



Cyngor Gwledig LLANELLI Rural Council

Clerc i'r Cyngor
Mark Galbraith A.C.I.S.
Clerk to the Council

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Fy nghyf:
My ref:

Eich cyf:
Your ref:

Gofynnwch am:
Please ask for:

5 Mehefin, 2025

Annwyl Gynghorydd

Gelwir arnoch i gymryd rhan mewn Cyfarfod o'r **CYNGOR** a gynhelir yn Siambr y Cyngor, Adeiladau Vauxhall, Llanelli, a thrwy bresenoldeb o bell ar **Ddydd Mercher, 11 Mehefin, 2025**, 6.00 y.h.

Yr eiddoch yn gywir

CLERC y CYNGOR

AGENDA

1. Derbyn ymddiheuriadau am absenoldeb.
2. Derbyn Datganiadau o Fudd Personol gan Aelodau o ran y materion sydd i'w trafod.
3. Cyfranogiad y Cyhoedd – cyfle i aelodau'r cyhoedd ofyn cwestiynau a chyflwyno sylwadau am unrhyw eitem o fusnes sydd i'w thrafod yn ystod cyfarfod heddiw ac sy'n agored i drafodaeth gyhoeddus. Mae eitemau busnes cyfrinachol wedi'u heithrio.
4. Ymgysylltiad Hywel Dda – Uned Anafiadau Bach Ysbyty Tywysog Philip – ymhellach i Gofnod Rhif 17, i dderbyn cyflwyniad ar-lein gan gynrychiolwyr Bwrdd Iechyd Prifysgol Hywel Dda ynghylch yr ymgynghoriad cyhoeddus yn amlinellu pedwar opsiwn ar gyfer gweithrediad yr Uned Anafiadau Bach yn Ysbyty Tywysog Philip, Llanelli yn y dyfodol.



Mae Cyngor Gwledig Llanelli yn croesawu gohebiaeth yn Gymraeg neu yn Saesneg
Llanelli Rural Council welcomes correspondence in Welsh or English



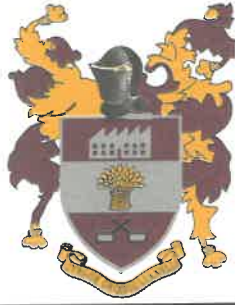
**INVESTORS
IN PEOPLE**

5. (1) Cadarnhau ac arwyddo'r Cofnodion canlynol fel cofnod cywir o'r cyfarfod:-

Cyfarfod Blynyddol	13 Mai, 2025	Tud. Rhif: 1 - 6
Y Cyngor	13 Mai, 2025	Tud. Rhif: 7 - 10
Y Pwyllgor Lles a Hamdden	20 Mai, 2025	Tud. Rhif: 11 - 14
Y Pwyllgor Polisi ac Adnoddau	21 Mai, 2025	Tud. Rhif: 15 - 16
Pwyllgor Hamdden a Lles Arbennig	4 Mehefin, 2025	Tud. Rhif: 17 - 21

- (2) Ystyried unrhyw faterion sy'n codi o'r Cofnodion er gwybodaeth yn unig

6. Y Cyngor – Adroddiad Blynyddol 2024/25 - cymeradwyo Adroddiad Blynyddol y cyngor sy'n manylu ar weithgareddau a chyflawniadau allweddol dros y flwyddyn ddiwethaf yn ogystal â nodi'r cynnydd a wnaed o ran hyrwyddo a gwella bioamrywiaeth leol ac ar ben hynny sut mae'r cyngor wedi cyfrannu at yr amcanion a gynhwysir yng nghynllun lles lleol Bwrdd Gwasanaethau Cyhoeddus Sir Gaerfyrddin.



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Eich cyf:
Your ref:

Gofynnwch am:
Please ask for:

5 June, 2025

Dear Councillor

You are summoned to participate in a **COUNCIL** Meeting to be hosted at the Council Chamber, Vauxhall Buildings, Vauxhall, Llanelli, and via remote attendance on **Wednesday, 11 June, 2025** at 6.00 p.m.

Yours sincerely

CLERK to the COUNCIL

AGENDA

1. To receive apologies for absence.
2. To receive Members' Declarations of Interest in respect of the business to be transacted.
3. Public Participation – an opportunity for members of the public to ask questions and make representations about any item of business to be transacted during today's meeting and which is open for public discussion. Confidential items of business are excluded.
4. Hywel Dda Engagement – Prince Philip Hospital Minor Injury Unit – further to Minute No. 17, to receive an online presentation from representatives of Hywel Dda University Health Board in regard to the public consultation outlining four options for the future operation of the Minor Injury Unit at Prince Philip Hospital, Llanelli.



Mae Cyngor Gwledig Llanelli yn croesawu gohebiaeth yn Gymraeg neu yn Saesneg
Llanelli Rural Council welcomes correspondence in Welsh or English



**INVESTORS
IN PEOPLE**

5. (1) To confirm and sign the following Minutes as a true record of proceedings:-

Annual Meeting	13 May, 2025	Page Nos: 1 - 6
Council	13 May, 2025	Page Nos: 7 - 10
Recreation and Welfare Committee	20 May, 2025	Page Nos: 11 - 14
Policy and Resources Committee	21 May, 2025	Page Nos: 15 - 16
Special Recreation and Welfare Committee	4 June, 2025	Page Nos: 17 - 21

- (2) To consider any matters arising from the Minutes for information purposes only.

6. Council Annual Report 2024/25 – to approve the council's Annual Report detailing key activities and achievements over the last year as well as noting the progress made with promoting and enhancing local biodiversity and moreover how the council has contributed towards the objectives contained in the Carmarthenshire Public Services Board's local well-being plan.



GIG
CYMRU
NHS
WALES

ITEM 4

Bwrdd Iechyd Prifysgol
Hywel Dda
University Health Board



Future options for the Minor Injury Unit at Prince Philip Hospital, Llanelli

Consultation document

Get in touch: Getting the information you need

This document is available in Welsh and on our website in alternative formats such as audio and easy read versions.



This document is also available in additional languages (including Arabic, British Sign Language, Polish, Ukrainian, and Russian). You can view these documents on our website by scanning the QR code or visiting hduhb.nhs.wales/PPHMIU.

To request printed versions of any documents (we include several web links to documents in this publication), or if you have any problems in accessing information in an accessible format for your needs, please call us on **0300 303 8322** (option 5), charged at local call rates.

يتوفر ملخص لهذه الوثيقة باللغة العربية على موقعنا الإلكتروني – hduhb.nhs.wales/PPHMIU – أو يمكنك طلب نسخة ورقية عن طريق الاتصال بنا على ٠٣٠٠ ٣٠٣ ٨٣٢. إذا كنت تريد منا توضيح أي جزء من المستند، يرجى الاتصال بنا

Informacje w języku polskim dostępne są na naszej stronie internetowej hduhb.nhs.wales/PPHMIU możesz też poprosić o wersję drukowaną, dzwoniąc pod numer **0300 303 8322** (opłaty za połączenia lokalne). Skontaktuj się z nami, jeśli chcesz, abyśmy wyjaśnili jakąkolwiek część dokumentu.

Информация на русском языке доступна на нашем сайте hduhb.nhs.wales/PPHMIU Либо, печатный экземпляр данного документа можно получить, позвонив нам по телефону **0300 303 8322** (по местному тарифу). Просим связаться с нами, если вам необходимо пояснение каких-то частей документа

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This consultation is about the Minor Injury Unit at Prince Philip Hospital and how we deliver healthcare that is safe, sustainable, accessible and kind. The consultation runs until 22 July 2025, so we need to hear your views before then. Check our webpages or call us to find an event near you or an online event. If your organisation or community group would like to know more about the consultation, please get in touch on the contact points below.

More information is on page 23, but you can share your views by:

- ▶ completing the questionnaire online: hduhb.nhs.wales/PPHMIU or as a printed copy (you can request a printed copy by contacting us by email or telephone) posting it to: **FREEPOST HYWEL DDA HEALTH BOARD** (you will not need a stamp)
- ▶ emailing us: hyweldda.engagement@wales.nhs.uk
- ▶ speaking to us at one of our events (visit the website above for an event near you or online), or by telephoning **0300 303 8322** (option 5) (local call rates)

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Welcome

Thank you for your interest in our consultation on how we could provide services at the Minor Injury Unit at Prince Philip Hospital, Llanelli in the future.

We are seeking your views on the best model for the Minor Injury Unit at Prince Philip Hospital following a temporary reduction in opening hours (from 24 hours a day to 12 hours a day) that was agreed by our Board in September 2024 and introduced on 1 November 2024 for a period of six months, while options were developed for the Unit's future.

The urgent and temporary change to opening hours was made because of concerns about quality and safety, raised by Healthcare Inspectorate Wales (HIW). In addition to the safety and quality issues, there were a lack of doctors available to work overnight at the Unit, meaning the risk to safety was greater. There has been ongoing attempts to recruit doctors nationally but it has not been possible to recruit enough doctors who are willing to work overnight at the Unit.

Introducing temporary and urgent service change can be difficult and is only done when we feel that we have no other option to ensure the safety and quality of our services. We are grateful to members of our communities, and our staff, for their continued support during the change to the opening hours.

In November 2024, the Board considered how the longer-term options for the service delivery model at the Minor Injury Unit could be developed. To support this work, three groups were established a:

- ▶ a Steering Group, chaired by the Interim Executive Medical Director, with members of clinical and support staff, together with Llais (an independent statutory body, set up by the Welsh Government to give the people of Wales more say in the planning and delivery of their health and social care services), and Save Our Services Prince Philip Action Network (SOSPPAN) representatives.
- ▶ a Project Group, chaired by the Hospital Director at Prince Philip Hospital with members of clinical and support staff, together with Llais and SOSPPAN representatives.
- ▶ an options appraisal stakeholder group including members of Llais, SOSPPAN, and people who had expressed an interest in being part of the options development process.

At the Public Board meeting in March 2025, our Board considered if we could re-instate the 24-hours every day opening hours at the Minor Injury Unit. Board members decided, largely based on staffing pressures and that a robust 24 hour rota is not in place, that it could not return to the original opening hours. The Board agreed that the temporary change to opening hours of 12 hours a day seven days a week should remain until a long term option can be implemented.

Thank you to everyone who has contributed their time and feedback to help develop the options that we are now seeking your views upon. This includes the feedback received from members of our community who attended the drop-in events in October 2024, and more recently in March 2025.

No decisions about the future model for the Minor Injury Unit have yet been made and we want to talk to you - our staff, patients, wider communities, organisations we work with, and people who have an interest in health and well-being in our area.

Please tell us what you think about the options in this consultation and how they might affect you, or any new ideas you may have, by completing our questionnaire by 22 July 2025.

Dr Neil Wooding,
Chair

Professor Philip Kloer,
Chief Executive

Mr Mark Henwood,
Interim Executive Medical Director

Introduction

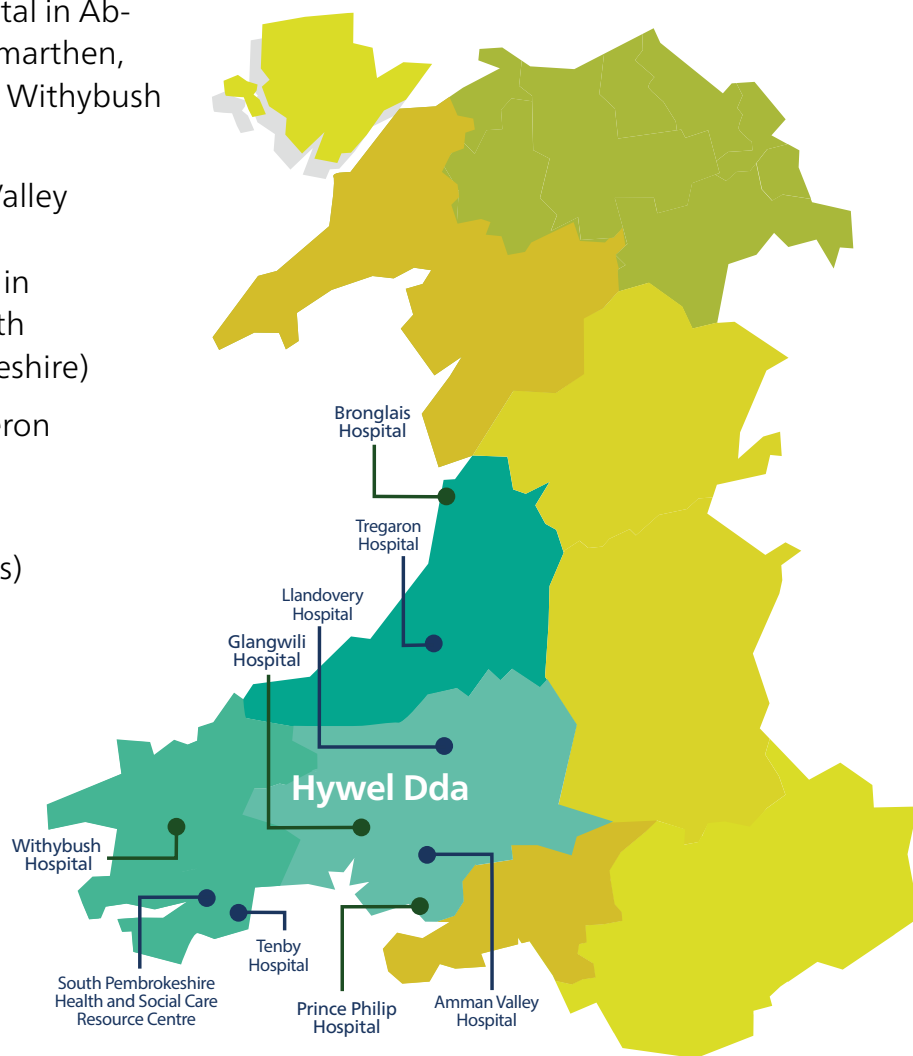
Hywel Dda University Health Board is your local NHS organisation.

We plan, organise, and provide health services for almost 400,000 people. This is across a quarter of the landmass of Wales in Carmarthenshire, Ceredigion, Pembrokeshire, as well as to communities on our borders in south Gwynedd, north Powys, and Swansea/Neath Port Talbot.

Our communities are quite spread out in rural areas. Almost half our population (49.10%) live in Carmarthenshire, 32.23% live in Pembrokeshire and 18.7% in Ceredigion. We manage and pay for the care and treatment that people receive in this area for physical health, mental health and learning disabilities.

We currently provide services through:

- ▶ four main hospitals (Bronglais Hospital in Aberystwyth, Glangwili Hospital in Carmarthen, Prince Philip Hospital in Llanelli, and Withybush Hospital in Haverfordwest)
- ▶ five community hospitals (Amman Valley Hospital and Llandovery Hospital in Carmarthenshire, Tregaron Hospital in Ceredigion, Tenby Hospital and South Pembrokeshire Hospital in Pembrokeshire)
- ▶ two integrated care centres (Aberaeron and Cardigan, both in Ceredigion)
- ▶ community facilities, including:
 - ▶ 46 General Practices (GP surgeries)
 - ▶ 38 Dental Practices
 - ▶ 97 Community Pharmacies (chemists)
 - ▶ 43 General Ophthalmic Practices (including eye health and low vision services)
 - ▶ 9 Ophthalmic Domiciliary providers
 - ▶ 38 sites providing mental health and learning disability services
- ▶ care within your own homes.



Highly specialised services, such as some major trauma treatment, cardiac (heart) care, specialised eye treatments, and complex burns, are mostly organised through the NHS Wales Joint Commissioning Committee. These services can be provided outside our area, for example in Swansea, Cardiff, or even outside Wales such as in Bristol.

What is a Minor Injury Unit?

Minor Injury Units provide care for injuries that need attention urgently but are not critical or life threatening. They tend to be walk-in services, but people can call ahead to book slots in some cases. In Hywel Dda we have Minor Injury Units at all our larger hospitals, and also provide similar services through Same Day Emergency/Urgent Care services.

