified at present.	I/L

2. GWYBODAETH ARIANNOL / FINANCIAL INFORMATION							
Gwasanaeth Service	Y Gyllideb Ddiweddaraf Latest Budget £'000	Cyllideb hyd at Mehefin 2023 Budget to June 2023 £'000	Gwir wariant hyd at Mehefin 2023 Actuals to June 2023 £'000	Amrywiant hyd at Mehefin 2023 Variance to June 2023 £'000	Rhagolygon Diwedd y Flwyddyn tan/(gor) wariant Year End Forecast under/(over) spend £'000	Esboniad o'r gorwariant/tanwariant a ragwelir a lefel y risg Explanation of forecast over/under spend & the level of risk	Lefel y risg (L, C neu U ) Level of risk (L, M or H)
Rheoli'r Gwasanaethau a Strategaeth y Gwasanaethau / Service Management and Strategy	599	220	225	(5)	784	Rydym yn tybio y bydd cyfraniad o £543k o'r gronfa wrth gefn a'r pwysau Cost a Chwyddiant er mwyn unioni dros dro y cynnydd yn y costau cludiant Dysgwyr statudol. Yn ogystal bydd angen i'r gwasanaeth glustnodi o leiaf £241k o'r arbedion o fewn y flwyddyn er mwyn mantoli'r sefyllfa. A £543k contribution is assumed from the Cost & Inflationary pressures reserve to temporarily mitigate the increase in statutory Learner transport costs. In addition, the service needs to identify at least £241k of in-year savings in order to breakeven.	C/M
<b>CYFANSWM / TOTAL</b>	<b>19,301</b>	<b>4,058</b>	<b>3,882</b>	<b>176</b>	<b>-</b>		

## Adroddiad ar yr hyn a Ragwelir o ran y Gyllideb Mehefin 2023 / Budget Forecast Report June 2023

Gwasanaethau Cyfreithiol a Llywodraethu / Legal &amp; Governance Services

Swyddog Arweiniol / Corporate Lead Officer : Elin Prysor

## 1. CRYNODEB / SUMMARY

Diwedd y Flwyddyn / Year End Forecast:

Ar yr adeg hon o'r flwyddyn, nid oes problemau wedi'u nodi.  
At this stage in the year there are no problem areas identified.

## 2. GWYBODAETH ARIANNOL / FINANCIAL INFORMATION

Gwasanaeth Service	Y Gyllideb Ddiweddaraf Latest Budget £'000	Cyllideb hyd at Mehefin 2023 Budget to June 2023 £'000	Gwir wariant hyd at Mehefin 2023 Actuals to June 2023 £'000	Amrywiant hyd at Mehefin 2023 Variance to June 2023 £'000	Rhagolygon Diwedd y Flwyddyn tan/(gor) wariant Year End Forecast under/(over) spend £'000	Esboniad o'r gorwariant/tanwariant a ragwelir a lefel y risg Explanation of forecast over/under spend & the level of risk	Lefel y risg (L, C neu U) Level of risk (L, M or H)
Gwasanaethau Cyfreithiol / Legal Services	713	147	157	(10)	-	Ni nodwyd unrhyw faes a oedd yn achosi problem ar hyn o bryd. There are no problem areas identified at present.	I / L
Gwasanaethau Archwilio / Audit Services	659	166	162	4	-	Ni nodwyd unrhyw faes a oedd yn achosi problem ar hyn o bryd. There are no problem areas identified at present.	I / L
Rheoli'r Gwasanaethau a Strategaeth y Gwasanaethau (gan gynnwys Crwneriaid) / Service Management and Strategy (including Coroners)	277	50	45	5	-	Ni nodwyd unrhyw faes a oedd yn achosi problem ar hyn o bryd. There are no problem areas identified at present.	I / L
<b>CYFANSWM / TOTAL</b>	<b>1,649</b>	<b>363</b>	<b>364</b>	<b>(1)</b>	<b>-</b>		

## Adroddiad ar yr hyn a Ragwelir o ran y Gyllideb Mehefin 2023 / Budget Forecast Report June 2023

Pobl a Threfniadaeth / People &amp; Organisation

Swyddog Arweiniol / Corporate Lead Officer : Geraint Edwards

## 1. CRYNODEB / SUMMARY

## Diwedd y Flwyddyn / Year End Forecast:

Ar yr adeg hon o'r flwyddyn, nid oes problemau wedi'u nodi.

At this stage in the year there are no problem areas identified.

## 2. GWYBODAETH ARIANNOL / FINANCIAL INFORMATION

Gwasanaeth Service	Y Gyllideb Ddiweddaraf Latest Budget £'000	Cyllideb hyd at Mehefin 2023 Budget to June 2023 £'000	Gwir wariant hyd at Mehefin 2023 Actuals to June 2023 £'000	Amrywiant hyd at Mehefin 2023 Variance to June 2023 £'000	Rhagolygon Diwedd y Flwyddyn tan/(gor) wariant Year End Forecast under/(over) spend £'000	Esboniad o'r gorwariant/tanwariant a ragwelir a lefel y risg Explanation of forecast over/under spend & the level of risk	Lefel y risg (I, C neu U ) Level of risk (L, M or H)
Pobl a Threfniadaeth / People & Organisation	2,238	260	249	11	-	Ni nodwyd unrhyw faes a oedd yn achosi problem ar hyn o bryd. There are no problem areas identified at present.	I / L
Rheoli'r Gwasanaethau a Strategaeth y Gwasanaethau / Service Management and Strategy	83	21	21	-	-	Ni nodwyd unrhyw faes a oedd yn achosi problem ar hyn o bryd. There are no problem areas identified at present.	I / L
<b>CYFANSWM / TOTAL</b>	<b>2,321</b>	<b>281</b>	<b>270</b>	<b>11</b>	<b>-</b>		

## Adroddiad ar yr hyn a Ragwelir o ran y Gyllideb Mehefin 2023 / Budget Forecast Report June 2023

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

Swyddog Arweiniol / Corporate Lead Officer : Alun Williams

## 1. CRYNODEB / SUMMARY

## Diwedd y Flwyddyn / Year End Forecast:

Ar yr adeg hon o'r flwyddyn, nid oes problemau wedi'u nodi.

At this stage in the year there are no problem areas identified.

## 2. GWYBODAETH ARIANNOL / FINANCIAL INFORMATION

Gwasanaeth Service	Y Gyllideb Ddiweddaraf Latest Budget £'000	Cyllideb hyd at Mehefin 2023 Budget to June 2023 £'000	Gwir wariant hyd at Mehefin 2023 Actuals to June 2023 £'000	Amrywiant hyd at Mehefin 2023 Variance to June 2023 £'000	Rhagolygon Diwedd y Flwyddyn tan/(gor) wariant Year End Forecast under/(over) spend £'000	Esboniad o'r gorwariant/tanwariant a ragwelir a lefel y risg Explanation of forecast over/under spend & the level of risk	Lefel y risg (I, C neu U ) Level of risk (L, M or H)
Partneriaethau a Pherfformiad / Partnerships & Performance	987	248	228	20	-	Ni nodwyd unrhyw faes a oedd yn achosi problem ar hyn o bryd. There are no problem areas identified at present.	I / L
Diogelu'r Cyhoedd / Public Protection	1,357	341	304	37	-	Ni nodwyd unrhyw faes a oedd yn achosi problem ar hyn o bryd. There are no problem areas identified at present.	I / L
Rheoli'r Gwasanaethau a Strategaeth y Gwasanaethau / Service Management and Strategy	124	31	27	4	-	Ni nodwyd unrhyw faes a oedd yn achosi problem ar hyn o bryd. There are no problem areas identified at present.	I / L
<b>CYFANSWM / TOTAL</b>	<b>2,468</b>	<b>620</b>	<b>559</b>	<b>61</b>	<b>-</b>		



## Adroddiad ar yr hyn a Ragwelir o ran y Gyllideb Mehefin 2023 / Budget Forecast Report June 2023

Porth Cymorth Cynnar

Swyddog Arweiniol / Corporate Lead Officer : Greg Jones

## 1. CRYNODEB / SUMMARY

## Diwedd y Flwyddyn / Year End Forecast:

Ar hyn o bryd yn y flwyddyn mae'r gwasanaeth yn disgwyl ychydig o danwariant ar y gwasanaeth Tai.  
At this stage in the year, the service is currently expecting a small underspend which is on the Housing service.

