Environmental and Public Protection Scrutiny Committee
Annual Report 2018-19
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Chair’s Foreword

As the Chair of this Committee, I am pleased to present this Annual Report of the Environmental & Public Protection Scrutiny Committee covering the period May 2018 to April 2019.

This report provides a summary and insight into the work the Committee has done over the past year whilst looking forward to the coming year. The varied work programme reflected the wide range of services within our remit. The Committee considered and scrutinised a number of reports throughout the year and I am grateful to the Officers and Executive Board Members for taking the time to provide us with information and for being so constructive in their sessions with us.

I take pride in the fact that Scrutiny within Carmarthenshire is member-led, which is why I am keen to engage all Councillors in the process of shaping the Committee’s agenda and developing the knowledge of Committee Members.

The involvement of local residents, community organisations and partners is an important part of the scrutiny process and our Councillors are committed to responding to the views and concerns of residents as demonstrated this year.

I would like to extend my sincere thanks to Councillor Vaughan-Owen for his valuable support as Vice Chair.

On behalf of all members of the Environmental and Public Protection Scrutiny Committee, I commend this report to you and look forward to further strengthen the vital work of scrutiny within this remit next year, which will ensure that the committee continues to strive towards improving the Environmental matters of our County.

Cllr. John James
Chair of Environmental and Public Protection Scrutiny Committee
1. Introduction

The scrutiny function is a key element of the County Council’s governance arrangements and decision making process. Although not a decision-making body, Scrutiny is at its most effective when it grasps the potential to influence and inform decisions made by both the Council and partner bodies affecting the County.

Article 6.2 of the Council’s Constitution requires all scrutiny committees to “prepare an annual report giving an account of the Committees activities over the previous year.”

This report provides an overview of the work of the Environmental and Public Protection Scrutiny Committee during 2018/19 municipal year. It aims to provide Members with an opportunity to reflect on the achievements during the year and to identify what worked well and where improvements could be made. This analysis is instrumental in developing scrutiny. In addition, this report may aid to facilitate discussions on items which could be identified for inclusion within future work programmes.

The Committee is chaired by the Councillor John James and is made up of 14 Elected Members. Support is provided to the Panel by the Democratic Services Team and other Council officers as and when required.

The Committee helps deliver a number of key outcome measures within the Council’s Corporate Strategy 2018-23:

- Wellbeing objective 8 – **Live Well-Help people live healthy lives**
- Wellbeing objective 9– **Live Well/Age Well – Support good connections with friends, family and safer communities**
- Wellbeing objective 12– **Healthy and Safety Environment – Look after the environment now and in the future.**
- Wellbeing objective 13 – **Healthy and Safe Environment – Improve the highway and transport infrastructure and connectivity**

Some of the measures and actions within Wellbeing objective 12 overlap with Community Scrutiny, however the necessary information was also be provided to this Committee.
2. The Work of the Scrutiny Committee during 2018/19

2.1 Number of Meetings

The Environmental and Public Protection Scrutiny Committee met on 8 occasions between May 2018 and April 2019. The Joint Scrutiny Committee meeting with the Social Care and Health Committee took place on 21st May 2019.

2.2 The Forward Work Programme

The Environmental & Public Protection Scrutiny Committee’s key responsibilities are as follows:

- Visible front line services (e.g. highways, street cleaning, waste and recycling services, town-centre management, grounds maintenance, public conveniences, bus shelters and maintenance of car parks)
- Regional Waste Plan
- Transport
- Trading Standards
- Vehicle Maintenance
- Road Safety
- On/Off Street and Residents’ Car Parking
- Conservation
- Shoreline Management & Coastal Protection
- Contaminated Land
- Public Protection (Air Pollution, Trading Standards, Pest control & Environmental Health)
- Community Safety issues — identified in the Corporate Community Safety and Crime and Disorder Reduction Strategies, working with the relevant partners
- Environmental Enforcement (e.g. litter, dog fouling)
- Planning Enforcement
- Pest Control

In April 2018, the Committee during an informal meeting, identified agenda items to be considered during the next municipal year. The work programme included standard items such as performance and budget monitoring reports as well as action plans and monitoring reports. Where necessary the Committee requested additional reports during the year and the Forward Work Programme was amended accordingly.
The Scrutiny Committee developed its own Forward Work Programme (FWP) and in the main, meeting agendas were consistent with those outlined by the FWP, which was confirmed by the Committee at its meeting on 18th May 2018.