The Minor Injury Unit at Prince Philip Hospital in Llanelli provides care to adults and children over 12-months old with minor injuries such as:

- ▶ minor wounds
- ▶ minor bites and stings (from humans, insects, or animals)
- ▶ minor burns or scald
- ▶ minor head injuries / scalp laceration
- ▶ foreign bodies in the skin, eye, ear or nose
- ▶ minor limb injuries
- ▶ minor eye injuries

Minor injury units are run by an experienced team of highly skilled specially trained emergency nurse practitioners, triage nurses and health care support workers. Prince Philip Hospital, in Llanelli, is a doctor-led unit. A doctor-led unit can also treat patients who have more complex cases of the injuries listed above and non-urgent medical problems. A Minor Injury Unit is not an Emergency Department (Accident and Emergency (A&E)), it can only treat minor injuries, as listed above.

Did you know?

Minor injury units are run in different ways. Some are run by doctors and nurses, while others are run by nurses.

What is this consultation about?

This consultation is about how we could provide services at the Minor Injury Unit at Prince Philip Hospital in Llanelli in the future.

Following a temporary change to opening hours - changing from 24 hours a day, seven days a week - to a 12-hour service available 8am to 8pm seven days a week, we now need to agree a service model that is fit for the longer term.

We have four options that have been developed with our stakeholder groups that we would like your feedback on. We are also open to new ideas that have not been considered as part of the development process, more information can be found on page 9. The Acute Medical Assessment Unit and Out of Hours GP service at Prince Philip Hospital are not part of this consultation.

Did you know?

The Acute Medical Assessment Unit (AMAU) treats very sick medical patients at Prince Philip Hospital and is open 24 hours, 7 days a week. It is not a walk-in service. Patients are referred to the AMAU through 111, 999, or their GP.

Why do we need to change the current service?

The recent service model that operated for 24 hours a day, seven days a week, at the Minor Injury Unit at Prince Philip Hospital was not sustainable for several reasons. This led to the urgent and temporary change to opening hours in November 2024.

The reasons for the change can be summarised as:

- ▶ Workforce fragility and clinical risks
- ▶ Workforce working outside (and/or under) their scope of practice
- ▶ Inappropriate attendance of Mental Health patients
- ▶ Concerns over the safety of the Unit raised by the Healthcare Inspectorate Wales (HIW) inspection June 2023 including:
 - ▶ Concerns around clinical safety raised by the Nursing and Midwifery Council to the HIW
 - ▶ Timely and effective care provided to patients who were in the Minor Injury Unit who should have been treated elsewhere (medical and surgical patients), known as 'majors'
 - ▶ The quality of the environment for treating medical and surgical patients
 - ▶ Lack of overnight support for Emergency Nurse Practitioners when doctors were not available.

You can read the full Board paper in the supporting documents section of our website at hduhb.nhs.wales/PPHMIU.

The Board at its meeting in September 2024, agreed to a temporary change of opening hours at the Minor Injury Unit. It also agreed to work with staff and members of our community to develop a series of options for the future service model for the Unit.

What has been done since the temporary change in opening hours?

In November 2024, the Board received another report that explained the approach for developing the long-term options for the service delivery model at the Minor Injury Unit. This paper is also available in the supporting documents section of our website at hduhb.nhs.wales/PPHMIU.

The Board agreed to the establishment of:

- ▶ a Steering Group, chaired by the Interim Executive Medical Director to make decisions about the process needed to deliver the project and to shape the scope of clinical and public engagement.
- ▶ a Project Group, chaired by the Hospital Director at Prince Philip Hospital, which has been responsible for developing and delivering the options appraisal process for the Board.

This process aimed to identify long-term clinical models for the Minor Injury Unit that would provide a safe, sustainable, accessible, and kind service, meeting the needs of the population of Llanelli and surrounding communities, as well as meeting health and care quality standards.

A continuous engagement process has been carried out with various stakeholders, including:

- ▶ partner organisations (including Swansea Bay University Health Board and Welsh Ambulance Services University NHS Trust),
- ▶ patient and community representatives identified through an expression of interest process,
- ▶ members of SOSPPAN,
- ▶ Llais,
- ▶ staff from both within the Unit and the wider Prince Philip Hospital staff community and trade union representatives.

Together, these representatives formed the options appraisal stakeholder group and members of the local community were invited to express their interest in joining the group. A total of 42 people were part of the options appraisal group, including 11 community and SOSPPAN representatives.

As part of the process to safely manage the changes to the Minor Injury Unit following the temporary change and to support the options development and scoring, data was gathered and presented during the final workshop to show the impact on both the Minor Injury Unit and other services. This includes the demand on Emergency Department services at both Glangwili and Morriston Hospitals.

What did our data tell us?

The data showed that:

- ▶ the overall demand for services was similar between November/December 2023 and November/December 2024
- ▶ attendance levels at the Minor Injury Unit have reduced but this reflects the overnight closure
- ▶ the levels of patients attending the Acute Medical Assessment Unit at Prince Philip Hospital is consistent with previous levels
- ▶ the number and proportion of patients who have major conditions attending the Minor Injury Unit have decreased
- ▶ waiting times at the Minor Injury Unit have decreased slightly and there has been no increase in waiting times in Glangwili for Llanelli patients
- ▶ four-hour and 12-hour breaches (the time people are waiting to be seen) in the Minor Injury Unit have reduced
- ▶ 111 data show a slight increase in total calls since the temporary change
- ▶ slight decrease in 111 calls being transferred to the Minor Injury Unit, reflecting the overnight closure
- ▶ increase in 111 calls being transferred to 999 or emergency department, reflective of the majors who used to attend the Minor Injury Unit overnight
- ▶ there has been no increase in Llanelli patients attending Morriston.

More information can be found within the supporting documents section of the consultation website at hduhb.nhs.wales/PPHMIU.



How the options were developed

The options appraisal process developed a series of options for delivering healthcare at the Minor Injury Unit based on principles of care that are safe, sustainable, accessible, and kind. The options also need to meet the recommendations of the Healthcare Inspectorate Wales (HIW) inspection report, which highlighted patient safety issues.

The scope and process for the options development and appraisal activities were agreed by the Steering Group.

The Steering Group agreed that the options developed should:

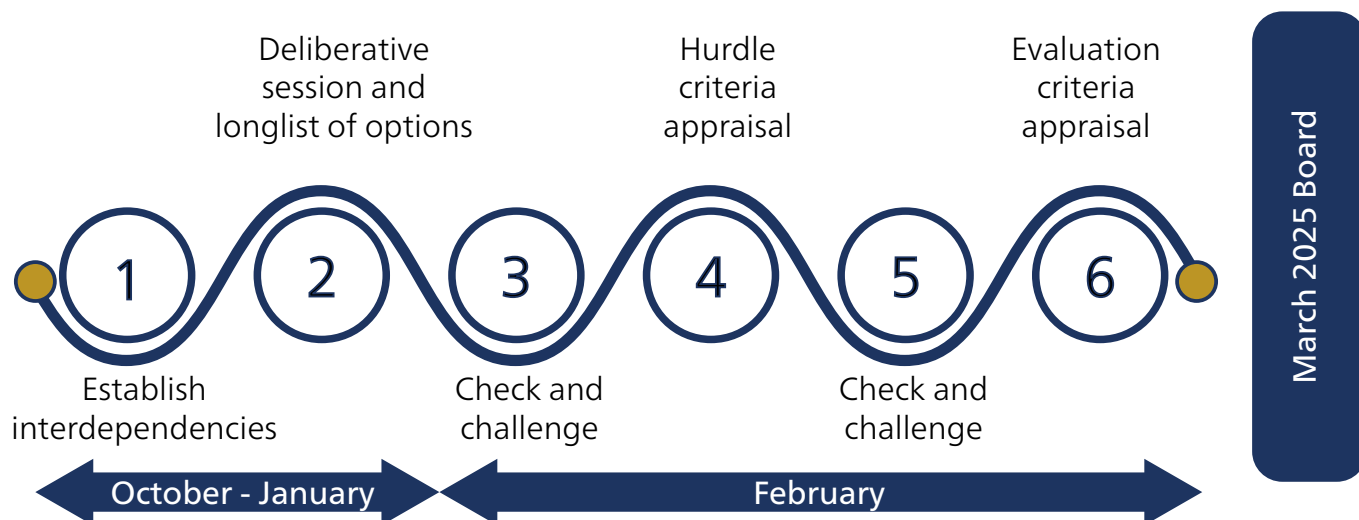
- ▶ Respond to staffing and skill mix availability
- ▶ Respond to the needs of patients who arrive at the Minor Injury Unit
- ▶ Respond to the HIW inspection report findings
- ▶ Improve patient safety and reduce clinical risk

At the same time, the Steering Group agreed that the following were out of scope of the options development, and are not part of this consultation:

- ▶ Changes to the Acute Medical Assessment Unit (AMAU)
- ▶ Re-establishment of a full Emergency Department (Accident and Emergency A&E) at Prince Philip Hospital
- ▶ Changes to GP Out-of-Hours (OOH) / 111 service provided at Prince Philip Hospital
- ▶ Complete closure of the Minor Injury Unit at Prince Philip Hospital
- ▶ Moving the Minor Injury Unit away from Prince Philip Hospital

This approach is based on continuous engagement and enables individuals to share information throughout the process to influence decision-making, even if they are not part of the stakeholder group appraising options. This was done through survey responses, conversations at public drop-in events, meetings with community groups, and with our Community Development and Outreach team.

The process followed is summarised in this diagram:



There were two stages to the option development phase. The first phase involved staff who work at the Minor Injury Unit, and staff from the broader Prince Philip Hospital community (including clinical staff, therapies, and service managers), who developed a long list of possible options.

The second phase included the options appraisal stakeholder group who attended a series of workshops to consider the longlist of options, suggest additional options, and produce the shortlist of options that we are seeking your views on in this consultation. The options appraisal stakeholder group included our staff, members of Llais and SOSPPAN, and people from the Llanelli community who had expressed an interest in being part of the process.

You can read more about the detail of the workshops and the process followed in the Board paper presented to the Board in March 2025 and is available in the supporting documents on our website at hduhb.nhs.wales/PPHMIU.

During the first phase, involving staff, an initial longlist of eight potential options, including the original 24 hours a day, seven days a week model and the temporary 12-hour model, were developed by a clinically led group.

During the second phase, that included members of our community, a further four options were proposed, and accepted as being within the scope, at the longlist check and challenge session with the wider options appraisal stakeholder group.

These 12 options were then reviewed against hurdle criteria. Hurdle criteria are the minimum criteria that must be met by the proposed option. This was to ensure that only viable and deliverable options would be taken forward for ongoing development ahead of a shortlisting process, which looked at the remaining options in greater detail.

Hurdle criteria

The hurdle criteria, reviewed by the Steering Group and used in the workshop session were:

Clinically sustainable – is the potential option clinically sustainable?

- ▶ Does it allow progress towards delivering quality standards?
- ▶ Does it consider any co-dependencies?
- ▶ Will workforce be available to deliver it?

Deliverable – can this potential option be implemented?

- ▶ Will it be clinically deliverable within the required timescale (6-12 months)?
- ▶ Is it operationally deliverable within a medium-term timeframe of 6-12 months (e.g. any capital or estate requirements can be secured and implemented within that timeframe)?

Accessible – is the potential option accessible?

- ▶ Does the option provide access within the required timescale?
- ▶ Will it support a reduction in waiting times?
- ▶ Does it support equity of access?

Strategically aligned – is the potential option a strategic fit?

- ▶ Does the option support the strategic direction or at least not contradict it?
- ▶ Does the option support integrated prevention to improve population health or at least not contradict it?

Financially sustainable – is the preferred option financially sustainable?

- ▶ Does the option support the effective use of financial resources?

The four options that passed the hurdle criteria were put through the second check and challenge session. The four options are:

- ▶ **Option 1: a 12-hour doctor led unit (previously known as option C)** – the unit is open to the public for 12 hours; with a further two hours staffing to allow patients in the unit to be treated.
- ▶ **Option 2: a 14-hour doctor led unit (previously known as option B)** – the unit is open to the public for 14 hours; with a further two hours staffing to allow patients in the unit to be treated.
- ▶ **Option 3: a doctor led phased option from 12 hours up to 24 hours (previously known as option L)** – this unit would initially be open for the current 12 hours, plus two hours staffing, moving to 14 hours, with a further two hours staffing, and ultimately 24 hours overall.
- ▶ **Option 4: 'urgent' care/treatment centre 14 hour (SDUC type model) (previously known as option I)** – the unit is open to the public for 14 hours; with a further two hours to allow patients in the unit to be treated.

The eight options that failed to meet the hurdle criteria and would not be considered as alternative options are:

- ▶ **A 24-hour Doctor led unit (previously known as option A)** – the unit is open to the public for 24 hours. A return to the service before the temporary change without phasing.
- ▶ **A 24-hour Nurse led unit (previously known as option D)** – the unit is open to the public for 24 hours; but would be led by Emergency Nurse Practitioners with reduced scope of practice of the current doctor led unit.
- ▶ **A 16-hour Nurse led unit (previously known as option E)** – the unit is open to the public for 14 hours with a further two hours to follow up with patients in the unit; this would be led by Emergency Nurse Practitioners with reduced scope of practice of the current doctor led unit.
- ▶ **A 12-hour Nurse led unit (previously known as option F)** – the unit is open to the public for 12 hours with a further two hours to follow up with patients in the unit; this would be led by Emergency Nurse Practitioners with reduced scope of practice of the current doctor led unit.
- ▶ **A 24-hour Same Day Urgent Care type model (previously known as option G)** – this is the same as option 4, but would be available 24 hours a day.
- ▶ **A 12-hour Doctor led unit (previously known as option H)** – This is the same as option 4, but would be available 12 hours a day with a further two hours to follow up with patients in the unit.
- ▶ **A 16-hour Same Day Urgent Care type model (previously known as option J)** – this is the same as option 4, but would be available 14 hours a day with a further two hours to follow up with patients in the unit, as well as minor injuries.
- ▶ **A 24-hour Phone First Urgent Care model (previously known as option K)** – this is the same as the service before the temporary change, but rather than patients being able to walk-in, people would call in advance to access care.

How do the options compare with one another?

While we do not have a preferred option, an initial scoring exercise was held with the options appraisal stakeholder group to understand if there is a difference between the four proposed options.

After the second check and challenge session the shortlisted four options were scored at a session with the stakeholder group. The options were scored using a series of evaluation criteria that were aligned to themes found within Quality Impact Assessments, namely: Safe, Timely, Effective, Efficient, Equitable and Person Centred (STEEEP):

STEEP domain	Category
Safe	<ul style="list-style-type: none">▶ Impact on internal services (e.g. AMAU, A&E)▶ Impact on external services (e.g. other health boards, Welsh Ambulance Services University NHS Trust)
Timely	<ul style="list-style-type: none">▶ Reduction in waiting time
Effective	<ul style="list-style-type: none">▶ Compliance with or achievement of standards
Efficient	<ul style="list-style-type: none">▶ Workforce sustainability – substantive workforce available to meet solution in 6 – 12 months▶ Financial sustainability – the difference in cost between the current model and the proposed option
Equitable	<ul style="list-style-type: none">▶ Addressing barriers to equality▶ Impact on population health outcomes
Person centred	<ul style="list-style-type: none">▶ Patient demand to require service

The appraisal criteria were weighted during the final shortlisting session and used to score the options.

Here, we outline the key features of each option using the presentations of the options shared during the final scoring session.

The red, amber, and green category describes whether the data gathered during the process suggests that the option will meet the criteria, for example on staff or finance. Green means that the data suggests that the option would support the criteria to be met. Amber means that the data suggests the option would support the criteria to be met but with risks if the service was used the same way as it was before the temporary change. Red means that the data suggests that the option would not meet the criteria.

