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Cyngor Sir
CEREDIGION
County Council

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

9 May 2024

Dear Sir / Madam

I write to inform you that a Meeting of the Corporate Resources Overview and Scrutiny Committee will be held at the Council Chamber, Neuadd Cyngor Ceredigion, Penmorfa, Aberaeron and remotely via video conference on Thursday, 16 May 2024 at 10.00am for the transaction of the following business:

1. **Welcome and Apologies**
2. **Disclosures of personal interest (including whipping declarations)**
Members are reminded of their personal responsibility to declare any personal and prejudicial interest in respect of matters contained in this agenda in accordance with the provisions of the Local Government Act 2000, the Council's Constitution and the Members Code of Conduct. In addition, Members must declare any prohibited party whip which the Member has been given in relation to the meeting as per the Local Government (Wales) Measure 2011.
3. **Performance Report on Welfare Reform (Pages 3 - 8)**
4. **Ceredigion Community Grant Scheme (Pages 9 - 56)**
5. **Oversight of in year Financial matters (Pages 57 - 60)**
6. **Engagement and Participation Policy Annual Report 2023-2024 (Pages 61 - 82)**
7. **Forward Work Programme (Pages 83 - 86)**
8. **To confirm minutes of the previous meetings 12th March 2024 and 21st March 2024 and to consider any matters arising from those Minutes (Pages 87 - 96)**

Members are reminded to sign the Attendance Register

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

Yours faithfully

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 Corporate Resources Overview and Scrutiny Committee

The remaining Members of the Council for information only.

CYNGOR SIR CEREDIGION COUNTY COUNCIL

Report to: Corporate Resources Overview and Scrutiny Committee

Date of meeting: 16 May 2024

Title: Performance Report on Welfare Reform

Purpose of the report: To provide a position statement in relation to various aspects of Welfare Reform

Reason Scrutiny have requested the information: For information.

Cabinet Portfolio and Cabinet Member: Cabinet Member for Finance and Procurement - Cllr Gareth Davies

Background

The Welfare Reform Bill 2010-12 was introduced into Parliament on 16 February 2011 with the aim of creating incentives to get more people into work by ensuring 'work always pays', 'protecting vulnerable members of society' and 'delivering fairness to those claiming benefit and to the taxpayer'. The Bill received Royal Assent on 8 March 2012. The main thrust of the changes was to reduce the national benefit costs by making work a more attractive option for people of working age.

Some of the key reforms introduced by the Welfare Reform Act 2012 include:

- The introduction of **Universal Credit (UC)**.
- a new size criteria (**Spare Room Subsidy**) in the social rented sector for those that under occupy their property.
- a **Benefit Cap** that limits the total amount of income from certain benefits a household can receive.
- the abolition of Council Tax Benefit with responsibility for arranging **Council Tax Support/Reduction (CTRS)** for those on low incomes transferring from the Department for Work and Pensions (DWP) to local authorities in England and to the devolved Governments in Scotland and Wales.

Current staffing and caseload position

Our current Benefits staffing complement is 8 full time staff (we are also carrying a vacancy). As at 31 March 2024 the Housing Benefit (HB) and Council Tax Reduction (CTRS/CTS) caseload was as follows:

Colour	Description	Value
■	Number of joint HB/CTS cases	2153
■	Number of HB only cases	182
■	Number of CTS only cases	3010

Universal Credit (UC)

Universal Credit (UC) is intended to support people who are on a low income or out of work and was introduced to simplify the benefits system. It merges the six legacy benefits listed below and merges them into one payment that will be paid monthly in arrears:

- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Income Support
- Working Tax Credit
- Child Tax Credit
- Housing Benefit (HB)

National rollout of UC 'Full Service' was completed in December 2018 with Ceredigion being one of the last to rollout on 5 December 2018.

From this date it opened UC for all areas of the country for **new claims** or for those whose had a **change of circumstance** (Natural migration).

Since the 5 December 2018 Ceredigion can only accept new claims for HB if the claimant is:

- Of state pension age (if part of a couple both have to be of state pension age).
- Living in supported accommodation which provides care, support and supervision.
- Placed in temporary accommodation by Ceredigion County Council.

As at November 2023, the Parliamentary website confirmed that 67% of Ceredigion households are on Universal Credit.

Universal Credit caseload rollout as of November 2023			
Select a constituency from the dropdown menu:			
Ceredigion			
Households on UC or legacy, by type of support			
	Universal Credit	Legacy benefits	% on UC
Total: all households			
Ceredigion	4,282	2,141	67%
Wales	264,665	101,413	72%
Great Britain	5,360,170	1,661,099	76%

The rollout timetable for UC has been pushed back repeatedly. The next phase is the "Managed migration (Move to UC)" which is the process of moving all legacy benefit claimants, whose circumstances have not changed, across to UC. Whilst this is timetabled to commence in 2024/25 the House of Commons "Managed migration: Completing Universal Credit rollout" report confirms "Under the latest plans, managed migration of the final group of legacy claimants will not happen until 2028/29."

It should be noted that whilst the working age legacy benefit claimants will in time transfer over to UC, we will still retain the cases for CTRS.

Spare Room Subsidy (Bedroom Tax)

The Spare Room Subsidy reduction (or 'bedroom tax' as it is more commonly known) applies if a tenant of working age and renting from a local authority or social housing has bedrooms deemed 'spare'. Having one bedroom more than the calculated allowance results in a reduction of 14% and two or more 'spare' bedrooms means that a tenant will lose 25% of their HB or UC.

There are currently 196 **HB** households affected by this Welfare Reform change resulting in a combined weekly loss of HB amounting to £3,508 (£182,416 per annum) to Ceredigion households.

Since the removal of the Spare Room Subsidy was introduced in April 2013 the Council has supported the neediest social housing tenants affected by this reduction in their HB award. In the last financial year (1 April 23 to 31 March 24), Discretionary Housing Payments amounting to £62,569 have been awarded to cover the loss caused by the Spare Room Subsidy reductions.

The main reason for continuing to support this type of reduction is the lack of available suitable smaller sized properties.

The Benefit Cap

The Benefit Cap was introduced to Ceredigion in November 2013 and limits the amount of HB a working age claimant can receive if the total amount of certain welfare benefit payable exceeds a certain threshold. The purpose of the cap is to encourage people into work and to ensure those who are out of work do not receive more in benefits than the average working household. The total amount of annual 'out of work' benefit income to which a 'working age' household can receive is currently set at:

- £22,020 for couples and lone parents (£1,835 monthly/£423.46 weekly)
- £14,753 for single claimants (£1,229.42 monthly/£283.71 weekly)

(For households within greater London the caps are £25,323 for couples/lone parents and £16,967 for single claimants).

There are currently 4 claims to **HB** affected by the Benefit Cap resulting in a combined weekly loss of HB to Ceredigion households of £254 (£13,208 per annum).

Council Tax Reduction Scheme (CTRS)

When the UK Government (UKG) abolished Council Tax Benefit on 01 April 2013, the Welsh Government (WG) set up a national Council Tax Reduction Scheme (CTRS). Although the funding from the UKG was reduced by 10%, WG have to date continued to meet the shortfall and ensure that those eligible for assistance continue to receive up to the maximum level of entitlement i.e. 100% of Council Tax liability.

Annually Ceredigion County Council adopts the CTRS scheme and administers it on behalf of WG.

As at 31 March 2024 the CTRS expenditure and caseload was:

Period Ending	31 March 2024
Total CTRS expenditure (to 0 dec. places)	£6,476,459
Caseload	5,163

The majority of the cost of 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 CTRS 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 CTRS costs was £5.197m. Therefore, there is a c£1.3m of costs that are not being recognised by WG in the Local Government Finance Settlement.

The CTRS 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.

Discretionary Housing Payments (DHP)

The Government provides each Local Authority with a cash-limited budget each year to help those in greatest need. It can be awarded only to those receiving HB or UC (housing element) who may still need further financial help with their housing costs.

The Welfare Reform changes since 2013 have inevitably resulted in reduced HB and UC (housing element) for many. The Benefits Team since 2013 has awarded DHPs amounting £3,297 million to help citizens meet elements of their housing costs. The types of awards made range from helping to secure alternative accommodation and associated removal costs to assisting with ongoing rental commitments. Prevention of homelessness is a key aim of the scheme and without the support of DHPs there is no doubt that many Ceredigion citizens would have become homeless during this period.

Our DHP allocation from the Government for 2023/24 was £275,132. The total DHP spend for this period amounted to £282,288. WG have over the last 3 years committed to support any DHP overspend from the Homeless Prevention Fund. This arrangement will also continue for the next financial year.

Future

We will continue to engage and work in partnership with the DWP to support the “managed migration (move to UC)” of working age benefit households.

Naturally there will be a reduction in our HB caseload as and when working age HB cases move to UC, however we will still retain all cases for CTRS.

The Benefits Team will continue to be responsible for the administration of:

- HB claims of state pension age claimants (if part of a couple both have to be of state pension age)

- HB claims of those living in supported accommodation which provides care, support and supervision.
- HB claims of those placed in temporary accommodation by Ceredigion County Council
- CTRS claims
- increasing workload due to changes in UC awards *
- DHPs for HB and UC claimants
- Recovery of overpaid HB – 266 invoices amounting to £335.9k as at 31 March 24
- Free School Meals (FSM) – 1870 pupils as at January 2024
- School Essential Grant (SEG) – 1100 awards (£145k) at start of the 23/24 school year
- High risk case reviews

* UC is a monthly payment in arrears. If the UC award goes up or down due to a change in circumstance, this will result in the re-calculation of the CTRS claim when the change notification is received from the DWP. In cases where an individual's UC changes due of fluctuating monthly wages the Benefits Team can receive up to 12 change notifications during the year.

We anticipate that demands on the service will continue as people continue to find themselves in financial hardship due to the increased cost of living.

Welsh Government Consultations:

There is currently a technical consultation on 2 proposed changes to the Council Tax Reduction Scheme which is open until 6 June 2024.

- Proposal 1: simplifying the application process.
- Proposal 2: reducing the administrative complexity of the scheme through changes to non-dependant deductions.

Wellbeing of Future Generations:

Has an Integrated Impact Assessment been completed? If, not, please state why.
Report is for information only.

Summary of Integrated Impact Assessment:

Long term: N/A
Collaboration: N/A
Involvement: N/A
Prevention: N/A
Integration: N/A

Recommendation(s): To note the contents of the report.

Reasons for decision:

To ensure that Corporate Resources Overview and Scrutiny Committee members are updated on the latest aspects of Welfare Reform, Universal Credit and Housing Benefit in Ceredigion

Contact Name: Ann Ireland

Designation: Corporate Manager Revenues and Financial Assessments

Date of Report: 18 April 2024

Acronyms:

CTRS -	Council Tax Reduction/Support
DHP -	Discretionary Housing Payments
DWP-	Department for Work and Pensions
FSM -	Free School Meals
HB -	Housing Benefit
SEG -	School Essential Grant
UC –	Universal Credit
UKG -	UK government
WG -	Welsh Government

CYNGOR SIR CEREDIGION COUNTY COUNCIL

Report to: Corporate Resources Overview & Scrutiny Committee

Date of meeting: 16 May 2024

Title: Ceredigion Community Grant Scheme

Purpose of the report: To recommend to Cabinet an updated Ceredigion Community Grant Scheme.

1. Background

The Ceredigion Community Grants Scheme currently allows Community Groups, Community Councils or bonafide Voluntary Sports and Play Associations to apply for funding from the Council for projects that have the aim of increasing the range of facilities, activities and opportunities within Ceredigion. The existing scheme guidance is attached as Appendix 1.

During the 2024/25 Budget Setting process it was agreed that the Council's Community Grant Scheme budget was reduced. Capital Grants budget will be reduced to £100k. The Council's contribution to Revenue Grants of £26k is removed, which therefore reduces the available funding to £30k p.a. which is entirely funded from Ceredigion's share of The Welsh Church Fund (WCF). It is essential that the limited funding now available is used to maximum effect, this includes taking a Ceredigion wide high level view of which aspects are important to support.

Included in the Revenue Grants Budget are 'Policy' grants which are awarded to Papur Bro, Eisteddfodau, Agricultural Shows, Festivals and individuals representing Wales or Great Britain.

This report outlines proposed changes to enable the Scheme spend to keep within budget. The updated scheme guidance is attached as Appendix 2.

2. Town & Community Councils

During the budget process for 2024/25 the Council worked closely with Town and Community Councils to explore ways of transferring responsibility from Ceredigion County Council for some assets and services.

Indeed some of the Town and Community Councils increased the level of the precept they charged to accommodate 'local' services that Ceredigion County Council may not be in a position to provide in the future. Given this approach it is recommended that Town & Community Councils would no longer be eligible to apply for either Revenue or Capital Community Grants as they could consider increasing their precepts to deliver projects in their community. This would also allow other organisations more of an opportunity to be successful with Community Grant applications moving forward.

3. Welsh Church Fund

The income from the WCF which is available to support the Community Grant Scheme is generated from investments which are managed on behalf of the Council by Carmarthenshire County Council and form part of the Dyfed WCF. Ceredigion's share of the Dyfed WCF is 25% and as at 31/03/23 this totalled c£1.25m. This is made up of £836k held in Investment funds, £238k in relation a share of Scolton Manor, Pembrokeshire and balances held in cash (by both Ceredigion and Carms).

As of 31 March 2024 the Council holds cash balances of £137k which includes £20k of investment income received from Carmarthenshire County Council during 2023/24 together with a further £7k of interest allocated from the Council. Maintaining the investment capital and holding a cash balance will ensure funds are available on-going to support schemes, but without eroding the core capital that provides the annual returns. Typically annual returns range from £20k to £40k, although they will vary depending on interest rates and market returns. A prudent sum of £30k per annum is generally assumed.

Applicants can apply for grant support mainly for the following purposes:

- Contributions towards the restoration and maintenance of any place of Public Worship
- The advancement of Culture & Education
- The advancement of Social & Recreational Activities

4. Capital Grants

4.1 Eligible Projects

The criteria relating eligible projects and eligible types of expenditure to remain unchanged. Applications from Places of Worship would be entirely funded from the Welsh Church Fund – the sum available to be awarded would be the balance of the budget available from the WCF after allowing for the funding of Policy Grants.

4.2 Grant Limits

If the maximum grant available is not reduced then less projects will be able to be funded from the reduced budget. The maximum grant awarded for a project could be reduced from **£25,000** to **£10,000**. The table below shows a £10,000 maximum grant will allow the scheme to support a minimum of 10 projects within the reduced budget of £100k.

Table 1: Proposed Capital Grant limits versus Capital Grant limits

	2023/24	2024/25
	£	£
Annual Budget	200,000	100,000
Maximum Grant Level	25,000	10,000
Minimum number of projects supported	8	10

The table below shows the profile of Capital Grants approved during the last two years.

Table 2: Number of Capital Grant awards by value

	2022/23	2023/24
£0 - £4,999	6	4
£5,000 - £9,999	3	2
£10,000 - £14,999	1	4
£15,000 - £19,999	0	2
£20,000 - £25,000	2	3
Total	12	15
Average Grant Value	£8,500	£11,900

4.3 Managing the Budget

To help assist applicants spend their funding in the year of award it is proposed that there will be a single Capital Grant Assessment Panel during the Spring of each financial year, following an open call for applications during a January to March type window and if budget is available a second Assessment Panel could be held during the Summer if the awarding panel agree. This will allow a period of at least six months from grant approval to complete approved projects.

Currently if Capital Grants are not fully claimed in the year of award then applicants can apply to carry forward any balances unclaimed. It is proposed to continue with the carry forward process whilst ensuring projects that are delayed do not have an adverse impact on new grant applicants.

5. Policy Grants

Policy grants are awarded for specific events which meet the purposes of the WCF. There is a simpler application process and the grants do not require panel approval.

During 2023/24 £15,800 was awarded for Policy Grants which would be a significant proportion of the £30,000 budget available for 2024/25. The Policy Grant levels currently in place are set out on the table below along with proposed changes:

Table 3: Existing Policy Grants versus Proposed Grant

	Current Policy Grant	Proposed Policy Grant
<ul style="list-style-type: none"> Gŵyl Fawr Aberteifi Eisteddfod RTJ Pantyfedwen, Llanbedr Pont Steffan Eisteddfod Teulu James Pantyfedwen, Pontrhydfendigaid 	£3,000	£2,000
<ul style="list-style-type: none"> Papurau Bro 	£500	£500 p.a for the first 5 yrs of publication / £250 p.a. thereafter
<ul style="list-style-type: none"> Local Eisteddfodau 	£200	£250
<ul style="list-style-type: none"> Local agricultural and / or horticultural shows 	£200	£250
<ul style="list-style-type: none"> Aberystwyth, Cardigan, Lampeter, Llandysul Shows and Aberaeron Festival of Welsh Ponies & Cobs 	£500	£500

<ul style="list-style-type: none"> Cardigan Bay Sea Food Festival, Lampeter Food Festival and Cardigan River and Food Festival 	£500	£500
<ul style="list-style-type: none"> Individuals - one off grant for first time representing Wales or Great Britain at an activity - £200 	£200	Not eligible under WCF. No awards under this category

The table below shows the 2023/24 Policy grants awarded compared to what they would be at the revised grant award limits.

Table 4: Value of 2023/24 Policy Grants awarded compared to value if using revised grant values.