## 2. GWYBODAETH ARIANNOL / FINANCIAL INFORMATION

Gwasanaeth Service	Y Gyllideb Ddiweddaraf Latest Budget £'000	Cyllideb hyd at Mehefin 2023 Budget to June 2023 £'000	Gwir wariant hyd at Mehefin 2023 Actuals to June 2023 £'000	Amrywiant hyd at Mehefin 2023 Variance to June 2023 £'000	Rhagolygon Diwedd y Flwyddyn tan/(gor) wariant Year End Forecast under/(over) spend £'000	Esboniad o'r gorwariant/tanwariant a ragwelir a lefel y risg Explanation of forecast over/under spend & the level of risk	Lefel y risg (I, C neu U ) Level of risk (L, M or H)
Gwasanaethau Cymorth Cynnar / Early Intervention Services	890	493	485	8	-	Ni nodwyd unrhyw faes a oedd yn achosi problem ar hyn o bryd. There are no problem areas identified at present.	I / L
Gwasanaethau Tai / Housing Services	881	1,278	1,360	(82)	55	Mae'r tanwariant a ragwelir yn ymwneud yn bennaf ag incwm uwch o ran Budd-dal Tai na'r hyn a ddisgwylwyd ar gyfer llety dros dro. The projected underspend mainly relates to higher than expected Housing Benefit income for temporary accommodation.	I / L
Canolfannau Lles / Wellbeing Centres	1,551	420	392	28	-	Ni nodwyd unrhyw faes a oedd yn achosi problem ar hyn o bryd. Mae incwm yn dechrau dangos arwyddion positif yn y Canolfannau Llesiant ac y mae bellach yn cyflawni lefelau cyn COVID. There are no problem areas identified at present. Income is start to show encouraging signs in the Wellbeing Centres and is now hitting pre COVID levels.	C / M
Gwasanaethau Cymorth ac Ymyrraeth / Support and Intervention Services	626	257	265	(8)	-	Ni nodwyd unrhyw faes a oedd yn achosi problem ar hyn o bryd. There are no problem areas identified at present.	I / L
Rheoli'r Gwasanaethau a Strategaeth y Gwasanaethau / Service Management and Strategy	112	25	26	(1)	-	Ni nodwyd unrhyw faes a oedd yn achosi problem ar hyn o bryd. There are no problem areas identified at present.	I / L
<b>CYFANSWM / TOTAL</b>	<b>4,060</b>	<b>2,473</b>	<b>2,528</b>	<b>(55)</b>	<b>55</b>		

## Adroddiad ar yr hyn a Ragwelir o ran y Gyllideb Mehefin 2023 / Budget Forecast Report June 2023

Porth Cynnal

Swyddog Arweiniol / Corporate Lead Officer : Audrey Somerton-Edwards

## 1. CRYNODEB / SUMMARY

## Diwedd y Flwyddyn / Year End Forecast:

Mae'r gwasanaeth yn ymdrin yn bennaf ag achosion a lleoliadau cymhleth haen uwch. Rydym yn gweld pwysau costau o ganlyniad i gostau uwch a/ neu niferoedd uwch ym meysydd Lleoliadau Pobl Hŷn, Cefnogi Byw, lleoliadau Anableddau Dysgu ac Anableddau Corfforol. Mae cyfanswm hyn yn arwain at ragweld gorwariant o £1.8m ar gyfer y flwyddyn.

The service mainly deals with the higher end complex cases and placements. Cost pressures resulting from higher costs and/or higher volumes are being seen in the areas of Older Persons Placements, Supported Living, Learning Disability & Physical Disability placements, which in total lead to a net projected overspend of £1.8m for the year.

## 2. GWYBODAETH ARIANNOL / FINANCIAL INFORMATION

Gwasanaeth Service	Y Gyllideb Ddiweddaraf Latest Budget £'000	Cyllideb hyd at Mehefin 2023 Budget to June 2023 £'000	Gwirariant hyd at Mehefin 2023 Actuals to June 2023 £'000	Amrywiant hyd at Mehefin 2023 Variance to June 2023 £'000	Knagolygon Diwedd y Flwyddyn tan/(gor) wariant Year End Forecast under/(over) spend £'000	Esboniad o'r gorwariant/tanwariant a ragwelir a lefel y risg Explanation of forecast over/under spend & the level of risk	Lefel y risg (L, C neu U) Level of risk (L, M or H)
Gofal wedi'i Gynllunio / Planned Care	14,763	4,732	5,019	(287)	(1,313)	Mae'r gorwariant yn ymwneud â chyfuniad o ragweld costau uwch ar gyfer lleoliadau Pobl Hŷn (£1.348m) yn sgil nifer uwch na'r arfer o leoliadau yn Chwarter4 2022/23 (+9) a Chwarter 1 2023/24 (+12) a'r cost anghymesur sydd ar y Cyngor o ran costau Plant ar eu Pen eu hunain yn Ceisio Lloches (£224k), wedi ei osod yn erbyn costau asiantaeth net o ran arbedion Gweithwyr (£259k). The overspend relates to a combination of a higher projected cost for Older Persons placements (£1.348m) due to a higher than normal level of placements in Q4 2022/23 (+9) and Q1 2023/24 (+12) and a disproportionate cost having to be borne by the Council in relation to Unaccompanied Asylum Seeking Children costs (£224k), offset by Employee savings net of agency costs (£259k).	U / H
Cymorth Estynedig / Extended Support	13,786	3,461	3,620	(159)	(507)	Mae'r gorwariant yn ymwneud yn bennaf â chynnydd yn nifer lleoliadau Anableddau Dysgu (£369k) ac Anableddau Corfforol (£117k) ar y cyd â chynnydd mewn costau sy'n deillio o weithredu contractau Cefnogi Byw newydd (£81k). The overspend mainly relates to an increased number of Learning Disability (£369k) and Physical Disability placements (£117k) combined with an increased cost stemming from letting new Supported Living contracts (£81k).	U / H
Lles Meddyliol / Mental Wellbeing	3,851	974	877	97	258	Mae'r tanwariant yn ymwneud yn bennaf â gostyngiad yn nifer y lleoliadau Iechyd Meddwl na'r hyn a nodwyd yn y gyllideb. The underspend mainly relates to a lower number of Mental Health placements than budgeted	C / M
Diogelu / Safeguarding	890	201	199	2	(260)	Mae'r gorwariant yn ymwneud yn bennaf â chostau staffio ac asiantaeth ychwanegol yn y tîm diogelu. The overspend mainly relates to additional agency and staffing costs in the Safeguarding team	C / M
Rheoli'r Gwasanaethau a Strategaeth y Gwasanaethau / Service Management and Strategy	386	114	132	(18)	-	Ni nodwyd unrhyw faes a oedd yn achosi problem ar hyn o bryd. There are no problem areas identified at present.	I / L
<b>CYFANSWM / TOTAL</b>	<b>33,676</b>	<b>9,482</b>	<b>9,847</b>	<b>(365)</b>	<b>(1,822)</b>		

## Adroddiad ar yr hyn a Ragwelir o ran y Gyllideb Mehefin 2023 / Budget Forecast Report June 2023

Porth Gofal

Swyddog Arweiniol / Corporate Lead Officer : Donna Pritchard

## 1. CRYNODEB / SUMMARY

## Diwedd y Flwyddyn / Year End Forecast:

Mae gofal cymdeithasol yn parhau i wynebu her recriwtio, er bod amodau a thelerau'r Cyngor yn gymharol deniadol. O ganlyniad mae defnydd parhaus o staff asiantaeth yng Nghartrefi Gofal yr Awdurdod Lleol, y Gwasanaeth Galluogi a rolau Gweithwyr Cymdeithasol critigol ar y rheng flaen. Mae cryn tanwariant mewn Gofal Cartref yn sgil trefniadau contract newydd yn weithredol o ddiwedd mis Gorffennaf. Fodd bynnag mae cost achos Galluogi cymhleth wedi ei osod yn erbyn rhan fwyaf o hyn. Yn gyffredinol rhagwelir gorwariant cychwynnol o £983k, fodd bynnag bydd y gwasanaeth yn targedu arbedion o fewn y flwyddyn o £520k o leiaf, er mwyn cynnwys gostyngiadau pellach yn nefnydd staff asiantaeth yng Nghartrefi Gofal yr Awdurdod Lleol.

Social care continues to face a recruitment challenge, despite the Council's terms and conditions being relatively attractive. This is resulting in the continued use of agency staff in LA Residential Homes, the Enablement Service and critical frontline Social Worker roles. There is a significant underspend in Domiciliary Care, due to the new contractual arrangements taking effect from in late July, however a complex Enablement case is offsetting a large part of this. Overall there is an initial projected overspend of £983k, however the service will be targeting in year savings of at least £520k, to include further reductions in the use of agency staff in LA Care Homes.

