

8 November, 2011.

LLANELLI RURAL COUNCIL

Minute Nos: 260 – 266

At a **COUNCIL** Meeting of the Llanelli Rural Council held at the Council Chamber, Vauxhall Buildings, Vauxhall, Llanelli, on Tuesday, 8 November, 2011, at 6.00 p.m.

Present: Cllr. S. N. Lewis (Chairman)

Cllrs.

T. D. Bowen	H. J Evans
L. J. Butler	M. L. Evans
S. M. Caiach	T. Rh. Ifan
D. J. Davies	M. J. Lewis
M. L. Davies	A. G. Morgan
M. V. Davies	C. A. Rees
S. L. Davies	B. C. M. Reynolds
T. Devichand	A. C. Thomas
G. H. Wooldridge	

Together with Ms Linda Williams, County Director, Carmarthenshire and Mr Keith Jones, General Manager, Acute Services, Hywel Dda Health Board.

260. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs. S. M. Donoghue and V. R. Thomas.

261. MEMBERS' DECLARATIONS OF INTEREST

No declarations of interest were made.

262. CONFIRMATION OF MINUTES

RESOLVED that the following Minutes (copies of which had been previously circulated to Members) be confirmed and signed as a true record of proceedings:-

Council	11 October, 2011
Planning and Liaison Committee	17 October, 2011
Recreation and Welfare Committee	18 October, 2011
Policy and Resources Committee	19 October, 2011
Finance and General Purposes Committee	26 October, 2011
Learning and Development Consultative Committee	27 October, 2011
Planning and Liaison Committee	7 November, 2011

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**263. MATTERS ARISING
FELINFOEL POLICE STATION**

Arising out of Minute No. 216, Cllr. A. G. Morgan enquired whether there was any further developments following the meeting held with the police in Felinfoel Community Resource Centre over them using the facility. The Clerk informed Members there was no feedback to date and the situation remained unchanged.

RESOLVED that the information be noted.

**264. COUNCIL STANDING ORDERS
AND FINANCIAL REGULATIONS**

Pursuant to Minute No. 218, Members were presented with the Clerk's covering report and accompanying documents to facilitate a review of extant Standing Orders and Financial Regulations. Members were requested to consider creating a Council Constitution to serve as a composite reference source for the Council's corporate governance arrangements and objectives, its ethical standards framework and business arrangements generally.

The Standing Orders and Financial Regulations as amended on 9 November, 2010, had been in the main, expanded upon to include reference to the following subjects:

- Role and Duties of the Chairman of Council;
- Selection Process and Role of the Leader of Council;
- Members Code of Conduct – an overview;
- Composition of committees;
- Terms of reference of committees; and
- The scheme of delegation of powers to the Clerk.

Members were informed that in addition to the above subjects the proposed constitution would refer to how the Council operates, how decisions were made and the procedures followed to ensure that its decision making was accountable, open and transparent. Whilst the Council's Standing Orders and Financial Regulations would be at the heart of the constitution the subjects incorporated into last year's review of Standing Orders would be listed as stand alone reference sources. The constitution would also include new sections covering:

- The decision making powers of the Council and its committees/sub-committees;
- The rules and procedures to be followed by the Council and its committees/sub-committees when transacting business;
- Reference to the Code of Conduct for Employees; and a
- Member/officer protocol.

Following discussion, it was

RESOLVED that the Clerk's report be accepted and that the proposed constitution be adopted.

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Arising out of the above, Cllr. S. M. Caiach referred to the Clerk's consultation meeting held with the three group leaders the purpose of which was to brief the group leaders upon the draft proposals. In future Cllr. Caiach requested that she also be included in any pre-meeting consultations when policy documents were produced and discussed. The Clerk in reply stated that was a matter for the three group leaders to determine, and it was

FURTHER RESOLVED that Cllr. Caiach's requested be supported.

265. LLANELLI JOINT BURIAL AUTHORITY

Members received the following Minutes of a meeting of the Llanelli Joint Burial Authority held on 14 September, 2011:-

At the Meeting of the Llanelli Joint Burial Authority held at Vauxhall Buildings, Vauxhall, Llanelli, on Wednesday, 14 September 2011 at 4:00 pm.

Present: Cllr. J. Williams (Chairman)

Cllrs.

M. J. P. Burns	W. J. Lemon
L. J. Butler	C. C. Lucas
M. V. Davies	C. A. Rees
K. D. Rees	

28. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs S. M. Donoghue and A. G. Morgan.

29. MEMBERS' DECLARATIONS OF INTEREST

No declarations of interest were made.

30. CONFIRMATION OF MINUTES

RESOLVED that the following minutes (copies of which had been previously circulated) be confirmed and signed as a true record of proceedings.

Ordinary Meeting - 13 July 2011

31. INCOME AND EXPENDITURE REPORTS

RESOLVED that the income and expenditure reports for June and July 2011 and the provisional report for August 2011 be noted.

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32. SCHEDULE OF PAYMENTS

Consideration was given to the schedule of payments for July and August 2011, which revealed expenditure for the months, amounted to £31,529.04 and £24,206.15 respectively.

RESOLVED that the information be noted.

33. INTERNAL AUDIT REPORT 2010/2011 – FINAL REPORT

Further to Minute No. 43 (13 Oct 2010), Members considered the final internal audit report, compiled by Auditing Solutions Ltd.

The report did not differ from the interim report (to which Minute No. 43 refers) apart from the request from the Auditor to record the expenditure code on all invoices. The Secretary reported that this matter had already been addressed and expenditure codes and cost centres were now recorded on all invoices.

RESOLVED that the report be accepted.

34. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT, 1960

RESOLVED that in view of the confidential nature of the business to be transacted the following matter be considered in private and that the power of exclusion of the public under Section 1(2) of the Public Bodies (Admission to Meetings) Act, 1960 be exercised.

35. MEMORIAL MASON

Members considered an application from T C Ltd to be added to the Burial Authority's list of approved memorial masons. The Secretary informed Members everything was in order with the application and it was

RESOLVED that the application be approved.

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The meeting concluded at 4:10 pm
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RESOLVED that the Minutes be noted.

**266. HEALTH ISSUES
ENDOSCOPY UNIT AT PRINCE PHILIP HOSPITAL**

Further to Minute No. 215, the Chairman welcomed Linda Williams (County Director of Carmarthenshire) and Keith Jones (Acute Services Manager Carmarthenshire) of the Hywel Dda Health Board to the meeting to discuss the future of the Endoscopy Unit at Prince Philip Hospital. The Unit had been classed as 'not fit for purpose' and the health representatives

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had been invited to the meeting to address Member concerns following the publication of a local press article in July 2011, which had highlighted the issue.

Prior to the Chairman inviting the representatives to address Members, the Clerk was invited to provide background information about the issue and he referred to a letter dated 31 October, 2011 received from Trevor Purt, Chief Executive, Hywel Dda Health Board which provided an explanation over the current state of the Unit and what the implications were if standards were not improved. The Clerk confirmed a copy of the letter had been circulated to all Members as supplementary information to the main agenda item.

The Chairman then invited the health representatives to address Members.

By way of introduction Ms Williams explained both her and Mr Jones' role within the organisation and then provided some background and context about the Endoscopy Unit.

It was confirmed that the Endoscopy Unit was now over 20 years old and did not meet current design requirements particularly in relation to privacy and dignity. Mr Jones confirmed the important point to stress was that the Endoscopy service at Prince Philip Hospital was clinically safe and well appreciated by patients the issue was the facility needed updating. Members were informed that the Unit was carrying out around 3,500 patient procedures per year. Patient feedback regarding nursing care and attention was consistently positive.

Mr Jones confirmed that all Endoscopy Units were subject to accreditation from the Joint Advisory Group (JAG) (which was the national recognised body for Endoscopy Units in the UK). It was JAG's role to ensure that Units met the relevant standards. However, the Unit at Prince Philip Hospital did not meet these at standards at present. Despite this, the standards were not mandatory requirements; they were more associated with best practice procedures. The impact of this was the Unit could still function as a general Endoscopy Unit but in its current form could not be a designated bowel screening site. Therefore, the Health Board was looking at options for redeveloping the Unit to meet all the required standards. This might entail having to relocate the Unit to a different part of the hospital because it could not be redeveloped and expanded in its current location without encroaching upon the Day Care Unit. To meet all the standards the Unit required a larger space to function.

The Health Board could not come forward with options for redevelopment at the present time as it was waiting to receive notice from the Welsh Government about general consultation proposals for future health service provision. Until the Clinical Services Strategy was available and consulted upon, no redevelopment plans could be considered. However, the Health Board would present options based on what might move, stay or be brought on site at the appropriate time.

Members referred to the water quality required for Endoscopy procedures at the hospital and that the hospital had recently installed two state of the art disinfectors. The hospital was one of only two hospitals in Wales to have had this equipment installed and in view of such Members were keen to ensure the Unit was fully functional with it being designated a bowel screening site.

Mr Jones confirmed the water quality at the Unit was at the best level. To ensure there was effective decontamination of instruments and infection control, water quality in the washing

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systems used by Endoscopy Units across Hywel Dda were regularly monitored to ensure the quality of the water was within the required safe levels.

During discussion, Members, through personal experience referred to the importance of retaining the service locally and in not having to travel a great distance to get home because of the discomfort and after effects associated with the various procedures performed and so transport home and having the Unit in Llanelli was a key issue.

Ms Williams confirmed that the Health Board would be starting a period of formal consultation in the coming weeks and would be making contact with all town and community councils to make arrangements for full briefings on the options being proposed for services moving forward. The likely launch was late November early December and the consultation would last 12 weeks.

Members recognised the pressure on public bodies to make savings to help the economic recovery and that there would be less money available to sustain services. However, they stressed the importance of retaining all key services at Prince Philip Hospital, with the hospital not being treated as a secondary consideration to hospitals elsewhere. Members expressed that ideally they would like to receive a guarantee from the two health representatives, that all key services would be retained at Prince Philip Hospital but recognised that they could not provide such a guarantee during the meeting. In acknowledging same, Ms Williams promised to take back the Council's views to the Health Board.

In regards to the consultation process on service provision, Members stressed the importance of the Council being consulted as a key stakeholder given the hospital was situated in the Council's administrative area. It was hoped that the Council would be consulted directly as it did not wish to discover that services had been reconfigured with Members reading about it in the local press without any prior knowledge and participation in the process.

Members commented on the general timing of the consultation with it not being ideal given the Christmas period was approaching; valuable consultation time might be lost. Ms Williams concurred and this was something which would probably need to be taken into account.

In drawing discussion to an end, the Leader extended an invitation to both of the health representatives to return to the Council in the New Year to discuss the consultation proposals in further detail. By way of response Ms Williams confirmed her agreement to this and stated that she would also bring other officials to help explain the proposals.

The Chairman thereupon thanked Ms Williams and Mr Jones for attending and closed the meeting.

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The Meeting concluded at 6.55 p.m.
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The afore-mentioned Minutes were declared to be a true record of the proceedings and signed by the Chairman presiding thereat and were, on 13 December, 2011, adopted by the Council.