

**TO: Councillor: Arnold Woolley  
(Chairman)**

Councillors: Carol Ellis, Dennis Hutchinson, Nancy  
Matthews, Neville Phillips OBE, Tony Sharps, Nigel  
Steele-Mortimer, Helen Yale

Your Ref /  
Eich Cyf

ur Ref / Ein Cyf <sup>COO</sup>

Date / Dyddiad 25/05/2010

Ask for / Gofynner am Nicola Gittins

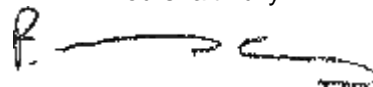
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Dear Sir / Madam,

A meeting of the **EXECUTIVE** will be held in the **CLWYD COMMITTEE ROOM, COUNTY HALL, MOLD** on **TUESDAY, 01 JUNE 2010** at **09:30** to consider the following items.

Yours faithfully



Democracy and Governance Manager

### **A G E N D A**

1. **APOLOGIES**

2. **MINUTES**

To confirm as a correct record the minutes of the meeting held on 12/05/2010 (copy enclosed).

3. **DECLARATIONS OF INTEREST**

TO CONSIDER THE FOLLOWING REPORTS

**STRATEGIC REPORTS**

4. **REGULATORY PROGRAMME**

Report of the Chief Executive - Portfolio of the Executive Member for Corporate Management and Strategy

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5. VOLUNTARY SECTOR FUNDING - UPDATE REPORT  
Report of the Chief Executive - Portfolio of the Executive Member for Corporate Management and Strategy
6. HOUSING ALLOCATIONS POLICY  
Report of the Director of Community Services - Portfolio of the Executive Member for Housing Management and Function

#### **OPERATIONAL REPORTS**

7. REVENUE BUDGET MONITORING 2009/10 (MONTH 12)  
Report of the Head of Finance - Portfolio of the Leader and Executive Member for Finance and Asset Management
8. BAD DEBT WRITE OFFS  
Report of the Head of Finance - Portfolio of the Leader and Executive Member for Finance and Asset Management
9. WORKFORCE INFORMATION REPORT  
Report of the Head of Human Resources and Organisational Development - Portfolio of the Executive Member for Corporate Management and Strategy
10. PLAY AREAS : MATCH-FUNDING PROPOSALS  
Report of the Director of Lifelong Learning - Portfolio of the Executive Member for Leisure and Public Protection and Clean Team Activity and Theatre Clwyd
11. PROPOSED EXTRA CARE HOUSING SCHEME AND LEARNING DISABILITY ACCOMMODATION IN JASMINE CRESCENT, MOLD  
Report of the Director of Community Services and Director of Environment - Portfolio of the Executive Member for Social Services
12. EXERCISE OF DELEGATED DECISIONS  
Report of the Chief Executive enclosed
13. FORWARD WORK PROGRAMME - FOR INFORMATION  
A copy of the Executive Forward Work Programme (months 05/10 to 10/10) together with an update are enclosed for information

#### **LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985 - TO CONSIDER THE EXCLUSION OF THE PRESS AND PUBLIC**

The following items are considered to be exempt by virtue of the Paragraph(s) listed, of Part 1 of Schedule 12A of the Local Government Act 1972 (as amended).

### **STRATEGIC REPORTS**

The following item is considered to be exempt by virtue of Paragraph(s) 12, 14 of Part 1 of Schedule 12A of the Local Government Act 1972 (as amended).

14. MODERNISING THE HOUSING GRANTS TEAM TO FORM A HOUSING RENEWAL SERVICE  
Report of the Director of Community Services - Portfolio of the Leader of the Council and Executive Member for Housing Management and Function

### **OPERATIONAL REPORTS**

The following item is considered to be exempt by virtue of Paragraph(s) 14 of Part 1 of Schedule 12A of the Local Government Act 1972 (as amended).

15. DEESIDE LEISURE CENTRE: REDEVELOPMENT PROPOSALS  
Report of the Director of Lifelong Learning - Portfolio of the Executive Member for Leisure and Public Protection and Clean Team Activity and Theatre Clwyd. A copy of the detailed appendices are available in the Members' Library.

**EXECUTIVE**  
**12 MAY 2010**

Minutes of the meeting of the Executive of Flintshire County Council held at County Hall, Mold on Wednesday, 12 May, 2010.

**PRESENT: Councillor A. Woolley (Chairman)**

Councillors: C. A. Ellis, H. D. Hutchinson, N. Phillips, L. A. Sharps, N. Steele-Mortimer and H. Yale

**ALSO PRESENT:**

Councillors: K. Armstrong-Braun, J. B. Attridge, V. Gay, P. G. Heesom, D. I. Mackie and C. A. Thomas

**IN ATTENDANCE:**

Chief Executive, Head of Legal and Democratic Services, Head of Finance, Head of ICT and Customer Services, Head of Human Resources and Organisational Development, Director of Environment, Director of Lifelong Learning, Head of Development and Resources, Community Services and Team Manager – Committee Services

**APOLOGY:**

Councillor N. M. Matthews

**1. MINUTES**

The minutes of the meeting of the Executive held on 20 April 2010 were confirmed as a correct record.

**2. DECLARATIONS OF INTEREST**

None were received.

**3. STATEMENT OF THE PRIORITIES OF THE ADMINISTRATION 2010-12**

The Leader and Chief Executive presented the 2010-2012 Statement of Priorities of the Administration which had been produced by the Leader in partnership with Coalition Members. The advice and guidance of the Chief Executive and Senior Management had been sought because of the need for clarity, direction and consistency in stated aims and expectations.

The list of priorities was comprehensive having 10 governance and 30 public service priorities. The list was of over-riding priorities of the moment but was not exhaustive.

The Chief Executive explained that an improved approach to the Council Plan and related plans now tied together the changes to Council governance and business planning and the Administration priorities. The priorities would also assist in the delivery of the Flintshire Futures Programme.

## **RESOLVED**

That the Administration Priorities as detailed within the appendix to the report be noted.

### **4. PUBLIC SERVICES FORUM**

The Chief Executive explained that the report title should read 'Public Services Reform'.

The Chief Executive informed Members of the developments of the Wales Efficiency and Innovation Board of the Welsh Assembly Government (WAG). The Board met for the first time in March 2010 and the membership and Terms of Reference were appended to the report. The Board agreed the initial shape of the 'Making the Connections' collaborative programme and had formed seven specialist Programme work streams.

Flintshire was formally a signatory supporting the programme and its principles and was offering to advise, support and work positively with each of the Programme work streams. Flintshire was represented on several of the steering groups and was actively working with all seven.

## **RESOLVED**

- (a) That the developments of the Wales Efficiency and Innovation Board and Programme work streams, as outlined at the Public Services Summit on 26 February 2010, be noted and supported; and
- (b) That further progress reports be received as part of the Flintshire Futures Programme.

### **5. OUTCOME AGREEMENT**

The Chief Executive presented the approach to be taken in developing an Outcome Agreement with the Welsh Assembly Government (WAG) for endorsement. A presentation was received which highlighted the key points.

The Agreement had 10 strategic themes; one outcome was selected for each theme with two options for health.

The next steps were:

- A Scrutiny Workshop to take place on 25 May
- Draft proposals of actions and measures to be prepared by July
- Local Service Board (LSB) and Executive to consider the draft agreement by August
- First draft to be submitted to WAG on 30 September
- Final Agreement to be endorsed by Executive in October
- Final Agreement to WAG in October

## **RESOLVED**

That the approach proposed to develop the Outcome Agreement be endorsed.

### **6. COUNCIL PLANNING FRAMEWORK**

The Chief Executive presented a report on the progress of the Council Planning Framework.

In April 2009, Executive received a report which outlined the broad contents of the new Council Planning framework. An improved approach to the Council Plan tied together the changes to governance and business planning that the Council had adopted.

The Council Planning Framework was a group of co-related documents which together stated ambition, priorities and targets with an overall governance framework. The framework comprised the Council Plan (Governance) Framework, annual statements and service and directorate planning. The relationships, timing and progress within each of those parts of the Framework were detailed in the report along with the progress made.

## **RESOLVED**

- (a) That the progress of the Council Planning (Governance) Framework be endorsed; and
- (b) That the production and availability of the service and directorate plans be noted.

### **7. CUSTOMER SERVICE STRATEGY**

The Head of ICT and Customer Services presented a report on the Council's Customer Service Strategy 2010-13 for endorsement. He thanked the People and Performance Overview and Scrutiny Committee, particularly the Vice-Chairman, Councillor R. Jones, for their input on the development of the strategy.

The report outlined the priority actions for implementing the strategy. The strategy set out an integrated approach to customer access which acknowledged the objective of making the Flintshire website the customer access channel of choice by 2013. However, it did recognise the need to improve all access channels particularly for face to face customers and those who preferred to use the telephone.

The Head of ICT and Customer Services summarised the 4 strands of the strategy. The three main customer access channels the website for electronic access, one stop shops for face to face and the contact centre for telephone. The fourth strand was focussed on the development of service standards across all services and comprehensive customer service training.

He informed Members of the potential for a partnership approach in delivering the training with Deeside College.

The Chief Executive stressed the importance of the website and its key role in public relations, community information, service information and service interaction. He referred to the need for greater focus in extending the range of services which would allow the customer to interact directly with services and so maximising efficiency savings.

The Executive Member for Environment, Regeneration and Tourism paid tribute to the courteous manner in which staff dealt with customers.

### **RESOLVED**

- (a) That the Customer Service Strategy 2010-13 be endorsed; and
- (b) That the priorities outlined in paragraphs 3.04-3.12 be agreed.

## **8. MATRIX CONTRACT UPDATE (MANAGED AGENCY STAFF SOLUTION)**

The Head of Human Resources and Organisational Development introduced an update report on the contract for the provision of agency workers.

The report showed the net savings for the fourth quarter of 2009/10 were £98,684 which indicated that the Council had exceeded the projected savings for 2009/10. The total net savings made for the 2009/10 financial year was £312,848.

### **RESOLVED**

That the update report be noted and the approaches being taken to manage the use of agency workers more closely and to explore further options for increasing efficiency savings for Flintshire be endorsed.

## **9. FLINTSHIRE REGISTRATION SERVICE – GENERAL REGISTER OFFICE SERVICE DELIVERY INSPECTION**

The Head of ICT and Customer Services presented a report which summarised the findings following a Service Delivery Inspection undertaken by the General Register Office in respect of the Flintshire Registration Service.

The Service Delivery Inspection provided a number of key recommendations where action and development was required. Some of the recommendations were of a technical nature but others were aimed to further modernise the registration service. A number of the key recommendations had been included in the Flintshire Registration Service – Service Plan 2010/11.

## **RESOLVED**

That the report be noted.

### **10. NATIONAL SCORES ON THE DOORS SCHEME FOR FOOD HYGIENE RATINGS FOR FOOD BUSINESSES IN FLINTSHIRE**

The Director of Environment presented a report which sought support for the introduction of the National Food Hygiene Rating Scheme for food businesses in Flintshire.

The Scheme was designed to provide consumers with information about hygiene standards in food premises. The information would be made clearly visible in the reception areas of the establishments and would also be displayed on a national website.

## **RESOLVED**

That the introduction of the National Food Hygiene Rating Scheme for food businesses in Flintshire be supported.

### **11. EXERCISE OF DELEGATED POWERS**

An information report on the actions taken under delegated powers was submitted.

The actions taken were as set out below:-

#### **Community Services**

- 3 month secondment – accountant SO2
- Sale of 1.5 acre plot to east section of the site off Ffordd Y Rhos, Treuddyn

#### **Environment**

- Granting of licence of first floor premises, Arosfa, Greenfield, Mold, to Action for Children
- Approval of agreement to lease in respect of 46 Church Street, Flint, to Community First – Flint
- Increase in pest control charges for internal departments and business premises for 2010/11
- Increase in pest control charges for private householders for 2010/11

### **12. LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985 – TO CONSIDER THE EXCLUSION OF THE PRESS AND PUBLIC**

## **RESOLVED:**

That the press and public be excluded from the meeting as the following item was considered to be exempt by virtue of paragraphs 12 and 15 of Schedule 12a of the Local Government Act 1972 (as amended).



**13. ENVIRONMENT DIRECTORATE SENIOR MANAGEMENT STRUCTURE**

The Director of Environment introduced a report on the proposed revisions to the Senior Management Structure within the Environment Directorate.

**RESOLVED**

That the structure attached as appendix 2 be approved and the approach outlined in 3.05 of the report be proceeded.

**14. DURATION OF MEETING**

The meeting commenced at 9.30a.m. and ended at 10.31a.m.

**15. MEMBERS OF THE PRESS AND PUBLIC IN ATTENDANCE**

There were 2 members of the press in attendance.

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**Chairman**

**SUMMARY OF DECLARATIONS MADE BY MEMBERS**  
**IN ACCORDANCE WITH FLINTSHIRE COUNTY COUNCIL'S**  
**CODE OF CONDUCT**

<b>EXECUTIVE</b>	<b>DATE: 12 MAY 2010</b>
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<b>MEMBER</b>	<b>ITEM</b>	<b>MIN. NO. REFERS</b>

## **FLINTSHIRE COUNTY COUNCIL**

**AGENDA ITEM NUMBER: 4**

**REPORT TO:**        **EXECUTIVE**  
**DATE :**             **01 JUNE 2010**  
**REPORT BY:**      **CHIEF EXECUTIVE AND HEAD OF FINANCE**  
**SUBJECT :**         **REGULATORY PROGRAMME**

### **1.00 PURPOSE OF REPORT**

- 1.01 To report for noting, endorsement and co-operation:  
i) the proposed Regulatory Programme for Performance Audit Plan of the Wales Audit Office (WAO) for the period November 2009 to March 2011; and  
ii) the 2009/10 Financial Audit Strategy for Flintshire County Council and the Clwyd Pension Fund.

### **2.00 BACKGROUND**

- 2.01 The Auditor General is responsible for preparing a programme of work to be delivered in response to the Local Government (Wales) Measure 2009 (the Measure), the remaining functions of the Local Government Act 1999 and the Public Audit (Wales) 2004. The programme sets out the work to be delivered by and on behalf of the Auditor General for Wales and by his/her appointed auditors. It also covers the work of the Care and Social Services Inspectorate for Wales (CSSiW) and Estyn.

- 2.02 In the past a Regulatory Plan has included activity on:

- audit of financial accounts
- performance audit
- performance inspection.

Also included have been a number of national performance and local government studies.

- 2.03 The purposes of regulation are to provide assurance to the organisation, the public and government; to support the development of internal governance and assurance frameworks (e.g. risk management); to aid and support performance improvement (of governance and of public services). In addition the local Government Act 1999 places a requirement on those inspectorates named specifically in the legislation (Care and Social Services Inspectorate for Wales and Estyn) alongside the Wales Audit Office and its appointed auditor to work together to co-ordinate their activity within each authority.

### **3.00 CONSIDERATIONS**

3.01 The Regulatory Plan now appears as two separate documents:

- the Regulatory Programme for Performance Audit
- the Financial Audit Strategy

Both these plans have separately identified fees. In addition, the Auditor General has determined that for the financial audit the audit of Pension Funds must be treated, as far as possible, as separate audits from that of the Council, requiring separate audit plans, fees, ISA 260 reports and annual letters.

3.02 **Regulatory Programme for Performance Audit**

The Regulatory Programme for Performance Audit for 2009/11 is attached at Appendix 1. In response to the phasing in of the requirements of the Measure by the Assembly Government, transitional arrangements will be in place until March 2011. This programme therefore covers a 17 month period. From April 2011 onwards, performance and audit work will be aligned to the financial year.

3.03 The range of performance audit work that the Auditor General and relevant regulators will carry out will be detailed in a Work Plan and Timetable. This will reflect the council's improvement planning arrangements and aligned to its improvement objectives. It will provide more detailed information on the nature and scope of improvement assessment activities. This will be reviewed at least every quarter and will be the subject of liaison between WAO, relevant regulators and council officers. We would wish to continue to ensure that each piece of regulatory work is clearly scoped (the type, purpose and value) provides timely and quality reports which balance minimising the fees and burden of regulation and appropriate regulation in the public interest.

3.04 In ongoing discussions with the regulators the council has stressed the need for value for money in regulation.

3.05 The Performance Audit is comprised of six workstreams:

- the Improvement Assessment - an annual exercise to determine if the council is likely to comply with the statutory duty to make arrangements to seek continuous improvement. It is split into 2 parts: i) a Corporate Assessment (a review of arrangements to secure continuous improvement) and ii) a Performance Assessment; a retrospective review of performance, tracing improvement over time. The Improvement Assessment will be reported in an Annual Improvement Report in November of each year.
- auditing the council's Improvement Plan and related information - a review of the Council's 2010 Improvement Plan which will inform the

Corporate Assessment. This will become a formalised audit from April 2011 onwards. Improvement information that the council must publish before 31 October will help inform the Performance Assessment.

- Inspection of housing and council tax benefit - this will inform the Improvement Assessment. There is no fee as it is paid for by the Department of Work and Pensions.
- Local Government studies - the Auditor General has a duty to undertake studies of local authorities in relation to often, although not always all 22 local authorities. This work may form part of a wider cross-cutting or whole systems study.
- other Auditor General studies across the public sector; these are detailed in Appendix 5 of the appended document.
- work of relevant regulators through Estyn and the Care and Social Services Inspectorate Wales (CSSIW). This work is detailed below.

3.06 The planned work of Estyn and CSSIW includes the following:

<b>Estyn</b>	
inspection of local education authority services	None planned for April 2010 to March 2011
Other Estyn inspection may be announced in accordance with notification procedures	
<b>CSSIW</b>	
Regulatory inspections of all services registered with CSSIW in accordance with usual notification procedures	All services
Fostering Inspection in accordance with usual notification procedures	Yes

This and other work that may arise will be included in the Work Programme and Timetable.

- 3.07 Final reports, their findings, recommendations and subsequent actions are to be brought to Executive from Directors within three months. The role of both the Corporate Management Team and Executive in this regard is one of accountability; being accountable for the activity, its findings and the improvement actions presented.
- 3.08 The council's Internal Audit Plan has been closely influenced by and integrated with the council's own Strategic Assessment of Risk and Challenges. The regular reviews with WAO in developing their Work Programme and Timetable will take our own audit activity into account to reduce duplication, maximise resources and ensure appropriate accountability for regulation.
- 3.09 Other roles within the Council in relation to the Regulatory Plan activities include that of check and challenge by Overview and Scrutiny Committees

and assurance by the council's Audit Committee. The terms of reference and adopted protocols of these bodies reflect the tripartite roles of Corporate Management Team/Executive, Overview & Scrutiny and Audit Committee in relation to regulation.

**3.10 Financial Audit Strategy**

The Financial Audit Strategy sets out the work to be undertaken by the Appointed Auditor at the Council under the Public Audit (Wales) Act 2004. The Appointed Auditor is Anthony Barrett who is supported by John Herniman.

3.11 The Strategy for the Flintshire County Council element of the work is attached at Appendix 2.

3.12 The Appointed Auditor is required to examine and certify the accounts of the Council, satisfying himself that the accounts:-

- Give a true and fair view of the Council's financial position;
- Comply with all the relevant legal requirements; and
- Have been prepared in accordance with proper guidance.

3.13 In addition, the Appointed Auditor is required to:

- Satisfy himself that the Council has made proper arrangements for securing economy, efficiency and effectiveness in its use of resources.
- Certify that the audit has been completed in accordance with the Public Audit (Wales) Act 2004 (in particular in relation to electors' rights); and
- Certify grant claims and returns.

3.14 The strategy for the Clwyd Pension Fund is attached at Appendix 3.

3.15 The Appointed Auditor is required to issue an audit opinion which states whether the Pension Fund accounts and related notes give a true and fair view of the financial transactions of the pension fund during the year and the amount and disposition of the fund's assets and liabilities, other than liabilities to pay pensions and benefits after the end of the scheme year. This will provide assurance that the pension fund accounts:

- Are free from material misstatement, whether caused by fraud or other irregularity or error;
- Comply with statutory and other applicable requirements; and
- Comply with all relevant requirements for accounting presentation and disclosure.

The opinion will be included as a separate section in the administering authority's audit report.

- 3.16 The final audited accounts for Flintshire and the Clwyd Pension Fund will be considered by the Audit Committee for recommendation to Council before the deadline of 30th September 2010.

**3.17 Regulatory Fees**

The fee base for this year reflects a reduction in audit and inspection activity based on risk. A 6.8% actual reduction is identified as a result of:

- (1) a reduction because of performance and level of assurance and
- (2) the non passing on of inflation by the Wales Audit Office.

The proposed fees for both the financial and performance audit and inspection work and the relative reductions in year are shown below.

	<b>Fee 2008-09 (£)</b>	<b>Planned fee 2009-10 (£)</b>
Accounts (1)	211,000	214,984
Welsh Church Fund	Included above	994
<b>Sub-total</b>	<b>211,000</b>	<b>215,978</b>
Performance audit (1)	201,000	167,888
<b>Total</b>	<b>412,000</b>	<b>383,866</b>

*1. The figures quoted for 2008/2009 includes the transfer of the IT audit fee from performance to accounts*

**4.00 RECOMMENDATIONS**

- 4.01 The Executive is requested to receive for noting, endorsement and co-operation:
- i) the proposed Regulatory Programme for Performance Audit Plan of the Wales Audit Office (WAO) for the period November 2009 to March 2011; and
  - ii) the 2009/10 Financial Audit Strategy for Flintshire County Council and the Clwyd Pension Fund.

**5.00 FINANCIAL IMPLICATIONS**

- 5.01 The proposed fee for this year's regulatory performance and financial activity is £383,833 which has been reduced from £412,000 representing a 6.8% reduction which includes the non passing of inflation from the Wales Audit Office. The fees for the Clwyd Pension Fund are charged directly to the Fund.

**6.00 ANTI POVERTY IMPACT**

- 6.01 There are no direct implications in relation to this report.

**7.00 ENVIRONMENTAL IMPACT**

7.01 There are no direct implications in relation to this report.

## **8.00 EQUALITIES IMPACT**

8.01 There are no direct implications in relation to this report.

## **9.00 PERSONNEL IMPLICATIONS**

9.01 There are no direct implications in relation to this report.

## **10.00 CONSULTATION REQUIRED**

10.01 Consultation with relevant members and Audit or Overview and Scrutiny Committees will be undertaken as a result of the implementation of this programme.

## **11.00 CONSULTATION UNDERTAKEN**

11.01 Ongoing consultation on the status of the programme and its implications is undertaken with the regulators on a quarterly basis

## **12.00 APPENDICES**

12.01 Appendix 1: "Regulatory Programme for Performance Audit November 2009 to March 2011"  
Appendix 2: "Financial Audit Strategy - Audit 2009/10"  
Appendix 3: "Financial Audit Strategy - Clwyd Pension Fund"

## **LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985** **BACKGROUND DOCUMENTS**

As Appendix 1, 2 and 3

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Audit 2009-10

May 2010

Authors: John Herniman and Kevin Emmitt

Ref: 253A2010

# Financial Audit Strategy

## **Flintshire County Council**

## Contents

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### **Financial Audit Strategy**

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Audit work at the Council	4
Audit of the accounts	5
Electors' rights	6
Certification of grant claims and returns	7
Working with the Council	7

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### **Appendices**

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Roles and responsibilities	10
Key elements of the audit engagement	12

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## Status of this report

This document has been prepared for the internal use of Flintshire County Council as part of work performed in accordance with statutory functions, the Code of Audit Practice and the Statement of Responsibilities issued by the Auditor General for Wales.

No responsibility is taken by the Wales Audit Office (the Auditor General and her staff) and, where applicable, the appointed auditor in relation to any member, director, officer or other employee in their individual capacity, or to any third party.

In the event of receiving a request for information to which this document may be relevant, attention is drawn to the Code of Practice issued under section 45 of the Freedom of Information Act 2000. The section 45 Code sets out the practice in the handling of requests that is expected of public authorities, including consultation with relevant third parties. In relation to this document, the Auditor General for Wales (and, where applicable, her appointed auditor) is a relevant third party.

Any enquiries regarding disclosure or re-use of this document should be sent to the Wales Audit Office at [infoofficer@wao.gov.uk](mailto:infoofficer@wao.gov.uk).

### Audit work at the Council

1. This Financial Audit Strategy has been prepared to meet the requirements of the auditing standards and proper audit practices. It sets out the work to be undertaken by the Appointed Auditor at Flintshire County Council (the Council) under the Public Audit (Wales) Act 2004.
2. A separate document, the Auditor General Regulatory Programme for Performance Audit, has been prepared to outline work to be delivered by the Auditor General under the Local Government Measure 2009. This also includes work under the remaining functions of the Local Government Act 1999.
3. The formal roles and responsibilities of the Appointed Auditor are outlined in Appendix 1. At the Council, the Appointed Auditor is Anthony Barrett who will be supported by John Herniman as the Engagement Partner.
4. The Appointed Auditor is required to examine and certify the accounts of the Council, satisfying himself that the accounts:
  - give a true and fair view of the Council's financial position<sup>1</sup>;
  - comply with all the relevant legal requirements; and
  - have been prepared in accordance with proper practice.
5. In addition, the Appointed Auditor is required to:
  - satisfy himself that the Council has made proper arrangements for securing economy, efficiency and effectiveness in its use of resources;
  - certify that the audit has been completed in accordance with the Public Audit (Wales) Act 2004 (in particular in relation to electors' rights); and
  - certify grant claims and returns.
6. As well as satisfying the legal requirements, the Appointed Auditor must comply with International Standards on Auditing. The ISAs require formal reporting at various stages during the audit to those charged with governance (see Appendix 1). In particular, as part of the audit planning arrangements, auditors must report:
  - relationships that may bear on the auditor's independence; and
  - audit planning information.
7. Appendix 2 highlights the key elements of the audit engagement at the Council, and confirms that there are no known threats to the independence of the Appointed Auditor or other audit staff.

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<sup>1</sup> This is subject to the anticipated changes to the Accounts and Audit Regulations.

## Audit of the accounts

8. In planning their work, auditors are required to identify and report significant risks that relate to the accuracy and reliability of the financial statements. Exhibit 1 contains the identified risks and the actions proposed to address them.

### Exhibit 1: Financial accounts risks

Control environment risks	Action proposed
<ul style="list-style-type: none"> <li>In common with others, the Council is facing significant budget pressures over the medium term.</li> <li>IT systems should produce materially correct figures to support the financial statements.</li> <li>The Council is moving towards considering a ballot to offer tenants options on a large-scale voluntary transfer of the housing stock and has begun to consider accounting for any pre and post-ballot costs.</li> <li>Does the Council benefit from an effective Internal Audit service.</li> <li>The Council arrangements for securing economy, efficiency and effectiveness (VfM conclusion).</li> </ul>	<ul style="list-style-type: none"> <li>Consider the Council's response to the funding implications in the public sector in setting budgets and consider the medium-term financial strategy as part of the Local Government Measure work.</li> <li>Review the IT control environment that supports the preparation of the financial statements.</li> <li>Respond to queries about accounting for large-scale voluntary stock transfers.</li> <li>Consider the effectiveness of Internal Audit by assessing the section against the CIPFA internal audit standards.</li> <li>Assess the high-level arrangements, for example for financial management and for the prevention and detection of fraud and corruption and standards of conduct.</li> </ul>
Financial systems risks	Action proposed
<ul style="list-style-type: none"> <li>The PWC ISA 260 report identified a number of internal control issues, for example the payroll system.</li> </ul>	<ul style="list-style-type: none"> <li>Follow up the issues identified in the report to assess management's response.</li> </ul>

Preparation of the accounts risks	Action proposed
<ul style="list-style-type: none"> <li>The SoRP 2009 has introduced further changes eg, accounting for local taxes and changes to disclosures.</li> <li>Introduction of International Financial Reporting Standards (IFRS) – preparation for full implementation in 2010-11.</li> <li>The accounts preparation deadlines continue to be short.</li> <li>The government proposes to publish for the first time in 2009-10, the Whole of Government Accounts (WGA).</li> <li>The Council continues to receive a significant number of equal pay claims; which it considers are defensible.</li> </ul>	<ul style="list-style-type: none"> <li>Work with officers to ensure that SoRP-compliant financial statements are produced.</li> <li>Consider the Council preparatory arrangements for the introduction of IFRS.</li> <li>Agree a timetable for the preparation and audit of the financial statements.</li> <li>Our accounts timetable will include time to consider the Council's WGA return and to audit the consolidation schedules in accordance with Treasury guidelines.</li> <li>Consider the Council's legal advice and whether a provision or reserve needs to be included in the 2009-10 accounts.</li> </ul>
Financial statements risks	Action proposed
<ul style="list-style-type: none"> <li>Are the financial statements free from material misstatements.</li> <li>The Council is revisiting its proposals for implementing Single Status.</li> <li>Recovery action is continuing on the £3.7 million deposit frozen in Landsbanki. The 2008-09 accounts included impairment against this investment of £575,000.</li> <li>Preparation of the return for the Welsh Church Act Charitable Fund.</li> <li>The Council is leading on a Pooled Budget with health bodies.</li> </ul>	<ul style="list-style-type: none"> <li>Review and test the draft financial statements to identify any material misstatements.</li> <li>Monitor the progress on the implementation of the Single Status proposals.</li> <li>Consider any developments since last year and review the impairment calculations for the Landsbanki investment.</li> <li>Undertake an independent examination of the return and accounts completed for the Charity Commissioners.</li> <li>Consider the disclosure included in the financial statements and audit the memorandum return.</li> </ul>

## Electors' rights

9. The Public Audit (Wales) Act 2004 sets out the rights of the public and electors to inspect the Council's financial statements, to ask the Appointed Auditor questions about the accounts and, where appropriate, to challenge items in the accounts.
10. Whilst in previous years there have been no formal objections to the Council's financial statements, a number of queries and items of correspondence from members of the public and other interested parties were received by the auditors. A small amount of time has been included within the fee to deal with minor queries, as part of the overall management of the audit.

11. Any detailed investigations or other work required to respond to queries and objections will result in an additional fee. Any such additional fee will be charged at daily rates based on the specific grade or skill mix required for the work, but will be discussed with the Chief Executive/Head of Finance prior to undertaking the work.

## **Certification of grant claims and returns**

12. In carrying out work in relation to government grant claims and other returns, under Paragraph 20 of Schedule 8 of the Government of Wales Act 2006, appointed auditors act as agents of the Auditor General. The Auditor General is required to recover, in respect of each grant or return, an amount that covers the full cost of the relevant work undertaken.
13. Grant and return certification work is charged on a daily basis in line with the skill-related fee scales set out in the Auditor General's local government fees letter. The fees will reflect the size, complexity and particular issues relating to the specific grants.
14. Although grant work fluctuates from year to year, based on previous years and initial indications of changes in grant schemes and conditions, we estimate that the total fee for grant work will be in the range of between £140,000 and £150,000. We will revisit this estimate during the year as further information becomes available.

## **Working with the Council**

15. The planned work addresses identified risks and is based on the information currently available. Changes to the Strategy may be required if any significant new risks emerge. No changes will be made without first discussing them with officers and, where relevant, those charged with governance.
16. We will work closely with the Council officers and will attend the Final Accounts Working Group meetings. We will agree an account and audit timetable and a deliverables document setting out the working paper requirements etc.

## **Financial audit fee**

17. The proposed fee for 2009-10 financial audit work, including the audit of the Welsh Church Fund is £215,978 (plus VAT) and will be charged in equal instalments between November 2009 and October 2010. This fee is in line with the Auditor General's fees letter and is based on the Auditor General's new zero-based fee model for financial audit.
18. Performance programme details are included in a separate document; the fees are included in the following exhibit to allow comparison with those for the previous year. Overall, the total 2009-10 fees £383,866 represent a 6.8 per cent reduction on those for 2008-09.

**Exhibit 2: The fee**

	<b>Fee 2008-09 £</b>	<b>Planned fee 2009-10 £</b>
Accounts <sup>(1)</sup>	211,000	214,984
Welsh Church Fund	Included above	994
<b>Sub-total</b>	<b>211,000</b>	<b>215,978</b>
Performance audit <sup>(1)</sup>	201,000	167,888
<b>Total</b>	<b>412,000</b>	<b>383,866</b>

<sup>1</sup>. The figures quoted for 2008/2009 includes the transfer of the IT audit fee from performance to accounts

19. In addition to the fees quoted above for 2009/10, the performance programme also sets out the fees required for the five months ending 31 March 2011 of £69,953.

## International Financial Reporting Standards

20. The Auditor General's local government audit and inspection 2009-10 fees letter (the fees letter) issued in September 2009 highlighted the impact on audit fees of the introduction of the IFRS. There are two main elements:
- the recognition of PFI/PPP schemes based on the principles of IFRIC 12 in 2009-10; and
  - the introduction of an IFRS-based Code of Practice on Local Authority Accounting in 2010-11 (the Code).
21. Any audit work undertaken in reviewing the restated opening IFRS Balance Sheet at 1 April 2009 and the restatement of the 2009-10 comparative figures will be preparatory work relating to the 2010-11 accounts. Although that work may be undertaken during the current year, the fee will be included in the 2010-11 audit fees (as outlined in the fees letter).

## Financial audit team

**Exhibit 3: The financial audit team**

<b>Name</b>	<b>Role</b>	<b>Contact number</b>	<b>E-mail address</b>
John Herniman	Financial Audit Engagement Partner	02920 320566	john.herniman@wao.gov.uk
Kevin Emmitt	Audit Manager	01352 702181	kevin.emmitt@wao.gov.uk
Ron Parker	Financial Audit Team Leader	01352 702185	ron.parker@wao.gov.uk



## Delivering the work

22. We will provide reports, or other output as agreed, and our key milestones are set out below.

### Exhibit 4: Key milestones

Planned output	Planned start date	Report finalised
Audit Strategy	February 2010	April 2010
Internal Audit assessment	April 2010	June 2010
Interim audit report	March 2010	June 2010
Financial statements report – to those charged with governance	June 2010	September 2010
Annual Audit Letter	September 2010	November 2010

## Appendix 1

## Roles and responsibilities

The office of the Auditor General was re-established under the Government of Wales Act 2006. From 1 April 2005, the Public Audit (Wales) Act 2004 extended the Auditor General's functions to include the appointment of external auditors for local government bodies.

### Appointed auditors

Appointed auditors must carry out an audit that discharges the statutory duties placed upon them by the Local Government Act 1999 and the Public Audit (Wales) Act 2004. The Auditor General publishes a Code of Audit Practice (the Code) which prescribes the way in which auditors are to carry out their functions. The Auditor General is currently consulting on a revised Code.

Regulation 7 of the Accounts and Audit (Wales) Regulations 2010 requires local government bodies in Wales to produce annual statements of accounts<sup>2</sup>, prepared in accordance with the proper practices set out in the relevant *Code of Practice on Local Authority Accounting in the United Kingdom – a statement of recommended practice* (SoRP).

The Assembly Government's Social Justice and Local Government Department also supplements these regulations with guidance to assist local government bodies in their operation of the accounting regime. That guidance is not intended to be part of the statutory framework but is an informal commentary that includes ideas of good practice and practical advice and provides details of where generally recognised published codes setting out proper practice may be found.

Section 13 of the 2004 Act requires local government bodies in Wales to ensure that their accounts are audited by one or more auditors appointed by the Auditor General under Section 14 of the Act. Sections 17 and 23 of the Act require appointed auditors to examine and certify the accounts, satisfying themselves that:

- the accounts:
  - give a true and fair view of the Council's financial position and transactions<sup>3</sup>;
  - comply with legislative requirements; and
  - have been prepared in accordance with proper practice.
- the audited body has made proper arrangements for securing economy, efficiency and effectiveness in its use of resources; and
- the audited body has made such arrangements for collecting, recording and publishing information on standards of performance as are required by any direction under Section 47 of the Act.

<sup>2</sup> These regulations are made by the Assembly under the statutory powers contained in Section 39 of the 2004 Act.

<sup>3</sup> This is subject to the anticipated changes to the Accounts and Audit Regulations.

## **Communication of audit matters with those charged with governance – International Standards on Auditing (UK and Ireland) 260**

The ISA (UK and Ireland) 260:

- provides guidance on the communication of ‘relevant matters relating to the audit’ of financial statements between auditors, and those charged with governance of an audited body; and
- requires the auditor to report to those charged with governance (as distinct from management), certain matters before they give an opinion on the financial statements.

The Appointed Auditor will discharge the responsibility to report to those charged with governance by submitting reports to the Audit Committee and where necessary to the Council in a timely manner, prior to the completion of audit.