	2023/24 Actuals Awarded		2023/24 @ revised grant
	No.	Total Value £	Total Value £
<ul style="list-style-type: none"> Gŵyl Fawr Aberteifi Eisteddfod RTJ Pantyfedwen, Llanbedr Pont Steffan Eisteddfod Teulu James Pantyfedwen, Ponrhydfendigaid 	3	£9,000	£6,000
<ul style="list-style-type: none"> Papurau Bro 	5	£2,500	£1,250
<ul style="list-style-type: none"> Local Eisteddfodau 	11	£2,200	£2,750
<ul style="list-style-type: none"> Local agricultural and / or horticultural shows 	5	£1,000	£1,250
<ul style="list-style-type: none"> Cardigan Bay Sea Food Festival, Lampeter Food Festival and Cardigan River and Food Festival 	1	£500	£500
<ul style="list-style-type: none"> Aberystwyth, Cardigan, Lampeter, Llandysul Shows and Aberaeron Festival of Welsh Ponies & Cobs 	0	£0	£0
<ul style="list-style-type: none"> Individuals - one off grant for first time representing Wales or Great Britain at an activity - £200 	3	£600	£0
TOTAL	28	£15,800	£11,750

You will note during 2023/24 there were no applications received from the larger agricultural shows (Llandysul Show has recently applied for funding for the 2024 show). This has been the situation for a number of years. It is assumed this is linked to the requirement introduced a number of years to ensure information relating to the events are published bilingually including show schedules. Some of the events listed have not taken place for a number of years but may be held in future years.

6. Revenue Grants

There is no Council revenue budget available to fund revenue grants any more. The Council works closely with third party organisations who the Council commissions to provide some services on its behalf. These services should be managed via contractual arrangements by the relevant Council Service. Therefore it is proposed to no longer fund revenue grants via the Community Grant Scheme.

There are also a variety of sources of funding available that the Council can direct applicants to possibly assist with projects and funding. Organisations such as CAVO or the Funding Wales website (<https://funding.cymru>) provide a starting point as well as opportunities through Cynnal y Cardi and the fund specifics e.g. Transforming

Towns, UK Shared Prosperity Fund, WG Community Facilities Programme, National Lottery Awards for All, People's Postcode Lottery.

7. Application Process

The application process will be updated to use an online application form wherever possible. Support will continue to be provided to applicants as required.

8. Conclusion

This report outlines proposed changes to enable an updated Community Grant Scheme to keep within budget that is available. It is intended to table the proposed updated Community Grant Scheme along with this Committee's comments at Cabinet on 04/06/24. Subject to formal decision making, this timeline would allow the updated Community Grant Scheme to take effect from 01/07/24.

Wellbeing of Future Generations:

Has an Integrated Impact Assessment been completed?

Yes – attached as appendix 3.

Recommendation(s):

To consider the proposed updated Community Grant Scheme which is attached as Appendix 2 and to make recommendations to Cabinet as appropriate. The areas the Committee may wish to echo their views on include:

- a) **To exclude Town & Community Councils from the updated Scheme.**
- b) **To fund Applications for Places of Worship only from the Welsh Church Fund.**
- c) **To reduce the maximum Capital award level to £10,000.**
- d) **To amend the range of Policy grants support as per Table 3.**
- e) **To no longer offer any other revenue grants.**
- f) **Streamlining of grant application window and process.**
- g) **Any other matters the Committee deem appropriate.**

Reasons for decision:

In order to update the Community Grant Scheme to ensure that the capital and revenue budget savings approved as part of the budgets for 2024/25 are achieved in practice.

Appendices:

Appendix 1: Current Community Grant Scheme

Appendix 2: Updated Community Grant Scheme

Appendix 3: Integrated Impact Assessment

Contact Name:

Justin Davies - Corporate Manager: Core Finance

Duncan Hall - Corporate Lead Officer: Finance & Procurement

Date of Report:

19 April 2024

CYNGOR SIR CEREDIGION COUNTY COUNCIL



CYNLLUN GRANTIAU CYMUNEDOL CEREDIGION NODIADAU CYFARWYDDYD

CEREDIGION COMMUNITY GRANT SCHEME GUIDANCE NOTES

**Croesawir ceisiadau yn Gymraeg neu Saesneg
Applications are welcomed in Welsh or English**

<p>Ni fydd y Cyngor dan unrhyw amgylchiadau yn fodlon ystyried ceisiadau ar gyfer prosiectau sydd eisoes wedi eu dechrau/eu cwblhau nac ar gyfer digwyddiadau sydd eisoes wedi eu cynnal.</p>	<p>The Council will not under any circumstances consider applications for projects which have already commenced/been completed, or for events which have already taken place.</p>
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Cyngor Sir Ceredigion, Canolfan Rheidol, Rhodfa Padarn, Llanbadarn Fawr,
Aberystwyth, Ceredigion. SY23 3UE

Ceredigion County Council, Canolfan Rheidol, Rhodfa Padarn, Llanbadarn Fawr,
Aberystwyth, Ceredigion. SY23 3UE

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email: financegrants@ceredigion.gov.uk

CYNGOR SIR CEREDIGION COUNTY COUNCIL

CYNLLUN GRANTIAU CYMUNEDOL CEREDIGION CEREDIGION COMMUNITY GRANT SCHEME

NODIADAU CYFARWYDDYD

1. Pwrpas y Cynllun hwn yw cynyddu ystod y cyfleusterau, y gweithgareddau a'r cyfleoedd yng Ngheredigion.
2. Bydd y grantiau ar gael i Grwpiau Cymunedol, Cynghorau Cymuned neu Gymdeithasau Hamdden a Chwaraeon Gwirfoddol dilys sydd am wella a chynyddu ystod y cyfleusterau, y gweithgareddau a'r cyfleoedd yng Ngheredigion.
3. Bydd cymdeithasau gwirfoddol dielw, sydd â chyfansoddiad priodol yn gymwys i wneud cais am gymorth. Dylent fod wedi eu lleoli yng Ngheredigion neu'n gyfrifol am brosiectau sydd wedi eu lleoli yn ardal Ceredigion. Fodd bynnag, ystyrir ceisiadau gan gymdeithasau o'r tu allan i ffiniau'r Sir pe gellid dangos y byddent yn fanteisiol i drigolion Ceredigion.
4. (a) Dylai ymgeiswyr weithredu'n ddwyieithog wrth ddelio gyda'r cyhoedd.
(b) Dylai ymgeiswyr sicrhau eu bod yn trin pob rhan o'r gymuned yn gyfartal.
5. (a) Ni dderbynnir ceisiadau gan gymdeithasau sy'n gysylltiedig â gweithgareddau gwleidyddol.
(b) Ni dderbynnir ceisiadau gan gymdeithasau sy'n arfer polisi o wahaniaethu yn erbyn unrhyw sector o'r gymuned.
6. Ni ellir defnyddio'r grantiau at unrhyw ddiben ac eithrio'r hyn a nodir ar y ffurflen gais.
7. Ym mhob cyhoeddusrwydd sy'n gysylltiedig â'r cynllun, dylid cyfeirio at y ffaith fod grant wedi ei roddi gan y Cyngor.

GUIDANCE NOTES

1. The purpose of the Scheme is to increase the range of facilities, activities and opportunities within Ceredigion.
2. The grants are available to Community Groups, Community Councils or bonafide Voluntary Sports and Play Associations who wish to improve and increase the range of facilities, activities and opportunities within Ceredigion.
3. Voluntary, non-profit making organisations, which are properly constituted will be eligible to apply for assistance. They should be based in, or be responsible for projects based in the Ceredigion area. However applications from organisations outside the County boundary will be considered where it can be seen that there would be benefit to the inhabitants of Ceredigion.
4. (a) Applicants should operate bilingually in dealing with the public.
(b) Applicants must ensure that all sections of the community are treated equally.
5. (a) Applications will not be accepted from organisations associated with political activity.
(b) Applications will not be accepted from organisations who operate a policy of discrimination against any sector of the community.
6. Grants cannot be used for any purpose other than that stated on the application form.
7. In all publicity associated with the scheme, reference should be made to the fact that a grant has been awarded by the Council.

8. Y mudiadau eu hunain a fydd yn gyfrifol am gael cymeradwyaeth dan y Rheoliadau Adeiladu, caniatâd cynllunio ac unrhyw drwyddedau eraill neu ganiatâd arall sy'n angenrheidiol ar gyfer eu prosiectau.
8. Organisations are responsible for obtaining Building Regulations approval, planning permission, and any other licences and permissions necessary for their project.
- 9. Ni fydd y Cyngor dan unrhyw amgylchiadau yn fodlon ystyried ceisiadau ar gyfer prosiectau sydd eisoes wedi eu dechrau/eu cwblhau nac ar gyfer digwyddiadau sydd eisoes wedi eu cynnal.**
- 9. The Council will not under any circumstances consider applications for projects which have already commenced/been completed, or for events which have already taken place.**
10. Os ceir arian o ffynonellau na ddatgelwyd yn flaenorol yna fe ddylid rhoi gwybod i'r Cyngor ar unwaith a hynny'n ysgrifenedig. Bydd y Cyngor yn cadw'r hawl i addasu'r grant i gyfateb i'r newid.
10. Should any finance be forthcoming from any sources not previously declared, the Council must be informed immediately in writing and reserves the right to modify the grant proportionately.
11. Dylai'r ymgeisydd fedru dangos fod cefnogaeth helaeth i'r prosiect yn y gymuned e.e. llythyr oddi wrth y Cyngor Cymuned.
11. The applicant should be able to demonstrate widespread community support e.g. letter from the Community Council.
12. Nod y Cyngor yw sicrhau y cyflwynir gwasanaethau o'r ansawdd orau yn gyfartal, gan barchu hawliau aelodau o'r cyhoedd i ddelio â'r Cyngor trwy gyfrwng y Gymraeg neu'r Saesneg bob amser.
12. The aim of the Council is to ensure the delivery of first class services provided on the basis of equality with the rights of members of the public to deal with the Council in Welsh or English being respected at all times.
- Mae'n rhaid i geisiadau am grantiau gyflawni un neu fwy o'r meini prawf canlynol:-
- Grant applications must meet one or more of the following criteria:-
- Gynnal a gwella'r safonau addysgol uchel a gyflawnir eisoes yng Ngheredigion.
 - Darparu cyfleoedd dysgu o'r radd flaenaf i blant, pobl ifanc ac oedolion yn eu cymunedau.
 - Datblygu gweithgareddau i blant a phobl ifanc.
 - Darparu cyfleoedd i fanteisio ar ddysgu gydol oes.
 - Maintaining and improving the high educational standards already achieved in Ceredigion.
 - Provide first class learning opportunities for children, young people and adults in their communities.
 - Develop activities for children and young people.
 - Provide access to lifelong learning.
 - Darparu ffyrdd gwell a mwy diogel er mwyn i bobl fedru manteisio ar wasanaethau, swyddi a thwristiaeth.
 - Gwella diogelwch ar y ffyrdd.
 - Gwella'r cyfleoedd manteisio mewn ardaloedd gwledig.
 - Providing better and safer roads to access services, employment and tourism.
 - Improve road safety.
 - Improve access in rural areas.

- Sicrhau bod pobl yn byw mewn tai sy'n fforddiadwy ac o ansawdd dda neu eu bod yn gallu manteisio ar dai o'r fath, a bod ganddynt ffordd o fyw iach mewn amgylchedd o ansawdd uchel.
 - Gwella safonau tai.
 - Ymateb i anghenion tai y digartref.
 - Datblygu amgylchedd o ansawdd uchel.
- Hybu datblygu ac adfywio economaidd er lles y gymuned leol.
 - Creu cyfleoedd gwaith.
 - Cynorthwyo busnesau newydd a busnesau sy'n bodoli eisoes.
 - Sicrhau arian cyhoeddus ar gyfer prosiectau cymunedol.
 - Hybu Twristiaeth yng Ngheredigion.
- Hybu lles pobl sydd ag anghenion Gofal Cymdeithasol.
 - Sicrhau y gellir cael gafael ar wybodaeth am ein gwasanaethau yn hawdd.
 - Caiff anghenion unigolion eu hasesu a'u trin yn llawn.
 - Caiff pobl help i fyw bywyd annibynnol.
 - Rhoddir cymorth i oedolion a phlant sy'n agored i niwed a chânt eu diogelu rhag cael eu cam-drin, eu hesgeuluso a'u trin yn wael.
 - Rhoddir cymorth da i ofalwyr.
 - Bydd ystod briodol o wasanaethau ar gael i fodloni anghenion pobl.
- Sicrhau y caiff gwasanaethau a chynlluniau trawsbynciol eu rheoli a'u darparu'n effeithiol er mwyn sicrhau y rheolir perfformiad yn effeithiol ar draws yr Awdurdod.
 - Gweithgareddau datblygu i Blant a Phobl Ifanc.
 - Mynediad cyfartal gan sicrhau y gellir cael gafael ar wybodaeth a gwasanaethau yn hawdd.
 - Sicrhau bod oedolion a phlant sy'n agored i niwed yn cael eu cynorthwyo a'u bod yn cryfhau cymunedau.
 - Cymdeithas ddiogel sy'n ceisio
- Ensuring that people live in or have access to good quality and affordable housing and live a healthy life style in a high quality environment.
 - Improve housing standards.
 - Respond to the housing needs of the homeless.
 - Develop a high quality environment.
- Promoting economic development and regeneration for the benefit of the local community.
 - Creating employment opportunities.
 - Supporting new and existing businesses.
 - Securing public funding for community projects.
 - Promoting Tourism in Ceredigion.
- Promoting the well being of people with Social Care needs.
 - Information about our services can be accessed easily.
 - Individual's needs are fully assessed and addressed.
 - People are helped to live independently.
 - Vulnerable adults and children are supported and protected from abuse, neglect and poor treatment.
 - Carers are well supported.
 - An appropriate range of services are available to meet people's needs.
- Ensuring that services and initiatives that are cross cutting are effectively managed and delivered to ensure performance management is effective across the Authority.
 - Development activities for Children and Young People.
 - Equality of access, including ensuring information and services can be easily accessed.
 - Ensuring vulnerable adults and children are supported and strengthening communities.
 - A safe society, striving to reduce

lleihau ymddygiad
gwrthgymdeithasol a'r ofn o
droseddu.

anti social behaviour and fear of
crime.

Ystyrir ceisiadau hefyd os byddant yn cyfrannu
at unrhyw un o'r canlynol

Applications will also be considered if they
contribute to any of the following

- (a) Hybu diddordebau a gweithgareddau
diwylliannol
- (b) Gwella gweithgareddau chwaraeon neu
hamdden

- (a) Promotion of cultural interests and
activities
- (b) Enhance sports and recreational
activities

13. Mae'r Cyngor wedi mabwysiadu Safonau'r
Gymraeg, er mwyn sicrhau caiff y Gymraeg
a'r Saesneg eu trin yn gyfartal; ac y gall
dinasyddion ddefnyddio'r Gymraeg ymhob
agwedd o'u bywydau os ydynt yn dewis
hynny.

13. The Council has adopted the Welsh
Language Standards to ensure that the
Welsh and English languages are treated
on the basis of equality, and that citizens
should be able to use the Welsh
language in all aspects of their lives if
they wish to do so.

Er mwyn cefnogi'r nod hwn, dylai ymgeiswyr
llwyddiannus am grantiau:-

In order to support this aim, successful grant
applicants should:-

- Gynhyrchu'r holl ddeunydd ysgrifenedig
ac electronig sy'n gysylltiedig â'r cais yn
ddwyieithog – er enghraifft arwyddion,
taflenni, posteri, cyhoeddiadau,
hysbysebion, gwefannau ac unrhyw
slogan.
- Sicrhau y bydd digwyddiadau neu
weithgareddau cyhoeddus sy'n
gysylltiedig â'r cais yn peidio â thrin y
Gymraeg yn llai ffafriol na'r Saesneg. er
enghraifft, cyhoeddiadau o'r
uchelseinydd, Cadeirydd i sicrhau bod y
rheiny sy'n bresennol yn y digwyddiad
yn teimlo'n gyfforddus i gyfrannu yn eu
dewis iaith.
- Cynorthwyo i ddarparu cyfleoedd i
bersonau ddefnyddio'r Gymraeg

- Produce all written and electronic
material in connection with the
application bilingually – e.g. signs,
leaflets, posters, publications,
advertisements, web pages and any
slogans
- Ensure public events or activities held
in connection with the application treat
the Welsh language no less favourably
than the English language e.g.
announcements from loudspeakers,
Chairperson to ensure that those
attending an event feel comfortable to
be able to contribute in their preferred
language
- Assist to provide opportunities for
persons to use the Welsh Language

Mae darparwyr sydd wedi derbyn grant o dan y
Cytundeb hwn yn cael eu hannog i gael yn ei le
ac yn gweithredu Cynllun Hybu'r Gymraeg yn
unol â Mesur y Gymraeg (Cymru) 2011.
Cynllun i'ch galluogi i gynllunio eich defnydd o'r
Gymraeg gyda phwyslais ar geisio cynyddu'r
defnydd hwnnw dros amser. Gellid cael
arweiniad a thempled ar wefan Comisiynydd y
Gymraeg.

www.comisiynyddygyymraeg.cymru/hybu

Providers who have been awarded a
grant under this Agreement are
encouraged to have in place and
operate a Progress Plan in line with the
Welsh Language (Wales) Measure
2011. A framework to allow you to plan
your use of the Welsh language with an
emphasis on increasing that use over
time. Please find guidance and template
on the Welsh Language Commissioners
website:

www.comisiynyddygyymraeg.cymru/hybu

- Am ragor o wybodaeth neu arweiniad ar y materion hyn a'r defnydd o'r Gymraeg, efallai buasech yn dymuno cysylltu â'r canlynol:-
 - (a) **Comisiynydd y Gymraeg**
Mae gwefan Comisiynydd y Gymraeg ar gael i ddarparu cymorth a chynngor i fudiadau sydd eisiau defnyddio'r Gymraeg, gan ddefnyddio Cynllun Hybu'r Gymraeg.
www.comisiynyddygybraeg.cymru/hybu
 - (b) **Menter Iaith Cered**
Mudiad yn y gymuned sy'n gweithio gydag unigolion, mudiadau, a busnesau lleol i hybu'r defnydd o'r Gymraeg yng Ngheredigion
Rhif ffôn: 01545 572350
E-bost: cered@ceredigion.gov.uk
Gwefan: www.cered.org
 - (c) **Estyn Llaw**
Mudiad sy'n cynnig cymorth ac arweiniad i grwpiau gwirfoddol a Cymunedol i gynyddu eu defnydd o'r Gymraeg, ac annog gwirfoddoli ymysg siaradwyr Cymraeg.

