

# Public Document Pack



Cyngor Sir  
**CEREDIGION**  
County Council

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

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17 January 2024

Dear Sir / Madam

I write to inform you that a MEETING of the COUNCIL will be held at NEUADD CYNGOR CEREDIGION, PENMORFA, ABERAERON AND REMOTELY VIA VIDEO CONFERENCE on Tuesday, 23 January 2024 at 2.00 pm for the transaction of the following business:

1. **Apologies**
2. **Disclosure of personal / prejudicial interests**
3. **Chair Announcements**
4. **To confirm the Minutes of the Meeting of the Council held on 14 December 2023 and the Minutes of the Special Meeting of Council held on 14 December 2023 (Pages 3 - 18)**
5. **To consider the Report of the Corporate Lead Officer for Finance and Procurement upon the Council Tax Reduction Scheme 2024/25 (Pages 19 - 24)**
6. **To consider the report of the Corporate Lead Officer for Democratic Services upon the Polling District, Places and Polling Stations Review 2023 (Pages 25 - 66)**
7. **Membership of the Council and the Committees of Council (Pages 67 - 74)**

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

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

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

**To: Chairman and Members of Council**

**Minutes of the Meeting of COUNCIL**  
**held at Neuadd Cyngor Ceredigion, Penmorfa, Aberaeron and remotely via**  
**video conference on Thursday, 14th December 2023**

**PRESENT:** Councillor Maldwyn Lewis (Chair), Councillors Shelley Childs, Bryan Davies, Catrin M S Davies, Clive Davies, Euros Davies, Gareth Davies, Gethin Davies, Ifan Davies, Marc Davies, Meirion Davies, Rhodri Davies, Amanda Edwards, Endaf Edwards, Elizabeth Evans, Eryl Evans, Gwyn Wigley Evans, Keith Evans, Raymond Evans, Wyn Evans, Keith Henson, Paul Hinge, Hugh R M Hughes, Chris James, Gwyn James, Ceris Jones, Gareth Lloyd, Sian Maehrlein, Ann Bowen Morgan, Caryl Roberts, Mark Strong, Wyn Thomas, Matthew Vaux, Alun Williams and Carl Worrall.

(10.00am - 12.35pm

1.05pm - 2.10pm)

## **Procedure**

The Chairman of the Council, Councillor Maldwyn Lewis welcomed all to the meeting and confirmed that the meeting was being webcasted.

### **1 Apologies**

- a) Councillor John Roberts apologised for his inability to attend the meeting;
- b) Councillors Elaine Evans and Rhodri Evans apologised for their inability to attend the meeting due to other Council duties.

### **2 Disclosure of personal / prejudicial interests**

- a) Councillors Bryan Davies, Gareth Davies, Marc Davies, Meirion Davies, Wyn Evans, Gareth Lloyd and Matthew Vaux declared a personal and prejudicial interest in relation to item 8, noting that they had received dispensation to speak and to vote on this item;
- b) Councillors Ifan Davies and Chris James declared a personal and prejudicial interest in relation to item 8, noting that they had received dispensation to speak only on this item;
- c) Councillor Catrin M S Davies declared a personal and prejudicial interest in relation to item 8, noting that she had received dispensation to speak and to vote on the matter of second homes; and dispensation to speak only on the matter of long-term empty properties;
- d) Councillors Gethin Davies and Eryl Evans declared a personal and prejudicial interest in relation to item 8, and withdrew from the meeting during the discussion on this item;
- e) Councillors Bryan Davies, Euros Davies, Endaf Edwards, and Chris James declared a personal and prejudicial interest in relation to item 10, and withdrew from the meeting during the discussion on this item;
- f) Councillor Maldwyn Lewis declared a personal interest in relation to item 12;
- g) Eifion Evans, Chief Executive declared a personal and prejudicial interest in relation to item 10, in accordance with the Code of Conduct for Local Government and withdrew from the meeting during the discussion on this item.

Councillor Euros Davies noted that there is an empty farm property in his Ward which is held in trust by the Council. The Monitoring Officer advised that Council-appointed Trustees are exempt from prejudicial status.

**3 Personal matters**

- a) Councillor Maldwyn Lewis extended his sympathies to Councillor Wyn Evans on his recent bereavement;
- b) Councillor Carl Worrall congratulated the Carers' Team on their excellent workshop held at Theatr Felinfach recently;
- c) Councillor Carl Worrall congratulated Pamela Worrall on achieving 4<sup>th</sup> place in the World Sea Angling Championships in Sicily. She is now ranked 12<sup>th</sup> in the world;
- d) Councillor Gareth Davies congratulated George Ryley on reaching the short-list as "Individual of the Year" at the recent GO Wales awards and wished him well upon his retirement at the end of December.
- e) Councillor Euros Davies congratulated all Ceredigion competitors on their success at the recent Winter Fair, many winning first prizes and championships;
- f) Councillor Euros Davies congratulated Mr Denley Jenkins on being elected President of the Royal Welsh Agricultural Show 2024.

**4 Declaration of Acceptance of Office and an Undertaking to comply with the Code of Conduct by Councillor Shelley Childs**

Chairman welcomed Councillor Shelley Childs to his first meeting of Council and wished him well in his role.

Elin Prysor, Monitoring Officer addressed the Council on the statutory requirement for all Members to make a Declaration of Acceptance and an undertaking to comply with the Code of Conduct, confirming that Councillor Shelley Childs in making his statutory Declaration of Acceptance of Office had received comprehensive training on the Council's Code of Conduct on Monday 20<sup>th</sup> November 2023.

This is in order for him to perform his functions with an understanding of the Principles of Public Life, his duties and responsibilities under the Code, and also the consequences for failing to do so.

Councillor Shelley Childs verbally accepted his Declaration of Acceptance of Office and the undertaking to comply with the Code of Conduct which had been previously signed by him and countersigned by the Proper Officer.

The Leader of the Council, and both Leaders of the opposition congratulated Councillor Shelley Childs and wished him well in his role.

**5 Minutes of the Meetings of the Council held on 26 October 2023**

A Recorded vote was taken, as agreed and in accordance with Rule 14.5 of the Council Procedure Rules contained in the Council's Constitution ...

Additional text:

*“upon the following recommendation:*

*That Council (acting as the Registration Authority) finds that the doctrine of statutory incompatibility prevents the registration of the Land as a Village Green and accordingly Council refuses the Application to register the Land as a Village Green.*

*Members voted as follows:”*

Councillor Gareth Davies asked that the wording of the declaration of interest in agenda item 2: Declarations of personal and prejudicial interest is also reflected in the agenda item that the declaration refers to.

It was **RESOLVED** to confirm as a true record the Minutes of the Council meeting held on 26 October 2023, subject to the above amendments.

#### Matters arising

There were no matters arising.

#### **6 Report of the Corporate Lead Officer: Policy, Performance and Public Protection upon a proposal to ban the giving of live animals as prizes on Ceredigion County Council property**

Councillor Matthew Vaux, Cabinet Member for Partnerships, Housing, Legal and Governance and Public Protection presented the report noting that careful planning and consideration needs to be in place prior to the purchase of an animal and that a campaign by the Royal Society for Prevention of Cruelty to Animals (RSPCA) has led to this proposal to implement a ban on giving live animals as prizes on Ceredigion County Council property. He noted that the Animal Welfare Act 2006 (applicable in both England and Wales), does not forbid giving live animals as prizes unless they are given to unaccompanied children, however the RSPCA believes that this legislation does not go far enough and does not cover the animal welfare issues associated with this practice.

Councillor Caryl Roberts, Chair of the Healthier Communities Overview and Scrutiny Committee noted that this report was considered by the committee and that they were very happy to support this proposal as animal health and welfare is especially important to us having a strong agricultural economy.

Following discussion, it was unanimously **RESOLVED** that the Council implements an outright ban on the giving of live animals as prizes, in any form, on Council land.

#### **7 Report of the Corporate Lead Officer: Policy, Performance and Public Protection upon the Ceredigion County Council Self-Assessment Report 2022/23**

Councillor Bryan Davies, Leader of the Council and Cabinet Member for Democratic Services, Policy, Performance and Public Protection and People and Organisation presented the report to Council noting that Part 6 of the Local Government and Elections (Wales) Act 2021 introduced a new Self-Assessment based performance regime for Principal Councils, which include

5 specific duties. He noted that since April 2023 Ceredigion County Council has been undertaking its latest round of self-assessment which has been reviewed by the Governance and Audit Committee and Overview and Scrutiny.

Councillor Keith Evans, Chairman of the Overview and Scrutiny Co-ordinating Committee noted that the committee has discussed the report in detail and recommended its approval by Council.

It was **RESOLVED** to:

1. Approve the Self-Assessment Report 2022/23 including the Annual Review of Performance and Well-being Objectives, and
2. Approve that the Corporate Well-being Objectives to remain unchanged for the next year.

**8 Report of the Corporate Lead Officer: Finance and Procurement upon the Council Tax Premiums applicable to Long Term Empty Properties and Second Homes in Ceredigion**

Councillors Bryan Davies, Gareth Davies, Marc Davies, Meirion Davies, Wyn Evans, Gareth Lloyd and Matthew Vaux were given dispensation to speak and to vote on this item.

Councillors Ifan Davies and Chris James were given dispensation to speak but not to vote on this item.

Councillor Catrin M S Davies was given dispensation to speak and to vote on matters relating to second homes and to speak but not to vote on matters relating to long-term empty properties.

Councillor Gethin Davies and Eryl Evans withdrew from the meeting for the duration of the discussion.

Councillor Bryan Davies, Leader of the Council and Cabinet Member for Democratic Services, Policy, Performance and Public Protection and People and Organisation presented the report to Council noting that on the instruction of Cabinet, a 6 week formal Public Consultation on the future level of Council Tax Premiums on both Long Term Empty Properties and Second Homes in Ceredigion was held between 18 September and the end of October 2023, and that a Cross-Party Working Group was also established. Cabinet considered the findings of the consultation and comments received from the Cross-Party Working Group and agreed the recommendations. It was noted that if an increase to the Council Tax Premiums was agreed by Council, Members would need to agree what to do with any additional income at a future meeting, and that in terms of timing there would be a phased approach reviewed continually in terms of the number of houses being available, and the number of homes returning to the stock of available homes. He noted that potential income has not been a consideration in bringing the recommendation to Council and noted that housing affordability for young people was a consideration, which also impacts upon the Welsh language if people cannot afford to live in their communities.

Councillor Gareth Davies noted that Council decided in March 2016 to increase the Council Tax premium on Long Term empty properties and Second homes in Ceredigion by a premium of 25% from 1 April 2017. He noted that in accordance with legislation, a long-term empty property is defined as a dwelling that has been unoccupied and substantially unfurnished for at least 12 months with the furnishing or occupation of a dwelling for one or more periods of six weeks or less not affecting a dwelling's status as a Long-term empty dwelling. The legislation defined Second homes as 'Dwellings occupied periodically' which are substantially furnished but not lived in by a permanent resident. All references to Second homes therefore are to 'Dwellings occupied periodically'.

He noted that the report to Cabinet contained information relating to the number of properties in Ceredigion in each premium category, the areas in Ceredigion with the highest concentration / volume of these properties, the age profile of the long-term empty properties in Ceredigion, the Ceredigion Community Housing scheme, the legislative background, and the timeline and associated governance requirements. He also noted that there were 1,403 responses to the public consultation, which is the second highest ever response to consultations by Ceredigion County Council.

Councillor Gareth Davies noted that 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'.