To complement the work undertaken during formal meetings the Committee also undertook other scrutiny activities, which included the completion of a task and finish project and Members development sessions.

The following sections provide a snapshot of the Committee’s work over the last year.

2.3 Performance Management

One of the principal roles of scrutiny committees is to monitor the performance of services and functions within its remit. They undertake this work mainly through the consideration of performance monitoring reports and various action plan monitoring reports. The performance monitoring report provides a balanced picture of performance across the relevant service areas.

The Environmental and Public Protection Scrutiny Committee considered performance monitoring reports at its meetings in October 2018 and April 2019. The reports provided the Committee with detailed progress against the actions and measures in the Well-being Objectives delivery plan relevant to the Committee’s remit.

As part of its performance management role the Committee received relevant information from the Council’s key strategies and plans.

One of the key areas relating to the Council’s performance management is the production of an annual report which presents a prime opportunity for review, monitoring and reflection and to enable it to capture on-going activity on meeting its general and specific duties. The Committee in June, 2018 had the opportunity of considering the Council’s draft Annual Report for 2017/18 in relation to those areas falling within its remit and which had been produced in accordance with the requirements of both the Local Government (Wales) Measure 2009 and the Well-Being of Future Generations (Wales) Act 2015. The report provided:

- An overview of the 2017/18 performance
- Two page progress reports for each of the 15 Well-being Objectives
- A link to track progress on every specific action and target set for each Well-being Objective

**Outcome:**
Recommended to Council that the 2017/18 Annual report be approved
2.4 Revenue and Capital Budgets

The Committee received quarterly reports on the departmental and corporate revenue and capital budgets. These reports enabled members to monitor the level of spend in each area and the progress made in any capital works.

As well as monitoring the current budget, the Committee was also consulted on the Revenue Budget Strategy 2019/20 to 2021/22. The report provided the Committee with the current proposals for the Revenue Budget for 2019/20 together with the indicative figures for the 2020/21 and 2021/2022 financial years.

During the consideration of the report the Committee noted the current projection for the Revenue O utturn for 2018/19 and that the main reasons for the Environmental Department overspend was primarily due to non-achievement of car park income targets and a decrease in planning application income.

**Outcome:**
As part of the widespread consultation undertaken on the Revenue Budget Strategy 2019/20 to 2021/22, the Environmental and Public Protection Scrutiny Committee considered the budget proposals and whilst concerns were raised the Committee did not put forward any recommendations to change the budget proposals.

2.5 Annual Reports and Service Improvement

Performance Management and budget information provides the Committee with a basis to consider how well services are performing and whether or not further improvement is required.

Members also receive other reports that compliments performance management information and adds to the overall picture of how well the service is performing and the plans for continued development. In December the Committee received business plans for the directorates within its remit for the forthcoming years. In addition to the standard business plans the Environmental and Public Protection Scrutiny Committee also received:
The Service Delivery Plan – Environmental Protection Services for 2018/19 — The Environmental Protection Section was required by the Food Standards Agency and the Health and Safety Executive to produce an annual Service Delivery Plan. The Committee had the opportunity to consider and scrutinise the plan which included information regarding the current demands and challenges that the service was experiencing, whilst providing how these would be positively addressed throughout 2018/19.


Compliments and Complaints Annual Report 2017/18 - The Committee, in October 2018, received and endorsed the Annual Complaints and Compliments Report for 2017/18 paying specific attention to Sections 9.4 (Environment) of the report relevant to its remit.

Substance Misuse Service Annual Report 2016/17 and Area Planning Board’s Drug and Alcohol Misuse Annual Report 2017 – On 21st May, 2019 the Joint Environmental and Public Protection and Social Care and Health Scrutiny Committee was afforded the opportunity to scrutinise:

- The progress and developments of the Dyfed Area Planning Board who is the partnership body responsible for supporting the planning, commissioning and performance management of substance misuse services.
- The activity of the Carmarthenshire County Council Substance Misuse Team. The team are part of the Mental Health & Learning Disabilities division within Communities and also receive grant funding from the Area Planning Board.