## Appendix 2

## Key elements of the audit engagement

Key elements	Requirements	Position at the Council
<b>Engagement activities</b>		
Terms of the audit engagement	The Public Audit (Wales) Act 2004 sets out responsibility for appointment of local government external auditors in Wales.	Roles and responsibilities of appointed auditors outlined above and in Appendix 1. The full statement of responsibilities can be found at: <a href="http://www.wao.gov.uk/assets/english/documents/statement_of_responsibilities_of_auditors_eng.pdf">http://www.wao.gov.uk/assets/english/documents/statement_of_responsibilities_of_auditors_eng.pdf</a>
Appointment of auditors and engagement partners	It is the Auditor General's responsibility to appoint local government external auditors and to assign responsibility for each engagement to an engagement partner.	Under the Auditor General's Single Appointed Auditor arrangements, the Appointed Auditor is Anthony Barrett, who will be supported by John Herniman as the Engagement Partner.
'Non-statutory' work	The Auditor General has set out clear criteria for approval of any 'non-statutory' work requested by audited and inspected bodies.	No 'non-statutory' work has been requested or is proposed.
<b>Ethical considerations</b>		
Independence	Appointed auditors are required to consider the following: <ul style="list-style-type: none"> <li>• threats to auditor independence (including litigation);</li> <li>• family and other personal relationships;</li> <li>• long association with the audited body, based on the Wales Audit Office rotation of audits policy; and</li> <li>• contentious or difficult issues.</li> </ul>	We can confirm that there are no known threats to the independence of the Appointed Auditor or other audit staff and we have complied with the Wales Audit Office rotation policy.
Engagement performance	Engagement partners need to consider what level of quality assurance and review levels are appropriate.	Wales Audit Office quality control review mechanisms are in place for all audits, and the Engagement Partner has established appropriate review levels based on the experience of the staff undertaking the audit work.



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May 2010

Authors: Alan Morris and Stephen Martin

Ref: 286A2010

# Regulatory Programme for Performance Audit November 2009 to March 2011

## **Flintshire County Council**

## Contents

<b>Performance audit work at Flintshire County Council</b>	<b>4</b>
The Improvement Assessment	4
Auditing the Council's Improvement Plan and related information	5
Inspection of housing and council tax benefit	6
Local government studies	6
<b>Other work the Auditor General uses to inform his/her performance audit work at the Council</b>	<b>6</b>
The financial audit work of the Appointed Auditor	6
The work of relevant regulators	7
Other Auditor General studies across the public sector	8
<b>Appendices</b>	
Roles and responsibilities	9
Wales Audit Office performance audit team	11
Fees	12
Local Authority Improvement Programme	13
The Auditor General's programme of work for presentation to the National Assembly	14

## **Status of this report**

This document has been prepared for the internal use of Flintshire County Council as part of work performed in accordance with statutory functions, the Code of Audit Practice and the Statement of Responsibilities issued by the Auditor General for Wales.

No responsibility is taken by the Wales Audit Office (the Auditor General and his/her staff) and, where applicable, the appointed auditor in relation to any member, director, officer or other employee in their individual capacity, or to any third party.

In the event of receiving a request for information to which this document may be relevant, attention is drawn to the Code of Practice issued under section 45 of the Freedom of Information Act 2000. The section 45 Code sets out the practice in the handling of requests that is expected of public authorities, including consultation with relevant third parties. In relation to this document, the Auditor General for Wales (and, where applicable, his/her appointed auditor) is a relevant third party. Any enquiries regarding disclosure or re-use of this document should be sent to the Wales Audit Office at [infoofficer@wao.gov.uk](mailto:infoofficer@wao.gov.uk).



### Performance audit work at Flintshire County Council

1. This section outlines work to be delivered by and on behalf of the Auditor General under the Local Government (Wales) Measure 2009 (the Measure), the remaining functions of the Local Government Act 1999 and Parts 2 and 3A of the Public Audit (Wales) Act 2004.
2. The Auditor General's annual performance audit work programme has traditionally been agreed in November each year and covered the period to the end of October the following year. However, the Assembly Government is phasing in the requirements of the Measure, with some elements of the Local Government Act 1999 remaining extant. This means that transitional arrangements will be in place until March 2011. This programme therefore covers a 17-month period. From April 2011 onwards, performance audit work will be aligned to the financial year. There will be a separate plan and fee for the financial audit work of the Appointed Auditor, which is summarised in the next section.
3. The range of performance audit work that the Auditor General and relevant regulators will carry out will be detailed in a Work Plan and Timetable (WP&T). This will reflect Flintshire County Council's (the Council) improvement planning arrangements, be aligned to its improvement objectives, and be tailored accordingly. It will provide more detailed information on the nature and scope of Improvement Assessment activities. Staff of the Wales Audit Office will liaise closely with the Council and relevant regulators in developing the WP&T. It will be reviewed at least every quarter.
4. The roles and responsibilities of Wales Audit Office staff for the Council, together with contact arrangements, are set out in Appendices 1 and 2.
5. Fees for the Auditor General's performance audit work at the Council are set out in Appendix 3.
6. Where the Auditor General identifies an issue of such importance that he/she considers a special inspection to be an appropriate response, he/she will charge an additional fee to conduct such an inspection.

### The Improvement Assessment

7. The Measure requires the Auditor General to carry out an annual Improvement Assessment for each improvement authority to determine whether the Council is likely to comply with the requirements of Part 1 of the Measure.

8. The Improvement Assessment will be reported in an Annual Improvement Report in November of each year. The Auditor General will be seeking to answer the question:  
'Is the Council likely to comply with the statutory duty to make arrangements to secure continuous improvement?'
- In order to answer this question, the Improvement Assessment will comprise:
- a Corporate Assessment – a review of arrangements to secure continuous improvement; and
  - a Performance Assessment – a retrospective review of performance, tracing improvement over time.
9. Appendix 4 illustrates the key programme areas the Auditor General will consider when making and reporting his/her improvement assessments.

### **Auditing the Council's Improvement Plan and related information**

10. The Measure also requires the Auditor General to undertake an audit of whether the Council has discharged its duties in relation to improvement planning and the publication of improvement information, and has acted in accordance with Welsh Ministers' guidance.
11. The duty for improvement authorities to publish an Improvement Plan as soon as practicable after the start of the financial year comes into force in April 2010. However, the requirement for the Auditor General to carry out an audit of this plan under Section 17 does not come into force until April 2011. The Auditor General will review, rather than formally audit, the Council's 2010 Improvement Plan. This review will inform the Corporate Assessment. From April 2011 onwards, the Auditor General will audit the Council's Improvement Plan shortly after it is published.
12. The duty that the Measure places upon authorities to publish improvement information by the end of October comes into force in 2011. In 2010, the Auditor General will audit performance information as part of his/her retrospective assessment of the Council's performance.
13. During the transitional period, the Council remains under a duty to publish an annual Improvement Plan by the end of October. This duty will be repealed in 2011.
14. The improvement information that the Council must publish before 31 October 2010 will be audited by the Appointed Auditor in accordance with the extant legislation, namely Section 7 of the Local Government Act 1999. This audit will help inform the Performance Assessment, which the Auditor General will report, together with a summary of the Corporate Assessment, in his/her Annual Improvement Report in November 2010.

## **Inspection of housing and council tax benefit**

15. Housing and council tax benefit inspection will inform the Auditor General's Improvement Assessment. The Auditor General will not charge the Council a fee for that inspection as it is paid for by the Department of Work and Pensions.

## **Local government studies**

16. The Auditor General has a duty to undertake studies of local authorities under Sections 41 and 42 of the Public Audit (Wales) Act 2004. Before undertaking such studies, he/she must consult associations of local authorities and associations of employees that appear to him/her to be concerned. The Auditor General's studies in local government will often, although not always, include all 22 local authorities and may form part of a wider cross-cutting or whole-systems study. The Auditor General will consult as appropriate during the early part of 2010 on his/her study proposals.

## **Other work the Auditor General uses to inform his/her performance audit work at the Council**

17. This part of the Regulatory Programme briefly summarises the other work the Auditor General draws on in reaching his/her conclusions in relation to the Council. This work includes:
- the financial audit work of the Appointed Auditor;
  - the work of relevant regulators, particularly the Care and Social Services Inspectorate Wales (CSSIW) and Estyn; and
  - the Auditor General's other studies across the public sector.

## **The financial audit work of the Appointed Auditor**

18. The Auditor General appoints auditors under the Public Audit (Wales) Act 2004 to audit and report on the accounts of local authorities. Audit reports include an opinion on:
- whether the financial statements give a true and fair view of, or present fairly, the state of affairs of the body;
  - whether the financial statements have been prepared properly in accordance with relevant legislation, directions and applicable accounting standards; and
  - the regularity of the transactions, at bodies where this is required.

19. Auditors will also examine the Council's governance statement or statement on internal control and report if it is not in accordance with relevant requirements or where it may be misleading or inconsistent with other information of which they are aware.
20. The Public Audit (Wales) Act 2004 also requires appointed auditors to satisfy themselves that an audited body has made proper arrangements for securing economy, efficiency and effectiveness in its use of resources. Auditors will apply criteria specified by the Auditor General and will place reliance on the Improvement Assessment and other work carried out by the Auditor General or relevant regulators.

### The work of relevant regulators

21. Estyn and the CSSIW also undertake work in relation to councils in Wales. The nature of that work and the legislative functions supporting it are described in Appendix 1. Exhibit 3 sets out the planned regulatory activity of Estyn and CSSIW until March 2011. This and other work that may arise will be included in updates of the WP&T.

#### Exhibit 3: Other planned regulatory activity between May 2010 and March 2011

Estyn	
Inspection of local education authority services	None planned for April 2010 to March 2011
Other Estyn inspection may be announced in accordance with notification procedures	As notified
CSSIW	
Regulatory inspections of all services registered with CSSIW in accordance with usual notification procedures	All services
Fostering Inspection in accordance with usual notification procedures	Yes

### Other Auditor General studies across the public sector

22. The Auditor General undertakes other work which will sometimes inform his/her work in relation to local councils.
23. The Auditor General has a substantial programme of work that relates to the Assembly Government and its related bodies, and to NHS bodies. Reports on such work are usually laid before the National Assembly for consideration by its Public Accounts Committee. As many of these studies cut across the boundaries between different parts of the Welsh public sector, they will often be relevant to his/her work in local government. The Auditor General's programme of activity for presentation to the National Assembly is set out in Appendix 5.

- 24. As auditor of NHS bodies in Wales, the Auditor General also has a programme of financial audit and performance work in relation to individual local health bodies. As collaboration in health and social care becomes more prevalent, this work will have increasing relevance to our Improvement Assessment work.
- 25. The Auditor General also undertakes data matching exercises involving local authorities and other public bodies under Part 3A of the Public Audit (Wales) Act 2004. The main example of this is the National Fraud Initiative done jointly with the Audit Commission, Audit Scotland and the Comptroller & Auditor General of Northern Ireland.
- 26. Under the Public Audit (Wales) Act 2004 and the Government of Wales Act 2006, the Council may commission work from the Auditor General. The Council should discuss this in the first instance with the Wales Audit Office Improvement Assessment Lead (IAL) or, in the case of financial audit work, with the Appointed Auditor.

## Appendix 1

### **Roles and responsibilities**

The Wales Audit Office comprises the Auditor General and his/her staff. The Auditor General's main functions are set out in Government of Wales Acts 1998 and 2006, the Local Government Act 1999, the Public Audit (Wales) Act 2004 and the Measure.

### **Performance Engagement Partner**

The Performance Engagement Partner is accountable to the Auditor General for overseeing the delivery of all performance audit work at the Council.

### **Improvement Assessment Lead**

The IAL is the primary point of contact for the Improvement Assessment work at a senior officer and political level in local government bodies. The IAL represents the Auditor General and the Wales Audit Office, and presents reports of the Improvement Assessment to the Council.

### **Improvement Assessment Co-ordinator**

The Improvement Assessment Co-ordinator manages and co-ordinates inputs to the Improvement Assessment at each council.

### **Appointed auditors**

The auditor appointed by the Auditor General must carry out audits that discharge the statutory duties placed upon them by the 1999 and 2004 Acts. The Auditor General publishes a Code that prescribes the way in which auditors are to carry out their functions.

### **Relevant regulators**

The principal functions of the CSSIW are contained in Chapter 6 of the Health and Social Care (Community Health and Standards) Act 2003.

Estyn normally agrees in advance with each council, the focus and timing of education service inspections under Section 38 of the Education Act 1997. The details of these are shared with the IAL and will be detailed in the WP&T. Estyn also has powers under the Education Act 2005 and Section 86 of the Learning and Skills Act 2000.

Other Estyn inspections that may involve council provision are carried out under the Learning and Skills Act 2000, the Teaching and Higher Education Act 1998, and an agreement between Estyn and Jobcentre Plus. The period of notice for these inspections has been established by agreement between Estyn and the service providers in each sector. As this period is often quite short (normally three months), it is not possible to publish at the beginning of the financial year, details of any inspections for which the provider has not received notification. In these cases, as soon as the provider is notified of the inspection, the details will be made available to the Wales Audit Office to update the WP&T.

## Appendix 2

**Wales Audit Office performance audit team**

Name	Role	Contact number	E-mail
Alan Morris	Engagement Partner	07818 427472	alan.morris@wao.gov.uk
Stephen Martin	Improvement Assessment Lead	01244 525970 07811 180523	stephen.martin@wao.gov.uk
Karen Lees	Improvement Assessment Co-ordinator	01244 525970 07799 343071	karen.lees@wao.gov.uk



## Appendix 3

## Fees

The proposed fee for performance audit work between November 2009 and March 2011 is £237,841 (plus VAT), and will be charged in equal instalments between November 2009 and March 2011.

### The fee

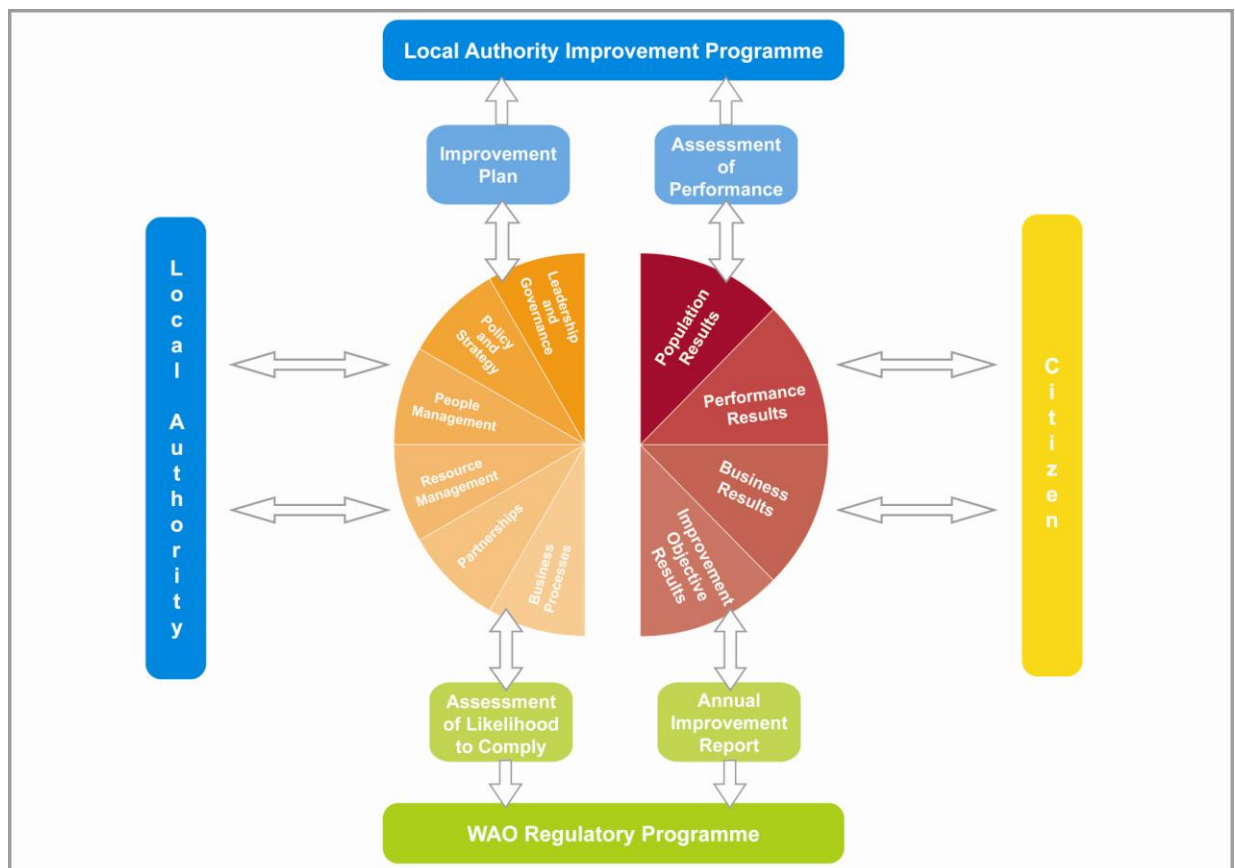
	Fee November 2009 to March 2011 (£)
Improvement Assessment and audits (12-month fee)	167,888
Adjustment to 17 months (+5/12ths)	69,953
<b>Total</b>	<b>237,841</b>

The fee above is equivalent to a reduction of 22.6 per cent on the 2008-09 fee for performance and inspection. During this year when the local government Improvement Assessment is introduced, the extent of the work required for this will be assessed and this may lead to further changes to fee levels in subsequent years.

The financial audit plan and fees are included in a separate document. When the 12-month fees for performance work and for the financial audit work are added together, the overall total 2009-10 fees of £383,866 represent a 6.8 per cent reduction on those for 2008-09.

## Appendix 4

### Local Authority Improvement Programme



## Appendix 5

## The Auditor General's programme of work for presentation to the National Assembly

Public sector buildings management
Transport – major project delivery
The Assembly Government Merlin ICT contract – follow-up
Emergency planning – civil contingencies
Adult mental health services – follow-up
Policing – more for less (an England and Wales study in partnership with the Audit Commission)
Informing healthcare
NHS Consultant contract benefit realisation
2007-2013 European Union convergence funding for West Wales and the Valleys
Education of looked-after children
Public participation in recycling and composting
Hospital catering
National Fraud Initiative
Welsh Housing Quality Standard
Nutrition in schools
NHS waiting list spot checks – follow-up
NHS pay modernisation
NHS reorganisation
Continuing healthcare
Innovation and efficiency



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Audit 2009-10

May 2010

Author: John Herniman

Ref: 300A2010

# Financial Audit Strategy 2009-10

## **Clwyd Pension Fund**

## Contents

<b>Financial Audit Strategy</b>	
Introduction	4
Audit of the accounts of Clwyd Pension Fund administered by Flintshire County Council	4
Approach	5
Audit fee	7
The audit team	7
Delivering the work	8
<b>Appendices</b>	
Roles and responsibilities	9
Key elements of the audit engagement	11

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### Introduction

1. Flintshire County Council (the Council) is the administering authority for the Clwyd Pension Fund (the Pension Fund). This Financial Audit Strategy sets out the audit work to be undertaken by the Appointed Auditor at the Pension Fund under the Public Audit (Wales) Act 2004.
2. The formal roles and responsibilities of the Appointed Auditor are outlined in Appendix 1. The Auditor General has appointed Anthony Barrett, as the Appointed Auditor to the Council and the Pension Fund who will be supported by John Herniman as the Engagement Partner.
3. This Strategy has been prepared on the basis of my assessment of the financial and operational risks the Pension Fund is facing that could impact on the audit.

### Audit of the accounts of Clwyd Pension Fund administered by Flintshire County Council

4. The Council is the administering authority for the Pension Fund. Until 2008-09, the Pension Fund audit was undertaken as part of the audit of the Council's accounts.
5. However, the Auditor General determined that in 2008-09 and future years the audit of pension funds must be treated, as far as possible, as separate audits. This requires Pension Fund related work to be planned, undertaken and reported separately rather than in the context of the Council as a whole. It must also be fully compliant with International Standards on Auditing (ISA) requirements.
6. This change improves the audit's contribution to maintaining high standards of governance and ensures that undivided attention is given to Pension Fund specific accounting and auditing requirements.
7. Separate audit plans, fees, ISA 260 reports and Annual Letters are therefore required. However, there will not be a separate audit report or Use of Resources conclusion for the Pension Fund as these remain within the auditor's report to the Council.
8. This report will be submitted to those charged with governance for the Council as a whole (the Audit Committee).



## Approach

9. The Appointed Auditor is required to issue an audit opinion which states whether the Pension Fund accounts and related notes give a true and fair view of the financial transactions of the Pension Fund during the year and the amount and disposition of the fund's assets and liabilities, other than liabilities to pay pensions and benefits after the end of the scheme year. This will provide assurance that the Pension Fund accounts:
  - are free from material misstatement, whether caused by fraud or other irregularity or error;
  - comply with the statutory and other applicable requirements; and
  - comply with all relevant requirements for accounting presentation and disclosure.
10. The opinion will be included as a separate section in the administering authority's audit report.
11. In carrying out my work and forming an opinion, in accordance with auditing standards, I have regard to the concept of materiality. A matter is material if its omission or misstatement could influence the economic decisions of the users of the accounts. Both quantitative and qualitative factors are considered.
12. I obtain an understanding of the internal controls which are relevant to my audit. This understanding helps me to identify types of potential misstatement, consider factors that affect the risks of material misstatement and to decide the nature, timing and extent of audit procedures. I consider the 'high-level' controls (including controls over the accounting and budgetary systems and the financial statements preparation process) as well as controls which operate over individual financial systems.
13. In planning my work I consider the activities of Internal Audit to determine the potential impact of their work on my planned procedures and to evaluate the extent to which I can rely on that work. Discussions are ongoing with Internal Audit as to the extent their work is relevant to my audit.
14. In order to issue the audit report on the Pension Fund accounts, I must ensure that all significant operational and financial risks that could impact on the audit are identified and addressed. An initial assessment of these risks has been undertaken, and these are set out in Exhibit 1.

**Exhibit 1: Pension Fund audit risk assessment**

<b>Risks</b>	<b>Action proposed</b>
<b>Control environment risks</b>	
In common with other pension funds, the ongoing economic situation may impact adversely on the value and returns of investments.	Review the Pension Fund's arrangements to manage investment and funding risks.
IT systems may not produce materially correct figures to support the financial statements.	Review the IT control environment that supports the preparation of the financial statements.
The effectiveness of Internal Audit.	Consider the effectiveness of Internal Audit by assessing the section against the CIPFA internal audit standards.
The Pension Fund does not have arrangements in place to ensure the financial statements do not contain a material fraud.	Fraud risk assessment to be undertaken along with detailed testing of risk areas as required.
The Pension Fund's governance arrangements are not in accordance with the best practice principles and guidance published by the Department for Communities and Local Government.	Assess the governance arrangements.
<b>Financial systems risks</b>	
The PWC ISA 260 report identified a number of internal control issues, for example within the reconciliation of employee contributions.	Follow up the issues identified in the report to assess management's response.
<b>Preparation of the accounts risks</b>	
Introduction of International Financial Reporting Standards (IFRS) – preparation for full implementation in 2010-11.	Consider the preparatory arrangements for the introduction of IFRS relevant to the Pension Fund accounts.
<b>Financial statements risks</b>	
Risk of material misstatements in the financial statements.	Review and test the draft financial statements to identify any material misstatements.
The fund relies on the valuation of the scheme's assets provided by the global custodian.	Assess the basis of the valuation and obtain, where appropriate, additional independent assurance.

15. Administering bodies are also required to publish a pension fund annual report which must include the Pension Fund accounts.
16. I am required:
  - to read the Pension Fund annual report and consider whether the information it contains is consistent with the Pension Fund accounts; and
  - to issue an audit statement confirming the consistency of the accounts included in the annual report with the audited Pension Fund accounts included in the administering authority's Statement of Accounts.

## Audit fee

17. In line with the Auditor General's fees letter, the Pension Fund audit fee for 2009-10 is £35,612 (plus VAT).
18. The audit fee has been determined on the basis of the work necessary to discharge my duties as external auditor. Planning will be ongoing, and changes to the Strategy may be needed if any significant new risks emerge which may impact on the audit.
19. The fee quoted above is based on the following assumptions:
  - the accounts have been subject to review and validation by management to provide the Responsible Financial Officer with assurance that they 'give a true and fair view';
  - appropriate Clwyd Pension Fund staff will be available during the audit;
  - you have all the necessary controls and checks in place to enable you to provide all the assurances required in your Letter of Representation; and
  - Internal Audit has completed its programme of work as planned and that management has taken all necessary remedial action on issues that could affect the accounts.
20. The quoted fee will be subject to adjustment if exceptional circumstances occur which result in additional audit work. In such cases, any adjustment will be discussed in advance with your staff.

## The audit team

21. The main members of the audit team, together with their contact details, are summarised in Exhibit 2.

### Exhibit 2: The audit team

Main team members and contact details

Name	Role	Contact number	E-mail address
John Herniman	Financial Audit Engagement Partner	02920 320566	john.herniman@wao.gov.uk
Amanda Hughes	Audit Manager	01286 679974	amanda.hughes@wao.gov.uk
Alan Hughes	Financial Audit Team Leader	01286 679158	alan.hughes@wao.gov.uk

## Delivering the work

22. We will provide reports, or other output as agreed, and our key milestones are set out below.

---

### Exhibit 3: Key milestones

Planned outputs and targets

Planned output	Planned start date	Report finalised
Audit Strategy	February 2010	May 2010
Financial Statements Report – to Those Charged with Governance	September 2010	September 2010
Annual Audit Letter	October 2010	November 2010

## Appendix 1

## Roles and responsibilities

The office of the Auditor General was re-established under the Government of Wales Act 2006. From 1 April 2005, the Public Audit (Wales) Act 2004 extended the Auditor General's functions to include the appointment of external auditors for local government bodies.

### Appointed auditors

Appointed auditors must carry out an audit that discharges the statutory duties placed upon them by the Local Government Act 1999 and the Public Audit (Wales) Act 2004. The Auditor General publishes a Code of Audit Practice (the Code) which prescribes the way in which auditors are to carry out their functions. The Auditor General is currently consulting on a revised Code.

Regulation 7 of the Accounts and Audit (Wales) Regulations 2005 (as amended) requires local government bodies in Wales to produce annual statements of accounts<sup>1</sup>, prepared in accordance with the proper practices set out in the relevant *Code of Practice on Local Authority Accounting in the United Kingdom – a Statement of Recommended Practice*.

The Assembly Government's Social Justice and Local Government Department also supplements these regulations with guidance to assist local government bodies in their operation of the accounting regime. That guidance is not intended to be part of the statutory framework but is an informal commentary that includes ideas of good practice and practical advice and provides details of where generally recognised published codes setting out proper practice may be found.

Section 13 of the Public Audit (Wales) Act 2004 requires local government bodies in Wales to ensure that their accounts are audited by one or more auditors appointed by the Auditor General under Section 14 of the Act. Sections 17 and 23 of the Act require appointed auditors to examine and certify the accounts, satisfying themselves that:

- the accounts:
  - give a true and fair view of the Council's financial position and transactions;
  - give a true and fair view of the financial transactions of the Pension Fund and the amount and disposition of the fund's assets and liabilities, other than liabilities to pay pensions and benefits after the end of the scheme year;
  - comply with legislative requirements; and
  - have been prepared in accordance with proper practice.
- the audited body has made proper arrangements for securing economy, efficiency and effectiveness in its use of resources; and
- the audited body has made such arrangements for collecting, recording and publishing information on standards of performance as are required by any direction under Section 47 of the Act.

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<sup>1</sup> These regulations are made by the Assembly under the statutory powers contained in Section 39 of the 2004 Act.

## **Communication of audit matters with those charged with governance – International Standards on Auditing (UK and Ireland) 260**

International Standards on Auditing (UK and Ireland) 260:

- provides guidance on the communication of 'relevant matters relating to the audit' of financial statements between auditors, and those charged with governance of an audited body; and
- requires the auditor to report to those charged with governance (as distinct from management), certain matters before they give an opinion on the financial statements.

The Appointed Auditor will discharge the responsibility to report to those charged with governance by submitting reports to the Audit Committee in a timely manner, prior to the completion of audit.

## Appendix 2

## Key elements of the audit engagement

Key elements	Requirements	Position at Clwyd Pension Fund
<b>Engagement activities</b>		
Terms of the audit engagement	The Public Audit (Wales) Act 2004 sets out responsibility for appointment of local government external auditors in Wales.	Roles and responsibilities of appointed auditors outlined above and in Appendix 1. The full statement of responsibilities can be found at: <a href="http://www.wao.gov.uk/assets/english/documents/statement_of_responsibilities_of_auditors_eng.pdf">http://www.wao.gov.uk/assets/english/documents/statement_of_responsibilities_of_auditors_eng.pdf</a>
Appointment of auditors and engagement partners	It is the Auditor General's responsibility to appoint local government external auditors and to assign responsibility for each engagement to an engagement partner.	The Appointed Auditor is Anthony Barrett, who will be supported by John Herniman as the Engagement Partner.
'Non-statutory' work	The Auditor General has set out clear criteria for approval of any 'non-statutory' work requested by audited and inspected bodies.	No 'non-statutory' work has been requested or is proposed.
<b>Ethical considerations</b>		
Independence	Appointed auditors are required to consider the following: <ul style="list-style-type: none"> <li>• threats to auditor independence (including litigation);</li> <li>• family and other personal relationships;</li> <li>• long association with the audited body, based on the Wales Audit Office rotation of audits policy; and</li> <li>• contentious or difficult issues.</li> </ul>	We can confirm that there are no known threats to the independence of the Appointed Auditor or other audit staff and we have complied with the Wales Audit Office rotation policy.
Engagement performance	Engagement partners need to consider what level of quality assurance and review levels are appropriate.	Wales Audit Office quality control review mechanisms are in place for all audits, and the Engagement Partner has established appropriate review levels based on the experience of the staff undertaking the audit work.



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## **FLINTSHIRE COUNTY COUNCIL**

**AGENDA ITEM NUMBER: 5**

**REPORT TO:**        **EXECUTIVE**  
**DATE :**             **01 JUNE 2010**  
**REPORT BY:**      **CHIEF EXECUTIVE**  
**SUBJECT :**        **VOLUNTARY SECTOR FUNDING - UPDATE REPORT**

### **1.00 PURPOSE OF REPORT**

- 1.01 To note the status of the Core Funding Agreements with voluntary organisations.
- 1.02 To receive an update of the funding position for voluntary organisations receiving relocation costs following the closure of Ty'r Binwydden or the Community Chest grant scheme.

### **2.00 BACKGROUND**

- 2.01 The report to Executive on 8th December 2009 entitled 'Voluntary Sector Funding - Mid Year Review' provided an overview of the financial position as at year end for core funding, Ty'r Binwydden relocation costs and Community Chest.

#### **Core Funding**

- 2.02 In 2008, Flintshire County Council and Flintshire Local Health Board (now the Betsi Cadwaladr University Health Board), with the support of Flintshire Local Voluntary Council (FLVC) completed a review of support provided to the voluntary sector. New arrangements were introduced in April 2009 and were implemented recognising the need to:
- Have a healthy and secure base of voluntary organisations.
  - Increase voluntary sector service delivery within local government.
  - Up-skill the voluntary sector to enable them to bid for contracts for service delivery.
  - Provide an appropriate balance between commissioned services and grant aid.
- 2.03 Executive agreed that 24 voluntary organisations would receive a three year Core Funding Agreement (CFA) and three organisations a one year CFA (to be reviewed by March 2010). The individual CFA's were negotiated with each organisation based on service needs and critical financial pressures, and arrangements were implemented from April 2009. A breakdown of the organisations receiving core funding (including their original core funding allocation) is attached as Appendix A.

- 2.04 Each organisation has been allocated a Sponsoring Officer from within the Council. This Officer has the responsibility to meet with the voluntary organisation on at least a twice a year basis to review the core funding agreement and the outcomes being achieved as a result of the funding. Training and standard template reports have been provided to these Officers to ensure a consistent approach and clarity of role.
- 2.05 As part of the negotiations for these agreements critical budget pressures were identified by Flintshire Citizens Advice Bureau (FCAB) and Flintshire Local Voluntary Council (FLVC). In a report (Part II) to Executive on 17th February 2009, it was agreed that enhancements would be made to their core grants.
- 2.06 FCAB requested an increase to avoid a budget deficit in 2009/10. A primary cause of the short-fall in base funding was a past decision of the County Council to reduce the core grant. The FCAB request was made for an additional core grant of £80,000. The business case for the uplift was supported on the grounds of (1) maintaining current FCAB service provision (2) FCAB has demonstrated high productivity/performance from its current funding with limited scope to achieve further efficiency savings and (3) to ensure the resilience of FCAB to meeting high levels of client demand during the economic downturn.
- 2.07 As a condition of an uplift in grant FCAB were required to demonstrate accessibility to its services for all parts of the County and an evaluation of the extent to which the needs of the community of Flint are being met.
- 2.09 The FLVC request for an additional £36,825 was for a number of posts and service pressures. Following an evaluation this uplift was supported to (1) meet the costs of the continuation of the Local Funding Advice Officer for which Big Lottery Fund Grant has ended (time-expired) and (2) enhanced reception and administrative support at the new Corlan premises which house FLVC and a collective of local voluntary bodies following the closure of Ty'r Binwydden.

#### Support with Relocation Costs following Closure of Ty'r Binwydden

- 2.10 Following a report to Executive on 5th August 2008 it was agreed that the Council would provide a package of support over a 3 year period 2009/10 to 2011/12:
- to Flintshire Local Voluntary Council (FLVC) to develop a voluntary sector centre capable of offering alternative accommodation to those organisations currently occupying Ty'r Binwydden.
  - for those organisations who would be required to leave Ty'r Binwydden following its decommissioning.

#### Community Chest

- 2.11 The Community Chest Grant Scheme was established to support voluntary and community activity in Flintshire. Applications can be made for a maximum award of £1,000.

### **3.00 CONSIDERATIONS**

#### Core Funding Update

- 3.01 A breakdown of the budget and expenditure relating to core funding of voluntary organisations in 2009/10 is summarised below:

#### Budgets

- FCC Allocation: £765,431
- BCUHB Allocation: £47,853

**Total Budget: £813,284**

#### Core Funding Expenditure

- From FCC Allocation: £737,762
- From BCUHB Allocation: £47,853

**Total Expenditure: £785,615**

**Total Underspend: £27,669**

(Note: BCUHB - Betsi Cadwaladr University Health Board)

- 3.02 The core funding budget for 2010/11 remains unchanged to 2009/10 at £813,284. All voluntary organisations were notified that there would not be an inflationary uplift to their core funding.
- Flintshire County Council are contributing £761,660 plus £3,771 from Community Services totalling £765,431 of which £737,413 has been allocated. This has left £28,018 in unallocated funds.
  - In addition BCUHB have also allocated a contribution of £47,853 towards specific organisations' core funding. All these funds have been allocated.
- 3.03 All payments are being processed in line with the Core Funding Agreement requirements. This includes ongoing review of the arrangements.
- 3.04 In Spring 2009, Flintshire Victim Support became a part of the umbrella organisation of North Wales Victim Support. They did not choose to hold discussions on requirements for core funding. As a result, the CFA payment originally budgeted to them of £16,871 is included in the unallocated funds listed in 3.02.

- 3.05 Clarity is being sought on funding for the interpretation service currently being provided by North Wales Deaf Association and how this service best fits within the current core funding arrangements.
- 3.06 As detailed in Section 2.07, a condition of an uplift in grant to FCAB was to demonstrate accessibility to its services for all parts of the County and an evaluation of the extent to which the needs of the community of Flint are being met. To achieve this, Flintshire CAB has attracted funding of £8k (£4k from National Citizens Advice and £4k from Bank of America) to enhance the research agreed as part of their Core Funding Arrangement requirement. Consultants have been commissioned to carry out research with two key aims:
- To evaluate access to FCAB services for all parts of the County (including a specific evaluation of accessibility for the community of Flint).
  - To examine ways in which the advice and information needs of the rural and urban populations can be met by the FCAB.

A questionnaire will be sent to 6,000 residents in the following areas:

- Week beginning 14 June: CH6 5
- Week beginning 28 June: CH5 1
- Week beginning 5 July: CH7 5 (this specifically covers Flint wards)
- The WI and Town and Community Councils in Flintshire have agreed to participate.

Progress on this work will be reported to Executive as part of the next Update Report.

- 3.07 In addition, as part of the regular review of the Core Funding Agreement that the FCC Sponsoring Officer undertakes, a number of organisations are in discussion with us regarding the potential to take a more regional approach to the management and structure of their organisations. An approach is being developed to review the organisations core funding allocation should this approach be implemented to ensure that the funding remains appropriate to the level of overall core costs in relation to services received by people in Flintshire.

