

CYNGOR GWLEDIG LLANELLI
Adeiladau Vauxhall, Vauxhall, Llanelli, SA15 3BD
Ffôn: 01554 774103

PWYLLGOR POLISI AC ADNODDAU
I'w cynnal yn Siambr y Cyngor a thrwy bresenoldeb o bell ar,
ddydd Mercher, 17 Rhagfyr, 2025, am 4.45 y.p.



CLERC y CYNGOR

11 Rhagfyr, 2025.

AGENDA

1. Derbyn ymddiheuriadau am absenoldeb.
2. Derbyn Datganiad o Fuddiannau gan Aelodau mewn perthynas â'r busnes i'w drafod.
3. Cynlluniau Gwasanaeth 2023/24 – ystyried a dderbyn Cynlluniau Gwasanaeth ar gyfer tymor canol 2025/26.
4. Addewid Cwrteisi a Pharch Cymdeithas Clercod Cynghorau Lleol – ymhellach i Gofnod Rhif 264, i ystyried gohebiaeth gan y Dirprwy Swyddog Monitro, Cyngor Sir Caerfyrddin.
5. Deddf Cyrff Cyhoeddus (Mynediad i Gyfarfodydd), 1960 – ystyried eithrio aelodau'r cyhoedd pan ystyrir y materion canlynol oherwydd natur gyfrinachol y busnes a drafodir.
6. Adroddiad Dynol - Materion Staffio – dderbyn adroddiad y Dirprwy Glerc.

Aelodau'r Pwyllgor:

Cyng. R. E. Evans (Cadeirydd y Pwyllgor), N. Evans (Is-Gadeirydd y Pwyllgor),
S. R. Bowen, D. M. Cundy, S. M. T. Ford, J. P. Hart, S. N. Lewis, J. Lovell, W. E.
Skinner, A. G. Stephens a O. Williams.

LLANELLI RURAL COUNCIL
Vauxhall Buildings, Vauxhall, Llanelli. SA15 3BD
Tel: 01554 774103

POLICY AND RESOURCES COMMITTEE

To be hosted at the Council Chamber and via remote attendance on
Wednesday, 17 December, 2025, at 4.45 p.m.


CLERK to the COUNCIL

11 December, 2025.

AGENDA

1. To receive apologies for absence.
2. To receive Members Declarations of Interest in respect of the business to be transacted.
3. Service Plans 2025/26 – to consider and accept the Service Plans for mid-term 2025/26.
4. Society of Local Council Clerks Civility and Respect Pledge – further to Minute No. 264, to consider correspondence from the Deputy Monitoring Officer, Carmarthenshire County Council.
5. Public Bodies (Admission to Meetings) Act, 1960 – to consider excluding members of the public during consideration of the following matter owing to the confidential nature of the business to be transacted.
6. Human Resources - Staffing Matters – to receive the report of the Deputy Clerk.

Members of the Committee:

Cllrs. R. E. Evans (Chairman of Committee), N. Evans (Vice Chairman of Committee),
S. R. Bowen, D. M. Cundy, S. M. T. Ford, J. P. Hart, S. N. Lewis, J. Lovell, W. E.
Skinner, A. G. Stephens and O. Williams.

**To the Chairman and Members of the
Policy and Resources Committee:**

Date of meeting - 16 December, 2025.

Dear Councillor,

SERVICE PLANS

1. PURPOSE OF REPORT

- 1.1 To present the Service Plans updated with the half year information for 2025/26.

2. SERVICE PLANS

- 2.1 The appended Service Plans for the financial year 2025/26 are presented with the half year information to November, 2025.

- 2.2 Each service plan begins with a description of the services for:

- Administrative
- Community Services
- Recreation and Leisure
- Training

and will detail the actions agreed to be implemented, budgets, core values and completion dates.

3. LONG TERM IMPLICATIONS

- 3.1 It is important to produce annual service plans which provide the basis for on-going performance review and to ensure the provision of high quality services which meet the needs of our customers.
- 3.2 The adoption of service plans focuses the activities of members and staff on clear organisational goals and outputs.