Councillor Paul Hinge asked what could be done to ensure a consistent approach in terms of empty homes which that are partially furnished that give the impression of being lived in when they are not. The Corporate Lead Officer for Finance and Procurement noted that there is always a risk when changing the premium categories, however there is resource within the team and processes are in place to deal with such situations to minimise avoidance measures, but that this is an area where an increase in resources is required.

Councillor Gareth Lloyd asked about the impact upon holiday lets if they do not meet the business rates criteria of 182 days' occupancy per annum from 1 April 2024, whether holiday lets subject to a planning clause which restricts occupancy all year round would be exempt and whether the current arrangements in terms of allocation of income from the premiums would still apply. These questions were reiterated by several other Members during the discussion.

Councillor Gareth Davies noted that the changes relating to the 182 days' let criteria is as a result of Welsh Government legislation and is not within the control of Ceredigion County Council and that this is policed by the Valuation Office Agency, and it was noted that a Class 6 exemption clause would apply to seasonal homes. The Corporate Lead Officer: Finance and Procurement also confirmed that under WG legislation, the Class 6 Premium exemption

now extends to include dwellings restricted by a planning condition which either prevents occupancy for a continuous period of at least 28 days in any one year period or which specifies that the dwelling may only be used for a holiday let or which prevents occupancy as a person's sole or main residence. These Premium exemptions would also apply if a property reverts back to Council Tax by virtue of not hitting the 182 days threshold to remain on Business Rates.

Eifion Evans, Chief Executive confirmed that determinations relating to the allocation of the 25% premium is a political decision, which will remain in place until 1<sup>st</sup> April 2024, and that a political decision would be required at the end of March 2024 as part of setting the budget. Duncan Hall, the Corporate Lead Officer for Finance and Procurement confirmed that there is currently £1.8million in Community Housing Scheme, and it is anticipated that this will increase to circa £2.5million by the end of the year, which will remain in this scheme.

Councillor Gwyn Wigley Evans noted that Ceredigion County Council should raise the premium to its maximum of 300%, in order to keep up with other authorities who have previously increased their rates, as some may decide to move here if neighbouring authorities decide to increase their premiums further. He noted that due to the current circumstances, we are unable to build, however empty homes do not require planning permission.

Councillor Marc Davies reiterated the importance of supporting young people to remain in their communities, but asked if there was evidence that raising the premium would result in the desired outcomes, as opposed to resulting in the sale of holiday let businesses resulting in more second homes.

Councillor Catrin M S Davies outlined the impact in terms of smaller properties being bought as second homes, and the lack of contribution made to the local community and its economy where such properties remain empty for a significant period of the year. She noted that the 182 day clause did not sit comfortably with her either, however it should be noted that it is a luxury to own two homes when some people do not have anywhere to call home.

Councillor Ann Bowen Morgan noted that she agreed with the recommendations, and that an increase to 150% may encourage people to sell their second homes giving others an opportunity to buy. She noted that 75% of the owners of second homes live outside of Ceredigion, with many of these from England which has a detrimental impact upon the language.

Councillor Euros Davies noted that he was more willing to see an increase in premiums on empty properties as several in his ward are falling into disrepair, which de-values neighbouring properties, and a concern that they may be broken into. Many of these are affordable properties which would be suitable for young people especially with the grants available to bring long-terms empty properties back into use. People have invested in second homes to develop them as holiday homes and holiday lets employ local



people to clean them. If holiday lets are sold as second homes, this will have an impact upon this employment as they will not require cleaning.

Councillor Gareth Lloyd proposed an improvement to recommendation 2, to vote on items a) and b) separately in order to provide an opportunity to review evidence of the impact of increasing the premium during year 1 prior to deciding on a further increase in year 2. This was reiterated by several Members.

Councillor Elizabeth Evans also noted that assumptions were being made in terms of decreasing property prices providing opportunities for young people to buy and the impact upon the Welsh language, noting that the opportunity has already passed in Aberaeron and that house prices are high because people want to live there. She noted that lots of holiday lets are now coming onto the market due to the 182 day rule, and that she had never seen as many houses for sale in New Quay and with tourism being the mainstay in Ceredigion, she did not want to see job losses.

Councillor Keith Evans noted that a strong economy is required to keep young people in Ceredigion, however we have failed to do this for decades with people leaving for better opportunities in Cardiff at the expense of Ceredigion. He noted that he sympathised with people who own second homes as a result of inheritance, however they use these as a place to stay and to contribute to the community.

Councillor Alun Williams noted that many of the Members had received letters from second homeowners outlining their contributions to the community but noted that this is not as good as occupancy by full time residents 365 days a year. He noted that there was a tendency to over generalise who might buy a property, and that it would probably be a mixed picture, however there is an acute housing shortage, with young people struggling to buy, and some living in sub-standard homes and unable to settle down in their communities where others have two. He noted that this isn't something that applies to Wales only, and that areas such as Devon and Cornwall and areas in Scotland are also looking to put the premium up by 100%, and that this must be looked at in a wider context. Any local authority charging significantly less would be placing themselves in a vulnerable position and become a magnet for second home ownership.

Councillor Matthew Vaux noted that the Ceredigion County Council planning service will need to look at the possibility of removing the restriction on seasonal homes so that holiday lets can be transferred to all year round residences.

It was **RESOLVED** to vote on items 2a) and 2b) separately, and to remove "and then" from the end of item 2a).

Furthermore it was also **RESOLVED**:

1. that the existing 25% Council Tax Premium applicable to **Long Term Empty Properties** will increase with effect from 01/04/24, to:

- a) 100% for Properties that have been Long Term Empty Properties for up to and including 5 years.
- b) 150% for Properties that have been Long Term Empty Properties for over 5 years and up to and including 10 years.
- c) 200% for Properties that have been Long Term Empty Properties for over 10 years.

with all time periods including the initial continuous period of 12 months for a dwelling to become defined as a ‘Long Term Empty Property’ by virtue of it being unoccupied and substantially unfurnished.

2a) that the existing 25% Council Tax Premium applicable to **Second Homes** will increase to 100% to take effect from 01/04/24.

2b) that the existing 25% Council Tax Premium applicable to **Second Homes** will increase to 150% to take effect from 01/04/25.

3. To note that any potential financial considerations arising from their decisions will be dealt with as soon as possible as a separate matter at a separate future meeting.

**9 EXEMPT ITEM**

The report (Appendix B1 and B2) relating to the item above is not for publication as it contains exempt information as defined in paragraph 12 and 13 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 will be requested, when dealing with the items, to consider whether to exclude the public and press from the Meeting.

It was **RESOLVED** that the content of the report remain restricted and not to exclude the public and press from the meeting as the document was not discussed in public.

**10 Report of the Corporate Lead Officer: People and Organisation upon the Teacher Pay Policies 2023/24**

Councillors Bryan Davies, Euros Davies, Endaf Edwards, Rhodri Evans and Chris James withdrew from the meeting for the duration of the discussion. Eifion Evans, Chief Executive also withdrew from the meeting for the duration of the discussion.

Councillor Gareth Davies, Cabinet Member for Finance and Procurement presented the report noting that the School Teachers’ Pay and Conditions (Wales) Document 2023 was published on 5 October 2023 and confirms the teachers’ pay arrangements in Wales for 2023/24. He noted that the statutory elements includes a 5% uplift to all statutory scale points and allowances, payable from 1 September 2023 and that consultation has taken place with the local teaching trade unions and accepted.

It was **RESOLVED** to approve:

1. The Model School Pay Policy 2023/24 and to commend to Governing Bodies for adoption within schools in Ceredigion;
2. The Model Unattached Teacher Pay Policy 2023/24 for centrally employed teachers.

**11 Report of the Corporate Lead Officer: Democratic Services upon the Ceredigion County Council Petition Scheme to include e-petitions**

Councillor Bryan Davies, Leader of the Council and Cabinet Member for Democratic Services, Policy, Performance and People and Organisation presented the report to Council noting that The Local Government and Elections (Wales) Act 2021 places a duty on local authorities to set out a petition scheme, including electronic petitions, providing an outline of the scheme.

Councillor Elizabeth Evans, Chair of the Democratic Services Committee noted that the draft protocol was considered by the Democratic Services Committee and also considered by the Constitution Cross Party Working Group, and that the committee was fully supportive of the protocol which provides clear direction which is useful for the Council.

Councillor Keith Evans enquired as to the requirement for the e-petitions to be bi-lingual, and it was confirmed that this would be required as it is hosted on the Council's website, however the onus would be on the individuals to provide this information with support from officers.

Following discussion, it was **RESOLVED** to

- a) Approve the draft revised Petitions Protocol
- b) Recommend that the current document in the Council's Constitution is replaced with the revised protocol.

**12 Report of the Corporate Lead Officer: Legal and Governance upon Amendments to the Constitution**

Councillor Matthew Vaux, Cabinet Member for Partnerships, Housing, Legal and Governance and Public Protection presented the report to Council noting that the proposed amendments had been considered by the Constitution Working Group at its meetings dated 26 September 2023 and 14 November 2023, and providing an outline of the content of each document.

The Corporate Lead Officer for Legal and Governance and Monitoring Officer noted that the amendment to document 3.5J did not go to the Constitution Working Group. However, this information is duplicated in document P.

It was also noted that information had been omitted in Appendix 10 which should specify Overview and Scrutiny x 5 Members and Governance and Audit Committee x 2 members and 1 Lay member – it was confirmed that the omitted information would to be inserted completed before publication.

Councillor Gareth Lloyd noted his appreciation that attention was drawn to developments post-consideration by the Constitution Working Group.

Following discussion, it was **RESOLVED** to:

- a) Approve the changes to the Constitution (at Appendices 1 – 10); and
- b) Authorise the Monitoring Officer to update the Council's Constitution to reflect the changes.

**13 Report of the Corporate Lead Officer: Democratic Services upon the Chair's Announcements**

Councillor Bryan Davies, Leader of the Council and Cabinet Member for Democratic Services, Policy, Performance and People and Organisation presented the report to Council noting that during a meeting of Group Leaders, a proposal was put forward to amend the 'Personal Matters' item on the Council Agenda to 'Chair's Announcements'. This matter was referred to the Democratic Services Committee for consideration and also reviewed by the Cross-Party Constitution Group. He noted that the list of personal matters can sometimes be extremely long, and that a review of practice at other authorities have also been considered, noting a recommendation that items are presented to the Chair at least 2 working days in advance to be presented by the Chair, with the Chair having a final discretion on these matters.

Councillor Elizabeth Evans, Chair of the Democratic Services Committee noted that this proposal was considered by the Democratic Services Committee at its meeting dated 9 June 2023, and by the Constitution Cross Party Working Group at its meeting dated 26 September 2023. She noted that several Members had raised their concerns with her regarding the time spent on this issue, and the content. She also noted that this proposal was Member driven, and not by Officers, noting that this does not diminish the democratic rights to put forward comments via the Chair.

Councillor Gareth Lloyd, Vice-Chair of the Democratic Services Committee noted that he was supportive of the recommendation by the Democratic Services Committee to bring this proposal to Council in order to hear the views of all Members.

Members noted that the Chair has enough work to do, and that these matters are personal to the local ward Member, not the Chair. If there is a weakness in the process, then Group Leaders should be notified and it can be discussed further.

The Chair acknowledged the comments made, noting that some of the items relate to the Ward as opposed to the County and that several comments have been made by viewers regarding this.

Following discussion, it was **RESOLVED** to approve the amendment to the Council Agenda from 'Personal Matters' to 'Chair's Announcements'.

**14 Report of the Corporate Lead Officer: Democratic Services upon the Single Transferable Vote**

The Chair noted that this item is withdrawn from the Council agenda, and that a workshop for Members will be held in January 2024.

