

TO: Councillor: Arnold Woolley
(Chairman)

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

Your Ref /
Eich Cyf

ur Ref / Ein Cyf ST O

Date / Dyddiad 12/10/2011

Ask for / Gofynner am Nicola Gittins

Direct Dial / Rhif Union 01352 702345

Fax / Ffacs

Dear Sir / Madam,

A meeting of the **EXECUTIVE** will be held in the **CLWYD COMMITTEE ROOM,**
COUNTY HALL, MOLD on **TUESDAY, 18 OCTOBER 2011** at **09:30** to consider the
following items.

Yours faithfully



Democracy and Governance Manager

AGENDA

1. APOLOGIES
2. MINUTES
To confirm as a correct record the minutes of the meetings held on
5 September 2011 and 20 September 2011 (copies enclosed).
3. DECLARATIONS OF INTEREST
Declarations Of Interest

County Hall, Mold. CH7 6NA
Tel. 01352 702400 DX 708591 Mold 4
www.flintshire.gov.uk
Neuadd y Sir, Yr Wyddgrug. CH7 6NR
Ffôn 01352 702400 DX 708591 Mold 4
www.siryfflint.gov.uk

The Council welcomes correspondence in Welsh or English
Mae'r Cyngor yn croesawu gohebiaeth yn y Gymraeg neu'r Saesneg

TO CONSIDER THE FOLLOWING REPORTS

STRATEGIC REPORTS

4. COMMUNITIES FIRST-THE FUTURE: CONSULTATION PAPER FROM THE WELSH GOVERNMENT
Report of the Director of Environment - Portfolio of the Executive Member for Regeneration and Tourism
5. PROPOSED GREENSPACE STRATEGY
Report of the Director of Environment and Director of Lifelong Learning - Portfolio of the Deputy Leader and Executive Member for Environment

OPERATIONAL REPORTS

6. VOLUNTARY SECTOR FUNDING - UPDATE REPORT
Report of the Chief Executive - Portfolio of the Executive Member for Corporate Management
7. ANNUAL PERFORMANCE REPORT FOR 2010/11
Report of the Chief Executive - Portfolio of the Executive Member for Corporate Management
8. LOCAL GOVERNMENT DATA UNIT ANNUAL PERFORMANCE BULLETIN 2010/11
Report of the Chief Executive - Portfolio of the Executive Member for Corporate Management
9. CAPITAL PROGRAMME 2011/12 (MONTH 4)
Report of the Head of Finance - Portfolio of the Leader and Executive Member for Finance and Asset Management
10. REVENUE BUDGET MONITORING 2011/12 (MONTH 4)
Report of the Head of Finance - Portfolio of the Leader and Executive Member for Finance and Asset Management
11. TREASURY MANAGEMENT MID YEAR REPORT 2011/12
Report of the Head of Finance - Portfolio of the Leader and Executive Member for Finance and Asset Management
12. COMMUNITY HOUSE REVIEW
Report of the Director of Community Services - Portfolio of the Executive Member for Housing
13. THE COMMUNICABLE DISEASE OUTBREAK PLAN FOR WALES
Report of the Director of Environment - Portfolio of the Executive Member for Leisure Services and Public Protection

14. SCHOOL ADMISSION ARRANGEMENTS 2013/14
Report of the Director of Lifelong Learning - Portfolio of the Executive Member for Education
15. RESULT OF THE CALL IN OF EXECUTIVE DECISION RECORD NO 2463 - DEMAND RESPONSIVE TRANSPORT RE-TENDERING
Report of the Member Engagement Manager - Portfolio of the Deputy Leader and Executive Member for Environment
16. REPORT OF THE CHIEF EXECUTIVE ENCLOSED
EXERCISE OF DELEGATED POWERS
17. EXECUTIVE FORWARD WORK PROGRAMME
A copy of the current Executive Forward Work Programme for October 2011 is enclosed. Also enclosed is the Forward Work Programme for the period November 2011 to April 2012.

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

The following item is considered to be exempt by virtue of Paragraph(s) 12, 13, 15 of Part 1 of Schedule 12A of the Local Government Act 1972 (as amended).

18. DESIGN AND PRINT REVIEW
Report of the Head of ICT and Customer Services - Portfolio of the Executive Member for Corporate Management

The following item is considered to be exempt by virtue of Paragraph(s) 13, 14, 17 of Part 1 of Schedule 12A of the Local Government Act 1972 (as amended).

19. ACQUISITION OF 2 RESIDENTIAL PREMISES FOR DEMOLITION
Report of the Head of Housing and Chief Executive - Portfolio of the Executive Member for Housing

EXECUTIVE **5 SEPTEMBER 2011**

Minutes of the meeting of the Executive of Flintshire County Council held at County Hall, Mold on Monday, 5 September 2011

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

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

APOLOGY: Councillor M.G. Wright

ALSO PRESENT: Councillors: Eng. K. Armstrong-Braun, J.B. Attridge, M. Bateman, R.C. Bithell, Q.R.H. Dodd, F. Gillmore, R.G. Hampson, P.G. Heesom, C.M. Jones, R.B. Jones, C. Legg, D.I. Mackie, D.L. Mackie, H.J. McGuill, M.J. Peers, P.R. Pemberton, H.G. Roberts, A.P. Shotton and C.A. Thomas

IN ATTENDANCE: Chief Executive, Director of Lifelong Learning, Director of Environment, Head of Finance, Interim Head of Legal and Democratic Services and Head of Development and Resources

Prior to the start of the meeting, the Leader of the Council, Executive Members and officers introduced themselves to the members of the public.

The Leader of the Council reported that it was the Council's procedure to respond to letters/e-mails within 10 working days and apologised that this had not been possible given the volume of letters received from members of the public in response to the consultation on school modernisation. All correspondence received had been noted and archived.

The Executive Member for Leisure and Public Protection reported that the Director of Lifelong Learning would be responding to all letters received. He also reported that, together with Councillor M.J. Peers, he had visited his constituents with an interest in the future of Argoed High School.

80. DECLARATIONS OF INTEREST

The following Members declared a personal, non-prejudicial interest in agenda item 3 – School Modernisation: Secondary Review:-

Councillors: H. Brown, C.A. Ellis, H.D. Hutchinson, N.M. Matthews, N. Phillips, N.M. Steele-Mortimer and A. Woolley.

81. SCHOOL MODERNISATION: SECONDARY REVIEW

The Director of Lifelong Learning gave a presentation which covered the following areas:-

- Introduction

- Council meeting of 17th August – Time for reflection
- Passing the test
- Workstreams
- Indicative timetable considerations

The Executive Member for Education commented that the standard of education in Flintshire had been recognised as one of the highest in Wales with schools continuing to improve. Despite the improvements made, there was a need to review secondary school provision in Flintshire to address the level of surplus places. In view of the proposed halt to the consultation process, it was proposed that the Lifelong Learning Overview and Scrutiny Committee be invited to consider the next steps and make recommendations to the Executive prior to a full County Council before reconvening the public consultation process. Proposals to address surplus places at the schools in Holywell would be considered by the Lifelong Learning Overview and Scrutiny Committee and fast tracked to meet all Members, partner organisations and stakeholders' satisfaction to ensure that grant funding was received from the Welsh Government (WG). On section 3.17 of the report, he asked that Faith Schools be included in the list of key stakeholders and partner organisations.

The Chief Executive reported that school modernisation was a high priority and a challenge to the Authority. The Estyn report on the strategic management of education in Flintshire had identified tackling school modernisation as a critical recommendation. Reassurance had been given to Members and the public over a process in which all could be confident; the halt to the process had provided the opportunity to reconsider how best to consult. On the proposed workstreams there was a need for ownership of the consultation process. A revised timetable, as set out at Appendix A, would enable consultee-led options to be considered equally, and could vary between individual reviews according to the needs of separate areas. There was also the opportunity for Group Leaders, Executive and Lifelong Learning Overview and Scrutiny to take stock of progress and make recommendations at each distinct step in the process.

The Leader of the Council concurred with the comments made by the Executive Member for Education and welcomed the comments/observations from members of the public as part of the consultation process.

The Deputy Leader of the Council said that there was a need for public confidence to be restored prior to the reconvening of the consultation process. The Council's policy had always been for children to be educated at the school of their parent's choice and as a result surplus places in areas of Flintshire had risen gradually over a number of years. When the consultation process did re-start, he asked that planning information in the form of the Unitary Development Plan (UDP), to identify projected population growth, and financial information be readily available to assist Members in their deliberations.

The Executive Member for Social Services agreed with the Deputy Leader's comments and asked that section 3.01 of the report be amended to

include consideration of additional options as well as existing options. The Chief Executive reported that if additional options were brought forward these would be considered equally alongside existing options.

The Executive Member for Leisure and Public Protection suggested that the Local Assembly Members be asked to give their views on school modernisation given that the Council was being asked to address this by the WG.

RESOLVED:

- (a) That the outlined methodology in consulting with communities, as detailed in the report be supported and adopted;
- (b) That the support for the full involvement of the Lifelong Learning Overview and Scrutiny Committee in considering the process of consultation, developing options appraisals in each area and formal reports at each stage of the area review process be re-confirmed;
- (c) That the Lifelong Learning Overview and Scrutiny Committee be requested to consider the methodology set out in the report, verify the comprehensive data available and provide confidence in our Communities and make recommendations prior to a further Executive and Council meeting; and
- (d) That a further report to Executive and full Council be commissioned following the current period of reflection, on the next steps and the recommendations of the Lifelong Learning Overview and Scrutiny Committee.

82. DURATION OF MEETING

The meeting commenced at 10.00 a.m. and ended at 10.50 a.m.

83. MEMBERS OF THE PRESS AND PUBLIC IN ATTENDANCE

There were four members of the press and twenty five member of the public in attendance.

.....
Chairman

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

EXECUTIVE	DATE: 5 SEPTEMBER 2011
------------------	-------------------------------

MEMBER	ITEM	MIN. NO. REFERS
Councillors: H. Brown, C.A. Ellis, H.D. Hutchinson, N.M. Matthews, N. Phillips, N.M. Steele-Mortimer and A. Woolley	School Modernisation: Secondary Review	81

EXECUTIVE **20 SEPTEMBER 2011**

Minutes of the meeting of the Executive of Flintshire County Council held at County Hall, Mold on Tuesday, 20 September 2011

PRESENT: Councillor A. Woolley (Chairman)

Councillors: H. Brown, H. D. Hutchinson, N. M. Matthews, N. Phillips, L. A. Sharps, N. Steele-Mortimer and M. G. Wright

APOLOGY: Councillor C. A. Ellis

ALSO PRESENT: Councillors: J. B. Attridge, R. Baker, C. S. Carver, J. C. Cattermoul, A. J. Davies-Cooke, F. Gillmore, R. G. Hampson, G. Hardcastle, H. T. Isherwood, D. I. Mackie, E. W. Owen, A. P. Shotton and C. A. Thomas

IN ATTENDANCE: Chief Executive, Director of Community Services, Director of Environment, Director of Lifelong Learning, Head of ICT and Customer Services, Head of Human Resources and Organisational Development, Democracy and Governance Manager and Team Manager – Committee Services

Prior to the commencement of the meeting, the Executive Member for Regeneration and Tourism informed the Executive that the Welsh Government (WG) had awarded Deeside one of five Enterprise Zones in Wales. He said it was fantastic news for the County and North East Wales as a whole and could result in up to 20,000 jobs across Deeside in the next five years. He thanked everybody involved for the hard work in securing Enterprise Zone status in Flintshire. The Chief Executive concurred with Councillor Wright's comments and explained that WG had aligned the five Enterprise Zones to themes, of which Flintshire's was advanced manufacturing. He passed on his congratulations to the four other Councils who had been successful in securing Enterprise Zone status.

84. MINUTES

The minutes of the meeting held on 19 July 2011 were confirmed as a correct record.

85. DECLARATIONS OF INTEREST

Councillor H. D. Hutchinson declared a personal and prejudicial interest in Agenda Item Number 21 – Demand Responsive Transport Re-Tendering.

86. COMPACT FOR COLLABORATION BETWEEN WELSH GOVERNMENT AND LOCAL GOVERNMENT

The Executive Member for Corporate Management introduced the report which advised Members on the development of a Compact between

local government and the Welsh Government (WG) for national and regional collaboration.

The Chief Executive explained the background to the report, highlighting the recommendation from the Simpson Review which had been commissioned by the WG.

The Welsh Local Government Association (WLGA) was leading on the development of a Compact which would detail the development of collaborative and national service delivery. Flintshire County Council had been a major contributor to the development of the Compact having had representation on the Review Team and responding to the WLGA consultation response to the Compact. The Partnership Council endorsed a set of principles for drawing up the Compact which were detailed in the report as were the ten principal collaborative actions which combined existing commitments within local government and WG priorities.

Details of information from the Collaboration Workshop in Llandudno the previous week were provided which included the Partnership Council adopting the draft Compact in November 2011 before being considered by individual Councils. The Chief Executive suggested that an additional recommendation be included for further progress reports to be submitted to meetings of the County Council and Overview and Scrutiny Committees which was supported.

RESOLVED:

- (a) That the principles and collaborative actions of the Compact be noted;
- (b) That the North Wales Region and colleagues within Flintshire County Council who are actively committed to and working on seven of the ten Compact actions be recognised;
- (c) That further progress reports as appropriate be received; and
- (d) That further progress reports be made to County Council and Overview and Scrutiny Committee meetings

87. FLINTSHIRE FUTURES – MID YEAR REVIEW

The Executive Member for Corporate Management introduced the report which provided an overview of the Flintshire Futures Programme, in particular on cross-organisational change projects. In addition, endorsement of the scope of and the plans for the projects covered within the report was sought.

The Chief Executive provided details on the range of efficiencies from the programme identified to date which were included in the Medium Term Financial Plan (MTFP).

The Flintshire Futures programme had been developed as a corporate programme for modernising and changing the organisation to make best use of its resources, improve services and to secure efficiencies.

The Flintshire Futures programme included a mixture of short, medium and longer term projects under four themes of “Quarters” which were depicted in a diagram attached as an appendix to the report; the content could change to add new projects or to stop projects if they were unlikely to deliver the objectives.

There were two closely linked projects, Flintshire Connects and Channel Shift which were primarily about improving customer service and experience and offered significant opportunities for efficiency savings. Full details on both projects were outlined in the report. Fulfilment of the aims of the projects would lead to a number of positive outcomes for the Council and its customers including agile working with employee performance being judged more on outcomes and not physical presence. Smarter ways of working and rationalising office accommodation would bring significant opportunities to make efficiencies through changed facilities management arrangements.

Directors and Corporate Heads provided details on the following key areas which included Flintshire’s approach and future plans:

- Customer workstream
- Assets workstream
- Agile working – Flintshire work styles
- Procurement workstream
- Finance workstream
- Employment workstream

RESOLVED:

- (a) That the scope of and plans for the projects outlined in the report be endorsed; and
- (b) That the range of efficiencies from the programme identified to date and their inclusion in the Medium Term Financial Plan be agreed.

88. MEDIUM TERM FINANCIAL PLAN (MTFP) AND BUDGET 2012/13

The Leader and Executive Member for Finance and Asset Management introduced the report which provided an update on the Medium Term Financial Plan (MTFP) and the planning for the 2012/13 Budget.

The Head of Finance explained that the MTFP forecast in June 2011 identified a revenue shortfall of £13M over the three years 2012/13 to 2014/15 before the inclusion of new pressures, choice or demand led, or the effect of new efficiencies. For the Capital Programme, the June 2011 forecast identified £12.269M of resources available over the four years to 2014/15, before the inclusion of funding requirements for major priorities such as the schools

modernisation programme and investment needs across the Council's assets and infrastructure portfolio.

Over the summer months since the Medium Term Financial Strategy (MTFS) was approved, Directorates and Corporate Services undertook detailed work to forecast further pressures to add to the MTFP and their values and efficiencies, savings or income generation opportunities arising from projects within the Flintshire Futures programme and from on-going 'good housekeeping' through budget management.

At this stage in the Budget process for 2012/13, total potential additional new pressures of £7M had been identified. Also, the work so far had identified £1.5M of additional efficiencies

On the basis of work to date on the Budget for 2012/13, the shortfall for 2012/13 of £3.378M, as reported in May and June, was reduced to £0.186M which was as a result of two items:

1. The underspend in 2010/11 had enabled the early repayment of the £1.613M taken temporarily from reserves to fund one-off expenditure in the 2011/12 budget. The effect was to remove a one-off pressure in the 2012/13 budget of £1.613M.
2. Potential efficiencies of £1.579M had been identified for consideration

Briefings from Ministers and officials at the Welsh Government (WG) indicated that settlements for 2012/13 and 2013/14 were unlikely to change markedly from those announced with the 2011/12 budget. For Flintshire, this would mean a reduction in Revenue Support Grant (RSG) of -0.4% in 2012/13 and an increase of +1.1% in 2013/14. The WG recently announced its budget timetable for 2012/13 and as a result, Councils would receive the provisional settlement on 18 October 2011 with the final settlement being received on 6 December 2011. This was eight weeks earlier than the previous year which would assist the budget planning process.

All Members would be invited to a session in mid-late October to commence the budget process. The session would include consideration of the revenue budget and the capital programme as work continued to make linkages between the two.

The Chief Executive emphasised the importance of the MTFP and he encouraged all Members to support the details provided in the report. The on-going strategy to manage the budget gap on reducing internal operating costs and compressing new pressures to minimise effects on customers and public services was critical.

The Executive Member for Leisure Services and Public Protection congratulated officers on their efforts to enable the repayment of £1.613M into the reserves. The Chief Executive explained that the repayment of £1.613M into the reserves was recommended for approval in agenda item number 15.

RESOLVED:

- (a) That the work which has been undertaken and which is ongoing to update the Medium Term Financial Plan and the early preparation for the 2012/13 revenue and capital programme budget round be noted;
- (b) That the information provided about the Welsh Government (WG) budget planning and the settlement timetable be noted; and
- (c) That the intention to hold a budget session for all Members in mid-late October for involvement in the 2012/13 budget round be noted.

89. PEOPLE STRATEGY UPDATE

The Executive Member for Corporate Management introduced the report which described the approach for redefining the priorities, deliverables and capacity/resource requirements for the People Strategy and how they would be reported to Executive for the third and final year of the current strategy.

The Head of Human Resources and Organisational Development explained that the project plan for delivering the People Strategy was complex with a number of inter-related workstreams which were reaching a critical point.

The Chief Executive commented on the recent recommendation made by the Wales Audit Office (WAO) in the 2011 Corporate Assessment Letter for Flintshire which emphasised the need to review the priorities and deliverables for the next 9-12 months, to be clear where there were inter-dependencies between projects and to identify the capacity and resources required to deliver priorities within the timetables determined. Work was being undertaken to consolidate the approach to prioritising, delivering and resourcing the workstreams under the strategy to strengthen the ability to deliver key priorities in the short to medium term.

Details on the current priorities and deliverables were detailed in the report.

RESOLVED:

- (a) That the progress made in the delivery of the People Strategy be noted; and
- (b) That the plan to develop a clearer approach to the setting of priorities and reporting of the strategy, as described in the body of the report be supported. This work would be completed by the Head of Human Resources and Organisational Development and the Corporate Management Team by the end of October 2011 to meet the agreement that had been made with the Wales Audit Office.

90. FINAL DRAFT OF THE SOCIAL SERVICES ANNUAL PERFORMANCE REPORT

The Leader and Executive Member for Finance and Asset Management introduced the report which outlined the final draft of the Social Services Annual Performance Overview Report.

The Director of Community Services explained that the final version of the Overview Report had been prepared following an in-depth review of current performance by service managers and performance officers and a period of consultation and challenge.

An initial meeting had taken place with the Care and Social Services Inspectorate Wales (CSSIW). Satisfaction was expressed with the report and additional supporting information was requested such as the feedback from the user satisfaction surveys.

RESOLVED:

That the achievements and key improvement priorities be noted and the report for submission to the Care and Social Services Inspectorate Wales (CCIW) be endorsed.

91. FLINTSHIRE'S CARERS STRATEGY COMMISSIONING INTENTIONS 2012-2015

The Leader and Executive Member for Finance and Asset Management introduced the report which sought approval for the Social Services Carers Strategy Commissioning intentions for 2012-2015 whilst explaining the underpinning rationale.

The Director of Community Services explained that the Strategy had been led by the multi-agency Carers Strategy Group with the intention of building on the success of the previous strategies. The Welsh Government (WG) Commissioning Guidance Framework checklist was closely adhered to, to ensure that the commissioning intentions to deliver on agreed local outcomes for carers and young carers were based on sound rationale.

RESOLVED:

- (a) That the recommendations for 2012-2015, as detailed in the report, be approved; and
- (b) That the process for commissioning, as detailed in the report, be approved.

92. REVIEW OF DISCRETIONARY RATE RELIEF POLICY

The Leader and Executive Member for Finance and Asset Management introduced the report which proposed continuation of the current policy of Discretionary Rate Relief from 1 April 2012 and its application to existing and new applicants subject to satisfying eligibility criteria, following consultation with Executive Members.

The Head of Finance explained that although the scheme was approved by Executive annually, the principles and associated costs of the policy had not been considered since April 2000. The existing policy was outlined in the report.

In considering the Discretionary Rate Relief Policy, Executive Members had recognised the importance of rate relief to charities and voluntary sector organisations in both rural and urban areas and wanted to continue to provide support to such organisations and the valuable work which they undertook within the community.

In recommending continuation of the current policy, Executive Members had taken into account the following:

- the cost to the Council of providing discretionary rate relief
- the identification of organisations and charities which currently benefited from relief
- the potential for adverse impact on organisations as a result of a change in policy
- the need to ensure eligibility criteria against the policy were met by existing and new applications for relief

RESOLVED:

- (a) That continuation of the current policy of Discretionary Rate Relief with effect from 1 April 2012 be approved;
- (b) That existing and new applications receive relief in accordance with the policy subject to satisfying the eligibility criteria; and
- (c) That the outcome of the review is notified to ratepayers.

93. WELSH-MEDIUM EDUCATION STRATEGY

The Executive Member for Education introduced the report on the statutory requirement to produce a draft Welsh in Education Strategic Plan (WESP) for the Flintshire Local Authority by December 2011.

The Director of Education explained that the WESP was central to the national planning system and the new plan would be the successor to the current Welsh Education Scheme. The Framework for the WESP was published in July 2011, with a timetable for completion by December 2011.

WESPs would be required to demonstrate the progress made by local authorities against the national targets set out in the Welsh Education Strategy.

The timetable for establishing the framework was outlined in the report. In order to plan and deliver the strategic plan for Flintshire a Welsh Education Forum would be formulated involving stakeholders which were detailed in the report. The Executive Member added that he would be a representative on the Forum. A discussion took place on the Forum meetings possibly including a Welsh speaking Member and also for the meetings to be bi-lingual.

The Deputy Leader and Executive Member for Environment asked for an assurance that parental choice would not be removed from the policy due to the targets outlined in the report. The Director explained that there was surplus capacity in Welsh Medium Schools in some areas of the county, and shortfalls in others, nevertheless, parental preference would not be affected. The Plan would aim to improve any perceived barriers for those wishing to access education through the medium of Welsh.

RESOLVED:

- (a) That the statutory requirement for the production and delivery of Welsh in Education Strategic Plan (WESP) for Flintshire be noted; and
- (b) That Members look forward to receiving and approving a draft Welsh in Education Strategic Plan (WESP) in December 2011.

The Executive Member for Leisure Services and Public Protection abstained.

94. QUARTER 1 PERFORMANCE REVIEW 2011/12

The Executive Member for Corporate Management introduced the Quarter 1 service performance reports produced at the Head of Service/Divisional level under the adopted business model of the Council. The update of the Strategic Assessment of Risks and Challenges (SARC) summary was contained within the performance reports.

The Chief Executive explained that Appendix 1 to the report contained a schedule of all of the Improvement Targets which were reported on a quarterly basis.

RESOLVED:

- (a) That any specific issues outlined within the report be referred to the appropriate Overview and Scrutiny Committee for management action;
- (b) That the quarter end position of the Strategic Assessment of Risks and Challenges (SARC) contained within the performance report be noted; and

- (c) That the progress made against the Improvement Target Action Plans contained within the performance report be noted.

95. GREEN DRAGON ENVIRONMENTAL MANAGEMENT SYSTEM

The Executive Member for Corporate Management introduced the report which sought approval for the deferral of the accreditation of the next level of the Green Dragon Environmental Management Standard until 2012.

The Chief Executive explained that the Standard recognised a management system which was relevant to the specific needs of the Council and rewarded actions taken to achieve environmental improvements. The site scope of the management system was based upon the activities and functions of each site. These were currently undergoing change with depot reorganisation and asset rationalisation and services were moving to different sites which required work to be undertaken to meet the Standard.

The environmental standards were good practice and accreditation would be applied for on finalisation of the depot relocation in 2012.

RESOLVED:

That deferral of the application for the next level of the Green Dragon Environmental Management Standard until 2012 be endorsed.

96. BUSINESS PERFORMANCE OF SEMI COMMERCIAL FUNCTIONS

The Leader and Executive Member for Finance and Asset Management introduced the report which outlined the financial and productivity outputs of the Council's Semi-Commercial Functions for 2010/11.

The Chief Executive explained that the reporting of Semi-Commercial Functions in summary format dated back to the response to the report from PricewaterhouseCoopers (PWC) in 2008. In the intervening period, performance reporting arrangements within the Council had been improved and were reported through a variety of routes including Quarterly Performance Reports and the Strategic Assessment of Risks and Challenges (SARC). Those reporting routes provided the opportunity for more detailed reporting and Member scrutiny and as such, it was recommended that productivity and financial performance be reported through the more recent established routes and that there be no further updates in this format to avoid duplication.

RESOLVED:

- (a) That the financial and productivity outputs of the Council's Semi-Commercial Functions for 2010/11 be endorsed; and
- (b) That the productivity and financial performance continues to be reported through the now established routes as set out in 3.07 of the

report and that there be no further updates in this format to avoid duplication.

97. REVENUE BUDGET MONITORING 2011/12 (MONTH 3)

The Leader and Executive Member for Finance and Asset Management presented the most up to date revenue budget monitoring information (Month 3) for the Council Fund and the Housing Revenue Account in 2011/12.

The Head of Finance explained that the projected year end position as estimated at Month 3 was:

- Council Fund – net overspend of £0.223M
- Housing Revenue Account – net overspend of £0.153M

The significant in-year projected variances to date were detailed in the appendices to the report. The net overspend of £0.223M was made up of £0.619M on services offset by a contribution of £0.396M from Corporate Services. It was the intention of Management to contain the currently projected variation within the overall agreed budget.

The utilisation of the unearmarked reserves was considered within the medium term financial planning work, as reported in July 2011, taking into account the need to repay in 2012/13 the £1.613M taken temporarily from reserves to balance the 2011/12 budget. This was now recommended to be repaid in 2011/12 from the additional unearmarked reserves.

Appendix 6 to the report detailed the movements to date on unearmarked reserves and the level of contingency sum available. As a result of the movements projected, the net amount available in the Contingency Reserve was £1.876M. This would reduce to £0.263M if Members approved to repay the £1.613M from reserves as detailed above.

The 2011/12 Housing Revenue Account (HRA) budget provided for a total revenue contribution of £3.235M towards the funding of Capital Expenditure funded from Revenue Account (CERA). As a result of the need to meet increased revenue expenditure on vacant properties as outlined in the report, it was recommended that £0.450M be reallocated from the budgeted sum for CERA to the revenue repairs and maintenance budget.

The overall projected overspend of £0.153M on the HRA represented a decrease of £0.123M on the initial position at Month 2. The HRA had a closing balance at Period 3 of £0.967M which at 3.8% of total expenditure satisfied the prudent approach of ensuring a minimum level of 3%.

RESOLVED:

- (a) That the report be noted;

- (b) That the repayment in 2011/12 of £1.613M temporarily taken from reserves be approved;
- (c) That the Council Fund Contingency Sum available as at 31 March 2012 be noted;
- (d) That the virement of £0.450M from the Housing Revenue Account (HRA) budget for CERA to the revenue repair and maintenance budget to fund additional expenditure on vacant properties be approved; and
- (e) That the projected final level of balances on the Housing Revenue Account be noted.

98. HOUSING/COUNCIL TAX BENEFIT SANCTION & PROSECUTION POLICY AND ANTI-FRAUD STRATEGY

The Leader and Executive Member for Finance and Asset Management introduced the updated Housing/Council Tax Benefit Fraud Sanction and Prosecution Policy.

The Head of Finance explained that, although the Council had a Corporate Anti-Fraud Strategy, it was considered good practice to also have in place a specific Housing/Council Tax Benefit Anti-Fraud Strategy.

RESOLVED:

That the updated Sanction & Prosecution Policy and the new Housing/Council Tax Benefit Anti-Fraud Strategy be endorsed.

99. WORKFORCE INFORMATION REPORT

The Executive Member for Corporate Management introduced the Workforce Information Report.

The Head of Human Resources and Organisational Development explained that the report provided details on:

- Establishment
- Headcount
- Agency numbers
- Turnover
- Diversity
- Absence

Members were advised that during the first quarter of 2011/12, 77% of employees had attained 100% attendance.

RESOLVED:

That the report be noted.

100. MATRIX CONTRACT UPDATE (MANAGED AGENCY STAFF SOLUTION)

The Executive Member for Corporate Management introduced the report which provided an update on the contract for the provision of agency workers.

The Head of Human Resources and Organisational Development explained that the report provided details on quarter 1 savings and provided an update on the development of procedures to maximise efficiencies and improve practice in relation to the use of agency workers.

The Deputy Leader and Executive Member for Environment said the total savings of £358,271.48 for the financial year 2010/11 were excellent.

RESOLVED:

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

101. REVISION OF THE WINTER MAINTENANCE POLICY

The Deputy Leader and Executive Member for Environment introduced the report which provided details on the outcome of the review of the Council's Winter Maintenance Service. In addition, approval was sought of the Council's new Winter Maintenance Policy.

The Director of Environment explained that it was good practice to review the Winter Maintenance Policy to ensure that the content met both the statutory requirements and the needs of the residents where possible. This was particularly important after the series of severe winters experienced across the County in recent years.

Planning consent had been obtained for an additional holding of 5,500 tonnes of salt to be sited at Greenfield Recycling Park. With the salt storage at Alltami and Halkyn Depots, this brought Flintshire's total stock holding at the start of the winter to 10,200 tonnes and would provide additional resilience to the service. In 2010 and 2011 similar amounts of salt had been spread on Flintshire's road networks.

RESOLVED:

That the Council's revised Winter Maintenance Policy be approved.

102. HOLYWELL TOWN CENTRE ASSESSMENT

The Executive Member for Regeneration and Tourism introduced the report which detailed the content of the Holywell Town Centre Assessment and to recommend that it be used to inform the Council's approach in future regeneration of Holywell.

In re-positioning the town for the future, the consultants recommended Option 3 from those suggested which would play to Holywell's strengths as a local shopping destination with a high level of loyalty and a good spread of independent retailers, together with the very high potential to exploit its unique heritage and tourism qualities.

RESOLVED:

That the contents of the Holywell Town Centre Assessment be noted and that the study be used to help inform future decisions on the town centre.

103. DEMAND RESPONSIVE TRANSPORT RE-TENDERING

The Deputy Leader and Executive Member for Environment introduced the report which outlined proposals for the tendering of Flintshire's demand responsive public transport services, especially the Deeside Shuttle package.

The Director of Environment explained that following the receipt of the Welsh Government Transport Grant, the Deeside Shuttle started in 2002. The Shuttle later expanded to include such areas as Flint, Holywell and Buckley. There followed an evening Theatr Shuttle, associated with Clwyd Theatr Cymru.

Grant funding was given by Welsh Government (WG) on a tapered basis, however this reduced to zero at the start of the 2010/11 financial year and the Shuttle's operation was now fully funded from the Council's base budget.

The service carried approximately 147,000 passengers per annum with the majority being carried to and from Deeside Industrial Park (DIP). Employers and workers on DIP valued the Shuttle as a cost effective means of ensuring businesses could take advantage of local labour. This would also link into access to employment for the new Enterprise Zone.

As the Shuttle was funded from the base budget, officers had considered whether any efficiencies could be made in the way the Service operated. Reflecting the current established pattern of demand, it was believed that there was an opportunity to revise the service as detailed below:

- Operate the Shuttle Mondays to Fridays from 0500-0900 peak service on a fixed rather than demand responsive bus timetable. This would reduce the number of vehicles required from seven to five
- From 0900 to 2300 the Shuttle would be demand responsive. This was considered the best way of serving lower demand without running buses wastefully on fixed timetabled routes
- Transfer Buckley, Ewloe and Queensferry passengers onto the Shuttle+ (SP1/SP") Mold – Buckley – Deeside Industrial Park – Ellesmere Port. The Shuttle would no longer serve Hawarden where

there was limited use of the service (carrying 25 passengers per week only)

- Withdraw the Shuttle Sunday service (carrying 25 passengers per week only) and reduce the Saturday service to better match demand
- Withdraw the evening Theatr Shuttle (carrying 70 passengers per week only)
- Withdraw the evening Saturday D42 service Wrexham – Mold and reduce the Sunday service to better match demand
- Continue with the existing rural service 14C that operated at marginal cost, between the peaks, using driver and vehicle downtime

RESOLVED:

- (a) That the service continue along revised lines as outlined in paragraph 3.04 of the report (detailed above);
- (b) That the Head of Assets and Transportation tender for the service accordingly; and
- (c) That the revised service is reviewed periodically to ensure that it continues to meet demand and expectations.

The Executive Member for Leisure Services and Public Protection left the meeting during the discussion.

104. PUBLIC PROTECTION ENFORCEMENT POLICY INVOLVING LOCAL RESIDENTS

The Executive Member for Leisure Services and Public Protection introduced the report which detailed an Enforcement Policy involving Local Residents for Public Protection Services which took account of the latest guidance and best practice. It also outlined in clear and simple terms the Services' approach to regulation and enforcement.

RESOLVED:

That the draft policy be adopted, published and implemented.

105. OLDER PEOPLE'S CHAMPION EXPENSES

The Leader and Executive Member for Finance and Asset Management introduced the report on the approved duties and attendance of the Older People's Champion at meetings relating to the role.

RESOLVED:

That Councillor Gay's attendance at meetings relevant to her role as Older People's Champion be authorised as approved duties under paragraph 3.01(n) of the Members' Allowance Scheme.

The Executive Member for Housing abstained.

106. EXERCISE OF DELEGATED DECISIONS

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

The actions taken were as set out below:-

Finance	Minor Amendment to the Structure of Corporate Finance
Community Services	Proposed Granting of Easements to Provide a Gas Main Supply to Three Sheltered Housing Schemes – (i) Jubilee Court, Buckley, (ii) Scotch Row, Mancot and (iii) Manley Court, Shotton
	Creation of a Housing Options/Housing Benefit Liaison Officer (Temporary – two year contract)
Environment	Job Share for the Finance and Monitoring Officer – Rural Programmes
	Bereavement Service Fees and Charges
	Public Protection Fees & Charges

107. 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 remainder of the meeting for the following items by virtue of exempt information under the following paragraphs of Schedule 12A of the Local Government Act 1972 (as amended):

Agenda item number 26

Paragraphs 12 and 15

Restructure of Social Services Planning and Performance Functions

Agenda item number 27

Paragraphs 14 and 15

Regional School Effectiveness and Improvement Service Project

108. RESTRUCTURE OF SOCIAL SERVICES PLANNING AND PERFORMANCE FUNCTIONS

The Leader and Executive Member for Finance and Asset Management introduced the report which sought approval for the restructuring of the Partnerships, Planning, Performance and Quality Assurance (PPPQA) functions within Social Services.

RESOLVED:

That the restructure of the Planning and Performance Teams be approved.

109. REGIONAL SCHOOL EFFECTIVENESS AND IMPROVEMENT SERVICE PROJECT

The Leader and Executive Member for Finance and Asset Management welcomed Danielle Edwards, Project Manager for the Regional School Effectiveness and Improvement Service, to the meeting.

The Executive Member for Education introduced the report which sought approval of the Outline Business Case for a new regional School Effectiveness and Improvement Service across the six North Wales Authorities.

The Director explained that the planned service would provide the core statutory school improvement advisory and monitoring function for the six North Wales authorities. Under current proposals, it would not provide direct services to pupils.

The vision was to establish a Regional School Effectiveness and Improvement Service to be accountable to, and undertake the statutory responsibilities of the six North Wales authorities in respect of the duties to monitor; challenge; provide support services for curriculum continued professional development and management of schools, and in addition provide services that could be commissioned by school and local authorities.

The Director explained that the report on the Outline Business Case was being discussed in all six authorities at Executive and Overview and Scrutiny meetings. Flintshire's Lifelong Learning Overview and Scrutiny Committee had expressed grave reservations, specifically identifying the following issues as needing to be addressed in the development of the full business case:

- Funding
- Welsh medium education
- Governance arrangements
- Accountability
- Duplication
- Future provision of core and specialist services received and appreciated in Flintshire schools

In response to questions, the Chief Executive, Director of Lifelong Learning, Executive Member for Education and the Project Manager explained the following:

- Comments received from all 6 Local Authorities in North Wales would contribute to the full Business Case
- The funding required for the appointment of a Chief Officer would be shared between each of the 6 Local Authorities
- There was ample time for reports to be submitted to each of the Authorities Executive and Overview and Scrutiny Committee meetings prior to the final Business Case being submitted for approval. However, if the timescale could not be met the schedule would be put back
- Each Authority would consider the final Business Case on its merits for their individual Authority
- The project team were working closely with HR colleagues to ensure compliance with the Memorandum of Understanding (MOU), TUPE arrangements and protecting the rights of the employee. The arrangements etc were no different to recent reviews undertaken except that this was on a regional basis

RESOLVED:

- (a) That support be given for the Outline Business Case to be widely consulted upon with stakeholders from October 2011;
- (b) That the establishment of a regional School Effectiveness and Improvement Service by September 2012 subject to approval of the Full Business Case, including satisfactory and affordable resolution of the issues relating to pension deficit and leaving costs be committed to; and
- (c) That the appointment of a Chief Officer to be in post from January 2012, noting that if there is a delay in the final Business Case the offer be conditional, be approved.

Implementation of the recommendations would take place following agreement by each of the six North Wales Authorities.

The Executive Member for Housing abstained.

110. DURATION OF MEETING

The meeting commenced at 9.30 a.m. and ended at 12.05p.m.

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

There were 2 members of the press in attendance.

.....
Chairman

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

EXECUTIVE	DATE: 20 SEPTEMBER 2011
------------------	--------------------------------

MEMBER	ITEM	MIN. NO. REFERS
H. D. Hutchinson	Demand Responsive Transport Re-tendering	103

FLINTSHIRE COUNTY COUNCIL

AGENDA ITEM NUMBER: 4

REPORT TO: **EXECUTIVE**
DATE : **18 OCTOBER 2011**
REPORT BY: **DIRECTOR OF ENVIRONMENT**
SUBJECT : **COMMUNITIES FIRST-THE FUTURE: CONSULTATION**
 PAPER FROM THE WELSH GOVERNMENT

1.00 PURPOSE OF REPORT

- 1.01 To advise the Executive of progress with 'Communities First -The Future' consultations with partners in Flintshire.
- 1.02 To guide the Executive in the role that FCC, as the existing Grant Recipient Body (GRB) has in shaping the future Communities First (CF) programme.
- 1.03 To advise on initial implications from the Welsh Index of Multiple Deprivation (WIMD, published 31 Aug 2011) for the next phase of CF.

2.00 BACKGROUND

- 2.01 In July 2011, the Welsh Government requested views on the guidelines for the shape of the next phase of the CF programme in Wales, the deadline for responses expired 26 September 2011. The Council did not comment formally on the guidelines due to the document being published just prior to the summer recess, with the closing date for submissions just after it.
- 2.02 The guidelines were circulated to all Members on 28 July 2011 with a covering letter from the Portfolio Holder for Regeneration and Tourism. The guidelines advise that the CF Wales programme will continue beyond 31 March 2012, but with significant changes. The Welsh Government proposals address concerns regarding effectiveness of the CF programme in Wales to date. The guidance places greater emphasis on a shared service approach across local authorities and the third sector. It appears that existing shared services such as youth and other outreach work will continue, and could be enhanced.
- 2.03 All existing Grant Recipient Bodies (GRBs) including the County Council, have been invited to apply for a funded period of transition, covering the period between 1 April to 30 September 2012, whilst preparing for the move to the next phase. It is expected that all Flintshire's existing CF areas will submit transition funding applications.
- 2.04 'People and Places' priorities will underpin all CF future activity: Prosperous Communities aim to improve economic indicators, particularly economic activity and skills levels; Learning Communities aim to improve educational attainment; and Healthier Communities aim to improve health indicators.

Date: 12/10/2011

- 2.05 The current CF programme in Flintshire operates in five defined areas and is due to end on 31 March 2012. It covers a population of approximately 15000 across the communities of Bryn Gwalia, Mold, Higher Shotton, Flint Castle, five Holywell neighbourhoods and five villages in Rural North Flintshire. It is suggested that the next phase should address a larger proportion of the Flintshire population, clustering existing CF areas with other areas previously not included where there is evidence that improved economic, learning and health outcomes are needed.
- 2.06 The new phase CF Programme will need to target areas where deprivation is highlighted by the new Welsh Index of Multiple Deprivation (WIMD 2011), and which addresses negative trends in the employment, income, health and education indices. It does therefore present an opportunity to devise a broader, more flexible programme which can address priority needs where they arise. This is a departure from the previous approach, where rigid CF boundaries have limited the potential impact of other programmes. The next phase should therefore include areas of opportunity as well as need, so that problems are not seen in isolation of potential solutions.
- 2.07 The WIMD figures for 2011 show some change from 2008. Flintshire's localities in the top 10% most disadvantaged areas are now Higher Shotton (area 2), Connah's Quay Golftyn (area 4), Holywell Central, and Mold West (Bryn Gwalia). Flint Castle and Holywell Greenfield have both moved out of the top 10% ranking but remain vulnerable within the top 20% most disadvantaged areas in Wales (See Appendix A).
- 2.08 WIMD 2011 also shows that Flintshire has 10 areas in the top 20% most disadvantaged in Wales (overall population approx. 15000), and 26 areas in the top 40% (overall population approx. 40000) (see Appendix A). If Flintshire is to address needs where they arise, then any future programme needs to be responsive to a broader population base.
- 2.09 It is acknowledged that WIMD data should not be taken as the sole source of information about small areas. WIMD data is most useful when used in conjunction with other published data and reliable local information. New CF designations will therefore use wider local information, which supplements WIMD 2011 data. This will help ensure that the challenges in other areas of need across the county, can be better understood and appropriately addressed.
- 2.10 Areas of need and interest included in the next phase will operate within a 'cluster' supported by a local delivery team of CF staff covering a larger population than is currently the case. This will enable Flintshire to continue to draw down valuable resources for vulnerable communities.
- 2.11 The new programme will be managed through a high level Programme Board with CF staff managed at 'cluster' level, delivering the Programme Plan for Flintshire.