4. SUSTAINABILITY AND WELL-BEING CONSIDERATIONS

- 4.1 The council's capital and revenue investment in the provision of services meet the following aims, core values and well-being goals:

Strategic Aim	Core Value	National Well-Being Goal						
		1	2	3	4	5	6	7
Community Development	CD1 CD2 CD3 CD4 CD5 CD6 CD7 CD8 CD9 CD10	✓	✓	✓	✓	✓	✓	✓
Serving the Public	STP1 STP2 STP3 STP4 STP5 STP6 STP7 STP8 STP9 STP10 STP11 STP12 STP13	✓	✓	✓	✓	✓	✓	✓
Acting as a Local Voice	LV1 LV2 LV3 LV4 LV5	✓		✓	✓	✓	✓	✓

Strategic Aim	Core Value	National Well-Being Goal						
		1	2	3	4	5	6	7
Quality of Life								
(1) Environment	QL1	✓	✓	✓		✓		✓
(2) Social Inclusion	QL2 QL3				✓	✓		✓
(3) Safe and Healthy Places	QL5			✓	✓	✓		
Sports, Leisure and Cultural Activities	SLC1 SLC2 SLC3 SLC4			✓	✓	✓	✓	✓
The Local Economy	LE1 LE2 LE3 LE4	✓			✓	✓	✓	✓
Local Democracy	LD1 LD2 LD3				✓	✓		✓
Partnership Working	PW1 PW2 PW4 PW5 PW6	✓			✓			✓
Communication	C1 C2 C3 C4 C5 C6 C7 C8 C9 C10 C11	✓	✓	✓	✓	✓	✓	✓
Health and Safety	HS1 HS2 HS3 HS4 HS5	✓		✓	✓	✓		✓
Resources	R1 R2 R3	✓	✓					✓
Management and Control	MC1 MC2 MC3 MC4 MC5 MC6	✓	✓		✓		✓	✓

5. PUBLIC INVOLVEMENT

5.1 There has been no public involvement in the production of this report.

6. COLLABORATION OPPORTUNITIES

6.1 There are no collaboration opportunities associated with the generation of this report.

7. PREVENTATIVE MEASURES/CONSIDERATIONS

7.1 In agreeing to the service plans, the council has clear direction in going forward in the provision of its services to the public.

8. RECOMMENDATION

8.1 That the members note the half year information annotated in the service plans.

Yours sincerely,

DEPUTY CLERK

2 December, 2025.

SERVICE PLAN
FOR
ADMINISTRATIVE SERVICES
2025/26
MID TERM RESULTS

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 Maintenance Operatives.

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 depot, 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 2025/26

ACTIVITY	BUDGET £	DESCRIPTION	CORE VALUE	TARGET DATE	MID TERM RESULTS
People Management AS/1/24		Investors in People Delivery of action plans.	STP6 STP10	December 2025	Process has started. Staff surveys will be undertaken in January 2026.
Land Registration AS/2/24	10,000	Register unregistered and incorrectly registered land and property with the Land Registry.	MC5 SLC1	March 2026	Felinfoel and Ponthenri Recreation grounds with Land Registry for completion. Five Roads Recreation ground and community hall ongoing with Council solicitor.
Administrative Building AS/3/24	5,400	Replace internal fire doors.	LE4 HS1 HS2 HS4 HS5 R2 R3 MC3	December 2025	Requoting, quotes exceeded budget.
Civic Capital AS/4/24	2,000	Refurbish Past Chairman's Honours Board.	LD1 LD2 R2 R3 MC3	September 2025	Completed November 2025
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.	QL2 QL4 QL5 HS1 HS2 HS4 HS5 R3 MC5 MC6	March 2026	Processes continue to be developed. Staff training required. Processes continue to be reviewed over the course of the 2025/2026 financial year. Ongoing Ongoing