**15 Report of the Corporate Lead Officer: Legal and Governance upon the Recruitment of Independent Member to the Ethics and Standards Committee**

Councillor Matthew Vaux, Cabinet Member for Partnerships, Housing, Legal and Governance and Public Protection presented the report to Council noting that John Weston did not seek reappointment as Independent Member of the Ethics and Standards Committee once the initial six years appointment comes to an end on 21 February 2024, and that the recruitment process for a replacement independent member was agreed by Council during its meeting dated 13 July 2023. He noted that following a recruitment process, Llinos James was selected as Independent / Lay Member to the Ethics and Standards Committee from 22 February 2024 for one term of 6 years, with an option to reappoint for a second term of 4 years.

The Chair thanked Mr John Weston for his contribution and wished him well for the future.

It was **RESOLVED** to approve the appointment of Llinos James as Independent / Lay Member of the Ethics and Standards Committee, from 22 February 2024, for one term of 6 years up to 21/2/2030.

**16 To confirm the following appointments**

It was **RESOLVED** to appoint Lay Members to the following roles:

Corporate Joint Committee: Sub-Committee Ethics and Standards:

- Additional Lay Member: Gail Storr

Ethics and Standards Committee:

- Vice Chair from 22 February 2024: Gail Storr

**17 Report of the Corporate Lead Officer: Schools Services upon the appointment of a Local Authority representative on School Governing Bodies**

Councillor Wyn Thomas, Cabinet Member for Schools, Lifelong Learning and Skills presented the report to Council noting that Councillor Shelley Childs has been nominated as Local Authority Governor at the request of Llwyn yr Eos Community Primary School.

It was **RESOLVED** to confirm the nomination of Councillor Shelley Childs as Local Authority Governor of Llwyn yr Eos Community Primary School.

**18 Annual Report of the Statutory Director of Social Services 2022-2023**

Councillor Alun Williams, Deputy Leader and Cabinet Member for Through Age Wellbeing presented the report to Council noting that it is a statutory duty to present the report, which aims to produce a rounded picture of all aspects of Social Services Department in Ceredigion and provide more timely feedback into planning and budgetary processes. He thanked the Statutory Director for Social Services for collating the report, and officers for all their work during the year.

Audrey Somerton-Edwards noted that this report covers her tenure and that of Sian Howys and is reflective of the complexities of the work that they do. She noted that the legislation is changing next year with a focus on a lighter, brighter easy read for the public to enjoy reading about what we do.

The content of the report was noted by Council.

**19 Report of the Corporate Lead Officer: Policy, Performance and Public Protection upon the Annual Report of Compliments, Complaints, and Freedom of Information 2022-2023**

Councillor Bryan Davies, Leader and Cabinet Member for Democratic Services, Policy, Performance and People and Organisation presented the report and the Public Service Ombudsman for Wales' Annual Letter to Council noting that this is the fourth consecutive report where there have been no Ombudsman investigations commenced or formal reports issued in relation to complains made against the Council. It was noted that work needs to be carried out in terms of recording compliments, that the number of complains is amongst the third lowest in Wales and that there needs to be a focus on reducing the number of complaints which escalate from stage 1 to stage 2 due to time constrains. There have been fewer referrals to the Ombudsman compared to last year, and the main topics of concern relate to refuse and planning; however this is due to the high number of users of these services and is not a reflection of the service.

The report was considered by the Governance and Audit Committee during its meeting dated 27 September 2023, by Corporate Resources Overview and Scrutiny Committee during its meeting dated 19 October 2023 and by Cabinet during its meeting dated 7 November 2023.

It was **RESOLVED:**

1. To note the contents of the Council's Annual Report for Compliments, Complaints and FOI Activity 2022-23 (Appendix 1)
2. To note the contents of the Ombudsman's Annual Letter (Appendix 4)
3. To note the feedback from the Cabinet Committee's discussion regarding these reports on 7<sup>th</sup> November 2023: ***'Cabinet noted the report and the feedback from the Corporate Resources Overview and Scrutiny Committee'***

**20 Report of the Chief Executive upon the notification of appointment of Interim Corporate Lead Officer - Porth Cynnal and Statutory Director of Social Services for up to a 6 month period**

Councillor Bryan Davies presented the report to Council noting that the post of Corporate Lead Officer - Porth Cynnal and Statutory Director of Social Services had recently become vacant due to the departure of Mr Ricky Cooper. He noted that this is a statutory and critical role for the Council, and as such a proposal to appoint an interim Corporate Lead Officer – Porth Cynnal for up to a 6 month period, via a recruitment agency was accepted by the Appointments Panel, made up of the Leader of the Council, Councillor Bryan Davies along with both Opposition Group Leaders, Councillors Elizabeth Evans and Gareth Lloyd.

Councillor Gareth Lloyd asked for clarification as to whether the 6 month period could be cut short if a successful appointment was made, and it was confirmed that this was the case.

The content of the report was noted by Council.

**21 EXEMPT ITEM**

This report is not for publication as it contains exempt information as defined in paragraph 12 and 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.

It was **RESOLVED** that the content of the report remain restricted and not to exclude the public and press from the meeting as the document was not discussed in public.

**22 Membership of the Council to the Committees of the Council**

It was **RESOLVED** to confirm the Membership of the Council's Committees as presented at the meeting.

**Confirmed at the Meeting of the Council held on 23 January 2024**

**CHAIRMAN:**

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**Minutes of a Meeting of a Special meeting of CEREDIGION COUNTY COUNCIL  
held at Neuadd Cyngor Ceredigion, Penmorfa, Aberaeron and remotely via  
video-conference on  
Thursday, 14<sup>th</sup> December 2023**

**PRESENT:** Councillor Maldwyn Lewis (Chair); Councillors Shelley Childs, Bryan Davies, Catrin M S Davies, Clive Davies, Euros Davies, Gareth Davies, Gethin Davies, Ifan Davies, Marc Davies, Rhodri Davies, Amanda Edwards, Endaf Edwards, Eryl Evans, Gwyn Wigley Evans, Keith Evans, Raymond Evans, Wyn Evans, Keith Henson, Paul Hinge, Hugh R M Hughes, Chris James, Gwyn James, Ceris Jones, Gareth Lloyd, Sian Maehrlein, Caryl Roberts, Mark Strong, Wyn Thomas, Alun Williams and Carl Worrall.

**(2.10pm – 3.15pm)**

**Procedure**

The Chairman of the Council, Councillor Maldwyn Lewis welcomed all to the meeting and confirmed that the meeting was being webcasted.

**1 Apologies**

Councillors Meirion Davies, Elaine Evans, Elizabeth Evans, Ann Bowen Morgan and John Roberts and apologised for their inability to attend the meeting.

Councillor Rhodri Evans and Matthew Vaux apologised for their inability to attend the meeting due to being on other Council duties.

**2 Disclosure of personal / prejudicial interests**

There were no disclosures of interest.

**3 Personal matters**

None.

**4 EXEMPT ITEM**

The report relating to item 5 on the agenda, Enclosure B is not for publication as it contains exempt information as defined in paragraph 12 and 13 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.

It was **RESOLVED** to exclude the public and press during consideration of item 5 below on the basis that the application contained personal information which should not, on balance, be disclosed to the public and press. The Chairman confirmed that the webcasting would be suspended during item 5 below.

**5 Post of Corporate Lead Officer: Porth Cynnal (and Statutory Director of Social Services)**

The Council received a presentation and response to set questions from the applicant who had been shortlisted for appointment to the vacant post of Corporate Lead Officer: Porth Cynnal (which also acts as the Council's Statutory Director of Social Services). Feedback was also provided by the Chair of the Shortlisting Committee, Councillor Bryan Davies; Councillor Alun Williams, Cabinet Member for Through Age Wellbeing and the Chief Executive.

Following a vote taken by ballot, it was **RESOLVED** to offer the post to Ms Audrey Somerton-Edwards.

Consideration was given to the salary that would be offered. It was proposed and seconded that the post be offered on the fourth incremental point on the Corporate Lead Officer A2 pay scale (£90,164) along with a market forces supplement (£7,336) giving a total of £97,500.

Following a vote, it was **RESOLVED** that the post be offered on a salary of £97,500, the fourth incremental point on the Corporate Lead Officer A2 pay scale (£90,164), along with a market forces supplement of £7,336, giving a total of £97,500.

Ms Audrey Somerton-Edwards, on being offered the post, accepted the position on a salary of £97,500 which is on the fourth incremental point of the Corporate Lead Officer A2 pay scale, along with a market forces supplement; effective from 1<sup>st</sup> January 2024, or as soon as possible thereafter.

The public and press were then invited to enter the meeting.

The Chairman confirmed that Ms Audrey Somerton-Edwards had been offered and accepted the position starting on the fourth incremental point of at the Corporate Lead Officer A2 pay scale, along with a market forces supplement; to commence on 1<sup>st</sup> January 2024, or as soon as possible thereafter.

**Confirmed at the Meeting of the Council held on 23 January 2024**

**CHAIRMAN:**

## CYNGOR SIR CEREDIGION COUNTY COUNCIL

**Report to:** Council

**Date of meeting:** 23 January 2024

**Title:** Council Tax Reduction Scheme 2024/25

**Purpose of the report:** To recommend for approval the Council Tax Reduction Scheme (CTRS) for 2024/25 which needs to be adopted by Council by 31<sup>st</sup> January 2024

**For:** Decision

**Cabinet Portfolio and Cabinet Member:** Finance and Procurement Cllr. Gareth Davies

### **Introduction**

On 26 January 2023 the Council adopted the Council Tax Reduction Scheme (CTRS) for 2023/24 in accordance with the Council Tax Reduction Schemes and Prescribed Requirements (Wales) Regulations 2013.

There is a statutory obligation for a report to be presented to full Council on an annual basis, even if there has been no change in the scheme since the previous year. The report recommends continuing to operate the CTRS for the 2024/25 financial year on the same basis as the scheme used for 2023/24.

On 05 December 2023, WG have laid the draft Council Tax Reduction Schemes (Prescribed Requirements and Default Scheme) (Wales) (Amendment) Regulations 2024 and these will be enacted as appropriate following the debate scheduled in the Senedd for 16 January 2024.

### **Background**

Since the abolition of Council Tax Benefit in April 2013 the responsibility for arranging Council Tax support to those on low incomes transferred from the Department for Work and Pensions (DWP) to local authorities in England and to the devolved Governments in Scotland and Wales. The Welsh Government (WG) approved two sets of CTRS regulations that prescribe the main features of the scheme to be adopted by all Councils in Wales:

The Default Scheme

<http://www.legislation.gov.uk/wsi/2013/3035/contents/made>

The Prescribed Scheme

<http://www.legislation.gov.uk/wsi/2013/3029/contents/made>

The regulations provide for claimants to receive a reduction of up to 100% of their Council Tax liability in certain circumstances and ensure that each local authority consistently provides support for Welsh council taxpayers.

Although there is a national scheme for Wales, there is limited discretion under the Prescribed Requirements Regulations for Councils to consider 3 specific discretionary elements as outlined below. If the Council does decide to use their discretion and offer more generous local discretions this would further increase the cost of the CTRS.

1. War Disablement Pensions, War Widows' Pensions and War Widowers' Pensions

Presently, regulations provide that the first £10 of a weekly War Disablement Pension, War Widows' Pension and War Widowers' Pension are disregarded. However, councils have discretion to disregard up to 100% of the actual amount above the first £10. Since 1 April 1996, when Council Tax Benefit existed, the Council, in keeping with the majority of Welsh Councils, resolved to disregard 100% of the war pensions above the statutory £10.

