

**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 Medi, 2025, am 4.45 y.p.



**CLERC y CYNGOR**

11 Medi, 2025.

**AGENDA**

1. Derbyn ymddiheuriadau am absenoldeb.
2. Derbyn Datganiad o Fuddiannau gan Aelodau mewn perthynas â'r busnes i'w drafod.
3. I dderbyn adroddiad y Clerc ynghylch mabwysiadu'r dogfennau polisi canlynol:  
(1) Cynllun Parhad Busnes a Chofnod Gweithredu Adfer ar ôl Trychineb.  
(2) Datganiad Polisi Cynllunio Argyfwng.
4. Ffederasiwn Ysgolion Trimsaran a'r Ffwernes – ystyried dogfen ymgynghori ar ffederasiwn arfaethedig Ysgol Gymundol Trimsaran ac Ysgol Gymraeg Ffwernes a chytuno ar ymateb y cyngor..
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 –  
(1) derbyn adroddiad y Clerc  
(2) 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 September, 2025, at 4.45 p.m.**

  
**CLERK to the COUNCIL**

11 September, 2025.

**AGENDA**

1. To receive apologies for absence.
2. To receive Members Declarations of Interest in respect of the business to be transacted.
3. To receive the Clerk's report regarding the adoption of the following policy documents:  
(1) Business Continuity Plan and Disaster Recovery Action Log.  
(2) Emergency Planning Policy Statement.
4. Federation of Trimsaran & Ffwrnes Schools – to consider a consultation document on the proposed federation of Ysgol Gymundol Trimsaran and Ysgol Gymraeg Ffwrnes and to agree the council's response.
5. Public Bodies (Admission to Meetings) Act, 1960 – to consider excluding members of the public during consideration of the following matters owing to the confidential nature of the business to be transacted.
6. Human Resources - Staffing Matters:  
(1) To receive the report of the Clerk.  
(2) 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: 17 September 2025

Dear Councillor

- 1. BUSINESS CONTINUITY PLAN AND DISASTER RECOVERY ACTION LOG**
- 2. EMERGENCY PLANNING POLICY STATEMENT**

### **1. PURPOSE OF REPORT**

- 1.1 To seek approval of the two policy documents.

### **2. BACKGROUND**

- 2.1 The council approved the completion of the Finance and Governance Toolkit for Community and Town Councils (the toolkit) to which Minute No, 279 of the Policy and Resources Committee held on 18 December 2024 refers.
- 2.2 A list of actions was produced after completing Part 1 – The health check of the toolkit when it was approved. The list of actions is appended to this covering report for information. Two of the key actions identified the need to create:
  - (1) A business continuity plan; and
  - (2) An emergency planning policy statement
- 2.3 These documents are attached for consideration and acceptance. Once approved, the toolkit list of actions will be fully complete as will the suite of policy documents borne out of working through the toolkit.

### **3. BUSINESS CONTINUITY PLAN AND DISASTER RECOVERY ACTION LOG**

- 3.1 The attached plan is self-explanatory, and its purpose is to assist the council to deliver critical business services following an emergency impacting upon the council. The plan provides information and guidance on what functions and processes need priority attention to mitigate the impact.
- 3.2 The plan suggests areas for testing, and these will be worked through by officers over time. The general results will be fed into the plan as circumstances dictate going forward and used as an evidence base to help manage risk. This will add additional value to the plan as a live and fluid document. The plan also provides an opportunity to capture defined business critical processes across service areas. These will also be annotated in the plan over time by key staff and will provide step guidance on how to perform critical processes and functions. This will help guide staff who may be asked to perform these processes and functions at short notice and who may be unfamiliar with them or used for supporting temporary staff who may have little prior knowledge and understanding of council operations.

#### **4. EMERGENCY PLANNING POLICY STATEMENT**

- 4.1 The policy statement is a simple plan explaining the council's role during a civil emergency and how it can assist Carmarthenshire County Council, the Emergency Planning Authority, and other agencies.
- 4.2 The plan will provide a better understanding of what the council can offer to support community resilience. It should also address the clear disconnect experienced during the Covid 19 pandemic. The council had very limited interaction with the Emergency Planning Authority at the time. Providing the county council with a copy of the policy statement ought to prevent a similar experience from happening again and will help strengthen general relations by demonstrating the council's general preparedness to assist during a civil emergency.

#### **5. LONG TERM IMPLICATIONS**

- 5.1 Implementing a business continuity plan will support critical business functions to continue during and after major disruptions. The plan will minimise downtime and service interruptions and enhances the council's ability to respond quickly to major incidents. The plan represents a proactive approach to risk management by identifying potential threats and vulnerabilities and establishes clear roles and responsibilities during a crisis.
- 5.2 The Emergency Planning Policy Statement helps support community resilience as it enables the council to support residents during civil emergencies and can also help identify and assist vulnerable individuals who may not be known to statutory agencies. The intention of the policy statement will support the wider statutory emergency plan produced by Carmarthenshire County Council with it focussing on local response and welfare support by contributing to multi-agency planning and interaction.

#### **6. SUSTAINABILITY AND WELL-BEING CONSIDERATIONS**

- 6.1 Approval of the policy documents will build capability by knowing what to do to in emergency situations to reduce risk and furthermore will raise general awareness of the council's role during civil emergencies. In turn this will help promote the following aims, core values and well-being goals of the council's strategic plan framework:

Strategic Aim	Core Value	National Well-Being Goal						
		1	2	3	4	5	6	7
Community Development								
Serving the Public	STP1				✓		✓	✓
Acting as a Local Voice	LV5					✓	✓	✓
Quality of Life								
(1) Environment								
(2) Social Inclusion								
(3) Safe and Healthy Places	QL7			✓	✓	✓		
Sports, Leisure and Cultural Activities								
The Local Economy								
Local Democracy								
Partnership Working	PW1, PW5, PW7	✓		✓	✓	✓	✓	✓

Communication								
Health and Safety	HS1, HS3	✓		✓	✓	✓		✓
Resources	R2		✓					✓
Management and Control	MC7, MC9	✓	✓	✓	✓	✓		✓

## **7. PUBLIC INVOLVEMENT**

- 7.1 There are no public involvement opportunities in connection with the formulation and use of the policy documents.

## **8. COLLABORATION OPPORTUNITIES**

- 8.1 There are potential collaboration opportunities with other public bodies, agencies and service suppliers to be explored as the policy documents evolve over time.

## **9. PREVENTATIVE MEASURES/CONSIDERATIONS**

- 9.1 The business continuity plan will identify potential threats and evaluate the likelihood of the risks and will prioritise the risks based on the degree of severity. The plan will help to determine what are essential council service operations that must be maintained. The plan will provide an escalation path of actions to observe and creates important contact lists and information under one overarching composite policy document.
- 9.2 The Emergency Planning Policy Statement will document a local resource inventory by identifying council premises that can be used as refuge centres or community hubs during a local crisis. It will also list council resources including an inventory of manpower skills and equipment that can be made available to better support community resilience.

## **10. RECOMMENDATIONS/CONCLUSIONS**

- 10.1 That the two policy documents are approved.

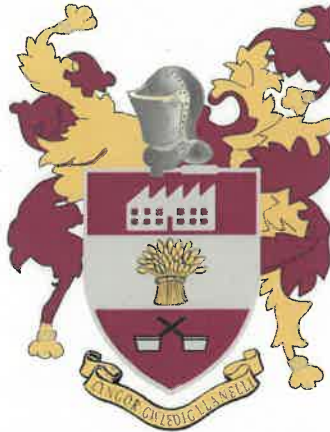
I look forward to receiving your views at the meeting.

Yours sincerely,

**CLERK TO THE COUNCIL**

11 September 2025

# **LLANELLI RURAL COUNCIL**



## **BUSINESS CONTINUITY PLAN AND DISASTER RECOVERY ACTION LOG**

Date: .....

## BUSINESS CONTINUITY PLAN AND DISASTER RECOVERY ACTION LOG

## LIST OF CONTENTS

	Record of amendments	3
1.	Aim	4
2.	Business Critical Processes	4
3.	Scope	4
4.	Assumptions	5
5.	The Plan	6
	Form A – Immediate Action Checklist	7
	Form B – Response Actions Checklist	8
	Form C – Essential Processes	10
	Form D – Summary of Post Incident Resources and Equipment	11
	Form E – Essential IT Systems and Records	12
	Form F – Staff Details	13
	Form G – Key Contacts	14
	Form H – Plan Summary	16
6.	Annex	
	6.1 – Assessing the risks	19
	6.2 – Council Mobile Phone Users	22
	6.3 – Laptop users	22
	6.4 – Staff able to work from home	22
	6.5 – Emergency Operations Log	23
7.	Training and review dates	24
8.	Defined Business Critical Processes across service areas	24

## RECORD OF AMENDMENTS

Amendment No	Date	Paragraphs/Pages amended	Initials

## DISTRIBUTION




## 1. AIM

The aim of this document is to provide a reference tool for the actions required during or immediately following an emergency or incident that threatens to disrupt normal business activities.

An **emergency** is an actual or impending situation that may cause injury, loss of life, destruction of property, or cause the interference, loss or disruption to the council's normal business operations to such an extent it poses a threat.

An **incident** is any event that may be, or may lead to, a business interruption, disruption, loss and/or crisis.

The Business Continuity Plan and Disaster Recovery Action Log (henceforth referred to as 'the plan') will help to ensure the continuation of business critical services by minimising the impact of any damage to staff, premises, equipment or records.

The plan will help to include an adequate level of detail used to maintain the council and its general functioning and:

- To ensure a prepared approach to an emergency/incident.
- To facilitate an organised and co-ordinated response to an emergency/incident.
- To provide an agreed framework within which people can work in a concerted manner to solve problems caused by an emergency/incident.

The plan will also help to identify actions that could be taken in advance of an emergency or incident to reduce the risk of it happening.

## 2. BUSINESS CRITICAL PROCESSES

Whilst most parts of the council's business is considered important, if an incident did occur, priority must be given to the restoration of the processes that are deemed to be business critical to the performance of the council.

Business critical processes can be defined as:

"critical operational or support activities without which the council would rapidly be unable to achieve its objectives".

These individual processes must be given preferential access to premises, staff, equipment or records if an emergency situation restricted their overall availability. It is for these processes that plans need to be prepared.

## 3. SCOPE

The plan will illustrate how the council can reduce the potential impact of an incident by being prepared to maintain services in the event of the:

- Loss of key premises
- Loss of key staff
- Loss of IT/data
- Loss of telecommunications
- Loss of hard data/paper records
- Loss of utilities (electricity, water, gas)
- Loss of a key partner or supplier
- Disruption due to industrial action
- Disruption due to severe weather

#### 4. ASSUMPTIONS

##### Generally used assumptions

- The business continuity plan will cover three scenarios: for the first 24 hours following an incident and for both 2-7 days and 8-14 days following an incident. (Recovery plans needed to cover longer periods would normally be developed during the first fourteen days of an incident).
- The business continuity plan will be reviewed periodically or when a significant change to the council's key business arrangements occurs.

##### Detailed Planning Assumptions

The following assumptions have been taken into account when developing the plan:

- In the event of a major incident existing council premises would be out of use for more than 7 days.
- In the event of a less significant disruption some of the existing premises would remain in use.
- Where a generator is not available, loss of electricity supply could last for up to 3 days.
- The mains water supplies and sewerage services may be interrupted for up to 3 days.
- Availability of the IT network historically runs at over 99%. In the event of a partial failure of a server the network could be unavailable for up to 8 hours.
- If the server suite were to be completely lost it could take up to 1 day to restore a limited desktop service (Microsoft package, e-mail and internet access). Other software could take even longer to restore.
- Availability of the internal telephone network historically runs at 99%. In the event of a failure of the VOIP there could be loss of service for up to 8 hours.
- Access to the public telephone network and mobile communications could be lost for up to 3 days.
- In a pandemic 25%-30% of staff could be off work at any one time. On average people will be absent for 5-8 days, but some may never return.
- In a fuel crisis only staff involved with delivering critical services are likely to have priority access to fuel.

