

Public Document Pack

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Head of Legal and Democratic Services
Pennaeth Gwasanaethau Cyfreithiol a Democraidaidd



To: Cllr Aaron Shotton (Leader)

CS/CO

Councillors: Bernie Attridge, Chris Bithell,
Helen Brown, Christine Jones, Kevin Jones,
Peter Macfarlane and Billy Mullin

10 October 2012

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Dear Sir / Madam

A meeting of the **CABINET** will be held in the **CLWYD COMMITTEE ROOM, COUNTY HALL, MOLD CH7 6NA** on **TUESDAY, 16TH OCTOBER, 2012** at **9.30 AM** to consider the following items.

Yours faithfully

Democracy & Governance Manager

AGENDA

1 **APOLOGIES**

2 **DECLARATIONS OF INTEREST**

3 **MINUTES** (Pages 1 - 14)

To confirm as a correct record the minutes of the meeting held on 18 September, 2012.

TO CONSIDER THE FOLLOWING REPORTS

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

STRATEGIC REPORTS

- 4 **IMPROVEMENT PLAN 2012 - 2017** (Pages 15 - 18)
Report of Chief Executive - Cabinet Member for Corporate Management.
- 5 **CITIZEN CONSULTATION AND ENGAGEMENT - STRATEGIC APPROACH** (Pages 19 - 24)
Report of Chief Executive - Cabinet Member for Corporate Management.
- 6 **MEDIUM TERM FINANCIAL PLAN 2013/14-2017/18 AND BUDGET 2013/14**
(Pages 25 - 38)
Report of Head of Finance - Leader of the Council and Cabinet Member for Finance.
- 7 **SUPPORTING PEOPLE OPERATIONAL PLAN 2012/13** (Pages 39 - 70)
Report of Director of Community Services - Cabinet Member for Housing.
- 8 **WELFARE REFORM UPDATE** (Pages 71 - 86)
Report of Head of Finance - Cabinet Member for Corporate Management.
- 9 **COMMUNITY ASSET TRANSFER SCHEME** (Pages 87 - 116)
Report of Director of Environment - Leader of the Council and Cabinet Member for Finance.

OPERATIONAL REPORTS

- 10 **ANNUAL PERFORMANCE REPORT 2011/12** (Pages 117 - 120)
Report of Chief Executive - Cabinet Member for Corporate Management.
- 11 **REVENUE BUDGET MONITORING 2012/13 (MONTH 4)** (Pages 121 - 150)
Report of Head of Finance - Leader of the Council and Cabinet Member for Finance.
- 12 **CAPITAL PROGRAMME 2012/13 (QUARTER 1)** (Pages 151 - 170)
Report of Head of Finance - Leader of the Council and Cabinet Member for Finance.
- 13 **COUNCIL TAX AND LONG TERM EMPTY HOMES IN WALES** (Pages 171 - 176)
Report of Head of Finance - Cabinet Member for Corporate Management.

- 14 **TREASURY MANAGEMENT MID YEAR UPDATE** (Pages 177 - 194)
Report of Head of Finance - Cabinet Member for Corporate Management.
- 15 **TENANCY AGREEMENT FOR COUNCIL HOUSING** (Pages 195 - 242)
Report of Director of Community Services - Cabinet Member for Housing.
- 16 **WEPRE PARK 10 YEAR MANAGEMENT PLAN** (Pages 243 - 246)
Report of Director of Environment - Cabinet Member for Regeneration, Enterprise & Leisure.
- 17 **EXERCISE OF DELEGATED POWERS** (Pages 247 - 250)
Report of the Chief Executive enclosed.

**FORWARD WORK PROGRAMME - COUNTY COUNCIL, EXECUTIVE,
AUDIT AND OVERVIEW & SCRUTINY - FOR INFORMATION**
(Pages 251 – 278)

The following items were listed on the Forward Plan for October 2012 but will not be submitted for the following reasons:

1. Regional Collaboration – further work required to complete the review of the regional portfolio of collaboration projects.
2. Procurement Update – Awaiting draft Business Case from National Procurement Services, report deferred to meeting of Cabinet on 20 November, 2012.
3. Green-Space Strategy – report deferred to meeting of Cabinet on 20 November, 2012.
4. Corporate Debt Policy – report deferred to meeting of Cabinet on 20 November, 2012.
5. Corporate Debt Write Off – delayed pending further information.
6. Regional CCTV – regional work still on-going – report deferred to meeting of Cabinet on 18 December, 2012.
7. Youth Service Review – a Board has been established to consider the Strategy in more detail – report deferred to meeting of Cabinet on 20 November, 2012.
8. Shotton Amalgamation – Feedback from Consultation – report deferred to meeting of Cabinet on 18 December, 2012.

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CABINET 18 SEPTEMBER, 2012

Minutes of the meeting of the Cabinet of Flintshire County Council held at County Hall, Mold on Tuesday, 18 September 2012

PRESENT: Councillor A.P. Shotton (Chairman)

Councillors: J.B. Attridge R.C. Bithell, H. Brown, C.M. Jones, R.K. Jones, R.P. Macfarlane and W. Mullin

ALSO PRESENT:

Councillors: D.I. Mackie, R.G. Hampson, C.A. Thomas and A. Woolley

IN ATTENDANCE:

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

52. DECLARATIONS OF INTEREST

None were declared.

53. MINUTES

The minutes of the meetings held on 10 and 17 July, 2012 were confirmed as a correct record.

54. IMPROVEMENT PRIORITIES REVIEW

The Cabinet Member for Corporate Management introduced a report to seek approval to a review and resetting of the Improvement Priorities for the new Council in 2012-2017, and to seek agreement for the Improvement Plan 2012-2017 at the next Cabinet meeting prior to presentation for adoption at the County Council in October 2012.

He provided background information and advised that the assessment showed that the Council had a good record of achievement against the priorities as detailed in the report submitted to the meeting of Cabinet in July. The Improvement Priorities were being built on and added to by the new Council with local political priorities including:

- Social enterprise
- Apprenticeships and Youth Unemployment
- Community Development and Events

The Chief Executive commented on the statutory requirement to publish an Improvement Plan and advised that the priorities would be subject to on-going change and considerations and would be constantly risk assessed.

RESOLVED:

- (a) That a review and reset of the Council's Improvement Priorities for 2012-2017 be approved; and
- (b) That the Improvement Plan 2012-2017 be received at the next Cabinet meeting for adoption by the County Council in October 2012.

55. COUNCIL (PLAN) GOVERNANCE FRAMEWORK REVIEW

The Cabinet Member for Corporate Management presented the reviewed Council (Plan) Governance Framework for re-adoption as part of the full Council Planning Framework following annual review. He reported on changes to the governance and business plan and advised that some of the key contributing strategies such as the ICT Strategy and People Strategy had been reviewed and contributed to the framework.

The Cabinet Member also referred to the reporting of annual statements and on the production and availability of Directorate Plans which summarised the critical priorities, performance risk and improvement activity for the three service Directorates and commitments from the strategic partnerships. He reported that all Council service areas had reviewed and completed their service plans at Head of Service level. Plans were reviewed and refreshed periodically throughout the year and reported quarterly.

The Chief Executive commented that the framework was a voluntary arrangement and referred to the positive feedback received.

The Leader of the Council requested that page 33 of the revised Council (Plan) Governance Framework be amended to reflect the revised portfolio titles.

RESOLVED:

- (a) That the revised Council (Plan) Governance Framework be received; and
- (b) That the production and availability of the directorate and service plans be noted.

56. REGIONAL STRATEGY FOR ECONOMIC AMBITION

The Cabinet Member for Regeneration, Enterprise and Leisure introduced a report to seek adoption of the regional Economic Ambition Strategy for North Wales.

The Chief Executive advised that a copy of the strategy document entitled Economic Ambition – A Strategy for Change could be provided to Members on request. He reported that the Authority was working closely with the Minister for Business, Enterprise, Technology and Science, and that Welsh

Government support was needed so that there was no conflict of objectives or economic promotion and investment.

The Leader of the Council commented on the importance of the new Economic Ambition Project Board in addressing key critical issues and said a recommendation was to be made to the Board that all Council Leaders had an open invitation to attend and participate as non voting members.

RESOLVED:

- (a) That the Cabinet join its five neighbouring Councils in committing to the partnership and supporting the strategy; and
- (b) That the Council be represented by the Cabinet Member for Regeneration, Enterprise and Leisure with the recommendation to the Project Board that all Council leaders have a standing invitation to attend and participate as non-voting members.

57. COMMUNITY STRATEGY AND LOCAL SERVICE BOARD – MID YEAR REVIEW

The Cabinet Member for Corporate Management introduced a report to seek endorsement of the ongoing work of the Flintshire Local Service Board (LSB). He advised that working alongside the LSB were eight key Strategic Partnerships. He gave an overview of the key considerations detailed in the report and commented specifically on the Effective Services for Vulnerable People (ESVP) programme and the Carbon Reduction and Adaptation Planning project.

The Chief Executive commented on the remit of the LSB and some of the specific work being undertaken with partnerships to make the best use of resources. Given the anticipated implications of Welfare Reform the Chief Executive made reference to the work being undertaken on maximising opportunity and preventing and reducing poverty and disadvantage in Flintshire.

The Chief Executive drew Members' attention to the first LSB Conference which was scheduled to be held on 21 November 2012. He explained that the purpose of the conference was to show Flintshire's commitment and celebrate the successes of partnership working.

RESOLVED:

That Cabinet support the ongoing work of the Local Service Board as outlined in this report.

58. CUSTOMER SERVICES STRATEGY UPDATE

The Cabinet Member for Corporate Management presented an update on progress made with implementation of the Customer Services Strategy.

He reported on initiatives to provide more cost effective and efficient ways of accessing the Council's information and services and on improved customer access via the use of social media tools and Council "Apps", the website, face to face contact and telephone contact centres.

The Cabinet Member for Environment commented on the Streetscene Contact Centre which was introduced in March 2012. He advised that the volume of calls received since March were greater than expected, however, measures had been put in place and improvements achieved in call answering times and reducing abandoned calls. The situation would be closely monitored and further work undertaken to improve back office procedures and communication between the Streetscene operations staff and the Contact Centre advisors.

The Cabinet Member for Public Protection, Waste and Recycling and the Head of ICT and Customer Services provided further detail on the successful launch of a Flintshire App to report dog fouling. The Head of ICT also reported on the development of the website and on-line services, the Flintshire Connects project, and the Streetscene Contact Centre.

RESOLVED:

That the progress made in implementing the Customer Services Strategy be noted.

59. REGIONAL SCHOOL EFFECTIVENESS AND IMPROVEMENT SERVICE JOINT COMMITTEE

The Cabinet Member for Education introduced a report to seek approval for the Terms of Reference and Membership of the Joint Committee to be established following the earlier decision to accept the Full Business Case and establish a new Regional School Effectiveness and Improvement Service.

He provided background information and outlined the proposed membership of the Joint Committee and terms of reference and delegated functions as detailed in the report.

The Chief Executive defined the role and responsibilities of the host authority and emphasised the importance of reporting on progress during the transition phase so that all involved had assurance that the project was developing to timescale.

RESOLVED:

- (a) That the establishment of the Joint Committee in accordance with the report be confirmed;
- (b) That the Cabinet Member for Education represents the Authority on the Joint Committee; and

- (c) That the Terms of Reference and Delegated functions of the Joint Committee as set out in paragraphs 3.03 and 3.04 of the report be approved.

60. DEVELOPING THE APPROACH TO FLINTSHIRE'S LOCAL DEVELOPMENT PLAN

The Cabinet Member for Environment presented a report to set out the approach to be taken to prepare the Flintshire Local Development Plan (LDP), including the context for the new plan, the main themes and requirements of the LDP system, the likely timescales involved in preparation, the resources required, governance of the plan process, and next steps.

He provided background information and commented that the way the LDP was prepared in Flintshire would also be guided by the experiences of other Authorities which had produced their LDPs or were further advanced in the process. Whilst there was clearly a need to make progress, there must also be a commitment to develop a process and programme for the LDP that was robust, realistic, relevant and deliverable. The Cabinet Member made reference to the new LDP objectives, timescales for preparation, governance and immediate work programme for making progress with the plan.

The Leader of the Council and Chief Executive commented on the opportunity the LDP provided to demonstrate what could be achieved by the Authority in consultation with local residents and communities beyond the planning outcome for community development.

RESOLVED:

- (a) That the report be noted; and
- (b) That the actions to carry out the next steps set out in appendix 2 of the report be endorsed.

61. QUARTER 1 - PERFORMANCE REVIEW 2012/13

The Cabinet Member for Corporate Management introduced the report to consider the 2012/13 Quarter 1 service performance reports produced at Divisional level for the period April to June 2012, and to note the updates, progress and assessments included within the performance reports. He referred to the areas of high risk identified in the Strategic Assessment of Risks and Challenges (SARC) and the work undertaken to address those areas.

The Chief Executive highlighted the improvement priorities, progress and outcomes against the secondary priorities, and analysis against the improvement targets. He also referred to the SARC report and explained that risk CL07 needed to be re-categorised from Amber to Red status and that risk

CG23, whilst discussed, had already been considered by Overview and Scrutiny.

The Leader of the Council commented on the challenge and implications of Welfare Reform and advised that a Welfare Reform Board had been set up and that there was an open invitation for all Cabinet Members to sit on the Board.

RESOLVED:

- (a) That any specific issues outlined within the report which may require management action and/or referral be referred to the appropriate Overview and Scrutiny Committees for consideration; and
- (b) That the performance reports be noted.

62. WELSH LANGUAGE ANNUAL MONITORING REPORT 2011-12

The Cabinet Member for Corporate Management presented the Council's Welsh Language Scheme Annual Monitoring Report 2011-12 for endorsement prior to formal submission of the report to the Welsh Language Commissioner (WLC).

He advised that in May 2012 the Welsh Language Commissioner published a consultation on 'Standards and the Welsh Language' to provide an opportunity for anyone to state their opinion on the standards in relation to service delivery, policy making, operational activities, promotion and record keeping. A report providing a summary of all responses received to the consultation would be published in the Autumn and the recommendations presented to Cabinet upon publication with an overview of potential resource implications and associated actions to mitigate risk. The Welsh Language Scheme targets and timetable was set out in the appendix to the report.

The Chief Executive provided further background information and context and advised that although the Council was successfully implementing many of the Scheme's commitments some of the targets had not been met. There was, however, a genuine commitment to monitor and review the implementation of its Welsh Language Scheme.

The Leader of the Council referred to the development of staff skills and expressed the view that encouragement was better than coercion in engaging employees to improve their Welsh language skills. The Cabinet Member for Education said that it was important that Members were also made aware of the opportunities available to them to develop their Welsh language/bilingual provision.

RESOLVED:

That the Council's Welsh Language Scheme Annual Monitoring Report 2011-12 be endorsed prior to formal submission to the Welsh Language Commissioner.

63. REVENUE BUDGET MONITORING 2012/13 (MONTH 3)

The Head of Finance presented the latest revenue budget monitoring information (Month 3) for the Council Fund and the Housing Revenue Account (HRA) 2012/13.

Members were informed that the projected year end position as estimated at Month 3 was a net overspend of £1.053m on the Council Fund and a net overspend of £0.030m on the Housing Revenue Account. The Head of Finance advised that the main reason for the overall projected Council Fund overspend was a current forecast overspend of £1.303m within Lifelong Learning. Details of the reasons for the variances were outlined in appendix 3 to the report where in addition to the historic pressures there were a small number of emerging new pressures. Also detailed in appendix 3 were the specific management actions in place to reduce the overspends, including the consideration of some of the pressures for ongoing funding within the budget process for 2013/14. She indicated that it was management's intention to contain expenditure in year to within the overall budget as far as this was possible to do.

The Head of Finance advised that the in-year over/(under) spends as detailed in the report reflected a number of risks and assumptions. She also reported on the unearmarked reserves and the HRA and advised that it was recommended that delegated authority be granted to the Head of Housing to allocate additional CERA contributions from HRA balances over and above the required level of 3% of total expenditure. Further monitoring reports would be presented to Cabinet during the year. It was suggested that the delegation to the Head of Housing be in conjunction with the Cabinet Member and this was agreed.

The Leader of the Council said that detailed discussion had been held on the revenue budget monitoring report at the meeting of the Corporate Resources Overview & Scrutiny Committee on 13 September 2012. He stated that it was critical that the background to the overspend was understood at this stage in view of the financial challenges ahead and the need to protect services.

The improvements in Housing performance and efficiencies were noted as were the positive improvements in facilities at Deeside Leisure Centre.

RESOLVED:

- a) That the overall report and the management actions being taken to address the projected overspend be noted;

- b) That the Council Fund contingency sum (overdrawn balance) as at 31 March 2013 (paragraph 5.02) be noted;
- c) That the allocation of £0.361M from contingency as a one-off investment to support the new Leisure facilities in their first year of operation (paragraph 3.04) be approved;
- d) That the projected final level of balances on the Housing Revenue Account (paragraph 6.03) be noted; and
- e) That delegated authority be granted to the Head of Housing in consultation with the Cabinet Member for Housing, to allocate additional CERA contributions from HRA balances over and above the required level of 3% of total expenditure (paragraph 6.06).