Last year, the Council resolved to disregard all of the pensions above the first £10 for calculation purposes. It is estimated that for 2023/24 the disregard of war pensions for CTRS will cost the Council approximately £11.4k.

2. Extended payment period for working age claimants

There is discretion to increase the standard extended payment period of 4 weeks given to people after they return to work, when they have been in receipt of a qualifying benefits for at least 26 weeks.

There is no limit on the maximum period that councils may consider extending the payment period but to extend beyond the standard 4 weeks would have financial implications for the Council. Up to the end of November there has only been 1 extended payment awarded costing £59.75.

Last year the Council resolved to not extend the payment period beyond the statutory 4 weeks.

3. Backdating late applications

The current regulations allow for the backdating of late claims for a **maximum** period of up to 3 months. Up to the end of November a total of 10 claims have been backdated amounting to £1,963.53.

Councils have the discretion to increase the maximum period of 3 months, however, extending this period would increase the cost of the scheme.

Last year the Council resolved to not extend the backdating period beyond the statutory 3 months.

## **Financial Implications**

As at 30 November 2023 there were 5115 CTRS recipients. The majority of the cost of Council Tax Reduction Scheme (CTRS) payments is met by the WG, but there is still a significant requirement for Councils to meet the cost of payments that exceed the WG contribution.

Funding for the Council Tax Reduction Scheme was transferred into the Revenue Support in the 2013/14 financial year, which for Ceredigion equated to £4.733m. Within the 23/24 Final Local Government Settlement, the Standard Spending Assessment for Ceredigion for Council Tax Reduction Scheme costs was £5.197m.

However, the 23/24 estimated costs are just under £6.5m, therefore there is c£1.3m of costs that are not being recognised by WG in the Local Government Finance Settlement. This is despite the fact it is largely a nationally controlled scheme with, in practice, very minimal areas of local discretion which currently do not create costs of any significance.

The Council Tax Reduction Scheme budget falls under the Finance & Procurement service budget and is a variable one that is recognised corporately in the budget process. This is mainly because from one year to the next there is a direct correlation with the costs associated with the scheme and the level of Council Tax increase determined by Members each year.

## **Additional Information**

Welsh Government are currently consulting on the future shape of Council Tax in Wales and that this will include further consultation on the Council Tax Reduction Scheme later on in 2024.

### **Wellbeing of Future Generations:**

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

This report does not refer to a Policy or Service change.

### **Summary of Integrated Impact Assessment:**

<b>Long term:</b>	N/A
<b>Collaboration:</b>	N/A
<b>Involvement:</b>	N/A
<b>Prevention:</b>	N/A
<b>Integration:</b>	N/A

### **Recommendation(s):**

- 1. Note the making of the Council Tax Reduction Schemes (Prescribed Requirements and Default Scheme) (Wales) (Amendment) Regulations 2024;**
- 2. Adopt the provisions of the Prescribed Requirement Regulations (2013) as the Council's Council Tax Reduction Scheme for 2024/25, subject to the local discretions that the Council is able to exercise as set out below:**

- (i) Continue to apply a 100% disregard beyond the statutory £10 disregard for War Disablement Pensions, War Widows' Pensions and War Widowers' Pensions, for both pensioners and working age claimants.
- (ii) Not to increase the extended payment periods for pensioners and working age claimants from the standard 4 weeks currently contained within the Prescribed Scheme.
- (iii) Not to increase the backdate period for pensioners and working age claimants from the standard 3 months contained within the Prescribed Scheme.

**Reasons for decision:**

To comply with the Welsh Government requirement to adopt a local Council Tax Reduction Scheme (Prescribed) before 31 January 2024 to operate for the 2024/25 financial year.

**Overview and Scrutiny:**

Not applicable as this is a statutory prescribed scheme that requires full Council approval.

**Policy Framework:**

N/A

**Corporate Well-being Objectives:**

Boosting the Economy, Supporting Businesses and Enabling Employment.

**Finance and Procurement implications:**

Part of the budget setting process.

**Legal Implications:**

The Council is obliged to make a CTRS under the Prescribed Requirements Regulations. Although the legislation provides for a default scheme to apply in the absence of the Council making a scheme, the Council is nevertheless under a statutory duty to adopt its own scheme, even if it chooses not to apply any of the discretionary elements.

**Staffing implications:**

None.

**Property / asset implications:**

None.

**Risk(s):**

A large rise in caseload or increases in CTRS entitlement would create a Cost pressure on the Budget.

**Statutory Powers:**

Council Tax Reduction Schemes and Prescribed Requirements (Wales) Regulations 2013 and Council Tax Reduction Schemes (Prescribed Requirements and Default Scheme) (Wales) (Amendment) Regulations 2024

**Background Papers:**

None.

**Appendices:**

None.

**Corporate Lead Officer:**

Duncan Hall

**Reporting Officer:**

Ann Ireland (Corporate Manager Revenues and Financial Assessments)

**Date:**

19<sup>th</sup> December 2023

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## CYNGOR SIR CEREDIGION COUNTY COUNCIL

**Report to:** Council

**Date of meeting:** 23<sup>rd</sup> January 2024

**Title:** Polling District, Places and Polling Stations Review 2023

**Purpose of the report:** To consider the recommendations in relation to changes to Polling Places and Polling Stations.

**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 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.

### **Review process**

A report was presented to Cabinet on 5<sup>th</sup> September 2023 where it was agreed to commence the compulsory polling district and places review commences on Monday, 2 October 2023. A timetable for the review was also agreed, with the formal consultation period ending on 10<sup>th</sup> November 2023.

### 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) (Appendix B).

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 (Appendix A);
- 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 (Appendix B);
- all representations made by any person in connection with the review (Appendix A);
- 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.

### **Key Issues for Consideration**

A preliminary review was conducted of the current polling districts, polling places and polling stations within the Ceredigion area and in respect of the parliamentary constituency, with a view to establishing their suitability, and identify any potential alternatives, where considered appropriate.

Whilst assessing the current arrangements, consideration was given to the location, size, availability and accessibility of polling places and stations. In addition, consideration was given to any concerns raised at previous elections regarding the locations, size and appropriateness of some of the polling stations.

### **Consultation**

16 responses were received as part of the formal consultation. Full details of the representations received during the consultation along with the (Acting) Returning Officer's comments and proposals are included in Appendix A.

(Please note that personal details of members of the public have been removed; however, where there are submissions from representative bodies, such as Councils, Councillors, Member of the Senedd, MP etc., these are named in the report.)

### Proposals

Consideration was given to all representations received as part of the formal consultation. On that basis, the following changes are proposed to Polling Places and Stations:

<p>Salvation Army moves to Canolfan Morlan, Aberystwyth</p>	<p>The Salvation Army is currently unavailable due to structural issues. In addition, there is a lack of parking at this location.</p> <p>It is therefore proposed that the Polling Place and Polling Station is moved to Canolfan Morlan.</p> <p>Canolfan Morlan is outside the community area, but within the centre of Aberystwyth and a short walking distance. In addition, Canolfan Morlan has its own parking area.</p>
<p>Llanwnnen Church Hall moves to Ysgol Cwrtnewydd</p>	<p>The Polling Station is unsatisfactory to meet the requirements of the Election Act 2022. In addition, the number of electors is small.</p> <p>It is therefore proposed that this Polling Place/Station is relocated to Ysgol Cwrtnewydd due to the lack of options in the Polling District.</p>
<p>Betws Ifan Community Hall moves to Beulah Chapel Vestry</p>	<p>The number of electors is very small with a high proportion voting by post.</p> <p>In addition, there are issues with the building.</p> <p>Both Polling Stations are within the same community area.</p> <p>This was supported by a consultation response.</p>
<p>Bryngwyn Chapel Vestry moves to Beulah Chapel Vestry</p>	<p>Due to low number of electors it is not cost effective as a Polling Place/Station.</p> <p>It is therefore proposed that this Polling Place/Station is moved to Beulah Chapel Vestry.</p>

	<p>This was supported by a consultation response.</p>
<p>Llandygwydd Church Hall moves to Beulah Chapel Vestry</p>	<p>Due to low number of electors it is not cost effective as a Polling Place/Station.</p> <p>It is therefore proposed that this Polling Place/Station is moved to Beulah Chapel Vestry.</p> <p>This was supported by a consultation response.</p>
<p>Llangybi Hall moves to the Community Centre at Ysgol Y Dderi, Llangybi</p>	<p>There are issues with the building including with the toilets and kitchen and the water pipes.</p> <p>It is therefore proposed that this Polling Place/Station is moved to the Community Centre at Ysgol y Dderi, Llangybi.</p>
<p>Neuadd y Paith moves to Llanfarian Village Hall</p>	<p>Due to low number of electors it is not cost effective to open the polling station on polling day.</p> <p>It is therefore proposed that this Polling Place/Station is merged with Neuadd y Pentref Llanfarian Village Hall.</p>
<p>Llwyncelyn Chapel Vestry moves to Yr Ysgubor, Bargoed Farm</p>	<p>There are accessibility issues with the toilets and access to the building. The Village Hall cannot assure us of exclusive use of the building on Polling Day which risks the integrity of the election.</p> <p>It is therefore proposed that this Polling Place/Station is moved to Yr Ysgubor, Bargoed Farm (where we have been assured that we will have exclusive use of the building on Polling Day).</p>
<p>Llanarth Church Hall moves to Yr Ysgubor, Bargoed Farm</p>	<p>It is proposed that this Polling Place/Station is moved to Yr Ysgubor, Bargoed Farm (where we have been assured that we will have exclusive use of the building on Polling Day).</p>
<p>Canolfan y Dyffryn moves to Neuadd Aberporth</p>	<p>Canolfan y Dyffryn was a temporary Polling Station whilst renovation works were undertaken at Neuadd Aberporth.</p>

	It is therefore proposed that the Polling Station reverts back to Neuadd Aberporth, which has appropriate accessibility and car parking.
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In the event that the following Polling Stations are unavailable due to a number of factors including renovation works, the contingency arrangements will be as follows:

Harbour House, Trefechan	Aberystwyth Football Club
Canolfan Steffan, Cribyn	Felinfach Memorial Hall
Neuadd Aberporth	Canolfan y Dyffryn

**Wellbeing of Future Generations:**

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

Yes.

**Summary of Integrated Impact Assessment:**

**Long term:** The Review aims to ensure that the most appropriate Polling Places/Stations are in place to meet the needs of the community for the next 5 years.

**Collaboration:** Work has been undertaken with communities to identify the most appropriate venues for Polling Places/Stations.

**Involvement:** A statutory consultation commenced on 2 October 2023 and ended 10 November 2023.

The consultation was available on the Council website, was promoted on social media and was sent directly to those listed in Appendix B of the Council report. It was also available in easy read and large format as well as paper copies being made available in libraries.

**Prevention:** The Review aims to ensure that the most appropriate Polling Places/Stations are in place to meet the needs of the community for the next 5 years.