## 5. THE PLAN

- **Form A – Immediate Actions Checklist** is a list of the actions that should be taken in response to the initial incident. The checklist is not prescriptive, exclusive or prioritised; any incident will require a dynamic assessment of issues and actions required. Depending on the scale of the incident actions can be delegated to a support team but the Clerk is responsible for the actions taken.
- **Form B – Response Actions Checklist** is a list of the actions that should be taken for the council to maintain business critical processes. The checklist is not prescriptive, exclusive or prioritised; any incident will require a dynamic assessment of issues and actions required. Depending on the scale of the incident actions can be delegated to a support team but the Clerk is responsible for the actions taken.
- **Form C – Essential Services** is a list of the essential functions undertaken by the council that must be maintained or quickly restored in the event of a disruptive incident.
- **Form D – Summary of Post Incident Resources and Equipment** summarises the accommodation and equipment needed to maintain operations.
- **Form E – Summary of Essential IT Systems and Records** summarises the basic desktop, software and systems data that need to be restored.
- **Form F – Staff Details** lists all service staff, indicating those business critical staff that will be required to maintain services in the event of an incident.
- **Form G – Key Contacts** is a list of those people that would need to be contacted in the event of an incident. This could be business partners or suppliers.
- **Form H – Plan Summary** provides a single sheet summary of the main business continuity options of the plan.

**Form A      Immediate Action Checklist**  
**To be completed by the Senior employee at the incident site**

Action	Notes	Tick (✓) done
<b>If necessary</b> <ul style="list-style-type: none"> <li>• Follow Evacuation Procedures</li> <li>• Call emergency services</li> </ul>		
Maintain a record of all emergency actions taken. Use the log in the Annex 6.5		
Assess the situation and level of response required. Can it be dealt with as a day-to-day management issue or does the business continuity plan need to be invoked?		
<b>Communications:</b> <ul style="list-style-type: none"> <li>• Advise staff and members of the immediate implications for them and service provision.</li> <li>• Advise staff of the immediate requirements to deal with the situation, including temporary accommodation etc if required.</li> <li>• If necessary, advise key partners/suppliers.</li> <li>• If necessary speak to the local press.</li> <li>• If available use the council's website and social media channels to alert the public.</li> </ul>		
If necessary, allow all staff to contact home to advise they are safe?		
If necessary arrange for the premises to be secured?		
If necessary, use signage to advise the move to a temporary location?		

**Name of attending Senior Employee .....**

**Form B      Response Actions Checklist**  
**To be completed by the Senior employee at the incident site**

Action	Notes	Tick (✓) done
Once you are in control of the initial emergency update staff on a regular basis and keep them fully informed of developments. Make sure members of staff not directly involved in the incident, or those who are absent, are also kept advised of developments. Refer to Form F or other staff listings.		
If necessary form a team of people to assist with the tasks required to restore services. These people should ideally be identified and trained prior to the incident.		
Priority should be given to the needs of the business critical processes.		
Advise all staff and key contacts (see Form G) of temporary location and any temporary telephone numbers to be used until numbers can be diverted.		
If mobile phones are being used make sure there are sufficient chargers available and that numbers are shared with staff and key contacts.		
<b>Temporary accommodation</b> <ul style="list-style-type: none"> <li>• Is the available accommodation sufficient for the needs of all the business critical processes or is additional alternative space required?</li> <li>• Do you need to arrange for replacement equipment to be ordered?</li> <li>• Do you have access to all essential systems or records?</li> <li>• Make arrangements for telephones and post to be re-directed to your new location.</li> </ul>		
<b>Working at home and Non-Business Critical Staff</b> <ul style="list-style-type: none"> <li>• If available space is at a premium, consider allowing suitable individuals to work from home.</li> <li>• Non-essential staff should be sent home or reallocated to support business critical processes.</li> <li>• Make sure those sent home are aware of when to make contact to check on progress or when to return to work.</li> </ul>		

Action	Notes	Tick (✓) done
Create any new operational procedures and instructions.		
Give careful consideration to staffing levels. In a low staff level situation a priority will be a rota of replacements to avoid fatigue.		
Closely monitor staff issues, morale, overtime, welfare, etc. Do any of the staff need counselling?		
Do you need to complete an Accident Log?		
When ready, inform other organisations, public, suppliers, etc of resumption of normal service/contact details.		
<b>Financial Procedures</b> <ul style="list-style-type: none"> <li>Decide who can authorise additional expenditure.</li> <li>Keep records of all expenditure.</li> </ul>		
Cancel or delegate any unnecessary meetings not connected to the incident.		
<b>Preservation of records</b> <ul style="list-style-type: none"> <li>Do not destroy anything. Try to recover as many documents as possible and preserve them somewhere where they can be retrieved easily. This is an ongoing obligation throughout and after the incident.</li> <li>Make someone responsible for co-ordinating and preserving a Master Log.</li> <li>Make a record of all meetings and briefing sessions.</li> <li>Make a hard copy of any relevant computer data and electronic mail.</li> </ul>		
Support the post-incident evaluation by direct contribution and by facilitating the involvement of key members of staff. Recovery should always be treated as an opportunity to improve the business.		
At the end of the recovery phase when normality is achieved, inform all interested parties and mark with an occasion.		
Review the Business Continuity Plan to learn from the decisions taken.		

Name of attending Senior Employee .....

## **Form C      Essential Processes**

### **What are the essential parts of council business that are required within the first 24 hours?**

Access to communications system – telecoms/switchboard  
Key staff access to laptops and email accounts/Office 365  
Access to website and social media channels  
Access to a purchase order system  
Invoking of emergency delegation of powers

### **What are the essential parts of council business that are required within 2-7 days?**

Access to internet banking  
Payroll to process wages  
Learner digital records  
Learner data transmission  
Access to sales/purchase ledger  
Access to reprographics for council/committee agendas  
Alternative workspace for key office personnel  
Access to the burial register and exclusive rights of burial (EROB) records

### **What are the essential parts of council business that are required within 8-14 days?**

Hosting council/committee meetings remotely or at alternative venues  
Access to filing systems, paper based records  
Alternative learner training centre  
Processing interments at Llanelli District Cemetery

### **Which external suppliers/partners/contractors (if any) are dependent on the services provided by the council?**

Skills Academy Wales – Neath Port Talbot Group of Colleges  
ITEC/Coleg Sir Gar  
Llanelli Town Council

### **Which external suppliers/partners/contractors (if any) does the council depend upon?**

Pisys.net – IT support provider  
OneCom – Telecommunication provider  
Rialtas – sales/purchase ledger including purchase orders  
Complete IT (Opera) – salaries/wages  
Clear Skies Software Ltd – BACAS – cemetery database records  
Netbop – website provider  
Croner – health and safety and employment law provider  
Konica – reprographics and management information retrieval system  
Plexus – building security/fire alarm  
CWM Environmental – waste disposal  
Dyfed Recycling – waste disposal  
Adrian Peters Gas Services – heating maintenance/repairs  
JMW Heating – boiler maintenance contractors  
Excel Electrics – electrical contractor  
Zurich – insurance and management of risk

**Form D Summary of Post Incident Resources and Equipment**

(excluding IT as these should be given on Form E)

<b>Requirement</b>	<b>Within 24 hours</b>	<b>2-7 days</b>	<b>8-14 days</b>
<b>People</b>			
Number of staff (FTE)			
<b>Furniture</b>			
Chairs			
Desks			
Filing cabinets			
<b>Equipment</b>			
Office phones			
Mobile phones			
Desktop PC			
Laptop PC			
Printers			
Fax			
Scanner			
Photocopier			
<b>Records</b>			
Paper records/files			
<b>Special provisions</b>			
Confidential area			
Secure area for safe			
Delivery area/ mailroom			
Heating			
Storage space			
Waiting room			
Public access			
Wheelchair access			



**Form E      Essential IT Systems and Records**

Server Dedicated laptops Printer/scanner Access to: Rialtas    } Opera      } software records BACAS     }
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Requirement	Within 24 hours	2-7 days	8-14 days
<b>Desktop</b>			
Microsoft Office	✓		
e-mail (Microsoft Outlook)	✓		
Internet access	✓		
Microsoft Teams	✓		
<b>Essential computer data and software</b>			
Server based data files for:			
Rialtas		✓	
Opera		✓	
BACAS		✓	

## Form F Staff Details

If an alternative list exists add details about who has access and where both paper and electronic versions are held. This avoids having to keep more than one listing updated.

Name	Position/role	Key	Address	Home phone	Mobile
	Clerk	Yes	To be compiled once the plan is adopted		
	Deputy Clerk	Yes	To be compiled once the plan is adopted		
	Governance and Projects Manager	Yes	To be compiled once the plan is adopted		
	Facilities' Manager	Yes	To be compiled once the plan is adopted		
	Finance and Administrative Officer	Yes	To be compiled once the plan is adopted		
	Administration and Finance Officer	Yes	To be compiled once the plan is adopted		
See appendix ?? for contact information of other staff – to be compiled once the plan is adopted					

## Form G Key Contacts

If an alternative list exists add details about who has access and where both paper and electronic versions are held. This avoids having to keep more than one listing updated.

Name	Position/role	e-mail address and/or business phone	Mobile
Pisys.net	IT support provider		
OneCom	Telecommunication provider		
Rialtas	sales/purchase ledger including purchase orders		
Omega	salaries/wages		
Clear Skies Software Ltd - BACAS	cemetery database records		
Netbop	website provider		
Croner	health and safety and employment law provider		
Konica	reprographics and information retrieval		
Plexus	building security		
CWM Environmental	waste disposal		
Dyfed Recycling	Waste disposal		
Excel Electrics	electrical contractor		
Adrian Peter Gas Services	Heating maintenance/repairs	54 Pennant Road, Llanelli SA14 8EW 01554 774865	07727021391
JMW Heating	Boiler maintenance	12 Beaumont Crescent St. Thomas, Swansea SA1 8DW	07534185825
Zurich Municipal	insurance and management of risk – Property	Zurich Municipal Property Claims, PO Box 3303, Interface Business Park, Swindon, SN4 8WF farnboroughpropertyclaims@uk.zurich.com <a href="https://propertyclaims.zurich.co.uk/index.html">https://propertyclaims.zurich.co.uk/index.html</a>	0800 028 0336

Liability	Zurich Municipal Casualty Claims, Zurich House, 1 Gladiator Way, Farnborough, Hants, GU14 6GB <a href="mailto:fnlc@uk.zurich.com">fnlc@uk.zurich.com</a> <a href="https://liabilityclaims.zurich.co.uk/index.html">https://liabilityclaims.zurich.co.uk/index.html</a>	0800 783 0692
Motor	Zurich Municipal Motor Claims, PO Box 3322, Interface Business Park, Swindon, SN4 8XW <a href="mailto:zmnewmotorclaims@uk.zurich.com">zmnewmotorclaims@uk.zurich.com</a> <a href="https://motorclaims.zurich.co.uk/index.html">https://motorclaims.zurich.co.uk/index.html</a>	0800 916 8872
Legal expenses DAS Legal Claims		0117 934 2116