At the meeting, members of the Joint Committee were grateful for the opportunity to meet Ms Ros Jervis, Director of Public Health and Ms Joanna Dainton, Head of Commissioning and Partnership Strategy Development (Drug and Alcohol Misuse) of the Hywel Dda University Health Board who responded to the queries raised.
2.6 Progress Monitoring

The Committee receives update reports not only to ensure that progress is monitored but to provide an opportunity to scrutinise and properly question practices and methods. The Committee considered and noted the following reports.

2.6.1 Update on Progress in delivering Carmarthenshire County Council’s Environment Act Forward Plan

The Committee considered an update report on progress in delivering Carmarthenshire County Council’s Environment Act Forward Plan which was published in March 2017.

Progress was submitted for scrutiny in readiness to assist a report to the Welsh Government in 2019, when public bodies are required to report on how they have met the Biodiversity and Resilient Ecosystem Duty.

The Committee welcomed the update stating that it was pleasing to note the Council was embracing new schemes such as ‘pride in your patch’ and was working in Collaboration and in partnership with Town and Community Councils.

2.6.2 Air Quality Management Area (AQMA) Annual Update

The Environment Act 1995 places a duty on local authorities to assess and manage air quality in its area. At its meeting in January 2019, the Committee considered an update report on Current Air Quality Management Area (AQMA) in Carmarthenshire which provided the levels of NO₂ specifically with in the town of Llandeilo and areas of Carmarthen and Llanelli which had experienced increasing levels of NO₂ over the last few years. The increase had breached the air quality objective for NO₂ and had resulted in the Welsh Government requesting that the Council carry out a Detailed Assessment to ascertain the extent and level of exceedance of the Air Quality Objective.

The Committee noted that Carmarthenshire had taken some positive action in order to reduce its impact on the environment, which included the rationalisation of the refuse and highway fleet to a modern and low emission fleet. In addition, electric charging points had been installed throughout the County in a bid to further growth in this sector.
The Committee, in connection to a news article regarding the association between the hospital admissions and local spikes in air pollution had been found, raised a number of strong concerns regarding public safety in the areas that were being monitored. In order to safeguard public safety, the Committee was of the view that something needed to be done to reduce the NO₂ levels and in particular to ensure that the Llandeilo by-pass is completed swiftly. Therefore, following a proposal, the Committee resolved to write to the Minister for Economy and Transport to express the Committee’s concerns.

**Outcome:**
The Chair wrote to the Minister for Economy and Transport on behalf of the Committee and forwarded a copy to Lee Waters AM, Deputy Minister. A response was received in May 2019 which explained the current situation and the process going forward. The letter was shared with the Committee.

2.6.3 Highway Footway and Road Safety Investment Programme Update

In February, 2019 the Committee received an update of the Highway Footway and Road Safety Investment Programme which included information on the current investment programme in relation to road safety and associated infrastructure.

The report apprised Members with information in relation to the Local Transport Plan / Local Transport Fund, Safe Routes in communities, Active Travel Act and Local Authority Obligations, Road Safety Improvement and Footway Improvement Programme, Road Safety Grants and Traffic Management and Accident Prevention Programme.

The report provided a summary of funding for road safety related and other infrastructure schemes for 2018/19 and the prioritised programme for road safety, footway and other infrastructure. After hearing the responses to the queries raised, the Committee unanimously received the report.

2.6.4 Review of LED Conversion Project

An update report providing information on the phasing and progress of the LED lantern conversion program was considered by the Committee in February 2019. The report provided details of the phasing and the savings achieved approaching the end of the third phase of the program.
The Committee raised queries regarding the likely impact this project had on Community Councils. The Committee was informed that work was being carried out to develop a package in order to discuss further with those Community Councils who were part of the current scheme. The Committee unanimously received the update report.

2.6.5 Environmental Enforcement Team Activity Update

In February 2019, the Committee received a report which provided an update on the work and activity undertaken by the Environmental Enforcement Unit. The report included the Carmarthenshire’s General Enforcement Policy and planned work programme for 2019.

The Committee raised a number of concerns in relation to dog fouling which was a significant problem throughout the County. A Member raised that their Community Council had developed a flyer/poster in order to raise awareness that dog fouling was an offence and how to report offenders. This was deemed as an example of best practice after seeking permission, a copy of the poster was circulated to Committee Member and Officers.