Rhif Ffôn: 01239 711668
E-bost: siwan.tomos@iaith.eu
Gwefan: <http://www.estynllaw.org/en/index.php>
 - (d) **Cymdeithas Cyfieithwyr Cymru**
Gallwch ddefnyddio'r chwilotwr i ganfod cyfieithydd cydnabyddedig yn eich ardal.
Gwefan: <http://www.cyfieithwycymru.org.uk/>
 - (e) **Llinell Gyswllt Y Gymraeg**
Rhif Ffôn: 01248725730 neu 08456076070
e-bost: huw@mentermon.com
 - (f) **Cymraeg I Oedolion – Canolbarth Cymru**
Darparwyr cyrsiau Cymraeg
Gwefan: <http://www.learnwelshinmidwales.org/>
- Further assistance and support for working bilingually is available to organisations from the following sources:
 - (a) **Welsh Language Commissioner**
The Welsh Language Commissioners website is available to provide support and advice to organizations wishing to make use of the Welsh language, using Cynllun Hybu'r Gymraeg - the Welsh Language Progress Plan.
www.comisiynyddygybraeg.cymru/hybu
 - (b) **Menter Iaith Cered**
A community-based organisation which works with individuals, organisations, and local business to promote the use of Welsh in Ceredigion.
Telephone: 01545 572350
E-mail: cered@ceredigion.gov.uk
Web site: www.cered.org
 - (c) **Estyn Llaw**
An organisation that offers support and guidance to voluntary and community groups to increase their use of Welsh, and to encourage volunteering amongst Welsh speakers.

Telephone: 01239 711668
E-mail: siwan.tomos@iaith.eu
Web site: <http://www.estynllaw.org/en/index.php>
 - (d) **The Association of Welsh Translators & Interpreters**
You may use their search engine to find recognised translators in your area.
Web Site: <http://www.cyfieithwycymru.org.uk/>
 - (e) **Link Line to Welsh**
Telephone: 01248 725730 or 08456076070
e-mail: huw@mentermon.com
 - (f) **Welsh for Adults Mid Wales Centre**
Providers of Welsh language courses
Web Site: <http://www.learnwelshinmidwales.org/>

- (g) **Adnoddau Llywodraeth Cymru i hybu a hyrwyddo'r Gymraeg**
Gwefan:
<http://cymraeg.llyw.cymru/?lang=en>

- (g) **Welsh Government resource for promoting and facilitating the Welsh Language**
Web Site:
<http://cymraeg.llyw.cymru/?lang=en>

PROSIECTAU CYFALAF

CAPITAL PROJECTS

14. Mae'r grantiau ar gael ar gyfer pethau megis:
- prynu a datblygu tir;
 - prynu adeiladau;
 - gwella'r cyfleusterau presennol;
 - prynu cyfarpar
15. Dylid llanw ffurflen gais ac fe ddylid rhoi pob gwybodaeth y gofynnir amdani ar y ffurflen, fel a ganlyn:
- manylion a chynlluniau'r prosiect;
 - copi o'r cytundeb prydlesu os yw'n briodol;
 - copïau o dri amcangyfrif ar gyfer y prosiect;
 - copïau o ddatganiadau banc (neu arall) diweddar yn nodi balansau/cronfeydd y gymdeithas, y rhai rhydd a'r rhai sydd wedi eu clustnodi;
 - copi o'r cyfrifon ariannol blynyddol diweddaraf;
 - copi o gyfansoddiad y gymdeithas.
- Os na roddir gwybodaeth lawn yna fe all hynny achosi oedi wrth i'r Cyngor ystyried y cais.
16. Dylid gofyn i ymgeiswyr fel arfer gyllido o leiaf 10% o gost y prosiect o'u hadnoddau eu hunain, heb gynnwys y cymorth a geir gan unrhyw gyrff cyhoeddus neu gyrff nad ydynt yn gyhoeddus, heb law am unrhyw gymorth a geir gan y Gronfa Gymunedol (Loteri) y gellir ei gyfrif yn rhan o adnoddau'r ymgeisydd ei hun..
17. Ystyrir pob cais ar sail teilyngdod, ond bydd y grant naill ai'n 50% o gost y prosiect neu'r swm sy'n ofynnol i ariannu'r diffyg yn y prosiect, pa un bynnag yw'r swm isaf, hyd at uchafswm o £25,000.
14. Grants are available towards such things as:
- the purchase and development of land;
 - the purchase of buildings;
 - the upgrading of existing facilities;
 - the purchase of equipment
15. An application form must be completed and all information requested on the form must be supplied, as follows:
- details and plans of the project;
 - a copy of the lease agreement if appropriate;
 - copies of three estimates for the project;
 - copies of recent bank (or other) statements showing the organisation's free and earmarked balances/reserves;
 - a copy of the latest annual financial accounts;
 - a copy of the organisation's constitution.
- Failure to provide full information may result in a delay in the Council considering the application.
16. Applicants should normally be required to fund at least 10% of the project cost from their own resources, excluding assistance received from any public or non-public bodies, apart from any assistance received from the Community Fund (Lottery) which can be allowed to count as part of their own resources.
17. Each application will be considered on its merits, but the maximum grant will be the lower of 50% of the project cost or the amount required to fund the project deficit, subject to a maximum of £25,000.

18. Os bydd cyfanswm y gwariant yn llai na'r amcangyfrif ar gyfer cost gyfan y prosiect yna fe ellir lleihau grant y Cyngor i gyfateb i hynny.
18. If the total expenditure is less than the estimated total project cost, the Council's grant may be reduced proportionately.
19. Ni fydd y Cyngor yn cynorthwyo'r un prosiect ddwy waith. Fodd bynnag, gallai camau unigol, a nodir yn eglur mewn prosiect, fod yn gymwys i dderbyn cymorth.
19. The Council will not assist the same project twice. However, separate phases, clearly identified in a project may qualify for assistance.
20. Ni fydd gwerth amser gwirfoddolwyr (fel cyfraniad ymarferol) yn dderbyniol fel costau cyfalaf cymwys.
20. The value of volunteer time (in kind contribution) will not be allowed as an eligible capital cost.
21. Nid yw'r ffaith fod grant wedi ei gymeradwyo ar gyfer gwaith cyfalaf i wneud gwelliannau'n awgrymu y rhoddir rhagor o gymorth ariannol at y costau cynnal at y dyfodol.
21. Approval of a grant towards capital improvement works does not imply that any further financial support will be given towards future running costs.
22. Ar ôl i'r grant gael ei gymeradwyo, dylid hawlio taliadau ar y ffurflen hawlio a ddarperir a hynny gydag anfonebau wedi eu talu. Ni fydd bonion sieciau, ffotogopiau o sieciau a datganiadau'n ddigonol fel prawf o wariant. Dan amgylchiadau arbennig fe ellid gwneud taliadau ar sail anfonebau sydd heb eu talu cyn belled ag y bo'r derbynebau'n cael eu hanfon ymlaen i'r Cyngor a fewn 21 o ddiwrnodau wedi dyddiad siec y Cyngor.
22. After a grant has been awarded, claims for payment are to be made on the claim form provided and must be accompanied by paid invoices. Cheque stubs, photocopies of cheques and statements will not suffice as proof of expenditure. In special circumstances, payment could be made on unpaid invoices provided that receipts are forwarded to the Council within 21 days of the date of the Council's cheque.
23. Yn gyffredinol, dylid cyflwyno'r cais am dalu'r grant pan fydd y prosiect wedi ei gwblhau. Fodd bynnag, ystyrir ceisiadau am daliadau interim ar gyfer y grantiau mwyaf. Bydd y Cyngor yn dewis prosiectau ar hap i'w harchwilio cyn i'r grant gael ei ryddhau.
23. Generally, the claim for payment of the grant should be submitted when the project has been completed. However, requests for interim payments for the larger grants will be considered. Projects to be inspected prior to the release of the grant will be selected at random by the Council.
24. Pan roddir Grant, disgwylir gan y Cyngor y byddwch wedi cwblhau'r prosiectau cyn diwedd y flwyddyn ariannol y cymeradwyir y grant. Dylid cyflwyno pob hawliad am grant erbyn Mawrth 1af fan bellaf.
24. Where a Grant is awarded, the Council will require projects to be completed before the end of the financial year in which the grant is approved. All claims for payment of grant should be submitted by no later than 1st March.
- Oni fydd y grant wedi ei hawlio, ni ellir ei gario ymlaen i'r flwyddyn sy'n dilyn heb gymeradwyaeth y Cyngor o flaen llaw. Os na fyddwch yn derbyn cymeradwyaeth gan y Cyngor i gario'r grant ymlaen bydd angen i chi gyflwyno cais newydd am grant ar gyfer y flwyddyn sy'n dilyn.
- If a grant has not been claimed, it cannot be carried over to the following year without the Council's prior approval. If approval is not granted a new grant application will need to be submitted for the following year.

CYLLID REFENIW

25. Mae'r grantiau ar gael ar gyfer pethau megis:

- costau cynnal cymdeithasau;
- costau sefydlu cymdeithasau;
- costau cynnal digwyddiadau, gan gynnwys Gwyliau ac Eisteddfodau.

26. Mae'n rhaid llanw ffurflen gais ac mae'n rhaid i gymdeithasau roi'r wybodaeth ganlynol:

- copïau o ddatganiadau banc (neu arall) diweddar yn nodi balansau/cronfeydd y gymdeithas, y rhai rhydd a'r rhai sydd wedi eu clustnodi;
- copi o'r cyfrifon ariannol blynyddol diweddaraf;
- copi o'r cyfansoddiad.

Os na roddir gwybodaeth lawn yna fe all hynny achosi oedi wrth i'r Cyngor ystyried y cais.

27. Dylid gofyn i ymgeiswyr fel arfer gyllido o leiaf 10% o gost y prosiect neu gost refeniw gros o'u hadnoddau eu hunain, heb gynnwys y cymorth a dderbyniwyd oddi wrth gyrrff cyhoeddus neu gyrrff nad ydynt yn gyhoeddus, heb law am gymorth dderbynnir oddiwrth y Gronfa Gymunedol (Loteri) sydd yn medru cael ei gyfrif yn rhan o adnoddau'r ymgeisydd ei hun.

28. Caiff pob cais ei ystyried yn ôl teilyngdod, fodd bynnag ni roddir grant sy'n fwy na 25% o'r gost refeniw gros neu'r swm sy'n ofynnol i ariannu'r diffyg a amcangyfrifir, hyd at uchafswm o £10,000, pa un bynnag sydd isaf

29. Cyfyngir y grant refeniw a roddir i un corff i uchafswm o £10,000 mewn un flwyddyn ariannol, ni waeth faint o geisiadau a wneir.

REVENUE FUNDING

25. Grants are available towards such things as:

- the running costs of an organisation;
- the costs of setting up an organisation;
- the costs of staging events, including Festivals and Eisteddfodau.

26. An application form must be completed and organisations must supply the following information:

- copies of recent bank (or other) statements showing the amount of free and earmarked balances/reserves;
- a copy of the latest annual financial accounts;
- a copy of the constitution.

Failure to provide information may result in a delay in the Council considering the application.

27. Applicants should normally be required to fund at least 10% of the project or gross revenue cost from their own resources, excluding assistance received from any public or non-public bodies, apart from any assistance received from the Community Fund (Lottery) which can be allowed to count as part of their own resources.

28. Each application will be considered on its merits, but the maximum level of grant will be the lesser of 25% of the gross revenue cost or the amount required to fund the estimated deficit, subject to a maximum of £10,000.

29. The total revenue grant awarded to a single organisation will be limited to a maximum of £10,000 in any one financial year, irrespective of the number of applications.

30. Caiff ceisiadau am gostau cynnal craidd lai o grant ym mhob un o'r 4 blynedd sy'n dilyn y cais cyntaf os cyflwynir ceisiadau dilynol. Seilir hyn ar ostyngiad o 20% yn y grant gwreiddiol am bob un o'r blynedd dilynol, ac erbyn blwyddyn 6 ni fydd hawl i grant. Caiff ceisiadau newydd yn 2017/2018 eu hasesu fel arfer, ac ystyrir mai 2017/2018 yw blwyddyn 1. Caiff ceisiadau sydd eisoes wedi eu cymeradwyo yn 2016/2017, a lle mae cais pellach yn 2017/2018, eu trin megis petai 2016/2017 yn flwyddyn 1, a 2017/2018 yn flwyddyn 2.
30. Applications for core running costs will be subject to a reduced grant in each of the 4 years following an initial application if subsequent applications are submitted. The basis for this is a 20% reduction of the original grant for each subsequent year, so that by year six there is no grant entitlement. New applications in 2017/2018 will be assessed as normal, and 2017/2018 will be treated as year 1. Applications already approved in 2016/2017, and where there is a further application in 2017/2018, will be treated as 2016/2017 being year 1, and 2017/2018 being year 2.

e.e. Pe rhoddid grant o £10,000 ym mlwyddyn 1, byddai hyn yn cwmpo i uchafswm o £8,000 ym mlwyddyn 2, £6,000 ym mlwyddyn 3, £4,000 ym mlwyddyn 4, £2,000 ym mlwyddyn 5 a grant o ddim ym mlwyddyn 6.

e.g. If a grant is awarded of £10,000 in year 1, this would fall to a maximum of £8,000 in year 2, £6,000 in year 3, £4,000 in year 4, £2,000 in year 5 and then a nil grant entitlement in year 6.

31. Ni fydd gwerth amser gwirfoddolwyr (fel cyfraniad ymarferol) yn dderbyniol fel costau cyfalaf cymwys.
31. The value of volunteer time (in kind contribution) will not be allowed as an eligible revenue cost.
32. Fe delir grantiau arian refeniw cyn gynted â phosib ar ôl eu cymeradwyo.
32. Grants for revenue funding will be paid as soon as possible after approval has been obtained.

GRANTIAU POLISI

33. Mae'r grantiau canlynol yn daladwy o dan y cynllun yma:-

- Eisteddfodau lleol - £200
- Gŵyl Fawr Aberteifi, Gŵyl y Banc Awst Llambod, Eisteddfodau Teulu James Pantyfedwen - £3,000
- Sioeau amaethyddol ac/neu arddwriaethol lleol - £200
- Sioeau Aberystwyth, Aberteifi, Llanbedr Pont Steffan, Llandysul a Gŵyl Merlod a Chobiau Cymreig Aberaeron - £500
- Gŵyl Pysgod Bae Ceredigion, Gŵyl Fwyd Llanbedr Pont Steffan a Gŵyl Afon a Bwyd Aberteifi - £500
- Papurau Bro - £500
- Unigolion - grant a roddir am y tro cyntaf y bydd unigolyn yn cynrychioli Cymru neu Brydain Fawr mewn gweithgaredd penodol - £200 (bydd unigolion sy'n cynrychioli Cymru'n cael gwneud cais hyd at 3 mis ar ôl eu gweitharedd)

34. Telir grantiau polisi cyn gynted â phosib ar ôl eu cymeradwyo.

POLICY GRANTS

33. The following grants are payable under this scheme:-

- Local Eisteddfodau - £200
- Gŵyl Fawr Aberteifi, Gŵyl y Banc Awst Llambod, Eisteddfodau Teulu James Pantyfedwen - £3,000
- Local agricultural and / or horticultural shows - £200
- Aberystwyth, Cardigan, Lampeter, Llandysul Shows and Aberaeron Festival of Welsh Ponies & Cobs - £500
- Cardigan Bay Sea Food Festival, Lampeter Food Festival and Cardigan River and Food Festival - £500
- Papurau Bro - £500
- Individuals - one off grant for first time representing Wales or Great Britain at an activity - £200 (individuals representing Wales can apply up to three months after their activity)

34. Policy grants will be paid as soon as possible after approval has been obtained.



CEREDIGION COMMUNITY GRANT

Guidance for applicants:

Section		Page
A	Ceredigion Community Grant Fund introduction	2
B	Capital Grant	5
C	Policy Grant	8
D	Funding Requirements	9
E	Application Process	11

Section A: Ceredigion Community Grant Fund introduction

Overall aim:

- The purpose of the scheme is to increase the range of facilities, activities and opportunities within Ceredigion.
- In awarding grant funding we aim to ensure that the application process is easy to understand and made clear to all applicants, while at the same time ensuring sufficient information is gathered to promote value for money, fairness in decision making, public accountability and avoidance of fraud or misuse of funds, reflecting the highest standards of public sector financial management.

Funding available:

- Both capital and policy grant funding is available through the Ceredigion Community Grant Fund.
- There will be one application window open each year for Capital Grants. A second opportunity to apply for Capital Grants will be at the discretion of the Assessment Panel.
- **Capital Grant**
Maximum capital grant available will be the lower of 50% of the project cost or the amount required to fund the project deficit, subject to a maximum of **£10,000**. Full eligibility criteria can be found in Section B.
- **Policy Grants**
Policy grants are financed via the Welsh Church Fund (WCF). The maximum grant available is:

<ul style="list-style-type: none"> • Gŵyl Fawr Aberteifi • Eisteddfod RTJ Pantyfedwen, Llanbedr Pont Steffan • Eisteddfod Teulu James Pantyfedwen, Pontrhydfendigaid 	£2,000
<ul style="list-style-type: none"> • Papurau Bro 	£500 p.a for the first 5 yrs of publication / £250 p.a. thereafter
<ul style="list-style-type: none"> • Local Eisteddfodau 	£250
<ul style="list-style-type: none"> • Local agricultural and / or horticultural shows 	£250
<ul style="list-style-type: none"> • Aberystwyth, Cardigan, Lampeter, Llandysul Shows and Aberaeron Festival of Welsh Ponies & Cobs 	£500

Appendix 2

<ul style="list-style-type: none">• Cardigan Bay Sea Food Festival, Lampeter Food Festival and Cardigan River and Food Festival	£500
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Full eligibility criteria for Policy Grant funding can be found in Section C.