**Form H Plan Summary**

<b>Identified risk</b>	<b>Recovery option</b>	<b>Evaluation criteria</b>	<b>Possible further action</b>
<b>Loss of accommodation</b>	Use alternative accommodation in one of the council's community halls. If part of council premises can remain open then non-essential staff could work from home.	<ul style="list-style-type: none"> <li>• How quickly operations can resume after an emergency.</li> <li>• Set-up, maintenance and operational costs.</li> <li>• Capacity/ability to accommodate essential staff.</li> <li>• Location – proximity to staff, clients and infrastructure, ease of access.</li> <li>• Physical and data security.</li> </ul>	<ul style="list-style-type: none"> <li>• Partner with other public authorities to share facilities temporarily.</li> <li>• Deploy temporary modular buildings.</li> <li>• Shift operations to cloud based platforms i.e. Microsoft 365.</li> </ul>
<b>Loss of staff</b>	<ul style="list-style-type: none"> <li>• Hire in temporary staff.</li> <li>• Delegate emergency temporary duties to other staff.</li> <li>• Train staff to perform multiple roles.</li> <li>• Employee assistance programme support.</li> <li>• Second staff from Carmarthenshire County Council or other public authorities.</li> </ul>	<ul style="list-style-type: none"> <li>• How quickly staff can be replaced or supported.</li> <li>• Skills match – ability to match required skills and experience.</li> <li>• Financial impact.</li> <li>• Legal and regulatory considerations e.g. contracts of employment, employment legislation.</li> <li>• Impact on staff morale.</li> <li>• Ability to maintain critical functions without interruption.</li> </ul>	Document key functions and the processes and steps required to deliver consistent results across critical service areas. This will provide guidance to staff on how to achieve tasks for areas of work that may fall outside their normal responsibilities and duties.
<b>Loss of IT/data</b>	<ul style="list-style-type: none"> <li>• Back up file systems and data from DATTO (Business continuity and disaster recovery software).</li> <li>• Regular back-ups – full, incremental, differential.</li> <li>• Storage, on premises, offsite or cloud based (DATTO).</li> <li>• Frequency: daily, hourly or real-time depending on data criticality.</li> </ul>	<ul style="list-style-type: none"> <li>• How quickly systems can be restored.</li> <li>• Recovery point objective (e.g. last hour).</li> <li>• Recovery costs.</li> <li>• Security and compliance – encryption, access control, regulatory compliance.</li> <li>• Ease of testing recovery procedures and verifying data integrity.</li> </ul>	Commission DATTO test to mimic server and laptop failure and assess how long a full reinstall takes so as to perform all critical computer operations.

Identified risk	Recovery option	Evaluation criteria	Possible further action
Loss of telecommunications	<ul style="list-style-type: none"> <li>Transfer main council line to mobile phone.</li> <li>Switch to mobile phone network .</li> </ul>	<ul style="list-style-type: none"> <li>This assumes broadband connection is still available.</li> <li>WAN connection is lost.</li> </ul>	Investigate new cloud based VOIP telecoms system.
Loss of hard data/paper records	<p>Digitisation and cloud back up –</p> <ul style="list-style-type: none"> <li>Scan and store paper records in digital format.</li> <li>Use cloud services for example Microsoft OneDrive. SharePoint and Docusign can also be used to manage documents.</li> <li>Use Dokonifind for ease of access of electronic documents in the various document repositories.</li> </ul>	<ul style="list-style-type: none"> <li>Initial set-up, ongoing maintenance and recovery costs.</li> <li>Time required to restore access to records.</li> <li>Security and compliance considerations i.e. Data Protection, encryption and regulatory compliance.</li> <li>Ease of access for authorised users, especially during an emergency or disaster.</li> </ul>	<ul style="list-style-type: none"> <li>Digitise records to reduce risk.</li> <li>Transfer records off site.</li> <li>Create master files of key documents.</li> <li>Create document templates.</li> </ul>
Loss of mains services (electricity, water and gas)	<ul style="list-style-type: none"> <li>Uninterrupted Power Supply (UPS) short term back-up for critical systems (server, router).</li> <li>Bottled water supplies for drinking, basic hygiene during short-term outages.</li> <li>Relocate staff to alternative premises.</li> <li>Portable back-up heating.</li> <li>Staff to work from home.</li> </ul>	<ul style="list-style-type: none"> <li>Whether premises or part of the premises can be kept open using alternative power sources depending upon the cause/nature of the outage.</li> <li>How quickly the service can be restored or substituted and ability to meet operational needs .</li> <li>Cost implication.</li> <li>Compliance with health and safety standards.</li> </ul>	Investigate solar panel installation and battery storage on site and whether the costs can be justified and are deemed reasonably practicable and proportionate to continue operations.

<b>Identified risk</b>	<b>Recovery option</b>	<b>Evaluation criteria</b>	<b>Possible further action</b>
<b>Loss of a key partner/supplier</b>	<ul style="list-style-type: none"> <li>• Maintain relationships with multiple suppliers for critical goods/services.</li> <li>• Hold safety stock or strategic reserves for critical materials.</li> <li>• Potentially source in from different area/region.</li> <li>• Collaborate with other public authorities for shared resources in emergencies.</li> </ul>	<ul style="list-style-type: none"> <li>• How essential the supplier is to core operations.</li> <li>• How quickly an alternative can be activated.</li> <li>• Ability of new supplier being able to meet required standards and general needs.</li> </ul>	Produce list of alternative key partners/suppliers where practicable.
<b>Disruption due to industrial action e.g. fuel shortage</b>	<ul style="list-style-type: none"> <li>• Only essential staff to attend place of work, other staff work from home.</li> </ul>	Practicality of implementing cost effective short-term solutions.	<ul style="list-style-type: none"> <li>• Consider alternative transport methods for example electric vehicles.</li> </ul>
<b>Severe weather</b>	<ul style="list-style-type: none"> <li>• Staff to work from home until the weather improves to return safely to work.</li> <li>• Staff to travel into work via public transport.</li> </ul>	<ul style="list-style-type: none"> <li>• Flexible work policy.</li> <li>• Safety implications.</li> </ul>	

## 6. ANNEX

### 6.1 Assessing the risks

Use this table to produce an assessment of the current risks to the council and/or location.

<b>Risk</b>	<b>Likelihood</b> Low (L), Medium (M), High (H)	<b>Impact</b> Low (L), Medium (M), High (H)	<b>General control measures</b>	<b>Possible further action</b>
Fire completely destroying all or part of the premises.	L	H	Combustible materials stored safely and securely. Waste disposal contract in place. Fire risk assessment in place. Regular maintenance regime. Fire alarm tests. Fire fighting equipment in place. Premises is kept secure. Regular house keeping checks performed by staff.	<ul style="list-style-type: none"> <li>Electrical safety testing of electrical equipment needs to be accelerated in some capacity and incorporated into house keeping checks.</li> <li>Consider relocating important key documents to be kept in alternative premises to safeguard against the risk of fire.</li> </ul>
Theft of computer or office equipment.	L	H	The council is registered as a priority one client with its IT support provider. Equipment/hardware can be loaned to the council at short notice. Offices are kept secure to prevent likelihood of theft with access controls throughout the premises. Adequate insurance cover in place.	<ul style="list-style-type: none"> <li>Review back-up processes of laptop/PCs used by key essential staff to back up file systems/data to load on new IT equipment.</li> <li>Update and monitor asset register to log location of IT and other equipment across all service areas.</li> </ul>
Loss of staff (Pandemic).	L	H	Split work teams and duties to avoid/minimise general contact. Invoke remote working as far as possible across all service areas.	Observe national guidance to safeguard public health and the general workforce.
Loss of staff (serious incident/accident).	L	H	Risk assessments in place with appropriate control measures to safeguard staff safety and to prevent accidents. Staff work in safe environments and are trained to use equipment.	Hire in temporary support or contract out work to cover work demands. Lone-working policy needs to be reviewed.



<b>Risk</b>	<b>Likelihood</b> Low (L), Medium (M), High (H)	<b>Impact</b> Low (L), Medium (M), High (H)	<b>General control measures</b>	<b>Possible further action</b>
Loss or corruption of IT data.	L	H	<ul style="list-style-type: none"> <li>IT security protocols in place Virus software protection in place.</li> <li>Use DATTO to back-up/recover latest data sets and file systems.</li> <li>Cyber Essentials Plus accreditation across council networks.</li> <li>Compliance with Data Protection legislation.</li> <li>Data protection policies in place.</li> <li>IT network monitored by IT support provider with 24 hour response times to incidents.</li> </ul>	Commission DATTO test to mimic server and laptop failure and assess how long a full reinstallation takes using DATTO software.
Loss of telecommunications.	L	M	<ul style="list-style-type: none"> <li>Current system has the capability to remotely switch to another phone line or mobile phone.</li> </ul>	Investigate new cloud based VOIP telecoms system.
Loss of electricity	L	H	<ul style="list-style-type: none"> <li>Uninterrupted Power Supply (UPS) short term back-up for critical systems (server, router).</li> <li>Staff to work from home or alternative site.</li> </ul>	Investigate alternative power sources e.g. solar and whether it offers a cost effective solution.
Loss of water	L	M	<ul style="list-style-type: none"> <li>Bottled water supplies for drinking or boiling water and for performing basic hygiene during short-term outages.</li> <li>Staff to work from home or alternative site.</li> </ul>	
Loss of gas	L	M	<ul style="list-style-type: none"> <li>Portable back-up heating units.</li> <li>Staff to work from home or alternative site.</li> </ul>	
Flooding	L	H	<ul style="list-style-type: none"> <li>Internal flooding is prevented by adequate maintenance programmes and access to 24 hours on call support from plumber/mechanical engineer if necessary.</li> <li>Staff to work from home or alternative site.</li> </ul>	

<b>Risk</b>	<b>Likelihood</b> Low (L), Medium (M), High (H)	<b>Impact</b> Low (L), Medium (M), High (H)	<b>General control measures</b>	<b>Possible further action</b>
Storm damage	L	H	Structural maintenance budget in place. Insurance cover in place.	<ul style="list-style-type: none"> <li>Consider raising critical equipment above predicted flood levels.</li> <li>Consider using water pumps and sandbags, or other deployable barriers, to delay flood water from entering the building.</li> </ul>
Fuel shortage	L	H	Limit visits to council premises with staff working from home where possible. Scale back grounds maintenance duties.	Encourage car sharing scheme to reduce fuel consumption.
Vandalism	L	L	Council premises enjoy natural surveillance given its central location in town and its proximity to other buildings and residential properties.	
Terrorist threat	L	H	Access restrictions/controls in place at front foyer reception and on internal doors preventing general circulation through the building.	Personal attack alarms to be issued to staff.
External factor preventing access to premises e.g. fire, police incident, traffic accident.	L	H	Staff to work from home or an alternate site until the incident has cleared.	Introduce more cloud based systems to facilitate remote working.
Loss of a key partner or supplier.	L	H	Use alternative supplier if feasible. Share resources with other public authorities.	
Disruption due to industrial action.	L	M	Depending on the nature of the industrial action, staff to work from home if possible. Incidents of industrial action are low.	
Disruption to the transport network.	L	L	Staff in close proximity to the premises can use different methods to travel to and from work. Staff can also work from home.	

## 6.2 Council mobile phone users

Name	Number
<b>See attached appendix</b>	

## 6.3 Laptop users

<b>See attached appendix</b>	

## 6.4 Staff able to work from home

Name	Contact details
<b>See attached appendix</b>	

## 6.5 Emergency Operations Log

<b>Incident:</b>	<b>Date:</b>	<b>Sheet ..... of .....</b>
------------------	--------------	-----------------------------

[illegible]

*If necessary continue on a separate sheet*

**7. Training and review dates**

The plan will next be tested in .....

The plan will next be reviewed in June 2027 following the ordinary local government elections or earlier in the event of a significant change to the business.

**8. Defined Business Critical Processes across service areas**

(to be developed by key staff)



# **Llanelli Rural Council**

## **Emergency Planning Policy Statement**

### **1. Introduction**

Llanelli Rural Council recognises the importance of supporting community resilience and preparedness in the event of emergencies. While the council has no statutory responsibility for emergency planning or civil contingencies - these being the responsibility of Carmarthenshire County Council, the designated emergency planning authority under the Civil Contingencies Act 2004 - it acknowledges its role as a trusted local body with strong community ties.