Option 1: a 12-hour doctor led unit

This model is based on the current 12-hours a day, seven days a week doctor led unit, with a further two hours staffing to allow patients in the unit to be treated. This would be in line with temporary closure model that has been in place since 1 November 2024 and open from 8am to 8pm every day.

The opening hours were based on reduced attendance numbers between the hours of 8pm and 8am, before the temporary change was introduced.

Unit open to public	8am – 8pm, seven days a week	
Unit staffing hours	8am - 10pm, seven days a week	
Impact on internal services	<ul style="list-style-type: none"> ▶ No negative impacts on other services ▶ Reduction in seriously ill patients following change 	Green
Impact on external services	<ul style="list-style-type: none"> ▶ No negative impacts on other services ▶ Evidence that people are being redirected safely 	Green
Reduction in waiting times	<ul style="list-style-type: none"> ▶ Evidence that waiting times have reduced ▶ Fewer patients waiting over 4 and 12 hours 	Green
Compliance / attainment of standards	<ul style="list-style-type: none"> ▶ More robust medical workforce position ▶ Closure overnight prevents unwell patients staying in the unit while they await treatment 	Green
Workforce sustainability	<ul style="list-style-type: none"> ▶ Workforce currently available with some additional training needs ▶ Would not need additional recruitment in Same Day Emergency Care (SDEC) service 	Green
Financial sustainability	<ul style="list-style-type: none"> ▶ Would not require the use of agency or bank staff with full rota ▶ Would be financially sustainable due to reduced operating hours 	Green
Addressing barriers to equality / population health	<ul style="list-style-type: none"> ▶ Service hours meet majority of demand (between 8am and 8pm) ▶ Shortest opening hours of all options 	Amber

Option 2: a 14-hour doctor led unit

The unit is open to the public for 14 hours; with a further two hours staffing to allow patients in the unit to be treated.

Unit open to public	7am – 9pm, seven days a week	
Unit staffing hours	7am – 11pm, seven days a week	
Impact on internal services	<ul style="list-style-type: none"> ▶ No negative impacts on other services and reduction in seriously ill patients following the change, but may increase with extended hours 	Amber
Impact on external services	<ul style="list-style-type: none"> ▶ No negative impacts on other services and evidence that people are being redirected safely, but 111 use may reduce with extended hours 	Amber
Reduction in waiting times	<ul style="list-style-type: none"> ▶ Evidence that waiting times have reduced with fewer patients waiting over 4 and 12 hours, but may increase with extended hours 	Amber
Compliance / attainment of standards	<ul style="list-style-type: none"> ▶ More robust medical workforce position ▶ Closure overnight prevents unwell patients staying in the unit while they await treatment 	Green
Workforce sustainability	<ul style="list-style-type: none"> ▶ Additional medical recruitment required and training needs ▶ Would not need additional recruitment in Same Day Emergency Care (SDEC) service 	Amber
Financial sustainability	<ul style="list-style-type: none"> ▶ Any additional locum or bank cover could be offset by reduced operating hours 	Green
Addressing barriers to equality / population health	<ul style="list-style-type: none"> ▶ Broadening of start and finish time meet more demand in the day ▶ Earlier start and finish more in line with public transport 	Green

Option 3: a doctor led phased option from 12 hours up to 24 hours

This unit would initially be open for the current 12 hours, with a further two hours staffing to allow patients in the unit to be treated. It would then move to 14 hours, with a further two hours staffing to allow patients in the unit to be treated, and ultimately 24 hours overall. If this option is chosen, the phasing will be developed over time, but there would be a commitment to return to a 24 hour model, seven days a week as soon as it is safe and practical to do so.

Unit open to public	Initially 8am - 8pm, increasing to 7am - 9pm, moving to 24 hours once safe to do so. All times are seven days a week.	
Unit staffing hours	Initially 8am - 10pm, increasing to 7am - 11pm, moving to 24 hours once safe to do so. All times are seven days a week.	
Impact on internal services	<ul style="list-style-type: none"> ▶ No negative impacts on other services and reduction in seriously ill patients following the change, but may increase with extended hours 	Amber
Impact on external services	<ul style="list-style-type: none"> ▶ No negative impacts on other services and evidence that people are being redirected safely, but 111 use may reduce with extended hours 	Amber
Reduction in waiting times	<ul style="list-style-type: none"> ▶ Evidence that waiting times have reduced with fewer 4 and 12 hour waiting time breaches, but may increase with extended hours 	Amber
Compliance / attainment of standards	<ul style="list-style-type: none"> ▶ More robust medical workforce position protecting nurses ▶ Closure overnight prevents unwell patients staying in the unit while they await treatment 	Green
Workforce sustainability	<ul style="list-style-type: none"> ▶ Additional medical recruitment required and training needs ▶ Would not need additional recruitment in Same Day Emergency Care (SDEC) service 	Amber
Financial sustainability	<ul style="list-style-type: none"> ▶ Any additional locum or bank cover could be offset by reduced operating hours 	Green
Addressing barriers to equality / population health	<ul style="list-style-type: none"> ▶ Broadening of start and finish time meet more demand in the day ▶ Earlier start and finish more in line with public transport 	Green

Option 4: urgent care centre (Same Day Urgent Care (SDUC) type model) 14 hours a day, seven days a week

This option would be a new way to deliver the service and would see the Minor Injury Unit and the Same Day Emergency Care (SDEC) services come together. SDEC provides tests and treatments for adult patients with medical problems that do not require hospital admission and can be accessed via a patient's GP. This would allow for more injuries/illnesses that need attention urgently but are not critical or life threatening, to be seen and treated, than the current service offers.

Same Day Urgent Care (SDUC) services provide immediate care for non-life-threatening illnesses on the same day you need help. Patients can be referred in by other professionals, or attend on the day. They can diagnose and deal with many of the common problems including minor injuries normally seen at a Minor Injury Unit as well as minor illness.

Patients can be assessed, diagnosed, and treated and then they can return home the same day. They may be given a plan of care involving referrals to other services if necessary. These services will also develop links with community services so that patients can have tests and treatments for certain conditions, avoiding the need to come to the hospital.

Unit open to public	7am – 9pm, seven days a week	
Unit staffing hours	7am – 11pm, seven days a week	
Impact on internal services	<ul style="list-style-type: none"> ▶ Reduction in seriously ill patients following the change but may increase with extended hours. Mitigated with SDEC integration into model. 	Green
Impact on external services	<ul style="list-style-type: none"> ▶ No negative impacts on other services and evidence that people are being redirected safely, but 111 use may reduce with extended hours 	Amber
Reduction in waiting times	<ul style="list-style-type: none"> ▶ Evidence that waiting times have reduced with fewer patients waiting over 4 and 12 hours, but may increase with extended hours. 	Amber
Compliance / attainment of standards	<ul style="list-style-type: none"> ▶ More robust medical workforce position protecting nurses ▶ Closure overnight prevents unwell patients staying in the unit while they await treatment 	Green
Workforce sustainability	<ul style="list-style-type: none"> ▶ Additional medical recruitment required and training needs in Minor Injury Unit and SDEC to expand both services to cover operating hours 	Amber
Financial sustainability	<ul style="list-style-type: none"> ▶ Funding from 24 hour service could offset increase in SDEC nursing requirements. Consultant cover for model may exceed funding. ▶ This option will incur building costs to remodel the space needed. 	Red
Addressing barriers to equality / population health	<ul style="list-style-type: none"> ▶ Broadening of start and finish time meet more demand in the day ▶ Earlier start and finish more in line with public transport 	Green

Scoring the options

The scores shown are the weighted scores for each criteria and shows that there is little difference between the total scores of the two highest scoring options. A breakdown of the option scores by criteria provides greater detail between the options. The scores for the options were as follows, with the highest scoring options highlighted in green:

Criteria	Option 1: 12-hour doctor led unit	Option 2: 14-hour doctor led unit	Option 3: doctor led unit - phased option	Option 4: Urgent care/ treatment centre 14 hour
Impact on internal services	1573	1364	1067	1584
Impact on external services	1085	1036	785	1060
Reduction in waiting times	926	776	626	796
Compliance / attainment of standards	1747	1551	903	1435
Workforce sustainability	2056	1440	2056	1506
Financial sustainability	1218	884	542	721
Addressing barriers to equality	905	1120	1036	1204
Impact on population health outcomes	883	1108	1020	1305
Patient demand to require service	1514	1771	1614	2086
Total	11908	11051	9650	11696

Given that all options are quite similar in their scores, we are keen to hear your views on all four options. The scoring information above may help you in deciding which option you believe best meets the objectives of the consultation.

Seeking your views on options

We have developed four options for how we think services could be provided in the future. Some things are the same for all four options, but there are also new and unique elements for each option.

We do not have a preferred option, and we are also open to hear any new ideas you may have that are within the scope of the consultation and have not already been considered and discounted through the options development process. You can read more about the options that were discounted during the process on page 12 and more information is available in the supporting documents available on our website hduhb.nhs.wales/PPHMIU.

The four options we would like your views on are:

Option 1 - Doctor-led service available every day for 12 hours

Option 2 - Doctor-led service available every day for 14 hours

Option 3 - Doctor-led phased service, available every day initially for 12 hours, increasing to 14 hours, and then 24 hours

Option 4 - Urgent care centre (Same Day Urgent Care type model) available every day for 14 hours a day.

Who we want to talk with and listen to

We appreciate you taking the time to share your views. We are consulting with all members of staff, public who live, work, or have an interest in the Minor Injury Unit at Prince Philip Hospital. This includes partner organisations and stakeholders.

We recognise that people have different interests and perspectives.

You may:

- ▶ Access and use our services
- ▶ Be a carer of someone who accesses our services
- ▶ Work with us as a member of staff, student, or as a volunteer
- ▶ Represent an organisation potentially affected by our proposals
- ▶ Have an interest in health and well-being of people living in and around Carmarthenshire.

It is important that we listen to everyone's views.

What we want to know

We need a sustainable solution for how we provide services at the Minor Injury Unit at Prince Philip Hospital. Lots of work has been done to develop four options for the consultation. At this stage we do not have a preferred option for how services should be provided in the future at the Minor Injury Unit at Prince Philip Hospital.

In this consultation we are asking you to tell us:

- ▶ which proposed option you think best addresses the challenges the Minor Injury Unit at Prince Philip Hospital face; will improve patient and staff safety, help with staff shortages and address the concerns from Health Inspectorate Wales
- ▶ concerns you may have about any of the options, or impacts you think they may have
- ▶ anything else you think we need to consider, including alternative options or ideas you may have

Board members will consider all they have heard leading up to, and during, this consultation, including the Equality Impact Assessments, which will consider how people could be impacted and what needs to be done to reduce any negative impact. They will also consider any new information that may come to light because of this consultation.

It is important that you know that the consultation is specifically to discuss the future service model for the Minor Injury Unit at Prince Philip Hospital. This means that the following services are not open to influence as part of this consultation:

- ▶ The Acute Medical Assessment Unit (AMAU) and Out of Hours GP service at Prince Philip Hospital are not part of this consultation.
- ▶ Minor Injury Units at other hospital and community settings across Carmarthenshire, Ceredigion and Pembrokeshire.

Equalities impacts – protected characteristics

Changing health and care services can have an impact on all of us who live or work in the Hywel Dda area, regardless of age, sex, disability (physical, mental health, and learning disabilities), race, religion and belief, sexual orientation, gender reassignment, marriage or civil partnership, or pregnancy and maternity status.

We must ensure that our proposals are fair to all and take particular care to consider people who are vulnerable. We have already engaged with some groups representing vulnerable people and will continue to do so to ensure they are involved throughout our consultation.

We have produced what is called an Equality Impact Assessment (EqIA) for the Minor Injury Unit at Prince Philip Hospital. An EqIA includes an overview of the potential positive and negative impacts of change on people, and how we will mitigate them and address our equality duties.

You can read more in the full current version of the EqIAs in the supporting documents area of our webpage hduhb.nhs.wales/PPHMIU. We have a supporting document that can provide you with examples of how the different options could affect someone like you or your loved ones. The

family Teulu Jones and their friends are not a real family, but they are typical examples of some people living in our area. They can help illustrate how patients could be affected by different options in this consultation and could help you think about what potential changes could feel like for you.

You can read our Teulu Jones case studies available in the supporting documents area of our webpages. We will talk about scenarios in community events that we will hold during this consultation. We also plan to undertake focus groups with the public, and particularly with vulnerable or disadvantaged groups (referred to as people with protected characteristics) or people who may be affected by these service changes. Information from these groups will be used in the EqlA as we learn more.

EqlAs will be used to help decision makers when considering future developments.

If you would like further detailed information, this can be obtained by contacting:

hyweldda.engagement@wales.nhs.uk

Protected characteristics

Some people with a protected characteristic may be more disadvantaged or face more difficulties when trying to access healthcare services. The Equality Act 2010 protects people from being treated worse than other people because of:

- ▶ Age
- ▶ Disability
- ▶ Gender reassignment
- ▶ Marriage and civil partnership
- ▶ Pregnancy and maternity
- ▶ Race
- ▶ Religion and belief (including no religious belief)
- ▶ Sex
- ▶ Sexual orientation.

Our EqlA also considers the possible impacts individuals may experience due to being part of the Armed Forces community, a persons' social and/or economic position, socio-economic and the Welsh language.

In our policies and how we work, we must:

- ▶ cut discrimination, harassment, victimisation, and other conduct that is prohibited by or under the Act
- ▶ advance equality of opportunity between persons who share relevant protected characteristics and persons who do not
- ▶ foster good relations between persons who share relevant protected characteristics and persons who do not.

We also aim to:

- ▶ remove or minimise disadvantages suffered by persons who share a relevant protected characteristic and are connected to that characteristic
- ▶ meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it
- ▶ encourage persons who share a protected characteristic to take part in public life or in any other activity in which participation by such persons is disproportionately low
- ▶ consider how we will tackle prejudice and understanding.

Changing the way our services operate may cause persons with a protected characteristic to experience positive, and/or negative impacts, unintended consequences, or gaps in healthcare provision. We will explore further, during this consultation, the potential differences posed by each of the options. We will also show how negative impacts could be avoided or reduced as well as maximising positive impacts.

Welsh language

Many of you in the area covered by Hywel Dda, 45%, speak Welsh, which is a higher than average number compared to the average across Wales. We continue to make progress towards compliance with the statutory Welsh Language Standards, ensuring that all communication, including digital, print, and signage, is bilingual in Welsh and English, with the Welsh not treated less favourably than the English.

We strive to promote a bilingual environment for you and staff and support our staff to learn and use Welsh in our workplaces and our communities. We are also working to ensure people are offered services in Welsh without having to ask as described in the Welsh Government's More Than Words plan.

We have a target to ensure that 50% of our workforce has a foundation level of Welsh within the next 10 years and we report on our progress through our Welsh Language Annual Report that can be found on our website.

The full EqIA provides further details of how the service changes could impact on the Welsh Language, but we would welcome any other comments and feedback.

What happens next?

In this document, we have set out the background, why we need to change, and the options we are consulting on. A full description of these four options can be found on page 11.

Your feedback, along with other evidence and considerations will help our Board to choose the best option for the future service model at the Minor Injury Unit at Prince Philip Hospital.

The Board will meet later in the year (expected to be towards the end of 2025) to decide the most appropriate option.

How you can get involved

Information on how to get involved and share your views will be available at a range of locations including our hospitals and community premises, council buildings and through voluntary sector organisations.

We will hold drop-in events, both in person and online. Details of where and when you will be able to come and meet us can be found on our website hduhb.nhs.wales/PPHMIU and on our social media channels.

We will also work closely with local media, including radio and press organisations to raise awareness of this consultation.

We appreciate you taking the time to share your views – every person's input matters. Please take time to read this document and tell us what you think by 22 July 2025.