**Integration:** Not applicable.

**Recommendations:**

a) **No changes are made to Polling Districts;**

b) **That the following changes are made to Polling Places and Polling Stations:**

- **Salvation Army moves to Canolfan Morlan, Aberystwyth;**
- **Llanwnnen Church Hall moves to Ysgol Cwrtnwydd;**
- **Betws Ifan Community Hall moves to Beulah Chapel Vestry;**
- **Bryngwyn Chapel Vestry moves to Beulah Chapel Vestry;**
- **Llandygwydd moves to Beulah Chapel Vestry;**
- **Llangybi Hall moves to Community Centre at Ysgol Y Dderi;**
- **Neuadd y Paith moves to Llanfarian Village Hall;**
- **Llwynceilyn Chapel Vestry moves to Yr Ysgubor, Bargoed Farm;**
- **Llanarth Church Hall moves to Yr Ysgubor, Bargoed Farm.;**
- **Canolfan y Dyffryn moves to Aberporth Village Hall.**

c) **That contingency arrangements are in place for the following Polling Stations:**

- Harbour House, Trefechan to use Aberystwyth Football Club;
- Canolfan Steffan, Cribyn to use Felinfach Memorial Hall;
- Neuadd Aberporth to use Canolfan y Dyffryn.

**Reasons for decision:**

To ensure that the Council meets its statutory obligations.

**Overview and Scrutiny:**

Not applicable.

**Policy Framework:**

- Council's Constitution;
- Section 18 and 18A of the Representation of the People Act 1983;
- Electoral Administration Act 2006 (as amended).

**Corporate Well-being Objectives:**

Not applicable.

**Finance and Procurement implications:**

None.

**Legal Implications:**

Adherence to:

- Section 18 and 18A of the Representation of the People Act 1983
- Electoral Administration Act 2006 (as amended);
- Elections Act 2022.

**Staffing implications:**

None.

**Property / asset implications:**

None.

**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:**

- [Cabinet report, 5<sup>th</sup> September 2023](#)
- [Consultation papers](#)

**Appendices:**

- Appendix A: Consultation responses and the Acting Returning Officer's response;
- Appendix B: Consultee/Stakeholder list;
- Appendix C: Integrated Impact Assessment.

**Corporate Lead Officer:**

Lowri Edwards, Corporate Lead Officer: Democratic Services

**Reporting Officer:**

Lowri Edwards, Corporate Lead Officer: Democratic Services

**Date:**

8<sup>th</sup> December 2023

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**Consultation response received as part of the Polling Districts, Polling Places and Polling Stations Review and the (Acting) Returning Officer's comments**

**ELECTORAL WARD: LLANDYSUL**

<b>Comment Record</b>
<b>Electoral Ward:</b> De Llandysul / Llandysul South & Gogledd Llandysul a Throed-yr-aur / Llandysul North and Troedyrour
<b>Polling District(s):</b> Trefol / Capel Dewi / Pontsian / Tregroes
<b>Current Polling Station(s):</b> Canolfan Ieuentid Tysul Youth Centre, Neuadd Eglwys Capel Dewi Church Hall, Hen Ysgol Tregroes Old School, Neuadd Goffa Pontsian Memorial Hall
<b>Respondee:</b> Cllr Keith Evans
<p><b>Summary Response:</b></p> <p>Mae angen newid y dropdown menu uchod fel ein bod yn cynnwys fwy o orsafoedd. Mae dwy orsaf bleidleisio gyda fi fel Cynghorydd Sir, Ward De Llandysul (Canolfan Ieuentid Tysul, Neuadd Eglwys Capel Dewi) ac yn nghyd-destun fy nghyngor Cymuned (y ddwy uchod + Tregroes a Pontsian). Heblaw am hyn rwyf yn hapus gyda'r bwriad yma yn ardal Llandysul.</p>
<p><b>(Acting) Returning Officer Comment:</b></p> <p>We note the comments / Nodwyd y sylwadau.</p>

**ELECTORAL WARD: FAENOR**

<b>Comment Record</b>
<b>Electoral Ward:</b> Faenor
<b>Polling District(s):</b> Waunfawr
<b>Current Polling Station(s):</b> Neuadd Cymuned Waunfawr Community Hall
<b>Respondee:</b> Local Resident
<b>Summary Response:</b>  No change. It's a convenient local hall which serves all residents of Waunfawr.
<b>(Acting) Returning Officer Comment:</b>  We note the comments /Nodwyd y sylwadau.

**ELECTORAL WARD: LLANGYBI**

<b>Comment Record</b>
<b>Electoral Ward:</b> Llangybi
<b>Polling District(s):</b> Gartheli
<b>Current Polling Station(s):</b> Festri Capel Bwlchllan Chapel Vestry
<b>Respondee:</b> Local Resident
<b>Summary Response:</b>  Easy to access and located centrally for the area.
<b>(Acting) Returning Officer Comment:</b>  We note the comments / Nodwyd y sylwadau.

**ELECTORAL WARD: LLANSANFFRAID**

<b>Comment Record</b>
<b>Electoral Ward:</b> Llansanffraed
<b>Polling District(s):</b> Llansanffraed
<b>Current Polling Station(s):</b> Neuadd y Pentref Llanon Village Hall
<b>Respondee:</b> Cllr Hywel Llyr Jenkins (Community Council)
<b>Summary Response:</b>  Mae'r Neuadd mewn man canolog a chyfleus i'r pentref gyda ddigon o barcio, mannau parcio i'r anabl, toiledau gan gynnwys i bobl anabl, mynediad addas i'r adeilad. Mae digon o le i bwrw pleidlais gan fod yn hyderus ei fod yn gyfrinachol. Mae lle da i wirfoddolwyr wneud paned yn y gegin a chymryd toriadau os oes angen.
<b>(Acting) Returning Officer Comment:</b>  We note the comments / Nodwyd y sylwadau.

**ELECTORAL WARD: ABERYSTWYTH RHEIDOL**

<b>Comment Record</b>
<b>Electoral Ward:</b> Aberystwyth Rheidol
<b>Polling District(s):</b> Rheidol
<b>Current Polling Station(s):</b> Ty'r Harbwr / Harbour House
<b>Respondee:</b>
<b>Summary Response:</b>  Propose investigating use of Aberystwyth Football Club as a possible alternative polling station for Aberystwyth Rheidol Ward. The football club is a well know central location and offers excellent accessibility.
<b>(Acting) Returning Officer Comment:</b>  Due to the uncertainty of the current polling station building, the Returning Officer will look at relocating the polling station for Aberystwyth Rheidol Ward to Aberystwyth Football Club which is located within Aberystwyth Rheidol Ward.

**ELECTORAL WARD: BEULAH A LLANGOEDMOR / BEULAH AND LLANGOEDMOR**

<b>Comment Record</b>
<b>Electoral Ward:</b> Beulah a Llangoedmor / Beulah and Llangoedmor
<b>Polling District(s):</b> Llangoedmor
<b>Current Polling Station(s):</b> Neuadd y Cwrwgl / Coracle Hall
<b>Respondee:</b> Local Resident
<b>Summary Response:</b>  Good parking, on main bus route and accessible.
<b>(Acting) Returning Officer Comment:</b>  We note the comments / Nodwyd y sylwadau.

**ELECTORAL WARD: FAENOR**

<b>Comment Record</b>
<b>Electoral Ward:</b> Faenor
<b>Polling District(s):</b> Faenor
<b>Current Polling Station(s):</b> Mês Bach / Little Acorns
<b>Respondee:</b> Local Resident
<b>Summary Response:</b>  I am in support of no changes to this location. It is easily accessible to all residents of Comins Coch. There is parking and it is within walking distance for residents of the area. Very suitable for voting.
<b>(Acting) Returning Officer Comment:</b>  We note the comments / Nodwyd y sylwadau.

**ELECTORAL WARD: LLEDROD**

<b>Comment Record</b>
<b>Electoral Ward:</b> Lledrod
<b>Polling District(s):</b> Lledrod Isaf & Blaenpennal
<b>Current Polling Station(s):</b> Festri Capel Bronant Chapel Vestry
<b>Respondee:</b> Local Resident
<b>Summary Response:</b>  Parking is limited and access off the main road can be problematic if car park is full. Good access for limited mobility, works well as a polling station.
<b>(Acting) Returning Officer Comment:</b>  We note the comments / Nodwyd y sylwadau.



**ELECTORAL WARD: ABER-PORTH A'R FERWIG / ABERPORTH AND Y FERWIG**

<b>Comment Record</b>
<b>Electoral Ward:</b> Aber-porth a'r Ferwig / Aberporth and Y Ferwig
<b>Polling District(s):</b> Aberporth
<b>Current Polling Station(s):</b> Canolfan Dyffryn Aberporth
<b>Respondee:</b> Local Resident
<b>Summary Response:</b>  Hall was suitable for voting however the parking facilities can be difficult as only "on street" available and due to location close to beach, shop and chemist/post office does get very busy certain times of year.
<b>(Acting) Returning Officer Comment:</b>  Canolfan Dyffryn Hall was a temporary polling station whilst Aberporth Village Hall is being renovated. Aberporth polling station will return permanently to Aberporth Village Hall for the next scheduled elections.

**ELECTORAL WARD: LLANNARTH**

<b>Comment Record</b>
<b>Electoral Ward:</b> Llannarth
<b>Polling District(s):</b> Llanarth
<b>Current Polling Station(s):</b> Neuadd Eglwys Llanarth Church Hall
<b>Respondee:</b> Local Resident
<b>Summary Response:</b>  I would support a no change policy to this venue. It is in a central location and has adequate parking facilities. The building has a suitable access for disabled and wheelchair users and sufficient space to access the disabled friendly voting booths once in the building. It is equally suitable for able bodied voters with sufficient space to accommodate the flow of voters throughout the day.
<b>(Acting) Returning Officer Comment:</b>  We note the comments / Nodwyd y sylwadau.  The (Acting) Returning Officer is in support to permanently relocate Neuadd Eglwys Llanarth to Yr Ysgubor, Bargoed Farm, Llwynceilyn which is located within Llannarth Ward and within the Polling District. This would provide ample parking facilities and meet all accessibility requirements.

**ELECTORAL WARD: MELINDWR**

<b>Comment Record</b>
<b>Electoral Ward:</b> Melindwr
<b>Polling District(s):</b> Melindwr
<b>Current Polling Station(s):</b> Neuadd y Pentref Capel Bangor
<b>Respondee:</b> Local Resident
<b>Summary Response:</b>  The polling station is good.
<b>(Acting) Returning Officer Comment:</b>  We note the comments / Nodwyd y sylwadau.

**ELECTORAL WARD: CILIAU AERON**

<b>Comment Record</b>
<b>Electoral Ward:</b> Henfynyw
<b>Polling District(s):</b> Henfynyw
<b>Current Polling Station(s):</b> Festri Capel Llwynceilyn Church Hall
<b>Respondee:</b> Local Resident
<b>Summary Response:</b>  Go back to Llwynceilyn Hall. More parking, better access.
<b>(Acting) Returning Officer Comment:</b>  We note the comments / Nodwyd y sylwadau.  The (Acting) Returning Officer supports the Village Hall as an ideal location; however, we are not assured exclusive use of the building for Polling Day which risks the integrity of the election. The Vestry is not suitable due to accessibility issues.  Therefore, the Festri Capel Llwynceilyn polling station is to be permanently relocated to Yr Ysgubor, Bargoed Farm, Llwynceilyn. This location offers ample parking and excellent accessibility requirements.