### **2. Purpose**

This policy outlines Llanelli Rural Council's approach to supporting emergency preparedness and community resilience, in collaboration with the principal authority and other relevant agencies.

### **3. Role of the Council**

Although not a Category 1 or 2 responder, Llanelli Rural Council will:

- Act as a conduit for local information between residents and the principal authority during emergencies.
- Support the dissemination of official information, guidance, advice and warnings issued by Carmarthenshire County Council and emergency services.
- Assist in identifying vulnerable individuals or groups within the community, where appropriate and lawful.
- Provide local knowledge to aid emergency responders, including information on community assets, access routes, and key contacts.
- Promote community cohesion and resilience by making council services, equipment, and resources readily available, including council plant, machinery and vehicles where appropriate and if safe to do so.
- Make available community assets such as its halls and premises across the council's administrative area which may be used as refuge centres or community support hubs during emergencies as well as access to community noticeboards, and defibrillators to support emergency response and recovery.
- Deploy its Direct Labour Organisation (DLO) service, where appropriate, to assist with logistical support, site access, and maintenance of community infrastructure during emergencies and to assist with local response and recovery.

### **4. Llanelli District Cemetery and Burial Services**

Llanelli Rural Council is the joint owner of Llanelli District Cemetery, a large public cemetery serving the wider community. The council operates a burial service, which may be made available to support public health needs during a pandemic or other civil emergency, in coordination with the principal authority and relevant agencies.

**5. Coordination with Principal Authorities**

The council will maintain regular contact with Carmarthenshire County Council's Emergency Planning Team and will:

- Participate in relevant briefings or training opportunities when invited.
- Share local intelligence, community feedback and updates on community risks or concerns that may affect emergency planning.
- Encourage residents to sign up for official alert systems and stay informed.

**6. Community Engagement and Preparedness**

The council will:

- Promote awareness of personal and household emergency preparedness.
- Encourage the development of community resilience groups or local emergency plans where appropriate.
- Maintain a list of community assets (e.g., halls, defibrillators) that could support emergency response efforts.
- Support inclusive communication to ensure all residents including vulnerable groups are informed and supported.

**7. A list of the council's community buildings, staff resources and plant, machinery and equipment is itemised in the attached appendix.**

**8. Review and Updates**

This policy will be reviewed periodically or following a significant emergency affecting the community. Updates will reflect changes in local arrangements, legislation, or guidance from the principal authority.

## APPENDIX

### 1. COUNCIL COMMUNITY BUILDINGS

Name of venue	Address	Contact details
Canolfan Llwynhendy	Heol Elfed, Llwynhendy, SA14 9HH	Chris Burton 07549 823021 <a href="mailto:Chris.Burton@llanelli-rural.gov.uk">Chris.Burton@llanelli-rural.gov.uk</a>
Dafen Welfare Hall	Dafen Park, Maescanner Road, Llanelli, SA14 8LP	Andrew Rogers 01554 754587 / 07800 821452 <a href="mailto:andyrog1@live.co.uk">andyrog1@live.co.uk</a>
Five Roads Community Hall	Heol Hen, Five Roads, Llanelli, SA15 5HJ	07791 774462 <a href="mailto:stradey@aol.com">stradey@aol.com</a>
Furnace Community Hall	Stradey Road, Furnace, Llanelli, SA15 4ET	07786 084740 <a href="mailto:furnacehall@yahoo.co.uk">furnacehall@yahoo.co.uk</a>
Phil Bennett OBE Community Resource Centre	Felinfoel Recreation Ground, off Ynyswen Road, Felinfoel, Llanelli, SA14 8BE.	07813160113
Ponthenri Community Hall	Bargoed Terrace, Ponthenri, Llanelli, SA15 5PW	07960 866554
Pwll Pavillion	King George's Playing Fields, Pwll Road, Pwll, Llanelli SA15 4BD	07880 745522
Sandy and Stradey Community Hall	Sandy Road, Llanelli, SA15 4DW	01554 771353 07582 771894 <a href="mailto:djones74@sky.com">djones74@sky.com</a>
Saron Community Hall	Saron Road, Bynea, Llanelli SA14 9LT	01554 773296 01554 778547
Swiss Valley Community Centre	Heol Nant, Swiss Valley, Llanelli, SA14 8EH	Lynne Griffiths 07718 931374
Trallwm Community Hall	Amanwy, Trallwm, Llanelli, SA14 9AH.	01554 583234

In the event of failing to make contact with any of the above facilities, please contact Llanelli Rural Council on 01554 774103 or [enquiries@llanelli-rural.gov.uk](mailto:enquiries@llanelli-rural.gov.uk) during office hours: Monday to Thursday 8:45am – 1:00pm & 1:45pm – 5:00pm and Fridays 8:45am – 1:00pm & 1:45pm – 4:30pm.



## **2. LLANELLI RURAL COUNCIL STAFF**

### **Resources, plant, machinery and equipment**

#### **Staff resources:**

14 DLO staff including 12 maintenance operatives, 1 charge hand and 1 manager, comprising

- 5 chainsaw operatives
- 8 tractor drivers with implements
- 8 excavator operators

All staff have full driving licences and are able to tow trailers.

All staff are competent in the use of brush cutters, blowers and hedge cutters.

#### **Plant, machinery and vehicles:**

- 8 vehicles (vans) including a Renault tipper and a 4x4 Nissan Navara
- John deere 5100r tractor with front loading bucket and fork options
- Volvo 2.5 tonne excavator
- 2 large trailers for transporting ride on mowers and 1 smaller box trailer
- Smaller hand-held equipment
  - 2 chainsaws and 1 extendable pole saw
  - 4-5 hedge cutters
  - 4-5 blowers
  - 8-9 brush cutters

Dawn Jones

**Subject:** FW: Cynnig i ffedereiddio Ysgolion Trimsaran a Ffwrnes / Cynnig i ffedereiddio Ysgolion Trimsaran a Ffwrnes

**From:** A REES (Furnace Primary School) <[ALISON.REES@furnace.ysgolccc.cymru](mailto:ALISON.REES@furnace.ysgolccc.cymru)>

**Sent:** 05 September 2025 17:00

**Subject:** Cynnig i ffedereiddio Ysgolion Trimsaran a Ffwrnes / Cynnig i ffedereiddio Ysgolion Trimsaran a Ffwrnes

Dear Consultee,

Please find attached, important detail for your information, with regards to the consultation process for the proposal to federate Trimsaran a Ffwrnes Schools.

Detail on how to access the consultation document for the proposal and how to submit observations on the proposal can be found in the table below.

<b>Important Information: The Consultation Process</b>		
<b>The proposal to federate Trimsaran &amp; Ffwrnes Schools</b>		
<b>Link to Consultation Document</b>	<a href="#">TRIMSARAN</a>   <a href="#">FFWRNES</a>	
<b>Consultation Period Start</b>	05/09/2025	
<b>Consultation Period End</b>	17/10/2025	
<b>Deadline for observations</b>	17/10/2025	
<b>Link to submit online observations</b>	<a href="https://forms.office.com/e/bWKqgCtR6x">https://forms.office.com/e/bWKqgCtR6x</a>	
<b>Address for written observation submissions</b>	<b>Ysgol Gymunedol Trimsaran</b>  Heol Waunyclun  Trimsaran, SA17 4BE	<b>Ysgol Gymraeg Ffwrnes</b>  Rhodfa Denham, Llanelli SA15 4DD
<b>Email Address for email observation submissions</b>	<a href="mailto:admin@trimsaran.ysgolccc.cymru">admin@trimsaran.ysgolccc.cymru</a>	<a href="mailto:admin@furnace.ysgolccc.cymru">admin@furnace.ysgolccc.cymru</a>
<b>If you have any inquiries, please contact</b>	Steffan Jones (Head Teacher) by using the email addresses below:  Cllr. Kim Broom (Chair of Governors Ysgol Trimsaran)	

these individuals.	<p>via:</p> <p>Mrs Lynne Bridgewater (Clerk to the Governing Body)</p> <p><a href="mailto:admin@trimsaran.ysgolccc.cymru">admin@trimsaran.ysgolccc.cymru</a></p> <p>or</p> <p>Mrs Sarah Owens (Chair of Governors Ysgol Ffwrnes)</p> <p>via:</p> <p>Alison Rees (Clerk to the Governing Body)</p> <p><a href="mailto:admin@furnace.ysgolccc.cymru">admin@furnace.ysgolccc.cymru</a></p>
<p>Your Sincerely,</p> <p>Cllr. Kim Broom (Chair of Governors, Ysgol Trimsaran)</p> <p>and</p> <p>Mrs Sarah Owens (Chair of Governors Ysgol Ffwrnes)</p>	

Ar gyfer yr unigolyn y cyfeirir yr e-bost hwn ato yn unig y mae'r neges a'r atodiadau sydd ynghlwm.

Os ydych wedi derbyn y neges e-bost hon drwy gamsyniad, rhwch wybod i'r anfonwr a'i dileu'n barhaol o'ch system. Os oes cynnwys yn y neges e-bost hon sy'n personol neu os oes ynddi gynnwys nad yw'n gysylltiedig â gwaith Llywodraeth Cymru, ysgolion, y consortia addysg rhanbarthol neu unrhyw awdurdod lleol yng Nghymru, nid ydym yn derbyn cyfrifoldeb am gynnwys o'r fath nac atebolrwydd drosto. Gallai data mewn negeseuon e-bost sy'n cael eu hanfon dros y rhyngwrdd gael eu llygru, neu gallai negeseuon gael eu darllen cyn iddynt gyrraedd pen eu taith neu gael eu diwygio heb awdurdod; nid oes gennym unrhyw reolaeth dros hyn.

Nid ydym yn atebol am unrhyw feirysau cyfrifiadurol a allai fod yn y neges hon nac am unrhyw golledion yn sgil feirysau. I gael gwybodaeth am y sail a ddefnyddir ar gyfer casglu gwybodaeth personol drwy <http://hwb.llyw.cymru>, ewch i <http://hwb.gov.wales/Privacy>, ac i weld telerau defnydd y wefan, ewch i <http://hwb.gov.wales/TermsAndConditions>

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# Proposed federation of Ysgol Gymunedol Trimsaran and Ysgol Gymraeg Ffwrnes.

Based on the information you have received in this consultation document, at the consultation event, and through other available documents, we invite you to provide your opinion on the proposal to federate Ysgol Gymunedol Trimsaran and Ysgol Gymraeg Ffwrnes.

When you submit this form, it will not automatically collect your details like name and email address unless you provide it yourself.

\* Required

1. Do you agree with the proposal to federate Ysgol Gymunedol Trimsaran and Ysgol Gymraeg Ffwrnes by 05/01/2026?

\*

☐ Yes

☐ No

2. Please indicate whether you are responding as:

\*

☐ A pupil at Ysgol Gymunedol Trimsaran

☐ A pupil at Ysgol Gymraeg Ffwrnes

☐ A parent/carer of a pupil at Ysgol Gymunedol Trimsaran

☐ A parent/carer of a pupil at Ysgol Gymraeg Ffwrnes

☐ A governor at Ysgol Ysgol Gymunedol Trimsaran

☐ A governor at Ysgol Ysgol Gymraeg Ffwrnes

☐ A teacher at Ysgol Ysgol Gymunedol Trimsaran

- ☐ A teacher at Ysgol Gymraeg Ffwrnes
- ☐ A support staff member at Ysgol Ysgol Gymunedol Trimsaran
- ☐ A support staff member at Ysgol Gymraeg Ffwrnes
- ☐ A community member of Ysgol Gymunedol Trimsaran
- ☐ A community member of Ysgol Gymraeg Ffwrnes
- ☐ Other (please specify):

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## Ysgol Gymunedol Trimsaran

★ Annog Annibyniaeth ★ Byw'n Iach ★ Cynnig Cyfleoedd

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## Ffederasiwn / Federation

Annwyl Ymgynghorai,

Gweler isod wybodaeth bwysig er gwybodaeth i chi o ran y broses ymgynghori ar gyfer y cynnig i ffedereiddio Ysgolion Trimsaran a Ffwrnes.