64. WORKFORCE INFORMATION QUARTER 1

The Cabinet Member for Corporate Management presented an update for the first quarter of 2012/13. He highlighted the decline in the number of agency workers, the number of early retirements, and the downward trend in absenteeism.

The Head of Human Resources and Organisational Development provided an overview of the report and commented on the work undertaken to ensure that agency workers were employed only where appropriate. She commented on the Agency net savings for the first quarter of the financial year 2012/13 in comparison to the same period for 2011/12 which was due to a 34% reduction in the use of agency workers. There had also been an overall reduction in the number of temporary placements across the Council which exceeded 12 weeks.

Concerning absence management and sickness levels the Head of Service advised that when compared to previous years there was still a downward trend, however, this continued to be a focus point and she outlined the specific actions and initiatives which were being undertaken and planned for service areas where absence was high.

RESOLVED:

That the Workforce Information Report for the first quarter 2012/13 be noted.

65. CONSTITUTIONAL UPDATES TO REFLECT NEW PORTFOLIOS

The Head of Legal and Democratic Services introduced a report advising Members of an update to the Constitution to reflect new Cabinet portfolios.

RESOLVED:

That the Council's Constitution be updated to reflect the political responsibilities of each Cabinet member as indicated in appendix 1.

66. SCHOOL PERFORMANCE MONITORING GROUP

The Cabinet Member for Education introduced a report to seek views on the creation of a renewed group to monitor and support the improvement of school standards in Flintshire. He provided background information and reported that appended to the report were the draft 'terms of reference' for a working group of the Lifelong Learning Overview & Scrutiny Committee to monitor school improvement work with individual schools. The monitoring of overall school improvement performance and strategies would remain with the full Lifelong Learning Overview & Scrutiny Committee.

RESOLVED:

- (a) That the terms of reference be approved; and
- (b) That a renewed School Performance Monitoring Group be established as a 'working group' of the Lifelong Learning Overview & Scrutiny Committee.

67. QUARTERLY MONITORING REPORT ON PROGRESS WITH IMPLEMENTATION OF THE ESTYN ACTION PLAN

The Cabinet Member for Education presented a progress report on the implementation of the Action Plan following 2011 Estyn Inspection of Local Authority Education Services for Children and Young People (LAESCYP). He outlined the Estyn Inspection recommendations and reported that development with the implementation of the Action Plan would be monitored by an Estyn team early 2013.

The Director of Lifelong Learning explained that good progress had been made on the actions the Authority had set out to achieve through the post Inspection Action Plan. As well as monitoring implementation of the Action Plan the impact of those actions in terms of children's learning opportunities and outcomes was also being monitored.

RESOLVED:

That progress with implementation of the Estyn Action Plan be noted.

68. GREENFIELD VALLEY TRUST ACCOUNTS

The Cabinet Member for Education presented the Report of the Trustees and Financial Statements for the Year ended 31 December 2011 for Greenfield Valley Trust Limited, as required by the Management Agreement between the Trust and the Council. He provided background information and outlined the significant points in the report. The long term risks and the actions taken to address them were detailed in the report

RESOLVED:

That the Report and Financial Statements be noted.

69. YSGOL RHES Y CAE - FEEDBACK FROM CONSULTATION

The Cabinet Member for Education introduced a report advising Members of the outcome from the consultations held at Ysgol Rhes Y Cae relating to the option to close the school due to the low numbers of pupils.

He provided background information and context and advised that following the consultation held in June, consultees were asked to send comments to the Director of Lifelong Learning within a specified period. One written response to the consultations had been received from the Diocesan Director acknowledging that the decline in numbers had led to an inevitable conclusion that the closure of the school was an appropriate action. The final stage in the consultation process on closure would be the publication of the statutory notice in a local newspaper. It had been proposed in the consultation meetings that the school remained open in the next academic year pending the closure process

The Director of Lifelong Learning stated that the Authority would continue to work sensitively with staff, governors and individual families until the closure procedure for the school was completed.

RESOLVED:

That the publication of the statutory notice for the period of one month, which will propose the closure of Ysgol Rhes y Cae from 31 August 2013 be approved.

70. PANEL FOR THE APPOINTMENT OF LEA GOVERNORS

The Cabinet Member for Education presented a report to seek revisions to the procedure for the appointment of Local Authority Governors to School Governing bodies.

At a meeting of the Constitution Committee held on 19 October 2011, Members had considered and endorsed the recommendations of the Panel concerning criteria to be considered in making nominations. Subsequent to that meeting the then Executive Member and current Cabinet Member had made further recommendations that the Panel ceased to exist, however, advice from the Constitution Committee could continue to be applied within the operational framework for appointments.

The Cabinet Member reported that there were 44 nominations to Local Authority Governor vacancies currently awaiting ratification.

RESOLVED:

- (a) That the Panel be disbanded with nominations to be approved by the Director of Lifelong Learning (in consultation with the Cabinet Member for Education) under delegated powers, and
- (b) That the nominations process be revised as recommended by the Constitution Committee.

71. FLINTSHIRE COUNTY COUNCIL REVISED CEMETERY REGULATIONS 2012

The Cabinet Member for Public Protection, Waste and Recycling introduced a report to seek approval for the revised Flintshire County Council Cemetery Regulations. He outlined the sections of the regulations which had been subject to change and commented specifically on the new regulations relating to memorial benches and the siting of benches, and the new Woodland Burial area to be established at Kelsterton Cemetery.

The Cabinet Member for Education referred to regulation 7.33 concerning wooden crosses and suggested that the regulation be amended to permit wooden memorials which were appropriate to other religions to also be erected.

RESOLVED:

That the proposed revised Regulations be approved.

72. DEMAND RESPONSIVE TRANSPORT SERVICES UPDATE

The Cabinet Member for Environment presented an update on the proposal to re-tender the Demand Responsive Transport Services and to seek approval for the withdrawal of the Theatre Shuttle Bus Service to the Theatre Clwyd.

He reported that the Authority was working with other local authorities in North Wales and the Taith Regional Transport Consortium on the development of an Outline Business Case to submit to the Welsh Government on how transport services could be delivered more effectively across the region in future.

Referring to the Theatre Shuttle Service, Members were advised that the service was not cost effective and was significantly subsidised by the Council. Alternative ways to support the FUSE group, who also currently used the service, had been pursued and for continuity purposes it was agreed that the existing transport provider would continue to provide transport to Theatre Clwyd for the Group at the current subsidised fare per person.

The Cabinet Member stated that the Director of Environment had given a commitment to a fundamental review of the Council's subsidised bus services to ensure best value was being obtained.

RESOLVED:

- (a) That a further report on the development and delivery of transport services in Flintshire and North Wales be considered at a future Cabinet meeting;
- (b) That the Theatre Shuttle Service be terminated but funding continued to provide transport for the FUSE group; and
- (c) That alternative ways of providing transport services to Theatre Clwyd be considered as part of the review of transport services in Flintshire.

73. RECOVERY OF COSTS FOR PUBLIC PATH ORDERS

The Cabinet Member for Environment introduced a report to revise the County Council's policy on recovering costs for public path orders. He referred to the key considerations in the report and advised that it would be helpful if there was more discretion to decide whether the costs associated with the making of public path orders should be waived.

Any path that had become obstructed by housing or other residential development since 1996, and those identified in appendix A to the report, would be assessed on a case by case basis and Officers would, in consultation with the Cabinet Member for Environment, prepare a delegated report which would include recommendations and costs, if any, to be charged in every given case.

RESOLVED:

That the County Council's policy on recovering costs for public path orders be revised as recommended in paragraphs 3.04 to 3.07 of the report.

74. COLLECTION OF TEXTILES FROM THE COUNCIL'S RECYCLING CENTRES

The Cabinet Member for Public Protection, Waste and Recycling introduced a report to seek approval for the proposed new arrangements for the collection and disposal of textiles and shoes from Council Household Recycling Centres (HRC's) and 'Bring' sites.

He reported that the value of textiles as a raw material had significantly increased in the past few years, however, the Salvation Army received only 10% of the value collected and the Council currently received no income. The current contract for collection and disposal of textiles and shoes had expired which provided the opportunity for other contractors, including Social Enterprises, to sell or reuse the clothing collected and make available for public use. It was intended that a contribution to the Chair of the Council's nominated charity would be made, equal to 10% of the residual value returned to the Council, from the sale of textiles/shoes for each year that the contract

operated. The new contract would be advertised during November 2012 to commence in January 2013.

RESOLVED:

That the proposed new contractual arrangements for collecting textiles and shoes at the Council's HRC's and 'Bring' sites be approved.

75. EXERCISE OF DELEGATED POWERS

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

The actions taken were as set out below:-

Corporate Services	Business Rates – Write Offs Corporate Debt Invoice – Write Off
Community Services	Proposed granting of an Easement to provide a gas main supplying Sheltered Housing Scheme at Coppa View, Buckley, Flintshire.
Environment	Proposed speed limit B5129 Kelsterton Road and Kelsterton Lane, Kelsterton. Clarification on Adoption Issues at: 1 Cwrt Rhyd Galed, Mold, 2 Cwrt Maes Coch and Stryd Tegeingl, High Street, Bagillt, 3 Ashleigh Close, Saltney.

76. DURATION OF MEETING

The meeting commenced at 9.30 a.m. and ended at 11.10 a.m.

77. MEMBERS OF THE PRESS AND PUBLIC IN ATTENDANCE

There were two members of the press and two members of the public in attendance.

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Chairman

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FLINTSHIRE COUNTY COUNCIL

REPORT TO: **CABINET**

DATE: **TUESDAY, 16 OCTOBER 2012**

REPORT BY: **CHIEF EXECUTIVE**

SUBJECT: **IMPROVEMENT PLAN 2012 - 2017**

1.00 PURPOSE OF REPORT

- 1.01 To re-set the Improvement Priorities within the Improvement Plan 2012 - 2017 for endorsement by County Council.
- 1.02 To note the addition of the three additional Improvement Priorities in line with the Leadership's Programme for Change.

2.00 BACKGROUND

- 2.01 It is a requirement of the Local Government (Wales) Measure 2009 to set Improvement Objectives and publish an Improvement Plan.
- 2.02 The Improvement Objectives were adopted within the Improvement Plan 2011/12 as the set of Council Priorities by Executive in June 2011.
- 2.03 These priorities have been shaped by Councillors in the previous Council across the Executive and Overview and Scrutiny functions and provide continuity for past, present and future performance against which the Council can be judged. This level of engagement led to widespread ownership of the priorities for further planning. The Improvement Priorities were then re-adopted for ongoing review by the new Council in July 2012.
- 2.04 The Improvement Plan is audited by the Wales Audit Office as part of their annual assessment work.

3.00 CONSIDERATIONS

- 3.01 The Improvement Plan builds upon the 10 Council Priorities and the Directorate priorities presenting them in a single document.
- 3.02 The current set of 10 Council priorities (the Improvement Objectives), are extensive and are supported by a more detailed set of secondary Improvement priorities and are detailed within the Improvement Plan 2011/12.

3.03 They are also set out in the three Directorate plans for Community Services, Environment and Lifelong Learning, and in the corporate governance plans. The corporate governance plans are the Improvement Plan, the Strategic Assessment of Risks and Challenges (SARC) and the four business plans for the corporate resources the Asset Plan: the ICT and Customer Services Strategies: the Medium Term Financial Strategy and Plan: the People Strategy.

3.04 The Improvement Priorities:

- reflect what is currently important in Flintshire e.g. housing
- cover the areas where we need to modernise and improve e.g. HR
- fit well with Welsh Government social policy and the Programme for Government e.g. social care reform
- fit well with local partner priorities e.g. health reform
- fit well with the priorities for regional collaboration
- fit well with the Programme for Change of the new Leadership.

The Improvement Priorities framework is proving effective. The framework:-

- guides management to concentrate on what is important
- provides a fit between the 'bigger picture' at corporate level with the detail of Directorate plans and team plans right down to appraisals at service level
- guides the allocation of resources both at annual budget-setting time and in-year
- influences the priorities of key partners.

Above all, the assessment shows that the Council has a good record of achievement against the Priorities as detailed in the Cabinet report in July using the 'traffic light system'.

Overall performance for 2011/12 is reported in the Annual Performance Report elsewhere on this agenda.

3.05 Given this sound basis the Improvement Priorities are being built upon and added to by the new Council, with local political priorities including:

- Social Enterprise/Co-operatives – led by Director of Community Services
- Apprenticeships and Youth Unemployment – led by Director of Lifelong Learning
- Community Development and Events – led by Head of Culture and Leisure

These priorities have been incorporated as secondary priorities within the Improvement Plan and are under development. The detail will be

reported back to Cabinet before the end of the calendar year.

- 3.06 The length of timeframe for the Plan has been adjusted to a longer period of five years to reflect the period of Administration and some of the longer-term priorities e.g. School Modernisation.
- 3.07 A copy of the Plan is available in the Members' Library and will be distributed to all Members prior to presentation to full Council on 25 October. It will then be published on the infonet and available for public comment and feedback.
- 3.08 Specific targets for 2012/13 and 2013/14 will be worked through as part of the annual performance indicator target setting exercise in the autumn.

4.00 RECOMMENDATIONS

- 4.01 To re-set the Improvement Priorities within the Improvement Plan for endorsement by County Council.
- 4.02 To note the addition of the three additional Improvement Priorities in line with the Leadership's Programme for Change and provide the populated details of all three to a Cabinet meeting before the end of the calendar year.

5.00 FINANCIAL IMPLICATIONS

- 5.01 None directly related to this report.

6.00 ANTI POVERTY IMPACT

- 6.01 None directly related to this report.

7.00 ENVIRONMENTAL IMPACT

- 7.01 None directly related to this report.

8.00 EQUALITIES IMPACT

- 8.01 None directly related to this report.

9.00 PERSONNEL IMPLICATIONS

- 9.01 None directly related to this report.

10.00 CONSULTATION REQUIRED

- 10.01 Consultation will be required to inform the ongoing review of these priorities.

11.00 CONSULTATION UNDERTAKEN

- 11.01 The priorities have been shaped by all Councillors in the previous Council across the Executive and Overview and Scrutiny functions and been subject to review by the new Council and Corporate Management Team.

12.00 APPENDICES

- 12.01 Improvement Plan 2012-2017 (available in the Members' Library)

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

Contact Officer: Karen Armstrong
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FLINTSHIRE COUNTY COUNCIL

REPORT TO: **CABINET**

DATE: **TUESDAY, 16 OCTOBER 2012**

REPORT BY: **CHIEF EXECUTIVE**

SUBJECT: **CITIZEN CONSULTATION AND ENGAGEMENT -
STRATEGIC APPROACH**

1.00 PURPOSE OF REPORT

1.01 To seek Cabinet's approval of a set of Core Consultation and Engagement Principles and the development of a Strategic Forward Work Programme.

2.00 BACKGROUND

2.01 Improving citizen engagement and empowering local communities to have a voice is a priority for the Council's political leadership.

Wales Audit Office proposals for improvement (highlighted in its 'Regulatory Programme for Improvement 2012/13' report) also state that the Council should "develop an improved corporate approach to engagement with communities and users of services including arrangements to enhance the contribution of elected members."

2.02 During the period 2006 to 2010 the Council procured and made use of the services of external research company, BMG Research, to undertake biennial Household Surveys.

Whilst these surveys provided useful data in terms of residents' views, they were merely a snapshot in time, capturing isolated views and opinions without any means of further more detailed interaction or engagement with respondents.

2.03 The Council has since endorsed its support to the [National Principles for Public Engagement](#), developed by Participation Cymru on behalf of Welsh Government.

2.04 Across the organisation we have excellent examples of best practice in citizen/customer consultation/engagement, particularly with young people, older people and service users.

2.05 Since the end of the research contract, consultations on corporate issues have continued to take place, with the views of the wider public being sought on such things as the 2012/13 budget setting process and the Council's Administration Priorities. Response rates to these surveys were very low.

- 2.06 The success or failure of any consultation/engagement activity can be directly attributed to the level of investment in the planning and preparation stage, having a clear understanding of the 'What, Why, Who, How and When'. In developing a strategic approach to our consultation activity, a strategic forward plan is needed, identifying key topics with associated timescales.

3.00 CONSIDERATIONS

- 3.01 To fully plan and prepare a varied range of consultation/engagement activity, the subtleties between Corporate Activity and Service Generated Activity need to be clear and well defined.

Corporate Activity – where views and opinions are sought on:

- high level, corporate initiatives, to inform strategic direction and organisational development
- high profile, high impact, high risk service initiatives e.g. housing ballot, school modernisation, Streetscene service changes, work with key inspections e.g. Estyn

Stakeholders may be the general population of Flintshire or specific targeted groups and the views of service users and non service are equally important.

The Chief Executive, his Corporate Management Team, relevant portfolio holders and other interested parties, supported by Corporate Communications, will be responsible for developing and implementing strategy and forward plans around Corporate Activity.

Service Generated Activity – where views and opinions are sought on:

- a range of service specific issues, such as customer satisfaction, service improvement and/or development, etc.

Stakeholders will primarily be service users, which depending on the nature of the service, could be the general population or specific targeted groups. The views of non service users may on occasion be sought to assist in service development and/or improvement.