- The Council has a finite annual budget for Capital Grants so each grant will be assessed on its own merit by a Grant Assessment Panel. The panel's decision regarding award of grant is final.

Welsh Language:

- The Council has adopted the Welsh Language Standards to ensure that the Welsh and English languages are treated on the basis of equality, and that citizens should be able to use the Welsh language in all aspects of their lives if they wish to do so.
- In order to support this aim, successful grant applicants **should:-**
 - Produce all written and electronic material in connection with the organisation bilingually – e.g. signs, leaflets, posters, publications, advertisements, web pages, social media and any slogans.
 - Ensure public events or activities held in connection with the organisation treat the Welsh language no less favourably than the English language e.g. announcements from loudspeakers, Chairperson to ensure that those attending an event feel comfortable to be able to contribute in their preferred language.
 - Assist to provide opportunities for persons to use the Welsh Language.

Key features of the Ceredigion Community Grant:

- The Council will not under any circumstances consider applications for projects which have already commenced/been completed, or for events which have already taken place.
- Grants cannot be used for any purpose other than that stated on the application form.
- In all publicity associated with the scheme, reference should be made to the fact that a grant has been awarded by the Council.
- The applicant should be able to demonstrate widespread community support e.g. letter from the Community/Town Council or Ceredigion County Council. Local Member for the ward
- The Council will not assist the same project twice. However, separate phases, clearly identified in a project may qualify for assistance.

Appendix 2

- You may only apply once in a financial year.
- Applicants should operate bilingually in dealing with the public.
- Applicants must ensure that all sections of the community are treated equally.
- Applications will not be accepted from organisations associated with political activity.
- Applications will not be accepted from organisations who operate a policy of discrimination against any sector of the community.
- Applications for funding should be made on our application form and supported by all requested supporting documentation. Incomplete applications or applications that do not include all of the required documentation cannot be considered for funding.
- Organisations are responsible for obtaining Building Regulations approval, planning permission, and any other licences and permissions necessary for their project.

Section B: Capital Grant

Funding available

- Each application will be considered on its merits, but the maximum grant will be the lower of 50% of the project cost or the amount required to fund the project deficit, subject to a maximum of **£10,000**.
- Applicants **are** required to fund at least 10% of the project cost from their own resources, excluding assistance received from any public or non-public bodies, apart from any assistance received from the Community Fund (Lottery) e.g. The National Lottery Community Fund /or Sport Wales Grants, can be allowed to count as part of their own resources.
- If the resultant actual total expenditure is less than the estimated total project cost at grant award, the Council's grant may be reduced proportionately.
- The **£10,000** maximum applies per organisation within a single year. Therefore, if an organisation secures **£10,000** grant funding for a single project, no other applications will be considered from that organisation for any other projects within the same year.

Who can apply?

- The grants are available to Community Groups, Churches, Chapels or bonafide Voluntary Sports and Play Associations who wish to improve and increase the range of facilities, activities and opportunities within Ceredigion.
- Voluntary, non-profit making organisations, which are properly constituted will be eligible to apply for assistance. They should be based in or be responsible for projects based in the Ceredigion area.
- However, applications from organisations outside the County boundary will be considered where it can be demonstrated that there would be a benefit to the inhabitants of Ceredigion.

Eligible Projects

Grant applications must demonstrate that any proposed project meets at least one of the Objectives outlined in the latest Corporate Strategy. [Corporate Strategy 2022-2027 - Ceredigion County Council](#)

Eligible expenditure:

- Grants are available towards such things as:
 - The purchase and development of land.
 - The purchase of buildings.
 - The upgrading of existing facilities.
 - The purchase of equipment.

Ineligible expenditure:

- Costs which were committed or spent before the offer and acceptance of the grant.
- Costs to replace items.
- Repair, maintenance and decoration costs.
- The value of volunteer time (in kind contribution) will not be allowed as an eligible cost.
- No grant will be awarded towards work that is subject of an insurance claim.
- No grant will be made to an applicant where there is a statutory responsibility of another Committee or the Council to support such activities, i.e. Awards to student's parent teachers' associations etc.
- No grant will be awarded to Twinning Associations

Equipment:

- Where second hand equipment is purchased the price of the equipment shall not exceed its market value and shall be less than the cost of similar new equipment.
- Any equipment purchased shall have the technical characteristics necessary for the operation and comply with applicable norms and standards, e.g. Health and Safety.

Procurement - Purchasing goods, services or works:

- When procuring works, goods and services, applicants are expected to conduct the process in a manner which ensures openness, value for money and fairness and must follow the procurement procedures as they are outlined in this section.
- Original quotes/estimates must be attached to the application and at least 3 must be included per item. For applications with project costs of £100,000 or more there should be a competitively tendered process.
- Any grant provided will be based on the value of the lowest quote/estimate received.

Appendix 2

- It is essential when asking for quotes and estimates to ensure that the gross cost is requested (i.e. including VAT if appropriate) or the very least to ask for the quote VAT inclusive or exclusive. Quotes will need to provide a full breakdown of costs and the company/directors of the company should not have an interest / shareholding in any of the companies supplying quotes/estimates for the grant application.
- Failure to observe the relevant procedures outlined above will be considered non-compliant and may lead to a withdrawal of the grant offer and potential claw-back of funding.
- In cases where you are unable to satisfy the requirements of these procedures you must always inform the Grant Officer for advice and/or clarification prior to proceeding.
- If you have any queries as to how these procedures should be applied, you should contact the Grant Officer for clarification and further guidance.

Section C: Policy Grant

Policy grants have a simplified application process. The maximum available is shown below. Policy grants will be paid as soon as possible after approval has been obtained.

<ul style="list-style-type: none"> • Gŵyl Fawr Aberteifi • Eisteddfod RTJ Pantyfedwen, Llanbedr Pont Steffan • Eisteddfod Teulu James Pantyfedwen, Pontrhydfendigaid 	£2,000
<ul style="list-style-type: none"> • Papurau Bro 	£500 p.a for the first 5 yrs of publication / £250 p.a. thereafter
<ul style="list-style-type: none"> • Local Eisteddfodau 	£250
<ul style="list-style-type: none"> • Local agricultural and / or horticultural shows 	£250
<ul style="list-style-type: none"> • Aberystwyth, Cardigan, Lampeter, Llandysul Shows and Aberaeron Festival of Welsh Ponies & Cobs 	£500
<ul style="list-style-type: none"> • Cardigan Bay Sea Food Festival, Lampeter Food Festival and Cardigan River and Food Festival 	£500

Who can apply?

Voluntary, non-profit making organisations, which are properly constituted will be eligible to apply for assistance providing they are responsible for the events or publications listed above.

Section D: Funding Requirements

The funding requirements below are relevant to both Capital & Policy Grant funding unless stated otherwise:

- Should any finance be forthcoming from any sources not previously declared, the Council must be informed immediately in writing and reserves the right to modify the grant proportionately.

Grant Claims

- All grant approvals will be subject to a set of standard terms and conditions.
- Should the application be successful, the grant funds will be paid directly into the bank account of the applicant on receipt of a completed claim form supported by bank statement(s) (online statements are acceptable providing the bank account number, sort code and bank name and logo are clearly legible) and invoices showing the **actual expenditure incurred**.
- Grant may not be offered or paid if the organisation or applicant is in arrears with any payment to Ceredigion County Council.
- After a grant has been awarded, claims for payment are to be made on the claim form provided and must be accompanied by paid invoices. Cheque stubs, photocopies of cheques, copies of bank transfers and statements will not suffice as proof of expenditure.
- Generally, the claim for payment of the grant should be submitted when the project has been completed. However, requests for interim payments for the larger grants will be considered. Projects may be inspected prior to the release of the grant.
- Should the applicant fail to meet the agreed outputs or account for incurred expenditure with legitimate receipts, the County Council reserve the right to take action against the applicant to recover a proportion of the awarded grant money.
- If the total expenditure is less than the estimated total project cost, the Council's grant may be reduced proportionately.
- All funding allocated within a financial year should be spent before the end of that year. You will be required to complete a report on how the funding was used during that financial year.
- The funding must be spent solely on those items deemed eligible for funding, if there is evidence that any part of the funding has been used for ineligible items then the setting will be required to repay that amount.

Appendix 2

- You agree to repay funding to the Council on demand in the event of a breach by you of the terms under which the grant is awarded.
- Policy Grants will be paid as soon as possible after the grant has been approved

Timescales

- Where a Capital Grant is awarded, the Council will require projects to be completed before the end of the financial year in which the grant is approved.
- All claims for payment of grant should be submitted by no later than 1st March.
- If a grant has not been claimed in full during the year it was awarded the Council will consider requests to carry the funding forward only on an exceptional basis.
- Applications deadlines can be found on the website - <http://www.ceredigion.gov.uk/business/funding-grants/community-grants/> .

Monitoring

- Progress will be monitored as set out in a timescale agreed by the applicant and the Grant Officer. Progress will be monitored against the finances and outputs as agreed in the application. The applicant will be required to report progress against these.
- A full report to include photographic evidence of the activity (where applicable) should be submitted. A final report template will be provided.

Welsh Language

- Successful grant applicants are required to operate bilingually in all aspect of their work – as described in Section A
- Providers who have been awarded a grant under this Agreement are encouraged to have in place and operate a Progress Plan in line with the Welsh Language (Wales) Measure 2011. A framework to allow you to plan your use of the Welsh language with an emphasis on increasing that use over time. Please find guidance and template on the Welsh Language Commissioners website: [Guidance \(welshlanguagecommissioner.wales\)](http://www.welshlanguagecommissioner.wales)

Publicity

- In all publicity associated with the scheme, reference should be made to the fact that a grant has been awarded by the Council.

Part E: Application process

What do I need to do to apply?

- Before you apply to the fund you are advised to consider whether it is the most appropriate source of funding for your proposal.
- Applications are welcomed in Welsh or English. Applications submitted in either language will be treated equally.
- Capital Grant -
 - An application form must be completed and all information requested on the form must be supplied, as follows:
 - details and plans of the project;
 - a copy of the lease agreement if appropriate;
 - copies of three estimates for the project or for projects with total costs of £100,000 or more evidence of a competitively tendered process is required;
 - copies of the most recent bank (or other) statements showing the organisation's free and earmarked balances/reserves;
 - a copy of the latest annual financial accounts;
 - a copy of the organisation's constitution.
 - a copy of the project Risk Assessment - If contractors are carrying out the work of the project, please ask them for their risk assessment.
- Policy Grants -
 - An application form must be completed and all information requested on the form must be supplied, as follows:
 - copies of recent bank (or other) statements showing the amount of free and earmarked balances/reserves;
 - a copy of the latest annual financial accounts;
 - a copy of the constitution.
 - a copy of the project Risk Assessment
- Failure to provide full information may result in a delay in the Council considering the application.

When can I apply?

- Applications deadlines can be found on the website - <http://www.ceredigion.gov.uk/business/funding-grants/community-grants/> .
- There will be one application window open each year for both Capital and Policy Grants. A second opportunity to apply will be at the discretion of the Assessment Panel.

How will applications be assessed?

- All applications will be considered by an Assessment Panel. Decisions made by the Assessment Panel will be final and subject to the funding available.

Application checklist

Capital Grant Only
Details and plans of the project, and proof of planning permission
Copies of three estimates for the project. For projects with total costs of £100,000 or more evidence of a competitively tendered process is required;
A copy of the lease agreement or title deed and permission from landlord
Copies of recent bank (or other) statements showing the organisation's balances/reserves;
A copy of the latest annual financial accounts;
A copy of the organisation's constitution;
Evidence of community support – a supporting letter from the local County Councillor / local Town/Community Council
Applicants will need to outline the ways in which the proposal encourages the development of the Welsh Language.
Letter confirming VAT position (if applicable)
Letter confirming match funding(if applicable)
Copy of the project Risk Assessment
Any other relevant information
Policy Grant Only
Copies of recent bank (or other) statements showing the organisation's balances/reserves;
A copy of the latest annual financial accounts;
A copy of the organisation's constitution;
Copy of the project Risk Assessment
A copy of the event's programme/schedule or copy of the Papur Bro
Any other relevant information



Cyngor Sir
CEREDIGION
County Council

INTEGRATED IMPACT ASSESSMENT (IIA) TOOL

Proposal Details

Title of Policy / Proposal / Initiative													
Ceredigion Community Grant Scheme: 2024/25 Budget Reductions													
Service Area	Officer completing IIA												
Finance & Procurement	Mark Bridges												
Corporate Lead Officer	Strategic Director												
Duncan Hall	Barry Rees												
Please give a brief description of the purpose of the proposal													
<p>As part of the 2024/25 Budget Setting process it is proposed that the Council's Community Grant Scheme budget is reduced going forward.</p> <p><u>Purpose of the Ceredigion Community Grants Scheme</u> Ceredigion awards grants to Community Groups, Community Councils or bonafide Voluntary Sports and Play Associations who apply for funding for projects that have the aim of increasing the range of facilities, activities and opportunities within Ceredigion.</p> <p><u>Capital</u> Capital Grants will be reduced from £200k per annum to £100k.</p> <p><u>Revenue</u> At present (2023/24) the Revenue grants awarded by the Council are funded both from a contribution from the Council (CCC) and a contribution from the Welsh Church Fund (WCF). It is proposed that the Council remove it's annual contribution of £26k from 2024/25. The table below shows the impact of this on the Revenue Grants budget.</p> <table border="1"> <thead> <tr> <th>Contribution</th> <th>Actual 2023/24 Budget £'000</th> <th>Proposed 2024/25 Budget £'000</th> </tr> </thead> <tbody> <tr> <td>CCC</td> <td>26</td> <td>0</td> </tr> <tr> <td>WCF</td> <td>30</td> <td>30</td> </tr> <tr> <td>Total</td> <td>56</td> <td>30</td> </tr> </tbody> </table>		Contribution	Actual 2023/24 Budget £'000	Proposed 2024/25 Budget £'000	CCC	26	0	WCF	30	30	Total	56	30
Contribution	Actual 2023/24 Budget £'000	Proposed 2024/25 Budget £'000											
CCC	26	0											
WCF	30	30											
Total	56	30											

Who will be directly affected by this proposal? [HINT](#)

Directly - the Council will have less funds available to provide grants to those organisations and associations that would apply for grant funding to assist with relevant projects.

Indirectly - the residents of Ceredigion that use the outputs of Community Grant funded projects may be impacted, if no alternative funding is available to these organisations and associations for the delivery of these projects.

On the Capital side the organisations that typically apply for grants through the Community Grant scheme are varied and range from sports clubs applying for funding to contribute for the provision of facilities such as changing facilities, showers and sporting equipment to Community Council's requesting a contribution to playground equipment.

On the Revenue side, the Council issues a number of 'Policy' grants to assist funding for a number of Papur Bro, Eisteddfodau, shows and individuals representing Wales for example at a sporting event. In addition to the Policy grants the Council also has other Revenue funding applications, such as contributions to the costs of various shows and one-off contributions to the start up costs of community groups and organisations.

It is not suggested that this funding is removed completely, but that funds available will be reduced. It's anticipated the Council will be able to contribute to many of the same projects but at a lesser contribution/ intervention rate.

Have those who will be affected by the proposal had the opportunity to comment on it?

Not currently. Revised Community Grant scheme guidance and maximum grant awards is currently being developed and is expected to go through the relevant Council Scrutiny process during March 2024.

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.

Version Number	Author	Decision making stage	Date Considered	Description of any amendments made
1.0	Mark Bridges	HINT Budget Process		HINT

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](#)

<p>Boosting the economy, supporting business, and enabling employment.</p>	<p>There may be a negative impact here if projects don't proceed because the organisations/associations delivering the project are unable to source alternative funds to fill any gaps created from reduced funding from CCC.</p> <p>Local trades/ businesses will be involved in delivering projects funded via these grants so there may be less work available.</p> <p>Any revisions to the scheme as a consequence of budget reductions are going to be aimed at assisting a similar number of projects but at a reduced contribution/intervention rate as to minimise the impact. There are also many other sources of funding available that the Council can direct applicants to possibly assist any funding gap created. Organisations such as CAVO or the Funding Wales website (https://funding.cymru/) can assist in providing possible alternative options.</p> <p>Two grant schemes that have similar aims as the Council's grant scheme are;</p> <ul style="list-style-type: none"> • Community Facilities Programme provided by Welsh Government. Provides small grants under £25k and larger grants up to £300k. • National Lottery Grants for Heritage. Provides grants from £3k to £10k.
<p>Creating caring and healthy communities</p>	<p>Organisations that provide Care and Support in the community are able to apply for grants through the Council's Community Grant Scheme. Obviously, less funding will be available for projects that may support these aims.</p> <p>Again, with the caveats noted in Boosting Economy it is hoped the impact will be minimised as much as possible and to a large extent the negative impact is theoretical as no existing funding provided to organisations is being withdrawn. Only future proposed projects will have less funding available to them from CCC.</p>

Providing the best start in life and enabling learning at all ages	The exact same considerations noted in <i>creating caring and healthy communities</i> should be noted here as funding available to organisations working in this arena will have less funding to apply for any potential future projects.
Creating sustainable, greener, and well-connected communities	The exact same considerations noted in <i>creating caring and healthy communities</i> should be noted here as funding available to organisations working in this arena will have less funding to apply for any potential future projects.

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)

Historically the type of grants provided through the Community Grant don't contribute extensively to this Well-being goal. There may be the odd example where they have but the impact will not be considerable.

As described in the impact to the Boosting Economy Corporate Objective above, the main consideration here is the potential for negative impact that reduced funding from Ceredigion CC may mean some projects not proceeding where organisations/associations delivering the potential project cannot find alternative sources of funding. Local trades/businesses will not then be employed to deliver the project as they would have if the project went ahead.

What evidence do you have to support this view?

Experience of previous grant claims.