3.00 CONSIDERATIONS

- 3.01 The indications from WG are that single Local Authority bids are unlikely to succeed. Members are therefore asked to consider a collaborative bid with Wrexham BC, subject to further consultation as a bid is developed. An informal consensus has emerged for 2 'clusters' in each local authority, one urban and one rural within each Flintshire and Wrexham. If there is a joint bid with Wrexham, then the Programme Board would operate across both Local Authorities. A proposal for a joint programme structure based on the WG guidelines is attached (Appendix B).
- 3.02 It is suggested that two clusters will allow Flintshire to draw on more resources in order to meet the requirement for addressing needs across broader geographical areas, and where needs are not geographically significant. The clusters should include areas of opportunity where the CF programme would work with renewal programmes, employers, schools and colleges in the more stable areas where people shop, work, travel, socialise, and study.
- 3.03 A new phase CF Programme needs to encourage and enable local participation, but at the same time, be closely aligned with national and local priorities and allow Executive and Ward Member input into strategic and local priorities. The Programme Board role will be key to delivering Outcomes Agreement priorities and the Sustainability Strategy.
- 3.04 Proposals will need to be made for new CF Governance structures within the consultation guidelines. Alternative models for involving communities are being considered, to match revised areas of interest and revised priorities. Existing Partnership Boards are likely to give way to revised arrangements within the new 'clusters', as resources will not be allocated to existing Partnership Boards. Staff structures will also need to be developed around the guidelines.
- 3.05 The requirement for the CF Programme to link with service providers and the LSB will be built into the new arrangements, and will need to take into account any future regionalisation. Flexibility in the projected CF structures and relationships will be needed as they may face change during the Programme.

4.00 RECOMMENDATIONS

Members are asked:

- 4.01 To support the development of a bid which addresses needs across Flintshire's most vulnerable areas, largely within the top 40% identified by WIMD as the most disadvantaged in Wales (Appendix A), and to include areas of opportunity as part of the solution.
- 4.02 To support the development of a collaborative bid with Wrexham for at least 3 years funding.
- 4.03 Subject to approval to 4.02 above, approve governance option shown in Appendix B for consultation.

- 4.04 To agree to a Members' workshop, as part of the consultation process, to consider the issues set out above in more detail, and to consider the implications and opportunities for Flintshire in revising areas of interest and support structures in CF.
- 4.05 To support the bid for Transitional Funding to Sept 2012 for all existing CF areas in the County to allow Flintshire County Council to explore the best options, and to progress more detailed plans for the next phase of delivery.
- 4.06 To agree to a further report to the Executive in January 2012 to consider final proposals.

5.00 FINANCIAL IMPLICATIONS

- 5.01 The CF programme is wholly WG funded and the investment in 2011/12 in Flintshire is likely to be about £800,000. While revised proposals will address the need for efficiencies, no specific savings have been demanded. The transitional funding bids will be for up to 50% of the 2011/12 award.

6.00 ANTI POVERTY IMPACT

- 6.01 CF is focused on supporting the WG Anti-Poverty agenda. CF resources help to address poverty targets in the FCC Outcomes Agreement.

7.00 ENVIRONMENTAL IMPACT

- 7.01 None

8.00 EQUALITIES IMPACT

- 8.01 CF help to address community cohesion and inclusion agendas

9.00 PERSONNEL IMPLICATIONS

- 9.01 These will be identified alongside the bid development but will include revised CF staff competencies, job descriptions and structures.

10.00 CONSULTATION REQUIRED

- 10.01 Yes.

11.00 CONSULTATION UNDERTAKEN

- 11.01 The consultation has been actively opened up to individuals, councillors, community and voluntary groups, CF staff and Partnership Boards, public and 3rd sector partners with local, strategic and regional interests. A variety of methods include email, face to face, briefings, partners meetings and events in addition to local Partnership Board activities.

12.00 APPENDICES

12.01 **App. A.** Short summary of relevant information from the Welsh Index of Multiple Deprivation (WIMD) 2011.

App. B. Draft Programme structure: proposal for a joint Local Authority bid, based on the guidelines.

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

Communities First - The Future, Welsh Government Consultation Document ref WG12568. Welsh Index of Multiple Deprivation 2011.

Contact Officer: Barbara Coleman
Telephone: 01352 701427
E-Mail: barbara_coleman@flintshire.gov.uk

WIMD 2011 Results – Flintshire

1 – 190 = in most deprived 10%

83	Flintshire	Shotton Higher 2	009E	W01000336
153	Flintshire	Connah's Quay Golftyn 4	007D	W01000278
155	Flintshire	Holywell Central	003E	W01000304
184	Flintshire	Mold West 1	016F	W01000318

191 – 284 = in most deprived 15%

209	Flintshire	Flint Castle	004A	W01000288
214	Flintshire	Greenfield 1	003C	W01000296
260	Flintshire	Connah's Quay Central 2	007B	W01000274

285 – 379 = in most deprived 20%

297	Flintshire	Shotton Higher 1	009D	W01000335
330	Flintshire	Sealand 2	009B	W01000333
351	Flintshire	Flint Oakenholt 1	004C	W01000292

380 – 474 = in most deprived 25%

415	Flintshire	Buckley Bistre West 3	017D	W01000263
421	Flintshire	Flint Coleshill 2	004B	W01000290
449	Flintshire	Bagillt West	003B	W01000254

475 – 569 = in most deprived 30%

498	Flintshire	Queensferry	011C	W01000328
514	Flintshire	Mostyn (Flintshire)	002B	W01000320
547	Flintshire	Saltney Stonebridge 1	015E	W01000330

570 – 758 = in most deprived 40%

580	Flintshire	Ffynnongroyw	001A	W01000287
591	Flintshire	Connah's Quay Central 1	007A	W01000273
633	Flintshire	Mancot 2	011B	W01000312
636	Flintshire	Gronant	001B	W01000298
638	Flintshire	Buckley Bistre West 2	017C	W01000262
658	Flintshire	Holywell West	002A	W01000306
667	Flintshire	Sealand 1	009A	W01000332
680	Flintshire	Saltney Mold Junction	015D	W01000329
697	Flintshire	Flint Oakenholt 2	004D	W01000293
707	Flintshire	Shotton East	009C	W01000334



FLINTSHIRE COUNTY COUNCIL

AGENDA ITEM NUMBER: 5

REPORT TO: **EXECUTIVE**
DATE : **18 OCTOBER 2011**
REPORT BY: **DIRECTOR OF ENVIRONMENT AND DIRECTOR OF**
 LIFELONG LEARNING
SUBJECT : **PROPOSED GREENSPACE STRATEGY**

1.00 PURPOSE OF REPORT

- 1.01 To propose that a Green Space Strategy be developed by Flintshire County Council and to seek the approval of the Executive to commence work on this Strategy.

2.00 BACKGROUND

- 2.01 Within Culture and Leisure Services, and the Planning Service, there is an identified need to develop a Public Open Space Strategy / Green Spaces Strategy. The provision of such a Strategy has been an aspiration for both Services of the Council for sometime now. The benefits of such a Strategy would be to contribute to improving the quality and accessibility of green spaces to the immediate and direct benefit of the local community. Green Spaces be they playing fields, sports pitches, woodlands, river corridors, country parks, common land, allotments etc. are often multi-functional and provide a variety of benefits including opportunities for play and sport; space to relax and socialise; and natural habitat for wildlife. There are key management themes for all these spaces be they in relation to grassland, trees, waterbodies, hedging, shrubs or floral beds.
- 2.02 The provision of well managed, accessible Green Space will be a positive contribution to a number of priorities within Creating an Active Flintshire 2011-2014, as the local response to the national plan to increase levels of physical activity. Within this plan, these are a number of priorities for action reflecting the known benefits of increasing access to the natural environment for recreation, play and sport in order to support a physically active lifestyle. Furthermore, evidence exists and continues to emerge relating to the broader impacts on both physical and mental health and well being that can be achieved through accessing the natural environment.
- 2.03 The provision of well managed Green Space will also provide enhanced habitats and for both humans and wildlife which is a key theme within the Countryside Service Strategy 2000.
- 2.04 The key challenge in producing a Green Spaces Strategy is the need for it to be developed as a local authority-wide Strategy to ensure “awareness” and “buy-in” from the numerous service areas involved with the maintenance and management of Green Space. In this respect whilst a core project team can be assembled from Culture and Leisure Services and Planning Service to drive the project, there will be a need for

Date: 12/10/2011

much wider consultation across the Authority to drive the Strategy forward successfully.

- 2.05 The immediate benefits of developing such a Strategy for Culture and Leisure Services and the Planning Service will be: the provision of a background study to the Local Development Plan which will inform future policy development; and a key tool to drive forward a series of key management action plans for designated wildlife sites such as the Dee Estuary Special Area of Conservation and Special Protection Area (as required by European Commission Legislation); SSSI's; Country Parks and locally important landscapes such as Halkyn Mountain & Holywell Common and the Clwydian Area of Outstanding Natural Beauty.
- 2.06 The Welsh Government requires that all Planning Authorities have an up to date, adopted Development Plan. Whilst Flintshire has yet to begin formal work on a Local Development Plan (LDP), steps are already in place to develop the evidence base for this plan to replace the Unitary Development Plan (UDP). The provision of a Green Spaces Strategy would be part of providing this evidence base in justifying the approach of planning policies in seeking to protect, enhance and create new open spaces.
- 2.07 The existing UDP contains policies which seek to protect open space and which set the standards for the provision of new open space in association with housing development. The UDP also contains some 159 Green Space designations which provide additional protection to public open spaces in towns and villages across the County.
- 2.08 The development of policies in the LDP will require detailed consideration to be given to existing policy areas as follows:
- a. The open space standards within the UDP are based on the National Playing Fields Association (NPFA) "Six Acre Standard" which no longer exists. The body replacing the NPFA known as the Fields in Trust now provides non-binding guidance to Local Authorities in an effort to encourage individual local authorities to develop their own individual standards.
 - b. There is a need to review and justify the financial contribution from developers in mitigation for not providing open space and in the calculation for maintenance sums. The figures used at present are considered to be out of date and not reflective of the true costs to the local authority.
 - c. There is a need to review the Green Space policy and the value of individually designated Green Spaces in the UDP. For example, the Open Space Audit published in 2007 identified that many open spaces formed green strategic corridors when considered in the wider context. This would indicate that whilst some individual open spaces, by themselves may have limited value, there was wider value of the space as part of a network of open spaces, some providing access to and from the open countryside and penetrating deep into urban settlements.

2.09 In addition to these long standing issues there are new policy considerations which the LDP will also need to give detailed consideration to, as follows:

- a. The Mersey Dee Alliance “Green Infrastructure Project” is part funded by the Mersey Dee Alliance, Cheshire West and Chester, FCC and the Countryside Council for Wales. The study seeks to identify and promote the value of green spaces as a social, economic and environmental asset. So far this project has focused primarily on the River Dee, the Dee Estuary and the Coast from Saltney to Talacre. This study has identified the opportunities for enhancing access to the coast for the benefit of tourism and also for local communities particularly those communities where deprivation is more immediately apparent. The Studies (soon to be published) will inform the Local Development Plan and will inform the Countryside Services work programme for enhancing access to, and the quality of the coast as a “Regional Coastal Park” for Flintshire.
- b. The Flintshire Play Survey, joint funded by Culture and Leisure Services and the Planning Service, identified that many of the County’s stock of 160+ equipped children's play areas required new investment and that some could even potentially face closure as being unfit for purpose. The Survey once finalised and published will be a valuable tool in assessing children's play provision and where future funding (both Local Authority and Private eg S106 monies) should be targeted in enhancing play provision for the community.
- c. The Accessible Natural Green Space Study (ongoing) funded by the Countryside Council for Wales seeks to identify whether the local community has sufficient opportunity to access natural spaces. Some 800+ different spaces have been identified across the County ranging from sites of international and national wildlife importance to woodlands and local playing fields. These spaces will be assessed against standards derived by the Countryside Council for Wales to assess whether local communities have sufficient access to natural spaces and where deficiencies exist how these may be overcome.

2.10 The range of ongoing studies described in para 2.08 (a - c) when added to the Open Space Audit 2007 form key components in the development of an overarching Green Space Strategy for Flintshire. Such a Strategy would provide direction for many of the initiatives already taking place such as the Queen Elizabeth II Challenge Scheme and would enhance the opportunities to access funding from external sources such as the expected Phase II Heritage Lottery Fund bid by FCC for regeneration of Wepre Park; the expected bid by Mold Town Council for HLF monies to fund a regeneration of Bailey Hill; and for supporting future bids to secure Green Flag Status for destination parks in Flintshire such as Fron Park in Holywell and Maes Bodlonfa in Mold.

3.00 CONSIDERATIONS

- 3.01 The development of a Green Space Strategy which provides a strategic framework for many concurrent and future projects would provide the following benefits:
- a. increases opportunities for collaborative working both within the Authority and with external partners;
 - b. targeting public resources more effectively;
 - c. maximising the use of staff time through collaborative working;
 - d. identifying the role of FCC Service Providers to improve service transparency and accountability;
 - e. and enabling the Authority and the Community to gain access to key funding opportunities to enhance Green Spaces.
- 3.02 This Executive Report is presented as a Joint Report by the Director of Lifelong Learning and the Director of Environment because of the need for a wider approach across the Local Authority. It is envisaged that such an approach will be developed in co-ordination with many local authority staff currently involved in the management of Green Space across the County.
- 3.03 The indicative timetable for the progression of a Green Space Strategy is as follows:
- | | |
|-------------------|--|
| October 2011 | Formation of Core Project Team (Countryside Services, Planning & Leisure Services) |
| November | Meeting with Internal Stakeholders |
| November-December | Drafting of Internal Draft Framework Strategy |
| January 2012 | Circulation of Internal Draft Framework Strategy |
| February | Meeting with Internal Stakeholders
Meeting with Flintshire Access Forum |
| February-March | Drafting of Public Consultation Version of Draft Framework Strategy |
| March-May | Public Consultation |
| June | Meeting with Internal Stakeholders |
| July | Submit final Draft Framework Strategy to Executive for approval |
- 3.4 The Green Spaces Strategy, when approved, will be used to guide the development and implementation of an action plan which can be regularly updated to reflect wider Service needs. This approach will increase Service Collaboration which will ultimately improve the management of Green Spaces to the benefit of the health of local communities served by these spaces.

4.00 RECOMMENDATIONS

- 4.01 That the Executive Committee agree to the production of a Green Space Strategy, to follow the indicative timetable set out in para 3.3.

5.00 FINANCIAL IMPLICATIONS

- 5.01 The Strategy will be developed by existing officers using resources and facilities already available at no additional costs.

6.00 ANTI POVERTY IMPACT

- 6.01 There are no direct anti-poverty impacts of approving this report however the Green Spaces Strategy when completed and in place will contribute to the improvement of community health, particularly the health of communities in deprived locations.

7.00 ENVIRONMENTAL IMPACT

- 7.01 There are no direct environmental impacts of approving this report however the Green Spaces Strategy when complete and in place will lead to positive beneficial gains for Flintshire's openspaces and natural environment.

8.00 EQUALITIES IMPACT

- 8.01 There are no direct equalities impacts of approving this report however the Green Spaces Strategy when complete and in place will positively promote the need for access points to Green Spaces to be compliant with the Disability Discrimination Act. This will extend greater opportunities for disabled individuals to enjoy the use of Green Spaces.

9.00 PERSONNEL IMPLICATIONS

- 9.01 The Strategy will be developed by existing officers using resources and facilities already available at no additional costs.

10.00 CONSULTATION REQUIRED

- 10.01 The Greenspace Strategy will be issued for internal comment and debate, following which the document will be amended and then issued in March for a period of six weeks for public consultation.

11.00 CONSULTATION UNDERTAKEN

- 11.01 None as of this date.

12.00 APPENDICES

- 12.01 None

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985
BACKGROUND DOCUMENTS

Creating an Active Flintshire 2011
Leisure Service Plan 2011
Leisure Strategy 2009-14
Planning Service Plan 2011 (Year 2)
Unitary Development Plan 2000-2015

Contact Officer: Ste James
Telephone: 01352 703280
E-Mail: ste_james@flintshire.gov.uk

Contact Officer: Alan Roberts
Telephone: 01352 702469

Contact Officer: Paul Jones
Telephone: 01352 702474

FLINTSHIRE COUNTY COUNCIL

AGENDA ITEM NUMBER: 6

REPORT TO: **EXECUTIVE**
DATE : **18 OCTOBER 2011**
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
 - Community Chest grant scheme
 - Welsh Church Act Fund

2.00 BACKGROUND

- 2.01 The report to Executive on 18th January 2011 entitled 'Voluntary Sector Funding - Update Report' provided an overview of the mid year financial position for core funding, Ty'r Binwydden relocation costs, Community Chest and Welsh Church Act Fund.

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 23 voluntary organisations would receive a three year Core Funding Agreement (CFA) and three organisations a one year CFA. 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 and their allocation of funding 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. This work has been done and is being used to inform a review of Benefit, Debt and Housing Advice provision across the county - part of a project commissioned by the Local Service Board.
- 2.08 The key focus of this review is to identify: current benefit, debt and housing advice services in the County provided by the local authority and the voluntary sector; the local and national factors that are and / or will impact on demand for these services, and; opportunities for efficiencies in advice provision. Flintshire Citizens Advice Bureau are working in partnership with Lead Officers from Flintshire County Council on this Review.
- 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.
- Welsh Church Act Fund
- 2.12 The Welsh Church Act Fund is a charitable trust fund that is administered by Flintshire County Council through the Policy, Performance and Partnerships Unit in Corporate Services.
- 2.13 Grants are made for the restoration of churches and chapels; encouraging the arts, social and recreational activities; protection of historic buildings; medical and social research; relief in the case of need of persons who are sick or disabled, and; charitable organisations.
- 2.14 Typically the maximum grant awarded has been £500 for churches, £200 for sporting and educational achievement, and £100 to £300 for charitable organisations.

3.00 CONSIDERATIONS

- Core Funding Update
- 3.01 The core funding budget for 2011/12 was £780,192. This includes a two percent efficiency applied to the Flintshire County Council budget allocation from 1st October 2011.
- 3.02 A breakdown of the budget and expenditure relating to core funding of voluntary organisations in 2011/12 is summarised below:

<u>Budget 2011/12</u>	
FCC Allocation	£732,339
BCUHB Allocation	£47,854
Total	£780,192

<u>Committed Core Funding Allocation</u>	
FCC Allocation	£728,055
BCUHB Allocation	£47,854
Total	£775,909

<u>Relocation Expenditure</u> (see 3.21)	
Flintshire Disability Forum	£814

Total Expenditure	£776,723
Total Unallocated Funds	£3,469

(Note: BCUHB - Betsi Cadwaladr University Health Board)

- 3.03 Flintshire County Council are contributing £732,339. Of this, £728,869 has been allocated - £728,055 to core funding and £814 to relocation expenditure. This has left £3,469 in unallocated funds.

In addition BCUHB have also allocated a contribution of £47,854 towards specific organisations' core funding. All these funds have been allocated.

- 3.04 All payments are being processed in line with the Core Funding Agreement requirements. This includes ongoing review of the arrangements.

Review of One Year Core Funding Agreements

- 3.05 In 2010/11, 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.

- 3.06 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 2011/12.

Extension of Core Funding Agreements

- 3.07 In 2011, a set of Voluntary Sector Funding Principles were agreed to support a strategic approach to grant reductions / efficiencies for the local organisations that are supported with their core funding in the county. Given that the existing agreements are due to end in March 2012, work is being undertaken together by FCC and FLVC to review existing core funding arrangements to determine: 1) What is being funded; 2) What benefits have been realised from the funding; and, 3) What are the opportunities for efficiencies.

- 3.08 In addition, management arrangements for a number of the organisations that we currently support are changing, e.g., through regionalisation, amalgamation with other organisations, etc.

- 3.09 This joint FCC / FLVC approach is working well and has teased out some interesting views and potential opportunities. Examples include:

- In some cases, it is still not clear what is being funded and / or a lack of clarity on how allocation of the funding has been prioritised.
- Whether there are opportunities for organisations to self fund or use capacity from within local communities or volunteer networks.
- The impact of regionalisation on funding arrangements for an organisation – efficiencies are not being 'passed on' to FCC.
- Organisations working in other counties receive funding in different ways from the local authority with funding often being proportionate to results.
- Organisations often work in their specialist area of work only and there could be potential to share capacity for that that core funding is used.

- All organisations have received funding for at least 3 years (with many longer term).

3.10 Four options were considered for future funding arrangements:

- OPTION 1 – Maintain status quo. No new organisations to be funded.
- OPTION 2 – Continue to fund existing organisations but encourage new ways of working amongst those receiving funding to reflect collaboration, regionalisation, efficiency, shared priorities, etc. No new organisations to be funded.
- OPTION 3 – Invite organisations to apply for funding – existing and new organisations. Focus on new ways of working amongst those receiving funding to reflect collaboration, regionalisation, efficiency, shared priorities, etc.
- OPTION 4 – Stop funding.

3.11 Option 1 was not seen as a favoured option as it does not allow for opportunities for new ways of working and does not enable other organisations to be considered for core funding.

3.12 Options 2 and 3 provide opportunities for:

- Improving arrangements for managing core funding.
- Developing new ways of working to meet the changing demands of clients.
- Maximising the use of funding and capacity.
- Exploring different ways of working with the voluntary sector that would provide efficiencies.

With these options, existing arrangements would be extended for one year to provide time for work to be undertaken with Sponsoring Officers from Flintshire County Council (and potentially BCUHB), as well as the voluntary sector. For Option 3, the Funding Advice Officer at FLVC could provide guidance and support in the development of the application process.

3.13 Option 4 is not seen as a viable option as it does not support the commitment to the Funding Principles.

3.14 In principle, Option 3 is the preferred approach but with a view that the application process would start with the status quo with invited potential new recipients for core funding. A set of themes and principles for funding is being developed in conjunction with the Voluntary Sector Compact.

3.15 All organisations have been informed:

- that the review is being undertaken in line with the 'Voluntary Sector Funding Principles' (as part of a set of Flintshire Futures principles).
- of the efficiencies required.
- that Flintshire County Council core funding will be extended for one year until 31st March 2013.

- 3.16 BCUHB are also reviewing their core funding arrangements. Existing agreements end on 31st March 2012. Discussions have taken place with BCUHB to seek to align the reviews including the extension of the funding until 31st March 2013 and a written position statement has been requested.

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

- 3.17 The Council made a contribution to relocation costs to two of the former resident organisations of Ty'r Binwydden. This was to be met from the contingency reserve but has been funded using unallocated funds from the Core Funding Budget. The support offered included an allocation to Flintshire Access and Flintshire Disability Forum.

- 3.18 In 2011/12, Flintshire Disability Forum were allocated £814. No further financial assistance with rental costs will be provided thereafter. As of 30th October 2009, Flintshire Access formally dissolved as a charity and organisation. As a result, funding is no longer provided.

Overall Position

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

<u>Budget 2011/12</u>	
FCC Allocation	£732,339
BCUHB Allocation	£47,854
Total	£780,192

<u>Committed Core Funding Allocation - Expenditure</u>	
FCC Allocation	£728,055
BCUHB Allocation	£47,854
FCC accommodation support to Flintshire Disability Forum (see section 3.21)	£814

Total Expenditure	£776,723
Total Unallocated Funds	£3,469

Community Chest Update

- 3.20 In 2011/12, the budget for this grant is £21,138. Of this, £7,875 has been allocated to 14 organisations leaving £13,263 to be allocated in further rounds.

Welsh Church Act Fund (WCAF)

- 3.21 Unallocated budget for 2010/11 of £3,383 was reported in January 2011. Of this £2,100 was awarded in March 2011 and paid in early 2011/12. A summary of the budget is as follows:

Unallocated Budget from 2010/11	£3,383
Income Received from WCAF 2011/12	£8,070
Total Budget	£11,453

Total Grants Issued to date	£6,180
Budget Remaining	£5,273

Efficiencies

- 3.22 As reported to Executive in January 2011, as part of the council's efficiency savings a 2% efficiency has been applied to the aforementioned core funding budget from 1st October 2011. Based on the FCC budget of £739,735 this will be as follows:

1st October 2011 to 31st March 2012	£7,397
1st April 2012 to 31st March 2013	£14,795

These figures assume that the budget remains the same and there is no inflationary uplift.

4.00 RECOMMENDATIONS

- 4.01 Members endorse the current status of the Core Funding Agreements with voluntary organisations including the one year extension of existing agreements to 31st March 2013.
- 4.02 Members note the 2% efficiency on the Core Funding budget for 2011 to 2013 in line with the Voluntary Sector Funding Principles.
- 4.03 Members note the update of the funding position for voluntary organisations receiving either relocation costs following the closure of Ty'r Binwydden, Community Chest grant or the Welsh Church Act Fund.

5.00 FINANCIAL IMPLICATIONS

- 5.01 As highlighted in section 3.02, the total budget allocation for 2011/12 for core funding was £780,192. Of this £775,909 was allocated for core funding and £814 for support with relocation costs for Flintshire Disability Forum (see section 3.21). Unallocated funds are £3,469.
- 5.02 The Community Chest budget for 2011/12 was £21,138 of which £7,875 has been allocated leaving a remaining budget of £13,263 to be allocated before year end.
- 5.03 The Welsh Church Act Fund for 2011/12 was £11,453. To date, £6,180 has been allocated leaving a remaining budget of £5,273 to be allocated before year end.

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 Overview 2011/12

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985
BACKGROUND DOCUMENTS

None.

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

Core Funding Overview 2011/12

	Funding Period	FCC Total for 2011/12 (£)	BCUHB Total for 2011/12 (£)	Total Payment for 2011/12 (£)
<u>Community Services</u>				
Flintshire Neighbourhood Watch	3 Years	29,643	-	29,643
Flintshire Community Parents	3 Years	22,467	-	22,467
Homestart Flintshire	3 Years	8,993	9,716	18,709
Flintshire Disability Forum	3 Years	29,919	-	29,919
Vision Support	3 Years	7,029	-	7,029
Wales Council for Blind	3 Years	1,867	-	1,867
North Wales Deaf Association	3 Years	9,050	-	9,050
British Red Cross	3 Years	15,653	-	15,653
Flintshire Crossroads	3 Years	32,339	25,234	57,573
Shelter Cymru	3 Years	37,095	-	37,095
Flintshire Forum for Learning Disabilities	1 Year	6,129	-	6,129
Age Concern North East Wales	3 Years	28,341	-	28,341
Alzheimer's Society-Flintshire Branch	3 Years	11,819	-	11,819
NEWCIS	3 Years	14,804	6,007	20,811
Cruse Bereavement Care	3 Years	6,064	-	6,064
Stepping Stones	3 Years	5,548	-	5,548

Environment

Estuary Voluntary Car Scheme	3 Years	1,603	-	1,603
Refurbs Flintshire	3 Years	20,047	-	20,047

Lifelong Learning

Mudiad Ysgolion Meithrin,	3 Years	10,841	1,741	12,582
Wales PPA Flintshire	3 Years	17,917	5,156	23,073

Corporate Services

Menter Iaith Sir Y Fflint	3 Years	13,091	-	13,091
Delyn Women's Aid	1 Year	35,190	-	35,190
Domestic Abuse Safety Unit	1 Year	54,269	-	54,269
Citizens Advice Bureau	3 Years	228,504	-	228,504
Flintshire Local Voluntary Council	3 Years	72,409	-	72,409
Relate North Wales	3 Years	7,426	-	7,426

TOTAL(£) 728,055 47,854 775,909

FLINTSHIRE COUNTY COUNCIL

AGENDA ITEM NUMBER: 7

REPORT TO: **EXECUTIVE**
DATE : **18 OCTOBER 2011**
REPORT BY: **CHIEF EXECUTIVE**
SUBJECT : **ANNUAL PERFORMANCE REPORT FOR 2010/11**

1.00 PURPOSE OF REPORT

- 1.01 To approve the 2010/11 draft Annual Performance Report for adoption by County Council.

2.00 BACKGROUND

- 2.01 The Annual Performance Report (the Report) meets the statutory requirement to publish an Improvement Plan as required by the Local Government (Wales) Measure (2009) (the Measure). The report must be published by 31st October each year. The purpose of the report is to account for the organisation's previous year's performance against its improvement objectives.
- 2.02 The requirements of the Measure are met through the "forward-looking" documents of the Council (Plan) Governance Framework and the Improvement Plan 2011/12, which set out the vision and priorities for the Council. The second statutory requirement of the Improvement Plan is met by this Annual Performance Report, which reviews progress on commitments made in the previous year.
- 2.03 The Annual Performance Report must be approved by the full Council before publication.

3.00 CONSIDERATIONS

- 3.01 The Annual Performance Report for 2010/11 reviews our progress against the improvement objectives as detailed in the Council (Plan) Governance Framework and the Improvement Plan. This assessment takes into consideration assessments of our performance through:

- Progress against key actions and projects
- Regulatory, audit and inspection activity
- Progress against identified risks and challenges and the key actions to mitigate them
- Performance indicator outturns (trend and target analysis)
- Progress against Flintshire Futures projects
- Surveys.

These have been used as key sources of evidence alongside our self assessments of performance.

Date: 12/10/2011

- 3.02 The statutory requirements as required by the Measure are met with a concentration on the Improvement Objectives.
- 3.03 The final Report will be available as a web-based document which will be accessed via the Council's website. Paper copies can be generated as required and the supporting documents which provide the more detailed information will be available as 'signposted' documents. The summary will be included within the household publication 'Your Community, Your Council.'
- 3.04 The Annual Performance Report will be presented to a Special County Council on 26 October for adoption.

4.00 RECOMMENDATIONS

- 4.01 To approve the 2010/11 draft Annual Performance Report.

5.00 FINANCIAL IMPLICATIONS

- 5.01 There are no specific financial implications within this report.

6.00 ANTI POVERTY IMPACT

- 6.01 There are no specific anti poverty implications within this report.

7.00 ENVIRONMENTAL IMPACT

- 7.01 There are no specific environmental implications within this report.

8.00 EQUALITIES IMPACT

- 8.01 There are no specific equalities implications within this report.

9.00 PERSONNEL IMPLICATIONS

- 9.01 There are no specific personnel implications within this report.

10.00 CONSULTATION REQUIRED

- 10.01 Not applicable.

11.00 CONSULTATION UNDERTAKEN

- 11.01 Consultation is undertaken throughout the year by Overview and Scrutiny Committees of our Quarterly performance reports.

12.00 APPENDICES

12.01 Draft Annual Performance Report to follow.

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985
BACKGROUND DOCUMENTS

None

Contact Officer: Vicki C Robarts
Telephone: 01352 701457
E-Mail: vicki_c_robarts@flintshire.gov.uk

FLINTSHIRE COUNTY COUNCIL

AGENDA ITEM NUMBER: 8

REPORT TO: **EXECUTIVE**
DATE : **18 OCTOBER 2011**
REPORT BY: **CHIEF EXECUTIVE**
SUBJECT : **LOCAL GOVERNMENT DATA UNIT ANNUAL**
 PERFORMANCE BULLETIN 2010/11

1.00 PURPOSE OF REPORT

- 1.01 To present the annual national Performance Bulletin published by the Local Government Data Unit and the Council's response.

2.00 BACKGROUND

- 2.01 The Local Government Data Unit (Data Unit) produces an annual Performance Bulletin which analyses Local Government performance, assimilated using a set of performance indicators.

3.00 CONSIDERATIONS

- 3.01 The Bulletin is produced and published by the Data Unit during the last week in September. It is informed by performance indicator information received from all authorities for the previous year once the Wales Audit Office have audited the national strategic indicators (a key sub-set of the indicators).
- 3.02 The Bulletin is attached as Appendix 1.
- 3.03 The Performance Bulletin provides a national summary of the year's out-turn performance across local authorities and highlights good and poorer performance in-year in certain key service areas and national trends in performance.
- 3.04 Looking across authorities can provide us with an understanding of how we compare nationally and where there is scope for improvement. The limitation to this is that we accept that despite guidance not all indicators are measured in exactly the same way across all 22 authorities. These variations need to be understood by the service areas at an operational level when comparing performance across authorities.
- 3.05 In considering the contents of the Bulletin the Council has provided a response (attached as Appendix 2), which provides an overview of the national performance picture and the areas where Flintshire's performance is highlighted. In addition a high level summary of performance in service areas is provided. Further detail and context is provided in the Annual Performance Report 2010/11 which is also presented on the agenda for this meeting.

4.00 RECOMMENDATIONS

Date: 12/10/2011

- 4.01 Executive to note the contents of the local Government Data Unit's Performance Bulletin and the council's response.

5.00 FINANCIAL IMPLICATIONS

- 5.01 None implicit within this report.

6.00 ANTI POVERTY IMPACT

- 6.01 None implicit within this report.

7.00 ENVIRONMENTAL IMPACT

- 7.01 None implicit within this report.

8.00 EQUALITIES IMPACT

- 8.01 None implicit within this report.

9.00 PERSONNEL IMPLICATIONS

- 9.01 None implicit within this report.

10.00 CONSULTATION REQUIRED

- 10.01 None required.

11.00 CONSULTATION UNDERTAKEN

- 11.01 Consultation has been undertaken with senior officers to inform the response.

12.00 APPENDICES

- 12.01 Appendix 1: Local Government Data Unit Performance Bulletin 2010/11
Appendix 2: Flintshire's Performance Briefing 2010/11

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985
BACKGROUND DOCUMENTS

None

Contact Officer: Vicki C Robarts
Telephone: 01352 701457
E-Mail: vicki_c_robarts@flintshire.gov.uk

Local Government Performance 2010-11

We are pleased to present this, the sixth annual bulletin on local authority performance. This bulletin contains information on a range of local authority services. We have used the data to highlight the overall level and range of performance across Wales. The full data set is available on our website.

Overall performance

68% of the indicators which are comparable between 2009-10 and 2010-11 show improvement.

The gap in performance (between the best and worst performing authorities) narrowed in 57% of the indicators.

Service improvement

Local authorities are often one of the largest employers in an area and provide a range of services for the communities they serve. The table below shows how these services performed in 2010-11 compared to 2009-10.

Service Area	% of indicators where performance improved	% of indicators where the gap narrowed
Corporate Health	67%	67%
Education	63%	53%
Social Care	72%	62%
Youth Justice	67%	17%
Housing	60%	40%
Environment & Transport	70%	50%
Planning & Regulatory Services	77%	59%
Leisure & Culture	20%	80%
Overall	68%	57%



Note: Performance Indicator titles have been simplified to aid understanding.

We have rounded the data where this makes comparison easier.

On the following pages you will find information on the performance of local authorities as they deliver important outcomes for our communities.

Providing a clean and safe environment...

Local authorities ensure that the places where we live and work are clean and safe.

93.8% of highways and relevant land inspected was of a high or acceptable quality in 2010-11 (compared to 94.9% in 2009-10). This ranged from 83.8% in Cardiff to 99.4% in Torfaen.

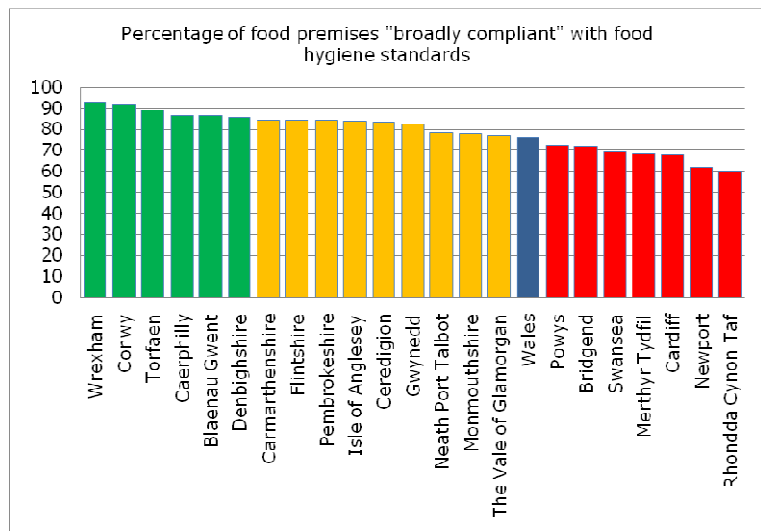
Local authorities took an average of 3.8 days to repair street lamp failures in 2010-11. This ranged from 0.9 days in Denbighshire to 10.3 days in Powys.

The condition of our roads worsened in 2010-11 with 6.6 % of principal (A) roads considered to be in a "poor" condition (compared to 5.0% in 2009-10). This ranged from 3.4% in Flintshire to 16.2% in Rhondda Cynon Taf. Across Wales, 7.9 % of non-principal (B) roads were considered to be in a "poor" condition.

Note: Monmouthshire did not supply data relating to the condition of roads.

Note: A premises which is "broadly compliant" is one where there are no significant issues in terms of food hygiene. The term "broadly compliant" is defined fully in the performance indicator guidance on our website.

76% of food establishments were "broadly compliant" with food hygiene standards in 2010-11, ranging from 93% in Wrexham to 60% in Rhondda Cynon Taf.



In 2010-11, 96% of fly-tipping incidents reported to local authorities were cleared within five working days (compared to 94% in 2009-10). This ranged from 100% in Bridgend, The Vale of Glamorgan, and Blaenau Gwent to 80% in Monmouthshire.

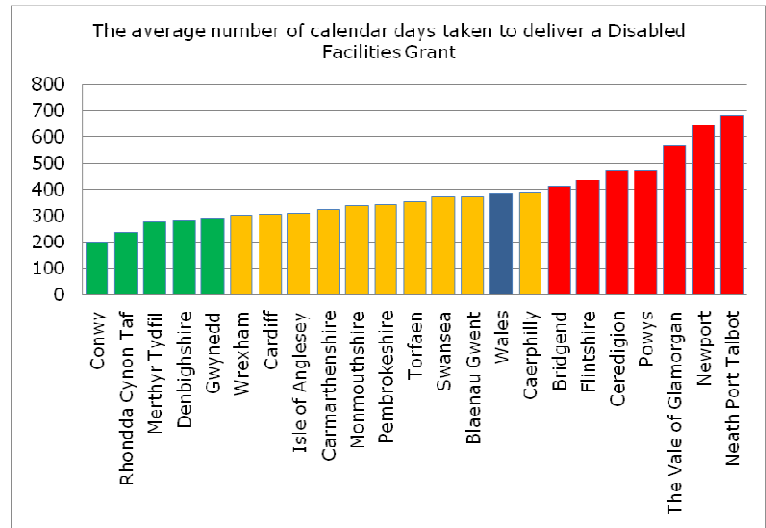
Providing affordable and appropriate housing...

Note: Flintshire did not supply data relating to this indicator.

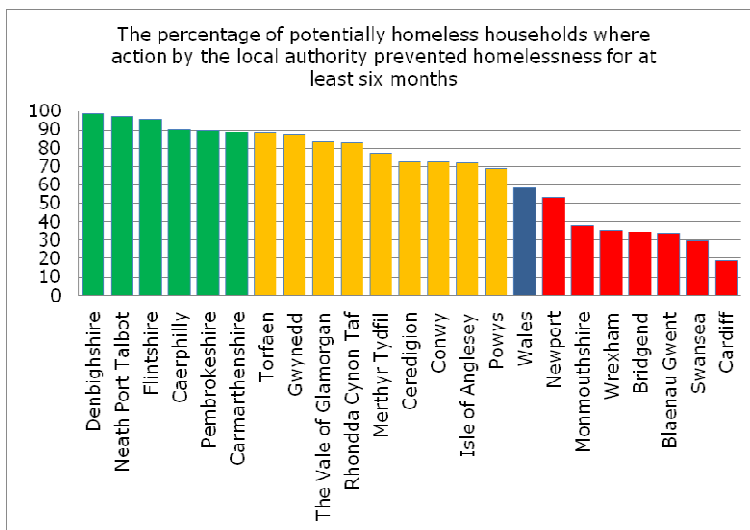
25% of all additional housing units provided during 2010-11 were affordable housing – a further improvement on the 23% reported for 2009-10. This ranged from 56% in The Vale of Glamorgan to 3% in Wrexham.

Note: A Disabled Facilities Grant is a local authority grant to help towards the cost of adapting a disabled person's home to enable them to continue to live there.

Local authorities took an average of 387 days to deliver a Disabled Facilities Grant in 2010-11 (compared to 349 days in 2009-10). This ranged from 202 days in Conwy to 680 days in Neath Port Talbot.



Local authorities across Wales handled almost 14,400 requests for help from homeless people during 2010-11. Decisions on how best to provide help were taken within 33 days for 87% of these (compared to 90% in 2009-10). This ranged from 99% in Swansea to 58% in Wrexham.