Directors, Service Heads, portfolio holders and other interested parties will be responsible for developing and implementing strategy and forward plans for all their Service Generated Activity. Support is available via Corporate Communications in developing the strategy, plan and methodologies to be used.

- 3.02 To apply consistency for its citizens, the Council needs to adopt a core set of Consultation and Engagement Principles (see Appendix 1). These should be high level overarching principles, which set the context for all activity generated by the Council and clearly define the

minimum standards which can be expected by the Citizens of Flintshire.

- 3.03 Elected Members are crucial to the success of any consultation and engagement activity. They are often the people who are most closely linked to the communities we serve and often have access to networks and intelligence that would otherwise be unavailable to us. The involvement of Elected Members from inception to conclusion is crucial to the success of our engagement activity and they must be involved from the very early stages of the planning process. Corporate and Service Generated activity will ensure the agreement, support and ownership of relevant portfolio holders and other interested parties.
- 3.04 A Strategic forward plan needs to be developed and implemented identifying the 'what, why, who, how and when'. Forward planning should ensure that activity is complete, including analysis, in sufficient time to inform the decision making process.
- 3.05 Forward plans should be subject to quarterly reviews. This will build in adequate planning and preparation time at the very early stage of the process.
- 3.06 One size does not fit all in terms of consultation and engagement activity. To generate full and frank debate, methodologies need to be specifically tailored to the target audience.
- 3.07 Innovative practices should be developed and encouraged along with the use of Social Media as an engagement tool. Sharing internal and external best practice will help services understand the range of methodologies available. We need to gather best practice case studies, in an easily accessible format. We should also promote widely the [National Practitioners Manual for Public Engagement](#), produced by Participation Cymru on behalf of Welsh Government, to assist people in planning their consultation and engagement activity.

4.00 RECOMMENDATIONS

- 4.01 That Cabinet approve the core principles attached at Appendix 1.
- 4.02 That Cabinet approve the development of a Corporate Activity Forward Work Plan (FWP), in consultation with relevant services, portfolio holders and other interested parties, for further approval by Cabinet in order to start a programmed activity of work.
- 4.03 That Cabinet approve the development of Directorate Activity Forward Work Plans, at Head of Service Business Level or Directorate Plan Level, in consultation with relevant portfolio holders and other interested parties, in order to begin a programmed activity of work.

4.04 That Cabinet approve the development of a central database/calendar of activity to identify who is doing what and when, consider potential areas for collaboration, avoidance of duplication and over consultation with specific groups of people.

5.00 FINANCIAL IMPLICATIONS

5.01 No identifiable implications at this stage.

6.00 ANTI POVERTY IMPACT

6.01 No identifiable impact at this stage.

7.00 ENVIRONMENTAL IMPACT

7.01 No identifiable impact at this stage.

8.00 EQUALITIES IMPACT

8.01 Adopting a strategic approach to consultation and engagement, along with a set of core overarching principles, will ensure the views and opinions of the diverse range of Flintshire citizens will be invited and taken into account as part of the Council's decision making processes.

9.00 PERSONNEL IMPLICATIONS

9.01 No identifiable impact at this stage.

10.00 CONSULTATION REQUIRED

10.01 Consultation with relevant Council officers, portfolio holders and other interested parties in the development of both Corporate and Directorate Activity Forward Work Plans.

11.00 CONSULTATION UNDERTAKEN

11.01 Consultation on the development of Forward Work Plans will commence following the agreement of Cabinet to proceed.

12.00 APPENDICES

12.01 Draft Core Principles for Public Engagement

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

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Flintshire County Council

Core Principles for Public Engagement and Consultation

Purpose

To sit below, and compliment, the [National Principles of Public Engagement](#), providing a set of overarching core principles for the organisation and all its services in the preparation and delivery of consultation and engagement activity.

To clearly define the minimum standards which can be expected by Flintshire Citizens when their views and opinions are sought.

Principles

1. When planning consultation/engagement activity the organisation and its employees will adhere to the National Core Principles of Public Engagement developed by Participation Cymru on behalf of Welsh Government.
2. The organisation will commit sufficient time to plan and prepare all its consultation/engagement activity creating an ethos of:

'the right process - the right people - the right time'
3. Consultation and engagement activity will be sufficiently planned and timed so as to inform Council decision making processes.
4. We will clearly set the scope for all consultation and engagement activity so that citizens have a clear understanding of exactly what their views and opinions can influence.
5. We will be clear and open about the processes we adopt. People will know when and how they can become involved and will be given sufficient time to 'have their say'. We will share outcomes and be clear about how people's views and opinions have influenced our final decisions.
6. Citizens of Flintshire can expect all consultation/engagement activity to take due account of their diverse needs and the Council will provide opportunities for all voices to be heard using a wide range of methodologies.
7. Council services will where appropriate work together to coordinate complimentary consultation and engagement activity. This coordinated collaborative approach will also extend to other partner organisations wherever possible.

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FLINTSHIRE COUNTY COUNCIL

REPORT TO: **CABINET**

DATE: **TUESDAY, 16 OCTOBER 2012**

REPORT BY: **HEAD OF FINANCE**

SUBJECT: **MEDIUM TERM FINANCIAL PLAN 2013/14-2017/18
AND BUDGET 2013/14**

1.00 PURPOSE OF REPORT

- 1.01 To provide an overview of the Council's approach to strategic financial planning, a reminder of the financial challenges which provide the backdrop to the financial planning environment and to set out the approach being taken to ensure Value for Money for the Council.
- 1.02 To provide an update on the development of the Medium Term Financial Plan 2013/14 to 2017/18.
- 1.03 To provide an update on planning for the 2013/14 revenue budget and the 10 year Capital Strategy.

2.00 BACKGROUND

- 2.01 The Council adopted its Medium Term Financial Strategy 2011-2015 in June 2011.
- 2.02 Plans for the development of the Medium Term Financial Strategy (MTFS) and the Medium Term Financial Plan (MTFP) for the five year period 2013/14 to 2017/18 were set out in a briefing note for all members of the outgoing Council in April. This was subsequently referred to in a report to Cabinet on 12th June and was circulated to and discussed with members of the Corporate Resources Overview and Scrutiny Committee on 5th July 2012.
- 2.03 The drivers for the development of the MTFP are:
1. Strategic financial planning is critical to matching financial resources to council priorities and improvement objectives, and to ensuring the sustainability of service delivery.
 2. The MTFS is one of the major resource strategies which contribute to the council achieving its objective to be a modern, efficient and cost effective public organisation whilst ensuring local taxes and fees and charges are fair and affordable.

3. Responding to the formal recommendation of the Wales Audit Office's Annual Improvement Report 2011 which set out that "The Council needs to complete its work in quantifying the financial benefits of its programme for efficiencies and organisational change by mid 2012-13 to determine the remaining funding gap (shortfall or surplus) and then establish clear plans to identify further savings or re-direct resources to priorities".
- 2.04 In common with other Councils, Flintshire's finances have been significantly affected in recent years and particularly since 2011. This is forecast to continue for the foreseeable future, with considerable pressure being experienced across both revenue and capital budgets.
- 2.05 The "Flintshire Futures" programme adopted in 2010, sets out an ambitious and challenging programme to modernise and reshape service delivery and respond to the challenging financial scenario facing local government.
- 2.06 The Council's Improvement Priorities are set out in a report entitled 'Improvement Plan 2012 – 2017' which is also on this agenda.
- 2.07 The Cabinet paper on the MTFP of 12th June 2012 set out an overview of the financial challenges facing the Council and a strategic overview of the medium term financial planning framework and timetable.
- 2.08 A report produced by the Institute of Fiscal Studies 'Local Government Expenditure in Wales: Recent Trends and Future Pressures' funded by the Welsh Local Government Association was announced on 5th October which sets out the financial outlook in Wales over the next few years. Work is underway to assess this report and in particular the implications for Flintshire. However, it is not envisaged that the report will change the Council's financial planning assumptions for 2013/14 and 2014/15 which will allow the authority to take a strategic approach to meeting the changes that lie ahead.

3.00 STRATEGIC FINANCIAL PLANNING

- 3.01 Strategic financial planning is critical to matching financial resources to Council priorities and improvement objectives, and to ensuring the sustainability of service delivery.

Financial Planning Framework

- 3.02 **The Medium Term Financial Strategy** provides a framework for the financial principles through which revenue and capital resources will be forecast, organised and managed to deliver the Council's vision and strategic objectives.

3.03 **The Medium Term Financial Plan** forecasts funding levels and resource requirements over the medium term, identifies the gap between the two, and enables specific actions to be identified to balance the budget and manage resources.

Financial Challenges

3.04 As previously reported in some detail in June, the financial challenges facing the Council come from a number of inter-related issues, which can be summarised as follows:-

- Pressure on the revenue and capital funding available to Councils as funding is reduced and/or falls behind the cost of delivering services.
- Increased revenue costs arising from inflation, demographic growth and service demands in a period of economic downturn which is bringing increasing client demand.
- The increased call on revenue resources to fund capital investment through borrowing arising from the restriction on capital support, grants and other funding streams.
- The identification of resources needed to protect services and to fund Council priorities for improvement and service growth including resources needed for 'Invest to Save' to re-shape services and drive through efficiencies.

3.05 In relation to funding, the forward projections provided to date by Welsh Government (WG) show increases in funding (known as AEF) of 1.1% and 0.4% in 2013/14 and 2014/15 respectively. The level of funding over the preceding years has been reduced by 1.7% and 0.2% in 2011/12 and 2012/13 respectively. The impact is that by 2014/15, the actual level of WG funding will be 0.4% lower than it was four years earlier.

As 80% of the funding for the revenue budget comes from Welsh Government (WG), the impact of funding not keeping pace with the increasing costs has potentially significant consequences.

In addition, there is continued ongoing pressure on specific grant funding which is reducing steadily and also on funding to support capital investment.

4.00 VALUE FOR MONEY (VFM)

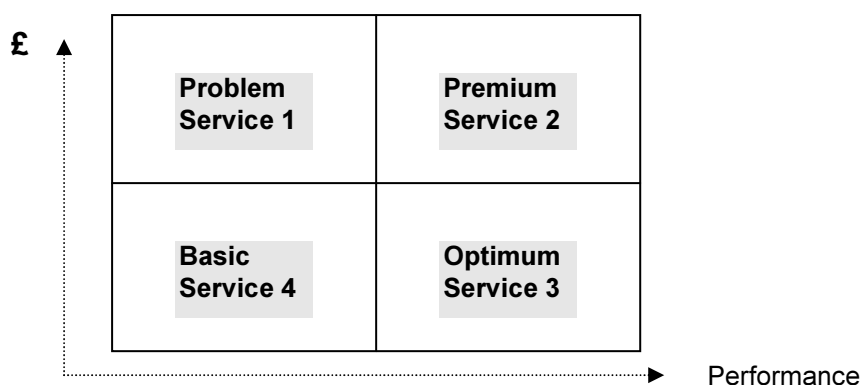
4.01 Central to the Council's objectives of modernising and re-shaping service delivery and responding to the challenging financial environment, is ensuring that we are achieving and demonstrating value for money.

4.02 Our aim is to put consideration of value for money at the heart of everything we do. In summary, this involves being clear on:-

- The nature of our costs.
- What the money is spent on and why?
- What is the outcome/product of the expenditure?
- What is our level of performance?
- How does this compare to others?
- Are we achieving our strategic and service objectives?
- How can costs be reduced to deliver the agreed level of service?

4.03 The VFM model shown in our MTF5 document is reproduced below. Value for money does not always mean providing the cheapest service. VFM is about achieving the optimum combination of costs and benefits to the organisation.

The Value for Money Model below categorises four types of service in VFM terms:-



1. **Problem Service** – High Cost and Low Performance.
2. **Premium Service** – High Cost and High Performance (Rolls Royce Service).
3. **Optimum Service** – High Performance and Low Cost.
4. **Basic Service** – Low cost but Low Performance.

4.05 The three components addressed in evaluating VFM are:-

Economy: How much do we spend?
Measures the price paid for what goes into providing a service.

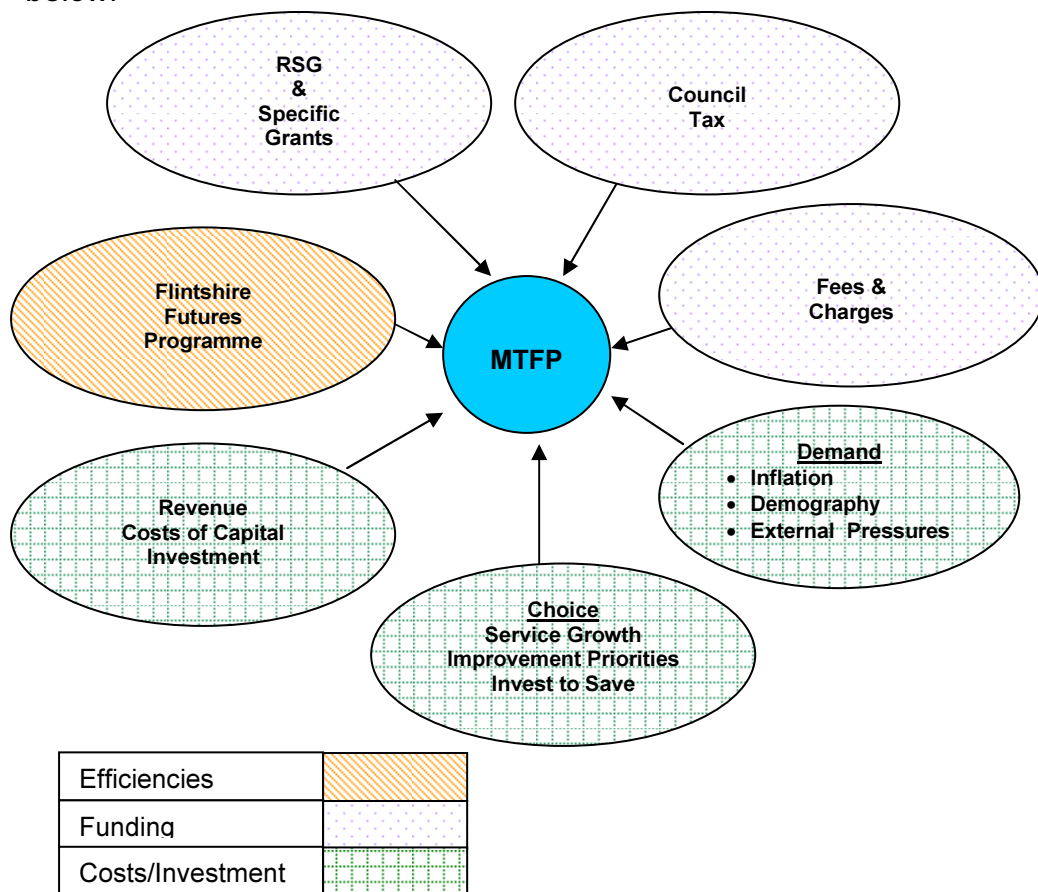
Efficiency: What do we get for our money?
Measures productivity and performance in relation to the resources which are put in.

Effectiveness: What is the outcome for clients?
Measures the impact achieved from using the resources. This can be quantitative or qualitative.

4.06 In order to assist the development and use of our VFM model and to promote a culture where VFM is at the heart of everything we do, there is a piece of work within the Finance Workstream of the Flintshire Futures Programme to produce a VFM strategy and process which can be used across the organisation and to roll this out in 2013/14.

5.00 MEDIUM TERM FINANCIAL PLAN (MTFP) 2013/14 to 2017/18

5.01 The Medium Term Financial Plan brings together into one place estimated funding, costs and efficiencies as shown in the diagram below.



5.02 The MTFP is being developed in accordance with the key financial objectives of the Medium Term Financial Strategy:-

- Ensuring that revenue and capital resources are targeted to achieve the Council’s priorities and strategic objectives.
- Fully integrating revenue and capital expenditure plans.
- Maintaining Council Tax increases to affordable levels.
- Optimising opportunities for income generation from fees, charges and grants.

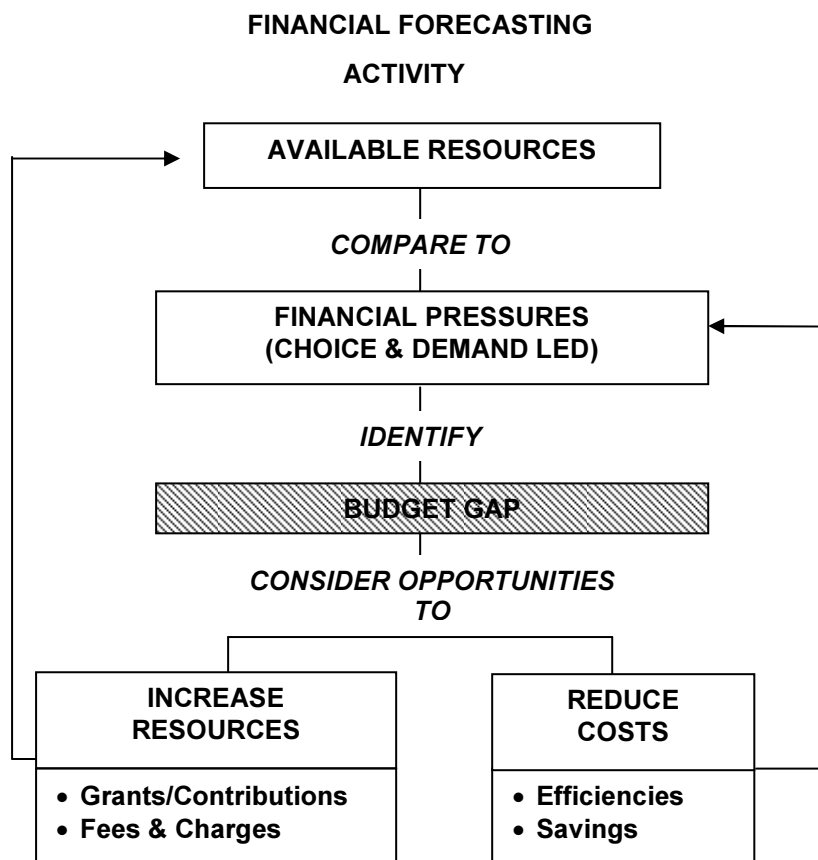
- Maintaining an appropriate level of reserves and provisions.
- Providing strong financial services, systems and processes to deliver and support the strategy and balanced financial budgets.