PERFORMANCE

INDICATOR MEASURE	RESULTS 2024/25	TARGET 2025/26	MID TERM RESULTS 2025/26
Number of staff working days lost to sickness absence.	530 (279 short term< 28 days) (251 long term> 28days) Total employees 46 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	360	357 (129 short term< 28 days) (228 long term> 28days) Total employees 46 No. employees taking sick leave 20 No. employees with more than one occurrence of sickness 9 No. of employees taking long term sick leave 2
Percentage of Councillors at full Council meetings.	75%	80%	74%
Percentage of Councillors attending at Standing Committee Meetings.	72%	80%	76%
Percentage of Agendas sent out within three clear working days of meetings.	100%	100%	100%
Number of members of the public attending Council/Committee meetings.	0	3	0
Percentage of invoices paid within 30 days or within creditor terms.	99%	99%	98%
Number of recommended corrections/improvements made by external auditors.	1	0	0

FINANCIAL INFORMATION 2025/26

ACTIVITY	BUDGET
General Administration	58,645
Administrative Building	100,995
Depots	21,675
Civic Activities	71,133
Vehicles and Machinery	72,910
Personnel	777,166
Capital Equipment	37,249
TOTAL	1,139,773

SERVICE PLAN
FOR
COMMUNITY SERVICES
2025/26
MID TERM RESULTS

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 to promote volunteering and as a means of generating 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 formal decision making 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 financial contributions to local groups and charitable organisations to help further their aims and to support community development.

KEY TASKS/SERVICE DELIVERY IN 2025

ACTIVITY	BUDGET £	DESCRIPTION	CORE VALUE	TARGET DATE	MID TERM RESULTS
Community Development CS/1/25	Nil	Produce an updated version of the Whole Place Plan. Preparation, artwork & print.	C1 C2 C3 CD1 CD3 CD4 CD5 CD7 CD8 STP1 STP4	March 2026	Work yet to start
Community Development CS/2/25	Nil	Canolfan Llwynhendy 1. Support the running of the building by completing existing capital grant funded projects linked with the running of the building. 2. Support the running of the building by completing existing revenue grant funded projects linked with the running of the building.	CD1 CD2 CD3 CD4 CD5 CD7 CD8 CD10 STP1 STP4 STP5 STP13 LV1 LV2 LV3 LV5 QL2 QL3 QL5 SLC1 SLC2 LE4 LD2 LD3 PW1 PW2 PW5 PW6 C2 C3 C6 C9 R1 R2 MC2 MC3 MC4 MC5	1. January 2026 2. March 2026	1a. Grant funding for capital build works claimed in full. 1b. SPF grant to furnish the centre underway and due to be claimed at end of January. 2. Started in July and work is ongoing
Community Development CS/3/25	250	Dwyfor Growing Space. 1. Support the growing space users establish a constituted group to further develop the growing space. 2. Work with constituted group to improve site conditions and develop wild area for wider community use.	CD1 CD2 CD3 CD4 CD5 CD7 CD8 CD10 STP1 STP4 STP5 STP13 LV1 LV2 QL2 QL3 QL4 QL5 SLC1 SLC2 LE4 LD3 PW1 PW2 PW6 C9 HS1 HS2 HS3 HS5 R2 MC4 MC5	1. November 2025 2. March 2026	1. Group working well together but still not constituted. 2. Growers have kept area good and are working with support organisations on new initiatives
Community Development CS/4/25	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.	CD1 CD2 CD3 CD7 CD8 CD9 CD10 STP3 STP4 STP13 LV2 QL3 QL4 QL5 LD1 PW1 PW2 PW5 PW6 C1 HS5 MC6	March 2026	April - Sep 2025: 21 community litter picks supported. 38 bags of litter collected by 41 volunteers