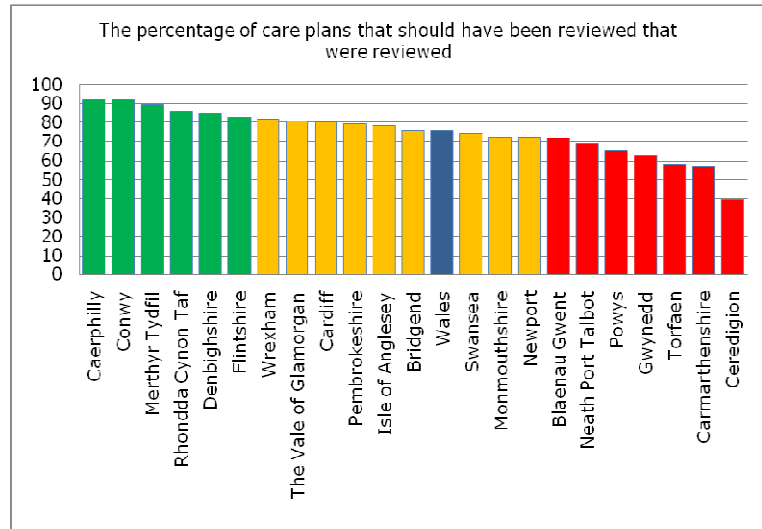
Action by local authorities prevented homelessness for at least six months for 58% of potentially homeless households in 2010-11 (compared to 60% in 2009-10). This ranged from 98% in Denbighshire to 19% in Cardiff.

Supporting safe and independent lives...

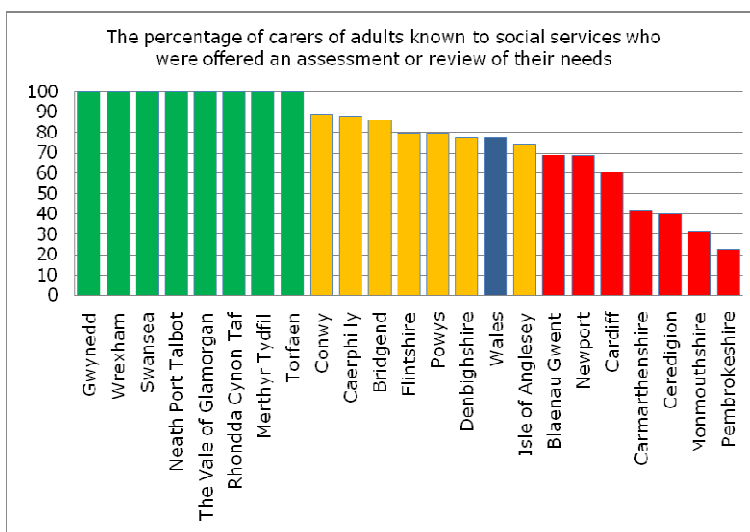
Local authorities' social services provide support to some of the most vulnerable people in our communities. In 2010-11, local authorities supported almost 110 thousand people in the community or in residential homes.

94% of people aged 18-64 supported by social services received that support in the community (as in 2009-10). For people aged 65 years or over, 84% were supported in the community.

75.5% of care plans that should have been reviewed during the year were reviewed; a further improvement on the 71.5% reported for 2009-10. This ranged from 91.8% in Caerphilly to 39.7% in Ceredigion.



A delayed transfer of care – also known as “bed blocking” – arises when a person who no longer needs hospital treatment is unable to leave hospital and return to their own home or to a social care setting such as a residential home. In 2010-11 the rate of delayed transfers due to social care reasons fell to 5.76 per 1,000 population aged 75 or over. This continues the steady decrease from 9.49 in 2006-07.

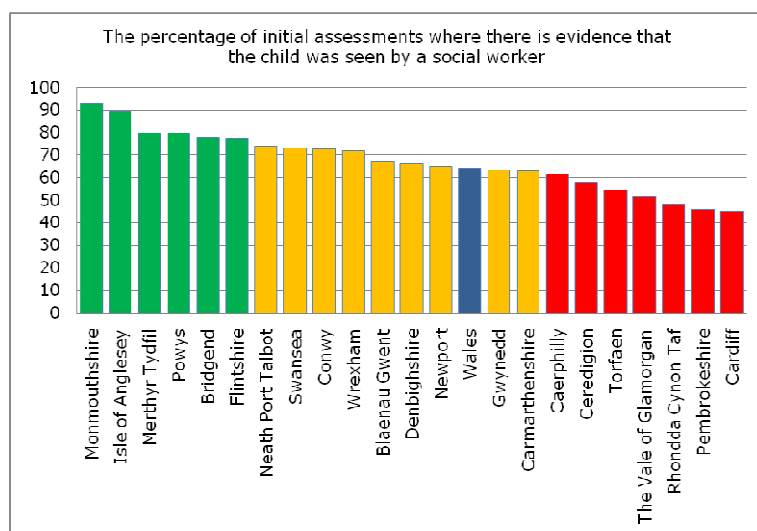
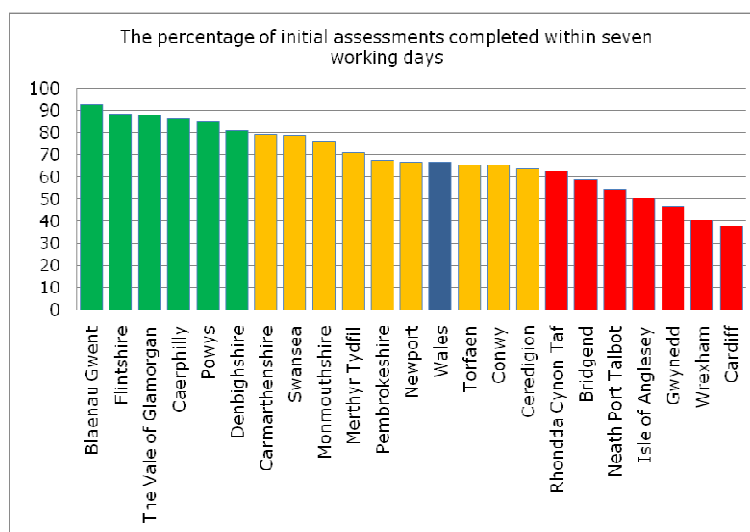


77.1% of carers of adults known to social services were offered an assessment or review of their needs in 2010-11 (compared to 80.8% in 2009-10). This ranged from 100% in Gwynedd, Wrexham, Swansea, Neath Port Talbot, The Vale of Glamorgan, Rhondda Cynon Taf, Merthyr Tydfil and Torfaen to 23% in Pembrokeshire.

Safeguarding children...

Local authorities received over 47,500 referrals relating to children in 2010-11 – slightly less than in 2009-10.

66.6% of initial assessments were completed within seven working days (compared to 65.5% in 2009-10). This ranged from 92.5% in Blaenau Gwent to 37.9% in Cardiff. The average time taken to complete those assessments which were not completed within seven working days fell from 25 days in 2009-10 to 23 days in 2010-11.



There is evidence that the child was seen by a social worker in 64.2% of initial assessments (compared to 60.0% in 2009-10). This ranged from 92.8% in Monmouthshire to 45.1% in Cardiff.

There were over 5,400 children in the care of their local authorities at the end of March 2011. Almost 2,100 children were placed in care for the first time during 2010-11; 91.5% of these "first placements" began with a care plan in place (compared to 92.3% in 2009-10).

Note: Stability is recognised as important for the wellbeing of children in care.

9.1% of children looked after experienced three or more placements during 2010-11 (compared to 10.2% in 2009-10).

81.3% of statutory visits to looked after children took place in accordance with regulations in 2010-11 (compared to 82.2% in 2009-10). This ranged from 99.5% in The Vale of Glamorgan to 59.1% in Neath Port Talbot.

91.7% of looked after children reviews were carried out within statutory timescales during 2010-11 (compared to 90.9% in 2009-10).

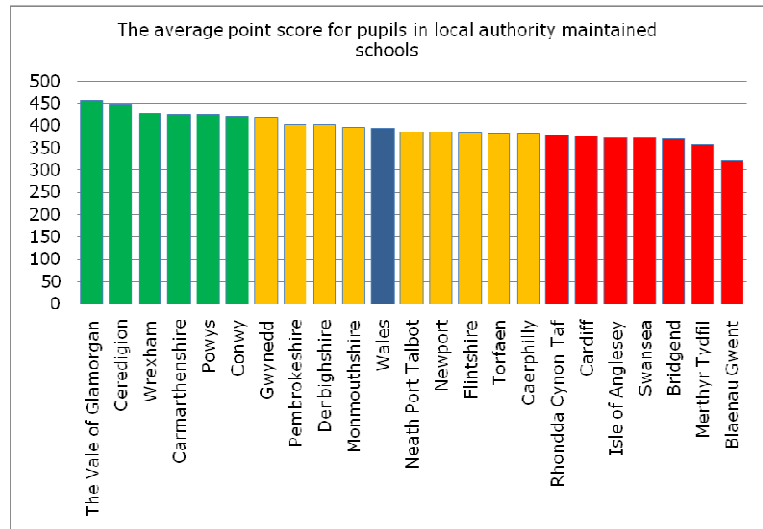
Educating children...

Local authority maintained schools educate around 460 thousand children each year.

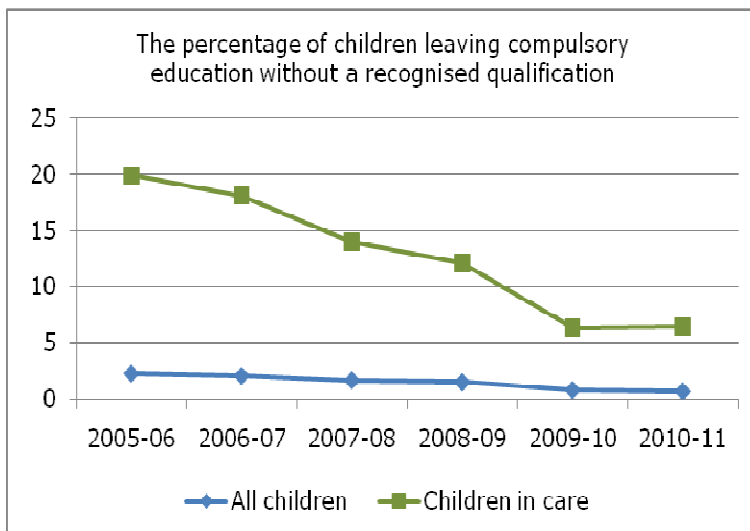
For 2010-11, pupil attendance at primary school remained at 93%, whilst attendance at secondary school remained at 91%. For children in care, the figures were 94% and 90% respectively.

Note: Each qualification is given a score e.g. a GCSE has a score of between 6 and 58 points depending on the grade achieved (G to A)*

The average point score for pupils aged 15 or 16 in local authority maintained schools continued to rise (for the fourth successive year) to 394.1 points. This ranged from 455.29 points in The Vale of Glamorgan to 321.03 points in Blaenau Gwent.



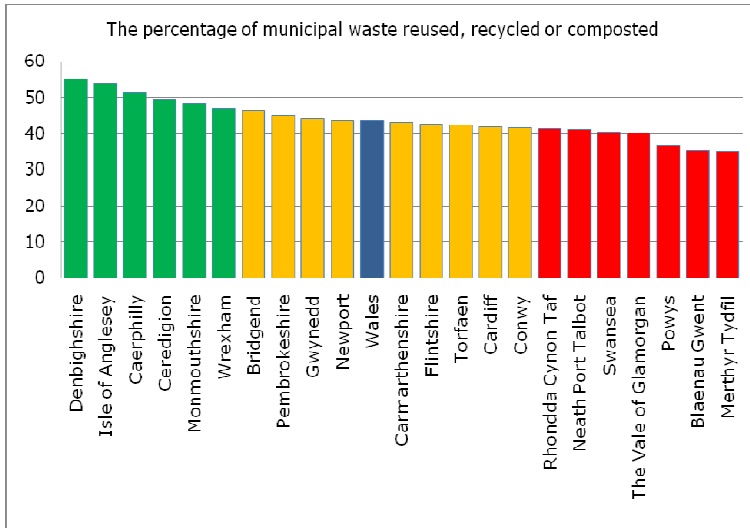
The average point score for children in care increased from 151.7 points in 2009-10 to 183.2 points in 2010-11.



0.8% of all children leaving compulsory education aged 15 or 16 (who did not go on to full time education, training or work based learning) did so without a recognised qualification – the fifth successive improvement from 2.3% in 2005-06. For children in care, 6.5% of children left without a recognised qualification (compared to 6.4% in 2009-10).

Working towards sustainable futures...

From promoting energy efficiency, to ensuring that resources are reused and recycled, local authorities play a big part in helping secure the future for the next generation.



Local authorities in Wales collected around 1.62 million tonnes of municipal waste in 2010-11; a further reduction on the 1.67 million tonnes collected in 2009-10.

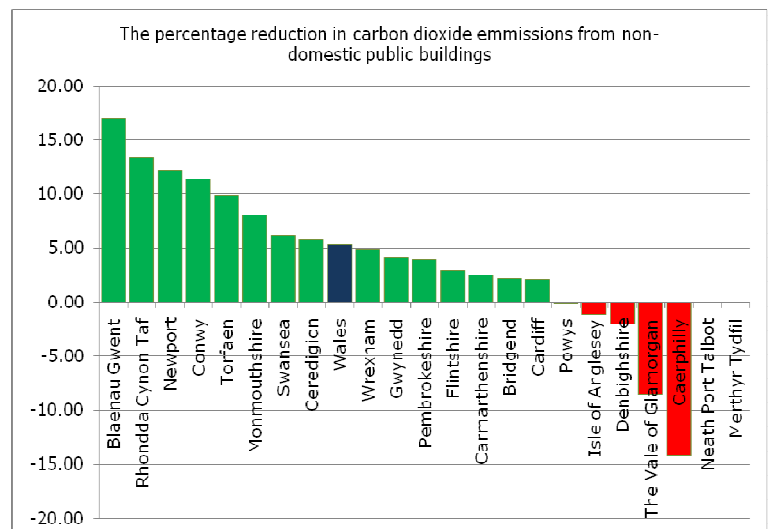
The percentage of waste sent to landfill continues to fall, with 51% being sent to landfill in 2010-11 (compared to 56% in 2009-10).

44% of the municipal waste collected was reused or recycled.

In 2010-11, 66.3% of all additional housing units provided during the year were built on previously developed land (compared to 67.2% in 2009-10).

Note: Neath Port Talbot and Merthyr Tydfil did not supply data for this indicator.

2010-11 saw a 5.4% reduction in carbon dioxide emissions from non-domestic public buildings.

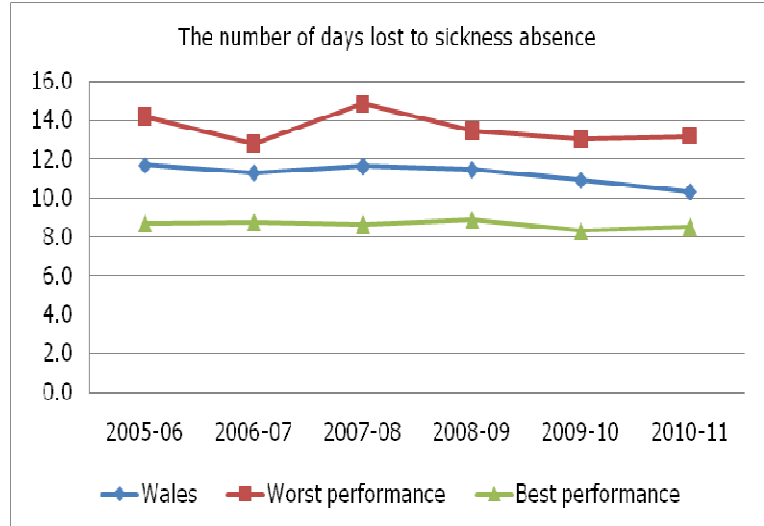


Local government as an employer...

Local authorities in Wales employed over 140 thousand people in 2010-11. 9.6% of employees left the employment of local authorities during the year – the highest level since 2007-08.

Note: The Isle of Anglesey and Rhondda Cynon Taf did not supply data for this indicator.

The number of days lost to sickness absence continues to improve, with an average of 10.3 days lost per employee (Whole Time Equivalent).



Local government as a business...

Local authorities across Wales collected 96.6% of the council tax due in 2010-11 and 97.3% of non-domestic rates; both improving on the 96.5% and 96.7% collected in 2009-10.

Note: The Isle of Anglesey did not supply data for this indicator.

Local authorities paid 91.1% of the 3.1 million undisputed invoices within 30 days. This ranged from 97.4% in Bridgend to 77.0% in Monmouthshire.

Contact details

If you require any further information regarding this bulletin please contact:

Richard Palmer

Head of Improvement
Local Government Data Unit ~ Wales
Tel: 029 2090 9500
E-mail: enquiries@dataunitwales.gov.uk

The full performance indicator data set is published on our website (www.dataunitwales.gov.uk) and is available in [InfoBaseCymru](#).

Notes

One of the key functions of the Local Government Data Unit ~ Wales is to collect, process, interpret and disseminate statistical data on local government services and activities in support of local government improvement.

The indicators quoted here are part of the Performance Measurement Framework for local authorities in Wales. The indicators reflect key priorities identified by the Welsh Government and local government in Wales. They also provide service/policy area specific performance information to aid service improvement.

The National Strategic Indicator data, which is a sub-set of the data used here, was collected and published by the Welsh Government and has been audited by the Wales Audit Office.

Wales values are based on the base data submitted by the authorities. Where authorities have not supplied their base data, their figures do not contribute to Wales values.

Where appropriate, data has been rounded for the purposes of this bulletin. The complete data set (including the base data) is available on our website.

Guidance documents relating to the 2010-11 indicator sets are also available on our website (for the Core Set Indicators) and on the Welsh Government website (for the National Strategic Indicators). These provide a detailed definition for each of the indicators along with their classification i.e. National Strategic Indicator or Core Set Indicator.

The colours (red, amber and green) used in the performance ranking charts are based on the range of PI values. Green indicates performance was at a level within the top quarter of the performance range; red indicates performance was at a level within the bottom quarter of the performance range. Amber is used where the performance level falls between these two points.

In performance range charts, blue represents the Wales PI value, green shows the PI value for the best local authority performance, and red shows the PI value for the worst local authority performance.

**FLINTSHIRE COUNTY COUNCIL
PERFORMANCE BRIEFING 3rd OCTOBER 2011**

NATIONAL PICTURE

Some facts for 2010-11: -

- 68% of comparable performance indicators show an improvement compared to 2009/10,
- the gap in performance (between the best and worst performing authorities) narrowed in 57% of the indicators.

Some areas where performance indicators showed a positive change:

- ▲ The number of Local Government days lost to sickness absence was the lowest since 2005-06, with an average of 10.3 days lost per employee (Whole Time Equivalent).
- ▲ Around 1.62 million tonnes of municipal waste was collected by local authorities in Wales in 2010-11; a further decrease on the 1.67 million tonnes reported in 2009-10.
- ▲ Only 0.8% of children leaving compulsory education aged 15 or 16 (who did not continue in full time education, training or work based learning) did so without a recognised qualification – the fifth successive improvement from 2.3% in 2005/06.
- ▲ Pupils aged 15 or 16 scored an average of 394.1 points in 2010/11; the fourth successive increase since 2006-07.
- ▲ Action by local authorities prevented homelessness for at least six months for 58% of potentially homeless households in 2010/11, compared to 60% in 2009/10.
- ▲ 2010/11 saw a 5.4% reduction in carbon dioxide emissions from non-domestic public buildings.
- ▲ Local authorities received over 47,500 referrals relating to children in 2010/11, slightly less than in 2009/10. 66.6% of initial assessments were completed within seven working days, compared with 65.5% in 2009/10. In 64.2% cases there was evidence that the child was seen by a Social Work, compared with 60% in 2009/10.
- ▲ In 2010/11, 96% of fly-tipping incidents reported to local authorities were cleared within five working days, compared to 94% in 2009/10.
- ▲ In 2010/11 the rate of delayed transfers of care due to social care reasons fell to 5.76 per 1,000 population aged 75 or over. This continues the steady decrease from 9.49 in 2006/07.

Areas where performance indicators showed a negative change:

- ▼ Local authorities in Wales took an average of 387 days to deliver a Disabled Facilities Grant in 2010/11; a decline on the 349 days reported in 2009/10.
- ▼ In 2010/11, 6.6% of principal (A) roads were considered to be in “poor” condition; a continued trend since 2007/08.
- ▼ In 2010/11, 93.8% of highways and relevant land inspected was of a high or acceptable level of cleanliness compared to 94.9% in 2009/10.
- ▼ 77.1% of carers of adults known to social services were offered an assessment or review of their needs in 2010/11, compared to 80.8% in 2009/10.

- ▼ The average total number of days taken between initial enquiry and completion of the care plan (Adults) increased from 34 days in 2008-09 to 38 days in 2009/10.
- ▼ 81.3% of the statutory visits due to children in care took place in 2010/11 compared to 82.2% in 2009/10.
- ▼ Almost 2,100 children were placed in care for the first time during 2010/11 in Wales. 91.5% of these 'first placements' began with a care plan in place, compared to 92.3% in 2009/10.

FLINTSHIRE'S PICTURE

The National Bulletin highlights Flintshire's performance under the following headings:

Good Performance - Condition of Roads

"The condition of our roads worsened in 2010/11 with 6.6% principal (A) roads considered to be in a 'poor' condition (compared to 5% in 2009/10). This ranged from 3.4% in Flintshire to 16.2% in Rhondda Cynon Taf. Across Wales, 7.9% of non-principal (B) roads were considered to be in a poor condition."

Flintshire continues to perform well in this area, achieving the second best performance in Wales for the lowest percentages of principal and non-principal roads (A and B) considered to be in poor condition for 2009/10. For 2008/09 Flintshire were the best performers.

Whilst our performance for 2010/11 was the best in Wales our performance for both A and B roads had declined from that achieved in the previous year. This reflects the lower maintenance investment allocated in 2010/11. Maintenance during 2010/11 was concentrated on Class C and Unclassified Roads where the percentage considered to be in 'poor' condition is much higher.

Poor Performance

Flintshire was not specifically mentioned in the bulletin for any areas of poor performance, but was mentioned for failing to supply data in relation to additional housing units provided that were affordable housing.

"25% of all additional housing units provided during 2010/11 were affordable housing – a further improvement on the 23% reported for 2009/10. This ranged from 56% in The Vale of Glamorgan to 3% in Wrexham. Flintshire did not supply data relating to this indicator."

Whilst the County was unable to provide data in time for the year end submission it is pleased to report that from 2009 to 2011, 123 affordable homes for rent were delivered with a further 90 committed to for 2011/12. In addition 13 affordable homes were delivered for affordable purchase and the Affordable Home Ownership Register was launched.

Annual Performance Report

Flintshire County Council will be publishing its Annual Performance Report at the end of October which gives a summary of performance against its ten Improvement Priorities. Whilst this report draws on the analysis of performance indicator outturns for 2010/11, the authority uses a number of other sources of information to give a clearer and more balanced assessment of our performance.

The following pages are a summary of Flintshire's performance in comparison with the rest of Wales.

Where performance can be compared with the other Welsh authorities **Flintshire was top in 13% (19) of indicators and bottom for 2% (3) of indicators**. This performance is better than last year when we were top in 9% of indicators.

All Wales Ranking Analysis of Performance

Areas where Flintshire is performing well include:

Within Wales **we are in the top 3 authorities** for the following ...

Finance

- The percentage of non-domestic rates due for the financial year which were received by the authority. (1st)

Education

- The percentage of final statements of special education need issued within 26 weeks including exceptions. (1st, ranked 3rd for 2009/10)
- Percentage of pupil attendance in secondary schools. (1st, same as 2009/10 and 2008/09)
- The percentage attendance of looked after pupils whilst in care in primary and secondary schools. (both ranked 3rd)
- The number of permanent exclusions during the academic year per 1,000 pupils from primary schools. (1st, same as 2009/10)
- The average number of school days that permanently excluded pupils did not receive an offer of part time appropriate education provision during the academic year. (1st)
- The percentage of children looked after who were permanently excluded from school during the previous academic year. (1st)
- The average number of days spent out of school on fixed-term exclusions for children looked after who were excluded during the previous academic year. (2nd)

It should be noted that for many of the education performance indicators there is only a small cohort and the difference one pupil can make to the performance indicator value can therefore be significant.

Assets

- The percentage of the gross internal area of the local authority's buildings in condition category A – Good. (3rd)

Libraries

- The percentage of library material requests supplied within 7 calendar days. (1st)

Waste

- The percentage of local authority collected municipal waste prepared for reuse. (2nd)

Public Protection

- The percentage of new businesses identified which were subject to a risk assessment visit or returned a self-assessment questionnaire during the year, for Animal Health. (1st)
- The percentage of high risk businesses that were liable to a programmed inspection that were inspected, for Trading Standards, Food Hygiene, Animal Health and Health and Safety. (all 4 ranked 1st, Food Hygiene and Animal Health also ranked 1st for 2009/10 and 2008/09)

Transport, Highways & Environment

- Condition of principal (A) and non-principal/classified (B) roads. (both ranked 1st, as in 2008/09, both ranked 2nd for 2009/10)

Social Services for Children

- The percentage of open cases of children on the Child Protection Register who have an allocated social worker or who are allocated to someone other than a social worker where the child is receiving a service in accordance with her/his assessment or plan. (both ranked 1st, as in 2009/10 and 2008/09)
- For those children looked after whose second review (due at 4 months) was due in the year, the percentage with a plan for permanence at the due date. (1st)
- The percentage of eligible, relevant and former relevant children that have been allocated a personal advisor. (1st, as in 2009/10 and 2008/09)
- The percentage of initial assessments completed within 7 working days. (2nd)
- The percentage of referrals that are re-referrals within 12 months. (2nd, as in 2009/10)
- The average number of calendar days taken to deliver a Disabled Facilities Grant for children and young people. (2nd)
- The percentage of required core assessments completed within 35 working days. (3rd, as in 2009/10, ranked 1st in 2008/09)
- The average time taken to complete those required core assessments that took longer than 35 days. (3rd)
- The percentage of children looked after on 31 March who have had three or more placements during the year. (3rd)

Youth Justice

- The percentage of those children and young people with an identified need for treatment or other intervention, who receive that within ten working days of the assessment. (1st)
- The percentage change in the average number of hours of suitable education, training or employment children and young people receive while within the youth justice system by young people above statutory school age. (3rd)

Housing & Homelessness

- The percentage of all potentially homeless households for whom homelessness was prevented for at least 6 months. (3rd)

Areas where Flintshire needs to improve:

Within Wales **we are in the bottom 3 authorities** for the following

Education

- The average external qualifications point score for 16 year old looked after children, in any local authority maintained learning setting. (ranked 21st out of 22)

Waste

- The percentage of local authority collected municipal waste recycled. (ranked 20th out of 22)

Housing & Homelessness

- The average number of days that all homeless households spent in other forms of temporary accommodation. (ranked 20th out of 22)
- The percentage of high risk private sector dwellings improved to an acceptable level. (ranked 21st out of 22)

Social Services for Children

- The percentage of looked after children who have had their teeth checked by a dentist during the year. (ranked 19th out of 21)
- The percentage of health assessments for looked after children due in the year that have been undertaken. (ranked 20th out of 20)
- The percentage of child protection reviews carried out within statutory timescales during the year. (ranked 19th out of 22)

- The percentage of looked after children reviews carried out within statutory timescales during the year. (ranked 20th out of 22)
- The percentage of open cases of children looked after who have an allocated social worker or who are allocated to someone other than a social worker where the child is receiving a service in accordance with her/his assessment or plan. (both ranked 20th out of 22)
- The percentage of looked after children eligible for assessment at the end of Key Stage 2 achieving the Core Subject Indicator, as determined by Teacher Assessment. (ranked 22nd out of 22)

Youth Justice

- The percentage change in the average number of hours of suitable education, training or employment children and young people receive while within the youth justice system by children and young people of statutory school age. (ranked 16th out of 18)

Social Services for Adults

- The average number of calendar days taken to deliver low cost adaptation works in private dwellings where the Disabled Facilities Grant process is not used. (ranked 19th out of 19)

Planning

- The percentage of appeals determined that upheld the authority's decision in relation to planning application decisions and enforcement notices. (ranked 20th out of 22)

Streetscene

- The percentage of reported fly tipping incidents cleared within 5 working days. (ranked 20th out of 22)

FLINTSHIRE COUNTY COUNCIL

AGENDA ITEM NUMBER: 9

REPORT TO: **EXECUTIVE**
DATE : **18 OCTOBER 2011**
REPORT BY: **HEAD OF FINANCE**
SUBJECT : **CAPITAL PROGRAMME 2011/12 (MONTH 4)**

1.00 PURPOSE OF REPORT

1.01 To provide Members with the latest capital programme information for 2011/12.

2.00 BACKGROUND

2.01 The Council approved a Housing Revenue Account capital programme for 2011/12 of £10.059m at its meeting of 15th February 2011, and a Council Fund capital programme of £17.232m at its meeting of 1st March 2011.

3.00 CONSIDERATIONS

3.01 Programme - Movements

3.01.1 The table below sets out how the programme has changed during 2011/12.

	Council Fund	Housing Revenue Account (HRA)	Total
	£m	£m	£m
Council 15.02.11. (HRA) and 01.03.11. (Council Fund)			
Original Capital Programme	17.232	10.059	27.291
	17.232	10.059	27.291
Latest Monitoring			
As Previously Reported	17.232	10.059	27.291
Rollover (Slippage) from 2010/11	10.233	2.796	13.029
Change this Period	1.573	(0.258)	1.315
Revised Programme	29.038	12.597	41.635

3.01.2 From the table it can be seen that the original programme total of £27.291m has increased to £41.635m; this net increase of £14.344m arises by way of -

Date: 12/10/2011

	£m	£m
Council Fund		
Rollover(slippage) from 2010/11 (as detailed in the report to Executive 19th July 2011 [Outturn])	10.233	
Net increased schemes, as detailed in Appendix B (£0.139m decrease in Corporate Services, £0.518m decrease in Community Services, £0.712m increase in Environment, and a £1.518m increase in Lifelong Learning)	<u>1.573</u>	11.806
Housing Revenue Account		
Rollover(slippage) from 2010/11 (as detailed in the report to Executive 19th July 2011 [Outturn])	2.796	
Reduced programme schemes	<u>(0.258)</u>	2.538
		<u>14.344</u>

3.01.3 Detailed cumulative information relating to each programme area is provided in Appendix A, and summarised below -

REVISED PROGRAMME	Original Budget	Rollover (from 2010/11)	Movements	Released Funding	Rollover (to 2012/13)	Savings	Revised Budget
	£m	£m	£m	£m	£m	£m	£m
Corporate Services	0.605	0.749	(0.139)	0	0	0	1.215
Clwyd Theatr Cymru	0.025	0.027	0	0	0	0	0.052
Community Services	3.965	2.313	(0.518)	0	0	0	5.760
Environment	5.846	2.765	0.712	0	0	0	9.323
Lifelong Learning	6.791	4.379	1.518	0	0	0	12.688
Council Fund Total	17.232	10.233	1.573	0	0	0	29.038
Housing Revenue Account	10.059	2.796	(0.258)	0	0	0	12.597
Programme Total	27.291	13.029	1.315	0	0	0	41.635

3.02 Movements During This Period

3.02.1 A summary of those movements recorded during the reporting period (together with supporting narrative), is provided in Appendix B.

3.03 Released Funding (Generally Financed) Budgets

- 3.03.1 Work continues in 'stage profiling' all programme schemes i.e. assessing at what stage each scheme is at in terms of readiness for letting contracts and commencing works. This information together with the 'time profiling' of all anticipated funding resources, feeds related discussion at meeting of the Corporate Asset Management Group (CAMG), and assists the capital monitoring/management and reporting processes.
- 3.03.2 At this early point in the year, no programme budgets have been identified as available for release, but work continues in this respect (as part of the process identified in 3.03.1 above).

3.04 Identified Savings

- 3.04.1 There are no identified savings to report during the period. CAMG will be kept updated in respect of all savings that do emerge, for the purpose of funding further priorities.

3.05 Capital Expenditure v Profiled Budget

- 3.05.1 Recorded capital expenditure across the whole programme stands at £4.145m at month 4 (as detailed in the table below), representing 9.96% of the revised budget total of £41.635m.

EXPENDITURE	Revised Budget	Cumulative Profiled Budget Month 4	Cumulative Expenditure Month 4	Variance Expenditure v Profiled
	£m	£m	£m	£m
Corporate Services	1.215	0.019	0.019	0.000
Clwyd Theatr Cymru	0.052	0.000	0.000	0.000
Community Services	5.760	1.211	1.065	(0.146)
Environment	9.323	0.748	0.843	0.095
Lifelong Learning	12.688	1.548	1.307	(0.241)
Council Fund Total	29.038	3.526	3.234	(0.292)
Housing Revenue Account	12.597	0.973	0.911	(0.062)
ProgrammeTotal	41.635	4.499	4.145	(0.354)

- 3.05.2 More specifically, the table also provides details of the cumulative expenditure against cumulative profiled budget; the profiled budget total (i.e. that part of the total budget forecast to be spent during the reporting period) stands at £4.499m; recorded expenditure represents 92.13% of the profiled budget total, a net variance (underspend) of £0.354m.

3.05.3 The significant variances are listed in Appendix C, together with details of the reasons for such and the actions required in order to address each.

3.06 Financing

3.06.1 The capital programme is financed as summarised below -

FINANCING RESOURCES			
	General Financing	Specific Financing	
	Supported Borrowing / General Capital Grant / Capital Receipts	Grants & Contributions / CERA /Reserves/ Prudential Borrowing	Total Financing
	£m	£m	£m
Latest Monitoring			
Council Fund	21.482	7.556	29.038
Housing Revenue Account	3.308	9.289	12.597
	24.790	16.845	41.635
Released Funding			
Council Fund	0	0	0
Housing Revenue Account	0	0	0
	0.000	0.000	0.000
Rephasing			
Council Fund	0	0	0
Housing Revenue Account	0	0	0
	0.000	0.000	0.000
Total Financing Resources	24.790	16.845	41.635

3.06.2 That element of the Council Fund total financed from general (non-specific) financing resources - unhypothecated supported borrowing, general capital grant and capital receipts (£21.482m) - relies on total Council Fund capital receipts of £2.464m. The capital receipts position continues to be closely monitored as part of the overall management of the capital programme.

4.00 RECOMMENDATIONS

4.01 The Executive is requested to note and approve the report.

5.00 FINANCIAL IMPLICATIONS

5.01 As set out in sections 2 and 3 of the report.

6.00 ANTI POVERTY IMPACT

6.01 None.

7.00 ENVIRONMENTAL IMPACT

7.01 Many of the schemes in the programme are designed to improve the environment, infrastructure and assets of the Authority.

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 Appendix A : Capital Programme - Movements
Appendix B : Movements During the Period
Appendix C: Variances

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985
BACKGROUND DOCUMENTS

Capital Programme Monitoring Papers 2011/12

Contact Officer: Ian Ll Jones
Telephone: 01352 702207
E-Mail: ian_ll_jones@flintshire.gov.uk

CAPITAL PROGRAMME - MOVEMENTS**Council Fund :****Corporate Services**

Information Technology

Corporate Finance

Theatre

Clwyd Theatr Cymru

Community Services

Private Sector Renewal & Improvement

Depot (Housing)

Travellers' Sites

Learning Disability

Physical & Sensory Disability

Original Budget	Rollover from 2010/11	Adjustments (Previous)	Adjustments (Current)	Revised Budget	Released Funding	Rollover to 2011/12	Savings	Revised Budget
£m	£m	£m	£m	£m	£m	£m	£m	£m
0.315	0.607	0	0.000	0.922	0	0	0	0.922
0.290	0.142	0	(0.139)	0.293	0	0	0	0.293
0.605	0.749	0.000	(0.139)	1.215	0.000	0.000	0.000	1.215
0.025	0.027	0	0	0.052	0	0	0	0.052
0.025	0.027	0.000	0.000	0.052	0.000	0.000	0.000	0.052
3.965	2.072	0	(0.518)	5.519	0	0	0	5.519
0	0.204	0	0	0.204	0	0	0	0.204
0	0.026	0	0	0.026	0	0	0	0.026
0	0.001	0	0	0.001	0	0	0	0.001
0	0.010	0	0	0.010	0	0	0	0.010
3.965	2.313	0.000	(0.518)	5.760	0.000	0.000	0.000	5.760

Adjustments : Previous = cumulative as at previous quarter. Current = this quarter

APPENDIX A (Cont'd .)

CAPITAL PROGRAMME - MOVEMENTS

	Original Budget	Rollover from 2010/11	Adjust- ments (Previous)	Adjust- ments (Current)	Revised Budget	Released Funding	Rollover to 2011/12	Savings	Revised Budget
	£m	£m	£m	£m	£m	£m	£m	£m	£m
Environment									
Administrative Buildings	0.752	0.649	0	0.189	1.590	0	0	0	1.590
Agricultural Estates	0.000	0	0	0	0	0	0	0	0.000
Cemeteries	0	0.020	0	0	0.020	0	0	0	0.020
Industrial Units	0	0.023	0	0.275	0.298	0	0	0	0.298
Public Conveniences	0	0.017	0	0	0.017	0	0	0	0.017
Sustainable Waste Management	0	0.009	0	0.248	0.257	0	0	0	0.257
Engineering	0.448	0.437	0	0	0.885	0	0	0	0.885
General Environmental Enhancement	0.020	0.023	0	0	0.043	0	0	0	0.043
Highways	1.976	0.810	0	0	2.786	0	0	0	2.786
Planning Grant Schemes	0	0	0	0	0	0	0	0	0.000
Ranger Services	0	0	0	0	0.006	0	0	0	0.006
Regeneration	0.550	0.756	0	0	1.306	0	0	0	1.306
Transportation	2.100	0	0	0	2.115	0	0	0	2.115
	5.846	2.765	0.000	0.712	9.323	0.000	0.000	0.000	9.323

APPENDIX A (Cont'd .)

CAPITAL PROGRAMME - MOVEMENTS

	Original Budget	Rollover from 2010/11	Adjust- ments (Previous)	Adjust- ments (Current)	Revised Budget	Released Funding	Rollover to 2011/12	Savings	Revised Budget
	£m	£m	£m	£m	£m	£m	£m	£m	£m
Lifelong Learning									
Leisure Centres	0	0.001	0	0.226	0.227	0	0	0	0.227
Swimming Pools	0	0.013	0	0	0.013	0	0	0	0.013
Learning Pathways 14-19 Network	0	0.003	0	0.033	0.036	0	0	0	0.036
Countryside and Heritage	0	0	0	0.011	0.011	0	0	0	0.011
Recreation Grounds	0	0	0	0	0	0	0	0	0.000
Play Areas	0	0	0	0.025	0.025	0	0	0	0.025
Libraries	0	0.002	0	0	0.002	0	0	0	0.002
Education - General	4.316	0.204	0	0.1180	4.638	0	0	0	4.638
Primary Schools	0.090	0.884	0	0	0.974	0	0	0	0.974
Schools Modernisation	2.385	1.557	0	0.950	4.892	0	0	0	4.892
Community Youth Clubs	0	0.007	0	0	0.007	0	0	0	0.007
Secondary Schools	0	0.739	0	0	0.739	0	0	0	0.739
Special Education	0	0.876	0	0	0.876	0	0	0	0.876
New Opportunities Funding	0	0	0	0	0	0	0	0	0.000
School Improvement	0	(0.001)	0	0	(0.001)	0	0	0	(0.001)
Early Years	0	0	0	0.155	0.155	0	0	0	0.155
Minor Works, Furniture & Equipment	0	0.004	0	0	0.004	0	0	0	0.004
Schools - Additional Funding	0	0.090	0	0	0.090	0	0	0	0.090
	6.791	4.379	0.000	1.518	12.688	0.000	0.000	0.000	12.688

APPENDIX A (Cont'd .)