## 2. GWYBODAETH ARIANNOL / FINANCIAL INFORMATION

Gwasanaeth Service	Y Gyllideb Ddiweddaraf Latest Budget £'000	Cyllideb hyd at Mehefin 2023 Budget to June 2023 £'000	Gwir wariant hyd at Mehefin 2023 Actuals to June 2023 £'000	Amrywiant hyd at Mehefin 2023 Variance to June 2023 £'000	Rhagolygon Diwedd y Flwyddyn tan/(gor) wariant Year End Forecast under/(over) spend £'000	Esboniad o'r gorwariant/tanwariant a ragwelir a lefel y risg Explanation of forecast over/under spend & the level of risk	Lefel y risg (L, C neu U) Level of risk (L, M or H)
Gwasanaethau Uniongyrchol / Direct Services	6,140	1,240	1,475	(235)	(520)	Mae lefel sylweddol o wariant yn parhau ar staff Asiantaeth mewn Cartrefi Preswyl yr Awdurdod Lleol (ar hyn o bryd rhagwelir y bydd yn cost oddeutu c£1.0m yn fwy na'r gyllideb staffio sydd ar gael) a gellir ond gosod arbedion a ragwelir yn y Gwasanaeth Dydd (£426k) ac incwm grant ychwanegol a ddisgwyllir yn y Gwasanaeth Maethu (£110k) yn rhannol yn ei erbyn. There is still a significant level of spend on Agency staff in LA Residential Homes (currently projected to cost c£1.0m more than the available staffing budget), which is being only partially offset by projected savings in Day Services (£426k) and additional grant income expected in the Fostering service (£110k).	U / H
Gwasanaethau Tymor Byr ac wedi'u Targedu / Targeted and Short Term Services	6,876	1,012	897	115	59	Bydd cyfraddau uwch ar gyfer Gofal Cartref yn dod i rym yn hwyr ym mis Gorffennaf 2023 o dan drefniadau contract newydd felly bydd effaith rhannol blwyddyn yma o ganlyniad i arbediad dros dro o ychydig dros £0.5m, fodd bynnag mae cost achos Galluogi cymhleth (£430k) yn erbyn rhan sylweddol o'r arbediad yma. New uplifted Domiciliary Care rates will come into force from late July 2023 under new contractual arrangements, therefore there is a part year effect resulting in a temporary saving of just over £0.5m, however the cost of a complex Enablement case (£430k) is offsetting a large part of this saving.	C / M
Gwananaethau Asesu a Brysbennu Integredig / Integrated Triage and Assessment Services	1,885	481	571	(90)	(499)	Mae'r gorwariant yn ymwneud yn bennaf â chost ychwanegol staff Asiantaeth. The overspend relates mainly to the additional cost of Agency staff.	C / M
Rheoli'r Gwasanaethau a Strategaeth y Gwasanaethau / Service Management and Strategy	474	94	98	(4)	497	Bydd y Gwasanaeth yn edrych ymhellach ar fesurau o fewn y flwyddyn i sicrhau arbedion gan gynnwys lleihau cost staff asiantaeth yng nghartrefi'r Awdurdod Lleol, gydag isafswm targed fod Gwasanaethau Lleol yn cyflawni sefyllfa sy'n unioni'r achos. The Service will be looking at further in year measures to produce savings including reducing the cost of agency staff within LA homes, with a minimum target that Direct Services achieves a breakeven position.	U / H
<b>CYFANSWM / TOTAL</b>	<b>15,375</b>	<b>2,827</b>	<b>3,041</b>	<b>(214)</b>	<b>(463)</b>		

## Adroddiad ar yr hyn a Ragwelir o ran y Gyllideb Mehefin 2023 / Budget Forecast Report June 2023

Ysgolion a Dysgu Gydol Oes / Schools &amp; Lifelong Learning

Swyddog Arweiniol / Corporate Lead Officer : Elen James &amp; Clive Williams

## 1. CRYNODEB / SUMMARY

## Diwedd y Flwyddyn / Year End Forecast:

Mae'r gwasanaeth yn parhau i chwilio am arbedion ar gludiant Dysgwyr ac yn targedu cael gafael ar o leiaf £150k o arbedion o fewn y flwyddyn er mwyn sicrhau bod y sefyllfa'n cael ei unioni.  
The service is seeking savings on Learner transport and is targeting finding at least of £150k of in year savings in order to achieve a breakeven position.

## 2. GWYBODAETH ARIANNOL / FINANCIAL INFORMATION

Gwasanaeth Service	Y Gyllideb Ddiweddaraf Latest Budget £'000	Cyllideb hyd at Mehefin 2023 Budget to June 2023 £'000	Gwirariant hyd at Mehefin 2023 Actuals to June 2023 £'000	Amrywiant hyd at Mehefin 2023 Variance to June 2023 £'000	Rhagolygon Diwedd y Flwyddyn tan/(gor) wariant Year End Forecast under/(over) spend £'000	Esboniad o'r gorwariant/tanwariant a ragwelir a lefel y risg Explanation of forecast over/under spend & the level of risk	Lefel y risg (L, C neu U) Level of risk (L, M or H)
Ysgolion Cynradd / Primary Schools	19,644	19,644	19,644	-	-	Mae'r cyllid i gyd yn cael ei ddirprwyo i Gyrrff Llywodraethol Ysgolion o 1 Ebrill. Mae'r cynnydd yng nghostau cyflogau ac ynni yn gorfodi ysgolion i ddefnyddio eu cronfeydd wrth gefn.	I / L
Ysgolion Uwchradd / Secondary Schools	15,636	15,636	15,636	-	-	All funding is delegated to School Governing Bodies wef 1 April. The increase in salary and energy costs is requiring schools to utilise their reserves.	I / L
Ysgolion Pob Oed / All-through Schools	12,047	12,047	12,047	-	-	Ni nodwyd unrhyw faes a oedd yn achosi problem ar hyn o bryd, mae'r tanwariant yn ymwneud â chyllidebau gweithwyr.	I / L
Gwella Ysgolion / School Improvement	1,887	3,324	3,285	39	75	There are no problem areas identified at present, the underspend relates to Employee budgets	I / L
Adnoddau Dysgu / Learning Resources	342	140	159	(19)	-	Ni nodwyd unrhyw faes a oedd yn achosi problem ar hyn o bryd. There are no problem areas identified at present.	I / L
Anghenion Dysgu Ychwanegol / Additional Learning Needs	2,420	252	209	43	-	Ni nodwyd unrhyw faes a oedd yn achosi problem ar hyn o bryd. There are no problem areas identified at present.	I / L
Gwasanaethau Diwylliannol / Cultural Services	1,137	311	303	8	-	Ni nodwyd unrhyw faes a oedd yn achosi problem ar hyn o bryd. There are no problem areas identified at present.	I / L
Dysgu Gydol Oes / Lifelong Learning	537	166	199	(33)	-	Ni nodwyd unrhyw faes a oedd yn achosi problem ar hyn o bryd. There are no problem areas identified at present.	I / L
Ymgysylltu a Chyrhaeddiad / Engagement and Attainment	1,638	388	377	11	25	Ni nodwyd unrhyw faes a oedd yn achosi problem ar hyn o bryd, mae'r tanwariant yn ymwneud â chyllidebau gweithwyr. There are no problem areas identified at present, the underspend relates to Employee budgets	I / L
Uned Arlwygo Gorfforaethol / Corporate Catering Unit	1,149	(291)	(268)	(23)	-	Ni nodwyd unrhyw faes a oedd yn achosi problem ar hyn o bryd. There are no problem areas identified at present.	I / L
Rheoli'r Gwasanaethau a Strategaeth y Gwasanaethau / Service Management and Strategy	75	75	118	(43)	(100)	Nod y gwasanaeth yw mantoli'r sefyllfa ar y cyfan ond bydd angen cael gafael ar arbedion o fewn y flwyddyn o nid yn llai na £150k i gyflawni hyn. The service will be aiming to breakeven as a whole, but will need to find in year savings of not less than £150k to achieve this.	C / M
<b>CYFANSWM / TOTAL</b>	<b>56,512</b>	<b>51,692</b>	<b>51,709</b>	<b>(17)</b>	<b>-</b>		

## Adroddiad ar yr hyn a Ragwelir o ran y Gyllideb Mehefin 2023 / Budget Forecast Report June 2023

Arweiniol / Leadership

Brif Weithredwr / Chief Executive : Eifion Evans

## 1. CRYNODEB / SUMMARY

Diwedd y Flwyddyn / Year End Forecast:

Er bod rhai arbedion o ran ffrydiau gwaith o fewn y flwyddyn nad ydynt hyd yma'n cyflawni'n llawn y targedau a osodwyd yn wreiddiol, yr her fwyaf yw cynnydd cyflymach yn nifer a chyfanswm cost lleoliadau Plant y tu allan i'r Sir gan y rhagwelir y bydd yn cyrraedd cyfanswm gwariant gros ar gyfer 23/24 o £6.3m (sy'n golygu gorwariant o ragwelir o £1.7m).

Whilst there are some in year Savings workstreams that are not yet fully delivering the original targets set, the more fundamental challenge is an exponential rise in the number and total cost of Out of County Children's placements which is currently projected to reach a total gross spend for 23/24 of £6.6m (which results in a projected overspend of £1.7m).