ACTIVITY	BUDGET £	DESCRIPTION	CORE VALUE	TARGET DATE	MID TERM RESULTS
Community Development CS/5/25	Nil	Swiss Valley Reservoir. Continue to develop and support the "Friends of Swiss Valley Reservoir" group in order to improve well-being, create volunteering opportunities and tackle issues / actions highlighted in the site management plan	CD1 CD4 CD5 CD7 CD8 CD9 CD10 STP1 STP2 STP5 STP9 LV1 LV2 LV4 QL4 SLC1 SLC2 SLC4 LE3 LD3 PW1 PW2 PW6 C1 MC6	March 2026	7 x volunteer led activities tackling litter and Himalayan Balsam. A monitoring session for dormice was successfully conducted.
Community Development CS/6/25	3,250	Modernising the management structures of Llanelli Rural Community halls. 1. Support Recreation and Welfare Subcommittee to enact recommendations set out in the Deputy Clerk's report. 2. Follow up on the charitable legal advice and establish a Charitable Incorporated Organisation (CIO) legal structure for existing management of Felinfoel, Furnace and Ponthenri halls. 3. Explore expanding the CIO model to any halls where volunteer management committees decide to hand back the running of the halls to the council, starting with Swiss Valley Hall.	CD1 CD7 CD10 STP1 STP3 STP4 STP6 STP9 LV1 LV2 SLC2 LD3 R1 R2 MC3 MC4 MC5 MC6	March 2026	1. Work started on bringing the day-to-day running of Furnace Hall in house which is due to happen in January 2026 2&3. The process has not yet advanced to these stages.
Community Development CS/7/25	Nil	Update the council's website to ensure all information is up to date and add all newly developed community facilities.	CD1 CD3 CD4 CD5 CD7 CD8 CD9 CD10 STP1 STP3 STP4 STP7 STP11 STP12 STP13 LV1 LV5 QL1 QL2 QL4 SLC1 LE3 LD1 LD2 LD3 PW3 C1 C3 C5 C6 C7 C9 C11 MC6	November 2025	Completed

PERFORMANCE

INDICATOR MEASURE	RESULTS 2024/25	TARGET 2025/26	MID YEAR RESULTS 2025/26
Percentage of planning applications considered within the 21 day consultation period set by Carmarthenshire County Council.	100%	100%	100%
Number of individuals into volunteering	231	250	72
Number of hours volunteered	371	750	226

FINANCIAL INFORMATION 2025/26

ACTIVITY	BUDGET
Financial Assistance	13,000
Community Halls	163,742
Community Development	10,000
Capital Scheme – community halls	449,803
Local initiatives	10,250
Burial Services	100,000
TOTAL	746,795

SERVICE PLAN
FOR
RECREATION AND LEISURE SERVICES
2025/26
MID TERM RESULTS

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.

KEY TASKS/SERVICE DELIVERY IN 2025

ACTIVITY	BUDGET £	DESCRIPTION	CORE VALUE	TARGET DATE	MID TERM RESULTS
Safeguarding Sporting and Children's Play Facilities RL/1/25		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 children's play area.	CD1 CD5 CD8 STP1 STP4 TP5 STP13 QL2 QL3 SLC1 SLC2 LD3 PW1 PW2 PW5 PW6 CL MC2 MC3 MC5	March 2026	1,2 & 3 On-going (with CCC) 4. with solicitor 5. Held in abeyance until ground water and installation issues affecting the play area are resolved.
Community Facilities RL/2/25		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.	CD1 CD2 CD4 CD5 CD7 CD8 CD10 STP1 STP3 STP4 STP5 STP13 LV1 LV2 LV5 QL1 QL2 QL3 SLC1 SLC2 LE3 LE4 LD3 PW1 PW2 PW6 C9 HS1 HS3 HS4 HS5 R1 R2 R3 MC2 MC3 MC4 MC5 MC6	December 2025	Five year adoption agreement, expires December 2025. Adoption agreement and Dwr Cymru/ LRC Site management plan has been reviewed. Awaiting receipt of new agreement.
Community Facilities RL/3/25	29,330	Furnace Community Hall – Replace terrace balustrade, repair/replace terrace decking and structure.	CD1 CD2 CD3 CD4 CD5 CD7 CD8 CD10 STP1 STP3 STP4 STP5 STP13 LV1 QL1 QL2 QL3 SLC1 SLC2 LD2 LD3 PW1 PW2 PW5 PW6 C1 C2 C3 C9 HS1 HS2 HS3 HS5 R1 R2 MC2 MC3 MC4 MC5	October 2025	Project initially completed March 2025. Issues have emerged regarding decking board colour mismatch. The manufacture has committed to replace. Awaiting plan from contractor to replace the decking boards.