CAPITAL PROGRAMME - MOVEMENTS

Housing Revenue Account :

Housing Revenue Account
Programme

Original Budget	Rollover from 2010/11	Adjust- ments (Previous)	Adjust- ments (Current)	Revised Budget	Released Funding	Rollover to 2011/12	Savings	Revised Budget
£m	£m	£m	£m	£m	£m	£m	£m	£m
10.059	2.796	0	(0.258)	12.597	0	0	0	12.597
10.059	2.796	0.000	(0.258)	12.597	0.000	0.000	0.000	12.597

Totals :

Council Fund

Housing Revenue Account

Grand Total

17.232	10.233	0	1.573	29.038	0	0	0	29.038
10.059	2.796	0	(0.258)	12.597	0	0	0	12.597
27.291	13.029	0.000	1.315	41.635	0.000	0.000	0.000	41.635

APPENDIX B

MOVEMENTS DURING THIS PERIOD

		Detail (With General Funding Unless Specified)	Increase £m	Decrease £m	Net £m	Total £m
Council Fund :						
Corporate Services						
Corporate Finance		Movement of budget to Environment (Administrative Buildings) - for Health & Safety related works at theatre car park (£0.062m), and bridge Phase 3 County Hall (£0.077m)	0	(0.139)	(0.139)	
			0.000	(0.139)	(0.139)	(0.139)
Theatre						
			0	0	0.000	
			0.000	0.000	0.000	0.000
Community Services						
Private Sector Renewal and Improvement		Reduced Welsh Government Housing Renewal Support Grant	0	(0.518)	(0.518)	
			0.000	(0.518)	(0.518)	(0.518)
Environment						
Administrative Buildings		County Hall, Substation Ringmain (£0.050m). Works at theatre car park (£0.062m) and Bridge Ph. 3 County Hall (£0.077m), from Health & Safety provision	0.189	0	0.189	
Industrial Units		Unit at Greenfield Industrial Estate (Roof works)	0.275	0	0.275	
Sustainable Waste Management		Gas Extraction Flare/Wells - Standard/Brookhill (£0.135m). Waste Containers (£0.113m - Prudential Borrowing in place of leasing for which revenue cover exists)	0.248	0	0.248	
			0.712	0.000	0.712	0.712
Lifelong Learning						
Leisure Centres		Deeside Leisure Centre - Salix Energy Efficiency Loan Scheme Funding	0.226	0	0.226	
Learning Pathways 14-19 Network		Welsh Government Grant funded works	0.033	0	0.033	
Countryside and Heritage		Public Art Projects - Section 106 monies	0.011	0	0.011	
Play Areas		Section 106 monies	0.025	0	0.025	
Education - General		Cashless Systems (Catering) - Prudential Borrowing in place of leasing for which revenue cover exists	0.118	0	0.118	
School Modernisation		Broughton Infants & Juniors/ Cilcain - Prudential Borrowing, as approved at Executive 19 July 2011	0.950	0	0.950	
Early Years		Foundation Phase - Welsh Government funding	0.155	0	0.155	
			1.518	0.000	1.518	1.518
Total - Council Fund						1.573
Housing Revenue Account :						
Housing Revenue Account						
Programme		Programme adjustments reflecting net reduced anticipated capital receipts	0	(0.258)	(0.258)	
			0.000	(0.258)	(0.258)	(0.258)
Grand Total						1.315

CORPORATE SERVICES

Capital Budget Monitoring 2011/12 (Month 4)

Programme Area	Total Budget (£m)	Profiled Budget (£m)	Actual Exp. (£m)	Variance (£m)	Variance Previous Quarter (£m)	Cause of Variance	Action Required
ICT & Customer Services	0.922	0.019	0.019	0.000			<ul style="list-style-type: none"> Current expenditure to date is low, but there is a planned programme of expenditure between now and the end of the financial year; the timing ensures that the organisation obtains the best possible terms from its suppliers.
Corporate Finance	0.293	0.000	0.000	0.000			<ul style="list-style-type: none"> The corporately held Health & Safety and Feasibility Studies budgets will be vired to programme areas as required; there will be no related expenditure specifically charged against the budgets.
Total:	1.215	0.019	0.019	0.000			

CLWYD THEATR CYMRU

Capital Budget Monitoring 2011/12 (Month 4)

Programme Area	Total Budget (£m)	Profiled Budget (£m)	Actual Exp. (£m)	Variance (£m)	Variance Previous Quarter (£m)	Cause of Variance	Action Required
Clwyd Theatr Cymru	0.052	0.000	0.000	0.000			<ul style="list-style-type: none"> The digital projector is now in service with related expenditure due in Quarter 2. The final phase of the project is for a satellite feed, to be completed in Quarter 3.
Total:	0.052	0.000	0.000	0.000			

COMMUNITY SERVICES

Capital Budget Monitoring 2011/12 (Month 4)

Programme Area	Total Budget (£m)	Profiled Budget (£m)	Actual Exp. (£m)	Variance (£m)	Variance Previous Quarter (£m)	Cause of Variance	Action Required
Private Sector Renewal and Improvement :							
Renovation Assistance	2.450	0.510	0.448	(0.062)		<ul style="list-style-type: none"> Energy Efficiency work has been completed under the CESP Scheme. Payment anticipated end of September. 	
Assistance for Older People	1.620	0.472	0.461	(0.011)			
Assistance for Empty Properties	0.989	0.082	0.235	0.153		<ul style="list-style-type: none"> Housed - Acquisition & Empty Properties for Redevelopment; one property acquired earlier than anticipated. 	
Relocation Assistance	0.081	0.054	0.000	(0.054)		<ul style="list-style-type: none"> Works are on track for Relocation Assistance - costs held within Assistance for Empty Properties and will be split out in Quarter 2. 	
Environmental Improvement Works	0.240	0.040	(0.040)	(0.080)		<ul style="list-style-type: none"> Festival gardens work is completed, payment anticipated in Quarter 2 Project Board approved further works for Connahs Quay, Queensferry and Shotton. Expected completion date for these 	

COMMUNITY SERVICES

Capital Budget Monitoring 2011/12 (Month 4)

Programme Area	Total Budget (£m)	Profiled Budget (£m)	Actual Exp. (£m)	Variance (£m)	Variance Previous Quarter (£m)	Cause of Variance	Action Required
						works is end of Dec 2011.	
Capitalised Salaries	0.135	0.045	0.015	(0.030)		<ul style="list-style-type: none"> Salary journal yet to be processed in order to move year to date salary to capital. 	
General	0.004	0.000	0.000	0.000			
Other Programme Areas :							
Depot (Housing)	0.204	0.000	(0.066)	(0.066)		<ul style="list-style-type: none"> Cost of works accrued at 2010/11 year-end. Final invoice due in period 5. 	
Travellers' Sites	0.026	0.000	0.000	0.000			
Learning Disability	0.001	0.001	0.002	0.001			
Physical & Sensory Disability	0.010	0.007	0.010	0.003			
Total :	5.760	1.211	1.065	(0.146)			

ENVIRONMENT

Capital Budget Monitoring 2011/12 (Month 4)

Programme Area	Total Budget (£m)	Profiled Budget (£m)	Actual Exp. (£m)	Variance (£m)	Variance Previous Quarter (£m)	Cause of Variance	Action Required
Administrative Buildings & Energy	1.590	0.208	0.214	0.006		<ul style="list-style-type: none"> All schemes currently in line with budget projections. 	
Waste Management	0.257	0.000	0.113	0.113		<ul style="list-style-type: none"> £0.113m spent on Wheel Bin purchases for Managed Weekly Collections. 	Funding (prudential borrowing in place of leasing) to be introduced.
Cemeteries	0.020	0.017	0.000	(0.017)		<ul style="list-style-type: none"> Invoice for final retention held back as works were incomplete. Processed in P5 (£15k). Work on drilling bore holes (£2k) not yet completed. 	
Public Conveniences	0.017	0.000	0.000	0.000			
Industrial Units	0.298	0.000	0.000	0.000			<ul style="list-style-type: none"> Agreed repairs to be carried out on Westbridge Furniture unit £275k.
Engineering	0.886	0.040	0.043	0.003		<ul style="list-style-type: none"> Costs relate to Gadlys Lane and Mold Flood Alieviation schemes. 	
General Environmental Enhancement	0.023	0.000	0.002	0.002		<ul style="list-style-type: none"> £2k spend relates to Safety Signage and Rescue Equipment on Dee Coastal Path. Scheme approved at 	

ENVIRONMENT

Capital Budget Monitoring 2011/12 (Month 4)

Programme Area	Total Budget (£m)	Profiled Budget (£m)	Actual Exp. (£m)	Variance (£m)	Variance Previous Quarter (£m)	Cause of Variance	Action Required
						June CAMG meeting, with related budget yet to be introduced.	
Highways	0.431	0.017	0.269	0.252		<ul style="list-style-type: none"> Costs incurred relate to Warren Bank, for which budget has not yet been introduced. Bridge Assessment works currently as per projections. 	<ul style="list-style-type: none"> Grant funding to be introduced to cover Warren Bank scheme.
Neighbourhood Services	2.354	0.130	0.170	0.040		<ul style="list-style-type: none"> £130k costs relate to Highways Infrastructure works, this is in line with projections. £35k costs are in relation to Street Lighting works. 	<ul style="list-style-type: none"> Awaiting budget projections for Street Lighting Replacements and Salix Energy Efficiency related works.
Ranger Services	0.006	0.000	0.000	0.000			
Planning Grants	0.000	0.000	0.005	0.005		<ul style="list-style-type: none"> Cost relates to Padeswood Cement Works, which will be covered by Section 106 monies. 	
Regeneration	1.326	0.000	0.034	0.034		<ul style="list-style-type: none"> Costs relate to Town Centre Regeneration 	

ENVIRONMENT

Capital Budget Monitoring 2011/12 (Month 4)

Programme Area	Total Budget (£m)	Profiled Budget (£m)	Actual Exp. (£m)	Variance (£m)	Variance Previous Quarter (£m)	Cause of Variance	Action Required
						works that have been undertaken earlier than projected.	
Transportation	2.115	0.336	(0.007)	(0.343)		<ul style="list-style-type: none"> Various Taith schemes have been delayed and therefore have not achieved projected spend levels. Staff Recharges relating to Taith schemes are awaiting transfer to capital codes. 	<ul style="list-style-type: none"> Journal expenditure into Capital for Staff Recharges.
TOTAL	9.323	0.748	0.843	0.095			

LIFELONG LEARNING

Capital Budget Monitoring 2011/12 (Month 4)

Programme Area	Total Budget (£m)	Profiled Budget (£m)	Actual Exp. (£m)	Variance (£m)	Variance Previous Quarter (£m)	Cause of Variance	Action Required
Leisure Centres	0.227	0.000	0.037	0.037		<ul style="list-style-type: none"> Deeside Leisure Centre energy efficiency works, with Salix funding now confirmed. 	
Swimming Pools	0.013	0.000	0.000	0.000			
Learning Pathways 14 – 19 Network	0.036	0.029	0.029	0.000			
Countryside & Heritage	0.011	0.011	0.011	0.000			
Play Areas	0.025	0.016	0.026	0.010			
Libraries	0.002	0.000	0.000	0.000			
Education – General	4.562	0.000	0.092	0.092		<ul style="list-style-type: none"> Purchase of Biometric Cashless Systems (£118k), to be funded by way of prudential borrowing in place of leasing. (Flying Start – New Scheme) – Uncleared accruals £26k. 	<ul style="list-style-type: none"> Funding to be introduced. Final Valuation Certificates due.
Primary Schools	0.972	0.304	0.222	(0.082)		<ul style="list-style-type: none"> Various (delayed invoices, etc.) 	<ul style="list-style-type: none"> Invoices should filter from Schools after summer holidays.
Schools	4.892	0.943	0.806	(0.137)		<ul style="list-style-type: none"> Delayed valuation 	<ul style="list-style-type: none"> Scheme on schedule.

LIFELONG LEARNING

Capital Budget Monitoring 2011/12 (Month 4)

Programme Area	Total Budget (£m)	Profiled Budget (£m)	Actual Exp. (£m)	Variance (£m)	Variance Previous Quarter (£m)	Cause of Variance	Action Required
Modernisation						certificates.	
Community Youth Clubs	0.008	0.000	(0.008)	(0.008)		• Uncleared accruals.	• Investigation underway.
Secondary Schools	0.739	0.149	0.052	(0.097)		• Delayed invoices on Flint High School.	• Should filter from school after summer holiday.
Special Education	0.877	0.071	0.071	0.000			• Budget profile due end of September.
School Improvement Grant	(0.001)	0.000	(0.016)	(0.016)		• Uncleared accruals.	• Being investigated. No 2011/12 grant.
Furniture & Equipment	0.080	0.025	0.016	(0.009)		• Delay in payments due to Summer Holidays.	• Invoices to be paid once received from Schools.
Early Years	0.155	0.000	(0.031)	(0.031)		• Uncleared accruals.	• Being investigated.
Schools – Additional Funding	0.090	0.000	0.000	0.000			
Total:	12.688	1.548	1.307	(0.241)			

HOUSING REVENUE ACCOUNT (HRA)

Capital Budget Monitoring 2011/12 (Month 4)

Programme Area	Total Budget (£m)	Profiled Budget (£m)	Actual Exp. (£m)	Variance (£m)	Variance Previous Quarter (£m)	Cause of Variance	Action Required
Major Works	7.621	0.365	0.316	(0.049)		<ul style="list-style-type: none"> Fire Risk Assessment in Design stage. Design Fees have been invoiced and are currently in payments system. Final Account with Permadoor agreed was well below claim submitted by contractor prior to end of the Financial Year. 	<ul style="list-style-type: none"> Saving in Budget to be reallocated to cover anticipated overspend.
Accelerated Programmes	0.812	0.117	0.098	(0.019)		<ul style="list-style-type: none"> Rewiring Training issues with contractors labour force associated with working with Asbestos delayed start. Asbestos Programme is under spent as Budget is required deal with Removal of Asbestos identified in Housing Property, volume of Asbestos identified is below previous levels. 	<ul style="list-style-type: none"> Contractor has now completed training programme. Programme has been revised to meet programmed completion date. Budget to be retained to deal with any further incidences of asbestos that requires to be removed in line with Asbestos Management Plan.

HOUSING REVENUE ACCOUNT (HRA)

Capital Budget Monitoring 2011/12 (Month 4)

Programme Area	Total Budget (£m)	Profiled Budget (£m)	Actual Exp. (£m)	Variance (£m)	Variance Previous Quarter (£m)	Cause of Variance	Action Required
WHQS Improvements	2.376	0.162	0.150	(0.012)		<ul style="list-style-type: none"> Kitchen replacement programme slow start by the contractor. 	<ul style="list-style-type: none"> Contractor is required to pick up progress on site in order to bring project back on track.
Disabled Adaptations	1.376	0.257	0.272	0.015			
Other	0.412	0.072	0.075	0.003			
Total:	12.597	0.973	0.911	(0.062)			

FLINTSHIRE COUNTY COUNCIL

AGENDA ITEM NUMBER: 10

REPORT TO: **EXECUTIVE**
DATE : **18 OCTOBER 2011**
REPORT BY: **HEAD OF FINANCE**
SUBJECT : **REVENUE BUDGET MONITORING 2011/12 (MONTH 4)**

1.00 PURPOSE OF REPORT

1.01 To provide members with the most up to date revenue budget monitoring information (Month 4) for the Council Fund and the Housing Revenue Account in 2011/12.

1.02 INDEX OF CONTENTS

Section 2	Executive Summary
Paragraph 3.01	Council 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	Council Fund - Movement in Variances from Month 3
Appendix 2	Community Services - Variances Summary
Appendix 3	Environment - Variances Summary
Appendix 4	Lifelong Learning - Variances Summary
Appendix 5	Corporate Services - Variances Summary
Appendix 6	Central & Corporate Finance - Variances Summary
Appendix 7	Council Fund Unearmarked Reserves Summary
Appendix 8	Housing Revenue Account - Variances Summary

2.00 EXECUTIVE SUMMARY

2.01 Members are requested to note the projected year end position as estimated at Month 4 which is :

- Council Fund - Net underspend of £0.344m
- Housing Revenue Account - Net overspend of £0.046m

3.00 CONSIDERATIONS

COUNCIL FUND

3.01 The table below shows a projected in-year underspend of £0.344m.

TOTAL EXPENDITURE AND INCOME	Original Budget	Revised Budget	In-Year Over / (Under) spend		Non Ring-fenced		Ring-fenced	
			Month 3	Month 4	Month 3	Month 4	Month 3	Month 4
	£m	£m	£m	£m	£m	£m	£m	£m
Directorates								
Community Services	57.374	57.420	(0.152)	(0.594)	0.141	(0.293)	(0.293)	(0.301)
Environment	32.262	32.564	(0.141)	(0.208)	(0.141)	(0.208)	-	-
Lifelong Learning	109.110	109.110	0.960	0.931	1.056	1.027	(0.096)	(0.096)
Corporate Services	16.436	16.937	(0.048)	0.057	(0.048)	0.057		
Total Directorates	215.182	216.031	0.619	0.186	1.008	0.583	(0.389)	(0.397)
Central and Corporate Finance	26.190	25.341	(0.396)	(0.530)	(0.396)	(0.530)		
Total	241.372	241.372	0.223	(0.344)	0.612	0.053	(0.389)	(0.397)

- 3.02 The Original Budget column reflects the budget approved by Council on the 1st March 2011. The Revised Budget column reflects in-year virements which have been approved in compliance with Financial Procedure Rules. The Revised Budget now reflects that the £1.182m carried forward into 2011/12 from the original Flintshire Futures Ringfenced Reserve of £1.952m set up in 2010/11 has been fully allocated as indicated in the 2010/11 Outturn Report.
- 3.03 The significant in-year projected variances to date are detailed in Appendices 2 - 6 (Council Fund), and Appendix 8 (HRA), and in addition to giving the reasons for the variances, the actions required to address each variance is provided. The significant changes for the Council Fund from Month 3 are detailed in Appendix 1.
- 3.04 The net underspend of £0.344m is made up of £0.186m overspend on services offset by a contribution of £0.530m from Corporate Services.
- 3.05 The Out of County Placement budget (ring-fenced) is currently projected to underspend by £0.243m (by £0.147m and £0.096m within Community Services and Lifelong Learning respectively). This projection is based on existing placements up until March 2012 and also reflects some reductions in payments to providers following renegotiation of contracts. The projected outturn also reflects the approval of a £1.255m budget pressure during the 2011/12 budget process. The task and finish group are continuing their work with regard to improving processes, benchmarking and the North Wales project focusing on high cost placements. This budget will continue to be monitored very closely due to the volatility of the risks and assumptions (see 3.06).

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. Community Services

- Social Services for Adults
 - o Projections based on current client numbers / care packages
 - o Demand led services susceptible to changes outside the Directorate's control e.g. severity of winter, flu epidemics
 - o Local Health Board income cannot be guaranteed at the levels assumed
- Development & Resources
 - o Domiciliary and Property client income is dependent on individual client circumstances
 - o Wider economic recession may have an impact
- Social Services for Children - Out of County Placements
 - o Length of current placements uncertain - court led timeframes
 - o Number of new placements difficult to predict - needs led
 - o High cost of any new placements can have an adverse impact on outturn
 - o Uncertainty of income level from Local Health Board
- Social Services for Children - Family Placement
 - o Service dependent on sufficient numbers of carers being attracted and retained
- Other Residential - Care for Children with Disabilities
 - o Timing of new service at Arosfa becoming operational - delays would impact on the projected outturn position

2. Lifelong Learning

- Out of County Placements
 - o Uncertainty of lengths of current placements
 - o Difficult to predict number of new placements
 - o High cost of any new placements can have an adverse impact on outturn
 - o Varying income levels from Local Health Board
- Youth & Community Services
 - o There is urgent repair work required at Mynydd Isa Community Centre to replace the heating system. The estimated cost for this is

not included in the projected outturn as there is a bid in place to secure capital funding.

- Primary and Secondary Non-Delegated budgets
 - o Negotiations with Primary Schools will commence in September regarding the maternity payments. The outcome of these discussions will be reported in future monitoring reports.
 - o Service Level Agreements with schools have recently been received in full and the effect on non-delegated budgets are currently being analysed.
- Facilities Service - Schools Catering
 - o Further industrial action effecting schools would result in further loss of income for the School Catering Service.

4.00 NON STANDARD INFLATION/CENTRAL CONTINGENCIES

NON STANDARD INFLATION

4.01 Included in the budget are the following amounts relating to non standard inflation:

- £0.060m in respect of fuel costs - this is currently projected to be required in full
- £0.037m in respect of energy for street lighting - this is now not projected to be required and is recorded as an underspend within Central and Corporate
- £0.450m in respect of energy costs - this is currently projected to be required in full

These budgets continue to be monitored closely and the funds will be released when a full assessment of the need has been completed.

CENTRAL CONTINGENCIES

4.02 The budget for 2011/12 included base budget provision of £0.337m in respect of increased employers pension contribution and £0.150m relating to the review of relief staff. These amounts are currently held centrally pending further detailed work. A further one-off contingency of £2.159m was also included in the 2011/12 budget relating to one-off exit costs associated with service modernisation. A full assessment of this one-off contingency is currently being finalised and will be reported on in future monitoring reports.

5.00 UNEARMARKED RESERVES

5.01 The 2010/11 final outturn reported to Executive on 19th July showed unearmarked reserves at 31st March 2011 (above the base level of £5.476m) of £2.099m.

5.02 Appendix 7 details the movements to date on unearmarked reserves and the level of contingency sum available. As a result of these movements, the estimated amount currently projected in the Contingency Reserve is £0.830m. The Contingency Reserve is held to meet :

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

6.00 HOUSING REVENUE ACCOUNT

6.01 On 15th February 2011, the Council approved a Housing Revenue Account (HRA) budget for 2011/12 of £25.262m. The budget provided for a closing balance of £1.251m, which at 5.2 % of total expenditure satisfies the prudent approach of ensuring a minimum level of 3 %.

6.02 The 2010/11 final outturn reported to Executive on 19th July 2011 showed a closing balance at the end of 2010/11 of £1.487m (subject to audit) which was £0.236m higher than when the 2011/12 budget was set. This had the effect of increasing the closing balance for 2011/12 by the same amount.

6.03 At the meeting on 20th September 2011, Executive approved a recommendation for the virement of £0.450m from the approved budget for CERA to the revenue repair and maintenance budget to fund additional expenditure on vacant properties. This has now been reflected in the revised budgets for CERA and repair and maintenance.

6.04 The overall projected overspend of £0.046m represents a decrease of £0.107m on the position at Month 3. The HRA shows a closing balance at Period 4 of £1.074m which at 4.2 % of total expenditure satisfies the prudent approach of ensuring a minimum level of 3 %.

6.05 Of the reduction in the overspend relating to the HRA, £0.064m relates to increased rental income as projections have been revised upward to reflect more of the Flint maisonettes being let than previously anticipated. There is also a £0.041m further reduction within salaries, which relates to savings as we have not yet needed to implement 24 hour fire evacuation for the Flint high rise.

6.06 Appendix 8 details the reasons for significant variances occurring to date and the actions planned to deal with them.

Risks Assumptions (HRA)

6.07 The in year over / (under) spends shown in Appendix 8 reflect the following risks and assumptions :-

- The average cost of repairing a vacant property is £500 per property more than 2010/11 and turnover of vacant properties has increased in Quarter 1 this year

compared to last year. Should this continue it will mean a further pressure on repairs to vacant properties.

- We are currently projecting that vacant property income losses will be at 2 % of rental income by the end of September 2011. If the average cost and numbers of vacant properties continues to increase this target will become difficult to achieve.
- If the weather conditions are as severe as the winter last year, there will be a further pressure on call outs and emergency repairs.

7.00 RECOMMENDATIONS

7.01 Members are recommended to:-

- a) Note the overall report.
- b) Note the Council Fund Contingency Sum available as at 31st March 2012. (Section 5).
- c) Note the projected final level of balances on the Housing Revenue Account. (para 6.04)

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 Council Fund - Movement in Variances from Month 3 - Appendix 1
Council Fund Variances - Appendices 2 - 6
Council Fund - Movements on unearmarked reserves - Appendix 7
Housing Revenue Account Variances - Appendix 8

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

BACKGROUND DOCUMENTS

Month 3 Monitoring Papers

Contact Officer: Steven Gadd
Telephone: 01352 702287
E-Mail: steven_gadd@flintshire.gov.uk



**COUNCIL FUND - REVENUE BUDGET 2010/11
FLINTSHIRE COUNTY COUNCIL**

**Budget Monitoring (Month 4)
Summary of Movement from Month 3**

	£M	£M
Month 3		
Out of County Ringfenced Budget	(0.243)	
Service Directorates	0.862	
Central and Corporate Finance	(0.396)	
Variance as per Executive Report		0.223
Month 4		
Out of County Ringfenced Budget	(0.243)	
Service Directorates	0.429	
Central and Corporate Finance	(0.530)	
Variance as per Directorate Returns		(0.344)
Change Requiring Explanation		(0.567)

Community Services

<ul style="list-style-type: none"> Residential Services (Services for Older People) - Reduction in projected overspend due to the cumulative effect of a number of small changes in projections for premises costs and staff pay. 	(0.036)	
<ul style="list-style-type: none"> Professional Support (Services for Older People) - Reduction in projected underspend due to the cumulative effect of a number of small changes in projections for agency costs and staff pay. 	0.035	
<ul style="list-style-type: none"> Domiciliary Support (Physical Disability and Sensory Impairment) - Reduction in projected overspend due to changes to existing care packages. 	(0.034)	
<ul style="list-style-type: none"> Minor Adaptations (Physical Disability and Sensory Impairment) - The service is now projected to break even due to an increase in the agreed capitalisation of minor works. 	(0.067)	
<ul style="list-style-type: none"> Professional Support (Physical Disability and Sensory Impairment) - Reduction in projected overspend due to decision to terminate the agency contracts at an earlier date. 	(0.028)	
<ul style="list-style-type: none"> Business Services Income (Development and Resources) - Additional income projections based on average weekly income levels. It is estimated that £50k of the additional income relates to charging for meals. 	(0.170)	
<ul style="list-style-type: none"> Resident Wardens (Housing Services) - Further vacancy savings as vacancies will not be filled until the new structure is in place in 2012/13 	(0.048)	
<ul style="list-style-type: none"> Other minor changes of less than £25k 	(0.094)	
		(0.442)

Environment

<ul style="list-style-type: none"> Property Holdings - New tenancy agreement for Newtech Square leading to increase rental income and a reduction in NNDR payable by the authority. 	(0.057)	
<ul style="list-style-type: none"> Administrative Buildings - Reduction in projected overspend due to allocation of non-standard inflation for energy costs. 	(0.084)	
<ul style="list-style-type: none"> Waste Disposal - Reduction in projected underspend relating to the diversion of landfill waste to recycling and food waste. 	0.037	
<ul style="list-style-type: none"> Fleet Services - Reduction in projected overspend due to allocation of non-standard inflation for fuel costs. 	(0.045)	
<ul style="list-style-type: none"> Planning Control - Costs awarded against the Council in relation to the Public Inquiry for the proposed development on Ruthin Road, Mold 	0.063	

• Management Support and Performance - Less than anticipated vacancy savings pending service review.	0.038
• Minor changes of less than £25k	(0.019)
	<hr/> (0.067)
<u>Lifelong Learning</u>	
• Leisure Services - review of expenditure to mitigate the projected overspend	(0.019)
• Minor changes of less than £25k	(0.010)
	<hr/> (0.029)
<u>Corporate Services</u>	
• Finance - Transfer of previous reported vacancy and other staff savings of £0.040m to the Cost of Employment Initiative plus additional costs amounting to £0.029m of interim staff pending implementation of the Finance Function Review .	0.069
• HR and Organisational Development - Projected overspend on CRB checks	0.030
• Other Variances less than £10k	0.006
	<hr/> 0.105
<u>Central and Corporate</u>	
• Corporate - (Central Loans and Investment Account) - Reduction in the projected outturn figures for Interest / Principal / Debt Management expenses.	(0.053)
• Finance and Funding - Increased NNDR windfall income	(0.090)
• Corporate - (Other) - Net effect of the projected estimated Collection Fund Surplus and the level of achievement of the Single Persons Discount Review.	0.049
• Corporate - (Other) - Overspend due to the delay in being able to identify savings to offset the committed payment to Exchange Wales (e-procurement system).	0.027
• Corporate - (Other) - Non-standard inflation of £0.037m for energy for Street Lighting not currently projected to be required in 11/12.	(0.037)
• Corporate - (Other) - Projected surplus of £0.016m on the cycle to work and nursery vouchers schemes	(0.016)
• Other Variances across Central and Corporate of less than £25k	(0.014)
	<hr/> (0.134)
Total changes	<hr/> <hr/> (0.567)

COMMUNITY SERVICES

APPENDIX 2

Budget Monitoring 2011/12 (Month 4)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Day Services (Services for Older People)	1.286	1.152	(0.134)	(0.144)	Mostly due to savings from a number of vacant posts.	Keep under review pending completion of Transforming Social Services for Adults (TSSA) programme.
Domiciliary Support (Services for Older People)	7.582	7.730	0.148	0.141	Increase in complexity of need and number of clients supported to live at home.	Continual review of individual care packages will contribute to reducing the overspend. Trend analysis continues to be used to improve projections of service demand.
					This is resulting in an Increase in the amount of support to clients in need of double manning and complex care which has a significant impact on cost.	Task and finish group is ongoing to consolidate data to assess the impact of measures, including the introduction of a maximum weekly charge by the Wales Government, on future projections.
Living Well (Services for Older People)	0.118	0.064	(0.054)	(0.054)	Reduced staffing levels due to maternity leave and vacancy have also resulted in corresponding saving on staff transport costs	The current service provision is being reviewed and may result in changes to the service provision.

COMMUNITY SERVICES

APPENDIX 2

Budget Monitoring 2011/12 (Month 4)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Residential Services (Services for Older People)cont.	8.390	8.805	0.415	0.451	The cost of covering for staff leave within this statutory service, (e.g. annual or sick leave), continues to be an issue resulting in a net overspend on staff costs.	Use is being made of temporary capacity, as it arises in other areas, to reduce the need for agency staff. Whilst this is not expected to resolve the issue fully it is already having a positive impact in reducing agency costs.
					The impact of unachievable corporate energy efficiency savings (£0.010m) , as well as internal & catering cleaning costs above inflation, (£0.143m) are contributing to the projected overspend	Actions in place to review all expenditure in this area.
					Purchased residential care is projected to overspend which is mainly due to an additional week of payments in 2011/12 which is a 53 week year (impact approximately £0.145m).	

COMMUNITY SERVICES

APPENDIX 2

Budget Monitoring 2011/12 (Month 4)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
....cont. Residential Services (Services for Older People)					A net shortfall of income (£0.041m) is projected mainly due to a shortfall of £0.240m on free nursing income due to the budget being inflated whilst income from Health has remained at the same level. This has been offset by additional £0.150m client income and £0.051m LHB income. The movement since period 3 is due to small changes in premises and staff pay.	Further work is being undertaken to review free nursing income and its associated expenditure.
Professional Support (Services for Older People)	2.979	2.831	(0.148)	(0.183)	The projected underspend is due to a number of vacant posts (£0.179m) offset by minor overspends in other areas. The change from period 3 is due to changes in staff and agency pay projections.	The service is being reviewed as part of Transforming Adult Services.
Domiciliary Support (Physical Disability and Sensory Impairment)cont.	1.521	1.580	0.059	0.093	The projected overspend in this service is mainly within the direct payments budget (£0.089m). Part of this is due to increased hourly rates not matched by an increased budget (estimated to be between £0.010m and £0.015m) with the balance made up of new clients and changes to existing care packages.	A review is being undertaken to determine whether clients that would, if not for direct payments, have been charged to the residential budget are included; a budget virement will follow if appropriate.

COMMUNITY SERVICES

APPENDIX 2

Budget Monitoring 2011/12 (Month 4)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
....cont. Domiciliary Support (Physical Disability and Sensory Impairment)					The reduction in overspend in period 4 follows changes to existing care packages.	All care packages are being reviewed to ensure that they remain appropriate; this may, in some cases, lead to a reduction in payments.
Minor Adaptations (Physical Disability and Sensory Impairment)	0.098	0.098	0.000	0.067	The projected outturn reflects continued high demand for the service and takes account of agreed capitalisation of some spend (£0.127m) and Continuing Health Care (CHC) income (£0.015m).	Continue to keep under review.
Residential Services (Physical Disability and Sensory Impairment)	0.952	0.868	(0.084)	(0.083)	The projected underspend is within the independent sector care provision (£0.111m) and is due to one service user leaving the service and another funded through CHC. This is offset due to under achievement of income (£0.027m) from Health.	A review is being undertaken to determine whether clients that would, if not for direct payments, have been charged to the Residential Services budget are being charged to the Domiciliary Support Service budget; a budget virement will follow if appropriate.

COMMUNITY SERVICES

APPENDIX 2

Budget Monitoring 2011/12 (Month 4)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Professional Support (Physical Disability and Sensory Impairment)	1.509	1.613	0.104	0.132	This mainly relates to additional staff and agency costs required to meet an increase in the waiting list for OT assessment and support. The reduction in projected outturn in period 4 reflects a decision to terminate the agency contracts at an earlier date.	A review is being undertaken with the aim of reducing the need for agency staff. Review the Service Level Agreement.
					Also reflected are escalating costs regarding a Service Level Agreement with a Third Sector care provider (£0.017m) and a budget shortfall for the costs of the Emergency Duty Team (£0.019m). These are offset by additional income (£0.031m).	Review budget allocations.

COMMUNITY SERVICES

APPENDIX 2

Budget Monitoring 2011/12 (Month 4)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Community Living (Learning Disability Services)	9.421	9.166	(0.255)	(0.243)	A significant part of the projected under-spend (£0.079m) is due to four vacancies within Professional Support. Other projected underspends are within Independent Sector Purchased Care (£0.119m) reflecting agreed CHC funding and the cessation of one residential placement. Within Care Management a small underspend is projected (£0.019m) after taking into account all known costs. These underspends are offset by overspends within Supported Living Houses, Short Term Care and Caravan (£0.131m) offset by an under-spend in the Bryn y Neuadd resettlement (£0.041m). The balance is made up of various smaller under-spends across the Service.	Continue work on the identification of new clients to move into supported living service. Continual review of care to existing clients. Continued monitoring and negotiation with Health of CHC packages. In dispute with Health on funding of some care packages.
Work Opportunities (Learning Disability Services)	1.883	1.849	(0.034)	(0.029)	Vacancy savings (£0.096m) offset by a projected shortfall in income of (£0.060m).	Continue to monitor.

COMMUNITY SERVICES

APPENDIX 2

Budget Monitoring 2011/12 (Month 4)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Day Services (Learning Disability Services)	0.963	0.934	(0.029)	(0.028)	Projected underspend on employee costs together with a reduction in the use of independent sector relief staff (£0.045m) offset by overspends in other areas but mostly client transport.	Continue to monitor.
Ringfenced Budgets (Mental Health)	0.324	0.168	(0.156)	(0.154)	Projections reflect current client packages for 2011/12.	Keep under review - potential volatility due to changes in client numbers and demands at short notice from prison or courts.
Business Services Income (Development & Resources)	(1.425)	(1.698)	(0.273)	(0.103)	This is due to six weeks of income at the old, higher, rate being received in 2011/12 due to the timing of debtor invoices.	This income is one-off.
					The additional income projected in period 4 is based on an average of the weekly income levels (excluding the first 6 weeks as above). It is estimated that £0.050m is due to charging for meals.	
Management & Support (Development & Resources)	0.580	0.556	(0.024)	(0.035)	Mostly due to the Director's post remaining vacant until the 18th July.	Not recurring.

COMMUNITY SERVICES

APPENDIX 2

Budget Monitoring 2011/12 (Month 4)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Vacancy Management (Development & Resources)	(0.100)	0.000	0.100	0.100	This is exceeded by vacancy savings within the Directorate.	Budget virement will be undertaken prior to period 5 monitoring to zero this variance but consequently reducing staff cost savings in other areas.
Family Placement (Children's Services)	1.775	2.027	0.252	0.276	The projected overspend is mainly as a result of an increase in the number of foster care places within the service. The overspend includes the estimated effect of the additional week included in 2011/12	This reflects a positive outcome which should in time reduce expenditure in other budgets. An invest to save initiative should have a positive impact during 2011/12 although it is too early to quantify this yet.
Professional Support (Children's Services)	5.272	5.304	0.032	0.049	The projected overspend is mainly due to the projected full year cost of agency staff. The change since period 3 is mostly due to a decision taken to terminate some agency staff earlier than expected.	Work is being undertaken to review the use of agency staff.

COMMUNITY SERVICES

APPENDIX 2

Budget Monitoring 2011/12 (Month 4)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Out of County Pooled Budget (Children's Services)	4.057	3.910	(0.147)	(0.147)	Revised projection based on updated information on existing placements up until March 2012. This reflects initial reductions in payments to providers following re-negotiation of contracts.	The task and finish group are continuing their work and benchmarking work has been completed. The focus of high cost placements is now a North Wales project and meetings have taken place. External consultants have been commissioned to assist with the negotiation process with providers within Flintshire and to make recommendations regarding the current processes deployed.
Homelessness (General) (Housing Services)	0.454	0.386	(0.068)	(0.068)	£0.049m vacancy savings, new structure anticipated to be in place by January 2012. An additional £0.020m contribution from Supporting People for the sheltered Housing improvement project	Approval of the proposed new structure.
Renovation Grants (Housing Services)cont.	(0.125)	(0.207)	(0.082)	(0.085)	£0.082m vacancy savings. New structure anticipated to be in place by Jan 2012 and 50% of surveyor salary costs have been capitalised.	Approval of the proposed new structure.

COMMUNITY SERVICES

APPENDIX 2

Budget Monitoring 2011/12 (Month 4)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
.....cont. Renovation Grants (Housing Services)					£0.030m Additional income anticipated from fee attracting capital works.	
					£0.026m projected additional spend on employee costs following the restructure due to increased staff numbers projected and projected increased legal fees.	
Resident Wardens (Housing Services)	1.257	1.133	(0.124)	(0.076)	£0.179m projected under spend as vacancies will not be filled until the new structure is in place in 2012/13.	Approval of the proposed new structure.
					Alarms maintenance contract profiled to overspend by £0.030m based on increased call out repairs to alarms in Q1.	
Other variances (aggregate)	8.649	8.557	(0.092)	(0.029)	Various minor variances.	Continue to review but not expected to be recurrent.
Total :	57.420	56.826	(0.594)	(0.152)		

ENVIRONMENT

APPENDIX 3

Budget Monitoring 2011/12 (Month 4)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Industrial Units	(1.623)	(1.464)	0.159	0.152	Shortfall of £0.213m from Industrial Estate Rental Income. The latest tenant listing report shows that over 17.5% of our industrial properties are currently vacant. Repairs & Maintenance projected to exceed budget by £0.044m. Salary savings of (£0.110m) mitigate some of the above shortfalls.	Maximise occupancy levels throughout industrial units.
Administrative Buildings	1.098	1.112	0.014	0.098	Reduction in overspend due to the allocation of non-standard inflation for increased energy costs from the corporate finance budget. Other minor variances make up the remaining £0.014m.	
Property Holdings	0.154	0.097	(0.057)	0.000	New tenancy agreement for Newtech Square leading to rental income of £0.043m and a reduction in NNDR payable by the authority of £0.032m.	
Property Asset	0.826	0.762	(0.064)	(0.072)	Vacancy Savings	
Regulatory Services	0.309	0.227	(0.082)	(0.075)	Over recovery on Streetworks income	
Transportation	1.590	1.490	(0.100)	(0.118)	Savings on Bus Operator payments for Bus Subsidies.	

ENVIRONMENT

APPENDIX 3

Budget Monitoring 2011/12 (Month 4)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Waste Disposal and Waste Collection - Trading Account	4.565	4.482	(0.083)	(0.120)	Phased rollout of Managed Weekly Collections has projected a better than expected diversion rate and is based on a full roll out of the service from November.	
Fleet Services	(0.071)	(0.071)	0.000	0.045	Removal of overspend due to the allocation of non-standard inflation for increased fuel costs on Streetscene vehicles from the corporate finance budget.	
Planning Control	0.362	0.440	0.078	0.015	Costs awarded against the Council in relation to the Public Inquiry for the proposed development on Ruthin Road, Mold	It is anticipated that vacancy savings from other areas of Planning Services can assist with negating this variance over the remainder of the year.
Management Support & Performance	1.551	1.511	(0.040)	(0.078)	Vacancy savings ahead of service review	
Other variances (aggregate)	23.803	23.770	(0.033)	0.012	A number of variances of no more than £0.035m individually.	
Total :	32.564	32.356	(0.208)	(0.141)		

Budget Monitoring 2011/12 (Month 4)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Out of County (Special – ringfenced budget)	3.090	2.994	(0.096)	(0.096)	Revised projection based on updated information on existing placements up until March 2012. This reflects initial reductions in payments to providers following re-negotiation of contracts	<p>The task and finish group are continuing their work and benchmarking work has been completed. The focus of high cost placements is now a North Wales project and meetings have taken place.</p> <p>External consultants have been commissioned to assist with the negotiation process with providers within Flintshire and to make recommendations regarding the current processes deployed.</p>

Budget Monitoring 2011/12 (Month 4)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Leisure Services cont.....	3.391	3.554	0.163	0.182	Within Leisure Services, Deeside Leisure Centre will suffer a loss of income due to closures caused by redevelopment of £0.061m.	Other methods of recovering this overspend are being explored and have so far contributed £19k.
					A large number of efficiencies and reduction of overspends which totalled £561k were made in the Leisure Service through Flintshire Futures and most of the expected savings are likely to be achieved. The one efficiency that will not be made during 2011-12 relates to the original staff re-organisation plan being delayed for 12 months for full review. This has caused many of the posts in the original plan to be appointed on 12 month temporary posts whilst the new organisational chart is being created. The on-going effects of this are still cascading their way through the service but the most recent calculations show this is estimated to cause a one off £0.121m overspend in 2011/12.	Staffing restructure plan is currently being devised.

Budget Monitoring 2011/12 (Month 4)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
.....cont. Leisure Services					The Energy Unit has advised that Gas price increases of up to 35% are to be expected this year. This affects all services that have premises, particularly Leisure. This is being monitored throughout the year as invoices are paid, thus far the costs are up 11% compared to last year which equates to £0.020m. This is currently within the provision of Non Standard Inflation currently held centrally.	Further work is ongoing in liaison with the Energy Efficiency Unit.
Inclusion Services	5.810	6.112	0.302	0.302	The Inclusion Service has received grant streams in the region of £0.302m in previous years which have mitigated their overspend. These are no longer available from 2011/12 onwards. Therefore, based on current and past expenditure patterns this is currently projected to be the overspend for the Service. The major cause of the overspend is on ASWs providing pupil support in schools.	Major work is currently being undertaken to realign the service.

Budget Monitoring 2011/12 (Month 4)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Youth and Community	1.228	1.324	0.096	0.096	Implementing only staffing changes in relation to the approved Youth Service Strategy in 2011/12 leaves a budget shortfall in relation to accommodation. The Accommodation Review has been rescheduled for 2012/13.	
					The Workwise/Wheels to Work project is in the final stages of being wound up. No further costs are expected. There are 22 motorcycles which are due to be auctioned off. Depending on the income realised from these, the net effect is likely to be a one off cost to the service of £0.030m.	Grant funding is being explored to fund any overspend.

Budget Monitoring 2011/12 (Month 4)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Pupil / Student Transport	6.388	6.615	0.227	0.233	It is currently expected that the School Transport service will overspend on College Transport by approximately £0.233m as there is insufficient budget to cover the additional costs of increased numbers of students attending college courses, particularly at the start of the academic year when student numbers are at their highest.	Progress Policy Review and consultation on Post 16 entitlements. Efficiency projects within existing policy 1) Special needs project 2) Hazardous routes
Facilities Services cont.....	1.012	1.252	0.240	0.240	Within the Facilities Service, figures extracted from the Office for National Statistics show food price inflation to be 3.8% above our 2% budget uplift which equates to a £0.065m overspend.	
					The Caretaking review is achieving the targets set out in the budget strategy.	
					The Cleaning Service is struggling to find the £0.100m in year efficiency target, further work is currently being undertaken.	Implementation of agreed daytime cleaning at County Hall.