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

The Community Grant Scheme is currently being revised to accommodate the reduced budget. Subject to Scrutiny/ Cabinet agreement the scheme is going to be revised in a way as to try and support as many projects as possible but with a lower maximum contribution/ intervention rate. The aim being that a number of projects will still proceed with a contribution from CCC but alternative funding may have to be sought to fill the gap.

Organisations such as CAVO or the Funding Wales website (<https://funding.cymru/>) can assist in sourcing possible alternatives for funding.

As an example, two grant schemes available that have similar aims as the Council's grant scheme are;

- Community Facilities Programme provided by Welsh Government. Provides small grants under £25k and larger grants up to £300k.
- National Lottery Grants for Heritage. Provides grants from £3k to £10k.

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)

Typically, projects supported through the Community Grants scheme don't support this Well-being goal. There may be occasion where the odd project has but on the whole the impact here will be minimal/negligible.

What evidence do you have to support this view?

Experience of past Community Grant applications.

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

n/a

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)

This is the Well-being goal where the reduction in budget could have a more pronounced impact. Many grants awarded are to sporting organisations for equipment and the development of facilities. A number of grants are also awarded to shows and community groups that will be positive for resident's mental health and engagement whether that is the sole intention or not.

As noted previously some projects/ events that relevant organisations would have previously delivered may not go ahead if they cannot find alternative source of funds that would previously have been provided by the Council. This will obviously not deliver the positive outputs/aims of potential projects not being delivered.

No organisations are dependent on funding from the Council for their day to day running costs through this scheme, so no organisation/association should cease to exist because of the reduction to the Community Grant budget. It is solely the potential to support projects at a higher rate that is affected so the overall impact won't actively be negative.

Some Policy Grants are also awarded to individuals for the representation of Wales at sporting events. These grants are small however and are unlikely to lead to the individual not carrying out the activity as they would otherwise.

What evidence do you have to support this view?

Experience of past Community Grant applications.

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

The Community Grant Scheme is currently being revised to accommodate the reduced budget. Subject to Scrutiny/ Cabinet agreement the scheme is going to be revised in a way as to try and support as many projects as possible but with a lower maximum contribution/ intervention rate. The aim being that a number of projects will still proceed with a contribution from CCC but alternative funding may have to be sought to fill the gap.

Organisations such as CAVO or the Funding Wales website (<https://funding.cymru/>) can assist in sourcing possible alternatives for funding.

As an example, two grant schemes available that have similar aims as the Council's grant scheme are;

- Community Facilities Programme provided by Welsh Government. Provides small grants under £25k and larger grants up to £300k.
- National Lottery Grants for Heritage. Provides grants from £3k to £10k.

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)

Children and Young People up to 18	None / Negligible
People 18-50	None / Negligible
Older people 50+	None / Negligible

Describe the positive or negative impacts.

The Community Grant Scheme does not discriminate based on age and actively states that,

Applications will not be accepted from organisations who operate a policy of discrimination against any sector of the community.

The groups that tend to be supported through the Community Grants scheme are for events and groups from a wide range of ages so overall any negative impact, if any, will not discriminate against any one age group.

What evidence do you have to support this?

Experience of past grant applications.

The grant scheme criteria allows all age demographics to apply for funding without prejudice.

What action(s) can you 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?

n/a

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

Hearing Impairment	None / Negligible
Physical Impairment	None / Negligible
Visual Impairment	None / Negligible
Learning Disability	None / Negligible
Long Standing Illness	None / Negligible

Mental Health	None / Negligible
Other	None / Negligible
Describe the positive or negative impacts.	
On balance the impact on people because on disability will be none/negligible.	
There is a possibility that charities for instance that support people with disabilities will have less funding to apply for but our grant award history doesn't indicate that this happens regularly and so the impact overall is likely minimal.	
What evidence do you have to support this?	
Experience of past grant applications	
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?	
Not applicable, but previous comments in other sections about the scheme currently being revised with a view to support as many projects as possible but at a lower intervention rate applies here and will reduce the potential impact here to a negligible level.	

Do you think this proposal will have a positive or a negative impact on people who are transgender? (Click here for information)	
Trans Women	None / Negligible
Trans Men	None / Negligible
Non-binary people	None / Negligible
Describe the positive or negative impacts	
The Community Grant Scheme does not discriminate based on gender and actively states that,	
<i>Applications will not be accepted from organisations who operate a policy of discrimination against any sector of the community.</i>	
The reduced funding available will not positively or negatively impact anyone because of gender.	
What evidence do you have to support this?	

Current Community Grant guidance and past grant application experience.

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?

n/a

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

Bisexual	None / Negligible
Gay Men	None / Negligible
Gay Women/Lesbian	None / Negligible
Heterosexual/Straight	None / Negligible

Describe the positive or negative impacts

The Community Grant Scheme does not discriminate based on sexual orientation and actively states that,

Applications will not be accepted from organisations who operate a policy of discrimination against any sector of the community.

The reduced funding available will not positively or negatively impact anyone because of sexual orientation.

What evidence do you have to support this?

Current Community Grant guidance and past grant application experience.

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?

n/a

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

People who are married	None / Negligible
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People in a civil partnership	None / Negligible
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Describe the positive or negative impacts

It's difficult to see how the proposal will negatively or positively impact on anyone regardless of marital status.

What evidence do you have to support this?

Current Community Grant guidance and past grant application experience.

What action(s) can you 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?

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)

Pregnancy	None / Negligible
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Maternity	None / Negligible
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Describe the positive or negative impacts

No positive/negative impacts foreseen.

What evidence do you have to support this?

Current Community Grant guidance and past grant application experience.

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)

Asian / Asian British	None / Negligible
Black / African / Caribbean / Black British	None / Negligible
Mixed / Multiple Ethnic Groups	None / Negligible
White	None / Negligible
Other Ethnic Groups	None / Negligible

Describe the positive or negative impacts

Again, no positive/negative impacts foreseen to any particular group based on race.

What evidence do you have to support this?

Current Community Grant guidance and past grant application experience.

What action(s) can you 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?

n/a

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)

Buddhist	None / Negligible
Christian	None / Negligible
Hindu	None / Negligible
Humanist	None / Negligible
Jewish	None / Negligible
Muslim	None / Negligible
Sikh	None / Negligible

Non-belief	None / Negligible
Other	None / Negligible
Describe the positive or negative impacts	
No positive/negative impacts foreseen based on religious belief.	
What evidence do you have to support this?	
Current Community Grant guidance and past grant application experience.	
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?	
n/a	

Do you think this proposal will have a positive or a negative impact on men or women? (Click here for information)	
Men	None / Negligible
Women	None / Negligible
Describe the positive or negative impacts	
No positive/negative impacts expected against any group based on gender.	
What evidence do you have to support this?	
Current Community Grant guidance and past grant application experience.	
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 men and women?	
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)	
Members of the Armed Forces	None / Negligible
Veterans	None / Negligible
Spouses	None / Negligible
Children	None / Negligible
Describe the positive or negative impacts	
There's no particular impact specifically expected for this group	
What evidence do you have to support this?	
Current Community Grant guidance and past grant application experience.	
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?	Negative
Describe the positive or negative impacts	
It's difficult to predict the extent of the negative impact to people experiencing socio-economic disadvantage.	
It's possible that charities or organisations may apply for funding for a project aimed at this group that may not be funded due to limited funds but from experience of past grants this is only likely to be isolated incidents so overall impact will be minimal, but is possible.	

What evidence do you have to support this?

Experience of past Community Grant applications.

What action(s) can you 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 impact is likely minimal. However, the Welsh Church Fund specifically states that funding should be available to individuals or projects that aim to reduce the effects of poverty. Subject to Scrutiny and Cabinet approval the previously described amendments to the Community Grant scheme will state that funding will be available to applicants and judged on their own merit.

Organisations such as CAVO or the Funding Wales website (<https://funding.cymru/>) can assist in sourcing possible alternatives for funding.

As an example, two grant schemes available that have similar aims as the Council's grant scheme are;

- Community Facilities Programme provided by Welsh Government. Provides small grants under £25k and larger grants up to £300k.
- National Lottery Grants for Heritage. Provides grants from £3k to £10k.

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.

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

There may be some limited negative affects to community cohesion, satisfaction with local area, volunteering and loneliness. Many past grant applications have been related to projects relating to supporting sporting clubs, local shows, and various community groups.

The negative effects will be limited because funding is not being withdrawn from these organisations as such, but from potential specific future projects/events that are unable to source alternative funding that would previously have been able to be provided through the Community Grant.

What evidence do you have to support this view?

Experience of past Community Grant applications.

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

The Community Grant Scheme is currently being revised to accommodate the reduced budget. Subject to Scrutiny/ Cabinet agreement the scheme is going to be revised in a way as to try and support as many projects as possible but with a lower maximum contribution/ intervention rate. The aim being that a number of projects will still proceed with a contribution from CCC but alternative funding may have to be sought to fill the gap.

Organisations such as CAVO or the Funding Wales website (<https://funding.cymru/>) can assist in sourcing possible alternatives for funding.

As an example, two grant schemes available that have similar aims as the Council's grant scheme are;

- Community Facilities Programme provided by Welsh Government. Provides small grants under £25k and larger grants up to £300k.
- National Lottery Grants for Heritage. Provides grants from £3k to £10k.

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

Does the proposal contribute to this goal? Describe the positive or negative impacts.

Similar potential negative affects as already described in other sections.

Many of the grants provided through the Community Grant scheme are for sporting clubs, local shows and community groups. Policy Grants also provide funding to assist a number of Papur Bro and Eisteddfodau. Less funding available could have a negative impact on the cultural aspects of these and the Welsh Language aspect of Papur Bro and Eisteddfodau. However these areas can be prioritised for funding using the Welsh Church Fund so may not many changes at all.

What evidence do you have to support this view?

Past Community Grant applications

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

Funding will still be available to the above groups through the Community Grant scheme but probably to a lesser level than previously. Applications will continue to be accepted from the same groups and will be judged on their own merits against the Community Grant criteria and funds available at that time.

Alternative sources of funding are also available as previously described in earlier sections.

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

Negative

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

None / Negligible

What evidence do you have to support this view?

As stated above the expected impact on the Welsh language is going to be limited. But it is reasonable to expect some negative impact if the Council has less funds available to support Papur Bro, Eisteddfodau, local shows and events where the Welsh language is likely to be used significantly. However these areas can be prioritised with the Welsh Church Fund funding so may not see much change in a Revised Scheme.

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

The Community Grant Scheme is currently being revised to accommodate the reduced budget. Subject to Scrutiny/ Cabinet agreement the scheme is going to be revised in a way as to try and support as many projects as possible but with a lower maximum contribution/ intervention rate. The aim being that a number of projects will still proceed with a contribution from CCC but alternative funding may have to be sought to fill the gap.

Organisations such as CAVO or the Funding Wales website (<https://funding.cymru/>) can assist in sourcing possible alternatives for funding.

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
There is not an expectation the reduced budget for the Community Grant Scheme will impact a Globally Responsible Wales.
What evidence do you have to support this view?
Previous grant claims.
What action(s) can you take to mitigate any negative impacts or better contribute to the goal?
n/a

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
We are currently looking to revise the existing Community Grant scheme in a limited way to enable the Council to continue to support a number of projects/organisations in the County but to a lesser value/intervention rate.	March 2024	Community Grants Team	In progress. Expected to submit to appropriate Scrutiny Committee and Cabinet approval in March 2024
Organisations such as Cavo can assist organisations in sourcing alternative sources of funding. The Community Grants Officer will direct applicants to CAVO if they require additional funding to have a successful Community Grant funding application.	From April 2024	Community Grants Officer	To be implemented

<p>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.)</p>			
n/a			
<p>How will you monitor the impact and effectiveness of the proposal?</p>			
<p>Together with budget monitoring, the Community Grant Assessment Panel meet numerous times throughout the year and will monitor grants being received and approved and whether any changes to the scheme are mitigating the potential negative impacts already described.</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>Long term Balancing short-term needs with long-term need and planning for the future.</p> <p><u>HINT</u></p>	<p>The funding cuts proposed have been made as part of the 2024/25 budget setting process in order to set a balanced budget.</p> <p>It is a fine balancing act between the Council setting a balanced budget to provide all the services it does against the need to support local groups and organisations that provide many benefits to residents of Ceredigion that are consistent with the Council's own corporate objectives.</p> <p>The budget level set is seen to now be at a sustainable level going forward, whilst offering the support to community projects/organisations. The previous budget was not sustainable in the context of the Council's wider budget.</p>
<p>Collaboration Working together with other partners to deliver.</p> <p><u>HINT</u></p>	<p>Due to the nature of the Community Grant scheme the Council already collaborates significantly with organisations and associations when assisting them with their grant applications. This will continue.</p> <p>The Council will also direct applicants to other organisations who can assist such as CAVO and the</p>

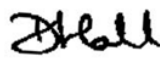


	funding bodies found at Funding Wales website (https://funding.cymru/).
<p>Involvement Involving those with an interest and seeking their views.</p> <p><u>HINT</u></p>	Limited involvement with stakeholders has taken place so far. However, amendments to the scheme to accommodate the reduced budget will be going through the appropriate scrutiny process in March 2024.
<p>Prevention Putting resources into preventing problems occurring or getting worse.</p> <p><u>HINT</u></p>	N/A – Balancing the 2024/25 budget was the root requirement for this change.
<p>Integration 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>There should be limited impact to other services in the Council.</p> <p>As mentioned above the Council will have to consider and align itself more with other grant funding bodies and organisations such as CAVO when supporting Community Grant applicants.</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)		
The Council is unable to support a number of Community projects that would previously have been supported.	2	4	8		
Going forward in the medium to long term the value of individual grants offered becomes insufficient to be of meaningful support to applicants. Particularly after a period of high inflation.	2	4	8		

Sign Off

Position	Name	Signature	Date
Corporate Manager			
Corporate Lead Officer	Duncan Hall		21/02/2024
Corporate Director	Barry Rees		21/02/2024
Portfolio Holder	Gareth Davies		21/02/2024

CYNGOR SIR CEREDIGION COUNTY COUNCIL

Report to: Corporate Resources Overview & Scrutiny Committee

Date of meeting: 16 May 2024

Title: Oversight of in year Financial matters

Purpose of the report: To provide the Committee with an oversight of key in year Financial Monitoring matters

1. **Introduction**

The 24/25 Budget setting process was a challenging one which included c 70 Budget Reduction proposals being approved totalling c£5.8m. Progress in delivering these Budget Reduction is reviewed and monitored by Leadership Group at the end of every month.

During the year, it is intended to provide individual Overview & Scrutiny Committees with the following information:

- The latest quarterly financial position as reported to Cabinet, starting with Quarter 1 in due course. This will include the Revenue and Capital Monitoring reports.
- The latest BRAG status position in relation to the 24/25 Budget Reductions (Appendix 1).

This information will enable the Committee to scrutinise the financial matters pertinent to the areas of Service falling within its remit. At any point during the year, the Committee may choose to explore any area of the Budget within its remit via the Forward Work programme.

Wellbeing of Future Generations:

Has an Integrated Impact Assessment been completed?

Not applicable – these were considered where appropriate as part of the Budget Setting process.

Recommendation(s):

To note the report and for the Committee to scrutinise the information provided.

Reasons for decision:

To scrutinise the latest financial position.

Appendices:

Appendix 1: Latest BRAG status position in relation to the 24/25 Budget Reductions.

Contact Name: Duncan Hall – Corporate Lead Officer: Finance & Procurement

Date of Report: 03/05/24

Budget Reductions Proposals (approved by Full Council 29/02/24)

Item Ref	Service	Overview & Scrutiny Committee	Area of Service	Narrative	24/25 Revenue Savings / Income Value £'000	BRAG Status (24/04/24)	Comments
1	Finance & Procurement	Corporate Resources	NNDR Discretionary Relief	Reduce existing budget headroom and scale back support from 01/04/25 to focus solely on Ceredigion based organisations combined with a maximum award level	10	Blue	
2	Finance & Procurement	Corporate Resources	Community Grants Scheme	Reduction in the Scheme's scope to only provide revenue grants via the Welsh Church Fund and the Capital grant budget to be reduced from £200k to £100k	26	Green	Report to Corporate Resources Scrutiny 16/05/24 then Cabinet on 04/06/24
3	Finance & Procurement	Corporate Resources	Insurance	Operational Savings	50	Blue	
4	Finance & Procurement	Corporate Resources	Treasury Management	Continued delivery of Treasury Management Savings - Interest Paid on borrowing / Investment Income	365	Green	
5	Finance & Procurement	Corporate Resources	Council Tax Reduction Scheme	Operational Savings based on current volumes	200	Blue	
6	Finance & Procurement	Corporate Resources	WG Child Burial & Cremation Grant	Operational Savings - Grant expected to be transferred into Final Settlement, minimal annual spend	15	Blue	
18	Democratic Services	Corporate Resources	Translation	Operational savings to reduce the level of external Translation	15	Blue	
29	People & Organisation	Corporate Resources	Various	Operational savings / efficiencies	20	Blue	
30	Legal & Governance	Corporate Resources	Various	Operational savings / efficiencies	19	Green	
32	Policy, Performance & Public Protection	Corporate Resources	Supplies & Services	Operational savings to reduce 3rd Party spend	6	Blue	
33	Customer Contact, ICT & Digital	Corporate Resources	Mobile Phones / Connections	Operational savings from a reduction in Mobile Phones / IT Connections	55	Green	
34	Customer Contact, ICT & Digital	Corporate Resources	Zoom licence	Operational savings from fully moving to Microsoft Teams	9	Blue	
35	Customer Contact, ICT & Digital	Corporate Resources	Printing & Post	Operational efficiencies through reviewing Post Room and Reprographics Services	32	Amber	
36	Customer Contact, ICT & Digital	Corporate Resources	Libraries	Retain a presence in each of the 4 current towns but co-locate library provision with other Council Services wherever possible, combined with reviewing every location's opening hours.	70	Red	
37	Customer Contact, ICT & Digital	Corporate Resources	Libraries - Schools Support	Cease the additional Libraries support provided to Schools (This does not affect the Library provision that each School themselves currently operates)	47	Green	
38	Customer Contact, ICT & Digital	Corporate Resources	Mobile Library service	Reduce the current operation from 3 core vehicles + 1 delivery van down to 2 core vehicles.	70	Green	
45	Economy & Regeneration	Corporate Resources	Energy Savings	Anticipated savings from lower Gas prices from October 23 (indicative 13%)	25	Blue	
46	Economy & Regeneration	Corporate Resources	Operational Office Buildings	Continue to maximise the range of public facing services in Canolfan Rheidol, Aberystwyth and Penmorfa Aberaeron and seek alternative uses for County Hall, Aberaeron (£150k already assumed in the 23/24 base budget)	50	Green	
47	Economy & Regeneration	Corporate Resources	Corporate Estate / Commercial Buildings and Use of Space	Continued maximisation of income opportunities including recovering all costs, following up rent reviews, retain v sell v repurpose considerations	100	Amber	Work ongoing

Budget Reductions Proposals (approved by Full Council 29/02/24)

Item Ref	Service	Overview & Scrutiny Committee	Area of Service	Narrative	24/25 Revenue Savings / Income Value £'000	BRAG Status (24/04/24)	Comments
48	Economy & Regeneration	Corporate Resources	Energy Schemes	Reduced running costs following capital investment in Energy Schemes - ranging from WG Re:Fit scheme to Solar PVs on key buildings (£125k already assumed in the 23/24 base budget)	100	Amber	Procurement concluding (plus some offset expected from lower energy prices in October 24)
69	Economy & Regeneration	Corporate Resources	Business Rates Saving	Heat Relief on 2 Biomass facilities	19	Blue	

TOTAL:	1,303
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CYNGOR SIR CEREDIGION COUNTY COUNCIL

Report to: Corporate Resources Overview and Scrutiny Committee

Date of meeting: 16 May 2024

Title: Engagement and Participation Policy Annual Report 2023-2024

Purpose of the report: To provide an opportunity for the Scrutiny Committee to consider the progress made in delivering the Council's Engagement and Participation Policy during 2023-24

Reason Scrutiny have requested the information:

As the designated Scrutiny Committee for oversight of engagement and consultation.