5.03 The work is progressing well and the commentary below sets out briefly the current position relating to the three broad strands of:

- Funding
- Costs / Investment
- Efficiencies

5.04 In developing the MTFP, the approach being taken utilises the forecasting model set out in the Medium Term Financial Strategy. This model applies equally to the detailed work of forecasting for the coming financial year and reaching a balanced budget position as it does to forecasting in broader terms for the later years within the five year plan. Whilst used mainly in relation to the revenue budget, its principles apply also to balancing costs against available funding for the capital programme.

Forecasting Model



Funding

- 5.05 The estimate of WG funding (RSG) is based on the forward indications provided previously by WG. This and the estimate of specific grants, which is currently included at the 2012/13 level, will be updated following the announcement of the Provisional Local Government finance settlement which is due on 16th October and again following the final settlement on 6th December 2012.
- 5.06 Council Tax is included in line with the Council's policy of an annual rise of 3% to 3.5% and using the latest projections of the Council Tax base. The base for 2013/14, will be set as at 31st October which is the required date each year for tax setting purposes.
- 5.07 Income from Fees and Charges is based on those fees and charges currently charged with an assumed 3% increase for those charges where the Council has the power to set the charges. The introduction of any new fees and charges or to increase charges which are below market rates will be considered under efficiencies as described in 5.17 below.

Costs

- 5.08 At this stage, estimates have been included for indicative forward planning purposes for inflation, demand led pressures, (including demography and economic impacts) and service investment costs to meet priorities and improvements. These are subject to ongoing refinement, challenge and review and will be part of the detailed budget considerations for 2013/14 and ongoing consideration by members of the MTFP for the following four years as the Plan is developed further.

At this stage, inflation is included as follows:

- Pay inflation – 1% per annum.
 - Price inflation – as needed in 2013/14. 2% in future years plus non standard inflation for specific items, e.g. energy
- 5.09 The national Welfare Reform Programme is bringing significant additional funding demands for 2013/14. These relate to reduced external funding for the new Council Tax support scheme than has previously been available to fund Council Tax Benefit, reduced administration grant for benefits administration and the anticipated increased demand on services as a result of the cumulative impact of the ongoing economic situation, the reduced benefit available towards Council Tax and the phased introduction of universal credit.
- 5.10 Whilst planning assumptions have been included about pay inflation over the period, no estimates have been included on the future paybill following the agreement of a Single Status agreement (beyond the

provision which has been included since 2007/08 for an increase in a new pay and grading model and the assumed reduction in allowances already included in the base budget). The outcome of detailed pay modelling and negotiation over the Autumn/Winter of 2012 will come forward to members for consideration and agreement. Any increase in workforce costs or borrowing costs to finance the settlement of equal pay liability, will be included in the MTFP on agreement being reached by the Council.

5.11 Work on the development of the 10 year capital strategy is progressing. The two major strands which are of strategic importance and likely to require revenue funding to meet prudential borrowing costs are:

1. The Schools Modernisation Programme.
2. Asset rationalisation of County Buildings (part of the Flintshire Futures Programme).

These are in addition to the capital projects which arise from ongoing operational needs and which form the core of the rolling capital programme.

5.12 Work is being undertaken during October to review all capital estimates including those previously proposed for inclusion in the 10 year plan, school modernisation in line with the proposals agreed in July and which will go out to consultation in early November and from the assets rationalisation workstream. Following completion of the work, the revenue implications will be integrated into the MTFP to update the financial projections

Efficiencies

5.13 The Flintshire Futures Programme brings together efficiencies from four main areas:

- Corporate change
- Service Reviews
- Regional collaboration
- Local collaboration

5.14 The main workstreams of the Corporate Change block are:

- Assets
- Customer
- Finance
- Procurement
- Workforce

Each of these workstreams has a detailed programme of work. Programme leads and support officers are in place and the whole portfolio or work is overseen by the Flintshire Futures Board which has a supporting governance structure to ensure progress is made and that projects within each workstream are delivered to achieve the stated goals / outcomes.

- 5.15 Remaining efficiencies flowing through from the Service Review block are associated with reviews which were included at the inception of the Flintshire Futures programme and which are now concluding or are in second phases e.g the Administration Review. Future reviews are likely to be undertaken within the Workforce and / or Service Change blocks of Corporate Change to maintain consistency of approach and to avoid overlap.
- 5.16 Efficiencies from collaboration at a Wales, Regional (North Wales), or Local (Sub Regional) level will emanate from projects contained within the Compact between Welsh Government and Welsh Local Government e.g. Regional School Improvement Service and / or from other opportunities which are being pursued with other public sector bodies.
- 5.17 Work to quantify the efficiencies from the Flintshire Futures Programme is progressing well with the focus being on the corporate change projects covering Procurement, Workforce, Service Change and Fees & Charges. Once proposals have been agreed with Members over the next month or so they will be included in the Medium Term Financial Plan and will be subject to detailed consideration as part of the 2013/14 budget.
- 5.18 The completion of the ongoing work in relation to funding, costs/investment and efficiencies will enable the Council to determine the remaining funding gap and then be in a position to establish clear plans to identify further savings and / or redirect resources to priorities.

6.00 BUDGET PLANNING FOR 2013/14

Revenue Budget

- 6.01 Detailed budget planning for 2013/14 is being carried out in accordance with the financial planning and operating principles set out in the Medium Term Financial Strategy and utilises the forecasting model (described in 5.04 above) to forecast and review funding, costs / investment needs and efficiency options. Particular emphasis is being placed on:

- Understanding the implications for service delivery and customers
- Examining value for money and alternative options
- Challenge of existing and potential new costs

- Minimising new pressures
 - Maximising all opportunities for efficiency
 - Accuracy of forecasting
 - A risk based approach
- 6.02 The projection for 2013/14 and 2014/15 included in the 2012/13 budget report in March 2012 set out a preliminary position which showed a budget gap for 2013/14 of £2.336m rising by a further £2.970m for 2014/15 to a gap of £5.306m. This was on the basis of the projected funding from Welsh Government, the roll forward of the 2012/13 budget and any full year effects for future years budgets and provision for pay and price inflation. The latest announcement on 5th October (see para 2.08) has not changed these assumptions.
- 6.03 In June it is was reported that for planning purposes on the basis of the level of new pressures required in previous years budgets, it was reasonable to assume that the budget gap in 2013/14, against which efficiencies would need to be found to produce a balanced budget, would be in the order of £8m to £9m with a similar situation being the case in 2014/15. This was reported as £17m over two years.
- 6.04 In early July, on receipt of all potential budget items for funding in 2013/14, the budget gap rose to £11m. The work which has been carried out over the summer period, described in 6.06 below has reduced this back to a budget gap of £8.4m against which efficiencies need to be identified to balance the budget. Of this £8.1m is ongoing cost and £0.300m is one-off expenditure. For consistency with previous reports, this would be £15m over two years using similar planning assumptions and £35m over five years given the extended time horizon of the MTFP to 2017/18. This is before the inclusion of any costs to the revenue budget arising from the Single Status agreement and before the inclusion of borrowing costs to support the capital programme as set out in sections 5.10 to 5.11.
- 6.05 The target efficiencies from the Flintshire Futures Programme if achieved would generate £6.7m in the first year rising to £8.6m by year five. These are the subject of detailed plans which are being drawn up by Directorates principally in relation to procurement, workforce, fees and charges and service change.
- 6.06 In addition to the work to identify efficiencies, work is continuing to seek to reduce the budget shortfall through the following:
- Compressing pressures. Each directorate has undertaken a critical review of budget pressures, with follow up work in progress.
 - Assumptions included in the budget projection which relate to previous years have been reviewed. This work is complete.

- Inflation is being critically assessed and included only where there is a clear business case for inflation to be added and at the applicable rate for the specific item.
- Reviewing the final outturn for 2011/12 and in-year 2012/13 position to date to identify potential efficiencies which can contribute to the budget on an ongoing basis. This work is also identifying pressures in 2011/12 and the current year which have the potential to continue into 2013/14 and ensuring that they are part of the budget considerations.
- Reviewing reserves and balances to identify any amounts which can be released to fund one-off expenditure.
- Reviewing grant income streams.

Capital Programme

6.07 Detailed work on the capital programme is taking place during October, as detailed in 5.11 and 5.12. A workshop is being planned for November to enable all members to participate in the development of the capital strategy.

7.00 NEXT STEPS

7.01 The work on the MTFP and the Budget for 2013/14 is ongoing and will continue over the Autumn / Winter period. Alongside this work a review of the Medium Term Financial Strategy (including the updated MTFP) will commence for completion in March alongside the budget for 2014/15.

7.02 The budget timetable for 2013/14 is attached at Appendix 1. This indicates the points at which budget considerations will come forward to Cabinet, Scrutiny and Council and the points at which discussion will take place with School Budget Forum and FJTUC. The following paragraphs set out some of the key stages in the budget timetable.

7.03 The provisional local government settlement is due to be announced on 16th October. A note of the main points of the settlement will be made available to members. A detailed report on the provisional settlement along with a budget update will be made to the Cabinet in November. The final local government settlement is due to be announced on 6th December.

7.04 Initial revenue budget and capital programme proposals for 2013/14 are scheduled for consideration by Cabinet in December, prior to the annual round of scrutiny meetings taking place in January.

7.05 The scheduled date for the setting of the 2013/14 budget and the Council Tax is 1st March 2013 which will consider final proposals from the Cabinet in February.

8.00 RECOMMENDATIONS

8.01 Members are asked to note the contents of the report.

9.00 FINANCIAL IMPLICATIONS

9.01 The overall implications for the Council's financial position are set out in the report. However, there are no implications directly as a result of this report.

10.00 ANTI POVERTY IMPACT

10.01 None directly as a result of this report.

11.00 ENVIRONMENTAL IMPACT

11.01 None directly as a result of this report.

12.00 EQUALITIES IMPACT

12.01 None directly as a result of this report. The 2013/14 budget will be the subject of an Equalities Impact Assessment.

13.00 PERSONNEL IMPLICATIONS

13.01 None directly as a result of this report.

14.00 CONSULTATION REQUIRED

14.01 None at this stage.

15.00 CONSULTATION UNDERTAKEN

15.01 None at this stage.

16.00 APPENDICES

16.01 Appendix 1 – 2013/14 Budget Timetable.

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

Contact Officer: Kerry Feather
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BUDGET TIMETABLE 2013/14

DATE	EVENT
16-Oct-12	Cabinet
16-Oct-12	Provisional Settlement from WG
20-Nov-12	Cabinet
29-Nov-12	School Budget Forum
06-Dec-12	Final Settlement from WG
20-Dec-12	Cabinet
21 Dec 12 - 20 Jan 13	NNDR Consultation
22nd to 31 Jan 13	Overview & Scrutiny Committees
22-Jan-13	Cabinet
23-Jan-13	FJTUC
31-Jan-13	School Budget Forum
14-Feb-13	Schools Budget Notified to WG
19-Feb-13	Cabinet
01-Mar-13	County Council

DETAILS
MTFP 2013/14 - 2017/18 and Budget 2013/14
Notification of Provisional Funding for 2013/14
Provisional Settlement 2013/14 & Budget Update
Budget Update
Notification of Final Funding for 2013/14
CF - Initial Budget Proposals 2013/14
Consult with County Ratepayers
Directorate Presentation of Initial Budget Proposals
HRA - Initial Budget Proposals
Budget Update
Budget Update
Advise WG of total Schools Budget
CF & HRA - Final Budget Proposals
Approval of Budget & Council Tax

FLINTSHIRE COUNTY COUNCIL

REPORT TO: **CABINET**

DATE: **16TH OCTOBER 2012**

REPORT BY: **DIRECTOR OF COMMUNITY SERVICES**

SUBJECT: **SUPPORTING PEOPLE OPERATIONAL PLAN
2012/13**

1.00 PURPOSE OF REPORT

1.01 To inform Cabinet about the Supporting People Operational Plan (SPOP) 2012-2013 and seek approval for the proposals detailed within the plan. (attached at Appendix 1)

2.00 BACKGROUND

2.01 In January 2010, Executive approved the three year Supporting People Strategy. The Supporting People Strategy set the direction for the Supporting People Programme for the next three years. The document contained a 12 month action plan for 2010-2011 and Executive were informed that this would be updated on an annual basis.

2.02 The SPOP for 2012-2013 has now been developed by the Supporting People Team, in partnership with the providers of housing related support services, and overseen by the Supporting People Planning Group.

3.00 CONSIDERATIONS

3.01 The SPOP provides an update on the progress made against the action plan contained within the Supporting People Strategy and also the SPOP for 2011-2012

3.02 The Supporting People Strategy highlighted that Flintshire was expected to face significant reductions to the Supporting People Grant allocation. The SPOP provides further information regarding the level of cuts that will be made over the next 3 years, and the proactive way which Flintshire will maintain an efficient programme that will enable us to deliver efficiency savings, avoiding where possible cuts to valuable services. Flintshire will continue to prioritise funding for strategically relevant, priority need services where gaps have been identified and will seek to manage the reductions through a planned, strategic approach, in order to make the best use of available resources.

- 3.03 The SPOP also includes an action plan for 2012-2013. The action plan is split into three sections to reflect the three policy areas covered by housing related support services – Community Care, Community Safety and Homeless Prevention
- 3.04 The Community Care section covers those services which contribute to the strategic outcomes of Health and Social Care Services. The service user groups covered in this section are Learning Disabilities, Mental Health, Physical Disability and Sensory Impairment, Chronic Illness, Vulnerable Adults and Older People. This section provides detail on the reduction of Supporting People funding from core services. Proposed developments within this section include exploring further opportunities for joint commissioning with community care partners, and also wider commissioning opportunities on a regional basis
- 3.05 The Community Safety section covers those services which contribute to the strategic outcomes of the Community Safety Partnership. The service user groups covered in this section are Domestic Abuse, Substance Misuse and Offenders. This section provides detail on the opportunity to improve existing services and the commitment to continue to work in partnership with providers and stakeholders to ensure that there is appropriate support in place for service users
- 3.06 The Homeless Prevention section covers those services which contribute to the strategic outcomes within the Homeless Strategy. This section covers the homeless service user group including families, single people and young people who find themselves homeless or at risk of homelessness. This service user group will often have multiple support needs. This section identifies the opportunity to pilot a project based on the 'Housing First' approach, in order to inform the future direction of housing related services within the County.
- 3.07 The planned transfer of the Supporting People Revenue Grant from the Welsh Government to the County Council was delayed by WG from 1 April 2012 to 1 August 2012.
- 3.08 The WG published the final version of the new SP Guidance in July 2012 in advance of the transfer on 1 August 2012. This sets out the role of the new Regional Collaborative Committee (RCC), which will provide advice to local authorities and other local stakeholders on regional and local collaborative delivery of the Supporting People Programme to ensure that the most efficient and effective services are delivered. Membership of the RCC will be Cabinet Members (holding the SP portfolio), NHS, Probation, providers and service users.
- 3.09 The WG guidance is available at <http://www.cymorthcymru.org.uk/docs/guidance-supporting-people->

[programme-grant-guidance-27.07.12.doc](#) and a hard copy is available in the members' library.

4.00 RECOMMENDATIONS

- 4.01 Cabinet notes the achievements against the updated action plan for 2011-2012.
- 4.02 Cabinet approves the proposals in the SPOP for 2012-2013.
- 4.03 Cabinet approves the Supporting People Operational Plan as a final version.

5.00 FINANCIAL IMPLICATIONS

- 5.01 The Supporting People Grant is a specific grant for funding housing related support services. For 2012-2013 Flintshire County Council have been informed of a reduction to the grant of £172K, with further reductions anticipated over the next 5 years as a result of Redistribution.
- 5.02 The SPOP highlights new services for priority development; however, services will only be developed according to available funding as a result of any cuts/redistribution. The priority for development has been agreed with the Supporting People Planning Group and is contained within the Action Plan for 2012-2013.
- 5.04 Flintshire Supporting People Planning Group plans to meet the reductions in 2012/13 without cutting any services by carrying out the continuation of planned realignment of Social Services budgets by ensuring that all existing funding is eligible for Supporting People Grant. In addition, in anticipation of a future grant reduction, Flintshire had taken a prudent approach to the allocation of the grant in 2011/2012 which has led to unallocated grant of £150k which can be utilised as part of our strategy to manage the actual reductions in grant in future years.
- 5.05 A further explanation of how Flintshire Supporting People Planning Group plan to manage the reduction of funding for future years can be found within the Financial Strategy section of the SPOP (Appendix 1 – Page 6).