## 2. GWYBODAETH ARIANNOL / FINANCIAL INFORMATION

Gwasanaeth Service	Y Gyllideb Ddiweddaraf Latest Budget £'000	Cyllideb hyd at Mehefin 2023 Budget to June 2023 £'000	Gwir wariant hyd at Mehefin 2023 Actuals to June 2023 £'000	Amrywiant hyd at Mehefin 2023 Variance to June 2023 £'000	Rhagolygon Diwedd y Flwyddyn tan/(gor) wariant Year End Forecast under/(over) spend £'000	Esboniad o'r gorwariant/tanwariant a ragwelir a lefel y risg Explanation of forecast over/under spend & the level of risk	Lefel y risg (L, C neu U) Level of risk (L, M or H)
Grŵp Arweiniol / Leadership Group	497	124	113	11	-	Ni nodwyd unrhyw faes a oedd yn achosi problem ar hyn o bryd. There are no problem areas identified at present.	I / L
Arbedion Corfforaethol / Corporate Savings	(394)	-	-	-	(375)	Roedd y targed gwreiddiol yn £875k, ac fe'i gostyngwyd i £394k yn dilyn symudiadau i'r gwasanaethau perthnasol o ran ffioedd a thaliadau a rhan o darged y Cludiant i Ddysgwyr. Mae'r gweddill yn ymwneud yn bennaf ag Arbedion Ynni (£125k) a Chludiant Dysgwyr (£253k). Caiff y sefyllfa ei monitro yn ystod gweddill y flwyddyn. The original target was £875k, reduced to £394k following virements to respective services for Fees & Charges and part of the Learner Transport target. The balance left mainly relates to Energy Savings (£125k) and Learner Transport (£253k). The position will be monitored during the remainder of the year.	C / M
Cyllid wrth gefn / Contingencies	684	2	2	-	125	Mae £360k yn ymwneud ag arian wrth gefn o ran Egni / Codiad Cyflog y bydd ei angen yn llawn ar gyfer Codiad Cyflog Cyffredinol yn 2023/24. Rhagwelir tanwariant ar hyn o bryd ar y gweddill. £360k relates to Payaward / Energy Contingency which will be fully required for the 2023/24 General Payaward. An underspend is currently anticipated on the remainder.	C / M
Lleoliadau y tu allan i'r Sir / Out of County Placements	4,250	1,063	1,431	(368)	(1,699)	Bu cynnydd o 11 lleoliad newydd ers gosod Cyllideb 23/24. Mae hyn yn arwain at bwysau costau sylweddol o fewn y cyfanswm costau a ragwelwyd sef £6.6m ar gyfer 23/24 (sy'n cymharu â £1.8m yn 2020/21). Disgwylir y bydd y cyfleusterau newydd yn y Sir ar waith o Ebrill 2024 ymlaen, felly defnyddir yr arbediad dros dro yn Porth Gofal yn rhannol yn erbyn hyn (£633k). There has been an increase of 11 new placements since 23/24 Budget setting. This is leading to a substantial cost pressure with costs projected to be £6.6m for 23/24 (which compares with £1.8m in 2020/21). The new in county facilities are expected to start coming on stream from April 2024 onwards, so the temporary saving in Porth Gofal will be used as a partial offset (£0.6m).	U / H
<b>CYFANSWM / TOTAL</b>	<b>5,037</b>	<b>1,189</b>	<b>1,546</b>	<b>(357)</b>	<b>(1,949)</b>		

## Adroddiad ar yr hyn a Ragwelir o ran y Gyllideb Mehefin 2023 / Budget Forecast Report June 2023

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

Swyddog Arweiniol / Corporate Lead Officer : Duncan Hall

## 1. CRYNODEB / SUMMARY

## Diwedd y Flwyddyn / Year End Forecast:

Disgwylir gan y gwasanaeth bydd y gyllideb yn mantoli yn ystod y flwyddyn ariannol 2023/24.

It is expected by the service to breakeven during the 2023/24 financial year.

## 2. GWYBODAETH ARIANNOL / FINANCIAL INFORMATION

Gwasanaeth Service	Y Gyllideb Ddiweddaraf Latest Budget £'000	Cyllideb hyd at Mehefin 2023 Budget to June 2023 £'000	Gwir variant hyd at Mehefin 2023 Actuals to June 2023 £'000	Amrywiant hyd at Mehefin 2023 Variance to June 2023 £'000	Rhagolygon Diwedd y Flwyddyn tan/(gor) variant Year End Forecast under/(over) spend £'000	Esboniad o'r gorwariant/tanwariant a ragwelir a lefel y risg Explanation of forecast over/under spend & the level of risk	Lefel y risg (L, C neu U) Level of risk (L, M or H)
Ardollau / Levies	4,867	1,219	1,219	-	-	Mae risg gorwariant yn fach iawn am y caiff yr ardollau eu gosod yn flynyddol ac ni chânt eu hadolygu yn ystod y flwyddyn. The risk of overspends is minimal as the levies are set annually and are not revised in year.	I / L
Premiwm Treth y Cyngor / Council Tax Premium	615	-	-	-	-	Mae'r swm sydd ar gael i'w wario yn dibynnu ar y premiwm a gesglir yn ystod y flwyddyn ar ôl caniatáu ar gyfer unrhyw ad-daliadau. Cynllun Tai Cymunedol Newydd a gymeradwywyd gan y Cabinet ar 06/06/23. The amount available to be spent will be dependent on the premium collected during the year after allowing for any refunds. New Community Housing scheme approved by Cabinet on 06/06/23.	I / L
Balansau a Chronfeydd wrth gefn / Balances & Reserves	-	-	-	-	-	Bydd unrhyw drosglwyddiad i / o'r Gronfa Gyffredinol yn cael ei ystyried ar ddiwedd y flwyddyn pan fydd sefyllfa gyffredinol y Cyngor yn hysbys. Any transfer to / from the General Fund will be considered at year end when the overall position for the Council is known.	C / M
<b>CYFANSWM / TOTAL</b>	<b>5,482</b>	<b>1,219</b>	<b>1,219</b>	<b>-</b>	<b>-</b>		

## CEREDIGION COUNTY COUNCIL

**Report to:** Cabinet

**Date of meeting:** 05/09/23

**Title:** Council Tax Premiums applicable to Long Term Empty Properties and Second Homes in Ceredigion.

**Purpose of the report:** To consider the approach required if the Council wishes to change the level of Council Tax Premium on either Long Term Empty Properties and/or Second Homes in Ceredigion.

**For:** For Decision

**Cabinet Portfolio and Cabinet Member:**

- Cllr Bryan Davies, Leader and Cabinet Member for Democratic Services, Policy, Performance and People and Organisation
- Cllr Matthew Vaux, Cabinet Member for Partnerships, Housing, Legal and Governance and Public Protection
- Cllr Catrin M S Davies, Cabinet Member for Culture, Leisure and Customer Services
- Cllr Gareth Davies, Cabinet Member for Finance & Procurement

### 1. BACKGROUND

The Council currently levies a 25% Council Tax Premium on top of the normal level of Council Tax for both Second Homes and Long Term Empty properties. This determination stems back to Full Council decisions in 2016 and 2017. In addition, the Council's Community Housing Scheme was recently approved on 06/06/23 and will formally launched very shortly. There is currently an initial fund of £1.8m for this scheme, based on the position as at 31/03/23.

For the 23/24 Budget process there were 33,856 chargeable properties in Ceredigion in total. Of these 2,289 (6.8%) were either Second Homes or Long Term Empty Properties:

	<b>Total Number of Chargeable Properties</b>
2 <sup>nd</sup> Homes	1,697
Long Term Empty Properties	592
<b>Total</b>	<b>2,289</b>

These numbers have been relatively unchanged since 2017. Second Homes numbers have ranged from a low of 1,595 to a high of 1,697 and Long Term Empty Property numbers a low of 552 to a high of 672.

Unsurprisingly the highest proportions of Second Homes in Ceredigion are generally in the coastal areas:

<b>Town &amp; Community Council</b>	<b>%age of their Chargeable Dwellings</b>	<b>Number of Properties</b>
New Quay	27.2%	188
Llangrannog	17.1%	68
Borth	14.1%	109
Pontarfynach	11.0%	26
Penbryn	9.6%	63
Aberaeron	9.1%	69
Aberporth	8.4%	98

The number of Long Term Empty Properties in Ceredigion is generally greatest in volume in the more urban areas:

<b>Town &amp; Community Council</b>	<b>Number of Properties</b>	<b>%age of their Chargeable Dwellings</b>
Aberystwyth	84	1.8%
Cardigan	33	1.5%
Aberporth	26	2.2%
Llandysul	20	1.5%

The age bandings for the current Long Term Empty Properties as at 30/06/23 in Ceredigion is:

<b>Length Empty</b>	<b>Number of Properties</b>	<b>%age of Total</b>
1 to 2 years	103	17%
2 to 5 years	198	33%
5 to 10 years	170	28%
Over 10 years	132	22%

## **2. LEGISLATION**

The Council Tax (Long-term Empty Dwellings and Dwellings Occupied Periodically) (Wales) Regulations 2022 amends the Local Government Finance Act 1992 Section 12A & 12B and provides for Welsh Councils to increase Council Tax Premiums on 2nd Homes and Long Term Empty Properties **to a %age not more than 300%** on top of the normal Council Tax levels from a financial year beginning on or after 01/04/23.



The Local Government Finance Act 1992 Section 12A provides that for Long Term Empty Dwellings:

- A dwelling is a 'long-term empty dwelling' if it has been unoccupied and it has been substantially unfurnished of a period of at least 1 year.
- The furnishing or occupation of a dwelling for one or more periods of six weeks or less does not affect a dwelling's status as a long-term empty dwelling.
- A billing authority may specify different percentages based on the length of time for which they have been long-term empty dwellings. (I.e. Allowing a stepped approach for different age bandings).