You can do this by:

- ▶ completing the questionnaire online: hduhb.nhs.wales/PPHMIU or on paper (you can request a copy by sending an email to us or calling us on the number below) and posting it to: **FREEPOST HYWEL DDA HEALTH BOARD** (you will not need a stamp)
- ▶ emailing us: hyweldda.engagement@wales.nhs.uk
- ▶ speaking to us at one of our events (visit the website above for an event near you or online), or by telephoning **0300 303 8322**, option 5 (local call rates)

Privacy Statement - what happens with your feedback?

The feedback we receive from individuals will be anonymous. Views provided by organisations or people acting in an official capacity may be published in full.

Our analysis and output report will be presented at a meeting of the Public Board and will be available on our website. This will be shared with Llais for their comments. Llais is the independent statutory body that gives the people of Wales more say in the planning and delivery of their health and social care services.

The Health Board is collecting the data you submit as essential information for us to perform the public task of consulting with you, and this is the legal basis on which we are using your personal data. The Health Board will process any information you provide in response to this consultation in line with the latest data-protection regulations. The Health Board will hold any personal information provided for no more than one year after any decisions are finalised.

General themes raised by communities on the Health Board's social media channels, but not personal information, will be collected so these can be included in the output report.

For our full privacy statement, please visit hduhb.nhs.wales/PPHMIU and view our full privacy notice under useful links.

We are listening

We know it is important to keep you updated, especially when you have taken the time to share your thoughts and views with us.

An output report to this consultation will be published, fully considered, and discussed as part of a Health Board meeting, will be held later in 2025.

Health Board meetings are held in public, with people either able to attend in person or to watch digitally. We will advertise this meeting on our website hduhb.nhs.wales/PPHMIU and social media pages.

A project group for the consultation, made up of Health Board staff, Llais and SOSPPAN, will put forward a recommendation to the Health Board's Directors and Independent Members on the potential way forward for how we could provide services at the Minor Injury Unit at Prince Philip Hospital in Llanelli in the future. This is called the final report.

Board members will consider all they have heard leading up to, and during, this consultation, including the Equality Impact Assessments and other supporting documents and data we have gathered and referred to in this document. They will also consider any new information that may come to light from the consultation.

How we will feed back to you

We will publish the output report and the final report on our website, and we will officially announce when it is available.

We will share these reports as widely as possible with people living in our area who have asked to be kept up to date on developments and by using updates through key stakeholders, the local media, and social media. If you wish to receive these updates, please join our involvement and engagement scheme Siarad Iechyd / Talking Health by:

- ▶ Emailing: hyweldda.engagement@wales.nhs.uk
- ▶ Calling: **0300 303 8322** option 5 (local call rates)
- ▶ Writing to us at: **FREEPOST HYWEL DDA HEALTH BOARD.**

Thank you, diolch yn fawr.

ANNUAL REPORT 2024/25

WELL-BEING | BIODIVERSITY | PRIORITIES | ACTIVITIES | ACHIEVEMENTS



Cyngor Gwledig LLANELLI Rural Council

LLANELLI RURAL COUNCIL ANNUAL REPORT 2024/25

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LLANELLI RURAL COUNCIL ANNUAL REPORT 2024/25

INTRODUCTION

The council has a statutory duty to prepare and publish two public annual reports and also a biodiversity action plan report once every three years to satisfy the following legislative requirements:

Section 40 of the Well-Being of Future Generations (Wales) Act 2015 requires the council to publish a report annually on the progress made in meeting the Carmarthenshire Public Services Board's local well-being objectives. The report must be published as soon as reasonably practicable following the end of the financial year (31 March) to which the report relates.

Section 6 of the Environment (Wales) Act 2016 requires the council to prepare and publish a plan report once every three years setting out what it proposes to do to maintain and enhance biodiversity and promote resilience. The council's next plan report must be published no later than 31 December 2025.

Section 52 of the Local Government and Elections (Wales) Act 2021 requires the council, as soon as reasonably practicable after the end of each financial year (31 March), to prepare and publish an annual report about the council's priorities, activities and achievements over the previous year.

There are a number of over-lapping elements associated with the production of these reports. For reasons of practicality and to avoid duplication the council has decided to prepare a single composite annual report to satisfy its legislative reporting duties. The council is permitted to do this in preference to producing three individual reports.

The composite annual report structure has been designed to reflect the chronological order of the enactment of the legislative reporting requirements based on when the reporting duties were first introduced to the local council sector and comprises three parts:

- PART 1 – The council's contribution to supporting the local well-being objectives for the area (the Section 40 reporting duty (Well-Being of Future Generations (Wales) Act 2015));
- PART 2 – The council's contribution to supporting and promoting local biodiversity (the Section 6 reporting duty (Environment (Wales) Act 2016)); and
- PART 3 – A review of the council's key tasks and activities performed over the previous year (the Section 52 reporting duty (Local Government and Elections (Wales) Act 2021)).

LLANELLI RURAL COUNCIL ANNUAL REPORT 2024/25

EXECUTIVE SUMMARY

Following the ordinary local government elections in May 2022, eleven new councillors were elected to serve on the council together with ten re-elected councillors. All seven of the council's electoral wards were contested with a total of 53 candidates contesting 21 seats. Since the formation of the new council, there have been two casual vacancies on the council. Cllr B. M. Williams (Hengoed Ward) resigned and subsequently Cllr J. Lovell was elected on 20 February 2025. Cllr N. A. Stephens (Dafen Ward) sadly passed away and subsequently Cllr K. Morgan was elected on 28 March 2025. The council has continued at pace with its capital programme of works to provide new community facilities throughout its administrative area. In the last year the council has provided four new children's play areas and begun building works transforming a former branch library into a new community hub for the Pemberton Ward. The council continues to conduct its formal business and decision-making arrangements by facilitating multi-location council and committee meetings using Microsoft Teams software to accommodate councillors, the press and public participating remotely if they so wish. Llanelli District Cemetery, council parks, playgrounds and community halls continue to flourish and so does the floodlit AstroTurf pitch in Dafen Park. The adoption of Lower Lliedi Reservoir in Swiss Valley is progressing well under the council's stewardship. In 2024/25 phased fish stocking continued, which will both improve the angling offer whilst also improve the health of the water ecosystem at the reservoir. The upgraded reservoir features and amenities have been well received, with the facility attracting in excess of 114,000 visitors this year. This is 15,000 more visitors than the previous year.

The training department has built on the success of the Jobs Growth Wales Plus programme by continuing the work with ITEC Training, Learners achieving 58% progression to higher learning and employment. An increase in contract delivery has been achieved for the second year in a row and completed the first full year working with Coleg Sir Gar as a delivery partner. In apprenticeships the Training Department continues to deliver programmes in Logistics and Business, recording good performance results at Foundation and advanced levels. The logistics team remains very busy delivering not only apprenticeships but various courses through Personal Learning Accounts attracting additional funding for new courses to train LGV and PCV drivers with licence acquisition. LRC Training was recognised at the Skills Academy Wales Apprenticeships Awards. A logistics apprentice received Foundation Apprentice of the Year 2024, an employer was awarded Employer of the Year 2024 for their commitment to recruiting and supporting Logistics Apprentices through to achievement. There was a Special Recognition Award for Partnership Working with ACO Training for supporting Welsh language and bilingual delivery. LRC Training successfully delivered a project to train Tata Steel employees at risk of redundancy through Personal Learning Accounts (PLA) funding with NPTC Group of Colleges to gain LGV or PCV licence.

CELEBRATING 50 YEARS OF LLANELLI RURAL COUNCIL TIME CAPSULE PROJECT WITH LOCAL PRIMARY SCHOOLS

PRESS RELEASE DATED 14 FEBRUARY 2025

Time Capsule Project : 50 years of Llanelli Rural Council

Llanelli Rural Council this year celebrates 50 years of service to its communities and to commemorate this, it has embarked on a special project with primary schools situated in the Llanelli Rural area. Its wish was to commemorate the past and present for the future. In doing so, each school has been provided with a Time Capsule and the opportunity to contribute meaningful items, letters and photos that represent the schools and their pupils to reflect on the past, show who we are today and what we hope for the future.

12 schools have taken part in the exercise, each providing a variety of items such as school schedules, pupil profiles, toy catalogues, local newspaper clippings, local history and much more. The capsules will be buried at eight locations across the Llanelli Rural area. This is scheduled for next month. Recently, the Council's Chairman and Leader dropped by to view the submissions.

Chairman to the Council, Cllr Martin Davies said "I'd like to thank the schools for their cooperation and the pupils for engaging in the time capsule project. It has been a privilege for myself and the Leader to view the submissions today. Such a worthwhile project and one that future generations will enjoy when they get to open the capsules in 50 years' time".

Council Leader, Cllr Sue Lewis added "We wanted to mark the 50 years of the council by capturing this moment in time for future generations. Working with the local schools ensured many pupils could get involved. It was a pleasure to see what has been submitted and I'm sure it will be thrilling to those that open the time capsules in the future".



CELEBRATING 50 YEARS OF LLANELLI RURAL COUNCIL TIME CAPSULE PROJECT WITH LOCAL PRIMARY SCHOOLS



Bynea Primary School



Ysgol Bryn Teg

CELEBRATING 50 YEARS OF LLANELLI RURAL COUNCIL TIME CAPSULE PROJECT WITH LOCAL PRIMARY SCHOOLS



Dafen Primary School



Halfway Primary School



St Mary's Primary School

CELEBRATING 50 YEARS OF LLANELLI RURAL COUNCIL TIME CAPSULE PROJECT WITH LOCAL PRIMARY SCHOOLS



Ysgol Ffwrnes



Pwll Primary School

CELEBRATING 50 YEARS OF LLANELLI RURAL COUNCIL TIME CAPSULE PROJECT WITH LOCAL PRIMARY SCHOOLS



Ysgol Y Felin



Swiss Valley Primary School

CELEBRATING 50 YEARS OF LLANELLI RURAL COUNCIL TIME CAPSULE PROJECT WITH LOCAL PRIMARY SCHOOLS



Ysgol Pum Heol



Ysgol Pontiets

LLANELLI RURAL COUNCIL ANNUAL REPORT 2024/25

HEADLINE ACHIEVEMENTS

Over the last 12 months the council has achieved:

- Fish stocking programme enacted at Lower Lliedi Reservoir, Swiss Valley. Native predatory species introduced in an initiative to combat invasive fish species in partnership with Welsh Water and Natural Resources Wales. Initial signs show this has been a success!
- To mark 50 years of Llanelli Rural Council, the council engaged with 12 local primary schools to inter eleven time capsules across the Llanelli Rural area.
- License for land and water based activities at Lower Lliedi Reservoir, Swiss Valley to an outward bound activity provider thus enabling angling and paddle sports opportunities to take place as well as other outdoor land activities. In addition, this year the activity provider has provided rowing boat and outdoor sauna experiences whilst also establishing a café on site.
- First year of the Dwyfor Growing Space was a success with the majority of raised bed occupiers renewing for year 2.
- Successful delivery of a Shared Prosperity Fund grant via Carmarthenshire County Council and UK Government Levelling Up programme for a new play area and environmental enhancement at Gwili Fields, Llwynhendy.
- Successful delivery of Welsh Government's Assets Collaboration (Wales) Programme grant for phase I of the Canolfan Llwynhendy building.
- Delivery of four new children's play areas at Clos Cilsaig, Gwili Fields Llwynhendy, Penygraig and Ponthenri.
- Coordination of a Litter Pick Hub that has allowed 16 litter picks carried out by 188 volunteers.
- Reduced its grass cutting operations in test areas to allow for better pollinators for local biodiversity.
- Highly commended in the category of Special Recognition for Partnership Working at the Skills Academy Wales Apprenticeship Awards ceremony.
- Increase in Job Growth Wales+ and Personal Learning Accounts Contracts including a Tata Steel Project.



New children's play areas at:

- Top Left: Parc Y Gwili - Pemberton Ward
- Middle Top: Clos Cilsaig - Dafen Ward,
- Middle Bottom: Penygraig - Bynea Ward
- Right: Ponthenri Park – Glyn Ward.





Apprenticeships event at
Royal Mail Swansea –
employees ‘having a go’ on
our transport simulator



JGW+ learner meeting
local author for advice on a
career as a literary agent



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Annual Report – Part 1

Report for Carmarthenshire Public Services Board - Llanelli Rural Council Annual Report - 2024-25

Outline of Council

One of nine community councils in the Llanelli district area, the council, formed during Local Government re-organisation in April 1974, is made up of 21 elected members, advised by the Clerk to the Council.

The council's geographic area is approximately 26.78 square miles, with a population of 22,018 and surrounds the urban centre of Llanelli. Its boundaries extend from Loughor Estuary in the east to Burry Port in the west and skirts the Gwendraeth Valley in the north. The area is made up of the villages and districts of Bynea, Cwmbach, Cynheidre, Dafen, Felinfoel, Five Roads, Furnace, Llwynhendy, Ponthenri, Pontyates (south of the railway line), Pwll, Sandy and Swiss Valley.

Chairman: Councillor Martin Davies

Leader of the Council: Councillor Susan Lewis

Clerk to the Council: Mark Galbraith ACIS

The Council's 21 elected members represent seven wards and it meets on the second Tuesday at 6.00 pm each month except for August.

Councillors by ward are:

Bynea: Cllrs D M Cundy, T M Donoghue and S M T Ford.

Dafen: Cllrs R E Evans, S N Lewis, K Morgan and A J Rogers.

Felinfoel: Cllrs E M Evans and N Evans.

Glyn: Cllrs A Evans and O Williams.

Hengoed: Cllrs M V Davies, J Lovell, J S Phillips and W E Skinner.

Pemberton: Cllrs S L Davies, J P Hart, S K Nurse and A G Stephens.

Swiss Valley: Cllrs S R Bowen and A G Morgan.

The council's precept for 2024/2025 was £1,174,180 equivalent to £137.30 per band D property. Since the council's inception, it has built and maintained nine community halls, sports changing rooms and a community resource centre incorporating community and changing facilities. In November 2020, the council signed a five-year community adoption agreement with Welsh Water to provide upgrades and routine maintenance for the Lower Lledi Reservoir at Swiss Valley. The agreement is the first of its kind in Wales. The council also maintains seven parks where rugby, football, bowls and cricket are regularly played and has provided and maintains 18 children's play areas. It grant aids voluntary and charitable organisations. Through its Training Department the council provides work based learning training and job opportunities.

The council manages and maintains Llanelli District Cemetery which is jointly owned with Llanelli Town Council. The council also provides a grounds maintenance service to the town council to maintain its parks and open spaces under a service level agreement.

What is the Council's Vision/Objectives?

The council is committed to working for and with the local community to help improve general well-being while acting as a local voice to safeguard key services.

The council has the following ambitions:

- To be recognised as an excellent organisation;
- To be an organisation that people are proud to work for and be associated with.

The council aims to be:

- Caring and supportive;
- Fair and equitable;
- Inclusive;
- Developmental and Innovative;
- Empowering, Enthusiastic and Encouraging.

The council's general vision is outlined in its Strategic Plan but following the enactment of the Well-being of Future Generations (Wales) Act 2015 (WFGAct) it elected to employ a full time Community Development Officer (CDO) and commissioned a 15 year plan that focuses on well-being called the Llanelli Rural Area Whole Place Plan – 2015 to 2030. This plan details the background, approach and methods of delivering well-being for its area. Both its Strategic Plan and Well Being Plan integrate the seven National Wellbeing Goals and five ways of working brought about by the Act.

OUR SPENDING PRIORITIES FOR 2025/26

How is the Council funded?

The council is funded entirely from the council taxpayer and other sources of income collected from charges etc.

Where does your money go?

The council has agreed a budget of £2,431,834 to spend on the provision of services in 2025/26. For the council tax payer, the Band D tax levied will be £181.69 per dwelling which represents a 32.3% increase on 2024/25.