ACTIVITY	BUDGET £	DESCRIPTION	CORE VALUE	TARGET DATE	MID TERM RESULTS
Community Facilities RL/4/25	200,000	Llwynhendy, Gwili Fields 1. Community Hub 2. Play areas and landscaping project.	CD1 CD2 CD3 CD4 CD5 CD7 CD8 CD10 STPI STP3 STP4 STP5 STP13 LV1 LV2 LV3 QL1 QL2 QL3 QL4 QL5 SLC1 SLC2 SLC3 LE4 LD2 LD3 PW1 PW2 PW5 PW6 C1 C2 C3 C5 C9 C11 HS HS5 R1 R2 R3 MC1 MC2 MC3 MC4 MC5 MC6	Hub project Target completion June 2025 Play area and landscaping phase 2 completion target July 2025.	Construction completed. The building is now occupied and operational. Café licence to commence in January 2026. Phase 2 contract for external ground works completed November 2025. Re-turfing to complete. Completion of the Zip Wire installation at the junior play area on hold while ground conditions improve.
Community Facilities RL/5/25	8,750	Refurbish solar thermal systems at Felinfoel and Furnace Community Halls.	CD1 CD2 CD3 CD4 CD5 CD7 CD8 CD10 STPI STP3 STP4 STP5 STP13 LV1 QL1 QL2 QL3 SLC1 SLC2 LD2 LD3 PW1 PW2 PW5 PW6 C1 C2 C3 C9 HS1 HS2 HS3 HS5 R1 R2 MC2 MC3 MC4 MC5	September 2025	Completed August 2025.

ACTIVITY	BUDGET £	DESCRIPTION	CORE VALUE	TARGET DATE	MID TERM RESULTS
Community Facilities RL/6/25	6,500	Clos y Gelli Childrens Play Area- replace multiplay unit	CD1 CD2 CD3 CD4 CD5 CD7 CD8 CD10 STPI STP3 STP4 STP5 STP13 LV1 QL1 QL2 QL3 SLC1 SLC2 LD2 LD3 PW1 PW2 PW5 PW6 C1 C2 C3 C9 R1 R2 MC2 MC3 MC4 MC5	September 2025	Completed October 2025
Community Facilities RL/7/25	15,000	Phil Bennett OBE Community Resource Centre Replace boiler and refurbish controls and valve systems in boiler room. Establish greater efficiency for heating and hot water systems.	CD1 CD2 CD3 CD4 CD5 CD7 CD8 CD10 STPI STP3 STP4 STP5 STP13 LV1 QL1 QL2 QL3 SLC1 SLC2 LD2 LD3 PW1 PW2 PW5 PW6 C1 C2 C3 C9 HS1 HS2 HS3 HS5 R1 R2 MC2 MC3 MC4 MC5	October 2025	Awaiting the engineer's detailed work scope submission.
Community Facilities RL/8/25	15,050	Phil Bennett OBE Community Resource Centre Establish a new toilet facility on the ground floor.	CD1 CD2 CD3 CD4 CD5 CD7 CD8 CD10 STPI STP3 STP4 STP5 STP13 LV1 QL1 QL2 QL3 SLC1 SLC2 LD2 LD3 PW1 PW2 PW5 PW6 C1 C2 C3 C9 HS1 HS2 HS3 HS5 R1 R2 MC2 MC3 MC4 MC5	December 2025	Architects detailed plans received. Building Regulations approval received. M&E drawing being finalised.
Community Facilities RL/9/25	100,000	Sandy/Stradey Play Area Secure land suitable for the development of a new play area.	CD1 CD2 CD3 CD4 CD5 CD7 CD8 CD10 STPI STP3 STP4 STP5 STP13 LV1 QL1 QL2 QL3 SLC1 SLC2 LD2 LD3 PW1 PW2 PW5 PW6 C1 C2 C3 C9 HS1 HS2 HS3	March 2026	Maintaining engagement with Stradey Estates. Exploring alternative location adjacent to Llanelli Cricket Club for a new children's play area and community gardens.