#### Review of One Year Core Funding Agreements

- 3.08 In 2009/10, three organisations were given one year Core Funding Agreements. These organisations were Flintshire Forum for Learning Disabilities, Delyn Women's Aid and Domestic Abuse Safety Unit.
- 3.09 As agreed in the report to Executive on 29th October 2008, the one year agreements have been reviewed and monitored to ascertain whether they

should be converted into 3 year agreements. In each case the FCC Sponsoring Officer has, through their Service Manager, recommended that all organisations should receive a further year of funding in 2010/11.

Support with Relocation Costs following Closure of Ty'r Binwydden -Transfer of Voluntary Bodies from Ty'r Binwydden to Corlan

- 3.10 In 2008, Executive agreed to provide a package of support over a 3 year period of 2008/09 to 2010/11 to a range of voluntary organisations then housed in Ty'r Binwydden to enable them to transfer to new purpose built premises at Corlan on the Mold Business Park. This decision recognised the important role which voluntary organisations play in providing services to people in our communities and helped to ensure that there was little or no business disruption over the period of the move. It also ensured that the voluntary groups were able to make the adjustment from heavily subsidised rentals to more realistic and sustainable market rates without damaging vital services.
- 3.11 FLVC were awarded a revenue grant of £51,000 over 3 years (£9,000 in 2010/11) funded from the contingency reserve to develop a voluntary sector centre to offer alternative accommodation to those organisations currently occupying Ty'r Binwydden. The tapering package of support is now in its final year. Following consultation with FLVC, who administer and manage the Corlan Centre and act as landlord to the 12 other Voluntary Tenants, it is evident that the transfer has worked well. Only one organisation has moved out of the centre and this was due to a restructure of that body and a shift towards homeworking. As anticipated, the Centre provides a high profile hub for the voluntary sector offering a range of facilities, meeting rooms and support services to voluntary groups and their partners. The Centre is managed as a social enterprise generating sufficient income to meet the majority of its costs.
- 3.12 A Tenants Forum meets regularly which, not only assists in the smooth running of the centre but has also been seen to foster cooperation and joint working between different Voluntary Groups. Other positive benefits in terms of business premises provision, arising from shared premises, meeting rooms, phone and IT back office systems are projected reductions in carbon level emissions over the medium term and a better mutual understanding of the environment in which the Voluntary Sector is operating as a whole.

Support with Relocation Costs following Closure of Ty'r Binwydden -Transfer of Voluntary Bodies from Ty'r Binwydden to Other Premises

- 3.13 The Council also made a contribution to relocation costs to two of the former resident organisations of Ty'r Binwydden. This was also to be met from the contingency reserve but has been funded using unallocated funds from the Core Funding Budget.

3.14 The support offered was as follows:

- Flintshire Access - £4,803 over 3 years commencing 10th October 2008.
- Flintshire Disability Forum - £4,884 over 3 years commencing 1st April 2009.

3.15 In 2010/11, Flintshire Disability Forum were allocated £1,628 of financial support. A further £814 will be allocated in 2011/12. No further financial assistance with rental costs will be provided thereafter.

3.16 As of 30th October 2009, Flintshire Access formally dissolved as a charity and organisation and are now working together with the Wrexham Branch to provide support in Flintshire. As a result, funding is no longer provided and a "clawback" of grant of £1,236 was received.

3.17 The current position on the funding taking into account the issues described above is:

Budgets

- |   |          |
|---|----------|
| • FCC:                                  | £761,660 |
| • BCUHB:                                | £ 47,853 |
| • Contribution from Community Services: | £ 3,771  |

<b>Total</b>	<b>£813,284</b>
--------------	-----------------

Committed Core Funding Expenditure

- |  |          |
|--|----------|
| • FCC  | £737,413 |
| • BCUHB  | £ 47,853 |
| • FCC accommodation support to<br>Flintshire Disability Forum (see Section 3.15) | £ 1,628  |

<b>Total:</b>	<b>£786,894</b>
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<b>Total Unallocated Funds:</b>	<b>£ 26,390</b>
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Community Chest Update

3.18 In 2009/10, the budget for this grant was £21,138. Of this, £19,859 was allocated leaving an underspend of £1,279.

3.19 In 2010/11, the budget for this grant is £22,217. This includes a carry forward for 2009/10 of £1,079.

3.20 Applications are currently being considered for this grant.

Voluntary Sector Funding Database

- 3.21 A Voluntary Sector Funding database has been developed that will enable more effective consistency checking of payments and corporate monitoring and evaluation of grant payments to voluntary organisations. The database is currently being tested for financial security and it is planned that it will 'go live' shortly.

#### **4.00 RECOMMENDATIONS**

- 4.01 Members endorse the current status of the Core Funding Agreements with voluntary organisations.
- 4.02 Members note the update of the funding position for voluntary organisations receiving either relocation costs following the closure of Ty'r Binwydden or Community Chest grant.

#### **5.00 FINANCIAL IMPLICATIONS**

- 5.01 As highlighted in section 3.01, the total budget allocation for 2009/10 for core funding was £813,284. Of this £785,615 was allocated for core funding and £5,207 for support with relocation costs for Flintshire Disability Forum and Flintshire Access (see section 3.15). Unallocated funds were £22,462.
- 5.02 As highlighted in section 3.03, the total budget allocation for 2010/11 for core funding was £813,284. Of this, £785,266 is allocated for core funding and £1,628 for support with relocation costs for Flintshire Disability Forum (see section 3.16). Unallocated funds are £26,390.
- 5.03 The unallocated funds of £26,390 will be declared as savings subject to any future voluntary sector approved requests or results of ongoing reviews during 2010/11.
- 5.04 As highlighted in 3.12, FLVC have been allocated £9,000 for support with the relocation costs for the transfer of Voluntary Bodies from Ty'r Binwydden to Corlan following the closure of Ty'r Binwydden. This is the final year of this arrangement and has been funded from the contingency reserve.
- 5.05 The Community Chest budget for 2009/10 was £21,138 of which £19,859 was allocated leaving an underspend of £1,279. In 2010/11, the budget for this grant is £22,217. This includes a carry forward for 2009/10 of £1,079 as previously reported.

#### **6.00 ANTI POVERTY IMPACT**

- 6.01 There are no anti-poverty impacts resulting directly from this report.

#### **7.00 ENVIRONMENTAL IMPACT**

- 7.01 There are no environmental impacts resulting directly from this report.

## **8.00 EQUALITIES IMPACT**

8.01 There are no equalities impacts resulting directly from this report.

## **9.00 PERSONNEL IMPLICATIONS**

9.01 There are no personnel implications resulting directly from this report.

## **10.00 CONSULTATION REQUIRED**

10.01 Feedback and support is provided to each organisation receiving core funding on an on-going basis through a nominated Sponsoring Officer from Flintshire County Council.

## **11.00 CONSULTATION UNDERTAKEN**

11.01 See Section 10.01.

## **12.00 APPENDICES**

12.01 Appendix A - Core Funding Commitments 2010/11

## **LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985** **BACKGROUND DOCUMENTS**

Report to Executive: 'Voluntary Sector Funding - Mid Year Review', 8th December 2009

Contact Officer: Yvonne Tonks  
Telephone: 01352 702128  
E-Mail: yvonne\_tonks@flintshire.gov.uk



## APPENDIX A

### Core Funding Commitments 10/11

<b><u>Community Services</u></b>	<b>£</b>
Age Concern North East Wales	28,627
Alzheimer's Society-Flintshire Branch	16,262
British Red Cross	15,811
Cruse Bereavement Care	6,126
Flintshire Community Parents	22,694
Flintshire Crossroads	57,900
Flintshire Disability Forum	28,593
Flintshire Forum for Learning Disabilities (1 year)	6,190
Flintshire Neighbourhood Watch Association	29,943
Homestart Flintshire	18,801
NEWCIS	20,961
North Wales Deaf Association	8,449
Shelter Cymru	37,470
Stepping Stones	5,604
Vision Support	7,100
Wales Council for Blind	1,886
 <b><u>Corporate Services</u></b>	
Citizens Advice Bureau	230,812
Delyn Womens Aid (1 Year)	35,545
Domestic Abuse Safety Unit (1 Year)	54,817
Flintshire Local Voluntary Council	73,140
Menter Iaith Sir Y Fflint	13,223
Relate North Wales	7,501
 <b><u>Environment</u></b>	
Estuary Voluntary Car Scheme	1,619
Refurbs Flintshire	20,249
 <b><u>Lifelong Learning</u></b>	
Mudiad Ysgolion Meithrin,	12,692
Wales PPA Flintshire	23,254
 <b>Total CFAs</b>	<b>785,266</b>

## **FLINTSHIRE COUNTY COUNCIL**

**AGENDA ITEM NUMBER: 6**

**REPORT TO:**        **EXECUTIVE**  
**DATE :**             **01 JUNE 2010**  
**REPORT BY:**      **HEAD OF HOUSING**  
**SUBJECT :**        **HOUSING ALLOCATIONS POLICY**

### **1.00 PURPOSE OF REPORT**

- 1.01 This report seeks approval to amendments to the policy to allocate council housing.
- 1.02 The report aims to address specific questions raised by individual members regarding the effectiveness of certain aspects of the current policy, and to inform members about proposed changes in working practice leading to service enhancements for customers.
- 1.04 Finally, the report seeks in principle approval to develop proposals to redesignate some unsuitable sheltered accommodation and to deal with some empty properties which are very expensive to repair.

### **2.00 BACKGROUND**

- 2.01 Members will be aware that several reports have previously been considered by the Executive regarding the Council's Housing Allocations Policy. It was adopted on 01/05/08 and refreshed in 02/06/09. The Housing Overview and Scrutiny Committee considered the proposed changes on the 19/05/10, and their views will be reported to this meeting.
- 2.02 In addition the Council is required to consult stakeholders and customers on proposed changes to its Allocations policy, therefore member approval of the changes is subject to the outcomes of consultation. Should significant issues arise during the consultation which requires amendment to the proposals in this paper a further report will be brought back to Executive.
- 2.03 It is important that the Council's Housing Allocations Policy is monitored on a regular basis in order to assess how the policy is operating in practice and in order to pro-actively respond to potential changing supply and demand issues. A number of amendments to the existing policy are suggested. These are listed with corresponding rationale for the proposed change in section 3. In addition to the suggested policy changes there are a number of proposed amendments to the wording and layout of the policy document. It is felt that certain parts of the three existing documents (Points Summary, Exclusion Policy and General Allocations Policy) are not explicitly clear in meaning and warrant revision. It should be noted that one comprehensive policy document

is suggested, instead of the current separate documents referenced above. This new document is attached as Appendix A.

### Contextual Information

2.03 Ahead of considering the proposed policy amendments and specific questions raised by members, it is useful to consider some statistical information which helps to inform analysis and evaluation of the existing policy outcomes. Appendix B highlights the composition of the Council's Housing Register as of the 29/1/10.

2.04 The table below details the 534 lettings made between 1/1/09 and 1/1/10 to the different types of household on the Housing Register.

Lettings made 1/1/09 to 1/1/10	Profile totals (%)
Couple	18 (4%)
Couple & 1	38 (7%)
Couple & 2	22 (4%)
Couple & 3	12 (2%)
Couple & 4	7 (1%)
Couple pregnant	1 (0%)
Older couple	61 (11%)
Older single	174 (33%)
Single & 1	77 (14%)
Single & 2	18 (4%)
Single & 3	16 (3%)
Single & 4	10 (2%)
Single	80 (15%)
<b>TOTAL Lets</b>	<b>534 (100%)</b>

2.05 The table below details the lettings via property type.

Property Type	Number of lets
Bungalow	1
Flat	71
House	178

Maisonette	20
Mini Bungalow	44
Mini Flat	20
Sheltered Bungalow	116
Sheltered Flat	83
Sheltered House	1
<b>Total lets</b>	<b>534</b>

- 2.06 Appendix C provides a summary of these lettings broken down into points bandings for ease of analysis. Flintshire County Council allocates accommodation on the basis of a housing need points system. Therefore there is a correlation between points and level of housing need.
- 2.07 From the lettings described in Appendix C it is possible to conclude that a significant proportion of older single people (29%) had little or no housing need at the time of allocation i.e. 10 points or less. (Customers receive 10 points purely on the basis of local connection). However in terms of high housing need i.e. 111 points or above it can be seen that single older people also had the highest number of cases in this range.
- 2.08 By way of comparison few lets were made to other household types with points in the range 0-10.
- 2.09 Appendix D provides a breakdown of the points categories and the number of applicants awarded these points. It is important to note that the total number of cases will not add up to 534 as applicants can have numerous points categories awarded depending on their circumstances.
- 2.10 The table below provides a summary of the lettings made between 1/1/09 and 1/1/10 detailing the points 'make up' of successful applications. It can be seen that 99% of cases had a local or previous connection to Flintshire. Few cases had management or welfare points. Few cases had penalty points which would suggest that this aspect of the current policy is operating as intended. The level of cases with additional points due to spending 12 or more months in temporary accommodation is an indication that the weighting of points (40) for statutory homeless households is too low, or that the level of choice given to statutory homeless households is too great allowing significant periods to be spent in temporary accommodation whilst waiting for an offer of accommodation in a particular location.
- 2.11 Given the number of cases the Housing Options Team deal with (817 households in 2009/10), it is perhaps surprising that only 5% of successful lets during 1/1/09 to 1/1/10 were to households with 'Homeless prevention' points. Many councils utilise their Housing Allocations Policy as a successful

tool to prevent homelessness and to avoid having to deal with homelessness at the point of crisis i.e. when temporary accommodation is necessary.

- 2.12 A surprisingly high percentage of people had some points in relation to waiting time on the list. This could be as a result of the number of lets to older people many of whom often apply to go on the Council's Housing Register as a precaution against failing health, long before they actually wish to be actively considered for accommodation.

<b>Points categories</b>	<b>% of successful applicants awarded these points.</b>
Additional Points (sliding scale awarded after 12 and 24 months in temporary accommodation).	7%
Bath/Shower sharing	25%
Bath/shower lacking	2%
Condition of property	2%
Deduction points	9%
Hardship	1%
Toilet sharing	25%
Toilet lacking	0.3%
Cooking facilities sharing	25%
Cooking facilities lacking	1%
Local connection	94%
Management points	5%
Medical points	28%
No electricity	0.2%
Overcrowding	22%
Penalty points	1%
Previous connection	5%
Tenure (prevention)	5%
Tenure (Homelessness)	14%
Time on list	54%
Under-occupation	7%
Welfare	7%

### **3.00 CONSIDERATIONS**

#### **3.1 Proposed policy amendments and rationale**

The suggested policy amendments and rationale for proposing the change are summarised below.

- It is proposed that statutory Homeless Households are offered one offer of suitable accommodation in the area of their choice which will be defined as North, East or South Flintshire (3 areas). This will constitute a 'Final Offer', for the purposes of the Housing Act 1996 Part VII (as amended by the Homelessness Act 2002). At the moment homeless households tend to only be considered for accommodation in their chosen areas (which could be one of 71 areas and specific to an individual village). This may increase their length of stay in temporary accommodation and reduce the number of units of accommodation available to the Council as 'emergency accommodation' for households in crisis. This is consistent with the report considered by Community and Housing Overview and Scrutiny Committee on the 11/11/09 regarding Voids and 'Hard to Let' properties and the agreed recommendations regarding 'discharge of duty' to homeless households in relation to the Holway estate. However, the Council's current Allocations Policy is not explicit regarding choice and number of offers to statutory homeless households to expedite that recommendation and therefore it is included as one of the revisions suggested to the current policy. This change, if approved, will be implemented sensitively, having regard to where children may have settled in school; the location of and ease of access to family support, doctors and/or any other services required.
- It is not the intention to only offer harder to let or low demand accommodation to homeless households. It is proposed therefore that the current points weighting of 40 points is increased to 50 for applicants that are unintentionally homeless and in priority need. This should improve their prospects of being offered a wide range of accommodation and locations.
- The current policy is not compliant with legislation under the provisions of the s167(2) of the Housing Act 1996 and the Homelessness Act 2002. This is because reasonable preference is not given to all categories of households who are homeless which includes households that are homeless but not in priority need and those who are homeless but intentionally so. It is proposed therefore that additional points categories are added as follows: Unintentionally homeless but not in priority need 20 points, intentionally homeless and in priority need 10 points, intentionally homeless and no priority 5 points. Appendix DD provides the statutory definitions of the categories referred to and some case scenarios to illustrate the suggested points differential between these categories.

- Homeless Prevention points will be increased from the current 20 points to 30 points. These points will be applicable for a period of up to two months to provide the Housing Options Team time to prevent statutory homelessness.
- A new category of points to facilitate 'Move On' from supported accommodation is proposed. Currently people in supported housing do not get any priority, which has resulted in bed blocking and a lack of throughput through the supported accommodation projects in the County. This proposal will also include Care Leavers requiring independent accommodation, which will ensure that the Council's Corporate Parental Duty is embedded in the Council's Housing Allocations Policy. The suggested points weighting is 30 points.
- It is suggested that the current 'all or nothing' approach to the award of management points is inflexible and does not provide for the range and scale of potential cases. It is proposed that a two tier scale for management points is introduced i.e. 50 and 100, instead of the current 100 points only. The criteria relating to the application of management points are to include reference to clearance and regeneration schemes. Regeneration will include residents being displaced as a result of their home being included in a Regeneration Area for clearance or development, (only Council approved schemes will apply).
- Overcrowding points - it is proposed that the applicable age parameters change from 20 to 16. It is felt that the current age parameter of 20 is out of kilter with modern expectations. The section on the points scheme in Appendix A details how overcrowding is to be assessed.
- Penalty points - households that owe a debt will not be given any preferential priority for accommodation. It is felt that the current weighting of 10 points per £100 of debt is effective. This includes debt to private landlords, Housing Associations and Local Authorities.
- Penalty points will also continue to be awarded where there are concerns about an applicant's behaviour (but it is not serious enough to warrant exclusion from the Housing Register). Currently there are three points categories for anti-social behaviour 10, 20 and 30. It is proposed to establish one level of penalty points for anti-social behaviour and that it should be 80 points. These will be awarded where there have been sanctions taken to deal with on-going anti-social behaviour. However, each case will be looked at on a case by case basis and in the event of serious housing need i.e. homelessness, or urgent medical needs, penalty points may be removed.
- Under s.167 of the Housing Act 1996 applicants have the right to request a review under the allocations scheme of any decision as to eligibility or

loss of preference and a right to be informed of the decision on review and the grounds for the decision. Review requests will be dealt with by the Head of Housing in conjunction with the Executive member, rather than a panel as envisaged in the current policy. If a customer is still dissatisfied, they can access external channels such as the Local Government Ombudsman.

- Under-occupation currently 100 points are awarded where a person's accommodation is too large for their needs. It is proposed to make changes as follows: If a customer is releasing 2 or more bedrooms in family accommodation 50 points will be awarded. If a single customer (or couple) is releasing 1 bedroom in family accommodation 30 points will be awarded. It is felt that this is a more balanced approach in terms of points weighting which will still give enough priority to facilitate a move. The current policy awards points on the basis of any customer in accommodation that is too large for their needs. The proposed change will only award points if family accommodation is released. This is to discourage older persons in suitable 2 bed sheltered accommodation moving to 1 bed accommodation. Likewise there is little benefit awarding priority to customers with children moving from a 3 bed house to a 2 bed house.
- The Tenants Incentive Scheme (TIS) for Flintshire County Council Tenants - currently this is rarely utilised, possibly due to a lack of publicity. In future it is proposed that customers who under-occupy family accommodation by 2 or more bedrooms and wish to move to smaller accommodation more appropriate for their family size will be eligible. Customers who are in properties adapted for people with disabilities (and they no longer need the adaptations) will be eligible. The available budget will be utilised on a 'first come, first served' basis. This scheme will only apply where there is a demonstrable demand for this property type and location and the move contributes to making best use of available resources (The TIS budget for 09/10 was just over £26k).
- Armed Forces Personnel - in line with Section 315 of the Housing & Regeneration Act 2008 and the Communities and Local Government Circular 04/2009 Housing Allocations, members of the Armed Forces will be able to establish local connection due to residency or employment i.e. being based in an area. Members of Community & Housing Overview & Scrutiny Committee were supportive of Armed Forces Personnel being given some additional priority within the Allocations Policy. It is felt however that the proposed policy changes will be flexible and offer discretion to give priority to applications that warrant additional priority. For example management points, hardship points and Homelessness Prevention points could be utilised in appropriate circumstances, without adding a further points category.



- It is proposed that changes are made to the matching criteria which reflect the composition of the Housing Register and Flintshire County Council's stock profile i.e. families with one child will compete on an equal basis for three bedroom houses with families with two or three children. (where there are no or insufficient 2 bed properties in the areas requested). The rationale is as follows; Flintshire County Council has approximately 4.5 times the number of 3 bed houses as it does 2 bed houses. Families with one child are one of the biggest groups seeking accommodation on the Council's Housing Register. There are more customers on the Housing Register with one child than those with two and three combined. This will prevent offers of accommodation being made to families with two children and low points ahead of families with one child and very high points. This is felt to be a balanced approach to managing housing need given Flintshire County Council's stock profile. The section on Matching customers to stock in Appendix A applies.

### **3.2 Specific issues raised by Members**

#### *Deduction points*

- 3.2.1 Changes in the way this aspect of the Policy operates were implemented following a report to Executive on 2/6/09. Currently the policy states that 10 points per £50,000 of property equity be deducted. Appendix F shows the number of owner occupiers on the Housing Register with deduction points. The vast majority relate to older persons and the majority of cases have 10 deduction points.
- 3.2.2 When compared to the lettings data provided in section 3 above it can be seen that in 9% of lettings made between 1/1/09 and 1/1/10 the applicants had deduction points. Appendix C also highlights that a significant number of older persons were successful in gaining accommodation with relatively little or no housing need. It would appear therefore that the policy relating to deduction points does not severely impact on the ability of older owner occupiers to be considered for sheltered accommodation, particularly if they have any demonstrable housing need. However it is felt that a small change would improve access to sheltered housing (which makes up one third of Flintshire's housing stock), for many home owners who have property equity but at an insufficient level to be able to resolve their own housing situation. The proposed change is to introduce a threshold of £100,000. Any home owner with a property with less than £100,000 equity will receive no deduction points, but for anything above this amount the current deduction levels will apply of 10 for each £50,000.

#### *Medical Assessment Panel*

- 3.2.3 This Panel meets on a monthly basis and is made up of representatives from Housing Services, Occupational Therapy, Social Services and mental health professionals. A couple of Members have previously attended the Medical

Assessment Panel in order to see how decisions are made. The feedback received was that this panel worked effectively. It should also be noted that the only cost implication is staffing costs. Some councils pay for Health Care professionals to assess medical priority. So the current way of working is felt to offer value for money.

- 3.2.4 The number of lettings to applicants with medical points during 1/1/09 to 1/1/10 was 147 (28% of total lets). The majority of cases had the lowest level of medical points, but the spread of cases across the medical range of points available is felt to be balanced and an indication that the current system of assessment is effective.

*Sheltered Accommodation Lettings*

- 3.2.5 The table below gives details of the number of 'sheltered lettings' for the period 5th April 2009 to 3rd April 2010 and drills down to medical points awarded. Approximately two thirds of older persons in sheltered accommodation did not have a high level of vulnerability on medical grounds at the point of becoming a tenant.

<b>Sheltered lettings 09/10</b>	<b>Owner Occupiers</b>	<b>Other cases</b>	<b>Totals</b>
Totals	44	162	<b>206</b>
with medical points	23	44	<b>67</b>
of which- serious - 20 points	12	15	27
urgent- 40 points	5	10	15
critical - 60 points	4	16	20
life threatening- 100 points	2	3	5

### **3.3 Service Enhancements**

- 3.3.1 Currently there is very little information available for customers and stakeholders relating to the Council's Housing Allocations Policy. It is considered good practice for councils to have clear transparent information about the allocations process. Many councils also provide information on stock profile, turnover of stock and lettings made so that customers can make informed decisions when applying for Council accommodation. This

information should be available in leaflets, on the web and reported to customers via newsletters, etc.

- 3.3.2 It is proposed therefore that a suite of information leaflets for customers are prepared which provide information about the allocations process and give details of performance. One issue which has become apparent is that the lettings areas currently total 71 on the application form. It is felt that this is too many for a council of this size and requires some areas to be defined more broadly which will help reporting and analysis. It would also help to rationalise the number of lettings areas listed on the Housing Register application form. The Voids Working Group will consider this further at the next meeting in June.
- 3.3.3 This information should also assist officers in providing advice to customers about the potential prospects of securing council accommodation, so that they can make informed decisions about their available housing options. It is also proposed to develop service specific standards in consultation with customers and members, for example regarding time scales to contact customers so that customers are aware of the standard of service they should receive. Consideration is also being given to subscribing to a national mutual exchange network. This will benefit Flintshire's tenants who are keen to source a mutual exchange.
- 3.3.4 Flintshire will receive a share of the £1 million WAG funding to tackle homelessness in Wales in 2010/11. This has been made available to Councils to provide an Enhanced Housing Options Service. The enhanced housing options ethos is seen as a natural evolution of the current preventative approach to housing need and homelessness. The emphasis is on early intervention rather than dealing with households at the point of crisis. A more holistic approach working with partners to set up innovative service enhancements to link housing with employment and training provision is advocated. Examples of the type of initiative that Flintshire is likely to receive funding for includes the following: linking housing advice and/or support to tackle worklessness with ex-offenders so that there is a clear pathway for people leaving prison to find appropriate accommodation and employment, thus reducing the need for emergency temporary accommodation and reducing re-offending rates. Funding will also be available for all councils in Wales to offer training opportunities for officers delivering Housing Options services, and to develop a housing options web based service that provides information about all types of housing options in Flintshire, both social rented/private rented/and "affordable" housing for sale. The Website would contain data about the stock available in various locations, with the level of turnover, criteria etc. This would allow customers to make informed choices about the best way to meet their own housing needs.

### **3.4 Mismatch of demand and supply for older persons accommodation**

- 3.4.1 A significant proportion of difficult to let properties are sheltered housing. It is proposed to move forward with an analysis of the sheltered schemes that are difficult to let and to develop a programme of redesignation of such schemes to either general needs housing, supported housing or for refurbishment and/or re-design. (subject to stakeholder consultation and member approval). It is felt that this will improve relet times long term. It is interesting to note that sometimes properties that are difficult to let are also expensive to repair to the agreed lettable standard.

Appendix F provides details of Flintshire County Council's stock profile and its Housing Register. This gives an insight into areas where there is potentially a mismatch between supply and demand. This does not provide a complete picture as other factors affect demand such as the floor level i.e. ground floor flats may be popular but upper floor flats may not be. Often small pockets of low demand areas or schemes may lie within broad areas of high or medium demand.

#### **"Holding" Void Properties**

- 3.4.2 There is an argument to be made for 'holding' a small number of void properties that are very expensive to repair. There are currently 4 that are estimated at between £17k and £22k each to bring back into letting (the average void cost is £4k). Proposals to deal with these voids will be developed in the Asset Management Strategy, which will be considered by the Council later this year. Unfortunately some are in popular areas but while we have a backlog of empty properties requiring repair it is not considered the best use of resources to focus significant expenditure on a small number of properties. The figure of £17k has been selected as this figure is approximately 4x greater than the average void cost and this level of expenditure would take more than 4 years to recoup in rental income from a new tenant. Members are asked to support this approach.

## **4.00 RECOMMENDATIONS**

- 4.01 That Executive approve the proposed changes to the Allocations Policy, subject to a broader consultation exercise to be undertaken with stakeholders and customers.
- 4.02 Members agree that proposals are developed to redesignate and or redesign some unpopular and difficult to let sheltered accommodation. Any such proposals will be brought forward for formal approval
- 4.04 That members agree that voids deemed too expensive to repair as a 'day to day' void (in excess of £17k) will be 'held', classified as a "long term" void and removed from the rent debit until a programme of capital works can be undertaken, or alternative action can be considered as part of an Asset Management Strategy.

## **5.00 FINANCIAL IMPLICATIONS**

- 5.01 The consultation exercise to inform customers, RSLs and stakeholders can be met from within existing budgets. Changes to the ICT system that 'mirror' policy changes will be required. Whilst it is not possible to determine these costs at this stage in the process, it is felt that the costs can be met within existing resources.

## **6.00 ANTI POVERTY IMPACT**

- 6.01 None arising directly from this report.

## **7.00 ENVIRONMENTAL IMPACT**

- 7.01 None.

## **8.00 EQUALITIES IMPACT**

- 8.01 An initial Equality Impact Assessment has been undertaken and the proposed amendments to the policy are not felt to adversely impact on anyone due to age, sexuality, belief, ethnicity, gender, disability or socio-economic status. Although homeless households will only receive one offer of accommodation and less choice, this is mitigated by the fact that significantly less time is likely to be spent in temporary accommodation. It is also proposed to increase the priority awarded to ensure the potential to be offered accommodation in higher demand areas.

## **9.00 PERSONNEL IMPLICATIONS**

- 9.01 None.

## **10.00 CONSULTATION REQUIRED**

- 10.01 It is a statutory requirement that Registered Social Landlords operating in the Borough are consulted on any proposed changes to the Council's Housing Register. Broader consultation with customers and other stakeholders is only required if changes are significant i.e. are likely to impact on a significant number of people, or could be said to constitute a major policy change.
- 10.02 It is felt that a full consultation exercise should be undertaken and the results of the consultation fed back to Elected Members ahead of any final policy changes. This consultation process can also feed into a final Equality Impact Assessment.

## **11.00 CONSULTATION UNDERTAKEN**

- 11.01 It was felt appropriate to seek Elected Members' views ahead of consulting with stakeholders and customers.

## **12.00 APPENDICES**

- 12.01 Appendix A - Housing Allocation Policy  
Appendix B - Composition of Housing Register  
Appendix C - Lettings 01/01/09-01/01/10  
Appendix D - Breakdown of points  
Appendix DD - Scenarios  
Appendix DDD - Homelessness Overview of Definition  
Appendix E - Owner Occupiers with Deducted Points  
Appendix F - Owner Occupiers

## **LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985** **BACKGROUND DOCUMENTS**

None

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Appendix B Housing Register Composition @ 29/1/10.

<u>Cat Code</u>	<u>App Type Code</u>	<u>App Type Desc</u>	<u>COUNT Refno</u>
GEN			2
GEN	C1	Couple + 1 child	160
GEN	C2	Couple + 2 children	80
GEN	C3	Couple + 3 children	27
GEN	C4+	Couple + 4 or more children	29
GEN	CC	Childless Couple	99
GEN	CND1		2
GEN	CP	Couple-pregnant	48
GEN	ELDC	Elderly couple	309
GEN	ELDS	Elderly single	447
GEN	RSLE	Rough Sleeper	17
GEN	S1	Single + 1 child	255
GEN	S2	Single + 2 Children	138
GEN	S3	Single + 3 children	42
GEN	S4+	Single + 4 or more children	16
GEN	SA1	Single with access to 1 child	30
GEN	SA2	Single with access to 2 children	10
GEN	SA3	Single with access to 3 children	4
GEN	SA4	Single with access to 4 children	1
GEN	SA5	Single with access to 5 children	1
GEN	SING	Single applicant	473
GEN	SND1		1
GEN	SND2		1
GEN	SP	Single-Pregnant	27
GEN	U18	Under 18	6
<b>Total applications</b>			<b>2225</b>

TFR	C1	Couple + 1 child	20
TFR	C2	Couple + 2 children	20
TFR	C3	Couple + 3 children	16
TFR	C4+	Couple + 4 or more children	18
TFR	CC	Childless Couple	11
TFR	CND1		1
TFR	CND4		1
TFR	CP	Couple-pregnant	4
TFR	ELDC	Elderly couple	42
TFR	ELDS	Elderly single	108
TFR	S1	Single + 1 child	30
TFR	S2	Single + 2 Children	39
TFR	S3	Single + 3 children	11
TFR	S4+	Single + 4 or more children	6
TFR	SA1	Single with access to 1 child	1
TFR	SING	Single applicant	51
<b>Total applications</b>			<b>379</b>

A small number of records did not have Application Type Codes at the time of the report being run.

**Appendix C Lettings made during the period 1/1/09 to 1/1/10- summary of points totals broken down in bandings of points**

Household Type	0-10 points	11-20 points	21-30 points	31-40 points	41-50 points	51-60 points	61-70 points	71-80 points	81-90 points	91-110 points	111-120& points	Total cases
Couple	2	1	4	1	3	3	1	1	0	1	1	18
Couple & 1 child	1	0	7	1	9	3	6	8	1	2	0	38
Couple & 2	0	0	1	3	6	1	4	3	1	1	2	22
Couple & 3	1	1	1	4	1	1	1	1	0	0	1	12
Couple & 4 or more	0	0	0	1	5	0	0	0	0	0	1	7
Couple Pregnant	0	0	1	0	0	0	0	0	0	0	0	1
Older Couple	7	6	11	10	7	3	5	4	1	6	1	61
Older Single	27	23	45	13	17	5	10	5	3	8	18	174
Single & 1	2	3	4	6	15	14	11	11	4	4	3	77
Single & 2	1	1	1	2	2	4	3	2	0	2	0	18
Single & 3	0	0	3	2	1	3	2	1	3	0	1	16
Single & 4	1	0	1	2	2	2	0	1	0	1	0	10
Single	3	4	11	10	17	5	6	4	4	3	6	73
Single with access	0	1	2	2	2	0	0	0	0	0	0	7
												<b>534 lets</b>



**Appendix D Lettings 1/1/09 and 1/1/10- analysis of points categories v  
no. of cases**

<b>No of cases</b>	<b>Description of points category</b>	<b>Points awarded for this category</b>
4	Additional points	5
31	Additional points	20
5	Additional points	40
1	Additional points	50
133	Bath/Shower (sharing)	5
10	Bath/Shower (lacking)	10
2	Condition of property	20
10	Condition of property	40
134	Cooking facilities (sharing)	5
3	Cooking facilities (lacking)	10
50	Deduction points	-10
7	Hardship	10
131	Inside toilet (sharing)	5
2	Inside toilet (lacking)	10
9	Local connection	1
3	Local connection	2
7	Local connection	3
6	Local connection	4
5	Local connection	5
9	Local connection	6
7	Local connection	7
3	Local connection	8
10	Local connection	9
417	Local connection	10
25	Management points	100
64	Medical points	20
22	Medical points	40
48	Medical points	60
13	Medical points	100
1	No electricity supply	10
7	No hot water	10
89	Overcrowding	20
23	Overcrowding	40
3	Overcrowding	60
2	Overcrowding	80
2	Penalty points	-30
3	Penalty points	-10
2	Previous connection	2
26	Previous connection	10
28	Tenure (homeless prevention)	20
72	Tenure (statutory homeless)	40
112	Time on list	1
69	Time on list	2
41	Time on list	3
26	Time on list	4
18	Time on list	5
6	Time on list	6
8	Time on list	7
4	Time on list	8
4	Time on list	10

**Appendix D Lettings 1/1/09 and 1/1/10- analysis of points categories v  
no. of cases**

<b>No of cases</b>	<b>Description of points category</b>	<b>Points awarded for this category</b>
8	Under-occupation	20
11	Under-occupation	40
1	Under-occupation	60
15	Under-occupation	100
36	Welfare	10

**Appendix DD - Scenarios to illustrate impact of proposed changes to the Allocations Policy regarding statutory homeless households.**

**SCENARIO 1- homeless, in priority need and unintentionally homeless**

Mr and Mrs X have been living at home with Mrs X's parents for the last 6 months. Mr and Mrs X have a 5 year old daughter who is currently sleeping with her parents in their room. They have been asked to leave by the parents due to overcrowding. Full duty accepted to Mr and Mrs X under Section 193.

<b>Current policy</b>	<b>Proposed Policy</b>
Homelessness points 40	Homelessness 50
Local Connection 10	Local connection 10
Overcrowding 20	Overcrowding 20

**SCENARIO 2- unintentionally homeless, but not in a priority need group.**

Mr and Mrs X have been living at home with Mrs X's parents for the last 6 months. Mr and Mrs X have a 25 year old daughter who is currently sleeping in the living room. They have been asked to leave by Mrs X's parents due to overcrowding.

<b>Current policy points</b>	<b>Proposed policy points</b>
Homelessness points 0	Homelessness 20
Local Connection 10	Local connection 10
Overcrowding 20	Overcrowding 20

**SCENARIO 3- homeless, in a priority need group but intentionally homeless.**

Mr and Mrs X have been living at home with Mrs X's parents for the last 6 months. Mr and Mrs X have a 5 year old daughter who is currently sleeping with her parents in their room. They have been asked to leave by Mrs X's parents due to Mr X stealing money from Mrs X's parents. Limited duty accepted to Mr and Mrs X as they had been found intentionally homeless.