The Local Government Finance Act 1992 Section 12B provides that for 2<sup>nd</sup> Homes (technically called 'Dwellings occupied periodically'):

- The conditions are that there is no resident and the dwelling is substantially furnished.
- A billing authority's first determination under this section must be made at least one year before the beginning of the financial year to which it relates.

Under the Local Authorities (Calculation of Council Tax Base) (Wales) Regulations 1995 (as amended), Welsh Councils have a duty to set their taxbase calculations between 1<sup>st</sup> November and 31<sup>st</sup> December of the financial year preceding the year the Council Tax is being set for. The Council is required to notify precepting authorities of the Council's Taxbase by 31<sup>st</sup> December.

### **3. WELSH GOVERNMENT GUIDANCE**

The Local Government Finance Act 1992, requires that that a billing authority must have regard to any guidance issued by the Welsh Ministers. WG updated their Guidance document in March 2023, alongside publishing the 'up to 300%' regulations.

The Guidance confirms that the overriding policy purpose of the legislation is to provide a tool to help local authorities to:

- Bring long-term empty homes back into use to provide safe, secure and affordable homes; and
- Support local authorities in increasing the supply of affordable housing and enhancing the sustainability of local communities.

There are a range of other factors contained within the guidance, which includes giving consideration to engagement and consultation with key stakeholders, including the local electorate.

### **4. TIMELINE FOR FUTURE POTENTIAL DECISIONS**

Any change to the determination of the level of Council Tax premium to be applied must be made by Full Council and would need to be approved before 31/12/23, in order to take effect from 01/04/24 for the 24/25 financial year.

There would be 2 separate aspects to any change in existing Full Council decisions:

- A core decision(s) to make any change to the existing premium level from 25% to a new %age on either or both Second Homes and Long Term Empty Properties.
- A requirement to supersede the existing decisions referring to how the monies raised are to be used - as they all refer to '*the 25% Council Tax Premium...*'.

The 2 aspects would not necessarily need to be considered at the same time. The first is a formal determination required under legislation, the second is a local Ceredigion policy / budgetary decision.

## **5. CONCLUSION**

Addressing the issues of second homes, holiday homes ownership and the conversion of residential properties to holiday lets is a key priority within the Council's approved 2022 -2027 Corporate Strategy. This and increasing the supply and range of options for affordable housing in Ceredigion forms a key part of the Corporate Wellbeing Objective - 'Creating Sustainable, Green and Well-connected Communities'.

Ceredigion's aspirations and policy objectives sit alongside WG's policy intention with the new legislation to bring long-term empty homes back into use and to support local authorities in increasing the supply of affordable housing and enhancing the sustainability of local communities. At the moment 2,289 (6.8%) properties are not occupied as residential properties by persons primarily resident in Ceredigion because they are either Second Homes or Long Term Empty Properties.

It is important that consideration is given to engagement and consultation with key stakeholders. This will include both the wider electorate (residents and businesses) and those currently affected by the existing 25% premium. It is therefore proposed that a formal public consultation is launched, which will last for at least a 6 week period during September and October.

Council Tax Premiums can be an emotive topic as well as having technical aspects to it. It is therefore proposed to set up a politically balanced Cross Party Working Group of Members to provide a forum to receive further research papers, modelling, to receive a report on consultation responses in due course and to support detailed discussions on any potential changes prior to further consideration by Cabinet and then ultimately Full Council if there is a proposal to change the existing level of Council Tax Premium. This group would also be underpinned by an Officer Working Group.

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

No – this will be carried out when the results of the proposed Consultation are available

<b>Wellbeing of Future Generations:</b>	<p><b>Summary:</b></p> <p><b>Long term:</b> Not Applicable</p> <p><b>Integration:</b> Not Applicable</p> <p><b>Collaboration:</b> Not Applicable</p> <p><b>Involvement:</b> Not Applicable</p> <p><b>Prevention:</b> Not Applicable</p>
<b>Recommendations(s):</b>	<ol style="list-style-type: none"> <li>1. To agree to commence a formal Public Consultation regarding the future level of Council Tax Premiums on both Long Term Empty Properties and Second Homes in Ceredigion.</li> <li>2. To delegate authority to the Corporate Lead Officer: Finance &amp; Procurement and the Corporate Lead Officer: Policy, Performance &amp; Public Protection to prepare and launch the Public consultation.</li> <li>3. To agree that a Cross Party Working Group of Members is instigated to consider the matter of Council Tax Premiums.</li> <li>4. To note that any decision to change the existing level of Council Tax Premium on either Long Term Empty Properties or Second Homes in Ceredigion will require a Full Council decision.</li> </ol>
<b>Reasons for decision:</b>	To take the necessary first steps to allow future consideration, in due course, on the level of Council Tax Premium to be applied to both Long Term Empty Properties and Second Homes in Ceredigion.
<b>Overview and Scrutiny:</b>	All Members will be involved in any final decision on future levels of Council Tax Premium
<b>Policy Framework:</b>	Housing Strategy, Council Budget
<b>Corporate Wellbeing Objective:</b>	Creating Sustainable, Green and Well-connected Communities
<b>Financial &amp; Procurement implications:</b>	None at this stage
<b>Legal implications:</b>	<p>Legislation provides the legal framework for Council Tax Premiums:</p> <ul style="list-style-type: none"> <li>• Local Government Finance Act 1992 Sections 12A &amp; 12B</li> </ul>

- Council Tax (Long-term Empty Dwellings and Dwellings Occupied Periodically) (Wales) Regulations 2022
- Local Authorities (Calculation of Council Tax Base) (Wales) Regulations 1995 (as amended)
- WG legislation (Non-Domestic Rating (Amendment of Definition of Domestic Property) (Wales) Order 2022),

WG have also produced updated Guidance which the Council is required to have regard to.

<b>Staffing implications:</b>	None at this stage
<b>Property / Asset implications:</b>	n/a
<b>Risk(s):</b>	None at this stage
<b>Background Papers:</b>	Previous Full Council Decisions on Council Tax Premiums: <ul style="list-style-type: none"> <li>• 24/03/16</li> <li>• 16/03/17</li> <li>• 03/03/22</li> </ul>
<b>Appendices:</b>	None
<b>Corporate Lead Officer:</b>	Duncan Hall CLO: Finance & Procurement
<b>Reporting Officers:</b>	Duncan Hall
<b>Date:</b>	19/08/23

## CEREDIGION COUNTY COUNCIL

**Report to:** Cabinet

**Date of meeting:** 5th September 2023

**Title:** Quarter 1 Capital Programme Monitoring Report

**Purpose of the report:** To report on the Capital Expenditure to date

**For:** Information

**Cabinet Portfolio and  
Cabinet Member:** Councillor Gareth Davies - Finance & Procurement Services

### 1. Overall Position

Details of the latest Capital Programme expenditure to the end of June are attached as Appendix A.

Total expenditure is £2.9m. The Capital Programme Working budget is £53.2m (excluding Contingencies) for the year.

### 2. New Schemes – Variances, Budget Changes

The latest budget reflects the amended 2023/24 programme which was approved by Cabinet on 4<sup>th</sup> July 2023 and in addition the following New Schemes & Budget Changes to the end of June 2023 are reflected: -

#### **New Schemes Approved**

- +£161k – HCF – Housing with Care Fund - new approved grant funding for 2023/24.
- +£73k – E-sgol – new approved grant funding for 2023/24.

#### **Budget Changes**

- +£76k - Aberaeron Coastal Protection Development Stage – additional grant funding has been approved.
- +£200k - Intermediate Care Fund – Hafan Deg Dementia Project - The Region has approved this funding through their programmed managed funds.
- +£186k – Intermediate Care Fund – Safe Accommodation for Children – The Region has approved this funding through their programmed managed funds.
- +£16k – Artificial Pitches – General Council Funding vired from Sports Wales Wellbeing Centres, Facilities Upgrade.

### 3. Capital Receipts

No Capital Receipts have been achieved to end of June 2023.

Whilst this report only covers the position to Q1, it is timely to update Members that formal funding letters have recently been received from WG (and accepted by the Council) for Aberaeron Coast Protection scheme (£1.9m pa to fund £25.9m of borrowing), for Dyffryn Aeron School (£10.1m grant) and for the first year of Growing Mid Wales Growth Deal (£4.0m grant).

The Capital Programme is monitored on a bi-monthly basis by the Capital Monitoring Group and issues such as project progress, virements, slippage and the implications arising thereon are considered by the Group and reported through to the Development Group.