The Council has budgeted to spend on:

2024/25		2025/26
£		£
542,037	Halls	823,896
539,691	Parks/open spaces	644,659
88,382	Roads and footpaths	100,606
100,000	Cemetery	100,000
132,290	Arts and tourism	156,103
117,704	Community development	121,740
6,274	Training	8,040
25,000	Grants	23,250
527,531	Play areas	284,310
59,336	Asset Transfer	73,503
<u>82,908</u>	Other services	<u>95,727</u>
<u>2,221,153</u>		<u>2,431,834</u>

To be financed by:

	£
Council Tax payers	1,568,545
Charges, grants etc	757,456
Reserves	105,833

Financial Reserves

Balances are necessary to provide for the levelling out of normal peaks and troughs of a year's financial activities. It is estimated that these working balances will stand at around £499,931 on 31 March, 2025.

Continuing Services

- the maintenance of its community halls, parks, play areas, footpaths and open spaces
- the maintenance of Llanelli District Cemetery in partnership with Llanelli Town Council
- providing a grounds maintenance service to Llanelli Town Council
- funding of the Christmas Carnival and Lights switch on with Carmarthenshire County Council and Llanelli Town Council
- projects under the Whole Place Plan
- to deliver Work Based Learning Programmes: Jobs Growth Wales+ and Apprenticeships
- provide litter picking equipment for hire to groups, schools, businesses and individuals
- provide varied community volunteering opportunities to its residents
- the operation of Dwyfor Growing space

Our Plans

Specific projects this year are:-

- to continue the development of new facilities at Swiss Valley Reservoir
- to establish the "friends of Swiss Valley Reservoir" volunteer led group
- to continue with the lease transfer of assets from Carmarthenshire County Council
- to negotiate Section 106 funding for play and recreational facilities
- to complete the drainage and landscaping works to the recreational area at Gwili Fields
- to continue the development of the Canolfan Llwynhendy and open it to the public
- to provide public toilets for match day use at Felinfoel Recreation Ground

Progress against the Carmarthenshire Well-being Plan Objectives

Carmarthenshire Well-being Plan Objective 1: Ensuring a sustainable economy and fair employment

Steps taken by Llanelli Rural Council that contribute to the Well-being Objective	How have the 5 Ways of Working been used to shape your activity? (Summary in Appendix A)	Which national Well-being Goals does this work support? (Summary in Appendix B)
Learner Wellbeing	The wellbeing of learners is a priority within Work Based Learning Provision (WBL). Estyn inspections and self-evaluations of training provision will focus on the 'Wellbeing and Safeguarding' of learners along with the 'Care, Support and Guidance' offered to them. This is alongside their progress in learning. In Skills Academy Wales the Training Department is represented on the Health, Safety and Wellbeing group which oversees the support given to apprentices in programme. In JGW+ provision wellbeing and safeguarding issues are reported and monitored through the 'My Concern' platform provided by ITEC Skills or 'Be Safe' provided by Coleg Sir Gar.	<ul style="list-style-type: none"> • Resilient Wales • Healthier Wales • More Equal Wales
Work based learning provision for 16-19 year olds	LRC Training's Job's Growth Wales + programme is available on a roll-on, roll-off basis, ensuring that young people who often face many difficult barriers to learning can access provision when they need to. Inductions are held at least monthly and often more frequently, each learner will have an Individual Learning Plan drawn up which will include targets which are SMART and achievable. Progress against these targets are reviewed monthly. Learners will access training opportunities which are appropriate and timely for them	<ul style="list-style-type: none"> • Prosperous Wales • Resilient Wales • More equal Wales
Apprenticeship opportunities and Personal Learning Accounts (PLA)	Apprenticeship opportunities are available at any time. LRC Training will work with employers who have apprenticeship vacancies to help them fill vacancies. The availability of apprenticeship places is promoted to employers in the relevant sectors, particularly in logistics where employers are currently experiencing a shortage in operatives and LGV Drivers. Learning follows pre agreed apprenticeship frameworks but there is flexibility in the method of delivery, a mix of on and off the job training and an opportunity to complete the framework over a longer or shorter time span. PLA funding has been directed at priority sectors such as logistics and passenger transport. The training department is using this funding to deliver training to those not already employed in the sector.	<ul style="list-style-type: none"> • Prosperous Wales • Resilient Wales • More equal Wales
Networking in Training and Education	LRC Training is recognised as a quality Work Based Learning provider in Wales. Membership of Neath Port Talbot College Group and Skills Academy Wales allows the department to participate and contribute to all consultations, training and guidance relevant to WBL provision. LRC Training is also involved in sector specific	<ul style="list-style-type: none"> • Prosperous Wales • More Equal Wales

	<p>networks, notably with the National Logistics Academy which offers apprenticeship opportunities across the UK.</p> <p>LRC Training is now working with ITEC Skills Ltd and Coleg Sir Gar to deliver the Jobs Growth Wales + programme in Carmarthenshire.</p> <p>Locally, officers network well with referral agencies such as Careers Wales, The Youth Service and JobCentre Plus. There are good communications with other local providers and support agencies such as Choices and Iechyd Da who are involved with young learners.</p>	<ul style="list-style-type: none"> Wales of Cohesive Communities
Opportunities for Learning	<p>LRC Training has developed unique training provision.</p> <p>The Jobs Growth Wales + programme exhibits a high level of learner support and pastoral care with dedicated provision for additional learning needs and skills development.</p> <p>LRC Training is unique in its provision of apprenticeship opportunities in Logistics and Transport throughout Wales, offering Driving Goods Vehicles, Warehousing and Storage, Logistics Operations, Passenger Carrying Vehicle, Supply Chain Management and apprenticeships in Customer Service and Business Administration, one of very few providers in Wales offering Level 4 apprenticeships in Business Administration.</p> <p>LRC Training is working with Neath Port Talbot College (NPTC) Group to deliver training in Logistics and Road Passenger Transport licences through Personal Learning Accounts across South Wales.</p>	<ul style="list-style-type: none"> Prosperous Wales More equal Wales Resilient Wales
Investors in People Accreditation	<p>The council is putting people first as an investors in people organisation, which is a standard wherein the employer engages with employees to discuss welfare, wellbeing training and employment needs. It maintains open dialogue and evaluates the council's values whilst seeking to improve the leadership and management capability of the organisation. Accreditation achieved in 2023.</p>	<ul style="list-style-type: none"> Prosperous Wales Healthier Wales More equal Wales

Carmarthenshire Well-being Plan Objective 2: Improving well-being and reducing health inequalities

Steps taken by Llanelli Rural Council that contribute to the Well-being Objective	How have the 5 Ways of Working been used to shape your activity? (Summary in Appendix A)	Which national Well-being Goals does this work support? (Summary in Appendix B)
<p>Community adoption plan with Welsh Water for Lower Lliedi Reservoir, Swiss Valley</p>	<p>The community adoption plan was agreed in November 2020, and is the first of its kind in Wales. Its purpose is designed to open up the Lower Lliedi Reservoir local beauty spot to members of the public. The intention is to enable recreation, public access for all and create a high quality visitor experience that balances recreation with conservation and biodiversity. The agreement allows regulated water access for paddle sports and anglers. The space will be promoted as a place where schools and other outdoor education providers can visit. Volunteering opportunities have been created since the adoption. The toilet block has been restored and the car parks have been reopened. The eastern footpath has been resurfaced whilst improvements have also been made where necessary on parts of the western footpath. The adoption has prompted the council to establish a volunteer led angling club. The agreement also allows for opportunities for angling and canoe competitions and mobile traders at the site. This in turn will have a positive effect on the local economy and tourism industry. The council installed visitor counters at entrance points at the site and between 1 April 2024 and 31 March 2025 they recorded 114,425 visitors to the reservoir.</p> <p>The council has improved the visitor experience by way of a woodland management plan and installation of signage, seating/picnic areas, accessibility, footpath repair and improvements to existing woodland trails. Habitat boxes have been installed to help monitor and aid biodiversity in the woodland.</p> <p>The council continues to work with a number of public sector partners to deliver its site management plan. Staff are assigned with site monitoring which ensures the area is maintained for the purposes it is intended for. Based on the recommendations of stakeholders, an appropriate fish stocking programme is now underway. Working relationships for the ongoing use of the reservoir have been established with Carmarthenshire County Council leisure, biodiversity, rights of way and outdoor education officers. Relationships have been established with local anglers, paddlers, volunteers and community groups to ensure the site is inclusive of their needs. This approach has embraced the five ways of working sustainably by collaborating with partners and involving user groups in the discussions. The ongoing dialogue with the different stakeholders and the public have helped frame the long term plans for the site by overcoming or flagging up any potential problems and putting well-being at the fore front of our plans for the reservoir.</p>	<ul style="list-style-type: none"> • Prosperous Wales • Resilient Wales • Healthier Wales • More Equal Wales • Wales of Cohesive Communities • Wales of Vibrant Culture and Thriving Welsh Language • Globally Responsible Wales

	<p>LiveFree Adventures Ltd. (LFA) holds an operator licence to provide water sports and outward bound activities at the reservoir. There are now many land and water based activities on offer through LFA at the reservoir. You can book in advance or turn up and pay to book a self-launch permit or hire a stand up paddleboard (SUP), kayak or row boat. LFA expanded their offering this year with the launch of “Sauna Y Coed”, an outdoor sauna and cold plunge experience set in the woodland at the reservoir which has already built up a strong customer base.</p> <p>For anglers at the reservoir, the launch of a new online booking system powered by Club Mate this year worked well in managing numbers and collecting fees for angling opportunities at the site.</p>	
Maintaining the footpath network within the Council’s boundaries	The council has an agreement in place with Carmarthenshire County Council to maintain public rights of way within its area on an agency basis for the county council.	<ul style="list-style-type: none"> • Resilient Wales • Healthier Wales • Wales of Cohesive Communities • Globally Responsible Wales
Provision of seven playing fields used for recreation and sports such as bowls, cricket, football and rugby teams from junior to adult age groups.	These facilities allow for sports teams to participate in leisure and recreation throughout the council’s administrative area. The council has a positive relationship with these groups and the council maintains facilities to a satisfactory level at no cost to the user. The council’s grounds maintenance team has good communication links with local clubs. This proactive approach helps to deal with issues at an early intervention therefore preventing problems while safeguarding long term needs.	<ul style="list-style-type: none"> • Healthier Wales • More Equal Wales • Wales of Cohesive Communities • Globally Responsible Wales
Provision of funding to voluntary groups and community hall committees	Local volunteer led organisations and charities are encouraged to approach the council for small donations that help them deliver on their aims and objectives. Organisations that are doing good things for the Llanelli Rural area and are looking for assistance with running costs, can approach the council for financial support.	<ul style="list-style-type: none"> • Prosperous Wales • Healthier Wales • More Equal Wales • Wales of Cohesive Communities
Phil Bennett OBE Community Resource Centre	This building has additional facilities compared to other council owned community halls. It is a two storey building with a depot for the council’s grounds maintenance team, office space and changing rooms for the sporting organisations that use Felinfoel Recreation Ground. The management committee is set up as a charity and company limited by guarantee which is supported by the council’s Community Development Officer. The office space has housed Carmarthenshire County Council staff in the past and now hosts Hywel Dda University Health Board Primary Care team. The community hall sits on the first floor and hosts a varied programme of classes and clubs for the community and is a popular venue for training.	<ul style="list-style-type: none"> • Prosperous Wales • Healthier Wales • More Equal Wales • Wales of Cohesive Communities

Provision of a community growing space in Llwynhendy	The council has acquired the former allotments at Dwyfor, Llwynhendy via a Community Asset Transfer from Carmarthenshire County Council. The funds received as part of the transfer and via a Welsh Government Allotment grant has enabled the council to transform the space into more manageable growing space. The previous issue of waterlogging has been alleviated, and the space is suitable once more to grow food. Raised beds are available to individuals, community groups, charities and local primary schools. At the rear of the growing space is a wild and biodiversity-rich area, which is a space that has potential for the development of an outdoors classroom.	<ul style="list-style-type: none"> • Prosperous Wales • Healthier Wales • More Equal Wales • Wales of Cohesive Communities
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Carmarthenshire Well-being Plan Objective 3: Responding to the climate and nature emergencies

Steps taken by Llanelli Rural Council that contribute to the Well-being Objective	How have the 5 Ways of Working been used to shape your activity? (Summary in Appendix A)	Which national Well-being Goals does this work support? (Summary in Appendix B)
Working with Keep Wales Tidy in the provision of a Litter Pick Hub	The council's offices acts as a litter pick hub for Keep Wales Tidy. This enables individuals and groups to loan litter picking equipment free for one off clean ups. Measures are in place to financially support newly formed litter picking groups. The council is also represented at Pride In Your Patch and Llanelli Litter Taskforce. The litter pick hub opened in 2021. Between 1 April 2024 - 31 March 2025, the litter picking kit was loaned out on 16 occasions and 221 bags of litter were collected by 188 volunteers at venues in and around Llanelli.	<ul style="list-style-type: none"> • Wales of Cohesive Communities • Globally Responsible Wales
Working group dealing with climate change and the promotion of biodiversity in place to further support the principle of sustainable development	<p>The working group undertook a review of the council's position in relation to Intergovernmental Panel on Climate Change (IPCC) reduction of target from 2°C to 1.5°C global temperature rise.</p> <p>The aim of the review: To review the council's position in relation to IPCC and recommend how the Council can contribute towards this target in the short, medium and long term.</p> <p>The working group will consider the potential changes and impacts of global warming across the Council's administrative area. The review will involve gathering information from its own activities in providing local services and consult with other resources such as government advisory bodies, websites, partner organisations, agencies and individuals. Identify the key areas where the council can impact on the IPCC target whilst carrying out its service delivery functions (direct and indirect) and how the Council can also encourage residents to make an impact on:</p>	<ul style="list-style-type: none"> • Resilient Wales • Healthier Wales • Globally Responsible Wales

	<ul style="list-style-type: none"> • Reducing carbon emissions; • Use energy more efficiently; • Switch to low carbon fuels; • Prepare for climate change. <p>The recommendations of the group are reported to the council's Policy and Resources Committee for consideration. Stemming from this an Environment and Climate change policy, strategy and action plan will be formulated and reported for further consideration by the Policy and Resources Committee.</p> <p>The work identified by the working group helped convince the Council to acquire new IT equipment for the Council chamber providing for more sustainable practices associated with remote attendance at council and committee meetings.</p> <p>The printing of meeting papers for Council members has reduced by 9.6% in the last year. This is due to council members opting in to receive their meeting papers digitally instead of having paper copies delivered.</p> <p>Reduced energy consumption and improved energy efficiency across council buildings and assets by introducing smart controls and upgrading heating and lighting systems into low energy consumption models where possible.</p> <p>Reduced grass cutting practices to allow for the benefit of pollinators have been introduced. The biodiversity areas the council have identified has been increased. In Pwll we have doubled the area that has been left to grow naturally, thus increasing the potential for wildflower and pollinators. The council's grass collection machine arisings are collected from wild flower meadows, which prevents the build-up of dead vegetation, which can smother delicate plants. There is more exposed ground to allow seeds to grow. The soil fertility is reduced, therefore slowing down the growth of nutrient-loving coarse grasses that choke wild flowers.</p>	
Tree planting at Parc Y Gwili	<p>The fields at Heol Gwili has benefited from the planting of 105 sapling trees thanks to the Woodland Trust's Trees for Communities initiative. Working with the youth workers at Ty Enfys Family Centre and Carmarthenshire County Council, a community planting event with young people of the area took place on the 18th of November. A mixture of the following species were planted: holly, hazel, crab apple, downy birch, hawthorn and goat willow. These were chosen for their ability to help dry up wet areas. The project forms part of the regeneration of the fields and former library building to turn the area into a community hub to boost the well-being of residents. The trees over time will help absorb rainfall at an area that suffers with waterlogging during spells of wet weather.</p>	<ul style="list-style-type: none"> • Resilient Wales • Wales of Cohesive Communities • Globally Responsible Wales