2.7 Pre-Decision Scrutiny and Consultation

The Committee are regularly provided with an opportunity to evaluate and comment on policy proposals before they go to the Executive Board or full Council. This gives the Executive Board the opportunity to hear Scrutiny Members’ views prior to making their decision. During 2018/19 the Committee considered the following:-

2.7.1 Carmarthenshire Cycling Strategy

In June 2018, the Carmarthenshire Cycling Strategy which had been developed following a period of comprehensive consultation with key stakeholders and the general public was presented to the Committee. The strategy provided a clear strategic direction which supported the Councils aspirations to be a national lead in the provision of cycling infrastructure events and development.
Furthermore, the Strategy also assisted in meeting a number of objectives set out in the Active Travel Act (Wales) 2013, Welsh Cycling Strategy and Well-being of Future Generations Act and also tied in with the 5 year plan – Moving Forward in Carmarthenshire. Committee members took the opportunity to enquire about the cycling network within specific areas of Carmarthenshire.

**Outcome**
The Committee unanimously received the Cycling Strategy. At its meeting in June, 2018 the Executive Board resolved to adopt the Strategy.

### 2.7.2 Draft Gambling Policy

In October 2018, the Committee was presented with a report on the review of the Gambling Policy which included the Consultation Document 2018 and revised Gambling Policy -Gambling Act 2005.

Members noted that the current Gambling Policy was adopted by the authority in February 2016 which came into effect on the 11th of March 2016. The legislation required it to be reviewed at least every three years to ensure that it reflects feedback from the local community that the statutory objectives were being met.

**Outcome**

The Committee and Executive Board recommended that the amended Gambling Policy be approved. Subsequently, at its meeting on 12th December 2018, the Council approved the amended Licensing Policy.

### 2.7.3 Licensing Policy Review

At its meeting held in October 2018, the Committee received a report on the Licensing Policy Review which included the Licensing Policy Survey, Consultation Document 2018 and the revised Licensing Policy Statement.

The Committee noted that when the current Licensing Policy was adopted in February 2016, it was resolved that a further consultation would be undertaken regarding the possible adoption of a Cumulative Impact Policy in relation to Llammas Street, Carmarthen. In April 2018 the legislation was amended to refer to Cumulative Impact Assessments instead of Cumulative Impact Policies.
As a result of the consultation exercise, the key issue raised was that sufficient evidence had been provided to justify the adoption of a Cumulative Impact Assessment in respect of Lammas Street, Carmarthen. The scheme of delegation had been amended to reflect good practice and changes to the legislation.

**Outcome**

The Committee and Executive Board recommended that the amended Gambling Policy be approved. Subsequently, at its meeting on 12th December 2019, the Council approved the amended Licensing Policy.

### 2.7.4 Carmarthenshire Highways Design Guide

In December 2018, the Committee considered a report which appended the updated Highways Design Guide (HDG). The guide had been developed with the intention to provide guidance to Developers, Designers and other professionals in preparing transport infrastructure and associated interventions relating to a wide range of developments in Carmarthenshire.

It was intended that the HDG would replace the existing Highway Design Guidance which dated back to 1997. The Committee noted that the principal aim of the HDG was to encourage developers to create Highway layouts which would have a distinctive character in their built environment and landscaping, whilst applying design standards which would achieve a safe sustainable provision for all users.

In addition, the HDG would be utilised as a key policy document to be referenced by the Highways Planning Liaison officers, as well as the Local Planning Authority in the assessment and determination of planning applications.

This report triggered a discussion with regard to the unadopted roads throughout Carmarthenshire. The majority of the Committee felt that with regard to those streets not intended to be offered for adoption, the design should still be to an adoptable standard, to safeguard the efficient future maintenance of the highway environment within the development. The Committee, proposed, that in order to safeguard property owners on new housing developments from being left with un-adopted roads, the Assembly Member for each party be written to requesting to pursue that, as part of the Section 38 Agreement review, developers be legally required to ensure streets are developed to the required standard for adoption.
Outcome:

In January 2019, the Chair, on behalf of the Committee wrote a letter to Assembly Members which outlined the committee’s views in relation to highway adoptions. The Chair received a response from Ken Skates AM in March 2019 which stated that a Taskforce was finalising its recommendations and a report was expected in due course. The letter was shared with Committee Members.

2.7.5 Household Waste Recycling Centres Policy Report

In February 2019, the Committee considered a report which provided information on the proposed new policies in relation to waste restrictions on Household Waste Recycling Centres (HWRCs).