Budget Monitoring 2011/12 (Month 4)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
.....cont. Facilities Services					The Catering service is continuing to overspend in the absence of a comprehensive efficiency and kitchen rationalisation strategy. Until the outcome of the APSE review, which is due in October it isn't possible to estimate what saving is likely to be achieved.	APSE review findings will be published in November.
Other variances (aggregate)	88.191	88.190	(0.001)	0.003		
Total :	109.110	110.041	0.931	0.960		

CORPORATE SERVICES

APPENDIX 5

Budget Monitoring 2011/12 (Month 4)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Chief Executive	2.309	2.309	0.000	0.000		
Finance cont.....	3.346	3.256	(0.090)	(0.159)	<p>The net position on staffing costs is an underspend of (£0.90m) , this is after taking into account several vacancies and the additional costs of senior interim staff and essential additional resources. These are being carefully monitored and will continue until the results of the Finance Function Review (FFR) are implemented. This is in line with the anticipated revised cost of the Finance Structure. £0.038m of the previously reported underspend has been transferred to the Cost of Employment initiative.</p> <p>In order to keep on top of backlogs within Housing Benefits it has been necessary to engage an outside data centre to process claims (£0.024m).</p>	The HB position is being closely monitored

CORPORATE SERVICES

APPENDIX 5

Budget Monitoring 2011/12 (Month 4)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
.....cont. Finance					Savings on essential car allowances and transport costs due to staff vacancies (-£0.012m). £0.002m of the previously reported underspend has been transferred to the Cost of Employment initiative.	
					Additional costs of software, software maintenance and consultants due to legislative changes and upgrades to systems (£0.023m)	
					Additional funding received from WAG (-£0.035m)	
					Since the previous report, £0.040m of underspend in total has been transferred to the Cost of Employment initiative.	
Legal & Democratic Services	3.401	3.278	(0.123)	(0.122)	Various vacancy savings, (-£0.021m).	
					Reduction in Members' Allowances payable and expenses, (-£0.097m).	
					Various decreases in running costs/increases in income received, (-£0.005m).	

Budget Monitoring 2011/12 (Month 4)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Human Resources & Organisational Development	1.333	1.395	0.062	0.026	During the identification of the 1% efficiencies during 2010/11, £0.025m was surrendered on a permanent basis for ISA registration although the budget allocation was only temporary. The efficiency has therefore reduced the CRB checks budget by £0.025m.	ISA Registration/CRB checks. A budget pressure form has been completed for 2012/13. A review is currently underway to identify possible ways of reducing CRB check expenditure.
					CRB Checks £0.030m pressure	A paper on CRB Checks is currently being prepared for CMT on the 27th September.
					Corporate Training Accommodation costs £0.007m	
						RISK - COST OF EMPLOYMENT Although £0.750m of the efficiency has already been achieved delays in implementation and negotiations mean that the full £1m target can no longer be achieved by the original planned methods. CMT to discuss revised options/allocations. Projection assumes that alternative plans will be approved.

CORPORATE SERVICES

APPENDIX 5

Budget Monitoring 2011/12 (Month 4)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
ICT & Customer Services	5.535	5.743	0.208	0.207	Estimated deficit D&P (£0.207m)	DESIGN & PRINT We are currently projecting a £0.207m deficit for Design & Print for 2011/12. A report on future service delivery options is due to go to Scrutiny Committee in September and following that, to Executive.
Clwyd Theatr	1.013	1.013	0.000	0.000		
Total :	16.937	16.994	0.057	(0.048)		

CENTRAL CORPORATE FINANCE

APPENDIX 6

Budget Monitoring 2011/12 (Month 4)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Central Loans & Investment Account	13.974	13.950	(0.024)	0.029	The projected outturn of £13.950m reflects a net decrease in Interest/Principal/Debt Management expenses of £0.019m, a net increase in Temporary Investment and Other Interest income of £0.031m and an increase in the Minimum Revenue Provision of £0.026m.	Continue to monitor closely.
Financing & Funding (insurance, banking etc.)	2.356	1.873	(0.483)	(0.379)	The projected outturn of £1.963m reflects an anticipated decrease in Audit Fees of £0.073m and an adjusted Windfall Income total of £0.410m, which takes account of Rateable Value reductions and the refund of VAT following a recent House of Lords decision (Fleming and Conde Nast Publications Ltd).	Continue to monitor closely.
Corporate Other	5.310	5.285	(0.025)	(0.048)	An increase in Special Expenses of £0.001m.	Continue to monitor closely.
					Overspend due to delay in identifying savings to offset the committed payment to Exchange Wales (e-procurement system) of £0.027m	

Budget Monitoring 2011/12 (Month 4)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
					Non-Standard Inflation of £0.037m relating to energy for Street Lighting not currently projected to be required in 11/12	This will continue to be monitored closely.
					An anticipated surplus of £0.016m on the cycle to work and nursery vouchers schemes.	
Other variances (aggregate)	5.618	5.620	0.002	0.002		
Total :	25.341	24.811	(0.530)	(0.396)		

APPENDIX 7

Movements on Council Fund Unearmarked Reserves

	£m	£m
Un-earmarked Reserves as at 1 April 2011	7.575	
Less - Base Level	<u>(5.476)</u>	
Amount Available for Delegation to Executive		2.099
Less repayment of temporary use of reserves for 2011/12 budget.	(1.613)	
Add Projected Underspend as at 31 st March 2012	<u>0.344</u>	<u>(1.269)</u>
Estimated Level of Total Contingency Reserve as at 31st March 2012		0.830

HOUSING REVENUE ACCOUNT

APPENDIX 8

Budget Monitoring 2011/12 (Month 4)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Rental Income	(24.529)	(24.475)	0.054	0.108	Improved position as £0.064m increase in rental income as more maisonettes let than anticipated.	See comments in Repairs and maintenance.
					£0.099m projected adverse variance on voids, averaged at 2.31% over the full year against a budget of 2%.	
Building Maintenance Trading Account	0.000	0.077	0.077	0.057	£0.077m Additional sub contractor spend anticipated to maintain service levels.	
Repairs and Maintenance	9.287	9.432	0.145	0.549	£0.450m additional spend needed to repair voids. The average cost is £500 per property more than 10/11. Virement of £0.450m from CERA approved by Executive 20/9/11.	
					£0.100m projected additional spend anticipated for bad weather this year placing a strain on emergency repairs and call outs.	

HOUSING REVENUE ACCOUNT

APPENDIX 8

Budget Monitoring 2011/12 (Month 4)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
CERA	2.785	2.785	0.000	(0.450)	£0.450m virement from the Capital voids programme to the repairs and maintenance budget. (See above).	
Estate Management	1.812	1.694	(0.118)	(0.077)	£0.142m savings on salaries, as there are still a number of vacancies to fill after restructure has been implemented and we have not yet needed to implement 24 hour evacuation in high rise flats.	
Other variances (aggregate)	11.012	10.900	(0.112)	(0.034)		
Total :	0.367	0.413	0.046	0.153		

FLINTSHIRE COUNTY COUNCIL

AGENDA ITEM NUMBER: 11

REPORT TO: **EXECUTIVE**
DATE : **18 OCTOBER 2011**
REPORT BY: **HEAD OF FINANCE**
SUBJECT : **TREASURY MANAGEMENT MID YEAR REPORT 2011/12**

1.00 PURPOSE OF REPORT

- 1.01 To present to Members the Treasury Management Mid Year Report for 2011/12 for recommendation to Council.

2.00 BACKGROUND

- 2.01 On 17th February, 2010 the Council adopted the 2009 edition of the CIPFA Treasury Management in the Public Services: Code of Practice, which requires the Council to approve a Treasury Management Strategy before the start of each financial year, a mid year report, and an annual report after the end of each financial year.
- 2.02 The Council delegates responsibility for the implementation and regular monitoring of its treasury management policies and practices to Executive, and for the execution and administration of treasury management decisions to the Head of Finance, who acts in accordance with the Council's Policy and Strategy Statement and Treasury Management Practices.
- 2.03 The Council approved the 2011/12 Treasury Management Strategy at its meeting on 1st March 2011. The Mid Year Report reviews the activities and performance of the treasury management operations during the period 1st April - 31st August 2011 and compares this with the Policy Statement.
- 2.04 The Council has nominated Audit Committee to be responsible for ensuring effective scrutiny of the treasury management strategy and policies.

3.00 CONSIDERATIONS

- 3.01 Treasury management updates have been provided to the Audit Committee at each quarterly meeting so far during 2011/12 and the Audit Committee also received this Mid Year update on 28th September 2011. In introducing the report to the Audit Committee, the Clwyd Pension Fund Manager set out the steps which were being taken to manage risk in the current economic climate. The Committee concurred with the approach taken and were provided with answers to a number of detailed questions.

3.02 The Audit Committee resolved as follows:-

- (a) That the report be noted.
- (b) That the Treasury Management Mid Year Report 2011/12 be presented to Executive on 18th October 2011.

3.03 The Treasury Management Mid Year Report 2011/12 is attached. The key points are:

- The treasury function operated within the statutory and local limits detailed in the Treasury Management Policy and Strategy Statement 2011/12.
- The financial environment within which the treasury function operates was, and remains, challenging.
- Current performance is in line with the expectations of the Policy Statement 2011/12.

4.00 RECOMMENDATIONS

4.01 That the Executive approves and recommends to the Council the Treasury Management Mid Year Report for 2011/12.

5.00 FINANCIAL IMPLICATIONS

5.01 As detailed in the Mid Year Report.

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 Sterling Consultancy Services as Treasury Management Advisers.

11.00 CONSULTATION UNDERTAKEN

11.01 Sterling Consultancy Services as Treasury Management Advisers

12.00 APPENDICES

12.01 Treasury Management Mid Year Report 2011/12

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

Treasury Management Policy & Strategy Statement 2011/12

Schedule of temporary investment transactions 2011/12

List of approved banks and building societies at 31st August 2011

Contact Officer: Philip Latham
Telephone: 01352 702264
E-Mail: philip_latham@flintshire.gov.uk



FLINTSHIRE COUNTY COUNCIL

DRAFT **TREASURY MANAGEMENT**

MID YEAR REPORT 2011/12

1.00 INTRODUCTION

- 1.01 The Council approved the Treasury Management Policy and Strategy Statement (Policy Statement) 2011/12 including key indicators, limits and an annual investment strategy, on 1st March 2011.
- 1.02 The Policy Statement was produced based on the 2009 edition of the CIPFA Treasury Management in the Public Services: Code of Practice.
- 1.03 The purpose of this report is to review the activities and performance of the treasury management operations during the period 1st April to 31st August 2011 and compare with the Policy Statement.

2.00 TREASURY MANAGEMENT COMPLIANCE STATEMENT 2011/12

- 2.01 Treasury management comprises the management of the local authority's cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.
- 2.02 All treasury management activity undertaken so far during 2011/12 complied with the approved Policy and Strategy Statement 2011/12, the CIPFA Code of Practice 2009, and the relevant legislative provisions.
- 2.03 The Authority's current policy is to appoint external consultant to advise on its treasury management function. The external adviser is Sterling Consultancy Services.

3.00 ECONOMIC & INTEREST RATE REVIEW – APRIL TO AUGUST 2011

- 3.01 The UK base rate remained at 0.50% throughout.
- 3.02 The table below shows that the current interest rate forecast has changed from that assumed in the Policy Statement and on which the strategy was based:

	Policy Forecast	Current Forecast
Q1 2011	0.5%	0.5%
Q2 2011	0.5%	0.5%
Q3 2011	0.5%	0.5%
Q4 2011	1.0%	0.5%
H1 2012	2.0%	0.5%
H2 2012	3.0%	0.75%
H1 2013	4.0%	1.25%

3.03 As shown in the table above, interest rates are now forecast to remain lower than stated in the Policy Statement 2011/12.

3.04 Economic review and outlook – April to August 2011 by Sterling Consultancy Services.

The first months of the financial year have been characterised by deteriorating expectations for global economic growth and continued concern about sovereign creditworthiness, and the potential knock-on effects for the banking system. These concerns ultimately culminated in the volatility in financial markets in August, as investors fled riskier investments for safe havens.

Many Western developed nations have initiated fiscal tightening policies to curb excessive budget deficits, forced in most cases by worried investors. Despite bailouts for Greece, Ireland and Portugal, the Eurozone sovereign debt crisis has rumbled on due to both the lack of effective leadership and credible policies to tackle the situation. Italy and Spain were forced to introduce further spending cuts to placate investors, while the interlinked banking system is under pressure on concerns about exposure to government debt and the rising regulatory burden. Confidence was further damaged by Standard and Poors downgrade of the sovereign rating for the US government, brought about by difficulties in raising the debt ceiling and the lack of a credible deficit reduction plan.

Fiscal tightening and resulting low confidence has depressed demand in many developed nations, including the UK. Meanwhile, Asian economies have been tightening monetary policy to combat rising inflation, due to increased costs for raw materials. This, in addition to the earthquake in Japan, has started to dampen demand in the region.

Although inflationary pressures have pushed the Consumer Price Index (CPI) rate well above the Bank of England's remit target, the weak outlook for UK growth, due to slowing foreign demand and subdued domestic spending, has convinced Monetary Policy Committee (MPC) members to maintain Bank Rate at 0.5%. The financial markets have pushed back the expectation for the first rise in Bank Rate to 2013, amid rising expectations of additional Quantitative Easing (QE).

4.00 TREASURY MANAGEMENT ACTIVITIES DURING THE PERIOD APRIL – AUGUST 2011

4.01 The following were the main treasury activities during the period:

- A quarterly update report including a Landsbanki update was presented to the Audit Committee on 13th July 2011. Another update is due at the meeting on 28th September.
- The maximum investments the Authority had on deposit at any one time

was £84.4 million. The average investment balance was £70.85m. The financial environment during this time continued to be challenging.

- Two longer term investments were made during May 2011 (see paragraph 6.06).
- The 3 year rolling cash flow forecast is being reviewed.
- The Council's cash flow was managed on a daily basis. The Authority acted both as a borrower and as a lender and was a net borrower over the period in question. The maximum long-term borrowing at any one time was £173.6m.
- After a change in the Policy Statement and improvements to the ratings of counterparties, several new counterparties were added to the Council's lending list. However, some counterparties have had to be removed from the list as their ratings have been downgraded.
- Three AAA rated Money Market Funds have been opened and used during August, earning an average rate of 0.65%.

5.00 TREASURY MANAGEMENT DEBT STRATEGY

5.01 The total long term debt outstanding, brought forward into 2011/12 totalled £173.6m of which £144.7m was at fixed rate and £28.9m was variable in the form of LOBOs (Lender's Option, Borrower's Option) (£18.9m) and PWLB variable (£10m). The Council's overall borrowing rate was 5.43%

5.02 The Debt Strategy as stated in the Policy Statement 2011/12 and the mid-year outcomes are recorded below:

- To effect borrowing required in 2011/12 at the cheapest cost commensurate with future risk based on interest rate forecasts outlined in the strategy statement.

For a number of years the Council has not taken any new long term borrowing and used cash reserves to fund capital expenditure. The Council's Capital Programme, including Prudential Borrowing will be reviewed to consider the most financially advantageous method of financing future debt. The situation is monitored on an on-going basis by the Head of Finance. There has been no new borrowing in 2011/12.

- The Head of Finance will keep under review, along with its Treasury Consultants, the opportunities which may arise for restructuring the Council's debt in order to take advantage of potential savings as interest rates change and to enhance the balance of the long term portfolio (amend the maturity profile and/or the balance of volatility). Any actions carried out under delegated powers will be reported to the Executive and County Council as appropriate.

No restructuring opportunities have been identified during 2011/12.

- To manage the Council's debt maturity profile, i.e. to leave no one future year with a high level of repayments that could cause problems in re-borrowing with the limits stated within the strategy statement.

The debt maturity profile as at 31 August 2011 is shown on page 8. This shows a debt maturity profile in line with CIPFA's recommendations of having no more than 10% of the debt portfolio maturing in any one future year. This has remained unchanged during 2011/12.

- To monitor and review the level of variable interest rate loans in order to take greater advantage of interest rate movements, within the limits stated in the strategy statement.

The Council has one variable PWLB rate loan of £10 million. This is within the Council's limit of £20 million for variable interest rate exposures. The interest rate on the Council's LOBOs can be increased by the lender but the Council has the opportunity to repay. This event has not occurred in 2011/12 as market rates remain low.

6.00 TREASURY MANAGEMENT INVESTMENT STRATEGY

6.01 The Council's investment strategy is:

The Council hold surplus funds which represent income received in advance of expenditure plus balances and reserves held. Both the CIPFA Code and Welsh Assembly Government (WAG) Guidance require the Council to invest prudently and to have regard to security and liquidity of its investments before seeking the highest rate of return or yield.

Part 1 of the Local Government Act 2003, which introduced the Prudential Capital Finance System, gives a local authority power to invest for any purposes relevant to its functions under any enactment, or for the purposes of the prudent management of its financial affairs. The Act requires an authority to 'have regard to guidance issued by WAG'.

The WAG requires a local authority, before the start of each financial year, to draw up an Investment Strategy which must be approved by the full council and be published. This document should contain certain investment limits. As allowed by the Guidance, Flintshire County Council incorporate the requirements this Policy Statement. WAG Guidance requires the Council to approve certain investment limits and other related information on the following:

- Specified Investments
- Non-specified Investments
- Investments which can be prudently committed for more than one year
- Credit Risk Assessment

- Investment Consultants
- Investment Training
- Investment money borrowed in advance of need.

- 6.02 Investment transactions totalled £109.5m during the period April – August 2011 with interest earned amounting to £277k. Temporary investment income receivable for 2011/12 is currently projected to be near the budgeted level of £590k. A full list of transactions undertaken is available in the background papers. All investments were made in accordance with the Treasury Management Policy & Strategy Statement 2011/12.
- 6.03 The weighted average temporary investment rate obtained for August of 1.03% is higher than the seven day LIBID rate of 0.48% which is a proxy of a return without effective cash flow management.
- 6.04 No temporary borrowing was required during this period which is a measure of the accuracy of short term cash flow management.
- 6.05 The maturity of investments has been regularly reviewed with the aim of maximising returns whilst managing the risk of future interest rate movements. As at 31 August 2011, the maturity of investments is shown in the table below:

Maturity Due	Percentage of Portfolio	
	Policy %	August 2011 %
< 1month	35.0	34.0
1 – 12 months	55.0	61.0
> 12 months	10.0	0.0
Icelandic Investments	0	5.0

The two longer term investments made in May have now fallen into the 1 – 12 month bracket. This creates scope to look at investing more funds in the longer term. However, although a combination of concerns for the global economy and the Eurozone sovereign debt crisis raised longer-term interest rates for investments, these are only with counterparties perceived to be of lesser credit quality. The current credit risk environment suggests that only the most highly creditworthy counterparties should be used for longer-term investments, but these are paying low interest rates.

- 6.06 The Investment Strategy sets a limit of £30 million for non-specified investments. Non-specified investments are defined as investments over 364 days, including forward deals with counterparties which meet the credit rating or investments in Money Market Funds. The following long term investments have been made in

2011/12:

- £2 million invested with Bank of Scotland 445 days at 2.65%
- £2 million invested with Bank of Scotland 434 days at 2.65%

- 6.07 It is Council policy to minimise daily cash flow balances. However, on certain occasions it is uneconomic to deal (below £200,000) and therefore, the balance is kept in the bank account.
- 6.08 The performance of external cash managers is monitored by Sterling Consultancy Services and if it is considered appropriate in the future to appoint such a manager, then a recommendation will be made to Executive.

7.00 LANDSBANKI INVESTMENTS - UPDATE

- 7.01 On 7th October 2008, Landsbanki was placed in receivership. At that time Flintshire had £3.7 million of Council monies invested with the UK subsidiary. The investments were made as follows –

£1.2 million maturing 17th October 2008 (invested on 22nd July 2008)
£1.5 million maturing 14th November 2008 (invested on 1st September 2008)
£1.0 million maturing 18th November 2008 (invested on 8th September 2008)

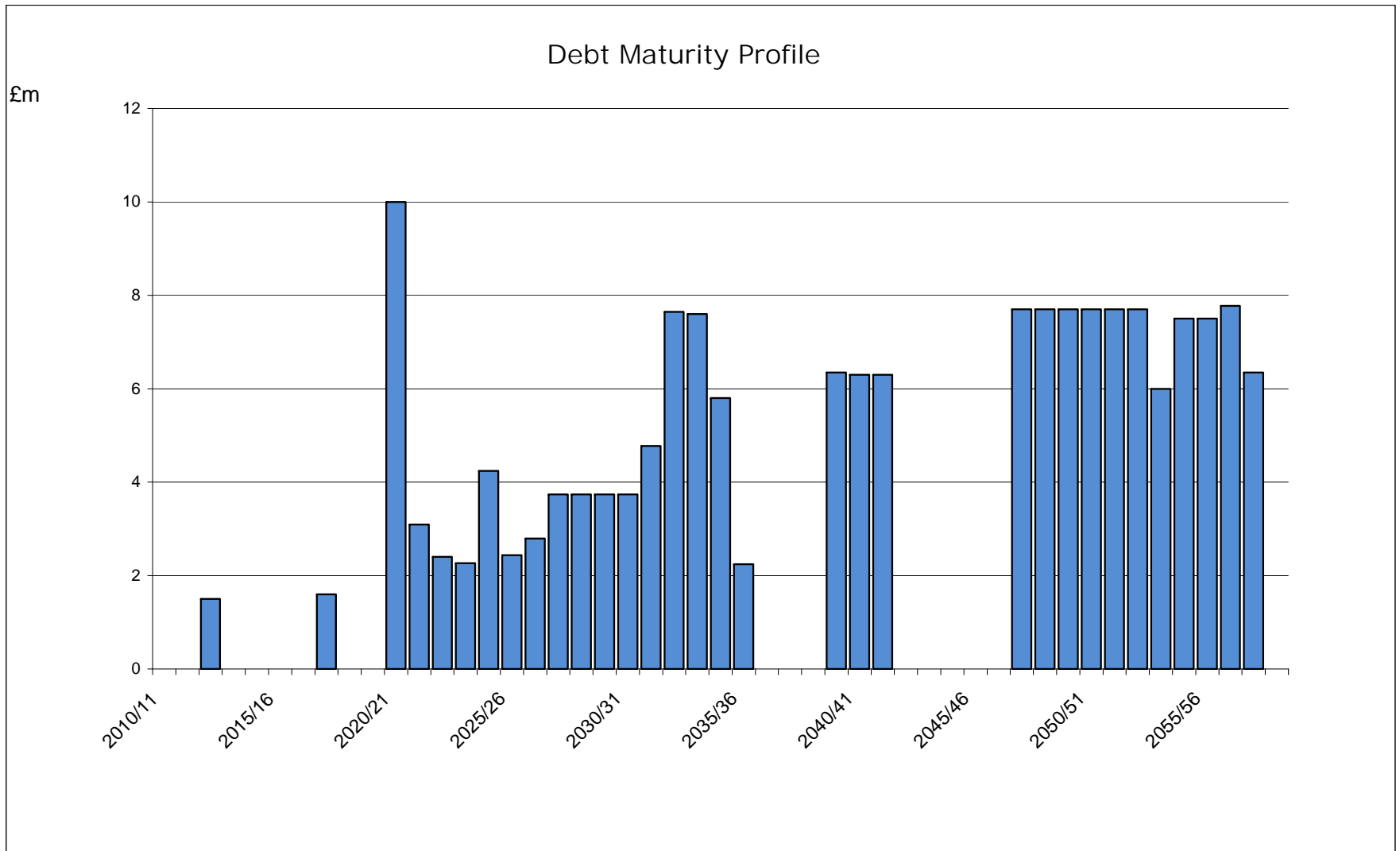
- 7.02 The Audit Committee, Executive and Council will continue to be updated with the latest position as per the result of the Supreme Court hearing on 14 and 15 September.

8.00 PEER GROUP PERFORMANCE COMPARISON

- 8.01 Flintshire County Council is a member of the CIPFA Treasury Management Benchmarking Club. Half yearly data will be sent to CIPFA in early October and the Benchmarking Report will be returned at the end of October. The findings will be reported to Audit Committee on 14th December 2011.

9.00 CONCLUSION

- 9.01 The treasury management function has operated within the statutory and local limits detailed in the 2011/12 Treasury Management Policy Statement.



FLINTSHIRE COUNTY COUNCIL

AGENDA ITEM NUMBER: 12

REPORT TO: **EXECUTIVE**
DATE : **18 OCTOBER 2011**
REPORT BY: **HEAD OF HOUSING**
SUBJECT : **COMMUNITY HOUSE REVIEW**

1.00 PURPOSE OF REPORT

- 1.01 To present to Executive the work of the Community House Task & Finish Group, with proposals for the introduction of a policy for the management of current and future Community Houses.

2.00 BACKGROUND

- 2.01 In April 2010, following a suggestion made by Councillor Attridge, the former Community & Housing Overview & Scrutiny Committee formed a task and finish group to consider the operation and management in the use of current and future community houses. The task and finish group members were Councillors Ron Hampson (Chair), Gareth Roberts, David Mcfarlane, Haydn Bateman, Norma Jones, Ray Hughes and co-opted Marion Bateman, with officer assistance from Hannah Fargher, Neighbourhood Manager and Samantha Owen, Overview & Scrutiny Facilitator. The Task group's terms of reference were agreed and brought before full committee for support on 6 July 2010, (attached appendix one).

3.00 CONSIDERATIONS

- 3.01 The review consisted of four task group meetings, two site visits and two workshops with representatives from each of the Community Houses.
- 3.02 The purpose of the first task group meeting was to gain a base line knowledge of the current position of the running of community houses in Flintshire and to agree the terms of reference for the review. The six community houses/rooms were in Panton Place, The Holway and The Strand in Holywell, Knight's Green in Flint, Manley Court in Shotton, and Saltney Ferry.
- 3.03 The two site visits helped the task group members understand the different services each of the community houses offered and identified a number of differences in how each of the community houses were managed by their respective management committee's. An agreed set of questions had been prepared in advance of the visits, which were completed during each of the visits. As a result of the site visits the task group agreed that it was unfair that the three community rooms at Manley Court, Knight's Green and Panton Place should be labelled a community house, as these had been set up purely to address the needs of residents in each of the sheltered complexes.

- 3.04 Through the use of the workshops, the task and finish group were able to consult with community representatives throughout the development of the draft policy and working procedures, as members recognised the impact the proposed policy would have on community representatives.
- 3.05 The work of the member and officer task and finish group has resulted in the development of:
- An application form along with guidance notes for prospective community houses
 - An annual review and business plan template with guidance notes for existing community houses.
 - An annual health and safety inspection check list
 - Revised management agreement which now includes a code of conduct
 - The draft policy which draws together all the processes, (attached appendix two)
 - A review of the financial costs to the authority in supporting community houses.
- 3.06 The draft policy recognises the important services a community house can provide for its community, with the charging of rent being determined on the value of services provided at a community house, the needs of the community and whether the services are provided by another organisation within the vicinity. This proposal will allow the flexibility for the authority to introduce a suitable rental charge if the need is identified.
- 3.07 It was agreed by the group that the authority should continue covering the costs for repairs and maintenance and the building insurance for all three community houses. However, to provide fairness and consistency, arrangements would be made with the management committee from The Strand, to gradually phase out the total financial support for running costs, and bring them into line with the same financial support given to The Holway and Saltney Ferry community houses.
- 3.08 It was agreed that a training session would be arranged and facilitated by the Customer Involvement Officer to assist each of the community houses in preparing their first annual review and business plan. Training has since commenced and will continue on a regular basis.
- 3.09 Concerns have been raised by local members and representatives from the Strand Community House about the proposed changes to the payment of their running costs. A meeting has since been held with the members of the Strand Community Association and re-assurance has been given that the Housing Service will offer intensive support by means of training, advice and guidance for the group to manage the proposed phased change to funding. The group have welcomed the support and are positive about developing their community house further in the future.

4.00 RECOMMENDATIONS

- 4.01 That Executive consider and support the process taken by the task and finish group in developing the proposed processes and draft Community House Policy.

4.02 That Executive approve the adoption of the attached Community House Policy.

4.03 That delegated power be given to the Head of Housing, in consultation with the relevant portfolio holder for decisions required relating to applications for new Community Houses, and if the need arises the closure of an existing Community House.

5.00 FINANCIAL IMPLICATIONS

5.01 The adoption of the draft Community House Policy will see savings to Housing Services following the withdrawal of financial support for running costs to The Strand Community House, Holywell, which equated to £3103.63 during the last financial year.

6.00 ANTI POVERTY IMPACT

6.01 A well supported and managed community house can have a positive impact on anti poverty through the activities, services and training it can offer.

7.00 ENVIRONMENTAL IMPACT

7.01 Not applicable.

8.00 EQUALITIES IMPACT

8.01 A well supported and managed community house can reach out to the local community, and create cohesion within the neighbourhood. It is an ideal location for different groups to meet each other in an informal setting.

9.00 PERSONNEL IMPLICATIONS

9.01 None as a direct result of this report. However, with the introduction of the proposed processes, community support need may be identified and require officer time from within existing Housing Services resources.

10.00 CONSULTATION REQUIRED

10.01 With Stakeholders as identified below.

11.00 CONSULTATION UNDERTAKEN

11.01 The Member and Officer task and finish group have consulted with the three community rooms and three community houses through a site visit and workshops. The Housing Overview & Scrutiny Committee have received three reports throughout the review including the final report on 13 April 2011 detailing the above proposals, which were supported by the committee.

The Head of Housing was consulted throughout the review.

12.00 APPENDICES

- 12.01 Appendix 1 - Terms of Reference
Appendix 2 - Draft Community House Policy

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

notes from task group meetings, workshops and site visit

Contact Officer: Hannah Fargher
Telephone: 01352 701484
E-Mail: hannah_fargher@flintshire.gov.uk

FLINTSHIRE COUNTY COUNCIL
Community & Housing OVERVIEW & SCRUTINY COMMITTEE



PROJECT PLAN FOR REVIEW OF Community Houses

<p>TERMS OF REFERENCE</p> <p><i>Set specific objectives.</i></p> <p><i>Be clear as to what is, and, as importantly, what is not, included in the topic.</i></p>	<p>To produce a comprehensive policy to enable the Council to monitor and manage the use of its current and future Community Houses in terms of best value and community engagement. In doing so the following areas will be considered:</p> <ul style="list-style-type: none"> • Identify the current community needs v current provision • Identify the current costs to the authority in providing community houses, e.g. maintenance costs. • Confirm the financial stability of each of the current community houses, (do they charge for the activities they provide?) • Consider the viability of introducing nominal rent charges. If so, should the charges be phased in gradually? • Develop an application form for future community houses.
<p>EVIDENCE GATHERING</p> <p>➤ Documents <i>What? Why?</i></p> <p>➤ Internal Contributors <i>(Both Members and officers) Who? Why?</i></p> <p>➤ External Contributors <i>(e.g. Service users, community representatives, key stakeholders, recognised experts, other organisations etc.)</i></p>	<p>Shelter – A good practice guide: Developing and supporting community houses.</p> <p>Flintshire County Council – A guide to setting up and managing a Community House.</p> <p>Head of Housing – Knowledge and Expertise</p> <p>Neighbourhood Housing Manager – Knowledge and Expertise in ensuring objectives are achieved.</p> <p>Executive Member Housing – Political support</p> <p>Tenants & Resident Association/Management Committee representatives from the existing six community houses.</p>

APPENDIX ONE

Who? Why?

➤ **Site Visits**

Where? Why?

Visit each of the six community houses to identify current facilities/activities offered and the future/ongoing finance required.

➤ **Consultation/Research/Other Methods**

Why? What? Who?

Does the Committee wish to publicise its review by issuing a Press Release and possibly invite views?

To be considered.

FORMAT OF MEETINGS

➤ **Venue of Meetings**

Can they be held in the community?

County Hall, Mold

➤ **Frequency of Meetings**

Up to twice monthly

➤ **Co-options**

Does the Committee wish to co-opt members onto the Committee for the review? If so, who and why?

Councillor Marian Bateman, who was a substitute on the Community & Housing Overview & Scrutiny committee at the time the item was considered, and had a keen interest in participating.

➤ **Member Involvement**

Full Committee, task and finish working group or individual or paired Members to drive the review.

Task and Finish group with Officer support, to report back to full committee in regular intervals.

APPENDIX ONE

TIMESCALES FOR REVIEW <i>Realistic and achievable timescale. Establish a commencement date and set a target date for issue of final report to the full Committee.</i>	The first meeting of the group was 22 June 2010, and it is hoped that the review will be completed Autumn 2010.
FOLLOW UP <i>What happens next? Should a Press Release be issued drawing attention to the Committee's report? Monitoring/progress reports?</i>	T.B.C.
LESSONS LEARNED <i>Review the complete process. What went well, what did not go quite so well and what can be learned for future reviews?</i>	

Please note that during the course of the review, the Community & Environment Overview & Scrutiny Facilitator will update this document when necessary. However, it should be as accurate as possible from the start of the review and any changes to this document must be approved by the full Committee.

Flintshire County Council
COMMUNITY HOUSE POLICY
2011

APPENDIX TWO
CONTENTS

Page

1.0	Introduction.....	3
2.0	Application Process.....	4
3.0	Annual Review.....	5
4.0	Community House Inspection.....	6
5.0	Business Plan	6
6.0	Closing a Community House.....	7
7.0	Appeals Process.....	8
8.0	Accountability.....	9
9.0	Contact Details.....	11
10.0	Sample Documents.....	

APPENDIX TWO

1.0 Introduction

- 1.1 Flintshire County Council has provided Community Houses for over ten years, as it recognises the invaluable contribution they make towards building stronger, more sustainable communities.
- 1.2 Community Houses provide an excellent opportunity for landlords and local people to work together. Due to their small scale and neighbourhood focus, they can appeal to individuals and families who may feel excluded from more formally run facilities. They can also offer a variety of activities tailored to the specific needs of the local community, provide a focus for the neighbourhood and a place where people can meet and break down barriers to social exclusion.
- 1.3 This policy and guidance has been written to assist both existing users of Community Houses and individuals / groups who are considering applying to the Council for a Community House.
- 1.4 For the purpose of this document, a Community House is defined as:

“...A house or flat belonging to a local authority, which is developed within an easily defined neighbourhood such as council estate or a group of streets with a shared sense of identity. Their development is based on needs identified by the community, which may include anti social behaviour, lack of service provision or the simply the need for somewhere to meet. Importantly, a Community House is a place over which the community has a high degree of control”.
- 1.5 The Council will support Community Houses to:
 - Function in order to reduce social isolation and promote a sense of belonging and community spirit.
 - Serve as a vital community resource through the provision of a range of programs and services.
 - Foster family support, community advancement and learning opportunities for all.
 - Be administered by a not for profit organisation.
 - Provide an integrated range of services to meet the diverse needs of individuals and families.

APPENDIX TWO

2.0 Application Process

- 2.1 The Council require specific information in order to determine whether to support the provision of a Community House. Consequently, it is necessary for all new requests to be submitted using Flintshire County Council's Community House Application Form.
- 2.2 The Council may contact the individual / group making the application in order to obtain further information.
- 2.3 The Council will acknowledge receipt of Community House application forms within 10 working days.
- 2.4 A member / officer group will take responsibility for approving / rejecting Community House applications, with delegated power of decision with the relevant Executive Member. Where the Community House application is within the ward of the relevant Executive Member, to ensure openness and transparency the decision will be made by another Executive Member.
- 2.5 Once a fully completed application form has been received, a decision will be made within 20 working days. The applicant will be notified of the Council's decision in writing.
- 2.6 Application forms can be obtained from the Council's Housing Service (see contact details under Section 9).
- 2.7 Guidance notes exist to help individuals / groups complete the application form. Further support to complete the application form can be obtained from the Housing Service (see contact details under Section 9).

APPENDIX TWO

3.0 Annual Review

- 3.1 The Council are committed to the sustainability of its Community Houses, and will work with community groups (Management Committee's) to help improve the services/activities they provide.
- 3.2 As part of the process each Management Committee will be required to complete a review of its facilities, services and activities on a yearly basis. A review form will be provided to each group, which will take the Management Committee step-by-step through many of the issues, barriers and opportunities that the group needs to think about so that it can plan more effectively.
- 3.3 The reviews aim is to prompt Management Committees to think about what changes need to be made to plan for the future and encourage the Committee to get all the information in one place. This will create a baseline – a starting point – which can then be revisited yearly to assess progress, as well as creating a starting point for writing a business plan or funding application.
- 3.4 The review will need to be completed and agreed at a meeting of the Management Committee. Once the review document has been agreed by the Committee it can be received by the Council for consideration.
- 3.5 Guidance notes will be provided to assist the Management Committee in completing the review form. The Guidance notes will also provide contact details of officers available to provide additional assistance if required.
- 3.6 The review form should be received by the Council within four weeks of the meeting of the Management Committee.
- 3.7 Once in receipt of the review form the responsible officer (NHM) will acknowledge receipt within 10 working days. Any actions identified from the review form will be confirmed in writing to the Management Committee within 20 working days. Each action will detail who is responsible and a target date for completion.
- 3.8 All identified actions will be followed up six months after the date of issue of the review form to ensure each action has been signed off.

APPENDIX TWO

4.0 Community House Inspection

- 4.1 A Community House safety inspection will be completed on a yearly basis which will compliment the Community House Review.
- 4.2 The purpose of the inspection is to:
- Enable control measures to be checked
 - Enable work practices to be observed
 - Provide a mechanism for identifying hazards
 - To mitigate risks for the accountable body (Flintshire County Council or the Management Committee. Please refer to section 8.0 Accountability).

The inspection checklist has been designed to identify the areas to be inspected. The checklist will include the most significant hazards and the controls that are expected in the area. It will include not only the physical features, but it will also check that the correct working practices are being followed.

- 4.3 The inspections will be completed by a responsible officer of the Council. Once completed it will be dated, agreed and signed off by the responsible officer and a Management Committee member. The Management Committee will be provided with a copy of the inspection checklist.
- 4.4 An action plan will be prepared to address any issues identified by the inspection. Each action will detail who is responsible and a target date for completion. The Management Committee will be provided with a copy of the inspection checklist.
- 4.5 Completed office copies shall be kept on file for at least one year by the responsible officer to allow for comparison on subsequent inspections.

5.0 Business Plan

- 5.1 In addition to a yearly review, Community Houses will be required to develop a three year business plan.
- 5.2 The Council needs to know that Management Committees of each of the community houses have a clear understanding of their customers, strengths, competition and the foresight to plan for the future. The finished business plan will act as an operating tool to help the Management Committees to achieve their aims. The plan will also act as an effective communication tool for the Council.
- 5.3 A Business Plan template will be provided along with guidance notes to assist the management committee in completing the Business Plan. The Guidance notes will also provide contact details of officers available to provide additional assistance if required.
- 5.4 The Business Plan will need to be completed in preparation for a Meeting of the Management Committee. Once the plan has been agreed by the Committee it can be received by the Council for consideration.

APPENDIX TWO

- 5.5 The Business Plan should be received by the Council within four weeks of the meeting of the Management Committee.
- 5.6 Once the Business Plan has been approved by the Council, it should become an operational tool to measure the success of the community house. The plan can be updated as milestones are reached. Typically, this should coincide with the annual review.

6.0 Closing a Community House (by the Committee)

- 6.1 Community Houses can be closed for a number of reasons, which can include:
- More suitable accommodation is found elsewhere.
 - The management committee disbands.
 - Funding problems.
 - Services cease to operate.
- 6.2 In the event that problems are encountered by the Management Committee the Council (upon request) will provide support and guidance to assist groups to identify solutions in order to sustain the service.
- 6.3 The Council can also assist in the following ways:
- Marketing and publicity of events and services.
 - Supporting the committee to develop good governance.
 - Providing support to engage new residents.
 - Advising on funding opportunities.
 - Providing training to enhance skills and knowledge.
- 6.4 The management / tenancy agreement will stipulate the length of notice the committee are required to give to the Council in the event they wish to terminate the agreement.
- 6.5 The management agreement will set out the arrangements for vacating the premises. Some of these arrangements will include:
- Responsibility for meter readings and notification to service providers.
 - Payment of all running costs up until the end of the agreement.
 - Removal of signage and equipment.
 - Handover of keys and security information.
 - Converting the property to a dwelling.

Closing a Community House (by Flintshire County Council)

- 6.6 Flintshire County Council may wish to close a Community House for a number of reasons, which may include:
- The conduct of illegal or immoral purposes.
 - High demand for social housing / accommodation in the area.
 - Low demand for the service / facility.
 - Financial mismanagement.

APPENDIX TWO

- Poor take up of existing services.

- 6.7 The Council will take into account the information contained within the annual review, business plan and health and safety inspection before any consideration is made to close the facility.
- 6.8 The Council will meet with the Management Committee to discuss concerns and identify potential remedies prior to making any decision to close the facility.
- 6.9 In the event that the Council decide to pursue closure of a Community House the matter will be managed in accordance with the management / tenancy agreement.

7.0 Appeals Process

- 7.1 In the event that the Council refuse an application for a Community House, the applicant is entitled to appeal the decision.
- 7.2 Appeals must be submitted in writing using the correct form obtainable from the Council (see contact details under Section 9).
- 7.3 A member / officer group will take responsibility for assessing appeals, with overall delegated power of decision with the relevant Executive Member. The member/officer group will not include members that are associated with the Community House being considered for appeal. In addition, if the appeal is within the ward of the relevant Executive Member, the decision will be passed to an alternative Executive Member to ensure openness and transparency.
- 7.4 The Council will consider all appeals on their merits and provide a written response within 20 working days. The decision of the Council will be final.
- 7.5 Any new application for a Community House cannot be submitted until 6 months has lapsed following the date of the appeal decision.