<b>Current policy points</b>	<b>Proposed policy points</b>
Homelessness points 0	Homelessness 10
Local Connection 10	Local connection 10
Overcrowding 20	Overcrowding 20

**SCENARIO 4- Intentionally homeless and no priority need.**

Mr and Mrs X have been living at home with Mrs X's parents for the last 6 months. Mr and Mrs X have a 25 year old daughter who is currently sleeping in the living room. They have been asked to leave due to Mr X stealing money from Mrs X's parents.

<b>Current policy</b>	<b>Proposed Policy</b>
Homelessness points 0	Homelessness 5
Local Connection 10	Local connection 10
Overcrowding 20	Overcrowding 20

## Homelessness Overview of Definitions

1. Eligibility – certain classes of persons from abroad are ineligible for assistance under Part VI and VII of the Housing Act 1996 (as amended) i.e. the sections dealing with Housing Allocations and Homelessness.

2. Homelessness- A person is homeless if there is no accommodation available for his or her occupation, which they have a legal right to occupy.

A person is also homeless if they have accommodation but cannot secure entry to it: if it is moveable such as a caravan but there is no place to legally pitch and reside in it; if it is not reasonable for the person to continue to reside in the accommodation.

A person is threatened with homelessness if it is likely that they will become homeless within 28 days.

3. Priority Need- households with dependant children, or a pregnant woman, persons who are deemed vulnerable as a result of old age, mental illness or handicap or physical disability, or other special reason (or with whom such a person resides or might reasonably be expected to reside) ; as a result of an emergency i.e. flood, fire or other disaster.

Also included as extended by the Priority Needs Order (Wales) 16 and 17 year olds, a person fleeing or threatened with domestic violence; a person homeless after leaving care, a young person over 18 but under 21 years old at particular risk of sexual or financial exploitation, Armed Forces Personnel homeless after leaving the forces, former prisoners homeless after being released from custody.

4. Intentional homelessness- there are separate component parts to this:

(i) The applicant must have deliberately done or failed to do something, in consequence of which they have ceased or are likely to cease in occupation of accommodation that was or is available and

(ii) It would have been reasonable for the applicant to have continued occupation and

(iii) The applicant must have been aware of all the facts before deliberately taking or failing to take the actions referred to in (i) above.

## FLINTSHIRE COUNTY COUNCIL

### Community and Housing

#### Housing Allocations Policy

##### Objective

Flintshire County Council will follow the published policy when allocating its accommodation as required by the Housing Act 1996 (amended by the Homelessness Act 2002).

The Allocations Policy has been written in accordance with the Welsh Assembly Government's Code of Guidance on the 'Allocation of Accommodation and Homelessness'. It also takes into account the requirements of the Data Protection Act 1998; Race Relations (Amendment) Act 2000; The Welsh Assembly Government's – 'Race Equality Scheme' 2005; The Disability Discrimination Acts and Community Care legislation.

In accordance with legislation Flintshire County Council must ensure that reasonable preference is given to all the following categories of people:

- People who are homeless within the meaning of Part 7 of the 1996 Act.
- People who are owed a duty by any local housing authority under section 190(2), 193(2) or 195(2) (or under section 65(2) or 68(2) of the Housing Act 1985) or who are occupying accommodation secured by any such authority under section 192(3).
- People occupying insanitary or overcrowded housing or otherwise living in unsatisfactory conditions.
- People who need to move on medical or welfare grounds (including grounds relating to disability).
- People who need to move to a particular locality in the area of the Council, where failure to meet that need would cause hardship (to themselves or others).

## FLINTSHIRE COUNTY COUNCIL

### The Aims of the Policy

- To be compliant with legislation and best practice.
- To give reasonable preference to customers with the most housing need.
- To be transparent and to treat customers fairly.
- To provide customers with advice and assistance about re-housing options.
- To make the best use of the available housing stock.
- To contribute towards strategic plans such as the Homelessness Strategy.
- To build strong, safe and sustainable communities and promote social inclusion.
- To aid joint working with partners such as Health, Social Services, Supporting People Team, Voluntary Sector Organisations and Registered Social Landlords.
- To contribute to Flintshire County Council's Corporate objectives.

### Choice

In addition to the above aims the Council recognises the need to give customers as much choice as possible with their re-housing. Customers can express an interest in up to 10 areas of the County.

Customers can also express a preference for the type of accommodation they wish to be considered for. However due to the shortage of available accommodation, the size of the property offered will normally reflect the size of the applicant's household. The Council's Matching Policy will apply in most circumstances.

When choosing an area the customer should take into consideration the type of properties which are available in that area. If 2 offers of accommodation are made and refused, which match the areas of choice, the application will be suspended from the Register.

Under the Housing Act 1996 as amended by the Homelessness Act 2002 the Council will make **one final offer of suitable** accommodation in order to discharge its duty to homeless customers. Statutory homeless customers will however be given a choice of whether this offer is in the North, East or South of Flintshire.

### Eligibility

The Council maintains a Housing Register which is open to any person over the age of 16 regardless of their class, gender, race, colour, religion, sexual orientation, marital status, disability or illness, ethnic or national origins, providing they are not:

## FLINTSHIRE COUNTY COUNCIL

- Persons subject to immigration control within the meaning of the Asylum and Immigration Act 1996. The Council will always check with the Home Office, if there is any uncertainty regarding an applicant's status.
- Customers or a member of the their household who commits unacceptable behaviour serious enough to make him or her unsuitable to be a tenant of the Council will be deemed as ineligible and not accepted on to the Housing Register. A customer who subsequently becomes ineligible, will be excluded from the Housing Register.

### Making an Application

To be considered for inclusion on the housing register applicants must **fully complete** a Housing Application form and return it to any one of the Area Offices.

Customers must provide proof of their identity and current address. A list of acceptable documents can be found in the Housing Application Form.

Documentary evidence specific to the customers housing circumstances must also be provided, e.g. medical self assessment form, birth certificates of dependant children, etc. The onus is placed on the customer to supply this information and failure to provide this information will delay the registration process.

In order to protect the public funds, the Council may use the information supplied on a Housing Register Application to prevent and detect fraud. The Council may share this information with other Departments within Flintshire County Council and other Organisations, such as the Department for Works and Pensions.

### Equal Opportunities

The Council is committed to the principle of equal opportunities in the delivery of all its services. Customers will be invited to indicate if they require a translation or interpretation service or if they require other special services as a result of a visual impairment, hearing difficulties or other disability.

Confidential interview facilities are provided at all Housing offices. There is full access to the Housing Offices at Flint, Connah's Quay and Mold for persons who use a wheelchair. A home interview service is available for customers who are elderly or experience mobility difficulties.

All customers requesting accommodation will be invited to provide details of ethnic origin. This is strictly for monitoring purposes only. Ethnicity will be monitored on a regular basis to ensure properties are being offered and allocated fairly.

## **FLINTSHIRE COUNTY COUNCIL**

### **False Information**

Customers must sign a declaration stating that all the information provided to Flintshire County Council is true. If false or misleading information is given the Council will cancel the application. A 'new' application will be accepted from the applicant with the correct information. The applicant will lose any points they have accrued for time on the list.

Securing accommodation on the basis of false information is a criminal offence and the Council may prosecute and take legal proceedings for possession of the property. Any court costs incurred will be recharged to the customer.

### **Processing an Application**

The Council will aim to process a new application within 2 weeks of receipt, providing all proofs and relevant information are received. Please note that any entitlement to medical points can only be determined following assessment by the Medical Assessment Panel. Eligible customers will be assessed and awarded points according to The Points Scheme detailed below. Customers will be notified of the level of points they have been awarded and if they fall within a reasonable preference group. If they do not fall into one of the preference groups a clear indication of the likelihood of re-housing must be given.

In order for customers to make informed realistic choices about the type and location of accommodation in which they wish to live, the Council will provide on a quarterly basis:

- Information about the number of properties it owns and the supply and demand for accommodation in different areas of the County.
- Local Lettings Policies in operation.

This information will be available on request from the local offices; will be sent to Elected Members; will be provided with each new Housing Register Application and will be available on the Council's Website.

All applications will be reviewed annually on the anniversary of the application to ensure the customer still wishes to be considered for accommodation and that the information held by the Council is up to date. Failure to return the annual review will result in the customer's application being cancelled

If a customer subsequently wishes to rejoin the list their points will be reassessed. Only where good cause can be shown for not returning the original form will the original points be reinstated.



## **FLINTSHIRE COUNTY COUNCIL**

### **Change of Circumstances**

Any change in the customer's circumstances must be made in writing. A new form must be completed if there has been a change of address. The Council reserves the right to amend points at any time where it finds they have been wrongly awarded and or to reflect the customer's current circumstances. For example:

- If the customer no longer warrants medical points following an adaptation to their current property.
- If a member of the family has moved out releasing a bedroom, overcrowding points may no longer apply.
- Where the landlord has rectified a category 1 or 2 Hazard.

Following a change in circumstances, points will be re-assessed and the customer notified in writing within 2 weeks.

### **Exclusion Policy for Unacceptable Behaviour**

**In certain circumstances the Council can make the decision to exclude an application from the Housing Register. This means that the customer will not be considered for Council accommodation, or be nominated to Registered Social Landlord by the Council.**

**The Exclusion Policy is based on the requirements of the Housing Act 1996 as amended by the Homelessness Act 2002 and the Welsh Assembly's Code of Guidance.**

#### **The Policy applies to:**

- All customers registering on Flintshire County Council's Housing Register, including customers who are homeless.
- Customers who are wishing to transfer from a FCC home to another property.

Where a customer or a member of their household is guilty of serious unacceptable behaviour for which a landlord has or could have obtained an outright Possession Order.

#### **This behaviour can include:**

- Rent Arrears
- Anti Social Behaviour

## **FLINTSHIRE COUNTY COUNCIL**

- Convictions

On receipt of an application, we will advise you in writing if the customer is being considered for exclusion, giving reasons for this, we may ask for further information or evidence. We may also ask the customer to come into one of the Council offices for an interview. In the event of this situation an application will be suspended whilst we carry out our investigations.

We will check with relevant organisations and individuals about the behaviour which may make a customer unsuitable to be a tenant.

The decision to exclude a customer from the Housing Register will be made by the relevant Neighbourhood Housing Manager in the Neighbourhood Office where the customer is currently residing, or in the case of non-Flintshire residents where they wish to reside.

### **Requesting a Review**

If an application is excluded customers may appeal this decision by writing to the Head of Housing requesting a review of the original decision to exclude their application and setting out reasons why they feel this decision is incorrect. The review request will then be considered by the Head of Housing in conjunction with the Executive Member (or nominated deputies).

We will inform the customer by letter if the exclusion still applies or if your application is to be accepted onto the Housing Register. If the review decision is to exclude from the Housing Register we will provide the reasons for that decision.

In these circumstances customers can ask for their application to be reviewed again after 6 months. The customer would be expected to show that the reasons for the previous exclusion had been resolved.

### **Contrived Circumstances**

If a customer deliberately worsens his or her housing conditions in order to gain an unfair advantage over others, then relevant points shall not be awarded or can be withdrawn. For example:

- A single person adequately housed in a 1 bed flat, allows other family members to move in to gain more points.
- A family claiming Local Housing Allowance chooses to live in overcrowded conditions when they could access larger accommodation.
- A person who owns a property but chooses to live somewhere else - the application will be pointed on the property they own.

## **FLINTSHIRE COUNTY COUNCIL**

- An elderly customer living in adequate housing chooses to move to a mobile home, which has to be vacated for a part of the year according to the terms of the lease.
- Disposal of property to a family member within the past 3 years. The application will be pointed as if the customer still own/ rent the property and deduction points will apply if they are owner occupiers.

The customer will have the right to a review of this decision. All reviews are to be conducted by the Head of Housing in conjunction with the Executive Member (or nominated deputies).

### **Removal from the register**

An application will be removed from the register if the customer:

- Is no longer eligible to remain on the list.
- Fails to provide information reasonably requested by the Council.
- Fails to renew the application, (following a second reminder letter).
- Requests removal.
- Has given false information.

### **Suspension from the Register**

An application will be suspended from the register if the customer:

- Ticked the box on the application form which states they are not seeking accommodation now.

In these circumstances the customer will continue to receive an annual reminder to complete and will accrue points for length of time on the register, but they will not be actively considered for vacancies. The customer will need to request that their application is re-activated.

- Has refused two offers of suitable accommodation in the areas of choice.

In these circumstances the application will automatically be re-activated at the end of the 12 month period. The customer will not accrue time on the list points.

## FLINTSHIRE COUNTY COUNCIL

### Selection of an Applicant for a Vacancy

The selection of an applicant to a vacancy or nomination is the responsibility of the relevant Neighbourhood Housing Officer.

The allocation of a Council property or a nomination to a RSL will be made to the applicant with the highest number of points for the size, type and location of the vacant property. If one or more applicants have the same number of points, the offer will be made to the applicant in greatest need as determined by the highest category of need points, (i.e overcrowding, medical, homeless points etc). If the need points are the same the successful customer will be determined by:

- The longest time in a housing need category and then;
- The longest time on the register.

(See the sections on 'Matching Customers to Properties Matrix' and the Housing Need Points Categories).

All customers must be capable of independent living with or without support. Where it has been identified that a customer has support needs to enable him or her to sustain a tenancy, Officers will work with partner agencies to assess and to facilitate the provision of appropriate services wherever possible, as part of the new tenancy.

Wherever possible, Housing Officers will work with the relevant services of the Council, and other partner agencies, to try and maintain the customer's current home by instigating professional meetings to assess need.

- Joint Tenancies  
A joint tenancy may be requested where a household member has a long term commitment to the home, e.g. partners, live- in carers. The Council will only create a joint tenancy if there are no adverse implications on good use of the housing stock and its ability to provide for housing need.

Where an application for a joint tenancy is refused, reasons must be made in writing and the tenant has the right to a review of this decision through the Review Panel.

A joint tenancy will not be created where the proposed joint tenant is a person subject to immigration control who is ineligible for an allocation of Local Authority housing.

- General Need Properties

## FLINTSHIRE COUNTY COUNCIL

Officers will aim to make these lettings in relation to property and household size as per the Matching Matrix in order to make best use of limited housing stock. This may not always be possible where there is a high priority customer who needs urgent housing, or in the case of limited demand.

Children under the age of ten should not be placed in first floor flats or maisonettes, unless the customer only has access rights to his/her children.

When considering the size of the property with the household size, same sex children can share a bedroom, and different sex children can share a bedroom up to the age of ten.

Couples, single person, persons with access to children and persons over the age of 60 will not normally be considered for a house (only a flat) unless there is low demand for family homes in an area.

- Sheltered Flats and Bungalows

This type of accommodation is allocated to:

- Customers aged 60+.
- Customers who need supported accommodation.
- A disabled customer with non dependants.
- A customer with serious medical problems under the age of 60.
- Mini Schemes

This type of accommodation is allocated to:

- Customers aged 50+.
- Customers who need supported accommodation.
- A disabled customer with non dependants.
- A customer with serious medical problems under the age of 50.

Any person allocated Sheltered Accommodation must be capable of independent living, this may be achieved with support from Social Services and or Accommodation Related Support.

- Adapted Properties

This type of accommodation will be let to households most able to make use of the facilities, not necessarily the most highest pointed. Every effort will be made to find such a household before letting the property to a customer who does not require the adaptations.

- Special Needs

## FLINTSHIRE COUNTY COUNCIL

The Council will work together with Adult Social Care, Children's Services, the Mental Health Team and other relevant agencies to meet the requirements of customers with special needs.

- Offers of Accommodation to FCC Elected Members and Staff or their Relatives

Elected Members, staff and their relatives will be allocated accommodation in exactly the same way as all other customers. However, any such cases will be authorised by the Head of Housing, providing they have had no involvement with the case or another Senior Manager who has had no prior involvement.

- MAPPA/MARAC

The housing of potentially dangerous individuals will be linked in accordance with the provisions of separate Multi Agency Public Protection Arrangements (MAPPA) and Multi-Agency Risk Assessment Conference (MARAC) schemes.

- Carers

The Council will consider the requirement of an extra bedroom, where the customer receives significant care from a carer. This requirement will be assessed by the Medical Panel through the Medical Assessment Form.

### Determining Priorities

In determining priorities, in relation to customers who fall within the reasonable preference groups, the Council will take into consideration:

- Financial resources available to the customer to meet his/her housing needs by applying "Deduction Points".
- Behaviour of the customer or any member of the customer's household which affects his or her suitability to be a tenant, by applying 'Penalty Points'. For example not paying rent or mortgage, not paying former tenancy arrears, current or former rechargeable repairs due to damage to a property, causing anti social behaviour or other breaches of a tenancy agreement.
- Local Connection which exists between the customer and Flintshire by awarding Local Connection Points.

### Offers of Accommodation

All offers of accommodation will be made in writing to the successful customer. Replies should be received within five working days. Otherwise it will be assumed the customer does not wish to consider the offer.



## **FLINTSHIRE COUNTY COUNCIL**

The Council accepts that not all customers are in a position to respond in writing and therefore each case will be dealt with on an individual basis. All customers will receive a home visit prior to any written offer being made and the Neighbourhood Housing Officer will at this point assess if there is likely to be any difficulty with responding to a written offer. Where appropriate they will accept verbal confirmation or refusal of offers of accommodation.

### **Refusing the Offer**

Customers may refuse any offer, in writing within the five working day period, giving reasons for the refusal. If a customer refuses 2 properties, which match the areas of choice, without good reason (this will be assessed by the Neighbourhood Team Leader), they will be placed on the suspended list for 12 months.

As outlined in the section on choice, statutory Homeless customers to whom the Council owes the 'main housing duty' under the Housing Act 1996 (as amended) will only be made only one offer of accommodation. This will constitute a 'Final Offer' of accommodation in their broad area of choice defined as North, East or South Flintshire.

The Council recommends that statutory homeless customers accept the one final offer of accommodation made under the provisions of Part VII of the Housing Act 1996, as amended by the Homelessness Act 2002. If the customer believes the property is not suitable to meet their needs a request for a review of suitability under Section 202 of the Housing Act 1996 can be made. The request must be made in writing to the Customer Support Services Manager within 21 days of receiving the offer. A customer can request a review regardless of whether the accommodation is accepted.

If the customer does not accept the offer and still requests a review of its suitability, the property will be offered to the next qualifying customer on the Housing Register. This means that if the outcome of the review is that the property was suitable, the Council will have discharged its duty to the customer. Any temporary accommodation provided pending the review decision will be withdrawn and the customer and their household will be required to find their own accommodation. Homelessness points will also be removed from the Housing Register Application.

If the customer accepts the property but request a review the customer will be expected to move into the property and take full responsibility for all charges i.e rent, council tax, gas, electric etc. The temporary accommodation will be terminated. If the outcome of the review is that the property is unsuitable to meet the customer's needs a further offer will be made as soon as possible

## **FLINTSHIRE COUNTY COUNCIL**

In order for the customer to qualify for alternative properties, their original points will be re-instated.

### **Involvement of Members**

Elected Members:-

- Will be provided with a list of void properties each month.
- May make representations on behalf of their constituents.
- May not take part in the selection of customers for specific properties.
- Will be involved in future reviews of the Allocations Policy and agree any local lettings policies where it is decided to implement them.

### **Access to Personal Files**

Customers have a right to request access to information held on them, the right to challenge the accuracy of that information and request that inaccurate records are corrected.

A request for access to data must be made in writing. Information will be provided within 40 days of the request. No fee is charged for this service.

### **Monitoring and Review of the Allocations Scheme**

The Council will notify all customers and stakeholders such as local Registered Social Landlords of any significant changes to the policy in compliance with S168 and S167 of the Housing Act 1996.

The Policy will be reviewed on a regular basis (at least annually) to ensure it is working correctly and that it is not discriminating against any sections of the community.

### **Mutual Exchanges**

The Council will actively seek to promote mutual exchanges within its area and with tenants of other authorities. The scheme will be published and information made available to customers in the local area offices and on the Council's Website.



## **FLINTSHIRE COUNTY COUNCIL**

### **Tenants Incentive Scheme**

Flintshire County Council has an incentive scheme to help customers move to smaller accommodation or to more suitable accommodation. Customers may be eligible to receive assistance with the costs of moving up to £1,000 if they release family accommodation where there is a proven high demand or need for the property. Examples include an adapted property which could be used for a disabled customer on the Housing Register, or a 3/ 4 bedroom house which is occupied by a sole customer and could be released to provide accommodation for families.

### **Local Letting Policies**

If a local situation demands it, for example, because of a particular estate management issue, a Local Lettings Policy may be introduced, specifying the type of households to be allocated to a particular area. Such a policy would be reviewed after 12 months and would be approved by the Elected Member, the Executive Member and Local Resident and Tenant groups and any other relevant stakeholders.

A Local Lettings Policy must give reasonable preference to those customers within the preference groups. It should have clear aims linked to community sustainability and be supported by evidence. It must comply with Equalities legislation.

### **Links to Other Strategies**

The Council's Housing Allocations Policy links to a number of the Council's strategic plans as demonstrated below and aims to provide for balanced and sustainable communities:

- Homelessness Strategy.
- Community Strategy.
- Housing Strategy.
- Council Plan Health Social Care and Well Being Strategy.
- Children and Young Peoples Plan.
- Local Development Plan.
- Corporate Parenting Plan.

## FLINTSHIRE COUNTY COUNCIL

### Matching Policy – matching customers with property type and size

Property type and size/person	Single Person < 50	Single person 50-60	Single person 60+	Couple <50	Couple 50-60	Couple +60	1 child family	2 children family	3 children family	4 children family	5 children +
Bedsit	1	1									
1 bed flat	1	1		1	1						
2 bed flat	2	2		2	2		1				
2 bed maisonette	2	2		2	2		1	1			
3 bed maisonette	3	3		3	3		2	1	1		
2 bed house							1	1			
3 bed house							1	1	1	2	2
3 bed (P) house									2	1	2
4 bed house										2	1
5 bed house											1
6 bed house											1
Bedsit (sheltered)			1								
1 bed flat (sheltered)			1			1					
2 bed flat (sheltered)			2			1					
1 bed bungalow			1			1					
2 bed bungalow			2			1					
3 bed bungalow											
1 bed Bungalow Non-sheltered	1			1	1						
2 bed Bungalow Non-sheltered	2			1	1		1				

The numbers in the table indicate the priority order for that property type.

- 1 = First priority
- 2 = Second priority
- 3 = Third priority

Families with one child will be considered on an equal basis for families with two and three children for three bedroomed houses. This is because Flintshire County Council has nearly five times as many three bedroomed houses as two bedroomed houses. Families with one child are one of the biggest groups seeking accommodation on the Council's Housing Register. There are more customers on the Housing Register with one child than those with two and three combined. This will prevent offers of accommodation being made to families

## **FLINTSHIRE COUNTY COUNCIL**

with two children and low points ahead of families with one child and very high points. This is felt to be a balanced approach to managing housing need given Flintshire County Council's stock profile.

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## FLINTSHIRE COUNTY COUNCIL

### The Points Scheme Policy

All eligible housing applications will be assessed using the following points scheme:

Points Category	Criteria	Points
<b>Local Connection</b>	<b>Current Residence-</b> Where a customer is currently resident by choice in Flintshire. 1 point per completed year.	<b>10 max</b>
	<b>Previous residence-</b> Where a customer currently residing outside of Flintshire County Council area has previously lived in the area by choice for 5 years or more. A residence period of 5 years will be awarded 1 point. Residency points will be awarded on the basis of one point per year thereafter up to a maximum of 10 points.  N.B. Members of the Armed Forces will be able to establish local connection via residency or employment.	<b>10 max</b>
<b>Waiting time</b>	1 point for each year on the Housing Register.	<b>10 max</b>
<b>Medical points</b>	Points will be awarded by the 'Assessment Panel', following the completion of a 'Medical Assessment Form'.  Cases are life threatening or likely to become so and the existing accommodation is a major contributing factor.	<b>100</b>
	Cases are critical where a customer or a member of their household:  Has a serious physical or mental illness, disability or medical condition or behavioural disorder, which is causing serious dysfunction to the family unit e.g. terminal illness, permanent disability or progressive condition and they are completely unable to cope in their present accommodation. Re-housing is the only option.  Is hospitalised and is unable to return to their home as it is totally unsuitable for their long term needs by way of design, location and/or is unsuitable for disabled adaptations.	<b>60</b>

## FLINTSHIRE COUNTY COUNCIL

	<p>Cases are urgent where an applicant or a member of their household:</p> <p>Is unable to access essential facilities within the property e.g. bathing or toilet. Or access to the property itself is totally unsuitable. The property cannot be adapted to meet their needs or it would not be cost effective to adapt the property or it would not be suitable to meet the long term needs of the customer.</p> <p>The property is not suitable to meet the mental health needs of the customer.</p>	<b>40</b>
	<p>Cases where the customer or a member of their household:</p> <p>Has some difficulty in using facilities or rooms, in the property or gaining access to the property, which could be alleviated by re-housing.</p> <p>Has health or social care problems which are likely to be alleviated if they were re-housed or moved near family for support.</p> <p>Has a mental illness which could be alleviated by re-housing.</p>	<b>20</b>
	<p><u>Criteria for Reassessment of medical points:</u></p> <p>The Medical Panel will reassess points where there has been a change in circumstances since the last assessment, or additional information has been provided which the panel did not have access to and which evidences greater need than the original points award.</p>	
	<p>The Medical Panel will link to the Specialist Housing Group, where it is unlikely that Flintshire County Council will be able to assist with re-housing of serious/ special cases in its own stock e.g a wheelchair user requiring a fully adapted unit of accommodation.</p> <p>Cases referred to and accepted by the Specialist Housing Group will be nominated outside of the normal nomination rules and the customer will not have to qualify on points, as best use is being made of specialist housing stock.</p>	
<b>Overcrowding points</b>	For each bedroom the accommodation lacks.	<b>20</b>

## FLINTSHIRE COUNTY COUNCIL

	<p>The following illustrates how bedroom need is calculated:</p> <table><tr><th>Household</th><th>Bedroom Need</th></tr><tr><td>Single Applicant</td><td>One bedroom</td></tr><tr><td>Couple</td><td>One bedroom</td></tr><tr><td>Person aged 16 or over</td><td>One bedroom</td></tr><tr><td>Single child from birth</td><td>One bedroom</td></tr><tr><td>Two children of opposite sex both under 10</td><td>One bedroom</td></tr><tr><td>Two children of opposite sex, one over 10</td><td>Two bedrooms</td></tr><tr><td>Two children of same sex both under 16</td><td>One bedroom</td></tr></table> <p>For example a couple with one child will require 2 bedrooms. If the child is sharing a bedroom with the parents 20 points will be awarded.</p>	Household	Bedroom Need	Single Applicant	One bedroom	Couple	One bedroom	Person aged 16 or over	One bedroom	Single child from birth	One bedroom	Two children of opposite sex both under 10	One bedroom	Two children of opposite sex, one over 10	Two bedrooms	Two children of same sex both under 16	One bedroom	
Household	Bedroom Need																	
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Two children of opposite sex both under 10	One bedroom																	
Two children of opposite sex, one over 10	Two bedrooms																	
Two children of same sex both under 16	One bedroom																	
	<p>However the Council will not award points to a customer where overcrowding can be avoided by re-organising where people sleep, or where it has been caused deliberately. This will not include, where a family member has moved in to be cared for or to act as a carer.</p> <p>Points will only be awarded once proof of child benefit has been received.</p> <p>Where the applicant has children with access only rights, overcrowding points will not be awarded if sufficient bed space is available with the other parent. Proof will be required. Customers in these circumstances will only be considered for flats and maisonettes.</p>																	
	<p>The sleeping arrangements of all persons living in the property will be taken into account, but proof of residence for each person will be required.</p> <p>If a room can only accommodate 1 single bed because of its size, it will = 1 bed space.</p> <p>For the purpose of assessing overcrowding a parlour shall be counted as an additional bedroom. (Only where it is a separate room, it will not be counted if you have to walk through it to get to another room).</p> <p>If a single customer lives in a bedsit they will not qualify for overcrowding points. If a couple live in a bedsit they will qualify for 20 points.</p>																	

## FLINTSHIRE COUNTY COUNCIL

	<p>In the cases of relationship breakdown, the customer must provide evidence of the relationship breakdown if he/she is still sharing accommodation with his/her former partner and wishes to be assessed as a single person needing their own accommodation.</p> <p>Overcrowding points do not apply to households in temporary or supported accommodation.</p>	
<b>Shared Facilities</b>	These points apply where a customer shares amenities with others who are not to be re-housed with them.	
	Bath or shower	<b>5</b>
	Toilet	<b>5</b>
	Kitchen	<b>5</b>
	These points are not awarded to customers in temporary or supported accommodation.	
<b>Lacking Amenities</b>	<p>These points are awarded where accommodation lacks the following:</p> <p>No inside toilet. No bath or shower. No adequate cooking facilities. No provision of hot water supply. No cold water supply. No electricity supply.</p>	<b>10</b> for each lacking.
<b>Property Condition</b>	An 'actionable' Category 1 hazard has been identified.	<b>40</b>
	An 'actionable' Category 2 Hazard has been identified.	<b>20</b>
	If remedial action is taken these points will be withdrawn. Property condition points will not be given if lack of amenities points are applicable.	
<b>Homelessness Prevention Points</b>	These points are awarded to customers who are threatened with unintentional homelessness and are likely to be a priority need household if homelessness is not prevented within a 56 day period. Points are awarded following assessment by the Housing options Team. Examples may include households issued a Section 21 notice because the landlord wishes to sell, or where mediation and negotiation can only sustain the current accommodation for a relatively short period of time.	<b>30</b>
<b>Homeless Points</b>	<p>Statutory Homeless Customers to whom the Council owes the 'Main Housing Duty'. This relates to homeless customers who are in priority need and unintentionally homeless.</p> <p>Customers who are unintentionally homeless but do not have a priority need.</p>	<p><b>50</b></p> <p><b>20</b></p>



## FLINTSHIRE COUNTY COUNCIL

	<p>Customers who are intentionally homeless with a priority need.</p> <p>Customers who are intentionally homeless and do not have a priority need.</p> <p>These points are awarded following assessment by the Council's Housing Options Team.</p>	<p><b>10</b></p> <p><b>5</b></p>
<b>Additional points</b>	These points are awarded after a continuous 12 month period in temporary accommodation. This only applies if placements are made or agreed by Flintshire's Housing Options Team.	<b>20</b>
	These points are awarded if a continuous period of 24 months has been spent living in temporary accommodation.	<b>20</b>
<b>Under Occupation</b>	These points are awarded to Flintshire County Council customers who are occupying family accommodation that is too large for their needs and have an excess of two or more bedrooms.	<b>50</b>
	These points are awarded to Flintshire County Council single customers or couples who are occupying family accommodation that is too large for their needs and have an excess of one bedroom.	<b>30</b>
<b>Welfare</b>	Where a customer with children under 10 years or a pregnant customer is living in a flat or maisonette above ground level. These points are also awarded to customers 60 or over and a lift is not provided.	<b>40</b>
	A family with dependent children is forced to live apart due to suitable accommodation not being available to the whole family group. All relevant proofs will be required before points are awarded.	<b>10</b>
<b>Move on points</b>	Points will be awarded if a customer is currently living in supported accommodation and is ready for independent living without the level of support currently provided. Supporting evidence will be required from the relevant support provider.	<b>30</b>
<b>Hardship</b>	<p>Where a customer needs to move to a particular locality in the Flintshire County Council area, where failure to meet that need would cause hardship (to themselves and others).</p> <p>Consideration will be given to any financial impact on the customer, the distance living apart or travelled on a regular basis and the level of support currently been given and the support needs of the customer or recipient of support. (In order to avoid a duplication of points, these points will not be awarded where a customer has already been awarded 20 medical points for support and social care needs relating to medical issues.)</p>	<b>10</b>
<b>Management Points</b>	These points can only be awarded by the Head of Housing, in conjunction with the Executive Member (or nominated deputies) where securing alternative accommodation for the	<b>100</b>



## FLINTSHIRE COUNTY COUNCIL

	<p>customer will make best use of the Council's housing stock. For example:</p> <ul style="list-style-type: none"> <li>• An assignee willing to move to more suitable accommodation.</li> <li>• To a customer remaining in a Council property on the death of the tenant, where there is no statutory right to succeed.</li> <li>• Council employees living in tied accommodation of the wishing to retire.</li> <li>• Where a property is to be demolished.</li> <li>• Where a customer has been moved to another property to allow Flintshire County Council to undertake major repairs and they wish to remain in the property and it makes best use of Council stock.</li> </ul> <p>Or</p> <p>Where re-housing is a matter of urgency and the points already awarded under the points scheme do not reflect the urgency. Examples include:</p> <ul style="list-style-type: none"> <li>• racial incidents</li> <li>• sexual abuse</li> <li>• domestic violence</li> <li>• severe anti social behaviour</li> <li>• provision of a home for fostering or adoption</li> <li>• housing of applicants through MAPPA/MARC</li> <li>• To facilitate strategic housing aims e.g. housing renewal and regeneration projects.</li> </ul>	
	For less serious cases where management points are thought to be applicable.	<b>50</b>
<b>Penalty Points</b>	<p>A reduced priority will be given and points deducted on the basis of 10 per £100 of debt if the customer:</p> <p>Owes any outstanding housing related debts to the Council i.e. rent arrears or former rent arrears, rechargeable repair debts. Debts to other landlords or mortgage arrears will also be considered. Penalty points will not be awarded if customers can demonstrate that mortgage arrears or arrears accrued whilst in the private rented sector were due to affordability issues e.g. a change in circumstances due to redundancy and a shortfall in funds or Housing Benefit payments.</p>	<b>10 per £100</b>
	If a customer is found to have broken the terms of their current or former tenancy agreement and has failed to keep the property in good condition or damaged the property. The cost of the remedial work will be applied as penalty points.	
	For Flintshire County Council tenants the penalty points will be calculated by using the Council's Schedule of Rates.	

## FLINTSHIRE COUNTY COUNCIL

	In the case of proven Anti Social Behaviour which does not warrant exclusion a customer's priority will be reduced by the award of penalty points.	<b>80</b>
	<p>If a customer with penalty points is short-listed for a property the customer's case will be reviewed to ensure that an up to date assessment is carried out prior to the offer being made. Tenancy support will be offered to ensure that the tenancy is sustainable.</p> <p>Points will be reinstated once issues have been completely resolved. The onus is placed on the applicant to notify the Council when they believe that points should be reinstated.</p> <p>If an applicant has serious housing need or is homeless, this may override any penalty points. Each case will be assessed on it's own merit by the relevant Neighbourhood Housing Manager.</p>	
<b>Deduction Points</b>	If a customer has the financial means to resolve their housing need for example equity in a property, savings, investments etc to purchase a property or rent a property, deduction points will apply. N.B. deduction points will only apply after a threshold of £100,000.	<b>10 per £50k (above £100k threshold)</b>

Refno	App Status	Cat Code	Attrib Code	App Type	Code
38,525	S	GEN	80	SP	

**App Type Desc**  
Single-Pregnant

<b>Attrib Code</b>	<b>Sub Attrib Code</b>	<b>Description</b>
460	100K	Deduction Points

**Deduction Points**  
20

Housing Register Applications -- Owner Occupiers with deduction points

Type	Total	Applicant Type	10 Points	20 Points	30 Points	40 Points	50 Points
Live	574	Couple + 1 child	7	1	0	0	0
		Couple + 2 children	11	1	0	0	0
		Couple + 3 children	3	0	0	0	0
		Couple + 4 or more children	4	2	0	0	0
		Childless Couple	7	1	0	0	0
		Couple-pregnant	1	0	0	0	0
		Elderly couple	173	32	9	3	2
		Elderly single	174	52	6	4	1
		Single + 1 child	15	3	0	0	0
		Single + 2 Children	23	2	0	0	0
		Single + 3 children	9	1	0	0	0
		Single + 4 or more children	1	1	0	0	0
		Single with access to 2 children	0	0	1	0	0
		Single with access to 3 children	1	0	0	0	0
		Single applicant	20	2	1	0	0
		Single-Pregnant	0	0	0	0	0
			<b>10 Points</b>	<b>20 Points</b>	<b>30 Points</b>	<b>40 Points</b>	<b>50 Points</b>
Suspended	84	Couple + 1 child	1	0	0	0	0
		Couple + 2 children	0	0	0	0	0
		Couple + 3 children	0	0	0	0	0
		Couple + 4 or more children	0	0	0	0	0
		Childless Couple	0	0	0	0	0
		Couple-pregnant	0	0	0	0	0
		Elderly couple	30	4	3	2	0
		Elderly single	30	9	2	0	0
		Single + 1 child	0	0	0	0	0
		Single + 2 Children	1	0	0	0	0
		Single + 3 children	0	0	0	0	0
		Single + 4 or more children	0	0	0	0	0

# Housing Register Applications -- Owner Occupiers with deduction points

		Single with access to 2 children	0	0	0	0	0
		Single with access to 3 children	0	0	0	0	0
		Single applicant	1	0	0	0	0
		Single-Pregnant	0	1	0	0	0

Area Code	Number of Properties	Property Type	Number of Applicants
A1	28	General needs	233
	135	Sheltered	132
	254	Family accommodation	216
A2	48	General needs	57
	103	Family	67
	18	Sheltered	24
A3	5	General needs	84
	52	Family	113
	14	Sheltered	31
A7	33	Family	160
	58	Sheltered	91
B1	84	General needs	239
	381	Family	252
	238	Sheltered	103
D1	7	General needs	33
	362	Family	87
	77	Sheltered	40
E5	57	Family	25
	29	Sheltered	15
F27	53	General needs	187
	385	Family	206
	75	Sheltered	142
G11	49	General needs	145
	63	Family	151
	209	Sheltered	63
H12	120	Family	84
	35	Sheltered	24
H19	16	General needs	63
	170	Family	65
H20	117	Family	18
	14	Over 50's only	10
H28	129	Family	35
	84	Sheltered	24

### Key

General needs properties are suitable for singles/couples.