Bydd yr ymgynghoriad yn cael ei drafod yn ystod y nosweithiau rhieni sydd eisoes wedi'i drefnu ar 15/09/2025. Mae 'linc' isod os hoffech roi sylwad.

Bydd yr ymgynghoriad yn cau ar y 17/10/2025.

*Dear Consultee,*

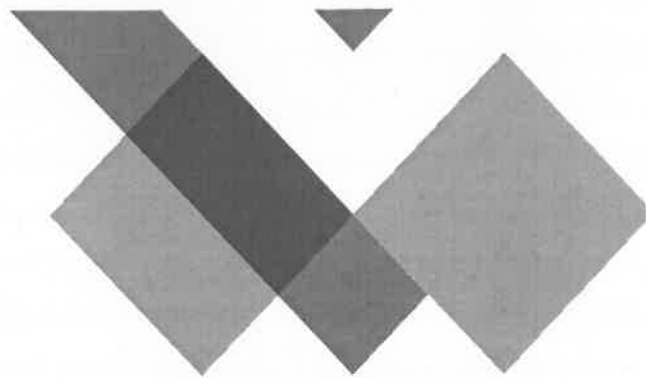
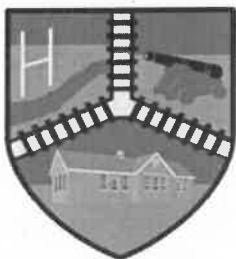
*Please find attached, important details for your information, with regards to the consultation process for the proposal to federate Trimsaran and Ffwrnes Schools.*

*The consultation will be discussed during the scheduled parents' evenings which will take place on 15/09/2025.*

*The consultation will close on 17/10/2025*

<https://forms.office.com/e/bWKqgCtR6x>

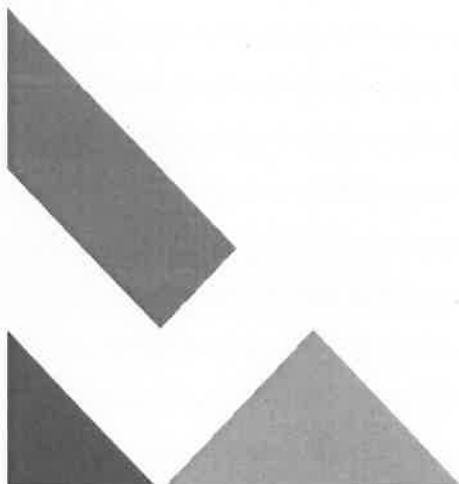
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**CONSULTATION DOCUMENT REGARDING  
THE PROPOSED FEDERATION OF**

**Ysgol Gymunedol Trimsaran  
and  
Ysgol Gymraeg Ffwrnes**

*from 5th January 2026*



## **Contents**

1. Introduction
2. Proposal
3. Background and Drivers for Change
4. Overview of Ysgol Gymunedol Trimsaran and Ysgol Gymraeg Ffwrnes
  - 4.1. Ysgol Gymunedol Trimsaran
  - 4.2. Ysgol Gymraeg Ffwrnes
5. Benefits and Challenges in Working in Federation
  - 5.1. What are the challenges of Federation?
6. Composition of the Governing Body
7. Leadership and Structure
8. The Federation Process
  - 8.1. Step 1: Exploration and Preparation
  - 8.2. Step 2: The report and consultation
  - 8.3. Step 3: Post consultation
  - 8.4. Step 4: Implementation
  - 8.5. Step 5: Evolution
9. Admissions
10. Consultation
  - 10.1. Proposed Timetable
11. Conclusion
12. Appendices
  - 12.1. Appendix A - Consultation Response Form
  - 12.2. Appendix B - Initial Questions and Answers



## 1. Introduction

The federation of schools is a legal process which enables schools to work together through a formal structured process by sharing a single Governing Body which will make decisions in the best interests of the schools, staff and pupils in that federation.

The Governing Bodies of Ysgol Gymunedol Trimsaran and Ysgol Gymraeg Ffwrnes have agreed to undertake a consultation regarding a proposal to establish a federation between Ysgol Gymunedol Trimsaran and Ysgol Gymraeg Ffwrnes. If agreed, this federation would commence with effect from 01/01/2026.

This document seeks to provide information on the proposed federation put forward by both governing bodies. We are consulting with parents/carers, all staff, the school councils of both schools, Carmarthenshire County Council, and relevant trade unions.

This statutory consultation regarding the federation of Ysgol Gymunedol Trimsaran and Ysgol Gymraeg Ffwrnes, is being undertaken in accordance with The Federation of Maintained Schools (Wales) Regulations 2014. It will commence on **Friday September 5<sup>th</sup> 2025** and end **Friday October 17<sup>th</sup> 2025**.

A response form (Appendix A) must be returned to the attention of the Chair of the Governing Body by **23:59pm on Friday October 17<sup>th</sup> 2025** either by Ysgol Gymunedol Trimsaran (by post or e-mail [admin@trimsaran.ysgolccc.cymru](mailto:admin@trimsaran.ysgolccc.cymru)) and Ysgol Gymraeg Ffwrnes (by post or e-mail [admin@furnace.ysgolccc.cymru](mailto:admin@furnace.ysgolccc.cymru)).

During the consultation period, a copy of this consultation document will be available to all parents/carers and key stakeholders, and hard copies will be available at each school. An electronic copy will be available on the website, and an electronic version has been sent to parents/carers.

The voice of the pupils will be part of the consultation. A meeting will be arranged for the School Council of both schools on **Wednesday September 24<sup>th</sup> 2025** to discuss the consultation and their views on federation. A child friendly version of this consultation document is also available on the schools websites ([Trimsaran](#) | [Ffwrnes](#)) and hard copies available from the schools office.

Consultation meetings have been arranged for parents/carers on the following dates:

- **Ysgol Gymunedol Trimsaran – Monday 15<sup>th</sup> September at 3:30pm** in the School Hall
- **Ysgol Gymraeg Ffwrnes – Monday 8<sup>th</sup> September, Tuesday 9<sup>th</sup> September and Wednesday 10<sup>th</sup> September at 3:30pm** in the School Hall.

Consultation meetings have been arranged for School Staff on the following dates:

- **Ysgol Gymunedol Trimsaran – September 1<sup>st</sup> 2025 (INSET)** in the School Hall
- **Ysgol Gymraeg Ffwrnes – September 1<sup>st</sup> 2025 (INSET)** in the School Hall

You are welcome to join us along with local authority officers to discuss the federation proposal.


Yn gywir,

Signed:

  
Cllr Kim Broom  
Chair of Governors,  
Ysgol Gymunedol Trimsaran

Date: 04.06.2025

Signed:

  
Mrs Sarah Owens  
Chair of Governors,  
Ysgol Gymraeg Ffwrnes

Date: 04.06.2025

## 2. The Proposal

This document outlines the proposal made by the governing bodies of Ysgol Gymunedol Trimsaran and Ysgol Gymraeg Ffwrnes, for both schools to establish a federation in accordance with the powers granted to them by The Federation of Maintained Schools (Wales) Regulations 2014. Should the proposal be agreed, the 'Ffederasiwn Ysgolion Trimsaran a Ffwrnes' would be established from the 5<sup>th</sup> of January 2026.

The term "federation" describes a legal and formal agreement whereby multiple schools share governance arrangements. The key elements are as follows:

- Each school retains its name, category, budget, and staff and remains part of its own community;
- It is proposed that one Executive Headteacher, namely the current Headteacher of Ysgol Gymunedol Trimsaran and Ysgol Gymraeg Ffwrnes, will lead the federation;
- Estyn inspections will be co-ordinated to take place at the same time for all schools within the federation to reduce disruption and pressure. However, each school will receive a separate inspection report following the inspection;
- The governing body of the federation will be able to use its budget and resources across the federation to improve educational outcomes for all pupils.
- An audit trail must be maintained and separate accounts produced for each school in the federation.
- The governing body of the federation cannot require current staff to work across all schools within the federation. However, new staff members may be appointed to work across the schools in the federation;
- A single governing body will be established to oversee the strategic direction of the schools within the federation. This body will replace the current individual governing bodies;
- Membership of the federation's governing body must include at least 15, and no more than 27, governors;
- If the decision is made to establish a School Federation following the consultation, each school's individual governing body will be dissolved, and a single governing body (the "Federal Governing Body") will take their place. This new governing body must be given a new name. The name of the Federal Governing Body will be 'The Federal Governing Body of Trimsaran and Ffwrnes Schools'.

The Local Authority is in support of the proposal, and the Governing Bodies of both schools have formally agreed to proceed to consultation.

### **3. The Background and Drivers for Change**

Nationally, the Minister for Education and Skills is committed to the collaboration agenda, as it offers opportunities to improve school performance and raise attainment standards by enabling schools to develop and share good practice, as well as access and share resources. Another key advantage is that this approach provides greater stability for schools by using the efficiency savings from shared resources to create more effective provision, ensuring that schools continue to serve their pupils and parents within their communities.

The Minister's vision is for as many schools as possible to benefit from the opportunities and advantages that collaboration brings.

Locally, there is a tradition of collaboration between the two schools. There is also potential to strengthen resilience in terms of organisation and leadership within the area's primary school system.

At present, Ysgol Gymunedol Trimsaran and Ysgol Gymraeg Ffwrnes share a headteacher, an arrangement that has been in place since January 2020. Over the past five years, this leadership model has proven effective, fostering closer collaboration, shared best practices, and a more coherent strategic direction across both schools. As a result of this positive experience, the Governing Bodies of both schools now believe the time is right to consider formalising this arrangement to provide greater long-term stability from a leadership and governance perspective.

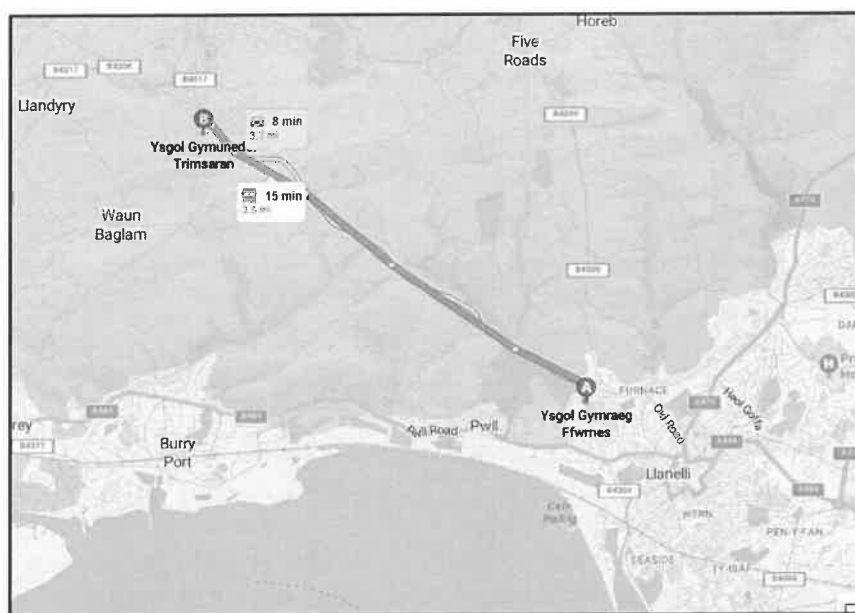
A series of meetings have been held with the Governing Bodies of both schools to explore the available options. Through these discussions, it has become clear that there is strong support for moving towards a more permanent structure. The Governing Bodies agree that this is a timely opportunity to build on the successful joint working to date and to consider whether formalising the partnership could lead to improved opportunities and outcomes for learners. The Local Authority (LA) is also supportive of this direction of travel, and both Governing Bodies have formally agreed to proceed to public consultation.