Officers responded to queries raised in relation to the recycling provision in the north of the County and commercial waste.

Outcome:
After a number of queries the Committee unanimously resolved to recommend to Executive Board that the proposals in respect of Carmarthenshire County Council’s HWRC’s be approved as follows:-

- Reduce opening hours by 1 hour each day – 1st April 2019.
- Ban on commercial waste – 1st April 2019.
- Residency checks – phased from 1st April 2019.
- Permit system – 3rd June 2019.
- Black bag sorting – phased from 1st October 2019.

At its meeting held on 4th March, 2019 the Executive Board approved the above proposals.

2.8 Public Engagement and Scrutiny Topic Suggestions

In respect of complying with Legislation regarding promoting public awareness at Scrutiny, in April 2018, the Chairs and Vice Chairs of Scrutiny Forum agreed to send correspondence to Town and Community Councils which would contain information to encourage an increase in public attendance at Scrutiny Committees and also seek suggestions for future topics for consideration.

In response to this correspondence, at its June meeting, the Committee was notified of two topic suggestions. The Committee duly accepted the suggestions and following suggestions were included on the E&PP Scrutiny Committee Forward Work Programme:-
Scrutiny Topic Suggestion from Llanelli Town Council

Topic suggestion:
“that the problems in relation to the recent fly infestation within Llanelli be investigated.”

Committee response:
In light of the recent incident involving the fly infestation in Llanelli, the Committee requested to receive a report on the management process and response arrangements for dealing with similar infestation incidents.

Outcome:
The Committee at its meeting held on the 1st October 2018 received a report on dealing with infestation incidents which outlined how the Council manages infestation incidents and confirmed the statutory obligations. The Committee noted that the report had been prepared in the context of the fly infestation in South Llanelli during May/June 2018.

At the time, the Committee were made aware that Natural Resource Wales (NRW) were in the process of carrying out an investigation in relation to the recent fly infestation in Llanelli. Officers responded to a number of queries raised in relation to the report and the recent fly infestation.

Outcome:
The Committee unanimously noted the report and an action for a further update was added to the Committee’s action’s list.

The Committee, at its April 2019 meeting, received an update of the investigation as completed by NRW as outlined in the Actions report. It was also verbally reported that Natural Resource Wales (NRW) who had issued a warning to the company involved had also instated the appropriate sanctions. In addition, the NRW had increased their number of site visits by way of control and that they were satisfied with the actions made. The Executive Board Member for Public Protection assured the Committee that the extra planned site visits together with the introduction of additional pest control measures would avoid any potential infestation outbreaks.
Scrutiny Topic Suggestion from Myddfai Community Council –

Topic suggestion:
“The illegal use of Public Rights of Way (PRoW) and Bridleways by excessive number of off road bikes and 4x4 vehicles”.

Committee response:
The Committee acknowledged that whilst matters relating to the illegal use of PRoW would typically be a matter for Police enforcement, the Committee was minded that in some cases there would be a maintenance cost attributed to Council in the aftermath of such incidents and requested to receive a report outlining the ways in which the Council could assist in controlling the issues through prevention.

Outcome:
The Committee received an all-encompassing report on the Management of Motorised Traffic on Public Rights of Way which outlined how the Council’s Countryside Access team currently manage the use of the County’s Public Rights of Way (PRoW) network by Motorised Vehicles.

The suggested topic was submitted by Myddfai Community Council was requested by reason of regular reports of unlawful use of footpaths and bridleways by motorbikes and 4x4’s in the Myddfai area. The Community Council had anticipated that methods of monitoring and control of the issue raised could come from a review of the subject.

The Committee noted the report which outlined the problem of unlawful use of the PRoW network in the County by motorised vehicles and the actions taken by the Authority in order to prevent it.

3. Scrutiny Committee Activity

3.1 Task and Finish

At its meeting on 17th November 2017, the Environmental & Public Protection Scrutiny Committee agreed to establish a task and finish group to review the maintenance provision of the highway hedges and verges.

The Task and Finish Group presented the final report to the Environmental & Public Protection Scrutiny Committee on 18th May 2018 where it was resolved to refer the report to the Executive Board for its consideration.
In accordance with the Constitution – Part 4.5-Scrutiny Procedure Rules, following the Executive Board Members informal discussion, the Chair of the Task and Finish Group agreed to refer the comments raised to the Task and Finish group for further consideration. The Task and Finish Group amended the report to provide further clarification following the comments raised by the Executive Board Members.