<p>Friends of Swiss Valley Reservoir</p>	<p>Over the past few months, the council has created more volunteering opportunities at the reservoir. By doing so it has set up working links with Dwr Cymru Welsh Water, Keep Wales Tidy and Carmarthenshire County Council's Local Places for Nature officer. Litter Picks were arranged in February and March. A core group of volunteers are keen to establish Friends of Swiss Valley as a constituted group. Some of the tasks identified so far are site monitoring to support wildlife and habitat conservation and working party days to keep the reservoir tidy and safe. New notice boards and posters have been put up advertising the group at the reservoir which has generated a positive response. Those signed up for updates will receive regular emails advertising future volunteering opportunities.</p>	<ul style="list-style-type: none"> • Resilient Wales • Healthier Wales • Wales of Cohesive Communities • Globally Responsible Wales
<p>New children's play equipment at</p> <ul style="list-style-type: none"> • Penygraig, Bynea ward • Clos Cilsaig, Dafen ward • Ponthenri Park, Glyn ward • Heol Gwili, Pemberton ward 	<p>It has been a busy year for providing new play areas. Two of the four are new play areas. They are based in Pemberton Ward at Heol Gwili and in the Bynea Ward at Penygraig. Community Asset Transfers between the council and Carmarthenshire County Council were sought in order to provide recreational play spaces for its residents. Community consultation was carried out prior to the designs being made, and each space reflects the needs of its community. Grant funding from UK Shared Prosperity Fund and Invest Local Programme supported Heol Gwili whilst Section 106 funds assisted funds raised by the council to help realise the scheme at Penygraig.</p> <p>The play area in Glyn Ward at Ponthenri Park replaces a play area that had become tired and rarely used and complements recent wider investment at the park from Welsh Government Safer Routes and a grant from the Local Places for Nature programme sponsored by Welsh Government and the National Lottery Heritage Fund.</p> <p>The space in Dafen Ward, which is accessible via Dafen Pond and Clos Cilsaig, has not been used for a number of years due to the former equipment being removed on health and safety grounds. Once the Community Asset Transfer for this site was completed, the council went about to install a modest play area suitable for younger children, which has been warmly received by local residents and families.</p>	<ul style="list-style-type: none"> • Healthier Wales • More Equal Wales • Wales of Cohesive Communities
<p>Fish stocking at Swiss Valley Reservoir to help control the spread of Topmouth gudgeon, a non-native invasive species of fish.</p>	<p>Previous monitoring suggests that there is a population of topmouth gudgeon in both Upper and Lower Lliedi reservoirs at Swiss Valley. Preventing the spread of it is an important action that benefits all stakeholders. The reason that topmouth gudgeon control is crucial in UK freshwaters because this invasive fish species, native to Asia, poses significant threats to native ecosystems. It competes with native fish for food and can carry diseases and parasites that can harm native species. Additionally, topmouth gudgeon can disrupt the ecosystem by consuming invertebrates and fish eggs. Dwr Cymru Welsh Water, Natural Resources Wales, the council and Swiss Valley Angling Association have worked collectively to introduce a biological control method, which uses natural predators to manage pest populations. This is a natural control measure which restores an ecosystem balance and initial indicators show that this method appears to be working. Four phased stocking events have taken place between 2023 -2025 to introduce predatory species,</p>	<ul style="list-style-type: none"> • Resilient Wales • Globally Responsible Wales

	specifically pike and perch. Three stocking phases were funded by Dwr Cymru Welsh Water and one by NRW. A significant number of fish of varying maturity were introduced in each stocking event. NRW are undertaking an extensive monitoring programme. The initial signs are encouraging and indicating a reduction in the prevalence of the topmouth gudgeon at the Lower Lliedi. Furthermore, a joint venture between DWR Cymru Welsh Water and LRC will introduce a second equipment wash down station at the reservoir to support the cleaning of equipment to avoid transference of invasive species to and from other waterways.	
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Carmarthenshire Well-being Plan Objective 4: Tackling poverty and its impacts

Steps taken by Llanelli Rural Council that contribute to the Well-being Objective	How have the 5 Ways of Working been used to shape your activity? (Summary in Appendix A)	Which national Well-being Goals does this work support? (Summary in Appendix B)
Raising funds for the refurbishment and extension of the existing library in Llwynhendy and surrounding green space enhancement for community benefit.	<p>Following numerous community consultations and commissioning a feasibility study, the council has acted and is addressing the need for a community hub provision in Llwynhendy. After years of attempting to raise funds from a Public Works Loan Board, various grants and contributions from stakeholders, work began on the project towards the end of 2024. The community hub project building will be known as Canolfan Llwynhendy. The outside green space which will host new recreational spaces comprising play equipment, planting, landscaping, a multi-use game area and a BMX track will be known as Parc Y Gwili.</p> <p>The project has been part of a collaborative approach, that was initially led by council members and officers, who set up a steering group made up of officers from housing, leisure, community regeneration and libraries within Carmarthenshire County Council, local members and community volunteers.</p> <p>Recent stakeholder engagement and community consultation led by the council's officers will ensure the space is supported by services that will help with many local issues. The library service will be maintained whilst face-to-face housing tenant support will also be available from the local authority's housing department. The space will also cater for employment support and training. As well as youth provision for 11 up until 25 years old.</p>	<ul style="list-style-type: none"> • Prosperous Wales • Resilient Wales • Healthier Wales • More Equal Wales • Wales of Cohesive Communities • Wales of Vibrant Culture and Thriving Welsh Language

Time Credits programme	Working in partnership with Tempo to deliver volunteering opportunities in order to address local priorities in return for time credits. The time credit currency can be used to access both local and nationwide amenities in return for the volunteer's time. The time credits model from Tempo has changed to digital however the council continues to support the initiative via its Community Development Officer .	<ul style="list-style-type: none"> • Prosperous Wales • Equal Wales • Wales of Cohesive Communities
Supporting the local economy by being included on Carmarthenshire County Council's procurement framework	The council works on a sustainable footing and strives to ensure best value in all of its spending decisions and where appropriate it looks to support the local economy. Participating in the county council procurement framework supports this general aim.	<ul style="list-style-type: none"> • Prosperous Wales • More equal Wales • Wales of Vibrant Culture and Thriving Welsh Language

Carmarthenshire Well-being Plan Objective 5: Helping to create bilingual, safe and diverse communities

Steps taken by Llanelli Rural Council that contribute to the Well-being Objective	How have the 5 Ways of Working been used to shape your activity? (Summary in Appendix A)	Which national Well-being Goals does this work support? (Summary in Appendix B)
Provision of meeting spaces: nine community halls / centres	<p>These facilities were in place long before the WFGAct and the way they are run embody the five ways of working. The halls / centres are run by local volunteers and provide a range of uses that impact positively on the well-being of people. The halls host services, classes and clubs such as keep fit, martial arts, knitting groups, historical societies, post offices, yoga, cafes, cylch meithrin, weight loss, birthday parties, NHS staff and more. The council supports the voluntary effort of running the buildings by carrying out essential maintenance, annual grants and covers the cost of insurance and rates. This model enables each hall committee to make a surplus which it can reinvest in the hall.</p> <p>To assist the community run Swiss Valley Community Centre, the council has worked with a new cohort of volunteers to trial a new hall management model. In doing so, a new hall events committee has been established, with their own constitution, to manage the booking diary and community events at the hall that reflects the needs of the community. The council's role is to carry out all back office functions, such as paying utility bills, charging hall patrons and maintaining the hall.</p> <p>The council's halls are well used and relied upon by our communities. These versatile community spaces host a variety of classes that give residents the opportunity to improve their well-being. The council recognises that not every community has a hall, and it can work with residents to explore options for new facilities.</p>	<ul style="list-style-type: none"> • Healthier Wales • More Equal Wales • Wales of Cohesive Communities • Wales of Vibrant Culture and Thriving Welsh Language

Community Development Officer (CDO) support	There is CDO support available for our communities. The support follows the principles set out in the five ways of working as well as the well-being objectives set out in the Council's Well-Being (Whole Place) Plan. The CDO also provides support to the Llanelli Rural community on matters that positively affect Carmarthenshire's well-being objectives.	<ul style="list-style-type: none"> • Prosperous Wales • Resilient Wales • Healthier Wales • More Equal Wales • Wales of Cohesive Communities • Wales of Vibrant Culture and Thriving Welsh Language • Globally Responsible Wales
Whole Place Plan delivery	The Whole Place Plan was developed in 2015. The Whole Place Plan is a 15 year well-being plan for the council. It was the Council's initial response to comply with the provisions of the WFG Act. The 5 ways of working and national well-being goals are referred to throughout the document. Future updates will link in with the PSB's Well-being Objectives for Carmarthenshire. 14 interventions are mentioned in the plan with many already actioned. The plan's delivery is now into its ninth year.	<ul style="list-style-type: none"> • Prosperous Wales • Resilient Wales • Healthier Wales • More Equal Wales • Wales of Cohesive Communities • Wales of Vibrant Culture and Thriving Welsh Language • Globally Responsible Wales
Safe Routes in Communities	<p>The Council has a strong recent track record of supporting its communities in order to benefit from Welsh Government Safe Routes in Communities funding. It has played an important role in recent years with successful bids for Hengoed, Pemberton, Swiss Valley and Glyn Wards. The process involves a collaborative approach between the community, local schools and the local authority. The council's Community Development Officer facilitated meetings at the early stages and also helps arrange community consultation exercises. The aims of the Safe Routes in Communities is to:</p> <ul style="list-style-type: none"> • Improve and increase walking/cycling connections to schools and within the wider community. • Reduce car use by providing residents with viable alternatives. • Increase physical activity and fitness levels to improve health. • Improve road awareness, confidence and independence of young people on the school journey coupled with reducing congestion around schools. <p>Five Roads in the Glyn Ward has been successful in the 2024/25 bidding round for Carmarthenshire and will benefit from investment in the next 12 months.</p>	<ul style="list-style-type: none"> • Healthier Wales • Wales of Cohesive Communities • Globally Responsible Wales

Reflection and Looking Forward

An opportunity to reflect on how things are going and outline future priorities.

<p>What has worked well for the Council?</p>	<p>Reflecting the needs of the community in the new play areas installed at Clos Cilsaig, Parc y Gwili, Penygraig and Ponthenri Recreation Ground. The consultation work that went on before ensured that the installed equipment was received gratefully. In Penygraig this interaction ensured the council made extra spaces for car parking in the design, which was highlighted as something missing by residents when they attended a consultation exercise held inside the council chamber. That face to face contact helped build a relationship and garnered trust in the council's plans.</p> <p>Attracting funding from Welsh Government's Assets Collaboration Programme ensured the Canolfan Llwynhendy project could proceed. With the building due to open in the summer, there are high hopes for various well-being activities for all age groups in the new facility, and we look forward to providing an update on the project in the next annual report.</p> <p>The litter pick hub is well used and has received praise from Keep Wales Tidy officers for its efficiency and number of litter picks recorded.</p> <p>Biodiversity initiatives undertaken: Tree planting in cemetery grounds and at amenity areas in several parks, recreation grounds, growing space and the reservoir. Re-wilding areas, habitats, nest boxes created to attract pollinators, and improving biodiversity. Revised grounds maintenance regimes and amended working patterns reducing journeys, fuel consumption etc. and reducing carbon footprint.</p> <p>Swiss Valley Reservoir continues to enjoy frequent visitors. This is reflected in the visitor counters showing a 15% increase in visits over the last 12 months. Talks are underway with Dwr Cymru Welsh Water to renew the community adoption agreement. The initial 5 year agreement is due to conclude at the end of 2025. The Friends of Swiss Valley Reservoir Group has made a promising start and hopes are high for good volunteer engagement over the next 12 months and more.</p>
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	<p>Apprenticeship programmes in Logistics and Transport have seen high demand from employers for apprenticeship places and individuals seeking a change of career by accessing Personal Learning Accounts (PLA) training to retrain as large vehicle or bus drivers.</p> <p>The Apprenticeship programme achieved 83% at Foundation Level, 77% overall for frameworks completions at all levels in Logistics occupational areas and Business Administration.</p> <p>Performance outcome for Personal Learning Accounts (PLA) training courses achieved 90% of leavers achieving a licence or vocational qualification, in addition a project funded by PLA to train Tata Steel employees at risk of redundancy saw outcomes reach 73% of employees gain a LGV or PCV licence in the year to March 2025.</p> <p>The Jobs Growth Wales+ programme achieved 58% overall in progressions to employment and/or further education.</p>
What have been the barriers for the Council?	<p>Slow turnaround of asset transfers.</p> <p>Available revenue grant funding to pay for staff. Whereas grant funding for capital works and environmental enhancements have been accessed in the last 12 months, the community and town council sector would benefit from funding to pay for staff to ensure these improvements meet their full potential.</p> <p>Commercial quality battery equipment to replace petrol and diesel machinery and equipment not sturdy enough yet.</p> <p>Delivering a sustainable training provision has been challenging in some areas following a downturn in the last two years in the Business Administration and Customer Service routes.</p> <p>On the Jobs Growth Wales + programme for 16 – 19 year olds, many have faced significant personal barriers in learning and progression in to further education and employment, the rise in additional learning needs and mental health issues has grown exponentially since the pandemic and learners are requiring additional support while on programme and staff have to work with and signpost a large number of learners to external agencies.</p>

<p>Are there any matters the PSB could support delivery/progress on?</p>	<p>To continue to take a pro-active interest in the work of the council and where appropriate to offer advice and sign posting to support council activities.</p>
<p>What are the Council's main priorities looking forward to 2025-26?</p>	<p>The council's plans for this year includes these specific plans:</p> <ul style="list-style-type: none"> • to continue the development of new facilities at Swiss Valley Reservoir • to establish the "friends of Swiss Valley Reservoir" volunteer led group • to complete the drainage and landscaping works to the recreational area at Gwili Fields • to continue the development of the Canolfan Llwynhendy and open it to the public • to provide public toilets for match day use at Felinfoel Recreation Ground • to continue with the lease transfer of assets from Carmarthenshire County Council • to negotiate Section 106 funding for play and recreational facilities • to recruit a new member of staff to help manage council community facilities

Appendix A: 5 Ways of Working

Long Term
The importance of balancing short-term needs with the need to safeguard the ability to also meet long-term needs.
Prevention
How acting to prevent problems occurring or getting worse may help public bodies meet their objectives.
Integration
Considering how the public body's well-being objectives may impact upon each of the well-being goals, on their other objectives, or on the objectives of other public bodies.
Collaboration
Acting in collaboration with any other person (or different parts of the body itself) that could help the body to meet its well-being objectives.
Involvement
The importance of involving people with an interest in achieving the well-being goals, and ensuring that those people reflect the diversity of the area which the body serves.

Appendix B: National Well-being Goals

National Goal
A Prosperous Wales: An innovative, productive and low carbon society which recognises the limits of the Global environment and therefore uses resources efficiently and proportionately, and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work.
A Resilient Wales: A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change.
A Healthier Wales: A society in which people's physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood
A More Equal Wales: A society that enables people to fulfil their potential no matter what their background or circumstances
A Wales of Cohesive Communities: Attractive, viable, safe and well-connected communities
A Wales of Vibrant Culture and Thriving Welsh Language: Where we have lots of opportunities to do different things and where lots of people can speak Welsh
A Globally Responsible Wales: Where we look after the Environment and think about other people around the World

Annual Report – Part 2

Environment (Wales) Act 2016 Part 1 - Section 6

The Biodiversity and Resilience of Ecosystems Duty Report 2024/25

Introduction and Context:

Llanelli Rural Council provides a range of services to the local community which have an impact on biodiversity and ecosystems.

The council provides thirteen community buildings providing community halls and sports changing facilities. It provides and maintains seven recreational parks where a range of sports such as rugby, football, bowls and cricket are regularly played.