8.0 Accountability

- 8.1 Each Community House Management Committee will hold a management agreement for their relevant community house. The conditions contained within it will be agreed and signed by both a representative from the Council and a member of the Management Committee.
- 8.2 The Management Agreement will contain details of what the Council, the Management Committee and service users are accountable for.
- 8.3 Accountabilities of the Council will include:
- Determining the level of rental charges (if any) relating to the property. This will be based on the services provided by the community house, the needs of the community, and whether the services are provided by any other organisation(s) in the area identified as the 'community' within the management committee's constitution.
 - Carry out repairs and maintenance to the building, (to include such items as doors, windows, locks, electrical, plumbing repairs, gas servicing and cyclical repairs etc). Malicious damage, or damage caused by users will be re-charged to the management committee and will be reported to the police.
 - Insure the structure of the building (NB. Not the contents).
 - Ensures that, at the time of making these arrangements, in conjunction with the Management Committee, the Community House complies with the relevant Fire Regulations and Health and Safety requirements. The costs for any action required in respect of any new standards or legislation will be agreed between both parties. In addition, any costs arising from the requirement for alterations (e.g. structural) will be agreed between both parties.
 - Provide and maintain fire safety equipment.
 - Carry out a yearly inspection of the property, and complete all outstanding actions they are accountable for.
- 8.4 Accountabilities of service users will include:
- Ensure appropriate and responsible use of the community house, (i.e. no loud music, inconsiderate parking of vehicles, etc.)
 - Take responsibility for Health & Safety issues connected to the use of the community facility when it is used by them.
 - Ensure that the appropriate licences and permissions are applied for to host activities.
 - Keep the facility in a clean, hygienic condition when used.

APPENDIX TWO

- Ensure the resident/group who books the facility will be in attendance during the event.
- Keys to gain access must be collected from the appointed key holders and returned immediately after use. (Key holder information will be posted on notice boards with the community house.
- To adhere to the terms of the Code of Conduct

8.5 Accountabilities of the Management Committee will include:

- Provide the Council with details of Management Committee members, copies of relevant certificates, constitution and their annual review/business plan.
- Provide the Council with a contact list of the appointed key holders. (Key holder information will be posted on notice boards).
- Ensure appropriate use of the community house and ensure user groups hold relevant insurances/permissions to hold events.
- Acquire funding for all utility bills, rates, contents insurance furniture, equipment and rent where applicable.
- Ensures that, at the time of making these arrangements, in conjunction with the Council, the Community House complies with the relevant Fire Regulations and Health and Safety requirements. The costs for any action required in respect of any new standards or legislation will be agreed between both parties. In addition, any costs arising from the requirement for alterations (e.g. structural) will be agreed between both parties.
- Undertake bookings for use of the facility through a booking diary system. Block booking can only be made for up to 3 months in advance. (The booking diary must be available for inspection each year upon submission of the annual review).
- Allow access by a council representative to carry out a yearly property inspection, and complete all outstanding actions the group are accountable for.
- Reserve the right to refuse admission of a resident/user group.
- To adhere to the terms of the Code of Conduct

8.6 The Council aims to be open and supportive, and provide everyone the opportunity to access services at the Community House in a safe and friendly environment.

This can only happen if everyone treats each other with courtesy and respect. A code of conduct will be displayed in each Community House, and will make clear what behaviour is expected of service users, committee members and volunteers.

APPENDIX TWO

The Code of Conduct will also be incorporated within the Management Agreement.

- 8.7 Failure to meet the requirements of the Code of Conduct is unacceptable, and may result in further action. Such action can include:
- Being removed from the premises
 - Being excluded from the premises and activities for a period of time
 - Being excluded from the premises and activities permanently
 - Being asked to resign as a member of the committee and/or volunteer.
 - Legal action being taken in cases of suspected unlawful actions.
- 8.8 The introduction of an annual review, business plan and community house inspection checklist will aid in ensuring each body adheres to their responsibilities.
- 8.9 These arrangements will be reviewed annually after the passing of one year from the date of inception and if necessary will be amended. This will be a joint review between Flintshire County Council, user groups and Management Committee.

9.0 Contact details

Further advice / information / application forms relating to Community Houses can be sought from:

Hannah Fargher
Neighbourhood Housing Manager
Flintshire County Council
County Hall
Mold
CH7 6NN

01352-701484
hannah.fargher@flintshire.gov.uk

Debbie Davies
Tenant Participation Officer
Flintshire County Council
County Offices
Chapel Street
Flint

01352 703816
debbie.davies@flintshire.gov.uk

FLINTSHIRE COUNTY COUNCIL

AGENDA ITEM NUMBER: 13

REPORT TO: **EXECUTIVE**
DATE : **18 OCTOBER 2011**
REPORT BY: **DIRECTOR OF ENVIRONMENT**
SUBJECT : **THE COMMUNICABLE DISEASE OUTBREAK PLAN FOR**
 WALES

1.00 PURPOSE OF REPORT

- 1.01 To present to Members the Communicable Disease Outbreak Plan for Wales and to seek Members approval for adoption of this plan by Flintshire

2.00 BACKGROUND

- 2.01 In recent years, there have been multiple plans in Wales for the investigation and control of communicable disease. All these have contained very similar guidance. Whilst it has been recognised that each individual plan was robust and fit for purpose, the presence of several plans for use in outbreaks has caused confusion as to which plan should be followed. Therefore, at the request of the Welsh Government, a multi-agency working group was convened in 2008 to draw the plans together into one generic template.
- 2.02 This model plan, "The Communicable Disease Outbreak Plan for Wales" is the result of that work. It has been developed by Public Health Wales and adopted by the Welsh Government. In a letter from the Chief Medical Officer for Wales received in March 2011, there was an instruction that this plan should now be used as the template for managing all communicable disease outbreaks with public health implications across Wales.
- 2.03 The Communicable Disease Outbreak Plan for Wales consists of a generic template and appendices containing details pertinent to all outbreaks. After these, there are more appendices containing the technical operational detail needed for managing specific issues. In the case of cross-border outbreaks, all those for which Wales takes the lead will be managed in accordance with this plan.

3.00 CONSIDERATIONS

- 3.01 Communicable diseases such as a serious food poisoning outbreak or a water borne disease incident need to be effectively managed to prevent spread of infection and to protect public health. The purpose of this plan is to bring together previous individual plans and to clearly set out the management arrangements for an outbreak by the establishment of an Outbreak Control Team (OCT). Responsibility for

Date: 12/10/2011

managing the outbreak is shared by all the organisations who are members of the OCT which would include the Public Protection service of the Council.

3.02 One of the key messages from the plan is that communication between partner agencies is important from the onset of any investigation into a possible outbreak, through to the closing down of an Outbreak Control Team and the drafting of an outbreak report. The plan also emphasises the need for early completion of the Outbreak Control team reports, so that lessons learnt from outbreaks can be quickly disseminated.

3.02 The Plan will be reviewed annually by the Welsh Government.

4.00 RECOMMENDATIONS

4.01 That Members approve the adoption by Flintshire of the Communicable Disease Outbreak Plan for Wales. A copy can be found in the Members' Rooms.

5.00 FINANCIAL IMPLICATIONS

5.01 None anticipated relating to the adoption of this plan. Any costs incurred will be met from existing financial resources.

6.00 ANTI POVERTY IMPACT

6.01 None

7.00 ENVIRONMENTAL IMPACT

7.01 None

8.00 EQUALITIES IMPACT

8.01 The adoption of this plan will have no direct equal opportunity implications.

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 A copy of the Communicable Disease Outbreak Plan for Wales is attached.

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985
BACKGROUND DOCUMENTS

The Communicable Disease Outbreak Plan for Wales

Contact Officer: Sylvia Portbury
Telephone: 01352 703378
E-Mail: sylvia_portbury@flintshire.gov.uk

The Communicable Disease Outbreak Plan for Wales

(‘The Wales Outbreak Plan’)

March 2011

Preface

In recent years, there have been multiple plans in Wales for the investigation and control of communicable disease. All these have contained very similar guidance. Whilst it has been recognised that each individual plan was robust and fit for purpose, the presence of several plans for use in outbreaks has caused confusion as to which plan should be followed. Therefore, at the request of the Welsh Assembly Government, a multi-agency working group was convened in 2008 to draw the plans together into one generic template.

This model plan (“The Wales Outbreak Plan”) is the result of that work. It should be used as the template for managing all communicable disease outbreaks with public health implications across Wales. It has been developed from the amalgamation of the following plans:

- **Plan for handling Major Outbreaks of Food Poisoning (2004)**
- **The Emergency Framework for health-related incidents and outbreaks in Wales and Herefordshire potentially caused by contaminated drinking water (“Water Framework”) (January 2008) (which in turn replaced the older *Cryptosporidium* plan)**
- **Model Plan for the Management of Communicable Disease Outbreaks in Wales (1995 and draft update 2007)**

The “Wales Outbreak Plan” consists of a generic template and appendices containing details pertinent to all outbreaks. After these, there are more appendices containing the technical operational detail needed for managing specific issues. In the case of cross-border outbreaks, all those led by Wales will be managed in accordance with this plan.

Hospitals have their own outbreak plans for internal outbreaks on their premises. However, if an outbreak has any potential public health implications, then this plan takes precedence in control of the outbreak. Appendix 6 describes these arrangements.

Within the former “Water Framework”, there was a section on managing water incidents which was separate to managing water borne outbreaks, but used the same generic principles. This section has been retained in the Water Specific Appendices.

When to use this plan

The “Wales Outbreak Plan” describes arrangements in outbreaks where the Outbreak Control Team (OCT) is the decision-making body in controlling the outbreak.

Where an outbreak crosses the border and affects people living in one or more of the other UK countries, the Outbreak Control Team arrangements may differ, for example, the Team may be chaired by a representative of an agency outside Wales, but the principles of this plan should still apply and the Welsh response should be guided by the requirement to protect the public’s health.

There will be rare occasions where an outbreak or incident may develop into an overwhelming communicable disease emergency or there is suspicion of a bioterrorism event. In such a scenario, the Wales Resilience Emergency Planning structures may need to be invoked and the Outbreak Control Team would need to consider escalation to involve the Local Resilience Forum (LRF) Chair.

The Chair (usually a senior police official) would advise on the need to invoke these structures and would convene a Strategic Coordination Group to oversee the response if necessary. A separate document, the **Wales Framework for Managing Major Infectious Disease Emergencies**, describes the overarching arrangements that will apply. In these exceptional circumstances there are also specific UK plans for bioterrorism or other particular infectious disease threats which take precedence over this plan.

Contents

	Page
Abbreviations	5
Part 1: Outbreak Plan	
1. Introduction	6
2. Management & Organisation Arrangements for Handling Outbreaks	6
3. Determination of an Outbreak	7
4. Outbreak Report	8
5. Review	10
Part 2: Appendices	
1. Outbreak Control Team (OCT)	11
• Membership of the OCT	11
• Duties of the OCT	12
• Roles and Responsibilities of Core OCT Members:	12
a) Director of Public Protection	13
b) Consultant in Communicable Disease Control	14
c) Director of Microbiology Laboratory/Consultant Microbiologist	15
d) Communicable Disease Surveillance Centre (Wales)	16
e) Health Board's Executive Director of Public Health	16
2. Roles of Local Authorities, Health Boards, Public Health Wales and other Agencies	18
• Local Authorities	18
• Health Boards	18
• Public Health Wales	19
• Food Standards Agency Wales	20
• Care and Social Service Inspectorate Wales	21
• Health Protection Agency	21
• Water Companies	21
• Drinking Water Inspectorate	22
3. Tasks of the Outbreak Control Team	23
• Preliminary Phase	23
• Descriptive Phase	23
• Collation	24
• Control Measures	24
• Communication	24

4	Media Relations	26
5	Cross Boundary Outbreaks	27
6	Hospital Outbreaks with Potential Community Implications	28
7	Out of Hours Service and Emergency Arrangements	30
8	Points of Contact	31
9	Format for Outbreak Reports	32
10	Authorisation	33
11	Lead Officer	34
12.	Food Specific Appendix	37
12.1	Legal Responsibilities	38
13.	Water Specific Appendix	40
13.1	Introduction	41
13.2	Purpose	41
13.3	Responsibilities	41
13.4	High-level Process Map	42
13.5	Incident Management	43
13.6	Outbreak Control	44
13.7	Detailed Process Maps: Sheet 1 – Identifying Events and Escalating	45
13.8	Detailed Process Maps: Sheet 2 – Managing an Incident or Escalating	46
13.9	Detailed Process Map: Sheet 3 – Controlling an Outbreak	47
13.10	Role of Water Company in Incidents Management Team/OCT	48
13.11	Incident Management Team for the Public Health Aspects of a Water Incident	49
13.12	Control Measures to be Considered in Both Incidents and Outbreaks	53
13.13	Epidemiological Evidence Used to Determine Likely Association with Drinking Water	54
13.14	Relevant Legislation & Guidance	55

Abbreviations

CCDC	Consultant in Communicable Disease Control
CDSC	Communicable Disease Surveillance Centre
CMO	Chief Medical Officer of Wales
CSSIW	Care and Social Service Inspectorate Wales
DCWW	Dŵr Cymru Welsh Water
DEFRA	Department for Environment, Food and Rural Affairs
DML	Director of Public Health Wales Microbiology Laboratory
DPP	Director of Public Protection (Director of Environmental Health or nominated Deputy)
DWI	Drinking Water Inspectorate
EA	Environment Agency
EDPH	Executive Director of Public Health (of the Health Board)
EHO	Environmental Health Officer
FSAW	Food Standards Agency Wales
HB	Health Board
HPA	Health Protection Agency
IMT	Incident Management Team
LA	Local Authority (including Port Health Authority)
NHS	National Health Service
OCT	Outbreak Control Team
PCT	Primary Care Trust
PO	Proper Officer
STAC	Scientific and Technical Advice Cell

1. INTRODUCTION

- 1.1. This document sets out arrangements for managing all outbreaks of communicable disease in Wales. This is the model for all outbreaks led by or within Wales.
- 1.2. The plan is comprised of two parts. Part 1 is the generic plan for how all outbreaks led by Wales will be handled. Part 2 is the incident/disease specific appendices providing additional technical detail for certain specified circumstances.
- 1.3. Responsibility for managing outbreaks is shared by **all** the organisations who are members of the Outbreak Control Team (OCT). Core OCT Members are responsible for ensuring that all relevant organisations are co-opted on to the OCT (see Appendix 1: Outbreak Control Team). This responsibility includes the provision of sufficient financial and other resources necessary to bring the outbreak to a successful conclusion. Others can make a request to join the OCT if there is a case to do so but the final decision on membership resides with the core OCT.
- 1.4. An outbreak is usually declared jointly by the DPP, the Consultant in Communicable Disease Control (CCDC) and the Director of Microbiology/Consultant Microbiologist after these individuals have jointly considered the facts available. However, any one of these can declare an outbreak if required.
- 1.5. The core members of all OCTs are the Directors of Public Protection (DPP), the CCDC, the Director of Microbiology/Consultant Microbiologist, Lead Officer for Communicable Disease of the LA and the Executive Director of Public Health (EDPH) for the Health Board (HB).
- 1.6. This plan is intended to be a framework for these organisations to discharge their duties in relation to the management and control of communicable disease outbreaks. To facilitate this, the appendices contain procedures, guidance and other information that these organisations may refer to as appropriate.
- 1.7. Where an outbreak affects people in other UK countries, it is expected that all relevant outbreak control partners in each area will work together to perform the duties jointly of the OCT. This will include the appointment of the Chair of the OCT, appropriate spokespeople, and agreeing any joint communications to be issued.

2. MANAGEMENT AND ORGANISATION ARRANGEMENTS FOR HANDLING OUTBREAKS

- 2.1. The primary objective in the management of an outbreak is to protect public health by identifying the source of the outbreak and implementing necessary measures to prevent further spread or recurrence of the infection. The protection of public health takes priority over all other considerations and this must be understood by all members of the OCT.

- 2.2. The secondary objective is to improve surveillance, refine outbreak management, add to the evidence collection and learn lessons to improve communicable disease control for the future.
- 2.3. The successful management of outbreaks is dependent upon good and timely communication between the LA, the HBs and Public Health Wales and all interested parties.
- 2.4. On occasions when there are cross boundary interests, e.g. place of residence in one LA and place of employment/schools/other associations in a different LA, the investigation processes would usually be undertaken by the LA where the individual is resident. If exclusion is necessary this would usually be undertaken by the LA where the risk is located i.e. place of employment, school, etc following discussions with the resident LA. This will apply to cases, contacts and controls. Active communications between all the LAs involved are essential and all LAs will collaborate fully in the investigation process.

3. DETERMINATION OF AN OUTBREAK

Detection and Assessment

- 3.1 Where it appears to any one of the DPP, CCDC or the Director of Microbiology Laboratory (DML)/Consultant Microbiologist that an outbreak may exist, immediate contact will be made with the other two parties. The three parties will jointly consider the facts available and will determine whether or not an outbreak does exist. Any one of the parties can declare an outbreak, if required. The CCDC will inform the Director of Public Health (DPH) (or another senior representative of the relevant HB) of the situation.
- 3.2 In reality, there are many minor outbreaks and clusters of disease that occur in Wales every year that are managed satisfactorily without the formal declaration of an outbreak and the convening of an OCT. When a decision has been made not to formally declare an outbreak, it is the duty of the three parties above to keep the situation under review to determine if the formal declaration of an outbreak and an OCT is needed subsequently.

Declaration

- 3.3 The decision to declare an outbreak and to subsequently convene an OCT as necessary may be made jointly by the three parties or by any one of the above parties. Even if the other parties do not agree there is an outbreak, there is a duty on them to attend the OCT meeting and formally explain their opinion and to discuss this further.
- 3.4 The establishment of an OCT as soon as possible will normally be considered if an outbreak is characterised by one or more of the following:
 - a) immediate and/or continuing communicable disease health hazard significant to the population at risk;
 - b) one or more cases of serious communicable disease;
 - c) large numbers of cases or numbers greater than expected;
 - d) involvement of more than one LA .

- 3.5 Core membership of the OCT will be in accordance with Appendix 1 (OCT)
- 3.6 If a microbiologist in any hospital local to the outbreak is not involved in the discussions, then the Lead Infection Control Specialist for the local hospital(s) to the outbreak (for example Infection Control Doctor, Consultant Microbiologist or lead Infection Control Nurse) should be informed promptly of the situation by the CCDC.

Outbreak Control Team

- 3.7 The Chair of the OCT will be appointed at the first meeting. The Chair will normally be the DPP or the CCDC as appropriate, but there may be occasions when it is more appropriate that another core member of the OCT is appointed as Chair.
- 3.8 It shall be the duty of the Chair to ensure that the OCT is managed properly and in a professional manner.
- 3.9 Responsibility for handling the outbreak **must** be given to the OCT by the parent organisations, and representatives **must** be of sufficient seniority to make and implement decisions and to ensure that adequate resources are available to undertake outbreak management.

Communication

- 3.10 It is essential that effective communication be established between all members of the team and maintained throughout the outbreak in accordance with Appendix 3 (Tasks of the Outbreak Control Team) and 4 (Media Relations). The Chair will ensure that minutes will be taken at all meetings of the OCT and circulated to participating agencies. The minute taker is accountable to the Chair for this function.
- 3.11 Use of communication through the media may be a valuable part of the control strategy of the outbreak. The OCT should consider the risks and benefits of pro-active versus reactive media engagement in any outbreak.

Conclusion

- 3.12 At the conclusion of the outbreak the OCT will prepare a written report. The minutes and report should be anonymised as far as possible.

4. OUTBREAK REPORT

- 4.1 Where an OCT is convened a record of proceedings will be made and circulated to a distribution list agreed by OCT members. In the event of a significant outbreak a report will in addition be circulated to Communicable Disease Surveillance Centre (CDSC) in Wales, to the Welsh Assembly Government, the HB, the Food Standards Agency Wales (FSAW) (where food is the implicated vehicle), Drinking Water Inspectorate (DWI) (where drinking water is the implicated vehicle), all local authorities involved and any other parties as deemed appropriate by the OCT.
- 4.2 This report will contain details of the investigation, compilation of the results

and conclusions. Minutes of all outbreak control team meetings will usually be appended.

- 4.3 The suggested format is contained in Appendix 9 (Format for Outbreak Reports).
- 4.4 Where an OCT is not convened the CDSC green form will be sent to CDSC (Wales) and the Welsh Assembly Government by the CCDC. In addition, local authorities will complete the Outbreak Report Form and send it to CDSC (Wales).
- 4.5 The OCT report is owned jointly by all the organisations represented on the OCT. The OCT should agree when and how the report is to be first released, paying due consideration to impending legal proceedings and freedom of information issues.

5. REVIEW

- 5.1. This Plan will be reviewed formally every 3 years or sooner if it has been identified that changes are required.
- 5.2. The review will include a consultation between the relevant parties and any other organisations or individuals as appropriate regarding organisational arrangements for the management of an outbreak.
- 5.3. Simulation exercises to test the efficiency and effectiveness of the plan will be held at least every two years in the event of the plan not having been activated during that time.
- 5.4. Records of the Plan review and any amendments shall be kept and summarised in the Outbreak Plan.

Appendix	Outbreak Control Team
1	

1. MEMBERSHIP OF THE OUTBREAK CONTROL TEAM

Core Members (All Outbreaks)

- Director of Public Protection (or their nominated officer of sufficient seniority)
- Consultant in Communicable Disease Control
- Director Microbiology Laboratory/Consultant Microbiologist
- Lead Officer for Communicable Disease of the LA
- Executive Director of Public Health of the HB

Additional Core Members (Some Outbreaks)

- LA Secretariat
- Resource Team provided by:
 - a) Local Authority;
 - b) Public Health Wales;
 - c) Microbiology Laboratory; and
 - d) Health Board.
- Regional Epidemiologist/CDSC
- Public Relations Officer

Co-opted Members as necessary

e.g.:

- Animal Health
- Meat Hygiene Service
- Public Analyst
- Food Examiner
- Water Company plc
- Environment Agency
- Health and Safety Executive
- Representatives from other Outbreak Control Teams/LAs
- Food Standards Agency Wales
- Care and Social Services Inspectorate Wales (CSSIW)
- Port Health
- Infection Control Team
- Immunisation Co-ordinator
- Drinking Water Inspectorate
- Healthcare Inspectorate Wales
- Veterinary Laboratory Agency
- Others as appropriate

2. DUTIES OF THE OUTBREAK CONTROL TEAM

These may include:

1. Appointing a Chair (bearing in the mind the advantages of continuity).
2. Taking minutes to record decisions and actions.
3. Reviewing evidence and confirming that there is an outbreak or a significant incident which requires Public Health intervention.
4. Defining cases and identification of cases or carriers as appropriate.
5. Identifying the population at risk.
6. Identifying the nature, vehicle and source of infection by using microbiological, epidemiological and environmental health expertise.
7. Stopping the outbreak if it is continuing.
8. Developing a strategy to deal with the outbreak and allocating individual and organisational responsibilities for implementing action.
9. Investigating the outbreak, implementing control measures and monitoring their effectiveness, using laboratory, epidemiological and environmental health expertise.
10. Ensuring adequate human and other resources are available for the management of the outbreak.
11. Ensuring that in the absence of a team member a competent deputy is made available.
12. Ensuring appropriate arrangements are in place for out of hours contact with all members.
13. Preventing further cases elsewhere by communicating findings to national agencies.
14. Keeping relevant local agencies, the general public and the media appropriately informed.
15. Providing support, advice, and guidance to all individuals and organisations directly involved.
16. Considering the potential staff training opportunities of the outbreak (attendance at the OCT is at the discretion of the Chair).
17. Identifying and utilising any opportunities for the acquisition of new knowledge about communicable disease control.
18. Declaring the conclusion of the outbreak and preparing a final report.
19. Evaluating lessons learnt.

3. ROLES AND RESPONSIBILITIES OF OCT MEMBERS

- 3.1 At the first meeting of the OCT, **all** members (whether core or co-opted) will agree to work to this plan. No organisation will attend in an observer capacity. **The primary duty of each member of the OCT is to play their part in the control of the outbreak and protect public health.** All other duties will be secondary.
- 3.2 The OCT will work without undue interference. Each member will recognise the roles and duties of other members, particularly where an outbreak crosses LA boundaries or involves a hospital(s).

- 3.3 Members of the OCT must declare any interest in any organisation or premises which is the subject of the Outbreak investigation. This is likely to occur if the premises are owned by the HB, Public Health Wales or LA. Anyone who declares such an interest should not chair the OCT. Where an interest is declared the Chair of the OCT shall ensure that any member of the OCT attends as a member of the OCT and not as duty holder of the premises. A person having an interest in the premises and being part of an OCT shall have no vote in determining a policy or action by the OCT. Alternatively, the Chair of the OCT may require the nomination of an additional person from that organisation to the OCT.
- 3.4 Any OCT member, whether core or co-opted, **must** disclose any relevant information about any organisation or premises they regulate which is the subject of the outbreak investigation.
- 3.5 In the early stages of an investigation, it is not always apparent whether any serious criminal offence has been committed. However the OCT is reminded that the police may conduct an investigation where there is an indication of the commission of a serious offence. The police investigation may overlap with the work of the OCT and may need to be considered in the wider context of managing the outbreak. Any information collected in the outbreak therefore may be used as evidence in a criminal prosecution.

a) **Director of Public Protection**

1. Together with the CCDC and Local DML/Consultant Microbiologist to jointly consider the facts, declare an outbreak and convene the OCT.
2. To provide facilities and resources for the OCT including administrative support for team meetings, if appropriate.
3. Where necessary, to organise an outbreak control centre or helpline.
4. Where appropriate, to make available staff to assist in the investigation of the outbreak as required by the OCT.
5. To provide specialist information or action on environmental health aspects of any disease control.
6. To initiate case finding as appropriate.
7. To arrange for the inspection of premises considered to be implicated in any outbreak and to receive reports thereon.
8. To consider the use of statutory powers as appropriate.
9. To make available to other LAs any extra resources or assistance they may require.
10. To inform the Chair/Leader of the Council and Chief Executive of the Authority of the outbreak and action taken in response

11. At an early stage in the investigation to inform the FSAW of any outbreak where food is implicated providing suitable and sufficient initial information
12. To liaise with FSAW where regional or national withdrawal of food may be required.
13. To liaise with other DsPP and the Welsh Assembly Government if the outbreak is wider than of local significance.
14. Where appropriate, to carry out environmental investigations and where necessary to exercise powers of entry, closure or prosecution.
15. To liaise with other bodies including government departments such as the Welsh Assembly Government, DEFRA, FSA and government agencies such as the Environment Agency, Drinking Water Inspectorate, Health & Safety Executive, Veterinary Laboratory Agency and other bodies, such as Dwr Cymru, as appropriate.
16. Where appropriate, to arrange for the transport of clinical and/or environmental specimens to recognised laboratories for examination.
17. Where appropriate, to investigate the availability of cleansing and/or other treatment of premises, articles, equipment, land and animals, seeking specialist advice as appropriate.
18. To provide local information including that on vulnerable groups, businesses and institutions where appropriate.
19. To prepare the final report with other members of the OCT and to distribute and publish as appropriate.

b. Consultant in Communicable Disease Control

1. Together with the DPP and Local DML/Consultant Microbiologist jointly consider the facts, to declare an outbreak and convene the OCT.
2. To provide facilities and resources for the OCT including administrative support for team meetings, if appropriate.
3. Where necessary, to organise an outbreak control centre or helpline.
4. Where appropriate, to make available staff to assist in the investigation of the outbreak as required by the OCT.
5. To provide expert medical and epidemiological advice to the OCT on the management of the outbreak including the interpretation of the clinical data, methodology of investigation and control measures to minimise spread and prevent recurrence.
6. To initiate case finding as appropriate.

7. To inform the Chief Medical Officer at Welsh Assembly Government, the HB's EDPH and Public Health Wales Director of Health Protection of the outbreak.
8. To consult and liaise with CDSC (Wales) and with other CCDC's.
9. To assess and collate epidemiological information and to carry out epidemiological studies.
10. Where appropriate, to arrange for medical examination of cases and contacts and the taking of clinical specimens.
11. Where appropriate, to arrange immunisation and/or prophylaxis for cases, contacts and others at risk.
12. To prepare the final report with other members of the OCT and to distribute and publish as appropriate.

c. Director of Public Health Wales Microbiology Laboratory / Consultant Microbiologist

1. Together with the CCDC and the DPP jointly consider the facts, to declare an outbreak and convene the OCT.
2. To provide expert microbiological advice to the OCT on patient management, interpretation of clinical data, methodology of investigation, collection of specimens and control measures required to minimise spread and prevent recurrence.
3. To provide an outbreak number for outbreaks on request from the DPP or the CCDC.
4. To arrange prompt examination/analysis and reporting of clinical and/or environmental samples, as required.
5. To advise on the inspection of premises and other implicated settings as appropriate and collection of appropriate samples, as required.
6. Where necessary, to provide certificates of examination/analysis in respect of samples submitted for examination.
7. Where appropriate, to arrange for any further testing or typing of organisms identified or isolated.
8. To liaise with other public health, hospital and reference laboratories.
9. The local Microbiology Laboratory will normally:
 - i) provide suitable specimen containers and request forms;
 - ii) provide laboratory testing facilities;
 - iii) arrange for any special investigations required to be carried out by reference laboratories;

- iv) be responsible for arranging transport of specimens/isolates to reference laboratories; and
 - v) provide both rapid and written confirmation of results.
10. To prepare the final report with other members of the OCT and to distribute and publish as appropriate.

d. Communicable Disease Surveillance Centre (Wales)

1. To provide expert epidemiological advice and assistance to the OCT for the investigation and management of the outbreak.
2. To liaise with the HPA Centre for Infections and where appropriate other national and international public health agencies.
3. Where trainees are seconded to Public Health Wales, CDSC will agree with the CCDC the nature and extent of their role in an outbreak.
4. Where appropriate, to assist in the dissemination (or collection) of information about the outbreak to colleagues in Wales and elsewhere.
5. To consider and utilise any opportunities for training of public health and environmental health staff in outbreak management.
6. If CDSC staff are involved in field investigations the OCT may expect:
 - i) expert advice from a consultant;
 - ii) a field visit by a public health trainee either on short or long-term attachment accompanied, if appropriate, by a consultant;
 - iii) support with study design and assistance with questionnaire development, interviews, data processing and analysis;
 - iv) attendance at initial OCT and subsequent meetings as necessary;
 - v) a preliminary and final report of CDSC's involvement including recommendations for action;
 - vi) copies of outbreak master file data or other material collected by CDSC, if requested;
 - vii) assistance in preparing a scientific report for publication, if appropriate; and
 - viii) advice on improving local surveillance.
7. To prepare the final report with other members of the OCT and to distribute and publish as appropriate.

e. Health Board Executive Director of Public Health

1. To ensure that a senior representative of the HB is always available to respond in the event of an outbreak.
2. To attend (or nominate a sufficiently senior member of staff to attend) OCT meetings.

3. To enable the OCT (usually via the CCDC) to call on and deploy resources controlled/contracted by the HB at short notice to investigate and control communicable disease outbreaks, including skilled staff and resources (e.g. for urgent immunisation sessions/clinical examinations/chemoprophylaxis) as necessary.
4. To provide/facilitate access to patients suffering from infection, their health records, clinical colleagues and information held on databases if necessary for outbreak investigation and control.
5. To disseminate information to the public or health professionals locally as directed by the OCT.
6. To liaise with other HB EDPHs if required.
7. To prepare the final report with other members of the OCT and to distribute and publish as appropriate.

Appendix	Roles of LAs, HBs, Public Health Wales and Other Agencies
2	

1. Local Authorities

- 1.1 LAs have statutory responsibility for notifiable infectious disease in their locality (which includes the control of food poisoning) under the Public Health (Control of Disease) Act 1984 as amended by the Health and Social Care Act 2008, and the Health Protection (Notification) (Wales) Regulations 2010.
- 1.2 LAs have duties as an enforcing authority under the Health and Safety at Work etc. Act 1974. They also have an important role in the control of some zoonoses as the licensing authority for animal establishments. LAs also have duties under the Water Industry Act 1991, sections 77-79, relating to the wholesomeness of public water supplies. They also have responsibility for private water supplies under the Private Water Supplies (Wales) Regulations 2010.
- 1.3 The Local Government Act 1972 enables the LA to appoint individuals as Proper Officer's (PO) to carry out certain functions of the LA. It also enables the LA to delegate powers to individual officers in order to ensure the effective and efficient operation of its functions.
- 1.4 The LA normally appoints the DPP as a PO with delegated authority to sign notices, issue licences and to lay information and make complaints to the Justices for the prosecution of offenders without reference to the LA, in respect of relevant environmental health legislation.
- 1.5 The LA normally appoints and authorises the Public Health Wales' CCDC as PO under the terms of the Public Health (Control of Disease) Act 1984. LAs may appoint a sufficient number of Alternate POs who will act in the absence of the PO. All PO appointments will be made in writing and confirm specifically the enactments in which they will act.
- 1.6 The PO normally reports to the LA through the DPP.
- 1.7 The CCDC when acting as PO does so as an officer of the LA.
- 1.8 Other suitably qualified public health professionals in Public Health Wales may be appointed and authorised as alternates to act in the absence of the PO.

2. Health Boards

- 2.1 The HB has a number of responsibilities in relation to the public health function, and has overall responsibility for the health of the population within its geographical boundaries. These responsibilities include: the direct provision of healthcare through hospitals and community services; the commissioning of other services relating to health including disease prevention; involvement in promoting health and a role in relation to primary care provision.

- 2.2 The HB has the services of an appropriately qualified CCDC with executive responsibility for the surveillance, prevention and control of communicable disease within the HB's boundary. CCDCs are appointed as PO of the LAs within the HB area for communicable disease control purposes. Alternate PO CCDCs are available if the CCDC who normally covers the relevant HB is unavailable. (Note: 'Control' includes surveillance and prevention as well as control).
- 2.3 The HB will collaborate with all relevant agencies (including LAs, Public Health Wales and others) to ensure that appropriate arrangements are in place for the prevention, surveillance and control of communicable disease for their population and ensure that the responsibilities for these are clearly defined.
- 2.4 In the event of an outbreak, the HB will provide all necessary support to the OCT. This includes ensuring that the CCDC has access to patients suffering from infection and to advice from clinical colleagues as required.
- 2.5 The HB may commission health care services through formal contracts with other health care providers. Contracts should ensure that satisfactory infection control arrangements are in place, including a requirement that the CCDC be informed of any notifiable disease, or infection problems, with implications for the public health.
- 2.6 Outbreaks may occur in hospitals managed by the HB. Most hospital outbreaks have minimal or no wider public health implications and will be dealt with using that hospital's own internal outbreak plan. However, if an infectious disease outbreak within a hospital has any potentially serious public health implications, responsibility for outbreak control passes to an OCT convened in accordance with this plan (as specified in Appendix 6 :Hospital Outbreaks with Potential public health Implications).

3. Public Health Wales

- 3.1 The following elements within the Health Protection Division of Public Health Wales currently have a role in the prevention, surveillance and control of communicable disease:
- a) the CCDC and health protection team;
 - b) the Microbiology Laboratories;
 - c) the Communicable Disease Surveillance Centre,

The CCDC and the health protection team

- 3.2 This group supports the HB in the discharge of its duties. It is one of the initial points of contact for any possible outbreak, conducts the initial investigation as appropriate and participates in the OCT. It will liaise and communicate with the HB, WAG and others where appropriate.

The Microbiology Laboratories

- 3.3 Public Health Wales Microbiology Laboratories are responsible for maintaining a national capability for the detection, diagnosis, treatment, prevention and control of infections and communicable disease.

- 3.4 The Public Health Wales network of laboratories provides comprehensive laboratory facilities for the identification of infection and infectious agents in humans and the environment.

The Communicable Disease Surveillance Centre (Wales)

- 3.5 CDSC provides epidemiological expertise for population surveillance, investigation of outbreaks and development of strategies for prevention and control. It also offers training for public health doctors and Environmental Health Officers (EHOs) in outbreak management.
- 3.6 CDSC (Wales) conducts surveillance in Wales, and provides expert epidemiological advice and assistance in the control of outbreaks upon request.
- 3.7 CDSC should be involved in the following types of incident:
- a) outbreaks of unknown cause involving severe morbidity or mortality;
 - b) outbreaks due to relatively rare pathogens;
 - c) outbreaks suspected to involve other districts or be the herald of a large scale incident;
 - d) outbreaks which are attracting public or national media concern;
 - e) outbreaks of particular interest to national surveillance.
- 3.8 CDSC may also ask to assist with incidents that provide opportunities for training or advancing public health knowledge.
- 3.9 In national or international outbreaks, CDSC may be best placed to co-ordinate the outbreak investigation with the co-operation of CCDC and DPP.

4. Food Standards Agency Wales

- 4.1 The Food Standards Agency (FSA) is an independent Government department set up by an Act of Parliament in 2000 to protect the public's health and consumer interests in relation to food. The FSA in conjunction with local authorities has developed a Framework Agreement on LA Food Law Enforcement. The Framework Agreement requires local authorities to set up, maintain and implement a documented procedure which has been developed in association with all relevant organisations in relation to the control of outbreaks of food related infectious disease in accordance with relevant central guidance.
- 4.2 The FSA will, when notified by a LA of an outbreak of food related infectious disease which has wider implications, offer support to LAs during their investigations. The response of the Agency will be dependent upon the particular circumstances and may include provision of scientific advice and communication links with local authorities in other parts of the United Kingdom. The Agency will, where necessary, facilitate the issue of a food alert or a RASFF (Rapid Alert System for Food and Feed).

5. Care & Social Service Inspectorate Wales (CSSIW)

- 5.1 CSSIW has responsibility for registering and inspecting nursing and residential care homes under the Registered Homes Act 1984 and regulations made thereunder. The inspection teams of CSSIW ensure that standards of care as laid down in regulations are in place in each premises. CSSIW will also ensure that adequate infection control arrangements are in place

6. Health Protection Agency (HPA)

- 6.1 The HPA is made up of a number of centres, namely the Centre for Radiation, Chemical and Environmental Hazards, Local and Regional Services, the Centre for Infections and the Centre for Emergency Preparedness and Response. However, the remit of the HPA in Wales is limited to those services which are not provided by Public Health Wales.
- 6.2 With regard to the management of communicable disease outbreaks, this includes specialist and reference microbiology tests and services provided in HPA laboratories, and expert advice from the Centre for Infections. Access to the HPA and its services for these functions is usually made through Public Health Wales Microbiology Laboratories.
- 6.3 In addition, the HPA provides expert advisory services to Wales for chemical and radiological issues via the Centre for Radiation, Chemical and Environmental Hazards, which is made up of a number of specialist centres. Services provided include expert advice on human health effects from chemicals in water, soil, air and waste as well as information and support to the NHS and health professionals on toxicology. There is a specialist centre for Chemical Hazards and Poisons in Cardiff.

7. Water Companies

- 7.1 The number of private water supplies in Wales means that careful consideration is needed to ensure all relevant water sources are identified. Water companies have statutory duties under the Water Industry Act 1991 to supply safe and wholesome water, as defined in the Water Quality Regulations, within their respective regions. When a breach of a water quality standard has occurred that might have a potential impact on public health, water companies are required to inform the relevant Local Authorities and CCDCs and to agree, and undertake, the appropriate investigations and mitigation measures to control or prevent potential risk e.g. Boil Water Notices. In the event of a continuing risk to the safety of public water supplies and an escalation to 'Incident' or 'Outbreak' status, the water companies shall appoint one or more senior responsible officers to the Incident Management Team (IMT) or OCT to fulfil specific operational and customer related requirements.
- 7.2 The water company representative(s) will have sufficient authority and knowledge to:
- a) Understand the cause, effects and extent of the issue and inform the IMT/OCT fully of any events before the incident or outbreak was declared

- b) Make the appropriate operational decisions on behalf of the IMT or OCT and ensure that they are immediately and fully implemented by the water company
- c) Provide the IMT or OCT with a water company perspective on the management of the incident
- d) Be adequately briefed and ensure that the IMT or OCT are made aware of, and have access to, all relevant water quality and operational data
- e) Facilitate the diversion and commitment of water company resources i.e. equipment and manpower to manage the incident
- f) Inform customer communications and other stakeholder briefings and, if necessary, enlist the support of the media communications personnel within the Company. This will include agreeing 'lines to take' for customer call centres and sharing this with the IMT/OCT.
- g) Share any necessary information from their customer database.
- h) Ensure that all alliance partners and other experts, contractors, etc. assist the IMT/OCT and ensure that any relevant information is shared with all members.

8. Drinking Water Inspectorate (DWI)

- 8.1 DWI acts for and on behalf of the Secretary of State and Welsh Ministers to ensure that water companies in England and Wales meet their statutory obligations relating to drinking water quality. In this capacity DWI has a technical audit role for public water supplies, including inspection, investigation and powers of enforcement, plus a technical advice role to Ministers and other Government bodies. In addition the Chief Inspector of Drinking Water has independent powers of prosecution relating to the duties of water companies under the Water Industry Act 1991.

Appendix	Tasks of the Outbreak Control Team
3	

The following tasks should be considered in order to deal effectively with an outbreak. The step-by-step approach does not imply that each action must follow the one preceding it. In practice, some steps must be carried out simultaneously and not all steps will be required on every occasion.

1. Preliminary Phase

1. Consider whether or not cases have the same illness and establish a tentative diagnosis.
2. Establish case definition (clinical and/or microbiological).
3. Determine if there is a real outbreak.
4. Case finding and establishing single comprehensive case list.
5. Collect relevant clinical and/or environmental specimens for laboratory analysis.
6. Conduct unstructured, in-depth interviews of index cases.
7. Conduct appropriate environmental investigation including inspection of involved or implicated premises and other relevant environments including land, water, air, plant or equipment.
8. Identify population at risk and a representative(s) of that population.
9. Identify anything, including people, water, location, premises, equipment and food, posing a risk of further spread and Initiate immediate control measures.
10. Form preliminary hypotheses on the cause of the outbreak.
11. Make decision about whether to undertake detailed analytical studies.
12. Assess the availability of adequate resources to deal with the outbreak.

2. Descriptive Phase

1. Identify and investigate the food distribution chain/water supply network or other potential routes of transmission.
2. Identify as many cases as possible.
3. Describe cases by 'time, place and person'.
4. Construct epidemic curve.