6.00 ANTI POVERTY IMPACT

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

7.00 ENVIRONMENTAL IMPACT

There are no specific environmental implications within this report.

8.00 EQUALITIES IMPACT

The Supporting People Programme was established to provide low-level accommodation support services to people with an assessed need for support. Access to these support services should be available to people living within the community and not just tied to Social Services provision.

At present, some services are delivered as part of Social Services core services. Releasing SPG funding from these 'core' services will provide the opportunity to develop services in the community. This will enable equality of access to accommodation support services amongst those in our communities who have a need for such support.

9.00 PERSONNEL IMPLICATIONS

9.01 N/A

10.00 CONSULTATION REQUIRED

10.01 No further consultation is envisaged.

11.00 CONSULTATION UNDERTAKEN

11.01 Supporting People has held a forum to consult with providers of housing related support services. The team has also held one to one meetings with Senior Managers from within Flintshire County Council and Provider Organisations. The Supporting People Planning Group has agreed the draft

12.00 APPENDICES

Appendix 1 – Supporting People Operational Plan 2012-13

LOCAL GOVERNMENT (ACCESS TO INFORMATION ACT) 1985 BACKGROUND DOCUMENTS

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Flintshire County Council

Supporting People Operational Plan

2012-2013



Final – Awaiting Cabinet approval

Contents:

1. Introduction	3
2. National and Regional Developments	3
2.1 Context.....	3
2.2 Regional Arrangements	4
2.3 Priorities for 2011/2012	4
2.4 Priorities for 2012/2013	5
3. Financial Strategy	6
4. Strategy Update	8
4.1 Community Care.....	8
4.2 Community Safety	10
4.3 Homeless and Homeless Prevention.....	12
5. Updated Action Plan	14
5.1 Updated 2011/12 SPOP Action Plan	15
5.2 SPOP Actions for 2012/2013.....	22

1. Introduction

Supporting People is required to submit an annual plan to the Welsh Assembly Government. In 2010, following wide consultation with stakeholders, Flintshire County Council implemented its 3 year strategy for Supporting People services. The strategy set out a vision for the Supporting People programme in Flintshire. This operational plan for 2012-2013 will provide an update on the previous 12 months achievements and also outline the service development priorities for the next 12 months.

2. National and Regional Developments

2.1 Context

Over the last twelve months, there have been a number of major developments at a National level that have had an impact on Local and Regional arrangements. An independent review of the Supporting People programme was commissioned by the Welsh Government and reported in November 2010. The Welsh Government and a range of stakeholders including local government have been considering implementation of the recommendations. These discussions have informed the proposals for the new arrangements and are reflected in draft Guidance for the supporting people programme.

The guidance includes a number of changes to the delivery and governance of the Supporting People Programme from April 2012. The most significant changes are:-

- To merge the two funding streams, the Supporting People Grant (SPG) and the Supporting People Revenue Grant (SPRG) into one Supporting People Programme Grant (SPPG) to be administered by local authorities from April 2012.
- The redistribution of Supporting People monies across Wales on the basis of an interim needs based formula from April 2012. The financial implications for Flintshire County Council are outlined in **Section 3**.
- The introduction of a new governance framework for the programme with the establishment of a Supporting People National Advisory Board, to be chaired by the Minister and Regional Collaborative Committees (RCCs) to ensure high quality services are delivered efficiently and effectively across boundaries.

Flintshire County Council has been involved in the developments and the team are currently preparing to manage the new arrangements from April 2012.

2.2 Regional Arrangements

Each area in Wales is expected to establish a Regional Collaborative Committee to provide the governance of the SP Programme for the group of administering local authorities in that region.

The Regional Collaborative Committees will have a role in maintaining an oversight of regional and local delivery of Supporting People Services against the national Supporting People Programme, the Grant Conditions and Welsh Government Guidance. They will also have an important role in maximising opportunities for cross-boundary working and consider relevant regional issues that impact beyond existing local authority boundaries.

Regional working on the SP programme is already well-established in North Wales. A Regional Supporting People Planning Group was established in 2009 to support, oversee and advise on the regional and cross boundary work and to evaluate the suitability of regional and cross boundary service provision.

A Regional Development Officer was recruited and has been helping to drive collaboration across North Wales in areas that can lead to cost efficiencies. It is the consensus of the six North Wales Supporting People Teams to work together to ensure that the provision of Housing Related Support services are available across the region and that cross authority working arrangements are in place to effectively meet the needs of service users and benefit service providers.

Regional work completed to date includes the development of a regional contract providing service provision for people suffering from HIV/AIDs, a Regional Information Sharing Protocol, a Regional Domestic Abuse Policy and Working Group and the devising of a Regional Supply Map. Over the past six months, the focus of the Regional Supporting People Planning Group and the Regional Worker has been on the national developments and particularly the development of the Regional Collaborative Committees. The establishment of the Regional Collaborative Committee work plan is in progress. This work has taken priority over the planned work programme for 2011/12 and is the reason for the non completion of a couple of the actions for 2011/12.

2.3 Priorities for 2011/2012

The North Wales Regional Planning Group has identified the following priorities for 2011/2012:

- **Develop a regional commissioning paper on Substance Mis-use**
Not completed
- **Develop a regional commissioning paper on Offenders**
Not completed
- **Implement the Domestic Abuse Action Plan**

A Regional Working Group was set up in December 2010 involving domestic abuse providers from across the region. The group is taking forward the actions from the North Wales Supporting People paper.

Key achievements of the group are the development of a regional service user group, delivery of training across the region to homeless staff and the development of some proposals for improving service provision.

- **Implement Needs Mapping core data set**

Denbighshire Supporting People Team has developed a needs mapping form to be used across the region to improve the mapping of mental health needs in response to the Welsh Audit Office Report. Wider partners including Health and Social Services representatives have approved the form. It is proposed to request sign up from all six Supporting People Teams to approve this as a regional mapping document. This would provide consistent housing support needs mapping information across Homeless and Social Care services across North Wales.

2.4 Priorities for 2012/2013

- Employ Regional Development Coordinator
- Set up and implement the Shadow Regional Collaborative Committee and the Regional Collaborative Committee
- Work collaboratively to implement new SP guidance once finalised
- Continue with work of North Wales Domestic Abuse Group and actions identified in North Wales Domestic Abuse Paper
- Develop and set up a regional database
- Develop the virtual regional team
- Develop a Regional Commissioning Strategy based on an analysis of local data
- Explore proposals for more effective regional working
- Complete any outstanding actions from 2011/2012 action plan

3. Financial Strategy

Flintshire Supporting People has a 3-year strategy in place which runs from 2010-13. Annual plans are produced that report on progress against the actions for the previous year and include a financial plan and any new developments or changes proposed for the coming year. The annual plan is approved by the Flintshire Supporting People Planning Group and Executive before being forwarded to the Welsh Government.

The Flintshire strategy highlighted that Flintshire was expected to face significant reductions to the Supporting People Grant allocation. In 2011 the Minister for Housing, Regeneration and Heritage agreed to the formula for redistribution, and also to the transition period. The aim is to achieve parity between local authorities within five years starting from 2012/13.

To mitigate the impact on local authorities facing a reduction in funding, assurance has been provided that there will be maximum year-on-year reduction in grant of 4% in both 2012/13 and 2013/14, and 5% thereafter subject to the safeguarding proposals.

Flintshire has received notification of the provisional allocation of grant for 2012/13. Based on the figures above the reductions to the Supporting People Programme Grant for the next three years will be as follows:

	Year	Reduction	Grant
4%	12-13	296,221	7,109,307.30
4%	13-14	284,374	6,824,933.30
5%	14-15	341,249	6,483,684.30

The Supporting People Planning Group are committed to adopting a proactive approach and will strive to maintain an efficient programme that will be able to deliver cost efficiency savings avoiding wherever possible cuts to valuable services. This operational plan sets out how Flintshire will meet these reductions based on a fair and equitable approach. Flintshire will continue to prioritise funding for strategically relevant, priority need services where gaps have been identified.

The challenge for the Supporting People Planning Group is finding the savings within the grant without destabilising services. Flintshire Supporting People Planning Group does not want to apply blanket cuts across services and will seek to manage the reductions through a planned, strategic approach. This will be laid out within operational plans that will be submitted to the Regional Collaborative Committee.

Flintshire's Supporting People Programme Grant accounts and details of spend for each year will be submitted to the Regional Collaborative Committee. Flintshire Supporting People Planning Group plans to meet the

reductions in 2012/13 without cutting any services by carrying out the following actions.

- **Re-alignment from Social Services for Adults** – Continuation of planned realignment of Social Services budgets by ensuring that all existing funding is eligible for Supporting People Grant. In previous years this has been invested in gaps in provision in other areas. This year the funding will contribute to the grant reduction.
- **Unallocated Grant** – The anticipated grant reduction has led to Flintshire taking a prudent approach to the allocation of the grant in 2011/2012. This has led to unallocated grant of £150k which can be utilised as part of our strategy to manage the actual reductions in grant in future years.

Managing the Transition

Flintshire will have twelve months to prepare and manage a further reduction of 4% to the 2013/14 budget.

In order to make best use of available funding and prevent having to decommission services, Flintshire plans to take forward a number of short term pilot projects during 2012/13. This will make good use of available funding for this year but will ensure it is not committed for the following year and prevent the need for decommissioning of longer term projects.

The following are proposals that are either included as a strategic priority in the Supporting People plan or are a priority development for key stakeholders. The aim is to involve stakeholders in the development of these short term pilot projects. These will provide support to individuals through the year and also inform the future strategic direction of homeless prevention services in the county.

- Targeted Floating Support Project
- Housing First Pilot

The focus of the Supporting People Planning Group over the next twelve months will be to work with providers to identify efficiency savings and consider a range of innovative support approaches and options for collaboration that will enable as many vulnerable people to receive much needed support within the available resources.

The team will undertake a strategic review of accommodation based and floating support provision, including an assessment of need and supply and support pathways, to inform the future strategic direction of housing support services in Flintshire.

4. Strategy Update

Flintshire Supporting People Team continues to ensure that the programme funds and supplies the most appropriate housing related support services for the county, in order to maximise the outcomes achieved by service users.

Within the current Supporting People Strategy a series of overarching key commissioning priorities were identified. These priorities are applied to all services commissioned by Flintshire Supporting People:-

- Provide a range of support and accommodation models across all vulnerable groups;
- Ensure existing services are high quality and delivering positive outcomes;
- Link with the Social Housing Grant (SHG) programme to facilitate new development;
- Improve access to services, to ensure that services are flexible and able to respond to a wider range of needs, are tenure neutral and where appropriate – cross authority;
- Provide a mix of generic and more targeted services; and
- Develop an outcomes framework for all services.

Supporting People continue to group priorities across the three policy objectives of Community Care, Community Safety and Homeless and Homeless Prevention.

The following sections focus on the above commissioning priorities set within the 2010-2013 Strategy for each policy area. It provides an update on the key achievements and future planned developments.

4.1 Community Care

Since the development of the strategy in 2010 Supporting People has ensured that it continues to build on the strong foundations in place between itself and partners within Community Care services.

Social Services for Adults and the Betsi Cadwaldr University Health Board have committed to on-going reductions to funding for services that have been assessed as 'not strategically relevant'. To date, they have provided £660k of SPG back to re-invest in new services.

Supporting People has worked closely with Health and Community Care partners to ensure that a range of support and accommodation models are available to meet the housing support needs for vulnerable groups. These include:-

- Developed an additional Keyring Network in Flint and widened the eligibility criteria for all 4 networks. Keyring can now support any vulnerable adult to live independently within the community by providing links to peer support and volunteers.

- Developed a new support worker post to work alongside the Vulnerable Adults Social Worker based within the Housing Options Team, to enable support to be provided following the social work assessment
- Invested funding into the 'Living Well Dementia' Scheme as part of a pilot with Social Services for Adults to assess the support needs of this client group
- Creation of the Disability Outreach Support Worker post to provide low level preventative support to people with physical disabilities and/or sensory impairments
- Contribution to a regional pilot project – Body Positive – to establish the need for specific housing related support services for people with HIV/AIDS
- Contributed to the Flintshire County Council - Sheltered Housing Improvement Project
- Members of the Specialist Housing Group to ensure that links are made with the Social Housing Grant to facilitate new development
- Provided training to homeless providers to enable appropriate support to be provided to individuals with mental health needs

Supporting People have continued to explore opportunities to realign funding within Social Services for Adults. In 2011, following a full strategic relevance and service review, it was agreed that the funding provided to Mental Health Services should be split between two services – the Supported Living Service and the Intensive Support Service. In addition, the review identified that funding should be withdrawn from the Mental Health Next Steps service as this was deemed not eligible for Supporting People grant.

Alongside these service developments and remodels, Supporting People has been able to utilise underspend each year to provide training opportunities for staff within Supporting People projects. An example of this is the Mental Health First Aid Awareness training that was provided in association with Flintshire Minds in 2010/2011.

Future Developments

For the 12 months from April 2012 to March 2013, Supporting People will continue to ensure that developments reflect the priorities set within the Supporting People Strategy. Priority areas have been identified as follows:-

- Further reductions to services deemed 'not strategically relevant'

For 2012/13 a total amount of £217,952.00 will be removed from funding provided to Social Services for Adults and BCUHB.

- Transfer of contracts for sheltered housing providers from subsidy contracts to block contracts

Supporting People will seek to ensure that we can reduce the administrative burden placed on RSL's currently in receipt of SPG funding for warden and alarm services.

- Joint commissioning services with Community Care partners

Supporting People contributes to a number of joint funded projects delivered in partnership with Social Services and BCUHB. Over the coming 12 months, we will aim to provide longer-term funding commitments to services that are demonstrating successful outcomes for service users.

In addition we are committed to working with neighbouring Supporting People Teams to identify opportunities for joint commissioning on a regional or sub-regional basis in order to improve service delivery and provide efficiency savings.

4.2 Community Safety

Developing strategic links with partners within Community Safety has been a key priority for Supporting People over the past 2 years. Through these partnerships Supporting People has been able to identify gaps in current services and liaise with a range of agencies to ensure that the needs of this client group are met.

Some of the major developments have included:-

- In partnership with the Substance Misuse Action Team, on-going funding commitment to the Accommodation Support Worker based within Housing Options
- New Dispersed Refuge Units for people fleeing domestic violence.
- Continuing funding of a successful pilot project providing floating support to victims of domestic abuse, who wish to remain in their own homes
- Joint work with Mental Health Services to analyse findings of needs assessment exercise to inform developments
- Leading a North Wales Regional Domestic Abuse Group looking at the modernisation of domestic abuse services across North Wales

Flintshire Supporting People Team were part of a sub-regional pilot programme to assess the support needs of people from a BME background fleeing domestic abuse. Following the 12 month project a full evaluation was presented to the North Wales SPIN and the findings have been incorporated into the on-going work of the Regional Domestic Abuse Group.

Supporting People ensures that it links in with the wider Community Safety Partnership and is a member of a number of groups to ensure that there are appropriate pathways of support for people. These include:-

- Domestic Abuse Project Group
- Substance Misuse Action Team
- Mental Health and Substance Misuse Accommodation Group
- Mental Health – Regional Housing Task and Finish Group

Future Developments

For the next 12 months, Supporting People is committed to ensuring that services developed for this policy area continue to reflect the commissioning priorities from within the Supporting People Strategy. This includes:-

- Continue to work with providers of domestic abuse services across North Wales as a member of the Regional Domestic Abuse Working Group

This work across the North Wales region will feed into the on-going work across Wales which is linked to the modernisation of domestic abuse services.

- Continue to assess the demand for floating support for people within their own homes

In line with the strategic direction set within the 2010 strategy, Supporting People aim to provide a mix of generic and targeted support services, whilst ensuring that services are flexible and able to respond to the needs of service users. We will continue to work with providers of support services, to ensure that services are responsive to need and providing the most efficient use of resources.

- Develop services in partnership with the wider Community Safety Partnership

Supporting People will continue to link in with the Community Safety Partnership to ensure that all relevant groups are involved as part of service development planning and implementation. The development of the new Dispersed Refuge Units Project will involve reviewing progress with key partners from the Domestic Abuse Group, to be able to determine the success of the pilot project and link into the wider aims of the North Wales Domestic Abuse Group. Information from this pilot will be used to inform planning for future services across the North Wales region.

- Provide a range of support and accommodation models for these groups

Supporting People continue to work in partnership with stakeholders to explore the support and accommodation options available for service users within Community Safety. As well as local strategic planning partnerships, Supporting People is a member of the Regional Housing Task and Finish Group for Mental Health, which is working on the recommendations from the Welsh Audit Office report.

Combining this work with the key findings from the previous needs mapping exercise undertaken with the Mental Health Service, will allow us to identify unmet need across the county, and together with strategic partners, will enable future planning for service developments or service re-design.