Cabinet Portfolio and Cabinet Member:

Cllr Matthew Vaux - Partnerships, Housing, Legal and Governance and Public Protection

Background

The Ceredigion Engagement and Participation Policy 'Talking, Listening and Working Together' was approved by Cabinet on 04/10/2022 and published on 18/10/2022.

[engagement and participation policy ceredigion county council.pdf](#)

This is the second Annual Report that outlines our progress in delivering the Policy.

Current Situation

The Annual Report is presented as Appendix 1. The action plan has progressed significantly since the last annual report with 10 actions now on track or complete and 2 actions showing some progress. There are no actions that are not progressing.

There were 23 engagement and consultation campaigns during 2023-24. This is seven more than last year.

The number of responses largely depends on the topic of the campaign, as shown by the graph on page 18 of the Annual Report.

The two actions that are rated as Amber (showing some progress) involve the development of an online engagement platform and improving the way that we feedback to those who have participated in our engagement and consultation campaigns. Plans are in place to progress this work. We anticipate that all actions will be on track or complete by the time the third annual report is produced, in Spring 2025.

Future Improvement work

The new My Account platform will help us to develop our online relationship with people who have expressed a specific interest in our consultations. We are also working on improvements to the Engagement and Consultation webpage so that people can see the results of their feedback more clearly.

The Engagement and Participation policy will be reviewed in 2025 and it is likely that the action plan will include a new set of actions. This will ensure that we continue to improve our practice.

Wellbeing of Future Generations:

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

No, does not present a change in policy or service.

Summary of Integrated Impact Assessment:

Long term:

Collaboration:

Involvement:

Prevention:

Integration:

Recommendation(s):

To consider the content of the Engagement and Participation Policy Annual Report 2023-2024 and to provide feedback for Cabinet to consider when the report is presented to them on the 4th of June 2024.

Reasons for decision:

To ensure appropriate scrutiny of the Engagement and Participation Policy.

Contact Name: Cathryn Morgan

Designation: Equalities and Inclusion Manager

Date of Report: 25/04/2024

Acronyms:

None

Ceredigion Engagement and Participation Policy ‘Talking, Listening and Working Together’ Annual Report 2023-2024



Mae'r ddogfen hon hefyd ar gael yn Gymraeg



Cyngor Sir
CEREDIGION
County Council

Author: CM, Equalities and Inclusion
Portfolio Holder: Cllr Matthew Vaux

Ceredigion Engagement and Participation

Annual Report

2023-2024

This report outlines the work undertaken by the Council during 2023-24 to deliver our Engagement and Participation Policy.

Why Engage?

We adopted our Engagement and Participation Policy in October 2022. It sets out how we will talk and listen with all of those who live, work or study in Ceredigion, including people whose voices are seldom heard.

It's important that we listen to people in Ceredigion to hear about their own vision for their communities and about what they want in terms of service provision.

Our legal duty to consult is set out in various pieces of legislation, including:

- **The Well-being of Future Generations (Wales) Act 2015** – the Council must involve people with an interest in achieving the National Well-being goals.
- **The Local Government and Elections (Wales) Act 2021** – the Council must encourage public participation in our decision making and to consult local people about the extent to which the council is exercising its functions effectively.
- **The Welsh Language Measure 2011** – the Council must ask the public for their views on the impact that our decisions will have on the Welsh Language.
- **The Equality Act 2010** – the Council must involve and engage with people who share Protected Characteristics.
- **The Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996** – the Council must consult with organisations specified in the Regulations and must inform people that are likely to be affected by a traffic order.
- **School Standards and Organisation (Wales) Act 2013** – the Council must comply with the [School Organisation Code](#) which outlines the principles that should be taken into account when proposing to make changes to school provision.

It is not just about our legal duty, however. Engaging and consulting with the public gives us better information to help our decision making. This can lead to better outcomes for our residents.

What is Participation?

Participation is an approach to encourage the active involvement of people in a project, programme or activity. This can range from engagement, consultation through to collaboration and empowerment.

What is Engagement?

We may run a specific engagement campaign to gather additional views before developing a new plan or project that results in a change in service.

What is Consultation?

Consultations are typically used to gather people's thoughts on a draft plan or project that we have developed, particularly when it will result in a change in service.

Eleven engagement campaigns and twelve consultation campaigns were completed during 2023-24. There is more detail in Section 2 of this report. The Equalities and Inclusion team keeps a timetable of all the campaigns. This helps us to keep to a consistent approach when the campaigns are developed by the various teams across the council.

We also make sure that the results of campaigns are used to inform decisions taken by Elected Members. In 2023-24 Cabinet and full Council made eleven decisions which resulted in changes to a service, policy or strategy that would significantly impact on the public. Council officers prepare a report for Elected Members to help inform their decisions. 100% of the reports requiring this type of decision included a synopsis of the consultation carried out to help develop the proposed change. Details can be seen in the relevant report to Cabinet or Council, and these are all published on our website.

We take a 'continuous engagement' approach to developing our services. This involves regular meetings with specific stakeholders. For example, Ceredigion Youth Council, Disability Forum, Local Nature Partnership and the Carers forum. This is part of our approach to engagement and participation. It gives us a head start when we develop new services and strategies because we have been talking regularly with the people who have lived experience of the topic.

Our new Engagement Toolkit lists the mandatory stakeholders that must receive information about public consultations. The list includes Elected Members, Leadership Group, Town and Community Councils, Ceredigion County Council staff and members of Ceredigion Public Services Board. The toolkit also lists contact details of people who can help us to promote our consultations. For example, Ceredigion Family Centre Network, Young Farmers clubs and the Armed Forces Veterans Forum.

SECTION 1

Action plan: Progress 2023-24

Aim 1: To mainstream effective engagement and participation across Ceredigion County Council

Action	Progress	Responsibility	RAG status
To develop an Engagement toolkit and deliver training on its use to all Corporate Managers.	The toolkit is developed and available for all staff to download from our internal website. A session on its use was delivered to Corporate Managers in November 2023.	Equalities and Inclusion officers	Green action is on track
To maintain a timetable of consultation and engagement exercises carried out by all Council Services.	The timetable is held by the Equalities and Inclusion team and updated on an ongoing basis.	Equalities and Inclusion officers	Green action is complete
To publish an Engagement Annual Report to monitor the developments as we change how we engage with the public.	This report fulfils the requirement for 2023-24. The report is scrutinised by Corporate Resources Overview and Scrutiny Committee before being published on our website.	Equalities and Inclusion officers	Green action is on track

Aim 2: To ensure that we engage with the people of Ceredigion in the best way

Action	Progress	Responsibility	RAG status
To revise and update our list of Stakeholder groups.	The list has been revised and is updated when needed. It is part of the Engagement toolkit and available to all Council staff.	Equalities and Inclusion officers	Green action is complete
To develop the use of online engagement platforms and maintain the use of non-digital engagement methods.	<p>The corporate Engagement and Consultations webpage is updated on an ongoing basis.</p> <p>My Account was launched in March 2024. This new online customer account service is designed to improve communication with people who use Council services. At the end of March 2024, 366 people had signed up to be kept updated on Ceredigion Council consultations via My Account. We will develop this online platform during 2024-25.</p> <p>Non-digital methods of engagement continue to be used. Paper copies of surveys are available on request from our Libraries and Leisure/Wellbeing Centres and posters are created to promote our campaigns. Focus groups and drop in sessions take place when appropriate. Attendance at these is often low, but the quality of information gathered is high.</p>	All Corporate Managers	Amber some progress made
To improve the way that we feedback to those who have participated in our engagement exercises.	A consistent feedback method is outlined in the Engagement toolkit. The importance of feedback will be further highlighted in training on use of the toolkit.	All Corporate Managers	Amber some progress made

Aim 3: To meet our statutory duties and responsibilities under legislation

Action	Progress	Responsibility	RAG status
To ensure a mechanism is in place so that the public can attend Council meetings in person or remotely via a hybrid meeting system.	The draft protocol for Attendance at Local Authority multi-location Meetings and Electronic Broadcasts of Meetings was presented to Democratic Services Committee on 09/06/2023 and approved by Council on 26/10/23.	Democratic Services	Green complete
To revise and update our Integrated Impact Assessment (IIA) tool	The revised Integrated Impact Assessment tool was presented to Overview and Scrutiny Co-ordinating Committee and has been approved by Cabinet. A training session was delivered to Corporate Managers in September 2023 and to Elected Members in October 2023. It has been used by officers from 1st December 2023.	Equalities and Inclusion officers	Green complete
To establish an e-petition system and publish a protocol that sets out how the Council intends to handle and respond to petitions.	The Petitions Protocol is listed under Part 5 (Codes and Protocols) of Ceredigion County Council constitution. The constitution is publicly available on the Council's website - The Council's Constitution - Ceredigion County Council . A report on amendments to the protocol, to include e-petitions, was presented to Democratic Services Committee in September 2023 and to full Council meeting in December 2023. The revised Petitions Protocol is now approved and the current document in the Council's Constitution has been replaced with the revised protocol.	Democratic Services	Green complete

Aim 4: To keep up to date with the latest innovations and best practice in the field of engagement

Action	Progress	Responsibility	RAG status
To review and revise Ceredigion County Council's Engagement and Participation Policy	The current Engagement and Participation Policy was published in October 2022. It will be reviewed in 2025, or before this if required.	Equalities and Inclusion officers	Green action is on track
To keep an engagement toolkit up to date for all staff to use.	The new engagement toolkit was published on our internal website in January 2024. It was updated in February 2024 following a suggestion from Ceredigion Youth Forum. We will continue to update it, as necessary.	Equalities and Inclusion officers	Green action is on track
To liaise with Engagement and Equalities colleagues across Wales.	<p>The Equalities and Inclusion manager is a member of Social Care Wales's Resourceful Communities Partnership Group.</p> <p>Ceredigion Public Services Board receives bespoke support from the Co-production Network for Wales to help us develop methods of meaningful engagement and involvement, moving towards full co-production.</p> <p>We also benefit from research and information circulated by Wales Centre for Public Policy (WCPP) and Data Cymru. This helps us to keep up to date with national developments and good practice.</p>	Equalities and Inclusion officers	Green action is on track

SECTION 2

Eleven Engagement campaigns were run in 2023-24

1. Conservation Area Appraisals and Management Plans (March 2023 – March 2024)

Conservation areas are areas of special architectural or historic merit. This was a campaign to collect views and knowledge from local residents and interested parties, such as Historical Societies, to inform the appraisals and management plans.

Number of responses: 57

What next: The initial engagement was used to inform the preparation of draft conservation area appraisals and plans. Further consultation will be required before they are adopted.

2. Respite and Day Services provision (March – June 2023)

A review of these services was undertaken as part of the work to deliver the Council's Through Age Wellbeing Strategy. People were asked for their opinion on current respite and day services and asked what they would like to see in the future.

Number of responses: 411

What next: The results of the campaign and a proposed action plan were approved by Cabinet in December 2023. The report and the minutes of the meeting are published on the Council website. The Through Age Wellbeing programme board and Healthier Ceredigion Strategic Group will ensure that the action plan is delivered.

3. Strategic Equality Plan 2024-28 (May – July 2023)

A regional fact finding exercise asking for public opinion on the state of equality in Ceredigion, Carmarthenshire, Pembrokeshire and Powys. A report on the engagement campaign was presented to Cabinet in October 2023.

Number of responses: 224

What next: The responses were used to write the first draft of Ceredigion Strategic Equality Plan 2024-28. The report and the minutes of the meeting are published on the Council website.

4. Growing Mid Wales - Net Zero survey (August – September 2023)

A regional survey to identify opportunities and challenges that businesses in Mid Wales are facing to reduce their greenhouse gas emissions. Feedback was provided to the public, businesses and key stakeholders via the Growing Mid Wales newsletter January 2024.

Number of responses: 78

What next: A business event was held in March 2024 to disseminate the findings. Insights are being used to shape future funding initiatives, inform electricity grid investments and ensure tailored support is available to local enterprises.

5. Mid Wales Regional Skills Partnership - Employment and Skills survey (October – December 2023)

A regional survey to identify recruitment and skills challenges faced by employers and businesses in Ceredigion and Powys. The campaign was promoted via local business networks and the Regional Skills Partnership website. Results were fed back via the same channels.

Number of responses: 111 (32 from Ceredigion, 70 from Powys, 9 from the rest of Wales or outside Wales).

What next: Responses will assist in shaping the delivery of employability and skills support in Mid Wales. Responses will also be discussed at the Mid Wales Regional Skills Partnership cluster group meetings

6. Ceredigion Local Nature Partnership - Nature Recovery Action plan (November 2023 – March 2024)

People were asked to complete an online survey or attend a workshop and share their thoughts and feedback on the first draft of the Nature Recovery Action plan. The campaign was targeted at organisations, landowners, academics, businesses and the public sector.

Number of responses: 48

What next: Responses were used to help develop the second draft of the Partnership's Nature Recovery Action Plan. There will be a consultation on this in 2024-25.

7. Ceredigion Local Nature Partnership - Support for Meadow Management (December 2023 – January 2024)

The Local Nature Partnership wanted to learn more about what additional support may be needed to restore and enhance our special grassland habitats. People were asked to complete an online survey, take part in a structured interview or join a discussion at one of the Local Nature Partnership meetings.

Number of responses: 71

What next: Ceredigion Biodiversity team will arrange a meeting with stakeholders in April 2024 to discuss the next steps.

8. Wellbeing Centre, Cardigan (December 2023 – February 2024)

People were asked to say what they would like to see as part of a potential Wellbeing Centre development in Cardigan to serve the south of the county. People were invited to respond via an online survey or by attending a focus group.

Number of responses: 417

What next: The information will inform a report to Cabinet on a proposed location for a Wellbeing Centre in Cardigan and a draft proposal of the facilities and service that could be offered.

9. 16+ and NEET survey (January – March 2024)

This campaign was aimed at people in Ceredigion that are not in employment, education or training. We wanted to know more about their barriers to employment. This will help the Employment Support team to tailor the support they offer.

Number of responses: 6

What next: The engagement method will be reviewed. The campaign may be run again to try and get more responses.

10. Emotional Wellbeing of Unpaid Carers (January – March 2024)

This campaign was aimed specifically at unpaid Carers. We wanted to learn more about their use of our Leisure and Wellbeing Centres. This will help us to offer services that meet their needs.

Number of responses: 29

What next: The responses have been shared with the Carers and Community Support Team. The data has not yet been analysed. We will create a summary report and an infographic of the results and share this with the public.

11. Growing Mid Wales - Local Area Energy Planning (January – March 2024)

People were asked to share their opinion on current energy and transport use, low-carbon energy technologies and heating systems and sustainable travel options. The aim is to identify an effective route towards meeting the national net zero target.

Number of responses: 542

What next: Our Local Area Energy Plan (LAEP) was finalised in March 2024. It will be presented to Cabinet in May 2024. The report provides the evidence required to help develop a pipeline of projects to transform the energy system to zero carbon over time. Insights from the survey will be incorporated into the development of these projects. In addition, the LAEP will be used to make sure that the National Energy Plan for Wales considers local needs and priorities whilst mapping out future energy demand and supply for all parts of the country.

Twelve Consultation campaigns were run in 2023-24

1. Reuse of former New Quay library building (February – May 2023)

The Council's Charity Trustee Committee asked people, mainly in New Quay, if they agreed with a proposal to change the purpose of this Trust to "to advance the education of the inhabitants of New Quay." People were also asked how the trust site could be used in the future within the new proposed purpose.

Number of responses: 32

What next: The results were presented to the Charity Trustee Committee in June 2023. It was agreed to change the purpose as proposed and to ask if any group or organisation are interested in taking on the site. 3 expressions of interest are being considered. The report and the minutes of the meeting are published on the Council website.