N.B. not all properties are included in this example i.e. mini schemes and warden properties have not been included so the property total is not a comprehensive total for respective areas.





### Key

General needs properties are suitable for singles/couples.

N.B. not all properties are included in this example i.e. mini schemes and warden properties have not been included so the property total is not a comprehensive total for respective areas.

## **FLINTSHIRE COUNTY COUNCIL**

**AGENDA ITEM NUMBER: 7**

**REPORT TO:**        **EXECUTIVE**  
**DATE :**             **01 JUNE 2010**  
**REPORT BY:**      **HEAD OF FINANCE**  
**SUBJECT :**        **REVENUE BUDGET MONITORING 2009/10 (MONTH 12)**

### **1.00 PURPOSE OF REPORT**

- 1.01 To provide members with the most up to date revenue budget monitoring information (Month 12) for the General Fund and the Housing Revenue Account in 2009/10. The report compares the position to month 10 as the month 11 position was not formally reported to Executive due to the need to ensure that adequate resources were allocated to work in respect of the closure of accounts and other competing demands.

### **1.02 INDEX OF CONTENTS**

Section 2	Executive Summary
Paragraph 3.01	General Fund Summary Table
Paragraph 3.06	Risks and Assumptions
Section 4	Non Standard Inflation / Central Contingencies
Section 5	Unearmarked Reserves
Section 6	Housing Revenue Account
Appendix 1	Community Services - Variances Summary
Appendix 2	Environment - Variances Summary
Appendix 3	Lifelong Learning - Variances Summary
Appendix 4	Corporate Services - Variances Summary
Appendix 5	Central & Corporate Finance - Variances Summary
Appendix 6	General Fund Unearmarked Reserves Summary
Appendix 7	Housing Revenue Account - Variances Summary

### **2.00 EXECUTIVE SUMMARY**

- 2.01 Members are requested to note the projected position at Month 12 which is :
- General Fund - Net overspend of £0.562m (Overspend of £0.467m at Month 10) (Excludes schools over allocation - see 3.06)
  - Housing Revenue Account - Net underspend of £0.361m (overspend of £0.029m at Month 10)

### **3.00 CONSIDERATIONS**

#### **GENERAL FUND**

3.01 The table below shows a projected in-year overspend of £0.562m.

TOTAL EXPENDITURE AND INCOME	Original Budget	Revised Budget	In-Year Over / (Under) spend		Non Ring-fenced		Ring-fenced	
			Month 10	Month 12	Month 10	Month 12	Month 10	Month 12
	£m	£m	£m	£m	£m	£m	£m	£m
<b>Directorates</b>								
Community Services	53.957	53.374	(0.128)	(0.179)	(0.471)	(0.559)	0.343	0.380
Environment	31.777	31.480	1.418	1.433	0.770	0.627	0.648	0.806
Lifelong Learning	106.821	107.262	1.413	1.926	0.574	0.994	0.839	0.932
Corporate Services	17.113	18.119	(0.121)	(0.338)	(0.121)	(0.338)		
<b>Total Directorates</b>	<b>209.668</b>	<b>210.235</b>	<b>2.582</b>	<b>2.842</b>	<b>0.752</b>	<b>0.724</b>	<b>1.830</b>	<b>2.118</b>
Central and Corporate Finance	25.389	24.822	(2.115)	(2.280)	(2.115)	(2.280)		
<b>Total</b>	<b>235.057</b>	<b>235.057</b>	<b>0.467</b>	<b>0.562</b>	<b>(1.363)</b>	<b>(1.556)</b>	<b>1.830</b>	<b>2.118</b>

3.02 The Original Budget column reflects the budget approved by Council on the 3rd March 2009. The Revised Budget column reflects changes approved by Executive and in-year virements for items less than £0.075m as set out in the Council's Financial Procedure Rules.

3.03 The significant in-year projected variances to date are detailed in Appendices 1 - 5 (General Fund), and Appendix 7 (HRA), and in addition to giving the reasons for the variances, the actions required to address each variance is provided.

3.04 The overall movement between month 10 and month 12 is an increased overspend of £0.095m which is mainly due to an increase in the overspend of £0.513m on Lifelong Learning, offset by improved positions within Community Services (£0.051m), Corporate Services (£0.217m) and Central and Corporate (£0.165m). The increased overspend on Lifelong Learning is mainly due to Leisure Centres (£0.138m), Recreational Grounds (£0.071m), Out of County Placements (£0.093m) and Service Units (£0.094m). The details behind these figures are included in Appendix 3.

3.05 The Final Outturn position will be reported to Executive on the 10th August.

### **RISKS / ASSUMPTIONS**

3.06 The in-year over / (under) spends shown in the table at paragraph 3.01 reflect the following risks and assumptions :-

#### **1. Lifelong Learning**

- Schools Budgets - Over Allocation not included in projections (to be dealt with at final outturn)

**REQUEST FOR CARRY FORWARD - CORPORATE SERVICES**

- 3.07 An amount of £0.015m is currently held for the welsh translation of the Occupational Health and Safety Management System. Work is underway to establish how much of the work needs to be translated. Permission is sought to carry forward the funding into 2010/11 to carry out this work.

**REQUEST FOR CARRY FORWARD - CORPORATE SERVICES**

- 3.08 An amount of £0.016m is currently held for improvement works at Lwynegryn Hall. Delays in implementation means the works will not be carried out this financial year. Permission is sought to carry forward the funding into 2010/11 to carry out this work.

**REQUEST FOR CARRY FORWARD - CORPORATE SERVICES**

- 3.09 An amount of £0.142m is currently held for future costs in respect of future phases of the HRMIS system. These phases will not be carried out this financial year and permission is sought to carry forward the funding into 2010/11.

**REQUEST FOR CARRY FORWARD - CORPORATE SERVICES**

- 3.10 An amount of £0.035m is currently held within ICT & Customer Services to fund a move from Novell to Windows software. These work will not be carried out this financial year and permission is sought to carry forward the funding into 2010/11.

**REQUEST FOR CARRY FORWARD - CORPORATE SERVICES**

- 3.11 An amount of £0.030m is currently held within ICT & Customer Services to implement a new registrar's online booking system. An amount of £0.008m has been used in this financial year and an amount of £0.011m is requested to be carried forward into 2010/11. The remaining £0.011m will be transferred to the contingency reserve (see section 5)

**REQUEST FOR CARRY FORWARD - CORPORATE SERVICES**

- 3.12 An amount of £0.020m was allocated in-year for the provision and erection of signs in Alcohol control Zones. Delays in agreeing locations for the signs has resulted in only £0.003m being utilised to date and permission is sought carry forward the remaining amount of £0.017m.

**REQUEST FOR CARRY FORWARD - CORPORATE SERVICES**

- 3.13 An amount of £0.009m is currently held for CRB checks. There are further checks required in 2010/11 for schools based staff so permission is sought to carry forward this amount.

**REQUEST FOR CARRY FORWARD - ENVIRONMENT**

- 3.14 An underspend of £0.010m in relation to the HMO monies is requested to be utilised in 2010/11 to invoke Empty Dwellings Management Orders on properties within the County whereby the Council will take over the management of the property. It will involve improving a property to a standard so that it can be let out and the rental income used to pay back

what the Council has outlaid (over a period of 7 years). This is not a quick process because it is a new legislative tool which will involve serving an Interim Management Order and a Final Management Order both of which may be the subject of an appeal to a Residential Property Tribunal. In order that we can progress this matter it is essential that this remaining budget is rolled over for use in the 2010/11 financial year.

#### **4.00 NON STANDARD INFLATION/CENTRAL CONTINGENCIES**

##### **NON STANDARD INFLATION**

- 4.01 It has previously been reported that all non standard inflation has either been allocated out or transferred as a contribution to the efficiency programme.

##### **CENTRAL CONTINGENCIES**

- 4.02 The budget for 2009/10 included £1.025m in respect of Central Contingencies. It was agreed that these items be held centrally and only allocated out to services when the actual increase in cost is known.
- 4.03 It has previously been reported that there would be a projected underspend of £0.150m on the allocation of £0.250m for costs associated with the ballot for stock transfer. An amount of £0.036m has been incurred in 2009/10 with an amount of £0.016m transferred to a reserve for expenditure incurred for the early part of the 2010/11. Guidance from WAG suggests that future costs will be reimburseable.
- 4.04 The effect of 4.03 means that £0.301m will now be required in the current year and the projected underspend of £0.724m is included in the figures for central and corporate.

#### **5.00 UNEARMARKED RESERVES**

- 5.01 The 2008/09 final outturn reported to Executive on 4th August showed unearmarked reserves at 31<sup>st</sup> March 2009 (above the base level of £5.112m) of £2.146m, after the setting aside of funding for 2009/10 one-off pressures of £2.097m and increasing the base level of reserves by £0.157m.
- 5.02 A review of reserves and balances held by the council has resulted in £0.096m being able to be transferred back to the contingency reserve as detailed below:-
- a) Registrar's Online Booking System - £0.011m (see 3.11)
  - b) Leisure Centres (Trust Review) - £0.030m (Review complete)
  - c) Network Compliance Testing - £0.013m (no longer required)
  - d) CCTV Operatives - £0.034m (included in base budget 2010/11)
  - e) Support Services Review - £0.008m (Amount Remaining)
- 5.02 Appendix 6 details the movements to date on unearmarked reserves and the level of contingency sum available for allocation by the Executive. As a result

of these movements, the estimated amount currently available in the Contingency Reserve is £0.202m. This does not include any adjustments that may be required for schools over allocation which is being dealt with as part of the final outturn. The Contingency Reserve is set aside to meet :

- Organisational re-design and modernisation of services
- Invest to Save initiatives
- Additional costs on ringfenced and / or volatile budgets

## **6.00 HOUSING REVENUE ACCOUNT**

- 6.01 On 17<sup>th</sup> February, 2009, the Council approved a Housing Revenue Account budget for 2009/10 of £22.886m.
- 6.02 The budget provided for a closing balance at 31st March, 2010 of £1.292m which at 5.65% of total expenditure satisfies the prudent approach of ensuring a minimum level of 3%.
- 6.03 The 2008/09 final outturn reported to Executive on 4th August showed a closing balance at the end of 2008/09 of £0.890m (subject to audit) which was £0.416m higher than the estimate of £0.474m when the 2009/10 budget was set. This had the effect of increasing the opening balance for 2009/10 by the same amount.
- 6.04 Appendix 7 details an in-year projected underspend of £0.361m (overspend of £0.029m at Month 10) and the reasons for significant variances and the actions planned to deal with them.
- 6.05 The net effects of the revised balance brought forward and the projected underspend of £0.361m is that there would be balances in hand at the end of the year of £1.640m (budget £1.292m) which at 7.2% of budgeted expenditure is greater than the minimum level of 3% recommended by the Head of Finance. This is £0.487m more than was anticipated when the 2010/11 budget was set, and would have the effect of increasing the HRA opening balance by the same amount.

## **7.00 RECOMMENDATIONS**

- 7.01 Members are recommended to:-
- a) Note the overall report.
  - b) Approve the carry forward requests included in the report (para 3.07/3.14)
  - c) Note the General Fund Contingency Sum available as at 31st March 2010. (Section 5).

- d) Note the projected final level of balances on the Housing Revenue Account. (para 6.05)

## **8.00 FINANCIAL IMPLICATIONS**

- 8.01 The financial implications are as set out in Sections 3.00 - 6.00 of the report.

## **9.00 ANTI-POVERTY/ENVIRONMENTAL IMPACT**

- 9.01 None.

## **10.00 PERSONNEL IMPLICATIONS**

- 10.01 None.

## **11.00 CONSULTATION UNDERTAKEN**

- 11.01 None.

## **12.00 APPENDICES**

- 12.01 General Fund Variances - Appendices 1 - 5  
General Fund - Movements on unearmarked reserves - Appendix 6  
Housing Revenue Account Variances - Appendix 7

## **LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985** **BACKGROUND DOCUMENTS**

Month 12 Monitoring Papers

Contact Officer: Gary Ferguson  
Telephone: 01352 702287  
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## COMMUNITY SERVICES

## Budget Monitoring 2009/10 (Month 12)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance from Month 10 (£m)	Cause of Variance	Action Required
Domiciliary Support (Services for Older People)	6.647	7.259	0.612	0.608	<ul style="list-style-type: none"> <li>• Increase in complexity of need for clients supported to live at home</li> <li>• Reduction in the numbers of people entering residential care</li> <li>• Increase in client numbers contributing towards increase in income within Development &amp; Resources</li> </ul>	<ul style="list-style-type: none"> <li>• Realignment of budget from Residential Services to be taken forward.</li> <li>• A report was submitted to Executive Committee on 20<sup>th</sup> April 2010.</li> <li>• Property Income to be shown against related expenditure from 2010/11.</li> </ul>
Residential Services (Services for Older People)	9.816	8.859	( 0.957)	( 0.923)	<ul style="list-style-type: none"> <li>• Reduction in the number of clients currently being supported in residential care</li> <li>• Offset by the increase in the number of clients supported at home.</li> </ul>	<ul style="list-style-type: none"> <li>• Budget Realignment (see above), and forward planning regarding future Extra Care Expansion as part of the 2010/11 budget process</li> </ul>
Living Well	0.148	0.053	( 0.095)	( 0.090)	<ul style="list-style-type: none"> <li>• Underspend reflects the late start in approving and establishing the Living Well Dementia Team</li> </ul>	<ul style="list-style-type: none"> <li>• The service will underspend in 2009/10 but this is temporary and the budget will be fully spent in future years</li> </ul>



## COMMUNITY SERVICES

## Budget Monitoring 2009/10 (Month 12)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance from Month 10 (£m)	Cause of Variance	Action Required
Extra Care	0.452	0.372	( 0.080)	( 0.072)	<ul style="list-style-type: none"> <li>Projection now reflects the impact of the timing of settling residents into the Shotton Extra Care scheme and the timing of filling vacancies to support them.</li> </ul>	<ul style="list-style-type: none"> <li>This variance reflects the current year position.</li> <li>A further review of the budget for Extra Care has been undertaken utilising information relating to the first 6 months operation of the scheme and analysing the actual level of support required and has been reflected in the 10/11 budget process</li> </ul>
Professional Support (Services for Older People)	2.477	2.672	0.195	0.195	<ul style="list-style-type: none"> <li>Additional agency costs needed to cover staffing issues within the Hospital Social Work Team</li> </ul>	<ul style="list-style-type: none"> <li>Recruit to vacant post.</li> <li>Position will continue in the current year until position resolved</li> </ul>
Community Equipment Service (PDSI)	0.335	0.396	0.061	0.074	<ul style="list-style-type: none"> <li>Overspend on equipment purchased to support people living independently in their own home which relates to activity prior to commencement of partnership agreement.</li> </ul>	<ul style="list-style-type: none"> <li>In 2010/11 the service will be subject to a S33 pooled budget arrangement and therefore contributions to the pool will be as budgeted resulting in nil variance.</li> </ul>

## COMMUNITY SERVICES

## Budget Monitoring 2009/10 (Month 12)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance from Month 10 (£m)	Cause of Variance	Action Required
Minor Adaptations	0.128	0.202	0.074	0.052	<ul style="list-style-type: none"> <li>Overspend relates to an increase in minor adaptations as a result of increased assessments and the raising of the threshold from £500 to £1,000 resulting in an increase in revenue expenditure on adaptations.</li> </ul>	<ul style="list-style-type: none"> <li>Report to Corporate Asset Management Group (CAMG) on potential for transfer to capital as a result of the increased threshold.</li> </ul>
Community Living (LD)	8.085	7.930	( 0.155)	0.000	<ul style="list-style-type: none"> <li>The increase in the underspend in this service relates to a reduction in projected client costs due to actual costs for care packages being less than projected, together with additional one off funding from health.</li> </ul>	<ul style="list-style-type: none"> <li>Keep under review in 2010/11.</li> </ul>
Ringfenced Budgets (LD, Mental Health & Older People)	1.040	0.611	( 0.429)	( 0.404)	<ul style="list-style-type: none"> <li>Movements out of service, and cost reductions for two clients resulting from reduction in care delivery.</li> <li>Additional one off income from Health has contributed to increase in underspend.</li> </ul>	<ul style="list-style-type: none"> <li>Keep under review - potential volatility due to changes in client numbers and demands at short notice from prison or courts.</li> <li>Efficiency saving approved as part of 10/11 budget process.</li> </ul>

## COMMUNITY SERVICES

## Budget Monitoring 2009/10 (Month 12)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance from Month 10 (£m)	Cause of Variance	Action Required
Business Services Income	( 3.034)	( 3.201)	( 0.167)	( 0.411)	<ul style="list-style-type: none"> <li>• Increase in clients and changes relating to clients under 60 has resulted in an increased projection</li> <li>• Clients previously funded through Supporting People are now subject to assessment and charging</li> <li>• Increase linked to additional costs within Domiciliary Support</li> <li>• Reduction in period reflects partial movement of income to Older People Services.</li> <li>• The movement in period 12 relates to an increase on the bad debt provision of £221k following a Corporate Review.</li> </ul>	<ul style="list-style-type: none"> <li>• Consider reporting in conjunction with related expenditure in future years</li> <li>• Efficiency approved as part of the 2010/11 budget process.</li> </ul>
Strategy & Regulation	( 0.100)	0.000	0.100	0.100	<ul style="list-style-type: none"> <li>• Corporate efficiency target.</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing identification of vacancy savings</li> </ul>

## COMMUNITY SERVICES

## Budget Monitoring 2009/10 (Month 12)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance from Month 10 (£m)	Cause of Variance	Action Required
Family Placement (Children's Services)	1.656	1.771	0.115	0.143	<ul style="list-style-type: none"> <li>• Additional adoption allowances payable to secure permanency for a sibling group (£0.079m)</li> <li>• National Foster Carer recommended rates increasing above the level budgeted for in 2009/10 (£0.040m)</li> <li>• Specialist family placements - additional carers to provide teenage foster placements and short breaks for disabled children have been identified and if these arrangements are put in place, this would result in a projected overspend of approx £0.070m</li> <li>• Movement of budget in period 12 has partially offset the above.</li> </ul>	<ul style="list-style-type: none"> <li>• This option is 50% cheaper than previous Out of County Arrangement</li> <li>• This budget pressure has been included in the budget from 2010/11.</li> <li>• The number of carers and the placement needs of children will be reviewed and costs controlled where possible</li> <li>• Further work is needed to ensure a sustainable budget to meet the growth in demand. However, a cap on in-house placements will lead to additional pressure on the Out of County budget</li> </ul>

## COMMUNITY SERVICES

## Budget Monitoring 2009/10 (Month 12)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance from Month 10 (£m)	Cause of Variance	Action Required
Other Residential (Children's Services)	0.631	0.356	( 0.275)	( 0.280)	<ul style="list-style-type: none"> <li>This funding is currently earmarked to commission additional short breaks for children with disabilities to be based at Arosfa</li> </ul>	<ul style="list-style-type: none"> <li>Final Proposals went to Executive in March 2010.</li> <li>Relevant managers are in negotiation regarding premises refurbishment and future rendering processes</li> </ul>
Professional Support (Children's Services)	5.611	5.692	0.081	0.000	<ul style="list-style-type: none"> <li>Movement within period reflects a virement of Family Placement team to resolve in year budget shortfall.</li> </ul>	
Out of County Pooled Budget (Children's Services)	2.931	3.907	0.976	0.943	<ul style="list-style-type: none"> <li>Actual position based on existing clients and known costs to end of March 2010.</li> </ul>	<ul style="list-style-type: none"> <li>Review in progress to revise key processes for budget management</li> <li>Potential volatility due to changes in client numbers and demands</li> <li>Consider future funding needs/controls in light of Out of County Review</li> </ul>

## COMMUNITY SERVICES

## Budget Monitoring 2009/10 (Month 12)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance from Month 10 (£m)	Cause of Variance	Action Required
Carelink	0.156	0.240	0.084	0.080	<ul style="list-style-type: none"> <li>• Staff salaries to cover for sickness (£0.025m)</li> <li>• Equipment maintenance contract - past increases significantly above inflation (£0.044m)</li> <li>• Additional cabling works undertaken at Bagillt (£0.016m)</li> </ul>	<ul style="list-style-type: none"> <li>• Steps being taken to manage absence</li> <li>• Pressure has been included in the 2010/11 budget for maintenance contract.</li> </ul>
Resident Wardens	0.930	0.796	( 0.134)	( 0.122)	<ul style="list-style-type: none"> <li>• Underspend due to Resident Warden vacancies of £0.114m</li> <li>• Reduced rent abatement costs of £0.028m due to vacant former warden properties</li> <li>• Corresponding pressure reflected in the HRA until properties let</li> </ul>	<ul style="list-style-type: none"> <li>• Future realignment of budget is needed as part of Sheltered Housing Improvement Project</li> </ul>
Homelessness (Ringfenced)	0.291	0.124	( 0.167)	( 0.196)	<ul style="list-style-type: none"> <li>• Reduced B&amp;B placements reflect effective service provision/prevention.</li> </ul>	<ul style="list-style-type: none"> <li>• Volatile area which could experience pressure due to economic climate- maintain review</li> </ul>

## COMMUNITY SERVICES

## Budget Monitoring 2009/10 (Month 12)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance from Month 10 (£m)	Cause of Variance	Action Required
Other variances (aggregate)	15.174	15.156	( 0.018)	0.175	<ul style="list-style-type: none"> <li>£0.221m relates to an increase in the bad debt provision.</li> </ul>	
<b>Total :</b>	<b>53.374</b>	<b>53.195</b>	<b>( 0.179)</b>	<b>( 0.128)</b>		

## ENVIRONMENT

## Budget Monitoring 2009/10 (Month 12)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance from Month 10 (£m)	Cause of Variance	Action Required
Winter Maintenance	0.495	1.266	0.771	0.648	<ul style="list-style-type: none"> <li>• Base budget provision is insufficient to meet the fixed costs of Winter Maintenance (£600k) or any call outs.</li> <li>• During December, January and February the Council undertook snow clearance and gritting during one of the most lengthy periods of severe weather for over 30 years.</li> <li>• Variance reflects the usage of 10,388 tonnes of salt up to the end of March with 109 call outs</li> <li>• Variance reduced at period 12 due to income from the Trunk Road Agency being higher than anticipated</li> </ul>	<ul style="list-style-type: none"> <li>• Additional funding included in the 2010/11 budget.</li> <li>• Other highways works budgets will be closely monitored to capture the effect of not undertaking various aspects of maintenance during this sustained period of weather.</li> <li>• The resulting damage to the road surface has placed a heavy burden on other budgets related to highways repairs.</li> </ul>



## ENVIRONMENT

## Budget Monitoring 2009/10 (Month 12)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance from Month 10 (£m)	Cause of Variance	Action Required
Fleet Services	0.007	0.132	0.125	0.125	<ul style="list-style-type: none"> <li>Non-standard inflation cost increases for fuel, parts etc. have not been reflected in cost increases for service provision</li> </ul>	<ul style="list-style-type: none"> <li>Review costs of service and uplift charges for remainder of 2009/10 financial year</li> <li>Non-Standard inflation pressure included in the 2010/11 budget.</li> </ul>
Transportation	1.239	1.084	( 0.155)	( 0.080)	<ul style="list-style-type: none"> <li>Savings on Bus Operator payments for Bus Subsidies will be an estimated £0.060m with an additional fuel rebate received of £0.040m</li> </ul>	<ul style="list-style-type: none"> <li>Bus Operator payments for Bus Subsidies and potential fuel rebates will be closely monitored.</li> </ul>

## ENVIRONMENT

## Budget Monitoring 2009/10 (Month 12)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance from Month 10 (£m)	Cause of Variance	Action Required
					<ul style="list-style-type: none"> <li>Additional WAG funding of £0.035m for Demand Responsive Transport (DRT)</li> <li>Additional funding from Wrexham CBC of £0.028m for Demand Responsive Transport (DRT)</li> </ul>	
Concessionary Fares	0.274	0.244	( 0.030)	0.000	<ul style="list-style-type: none"> <li>Free Concessionary Travel Scheme grant calculation has enabled the Council to maximise grant and provide a further £0.030m</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
Traffic Services	0.534	0.424	( 0.110)	( 0.100)	<ul style="list-style-type: none"> <li>Additional income with regard to the Speed Awareness Scheme Management Fee received based on an increased amount of Course Fees.</li> </ul>	<ul style="list-style-type: none"> <li>Contract to manage the scheme has just been awarded to a Private Sector Provider. Therefore, no additional revenue will be received from end Dec 2009</li> </ul>
Environmental Maintenance	2.212	2.262	0.050	0.000	<ul style="list-style-type: none"> <li>Income shortfalls on Tenants Gardens Contract with Community Services</li> <li>The current recharges for maintenance of Tenants</li> </ul>	<ul style="list-style-type: none"> <li>Recharge rates should be increased to reflect the true cost of providing the service balanced against the provision within the</li> </ul>

## ENVIRONMENT

## Budget Monitoring 2009/10 (Month 12)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance from Month 10 (£m)	Cause of Variance	Action Required
					Gardens are insufficient to meet costs	Housing Revenue Account.
Regeneration	0.313	0.388	0.075	0.087	<ul style="list-style-type: none"> <li>Impact of economic downturn on income and occupancy levels at Greenfield and Deeside Business Centres together with reduced Grant funding for businesses.</li> </ul>	<ul style="list-style-type: none"> <li>Closely monitor occupancy levels and attempt to maximise grant funding opportunities.</li> </ul>
Environment and Conservation	0.333	0.248	( 0.085)	( 0.069)	<ul style="list-style-type: none"> <li>Vacancy savings in Planning Service Area</li> </ul>	<ul style="list-style-type: none"> <li>See comments below</li> </ul>
Planning Control	0.236	0.536	0.300	0.285	<ul style="list-style-type: none"> <li>The economic downturn has reduced the number of applications being received, particularly from housing developers and the minerals sector.</li> </ul>	<ul style="list-style-type: none"> <li>Continue to monitor number and size of applications received and update financial projections</li> <li>Seek cost reductions</li> </ul>

## ENVIRONMENT

## Budget Monitoring 2009/10 (Month 12)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance from Month 10 (£m)	Cause of Variance	Action Required
					<ul style="list-style-type: none"> <li>The total number of applications processed in 2008/09 fell by 381 to 1,337 compared with 1,718 in 2007/08, a 22% year on year drop in volume, but a 36% drop in actual income.</li> <li>Only 793 applications were received in the first quarter of 2009/10, a 15% year on year decrease in volume.</li> </ul>	<p>where opportunities arise. e.g. staff vacancies; address efficiency savings through service review and restructuring</p> <ul style="list-style-type: none"> <li>Exploit external funding opportunities and appropriate income generation initiatives</li> </ul>
Civic Amenity Sites	1.587	1.884	0.297	0.294	<ul style="list-style-type: none"> <li>Efficiency savings have been taken for Waste Disposal and the closure of Saltney CA site, which remains open due to the Sandycroft site being deferred</li> <li>Efficiency payment has been made to AD Waste for the achievement of recycling targets, costing the authority an additional £0.115m</li> </ul>	<ul style="list-style-type: none"> <li>Budget for Saltney site included in 2010/11 budget.</li> <li>Bring AD Waste in-house and realign the Waste Service budgets.</li> </ul>

## ENVIRONMENT

## Budget Monitoring 2009/10 (Month 12)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance from Month 10 (£m)	Cause of Variance	Action Required
Industrial Units	( 1.681)	( 1.698)	( 0.017)	( 0.102)	<ul style="list-style-type: none"> <li>• Focused management of the Industrial Estate portfolio during the economic downturn has enabled the Council to maximise letting potential and charges during this period.</li> <li>• Positive variance reduced by £0.061m at Period 11 due to bad debt provision, unforeseen traffic calming charges and additional repairs and maintenance.</li> </ul>	<ul style="list-style-type: none"> <li>• Keep under review – continue to monitor potential bad debts closely and maximise lettings and also minimise vacant properties.</li> </ul>

## ENVIRONMENT

## Budget Monitoring 2009/10 (Month 12)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance from Month 10 (£m)	Cause of Variance	Action Required
Design Services	( 0.084)	( 0.030)	0.054	0.109	<ul style="list-style-type: none"> <li>• Uncertainties over the capital programme make it difficult to project volume of work and scale of fees.</li> <li>• Projected Income has been reduced by £0.064m due to competitive tendering prices lowering the available Fee Income and the fact that projects are being scrapped due to the economic climate.</li> <li>• However, final figures now suggest that additional work was obtained and thus raised the level of income, reducing the deficit by £0.042m.</li> </ul>	<ul style="list-style-type: none"> <li>• Continue to monitor the fee earning position and update the financial situation regarding the Trading Account</li> <li>• Historically, trends would suggest that this position can be recovered although it is potentially too late in the current financial year to see any significant improvement.</li> </ul>
Agricultural Estates	( 0.156)	( 0.214)	( 0.058)	( 0.060)	<ul style="list-style-type: none"> <li>• Replacement for Land Agent has not been appointed saving £0.046m.</li> <li>• Maintenance program has been curtailed until Land Agent is recruited, saving £0.021m</li> </ul>	<ul style="list-style-type: none"> <li>• Recruitment of Land Agent will take place early in new financial year.</li> </ul>

## ENVIRONMENT

## Budget Monitoring 2009/10 (Month 12)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance from Month 10 (£m)	Cause of Variance	Action Required
Waste Collection - Trading A/c	( 0.286)	( 0.210)	0.076	0.059	<ul style="list-style-type: none"> <li>• Annual RPI increase has been projected at 3% over the first half of the year, this has now been re-profiled to 0%. Although this has a positive effect on client accounts it has an adverse effect on the trading account.</li> <li>• Revised information regarding the number of domestic properties serviced had a detrimental effect on income.</li> <li>• Increases in Cardboard Tonnages are improving the Income Receipts</li> </ul>	<ul style="list-style-type: none"> <li>• Review operational costs and scope to increase trade waste customer base. Reviewed to inform the 2010/11 budget process</li> </ul>
Administrative Buildings	1.162	1.288	0.126	0.083	<ul style="list-style-type: none"> <li>• NNDR costs above budget</li> <li>• Overspend on cleaning services following a review of charges.</li> <li>• Significantly increased gas and electricity charges at County Hall reflected.</li> </ul>	<ul style="list-style-type: none"> <li>• Reviewed cost apportionment corporately as part of 2010/11 budget process</li> <li>• Consider realignment of NNDRs</li> <li>• Apply the new rate to cleaning of buildings</li> </ul>

## ENVIRONMENT

## Budget Monitoring 2009/10 (Month 12)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance from Month 10 (£m)	Cause of Variance	Action Required
Valuations and Estates	0.483	0.430	( 0.053)	( 0.056)	• Various vacancies	<ul style="list-style-type: none"> <li>• Vacancies not being filled in this financial year.</li> <li>• Interim/Agency proposals not deemed appropriate</li> </ul>
Other variances (aggregate)	24.812	24.879	0.067	0.195		
<b>Total :</b>	<b>31.480</b>	<b>32.912</b>	<b>1.433</b>	<b>1.418</b>		



## LIFELONG LEARNING

## Budget Monitoring 2009/10 (Month 12)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance from Month 10 (£m)	Cause of Variance	Action Required
Out of County Pooled Budget (Special Education)	1.606	2.538	0.932	0.839	<ul style="list-style-type: none"> <li>As indicated during the year there is difficulty in projecting with certainty levels of new placements throughout the year. The cost of each placement is high and variations in both numbers and type of placements therefore can have an adverse impact on projected outturn.</li> <li>This year there has also been above inflation rises in charges from authorities such as Denbighshire County Council and Cheshire West and Chester Council.</li> </ul>	<ul style="list-style-type: none"> <li>Following consideration of the interim project report, the officer task and finish group has developed and agreed a detailed Action Plan, led by Lifelong Learning and Community Services Heads of Service. The plan concentrates on changes in relation to key workstreams with allocated leads and implementation dates. A report has been presented to Scrutiny in January.</li> </ul>

## LIFELONG LEARNING

## Budget Monitoring 2009/10 (Month 12)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance from Month 10 (£m)	Cause of Variance	Action Required
Museums and Heritage Services	0.386	0.323	( 0.063)	0.000	<ul style="list-style-type: none"> <li>£0.035m of this relates to a prepayment to a Voluntary Sector organisation. The payment has still been made but is now in the correct financial year. This does not impact on future years payments.</li> <li>Temporary vacancy savings account for the remaining £0.028m.</li> </ul>	<ul style="list-style-type: none"> <li>Technical accounting issue identified. Effect only in 09/10 accounts</li> </ul>
Leisure Centres and Pools	2.732	3.014	0.282	0.144	<ul style="list-style-type: none"> <li>Net loss of income due to centre closure for essential works;               <ul style="list-style-type: none"> <li>Deeside Leisure Sports Hall – 4 weeks (£0.006m)</li> <li>Replacement pool hall roof at Flint Pavilion – 7 weeks (£0.019m)</li> <li>Mold Sports Hall – 5 weeks (£0.012m)</li> <li>Artificial turf pitch on Elfed High School Campus – full year (£0.013m)</li> <li>Part year effect of decision to remove sun beds from leisure facilities (£0.009m)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Similar pressures have occurred in recent years, but have been paid for from year-on-year increases in income. However since the beginning of the recession this has not been possible.</li> <li>Review of 2010/11 fees and charges will need to account for this long term loss of income.</li> </ul>

## LIFELONG LEARNING

## Budget Monitoring 2009/10 (Month 12)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance from Month 10 (£m)	Cause of Variance	Action Required
					<ul style="list-style-type: none"> <li>Staffing costs in relation to the downsized centres at Connah's Quay, Hope and Saltney (£0.054m). The staffing model was amended, following member recommendations on lone working at the end of the downsizing process in August 2007, which resulted in an unachievable efficiency saving from the 2007/08 budget strategy.</li> <li>The income projection has been revised downward in light of actual income received during January and February. This is possible due to the bad weather conditions during this period. (£0.045m)</li> </ul>	<ul style="list-style-type: none"> <li>Funding re-instated in the 2010/11 Budget. Under the Leisure Strategy the County Council is due to consider future operational models for these sites. Options could include delegation or changed staffing arrangements.</li> <li>Projections will be revised in the light of ongoing monitoring of income.</li> </ul>

## LIFELONG LEARNING

## Budget Monitoring 2009/10 (Month 12)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance from Month 10 (£m)	Cause of Variance	Action Required
					<ul style="list-style-type: none"> <li>The remaining movement in period relates to a number of repairs and maintenance invoices passed through for payment in the last two months that had not been included in the projections.</li> </ul>	<ul style="list-style-type: none"> <li>The reasons for this are currently being analysed.</li> </ul>
Recreational Grounds and Amenities	0.426	0.497	0.071	0.000	<ul style="list-style-type: none"> <li>£0.041m of the overspend relates to the costs incurred in meeting additional salting and clearance works on School sites during the severe weather in January and February.</li> </ul>	<ul style="list-style-type: none"> <li>The overspend on salt was reported separately to central finance in order to inform negotiations with WAG regarding the effect of the severe weather.</li> </ul>