As a result, we have agreed to hold a consultation to gather the views of parents, staff, and other members of the public in our communities regarding the proposal.

This consultation document provides information about the benefits and challenges associated with establishing a federation.

#### 4. Overview of Ysgol Gymunedol Trimsaran and Ysgol Gymraeg Ffwrnes

Ysgol Gymunedol Trimsaran and Ysgol Gymraeg Ffwrnes are approximately 3.7 miles apart, and both schools are located in Carmarthenshire. (See Figure 1 below).



***Insert Figure 1: Map showing the location of the two schools***

The schools are currently collaborating in several key areas, including:

- Sharing a headteacher
- Joint INSET days
- Joint training for staff, including curriculum planning, subject planning, the Digital Competency Framework, and the sharing and development of policies and best practices.
- Jointly organised pupil activities, with shared transport costs
- The implementation of the Triad education model of professional development, which facilitates/encourages staff to work collaboratively in groups to enhance and support their teaching practices.

This collaborative approach has already had a positive impact, strengthening staff development, increasing consistency in teaching and learning, improving cost-efficiency, and enhancing the overall educational experience for learners.

The following table shows key statistics and information for each school:

School	Ysgol Gymunedol Trimsaran	Ysgol Gymraeg Ffwrnes
Address	Heol Waunyclun Trimsaran, SA17 4BE	Rhodfa Denham, Llanelli SA15 4DD
Age Range	3 - 11	3 – 11
School Category	Community Primary	Community Primary
Language Medium	Welsh	Welsh
Pupil Numbers	195	480
Total Pupil Capacity of school	240	480
Free School Meals	40.9%	7%
Additional Learning Needs	5%	1%
Attendance 2024-25	90.82%	93.32%
Staffing	21	50
Class sizes	Circa 24.4 pupils / class	Circa 30 pupils / class
Total Budget 2025-26	£1,041,243 surplus budget (March 2025)	£2,049,009.00 surplus budget (March 2025)
Building Condition	New Build Opened September 2017	New Build Opened December 2014
Estyn	Date of last Inspection February 2025 <a href="#">Click here to read report</a> <small>(Hard copies are available from the school office)</small>	Date of last Inspection May 2017 <a href="#">Click here to read report</a> <small>(Hard copies are available from the school office)</small>

**Table 1: Contextual Information for Both Schools**

#### 4.1. Ysgol Gymunedol Trimsaran

For more information about Ysgol Gymunedol Trimsaran, please contact the school directly by calling 01554 810670 to view its annual report.

You can also find relevant information about the school through the following links:

- School Website: Ysgol Gymunedol Trimsaran
- Council Information: Trimsaran - Carmarthenshire County Council
- Estyn Report: Trimsaran C.P. School - Estyn

#### 4.2. Ysgol Gymraeg Ffwrnes

For more information about Ysgol Gymraeg Ffwrnes, please contact the school directly by calling 01554 758589 to view its annual report.

You can also find relevant information about the school through the following links:

- School Website: Ysgol Gymraeg Ffwrnes
- Council Information: Ffwrnes - Carmarthenshire County Council
- Estyn Report: Ysgol Gymraeg Ffwrnes - Estyn

## **5. Benefits and Challenges in Working in Federation**

### **Benefits**

By entering into a Federation, the schools would continue to work together for the benefit of all pupils in the local area. There will be a formal arrangement where the schools share a single governing body. The schools retain their separate legal status and have their own budget allocations and Estyn inspection reports. The shared governance structure will allow the schools to:

- Continue to work together efficiently and sustainably to raise standards, improve services and increase opportunities for pupils and staff; and
- Share resources, expertise and facilities.
- Formalise the existing arrangements that has been in place since January 2020.
- Building on successes the federation will:
  - Develop a strong and consistent focus on raising standards and improving school performance.
  - Ensure adequate governor support and development.
  - Create opportunities to extend the curriculum and extra-curricula activities.
  - Share and develop knowledge and skills. Have a culture of networked learning.
  - Distributed leadership.
  - Share accommodation, facilities and equipment.
  - Avoid duplication.
  - Achieve economies of scale.
  - Build capacity.
  - Have single policies.

Federations do not bring significant financial savings to the Local Authority, but they may ease financial pressure within schools because resources can be shared and deployed across the Federation.

A single strategic Federation Governing Body means that the schools can work formally together to improve opportunities for pupils. This will enhance existing practices which has lead to:

- Broader learning and social experiences for pupils;
- Better continuity of provision from early years to the end of primary schooling;
- Strong leadership using more strategic leadership and management structures, allowing school-based leaders to focus on teaching, learning and raising standards;
- Opportunities to develop future leaders;

- An aligned and coherent curriculum, increasing the opportunity to fulfil individual pupil's needs, extending curriculum entitlement and giving the potential to share resources;
- A single Federation Development Plan and single school policies, reducing duplication;
- More opportunities to share resources, particularly for arts, music and sport;

A Federation would allow each school to keep its own individual character within a strong overarching partnership and each school will be able to learn from each other. We will have the opportunity to continue to work together and to shape our Federation, so that it is able to meet the needs of the pupils and communities.

### **5.1 What are the challenges of Federation?**

Some of the challenges to taking forward a Federation are as follows:

- Building trust between governors and school communities;
- Need to ensure full commitment from all schools involved;
- Need to develop and agree a shared vision for the school;
- Need to ensure clear governance and leadership structures;
- Need to ensure sufficient time for all parties to be at ease with the proposed changes;
- All partners should feel equally valued;
- Increasing the workload of governors, particularly during inception and first year of establishing a Federation;
- Potential loss of experienced governors;
- Operational issues - increased workload for a single head teacher;

To overcome the challenges of forming a Federation, it is essential to prioritise open communication and stakeholder engagement to build trust and ensure full commitment from all schools. Developing a shared vision through collaborative planning, and establishing clear governance and leadership structures, will provide direction and clarity. Sufficient time must be allowed for adaptation, with all partners feeling equally valued through inclusive decision-making. To manage increased workloads, particularly for governors and the headteacher, targeted support, phased implementation, and role distribution should be considered. Finally, succession planning and mentoring can help retain valuable experience and ensure continuity throughout the transition.

For a Federation to succeed, it is imperative that trust is developed between the governors and individual school communities. It also requires full commitment from the schools involved and a shared vision for the development of the Federation.

To address these challenges and ensure the federation's success, all partners are committed to working collaboratively, fostering mutual trust, and maintaining open

communication throughout the process. It also requires full commitment from the schools involved and a shared vision for the development of the Federation. The school has already been working in an informal federation since January 2020 and therefore the majority of these issues have already been addressed.

## **6. Composition of the Governing Body**

In accordance with The Federation of Maintained Schools (Wales) Regulations 2014, upon establishment of the federation, the existing governing bodies of the individual schools would be dissolved and replaced by a single governing body responsible for the governance of both federated schools (see Regulation 25).

The regulations stipulate that each federated governing body should have a minimum of 15 Governors and a maximum of 27 with a proposed composition made up as follows for each federated school:

- at least one but no more than two parent governors from every school in the federation, elected or appointed to represent the interests of parents of registered pupils;
- at least one but no more than two teacher governors;
- at least one but no more than two staff governors;
- at least two but no more than four LA governors;
- at least two but no more than four community governors;
- the head teacher or acting head teacher of the federation, if one is appointed or the head teacher or acting head teacher of each school in the federation unless those persons resign as a governor.

For any primary or nursery school in a federation which is situated in a community council area, the governing body must also include an additional community governor, nominated by the community council(s) in addition to those listed above.

It is proposed that the composition of a Federated single governing body be as outlined in the table overleaf:



Type of Governor	Current Governing Body Structure			Proposed Federated GB
	Ysgol Gymunedol Trimsaran	Ysgol Gymraeg Ffwrnes	Total	
<b>Teacher Governors</b>	1	1	2	<b>2</b>
<b>Staff Governors</b>	1	1	2	<b>2</b>
<b>Local Authority Governors</b>	3	3 (1 Vacancy)	6 (1 Vacancy)	<b>4</b>
<b>Community Governors</b>	3	3 (1 Vacancy)	6 (1 Vacancy)	<b>4</b>
<b>Additional Community Governor (representative of Community Council)</b>	1	1	2	<b>1</b>
<b>Parent Governors</b>	4	4	8	<b>4</b>
<b>Head Teacher</b>	1		1	<b>1</b>
<b>Total</b>	<b>14</b>	<b>14</b> (2 Vacancies)	<b>28</b> (2 Vacancies)	<b>18</b>

**Table 2; Proposed Governing Body makeup**

## **7. Leadership and Staffing Structure**

Both schools currently share a headteacher.

Should the proposal to federate be implemented, the schools will be jointly managed by one Executive Headteacher.

The Federation Governing Body will provide strategic leadership, overseeing school development, learner outcomes, and the performance management of the Executive Headteacher. The Executive Headteacher will retain responsibility for the day-to-day leadership of both schools, supported by the existing leadership teams.

At present, each school maintains its own staffing structure with staff contracted to work at their specific school. There are no immediate plans to change the existing staffing structures. Should future operational needs lead to proposals for greater staff flexibility, this would be subject to consultation with staff and relevant trade unions, in accordance with employment legislation and good practice.

For new appointments made after the establishment of the federation, it is anticipated that staff may be required to work flexibly across both sites where appropriate. This would be clearly stated during the recruitment process.

## 8. The Federation Process

This process has been designed to comply fully with the Welsh Government's Statutory Guidance: *Federation of Maintained Schools (2023)*.

Step	Stage (2023 Guidance)	Action	Proposed/Updated Date
1	Exploration	Initial Consideration: Governing bodies of both schools discuss and agree to explore federation.	Autumn 2024
2	Preparation	Governing bodies formally decide to consult on a federation proposal. Prepare a consultation report to seek the views of stakeholders.	08/04/2025 – 05/09/2025
3	The report & seeking views	Issue statutory consultation document; conduct consultation with stakeholders (staff, parents, etc.).	05/09/2025 – 17/10/2025
4	Defining	Prepare new job description/contracts for any new staff appointments.	September 2025
5	Action after seeking the views of stakeholders	Governing bodies meet to review consultation responses and decide whether to proceed. Depending on the outcome of Stage 4: Publish final federation proposal and notify stakeholders.	21/10/2025 (Trimsaran) 04/11/2025 (Ffwrnes)  12/11/2025
6	Implementation	If approved, dissolve existing governing bodies and establish new federated governing body.	Target: 5 <sup>th</sup> January 2026
7	Evolution	Single Governing Body needs to elect Chair & Vice Chair.	14/01/2026
8	Embedding	Governors agree committee structures & meeting calendar New staff appointed across the Federation.	14/01/2026
9	Strategic Development	Model practice, processes, Policies and documentation in place.	Spring 2026

The federation process outlined above is in accordance with Section 4 of the Welsh Government's *Federation of Maintained Schools Statutory Guidance (2023)* and complies with all relevant requirements outlined within *The Federation of Maintained Schools (Wales) Regulations 2014*. Please click [here](#) to read the Welsh Government guidance in full.

## 9. Admissions

There are no changes to the admissions process for either school as a result of the proposed federation. Each school within the federation will continue to be treated as a separate entity for admissions purposes.

The Admissions Authority for both schools remains **Carmarthenshire County Council**, which is responsible for setting and administering the admissions policies.

Parents and carers will continue to apply for the individual school of their choice, and each school's existing **oversubscription criteria** will continue to apply independently. Admission to one school in the federation does **not** confer any priority or automatic right of admission to the other.