**ELECTORAL WARD: BEULAH A LLANGOEDMOR / BEULAH AND LLANGOEDMOR**

<b>Comment Record</b>
<b>Electoral Ward:</b> Beulah a Llangoedmor / Beulah and Llangoedmor
<b>Polling District(s):</b> Beulah, Brongwyn, Betws Ifan Llangoedmor
<b>Current Polling Station(s):</b> Neuadd yr Eglwys Llandygwydd Church Hall, Festri Capel Beulah Chapel Vestry, Festri Capel Bryngwyn Chapel Vestry, Neuadd Gymunedol Betws Ifan Community Hall
<b>Respondee:</b> Local Resident
<b>Summary Response:</b>  Teimlo nad oes angen yr holl orsafoedd pleidleisio oherwydd bod cynifer o etholwyr yn pleidleisio drwy'r post. Gellir arbed arian trwy leihau'r nifer o orsafoedd.
<b>(Acting) Returning Officer Comment:</b>  We note the comments / Nodwyd y sylwadau.  The (Acting) Returning Officer supports the response to reduce the number of polling stations in the Beulah and Llangoedmor Ward from four polling stations to two polling stations. The two polling stations to be kept open are Festri Capel Beulah and Neuadd y Cwrwgl.  The electors who vote in-person in Neuadd yr Eglwys Llandygwydd, Festri Capel Bryngwyn and Neuadd Gymunedol Betws Ifan would vote in Festri Capel Beulah for future elections. All four-polling stations reside in the same Polling District.  Neuadd y Cwrwgl resides in the Llangoedmor Polling District.

**ELECTORAL WARD: TREGARON AC YSTRAD-FFLUR / TREGARON AND YSTRAD FFLUR**

<b>Comment Record</b>
<b>Electoral Ward:</b> Tregaron ac Ystrad-Fflur / Tregaron and Ystrad Fflur
<b>Polling District(s):</b> Tregaron
<b>Current Polling Station(s):</b> Neuadd Goffa Tregaron Memorial Hall
<b>Respondee:</b> Local Resident
<b>Summary Response:</b>  The hall is an excellent location in the centre of Tregaron and opposite the bust stop. There is a car park close by and disabled parking spaces. The hall is bright, warm and welcoming with ample space to cast your vote privately and easily. Please keep this station.
<b>(Acting) Returning Officer Comment:</b>  We note the comments / Nodwyd y sylwadau.

**ELECTORAL WARD: CEULAN A MAESMAWR**

<b>Comment Record</b>
<b>Electoral Ward:</b> Ceulan a Maesmawr
<b>Polling District(s):</b> Ysgubor y Coed
<b>Current Polling Station(s):</b> Yr Ystafell Haearn / The Iron Room
<b>Respondee:</b> Local Resident
<b>Summary Response:</b>  Polling station 1001 Ystafell y Haearn, Ceredigion County Council have noted that there is no public transport link. Can I just advise that there is a bus stop approximately 100 yards north of the Iron Room and that the bus drivers are also willing to pull in alongside the road that turns into the Iron Room driveway to drop passengers if requested. Perhaps this isn't of much significance, particularly as the review doesn't indicate any change to the polling station arrangements for Ysgubor y Coed, but just though I'd better say in case.
<b>(Acting) Returning Officer Comment:</b>  We note the comments / Nodwyd y sylwadau.

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**Consultee / Stakeholder list for the Review of Polling Districts, Polling Places and Polling Stations for the Ceredigion County Council area**

Initial email sent to all stakeholders: 02/10/2023

Reminder email sent to all stakeholders: 03/11/2023

Notice advertised in Cambrian News and Tivyside Advertiser w/c 02/10/2023

Notice displayed in all CCC libraries and on council social media platforms w/c 02/10/2023

<b>Stakeholder list</b>
<b>Member of Parliament</b>
Ben Lake
<b>Senedd Members – Ceredigion Constituency and Regional</b>
Elin Jones – Plaid Cymru
Eluned Morgan – Welsh Labour
Jane Dodds – Welsh Liberal Democrats
Joyce Watson – Welsh Labour
<b>Cangen Ceredigion Branch of the following Political parties:</b>
Plaid Cymru
Liberal Democrats
Labour
Conservatives
Brexit
Local Democracy Boundary Commission of Wales
Electoral Commission
Councillors
Town & Community Council Clerks
3rd Sector Family Centre Network
Armed Forces Veterans Forum
Carers Support providers + Community Connectors
Ceredigion PSB members
Early Years, Childcare & Play Strategy group
Children & Young People Service Provider Forum
Community and Village Halls
Council staff
Disability Forum
Food Banks/Pay as you feel cafes etc
Hywel Dda University Health Board Community Outreach team
Hywel Dda Engagement team
Meithrinfeydd/Cylchoedd Ti a Fi

Merched y Wawr
PSB Poverty sub-group
Third Sector groups
WI
Young Farmers Clubs
Hywel Dda Maternity Voices Group
Refugees
Ceredigion Schools
Youth Council and other Youth Groups
Housing Support Grant (3 <sup>rd</sup> sector providers)
Local Access Forum
Age Cymru Dyfed
Citizens Advice
Higher Education – Aberystwyth University
Higher Education – Trinity Saint David, Lampeter
Housing Association – Barcud
Housing Association - WWHA
Hywel Dda Engagement
Leisure Centres
Libraries
MAWW Fire & Rescue Service
Mind Aberystwyth
National Library of Wales
Substance use
DASH (activities for disabled children)
RAY Ceredigion



## Proposal Details

<b>Title of Policy / Proposal / Initiative</b>	
Polling District, Places and Polling Stations Review 2023	
<b>Service Area</b>	<b>Officer completing IIA</b>
Democratic Services – Electoral Services	Lowri Edwards
<b>Corporate Lead Officer</b>	<b>Chief Executive</b>
Lowri Edwards	Eifion Evans
<b>Please give a brief description of the purpose of the proposal</b>	
<p>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.</p> <p>Under section 18C of that Act, the compulsory review must be undertaken within a 16-month window between 1 October 2023 and 31 January 2025.</p> <p>The proposal also takes into consideration the new accessibility requirements of the Elections Act 2022.</p>	
<b>Who will be directly affected by this proposal? <a href="#">HINT</a></b>	
Electors in Ceredigion who vote in person at a Polling Station that is recommended for change.	
<b>Have those who will be affected by the proposal had the opportunity to comment on it?</b>	
<p>A statutory consultation commenced on 2 October 2023 and ended 10 November 2023.</p> <p>The consultation was available on the Council website, was promoted on social media and was sent directly to those listed in Appendix B of the Council report.</p>	

## 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 included

sustainable development, Welsh language and equality considerations wherever possible.

<b>Version Number</b>	<b>Author</b>	<b>Decision making stage</b> <a href="#"><u>HINT</u></a>	<b>Date Considered</b>	<b>Description of any amendments made</b> <a href="#"><u>HINT</u></a>
1	Lowri Edwards	Consultation undertaken and options considered	1 <sup>st</sup> December 2023	N/A

## Council Corporate Well-being Objectives

Which of the Council's Corporate Well-being Objectives does this proposal address and how? Click here to read a summary of our [Corporate Strategy 2022-27](#)

<b>Boosting the economy, supporting business, and enabling employment.</b>	Not applicable
<b>Creating caring and healthy communities</b>	Not applicable
<b>Providing the best start in life and enabling learning at all ages</b>	Not applicable
<b>Creating sustainable, greener, and well-connected communities</b>	Not applicable

## National Well-being Goal: A Prosperous Wales

**An innovative, productive, and low carbon society where everyone has decent work and there is no poverty.**

Click [here](#) for information about a prosperous Wales.

**Does the proposal contribute to this goal? Describe the positive or negative impacts. (Click [here](#) for information)**

Not applicable

**What evidence do you have to support this view?**

Not applicable

**What action(s) can you take to mitigate any negative impacts or better contribute to this National Well-being Goal?**

Not applicable

## National Well-being Goal: A Resilient Wales

**A society where biodiversity is maintained and enhanced and where ecosystems are healthy and functioning.**

Click [here](#) for information about a resilient Wales.

**Does the proposal contribute to this goal? Describe the positive or negative impacts. (Click [here](#) for information)**

Not applicable

**What evidence do you have to support this view?**

Not applicable

**What action(s) can you take to mitigate any negative impacts or better contribute to this National Well-being Goal?**

Not applicable

## National Well-being Goal: A Healthier Wales

**A society where people make healthy choices and enjoy good physical and mental health.**

Click [here](#) for information about a healthier Wales.

**Does the proposal contribute to this goal? Describe the positive or negative impacts. (Click [here](#) for information)**

Not applicable

**What evidence do you have to support this view?**

Not applicable

**What action(s) can you take to mitigate any negative impacts or better contribute to this National Well-being Goal?**

Not applicable

## National Well-being Goal: A More Equal Wales

**A society where everyone has an equal chance whatever their background or circumstances.**

This section is longer because you are asked to assess the impact of your proposal on each group that is protected by the **Equality Act 2010**.

Click [here](#) for information about equality in Wales.

**Do you think this proposal will have a positive or a negative impact on people because of their age? (Click [here](#) for information)**

<b>Children and Young People up to 18</b>	None / Negligible
<b>People 18-50</b>	None / Negligible
<b>Older people 50+</b>	Positive

**Describe the positive or negative impacts.**

Following the introduction of the Elections Act 2022, an assessment of the accessibility of each Polling Place/Station has been undertaken. The considerations of the review, and the recommendations, have taken into account accessibility requirements.

**What evidence do you have to support this?**

The assessment of each Polling Place/Station which was published as part of the consultation

[Review of Polling Districts, Polling - Ceredigion County Council](#)

**What action(s) can you to take to mitigate any negative impacts?**

**Is there an opportunity to use this proposal to eliminate unlawful discrimination, advance equality of opportunity or encourage good relations between people in this group and the rest of the population?**

Where possible, the review recommends changes to Polling Places/Stations where there are accessibility issues but in some instances, there are no suitable alternatives.

**Do you think this proposal will have a positive or a negative impact on people because of their disability? (Click [here](#) for information)**

<b>Hearing Impairment</b>	Positive
<b>Physical Impairment</b>	Positive
<b>Visual Impairment</b>	Positive
<b>Learning Disability</b>	Positive
<b>Long Standing Illness</b>	Positive
<b>Mental Health</b>	Positive
<b>Other</b>	None / Negligible

**Describe the positive or negative impacts.**

Following the introduction of the Elections Act 2022, an assessment of the accessibility of each Polling Place/Station has been undertaken. The considerations of the review, and the recommendations, have taken into account accessibility requirements.

**What evidence do you have to support this?**

The assessment of each Polling Place/Station which was published as part of the consultation

[Review of Polling Districts, Polling - Ceredigion County Council](#)

**What action(s) can you to take to mitigate any negative impacts?**

**Is there an opportunity to use this proposal to eliminate unlawful discrimination, advance equality of opportunity or encourage good relations between people in this group and the rest of the population?**

Where possible, the review recommends changes to Polling Places/Stations where there are accessibility issues but in some instances, there are no suitable alternatives.

**Do you think this proposal will have a positive or a negative impact on people who are transgender? (Click [here](#) for information)**

<b>Trans Women</b>	Positive
<b>Trans Men</b>	Positive
<b>Non-binary people</b>	Positive

**Describe the positive or negative impacts**

Arrangements will be made at each Polling Station to ensure that there are private areas to discuss Voter ID with individuals, if so required. However, there is always an option for individuals to apply for postal or proxy votes if they so choose.

**What evidence do you have to support this?**

Arrangements will be made at each Polling Station to ensure that there are private areas to discuss Voter ID with individuals, if so required. However, there is always an option for individuals to apply for postal or proxy votes if they so choose.

**What action(s) can you to take to mitigate any negative impacts?**

**Is there an opportunity to use this proposal to eliminate unlawful discrimination, advance equality of opportunity or encourage good relations between people in this group and the rest of the population?**

Arrangements will be made at each Polling Station to ensure that there are private areas to discuss Voter ID with individuals, if so required. However, there is always an option for individuals to apply for postal or proxy votes if they so choose.