5. Collect clinical and/or epidemiological and/or environmental data from affected and unaffected persons using a standardised questionnaire.

3. Collation

1. Calculate attack rates.
2. Confirm factors common to all or most cases.
3. Categorise cases by 'time, place or person' associations.
4. Test and review hypotheses.
5. Collect further clinical, environmental or any other relevant specimens for laboratory analysis.
6. Ascertain source and mode of spread.
7. Carry out analytical epidemiological study.

4. Control Measures

1. Control the source: animal, human or environmental.
2. Control the mode of spread by:
 - a) Isolation, exclusion, screening and/or monitoring of cases and contacts
 - b) Protection of contacts by immunisation or prophylaxis
 - c) Giving infection control and other advice to cases and contacts
 - d) Examination, sampling and detention and where necessary seizure, removal and disposal of foodstuffs
 - e) Giving advice in respect of closure and/or disinfection of premises
 - f) Giving advice on prohibition of defective processes, procedures or practices
 - g) Or any other measure that needs to be taken
3. Monitor control measures by continued surveillance for disease.
4. Declare the outbreak over.

5. Communication

1. Consider the best means of communication with internal & external colleagues, stakeholders, patients/cases and carers, and the public, including the need for an incident room and/or helplines
2. Ensure appropriate information and advice is given to the public, especially those at high risk
3. Ensure accuracy and timeliness
4. Include all those who need to know

5. Use the media constructively
6. Liaise with all relevant agencies including:
 - a) Other LA's/Port Health
 - b) Other HBs
 - c) CDSC (Wales)
 - d) HPA
 - e) General Practitioners
 - f) Education and Social Services Departments
 - g) Public Analyst
 - h) Government Agencies e.g. DEFRA, Environment Agency
 - i) Welsh Assembly Government
 - j) Divisional Veterinary Officer
 - k) Water Company plc
 - l) Health and Safety Executive
 - m) FSAW
 - n) CCSIW
 - o) DWI
 - p) Community Health Councils
 - q) Consumer Council for Water
7. Prepare a written report.
8. Disseminate information on any lessons learnt from managing the outbreak

Appendix	Media Relations
4	

1. The OCT will endeavour to keep the public and media as fully informed as necessary without prejudicing the investigation and without compromising any statutory responsibilities or legal requirements and without releasing the identity of any patient/case.
2. At the first meeting of the OCT arrangements for dealing with the media should be discussed and agreed. This should include a nominated spokesperson(s) and a process for arranging press conferences and releasing press statements.
3. Press statements should be prepared and agreed by the OCT or a small subgroup previously agreed by the OCT.
4. Press statements on behalf of the OCT will normally only be released by the Public Relations Officer nominated by the OCT. If the OCT considers this inappropriate, or the nominated Public Relations Officer is not available, the Team will nominate an alternative spokesperson.
5. **No other member of the OCT or the participating agencies will release information to the press or arrange press conferences without the agreement of the Team.**
6. With the agreement of the OCT, press spokespersons will be appointed for specific purposes.
7. Notwithstanding the above, in the case of food poisoning outbreaks, all media statements should be prepared having regard to the provisions contained in the current Food Law Code of Practice.
8. Copies of press statements will be sent to the Welsh Assembly Government and other organisations as appropriate.
9. Consideration should be given as to whether it would be appropriate to purchase local media space to provide clear public health messages in the event of a large outbreak with significant implications to the public generally.

Appendix	Cross Boundary Outbreaks
5	

1. The CCDC must inform the office of the Chief Medical Officer (CMO) of the Welsh Assembly Government of any cross boundary outbreak and should invite the CDSC to assist in its investigation and management.
2. Regardless of where the cases lie, the OCT will take responsibility for the investigation, management and control of the outbreak. All involved LAs will participate fully in the OCT process.
3. The initial meeting of the OCT will normally be chaired by the CCDC or DPP for the most appropriate LA on the information available at the time. The Chair for the remainder of the outbreak will usually stay with this individual unless agreed otherwise.
4. There will be a duty on the chair of the OCT to invite officers from local authorities and agencies to be part of the OCT where appropriate.
5. Other involved authorities will be invited to participate at an appropriate level and to provide resources at a proportionate level.
6. The organisation of cross boundary arrangements between LAs will be in accordance with 2.4 (page 6) in the main plan.

Appendix	Hospital Outbreaks with Potential Public Health Implications
6	

1. In HBs, ultimate responsibility for infection prevention and control lies with the Chief Executive and is normally delegated to an Executive Director. The operational responsibility for infection prevention and control is then delegated to the Lead Infection Control Specialist (for example Infection Control Doctor, Consultant Microbiologist or lead Infection Control Nurse). The delivery of infection control support is through the Infection Control Team, led by the Lead Infection Control Specialist. The Infection Control Team is responsible for investigating incidents and outbreaks, reporting to the executive lead for infection prevention and control and ultimately the Chief Executive.
2. Most hospital outbreaks have minimal or no public health implications and will be dealt with using the hospital's own internal outbreak plan. However, if an infectious disease outbreak within a hospital has any potentially serious public health implications, it will be managed using this plan (The Wales Outbreak Plan).
3. The Lead Infection Control Specialist will make an initial assessment of the extent and importance of any infectious disease incident and will report to the CCDC in a timely manner, any incident of potential public health importance. The CCDC will inform the DPP of the relevant LA. The CCDC, the Lead Infection Control Specialist and the DPP (as appropriate) will then agree (in consultation with others as required) any further action necessary with regard to the public health implications. This discussion will not prevent any immediate action which is required to manage the outbreak by any one of these parties.
4. If it is agreed that there are potentially serious public health implications arising from the incident and an outbreak is declared, this plan will be followed, supplemented by the hospital outbreak plan as required. Due regard should be had as to the statutory obligations of the LA in respect of certain diseases of public health importance.
5. It is expected that all hospital outbreak policies will stipulate that the local CCDC should be informed whenever a hospital OCT is convened regardless of the circumstances. The CCDC will assess whether there are any potential public health implications associated with any hospital outbreak. If any are identified, action should proceed as laid out in paragraph 3 and 4 above.
6. Whilst it is difficult to be prescriptive as to what constitutes a potentially serious public health implication, the following are suggestive features:
 - a) the outbreak has significant implications for the community;
 - b) involves many cases of notifiable disease;
 - c) involves even small numbers of a disease which constitutes a serious public health hazard;
 - d) Involves food or water borne transmission of infection.

7. If the use of this plan cannot be agreed, the issue should be referred to the Chief Executive of the HB involved.
8. Whenever this plan is activated, the lead organisation for media and public communications will be agreed at the OCT meeting. All media and public communications will be agreed jointly between the organisations involved and will follow the principles laid out in appendix 4.

Appendix	Out of Hours Service and Emergency Arrangements
7	

1. All core members must make suitable and sufficient arrangements for providing an effective service to deal with incidents and outbreaks at times outside normal office hours. These will include:
 - In the evening and night times after normal office hours have finished
 - At weekends
 - During bank holidays
 - During extended periods of office closures, e.g. Christmas, Easter.
2. The arrangements must include references to communications, resources and equipment, and enforcement activity administration.
3. All core members will ensure that effective communication systems are in place and take responsibility for updating contact points whenever necessary.
4. All core members should ensure that the resources necessary for out-of-hours actions can be quickly put into place. This should include:
 - Meeting rooms
 - Administration support
 - Officers with necessary competencies and delegated authority.

Appendix	Points of Contact
8	

To be completed by each organisation locally

Appendix	Format for Outbreak Reports
9	

1. All reports and other documents produced by the OCT must comply with the requirements of the Data Protection Acts 1994 and 1998. For that purpose reports and other documents will anonymise any sensitive personal information and references to patients and businesses will be numerical and alphabetical, respectively.

Executive Summary

Introduction/Background: Brief narrative of circumstances of outbreak

Investigation:

- Case Definition
- Epidemiological
- Microbiological
- Environmental
- Chemical

Results:

- Epidemiological
- Microbiological
- Environmental
- Chemical

Control Measures

Conclusions/Recommendations:

- a) a statement on the causes of the outbreak, including any failures of procedures or breaches of legislation
- b) identification of culpable persons or businesses
- c) referrals to other agencies for their actions
- d) comments on the conduct of the investigation and lessons learnt
- e) comments on any training needs identified by the investigation and performance against agreed standards

Appendices:

- Minutes of OCT meetings
- Results of statistical analyses
- Epidemiological Report
- CDSC Report form

Appendix	Authorisation
10	

1. The Local Government Act 1972 allows local authorities to appoint POs to perform certain functions to discharge the duties that a LA has to carry out. Determined by the specific policies of each individual Council, certain powers will be delegated to the DPP to enable to the discharge of the communicable disease function. Section 1 of the Public Health (Control of Disease) Act 1984 requires local authorities to execute the provisions of that Act. To assist the DPP in the performance of the function, the DPP will appoint EHOs and authorise them to carry out specific functions. Each EHO will be authorised by a committee minute or report depending on the level of delegation within that authority.
2. Similarly, the LA can appoint a medically qualified person to act as a PO to assist in discharging the functions of the Act and associated regulations. Guidance was given on this matter in circular WHRC(73)33. The appointment and level of authorisation will be confirmed by a committee minute or delegated power as appropriate. In addition, the LA should appoint other medically qualified persons to act when the PO is not available. These "Alternate Proper Officers" must be similarly appointed and authorised. Guidance was given on this matter in circular WHC(94)27.

Appendix	Lead Officer
11	

1. Lead Officer in Communicable Disease

- 1.1 The development of the Lead Officer for Communicable Disease concept has 2 functions namely:
- a) the appointment of officer(s) within LAs who have specific expertise and responsibilities in the Communicable Disease function; and
 - b) to work with others as a cohort of specialists in the Communicable Disease function to be used on various locations in Wales to assist in the investigation, control and management of outbreaks of Communicable Disease.
- 1.2 The initiative is supported by all LAs in Wales, and given approval by the DPP in Wales and included in Welsh Assembly Government CMO's Communicable Disease Strategy, published in July 2001.
- 1.3 This is part of the continuing development of the communicable disease function in LAs and in particular the implementation of the Communicable Disease Outbreak Plan, and is considered to be an important aspect of a LA's role in providing effective and sufficient resources to enable it to respond to major outbreaks of communicable diseases.
- 1.4 The CMO's Communicable Disease Strategy has recommended the adoption of the principle of a "**Lead Officer**" and the Welsh Assembly Government has provided a level of funding, through Public Health Wales, to facilitate the training of Lead Officers in all LAs in Wales.

2. Lead Officer

- 2.1 Each LA in Wales will appoint a named "Lead Officer" for communicable disease. This officer will be an existing employee of a LA working in the communicable disease/food safety section within the public protection department.

Qualifications

- 2.2 The Lead Officer will normally be a qualified EHO with a degree in Environmental Health or the EHORB Diploma and preferably additional qualifications in a related subject. The Lead Officer should have extensive experience in the Communicable Disease function as a field officer and preferably in a management/supervisory role. Although communicable disease is not limited to food poisoning, the officer should have extensive experience in food safety.

2.3 Job Description

1. To provide expert advice and information on all aspects of the communicable disease function within the LA
 2. To advise on specific aspects of investigation of serious or major incidents of communicable disease
 3. To provide advice and support to the Chair of the OCT during major outbreaks of Communicable Disease.
 4. To lead the investigative processes for such outbreaks on behalf of the LA.
 5. To assess the effectiveness and progress of such investigations.
 6. To be available for secondment to another LA following a request from that authority. This secondment is to assist that authority in the performance of tasks outlined in this document.
- 2.4 It is anticipated that this officer will be a named person in the Communicable Disease Outbreak Plan but will **not** assume the responsibility of chairing the OCT convened to manage and control the outbreak. This function has already been dealt with in the Plan.

3. Further aspects to consider

3.1 Level of appointed person:

The person designated "Lead Officer" should be the officer who normally carries out the investigative work in an outbreak situation. The Lead Officer would not normally be a person at the head of the organisation whose role is essentially managerial neither should they be a recently qualified officer.

3.2 Type of specialism required.

It is anticipated that the Lead Officer will be or have had experience in the Food Safety/Communicable Disease functions.

3.3 Additional qualifications are not required but are desirable and additional training will be provided by the LA as described above.

4. Arrangements for Collaborative Working

- 4.1 A further aspect of a LA's competence to successfully control and manage a communicable disease outbreak is to have sufficient number of trained staff available when required. It is possible that either because of job vacancies, holidays or sick absence or because the outbreak is so large that an individual authority may be unable to provide sufficient internal staff resources. It is in these instances that resources may be obtained from a neighbouring LA through a process of collaborative working.

- 4.2 The collaborative working may take several forms, namely:
- a) to assist in the various investigative processes of the outbreak investigation;
 - b) to carry out other routine Communicable Disease investigation work which is not part of the substantive outbreak; or
 - c) the secondment of an officer to assist in the control and management of an outbreak
- 4.3 To facilitate this process, local authorities should have in place appropriate administrative processes to enable these collaborative actions to occur as soon as they are required. Issues such as travelling arrangements, costs, indemnify, authorisation must be resolved by the LAs involved. Any such arrangements must be explicit and date limited

Appendix 12

Food Specific Appendix

Appendix	Legal Responsibilities
12.1	

1. Background

- 1.1 The specific statutory responsibilities, duties and powers which are significant in the handling of an outbreak of food poisoning are set out in the Public Health (Control of Disease) Act 1984, the Public Health (Infectious Diseases) Regulations 1988, the Food Safety Act 1990, the Public Health (Ships) Regulations 1979, the Public Health (Aircraft) Regulations 1979 and the International Health Regulations 2005.
- 1.2 The responsibilities, duties and powers are placed either upon the LA or upon a PO or an authorised officer of the LA.
- 1.3 The Food Standards Agency has a statutory duty to monitor the performance of food enforcement authorities. This includes a Local Authority's handling of cases and outbreaks, of food borne illness. There may be occasions where Agency officials will need to visit a LA in connection with an outbreak – where this need arises, the Agency will have regard to the priority of managing the incident and will do everything possible to ensure that the roles of the official co-opted to the OCT and the official undertaking any monitoring are kept separate.

2. Definitions

- 2.1 **Food Poisoning (CMO (92) 14.WO)** - Any disease of an infectious or toxic nature caused by or thought to be caused by the consumption of food or water.

3. Guidance

- 3.1 The guidance listed below will assist in the management and control of a food poisoning outbreak. It is recommended that documents below (3.2, 3.3 and 3.4) are kept with and used alongside this outbreak plan. Document 3.2 in particular is a key document in the control of an outbreak. Other documents listed should be used where appropriate.

- 3.2 **Preventing person-to-person spread following gastrointestinal infections:** guidelines for public health physicians and environmental health officers – Communicable Disease and Public Health Vol 7, No 4 December 2004.

This guidance is directed at doctors and EHOs for the purpose of controlling infection in general populations. It covers advice for enteric precautions, specifies 'at risk' groups and gives guidance on exclusions in specified cases.

- 3.3 **Management of Outbreaks of Foodborne Illness in England and Wales - Food Standards Agency:** This guidance provides a framework for health professionals to assist them in the management of outbreaks of infectious disease caused by ingestion of microbiologically contaminated food. It is

designed to assist the OCT in dealing with an outbreak and provides an aide memoir for medical and nursing staff, environmental health professionals, scientists and others involved in the investigation.

3.4 Food Handlers: Fitness to Work. A Practical Guide for Food Business Operators 2009 - Food Standards Agency

This guidance helps managers and staff to prevent infected food handlers spreading illness through food that they work with.

3.5 The Investigation of Sporadic Cases of *E. coli* O157 - South East Wales Communicable Disease Task Group 2004 (as reviewed in 2006).

This document is intended for use by Environmental Health Officers when dealing with sporadic cases of *E. coli* O157 however, some of the investigative suggestions and controls are transferable and useful to utilise to an *E. coli* O157 outbreak situation.

Appendix 13

WATER SPECIFIC APPENDIX

Appendix	Health Related Incidents in Wales Potentially Caused by Contaminated Drinking Water
13	

13.1. Introduction

1. The Water Specific Appendices are derived from the guidance document *The Emergency Framework for health-related incidents and outbreaks in Wales & Herefordshire potentially caused by contaminated drinking water*.
2. This guidance was developed by a multi-agency group including representations from LAs, Public Health Wales, Dwr Cymru and an independent expert advisor.

13.2 Purpose

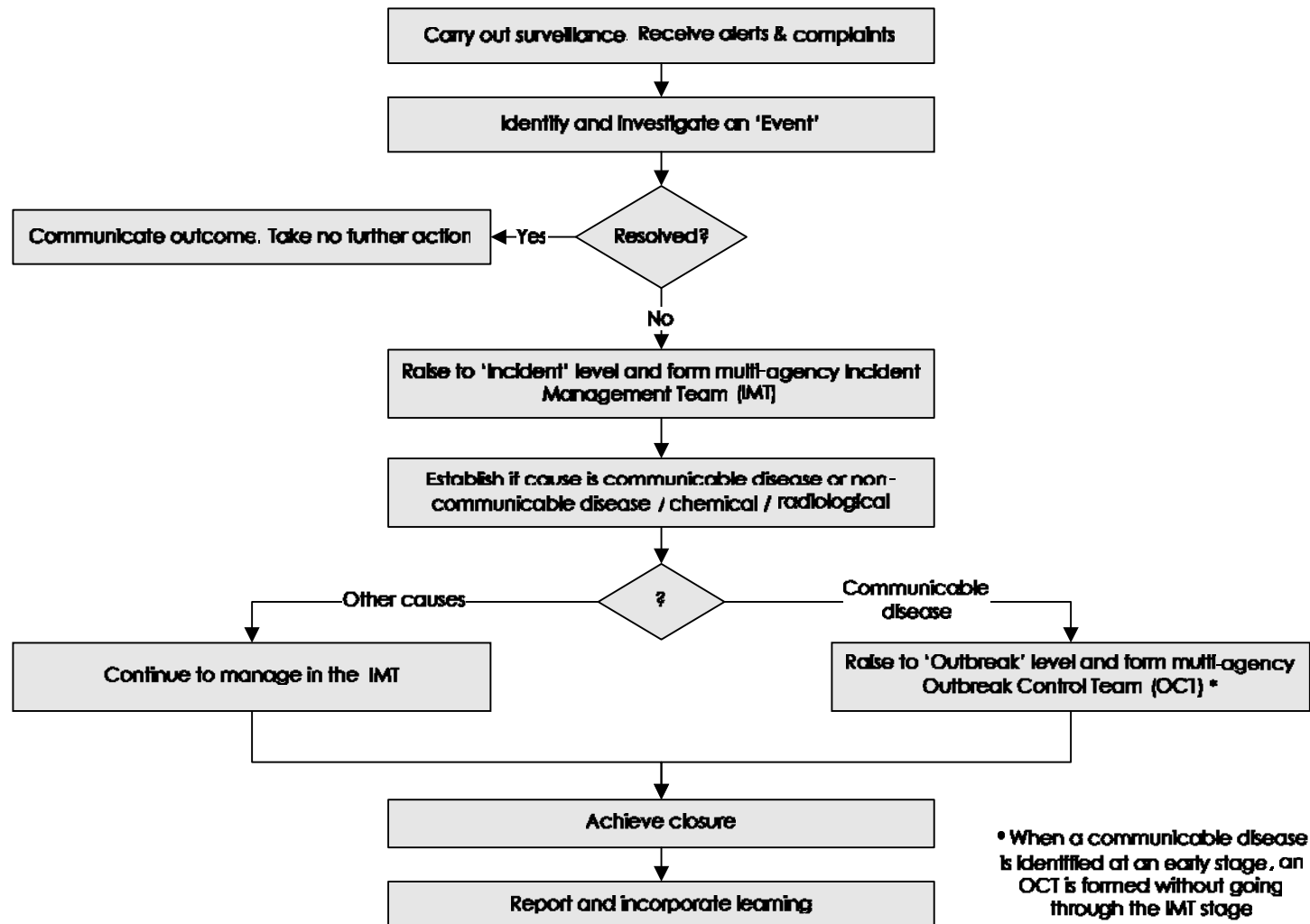
1. This Appendix sets out a multi-agency process for potential health-related incidents which involve public drinking water supplies **(for communicable disease outbreaks involving water, the Wales Outbreak Plan at the front of this document should be followed)**. It is designed to guide those involved, encouraging collaboration between agencies and bringing clarity of process and responsibility. It will inform the detailed procedures of the numerous organizations involved in protecting public health and resolving drinking water-related issues. Its implementation will facilitate rapid and effective responses to emergency situations.
2. The Appendix does not override national and local resilience plans or the statutory duties of individual organisations. It does not describe the detailed internal procedures of the water companies and the reporting requirements to the DWI.
3. The original document was endorsed by the Steering Group of the Water Health Partnership for Wales as a guidance document for use throughout Wales and Herefordshire.

13.3 Responsibilities

1. Responsibility for managing the public health aspects of events, incidents and outbreaks involving water is shared by LAs, HBs and Public Health Wales, with the full assistance of the relevant Water Company and their service providers, plus other experts or relevant consultants. This Appendix outlines those responsibilities and the process by which these organisations effectively work together.
2. In Herefordshire (as part of England), Primary Care Trusts (PCTs) and the HPA take the responsibility of the HBs and Public Health Wales respectively.

13.4. High-level Process Map

The process map below describes the basic steps in the overall process. Three sheets of more detailed maps are included on page 41-43.



13.5 Incident Management

1. The primary objective in an incident is to protect public health by identifying the source of the contamination, implementing the necessary measures to minimise exposure and prevent further spread or recurrence. *Given the number of private water supplies in Wales it is important that careful consideration is given to ensure the relevant water source is identified.* Success is dependent upon effective and timely communication between LAs, HBs, Public Health Wales and water companies and other involved parties. Informal discussion of potential problems, including consideration of immediate control measures, is encouraged at an early stage.
2. When an event¹ appears to have a significant potential impact on public health, it is escalated to an incident and an Incident Management Team (IMT) formed². Any party can notify other parties of an incident with potential public health implications and initiate an IMT. An 'incident' is a sub-set of 'event' including but not limited to:
 - a) Any sudden and unexpected breach of the Water Supply (Water Quality) Regulations which is a potential danger to human health
 - b) Any unusual deterioration in water quality³.
 - c) Any evidence of unusual and unexplained clustering of cases in the community
 - d) Any significant perceived risk to the health of consumers
 - e) Significant consumer perception of changes in water quality
 - f) Significant consumer concern about the quality of the water supplied
 - g) Any combination of the above
3. Appendix 13.12 (page 48) outlines the membership and duties of the IMT. Clear roles should be assigned to IMT members. At the earliest opportunity, there needs to be agreement on public information for general release and how to handle on-going media contacts (see Appendix 4: Media Relations, page 23). Expert advice should be sought on whether it is appropriate to follow up by commissioning an epidemiological study. Advice will also be shared with experts retained by the water company, the HPA for chemicals and radiological contamination, and NHS Medical Physicists when appropriate.
4. If chemical contamination (or other agents not causing an outbreak) requires an IMT to meet to assess the public health impact, the LA and Public Health Wales shall ensure adequate resources to facilitate this. A chair shall be agreed and minutes taken. Rapid decisions may need to be agreed with the water company to minimise exposure and the checklist (Appendix 13.12.4, page 48) should be considered. All information gathered should be shared amongst the IMT members.
5. Once the incident is clearly under control, an interim report should be prepared and shared with all the relevant bodies including Welsh Assembly Government, DWI, the affected LAs, as well as all IMT members (this is distinct from the reports which the water companies is required to submit to DWI). A final report may need to be delayed until any epidemiological studies can be completed. This could be followed by a peer-reviewed publication.
6. Where an IMT is convened, a record of proceedings will be made and circulated to

¹ Within this Framework, an 'event' is any biological, chemical or radiological occurrence which may potentially impact public health.

² An IMT may work over phone or video links when appropriate, rather than hold meetings.

³ For guidance on epidemiological evidence used to determine the likely association with drinking water, refer to Appendix 13.14.

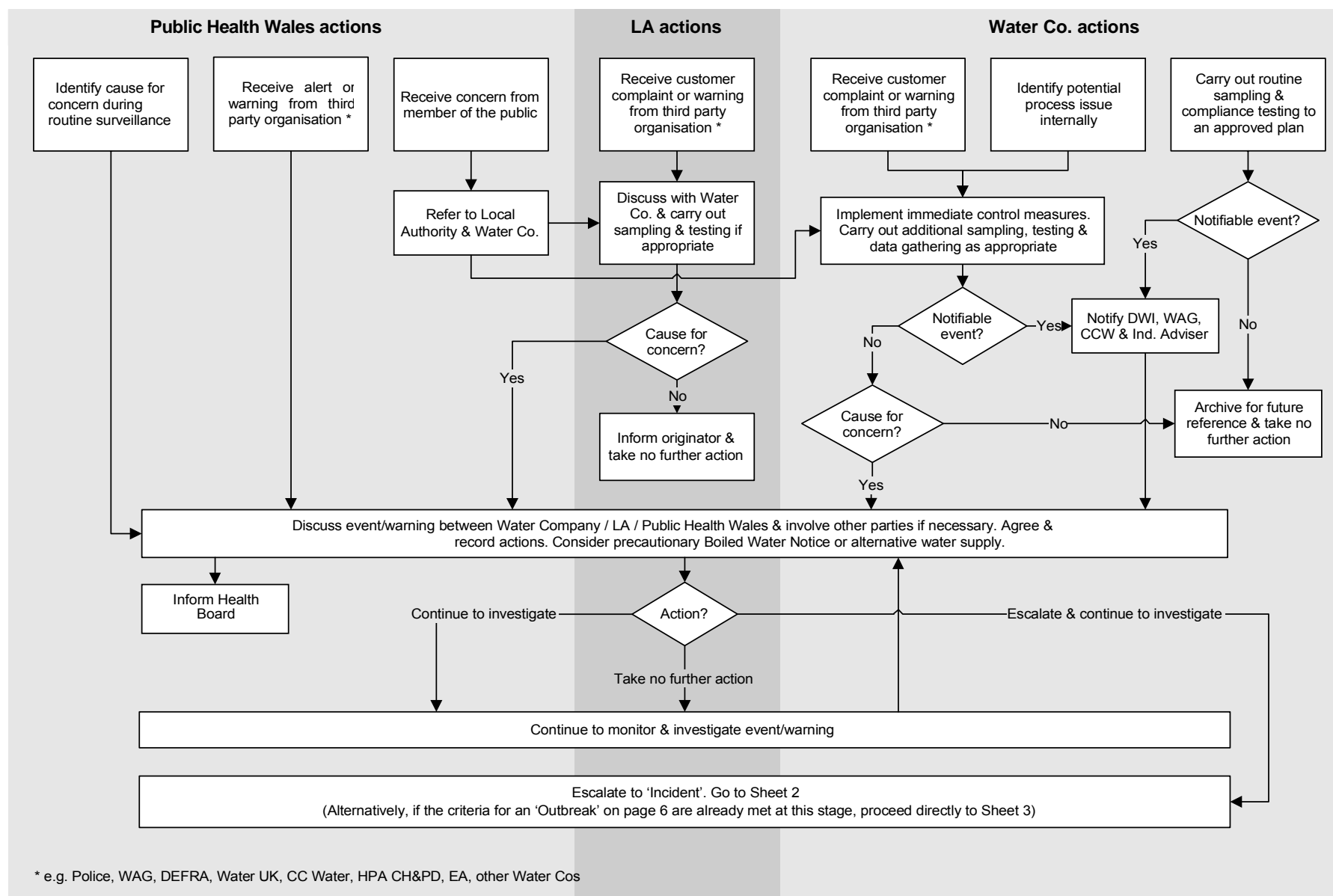
an agreed distribution list. In the event of a significant emergency, the report will also be circulated to; the Welsh Assembly Government, the HB, all LAs involved, DWI and any other parties as deemed appropriate by the IMT.

7. The IMT shall bear in mind the statutory requirement for the water company to report at 3 working days and 20 working days (and at other times as required) to the DWI. This report will contain details of the investigation, compilation of the results, conclusions, recommendations and lessons learnt. Minutes of all IMT and/or OCT meetings will be appended.

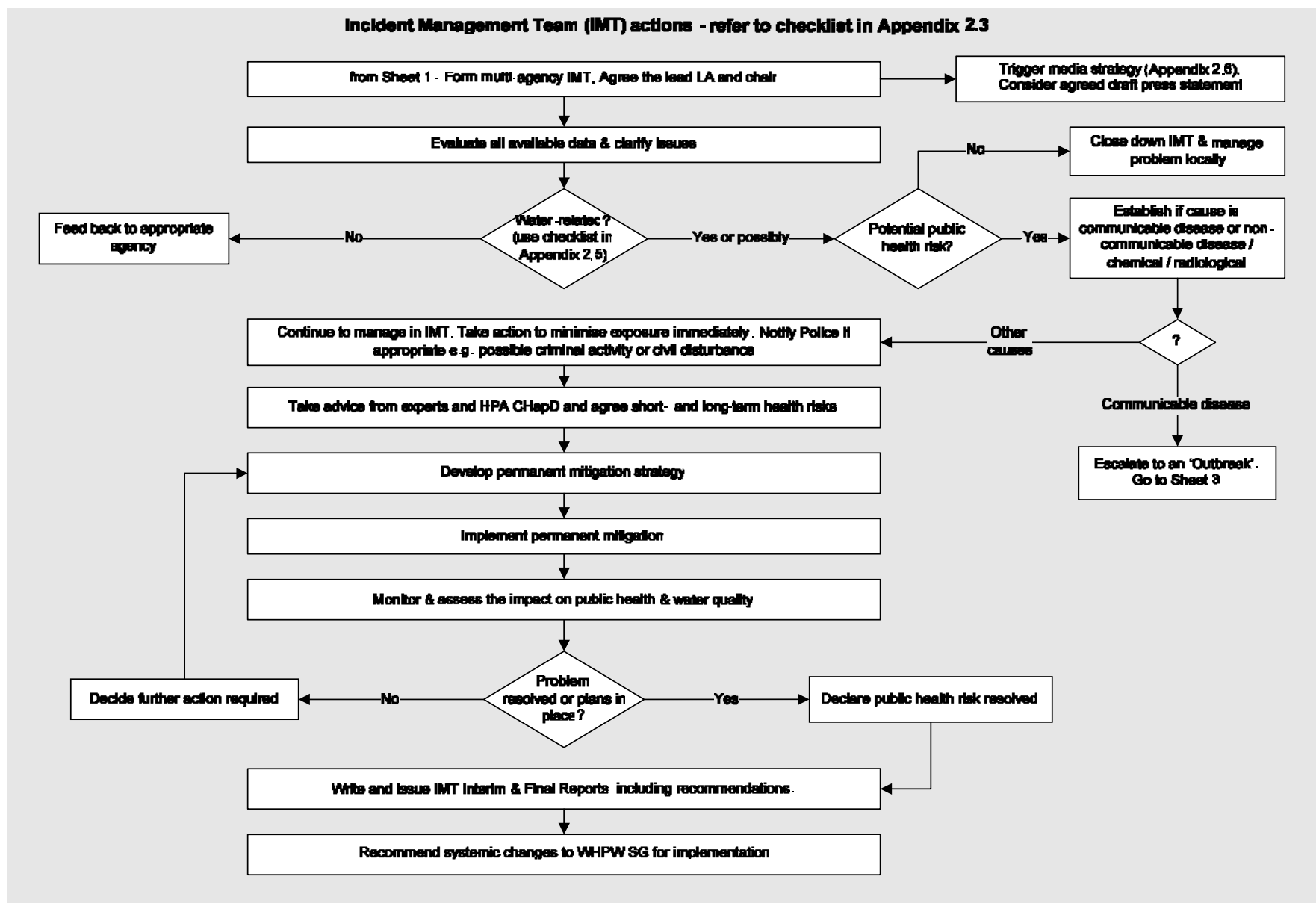
13.6 Outbreak Control

1. Where an outbreak is suspected or declared, the Generic Plan should be followed.
2. The OCT shall bear in mind the statutory requirement for the water company to report at 3 working days and 20 working days (and at other times as required) to the DWI. This report will contain details of the investigation, compilation of the results, conclusions, recommendations and lessons learnt. Minutes of all IMT and/or OCT meetings will be appended.

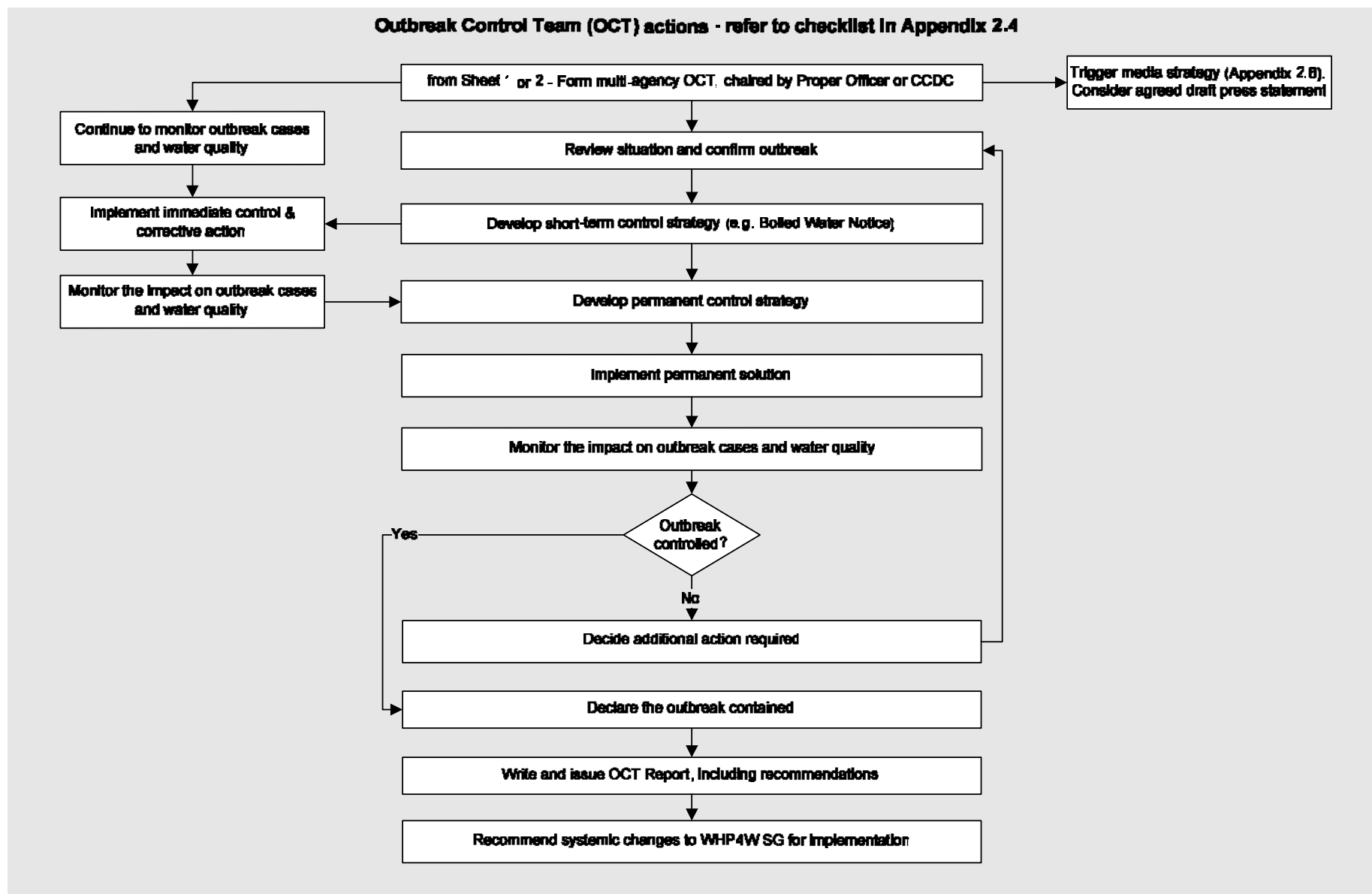
13.7. Detailed Process Maps: Sheet 1 – Identifying Events and Escalating



13.8. Detailed Process Maps: Sheet 2 – Managing an Incident or Escalating



13.9. Detailed Process Maps: Sheet 3 – Controlling an Outbreak



13.10 Role of Water Company in IMT/OCT

1. Water companies have statutory duty under the Water Industry Act 1991 to supply safe and wholesome water, as defined in the Water Quality Regulations, within their respective regions. When a breach of a Water Quality standard has occurred that might have a potential impact on public health, water companies are required to inform the relevant LAs and CCDCs and to agree, and undertake, the appropriate investigations and mitigation measures to control or prevent potential risk e.g. Boil Water Notices. In the event of a continuing risk to the safety of public water supplies and an escalation to 'Incident' or 'Outbreak' status, the water companies shall appoint one or more senior responsible officers to the IMT or OCT to fulfil specific operational and customer related requirements.
2. The water company representative(s) will have sufficient authority and knowledge to:
 - a) Understand the cause, effects and extent of the issue and inform the IMT/OCT fully of any events before the incident or outbreak was declared.
 - b) Make the appropriate operational decisions on behalf of the IMT or OCT and ensure that they are immediately and fully implemented by the water company.
 - c) Provide the IMT or OCT with a water company perspective on the management of the incident.
 - d) Be adequately briefed and ensure that the IMT or OCT are made aware of, and have access to, all relevant water quality and operational data.
 - e) Facilitate the diversion and commitment of water company resources i.e. equipment and manpower to manage the incident.
 - f) Inform customer communications and other stakeholder briefings and, if necessary, enlist the support of the media communications personnel within the Company. This will include agreeing 'lines to take' for customer call centres and sharing this with the IMT/OCT.
 - g) Share any necessary information from their customer database.
 - h) Ensure that all alliance partners and other experts, contractors, etc. assist the IMT/OCT and ensure that any relevant information is shared with all members.

13.11 Incident Management Team for the Public Health Aspects of a Water Incident

1. Purpose

- 1.1 The overall purpose of the IMT is to protect public health during an incident by identifying the source of contamination, implementing the necessary temporary and permanent measures to minimise exposure and prevent further spread or recurrence.

2. IMT Members

- 2.2 Core members for all incidents:

- LAs
- HBs and/or Primary Care Trusts
- Public Health Wales
- Water companies
- External Advisors (accessed through Water Company)

- 2.3 Co-opted members as necessary:

- Chemical Hazards and Poisons Division of HPA
- Environment Agency
- Medical Physicist
- FSAW
- Emergency Planning Officers (Water Companies or LAs)
- Veterinary Laboratory Agency and/or Animal Health
- DWI

- 2.4 Dependent upon the scale of the incident, representatives may require the support of additional staff to accompany them. The IMT will usually be chaired by a health or LA representative and the Chair will be agreed at the first meeting. However, any member of the IMT can chair by the agreement of the members of the IMT. If the incident becomes an outbreak, an outbreak should be declared, the IMT dissolved and an OCT formed. The OCT will operate as laid out in the Wales Outbreak Plan at the front of this document.

3. Duties

- 3.1 The duties of the IMT are to:

- a) Appoint a chair, aiming for continuity whenever possible
- b) Take minutes which record their decisions (including deferred decisions) and actions, together with their rationale
- c) Maintain a log of actions and decisions as appropriate
- d) Establish an Incident Room if appropriate
- e) Review evidence for the incident and investigate source and cause
- f) Identify and assess the risk to public health and likely illness in the

- community
- g) Establish the cause of the risk and determine if it is drinking water-related
- h) Escalate to an 'Outbreak' if the cause is a communicable disease

For other causes:

- a) Agree and implement immediate protective action
- b) Agree and implement longer-term actions to prevent recurrence
- c) Identify the population at risk
- d) Take advice from external experts
- e) Draft statement for media (see Appendix 4) and information for consumers
- f) Delegate all information releases to specific IMT members
- g) Meet at appropriate intervals and record minutes
- h) Issue a report on the outcome, including recommendations
- i) IMT may need to escalate to an OCT for a communicable disease. This should be clearly recorded.

4. Checklist

- 4.1 The following is intended as a checklist of actions to be considered in order to deal effectively with an incident. The step-by-step approach does not imply that each action must follow the one preceding it. In practice, some steps must be carried out simultaneously and not all steps will be required on every occasion.

5. Assessment of situation:

- a) Describe the incident (location, what's occurred, magnitude, nature and toxicity of chemical contamination, immediate control measures planned and implemented)
- b) Obtain expert toxicological advice
- c) What other information is currently available from the different agencies (Health, LA, EA, VLA, SVS, water companies, HPA, etc.)?
- d) What is the potential health impact for individuals or population on the information currently available?
- e) Who are the population at risk (consumers supplied (households, schools, hospitals, etc.) industry, leisure?
- f) Has the population been exposed already?
- g) Is there on-going exposure?

6. Is there a potential health risk?

- a) What else can be done immediately to minimise on-going exposure and effects on those exposed?
 - Removal/treatment of contamination?
 - Provision of clean drinking water for the consumer?
 - Information and advice to public and media?
 - Information and advice to health professionals?
 - Agreement on further monitoring and analysis?

- All agencies on the IMT to consider implications impacting on their own particular remits?

7. On-going information requirements and considerations:

- Is the current data set accurate and complete enough to assess hazard and risk? If more information is needed, resources to gather more samples and analysis should be agreed.
- Are there any possible by-products which should be identified or eliminated?
- Have we taken additional expert advice from external sources?
- Are we taking the option with the least impact on health?
- Are there any long term health effects that also need to be considered?
- Do we need additional epidemiological advice on any analytical epidemiological study that may be helpful?
- Should a follow up study, e.g. bio-monitoring, be recommended? If so, how should this be undertaken?
- The LA should ensure that adequate resources are available to facilitate the health response and record clearly the events and decisions particularly relating to health effects and protection.