<b>Integrated Impact Assessment:</b>	<b>Has an Integrated Impact Assessment been completed? If, not, please state why -</b> This report does not refer to a policy or service change.
<b>Wellbeing of Future Generations:</b>	<b>Long Term:</b> <b>Integration:</b> <b>Collaboration:</b> <b>Involvement:</b> <b>Prevention:</b>
<b>Recommendation(s):</b>	To note the report and the successful financial performance.
<b>Reasons for decision:</b>	None required
<b>Overview and Scrutiny:</b>	Considered during the budget setting process
<b>Policy Framework:</b>	Medium Term Financial Strategy
<b>Corporate Priorities:-</b>	All Corporate Priorities are underpinned by the Capital Programme.
<b>Financial Procurement implications:</b>	Compliant
<b>Legal implications:</b>	None
<b>Staffing implications:</b>	None
<b>Property/Asset Implications</b>	None directly
<b>Risk</b>	Risk of insufficient funding if there are significant overspends

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

**Background Papers:** 3 year Capital Programme

**Appendices:** A - Capital Programme Monitoring Report

**Corporate Lead Officer:** Duncan Hall, Corporate Lead Officer: Finance and Procurement

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

**Date:** 9th August, 2023

Quarter 1 Monitoring Report

Corporate/ Service Managers	Latest Budget			Total Expenditure to date £'000	Budget Remaining £'000	Notes for Cabinet
	General Funding £'000	Grant Funding £'000	Total £'000			

**Schools and Lifelong Learning**

21st Century Schools programme (Band B)	NJ	3,537	6,028	9,565	848	8,717	No issues to report
Ysgol Henry Richards	NJ	37	-	37	-	37	No issues to report
Childcare Provision	NJ	-	1,380	1,380	74	1,306	No issues to report
Free School Meals	NJ	798	-	798	10	788	No issues to report
Welsh Medium Immersion Centre and New classroom block	NJ	-	1,284	1,284	35	1,249	No issues to report
E-sgol project	NJ	-	73	73	-	73	New Approved Grant funded scheme
School - additional Capital works	NJ	2,285	-	2,285	115	2,170	No issues to report
Underfloor Heating System - Schools	NJ	445	-	445	-	445	No issues to report
Urgent Works Schools	NJ	150	-	150	3	147	No issues to report
<b>Total - Schools and Lifelong Learning</b>		<b>7,252</b>	<b>8,765</b>	<b>16,017</b>	<b>1,086</b>	<b>14,931</b>	

**Porth Cymorth Cynnar**

Wellbeing Centre - Lampeter	CY	143	122	265	187	78	No issues to report
Wellbeing Centres - Urgent Works	CY	375	-	375	5	370	No issues to report
Sports Wales Wellbeing Centres Facilities upgrades	CY	224	537	761	30	731	No issues to report
Artificial Sports Pitches	CY	107	4	111	101	10	No issues to report
Grants to Aberaeron and Calon Tysul Swimming Pools	CY	-	89	89	44	45	No issues to report
Disabled Facilities Grants	LH	1,400	-	1,400	189	1,211	No issues to report
Home Improvement & Houses into Homes Loan Schemes	LH	61	-	61	10	51	No issues to report
Enable Grant for Independent Living	LH	-	146	146	4	142	No issues to report
Intermediate Care Fund- Property Purchases & Renovations	LH	171	-	171	-	171	No issues to report
Land and Buildings Development Fund	LH	1,688	-	1,688	-	1,688	No issues to report
HCF - Housing with Care Fund	LH	-	161	161	4	157	Approved Grant Offer letter has been received.
National Empty Homes Grant Scheme	LH	82	-	82	-	82	No issues to report
<b>Total - Porth Cymorth Cynnar</b>		<b>4,251</b>	<b>1,059</b>	<b>5,310</b>	<b>573</b>	<b>4,737</b>	



Quarter 1 Monitoring Report

Corporate/ Service Managers	Latest Budget			Total Expenditure to date £'000	Budget Remaining £'000	Notes for Cabinet
	General Funding £'000	Grant Funding £'000	Total £'000			

**Economic and Regeneration**

Sewage Treatment Works	AG	656	-	656	86	570	No issues to report
Urgent Works Other	AG	100	-	100	23	77	No issues to report
Buildings - Invest to Save	AG	175	-	175	2	173	No issues to report
Energy Scheme Investments	AB	750	-	750	-	750	No issues to report
Asset Development Programme	AD	-	180	180	5	175	No issues to report
Market Hall Cardigan	AD	369	28	397	-	397	No issues to report
Footbridge Replacement Programme	AD	50	-	50	-	50	No issues to report
Access Improvement Grant	AD	-	103	103	12	91	No issues to report
Green Recovery Delivery Partnership Priority Themes	AD	-	32	32	-	32	No issues to report
Local Places for nature Capital	AD	-	11	11	4	7	No issues to report
Levelling up Projects	AD	-	5,008	5,008	48	4,960	No issues to report
Nature Network Fund - Afon Teifi SAC Catchment	AD	-	445	445	-	445	Approval has been give for the extension of the project to 31/12/23
Transforming Towns Cardigan Mash Project	AD	540	-	540	-	540	The scheme is currently being reviewed by WG
Hafan y Waun Housing Development	AD	500	-	500	-	500	Spend is currently on hold.
<b>Total - Economic and Regeneration</b>		<b>3,140</b>	<b>5,807</b>	<b>8,947</b>	<b>180</b>	<b>8,767</b>	

Quarter 1 Monitoring Report

Corporate/ Service Managers	Latest Budget			Total Expenditure to date £'000	Budget Remaining £'000	Notes for Cabinet
	General Funding £'000	Grant Funding £'000	Total £'000			

**Highways and Environmental Services**

Highways Infrastructure Renewal / Improvements	PJ	2,200	-	2,200	466	1,734	No issues to report
Environmental Services	GJ	66	-	66	11	55	No issues to report
Ultra Low Emissions Vehicle Transformation	PJ	-	298	298	10	288	No issues to report
EV Charging Infrastructure Grant (WLGA)	PJ	8	8	16	(0)	16	No issues to report
ATF Core Funding 2023/24	PJ	-	500	500	12	488	No issues to report
ATF Waunfawr to IBERS Link Phase 1	PJ	-	1,490	1,490	4	1,486	No issues to report
LTF Regional Bus Core Allocation	PJ	-	250	250	-	250	No issues to report
LTF TrawsCymru Bus Corridor Infrastructure Improvements	PJ	-	950	950	7	943	No issues to report
20mph Core Allocation	PJ	-	739	739	47	692	No issues to report
SRIC Llanrhystud	PJ	-	50	50	3	47	No issues to report
							Borth Leat Project, approved
Flood Alleviation Schemes Llandre/Borth Leat	PJ	-	61	61	4	57	Extension to the end date of the scheme - 16/03/24.
Coastal Protection Aberaeron - Development Stage	PJ	-	107	107	12	95	Approved Extension to the end date of project 16/03/24 & additional funding of £76k.
Coastal Protection Aberystwyth - Development Stage	PJ	-	232	232	68	164	Approved Extension to the end date of project 30/09/23
Borth & Ynyslas Coastal Protection - Development Stage	PJ	-	40	40	1	39	Approved Extension to the end date of project 30/09/23
Flood, Coastal and Risk Management, Capel Bangor and Tal-y-bont - Development Stage.	PJ	-	121	121	0	121	Approved Extension to the end date of project 16/03/24
Llangrannog Coastal Protection - Development Stage	PJ	-	24	24	1	23	Approved Extension to the end date of project 16/03/24
Coastal Protection Aberaeron	PJ	10,000	-	10,000	-	10,000	Funding has been confirmed recently - the spend profile will need to be reviewed.
Fleet Replacement	GJ	848	-	848	147	701	No issues to report
Penrhos - Waste Transfer Station	GJ	350	-	350	-	350	Scheme being reviewed
<b>Total - Highways and Environmental Services</b>		<b>13,472</b>	<b>4,870</b>	<b>18,342</b>	<b>794</b>	<b>17,548</b>	

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Quarter 1 Monitoring Report

Corporate/ Service Managers	Latest Budget			Total Expenditure to date £'000	Budget Remaining £'000	Notes for Cabinet
	General Funding £'000	Grant Funding £'000	Total £'000			

**Porth Gofal**

Cylch Caron	NL	243	9	252	0	252	No issues to report
Urgent Works - Residential Homes	NL	100	-	100	-	100	No issues to report
Intermediate Care Fund - Hafan Deg Dementia Project	NL	-	200	200	118	82	A claim for Grant funding is being submitted which has been approved by the region
Intermediate Care Fund - Safe Accommodation for Children	NL	200	186	386	7	379	A claim for Grant funding is being submitted which has been approved by the region
Residential Homes upgrade	NL	500	-	500	70	430	No issues to report
Hafan y Waun Residential Home Capital Investment	NL	200	-	200	-	200	No issues to report
<b>Total - Porth Gofal</b>		<b>1,243</b>	<b>395</b>	<b>1,638</b>	<b>195</b>	<b>1,443</b>	

**UK Shared Prosperity Fund**

UK Shared Prosperity Fund (Powys and Ceredigion)	CJE	-	1,773	1,773	-	1,773	Panel are meeting to discuss applications & projects
<b>Total - UK Shared Prosperity Fund</b>		<b>-</b>	<b>1,773</b>	<b>1,773</b>	<b>-</b>	<b>1,773</b>	

**Customer Contact**

ICT Kit and Infrastructure investment	AM	390	-	390	-	390	No issues to report
<b>Total - Customer Contact</b>		<b>390</b>	<b>-</b>	<b>390</b>	<b>-</b>	<b>390</b>	