**Do you think this proposal will have a positive or a negative impact on people with different sexual orientation? (Click [here](#) for information)**

<b>Bisexual</b>	None / Negligible
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<b>Gay Men</b>	None / Negligible
<b>Gay Women/Lesbian</b>	None / Negligible
<b>Heterosexual/Straight</b>	None / Negligible
<b>Describe the positive or negative impacts</b>	
N/A	
<b>What evidence do you have to support this?</b>	
N/A	
<b>What action(s) can you to take to mitigate any negative impacts?</b>	
<b>Is there an opportunity to use this proposal to eliminate unlawful discrimination, advance equality of opportunity or encourage good relations between people in this group and the rest of the population?</b>	
N/A	

<b>Do you think this proposal will have a positive or a negative impact on people who are married or in a civil partnership? (Click <a href="#">here</a> for information)</b>	
<b>People who are married</b>	None / Negligible
<b>People in a civil partnership</b>	None / Negligible
<b>Describe the positive or negative impacts</b>	
N/A	
<b>What evidence do you have to support this?</b>	
N/A	
<b>What action(s) can you to take to mitigate any negative impacts?</b>	
<b>Is there an opportunity to use this proposal to eliminate unlawful discrimination, advance equality of opportunity or encourage good relations between people in this group and the rest of the population?</b>	
N/A	

**Do you think this proposal will have a positive or a negative impact on people who are pregnant or on maternity leave? (Click [here](#) for information)**

<b>Pregnancy</b>	None / Negligible
<b>Maternity</b>	None / Negligible

**Describe the positive or negative impacts**

N/A

**What evidence do you have to support this?**

N/A

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

N/A

**Do you think this proposal will have a positive or a negative impact on people because of their ethnic origin? (Click [here](#) for information)**

<b>Asian / Asian British</b>	None / Negligible
<b>Black / African / Caribbean / Black British</b>	None / Negligible
<b>Mixed / Multiple Ethnic Groups</b>	None / Negligible
<b>White</b>	None / Negligible
<b>Other Ethnic Groups</b>	Positive

**Describe the positive or negative impacts**

Arrangements will be made at each Polling Station to ensure that there are private areas to discuss Voter ID with individuals, if so required. However, there is always an option for individuals to apply for postal or proxy votes if they so choose.

**What evidence do you have to support this?**

Arrangements will be made at each Polling Station to ensure that there are private areas to discuss Voter ID with individuals, if so required. However, there is always an option for individuals to apply for postal or proxy votes if they so choose.

**What action(s) can you to take to mitigate any negative impacts?**

**Is there an opportunity to use this proposal to eliminate unlawful discrimination, advance equality of opportunity or encourage good relations between people in this group and the rest of the population?**

Arrangements will be made at each Polling Station to ensure that there are private areas to discuss Voter ID with individuals, if so required. However, there is always an option for individuals to apply for postal or proxy votes if they so choose.

**Do you think this proposal will have a positive or a negative impact on people with different religions, beliefs, or non-beliefs? (Click [here](#) for information)**

<b>Buddhist</b>	None / Negligible
<b>Christian</b>	None / Negligible
<b>Hindu</b>	None / Negligible
<b>Humanist</b>	None / Negligible
<b>Jewish</b>	None / Negligible
<b>Muslim</b>	Positive
<b>Sikh</b>	None / Negligible
<b>Non-belief</b>	None / Negligible
<b>Other</b>	None / Negligible

**Describe the positive or negative impacts**

Arrangements will be made at each Polling Station to ensure that there are private areas to discuss Voter ID with individuals, if so required. However, there is always an option for individuals to apply for postal or proxy votes if they so choose.

**What evidence do you have to support this?**

Arrangements will be made at each Polling Station to ensure that there are private areas to discuss Voter ID with individuals, if so required. However, there is always an option for individuals to apply for postal or proxy votes if they so choose.

**What action(s) can you to take to mitigate any negative impacts?**

**Is there an opportunity to use this proposal to eliminate unlawful discrimination, advance equality of opportunity or encourage good relations between people in this group and the rest of the population?**

Arrangements will be made at each Polling Station to ensure that there are private areas to discuss Voter ID with individuals, if so required. However, there is always an option for individuals to apply for postal or proxy votes if they so choose.

**Do you think this proposal will have a positive or a negative impact on men or women?** (Click [here](#) for information)

<b>Men</b>	None / Negligible
<b>Women</b>	None / Negligible
<b>Describe the positive or negative impacts</b>	
N/A	
<b>What evidence do you have to support this?</b>	
N/A	
<b>What action(s) can you to take to mitigate any negative impacts?</b>	
<b>Is there an opportunity to use this proposal to eliminate unlawful discrimination, advance equality of opportunity or encourage good relations between men and women?</b>	
N/A	

**Do you think this proposal will have a positive or a negative impact on people from the Armed Forces Community?** (Click [here](#) for information)

<b>Members of the Armed Forces</b>	None / Negligible
<b>Veterans</b>	None / Negligible
<b>Spouses</b>	None / Negligible
<b>Children</b>	None / Negligible
<b>Describe the positive or negative impacts</b>	
N/A	
<b>What evidence do you have to support this?</b>	
N/A	

**What action(s) can you to take to mitigate any negative impacts?**

N/A

### Socio-economic Duty

Socio-economic disadvantage means living on a low income compared to others in Wales, with little or no accumulated wealth, making it more difficult to access basic goods and services.

Family background or where a person is born still affects their life. For example, a child from a wealthy family often does better at school than a child from a poor family, even if the poorer child is more naturally academic. This is sometimes called socio-economic inequality.

**Do you think this proposal will have a positive or a negative impact on people experiencing socio-economic disadvantage?**

None / Negligible

**Describe the positive or negative impacts**

The Review has aimed to keep Polling Places/Stations as close as possible to communities. However, there is always an option for individuals to apply for postal or proxy votes if they so choose.

**What evidence do you have to support this?**

The Review has aimed to keep Polling Places/Stations as close as possible to communities. However, there is always an option for individuals to apply for postal or proxy votes if they so choose.

**What action(s) can you to take to mitigate any negative impacts?**

**Is there an opportunity to use this proposal to eliminate unlawful discrimination, advance equality of opportunity or encourage good relations between people in this group and the rest of the population?**

The Review has aimed to keep Polling Places/Stations as close as possible to communities. However, there is always an option for individuals to apply for postal or proxy votes if they so choose.

## National Well-being Goal: A Wales of Cohesive Communities

**A society with attractive, viable, safe, and well-connected communities.**

Click [here](#) for information about cohesive communities.

<b>Does the proposal contribute to this goal? Describe the positive or negative impacts. <a href="#">HINT</a></b>
Not applicable
<b>What evidence do you have to support this view?</b>
Not applicable
<b>What action(s) can you take to mitigate any negative impacts or better contribute to the goal?</b>
Not applicable.

## National Well-being Goal: A Wales of Vibrant Culture and Thriving Welsh Language

**A society that that promotes and protects culture, heritage, and the Welsh language and which encourages people to take part in the arts, sports, and recreation.**

Click [here](#) for information about culture and the Welsh language

<b>Does the proposal contribute to this goal? Describe the positive or negative impacts.</b>
Not applicable
<b>What evidence do you have to support this view?</b>
Not applicable
<b>What action(s) can you take to mitigate any negative impacts or better contribute to the goal?</b>
Not applicable

**With reference to the following, do you think this proposal will have a positive or negative effect on the Welsh language?**

Click [here](#) for information

**Opportunities for people to use the Welsh language**

Positive

**Treating the Welsh language, no less favourably than the English language**

Positive

**What evidence do you have to support this view?**

The aim is to ensure that there is at least one member of staff at each Polling Station who can speak Welsh.

**What action(s) can you take to increase the positive impact or mitigate any negative impact on the Welsh language?**

The aim is to ensure that there is at least one member of staff at each Polling Station who can speak Welsh.

## National Well-being Goal: A Globally Responsible Wales

**A society that considers how our actions might impact on other countries and people around the world.**

Click [here](#) for information about global responsibility.

**Does the proposal contribute to this goal? Describe the positive or negative impacts. [HINT](#)**

Not applicable.

**What evidence do you have to support this view?**

Not applicable.

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

Not applicable.

## Strengthening the Proposal

If you have identified any negative impacts in the above sections, please provide details of any practical changes and actions that could help remove or reduce the negative impacts.

What will you do?	When?	Who is responsible?	Progress
<p><b>If no action is to be taken to remove or mitigate negative impacts, please justify why. (If you have identified any unlawful discrimination then the proposal must be changed or revised.)</b></p>			
<p><b>The Review has taken into account the requirements of all relevant legislation and has made recommendations that meet these the best.</b></p>			
<p><b>How will you monitor the impact and effectiveness of the proposal?</b></p>			
<p><b>Regular review by the Acting Returning Officer and Deputy Acting Returning Officer at each election.</b></p>			

## Sustainable Development Principle: 5 Ways of Working

Describe below how you have implemented the five ways of working in accordance with the sustainable development principle of the Well-being of Future Generations (Wales) Act 2015

<p><b>Long term</b> Balancing short-term needs with long-term need and planning for the future.</p> <p><u>HINT</u></p>	<p>The Review aims to ensure that the most appropriate Polling Places/Stations are in place to meet the needs of the community for the next 5 years.</p>
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<p><b>Collaboration</b> Working together with other partners to deliver.</p> <p><u>HINT</u></p>	<p>Work has been undertaken with communities to identify the most appropriate venues for Polling Places/Stations.</p>
<p><b>Involvement</b> Involving those with an interest and seeking their views.</p> <p><u>HINT</u></p>	<p>A statutory consultation commenced on 2 October 2023 and ended 10 November 2023.</p> <p>The consultation was available on the Council website, was promoted on social media and was sent directly to those listed in Appendix B of the Council report. It was also available in easy read and large format as well as paper copies being made available in libraries.</p>
<p><b>Prevention</b> Putting resources into preventing problems occurring or getting worse.</p> <p><u>HINT</u></p>	<p>The Review aims to ensure that the most appropriate Polling Places/Stations are in place to meet the needs of the community for the next 5 years.</p>
<p><b>Integration</b> Considering the impact of your proposal on the four pillars of well-being (social, economic, cultural and environment) the objectives of other public bodies and across service areas in the Council.</p> <p><u>HINT</u></p>	<p>Not applicable.</p>



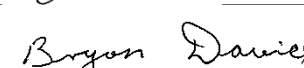
## Risk

Summarise the risk associated with the proposal.