The council also provides and maintains eighteen children's play areas and jointly owns a large cemetery facility – Llanelli District Cemetery.

The council has transferred a large community growing space from Carmarthenshire County Council and has entered a five year adoption agreement with Dwr Cymru Welsh Water for Swiss Valley Reservoir. The community adoption agreement is the first of its kind in Wales

The council maintains over fifty miles of public footpaths across its geographical area. The use of which reduces reliance of vehicles for essential journeys such as school runs and pedestrian access to shopping areas. The network of footpaths also provides access for recreational walks in rural areas.

The council provides community support via its dedicated Community Development Officer and awards grants for community projects in the council's area.

The council promotes principles of sustainability and biodiversity by pursuing sustainability goals and sustainable practices whenever possible.

The council has engaged with Carmarthenshire County Council and formed a partnership with Llanelli Town Council embarking on a community asset transfer programme to protect, secure and maintain sporting, leisure and children's play areas.

The council has declared a Climate Emergency and subsequently set up an Environment and Climate Emergency Steering Group as a response to the declaration. The terms of reference of the group are annotated below.

A review of the council's position in relation to IPCC (Intergovernmental Panel on Climate Change) reduction of target from 2°C to 1.5°C global temperature rise.

The aim of the review:

To review the council's position in relation to IPCC (Intergovernmental Panel on Climate Change) and recommend how the council can contribute towards this target in the short, medium and long term.

The Group will consider the potential changes and impacts of global warming across the council's administrative area.

The review will involve gathering information from its own activities in providing local services and consult with other resources such as government advisory bodies, websites, partner organisations, agencies and individuals.

Identify the key areas where the council can impact on the IPCC target whilst carrying out its service delivery functions (direct and indirect) and how the council can also encourage residents to make an impact on:

- a. Reducing carbon emissions
- b. Use energy more efficiently
- c. Switch to low carbon fuels
- d. Prepare for climate change

The recommendations of the group are reported to the council's Policy and Resources Committee for consideration.

Stemming from this, an Environment and Climate change policy, strategy and action plan has been formulated and reported for further consideration by the Policy and Resources Committee.

Review of S6 duty

What has worked well?

The creation of wildflower areas and tree and hedgerow planting across the council's facilities continues to be implemented. The initiative continues to work well, and it increasingly proves popular with the public in addition to raising public awareness of the importance of assisting biodiversity, for example, the "No Mow May" initiative. Several volunteer groups assist in the tending of these areas. In addition, there have been some cost savings through the reduction in mowing, i.e. less consumables, fuel, travelling, equipment maintenance etc.

The continued use of a natural burial area amongst mature pine trees has proved popular. Native species tree planting continues, and new native species hedgerows have been established.

Changes to grass cutting regimes in the cemetery has resulted in the emergence of an abundance of wild primroses that have been recognised as possibly one of the largest concentrations in Carmarthenshire.



Also noted are the appearance of swathes of wild daisy and pilosella.

A drastic reduction in the widespread use of herbicides has resulted in the re-establishment of grassed and native wildflower areas and has halted damaging ground erosion.



A previously unused area of land at the cemetery that was overwhelmed with bramble is now managed to encourage the establishment of a broader variety of habitats for plants, trees and wildlife.

Members of the public donate new trees to the cemetery. This has become extremely popular over the past 12 months. It is not only affordable but also increases the aesthetic of a previously unused corner of the cemetery.



A tree planting scheme involving a local school has seen excellent results and trees planted are now well established.

Selective herbicides are only used where necessary and the creation of wildlife areas in the grounds of council properties has proved very popular. New signage has been installed in many areas that provides information regarding how the areas are managed and the advantages for wildlife.

The work at the community gardens is complete and provides areas to support the growing of food, fruit trees, wildflowers. A small pond is planned to attract amphibians, insects and pollinators. The growing space is available for a small annual charge and is now into its third year of occupancy by the public, schools and community groups. Available are 16 raised beds and 3 accessible planters. The space utilises rainwater harvesting and small solar power lights, encouraging sustainability and biodiversity.

The project will provide education and awareness opportunities for ecology and biodiversity and encouraging people to grow fruit and vegetables.



The adoption project at the Lower Lleidi Reservoir has provided an abundance of opportunities to improve the ecology of the reservoir and its environs by developing and enhancing a broad range of biodiverse habitats. Surveys to examine the bat, dormouse and otter populations have been undertaken and a range of habitat boxes and shelters have been installed around the site. The dormice boxes have been monitored by registered ecologists and in July they recorded the presence of dormice onsite.





A suite of education and interpretation panels are installed around the site to provide visitors with information in regard to the variety of wildlife that can be seen.

Woodland and waterside habitats have been enhanced. The reed-bed areas of the reservoir are now protected by the introduction of an exclusion zone for watercraft that provides much needed protection for insects, amphibians and spawning fish. Biosecurity measures have been introduced to manage the spread of invasive species in the reservoir.

Education and awareness regarding the importance of protecting the ecology is paramount to the relationship between the reservoir users and the council.



A new angling booking system and access to water service provider have been established at the reservoir.

A woodland management plan has been created, and areas of woodland have been made more accessible to the public. Links to the cycle path network have been improved and new cycle racks installed, along with new benches and picnic tables made from recycled materials. Extensive repairs and improvements to footpaths have been undertaken across the site to encourage people to visit by foot and reduce vehicle use. The council is also awaiting the outcome of an application for the reservoir's woodlands to gain National Forest for Wales status.



Following recent storm damage, log piles created from felled trees and branches have created havens for insects, bees, mosses and fungi to thrive.

Furthermore, educational seated areas have been created for outdoor learning and well-being initiatives.



Following on from the installed new energy efficient shower water heating systems at its sports changing facilities in Dafen and Pwll, the council's facility in Felinfoel is under review for a similar refurbishment

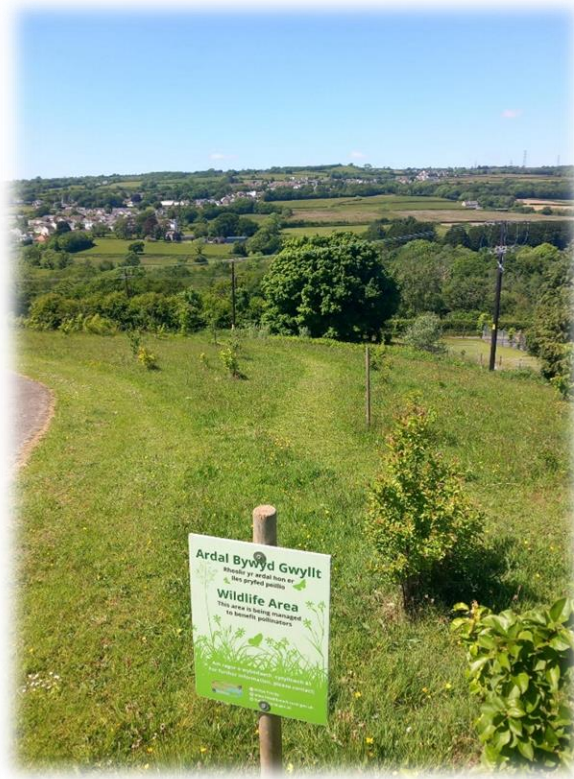
The council has collaborated with Carmarthenshire County Council to convert all 290 of its footpath lighting columns to energy efficient LED lamps.

Whenever possible, across all council facilities the fluorescent, halogen and sodium lamps are replaced with energy efficient LED versions.

An electrical car was chosen to replace the chairman's previous car which is used regularly when the council chairman attends official functions and community events. The new plug in hybrid model can travel up to 32 miles on electric power alone. The electric motor also works intelligently with the petrol engine when needed to provide improved fuel economy and reduced CO2 emissions.

The biodiversity areas the council have identified has been increased. In Pwll we have doubled the area that has been left to grow naturally, thus increasing the potential for wild flower and pollinators. Through grant funding we have purchased a grass collection machine. By collecting the arisings from wild flower meadows prevents the build up of dead vegetation, which can smother delicate plants. There is more exposed ground to allow seeds to grow. The soil fertility is reduced, therefore slowing down the growth of nutrient-loving coarse grasses that choke wild flowers. This scheme has been extended over the past 12-18 months to cover other sites, including Pontyates, Ponthenri, Tir Eynon and Furnace.





What have the barriers been?

Schedules and other council commitments.

Technology for battery powered tools and equipment is not yet sturdy enough for commercial environments. The range of equipment purported to be commercial is limited. The costs of replacing fossil fuel vehicles and equipment with electric versions is high. The council presently operates a significant fleet of vehicles and machinery that uses diesel and petrol fuels.

The public wish to see amenity areas “tidy”. An ‘educate and inform’ programme would help explain what the council’s initiatives are when introducing new maintenance regimes to reduce emissions or reduce the use of herbicides and when creating ‘pollinator’ areas, when the grasses are left to grow longer at certain times of the year, or when certain areas are purposely not cut.

What will you change?

Seek to work more closely with Carmarthenshire County Council’s biodiversity officers and other agency partners to seek advice and guidance, benchmarking, attending seminars etc. Undertake more interaction with the public and provide more information on the council’s initiatives.

Identify more grassed areas where we can reduce cuts through the summer months to encourage pollinators and biodiversity. i.e. an initial cut in March/April and a second cut in September. Areas will be 'framed' with mowing patterns so it is clear that the longer grass is intentional and biodiversity information for the area will be displayed.

Increase the natural burial area offering in the cemetery. Publicise that ‘greener options’ are also available in the traditional areas also where the carbon footprint can be reduced.

Seek to increase native tree and hedgerow planting. Create wildlife corridors for small mammals and invertebrates.

Consider and reinforce the importance of climate change in everything we do.

Continue to seek to replace vehicles and equipment to consider battery or hybrid technologies wherever practical.

Consider more solar or wind energy. Seek to review utility energy suppliers to consider more sustainable alternatives.



How and when will the s6 duty be monitored and the s6 plan reviewed?

The duty will be monitored through the council's Environment and Climate Emergency Steering Group, that will report to the council on the success, or otherwise, of the actions taken through the usual management and statutory council reporting protocols.

The S6 plan will be reviewed in light of these reports and any other evidence or information that is made available to the council. At the time of this report's publication, there is no specific time or date set for the plan to be reviewed, but this will be done within the next six months.

Annual Report - Part 3

Council Priorities, Activities and Achievements 2024-25

Section 52 of the Local Government and Elections (Wales) Act 2021, requires the council, as soon as reasonably practicable after the end of each financial year, to prepare and publish an annual report about the council's priorities, activities and achievements over the previous year.

The council has adopted a Strategic Plan which sets out the council's strategic aims based on a clear statement of purpose and its core values. The Strategic Plan provides an overall framework to focus the council's activities, investment and spending priorities. These are set out in more detail in annual Service Plans, incorporating service objectives, key tasks, performance measures, and related targets.

Service Plans provide the basis for on-going performance review, to ensure the provision of high quality services, which meet the needs of local citizens and help focus the activities of members and officers on clear organisational goals and outputs.

The formulation of the Service Plans, play an integral part in the council's annual budget process.

The council's service plans and results for the financial year 2024-25 are presented below and set out the key tasks, objectives and service delivery achieved during the year.

SERVICE PLAN FOR ADMINISTRATIVE SERVICES 2024-25

AIMS AND OBJECTIVES OF THE SERVICE

The Council's aims and objectives and a clear statement of our purpose and core values are set out in the Strategic Plan. In this context the aims of the service are: -

- To assist Council Managers to meet their strategic aims and objectives by providing administrative services to the Council.
- To enable the Council to respond and react to legislation introduced.
- To provide an effective reception point for the general public and other visitors to the Council's offices.
- To oversee and organise all matters which relate to the civic and ceremonial side of the Authority, such as the Chairman's events and other civic occasions.
- To inform the public of the Council's services and activities and to promote the corporate identity of the Council.
- To provide a range of support services to Councillors and Officers in order to assist in the decision making process.
- To provide and maintain suitable office accommodation, meeting and function rooms to meet the needs of the Council.
- To provide depots, vehicles, stores to the Council's DLO.

DESCRIPTION OF SERVICE

The provision of wide ranging administrative and clerical support including word processing.

The provision of a photocopying service.

The provision and maintenance of the Council's telecommunication service.

The organisation of all civic events which include the Annual Meeting, Civic Service and other functions throughout the year.

The organisation of all the Chairman's events and engagements and the provision of secretarial, attendants and chauffeur services for the Chairman and Vice Chairman.

The promotion of the corporate image of the Council.

The servicing of the Council and its Committees by preparing agendas, minutes, reports and providing a comprehensive timetable of meetings.

The provision of advice to Members on Standing Orders, Code of Conduct, pecuniary interests and other matters.

The production and provision to all Members of a year book and diary.

To ensure the Council's main office building is kept in a reasonable state of repair.

To provide the heating, lighting, cleaning and security of the building.

To manage on behalf of the DLO the Council's two depots, vehicle fleet and stores operation.

To maintain an efficient accounting system including preparation and monitoring of annual budgets.

To maintain an efficient and effective creditor payments service by maintaining financial records and reconciling accounts.

To maintain a debtors accounting system and process payments promptly and accurately.

To maintain accurate VAT, PAYE and payroll records and to administer the Council's payroll system by processing salaries and wages payments for Council employees.

To manage the investments, loans portfolio and cash flows of the Council so as to maximise interest receipts and minimise interest payments and bank charges.

To control, monitor and update the Council's website.

To manage the service level agreement with Llanelli Town Council for the maintenance of its open spaces.

KEY TASKS/SERVICE DELIVERY IN 2024-25

ACTIVITY	BUDGET £	DESCRIPTION	OUTCOMES
People Management AS/1/24		Investors in People Phased delivery of action plan	Action plan ongoing. Employee representative groups functioning. Renewal due December 2025.
Registration AS/2/24	10,000	Register unregistered and incorrectly registered land and property with the Land Registry.	Delays with Land Registry.
Administrative Building AS/3/24	5,400	Replace internal fire doors.	Not completed. Quotes received.
Civic Capital AS/4/24	2,000	Refurbish Past Chairman's Honours Board.	Material samples received. Awaiting design proofs.
Governance AS/5/24		Employment law and health and safety digital platforms. On-board all employees and utilise system as standard repository and management tool for personnel, training, health & safety, incident reporting. Review of Council Policies. Staff resource, capacity and business continuity.	New digital platforms in use. Further staff training and resource required. New digital platforms in use. Further staff training and resource required. File management policy required. Initial review undertaken. Policy updates ongoing. Partial resource provided.

PERFORMANCE

INDICATOR MEASURE	TARGET 2024/25	RESULTS 2024/25
The number of staff working days lost to sickness absence.	260	530 (279 short term< 28 days) (251 long term> 28days) Total employees 48 No. employees taking sick leave 30 No. employees with more than one occurrence of sickness 21 No. of employees taking long term sick leave 4
Percentage of Councillors at full Council meetings.	80%	75%
Percentage of Councillors attending at Standing Committees/ Working Group Meetings.	80%	72%
Percentage of Agendas sent out within three clear working days of meetings.	100%	100%
Number of members of the public attending Council/Committee meetings.	3	0
Percentage of invoices paid within 30 days or within creditor terms.	97%	99%
Number of recommended corrections/improvements made by external auditors.	0	1

FINANCIAL INFORMATION 2024-25

ACTIVITY	BUDGET
General Administration	53,215
Administrative Building	108,493
Depots	25,785
Civic Activities	63,092
Vehicles and Machinery	52,760
Personnel	635,439
Capital Equipment	10,950
TOTAL	949,734

SERVICE PLAN FOR COMMUNITY SERVICES 2024-25

AIMS AND OBJECTIVES OF THE SERVICE

The Council's aims and objectives and a clear statement of our purpose and core values are set out in the Strategic Plan. In this context the aims of the service are: -

- To promote the use of community facilities by community groups and members of the public.
- To assist the alleviation of poverty and disadvantage and otherwise assist with the development of the local community.
- To encourage health and well-being amongst the community and support in community activities and events.
- To provide financial assistance to local organisations to help further the Council's aims.
- To promote local government and the Council's civic role in the local community by working closely with schools and colleges.
- The promotion of civic pride throughout the community.
- To encourage joint partnership agreements with local authorities, the private sector and voluntary organisations.
- To act as a local voice for the community served by the Council and to diligently perform our consultative role with both the public and private sectors.
- To facilitate on behalf of the community the delivery of the Llanelli Rural Area Whole Place Plan 2015-2030.