## LIFELONG LEARNING

## Budget Monitoring 2009/10 (Month 12)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance from Month 10 (£m)	Cause of Variance	Action Required
Facilities Services	1.368	1.519	0.151	0.145	<ul style="list-style-type: none"> <li>Increased costs of central support costs following phase 1 review. Projection based on last year's year-end charge plus inflationary rise of 1.5%. (£0.140m)</li> <li>Increase in projected loss of income and increase cost associated with overrun on project renovating the kitchens at Elfed High School. (£0.031m)</li> <li>This is the estimated effect of the net loss of Catering income attributable to the schools closures due to snow/ice. (£0.057m)</li> <li>This is partly offset by decision to transfer School Catering Cashless System costs to central Prudential Borrowing code. Previously hoped to fund in year (£0.083m)</li> <li>Minor variations to projected income (£0.006m)</li> </ul>	<ul style="list-style-type: none"> <li>Phase 2 of the Central Support Costs review is due to be completed in-year.</li> <li>This is a one-off pressure.</li> <li>This is currently only an estimate.</li> </ul>

## LIFELONG LEARNING

## Budget Monitoring 2009/10 (Month 12)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance from Month 10 (£m)	Cause of Variance	Action Required
Youth and Community	1.285	1.372	0.087	0.057	<p>As identified in the risk log and the 10/11 budget process the Youth Service has had to deal with the following pressures during 09/10:</p> <ul style="list-style-type: none"> <li>There is a recurring pressure regarding the funding for the Holywell InfoShop. The set up costs and initial revenue funding were grant funded. The aim was for the ongoing revenue costs to be part funded by partner organisations; however a shortfall has now been identified. A WAG grant to part fund the 09/10 deficit which was being pursued at period 10 has now been confirmed A further £0.010m capital funding has also been identified for 09/10.</li> <li>The proposed efficiency saving to delete one of the four Senior Area Youth Worker posts, linked to a move to three geographical areas, has yet to take place due to HR issues. (£0.030m)</li> </ul>	<ul style="list-style-type: none"> <li>A paper has been commissioned to identify the future operational sustainability of the InfoShop</li> <li>The Organisational Redesign project is currently looking at all staffing structures within the Youth Service.</li> <li>The historic budget flaw has been corrected during the 10/11 budget process and revised lettings charges have also now been agreed.</li> </ul>

## LIFELONG LEARNING

## Budget Monitoring 2009/10 (Month 12)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance from Month 10 (£m)	Cause of Variance	Action Required
					<ul style="list-style-type: none"> <li>As identified during the 10/11 budget process Lettings charges have had below inflation increases, as agreed by council, yet the budget has reflected inflation widening the gap between income received and budget year on year. (£0.050m)</li> <li>The shortfall had been projected to be netted off by vacancy management elsewhere within the service. Unfortunately miscodings were identified during March which nullified these savings.</li> </ul>	

## LIFELONG LEARNING

## Budget Monitoring 2009/10 (Month 12)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance from Month 10 (£m)	Cause of Variance	Action Required
Pupil/Student Transport	6.267	6.526	0.259	0.249	<ul style="list-style-type: none"> <li>• £0.115m relates to Overload buses for Deeside College (9 extra buses per day from September to February half term).</li> <li>• £0.104m relates to an underlying shortfall in the budget for Deeside College due to the expansion of this institution.</li> <li>• A further £0.030 relates to a contract at Richard Gwyn High School.</li> <li>• The movement largely relates to 2 overload buses at Deeside continuing through March rather than at half term as had previously been projected (£0.006m in total).</li> <li>• Minor variations account for the remaining £0.004m increase.</li> </ul>	<ul style="list-style-type: none"> <li>• The problem of the expansion of Deeside College is to be addressed during the forthcoming Service Planning / Budget process.</li> </ul>
Service Units	2.060	2.064	0.004	( 0.090)	<ul style="list-style-type: none"> <li>• No more discretionary spend on central directorate budgets. (£0.003m)</li> <li>• Vacancy savings over and above the £100k target. (£0.040m)</li> </ul>	<ul style="list-style-type: none"> <li>• No action required.</li> <li>• Management action to help offset overspends elsewhere in the Directorate.</li> </ul>



## LIFELONG LEARNING

## Budget Monitoring 2009/10 (Month 12)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance from Month 10 (£m)	Cause of Variance	Action Required
					<ul style="list-style-type: none"> <li>Decision not to take the rental income from Westwood School House to the reserve at year end. (£0.008m)</li> <li>In line with Corporate Finance policy the Bad Debt Provision has been reviewed by an external consultant. The result being a recommended increase in Bad Debt provision of £0.045m. LLD had projected an increase of £0.013m based on the previous methodology. (Net effect £0.032m).</li> <li>Minor underspends of £0.010m have been identified to try and mitigate this increase.</li> <li>The majority of the difference from period 11 relates to a £0.055m difference on the outturn of the Free School Meals budget. Take-up of free school meals has accelerated during February and March which had not been anticipated.</li> </ul>	

## LIFELONG LEARNING

## Budget Monitoring 2009/10 (Month 12)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance from Month 10 (£m)	Cause of Variance	Action Required
Other variances (aggregate)	91.132	91.335	0.203	0.069	<ul style="list-style-type: none"> <li>Libraries, Culture and Heritage (£0.023m)</li> <li>Other Leisure Services (£0.058m)</li> <li>School Improvement (£0.071m)</li> <li>Development and Resources (£0.051m)</li> </ul>	
<b>Total :</b>	<b>107.262</b>	<b>109.188</b>	<b>1.926</b>	<b>1.413</b>		

## CORPORATE SERVICES

## Budget Monitoring 2009/10 (Month 12)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance from Month 10 (£m)	Cause of Variance	Action Required
Chief Executive	0.792	0.772	( 0.020)	0.000	<ul style="list-style-type: none"> <li>• Additional expenditure incurred within supplies and services</li> <li>• Alterations to format and distribution of Your Community Your Council</li> <li>• One less copy of Flintshire Focus</li> </ul>	

## CORPORATE SERVICES

## Budget Monitoring 2009/10 (Month 12)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance from Month 10 (£m)	Cause of Variance	Action Required
Finance	3.321	3.169	( 0.152)	( 0.110)	<ul style="list-style-type: none"> <li>• Salary shortfall (£0.075m)</li> <li>• The Housing Benefits (HB) situation is very difficult to forecast, due to all its complexities. (£0.096m)</li> <li>• Additional HB Admin Grant received (£0.057m)</li> <li>• Continuing use of Voice Recognition Analysis VRA within HB in current year (0.027m)</li> <li>• Additional costs of senior staff interim cover and essential additional resources (£0.139m)</li> <li>• Various vacancy savings (£0.170m)</li> <li>• Reduction in running costs / increased income received (£0.083m)</li> <li>• Staff recruitment costs (£0.019m)</li> </ul>	<ul style="list-style-type: none"> <li>• The HB position is being closely monitored</li> </ul>

## CORPORATE SERVICES

## Budget Monitoring 2009/10 (Month 12)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance from Month 10 (£m)	Cause of Variance	Action Required
Legal & Democratic Services	4.188	4.026	( 0.162)	( 0.096)	<ul style="list-style-type: none"> <li>• Salary shortfall (£0.018m)</li> <li>• Various vacancy savings (£0.074m)</li> <li>• Agency cover for Waste Partnership and Maternity cover (£0.036m)</li> <li>• Reduced running costs (£0.050m)</li> <li>• Reduction in Members' Allowances payable and expenses (£0.061m)</li> <li>• Recharge to Waste Partnership (£0.021m)</li> <li>• Additional Income (£0.010m)</li> </ul>	

## CORPORATE SERVICES

## Budget Monitoring 2009/10 (Month 12)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance from Month 10 (£m)	Cause of Variance	Action Required
Occupational Health & Safety	0.750	0.684	( 0.066)	( 0.058)	<ul style="list-style-type: none"> <li>• Salary shortfall (£0.012m)</li> <li>• Vacancy savings Occupational Health Physician (£0.073m)</li> <li>• Other minor savings (£0.005m)</li> </ul>	<ul style="list-style-type: none"> <li>• Health &amp; Safety would like to request permission to carry forward an amount of £0.015m which remains in balances for the welsh translation of the Occupational Health &amp; Safety Management System. Work is now underway to establish how much of the document needs to be translated as original quotes were in excess of £0.030m.</li> <li>• Occupational Health would like to request permission to carry forward an amount of up to £0.016m which remains in balances for some improvement works at Llwynegrin Hall because of delays in implementation.</li> </ul>

## CORPORATE SERVICES

## Budget Monitoring 2009/10 (Month 12)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance from Month 10 (£m)	Cause of Variance	Action Required
Human Resources & Organisational Development	1.817	1.879	0.062	0.035	<ul style="list-style-type: none"> <li>• Salary shortfall (£0.029m)</li> <li>• Vacancy savings (£0.057m)</li> <li>• External Training (Project Management) pressure using salary savings above (£0.007m)</li> <li>• Consultancy (£0.033m) pressure (using vacancy savings above)</li> <li>• Other minor pressures (£0.024m)</li> <li>• Income Shortfall due to current economic climate Payroll (£0.010m)</li> </ul>	<ul style="list-style-type: none"> <li>• HR &amp; OD would like to request permission to carry forward an amount of £0.014m for the final payment to Midland Trent and an amount of £0.128m for Phase 2&amp;3 of the HRMIS.</li> <li>• An amount of £0.009m remains in balances for CRB checks. HR &amp; OD would like to request permission to carry this forward to pay for the remainder of rechecks for school based staff.</li> </ul>

## CORPORATE SERVICES

## Budget Monitoring 2009/10 (Month 12)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance from Month 10 (£m)	Cause of Variance	Action Required
ICT & Customer Services	4.592	4.626	0.034	0.099	<ul style="list-style-type: none"> <li>• Salary shortfall (£0.055m)</li> <li>• Vacancy savings of (£0.167m) includes vacancy for Welsh Translator (see pressure below)</li> <li>• External Welsh translators pressure covering vacant post (£0.059m)</li> <li>• Minor savings (£0.031m)</li> <li>• Phased implementation of the Design &amp; Print service review &amp; reduction in internal Design &amp; Print recharge income (£0.118m)</li> </ul>	<ul style="list-style-type: none"> <li>• Continue to implement improvements as per service review outcome</li> <li>• Explore options for reducing the amount of work sent to external printers</li> <li>• Staged implementation and training requirements for remaining employees may mean that the service will not cover its costs during 2009/10. The service aims to be on target to cover all costs by 2010/11.</li> <li>• The projected deficit assumes a reduced support costs recharge to 2008/09.</li> <li>• A reduction in internal recharge income suggests that Directorates are making efficiency</li> </ul>



## CORPORATE SERVICES

## Budget Monitoring 2009/10 (Month 12)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance from Month 10 (£m)	Cause of Variance	Action Required
						<p>savings on their printing budgets. Corporate Finance to investigate whether savings are being declared.</p> <ul style="list-style-type: none"> <li>• The projected Design &amp; Print deficit includes an increase in bad debt provision of £0.011m.</li> <li>• ICT &amp; Customer Services would like to request permission to carry forward an amount which remains in balances to fund the move from Novell to Windows. It is intended that this £0.035m will fund the move at Clwyd Theatre Cymru.</li> <li>• ICT &amp; Customer Services would like to request permission to carry forward £0.011m of the £0.030m balance</li> </ul>

## CORPORATE SERVICES

## Budget Monitoring 2009/10 (Month 12)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance from Month 10 (£m)	Cause of Variance	Action Required
						<p>brought forward to implement a new Registrars online bookings system. £0.008m has been used in 2009/10 and the remaining £0.011m can be surrendered and returned to the Contingency Reserve.</p> <ul style="list-style-type: none"> <li>• ICT &amp; Customer Services hold a balance of £0.013m for Network Compliance Testing. This can be surrendered and returned to the Contingency Reserve.</li> <li>• An amount of £0.005m remains in balances in addition to the £0.035m above to fund the move from Novell to Windows. ICT &amp; Customer Services would like to request permission to carry this forward.</li> </ul>

## CORPORATE SERVICES

## Budget Monitoring 2009/10 (Month 12)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance from Month 10 (£m)	Cause of Variance	Action Required
Policy, Performance & Partnerships	1.623	1.589	( 0.034)	( 0.021)	<ul style="list-style-type: none"> <li>• Salary shortfall (£0.016m)</li> <li>• Vacancy savings (£0.014m)</li> <li>• Savings – unallocated Core Funding Agreements (£0.018m)</li> <li>• Minor savings (£0.012m)</li> <li>• Additional Income (£0.006m)</li> </ul>	<ul style="list-style-type: none"> <li>• Policy, Performance &amp; Partnerships would like to request permission to carry forward a balance of up to £0.005m for a temporary resource supporting work with the Voluntary Sector. Delays in recruiting take the temporary contract to May 2010.</li> <li>• Policy, Performance &amp; Partnerships would like to request permission to carry forward a balance of £0.013m to cover the cost of Infobase (a population and community statistics web hosted database) and some alterations to office space which were not complete at 31<sup>st</sup> March.</li> </ul>

## CORPORATE SERVICES

## Budget Monitoring 2009/10 (Month 12)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance from Month 10 (£m)	Cause of Variance	Action Required
Clwyd Theatr Cymru	1.036	1.036	0.000	0.030	<ul style="list-style-type: none"> <li>• Ticket sales and related trading income for the production of “To Kill a Mockingbird” exceeded previous forecasts</li> <li>• Energy credits of £0.012m were received at the end of the year.</li> </ul>	
<b>Total :</b>	<b>18.119</b>	<b>17.781</b>	<b>( 0.338)</b>	<b>( 0.121)</b>		

## CENTRAL &amp; CORPORATE FINANCE

## Budget Monitoring 2009/10 (Month 12)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance from Month 10 (£m)	Cause of Variance	Action Required
Central Loans & Investment Account	13.414	13.819	0.405	0.405	<ul style="list-style-type: none"> <li>• Net increase in interest / principal / debt management expenses (£0.053m).</li> <li>• Net reduction in temporary investment and other interest income of £0.352m, largely attributable to the fall in Bank Rate (from 1% to 0.5%) on 5<sup>th</sup> March, 2009.</li> </ul>	<ul style="list-style-type: none"> <li>• Continue to monitor closely</li> </ul>

## CENTRAL &amp; CORPORATE FINANCE

## Budget Monitoring 2009/10 (Month 12)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance from Month 10 (£m)	Cause of Variance	Action Required
Financing & Funding (insurance, banking etc.)	2.678	2.125	( 0.553)	( 0.504)	<ul style="list-style-type: none"> <li>• Net windfall income of £0.450m mainly due to £0.439m refunds of VAT overpaid and underclaimed following a recent House of Lords decision (Fleming and Conde Nast Publications Ltd)</li> <li>• Anticipated underspend in external audit fees of £0.015m.</li> <li>• Write off income of £0.017m.</li> <li>• Anticipated underspend in insurance premiums of £0.056m. This underspend is a consequence of the recent re-tendering process.</li> <li>• Anticipated underspend in bank charges of £0.024m.</li> <li>• Anticipated net overspend on Other Buildings of £0.009m.</li> </ul>	<ul style="list-style-type: none"> <li>• Continue to monitor closely</li> </ul>
Corporate Other	6.516	4.394	( 2.122)	( 1.996)	<ul style="list-style-type: none"> <li>• The efficiency programme reported to Executive on 21<sup>st</sup> August identified efficiencies of £1.638m compared to the</li> </ul>	<ul style="list-style-type: none"> <li>• Continue to monitor closely</li> </ul>

## CENTRAL &amp; CORPORATE FINANCE

## Budget Monitoring 2009/10 (Month 12)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance from Month 10 (£m)	Cause of Variance	Action Required
					<p>revised target of £1.169m.</p> <ul style="list-style-type: none"> <li>• Decrease in Non Standard Inflation costs of £0.022m.</li> <li>• An anticipated underspend in pay of £1.049m (due to the pay offer being an increase of 1.1% {on average} as compared to the budgeted increase of 2.3%).</li> <li>• Increase in the MASS – Matrix contract rebates of £0.095m.</li> <li>• Non-realisation of efficiency savings of £0.260m.</li> <li>• An anticipated underspend in Central Contingencies expenditure of £0.724m made up of £0.400m relating to Waste Disposal – Out of County Haulage, £0.200m relating to the Housing Ballot and £0.124m for loss of rent - capital disposals budget no longer required.</li> <li>• An underspend in Directors/2<sup>nd</sup> Tier Officer salaries appraisals of</li> </ul>	<ul style="list-style-type: none"> <li>• Additional budget of £0.100m has been made for financial year 2010/11.</li> </ul>

## CENTRAL &amp; CORPORATE FINANCE

## Budget Monitoring 2009/10 (Month 12)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance from Month 10 (£m)	Cause of Variance	Action Required
					£0.025m. • An anticipated overpend in Trade Union Consultation expenditure of £0.002m • A reduction in purchasing consortium net rebates of £0.002m. • Miscellaneous Write Off income if £0.002m.	
Other variances (aggregate)	2.214	2.204	( 0.010)	( 0.020)	• Anticipated underspend in Coroners' fees of £0.004m • £0.014m underspend due to less-than-anticipated requests for rate relief	• This service is managed and monitored by Wrexham C.B.C. • Continue to monitor closely
<b>Total :</b>	<b>24.822</b>	<b>22.542</b>	<b>( 2.280)</b>	<b>( 2.115)</b>		



## APPENDIX 6

### Movements on General Fund Unearmarked Reserves

	£m	£m
Un-earmarked Reserves as at 1 April 2009		7.415
Less - Base Level (Includes increase as per budget report 2009/10)		<u>5.269</u>
Amount Available for Delegation to Executive		2.146
Less allocations previously reported		<u>(1.126)</u>
Revised Total		1.020
Add reserves/balances transferred back (para 5.02)	0.096	
Less Committed in 2010/11 Budget Proposals	(0.352)	
Less Projected Overspend as at 31 <sup>st</sup> March 2010	<u>(0.562)</u>	
		<u>(0.818)</u>
Level of Contingency Reserve at 31 <sup>st</sup> March 2010.		0.202

## HOUSING REVENUE ACCOUNT

Budget Monitoring 2009/10 (Month 12)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance from Month 10 (£m)	Cause of Variance	Action Required
Income - Capitalised Salaries	(0.453)	(0.270)	0.183	0.192	<ul style="list-style-type: none"> <li>Under spend on Capitalised Salaries due to a large number of vacancies being carried</li> </ul>	<ul style="list-style-type: none"> <li>Review of budget and vacancies held within Capitalised Salaries as part of Housing Restructure</li> </ul>
Rents	(23.247)	(23.050)	0.197	0.258	<ul style="list-style-type: none"> <li>£0. 220m over spend to budget on Voids rent loss.</li> <li>£0.031m over spend on Council Tax and £0.081m under recovery of rental income due mainly to unbudgeted Right to Buy Sales.</li> <li>Reduction to the Bad Debt provision of £0.070m calculated at year end.</li> </ul>	<ul style="list-style-type: none"> <li>Dedicated project manager for voids and member &amp; officer working group both to be appointed in Sept. Revision of Rent budget 2010/11.</li> <li>Report to CMT on debt policy to be produced reflecting the impact on rent collection and claw back of Housing Benefit and Council Tax debts. Monitor closely the Bad Debts.</li> </ul>

## HOUSING REVENUE ACCOUNT

Budget Monitoring 2009/10 (Month 12)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance from Month 10 (£m)	Cause of Variance	Action Required
Housing Management	1.277	1.052	( 0.225)	( 0.186)	<ul style="list-style-type: none"> <li>• Significant under spend due to vacancies held in Anti Social Behaviour of £0.081m and 3 area offices of £0.078m.</li> <li>• Court costs are reflecting a saving of £0.041m based on current levels of expenditure.</li> <li>• The improved position is a result of additional water/sewerage commission.</li> </ul>	<ul style="list-style-type: none"> <li>• Review as part of Housing restructure.</li> <li>• Efficiency saving included for 2010-11 budget for Court costs which will be used to contribute towards pressures elsewhere within the HRA.</li> </ul>

## HOUSING REVENUE ACCOUNT

Budget Monitoring 2009/10 (Month 12)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance from Month 10 (£m)	Cause of Variance	Action Required
Repairs & Maintenance	7.972	8.452	0.480	0.083	<ul style="list-style-type: none"> <li>• Under spend of £0.182m on Capitalised Salaries due to a number of vacancies being carried.</li> <li>• Consultancy costs of £0.030m for Stores review.</li> <li>• Increase in bad debt provision of £0.027m</li> <li>• Overspend of £0.577m on Client Account as a result of more urgent work undertaken than expected, an additional 24 more voids returned compared to 08-09, uplift variances and an influx of tickets from tradesmen reflecting more completed works than anticipated.</li> </ul>	<ul style="list-style-type: none"> <li>• Review of budget and vacancies held within Capitalised Salaries as part of Housing Restructure</li> <li>• Better financial control of workload by management team at Canton.</li> </ul>

## HOUSING REVENUE ACCOUNT

Budget Monitoring 2009/10 (Month 12)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance from Month 10 (£m)	Cause of Variance	Action Required
Policy & Management	0.891	1.008	0.117	0.151	<ul style="list-style-type: none"> <li>• £0.029m Home Loss Disturbance for Jasmine Crescent which could not be finalised in 08-09</li> <li>• £0.047m over spend due to agency costs</li> <li>• £0.050m redundancy costs</li> <li>• £0.031m for recharge of Locum Solicitor.</li> <li>• The above are offset by a reduction in a recharge of salary costs of £0.025m.</li> <li>• Additional pension fund costs of £0.050m have been suffered at period 12, however these have been offset with a large reduction in the HRA's share of the Authority's Insurance Premiums of £0.083m.</li> </ul>	Investment in short term improvement project to assist restructuring and revise key processes.

## HOUSING REVENUE ACCOUNT

Budget Monitoring 2009/10 (Month 12)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance from Month 10 (£m)	Cause of Variance	Action Required
Building Maintenance Trading Account	0.400	( 0.181)	( 0.581)	( 0.016)	<ul style="list-style-type: none"> <li>• £0.840m projected over spend on supplies based on current levels of expenditure. This is partly due to insufficient budget and partly due to more work being undertaken in house.</li> <li>• This is offset by a significant reduction in the projected subcontractor spend of £0.649m.</li> <li>• Increased income of £0.336m due to more repairs being completed than budgeted for, an additional 24 more voids completed and additional Capital spend on voids and heating replacements.</li> </ul>	Stronger financial control which will be addressed once fourth tier managers are in post.

## HOUSING REVENUE ACCOUNT

Budget Monitoring 2009/10 (Month 12)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance from Month 10 (£m)	Cause of Variance	Action Required
Stock Options Appraisal	0.554	0.000	( 0.554)	( 0.554)	<ul style="list-style-type: none"> <li>Removal of salary costs incorrectly reflected within HRA totalling £0.054m. There is no longer a projected outturn on the Stock Options budget allocation as all non reimbursable pre ballot costs incurred are to be transferred to the General Fund as per WAG transfer guidance 2009.</li> </ul>	
Housing Subsidy	6.357	6.423	0.066	0.066	<ul style="list-style-type: none"> <li>The eligible Capital Financing charges within the original budget figure was incorrect. This has resulted in £0.066m less eligible Capital Financing charges than anticipated.</li> </ul>	Discussions between Directorate and Corporate Finance Teams to improve projections for 2010/11.
Aerial Systems	0.038	0.095	0.057	0.076	<ul style="list-style-type: none"> <li>Additional properties added to the schedule and additional costs as a result of the digital switchover.</li> </ul>	Pressure bid submitted within HRA. Addressed as part of the 2010-11 budget process.

## HOUSING REVENUE ACCOUNT

Budget Monitoring 2009/10 (Month 12)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance from Month 10 (£m)	Cause of Variance	Action Required
Other Variances (aggregate)	5.822	5.721	( 0.101)	( 0.041)	<ul style="list-style-type: none"> <li>Variance has been partly offset by an increase in the bad debt provision of £0.048m</li> </ul>	
<b>Total :</b>	<b>(0.389)</b>	<b>( 0.750)</b>	<b>( 0.361)</b>	<b>0.029</b>		



## **FLINTSHIRE COUNTY COUNCIL**

**AGENDA ITEM NUMBER: 8**

**REPORT TO:**        **EXECUTIVE**  
**DATE :**             **01 JUNE 2010**  
**REPORT BY:**      **HEAD OF FINANCE**  
**SUBJECT :**         **BAD DEBT WRITE OFFS**

### **1.00 PURPOSE OF REPORT**

1.01 To request authorisation to write off debts to the value of £97,776.50.

### **2.00 BACKGROUND**

2.01 Financial Procedure Rules (section 9.6 - Income and Expenditure) requires that all write offs in excess of £25,000 are referred to the Executive.

### **3.00 CONSIDERATIONS**

#### **3.01 Lifelong Learning - £54,603.89**

These debts relate to a local entertainment venue. A Court Order was obtained in August 2002 but the customer defaulted on a payment plan. A charge on a property was obtained in February 2010. However, our information indicates there will be insufficient equity to repay the outstanding debt. Recovery options have been exhausted.

#### **Environment - £43,172.61**

These debts relate to unpaid Building Regulation fees. A Building Company was placed into Administration in October 2008. No dividend is available to be paid to unsecured creditors.

### **4.00 RECOMMENDATIONS**

4.01 That Members approve the write off of these debts amounting to £97,776.50.

### **5.00 FINANCIAL IMPLICATIONS**

5.01 The amounts written off will be charged against the respective provisions for bad debts. Therefore there is no direct impact on the Council's Revenue Account in the current year. However, the proposed write offs reduce the size of the bad debt provision and additional contributions may be required in the future.

### **6.00 ANTI POVERTY IMPACT**

6.01 None.

**7.00 ENVIRONMENTAL IMPACT**

7.01 None.

**8.00 EQUALITIES IMPACT**

8.01 None.

**9.00 PERSONNEL IMPLICATIONS**

9.01 None.

**10.00 CONSULTATION REQUIRED**

10.01 None.

**11.00 CONSULTATION UNDERTAKEN**

11.01 None.

**12.00 APPENDICES**

12.01 None.

**LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985**  
**BACKGROUND DOCUMENTS**

Financial Procedure Rules (section 9.6 - Income and Expenditure)  
Various correspondence and system notes relating to both accounts

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## **FLINTSHIRE COUNTY COUNCIL**

**AGENDA ITEM NUMBER: 9**

**REPORT TO:**        **EXECUTIVE**  
**DATE :**             **01 JUNE 2010**  
**REPORT BY:**      **HEAD OF HUMAN RESOURCES AND ORGANISATIONAL  
DEVELOPMENT**  
**SUBJECT :**        **WORKFORCE INFORMATION REPORT**

### **1.00 PURPOSE OF REPORT**

1.01 To provide Executive members with an update for the fourth quarter and end of year report for 2009 / 10 Workforce Information report which contains the following reports:

- Headcount
- Establishment
- Turnover
- Diversity summary
- Absence

### **2.00 BACKGROUND**

2.01 The format of the Workforce Information reports was approved by the Overview and Scrutiny Committee for People and Performance on 9 March 2009 and by the Corporate Management Team on 26 March 2009.

### **3.00 CONSIDERATIONS**

- 3.01 As mentioned in previous reports, work is on-going to cleanse the data held on the Midland Trent system. This work will increase the accuracy of the data held on the Organisation's establishment. There has been some significant work undertaken to fill in missing data and amend data during the third and fourth quarters. This work has improved the quality of this data. Further work is still required to continue the improvements sought in this area, for example, in relation to missing and incorrect "reporting manager" details.
- 3.02 Two sickness absence figures are provided in the report, the first is a sickness absence figure based on the calculation required for the Welsh Local Authority KPI (Key Performance Indicator). This is based upon FTE (Full Time Equivalent) days lost and is calculated over the four quarters, from 1st April 2009 up to and including 31st March 2010.

Sickness absence (FTE calculation):

**Quarter 1 2009 / 10: 2.42 days lost**

**Quarter 2 2009 / 10: 2.33 days lost**

**Quarter 3 2009 / 10: 3.03 days lost**

**Quarter 4 2009 / 10: 3.04 days lost**

- 3.03 The second figure is based on industry recommendations (ACAS and CIPD) and show a percentage absence rate figure. This can be used to benchmark the Council against a range of similar type and high performing organisations.

Flintshire County Council percentage sickness absence rate:

**Quarter 1 2009 / 10 4.54%**

**Quarter 2 2009 / 10 4.38%**

**Quarter 3 2009 / 10 5.69%**

**Quarter 4 2009 / 10 5.70%**

- 3.04 When reviewing the above data for 2009/10 and comparing this with 2008/09 data (which can be found on page 12 of the Workforce Information Report) we can see that with the exception of quarter two, there has been a consistent reduction in the number of days lost throughout and the percentage sickness absence rate, when compared with 2008/09, i.e. 11.61 days lost / 5.45% for 2008/09 when compared with 10.83 / 5.08% for 2009/10.
- 3.05 Members will also note that the days lost have decreased throughout the year compared to the figures previously reported, i.e. Quarter 3 2009/10 is now showing 3.03 days lost, 5.69% sickness absence rate, whereas previously it was reported at 3.26 days lost, 6.13%. The reason for this is that sickness absence paperwork relating to employees returning to work during the previous quarters had not been received at the time the Workforce Information report was generated.
- 3.06 Members will recall that the Human Resources Team have developed an Attendance Management Policy and an Attendance Management Strategy as part of the revised People Strategy with the following aims:
- To improve the performance and consistency of attendance management in the Council;
  - To maximise the potential of workforce information by providing accurate, timely and relevant workforce information to managers;
  - To support managers in the identification of trends and issues in order to develop tailored action plans;
  - To ensure that employees are treated fairly and consistently in the management of their attendance at work.

- 3.07 The policy and strategy have been endorsed by the Corporate Management Team and the implementation process is now well underway across the Organisation. The strategy provides clear guidance as to the roles and responsibilities of all parties in managing attendance effectively, e.g. Corporate Management Team, Heads of Service, line managers, employees, Trade Unions and Human Resources. This strategy will drive and support improved performance in relation to the effective management of attendance. Further improved performance in this area will not be immediate but should start to have a positive impact over the coming months.
- 3.08 Members will note that there is an additional report attached. The Corporate Management Absence Management Strategy (AMS) Report. This report has been developed as part of the Absence Management Strategy to help managers compare their service areas to other services in the Council. The report highlights the FTE days lost and the absence rate quarter on quarter.
- 3.09 In addition to the AMS report, which is provided on a quarterly basis, Managers in directorates receive regular monthly reports which provide more detailed and meaningful information regarding both frequent short-term absence and long term absence. Further reports are also being developed to help better analyse the reasons for sickness absence.
- 3.10 Members will recall that the Employee turnover figures were unavailable for the third quarter as the data has been adversely impacted by essential cleansing work on 'starters' and 'leavers' on the Midland Trent system. As promised in the last report to Members the employee turnover figures have been reinstated for this report.
- 3.11 Members will note that the number of leavers for the Organisation is reported as 970 but within the breakdown by Directorate it is reported as 985. This is consistent with previous reports where employees hold multiple employments. Each employee will be shown once as a leaver from the Organisation and as a leaver from each of the Directorates that they are employed within.
- 3.12 Members will note that there was almost a 'fifty-fifty' split in the number of leavers, with Schools at 47.41% and Non-Schools at 52.59%. There are significant numbers of leavers still being recorded as reason unstated i.e. Other, Reason Not known or Resignation for Other or undisclosed reasons. This applies to 78.8% of School leavers and 45.56% of leavers from the rest of the Organisation.
- 3.13 Significant work is being carried out to increase the number of exit interviews that take place in an effort to better understand the reasons for leaving which we intend to reflect in future reports. Further work will then need to be undertaken to analyse areas where there may be concerns about levels of turnover in order to support appropriate recruitment and retention strategies. Action plans for improvement have been developed in relation to employer

turnover and have been approved by the corporate management team for implementation by directorates.

- 3.13 Members will recall that for the Quarter 2 Report Flintshire were able to compare FTE days lost and absence rates with other Local Authorities across North Wales. At the time of generating this report, this data was not available from the North Wales Local Authorities and will instead be provided in the next report for Quarter 1 of 2010/11.

Further work needs to be undertaken to extend the benchmarking exercise to include other public and private sector organisations.

#### **4.00 RECOMMENDATIONS**

- 4.01 That Executive Members note the workforce information report for the third quarter.

#### **5.00 FINANCIAL IMPLICATIONS**

- 5.01 Increased accuracy of reporting of the employed workforce will allow the Council to better understand, plan and manage the largest single cost of service delivery more effectively.

#### **6.00 ANTI POVERTY IMPACT**

- 6.01 None

#### **7.00 ENVIRONMENTAL IMPACT**

- 7.01 None

#### **8.00 EQUALITIES IMPACT**

- 8.01 Accurate diversity information will enable the Council and Directorates to formulate meaningful action plans in addressing recruitment, training and career development issues for under-represented groups.
- 8.02 There is an Equalities Information Audit about to be carried out in HR and OD, this will then be rolled out to the areas identified within the scope of EIA project and will subsequently be expanded to cover the rest of the Authority in 2010. Once returned and the details inputted in to the Midland Trent system, this should better inform the Corporate reports and service plans.

#### **9.00 PERSONNEL IMPLICATIONS**

- 9.01 Further work is required to analyse and interpret the suite of reports and the trends as comparative data is available. The Human Resources Managers will advise and support Directorate Management teams and managers in

how this data can be used for workforce planning purposes and the monitoring and managing of services.