- Innovative solutions to encourage chaotic service users to engage

To assist in plotting the journey of service users with multiple needs, the Supporting People Team are creating a Coordinator post to bring together a range of professionals to support service users with complex needs.

Supporting People will also continue to develop its service user participation. The work already undertaken with young people has been instrumental in allowing findings to be integrated within service development with great success. Supporting People aims to expand this role over the coming 12 months, working in partnership with providers and service users to explore innovative solutions to non-engagement.

4.3 Homeless and Homeless Prevention

Supporting People has made significant developments in the policy area of Homeless and Homeless prevention. With the assistance of stakeholders, over the past 2 years, there have been some major re-designs of services as well as the introduction of new services. These have included:-

- Development of the complex need project for young people
- Increased the number of Supported Lodgings placements available
- Developed a Social Enterprise project for young people to engage in work, learning and education – Us UnLtd
- Development of Bod Hyfryd, providing direct access units for homeless single people
- Remodelled Erw Groes and Ty Heulfan into one supported housing project
- Remodelled a family project providing support in 'move-on' properties, to a floating support service able to support service users in any tenure
- Re-tendered the young people floating support project and awarded new contract to Local Solutions

Developments across this policy area have been fundamental in ensuring that appropriate pathways of support are available for service users.

Us UnLtd have played a significant role in the service planning and commissioning process for the Supporting People Team and we are keen to develop this model of service user engagement across other client groups.

Over the past 12 months Supporting People has taken the lead on developing the Children and Young People Accommodation Support Plan, in partnership with Housing, Children's Services and partner agencies. This has involved gaining the commitment from all to adopt a partnership approach to service development, which has been key to the successful development of the Complex Needs Project.

In November 2011, Supporting People Planning Group provided approval to utilise underspend to assist with the development and launch of the Learning 4 Life project in partnership with Llamau, Clwyd Alyn Housing Association and Us UnLtd.

Future Developments

Supporting People remain committed to ensuring that current and future services meet the commissioning priorities detailed within the Supporting People Strategy.

During the next 12 months we intend to focus on the following areas:-

- Ensure that there is a range of support and accommodation models available for homeless people

Supporting People are working with a number of partner agencies and stakeholders to ensure that there are appropriate pathways of support available for service users. This will include reviewing the current provision available to determine whether this best meets the needs of this client group. In addition, Supporting People is leading the research into the possible development of an alternative to B&B accommodation for 16/17 year olds who present as homeless.

- Improve coordination between services to prevent duplication

Further work is required to simplify the current process of referral to homeless projects. The Supporting People Team will work with Housing Options and external provider agencies to develop a common referral form for projects in order to simplify the process. Together with the introduction of the Coordinator role within the team, it is envisaged that we will be able to provide a more joined up approach for people accessing support services.

Supporting People will continue to coordinate the action plan for the Young People's Accommodation project. This will involve being a key partner in the potential development of any future partnerships between Children's Services and Housing.

- Provide innovative services to prevent repeat homelessness

Flintshire Housing Services and Supporting People have agreed to run a pilot project based on the 'Housing First' approach. Housing First is different to the traditional models of support available whereby service users are expected to navigate through a series of supported accommodation projects before gaining a permanent tenancy. With this pilot model, a permanent tenancy will be provided together with a holistic programme of support which can include links to individual budgets, to enable the service user to maintain that tenancy.

In addition, Supporting People will build on the successful model of engagement demonstrated via the Us UnLtd model, to build links with broader client groups. We will assist with the development of the Learning 4 Life project, which enables young people to obtain formal qualifications and work experience.

- Work to develop services across Local Authority boundaries where necessary

In the current environment of funding reductions, Supporting People are committed to ensuring that we provide high quality services whilst achieving the best value for money. Together with neighbouring authorities wherever feasible we will undertake joint procurement exercises in order to realise efficiency savings for Local Authorities and also to reduce the administrative burden to existing and future providers.

5. Updated Action Plan

The following sections contain an update against the actions set within the Supporting People Operational Plan for 2011/2012 and an action plan for 2012/2013.

5.1 Updated 2011/12 SPOP Action Plan Community Care

Timescale	Client Group	Action	Remodel / New Service/ Decommission / Service Improvement	Financial Cost (+, -, neutral)	Update
2011/2012	Learning Difficulties	Reduction to Social Services for Adults Learning Disabilities SPG funding for services that are not eligible	Decommission	-£80,000	Completed
	Learning Difficulties	Reduction to BCUHB Learning Disabilities SPG funding for services that are not eligible	Decommission	-£27,200	Completed
	Learning Difficulties	To ensure that there are appropriate support services for those who fall outside of the Social Services eligibility criteria	Service Improvement	Neutral	On-going
	Mental Health	Removal of Supporting People funding provided to the Next Steps service provided by Flintshire County Council, Mental Health Service and ring fence as ineligible funding	Decommission	-£27,180.22	Completed
	Mental Health	Continue to work with Housing providers to link permanent allocations with support for Mental Health service users	Service Improvement	Neutral	On-going

	Mental Health	Contribute to project which resettles individuals leaving the Ablett Unit, an existing Denbighshire Project which currently excludes Flintshire residents	New Service	£30,000	Evaluation evidenced lack of demand for this service
	PDSI, Chronic Illness and Vulnerable Adults	Reduction to Social Services for Adults PDSI SPG funding for services that are not eligible	Decommission	-£40,000	Completed
	PDSI, Chronic Illness and Vulnerable Adults	Commit to continued investment in the Disability Outreach Project	Service Improvement	Neutral	Completed
	PDSI, Chronic Illness and Vulnerable Adults	Body Positive – contribute to a regional pilot project to establish the need for specific housing related support services for people with HIV/AIDS	New Service	£10,000	Completed
	PDSI, Chronic Illness and Vulnerable Adults	OT Support provided to those following an OT service to build wider links within the community	New Service	£30,000	Continue to monitor demand via referrals to Disability Outreach Service
	Older People	Reduction to Social Services for Adults Older People Services SPG funding for services that are not eligible	Decommission	- £40,000	Completed
	Older People	Reduction to Social Services for Adults Home Care Services SPG	Decommission	- £40,000	Completed

		funding for services that are not eligible			
	Older People	Continue to contribute to the Sheltered Housing Improvement Project. Contribute to the funding of the Project Officer for this project	New Service	£20,000	Completed
	Older People	Develop a Telecare contract which will fund installation and monitoring to individuals across all tenures.	Remodel	Neutral	Awaiting outcome of Sheltered Housing Improvement project and further information on possibility of regional development

Community Safety

Timescale	Client Group	Action	Remodel / New Service/ Decommission / Service Improvement	Financial Cost (+, -, neutral)	Update
2011/2012	Domestic Abuse	Continue to work with providers of domestic abuse services across North Wales as a member of the Regional Domestic Abuse Working Group	Service Improvement	Neutral	On-going
	Domestic Abuse	Review the need for all or some refuges to be 24 hour staffed	Remodelling	Neutral	On-going
	Domestic Abuse	Assess the impact of the development of the Dispersed Refuge Units Project and the impact of this service on existing provision	Service Improvement	Neutral	On-going
	Offenders	Continue to highlight the need to link single accommodation units to support for this group	Service Improvement	Neutral	On-going
	Offenders	Review the demand for future services for this client group to assess whether needs can be met by generic support services	Service Improvement	Neutral	On-going
	Substance Misuse	SP Team to continue to lead the joint Mental Health and Substance Misuse Accommodation Group	Service Improvement	Neutral	Completed

	Substance Misuse	Continue to work with SMAT, Social Services for Adults and FCC Housing to ensure appropriate pathways of support for people with substance misuse issues.	Service Improvement	Neutral	On-going

Homeless and Homeless Prevention

Timescale	Client Group	Action	Remodel / New Service/ Decommission / Service Improvement	Financial Cost (+, -, neutral)	Update
2011/2012	Young People	Complete the development of the complex needs project identified for development in the Supporting People Strategy	Remodel	+ £40,000	Completed
	Young People	Develop the 'Learning 4 Life' project in partnership with Us UnLtd, Llamau and Clwyd Alyn Housing Association – to enable homeless young people to have access to education, training and work experience.	New Service	Neutral	On-going – project due to open March 2012
	Young People	Ensure solutions for move-on for this service user group are explored within the 'Regional Move on Strategy'.	Service Improvement	Neutral	Action passed to the Regional Development Worker
	Young People	Consider gaps for care leavers ready for 'ordinary accommodation'.	Service Improvement	Neutral	FCC Housing Services allocated 10 units of accommodation per year to young people
	Young People	Re-allocate the Service User Involvement post funding from the SP Team to a stand alone project, with a primary focus on young people 2011-2012	Remodel	+£5000	Completed

	Generic	Develop a Coordinator role within the Supporting People Team in order to provide a central referral point for all referrals for housing related support	New Service	£35,000	Post due to commence April 2012
	Generic	Consider where provision can be 'shared' cross-boundary or regionally	Remodel	Neutral	Development of a 'virtual' regional SP Team, with each team holding lead responsibility for commissioning
	Generic	Target services at geographical locations to provide a joined up approach with FCC Housing	Service Improvement	Neutral	Project due to commence April 2012
	Generic	Evaluate the demand for 'Bod Hyfryd' and consider the requirement for direct access provision	Service Improvement	Neutral	Completed
	Generic	Use annual returns to check accessibility for families and young people in generic floating support	Service Improvement	Neutral	On-going
	Families	Review the current supply of supported accommodation available for homeless families within the county and assess whether the provision will meet the demand for future services	Remodel	Neutral	On-going
	Families	Continue to work with Save The Family and the Welsh Assembly Government to implement the recommendations of the SPRG review	Service Improvement	Neutral	On-going

5.2 SPOP Actions for 2012/2013

Community Care

Timescale	Client Group	Action	Remodel / New Service/ Decommission / Service Improvement	Financial Cost (+, -, neutral)	Development Priority (Low, Medium, High, On-going)	Expected Outcome
2012/2013	Learning Difficulties	Reduction to BCUHB Learning Disabilities SPG funding for services that are not eligible	Decommission	-£17,952.00	High	Additional funding released to minimise the impact of cuts to the 2012/13 SPPG
		Keyring – explore opportunities for sub-regional contracts with neighbouring local authorities	Service Improvement	Neutral	Medium	Provide efficiency savings for Supporting People Team and the provider relating to contract management
	Mental Health	Reduction to FCC Mental Health SPG funding for services that are not eligible	Decommission	-£27,180.22	High	Additional funding released to minimise the impact of cuts to the 2012/13 SPPG
		Remodel the existing SPG contract with FCC Mental Health Services to form 2 separate contracts with the Supported Living Service and the Intensive Support Service	Remodel	Neutral	High	SP linked to low level and high intensity support. Accurate outcome reporting clearly linked to each project.

	Older People	Abbeyfield Flint – transfer from Subsidy Contract to Block Contract	Service Improvement	Neutral	High	Reduce the administration requirements for providers and the Supporting People Team
		Abbeyfield Mold – transfer from Subsidy Contract to Block Contract	Service Improvement	Neutral	High	Reduce the administration requirements for providers and the Supporting People Team
		Clwyd Alyn Housing Association – Sheltered Housing – transfer from Subsidy Contract to Block Contract	Service Improvement	Neutral	High	Reduce the administration requirements for providers and the Supporting People Team
		Wales and West Housing Association – Sheltered Housing – transfer from Subsidy Contract to Block Contract	Service Improvement	Neutral	High	Reduce the administration requirements for providers and the Supporting People Team
		FCC Sheltered Housing – transfer from Subsidy Contract to Block Contract	Service Improvement	Neutral	High	Reduce the administration requirements for providers and the Supporting People Team

		Wellcheck Service – Continue to work with BCUHB to explore future funding opportunities	Service Improvement	Neutral	High	Older People have access to services providing low-level support preventing or pro-longing the need to access statutory services
		Living Well – Service ended by FCC Social Services for Adults	Decommission	-£30,150.00	High	Continue to explore opportunities to provide joint commissioned services
	PDSI	Reduction to FCC PDSI Service SPG funding for services that are not eligible	Decommission	-£46,921.00	High	Additional funding released to minimise the impact of cuts to the 2012/13 SPPG
	Chronic Illness	Body Positive – Contribute to the pilot project across the 6 LA areas of North Wales. Analyse the outcomes achieved to inform future demand.	New Service	+£11074	Medium	Enable commissioners to evaluate the need/demand for targeted or generic services
	Generic	Continue to work with partners of joint commissioned services to develop outcomes reporting	Service Improvement	Neutral	Medium	Produce outcome information that is appropriate and meaningful to all partner agencies. Reduce administration requirements for providers

Community Safety

Timescale	Client Group	Action	Remodel / New Service/ Decommission / Service Improvement	Financial Cost (+, -, neutral)	Development Priority (Low, Medium, High, On-going)	Expected Outcome
2012/2013	Domestic Abuse	Continue to work with providers of domestic abuse services across North Wales as a member of the Regional Domestic Abuse Working Group	Service Improvement	Neutral	Med	Develop a regional strategic overview of the requirements for people accessing domestic abuse services
	Domestic Abuse	Continue to assess the demand for floating support for people within their own homes.	Service Improvement	Neutral	High	To gain a strategic overview of the current supply and demand
	Substance Misuse	Explore opportunities with SMAT for continuing funding for the Housing Accommodation Worker – Substance Misuse project	Service Improvement	Neutral	High	Secure joint funding to continue to provide low level support for service users unable to access statutory services

	Substance Misuse	Remodel Doorstop project to provide additional floating support and continue to highlight the need to provide a range of properties suitable to service users' needs.	Service Improvement	Neutral		Provide additional support to people within their current properties and therefore prevent the need to move in order to receive support

Homeless and Homeless Prevention

Timescale	Client Group	Action	Remodel / New Service/ Decommission / Service Improvement	Financial Cost (+, -, neutral)	Development Priority (Low, Medium, High, On-going)	Expected Outcome/Relevant Performance Measure
2012/2013	Young People	Supported Lodgings – explore opportunities for regional procurement	Service Improvement	Neutral	High	Gain efficiency savings in the procurement stage Provide opportunities for statutory services to spot purchase additional placements
	Young People	Youth Offending Team – develop a support worker post within the service to provide housing related support to young offenders	New Service	+£30,150.00	High	To meet an identified gap in service provision

	Young People	Identify the appropriate pathways of support for young people to determine whether there is an on-going requirement for move-on properties				To gain a strategic overview of current supply and demand
	Families	Continue to work with Save The Family and the Welsh Government to implement the recommendations of the SPRG review	Service Improvement	Neutral	High	To ensure high quality, strategically relevant provision is available for families.
	Families	Save The Family – Move on properties – following the recommendations of the SPRG review the move on support to be provided as a floating support service and not linked to fixed addresses	Remodel	Neutral	High	Provide move on support that is not linked to tenure.
	Generic	Re-alignment of Supporting People Team costs from SPG to base budget	Decommission	£125,898.78	High	Additional funding released to minimise the impact of cuts to the 2012/13 SPPG

	Generic	Regional Development Officer – on-going commitment to provide funding in order to explore regional opportunities for collaboration	Service Improvement	Neutral	High	Provide a regional overview of services for the RCC. Increase in the number of cross-boundary services
		Targeted Floating Support – develop a project to support the needs of residents within ‘The Courts’ in Connahs Quay	New Service	+£30,000	High	Reduction in the number of anti-social behaviour incidents in ‘hard to let’ properties
	Generic	Housing First – 12 month funding of a pilot project to assess the effectiveness of a ‘Housing First’ approach	New Service	+£30,000	High	To inform the future direction of housing and housing related services in Flintshire.

FLINTSHIRE COUNTY COUNCIL

REPORT TO: **CABINET**

DATE: **TUESDAY, 16 OCTOBER 2012**

REPORT BY: **HEAD OF FINANCE & HEAD OF HOUSING**

SUBJECT: **WELFARE REFORM UPDATE**

1.00 PURPOSE OF REPORT

1.01 To provide an update to Cabinet of the work in progress. The aim is to implement a range of measures that will manage and mitigate, as far as practical, the impact of the Welfare Reforms upon our local communities and the local authority.

2.00 BACKGROUND

2.01 The Welfare Reform Act 2012 came into force on the 8th March 2012 and introduces significant and far-reaching changes to the social security welfare benefit system.

2.02 The welfare reforms will, if not effectively and proactively managed, have negative impacts upon residents, communities, businesses & the authority. Given the significant risks emerging from the welfare reforms a comprehensive Community Leadership (welfare reform) SARC has been produced. The SARC has identified a total of nine significant risks. These risks included:

- (i) loss of income to the local authority and to the local economy,
- (ii) lack of available resources to deal with demands from residents for access to advice and support services,
- (iii) increase in homelessness applications,
- (iv) the most significant impact – the welfare reforms are all being implemented within the same timeframe.

2.03 In January 2012, the (then) Executive approved a recommendation that a Flintshire Welfare Reform Strategy should be developed. The proposed strategy would comprise of four high scale projects that collectively aim, as far as practical, to mitigate the full negative impacts and enhance the positives of the welfare reforms upon our local communities and the local authority.