Furthermore, in response to a referral from Council on 12th September 2018, the Task and Finish Group included an additional section on late-cut verges and subsequently included an additional recommendation (2c).

The recommendations contained within the report were formulated by the Group following the consideration of a range of evidence over a series of meetings held between January and November 2018.

The Committee at its meeting held on 14th January, considered the revised Final Task and Finish Group which included further clarification and information on non-native invasive weeds, drainage, late cut verges, monitoring of the progress of recommendations as well as Appendices C, D and E as presented in the report.

After consideration of the final Task and Finish report on the review of the maintenance provision of the highway hedge rows and verges the Committee resolved that the report be received and referred to the Executive Board for its consideration.

Outcome:-
The Executive Board at its meeting in March 2019, thanked the Task and Finish Group, Committee members, Officers and the Chair for their work in developing the report. The documents were welcomed and the intention to circulate the documents to Town and Community Councils was supported. The Executive Board unanimously resolved to endorse the report and the recommendations.

3.2 Site Visits/Development sessions/seminars

3.2.1 Site Visit

Whilst developing its Forward Work Programme, the Committee expressed an interest in participating in an organised litter pick as 2018 was the ‘Year of the Sea’ and the theme was in line with the Council’s commitment to addressing plastic pollution. Following discussion, the Committee felt that this would provide an opportunity to demonstrate to the public that the Members were keen to take action in order to make a positive difference.
At the same time, Members felt that this opportunity would help raise awareness with regard to the current issues and problems relating to litter and enforcement.

As a result of the Committee’s agreement, a litter pick event was arranged in September 2018 whereby Members of the Scrutiny Committee went to Llanelli Beach to undertake a litter pick and learn more about the ongoing activities.

Following the litter pick Members received a briefing regarding enforcement powers, processes and the current issues in relation to litter and cleansing this also enabled Members to meet with Enforcement Officers, Cleansing Supervisors and the Pride in your Patch team.

3.2.2 Development sessions/seminars

The following all-member development sessions were held during 2018/19, to which all Scrutiny Committee members were invited:

- Member workshop with Hywel Dda University Health Board – 13th June 2018;
- Digital Transformation Seminar – 1st October, 2018
- Transform, Innovate and Change Programme – 23rd October 2018;
- Member Mentor Training – 8th November 2018;
- Choice Based Lettings – 14th November 2018;
- Member Training - Improve your decision making skills -28th November 2018;
- Seminar with Welsh Water – 12th December, 2018
- Economic Development Seminar – 30th January 2019
- Scrutiny Training / Centre for Public Scrutiny - 29th March 2019.
-Illegal Money Lending Unit presentation – December 2018

Members drop in digital skills sessions (various dates)
- Mod.gov training sessions for committees (various dates)
In addition to the above, the Committee requested for further information on the following topics:-

- **Update on Trading standards Services in Wales**
  The Committee received a presentation (June 2018) from the Consumer and Business Affairs Manager who provided Members with an update with regard to the current position of the National Trading Standards Wales (Regional) Work and Local Trading Standards

- **Amenity Grass Cutting**
  At its meeting in January 2019, the Committee received a presentation from the Highways and transportation Manager and the Grounds and Cleansing Manager which provided information in relation to Amenity Grass Cutting.

  At its meeting on 16th November 2019, in light of the work undertaken by the Task and Finish group, the Committee resolved to arrange an all-member seminar on conservation and biodiversity.

### 4.0 Committee’s Future Work

Throughout 2018/19 the Committee has made significant progress and will continue to concentrate on topics where Member’s input will result in positive outcomes to drive forward service improvement. To ensure that the best use is being made of Scrutiny meeting time, with the benefit of pre-meetings, the Committee is keen to work as a team to encourage an effective scrutiny process.

The future work of the Committee will be considered regularly as part of the Forward Work Programme and will continue to be monitored during the course of the year. As part of the development of the forward work programme, the Committee will aim to ensure it plans to enable focused Scrutiny to take place ensuring that there is a more equitable distribution of reports, that the statutory responsibilities is focussed and are properly aligned with the council’s strategic priorities.

The Committee is keen to promote the work of Scrutiny within Carmarthenshire and whilst we have seen greater participation from Town and Community Councils it is hoped that this will continue.