#### **10.00 CONSULTATION REQUIRED**

10.01 None

#### **11.00 CONSULTATION UNDERTAKEN**

11.01 Previously undertaken

#### **12.00 APPENDICES**

12.01 Workforce Information Report for the fourth Quarter and whole year of 2009/10.

12.02 AMS Report for the whole year 2009/10

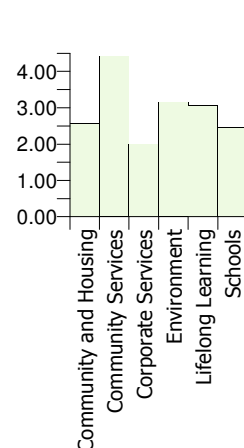
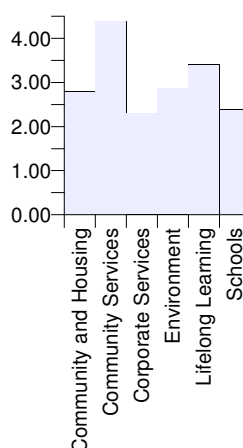
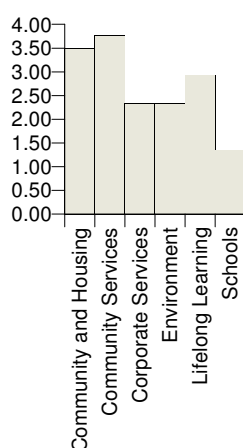
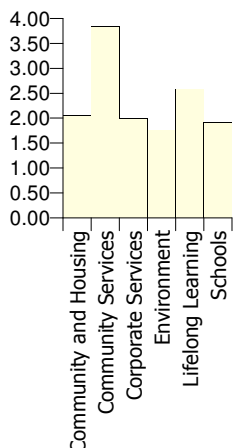
#### **LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985** **BACKGROUND DOCUMENTS**

None

Contact Officer: Helen Stappleton  
Telephone: 01352 702720  
E-Mail: helen\_stappleton@flintshire.gov.uk

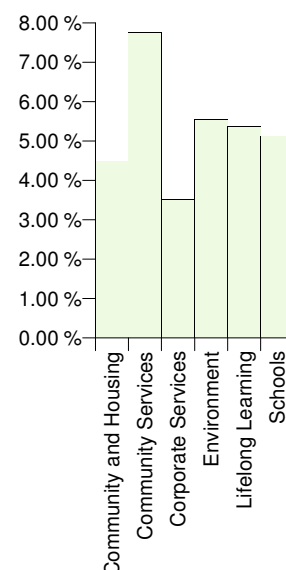
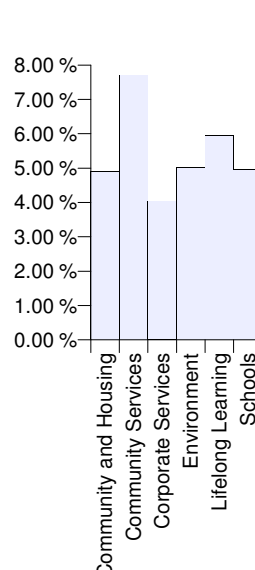
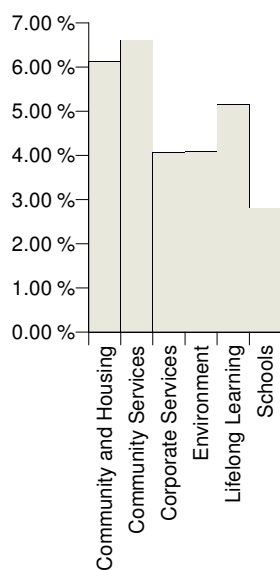
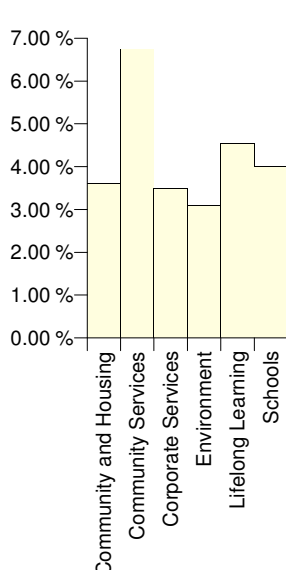
## FTE Days Lost

Directorate	Q1	Q2	Q3	Q4	FTE Days Lost
Community and Housing	2.06	3.48	2.79	2.56	10.88
Community Services	3.84	3.77	4.39	4.42	16.43
Corporate Services	1.98	2.32	2.30	2.00	8.61
Environment	1.76	2.33	2.87	3.16	10.15
Lifelong Learning	2.58	2.93	3.40	3.06	11.98
Schools	1.92	1.35	2.38	2.46	8.10
<b>FCC</b>	<b>2.42</b>	<b>2.33</b>	<b>3.03</b>	<b>3.04</b>	<b>10.83</b>



## Absence Rate

Directorate	Q1	Q2	Q3	Q4
Community and Housing	3.61 %	6.11 %	4.90 %	4.49 %
Community Services	6.74 %	6.61 %	7.71 %	7.75 %
Corporate Services	3.48 %	4.07 %	4.04 %	3.51 %
Environment	3.09 %	4.09 %	5.03 %	5.54 %
Lifelong Learning	4.53 %	5.15 %	5.96 %	5.37 %
Schools	3.99 %	2.80 %	4.96 %	5.12 %
<b>FCC</b>	<b>4.54 %</b>	<b>4.38 %</b>	<b>5.69 %</b>	<b>5.70 %</b>





**FLINTSHIRE COUNTY COUNCIL**

## **Workforce Information Report**

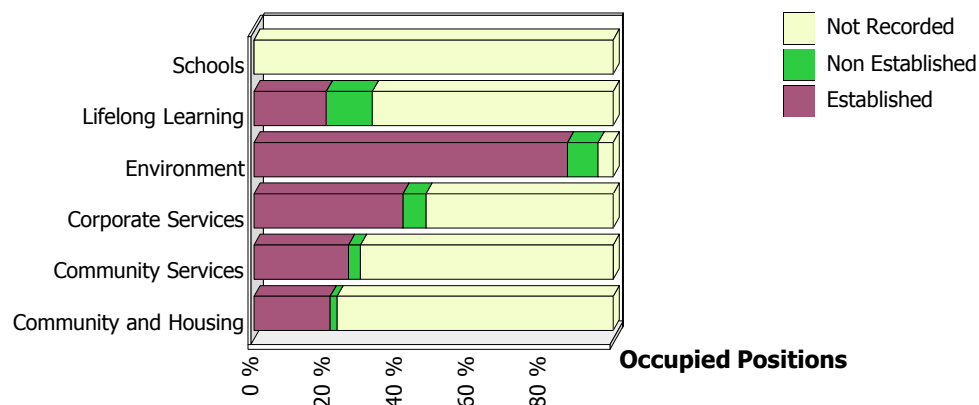
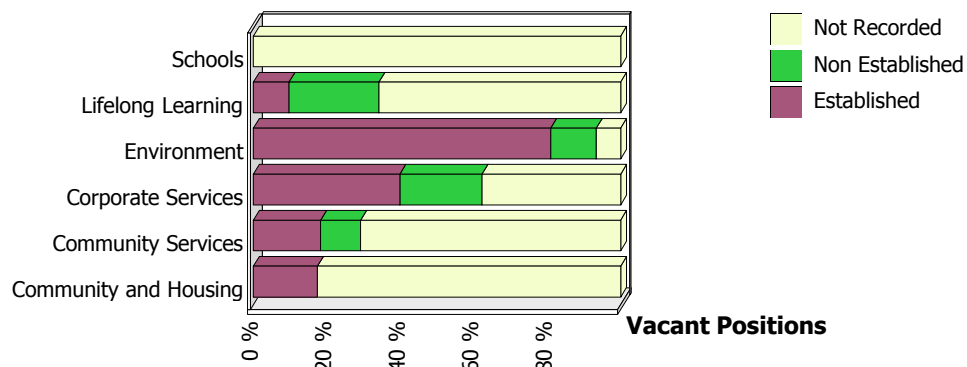
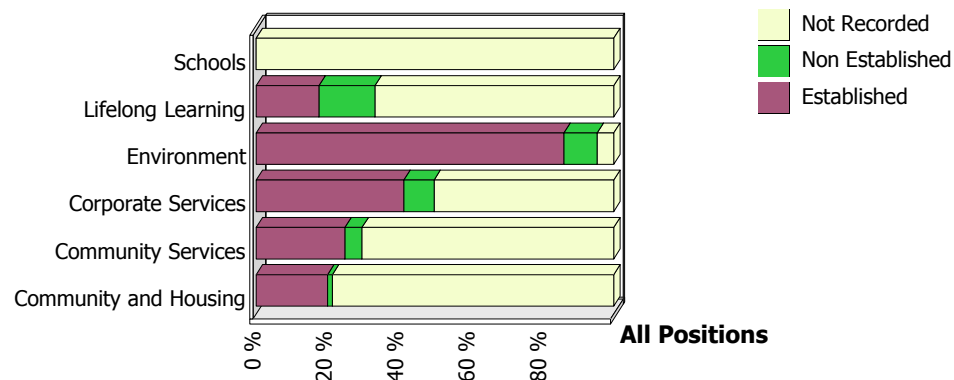
**Period Up To: 31/03/2010**

## Establishment Summary By Directorate

Data on this page is effective as at : 31/03/2010

Last Refreshed On : 13/04/2010

Directorate	Position Status	Positions		
		Total	Vacant	Occupied
Community and Housing	<i>Established</i>	15	4	11
	<i>Non Established</i>	1	0	1
	<i>Not Recorded</i>	59	19	40
	<b>Total:</b>	<b>75</b>	<b>23</b>	<b>52</b>
Community Services	<i>Established</i>	554	77	477
	<i>Non Established</i>	106	46	60
	<i>Not Recorded</i>	1,572	298	1,274
	<b>Total:</b>	<b>2,232</b>	<b>421</b>	<b>1,811</b>
Corporate Services	<i>Established</i>	449	57	392
	<i>Non Established</i>	92	32	60
	<i>Not Recorded</i>	547	54	493
	<b>Total:</b>	<b>1,088</b>	<b>143</b>	<b>945</b>
Environment	<i>Established</i>	979	170	809
	<i>Non Established</i>	105	26	79
	<i>Not Recorded</i>	53	14	39
	<b>Total:</b>	<b>1,137</b>	<b>210</b>	<b>927</b>
Lifelong Learning	<i>Established</i>	568	76	492
	<i>Non Established</i>	507	193	314
	<i>Not Recorded</i>	2,158	518	1,640
	<b>Total:</b>	<b>3,233</b>	<b>787</b>	<b>2,446</b>
Schools	<i>Established</i>	1	0	1
	<i>Not Recorded</i>	8,290	1,004	7,286
	<b>Total:</b>	<b>8,291</b>	<b>1,004</b>	<b>7,287</b>
	<b>Totals:</b>	<b>16,056</b>	<b>2,588</b>	<b>13,468</b>



## Headcount Summary By Directorate

Data on this page is effective as at : 31/03/2010

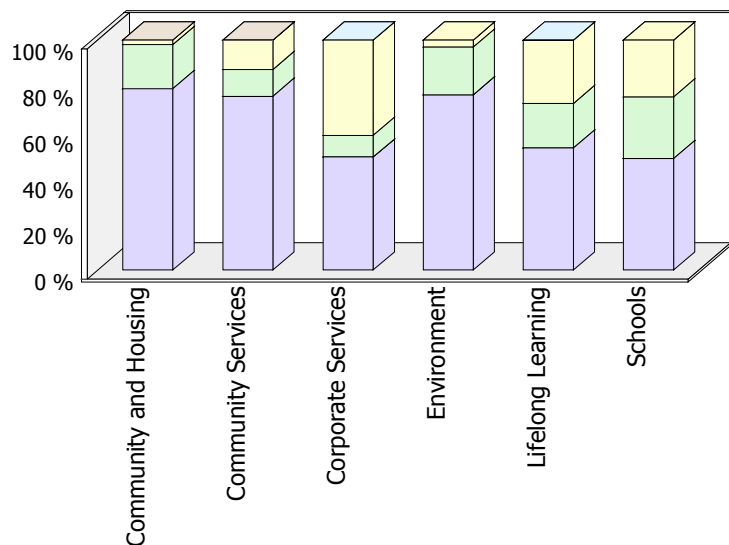
Last Refreshed On : 13/04/2010

**Flintshire County Council Actual Total Headcount : 9,176**

Directorate	HEADCOUNT			POSITION TYPE						POSITION BASIS			
	Total FTE	People	Positions	Permanent	Relief	Temporary Fixed Term	* Via Managed Agency Service	Seasonal Fixed Term	Contract For Services	Full Time	Full Time Term Time	Part Time	Part Time Term Time
Community and Housing	35	48	52	41	1	10	0	0	0	34	0	18	0
Community Services	1,232	1,564	1,778	1,342	227	208	0	1	0	963	0	813	1
Corporate Services	446	794	932	458	386	88	0	0	0	406	2	505	1
Environment	755	903	925	705	29	191	0	0	0	680	1	239	5
Lifelong Learning	784	1,785	2,283	1,211	627	443	0	0	2	485	11	1,754	13
Schools	2,272	4,620	7,285	3,531	1,800	1,954	0	0	0	1,369	78	5,404	434
<b>Totals:</b>	<b>5,524</b>	<b>9,714</b>	<b>13,255</b>	<b>7,288</b>	<b>3,070</b>	<b>2,894</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3,937</b>	<b>92</b>	<b>8,733</b>	<b>454</b>
				<b>54.98 %</b>	<b>23.16 %</b>	<b>21.83 %</b>	<b>0.00 %</b>	<b>0.01 %</b>	<b>0.02 %</b>	<b>29.70 %</b>	<b>0.69 %</b>	<b>65.88 %</b>	<b>3.43 %</b>

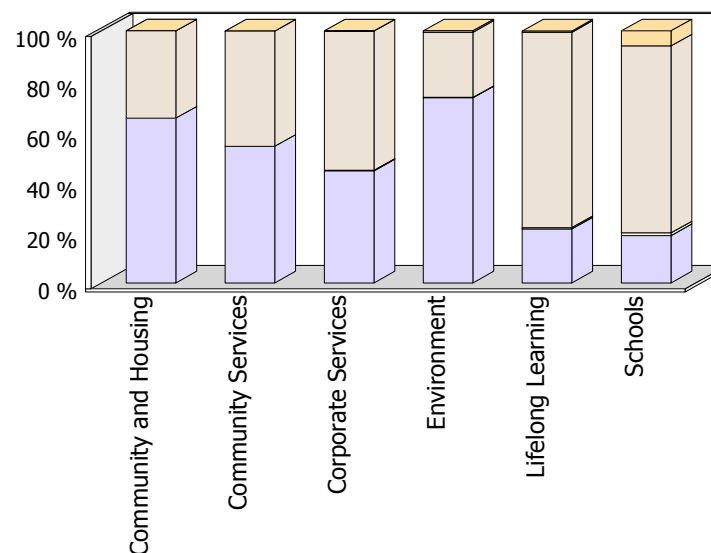
■ Contract For Services    ■ Seasonal Fixed Term    ■ Relief  
■ Temporary Fixed Term    ■ \*Agency    ■ Permanent

**Position Type**



■ Part Time Term Time    ■ Part Time  
■ Full Time Term Time    ■ Full Time

**Position Basis**



\* Data for the managed agency service is not recorded in Trent, but has been provided from the managed agency service system - Matrix

The sum of the percentages may not always total to 100% due to rounding

## Turnover Summary

Data on this page is effective between : 01/04/2009 & 31/03/2010

Last Refreshed On : 13/04/2010

### Flintshire County Council Turnover

People at Start Point	People at End Point	Average People HeadCount	All Leavers (People)	Voluntary Leavers	All Turnover %	Voluntary Turnover %
8,899	9,240	9,070	970	737	10.70	8.13

### Directorate Turnover

Directorate	People at Start Point	People at End Point	Average People HeadCount	Leavers (People)	Voluntary Leavers (People)	All Turnover %	Voluntary Turnover %
Community and Housing	64	48	56	9	2	16.07	3.57
Community Services	1,529	1,576	1,553	133	85	8.57	5.48
Corporate Services	745	800	773	58	36	7.51	4.66
Environment	874	904	889	51	28	5.74	3.15
Lifelong Learning	1,820	1,836	1,828	267	223	14.61	12.20
Schools	4,390	4,621	4,506	467	374	10.37	8.30
<b>Totals:</b>	<b>9,422</b>	<b>9,785</b>	<b>9,604</b>	<b>985</b>	<b>748</b>		

## Turnover Summary

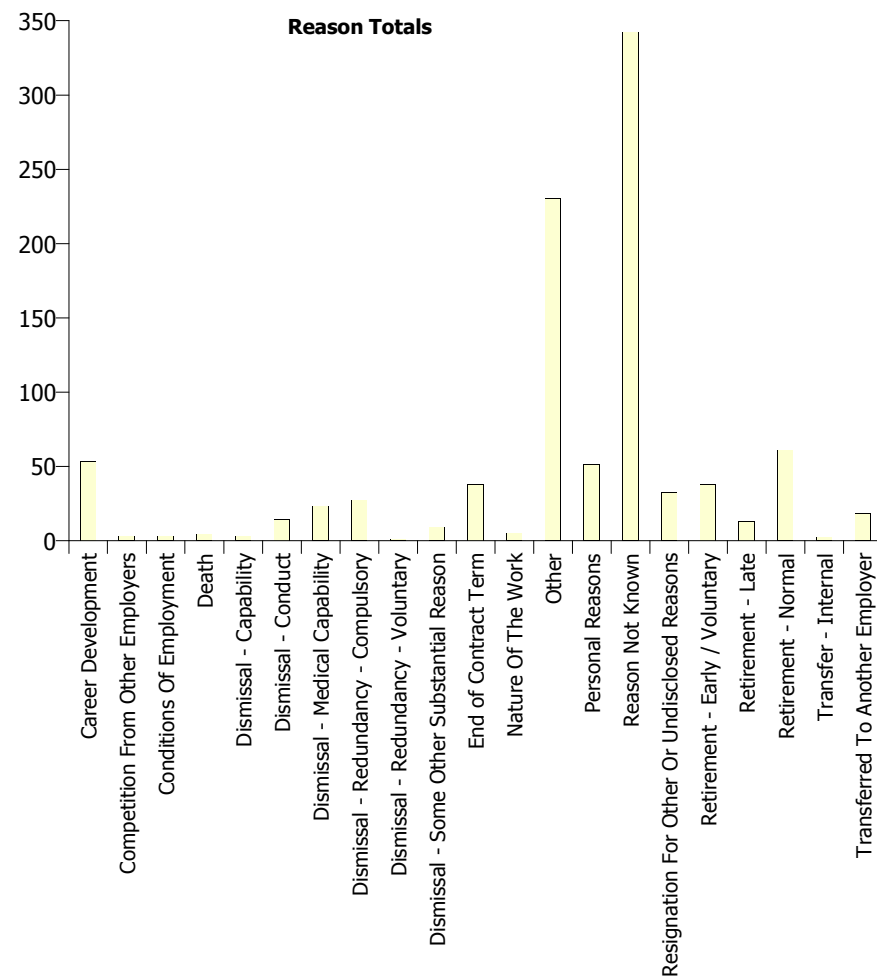
Data on this page is effective between : 01/04/2009 & 31/03/2010

Last Refreshed On : 13/04/2010

The sum of the percentages may not always total to 100% due to rounding.

### Flintshire County Council Leaving Reasons

Leaving Reason	FCC Total	Leavers %
Career Development	53	5.46 %
Competition From Other Employers	3	0.31 %
Conditions Of Employment	3	0.31 %
Death	4	0.41 %
Dismissal - Capability	3	0.31 %
Dismissal - Conduct	14	1.44 %
Dismissal - Legal Restrictions	0	0%
Dismissal - Medical Capability	23	2.37 %
Dismissal - Redundancy - Compulsory	27	2.78 %
Dismissal - Redundancy - Voluntary	1	0.10 %
Dismissal - Some Other Substantial Reason	9	0.93 %
End of Contract Term	38	3.92 %
Nature Of The Work	5	0.52 %
Other	230	23.71 %
Pay	0	0%
Personal Reasons	51	5.26 %
Reason Not Known	342	35.26 %
Resignation For Other Or Undisclosed Reasons	32	3.30 %
Retirement - Early / Voluntary	38	3.92 %
Retirement - Late	13	1.34 %
Retirement - Normal	61	6.29 %
Transfer - Demotion	0	0%
Transfer - Internal	2	0.21 %
Transfer - Promotion	0	0%
Transfer - Re-Deployed	0	0%
Transferred To Another Employer	18	1.86 %
Transfer - Re-Organisation	0	0%
Transfer - System	0	0%
<b>Total:</b>	<b>970</b>	



## Turnover Summary

Data on this page is effective between : 01/04/2009 & 31/03/2010

Last Refreshed On : 13/04/2010

### Leaving Reasons by Directorate

Leaving Reason	Community and Housing	Community Services	Corporate Services	Environment	Lifelong Learning	Schools
Career Development	0	28	9	8	10	0
Competition From Other Employers	0	2	0	1	0	0
Conditions Of Employment	0	1	1	1	0	0
Death	1	1	0	1	0	1
Dismissal - Capability	0	1	1	1	0	0
Dismissal - Conduct	0	6	3	4	2	0
Dismissal - Legal Restrictions	0	0	0	0	0	0
Dismissal - Medical Capability	0	12	2	2	5	2
Dismissal - Redundancy - Compulsory	6	0	4	1	2	14
Dismissal - Redundancy - Voluntary	0	0	1	0	0	0
Dismissal - Some Other Substantial Reason	0	5	0	0	2	2
End of Contract Term	0	2	5	3	19	11
Nature Of The Work	0	2	1	0	2	0
Other	0	14	12	5	171	30
Pay	0	0	0	0	0	0
Personal Reasons	1	17	4	4	21	6
Reason Not Known	0	11	4	2	13	316
Resignation For Other Or Undisclosed Reasons	1	5	1	1	3	22
Retirement - Early / Voluntary	0	2	2	6	2	26
Retirement - Late	0	6	2	3	2	1
Retirement - Normal	0	13	2	2	10	34
Transfer - Demotion	0	0	0	0	0	0
Transfer - Internal	0	0	0	0	0	2
Transfer - Promotion	0	0	0	0	0	0
Transfer - Re-Deployed	0	0	0	0	0	0
Transferred To Another Employer	0	5	4	6	3	0
Transfer - Re-Organisation	0	0	0	0	0	0
Transfer - System	0	0	0	0	0	0
<b>Total:</b>	<b>9</b>	<b>133</b>	<b>58</b>	<b>51</b>	<b>267</b>	<b>467</b>

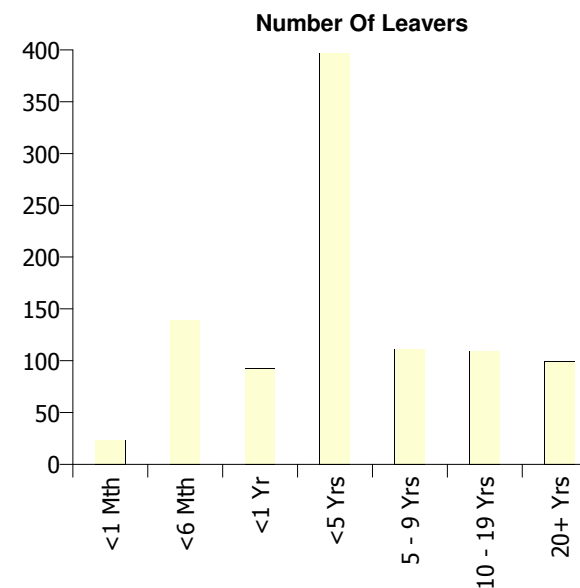
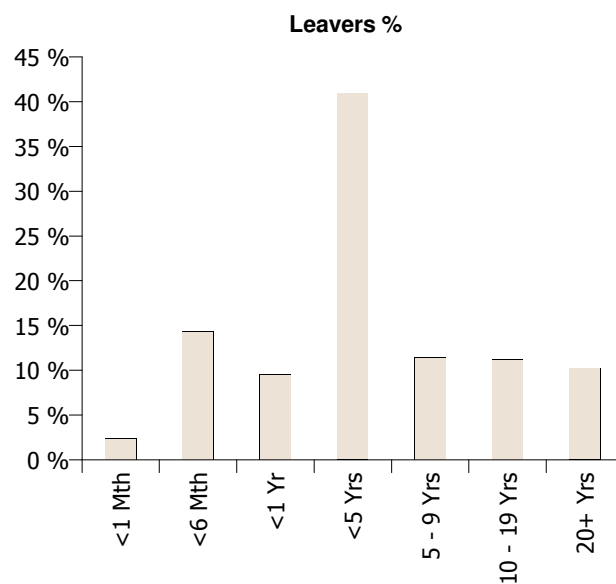
## Turnover Summary

Data on this page is effective between : 01/04/2009 & 31/03/2010

Last Refreshed On : 13/04/2010

### Flintshire County Council Leavers by Length Of Service

Length Of Service At Leaving	Leavers	Leavers %
<1 Mth	23	2.37 %
<6 Mth	139	14.33 %
<1 Yr	92	9.48 %
<5 Yrs	397	40.93 %
5 - 9 Yrs	111	11.44 %
10 - 19 Yrs	109	11.24 %
20+ Yrs	99	10.21 %
<b>Total</b>	<b>970</b>	



The sum of the percentages may not always total to 100% due to rounding.

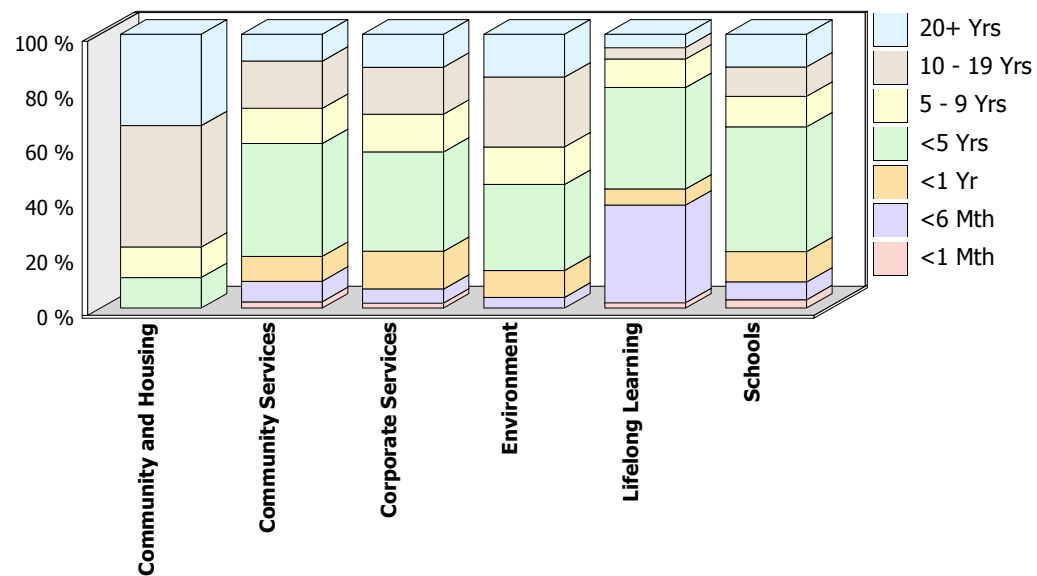
## Turnover Summary

Data on this page is effective between : 01/04/2009 & 31/03/2010

Last Refreshed On : 13/04/2010

### Leavers by Length Of Service By Directorate

Directorate	<1 Mth	<6 Mth	<1 Yr	<5 Yrs	5 - 9 Yrs	10 - 19 Yrs	20+ Yrs
Community and Housing	0	0	0	1	1	4	3
Community Services	3	10	12	55	17	23	13
Corporate Services	1	3	8	21	8	10	7
Environment	0	2	5	16	7	13	8
Lifelong Learning	5	95	16	99	28	11	13
Schools	14	30	52	213	52	50	56
<b>Totals</b>	<b>23</b>	<b>140</b>	<b>93</b>	<b>405</b>	<b>113</b>	<b>111</b>	<b>100</b>





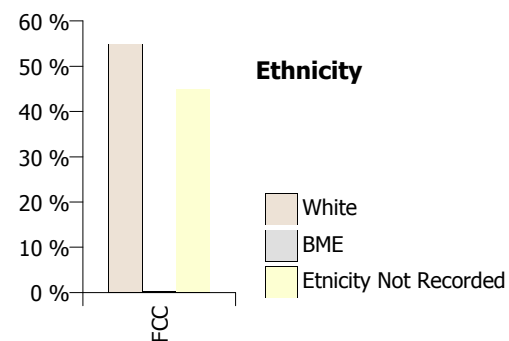
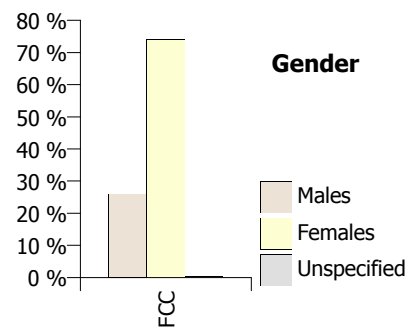
## Diversity Summary

Data on this page is effective as at : 31/03/2010

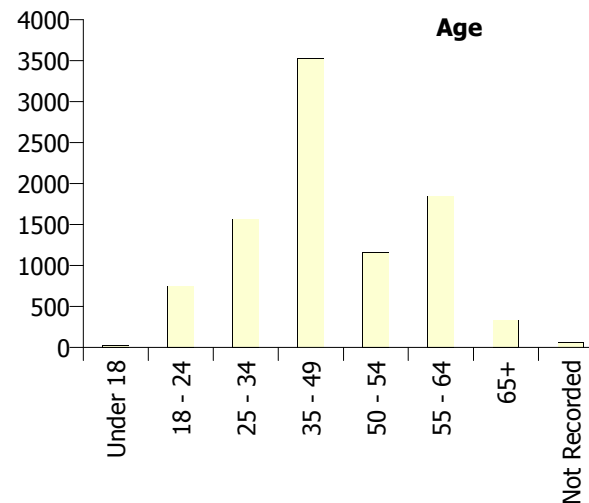
Last Refreshed On : 13/04/2010

### Flintshire County Council Diversity Summary

% Male	% Female	% unspecified	% White	% BME	% Ethnicity Not Recorded	% Welsh (Preferred Language)	% Disabled
25.94 %	73.98 %	0.08 %	54.85 %	0.21 %	44.94 %	0.95 %	1.24 %



Age Band	Count	%
Under 18	18	0.19 %
18 - 24	745	8.06 %
25 - 34	1564	16.93 %
35 - 49	3526	38.16 %
50 - 54	1152	12.47 %
55 - 64	1844	19.96 %
65+	333	3.60 %
Not Recorded	58	0.63 %
<b>Total</b>	<b>9240</b>	



The sum of the percentages may not always total to 100% due to rounding.

## Diversity Summary

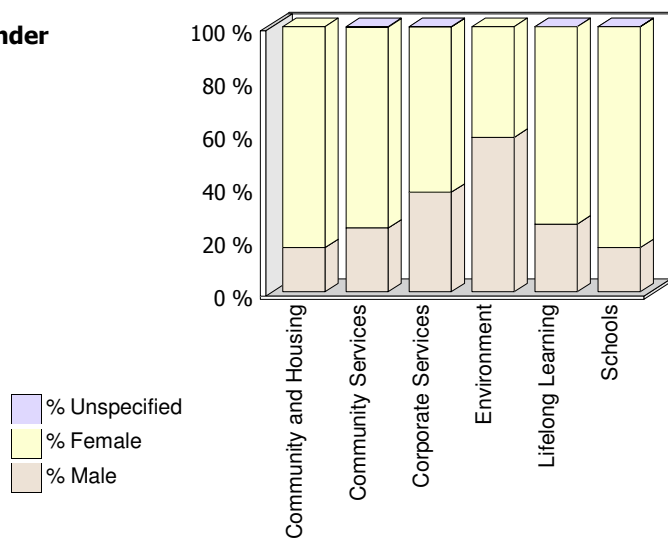
Data on this page is effective as at : 31/03/2010

Last Refreshed On : 13/04/2010

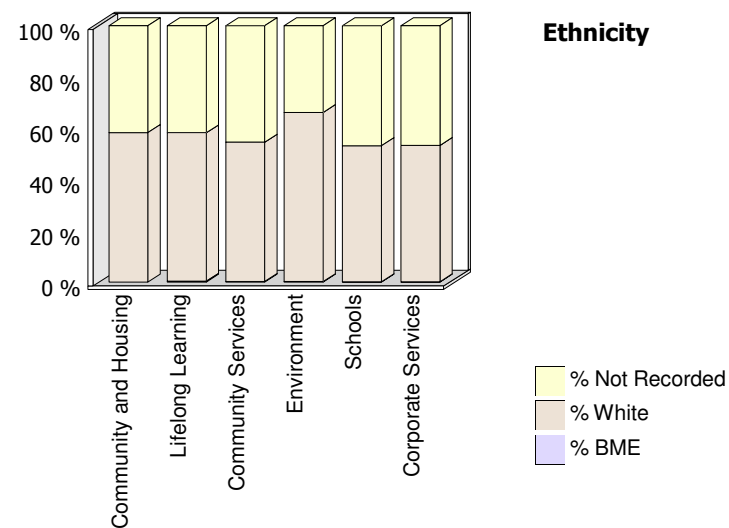
### Diversity Summary By Directorate

Directorate	% Male	% Female	% Unspecified	% White	% BME	% Not Recorded	% Welsh (Preferred language)	% Disabled
Community and Housing	16.67 %	83.33 %	0%	58.33 %	0%	41.67 %	0%	0%
Community Services	23.98 %	75.82 %	0.19 %	54.31 %	0.25 %	45.43 %	0.13 %	2.16 %
Corporate Services	37.50 %	62.38 %	0.13 %	53.25 %	0.13 %	46.63 %	1.00 %	1.50 %
Environment	58.30 %	41.70 %	0%	65.93 %	0.22 %	33.85 %	0%	2.65 %
Lifelong Learning	25.49 %	74.46 %	0.05 %	57.95 %	0.33 %	41.72 %	0.71 %	1.14 %
Schools	16.64 %	83.32 %	0.04 %	53.08 %	0.13 %	46.76 %	1.45 %	0.56 %

#### Gender



#### Ethnicity



## Diversity Summary

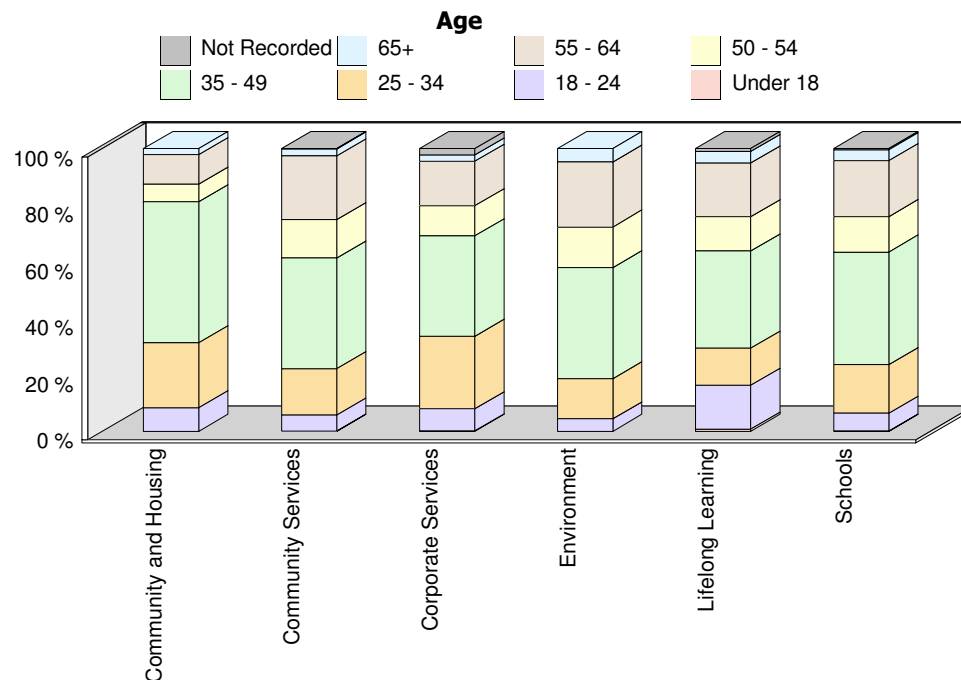
Data on this page is effective as at : 31/03/2010

Last Refreshed On : 13/04/2010

The sum of the percentages may not always total to 100% due to rounding.

### Age Summary By Directorate

Directorate	Under 18	%	18 - 24	%	25 - 34	%	35 - 49	%	50 - 54	%	55 - 64	%	65+	%	Not Recorded	%
Community and Housing	0	0%	4	8.33 %	11	22.92 %	24	50.00 %	3	6.25 %	5	10.42 %	1	2.08 %	0	0%
Community Services	1	0.06 %	89	5.65 %	259	16.43 %	618	39.21 %	214	13.58 %	354	22.46 %	39	2.47 %	2	0.13 %
Corporate Services	1	0.13 %	63	7.88 %	205	25.62 %	284	35.50 %	85	10.63 %	126	15.75 %	18	2.25 %	18	2.25 %
Environment	0	0%	40	4.42 %	128	14.16 %	356	39.38 %	129	14.27 %	208	23.01 %	43	4.76 %	0	0%
Lifelong Learning	13	0.71 %	286	15.58 %	240	13.07 %	633	34.48 %	222	12.09 %	349	19.01 %	75	4.08 %	18	0.98 %
Schools	3	0.06 %	294	6.36 %	792	17.14 %	1,842	39.86 %	580	12.55 %	913	19.76 %	177	3.83 %	20	0.43 %
<b>Totals:</b>	<b>18</b>		<b>776</b>		<b>1,635</b>		<b>3,757</b>		<b>1,233</b>		<b>1,955</b>		<b>353</b>		<b>58</b>	



The sum of the percentages may not always total to 100% due to rounding.