2. Future use of trust monies of charity 'Old County School, Tregaron' (March – May 2023)

The Council's Charity Trustee Committee asked people, mainly in Tregaron, for their opinion on how the money held in trust from the sale of the school should be spent to advance the education of pre-school and school-age children in Tregaron.

Number of responses: 25

What next: The results were presented to the Charity Trustee Committee in June 2023. Most of the responses related to sporting facilities. Discussions are taking place with officers from Porth Cymorth Cynnar and Schools services to explore relevant options. The report and the minutes of the meeting are published on the Council website.

3. 20mph limits on county roads (4th to 28th April 2023)

The proposals to amend the speed limit on certain county roads were advertised to the public. This consultation was associated with Welsh Government's scheme to reduce speed limit on street lit/residential roads in September 2023.

Number of responses: 76

What next: The results were presented to Cabinet in June 2023. Cabinet noted officers' response to the objections and approved the making and publication of the Traffic Regulation Order. It was felt that this decision is justified on the broad grounds provided by the Welsh Government for this national scheme. The report and the minutes of the meeting are published on the Council website.

4. Local Housing Strategy – 'Housing for All' (May – June 2023)

People were asked if they agreed or disagreed with the vision, priorities, objectives and actions proposed in the Strategy. The consultation resulted in some changes being made to the final version of the Strategy.

Number of responses: 40

What next: Cabinet accepted the changes to the Strategy on 3rd October. It was approved by full Council on 26th October 2023. The report and the minutes of the meeting are published on the Council website.

5. Ceredigion Stakeholder survey (June – August 2023)

People were asked for feedback about how well we run council services for the people of Ceredigion. This consultation was part of our annual self-assessment process, and the responses informed our self-assessment report 2022-23.

Number of responses: 148

What next: The Self-Assessment report 2022-23 was approved by full Council in December 2023. It was also submitted to Welsh Ministers, Estyn and the Auditor General for Wales. The report is now published on our website and includes a list of opportunities for improvement for us to address.

6. Council Tax Premiums on 2nd Homes and Long Term Empty Properties (September – November 2023)

People were asked for their opinion on the level of council tax premiums that should be charged on long-term empty properties and second homes in Ceredigion. The survey was promoted to the general public in Ceredigion and also to people who own 2nd homes.

Number of responses: 1,403

What next: The report was presented to full Council in December 2023. Council agreed to increase the Council tax premium on long term empty properties from 1st April 2024, the increase being dependent on the length of time the property has been empty. Council agreed to increase the Council tax premium on 2nd homes to 100% from 1st April 2024 and to 150% from 1st April 2025. The report and the minutes of the meeting are published on the Council website.

7. Harbours Management Policy (September – October 2023)

This campaign was open to the public and targeted at people with an interest in the harbours in Aberaeron, Aberystwyth and New Quay. People were asked for feedback on the revised policy. Stakeholders were kept updated via Harbour Users Consultative Committee meetings and Calm Waters publications. Amendments were made to the policy as a result of the consultation.

Number of responses: 108

What next: The responses and the revised policy were presented to Cabinet in February 2024. Cabinet approved the revisions made as a result of the consultation and agreed to adopt the new Harbours Management policy. The report and the minutes of the meeting are published on the Council website.

8. School Reorganisation (September – October 2023)

People were asked for their opinion on the proposal to change the language medium in the Foundation Phase at Comins Coch, Llwyn yr Eos, St Padarn, Plascrug and New Quay primary schools and to admit 3-year-old pupils on a part time basis at Comins Coch, St Padarn and New Quay primary schools.

Number of responses: 74 (New Quay:10 responses; Comins Coch:14 responses; Plascrug:27 responses; Llwyn yr Eos:6 responses; St Padarn:11 responses). The School Council at each of the five schools and Estyn also responded.

What next: Cabinet decided to amend the language provision in the Foundation Phase at Comins Coch, Llwyn yr Eos, St Padarn, Plascrug and New Quay primary schools. Cabinet also decided to admit 3-year old pupils on a part time basis at Comins Coch and St Padarn primary schools, but not at New Quay primary school. The reports and the minutes of the meetings, in February and March 2024 are published on the Council website.

9. Review of Polling Stations (October – November 2023)

As part of this review, people were invited to provide feedback about their local polling station, including parking facilities, accessibility and overall suitability. People were also asked for feedback on changes to polling stations as suggested by the Returning Officer.

Number of responses: 16

What next: A report on the consultation process and the proposed changes to polling stations were discussed at full Council meeting in January 2024. The report and the minutes of the meeting are published on the Council website.

10. Strategic Equality Plan 2024-28 (October – December 2023)

People were asked if they felt that the draft Equality Objectives were the right ones for Ceredigion and if the draft action plan would help the Council to achieve the objectives.

Number of responses: 59

What next: A report was presented to Cabinet in March 2024. Cabinet approved the Strategic Equality Plan 2024-28. The report and the minutes of the meeting are published on the Council website. The Plan itself is also published on the website and a report on progress of the plan will be published each year

11. Local Housing Market Assessment (December 2023 – January 2024)

This was not a public consultation. The Welsh Government assessment tool was completed following a period of desk top research and engagement with a range of stakeholders. Specific stakeholders, including Registered Social Landlords, a private developer representative, Care Society, West Wales Domestic Abuse Service, Elected Members and relevant council teams were invited to comment on the findings of the Assessment. Their feedback resulted in some changes to the draft Assessment.

Number of responses: 18

What next: Cabinet approved the Assessment at their meeting in March 2024. Any necessary actions which may follow will form part of the Housing Strategy or the Local Development Plan. The report and the minutes of the meeting are published on the Council website.

12. Additional Licensing scheme for HMOs (January – February 2024)

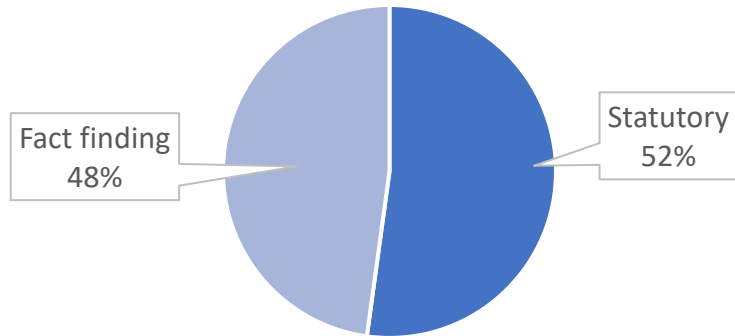
People were asked for feedback on the quality of service provided by their landlord and by Rent Smart Wales. They were also asked for feedback about the HMO licensing scheme. Responses were fed into the review of the existing licensing scheme, due to end in April 2024.

Number of responses: 17

What next: The review of the existing Additional Licensing scheme was discussed by Cabinet in March 2024. The report and the minutes of the meeting are published on the Council website. The Public Notice with details of the scheme are also published on the website.

Analysis of engagement and consultation campaigns 2023-24

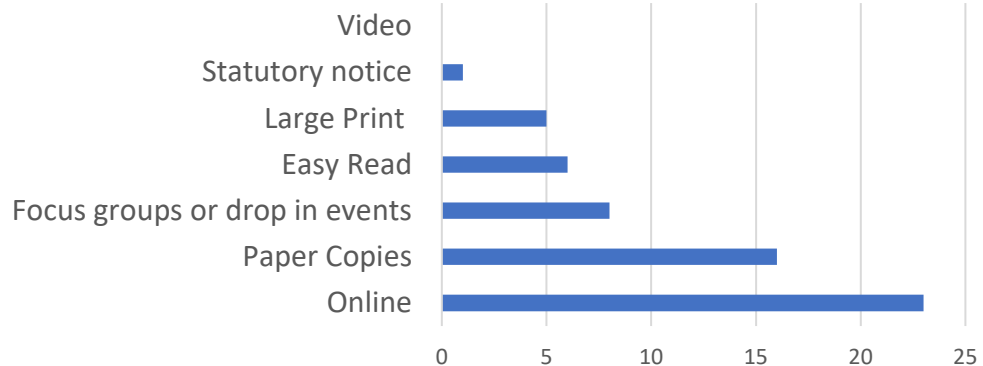
Percentage of campaigns that were statutory



Nearly all of the campaigns were fact finding, to inform a plan, strategy or service but over half were required by legislation – statutory. For example:

- Local Government and Election (Wales) Act 2021
- Housing Act (Wales) 2014
- The Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011
- The Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996
- Representation of the People Act 1983

Methods used to engage and present the information

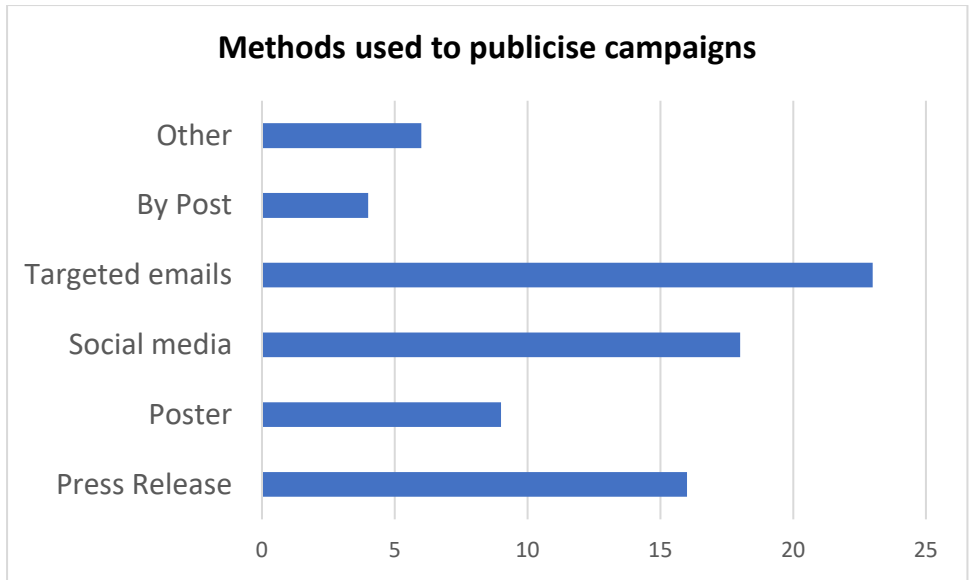


All campaigns were available via an online survey, paper copies were often available.

8 campaigns involved focus groups or drop in events.

6 campaigns provided Easy Read versions of the information and 5 campaigns provided Large Print versions.

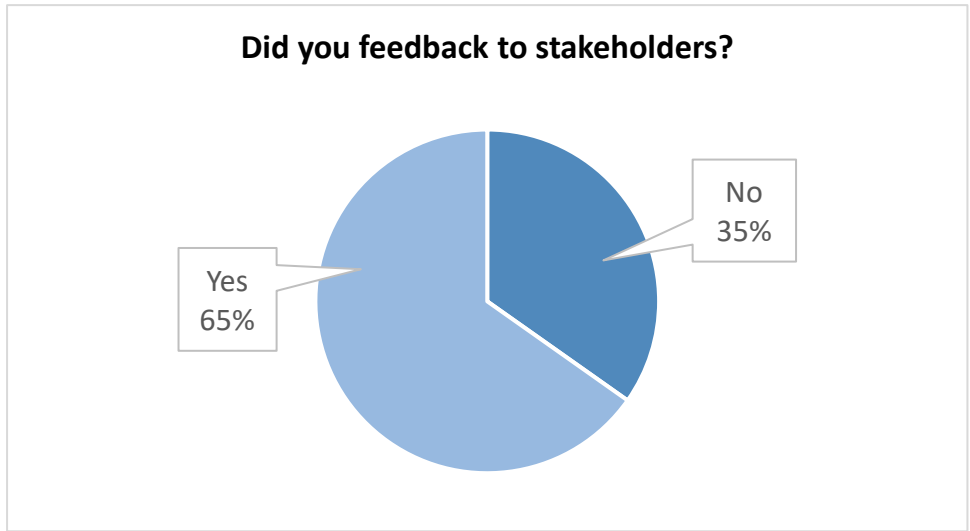
Ceredigion Youth Council have suggested that videos may be a good method. This format has not yet been tried.



Campaigns were publicised via a range of different methods. Most campaigns involved 3 or 4 methods.

The main methods utilised were emails targeted at specific stakeholders, social media posts and a press release.

Many council teams meet regularly with groups of stakeholders and have a ready made network of key stakeholders. These networks were used to help promote campaigns.



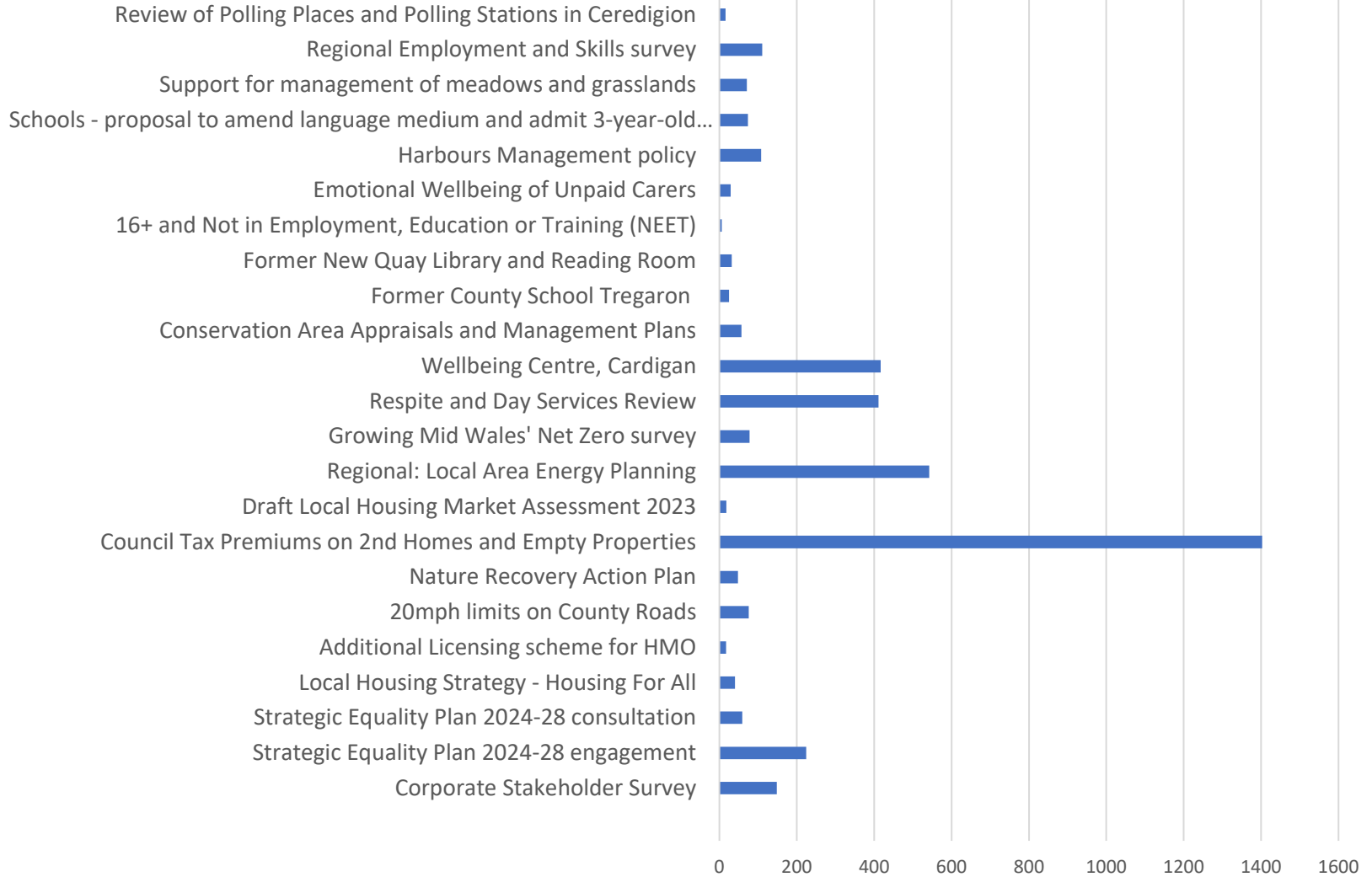
The majority of officers reported that they did feedback the results of their campaign with the public and named stakeholders.

The main method of feeding back the results was via the report made to Cabinet, which is publicly available on our website.

A small number of campaigns ended with a specific message to stakeholders to thank them for taking part and explaining the results and next steps.

This is an area for improvement.

Number of responses to engagement and consultation campaigns 2023-24



Conclusion

This is the second annual report on the progress we have made in delivering Ceredigion Engagement and Participation policy ‘Talking, Listening and Working Together’.

There were 23 engagement and consultation campaigns during 2023-24. This is seven more than last year. Four campaigns were regional. Three were run on behalf of the Growing Mid Wales board and covered Ceredigion and Powys. The engagement exercise that informed our Strategic Equality Plan was also regional, covering Ceredigion, Pembrokeshire, Powys and Carmarthenshire.

The number of responses depends on the topic of the campaign. There was a very high number of responses to our consultation on the level of council tax premiums payable on 2nd homes and long term empty properties – a very emotive subject. Conversely, the campaign to identify barriers faced by people who are not in Education, Employment or Training (NEET) received only 6 responses. This campaign was aimed at young people who are NEET, widely recognised as a very difficult group to engage with.

The Action Plan has progressed significantly since March 2023, as shown in the table below.

	2022-23	2023-24
Green – action is on track or complete	6	10
Amber – some progress is being made	5	2
Red – no progress is being made	1	0

The two actions that are rated as Amber (showing some progress) involve the development of an online engagement platform and improving the way that we feedback to those who have participated in our engagement and consultation campaigns. There are plans in place to progress this work. We anticipate that all actions will be on track or complete by the time the third annual report is produced, in Spring 2025.