Quarter 1 Monitoring Report

	Corporate/ Service Managers	Latest Budget			Total Expenditure to date £'000	Budget Remaining £'000	Notes for Cabinet
		General Funding £'000	Grant Funding £'000	Total £'000			
Community Grant Scheme	JD	200	-	200	26	174	Capital Commitments to the end of June £146k
<b>Total - Finance &amp; Procurement</b>		<b>200</b>	<b>-</b>	<b>200</b>	<b>26</b>	<b>174</b>	
<b><u>Policy Performance and Public Protection</u></b>							
Inphase Contract	AW	30	-	30	-	30	No issues to report
<b>Total Policy Performance and Public Protection</b>		<b>30</b>	<b>-</b>	<b>30</b>	<b>-</b>	<b>30</b>	
Funding to be allocated		589	-	589	-	589	
		<b>30,567</b>	<b>22,669</b>	<b>53,236</b>	<b>2,854</b>	<b>50,382</b>	
<b><u>Brought Forward Commitments</u></b>							
Brought forward Commitments		-	-	-	(0)	0	22/23 accruals will fund brought forward expenditure in 23/24
<b>Total B/f Commitments</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>(0)</b>	<b>0</b>	
<b>TOTAL WORKING PROGRAMME</b>		<b>30,567</b>	<b>22,669</b>	<b>53,236</b>	<b>2,854</b>	<b>50,382</b>	
Contingencies	JD	350	-	350	-	350	
New Approved Grants/Match funding for grant schemes	JD	200	3,304	3,504	-	3,504	
<b>Total - Contingencies</b>		<b>550</b>	<b>3,304</b>	<b>3,854</b>	<b>-</b>	<b>3,854</b>	
<b>TOTAL OVERALL PROGRAMME</b>		<b>31,117</b>	<b>25,973</b>	<b>57,090</b>	<b>2,854</b>	<b>54,236</b>	

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## CEREDIGION COUNTY COUNCIL

**Report to:** Cabinet

**Date of meeting:** 5th September 2023

**Title:** Quarterly Treasury Management Performance Report 2023/24

**Purpose of the report:** To report on the April 2023 to June 2023 Treasury Management Performance

**For:** INFORMATION

**Cabinet Portfolio and Cabinet Member:** Councillor Gareth Davies, Cabinet Member for Finance & Procurement Services

### 1. INTRODUCTION

This report is presented in accordance with the CIPFA Code of Practice on Treasury Management 2021 (the Code). It is recommended by the code that from 2023/24 treasury management activities are reported at least quarterly.

Treasury management is defined by CIPFA as:

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

### 2. PORTFOLIO POSITION

The Council’s summarised debt and investment position is shown below, with further details analysed in Appendix A (Investments) and Appendix B (Debt).

	<u>As at</u> <u>31/03/2023</u> <u>£m</u>	<u>As at</u> <u>30/06/2023</u> <u>£m</u>
<u>External Borrowing</u>		
PWLB loans	101.1	101.1
Market loan	5.8	5.8
WG Repayable loan funding	0.9	0.9
<b>Total Debt</b>	<b>107.8</b>	<b>107.8</b>

<u>Investments held</u>		
In-house	38.7	41.1
<b>Total Investments</b>	<b>38.7</b>	<b>41.1</b>
<b>Net Debt</b>	<b>69.1</b>	<b>66.7</b>

### 3. ECONOMIC UPDATE

Information and data regarding the economic position has been changing rapidly during 2023. The update below has been written during July 2023.

- a) The economy has weathered the drag from higher inflation better than was widely expected. The 0.2% month on month increase in real GDP in April, the reduction in May by 0.1% and the estimated increase in June of 0.5% further raise hopes that the economy will escape a recession this year.
- b) The recent resilience of the economy has been due to many factors including the continued rebound in activity after the pandemic, households spending some of their pandemic savings, the tight labour market and government grants both supporting household incomes.
- c) The labour market became tighter over the quarter and wage growth reaccelerated. Labour demand was stronger than had been expected.
- d) CPI inflation fell for the second month in a row in July 2023 to 6.8%, down from it's peak of 11.1% in October 2022.
- e) On 11th May, the Bank of England's Monetary Policy Committee (MPC) increased Bank Rate by 25 basis points to 4.50%, and on 22nd June moved rates up a further 50 basis points to 5.00%. The Bank Rate has been raised further on the 3rd August to 5.25%.

### 4. Interest Rate Forecasts

The Council has appointed Link Group as its treasury advisors and part of their service is to assist the Council to formulate a view on interest rates. The PWLB rate forecasts below are based on the Certainty Rate (the standard rate minus 20 basis points).

The latest forecast, made on 10th August 2023, sets out a view that both short and long-dated interest rates will be elevated for some time as the Bank of England seeks to squeeze inflation out of the economy, against a backdrop of a stubbornly robust economy and a tight labour market.

#### Link Treasury Services Interest Rate Forecast – as at 10th August 2023

	Sep-23	Dec-23	Mar-24	Jun-24	Sep-24	Dec-24	Mar-25	Jun-25
Bank Rate Forecast	5.50%	5.50%	5.50%	5.25%	4.75%	4.25%	3.75%	3.25%

PWLB Borrowing Rate								
5 yr PWLB	5.60%	5.30%	5.10%	4.80%	4.50%	4.20%	3.90%	3.60%
10 yr PWLB	5.20%	5.00%	4.90%	4.70%	4.40%	4.20%	3.90%	3.70%
25 yr PWLB	5.40%	5.20%	5.10%	4.90%	4.70%	4.50%	4.20%	4.00%
50 yr PWLB	5.10%	5.00%	4.90%	4.70%	4.50%	4.30%	4.00%	3.80%

## 5. STRATEGY FOR 2023/24

The Council's Treasury Management strategy for the current year was approved by Full Council in March 2023. The Investment Strategy outlined the investment priorities as being security of capital and liquidity, with the aim of achieving the optimum return on investments commensurate with the proper levels of security and liquidity. Generally, it was anticipated that investments for core cashflow requirements would be for periods of up to 3 months, but with scope to invest for longer periods (up to 1 year) if surplus investment balances are available. All Investments in the year to date have been in line with the strategy.

On the borrowing side, the Council has a fairly significant cash balance and is maintaining an internal borrowing position which is helping to deliver revenue savings.

## 6. INVESTMENT PORTFOLIO

A full list of investments held as at 30/06/2023 is shown in Appendix A. The majority of investments are short term, ensuring that the key dates relating to salaries, housing benefit and creditor payment runs are covered within a month. Where funds allow, these investments are supplemented with longer dated maturities to take advantage of increased returns.

Investments for the first three months of 2023/24 has led to income of £529k against a budget of £334k resulting in a favourable variance of £195k. This is due to higher interest rates than anticipated when the budget was set.

The full year budget for investment income is £1.3m and it is forecast that income of £2.2m will be achieved which will result in a £0.9m favourable variance for the year.

## 7. BORROWING PORTFOLIO

During 2023/24, no new PWLB loans have been taken out to date, although significant borrowing is expected to be carried out later in the year. The Aberaeron Coastal Protection Scheme requires circa £26.9m of prudential borrowing during the next two years which will be fully funded by Welsh Government. The timing and profile of this borrowing requirement is currently being finalised.

There are no PWLB loan maturities due during the year.

A full list of loans held as at 30/06/2023 is shown in Appendix B.

## 8. DEBT RESCHEDULING

As the economy continues to move into a higher interest rate environment debt rescheduling opportunities may become available, which hasn't been the case for over a decade. The Council will monitor this situation and evaluate opportunities that become available if balances allow.

No premature repayment of debt, or debt rescheduling, has taken place to date in this financial year.

## 9. COMPLIANCE WITH TREASURY LIMITS

During the financial year to date the Council has operated within the Treasury Limits and Prudential Indicators set out in the Council's approved Treasury Management Strategy. The 2023/24 Prudential indicators are shown in Appendix 3.

## 10. TREASURY ADVISORS

The Council employs Link Treasury Solutions Ltd as the Council's external Treasury advisor on a contract that runs until 30/08/2026. Link support by providing an analysis of investment counterparty creditworthiness, provide forecasts of movements in PWLB rates, undertake Balance Sheet reviews, they provide regular updates on economic and political changes together with advice on any changes to legislation or accounting standards.

## 11. BANKING CONTRACT

The Council has a contract with Barclays for the delivery of banking services, which runs until 29/02/2024. Barclays is a UK based bank, with a long-term credit rating of A1 (Moody's) and continues to provide the Council with an excellent service. Barclays has operated local government sector specialism for over 15 years, currently providing transactional banking services to just under 25% of all local authorities and holding treasury relationships with close to 70% in the UK.

Due to the current contract due to expire in early 2024 the Council is carrying out a tender exercise for its corporate banking services contract.