## Absence Rate Summary By Directorate

Data on this page is effective for quarters between : 01/04/2009 and 31/03/2010

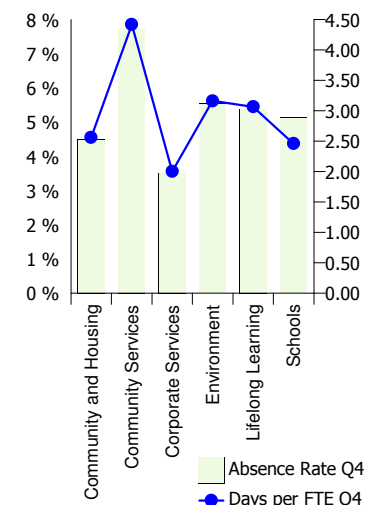
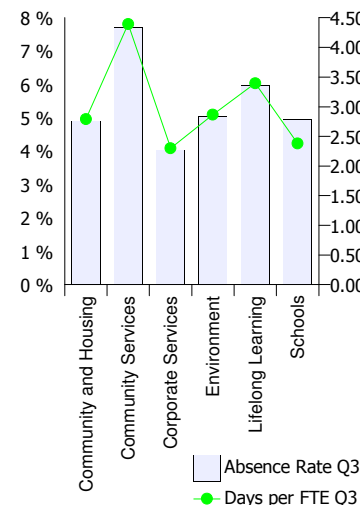
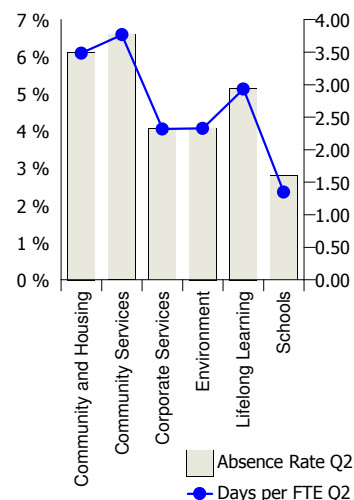
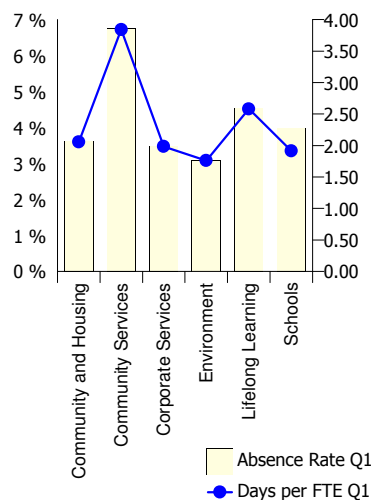
Last Refreshed On : 13/04/2010

Q1 = April - June Q2 = July - September Q3 = October - December Q4 = January - March

### Cumulative Totals

Day Lost	Average Days Available	Absence Rate	FTE Days Lost
59,576	1,172,509	5.08 %	10.83

Directorate	Days Lost Q1	Average Days Available Q1	Absence Rate Q1	Days per FTE Q1	Days Lost Q2	Average Days Available Q2	Absence Rate Q2	Days per FTE Q2	Days Lost Q3	Average Days Available Q3	Absence Rate Q3	Days per FTE Q3	Days Lost Q4	Average Days Available Q4	Absence Rate Q4	Days per FTE Q4	FTE Days Lost
Community and Housing	94	2,611	3.61 %	2.06	152	2,491	6.11 %	3.48	118	2,417	4.90 %	2.79	98	2,178	4.49 %	2.56	10.88
Community Services	4,626	68,593	6.74 %	3.84	4,586	69,419	6.61 %	3.77	5,425	70,396	7.71 %	4.39	5,448	70,308	7.75 %	4.42	16.43
Corporate Services	904	25,953	3.48 %	1.98	1,058	26,017	4.07 %	2.32	1,050	26,009	4.04 %	2.30	898	25,579	3.51 %	2.00	8.61
Environment	1,280	41,376	3.09 %	1.76	1,690	41,345	4.09 %	2.33	2,126	42,273	5.03 %	2.87	2,385	43,031	5.54 %	3.16	10.15
Lifelong Learning	1,953	43,114	4.53 %	2.58	2,238	43,478	5.15 %	2.93	2,615	43,886	5.96 %	3.40	2,369	44,097	5.37 %	3.06	11.98
Schools	4,343	108,854	3.99 %	1.92	3,087	110,081	2.80 %	1.35	5,457	110,132	4.96 %	2.38	5,577	108,872	5.12 %	2.46	8.10
	13,199	290,502	4.54 %	2.42	12,812	292,830	4.38 %	2.33	16,791	295,113	5.69 %	3.03	16,774	294,064	5.70 %	3.04	



Target KPI :

0809 Directorates	Prev Days Lost Q1	Prev Average Days Available Q1	Prev Absence Rate Q1	Prev Days Per FTE Q1	Prev Days Lost Q2	Prev Average Days Available Q2	Prev Absence Rate Q2	Prev Days Per FTE Q2	Prev Days Lost Q3	Prev Average Days Available Q3	Prev Absence Rate Q3	Prev Days Per FTE Q3	Prev Days Lost Q4	Prev Average Days Available Q4	Prev Absence Rate Q4	Prev Days Per FTE Q4	Prev FTE Days Lost
ASC	2386	39177	6.09 %	3.47	2699	40968	6.59 %	3.75	3794	42074	9.02 %	5.14	3400	42468	8.01 %	4.56	17.00
C&H	1808	27885	6.48 %	3.70	2223	28409	7.82 %	4.46	2693	28584	9.42 %	5.37	2204	28747	7.67 %	4.37	17.91
Chief Exces	27	700	3.85 %	2.20	68	700	9.68 %	5.52	30	700	4.29 %	2.45	23	703	3.29 %	1.87	12.03
Corp Start	311	10644	2.92 %	1.66	326	10701	3.04 %	1.73	299	10843	2.76 %	1.57	477	10981	4.34 %	2.47	7.46
ED CS & Rec	2827	51143	5.53 %	3.15	2638	51626	5.11 %	2.91	3090	51967	5.95 %	3.39	3727	52162	7.15 %	4.07	13.54
Env & Regen	1211	30	4.06 %	2.31	1145	60612	3.74 %	2.13	1580	30754	5.14 %	2.93	1519	31070	4.89 %	2.79	10.17
Fin, Legal & Dem	412	11494	3.58 %	2.04	523	11545	4.53 %	2.58	486	11569	4.20 %	2.40	657	11660	5.64 %	3.21	10.24
Schools	4706	104525	4.50 %	2.16	2961	106431	2.78 %	1.34	5740	108721	5.28 %	2.53	5890	109008	5.40 %	2.59	8.64
Theatre	128	2874	4.47 %	2.55	54	2904	1.86 %	1.06	45	2929	1.53 %	0.87	141	2929	4.82 %	2.75	7.22
Unattached	54	2508	2.15 %	1.22	46	1229	3.75 %	2.14	29	771	3.74 %	2.13	49	612	7.98 %	4.55	7.90
Totals	13870	280805	4.94 %	2.63	12682	285126	7.31 %	2.37	17788	288912	6.16 %	3.28	18086	290340	6.23 %	3.32	

Previous Year Cumulative Totals

Prev Days Lost	Prev Average Days Available	Prev Absence Rate	Prev FTE Days Lost
62,426	1,145,184	5.45 %	11.61

## **FLINTSHIRE COUNTY COUNCIL**

**AGENDA ITEM NUMBER: 10**

**REPORT TO:**        **EXECUTIVE**  
**DATE :**             **01 JUNE 2010**  
**REPORT BY:**      **DIRECTOR OF LIFELONG LEARNING**  
**SUBJECT :**         **PLAY AREAS : MATCH-FUNDING PROPOSALS**

### **1.00 PURPOSE OF REPORT**

- 1.01 To report on the response of Town & Community Councils regarding a match-funding improvement programme to play areas.

### **2.00 BACKGROUND**

- 2.01 The provision of Play Areas across the County is a very important element in both the development of the child and the general quality of life within a community. Flintshire County Council supports a large number of play areas; many of which are in need of improvement works to enhance the play value. For 2010 / 11, the Council incorporated provision within its budget to enable a match-funding programme of improvements to play areas to be undertaken in conjunction with Town & Community Councils. The available funding is £55,000 with a further £6,000 to be available for on-going maintenance.
- 2.02 A letter was sent to all Town & Community Councils on 15 March 2010 with a request that replies be received by 7 May indicating:
- whether there was a desire to join in with such a programme
  - which was the preferred play areas for improvement; and
  - how much matched funding was available for 2010/11

### **3.00 CONSIDERATIONS**

- 3.01 The responses received by the request date are summarised at Appendix 1 and show a positive response to this initiative.
- 3.02 The following Town & Community Councils have confirmed that they can allocate funding within 2010 / 11 and have identified the preferred play area. These are:
- Argoed Community Council : New Brighton Play Area : £10,000
  - Leeswood Community Council : Phoenix Park Play Area : £10,000
  - Saltney Town Council : Bradshaw Avenue Play Area : £10,000
  - Whitford Community Council : Carmel Play Area (1st choice) : £10,000
  - Llanfynydd Community Council : Pontybodkin : £5,000
  - Treuddyn Community Council : Treuddyn : £3,500

- Hope Community Council: Play Area to be identified : £6,000

3.03 If the match-funding proposals identified above are agreed then the 2010 / 11 allocation would be fully committed with the balance of £500 being held to cover minor cost over-runs and the £6,000 remaining for maintenance works.

3.04 It is also interesting to note the number of responses indicating that no funds are available in 2010 / 11 but that interest is present in joining with the initiative if funding can be made available in 2011 / 12 and 2012 / 13. It is recognised that the 2010 / 11 projects should be seen as the first part of an ongoing programme of play area renewal. The separately commissioned review of Play Strategy will inform priorities for future investment.

#### **4.00 RECOMMENDATIONS**

4.01 Executive is recommended to approve match-funding allocations to the Town and Community Councils identified at 3.2 above.

#### **5.00 FINANCIAL IMPLICATIONS**

5.01 If the recommendation at 4.1 above is agreed, then £54,500 of the 2010 / 11 allocation will be committed. The remaining £6,500 will be utilised for minor cost over-runs if necessary and maintenance works.

#### **6.00 ANTI POVERTY IMPACT**

6.01 Much needed improvements in play provision will be achieved in a number of communities.

#### **7.00 ENVIRONMENTAL IMPACT**

7.01 None

#### **8.00 EQUALITIES IMPACT**

8.01 None

#### **9.00 PERSONNEL IMPLICATIONS**

9.01 None

#### **10.00 CONSULTATION REQUIRED**

- 10.01 Further consultations with the relevant Town and Community Councils and appropriate County Councillors.

**11.00 CONSULTATION UNDERTAKEN**

- 11.01 A number of Town and Community Councils together with County Councillors.

**12.00 APPENDICES**

- 12.01 Table of responses to proposed Match-Funding 2010 / 11

**LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985**  
**BACKGROUND DOCUMENTS**

None

Contact Officer: Mike Hornby  
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**PROPOSED MATCH FUNDING 2010 / 11**

<b>Town /Community Council</b>	<b>Play Area</b>	<b>Amount</b>
Argoed	New Brighton	£10,000
Bagillt	NO	
Broughton & Bretton	Consider 2011 / 12	
Brynford	2012 / 13	Up to £10,000
Buckley	YES	Informally up to £10,000
Caerwys	Consider	2011 / 12
Cilcain	Rhydymwyn	£1,000
Halkyn	NO	
Hawarden	Consider	2011 / 12
Holywell	YES	Informally up to £10,000
Hope	YES	Informally up to £6,000
Leeswood	Phoenix Park	£10,000
Llanasa	Consider	2011 / 12
Llanfynydd	Pontybodkin	£5,000
Nannerch	YES	Not specified
Northop Hall	NO	
Mostyn	Maes Pennant	£2,000
Penyffordd	Hawarden Road	£1,500
Saltney	Bradshaw Avenue	£10,000
Treuddyn	YES	£3,500
Whitford	Carmel	£10,000
Ysceifiog	Ysceifiog	£2,500
	<b>TOTAL 2010 / 11</b>	<b>£95,500</b>

Capital Budget Provision    -        £55,000

Revenue Budget                -        £6,000



## **FLINTSHIRE COUNTY COUNCIL**

**AGENDA ITEM NUMBER: 11**

**REPORT TO:** **EXECUTIVE**  
**DATE :** **01 JUNE 2010**  
**REPORT BY:** **DIRECTOR OF COMMUNITY SERVICES AND DIRECTOR OF ENVIRONMENT**  
**SUBJECT :** **PROPOSED EXTRA CARE HOUSING SCHEME AND LEARNING DISABILITY ACCOMMODATION IN JASMINE CRESCENT, MOLD**

### **1.00 PURPOSE OF REPORT**

- 1.01 To provide an update on the progress of the Second Extra Care Scheme for Flintshire.
- 1.02 To inform Executive about the progress of the learning disability accommodation.

### **2.00 BACKGROUND**

- 2.01 It is planned that the overall scheme on the site of Ty'r Binwydden and Jasmine Crescent, Mold will comprise 40 Extra Care apartments for older people, 20 Extra Care apartment for older people with dementia, plus 2 x 3 bedroom bungalows, and two maisonettes for people with learning disabilities. Intended completion dates for both sites was mid 2012.
- 2.02 Outline planning permission was granted in March 2010.
- 2.03 Agreement to dispose of the site was confirmed by Executive in June 2009 and the land was disposed of to the Wales and West Housing Association in February 2010 on a long leasehold basis.

Learning Disability Accommodation

- 2.04 The Social Housing Grant (SHG) funding for learning disabilities accommodation was a separate successful capital bid to the Welsh Assembly Government (WAG). The SHG funding was granted for 2010/11 (a year earlier than the Extra Care funding), it was important to act quickly and secure this money. Consequently, a successful detailed planning application was submitted in November 2009.

### **3.00 CONSIDERATIONS**

- 3.01 In order to ensure that the WAG funding for the learning disability accommodation is drawn down, Social Services for Adults and Wales and West Housing Association are negotiating a new earlier completion date.

- 3.02 As reported to Executive in June 2009, there is a vehicular access route to an adjacent privately owned property across the site of the proposed Extra Care Scheme. Wales and West have been negotiating with the property owner for several months, but it has not been possible to reach agreement, so the scheme will now be designed around the existing access route.
- 3.03 Given the difficult topography of the site, the new design may require some limited compromises about the number of apartments and facilities. These discussions are ongoing and any financial impacts will be reported to Executive at a later date. However, no increase in care and support costs is expected.
- 3.04 The unresolved access route has delayed the design of the Extra Care Scheme by about three months, but Wales and West are confident that the time lost can be recovered and that the project will complete as expected in mid 2012.
- 3.05 Estimates for the revenue costs for the Mold Extra Care scheme have been developed and are being refined through the lessons learnt from the first Extra Care Scheme in Shotton. Currently, the estimated cost is £940K. In its forward budget planning, the Council has made a provision of £500K pa from 2012. It is planned that the balance will be met from the realignment of residential and domiciliary care budgets and work has already begun to refocus services and realign existing resources.
- 3.06 Refocusing services and realigning budgets may require changes to the terms and conditions of some staff, and may require some new types of post. These changes will be made in full consultation with staff, unions and Executive and will lead to a more service user focused service.

#### **4.00 RECOMMENDATIONS**

- 4.01 That Executive notes the expected completion of the scheme by mid 2012.

#### **5.00 FINANCIAL IMPLICATIONS**

- 5.01 The County Council has received a capital receipt from the disposal of the long leasehold interest in the land.
- 5.02 Currently, the estimated revenue cost is £940K. The Council has made a provision of £500K pa available from 2012. It is planned that the balance will be met from the realignment of residential and domiciliary care budgets.
- 5.03 The revenue costs for the learning disability scheme will be funded from budgets already attached to existing service users or those coming into the service through transition from Children's Services.

## **6.00 ANTI POVERTY IMPACT**

- 6.01 Tenure neutral apartments will be the ideal that will be aspired to and will allow individuals to enter the facility based upon need and not ability to pay.

## **7.00 ENVIRONMENTAL IMPACT**

- 7.01 An Extra Care scheme close to Mold Town centre will enable older people to make use of existing facilities and bring additional resources to the area.
- 7.02 A staff team on site will eliminate staff travel between service users.
- 7.03 The new facilities will be energy efficient and developed using sustainable methods of construction.

## **8.00 EQUALITIES IMPACT**

- 8.01 An increase of Extra Care Housing in Flintshire will provide older people with improved opportunities and choices.
- 8.02 An increase in availability of supported accommodation for people with learning disabilities in Flintshire will enable more people to live closer to their families and return to or remain in their communities with support.

## **9.00 PERSONNEL IMPLICATIONS**

- 9.01 Staff teams will be required for the Extra Care and the Learning Disability supported living schemes. Some new specialist posts may be required. Some posts may be redesigned with the full involvement of staff, unions and Executive.

## **10.00 CONSULTATION REQUIRED**

- 10.01 Consultation and communication will be ongoing throughout the project as indicated in the Communication Strategy

## **11.00 CONSULTATION UNDERTAKEN**

- 11.01 Consultation on internal design has begun with professionals and carers of people with dementia.
- 11.02 Consultation has also taken place with the local member and immediate neighbours.

## **12.00 APPENDICES**

- 12.01 None

**LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985**  
**BACKGROUND DOCUMENTS**

None

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Telephone: 01352 702510  
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**FOR INFORMATION**

**FLINTSHIRE COUNTY COUNCIL**

**REPORT TO:** EXECUTIVE

**DATE:** 1 JUNE, 2010

**REPORT BY:** CHIEF EXECUTIVE

**SUBJECT:** EXERCISE OF DELEGATED POWERS

**1.00 PURPOSE OF REPORT**

1.01 To inform Members of action taken under delegated powers.

**2.00 BACKGROUND**

2.01 At the Executive Meeting held on 31<sup>st</sup> October, 2000 it was agreed that one of the standard agenda items at each Executive should be a report on the "Exercise of Delegated Powers".

**3.00 RECOMMENDATION**

3.01 Members note the details of actions taken under the "Exercise of Delegated Powers".

**4.00 FINANCIAL IMPLICATIONS**

4.01 As detailed in each report.

**5.00 ANTI-POVERTY IMPACT**

5.01 As detailed in each report.

**6.00 ENVIRONMENTAL IMPACT**

6.01 As detailed in each report.

**7.00 EQUALITIES IMPACT**

7.01 As detailed in each report.

**8.00 PERSONNEL IMPLICATIONS**

8.01 As detailed in each report

**9.00 CONSULTATION REQUIRED**

9.01 Not applicable

**10.00 CONSULTATION UNDERTAKEN**

10.01 Not applicable

## **11.00 APPENDICES**

11.01 Summary of Decisions taken under Delegated Powers.

### **LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985**

Background documents: See individual report.

Contact Officer: See individual report.

## **APPENDIX 1**

### **EXERCISE OF DELEGATED POWERS – DECISIONS TAKEN**

#### **Directorate**

#### **Subject**

Community Services

6 month secondment for the Carelink service due to capacity issues.

6 month secondment to assist and receive training in the role of Prevention Officer due to capacity issues.

Additional post of Architectural Technician to Community Services.

Environment

Disposal of Land fronting Glanrafon Road, Mold for the construction of a Primary Health Care Centre.

Copies of the Delegated Powers reports are on deposit in the Members' Library

## **EXECUTIVE FORWARD WORK PROGRAMME**

### **MONTHS 11/09 to 04/10**

The following reports are included in the Forward Work Programme for submission to this meeting of the Executive. However, the reports are not included on the agenda for the reasons stated:-

#### **Chief Executive Update**

- Organisational Strategy Phase II  
(Deferred until July on completion of an internal progress review)
- Housing Ballot Reports  
(Deferred until July when a full report will be made against the milestones of the project plan)

#### **ICT and Customer Services Update**

- North Wales Procurement Partnership - Update  
(Deferred until 22 June. Awaiting the Annual Report from the North Wales Partnership Board)

#### **Community Services Update**

- Fleet Review  
(Deferred until September as the Fleet Review is underway)

#### **Environment Update**

- Food Waste Update  
(This was submitted to Executive on 20 April)



## EXECUTIVE MEETING DATES

### FORWARD WORK PROGRAMME ITEMS – MAY 2010 - OCTOBER 2010

MEETING DATE	DIRECTORATE/DIVISION	TOPIC	REPORT TYPE (Strategic / Operational)	PORTFOLIO
12 May 2010	Chief Executive	▪ Council (Governance Plan)	Strategic	Corporate Governance & Strategy
		▪ Outcome Agreement with Welsh Assembly Government	Strategic	Corporate Governance & Strategy
		▪ County Vision	Strategic	Corporate Governance & Strategy
		▪ Directorate Plans	Operational	Corporate Governance & Strategy
		▪ Public Services Reform	Operational	Corporate Governance & Strategy
	Human Resources and Organisational Development	▪ MASS – Quarter 4 – 2009/10	Operational	Corporate Management and Strategy
	ICT and Customer Services	▪ Customer Services Strategy	Strategic	Corporate Management and Strategy

	Finance	<ul style="list-style-type: none"> <li>Revenue Budget Monitoring 2009/10 (Month 11)</li> </ul>	Operational	Finance and Asset Management
	Community Services	<ul style="list-style-type: none"> <li>Impact Southwark Judgement</li> <li>Housing Stock Options</li> <li>Amendments to the Housing Allocation Policy</li> </ul>	Strategic  Strategic  Operational	Social Services + Housing Management and Function  Housing Management and Function  Housing Management and Function
	Environment	<ul style="list-style-type: none"> <li>Highways Asset Management Plan</li> <li>Traffic Calming</li> <li>Municipal Waste Strategy – Adoption</li> <li>Highways Inspection Policy</li> </ul>	Strategic  Strategic  Strategic  Operational	Environment, Regeneration and Tourism  Environment, Regeneration and Tourism  Waste Management and Strategy  Leisure, Public Protection & Clean Team Activity and Theatre Clwyd
<b>1 June 2010</b>	Chief Executive	<ul style="list-style-type: none"> <li>Clwyd Theatr Cymru – modernisation proposals</li> </ul>	Strategic	Corporate Governance & Strategy

		<ul style="list-style-type: none"> <li>Regulatory Plan</li> <li>Housing Ballot Reports</li> <li>Housing Renewal Area</li> <li>National Performance Indicator Review</li> <li>Voluntary Sector Grant Management</li> <li>Organisational Strategy Phase II</li> </ul>	<p>Strategic</p> <p>Strategic</p> <p>Strategic</p> <p>Operational</p> <p>Operational</p> <p>Operational</p>	<p>Corporate Governance &amp; Strategy</p> <p>Corporate Governance &amp; Strategy</p> <p>Corporate Governance &amp; Strategy</p> <p>Corporate Governance &amp; Strategy</p> <p>Corporate Governance &amp; Strategy</p> <p>Corporate Governance &amp; Strategy</p>
	Human Resources and Organisational Development	<ul style="list-style-type: none"> <li>Workforce Information – Quarter 4 – 2009/10</li> </ul>	Operational	Corporate Management and Strategy
	ICT and Customer Services	<ul style="list-style-type: none"> <li>North Wales Procurement Partnership – Update</li> </ul>	Operational	Corporate Management and Strategy
	Finance	<ul style="list-style-type: none"> <li>Revenue Budget Monitoring 2009/10 (Month 12)</li> </ul>	Operational	Finance and Asset Management
	Community Services	<ul style="list-style-type: none"> <li>Fleet Review</li> </ul>	Operational	Housing Management and Function

	Environment	<ul style="list-style-type: none"> <li>Food Waste Update</li> </ul>	Strategic	Waste Management and Strategy
	Lifelong Learning	<ul style="list-style-type: none"> <li>Deeside Leisure Centre – Phase 1 Work Package</li> </ul>	Operational	Leisure, Public Protection & Clean Team Activity and Theatre Clwyd
<b>22 June 2010</b>	Chief Executive	<ul style="list-style-type: none"> <li>Risk Management Strategy</li> <li>Strategic Assessment of Risks and Challenges; end of year review</li> <li>2009/10 Performance Report Overview</li> <li>2009/10 Service Performance reports</li> <li>Welsh Language Scheme Annual Report</li> <li>Equality Annual reports: Race and Gender</li> <li>Changing Climate, Changing Places – Review</li> </ul>	Strategic  Strategic  Operational  Operational  Operational  Operational	Corporate Governance & Strategy  Corporate Governance & Strategy  Corporate Governance & Strategy  Corporate Governance & Strategy  Corporate Governance & Strategy  Corporate Governance & Strategy

	ICT and Customer Services	<ul style="list-style-type: none"> <li>▪ Organisational Redesign Programme – Corporate Services Administration and Support Services</li> <li>▪ Organisational Redesign Programme – Design and Print Progress Report</li> </ul>	Operational  Operational	Corporate Management and Strategy  Corporate Management and Strategy
	Community Services	<ul style="list-style-type: none"> <li>▪ Annual Council Reporting Framework (ACRF)</li> </ul>	Operational	Social Services
	Environment	<ul style="list-style-type: none"> <li>▪ Speed Limit Review</li> <li>▪ Progress Update – NWRWTP</li> <li>▪ Food Service Plan</li> <li>▪ TAITH Update</li> </ul>	Strategic  Strategic  Operational  Operational	Environment, Regeneration and Tourism  Waste Management and Strategy  Leisure, Public Protection & Clean Team Activity and Theatre Clwyd  Environment, Regeneration and Tourism
	Lifelong Learning	<ul style="list-style-type: none"> <li>▪ Leisure Organisation Re-design: Management Arrangements</li> </ul>	Operational	Leisure, Public Protection & Clean Team Activity and Theatre Clwyd

		<ul style="list-style-type: none"> <li>Results of Consultation regarding the Amalgamation of Broughton Infants and Juniors</li> <li>Results of Consultation regarding the Amalgamation of Wats Dyke Infants and Mynydd Isa Juniors</li> </ul>	Operational	Education and Youth Services
			Operational	Education and Youth Services
<b>13 July 2010</b>	Chief Executive	<ul style="list-style-type: none"> <li>Strategic Partnership Performance Mid Year Review</li> </ul>	Operational	Corporate Governance & Strategy
	Human Resources and Organisational Development	<ul style="list-style-type: none"> <li>HR Policy Update</li> </ul>	Operational	Corporate Management and Strategy
	ICT and Customer Services	<ul style="list-style-type: none"> <li>ICT Strategy – Progress Report</li> <li>Change Programme – Agile Working Project</li> </ul>	Strategic	Corporate Management and Strategy
			Operational	Corporate Management and Strategy
	Finance	<ul style="list-style-type: none"> <li>Procurement Strategy Update</li> </ul>	Operational	Finance and Asset Management
	Community Services	<ul style="list-style-type: none"> <li>Mobile Working</li> </ul>	Operational	Social Services
	Environment	<ul style="list-style-type: none"> <li>Delivery of Shared Service for Minerals &amp; Waste Planning in North Wales</li> </ul>	Strategic	Environment, Regeneration and Tourism

		<ul style="list-style-type: none"> <li>Energy Policy Update</li> </ul>	Strategic	Finance and Asset Management
	Lifelong Learning	<ul style="list-style-type: none"> <li>Dual User Centres: Management Arrangements</li> </ul>	Operational	Leisure, Public Protection & Clean Team Activity and Theatre Clwyd and Education and Youth
<b>10 August 2010</b>	Chief Executive	<ul style="list-style-type: none"> <li>Draft Single Equality Scheme</li> </ul>	Strategic	Corporate Governance & Strategy
		<ul style="list-style-type: none"> <li>Outcome Agreement with Welsh Assembly Government</li> </ul>	Strategic	Corporate Governance & Strategy
		<ul style="list-style-type: none"> <li>Welsh Language Scheme Annual Report</li> </ul>	Operational	Corporate Governance & Strategy
	Human Resources and Organisational Development	<ul style="list-style-type: none"> <li>People Strategy – Quarter 1 – 2010/11</li> </ul>	Strategic	Corporate Management and Strategy
		<ul style="list-style-type: none"> <li>MASS – Quarter 1 – 2010/11</li> </ul>	Operational	Corporate Management and Strategy
	Finance	<ul style="list-style-type: none"> <li>Capital Programme 2009/10 (Outturn)</li> </ul>	Operational	Finance and Asset Management
		<ul style="list-style-type: none"> <li>Prudential Indicators – Actuals 2009/10</li> </ul>	Operational	Finance and Asset Management

		<ul style="list-style-type: none"> <li>Revenue Budget Monitoring 2009/10 (Final Outturn)</li> <li>Interim Revenue Budget Monitoring 2010/11</li> </ul>	Operational	Finance and Asset Management
	Community Services	<ul style="list-style-type: none"> <li>Affordable Homes Strategy</li> <li>Community Housing Agreement</li> <li>Mold Extra Care Scheme Update</li> </ul>	Strategic	Housing Management and Function
	Lifelong Learning	<ul style="list-style-type: none"> <li>Results of Statutory Consultation on Amalgamation of Broughton Infants and Juniors</li> <li>Results of Statutory Consultation on Amalgamation of Wats Dyke and Mynydd Isa Juniors</li> </ul>	Operational	Education and Youth Services
<b>21 September 2010</b>	Chief Executive	<ul style="list-style-type: none"> <li>Q1 Performance report</li> <li>Green Dragon Audit</li> </ul>	Operational	Corporate Governance & Strategy



		<ul style="list-style-type: none"> <li>▪ Final Outcome Agreement with Welsh Assembly Government</li> <li>▪ Regional Partnership Board/Local Service Boards update</li> <li>▪ Organisational Strategy Phase III</li> <li>▪ Flintshire Futures Model</li> </ul>	<p>Strategic</p> <p>Strategic</p> <p>Operational</p> <p>Operational</p>	<p>Corporate Governance &amp; Strategy</p> <p>Corporate Governance &amp; Strategy</p> <p>Corporate Governance &amp; Strategy</p> <p>Corporate Governance &amp; Strategy</p>
	Human Resources and Organisational Development	<ul style="list-style-type: none"> <li>▪ Workforce Information – Quarter 1 – 2010/11</li> <li>▪ HRMIS Phase II</li> </ul>	<p>Operational</p> <p>Operational</p>	<p>Corporate Management and Strategy</p> <p>Corporate Management and Strategy</p>
	Finance	<ul style="list-style-type: none"> <li>▪ Annual Treasury Management Report</li> <li>▪ Revenue Budget Monitoring 2010/11 (Month 3)</li> <li>▪ Making the Connections – Making the Most of our Resources</li> </ul>	<p>Operational</p> <p>Operational</p> <p>Operational</p>	<p>Finance and Asset Management</p> <p>Finance and Asset Management</p> <p>Finance and Asset Management</p>
	Community Services	<ul style="list-style-type: none"> <li>▪ Progress Report on Housing Renewal Area</li> </ul>	<p>Operational</p>	<p>Housing Management and Function</p>

	Environment	<ul style="list-style-type: none"> <li>▪ Review of Supplementary Planning Guidance Associated with the UDP</li> <li>▪ Timetable for Delivery of the Local Development Plan</li> <li>▪ Air Quality Strategy</li> <li>▪ Progress Update – NWRWTP</li> <li>▪ Food Waste Update</li> <li>▪ Car Parking Enforcement/Traffic Management Act Update</li> </ul>	<p>Strategic</p> <p>Strategic</p> <p>Strategic</p> <p>Strategic</p> <p>Strategic</p> <p>Operational</p>	<p>Environment, Regeneration and Tourism</p> <p>Environment, Regeneration and Tourism</p> <p>Leisure, Public Protection &amp; Clean Team Activity and Theatre Clwyd</p> <p>Waste Management and Strategy</p> <p>Waste Management and Strategy</p> <p>Environment, Regeneration and Tourism</p>
	Lifelong Learning	<ul style="list-style-type: none"> <li>▪ Deeside Leisure Centre: Phase 2 Work Package</li> <li>▪ Greenfield Valley Trust Accounts</li> </ul>	<p>Operational</p> <p>Operational</p>	<p>Leisure, Public Protection &amp; Clean Team Activity and Theatre Clwyd</p> <p>Education and Youth</p>
<b>19 October 2010</b>	Chief Executive	<ul style="list-style-type: none"> <li>▪ Annual Performance Report 2009/10</li> </ul>	Operational	Corporate Governance & Strategy

		<ul style="list-style-type: none"> <li>Final Outcome Agreement with Welsh Assembly Government</li> </ul>	Strategic	Corporate Governance & Strategy
	ICT and Customer Services	<ul style="list-style-type: none"> <li>Customer Services Strategy – Update</li> </ul>	Strategic	Corporate Management and Strategy
	Finance	<ul style="list-style-type: none"> <li>Capital Programme 2010/11 (Month 4)</li> <li>Treasury Management Mid-Year Report</li> <li>Revenue Budget Monitoring 2010/11 (Month 4)</li> </ul>	Operational  Operational  Operational	Finance and Asset Management  Finance and Asset Management  Finance and Asset Management
	Community Services	<ul style="list-style-type: none"> <li>Gypsy Traveller Strategy</li> </ul>	Strategic	Housing Management and Function
	Lifelong Learning	<ul style="list-style-type: none"> <li>Leisure Organisational Re-design: Progress</li> </ul>	Operational	Leisure, Public Protection & Clean Team Activity and Theatre Clwyd
	Environment	<ul style="list-style-type: none"> <li>Agricultural Estate Review</li> <li>Carbon Reduction Strategy – Review of Progress</li> </ul>	Strategic  Strategic	Finance and Asset Management  Finance and Asset Management

## FLINTSHIRE COUNTY COUNCIL - EXEMPT INFORMATION SHEET

COMMITTEE: Executive

DATE: 01 June 2010

AGENDA ITEM NO: 14



REPORT OF: (Director of originating Department)

Director of Community Services

SUBJECT:

Modernising the Housing Grants Team to form a Housing Renewal Service

**The report on this item is NOT FOR PUBLICATION because it is considered to be exempt information in accordance with the following paragraph(s) of Schedule 12A to the Local Government Act 1972.**

	<u>Para</u>	
Information relating to a particular individual *	12	
Information likely to reveal the identity of an individual *	13	
Information relating to financial/business affairs of a particular person * See Note 1	14	
Information relating to consultations/negotiations on labour relations matter *	15	
Legal professional privilege	16	
Information revealing the authority proposes to:	17	
(a) give a statutory notice or		
(b) make a statutory order/direction *		
Information on prevention/investigation/prosecution of crime *	18	
<u>For Standards Committee meetings only:</u>	Sec.	
Information subject to obligations of confidentiality	18a	
Information relating to national security	18b	
The deliberations of a Standards Committee in reaching a finding	18c	
<u>Confidential</u> matters which the County Council is not permitted to disclose	Sec. 100A(3)	

### PLEASE TICK APPROPRIATE BOX

\* Means exempt only if the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Note 1: Information is not exempt under paragraph 14 if such information is required to be registered under Companies Act 1985, the Friendly Societies Acts of 1974 and 1992, the Industrial and Provident Societies Act 1965 to 1978, the Building Societies Act 1986 or the Charities Act 1993.

**SCHEDULE 12A LOCAL GOVERNMENT ACT 1972  
EXEMPTION FROM DISCLOSURE OF DOCUMENTS**

**REPORT:** Modernising the Housing Grants Team to  
form a Housing Renewal Service  
**AUTHOR:** Clare Budden  
**MEETING AND DATE** Executive on 01 June 2010  
**OF MEETING:**

I have considered grounds for exemption of information contained in the report referred to above and make the following recommendation to the Proper Officer:-

**Exemptions applying to the report:**  
Paragraphs 12 and 15.

**Factors in favour of disclosure:**  
Transparency.

**Prejudice which would result if the information were disclosed:**  
Disclosure would be likely to undermine labour relations within the authority as dealing with such redesign proposals in public would be contrary to good human relations practice.

**My view on the public interest test is as follows:**  
That the balance is in favour of treating the information as exempt to ensure confidence in the consultation process.

**Recommended decision on exemption from disclosure:**  
To treat the information and report as exempt.

**Date:** 10/05/2010

**Signed:**



**Post:** Head of Legal and Democratic Services

I accept the recommendation made above.



Proper Officer

Date: 10/05/2010

## **FLINTSHIRE COUNTY COUNCIL - EXEMPT INFORMATION SHEET**

COMMITTEE: Executive

DATE: 01 June 2010

AGENDA ITEM NO: 15


REPORT OF: (Director of originating Department)

Director of Lifelong Learning

SUBJECT:

DEESIDE LEISURE CENTRE: REDEVELOPMENT PROPOSALS

**The report on this item is NOT FOR PUBLICATION because it is considered to be exempt information in accordance with the following paragraph(s) of Schedule 12A to the Local Government Act 1972.**

	<b><u>Para</u></b>	
Information relating to a particular individual *	12	
Information likely to reveal the identity of an individual *	13	
Information relating to financial/business affairs of a particular person * See Note 1	14	
Information relating to consultations/negotiations on labour relations matter *	15	
Legal professional privilege	16	
Information revealing the authority proposes to:	17	
(a) give a statutory notice or		
(b) make a statutory order/direction *		
Information on prevention/investigation/prosecution of crime *	18	
<b><u>For Standards Committee meetings only:</u></b>	Sec.	
Information subject to obligations of confidentiality	18a	
Information relating to national security	18b	
The deliberations of a Standards Committee in reaching a finding	18c	
<b><u>Confidential</u></b> matters which the County Council is not permitted to disclose	Sec. 100A(3)	

### **PLEASE TICK APPROPRIATE BOX**

\* Means exempt only if the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Note 1: Information is not exempt under paragraph 14 if such information is required to be registered under Companies Act 1985, the Friendly Societies Acts of 1974 and 1992, the Industrial and Provident Societies Act 1965 to 1978, the Building Societies Act 1986 or the Charities Act 1993.

**SCHEDULE 12A LOCAL GOVERNMENT ACT 1972  
EXEMPTION FROM DISCLOSURE OF DOCUMENTS**

**REPORT:** DEESIDE LEISURE CENTRE:  
REDEVELOPMENT PROPOSALS  
**AUTHOR:** Mike Hornby  
**MEETING AND DATE** Executive on 01 June 2010  
**OF MEETING:**

I have considered grounds for exemption of information contained in the report referred to above and make the following recommendation to the Proper Officer:-

**Exemptions applying to the report:**  
Paragraph 14.

**Factors in favour of disclosure:**  
Transparency.

**Prejudice which would result if the information were disclosed:**  
Disclosure could undermine negotiations or weaken the Council's negotiating position.

**My view on the public interest test is as follows:**  
The risk through disclosure of negotiating factors outweighs the advantage of transparency at this stage of the process.

**Recommended decision on exemption from disclosure:**  
To treat the information and report as exempt.

**Date:** 13/05/2010

**Signed:**



**Post:** Head of Legal and Democratic Services

I **accept** the recommendation made above.



Proper Officer

Date: 13/05/2010