2.04 The four projects are:-

- (i) Welfare Reforms and Homelessness;
- (ii) Local Welfare Assistance Scheme;
- (iii) Council Tax Replacement Scheme;
- (iv) Implementation of the Universal Credit.

2.05 The development and successful implementation of the Flintshire Welfare Reform Strategy is being managed corporately by a Welfare Reform Programme Board. The Board is chaired by the Leader of the Council. Information on the membership and terms of reference of the Programme Board is attached in draft, subject to agreement at the next Board, at Appendix 1.

3.00 CONSIDERATIONS

3.01 An update of the work being progressed within the four projects is set out below.

3.02 Welfare Reforms and Mitigating Homelessness

3.03 The significant changes to welfare benefits, as set out in the Welfare Reforms Act 2012, have the potential to increase the number of households' who will become at risk of homelessness. If the threat of homelessness cannot be prevented the cost to the authority generated by fulfilling its statutory homeless duties could also increase.

3.04 A brief explanation of how one of the Housing Benefit (HB) reforms may reduce a household's ability to pay their contractual housing costs and the mitigating actions that are being implemented is set out below.

3.05 **HB & Social Housing Tenants:** Numerous proposals within the Welfare Reform Act 2012 were subject to intense scrutiny and debate. The reduction in the amount of HB paid to working age social housing tenants who are under occupying their home, (introduced in April 2013), will result in 1,008 FCC tenants losing Housing Benefit totalling £12,500 pw (£650,000 pa).

3.06 Work has been undertaken to profile these 1,008 tenants and this has enabled the Neighbourhood Housing Service to identify issues that may make some tenants more vulnerable than others. For example, a tenant may be subjected to the impact of further welfare reforms, e.g. they receive a disability benefit or they may already have rent arrears, etc.

- 3.07 All the tenants who are facing a reduction in their HB will be offered the opportunity to have a face-to-face meeting with a housing officer. At this meeting, the options available to the tenant can be discussed. An individual housing support plan will be completed for each tenant. The support plan will identify what advice and assistance the tenant can be offered in order to ensure their chosen option can be successfully implemented.
- 3.08 **Important note:** the reduction in Housing Benefit will also apply to tenants of all Registered Social Landlords, thus more households throughout the County will face themselves in a similar position to our tenants. Data is being collated with Housing Associations to establish the countywide impact of this welfare reform.
- 3.09 To help residents cope with the impacts from all the welfare reforms and reduce the risk of households becoming homeless a range of actions that aim to inform, educate; advise and support residents (and service providers) are being developed and implemented. For information, the Welfare Reforms and Mitigating Homelessness action plan, outlining objectives and expected success measures, is attached at Appendix 2.
- 3.10 Local Welfare Assistance Scheme
- 3.11 During 2009/10, the Department of Work and Pensions (DWP) spent £500,000, on awarding 3,760 Crisis Loans and 710 Community Care Grants to Flintshire residents. In April 2013, these two discretionary Social Fund payments are being abolished and the DWP will transfer to the Welsh Government the budget that was spent (in the current financial year) on awards of Social Fund grants and loans made to applicants in Wales.
- 3.12 The Welsh Government will become responsible for overseeing the establishment of 'local welfare assistance schemes' to help residents to meet expenditure that the DWP Social Fund used to meet. For example, purchasing essential items of household furniture or helping a household to meet expenses created by an emergency, such as homelessness.
- 3.13 Following an extensive consultation exercise, the Welsh Government has stated their preference for a 'single organisation' to be appointed to manage the Welsh scheme and to establish local consortia to deliver the assistance to households. The tendering period closed on the 30 September 2012 and information is awaited on the organisation who has been awarded the contract to manage the scheme in Wales. It will be critical that the authority is closely involved in the development of the local delivery arrangements with the organisation leading the Welsh Scheme to ensure those most in need in Flintshire's communities enjoy ease of access to the scheme.

- 3.14 Council Tax Benefit Replacement Scheme
- 3.15 This scheme will replace the current Council Tax Benefit scheme which FCC administers on behalf of the Department of Works and Pension from April 2013. There are approximately 13500 households who claim help with their Council Tax either in full or in part. This benefit helps support residents who are on benefit or who are working.
- 3.16 From April 2013 the administration of the scheme will be devolved to Wales Government. A different approach is being taken in Wales than in the rest of the UK. A Pan- Wales scheme is being devised. Due to the time scales involved the new scheme will be based on the existing scheme in the short term.
- 3.17 One of the main differences with the scheme from April 2013 is that each authority will receive a fixed budget to administer the scheme during any financial year. The current scheme allows for increases in caseloads when there is increased demand. Caseloads and expenditure have steadily increased over recent years. The new scheme will potentially not allow such flexibility.
- 3.18 The other major change is that the budget that FCC will receive in April 2013 is estimated to be potentially around 20% less than current expenditure. FCC currently spends approximately £11m per year in Council Tax Benefit.
- 3.19 In England where local schemes are also being devised Pensioners are being protected from any cuts in their Council Tax Support. This has not been replicated in Wales.
- 3.20 After a period of consultation which concluded in the spring of 2012 Wales Government decided that no one group would be protected per se in the main regulations and that the potential 20% cut in entitlement would be borne equally across all claimants.
- 3.21 In reality this could mean that everyone will have to pay some Council Tax in 2013/14. This will include groups who currently do not pay any contribution at the moment.
- 3.22 An exercise has recently been carried out to look at the likely impact of increased levels of council tax payments on current benefit claimants, many of which are not at the present time making any payment.
- 3.23 Introduction of Universal Credit
- 3.24 Universal Credit represents perhaps the most fundamental reform to working age benefits for 60 years.

- 3.25 It replaces Housing Benefit, Child and Working Tax Credits Income Related Employment Support Allowance and Income Based Job Seekers Allowances.
- 3.26 It is designed to ensure that work always pays and will be paid as a single monthly amount to a household.
- 3.27 It is expected to “go live” for new claims in October 2013 and it is expected that there will be a period of migration for residual claims over a number of years for other working age claimants. Details of how this will delivered have not been released by the Department of Work & Pensions.
- 3.28 Universal Credit will mean that one payment will be made to each eligible household. It does raise the issues of financial capability and budgeting for many customers. The scheme is designed to ensure that households are prepared for the time when enter into work. This will be challenging for many especially when it is expected that the Housing Cost element will also be part of the Universal Credit payment. In many cases now the Council pays Housing Benefit directly to the rent accounts of claimants. With the introduction of Universal Credit it will only be in exceptional circumstances that this will continue. Many households will be now responsible for the paying of the rent to their respective housing providers.
- 3.28 There is a potential risk to local authority Housing Benefit staff in the longer term as housing cost is migrated to “Universal Credit” but there has been little detail of any role of the local authority in the delivery of Universal credit e.g. face to face help. The Department of Works and Pensions do envisage that the majority of claims will be undertaken by the claimant on-line. Service delivery and planning is very difficult. The authority also runs the risk of losing experienced and skilled staff as the uncertainty continues when residual work and services still need to be delivered.

4.00 RECOMMENDATIONS

- 4.01 That Flintshire County Council continues to engage in local and national discussion on the issues arising from Welfare Reform and that Members and Officers are proactive through relevant government and professional groups to make representations to mitigate the impacts on the Council and the people in the community of Flintshire.

5.00 FINANCIAL IMPLICATIONS

- 5.01 The financial pressures upon the authority that could be created by the full impact of the welfare reforms are significant. These pressures range from an increase in expenditure upon temporary accommodation for homeless households through to a potential 20% reduction in the current level of Central Government revenue that will

be paid to the authority in respect of council tax rebate for low income households.

- 5.02 There are approximately 1008 Council tenants who will be affected by changes to Housing Benefit. This will mean that the Council will have approximately £650 000 more to collect in rent during 2013/ 2014.
- 5.03 The Council could potentially have an extra £2m to collect in Council Tax directly from taxpayers.
- 5.04 Full financial assessments are still being undertaken as more detail of the changes is issued.

6.00 ANTI POVERTY IMPACT

- 6.01 A Welfare Reform Strategy will naturally link up with the complimentary antipoverty initiatives that the authority and its partners are currently managing. For example, the Welsh Government's Child Poverty Strategy and the Children and Poverty (Wales) Measure 2010 introduced a new framework for action that seeks to eradicate child poverty which is being managed by North East Wales Families First Pioneer Area (includes Flintshire County Council) and the Maximising Opportunities: Poverty and Disadvantage in Flintshire, project, which is leading the development of a more coordinated approach to planning and delivery of advice services.

7.00 ENVIRONMENTAL IMPACT

- 7.01 None specifically associated with the content of this report.

8.00 EQUALITIES IMPACT

- 8.01 The impact of the welfare reforms will be felt across many of Flintshire communities; however, some groups within our communities will be harder hit than others. For example, single people aged under 35 years old, people of working age with long-term health problems/disabilities and families with four or more children. A Welfare Reform Strategy will need to ensure measures are put in place to ensure the impacts upon such groups are mitigated as far as practical.

9.00 PERSONNEL IMPLICATIONS

- 9.01 None specifically associated with the content of this report.

10.00 CONSULTATION REQUIRED

- 10.01 A Welfare Reform Member Briefing will take place during early November – the date to be confirmed. This will be an opportunity for all Members to be briefed on the Welfare Reform Agenda.

11.00 CONSULTATION UNDERTAKEN

11.01 None.

12.00 APPENDICES

12.01 Appendix 1 – Draft Welfare Reform Programme Board Terms
of Reference
Appendix 2 – Mitigating Homelessness Action Plan.

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

None.

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Welfare Reform Programme Board

Terms of Reference Appendix 1

1. Aim

To oversee the development and successful implementation of Flintshire's Welfare Reform Strategy, comprising of four projects that collectively aim to mitigate the full negative impacts and enhance the positives of the welfare reforms upon residents, local communities, local authority, partner organisations, local businesses, etc.

2. Objectives

The Welfare Reform Programme Board will support and advise on the:

- a. Development, of the work-streams that will have to be undertaken in order for the aims of Welfare Reform Strategy to be attained within the specified time limits.
- b. Appropriate resources to be available in order for the actions within the work-streams to be successfully implemented.
- c. Implementation and management of an effective communication strategy that will ensure the sensitive and potentially contentious issues, which will be need to be addressed during the implementation of the work-streams, are communicated to and, as necessary, consulted upon by all stakeholders in a manner that is accessible and transparent.
- d. Identification and classification of risks to work-streams and/or stakeholders that are generated during the implementation of the changes within the Welfare Reform Act 2012 (and additional reforms) and to, as far as practical, mitigate risk by implementing appropriate controls and/or introducing variations to the work-streams.
- e. The Board will provide progress reports to the County Council, Flintshire Local Service Board and all other interested parties.

3. Frequency of Meetings

The Programme Board will meet every 6 weeks or as appropriate. The frequency of meetings will be subject to periodic review by the Board.

4. Welfare Reform Board - Membership:

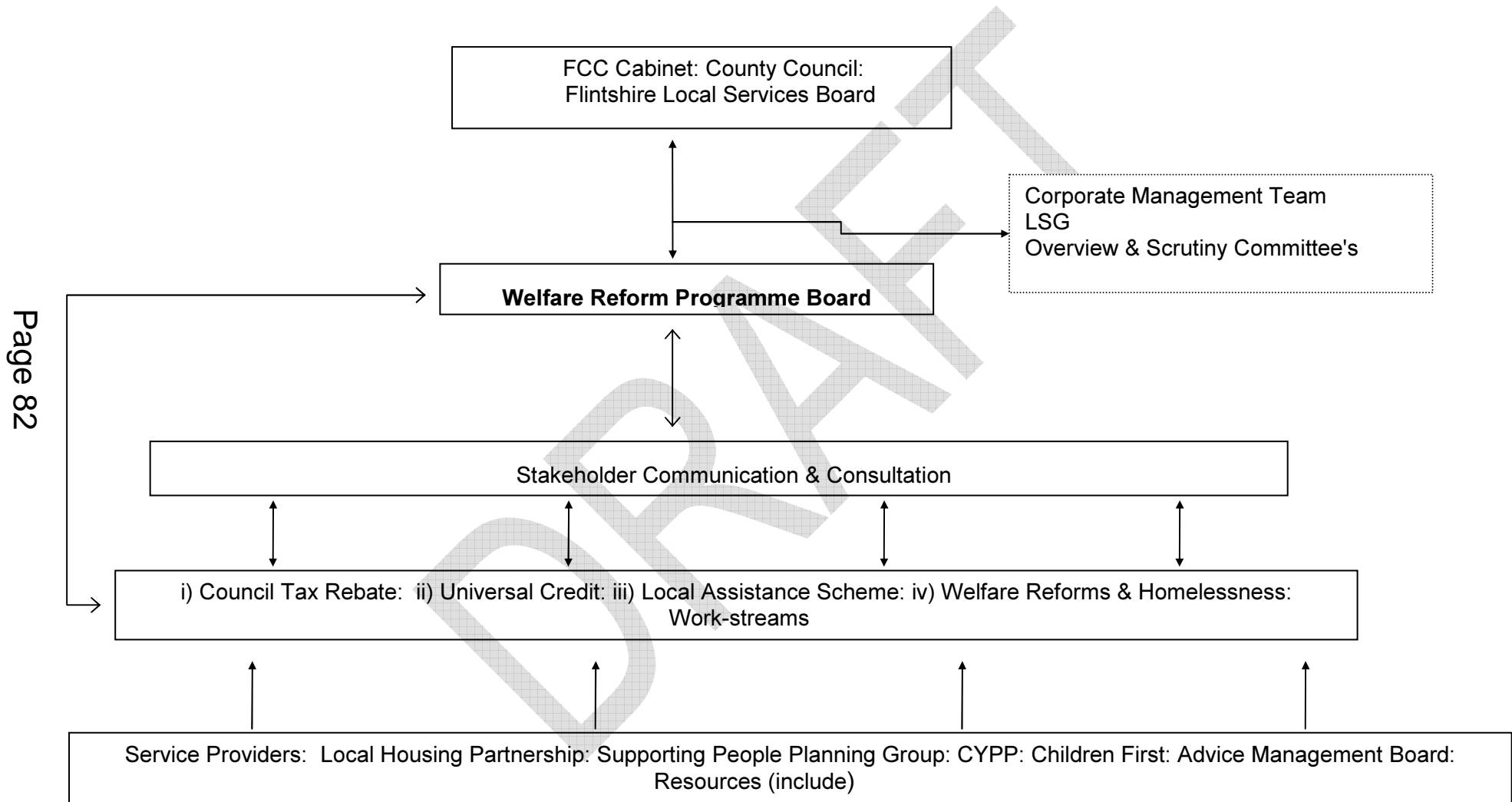
Name	Designation
1. Cllr Aaron Shotton (Chair)	Leader of the Council & Cabinet Member for Finance
2. Cllr Bernie Attridge	Deputy Leader of the Council & Cabinet Member for Environment
3. Cllr Chris Bithell	Cabinet Member for Education
4. Cllr Helen Brown	Cabinet Member for Housing
5. Cllr Christine Jones	Cabinet Member for Social Services
6. Cllr Kevin Jones	Cabinet Member for Public Protection, Waste & Recycling
7. Cllr Peter Macfarlane	Cabinet Member for Regeneration, Enterprise & Leisure
8. Cllr Billy Mullin	Cabinet Member for Corporate Management
9. Cllr Clive Carver	Leader of the Conservative Group
10. Cllr Robin Guest	Leader of the Liberal Democrat Group
11. Cllr Patrick Heesom	Leader of the New Independents Group
12. Cllr Mike Peers	Acting Leader of the Independent Alliance Group
13. Cllr Tony Sharps	Leader of the Independent Group
14. Nicola Bellis	Jobcentre Plus – North Wales
15. Kieran Duff	CEO - Flintshire Local Volunteer Council
16. Salli Edwards	CEO - Flintshire Citizen Advice
17. Colin Everett	CEO - Flintshire County Council
18. Karen Armstrong	Policy, Performance & Partnerships Manager, Flintshire County Council
19. Clare Budden	Head of Housing, Flintshire County Council
20. Rachael Byrne	Enterprise Flintshire, Flintshire County Council
21. Chris Guest	Head of ICT & Customer Services, Flintshire County Council
22. Kerry Feather	Head of Finance, Flintshire County Council

Welfare Reform Programme

23. Dave Heggarty	Head of Regeneration, Flintshire County Council
24. Jonathan Edwards (<i>Observer</i>)	Service Development Manager (Wrexham County Council)
25. Health Representative	To be invited

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5. Welfare Reform Programme Board - Structure



WELFARE REFORM PROGRAMME

WORK-STREAM: WELFARE REFORMS – MITIGATING HOMELESSNESS		
AIM: To develop and implement a range of initiatives that will mitigate the adverse effects that the welfare reforms will have upon some households i.e.reducing the risk of them accruing rent or mortgage arrears and facing the risk of homelessness.		
KEY OBJECTIVES	SARC Ref	SUCCESS FACTORS
1. Develop and implement a communication strategy ensuring information on the welfare reforms is disseminated to stakeholders in a timely, easily understood, accessible and proactive manner that maximises the usage of technology.	1,3,6	<ul style="list-style-type: none"> ◇ Collaborative working with N/Wales LA's to produce publicity/information material. ◇ Households identified & received publicity/information material ahead of the implementation of the welfare reforms that will affect their benefit entitlements.
2. Develop and implement a training/coaching/mentoring programme to ensure service providers have knowledge of the welfare reforms and possess the skills and confidence to respond to the service users impacted by welfare reforms.	4,6, 7	<ul style="list-style-type: none"> ◇ Collaborative working with N/Wales LA's to: <ul style="list-style-type: none"> I. develop & deliver comprehensive training/briefing programme to front-line service providers; II. develop self-help toolkits for providers to draw upon when working with their service users. ◇ Increased ability & confidence amongst providers to respond to service users impacted by the welfare reforms.
3. Develop and implement a corporate Homeless Prevention Strategy that promotes effective partnership working with internal and external providers ensuring the authority fulfils its statutory duties efficiently and cost effectively	1,3,9	<ul style="list-style-type: none"> ◇ Levels of homelessness controlled. ◇ Providers share good practice models of service delivery and ensure the effective and efficient use of available resources.