PERFORMANCE

INDICATOR MEASURE	RESULTS 2024/25	TARGET 2025/26	MID YEAR RESULTS 2025/26
Number of cuts to public footpaths.	264	286	140
Net revenue expenditure per head of parks and play areas.	£10.32	£11.27	£3.29
Number of facilities identified as high risk within independent safety inspection report.	0	0	0
Number of play areas providing facilities for all age groups.	16	18	17

FINANCIAL INFORMATION 2025/26

ACTIVITY	BUDGET
Recreation Grounds	93,884
Play Areas	31,644
Rights of Way	100
Capital Schemes – footway lighting	0
Swiss Valley Reservoir	34,197
Tourism & Cultural Activities	13,150
Open Spaces (Bynea & Swiss Valley)	2,949
Capital Schemes – Play Areas	100,000
Asset transfer – legal fees	5,500
Grounds Maintenance – Service Level Agreement	98,269
Capital Schemes – Recreation Grounds	89,353
TOTAL	379,443

SERVICE PLAN
FOR
TRAINING SERVICES
2025/26
MID TERM RESULTS

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, Department for Work and Pensions 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 partner within the Skills Academy Wales (SAW) consortia led by Neath Port Talbot College Group, a 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 age
JOBS GROWTH WALES +	Unemployed	16-19 years

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, Youth Service.

To initially assess learners' needs and produce a suitable Electronic Individual Learning Plan (EILP).

To undertake literacy, numeracy and digital literacy assessments of all learners on Work Based Learning programmes.

To create and maintain electronic records for every learner.

To collate evidence to support compliance as per lead organisation requirements

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 and quality improvement plan.

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

To ensure all activities fulfil Welsh Government and lead organisation priorities in relation to the quality agenda.

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

KEY TASKS/SERVICE DELIVERY IN 2025/26

ACTIVITY	BUDGET £	DESCRIPTION	CORE VALUE	TARGET DATE	MID TERM RESULTS
To deliver a sustainable and financially viable budget to increase department reserves and safeguard future provision.	£0	Increase occupancy levels and meet recruitment targets across programmes to meet maximum contract values. Continue to deliver best value programmes and maintain control on expenditure.	CD6 – CD9 LE1 LE2 PW1	March 2026	Training Dept. management team meeting bi-monthly. Monitoring of income, contract profiles and expenditure is robustly controlled. JGW+ occupancy levels have decreased due to high number of leavers with record number of learners entering employment and college, 70%. Recruitment is crucial to bring occupancy levels to capacity, mid-term levels exceed targets for JGW+, Apprenticeship and PLA.
To increase recruitment and occupancy of Coleg Sir Gar learners on JGW+ to achieve maximum contract value.	£0	Start and occupancy levels monitored monthly against profiles. Increase Coleg Sir Gar numbers to achieve viable learner occupancy. Work closely with Working Wales/Careers to ensure referrals are signposted to both contracts.	CD6 – CD9 LE1 LE2 PW1	March 2026	CSG recruitment affected by Careers referrals to ITEC contract. CSG numbers are being targeted by using direct referrals to the programme, planned marketing activities to attract interest and fill spaces. CSG ALS funding income has increased to support CSG learners with additional learning needs, recent income analysis shows budget will soon be exceeded. ALS claims are not subjected to prime contractor management fees.
To meet Apprenticeship recruitment targets.	£0	Monthly meetings with SAW to manage profiles to achieve viable contract. Strict profile management required to meet Welsh Government thresholds.	CD6 – CD9 LE1 LE2 PW1	March 2026	Recruitment is above target for mid-term, Apprenticeship promotion events at employer sites have been successful in generating interest and translated to additional apprentices.

ACTIVITY	BUDGET £	DESCRIPTION	CORE VALUE	TARGET DATE	MID TERM RESULTS
To deliver ESW qualifications on JGW+	£100	Develop essential skills workshops for learners at Entry level and Level 1 to improve literacy and numeracy skills and learner attainment.	CD6 – CD9 LE1 LE2 PW1	December 2025	Ongoing target – the roll out of Achieve qualifications has taken priority. Plans to identify learners for a small pilot group in the new year.
Meet key performance indicators in all programmes and routes.	£0	Monthly review of all performance to be undertaken through review with lead organisations.	LE1 LE2 CD5 CD6	July 2025, March 2026	Apprenticeships – consistent results in all occupational areas across all levels achieving Good = 86% overall. JGW+ performance – particularly challenging to raise progression rates above the threshold required by ITEC and CSG 70% (Welsh Government 60%), recent success has resulted in achieving 70% for Engagement and 100% for Advancement learners, (75% overall). Close monitoring will be required to maintain learners at risk of withdrawal to maintain this performance in the second half of the year. PLA performance currently 67% will improve during the course of the year as new contract starts are recruited increasing completion attainment rates.
Timely progression opportunities for JGW+ learners.	£750	Develop progression opportunities to employment, apprenticeships, and higher learning.	CD6 – CD9 LE1 LE2 PW1	March 2026	JGW+ progression rates at a record high of 75% overall due to learners entering employment or college courses. Work to identify apprenticeship opportunities with employers is an ongoing priority.