	<b>Has an Integrated Impact Assessment been completed? If, not, please state why</b>	No: Report for information
<b>Wellbeing of Future Generations:</b>	<b>Summary:</b> <b>Long term:</b> <b>Integration:</b> <b>Collaboration:</b> <b>Involvement:</b> <b>Prevention:</b>	
<b>Recommendation(s):</b>	<b>To note the contents of the report</b>	
<b>Reasons for decision:</b>	<b>None required</b>	



**Overview and Scrutiny:** Considered during the Strategy approval process

**Policy Framework:** 2023/24 Treasury Management Strategy

**Corporate Priorities:** Treasury Management underpins all Corporate Priorities

**Financial Implications:** Finance: Investment Income/External interest paid

**Statutory Powers:** Local Government Act 2003

**Background Papers:** 2023/24 Treasury Management Strategy report to Full Council (March 2023)

**Appendices:** Appendix A - Investment Portfolio  
Appendix B - Debt Portfolio  
Appendix C – 2023/24 Prudential Indicators

**Corporate Lead Officer:** Duncan Hall (Finance & Procurement)

**Reporting Officer:** Justin Davies (Corporate Manager - Core Finance)

**Date:** 10/08/2023

**INVESTMENT PORTFOLIO AS AT 30/06/2023:**

Details	Value	Interest Rate	Investment	
	£	%	From	To
<b>Fixed Term Investments</b>				
Standard Chartered Sustainable Deposit	£2,000,000	4.27%	07/02/2023	08/08/2023
Lloyds Bank Corporate Markets	£2,000,000	4.87%	04/04/2023	04/10/2023
Goldman Sachs International	£2,000,000	4.47%	14/04/2023	14/07/2023
Bank of Scotland	£500,000	4.36%	17/04/2023	17/07/2023
Goldman Sachs International	£2,000,000	4.60%	25/04/2023	25/07/2023
DMADF	£1,000,000	4.43%	16/05/2023	18/07/2023
DMADF	£1,500,000	4.45%	19/05/2023	21/07/2023
DMADF	£1,500,000	4.47%	22/05/2023	28/07/2023
DMADF	£500,000	4.48%	23/05/2023	28/07/2023
Nationwide Building Society	£2,500,000	4.61%	24/05/2023	25/08/2023
Nationwide Building Society	£1,000,000	4.65%	30/05/2023	30/08/2023
DMADF	£3,000,000	4.56%	31/05/2023	31/07/2023
Nationwide Building Society	£1,000,000	4.65%	31/05/2023	31/08/2023
DMADF	£1,000,000	4.49%	02/06/2023	04/07/2023
DMADF	£500,000	4.50%	02/06/2023	07/07/2023
Standard Chartered Sustainable Deposit	£2,000,000	5.23%	06/06/2023	06/12/2023
DMADF	£2,000,000	4.53%	07/06/2023	07/07/2023
DMADF	£1,000,000	4.55%	08/06/2023	11/07/2023
DMADF	£1,000,000	4.59%	12/06/2023	21/07/2023
DMADF	£1,000,000	4.63%	15/06/2023	21/07/2023
Lloyds Bank Corporate Markets	£1,000,000	5.49%	16/06/2023	15/12/2023
DMADF	£500,000	4.58%	19/06/2023	07/07/2023
DMADF	£500,000	4.60%	20/06/2023	11/07/2023
DMADF	£500,000	4.61%	21/06/2023	19/07/2023
Lloyds Bank Corporate Markets	£1,500,000	5.65%	21/06/2023	21/12/2023
DMADF	£500,000	4.90%	26/06/2023	31/07/2023
DMADF	£500,000	4.90%	27/06/2023	31/07/2023
Nationwide Building Society	£1,500,000	5.12%	28/06/2023	29/09/2023
Lloyds Bank Corporate Markets	£1,000,000	5.95%	28/06/2023	28/12/2023
DMADF	£1,500,000	4.88%	30/06/2023	31/07/2023
	£38,000,000			
<b>Deposits in Barclays Reserve a/c</b>				
Barclays Bank	£3,053,706	4.65%	-	-
<b>Total Investments as at 30/06/23</b>	<b>£41,053,706</b>			

**DEBT PORTFOLIO AS AT 30/06/2023:****Appendix B**

Loan Ref	Repayment Method	Start Date	Maturity Date	Original Interest rate	Balance as at 30/06/23
<b><u>PWLB Loans</u></b>					
417195	A	24-Dec-71	02-Dec-31	8.000%	17,186
419325	A	21-Mar-72	02-Dec-31	7.750%	12,026
427730	A	12-Jun-73	02-Jun-33	9.875%	18,613
478179	M	26-Sep-96	31-Mar-56	8.125%	5,000,000
478585	M	10-Dec-96	30-Sep-56	7.500%	3,000,000
480055	M	13-Oct-97	30-Sep-57	6.375%	6,000,000
480689	M	27-Mar-98	30-Sep-52	5.875%	2,000,000
481159	M	20-Jul-98	31-Mar-53	5.500%	3,500,000
490819	M	24-Nov-05	31-Mar-31	4.250%	2,000,000
490981	M	11-Jan-06	31-Mar-51	3.900%	2,000,000
491703	M	07-Jun-06	30-Sep-41	4.350%	2,700,000
491819	M	07-Jul-06	30-Sep-31	4.500%	5,300,000
491837	M	12-Jul-06	02-Jun-39	4.450%	2,000,000
492936	M	20-Feb-07	06-Aug-32	4.550%	6,000,000
493733	M	10-Aug-07	30-Sep-37	4.750%	9,551,120
501411	A	10-Jul-12	31-Mar-32	2.860%	1,197,102
501928	A	01-Mar-13	31-Mar-29	2.630%	1,242,938
502054	A	28-Mar-13	06-Feb-33	2.860%	1,312,197
502477	A	13-Aug-13	30-Sep-28	3.110%	1,231,839
502596	M	10-Oct-13	09-Oct-36	4.210%	5,000,000
502827	M	06-Feb-14	10-Jan-25	3.660%	3,000,000
502828	M	06-Feb-14	10-Jan-27	3.840%	2,000,000
502981	A	09-Apr-14	31-Mar-34	3.680%	1,467,848
502982	A	09-Apr-14	30-Sep-28	3.230%	1,739,153
503489	M	25-Nov-14	31-Mar-45	3.670%	5,000,000
503490	A	25-Nov-14	31-Mar-44	3.400%	1,135,333
503728	M	09-Feb-15	31-Mar-60	2.750%	4,000,000
503729	M	09-Feb-15	31-Mar-61	2.750%	4,000,000
504645	A	04-Feb-16	30-Sep-45	2.760%	2,148,820
506318	M	06-Sep-17	01-Sep-28	1.970%	2,000,000
506319	M	06-Sep-17	01-Sep-46	2.560%	6,000,000
507963	M	30-Oct-18	31-Mar-34	2.500%	2,000,000
507964	M	30-Oct-18	30-Sep-48	2.460%	1,800,000
508214	M	13-Dec-18	30-Sep-39	2.520%	2,000,000
509622	M	08-Aug-19	30-Sep-58	1.970%	2,000,000
509623	M	08-Aug-19	30-Sep-34	1.730%	1,800,000
					<b>101,174,174</b>
<b><u>Market Loan</u></b>					
Barclays	M	20-Jun-16	13-Sep-66	3.660%	5,750,000
<b><u>WG Repayable Loan funding</u></b>					
Housing Improvement & Empty Property Loan 1	M	06-Mar-15	31-Mar-30	0.000%	556,075
Housing Improvement & Empty Property Loan 2	M	27-Mar-20	31-Mar-35	0.000%	250,000
Housing Improvement & Empty Property Loan 3	M	19-Feb-21	31-Mar-27	0.000%	80,000
					<b>886,075</b>
<b>TOTAL</b>					<b>107,810,249</b>

Key: A = Annuity M = Maturity

**Treasury Management related Prudential Indicators**

**Gross debt and the Capital Finance Requirement**

In order to ensure that over the medium term debt will only be for a capital purpose, the local authority should ensure that gross external debt does not, except in the short term, exceed the total of capital financing requirement in the preceding year plus the estimates of any additional capital financing requirement for the current and next two financial years.

The Section 151 officer reports that the authority did not have any difficulty in meeting this requirement in 2022/23, nor are there any difficulties envisaged for the current or future years. This view takes into account current commitments, existing plans, and the proposals in the 3 year capital programme.

**Authorised Limit for External Debt**

	<b>2023/24</b>	<b>2024/25</b>	<b>2025/26</b>
	<b>£m</b>	<b>£m</b>	<b>£m</b>
Borrowing	155	163	168
Other long term liabilities	7	12	12
<b>Total</b>	<b>162</b>	<b>175</b>	<b>180</b>

**Operational Boundary for External Debt**

	<b>2023/24</b>	<b>2024/25</b>	<b>2025/26</b>
	<b>£m</b>	<b>£m</b>	<b>£m</b>
Borrowing	149	157	162
Other long term liabilities	6	11	11
<b>Total</b>	<b>155</b>	<b>168</b>	<b>173</b>

**Maturity Structure of Borrowing**

	<b>Upper limit</b>	<b>Lower limit</b>
Under 12 months	20%	0%
12 months & within 24 months	20%	0%
24 months & within 5 years	50%	0%
5 years & within 10 years	75%	0%
10 years & above	95%	25%
<u>Sub-category within 10 years and above</u> 50 years & above	20%	0%

**Upper limit for total principal sums invested for more than 1 year**

<b>2023/24</b>	<b>2024/25</b>	<b>2025/26</b>
£2.5m	£2.5m	£2.5m