Future Improvement work

The new My Account platform will help us to develop our online relationship with people who have expressed a specific interest in our consultations. We are also working on improvements to the Engagement and Consultation webpage so that people can see the results of their feedback more clearly.

The Engagement and Participation policy will be reviewed in 2025 and it is likely that the action plan will include a new set of actions. This will ensure that we continue to improve our practice.

CYNGOR SIR CEREDIGION COUNTY COUNCIL

Report to: Corporate Resources Overview and Scrutiny Committee

Date of meeting: 16 May 2024

Title: Draft Forward Work Programme 2024/25

Purpose of the report: Review the current work programme of the Committee

Reason Scrutiny have requested the information:

The forward work programme of the Committee is reviewed and updated at each meeting

Background

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

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

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

The main roles of the Overview and Scrutiny Committees:

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

Effective Overview and Scrutiny can lead to:

- Better decision making

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

Current Situation

Questions to consider when choosing topics

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

Choosing topics

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

Wellbeing of Future Generations:

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

No

Summary of Integrated Impact Assessment:

Long term: N/A
Collaboration: N/A
Involvement: N/A
Prevention: N/A
Integration: N/A

Recommendation(s):

To review and update the current Forward Work Programme.

Contact Name: Dwynwen Jones

Designation: Overview and Scrutiny Support Officer

Date of Report: 1 May 2024

Acronyms:

FWP – Forward Work Programme

Committee	Item (description/title)	Invited Speakers	Purpose i.e. monitoring, policy, recommendation
Corporate Resources			
16 May 2024	Welfare Reform performance report	Ann Ireland	
	Community Grant Scheme	Duncan Hall	
	Update on the financial situation for services under this Committee's remit as agreed at the Budget meetings.	Duncan Hall	
	Engagement and Participation Policy Annual Report 2023-2024	Cathryn Morgan	
9 July 2024	Delegated Decisions report	Elin Prysor	
	County Farms Strategy	Arwyn Davies	
8 October 2024			
10 December 2024			
7 February 2025			
13 May 2025			

Future agenda items and ongoing items	6 monthly report on Compliments, Complaints and FOI's. Digital Strategy (following consultation)		
Task and Finish	Ongoing County Farms – meeting 23.5.24 9:30		

Minutes of the Meeting of CORPORATE RESOURCES OVERVIEW AND SCRUTINY COMMITTEE

held Hybrid - Neuadd Cyngor Ceredigion, Penmorfa, Aberaeron / remotely via video conference on Tuesday, 12 March 2024

PRESENT; Councillor Rhodri Evans (Chair) Councillors Euros Davies, Ifan Davies, Endaf Edwards, Elaine Evans, Eryl Evans, Raymond Evans, Paul Hinge, Hugh Hughes, Caryl Roberts, Ann Bowen Morgan, and Carl Worrall

Also in attendance: Councillor Bryan Davies, Catrin M S Davies, Clive Davies, Matthew Vaux (Cabinet Members) & Gareth Lloyd and Gwyn Wigley

Officers in attendance:

Mr Elin Prysor, Corporate Lead Officer, Legal & Governance, Mr Geraint Edwards, Corporate Lead Officer, People and Organisation, , Mr Alan Morris, Corporate Lead Officer, Customer Contact, ICT&Digital, Ms Marie-Neige Hadfield, Complaints and FOI Manager, Mrs Diana Davies, Corporate Manager - Partnership & Performance, Mrs Liz Merriman, Corporate Manager- Human Resources, Mrs Katy Sinnett-Jones, Governance Officer, Mrs Dwynwen Jones, Scrutiny Support Officer and Mrs Dana Jones, Democratic and Standards Officer

(2:00pm-4:10pm)

1 Apologies

Councillor Ceris Jones apologised for her inability to attend the meeting. Mrs Diana Davies also asked that apologies were recorded for Alun Williams, Corporate Lead Officer for Policy, Performance & Public Protection.

Councillor Ann Bowen Morgan apologised that she would be leaving the meeting early.

2 Disclosures of personal interest (including whipping declarations) **Members are reminded of their personal responsibility to declare any personal and prejudicial interest in respect of matters contained in this agenda in accordance with the provisions of the Local Government Act 2000, the Council's Constitution and the Members Code of Conduct. In addition, Members must declare any prohibited party whip which the Member has been given in relation to the meeting as per the Local Government (Wales) Measure 2011.**

Councillor Euros Davies, Endaf Edwards, Elaine Evans, Rhodri Evans and Paul Hinge declared a personal interest in item 3 below.

3 Family Leave and Support Policy, Leave and Absences Policy, Flexible Working Policy, Prevention and Management of Stress Policy, Driving at Work, Council Fleet Policy (reviewed).

Consideration was given to the policies presented by Councillor Bryan Davies. It was reported that the People & Organisation Service had been continuing to review, develop and update key policies. Following consultation, the following policies had been discussed, amended and agreed by the recognised corporate trade unions:

- Family Leave and Support Policy
- Leave and Absences Policy
- Flexible Working Policy
- Prevention and Management of Stress Policy
- Driving at Work Policy – Council Fleet (revised)

The purpose of all employee policies and procedures was to clearly set out the behaviours, processes and procedures required, how they could gain advice and support and, where applicable, the consequences of not adhering to the policy and/or procedure. The introduction of these policies had a negligible financial impact and it expected result in an overall cost saving through the reduction of sickness absence and the associated cost of providing cover for that absence.

Family Leave and Support Policy

This policy replaces elements of the current Work Life Balance Policy and focusses on the leave, pay and support arrangements across a number of family related areas including maternity, adoption, adoption through surrogacy, maternity/adoption support (previously paternity), shared parental leave, and parental bereavement leave. The revision of previous policy arrangements ensures that the Council was compliant with current legislation.

Proposed changes within the policy include:

- Outlines the requirements for Working Time Regulations and annual leave entitlement whilst on maternity or adoption leave
- Paid time off for partners to attend two antenatal appointments
- Provides greater clarity on procedures, pay and support available across suite of family leave arrangements
- Two weeks full pay for maternity/adoption support leave
- Introduces statutory parental bereavement leave following the death of a child under 18 or a stillbirth from 24th week of pregnancy, including two weeks full pay
- Provides up to two days paid leave for employees undergoing IVF treatment
in addition to time off to attend hospital appointment
- Signposts to the Council's Carers Policy which outlines the support for those employees with caring responsibilities

Leave and Absences Policy

This policy replaces elements of the current Work Life Balance Policy and the Annual Leave and Holiday Pay Policy. The policy focuses on the annual leave, time off for public duties, special leave and absences. The revision of previous policy arrangements ensures that the Council remains compliant with contractual amendments for employees under National Joint Council for Local Government Services (NJC) terms and conditions.

Proposed changes within the policy include:

- Incorporate the changes made to annual leave entitlement for NJC employees following the 2022/23 national pay negotiations
- Reflects the changes to fixed annual leave between Christmas and New Year which ensures continuity of service delivery to the public
- Reduces the period in which time off in lieu (TOIL) can be taken from 13 weeks to 8 weeks
- Introduces paid time off to attend cancer screening
- Allows up to 90 minutes time off to attend blood donations but expectation is that these are arranged outside of working hours
- Clarifies the entitlement and eligibility for other special leave

Flexible Working Policy

This policy replaces elements of the current Work Life Balance Policy and also incorporates elements of the Interim Hybrid Working Policy. The policy has three main areas: flexi-time scheme, hybrid working scheme and formal flexible working requests.

Flexible working can allow employees to balance their work commitments with their responsibilities and interests outside of work. This can aid health and wellbeing, reduce turnover, increase motivation and talent attraction. The revision to the previous policy arrangements ensures that the Council is compliant with current legislation

Proposed changes within the policy include:

- Flexi scheme - reduces to a 4 week accounting period and the bandwidth reverts to pre-Covid parameters – 7:30am to 7:00pm
- Hybrid working scheme – work styles reduced to three, needs of the service remains the over-riding principle and hybrid working not a substitute for caring responsibilities
- Flexible working requests – updated to ensure compliance with new legislation regarding eligibility and the number of applications per annum

Prevention and Management of Stress Policy

This is a new policy which aims to establish an effective and consistent approach to the prevention of work-related stress and to provide supporting services where cases of work-related and non-work-related stress are identified. The policy will also help managers and employees recognise and manage stress in a pro-active manner.

Whilst pressure and demand will be part of many workplace roles there are factors that can lead to employees feeling excessive pressure. If these are not properly managed they can lead to increased sickness, anxiety, depression or other mental ill[1]health. It is important to note that stress is a state, not an illness but if mismanaged it can lead to the development of mental and physical illnesses. A decrease in the number of days taken annually as a result of stress related sickness absence will benefit the Council in terms of productivity and cost reduction for providing cover, where relevant, of that employee's absence.

The policy sets out a stress risk assessment framework which consists of

- Individual Stress Risk Assessment
- Team Stress Risk Assessment
- Workforce Risk Assessment

Driving at Work – Council Fleet (revised)

The Driving at Work – Council Fleet Policy was approved and implemented in

February 2022. To assist the operational administration of the policy some minor amendments have been proposed as follows:

- Amending the Driver Agreement to a Driver Protocol and removing the need for drivers of fleet vehicles to sign the document
- Clarifying that any changes to a driver's ability to drive a vehicle, whether due to health or licence issues, need to be reported to their supervisor who must then inform Fleet Management.
- Additional text for clarification of testing for controlled drugs

Following questions from the floor, it was AGREED to recommend to Cabinet to APPROVE the following policies to ensure compliance with new legislation and to support recruitment and retention, employee health and wellbeing, and operational effectiveness:-

- (i) Family Leave and Support Policy;
- (ii) Leave and Absences Policy;
- (iii) Flexible Working Policy;
- (vi) Prevention and Management of Stress Policy;
- (v) Driving at Work – Council Fleet Policy; and
- (iv) subject to approval of item (ii), Policy titled Leave and Absences Policy, to include Adult Volunteers for the Cadet Force were entitled to up to 5 days paid leave. This places the Authority in a position to apply for the ERS Gold Award (currently achieved Silver Award).

4 Report on Ceredigion Senior Coroner's 2022 Statistical Return and Report of the Chief Coroner

Consideration was given to the Report on Ceredigion Senior Coroner's 2022 Statistical Return and Report of the Chief Coroner. The Senior Coroner for Ceredigion prepares an annual report ('Statistical Return') on deaths reported to the Coroner, which was sent to the Ministry of Justice for publication as part of the Coroners' Statistics on the UK Government website.

The Senior Coroner should also provide a report to the Council which should be published on the Council's website, and include relevant statistics on current/concluded cases (with comparison figures for previous years), an update on Coroner work and relevant issues, a summary of the Coroner's team and staffing arrangements, and any future plans. To date, this report had not been presented to the Council by the Senior Coroner.

An update on the current situation was provided on the following:-

- Ceredigion Statistical Return for 2022

- Report of the Chief Coroner
- IT Software and equipment
- Inquests 2023

Following questions from the floor, it was AGREED

(i) to note the report for information; and

(ii) that the Committee write to the Senior Coroner requesting a report within 3 months to the Council which should be published on the Council's website, and include relevant statistics on current/concluded cases (with comparison figures for previous years), an update on Coroner work and relevant issues, a summary of the Coroner's team and staffing arrangements, and any future plans as it was important to receive a Local Authority report, to support the Council with its public body transparency and accountability arrangements, given the fact that the Council makes financial and service provision to the Ceredigion coronial area.

5 Complaints, Compliments and Freedom of Information half-yearly report

Consideration was given to the Complaints and Compliments half-yearly report. It was reported that the report provided information relating to the Council's Compliments and Complaints activity between 1st April 2023 and 30th September 2023. The detailed report was provided as appendix 1 and includes specific information on the number and type of compliments received, the different complaints stages and information surrounding performance and outcomes.

It was acknowledged that challenges remain in relation to the complexity of complaints received and there is a consistent increase in all activity managed by the Council's Complaints and FOI Team.

Brief Overview:

171 Compliments were received

180 Enquiries were processed by the Complaints & FOI Service

116 Complaints were received: Stage 1 = **68** Stage 2 = **48**

19 'Contacts' received via the Public Services Ombudsman for Wales

523 FOI & EIR requests processed by the Complaints & FOI Service

Currently, it was evident that more complaints were received in this reporting period than in earlier years. Efforts were ongoing to continue positive engagement with all service areas to resolve complaints efficiently and effectively.

- The service continues to deal with a significant number of 'enquiries' – though these would normally be referred to services for direct resolution. To clarify, an 'enquiry' was the term assigned to concerns that are either premature and do not yet meet the threshold of a 'complaint', or they were concerns that were received whereby the complaints policies do not apply (i.e. 'properly made decisions', complaints that are out of time, or issues that

should be addressed via other means etc.). Therefore, a comprehensive and meaningful response is still warranted.

A great deal of work continues to be made by the Complaints and FOI Team to prevent Stage 1 complaints from escalating to Stage 2 unnecessarily, on account that it was not possible to respond within the prescribed timescale of ten-working days.

- Compliance with timescales under Stage 2 was also deemed to be an area requiring attention, though this was attributed largely to the challenges faced by the Complaints and FOI Team in light of increases in workloads.

Areas to focus on

- Improving performance in respect of meeting prescribed timescales that are set out in complaints policies and legislation
- Reinforce the principle that complaints should be owned by all staff and services throughout the Council
- Continuing with open, transparent, and citizen-centred approach to resolving concerns Wellbeing of Future Generations

Following questions from the floor, it was AGREED to note the contents of this report in advance of its presentation at the Cabinet meeting on 14th May 2024.

6 Digital Strategy 2024-2030

Councillor Catrin M S Davies presented the Digital Strategy 2024-2030. It was reported that the Customer Contact, ICT and Digital service had developed a new digital strategy following the expiry of the 2018 ICT and Digital Strategy. As part of the process of preparing this strategy discussion were carried out across the authority, a Digital maturity workshop supported by WLGA and a Data Driven organisation carried out by a consultancy and Wales Audit had carried out an audit into our Digital Strategy thinking which had helped shape requirements. Core strategies across Wales were also considered.

The strategy was long term and aims to deliver three bi-annual digital plans which could deliver the strategic outcomes outlined within the strategy. The strategy seeks to deliver a “Digitally Confident Ceredigion a county which was confident to develop, innovate and deliver digital services in partnership with our communities. Communities which are connected, engaged and ready to benefit from them”.

The strategy aims to deliver these outcomes under three strategic pillars:

1. Digital Organisation
2. Digital Residents
3. Digital Communities

The strategy was designed to support the national digital missions and to support Ceredigion to deliver on their 4 corporate objectives.

- Boosting the economy, supporting businesses, and enabling employment

- Creating caring and healthy communities
- Providing the best start in life and enabling learning at all ages
- Creating sustainable, green, and well-connected communities

The strategy would see digital embedded across all services and strategies to ensure the provision of innovative and efficient services for all. The following aims would be delivered:-

- Develop a digitally skilled, confident workforce with the capacity and skills to adapt and innovate.
- Support the community to be digitally confident, able to access and benefit from digital services.
- Support delivery of digital connectivity improvements for the whole county.
- Provide the council and its partners with sustainable, resilient, and secure ICT services.
- Support the development and delivery of a socially prescribed model which creates caring and innovative communities.
- Support the delivery of Technology Enable Care solutions which enable independence.
- Develop Digital leadership skills across the workforce.
- Provide our staff with the tools and systems to work efficiently and effectively.
- Deliver digitally mature services which reduce bureaucracy, improve efficiency to deliver real financial benefits.
- Deliver digital solutions which support the delivery of Net Zero.
- Work to ensure security and resilience underpins all we do.
- Make better use of data to support decisions and become a data driven organisation.
- Provide citizens with 24/7 access to services via a My Account and online services.

Following questions from the floor, it was AGREED:-

- (i) to recommend the approval of the Digital Strategy 2024 -2030 by Cabinet;
- (ii) to recommend the strategy for public consultation; and
- (iii) to recommend that the strategy following public consultation be represented to the Committee for consideration, prior to Cabinet approval

7 Forward Work Programme

It was AGREED to note the Forward Work Programme as presented.

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

It was RESOLVED to confirm as a true record the Minutes of the Meeting of the previous meeting

**Confirmed at the Meeting of the Corporate Resources Overview and
Scrutiny Committee held on 21 March 2024**

Chairman: _____

Date: _____

Minutes of the Meeting of the Corporate Resources Overview and Scrutiny Committee held at the Council Chamber, Neuadd Cyngor Ceredigion, Penmorfa, Aberaeron and remotely via video conference on Thursday, 21 March 2024

PRESENT: Councillors Euros Davies, Ifan Davies, Endaf Edwards, Elaine Evans, Eryl Evans, Raymond Evans, Rhodri Evans, Paul Hinge, Hugh Hughes, Ceris Jones, Ann Bowen Morgan, Caryl Roberts and Carl Worrall.

(12.11pm-12.14pm)

1 Apologies

None.

2 Disclosure of personal interest/prejudicial interests

None.

3 To elect a Chairman for the Committee for the 2024/25 municipal year, with effect from 17 May 2024.

Councillor Paul Hinge proposed and was seconded by Councillor Rhodri Evans that Councillor Elaine Evans be elected as the Chairman of the Committee for the ensuing municipal year.

It was unanimously **RESOLVED** that Councillor Elaine Evans be elected as the Chairman of the Committee for the ensuing municipal year.

4 To elect a Vice-Chairman for the Committee for the 2024/25 municipal year, with effect from 17 May 2024.

Councillor Ifan Davies proposed and was seconded by Councillor Euros Davies that Councillor Rhodri Evans be elected as the Vice-Chairman of the Committee for the ensuing municipal year.

It was unanimously **RESOLVED** that Councillor Rhodri Evans be elected as the Vice-Chairman of the Committee for the ensuing municipal year.

Confirmed at the Meeting of the Corporate Resources Overview and Scrutiny Committee held on 16 May 2024

Chairman: _____

Date: _____

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