ACTIVITY	BUDGET £	DESCRIPTION	CORE VALUE	TARGET DATE	MID TERM RESULTS
Develop Achieve qualifications at all levels	£800	Achieve to be delivered at Entry level to Engagement learners providing structure and qualification achievement in first period of learning. Level 1 Achieve to be delivered for Advancement learners.	CD6 – CD9 LE1 LE2 PW1	October 2025	Pilot delivery of the Achieve programme took place over the summer with a small group of learners after developing 2 units. Tutors have been working hard to develop resources to offer additional units for Achieve at Entry 3 and Level 1 in time to roll out delivery in October 2025 at Llanelli and Carmarthen centres.
Develop qualifications for JGW+ Advancement learners.	£0	Develop level 1 qualifications to deliver to the Advancement learners on JGW+. Customer Service qualifications be reviewed to roll out pilot delivery in 2026.	LE1 LE2 CD5 CD6	March 2026	A pilot of the Achieve qualification at Level 1 was successfully delivered to a group of learners in August, with 2 learners progressing to college in September.
To develop IQA staff resource to undertake internal quality assurance for qualifications. The IQA's re-appointment to Compliance Manager creates a gap in provision, IQA duties to be redistributed.	£0	Apprenticeship team have qualified IQAs to undertake vocational qualifications. Identify competent person for the ESW Tutor's assessment decisions. Identify a competent person to perform IQA role for JGW+ qualifications.	CD6 – CD9 LE1 LE2 PW1	March 2026	3 Apprenticeship Assessors have successfully qualified as IQA's for vocational qualifications and will be allocated candidates in due course. ESW Tutor has developed in IQA role for other tutors delivering ESW on apprenticeships. JGW+ ongoing process to identify person to undertake IQA for qualifications – Achieve, ESW, role will be allocated and developed in January to March.
To secure PLA funding from August 2025.	£0	To secure funding for the academic year August 2025 – July 2026 for LGV and PCV licences.	CD6 – CD9 LE1 LE2 PW1	August 2025	An initial contract in August for 35 drivers, this contract is under monthly review due to demand for licences, 14 recruited in September. The college has stated "it will not refuse any learners interested in the licence courses."

ACTIVITY	BUDGET £	DESCRIPTION	CORE VALUE	TARGET DATE	MID TERM RESULTS
Increase use of Welsh Language and Resources across programmes	£0	Develop practitioner use of translation tools and resources. Increase use of bilingual commentary during review, assessment, and feedback.	CD6 – CD9 LE1 LE2 PW1	March 2026	Welsh application forms and Welsh induction developed for the Customer Services Apprenticeship framework. Practitioners routinely using translation tools to provide bilingual comments to learners in reviews and feedback forms. Learners are encouraged to use Welsh language and in classroom activities.

PERFORMANCE

INDICATOR MEASURE	PER 100 LEAVERS			
	YEAR TARGET	YEAR ACTUAL	½ YEAR TARGET	½ YEAR ACTUAL
	MARCH 2026	MARCH 2026	SEPT 2025	SEPT 2025
Recruit JGW+ Learners	67		37	44
JGW+ Progressions	70%		70%	75%
PLA Completion	90%		80%	67%
Recruit Apprentices	62		30	35
Apprenticeship Framework Completion	80%*		80%	86%

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



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LLANILLI RURAL COMMUNITY COUNCIL	
DATE	13 NOV 2025
FILE REF.	
PASSED TO	CL