DESCRIPTION OF SERVICE

The provision of nine community halls for a wide range of community events and activities. Hall management committees have been established to run the day to day management and administration of the halls on a voluntary basis. The Council's halls are located throughout the administrative area.

Provision of a growing space for horticultural activities.

Assistance is given to school work placements for pupils interested in local government administration.

To co-ordinate (in partnership with Tempo) a Time Credits Programme in order to generate new community activities.

The Council maintains two War Memorials within its administrative area.

The Council administers the burial service provided at Llanelli District Cemetery.

To consider all matters requiring consultation with the Council through its committee system.

Providing grants to community halls and to organisations that use the buildings, e.g. Brownies, martial arts, senior citizens groups etc.

Surveys undertaken of community facilities during annual inspections.

In addition to the above, the Council makes grants to local groups and charitable organisations to help further their aims and to support community development.

KEY TASKS/SERVICE DELIVERY IN 2024-25

ACTIVITY	BUDGET £	DESCRIPTION	OUTCOMES
Community Development CS/1/24	Nil	Produce an updated version of the Whole Place Plan. Preparation, artwork & print.	On-going. This has not been possible and has been included as one of the key tasks for 2025/26
Community Development CS/2/24	200,000	Llwynhendy Library. 1. Support the Recreation and Welfare subcommittee meet the recommendations set out in the feasibility study to provide a community hub 2. Submit applications for capital funding during the year	1. Completed. 2. All funds required for the project have been raised. Building contractors started in November 2024. Welsh Government grant fully claimed in March 2025 for phase 1 building works.
Community Development CS/3/24	17,670	Dwyfor Growing Space. Support the growing space users establish a constituted group to further develop the growing space	On-going. Efforts have been made to form a formal group. This interaction has resulted in a new terms of reference and growing space users are working better together. Constituted group is still an aspiration.
Community Development CS/4/24	1,000	Coordinate a Keep Wales Tidy Litter Pick Hub. Make litter picking kits available free to hire for the community to carry out their own clean ups.	16 community litter picks supported 221 bags of litter collected by 188 volunteers
Community Development CS/5/24	Nil	Swiss Valley Reservoir. Establish a “friends of SVR” group in order to improve well-being, create volunteering opportunities and tackle issues / actions highlighted in the site management plan	3 meetings held so far. 2 of these have been group litter picks of the reservoir. 43 volunteers have turned up to meetings and more are registered on the mailing list.

Community Development CS/6/24	Nil	Implement alternative management models for identified council owned community facilities because of the lack of a sustainable volunteer base.	On-going. Consultations made with hall management committee representatives of every community hall. Legal advice on charity law has been sought. A report of recommended actions will be going to members for their consideration in Spring 2025.
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PERFORMANCE

INDICATOR MEASURE	TARGET 2024/25	RESULTS 2024/25
Percentage of planning applications considered within the 21 day consultation period set by Carmarthenshire County Council	100%	100%
Number of individuals into volunteering	100	231
Number of volunteer hours	750	306

FINANCIAL INFORMATION 2024-25

ACTIVITY	BUDGET
Financial Assistance	13,000
Community Halls	169,686
Community Development	30,000
Capital Scheme – community halls	202,675
Local initiatives	7,000
Burial Services	100,000
TOTAL	522,361

SERVICE PLAN FOR RECREATION AND LEISURE SERVICES 2024-25

AIMS AND OBJECTIVES OF THE SERVICE

The Council's aims and objectives and a clear statement of our purpose and core values are set out in the Strategic Plan. In this context the aims of the service are: -

- To promote recreational and leisure facilities in the community.
- To encourage health and well being and generally improve the quality of life of members of the public by encouraging people to develop their participation in recreational activities and events.
- To encourage social inclusion by ensuring that play equipment is accessible to all.
- To involve the community in the development of the Council's recreational facilities.
- To preserve and protect public rights of way.
- To sustain the level of provision of street furniture throughout the Council's area, such as bus shelters, wayside seats and footway lighting.
- The marketing and promotion of Llanelli and district.

DESCRIPTION OF SERVICE

The provision and maintenance of recreation grounds at Dafen, Felinfoel, Five Roads, Ponthenri, Pwll and Trallwm. In addition, ground maintenance is also provided to the playing fields at Pontyates which is not Council owned.

The provision and maintenance of a number of play areas throughout the Council's area.

Maintenance and improvement to the public rights of way network.

Maintenance and improvements to Swiss Valley Reservoir.

The funding and promotion of the Christmas lights and Christmas carnival in Llanelli.

The provision of footway lighting, bus shelters and wayside seats.

The annual inspection of equipment within children's play areas to British Standards BSEN 1176-2008, BS 8409 2009.

The maintenance of Llanelli Town Council's open spaces under a service level agreement.

KEY TASKS/SERVICE DELIVERY IN 2024-25

ACTIVITY	BUDGET £	DESCRIPTION	OUTCOMES
Safeguarding Sporting and Children's Play Facilities RL/1/24		Legal process for lease transfer of assets from Carmarthenshire County Council. 1. Yspitty play area 2. Dafen Park 3. Pwll Park 4. Trallwm Football pitch 5. Trallwm play area	1,2,3: Lease transfers still with Carmarthenshire County Council. 4,5: Asset transfer documents with Council's solicitor.
Community Facilities RL/2/24	3,500	Felinfoel Recreation Ground Fence and gate recreation ground boundary	Completed July 2024
Community Facilities RL/3/24	100,000	Ponthenri, play area and recreation ground Local Places for Nature grant scheme. 1. Install Play Equipment. 2. Local Places For Nature grant scheme.	1. Completed August 2024 2. Completed March 2024
Community Facilities RL/4/24	75,000	Penygraig play area – 1. Planning permission 2. Drainage scheme approval. 3. Issue purchase order 4. Install equipment 5. Install ball court	Completed February 2025

ACTIVITY	BUDGET £	DESCRIPTION	OUTCOMES
Community Facilities RL/5/24	75,000	Dafen,Cilsaig play area – 1. Planning permission 2. Drainage scheme approval. 3. Issue purchase order 4. Install equipment	Completed February 2025
Community Facilities RL/6/24		Swiss Valley Reservoir – deliver objectives included in the Site Management Plan, e.g. provision of toilet and changing facilities, pontoon, water sports, managed fishery, fish stocking, improve car parks, visitor facility, footpaths, improve biodiversity, access to woodland etc.	Toilet and changing facilities, pontoon, water sports, managed fishery, fish stocking and improved car parks completed. Works to improve biodiversity, footpaths and access to woodland continuing.
Community Facilities RL/7/24	30,000	Furnace Community Hall – Replace terrace balustrade, repair/replace terrace decking and structure.	Ongoing, completion expected completion June 2025.
Community Footpaths RL/8/24	200,000	Llwynhendy, Gwili Fields 1. Community Hub 2. Play area and landscaping project.	Ongoing: Community hub redevelopment and play area and landscaping works underway. Ongoing dialogue with CCC planning on Phase 2 of external works. Play areas partially completed June 2025

Community Footpaths RL/9/24	8,750	Refurbish solar thermal systems at the following facilities: 1. Five Roads Community Hall. 2. Phil Bennett Community Resource Centre. 3. Furnace Community Hall.	Purchase orders issued, awaiting contractor start dates.
Community Development RL/10/24	6,500	Clos y Gelli Childrens Play Area- replace multiplay unit	Replacement Multiplay unit received. Awaiting resource availability to install.

PERFORMANCE

INDICATOR MEASURE	TARGET 2024/25	RESULTS 2024/25
Number of cuts to public footpaths.	286	198
Net revenue expenditure per head of parks and play areas.	£10.32	£10.93
Number of facilities identified as high risk within ROSPA report.	0	0
Number of play areas providing facilities for all age groups.	19	17

FINANCIAL INFORMATION 2023-24

ACTIVITY	BUDGET
Recreation Grounds	91,228
Play Areas	33,705
Rights of Way	100
Capital Scheme – footway lighting	1,950
Swiss Valley Reservoir	3,900
Tourism & Cultural Activities	25,673
Open Spaces (Bynea & Swiss Valley)	7,920
Capital Schemes – Play Areas	356,000
Asset transfer – legal fees	7,000
Grounds Maintenance – Service Level Agreement	92,190
Capital Schemes – Recreation Grounds	11,980
TOTAL	631,646

SERVICE PLAN FOR TRAINING SERVICES 2024-25

AIMS AND OBJECTIVES OF THE SERVICE

The Council's aims and objectives and a clear statement of our purpose and core values are set out in the Strategic Plan. In this context the aims of the service are: -

- To secure and deliver Welsh Government funded 'Work Based Learning' contracts as part of the Skills Academy Wales Consortium, achieving good to excellent results in relation to compliance, performance and quality benchmarks.
- To contribute towards the management and development of Skills Academy Wales consortia
- To secure a viable subcontract with prime providers delivering the Job's Growth Wales + programme.
- To meet all the programme requirements and key performance indicators as stipulated by the JGW+ specification.
- To respond positively to Welsh Government priorities for Post 16 Education and Training in Wales. Currently these include Carbon Literacy, Welsh Language and Culture, Literacy & Numeracy, Safeguarding, Wellbeing, Data Security and Equality, Inclusion and Diversity.
- To deliver high quality teaching, training and assessment and provide a range of appropriate, relevant and motivating learning programmes.
- To undertake a rigorous, Self-Evaluation process annually, and to continually plan for improvement. To use a variety of methods to capture the opinion of our learners, employers and partners.
- To involve the department wherever possible in partnership working within Skills Academy Wales, Local Initiatives, 14-19 Network delivery, Regional Learning Partnerships, Skills Sector Councils, Community Learning, DWP Delivery etc.
- To maintain an independent financially viable status for the Training Department.

DESCRIPTION OF SERVICE

To provide Training Services within Welsh Government funded programmes.

The Training Department is a partner within the Skills Academy Wales (SAW) consortia led by Neath Port Talbot College Group.

LRC Training is partner/subcontractor to ITEC Skills and Training Ltd and delivery partner to Coleg Sir Gar.

LRC Training delivers the following Work Based Learning Programmes:

APPRENTICESHIPS	Employed	All ages
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JOBS GROWTH WALES +	Unemployed	16-18 years
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To respond to all Welsh Government priorities for post 16 education and training in Wales.

To liaise on a daily/weekly basis with Referral Agencies e.g. Job Centre Plus, Careers Wales

To initially assess learners' needs and produce a suitable Individual Learning Plan.

To undertake basic skills assessments of all clients on Work Based Learning programmes.

To create and maintain an electronic Lifelong Learning Wales Record (LLWR) for every learner.

To collate evidence to support monthly Claims Procedure prepared by SAW.

To prepare monthly financial information for Council.

To risk assess the suitability of employers for involvement in learning activities.

To assist companies with recruitment of qualified employees.

To produce an annual Self Evaluation Report (SER) and Quality Improvement Plan (QUIP)

To undertake annual audits of all procedures and meet WG compliance guidance in relation to funded programmes.

To ensure all activities fulfil WG and lead organisation priorities in relation to the Quality agenda.

To be represented on all Management Groups and focus groups established by lead providers.

KEY TASKS/SERVICE DELIVERY IN 2024-25

ACTIVITY	BUDGET £	DESCRIPTION	OUTCOMES
To increase occupancy on JGW+ and achieve contract value.	£0	Start and Occupancy levels monitored monthly in line with profiles. Maintain ITEC occupancy and increase CSG numbers to achieve viable learner occupancy.	<p>ITEC – recruited 60 starts, exceeding start profile and achieving average occupancy of 49 learners. This was a very successful year achieving an increase of £20,000 in contract value for over performance. Contract Value for ITEC £535,775, given additional value which we achieved to end the year on £554,724.</p> <p>Coleg Sir Gar contract in the first full year achieving 19 starts, increasing numbers in the last quarter, average occupancy 14. CSG contract achieved £72,200 to March 2025</p>
To meet Apprenticeship recruitment targets.	£0	Monthly meetings with SAW to manage profiles to achieve viable contract.	<p>88 apprentices recruited from April 2024 to March 2025. Targets are monitored robustly to achieve contract value. Monitoring meetings are held monthly with SAW to ensure recruitment and financial profile are met. Financial profile is increasing and being met as of 31 March 2025.</p>

To deliver the PLA Tata Steel project by training 50-60 drivers through LGV/PCV licences.	£0	Initial Contract for £120,000 allocated, due to demand for the licences, increase of £54,000 (Total £174K) allocated to support Tata Steel employees at risk of redundancy to retrain through Personal Learning Accounts.	61 TATA Steel employees registered on the course. The contract value increased to a total of £175,042. 29 learners completed the course to gain a LGV or PCV licence by 31 March 2025.
Meet key performance indicators in all programmes and routes.	£0	Monthly review of all performance to be undertaken through review with lead organisations.	Programme performance indicators for ITEC are 58% of leavers progressing into employment or further learning. CSG performance is affected by a low number of learners in 2024/25 due to the contract in its infancy 52%. Apprenticeship Framework Success rates achieved are Foundation Apprenticeships 83%, Apprenticeship 64%, and Higher Apprenticeships 67%.
Timely progression opportunities for JGW+ learners.	£0	Develop progression opportunities to employment, apprenticeships and higher learning.	Staff have worked incredibly hard to source suitable opportunities for the learners whilst considering their personal situations and supporting them to overcome barriers to employment. JGW+ staff are working closer with the apprenticeship team to identify foundation apprenticeship opportunities with employers in the logistics sector.
Develop vocational qualifications for JGW+ learners.	£0	Develop vocational qualifications and work collaboratively with the apprenticeship team to develop qualifications in Logistics sector, including a Level 1 Introduction to Warehousing & Logistics.	JGW+ and Apprenticeship team worked collaboratively to deliver an in-house warehousing qualification. 5 learners achieved the Level 1 Certificate in an Introduction to Warehousing.

To relocate Training Centre to new premises in Carmarthen.		Fulfil commitment to reduce expenditure to ensure JGW+ is viable by vacating Penuel Street premises and relocating the service to Ty Myrddin.	The move to new premises was completed in September 2024. Achieved a saving of £16,983 on the previous year centre costs.
To secure PLA funding from August 2024.	£0	To secure funding for the academic year August 2024 – July 2025 for LGV and PCV licences.	An initial contract offer of £155,000, this was increased to £175,000. Recruitment targets have been met; 50 learners have enrolled on course.
Explore and tender for funding for suitable educational funding streams.	£0	Explore opportunities for securing funding for the Skills and Talent Project and Multiply Project.	The multiply project ended in December 2024 and the funding was not viable for the resource and timeframe required. We continue to work with Neath Port Talbot College to access FE funding for Business Administration delivery for any individual ineligible for an apprenticeship, 2 learners enrolled on the course in 2024/25.

PERFORMANCE

INDICATOR MEASURE	PER 100 LEAVERS			
	YEAR TARGET	YEAR ACTUAL	½ YEAR TARGET	½ YEAR ACTUAL
	MARCH 2025	MARCH 2025	SEPT 24	SEPT 24
Recruit JGW+ Learners	65	79	33	31
JGW+ Progressions	70%	58%	70%	65.4%
PLA Completion	80%	90%	80%	86%
Apprenticeship Completion Rates	80%*	77%	80%	79%

* Apprenticeship completion rates are to the academic year-end - July