For further information or to apply for a school place, please contact Carmarthenshire County Council:

School Admissions and Changing Schools - Carmarthenshire County Council

## **10. Consultation**

In accordance with the Federation of Maintained Schools (Wales) Regulations 2014 and the Welsh Government Statutory Guidance (2023), it is a statutory requirement to consult with all relevant stakeholders on any proposal to federate maintained schools, whether initiated by the governing bodies or the local authority.

This federation proposal is being brought forward by the governing bodies of Ysgol Gymunedol Trimsaran and Ysgol Gymraeg Ffwrnes. The formal consultation period will run from 05/09/2025 to 17/10/2025, during which all stakeholders are invited to provide their views. The consultation will last for a minimum of six school weeks, as required by Regulation 6 of the 2014 Regulations.

This document outlines the background, rationale, and anticipated implications of federating Ysgol Gymunedol Trimsaran and Ysgol Gymraeg Ffwrnes. It is intended to answer the most common questions related to the proposal and inform your response. Section 12.2 includes a helpful set of Frequently Asked Questions (FAQs) developed by the Welsh Government to address general concerns about school federations across Wales.

### **Stakeholder Engagement**

In line with statutory requirements, this consultation document has been distributed to the following stakeholders:

- Parents and guardians of pupils at both schools
- Members of the governing bodies of both schools
- All staff at both schools
- The school councils of both schools
- Carmarthenshire County Council (as the Local Authority)
- Trimsaran Community Council
- Llanelli Rural Council
- The headteacher of Ysgol Gymunedol Trimsaran and Ysgol Gymraeg Ffwrnes
- All relevant recognised trade unions

## Contact Information and Further Details

If you would like more information, please contact one of the Chairpersons of the Governing Bodies using the details below:

### Contact Details

Chair of the Governing Body	Ysgol Gymunedol Trimsaran	Ysgol Gymraeg Ffwrnes
Contact Name	Cllr Kim Broom	Mrs Sarah Owens
Contact Phone Number	01554 810670	01554 758589
Postal Address (via the schools)	Heol Waunyclun Trimsaran, SA17 4BE	Rhodfa Denham, Llanelli SA15 4DD
E-Mail Address (via Clerk to Governing Body)	admin@trimsaran.ysgolccc.gov.uk	admin@furnace.ysgolccc.gov.uk

*Table 3: Contact Details*

A response form is also enclosed in hard copy at the end of this document. This form can be returned either by post or email to the addresses listed above.

A version of this consultation document has been prepared specifically for children and young people who are likely to be affected by the proposal. This document has been written and presented in a way that helps children and young people understand the consultation process and take part in it.

All children and young people will also have the opportunity to respond to the consultation using the children's and young people's version of the consultation document.

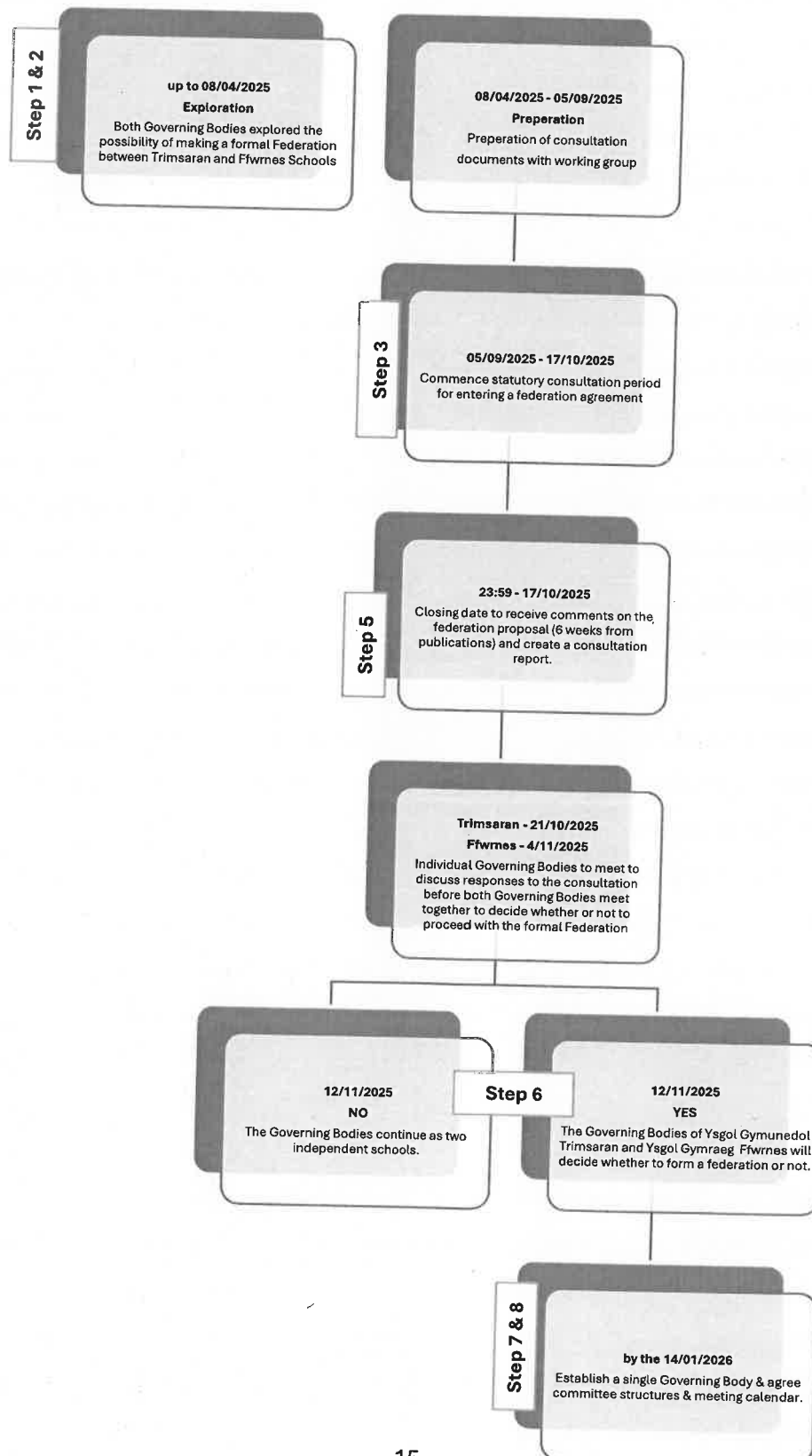
A consultation event will be arranged for children and young people with members of the school councils from Ysgol Gymunedol Trimsaran and Ysgol Gymraeg Ffwrnes on Wednesday September 24<sup>th</sup> 2025.

A consultation report will be prepared after the consultation period ends. The consultation report will include the following:

- A summary of the issues raised by respondents to the consultation;
- The views expressed by children and young people affected by the proposals (to be highlighted in the consultation report and accessible to them).
- The results of the consultation will be made available on the schools websites ([Trimsaran](#) | [Ffwrnes](#)).

Additionally, an Equality Impact Assessment, which considers the impact on groups of people with various protected characteristics, has been prepared and is available on the schools websites. Hard copies are available from the school offices upon request.

### 10.1. Proposed Timetable



## 11. Conclusion

A successful federation partnership must be founded on a commitment to collaboration as a group of schools and a willingness to approach things differently in order to enhance the overall benefit, well-being, and achievement of all pupils.

The development of both schools and their communities within a federation, and the sharing of best practices, will help ensure that standards are raised, and performance improves.


Establishing and developing a federation requires a high level of trust between governors, schools, and their communities. Schools must also be prepared to recognize the potential and benefits of a formal partnership while understanding and acknowledging that the partnership strengthens rather than threatens the unique characteristics and qualities of the individual school(s) within the federation.

We, the undersigned, endorse this proposal for your consideration.

Signed:  Date: 04.06.2025

Cllr Kim Broom

Chair of Governors, Ysgol Gymunedol Trimsaran

Signed:  Date: 04.06.2025

Mrs Sarah Owens

Chair of Governors, Ysgol Gymraeg Ffwrnes

## 12. Appendices

### 12.1. Appendix A - Consultation Response Form

The consultation regarding the federation of Ysgol Gymunedol Trimsaran and Ysgol Gymraeg Ffwrnes, in accordance with The Federation of Maintained Schools (Wales) Regulations 2014, will begin on 05/09/2025 and conclude on 17/10/2025.

**Proposal to federate Ysgol Gymunedol Trimsaran and Ysgol Gymraeg Ffwrnes 05/01/2026.**

**Before you begin** – If you would prefer to complete this form online, please visit:  
<https://forms.office.com/e/bWKqgCtR6x>

Based on the information you have received in this consultation document, at the consultation event, and through other available documents, we invite you to provide your opinion on the proposal to federate Ysgol Gymunedol Trimsaran and Ysgol Gymraeg Ffwrnes.

1. Do you agree with the proposal to federate Ysgol Gymunedol Trimsaran and Ysgol Gymraeg Ffwrnes by 05/01/2026?

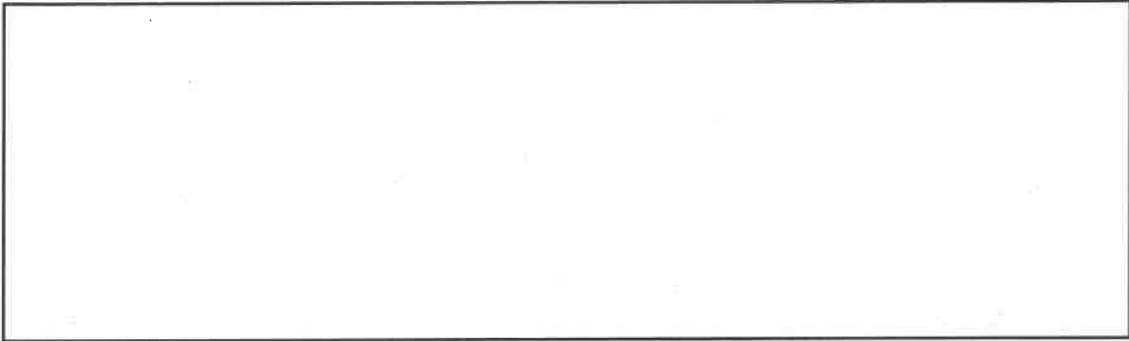
☐ Yes ☐ No

2. Please indicate whether you are responding as:

- ☐ A pupil at Ysgol Gymunedol Trimsaran  
☐ A pupil at Ysgol Gymraeg Ffwrnes  
☐ A parent/carer of a pupil at Ysgol Gymunedol Trimsaran  
☐ A parent/carer of a pupil at Ysgol Gymraeg Ffwrnes  
☐ A governor at Ysgol Ysgol Gymunedol Trimsaran  
☐ A governor at Ysgol Ysgol Gymraeg Ffwrnes  
☐ A teacher at Ysgol Ysgol Gymunedol Trimsaran  
☐ A teacher at Ysgol Gymraeg Ffwrnes  
☐ A support staff member at Ysgol Ysgol Gymunedol Trimsaran  
☐ A support staff member at Ysgol Gymraeg Ffwrnes  
☐ A community member of Ysgol Gymunedol Trimsaran  
☐ A community member of Ysgol Gymraeg Ffwrnes  
☐ Other (please specify): \_\_\_\_\_

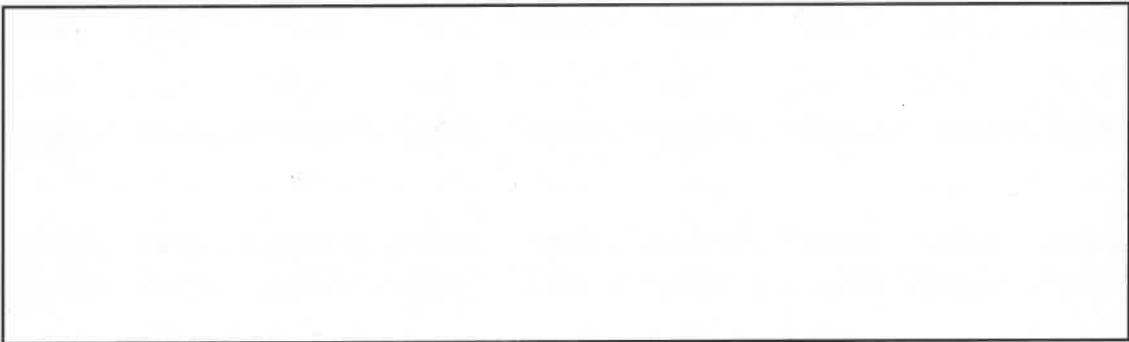
3. Please tell us do you have any alternative suggestions for sustainable education provision in the area?