In order to enhance Scrutiny, Members will continue to attend development sessions, seek officer’s advice where appropriate and make use of informal pre-meeting discussions.
5.0 Support for the Scrutiny Function

Support for Carmarthenshire County Council’s Scrutiny function is provided by the Democratic Services Unit, based in the Administration & Law Division of the Chief Executive’s Department.

Support for the Scrutiny function includes:

- Providing support and constitutional advice to the Council’s Scrutiny Committees and to members of those Committees as well as producing minutes of their meetings and ensuring items arising from those meetings are actioned
- Giving support and advice in relation to the functions of the Council’s Scrutiny Committees to executive and non-executive members of the Council and its officers;
- Managing the strategic development of Scrutiny in Carmarthenshire through engaging in national and regional Scrutiny networks and initiatives, supporting the Chairs and Vice-Chairs of Scrutiny Forum, and the Scrutiny Chairs and Vice-Chairs Executive Board
- Advising and supporting the implementation of the requirements of the Local Government (Wales) Measure 2011 as guidance is published;
- Managing the co-ordination and development of the Scrutiny forward work programmes in conjunction with Scrutiny members;
- Managing and co-ordinating Scrutiny review work, including the operation of scrutiny task and finish groups, authoring reports in conjunction with the groups, and assisting in the implementation and monitoring of completed reviews;
- Managing the Scrutiny member development programme;
- Despatching agendas for Scrutiny Committee meetings a minimum of 4 working days prior to the meeting.

For more information on scrutiny in Carmarthenshire including work programmes, task and finish reports and annual reports, visit the County Council’s website at: [www.carmarthenshire.gov.wales/scrutiny](http://www.carmarthenshire.gov.wales/scrutiny)

To contact the Democratic Services Unit, please call 01267 224028 or e-mail [scrutiny@carmarthenshire.gov.uk](mailto:scrutiny@carmarthenshire.gov.uk)
6.0 Committee Member Attendance

A total of 8 meetings were held between May 2018 and April 2019. Attendance by members of the Environment and Public Protection Scrutiny Committee during the 2018/19 year is shown in the table below.

<table>
<thead>
<tr>
<th>Scrutiny Committee Member</th>
<th>No. of meetings attended</th>
<th>%</th>
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<tbody>
<tr>
<td>Councillor Mansel Charles [from January 2019]</td>
<td>3 [out of 3]</td>
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<tr>
<td>Councillor Arwel Davies</td>
<td>6</td>
<td>75</td>
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<tr>
<td>Councillor Karen Davies [from October 2018]</td>
<td>4 [out of 5]</td>
<td>80</td>
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<tr>
<td>Councillor Joseph Davies</td>
<td>8</td>
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<td>Councillor Penny Edwards</td>
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<td>Councillor Tina Higgins</td>
<td>5</td>
<td>63</td>
</tr>
<tr>
<td>Councillor Amanda Fox [up to 10th April 2019]</td>
<td>7 [out of 7]</td>
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<tr>
<td>Councillor Jeanette Gilasbey</td>
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<td>Councillor Andrew James [up to Dec 2018]</td>
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<td>Councillor John James</td>
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<tr>
<td>Councillor Eryl Morgan [From 10th April 2019]</td>
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<tr>
<td>Councillor Aled Vaughan Owen</td>
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<td>Councillor Dorian Phillips</td>
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<tr>
<td>Councillor Susan Phillips</td>
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<tr>
<td>Councillor Alan Speake</td>
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<tr>
<td>Councillor Dai Thomas</td>
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<table>
<thead>
<tr>
<th>Substitutes</th>
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<tr>
<td>Councillor Deryk Cundy</td>
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<tr>
<td>Councillor Gareth John</td>
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<tr>
<td>Councillor Eirwyn Williams</td>
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<td>Councillor John Prosser</td>
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<tr>
<td>Councillor Ken Lloyd</td>
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<tr>
<td>Councillor Tyssul Evans</td>
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<tr>
<td>Councillor Gary Jones</td>
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<table>
<thead>
<tr>
<th>Executive Board Members</th>
<th>No. of meetings attended</th>
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<tbody>
<tr>
<td>Councillor Hazel Evans (Environment)</td>
<td>7</td>
</tr>
<tr>
<td>Councillor Philip Hughes (Public Protection)</td>
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