8. Communication

- Consider the best means of communication with colleagues, patients and the public, including the need for an incident room and/or helplines.
- Ensure appropriate information and advice is given to the public, especially those at high risk.
- Ensure accuracy and timeliness.
- Include all those who need to know.
- Use the media constructively.
- Liaise with other agencies as appropriate:

- Other LAs/Port health Authorities
- Other HBs
- CDSC (Wales)
- HPA
- General Practitioners
- Education and Social Services Departments
- Public Analyst
- Government Agencies, e.g. DEFRA, Environment Agency
- Welsh Assembly Government
- HPA CHaPD
- Divisional Veterinary Officer
- DWI
- Health & Safety Executive
- FSAW
- CSSIW

- Prepare a written report.

- h) Disseminate information on any lessons learnt from managing the incident.

13.12 Control Measures to be Considered in Both Incidents and Outbreaks

1. Control the source: animal, human, environmental, treatment type or distribution system.
2. Control the mode of spread by providing alternative supplies (re-zoning, overland mains, bowzers, bottles) and/or issuing Boil Water Notices, also:
 - a) Isolation or exclusion of cases and contacts
 - b) Screening and monitoring of contacts
 - c) Protection of contacts by immunisation or prophylaxis
 - d) Examination, sampling and corrective actions at treatment, catchment or distribution points
 - e) Diverting sources and/or disinfection of process/distribution
 - f) Giving advice on protection measures especially to immuno-compromised groups
3. Monitor control measures by continued surveillance for disease.
4. Evaluate the management of the outbreak and make appropriate recommendations for the future.
5. Lift Boil Water Notice subject to agreed criteria being met.
6. Declare the outbreak contained.

13.13 Epidemiological Evidence Used to Determine Likely Association with Drinking Water

The following evidence that may contribute to defining an outbreak as waterborne independently of findings related to water treatment and supply:

1. Numbers exceeding expected background level for time and place or linked cases.
2. Descriptive evidence (person, place, time): A large proportion of cases clustered in water distribution area.
3. Strength of statistical association by an analytical epidemiological approach (e.g. case-control or cohort), especially with dose response (risk increased with amount of water consumed).
4. Consistency with natural history of pathogen.
5. Plausibility in terms of descriptive details, outbreak dynamics etc.
6. Analogy with other waterborne outbreaks (including high proportion of adult cases in suspected *Cryptosporidium* outbreaks).
7. Strength of likely association increased by recovery of pathogen from supply.
8. Lack of evidence for plausible alternative explanation.
9. Case numbers decrease following the introduction of appropriate control measures.

13.14 Relevant Legislation & Guidance

1. Public Health (Control of Disease) Act 1984
2. Public Health (Infectious Diseases) Regulations 1988
3. Food Safety Act 1990
4. Water Industry Act 1991
5. Civil Contingencies Act 2004
6. Cryptosporidium in Water Supplies. Report of the Group of Experts, Chairman – Sir John Badenoch. Department of Environment/Department of Health. HSMO London 1990.
7. Cryptosporidium in Water Supplies. Second Report of the Group of Experts, Chairman – Sir John Badenoch. Department of Environment/Department of Health. HSMO London 1995.
8. Cryptosporidium in Water Supplies. Third Report of the Group of Experts to: Dept of the Environment, Transport and the Regions & Department of Health. Chairman – Professor Ian Bouchier. November 1998.
9. Dŵr Cymru Welsh Water Incident Response – Incidents Managed by Others (Section 4 of DCWW Incident Plan)
10. Water Quality (Water Supply) Regulations 2000 (England)
11. Water Quality (Water Supply) Regulations 2001 (Wales)
12. Draft Water Quality (Water Supply) Regulations 2007 (England & Wales)
13. World Health Organisation Guidelines for Drinking Water Quality
14. Guidelines for Water Quality Onboard Merchant Ships including Passenger Vessels, HPA, 2003

FLINTSHIRE COUNTY COUNCIL

AGENDA ITEM NUMBER: 14

REPORT TO: **EXECUTIVE**
DATE : **18 OCTOBER 2011**
REPORT BY: **DIRECTOR OF LIFELONG LEARNING**
SUBJECT : **SCHOOL ADMISSION ARRANGEMENTS 2013/14**

1.00 PURPOSE OF REPORT

- 1.01 To seek authority to commence the statutory annual consultation on admission arrangements to apply from September 2013.

2.00 BACKGROUND

- 2.01 In accordance with the Welsh Admissions Code, the local authority is required each year to undertake a statutory consultation exercise on its admission arrangements for schools for which it is the admission authority. Consultation must be concluded by 1 March 2012 and the arrangements determined by 15 April 2012. Statutory consultees are the governing bodies of all schools, admission authorities for all other maintained schools in the area, the diocesan authorities and neighbouring authorities.
- 2.02 Consultation must cover the full admission arrangements, including the admissions policy, oversubscription criteria, and the proposed admissions timetable. This is attached as Appendix 1. Consultation must also include Admission Numbers, which are derived from the capacity of a school, and these are attached as Appendix 2.

3.00 CONSIDERATIONS

- 3.01 The current admission arrangements have been in place since 2003 and the vast majority of parental preferences (98%) continue to be met. The number of admission appeals in Flintshire is low. In the 2010/11 academic year, there were 36 (2.1%) secondary appeals in total and 13 (0.78%) primary, of which 28 (1.7%) and 4 (0.2%) respectively originated from preferences not met in the main admissions round, ie September 2010. For 2011/12 admissions, there have been 32 (1.09%) appeals for secondary schools and 7 (0.42%) for primary. The total number of appeals for the 2011/12 academic year is anticipated to be slightly higher than last year.
- 3.02 There are no changes proposed to the current admissions policy or oversubscription criteria. The proposed admissions timetable for 2013/14 will be discussed with neighbouring authorities and the diocesan authorities to agree a common timetable, as required by the Welsh Admissions Code. It is not anticipated that the timetable will differ largely from that agreed for this academic year.
- 3.03 Surplus places in Flintshire schools are below the Welsh average, primary being 18.14% and secondary at 11.96%. This places the Authority 9th lowest and 7th

lowest respectively. Members will be aware that the School Modernisation Strategy and in particular the secondary schools' reviews currently underway will address the removal of excessive unfilled places in some schools. Statutory guidance determines that local authorities should plan to reduce surplus places to below 10% in each phase.

- 3.04 Consultation will take place between 1 November and 14 December 2011 and it is proposed that a report on the outcome be considered by the Lifelong Learning Overview and Scrutiny Committee and Executive prior to determination of the admission arrangements by the County Council in March.

4.00 RECOMMENDATIONS

- 4.01 That the proposed admission arrangements for September 2013 be used as the basis for the annual statutory consultation.
- 4.02 That a report on the outcome of the consultation is presented to the Lifelong Learning Overview and Scrutiny Committee and the Executive prior to being considered by the County Council in order that the arrangements are determined by 15 April 2012.

5.00 FINANCIAL IMPLICATIONS

- 5.01 None.

6.00 ANTI POVERTY IMPACT

- 6.01 None.

7.00 ENVIRONMENTAL IMPACT

- 7.01 The capacity assessments for schools ensure that the use of teaching space and other rooms is accurately and consistently calculated and provide useful information relating to surplus spaces or oversubscription.

8.00 EQUALITIES IMPACT

- 8.01 All parents have an opportunity to express a preference for a particular school and all applications are dealt with in an open and transparent manner in accordance with the criteria.

9.00 PERSONNEL IMPLICATIONS

- 9.01 None.

10.00 CONSULTATION REQUIRED

- 10.01 The statutory consultation must be completed by 1 March 2012. Any proposed changes to Admission Numbers will be discussed with schools during the consultation process.

11.00 CONSULTATION UNDERTAKEN

- 11.01 All schools were consulted about their capacity assessments and admission numbers in 2007/8.

12.00 APPENDICES

- 12.01 Appendix 1 - Admission Arrangements September 2013
Appendix 2 - Admission Numbers

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985
BACKGROUND DOCUMENTS

Welsh School Admissions Code

Contact Officer: Gill Yates
Telephone: 01352 704187
E-Mail: gill_yates@flintshire.gov.uk

Timetable

Admission Stages	Admission forms available to parents by:	Parental consideration period:	Parents return completed forms by closing date:	Allocation of places period:	LEA to inform parents by:
Secondary	05.09.11	05.09.11 - 31.10.11	31.10.11	01.11.11 – 03.02.12	01.03.12
Reception, Infants to Juniors	05.09.11	05.09.11 – 31.10.11	31.10.11	01.11.11 – 09.03.12	23.03.12
Nursery	04.01.12	04.01.12 – 20.02.12	20.02.12	21.02.11 – 05.04.12	20.04.12

Application forms must be returned to the Local Authority by the closing date. Your child may have less opportunity to be allocated to your preferred school if your application is received after the closing date.

Late applications will be considered after those received by the closing date, unless the Local Authority considers that there are good reasons for the application form being late which must be included with the application form. For example, exceptional medical reasons preventing an earlier application, recent move of house – supporting evidence must be provided.

The process for offering school places

If you express a preference for a voluntary aided school or foundation school in Flintshire the relevant school will be sent your details. These schools are responsible for considering your child's application against others received in accordance with their own admission criteria. The school governors should use the school's own admission criteria to rank applications and make offers of places. Any preferences not met will be returned to the local authority and will be treated equally with other preferences expressed for Flintshire Community Schools.

If you apply for a place at a Flintshire Community School the local authority applies their own published admission criteria to rank all preferences expressed to see who can be offered a place. The place that is offered is at the school where the pupil best meets the criteria and in the order the parent has expressed on the child's preference form.

Please note neighbouring local authorities' timetables may be different to those above but Flintshire will work closely with neighbouring LAs to coordinate admission arrangements. If the school, for which you wish to express a preference, is in another county, please contact the respective LA to ensure you do not miss the closing date.

Policy and Process for Admissions to Schools

The County Council, as the Local Authority, is responsible for determining the

arrangements for admissions, and for admissions to all Community Primary, Secondary and Special Schools and Voluntary Controlled Schools. The LA will consult annually with school Governing Bodies and the Diocesan Education Authorities in relation to admissions.

The LA will comply with statutory requirements and will give full recognition to the expression of parental preference, and, in the case of sixth form admissions, to the expression of a preference by a young person, in the context of its duty to ensure the provision of effective education and the efficient use of education resources. The LA will admit pupils up to the Admission Number and will not refuse applicants for a particular school unless that school has reached its Admission Number.

The LA will comply with its duty to ensure the provision of effective education and the efficient use of resources. In so doing, the LA will have regard to the total resources, including accommodation and staffing, available to each school and any constraints imposed by the school organisation and curriculum. It will also consider the resource implications for the authority and impact on other education policies. The Admission Number for each school relates to the number of children that can be admitted to each year group during the school year. The Admission Number for each school is indicated on the 'Schools List'. The LA will not, however, expand a school to meet demand which does not comply with the admissions criteria.

Admissions Procedure

The annual admissions procedure applicable to the relevant age group will include the following stages:

- Publication of the 'Guide to Education Services'.
- Arrangements to enable parents to express a preference for a school they wish their child/children to attend, and, in the case of sixth form admissions, expression of a preference by a young person.
- Consideration of preferences in accordance with the admissions criteria, up to the Admission Number for each school.

Please Note

Expressing a preference does not guarantee a place at your chosen school if that school is oversubscribed. If more parents apply for places at the school than the number of places available, the Authority will apply the oversubscription criteria for allocating places as set out in this Guide.

Admission Phases

Early Entitlement to Education

A part-time education place is available for every child the term after his/her third birthday.

Children born in...	Entitled to...
Autumn Term	2 terms of educational provision (Spring and Summer)

Spring Term	1 term of educational provision (Summer)
-------------	---

Children born in the Summer term receive their education entitlement in the school nursery classes in the Autumn term after their 3rd birthday. Parents may state a preference for an approved setting which may be a pre school playgroup (English or Welsh), a private day nursery, a 'network' childminder or school nursery class. Applications for early entitlement are made directly to the setting. Forms are available all year.

Notes:

1. Admission to an Early Entitlement setting at a particular school does not guarantee subsequent admission to nursery at that school.
2. No transport is provided.

For further information on approved settings please contact:
The Early Years Advisor, Tel: 01352 704104.

Nursery

A child becomes eligible for a place at a nursery class in the September following the child's 3rd birthday. Nursery education is not compulsory and parents have no right of appeal regarding nursery admissions under the School Standards and Framework Act 1998.

Nursery schooling in all schools/units will be provided on the basis of 5 x 2.5 hour sessions per week for each child.

Parents may express a preference for any nursery irrespective of where the child's home is in relation to the school. However, expressing a preference does not guarantee a place at that nursery. In the event of oversubscription, applications for nursery places will be dealt with by applying the admissions criteria in respect of primary schools as set out in this Guide.

When making the decision about the 'nearest suitable school' the Authority will accept only the pupil's home address and not that, for example, of childminder or grandparents. Parents will be asked to provide official documentation showing home address. Parents are advised that a school place may be lawfully withdrawn if the information given on their application form is fraudulent or misleading.

Application forms for nursery school admission are available from the Admissions Team, all nursery/infant/primary schools and on www.flintshire.gov.uk/education. The forms will be available according to the admissions timetable as set out in this Guide.

Primary

The Authority will admit a child to a maintained infant/primary school at the beginning of the school year if the child has achieved his/her 4th birthday on or before August 31st of that calendar year.

Admission will be based on the criteria listed below.

For pupils transferring from infant to junior school a parental preference form will be sent to each parent/guardian. Parents may express a preference for their nearest junior school or may insert the name of another school should they prefer that school.

In accordance with legislation, infant class sizes (Reception, Year 1 and Year 2) are restricted to a limit of no more than 30 per school teacher. In respect of junior classes (Year 3 to Year 6), the target is no more than 30 per school teacher.

Criteria to be applied in order of priority by the Authority for admission to Nursery, Infant, Junior or Primary Schools:

- a) the LA will consider the needs of a 'looked after child' (child in care) and pupils with a statement of special educational needs which includes a named school
- b) pupils for whom the preferred school is the nearest appropriate school to the pupil's home address
- c) pupils who have expressed a preference for a school which is not the nearest to their home address will be admitted if they have a sister or brother attending the preferred school
- d) pupils for whom the preferred school is not the nearest to their home address.

If there are more applicants than places in any of the above categories, priority will be given to applicants living nearest the school, measured from the child's home address to the recognised main entrance of the school.

Junior School

Parents of pupils transferring from Infant to Junior School will be given the opportunity to express a preference and places will be allocated using the following criteria:

- a) the LA will consider the needs of a 'looked after child' (child in care) and pupils with a statement of special educational needs which includes a named school
- b) pupils for whom the preferred school is the nearest appropriate school to the pupil's home address
- c) pupils who have attended the 'feeder' infant school and for whom the preferred school is the nearest appropriate school
- d) pupils who have expressed a preference for a school which is not the nearest to their home address will be admitted if they have a sister or brother attending the preferred school
- e) pupils who attend the 'feeder' infant school but for whom the preferred school is not the nearest to their home address
- f) pupils for whom the preferred school is not the nearest to their home address.

Secondary

Pupils will normally be transferred from a primary to a secondary school in the September following their eleventh birthday. A Parental Preference Form will be sent to each parent (*please see timetable for admissions*), and parents are invited to express a preference for one or more schools and may give a reason for the preference/s. However, where a school is oversubscribed, places will be allocated up to the Admission Number in accordance with the admissions criteria set out in priority order as described below.

Criteria to be applied in order of priority by the Authority for admissions to Secondary Schools:

For entry into a designated secondary school, the following specific arrangements will apply:

- a) the LA will consider the needs of a 'looked after child' (child in care) and pupils with a statement of special educational needs which includes a named school
- b) pupils for whom the preferred school is the nearest appropriate school to the pupil's home address
- c) where a preference is expressed for a school other than the nearest to a pupil's home address, where an older brother or sister is registered and will still be attending when the younger sibling will be starting, the younger sibling will be admitted to that school. The 'sibling rule' will only be applied for the statutory period of education i.e. between the Years 7-11 to enable the Local Authority to plan the provision of school places. Where an older sibling is continuing to attend the same secondary school for their Post-16 courses, the Authority will look to apply the 'sibling rule' in the case of the younger child
- d) where a preference has been expressed for a school other than the nearest to a pupil's home address and there is no brother or sister attending that school, pupils will be admitted in order of proximity to that alternative school and up to its Admission Number.

If there are more applicants than places in any of the above categories, priority will be given to applicants living nearest the school, measured from the child's home address to the recognised main entrance of the school.

The nearest appropriate school is interpreted as:

- (a) the school nearest to the child's home measured from child's home address to the recognised main entrance of the school.
- (b) the nearest Welsh medium school where parents wish their children to receive their education through the medium of Welsh.
- (c) the nearest Denominational school where parents wish to have their children educated in a denominational school.

The Council uses Routefinder, a network analysis system fully integrated into the Geographical Information System (GIS) software, to calculate home to school distance in miles. The shortest route is calculated from an applicant's home address to the recognised main entrance of the school.

It should be noted that transport will only be provided in accordance with the Transport policy.

Sibling (brother/sister)

A sibling is defined as a full, half, step or foster brother or sister living together as one household at the same address and where the elder sibling is of statutory school age and will still be registered at the preferred school (or, in the case of an infant school, attending the partner junior school) when the younger child is eligible to attend.

Admissions to schools other than those maintained by the LA

Parents wishing to express a preference for a school in a county other than Flintshire should still use the Flintshire LA preference form and it will be passed to the relevant local Authority, with the exception of Cheshire West and Chester Council who request you contact them directly. Please be aware of each Authority's admission timetable and closing dates.

Accepting or Declining Places Offered

Parents will be required to accept or decline the school place offered by returning a proforma by a set deadline. The Local Authority reserves the right to withdraw places not accepted by the deadline.

Waiting Lists

If a parent is refused a place for their child at their preferred school for admission in the following September, the parent may request that the child's name is placed on a waiting list until 31 August in the school year in which they apply. If additional places become available while the waiting list is in operation, and before any appeals are heard, they will be allocated to applicants on the waiting list in accordance with the oversubscription criteria and not according to the date the application was submitted. Placing a name on a waiting list, however, is not a guarantee of an eventual place at the school applied for and also does not affect the parent's right of appeal.

Admission of Pupils from outside Flintshire

Children residing outside Flintshire will only be admitted in accordance with the admissions criteria.

Change of School within Flintshire at times other than normal transfer Points

Schools in Flintshire have an agreed protocol for transfers from one nominated school to another other than at the normal transition point. A parent seeking such a transfer should initially speak to the headteacher of the child's current school to discuss the reasons for that transfer. If, following this discussion, the parent wishes to continue the process, contact should then be

made with the headteacher of the new school. Headteachers will refer parents to an officer of the Local Authority, particularly in cases where pupil numbers in the new school have exceeded the Admission Number in the appropriate year group. In such circumstances admission to the new school may be refused. Parents who are dissatisfied with this may give notice of appeal, as outlined below.

Appeals Procedure

If the Authority is unable to comply with the parental preference then the parent will be offered a place at another school. The parent may then accept the alternative placement, or may give notice of appeal. Further details about the appeals process will be made available to parents by contacting the Access Officer (01352 704068).

Appeals must be made in writing giving reasons, and sent to the Access Officer. The Authority will initiate the appeals procedure in accordance with the School Standards and Framework Act 1998. The parents, or parent accompanied by a friend if desired, will be given an opportunity to appear before an Independent Appeal Panel. The decision of the Independent Appeal Panel will be final and binding on all parties. Details describing the appeals procedure are outlined in a leaflet which is available on request or on www.flintshire.gov.uk/education.

Provision for Children with Additional Needs

The Authority, and schools have regard to the Code of Practice for Special Educational Needs when identifying, assessing and providing for children with additional needs. Some children may require special educational provision which is over and above that which a mainstream school could reasonably be expected to provide. The Authority will assess the needs of such pupils in accordance with the guidelines laid down by the Code of Practice. Where the assessment indicates this to be necessary, it will arrange for extra provision to be made for them. This provision will be included in a statement of special educational need for the child concerned. This document is negotiated with parents and schools. It states the child's needs and how and where those needs will be met. All Governing Bodies have a Governor with responsibility for the Special Needs Policy, which parents are entitled to see. Each school has an Additional Needs Co-ordinator who oversees the day to day operation of the policy. Parents who wish to discuss any aspect of their child's additional educational needs should first contact his or her Headteacher.

Admissions to Special Schools

Special Schools will normally only admit pupils with a statement of special educational need issued under the 1996 Education Act. In exceptional circumstances, they will admit pupils who are being assessed under the 1996 Education Act. The statementing procedure is administered by the Inclusion Service at County Hall. (Telephone: 01352 704028/704029)

LEA No 664
LEA Name Flintshire

PRIMARY CAPACITY

APPENDIX 2a

1	2	3	4	5	6	7	8
School Number	School Name	Type of School	Welsh Indicator	Age Range	Capacity F/T	Planned Admission Number	No. of FTE places available in a designated nursery class
2084	Abermorddu Juniors and Infants C.P.	C		3-11	234	29	EY (26)
2003	Bagillt (Merllyn C.P.)	C		3-11	196	25	EY (22)
2002	Bagillt (Ysgol Glan Aber C.P.)	C		3-11	120	15	EY (8)
	Broughton Primary	C		3-11	450	60	EY (30)
2065	Brynford C.P.	C		3-11	58	8	17
2063	Buckley (Mountain Lane C.P.)	C		3-11	409	58	26
2085	Buckley (Southdown C.P.)	C		3-11	382	54	30
2004	Buckley (Westwood CP)+	C		3-11	247	32	EY (24)
3303	Caerwys (Ysgol yr Esgob Aided)	V.A		3-11	97	12	EY (14)
2049	Carmel (Ysgol Bro Carmel C.P.)	C		3-11	180	25	24
2064	Cilcain (Ysgol y Foel C.P.)	C		3-11	95	12	EY (6)
2052	Connah's Quay (Bryn Deva C.P.)	C		3-11	283	40	21
	Connah's Quay (New School)	C		3-11	360	51	30
2077	Connah's Quay (Golftyn C.P.)	C		3-11	404	57	29
2086	Connah's Quay (Wepre Lane C.P.)	C		3-11	307	43	87
2089	Drury C.P.	C		3-11	136	17	EY (12)
2012	Ewloe Green C.P.	C		3-11	349	49	22
2013	Ffynngroew (Ysgol Bryn Garth C.P.)	C		3-11	131	17	EY (11)
3306	Flint (St.Mary's R.C.)	V.A		3-11	327	43	EY (41)
2257	Flint (Ysgol Croes Atti C.P.)	C	*	3-11	235	29	EY (45)
2091	Flint Cornist C.P.	C		3-11	289	41	30
2015	Flint Gwynedd C.P.	C		3-11	511	70	EY (50)
2017	Flint Mountain (Ysgol Maes Edwin C.P.)	C		3-11	76	10	26
2018	Greenfield C.P.	C		3-11	228	32	36
2237	Gronant C.P.	C		3-11	153	20	EY (10)
2081	Gwernaffield (Ysgol y Waun C.P.)	C		3-11	121	15	EY (14)
2056	Gwernymynydd C.P.	C		3-11	88	11	EY (4)
2021	Gwespyr Picton (Ysgol Gymraeg Mornant C.P.)	C	*	3-12	119	15	EY (12)
2073	Hawarden (Cross Tree Lane Infants C.P.)	C		3-7	180	60	27
3317	Hawarden (Rector Drew Juniors Aided)	V.A		7-11	240	60	No
2093	Hawarden (Ysgol Penarlag C.P.)	C		3-11	220	28	EY (21)
5200	Higher Kinnerton	F		3-11	228	28	EY (27)
2023	Holywell (Perth y Terfyn Infants C.P.)	C		3-7	110	36	30
3307	Holywell (St.Winefride's R.C.)	V.A		3-11	206	26	EY (23)
2082	Holywell (Ysgol Gwenffrwd C.P.)	C	*	3-11	278	36	EY (40)
2022	Holywell (Ysgol y Fron Juniors C.P.)	C		7-11	194	48	No
2024	Hope (Ysgol Estyn C.P.)	C		3-11	249	30	EY (24)
2092	Leeswood (Ysgol Derwenfa C.P.)	C.F		3-11	154	19	EY (19)
2026	Lixwm C.P.	C		3-11	77	9	EY (5)
2027	Llanfynydd C.P.	C		3-11	86	11	EY (7)

3308	Mold (St.David's R.C.)	V.A		3-11	158	20	EY (10)
2062	Mold (Ysgol Bryn Coch C.P.)	C		3-11	599	85	43
2068	Mold (Ysgol Bryn Gwalia C.P.)	C		3-11	252	33	EY (27)
2028	Mold (Ysgol Glanrafon C.P.)	C	*	3-11	251	35	EY (41)
2046	Mostyn (Ysgol Bryn Pennant C.P.)	C		3-11	111	14	EY (14)
	Mynydd Isa Primary School	C		3-11	469	64	54
3002	Nannerch Controlled	V.C		3-11	114	15	EY (1)
3021	Nercwys Controlled	V.C		3-11	51	6	EY (8)
2094	Northop (Ysgol Owen Jones C.P.)	C		3-11	147	19	EY (14)
2032	Northop Hall C.P.	C		3-11	222	30	EY (11)
3331	Pentrobin Aided	V.A		3-11	98	12	EY (13)
2231	Penyffordd (Abbots Lane Infants C.P.)	C		3-7	124	37	EY (24)
2075	Penyffordd Juniors C.P.	C		7-11	150	37	No
2061	Queensferry C.P.	C		3-11	180	25	No
3004	Rhesycae Controlled	V.C		3-11	65	8	EY (0)
2050	Rhosesmor (Rhos Helyg C.P.)	C		3-11	185	24	EY (17)
3311	Saltney (St.Anthony's R.C.)	V.A		3-11	171	21	EY (14)
2040	Saltney (Wood Memorial C.P.)	C		3-11	231	30	EY (22)
2078	Saltney Ferry C.P.	C		3-11	252	33	EY (18)
2053	Sandycroft C.P.	C		3-11	354	48	EY (36)
2041	Sealand C.P.	C		3-11	215	30	42
3330	Shotton (St.Ethelwold's Aided)	V.A		3-11	107	15	No
2083	Shotton (Taliesin Juniors C.P.)	C		7-11	198	49	No
3312	Shotton (Venerable Edward Morgan R.C.)	V.A		3-11	297	40	EY (33)
2042	Shotton Infants C.P.	C		3-7	163	50	EY (28)
2043	Sychdyn C.P.	C		3-11	177	25	24
3316	Trelawnyd Aided	V.A		3-11	121	15	EY (10)
2044	Trelogan C.P.	C		3-11	80	10	EY (13)
2266	Treuddyn (Ysgol Parc y Llan C.P.)	C		3-11	117	15	EY (9)
2051	Treuddyn (Ysgol Terrig C.P.)	C	*	3-11	103	13	EY (11)
3320	Whitford Aided	V.A		3-11	115	15	EY (15)
TOTAL					14685		

C - Community
 V.C - Voluntary Controlled
 V.A - Voluntary Aided
 F - Foundation
 (W) - Welsh Medium

SECONDARY CAPACITY

APPENDIX 2b

LEA No 664
LEA Name Flintshire

1	2	3	4	5	6	
School Number	School Name	Type of School	Age Range	Capacity	Admission Number	
4012	Holywell High School		11-18	1075	186	
4011	Elfed High School		11-18	1037	175	
4019	John Summers High School		11-18	565	104	
4018	Ysgol Maes Garmon	Welsh	11-18	711	120	
4021	Flint High School		11-18	797	143	
4013	St. David's High School		11-18	687	117	
4022	Connah's Quay High School		11-18	1102	198	
4600	St. Richard Gwyn High School	R.C.	11-18	1000	173	
4006	Alun High School		11-18	1768	250	
4000	Hawarden High School		11-18	1145	195	
4042	Argoed High School		11-16	580	116	
4017	Castell Alun High School		11-18	1240	211	
				11707		

FLINTSHIRE COUNTY COUNCIL

AGENDA ITEM NUMBER: 15

REPORT TO: **EXECUTIVE**
DATE : **18 OCTOBER 2011**
REPORT BY: **MEMBER ENGAGEMENT MANAGER**
SUBJECT : **RESULT OF THE CALL IN OF EXECUTIVE DECISION**
 RECORD NO 2463 - DEMAND RESPONSIVE TRANSPORT RE-
 TENDERING

1.00 PURPOSE OF REPORT

- 1.01 To apprise the Executive of the result of the call in meeting of the Environment Overview & Scrutiny Committee which was held on Thursday 6th October to consider two calls in of the decision relating to Demand Responsive Transport Re-tendering.

2.00 BACKGROUND

- 2.01 This item was considered by the Executive at the September meeting. It was subsequently called in by two groups of Members acting independently of each other.
- 2.02 The first call in, initiated by Cllrs Isherwood, Halford, Armstrong-Braun, McFarlane and Hampson was on the basis that there had been inadequate consultation regarding the cessation of the theatre shuttle.
- 2.03 The second call in, initiated by Cllrs Shotton, Attridge, S Jones, C M Jones and Hinds was because of the lack of consultation and information, with particular concerns surrounding the impact of the proposals on access to employment.
- 2.04 The decision makers were represented at the meeting by Cllr Sharps, the Deputy Leader and Executive Member for the Environment and Neal Cockerton, the Head of Assets and Transportation.

3.00 CONSIDERATIONS

- 3.01 The committee recognised the similarity between both calls in and thus heard them concurrently rather than sequentially.
- 3.02 Having heard the arguments put forward by the initiators, together with the views of the committee, the Executive Member suggested that he halt the re-tendering process, take the report back and request that the officers carry out a full review of the issues raised and report back to the December meeting of the Executive.
- 3.03 Whilst this offer was welcomed by the committee, the resolution was still option three, to refer the decision back to the decision maker.

Date: 12/10/2011

- 3.04 That being so, this report is the formal referring back of Record of decision no 2463 on the understanding that it will not be implemented and that a more comprehensive report will be submitted to the 13th December meeting of the Executive.

4.00 RECOMMENDATIONS

- 4.01 That the Executive acknowledges the reference back and that Record of Decision no 2463 be not implemented in view of the Executive Member's offer to commission a more comprehensive review for consideration at the December meeting.

5.00 FINANCIAL IMPLICATIONS

- 5.01 To be identified in the subsequent review referred to in 3.02, above .

6.00 ANTI POVERTY IMPACT

- 6.01 To be identified in the subsequent review referred to in 3.02, above .

7.00 ENVIRONMENTAL IMPACT

- 7.01 To be identified in the subsequent review referred to in 3.02, above .

8.00 EQUALITIES IMPACT

- 8.01 To be identified in the subsequent review referred to in 3.02, above .

9.00 PERSONNEL IMPLICATIONS

- 9.01 To be identified in the subsequent review referred to in 3.02, above .

10.00 CONSULTATION REQUIRED

- 10.01 To be identified in the subsequent review referred to in 3.02, above .

11.00 CONSULTATION UNDERTAKEN

- 11.01 None

12.00 APPENDICES

- 12.01 None

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985
BACKGROUND DOCUMENTS

Agenda for the meeting of the Environment O&SC 6th October 2011

Contact Officer: Robert Robins
Telephone: 01352 702320
E-Mail: robert_robins@flintshire.gov.uk

FOR INFORMATION

FLINTSHIRE COUNTY COUNCIL

REPORT TO: EXECUTIVE

DATE: 18 OCTOBER 2011

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 31st 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: Detailed on the individual reports.

APPENDIX 1

EXERCISE OF DELEGATED POWERS – DECISIONS TAKEN

<u>Directorate</u>	<u>Subject</u>
Finance	Minor Amendment to the Structure of Corporate Finance Finance Write off Requests
Community Services	Creation of a Housing Options/Housing Benefit Liaison Officer (Temporary two year contract)
Environment	Scheme for the Recovery of Building Regulation Costs and Associated Matters

Copies of the Delegated Powers reports are on deposit in the Team Manager's Room, Committee Services

Executive Forward Work Programme
October 2011

The following report is included on the Forward Work Programme for submission to this meeting of the Executive. However, the report is not included on the agenda for the reason stated:

Lifelong Learning

Deeside Leisure Centre Update

(Deferred until November. Further information required to be included)

EXECUTIVE MEETING DATES

FORWARD WORK PROGRAMME ITEMS – SEPTEMBER 2011 - OCTOBER 2011

MEETING DATE	DIRECTORATE/DIVISION	TOPIC	REPORT TYPE (Strategic/Operational)	PORTFOLIO
18 October 2011	Chief Executive	❖ Annual Performance Report	Operational	Corporate Management
	Finance	❖ Capital Programme 2011/12 (Month 4)	Operational	Finance & Asset Mngt
		❖ Council Fund & HRA Revenue Budget Monitoring 2011/12 (Month 4)	Operational	Finance & Asset Mngt
		❖ Mid Year Treasury Management Report	Operational	Finance & Asset Mngt
	Lifelong Learning	❖ Deeside Leisure Centre Update	Operational	Leisure & Public Protection

EXECUTIVE MEETING DATES
FORWARD WORK PROGRAMME ITEMS – NOVEMBER 2011 - APRIL 2012

MEETING DATE	DIRECTORATE/DIVISION	TOPIC	REPORT TYPE (Strategic/Operational)	PORTFOLIO
15 November 2011	Chief Executive	➤ Council Priorities Review	Strategic	Corporate Management
		➤ Community Strategy and Local Service Board – Mid Year Review	Operational	Corporate Management
		➤ Outcome Agreement with Welsh Government	Operational	Corporate Management
	Finance	➤ Council Fund & HRA Revenue Budget Monitoring 2011/12 (M5)	Operational	Finance & Asset Mngt
		➤ Council Tax Base for 2012/13	Operational	Finance & Asset Mngt
		➤ Council Tax & Business Rate Policies for 2012/13	Operational	Finance & Asset Mngt
	Human Resources & Organisational Development	➤ People Strategy Update	Strategic	Corporate Management
		➤ MASS Quarter 2	Operational	Corporate Management
		➤ Workforce Information Quarter 2	Operational	Corporate Management
	ICT & Customer Services	➤ ICT Strategy Update	Strategic	Corporate Management

		➤ Corporate Procurement Arrangements	Operational	Corporate Management
	Community Services	➤ Housing Ballot – Choices Document	Strategic	Housing
		➤ Update on Youth Justice Merger	Operational	Social Services
	Environment	➤ Setting Local Speed Limits	Strategic	Environment
		➤ Review of Public Conveniences	Strategic	Waste Management
		➤ Review of Household Recycling Parks	Strategic	Waste Management
		➤ Progress on the Shared North Wales Minerals and Waste Planning Service	Operational	Environment
		➤ Update on Depot Rationalisation	Operational	Environment
		➤ Food Service Plan	Operational	Leisure Services and Public Protection
	Lifelong Learning	➤ Welsh Public Library Standards	Operational	Education
13 December 2011	Chief Executive	➤ Q2 Performance Reporting	Operational	Corporate Management
		➤ SARC Refresh Update	Operational	Corporate Management

		<ul style="list-style-type: none"> ➤ Business Continuity Update ➤ Improvement Plan Mid Year Review 	<p>Operational</p> <p>Operational</p>	<p>Corporate Management</p> <p>Corporate Management</p>
	Finance	<ul style="list-style-type: none"> ➤ Council Fund & HRA Revenue Budget Monitoring 2011/12 (M6) ➤ Capital Programme 2011/12 (M6) 	<p>Operational</p> <p>Operational</p>	<p>Finance & Asset Mngt</p> <p>Finance & Asset Mngt</p>
	ICT & Customer Services	<ul style="list-style-type: none"> ➤ Customer Services Strategy Update ➤ Regional Collaboration Support Services Board Update 	<p>Strategic</p> <p>Strategic</p>	<p>Corporate Management</p> <p>Corporate Management</p>
	Community Services	<ul style="list-style-type: none"> ➤ Update on CIDS Merger with Wrexham ➤ Introduction of Interest Bearing Loans 	<p>Operational</p> <p>Operational</p>	<p>Social Services</p> <p>Housing</p>
	Environment	<ul style="list-style-type: none"> ➤ Mineral Reviews ➤ Recovery of Costs for Public Path Orders ➤ Civil Parking Enforcement – Update 	<p>Strategic</p> <p>Operational</p> <p>Operational</p>	<p>Environment</p> <p>Environment</p> <p>Environment</p>

20 December 2011 (BUDGET)	Finance	➤ Council Fund Revenue Budget 2012/13 Initial Proposals	Operational	Finance & Asset Mngt
		➤ Council Fund Capital Programme 2012/13 – 2015/16	Operational	Finance & Asset Mngt
24 January 2012	Chief Executive	➤ Strategic Partnership Performance – Mid Year Review	Strategic	Corporate Management
		➤ 2011 – 2013 Target Setting Review	Strategic	Corporate Management
	Finance	➤ Council Fund & HRA Revenue Budget Monitoring 2011/12 (M7)	Operational	Finance & Asset Mngt
		➤ HRA Revenue Budget 2012/13	Operational	Finance & Asset Mngt
		➤ HRA Capital Programme 2012/13	Operational	Finance & Asset Mngt
	ICT & Customer Services	➤ Procurement Strategy Update	Strategic	Corporate Management
		➤ Regional and National ICT Collaboration	Strategic	Corporate Management
	Community Services	➤ Transforming Social Services for Adults	Operational	Social Services

	Environment	<ul style="list-style-type: none"> ➤ Communities First: The Future ➤ Amendment to Dog Control Order (Fouling of Land by Dogs) ➤ Fleet Strategy ➤ Buckley Town Centre Regeneration – Proposed Final Buckley Planning Brief ➤ Erection of Banners on Street Lights ➤ Flintshire Business Week 2011 	<p>Strategic</p> <p>Strategic</p> <p>Strategic</p> <p>Strategic</p> <p>Operational</p> <p>Operational</p>	<p>Regeneration and Tourism</p> <p>Leisure Services and Public Protection</p> <p>Waste Management</p> <p>Regeneration & Tourism</p> <p>Environment</p> <p>Regeneration and Tourism</p>
21 February 2012	Chief Executive	<ul style="list-style-type: none"> ➤ Wales Audit Office: Annual Improvement Report 	<p>Strategic</p>	<p>Corporate Management</p>
	Finance	<ul style="list-style-type: none"> ➤ Council Fund & HRA Revenue Budget Monitoring 2011/12 (M8) ➤ HRA Revenue Budget 2012/13 ➤ HRA Capital Programme 2012/13 (Final) 	<p>Operational</p> <p>Operational</p> <p>Operational</p>	<p>Finance & Asset Mngt</p> <p>Finance & Asset Mngt</p> <p>Finance & Asset Mngt</p>

		➤ Treasury Management Policy & Strategy Statement 2012/13	Operational	Finance & Asset Mngt
	Human Resources & Organisational Development	➤ MASS Quarter 3	Operational	Corporate Management
	Environment	➤ Buckley Developer Selection	Strategic	Regeneration and Tourism
	Lifelong Learning	➤ School Admissions Policy – Annual Consultation	Operational	Education
27 March 2012	Chief Executive	➤ Strategic Equality Plan	Strategic	Corporate Management
		➤ Q3 performance Reporting	Operational	Corporate Management
		➤ Flintshire Futures Review	Operational	Corporate Management
		➤ Changes to the National Performance Measurement Framework 2012/13	Operational	Corporate Management
	Finance	➤ Council Fund & HRA Revenue Budget Monitoring 2011/12 (M9)	Operational	Finance & Asset Mgt
		➤ Capital Programme 2011/12 (M9)	Operational	Finance & Asset Mgt

	Human Resources & Organisational Development	➤ Workforce Information Quarter 3	Operational	Corporate Management
	Community Services	➤ Youth Justice Service Inspection Outcome	Operational	Social Services
24 April 2012	Chief Executive	➤ Council (Governance Plan) review	Strategic	Corporate Management
		➤ Voluntary Sector mid year review	Operational	Corporate Management
	Finance	➤ Council Fund & HRA Revenue Budget Monitoring 2011/12 (M10)	Operational	Finance & Asset Mgt
	Environment	➤ Highways Asset Management Plan	Strategic	Environment

FLINTSHIRE COUNTY COUNCIL - EXEMPT INFORMATION SHEET

COMMITTEE: Executive

DATE: 18 October 2011

AGENDA ITEM NO: 18




REPORT OF: (Director of originating Department)

Head of ICT and Customer Services

SUBJECT:

Design and Print Review

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: Design and Print Review
AUTHOR: Chris Guest
MEETING AND DATE OF MEETING: Executive on 18 October 2011

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, 13 and 15

Factors in favour of disclosure:

There are no obvious advantages.

Prejudice which would result if the information were disclosed:

It would be inappropriate to reveal the details of proposed consultations/negotiations publicly before the recommendations had been approved and the individuals affected had been made aware of them.

My view on the public interest test is as follows:

The Council's duty of care to its employees requires it to deal discreetly and in confidence with those affected by the recommendations of the report and their union representatives.

Recommended decision on exemption from disclosure:

That the report be exempt from disclosure.

Date: 28/09/2011

Signed:



Post: Head of Legal and Democratic Services

I accept the recommendation made above.



Proper Officer

FLINTSHIRE COUNTY COUNCIL - EXEMPT INFORMATION SHEET

COMMITTEE: Executive

DATE: 18 October 2011

AGENDA ITEM NO: 19




REPORT OF: (Director of originating Department)

Head of Housing and Chief Executive

SUBJECT:

Acquisition of 2 Residential Premises for Demolition

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: Acquisition of 2 Residential Premises for Demolition
AUTHOR: Gavin Griffith
MEETING AND DATE OF MEETING: Executive on 18 October 2011

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 13, 14 and 17.

Factors in favour of disclosure:

Transparency.

Prejudice which would result if the information were disclosed:

The available options the Council has would be prejudiced by disclosure at this time. Information about individuals effected would be disclosed.

My view on the public interest test is as follows:

On balance not in the public interest to disclose at this time.

Recommended decision on exemption from disclosure:

Exempt from disclosure.

Date: 19/09/2011

Signed:



Post: Interim Head of Legal and Democratic Services

I accept the recommendation made above.



Proper Officer

Date: 19/09/2011