Gofynner am / Please ask for: Robert Edgecombe

Llinell Uniongyrchol / Direct Line: 01267 224018

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Eich cyf / Your ref:

Fy nghyf / My ref: RJE/DPSC-237

Ffacs / Fax: 01267 224652

Dyddiad / Date:

To:

The Chair and Clerk to the Council

Re: Society of Local Council Clerks Civility and Respect pledge

You may recall that as part of the Code of Conduct Data gathering exercise conducted earlier this year, Council's were asked if they had signed up to the above pledge as a means of demonstrating their commitment to standing up to poor behaviour and support civil and respectful conduct.

The responses were reported to the Standards Committee in September and committee members were disappointed to note that only 7 councils were able to confirm that they had signed up to the pledge.

The Standards Committee therefore urges all councils that have not already done so to sign up to the SLCC and make a clear commitment to promoting the highest standards of behaviour in the future.

The Committee will continue to monitor this as part of future data gathering exercises.

Yours sincerely

Robert Edgecombe (Deputy Monitoring Officer)

Pennaeth y Gyfraith, Llywodraethu a Gwasanaethau Sifil
Neuadd y Sir, Caerfyrddin, Sir Gâr SA31 1JP.

Head of Law, Governance, and Civil Services
County Hall, Carmarthen, Carmarthenshire SA31 1JP.

Mae croeso i chi gysylltu â ni yn Gymraeg neu Saesneg | You are welcome to contact us in Welsh or English

Introducing the Civility and Respect Pledge

SLCC, NALC, and OVW believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

There is no place for bullying, harassment, and intimidation within our sector and signing up to the Civility and Respect Pledge is one of the ways a council can demonstrate that it is committed to standing up to poor behaviour across our sector, and to demonstrating positive changes which support civil and respectful conduct.

By signing the Pledge, your council is agreeing that it will treat councillors, clerks, employees, members of the public, and representatives of partner organisations and volunteers with civility and respect in their roles, and that it:

- has put in place a training programme for councillors and staff
- has signed up to the Code of Conduct for councillors
- has good governance arrangements in place including staff contracts and a Dignity at Work policy
- will seek professional help at early stages should civility and respect issues arise
- will commit to calling out bullying and harassment if and when it happens
- will continue to learn from best practice in the sector and aspire to being a role model / champion council e.g., via Local Council Award Scheme
- supports the continued lobbying for change in legislation to support the civility and respect, including sanctions for elected members where appropriate

We invite all councils to include an agenda item to review the statements and sign up to the Civility and Respect Pledge. [Click here for an example agenda item for the pledge.](#)

[Click here to watch a short video about the Civility and Respect Pledge.](#)

Click on the orange button below to sign up for the pledge, and view the map to see which councils have already signed.



IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

Please complete this form to sign up your council to the pledge. Once completed, you'll receive a certificate by email, and your council will be listed alongside others a national map, showing the councils that have signed up.

By signing the Pledge, your council is agreeing that the council will treat councillors, clerks, employees, members of the public, and representatives of partner organisations and volunteers with civility and respect in their roles and that it:

- Has put in place a training programme for councillors and staff
- Has signed up to the Code of Conduct for councillors
- Has good governance arrangements in place including staff contracts and a dignity at work policy
- Will seek professional help at the early stages should civility and



Civility and Respect Pledge suggested agenda item:

To pass a resolution to sign up to the civility and respect pledge

Definition of Civility and Respect

Civility means politeness and courtesy in behaviour, speech, and in the written word.

Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

By our council signing up to the civility and respect pledge we are demonstrating that our council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

Signing up is a simple process, which requires councils to register and agree to the following statements:

Statement	Tick to agree
Our council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.	
Our council has put in place a training programme for councillors and staff	
Our council has signed up to Code of Conduct for councillors	
Our council has good governance arrangements in place including, staff contracts, and a dignity at work policy.	
Our council will commit to seeking professional help in the early stages should civility and respect issues arise.	
Our council will commit to calling out bullying and harassment when it happens.	
Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme	
Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.	

Civility and Respect Pledge suggested agenda item:

To pass a resolution to sign up to the civility and respect pledge