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

Risk Description	Impact	Probability	Score (Impact x Likelihood)
Urgent requirement by the Returning Officer to change the Polling Place/Station prior to an election	3	2	6

Sign Off

Position	Name	Signature	Date
Corporate Manager	Not applicable	X _____	Click or tap to enter a date.
Corporate Lead Officer	Lowri Edwards		01/12/2023
Chief Executive	Eifion Evans		07/12/2023
Portfolio Holder	Cllr Bryan Davies		07/12/2023

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<sup>1</sup> Last updated 20/10/2023

## **CYNGOR SIR CEREDIGION COUNTY COUNCIL** **2023/2024**

### **CYNGHORWYR BLAENLLAW / PROMINENT COUNCILLORS**

**Arweinydd y Cyngor /**  
Leader of the Council

**Cyng./ Cllr. Bryan Davies**

**Dirprwy Arweinydd y Cyngor /**  
Deputy Leader of the Council

**Cyng./ Cllr. Alun Williams**

**Cadeirydd y Cyngor /**  
Chairman of the Council

**Cyng./ Cllr. Maldwyn Lewis**

**Is-Gadeirydd y Cyngor /**  
Vice-Chairman of the Council

**Cyng./ Cllr. Keith Evans**

### **GRWP Y WEITHREDIAETH / EXECUTIVE GROUP:**

**Plaid Cymru / The Party of Wales (21 Aelod / Members)**

### **GRWPIAU ANWEITHREDOL / NON EXECUTIVE GROUPS:**

**Aelodau Annibynnol / Independents (9 Aelod / Members)**

**Democratiaid Rhyddfrydol / Welsh Liberal Democrats (7 Aelod / Members)**

**Heb-Grŵp / Un-Grouped (1 Aelod / Member)**

**AELODAETH Y CABINET A PHWYLLGORAU'R CYNGOR /**  
**MEMBERSHIP OF THE CABINET AND COMMITTEES OF THE**  
**COUNCIL**

**Y CABINET / THE CABINET**

**Y Cynghorwyr / Councillors**

**Portffolio / Portfolio**

**Cyng./Cllr. Bryan Davies**

**Gwasanaethau Democrataidd, Polisi,  
Perfformiad a Phobl a Threfniadaeth**  
Democratic Services, Policy, Performance and  
People and Organisation

**Cyng./Cllr. Alun Williams**

**Gydol Oes a Llesiant**  
Through Age and Wellbeing

**Cyng./Cllr. Catrin M.S. Davies**

**Diwylliant, Hamdden a Gwasanaethau  
Cwsmeriaid**  
Culture, Leisure and Customer Services

**Cyng./Cllr. Clive Davies**

**Yr Economi ac Adfywio**  
Economy and Regeneration

**Cyng./Cllr. Gareth Davies**

**Gwasanaethau Cyllid a Chaffael**  
Finance and Procurement Services

**Cyng./Cllr. Keith Henson**

**Priffyrdd a Gwasanaethau Amgylcheddol a  
Rheoli Carbon**  
Highways and Environmental Services and  
Carbon Management

**Cyng./Cllr. Wyn Thomas**

**Ysgolion, Dysgu Gydol Oes a Sgiliau**  
Schools, Lifelong Learning and Skills

**Cyng./Cllr. Matthew Vaux**

**Partneriaethau, Gwasanaethau Tai, Cyfreithiol  
a Llywodraethu a Diogelu'r Cyhoedd**  
Partnerships, Housing, Legal and Governance  
and Public Protection

## **PWYLLGORAU / COMMITTEES**

### **PWYLLGOR RHEOLI DATBLYGU / DEVELOPMENT CONTROL COMMITTEE (15)**

**Cadeirydd / Chairman:**                   **Cyngh./Cllr. Rhodri Davies**  
**Is Gadeirydd / Vice Chairman:**   **Cyngh./Cllr. Ifan Davies**

#### **Plaid Cymru / The Party of Wales (7)**

Gethin Davies, Rhodri Davies, Chris James, Ceris Jones, Maldwyn Lewis, Mark Strong, Carl Worrall.

#### **Aelodau Annibynnol / Independents (4)**

Ifan Davies, Marc Davies, Rhodri Evans, Gareth Lloyd.

#### **Democratiaid Rhyddfrydol / Welsh Liberal Democrats (3)**

Meirion Davies, Raymond Evans, Sian Maehrlein.

#### **Aelod Ddi-Grŵp / Un-Grouped Member (1)**

Hugh Hughes

### **PWYLLGOR TRWYDDEDU / LICENSING COMMITTEE (11)**

**Cadeirydd / Chairman:**                   **Cyngh./Cllr. Paul Hinge**  
**Is Gadeirydd / Vice Chairman:**   **Cyngh./Cllr. Gwyn James**

#### **Plaid Cymru / The Party of Wales (6)**

Shelley Childs, Amanda Edwards, Endaf Edwards, Eryl Evans, Ann Bowen Morgan, Caryl Roberts.

#### **Aelodau Annibynnol / Independents (3)**

Keith Evans, Wyn Evans, Gwyn James.

#### **Democratiaid Rhyddfrydol / Welsh Liberal Democrats (2)**

Paul Hinge, John Roberts.

**PWYLLGOR LLYWODRAETHU AC ARCHWILIO / GOVERNANCE AND AUDIT COMMITTEE (6)**

**Cadeirydd / Chairman:** Mr. Alan Davies  
**Is Gadeirydd / Vice Chairman:** Mr. Andrew Blackmore

**Plaid Cymru / The Party of Wales (3)**  
Keith Henson, Maldwyn Lewis, Mark Strong.

**Aelodau Annibynnol / Independents (2)**  
Gareth Lloyd, Wyn Evans.

**Democratiaid Rhyddfrydol / Welsh Liberal Democrats (1)**  
Elizabeth Evans.

**Aelodau Lleyg / Lay Members**  
Mr. Alan Davies, Mr. Andrew Blackmore, Ms Caroline Whitby.

**PWYLLGOR GWASANAETHAU DEMOCRATAIDD / DEMOCRATIC SERVICES COMMITTEE (6)**

**Cadeirydd / Chairman:** **Cyngh.** / Cllr. Elizabeth Evans  
**Is Gadeirydd / Vice Chairman:** **Cyngh.** / Cllr. Gareth Lloyd

**Plaid Cymru / The Party of Wales (3)**  
Endaf Edwards, Caryl Roberts, Mark Strong.

**Aelodau Annibynnol / Independents (2)**  
Gwyn James, Gareth Lloyd.

**Democratiaid Rhyddfrydol / Welsh Liberal Democrats (1)**  
Elizabeth Evans.

**PWYLLGOR IAITH / LANGUAGE COMMITTEE (7)**

**Cadeirydd/** Chairman: **Cyngh./Cllr.** Catrin M.S. Davies  
**Is Gadeirydd /** Vice Chairman: **Cyngh./Cllr.** Chris James

**Plaid Cymru / The Party of Wales (3)**

Catrin M.S. Davies, Rhodri Davies, Chris James.

**Aelodau Annibynnol / Independents (2)**

Gwyn Wigley Evans, Gareth Lloyd.

**Democratiaid Rhyddfrydol / Welsh Liberal Democrats (2)**

John Roberts, (1 sedd wag/vacant seat).

**PWYLLGOR RHESTR FER / SHORTLISTING COMMITTEE (8)  
(AD HOC)**

**PWYLLGOR MOESEG A SAFONAU / ETHICS AND STANDARDS COMMITTEE  
(9)**

**Cadeirydd /** Chairman: Ms. Caryl Davies  
**Is-Gadeirydd/** Vice Chairman: Ms Gail Storr (from 22/02/2024)

**Aelodau Annibynnol / Independent Members (5):**

Mr. Alan Davies, Ms. Caryl Davies, Ms. Carol Edwards, Ms. Llinos James (from 22/02/2024) and Ms. Gail Storr

**Aelodau Etholedig / Elected Members (2):**

**Y Cynghorwyr /** Councillors Gwyn Wigley Evans, Caryl Roberts.

**Aelodau Etholedig (Cynrychiolwyr y Cynghorau Cymuned) / Elected Members  
(Community Council Representatives) (2):**

**Y Cynghorwyr /** Councillors Delyth James, Jan Culley.

## **PWYLLGORAU TROSOLWG A CHRAFFU / OVERVIEW and SCRUTINY COMMITTEES**

### **PWYLLGOR CYMUNEDAU FFYNIANNUS / THRIVING COMMUNITIES COMMITTEE (13)**

**Cadeirydd / Chairman:** **Cyngh./Cllr. Gwyn Wigley Evans**  
**Is Gadeirydd / Vice Chairman:** **Cyngh./Cllr. Marc Davies**

#### **Plaid Cymru / The Party of Wales (6)**

Shelley Childs, Gethin Davies, Rhodri Davies, Chris James, Maldwyn Lewis, Ann Bowen Morgan, Carl Worrall.

#### **Aelodau Annibynnol / Independents (3)**

Marc Davies, Gwyn Wigley Evans, Rhodri Evans.

#### **Democratiaid Rhyddfrydol / Welsh Liberal Democrats (3).**

Meirion Davies, Sian Maehrlein, John Roberts.

### **PWYLLGOR CYMUNEDAU IACHACH / HEALTHIER COMMUNITIES COMMITTEE (13)**

**Cadeirydd/ Chairman:** **Cyngh/Cllr. Caryl Roberts**  
**Is-Gadeirydd/ Vice-Chairman:** **Cyngh/Cllr. Ceris Jones**

#### **Plaid Cymru / The Party of Wales (7)**

Amanda Edwards, Eryl Evans, Ceris Jones, Mark Strong, Ann Bowen Morgan, Caryl Roberts, Carl Worrall.

#### **Aelodau Annibynnol / Independents (3)**

Keith Evans, Gwyn James, Wyn Evans.

#### **Democratiaid Rhyddfrydol / Welsh Liberal Democrats (3)**

Elaine Evans, Sian Maehrlein, John Roberts.



**PWYLLGOR CYMUNEDAU SY’N DYSGU / LEARNING COMMUNITIES  
COMMITTEE (13)**

**Cadeirydd/** Chairman: **Cyngh./**Cllr. Endaf Edwards  
**Is Gadeirydd/Vice Chairman:** **Cyngh./**Cllr. Chris James

**Plaid Cymru / The Party of Wales (7)**

Rhodri Davies, Amanda Edwards, Endaf Edwards, Eryl Evans, Chris James, Ann Bowen Morgan, Mark Strong.

**Aelodau Annibynnol / Independents (3)**

Euros Davies, Marc Davies, Gareth Lloyd.

**Democratiaid Rhyddfrydol / Welsh Liberal Democrats (3)**

Meirion Davies, Elizabeth Evans, Paul Hinge.

**Aelodau Lleyg / Lay Members**

Ms. Cathryn Charnell-White, Mr. Jonny Greatrex.

**PWYLLGOR ADNODDAU CORFFORAETHOL / CORPORATE RESOURCES  
COMMITTEE (13)**

**Cadeirydd /** Chairman: **Cyngh./**Cllr. Rhodri Evans  
**Is-Gadeirydd / Vice Chairman:** **Cyngh./**Cllr. Elaine Evans

**Plaid Cymru / The Party of Wales (6)**

Endaf Edwards, Eryl Evans, Ceris Jones, Ann Bowen Morgan, Caryl Roberts, Carl Worrall.

**Aelodau Annibynnol / Independents (3)**

Euros Davies, Ifan Davies, Rhodri Evans.

**Democratiaid Rhyddfrydol / Welsh Liberal Democrats (3)**

Elaine Evans, Raymond Evans, Paul Hinge.

**Aelod Ddi-Grŵp / Un-Grouped Member (1)**

Hugh Hughes

**PWYLLGOR CYDLYNU TROSOLWG A CHRAFFU / OVERVIEW AND SCRUTINY  
COORDINATING COMMITTEE (10)**

**Cadeirydd /Chairman:**                      **Cyngh/Cllr. Keith Evans**  
**Is Gadeirydd / Vice Chair:**              **Cyngh/Cllr. Wyn Evans**

**Ynghyd â / together with:**

Marc Davies, Endaf Edwards, Gwyn Evans, Elaine Evans, Rhodri Evans, Chris James, Ceris Jones, Caryl Roberts,

**(Cadeiryddion ac Is-Gadeiryddion y Pwyllgorau Trosolwg a Chraffu  
Chairmen and Vice-Chairmen of the Overview and Scrutiny Committees)**

**Mae'r Cynghorwyr uchod hefyd yn aelodau o'r Pwyllgor Ymddiriedolwyr  
Elusennau / The Councillors above are also members of the Charity Trustee  
Committee.**