4. Please let us have your additional comments or views regarding the proposal. Please tell us why you feel this way.



5. Would you like us to acknowledge receipt of your response? ☐ Yes ☐ No

6. If you have answered yes to the above questions please provide an email address. If you do not provide an email address, we cannot keep you up to date.





## **12.2. Appendix B - Initial Questions and Answers**

**Q1. Will each school keep its head teacher?**

**A** If the Federation is established, it would be expected that there would be a single head teacher (often referred to as an “Executive Head”) for the schools.

**Q2. How will school admissions work?**

**A** Admissions would not be affected – parents would continue to apply for each school separately and admissions would continue to be determined by the local authority.

**Q3. Will pupils have to travel to different schools during the school day?**

**A** No. Pupils will remain at their own schools for the average school day. However, on some occasions pupils will be able to visit another school in the Federation for specific curricular and extra-curricular activities.

**Q4. Will each school keep its own name, uniform and school logo?**

**A** Each school will keep its own uniform, name and school logo to reflect their individual character and ethos.

**Q5. What does it mean for staff?**

**A** In the Federation, all current teaching and teaching-support staff would be employed on the same conditions of service as now and by the same employer, Carmarthenshire County Council. However, the federated school governing body may decide to appoint any new staff to work within all schools in the Federation, and this would be reflected in their contract of employment.

**Q6. What is a federation?**

**A** A formal Federation is a legal governance structure that enables between two to six schools to share a single governing body.

**Q7. Why federate – can’t benefits be achieved through informal collaboration?**

**A** A formal Federation structure provides a guarantee that the partnership will be permanent and sustainable. A single Governing Body will have the necessary powers to direct, and be accountable for, the teaching and learning that takes place in all the schools with the Federation. It is also able to direct, and be accountable for, how the budget is spent and how resources are allocated. This single responsibility and accountability structure does not exist within an informal collaboration and therefore it would not be able to have such a significant impact.

**Q8. Why federate – what benefits are gained for pupils?**

**A** A formal Federation can provide many benefits:-

- Continue to gain access to specialist teaching, team sports and broader curriculum specialisation
- Continue to share good practice, preparation materials and resources
- Continue to provide special social opportunities for pupils
- Continue to develop, share and nurture knowledge and skills
- Schools that enter a federation agreement remain in the communities and retain their individual identity
- Add to the overall benefit, well-being and achievement of all pupils

**Q9. Why federate – what are the advantages and associated risks of establishing a federation?**

**A** Belonging to a federation gives schools several advantages including learning and broader social experiences for pupils leading to improving pupils' performance. Schools are able to share resources, best practice, facilities and specialisation. Greater emphasis can be placed on strategic leadership and management structures and staff will acquire new collaboration opportunities. Duplication of effort can be avoided, and opportunity provided to promote better economies of scale.

The following are amongst the potential challenges/risks when establishing a federation:

- Need to build trust between the governors and school communities
- Ensure that both schools involved are fully committed
- Need to implement and develop the plans and shared vision for the school
- Clear leadership structures are essential
- Need to ensure sufficient time for every member to feel comfortable about the proposed changes.

Matters may arise involving governors, head teachers and staff who work between schools that relate to relationships and trust. The federal governing body should be aware of the potential risks and prepare strategies and implementation measures to manage the risks.

**Q10. What evidence do you have that Federations are successful?**

**A** Within the Welsh Government document, Guidance to Federations, there are a number of case studies which outline how those schools have benefited from federation.

The report states that “In all the federations visited provision and outcomes had shown improvement. In each case, the fact that schools had federated was a contributory factor to the improvement.’

**Q11. Can a Federation be time-limited?**

**A** The Regulations do allow individual schools to leave a Federation and for a Federation to be dissolved. These processes will require detailed procedures and specific guidance. However, a Federation is seen as a long-term commitment. It should not be seen as a quick fix. The respective governing bodies will have considered in depth the benefits and risks of establishing a Federation in relation to the impact on pupils achievements. A Federation would put in place strategic and operational plans to insure the sustainability and development of the schools. That will require medium to long term planning.

**Q12. What happens to the school budget?**

**A** Each school in a Federation remains a legally separate institution and maintains its individual school budget. Whilst each school receives and must account for its own separate budget, under a Federation arrangement they may “pool” budgets.

Federation works on the basis that all schools have their own particular strengths and advantages, whether it is facilities, staff or resources, and allows for improved, more coherent strategic and financial planning. Federations could use their greater buying power of the pooled budgets.

**Q13. Who would decide on the split of budget between the schools?**

**A** The Council would agree the delegated budget for the schools but the Federation Governing Body could agree to pool the budget.

**Q14. What happens if one school is in deficit and another in surplus? Who would be responsible for sorting that out?**

**A** The Federation Governing Body would have responsibility about the management of the budget across the schools. Funding for each individual school could also be ring- fenced to that school.

**Q15. Will the schools be funded on the same formula as other schools if they are part of a Federation?**

**A** Yes. As part of the Council’s funding formula, schools are funded on the number of pupils and on other non-teaching costs. If the schools were to be merged to become a single school, the formula would calculate a single budget which would be smaller than the budget of a Federation.

**Q16.** Is there any additional funding available to support the Federation?

**A** Yes, Carmarthenshire County Council give extra grant money for schools that are federated. For 2021/2022 the range of grant available is between £6,000 and £12,000 per school in the federation.

**Q17.** Will Governors listen to the views during consultation on the federation proposal?

**A** Yes. The Governors are required to see the views of those affected by the proposal, and they will have the opportunity to provide written comments and take verbal feedback during the consultation meetings. Once all comments have been received, the Governors must consider the points raised and make a decision having considered the responses received.

**Q18.** Can more schools join the federation at a later date?

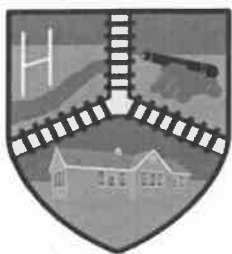
**A** Yes. Should the federation be set up between Ysgol Gymraeg Ffwrnes and Ysgol Gymunedol Trimsaran, other schools could join the federation. However, a new consultation would need to be undertaken between the federation of Ffwrnes/Trimsaran and any new school wishing to join the federation.

**Q19.** Will the PTA of each school remain separate?

**A** Yes. The schools will retain their own PTA as this is run by parents for the benefit of the individual school. However, on occasions the PTA's of both schools may combine to hold some activities – this will be done at the discretion of the PTA committees.

**Q20.** Will the new federated Governing Body be made up of existing school Governors?

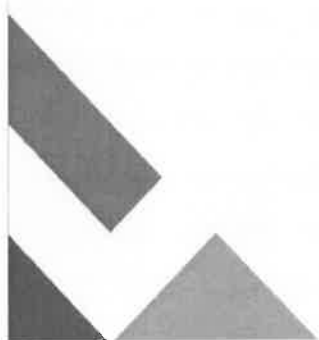
**A** The federated Governing Body will be a new Governing Body, and new or existing Governors can be nominated / elected on to the federated Governing Body in line with current Welsh Government selection process for school Governors. There will be a ballot held in both schools for Parent Governors.



**EQUALITY IMPACT STATEMENT**  
**THE PROPOSED FEDERATION**  
**OF**

**Ysgol Gymunedol Trimsaran**  
**and**  
**Ysgol Gymraeg Ffwrnes**

*from 5th January 2026*



## **Equality Impact Assessment (EqIA)**

**Title of Proposal:** Federation of Ysgol Gymunedol Trimsaran and Ysgol Gymraeg Ffwrnes

**Date:** July 2025

**Consultation Period:** 05/09/2025 – 17/10/2025

**Implementation Date (Proposed):** 05/01/2026

### **1. Purpose of the Policy/Proposal**

To federate the two schools under one governing body, maintaining separate identities, budgets, and sites, but sharing leadership and governance to enhance educational outcomes and sustainability.

### **2. Who Will be Affected?**

Parents and pupils residing in the Ysgol Ffwrnes catchment area  
Ysgol Ffwrnes school staff  
Governing Body of Ysgol Ffwrnes  
Prospective pupils of Ysgol Ffwrnes

Parents and pupils residing in the Ysgol Trimsaran catchment area  
Ysgol Trimsaran school staff  
Governing Body of Ysgol Trimsaran  
Prospective pupils of Ysgol Trimsaran

This EqIA assesses potential impact on the following protected characteristics:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

### 3. Summary of Impact

Protected Characteristic	Positive Impact	Negative Impact	Mitigating Action
Age (pupils, staff)	Broader learning opportunities across both schools and phases. Joint activities may enhance social development.	None identified.	Ensure age-appropriate support in cross-school initiatives.
Disability	Existing support continues on-site. Policies and support structures remain localised.	Travel between sites (for joint activities) could pose access barriers.	Activities involving movement between schools will consider accessibility.
Gender Reassignment	Neutral. Inclusive practices are expected to continue.	None identified.	Maintain robust anti-bullying and inclusion policies.
Marriage & Civil Partnership	Neutral.	None identified.	N/A
Pregnancy & Maternity	Flexible staffing opportunities through the federation may support returning staff.	None identified.	Maintain existing HR support and maternity procedures.
Race	Schools retain individual identity and ethos; cultural and linguistic heritage preserved.	Risk of underrepresentation in governance.	Monitoring representation in the federated governing body.
Religion or Belief	Schools maintain their ethos; no change to policies or curriculum.	None identified.	Continue respecting diverse beliefs and practices.
Sex	Opportunities for leadership development across both schools.	None identified.	Ensure equal access to leadership and CPD for all genders.

Sexual Orientation	Neutral. Schools are expected to maintain inclusive ethos.	None identified.	Continue anti-discrimination and inclusive curriculum practices.
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#### 4. Engagement and Consultation

- Stakeholders consulted include:
- Pupils (via School Councils)
- Parents and carers
- School staff
- Governing Bodies
- Local Authority
- Trade unions

A child-friendly version of the consultation document was created to support engagement with pupils. Meetings are scheduled with all groups during the consultation period.

#### 5. Mitigation and Monitoring

- Accessibility and inclusion will be a standing item during implementation planning.
- Federated Governing Body will be encouraged to reflect the diversity of the community.
- Ongoing monitoring of pupil and staff outcomes across both schools' post-federation.
- Equality and diversity training to be refreshed for the new governing body.

#### 6. Conclusion

No significant negative impacts have been identified for any protected group. The federation proposal supports improved collaboration and efficiency without changing the distinct identities, language medium, or admissions processes of either school. Where minor risks exist (e.g., accessibility), reasonable adjustments and planning will mitigate potential barriers.

#### 7. Decision

Proceed with the proposal with actions to monitor equality outcomes and ensure inclusive implementation.



Signed: 

Cllr Kim Broom  
Chair of Governors,  
Ysgol Gymunedol Trimsaran

Date: 04.07.2025

Signed: 

Mrs Sarah Owens  
Chair of Governors,  
Ysgol Gymraeg Ffwrnes

Date: 04.07.2025