WELFARE REFORM PROGRAMME

KEY OBJECTIVES	SARC Ref	SUCCESS FACTORS
<p>4. Develop, in conjunction with the Neighbourhood Housing Service, proactive responses to advise and support working age social housing tenants who are under-occupying their home so their expectations are managed and they are less likely to accrue rent arrears / face eviction.</p>	6,7,8	<ul style="list-style-type: none"> ◇ FCC tenants under occupying their home identified & received advice/support & completed a personal housing plan. ◇ Through successful interventions, FCC tenants supported to remain in, or move to alternative accommodation & potential for increased rent arrears & homelessness reduced.
<p>5. Develop and establish a 'Welfare Reform Response Team' to proactively target advice and support services at households throughout Flintshire whom, due to the impact of the welfare reforms, are at most risk of losing household income and will face increasing difficulties in maintaining their contractual housing costs.</p>	6,7,9	<ul style="list-style-type: none"> ◇ All households within Flintshire identified who are at risk of losing household income due to the impact of the ongoing welfare reforms. Risk assessment approach used to prioritise households and target services. ◇ Through successful interventions, households supported to remain in, or move from their property & potential for increased homelessness reduced.
<p>6. Support the development and implementation of a 'Single Access Gateway' to facilitate referrals to statutory services, health services, specialist advice/support services, and other voluntary services, etc. , particularly amongst households whom tend to deal with their problems in a reactive manner, i.e. seeking support when a problem has progressed to the extent that it has caused a crisis to emerge.</p>	5,7	<ul style="list-style-type: none"> ◇ Effective partnership work between providers ensures that available service resources are being used to their maximum efficiency. ◇ Co-ordinated focus amongst service providers upon early intervention & preventative work.

WELFARE REFORM PROGRAMME

KEY OBJECTIVES	SARC Ref	SUCCESS FACTORS
7. Promote, design and deliver initiatives that will improve financial literacy within households impacted by welfare reforms.	6,	<ul style="list-style-type: none"> ◇ At risk households increasing their: <ul style="list-style-type: none"> ○ financial skills and knowledge through financial capability training, ○ access to providers who can offer support with financial planning and household budget management advice.
8. Ensure that the private rented sector remains an affordable housing option for all residents.		<ul style="list-style-type: none"> ◇ Maintaining the number of landlords within the County who will provide accommodation for rent at local housing allowance rates.

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FLINTSHIRE COUNTY COUNCIL

REPORT TO: **CABINET**

DATE: **16TH OCTOBER 2012**

REPORT BY: **DIRECTOR OF ENVIRONMENT**

SUBJECT: **COMMUNITY ASSET TRANSFER SCHEME**

1.00 PURPOSE OF REPORT

1.01 To provide clarification and information on the disposal of assets which have community value.

1.02 Seek support and approval of the approach and policy.

2.00 BACKGROUND

2.01 The Local Government White Paper, 'Strong and Prosperous Communities' (October 2006), sets out a new relationship between local government and its communities. The reforms contained in this paper give greater say over local services to the people who rely on them.

2.02 The term "Community Asset Transfer" (CAT) is defined by the Department of Communities & Local Government as "passing ownership or management of a building or piece of land from a public sector body to a third sector organisation

2.03 In the same spirit, 'Making Assets Work' The Quirk Review: of community management and ownership of public assets(May 2007) sets out the clear benefits to local groups which own or manage public assets – such as community centres, building preservation trusts and community business enterprises. This is entirely consistent with the Council's priorities, as set out in the improvement plan, 2012-2017, outlined earlier on the Agenda. Fundamentally, the review talks about giving local people a bigger stake in the future of their area through this model. The Department of Communities and Local Government, in its response to the recommendations in the review, supported the need to 'monitor effectiveness of mechanisms in persuading local authorities to consider transferring management or ownership of assets to communities'.

2.04 As part of one of the provisions within the Localism Bill, published December 2010 the current coalition within its Coalition Programme for Government committed to giving communities new powers to help

them save local facilities threatened with closure, the Community Right to Buy. A consultation document was issued out with provisions relating, in the main to England. Welsh Government will conduct a separate consultation.

The Community Right to Buy seeks to ensure that community organisations have a fair chance to bid to take over assets and facilities that are important to them.

3.00 CONSIDERATIONS

3.01 The Council's physical assets include land and buildings some of which are or could be used for a variety of different social, community and public purposes.

In some cases it is recognised that community management and ownership could deliver benefits for the:

- Local community.
- Council and other public sector service providers.
- Organisation taking over the management and ownership.

Dependant on circumstances, changing ownership or management may:

- Promote opportunities to extend the use of a building or piece of land.
- Increase social value and utilisation of asset.
- Allow the building to be operated more cost efficiently under a commercial or social enterprise model.
- Offer additional opportunities to secure resources within a local area.
- Help to empower local citizens and communities.

In considering the transfer of assets the Council will use an agreed set of criteria to assess the best use of an asset that has been determined to be surplus to requirements.

These criteria will reflect strategic priorities set out in the Community Strategy as a 'county vision' for Flintshire 2009 to 2019, Medium Term Financial Strategy and its Improvement Plan

The 'County Vision' is based on five priority areas:

- Economic prosperity
- Health improvement through everything we do
- Learning and skills for life
- Living sustainably
- Safe and supportive communities

- 3.02 The County Council has a portfolio of assets with an overall value of nearly £3/4 billion which are widely dispersed throughout the County and the values of which clearly fluctuate based upon economic conditions. In many cases these assets are intensively used and range from educational establishments to corporate office accommodation. However, others are not so intensively used and in such cases it may be more appropriate to consider whether these could better contribute to a wider community benefit and be managed by such groups more effectively. There needs to be a balance of sales of assets to maximise investment, and to regenerate communities through alternative uses.
- 3.03 School disposals are covered by a legislative framework. Any disposal would first need approval under Section 77 of Schools Standards and Framework Act 1998. Therefore, school buildings and landholding will not be considered under this policy.
- 3.04 The council is currently undertaking a review of assets through an ongoing rationalisation programme as part of the Assets work stream within the Flintshire Futures programme. This is being considered in association with its proposal to deliver services in the heart of its communities through, where applicable, joint use facilities via Flintshire Connects.
- 3.05 In developing the overall approach set out in 3.06 and the attached documents it is important to understand the key role the Councils assets can deliver in stimulating social enterprise or community development through the creation of services that are community led and self dependant. The council's assets can create opportunities for local groups to deliver services at the heart of their communities and provide key services that really matter, are relevant and which bring value into the community. The creation of this interest can be both stimulating and rewarding providing new life skills and employment opportunities to those who may not be able to, or confident in accessing such services; as such these assets can become key community enablers.
- 3.06 The CAT process can be driven externally when a third sector organisation approaches the Council with a CAT proposal. However, and as part of this process, the council, through the Corporate Asset Management Group, will generally identify buildings and land holdings which are no longer required for the delivery of its own services. In this instance, a building or land holding will then become 'surplus' and be put forward for potential disposal. At this stage, an indication should be given on the likelihood that this could be considered for Community Asset Transfer. Once on the disposal list, community, voluntary and other agency sectors could apply to the council for transfer of assets for alternative community uses, clearly this would

need to be promoted to stimulate interest from that community or social enterprise. This would need to be considered alongside the need to generate capital receipts of any assets to deliver the council's prioritised Capital Programme. The proposed criteria for transfer of an asset below the market value would need to be measured against the likely other uses if sold on the open market. However, in circumstances where transfers are deemed to promote the economic, social or environmental wellbeing of the area the Council may agree that "best value" in these circumstances is a transfer at less than the market value. Less than Best cases are already dealt with through the Local Government Act 1972 General Disposal Consent (Wales) 2003 which deals with disposal at less than market value.

3.07 The strategy for addressing Community Asset Transfers is included at Appendix A.

4.00 RECOMMENDATIONS

4.01 That Members support and endorse the report and attached policy.

5.00 FINANCIAL IMPLICATIONS

5.01 Positive in that it will assist in the generation of capital receipts where disposal of the freehold interest is an option and reduce ongoing revenue costs for the Council. Where leasehold interests, intended to be of a long duration are taken, revenue liabilities will reduce as a result of transfer of a property/asset.

6.00 ANTI POVERTY IMPACT

6.01 Positive as this may create opportunities for employment. Through the development of social enterprise hubs and the regeneration of community facilities.

7.00 ENVIRONMENTAL IMPACT

7.01 Retains the use of developments on Brownfield sites.

8.00 EQUALITIES IMPACT

8.01 Creates community and social enterprise opportunities which can be used by the wider public.

9.00 PERSONNEL IMPLICATIONS

9.01 None as a direct result of this report.

10.00 CONSULTATION REQUIRED

10.01 Cabinet Members and Officers

10.02 Flintshire Local Voluntary Council

10.03 Corporate Management Team

11.00 CONSULTATION UNDERTAKEN

11.01 Corporate Management Team

12.00 APPENDICES

12.01 Appendix A - Policy for the transfer of assets for Community Use

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

**Contact Officer: Neal Cockerton,
Head of Assets and Transportation**
Telephone: 01352 703169
Email: neal_cockerton@flintshire.gov.uk

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Appendix A

Policy for the transfer of assets for Community Use

September 2012

Policy for the transfer of assets for Community Use

Key Principles

A1 Public assets owned by the Council are one of its major strengths. However, the council must balance the requirement to dispose of surplus or under utilised assets to provide funding to support the capital programme with the need to regenerate local communities and encourage social enterprise through the alternative use of its buildings and land assets.

A2 The Council recognises the opportunities offered by community management of assets. It also recognises there are risks to be considered as part of the process, not least the possible loss or reduction in capital receipts which could be realised should properties not be sold on the open market. It must also ensure schemes are properly scrutinised to ensure commercial viability, that there is local ongoing support, and the organisation proposing to run the project is properly constituted and has sufficient competent people willing and available to ensure its effective and sustained operation. As part of any assessment or interest received in a Council asset the identification of any alternative community/public facilities will form part of the process where premises could be deemed suitable to provide a solution to their interest and/or ensure there are no conflicts with existing Council facilities by the proposed end use for example the additional provision or creation of a community centre when the area already is over provided.

A3 Public assets managed by the community should be open and accessible to all. They should meet the Council's standards in respect of equality and diversity and have direct community involvement.

A4 It is accepted that different methods of transfer may be appropriate depending on individual circumstances. These can range between short-term leases, long-term leases, and freehold transfer. Generally, a long-term lease will be considered most appropriate to allow the Council to retain some control and assist in monitoring the success of the proposed venture, but where the transfer of a freehold is considered appropriate, covenants protecting the Council's interests will be need to be secured in the transfer documentation such transfer will be considered on a case by case basis.

A5 Service level agreements may be necessary in some instances where the Council wishes to ensure and safeguard the future provision of community facilities and council services. These will be particularly important in circumstances where, for instance, community centres are considered for transfer to community organisations. Assets can be transferred to allow direct community provision and access to alternative sources of funding, but based on an agreement to provide a certain level of continued community provision.

A6 In most cases the council's power of disposal is contained in Sec 123 of the Local Government Act 1972, which provides that the consideration secured should not be less than the best that can reasonably be obtained. Some

concession to that principle is contained in the Local Government Act 1972 General Disposal Consent 2003, which provides discretion to dispose of property at less than best consideration, subject to Member approval. In preparing its Business Case the community organisation should formulate a financial offer for the property which reflects the inherent affordability of its proposals, and the council will take this into consideration in evaluating the submission.

How it will Work

A7 The Corporate Asset Management Group will consider the potential future use of the asset or site and will determine whether the building should be made available for possible transfer. This will include assessing local needs within the area, the type of activity or use that a building or site might be suitable for and then to make a clear recommendation as regards disposal / sale or availability for potential transfer making reference to the capital programme wider corporate objectives, community benefit and enable as a stimulator of community/social enterprise.

A8 Property asset categories that are appropriate for community asset transfer include (but are not limited to):-

- Community centres
- Youth Clubs
- Children's playgrounds
- Visitors / tourist attractions
- Public toilets
- Street lighting
- Former civic buildings
- Former schools

A9 There are three key factors to be considered within the criteria:

- Benefits to the local community by transferring the asset to well organized and supported groups and assessed against the potential loss or reduction of a capital receipt through not disposing on the open market.
- Benefits to the local economy through the development and support for community/social enterprise initiatives.
- Ability of the voluntary or community organisation to sustain the use of the asset over a leased period (assuming the means of transfer is by way of a lease).

A10 Therefore, the Community Asset Transfer Policy would require proposals to meet the following, before being considered against alternative disposal options:

Key Criteria for the Applicant Organisation

A11 The CAT applicant must:-

- a. Be community-led, i.e. its governance arrangements must ensure that it has strong links with the local community and that members of the community are able to influence its operation and decision-making processes.
- b. Be a voluntary third sector organisation – that is, a legal entity that:-
 - Is non-governmental (i.e. not part of the statutory sector)
 - Exists for community / social / environmental benefit
 - Has community benefit objectives (e.g. a Community Interest Company)
 - Is non-profit distributing (i.e. must re-invest any surplus funds to further its social aims and community benefits)
- c. Be appropriately constituted (e.g. a registered charity; a community interest company; a charitable incorporated organisation; a not-for-profit company; a co-operative). Such constitution allows the ownership and management of buildings and / or the provision of services.
- d. Demonstrate good governance by operating through open and account-able cooperative processes, with adequate systems for monitoring, evaluation, and financial management.
- e. Demonstrate it has the skills and capacity within, or available to, its managing body to effectively manage the property asset and deliver its services.
- f. Demonstrate a policy of diversity and also work to improve community cohesion and reduce inequalities (including Health & Safety issues).
- g. Be engaged in economic, environmental or social activity or provide a service of community benefit that aligns with the Council's core priorities.
- h. Demonstrate management experience and / or expertise.
- i. Have a proven track record (e.g. accounting records).

A12 Under the second key factor, the County Council would need to analyse the risks carefully to ensure that proposed organisations and future community management of the assets are appropriate, and sustainable, in the long term.

A13 As it is likely that many of the community and voluntary groups, applying to the council for the transfer of assets, would have limited financial history, or facilities management experience, it is important that a robust business case is put forward in support of any proposal/organisation. The policy, therefore, sets out the following requirements that need to be addressed in the Business Case by organisations for them to be able to be considered 'fit for purpose' to lease council assets:

- Financial viability of the transfer – the organisation would need to show at least a five year cash flow and budget forecast including proposed funding and other sources of income that demonstrated that the project is sustainable, and that the asset would be maintained adequately and a financial offer.
- Experience of, and/or commitment to, partnership working – demonstrating that the asset would be put to a variety of uses to benefit the community.
- The organisation and key individuals, managing the asset and associated project, have appropriate skills, knowledge and expertise to sustain the project in the long term.
- Clearly defined structures, roles and responsibilities within the organisation appropriate to deliver the project, whether voluntary and/or paid. It is recommended that a council representative be included in any management committees associated with the assets.
- Clarity of decision making processes – adequate constitution, governance arrangements and management controls, are in place.
- Clarity of aims and objectives, and that these meet the key Community Strategy objectives.
- All legislation and regulatory controls are in place – meeting equality standards, child protection, health and safety and licensing requirements.
- The project has the support of the local community – can demonstrate local need, community support through consultation, and that the project is not aligned only with a single interest group.
- Monitoring and evaluation processes are in place to demonstrate the successful delivery of objectives and targets over the life of the project.

Process for Assessing Proposals

A14 The property asset transfer process can be driven externally when a third sector organisation approaches the Council directly with a CAT proposal or the process can be driven internally. Directors and their Heads of Service or the ? should consider if property assets within their area of responsibility contain buildings or land parcels that can be managed more sustainably by local voluntary organisations to the benefit of both the community and the Council.

Submitting and Reviewing a CAT Application

A15 If a CAT possibility is noted by a Director or Head of Service they should notify the Assets and Valuation Team so it can investigate and evaluate the opportunity.

A16 Alternatively, an external proposal or expression of interest from a third sector organisation should be supported initially by a written proposal or outline business case.

A17 An asset transfer proposal or Outline Business Case received by the Valuation Team via either of these two methods will be reviewed by:-

- The Assets and Valuation Team (who will prepare an initial market valuation of the property)
- Legal Services (who will investigate the legal title and any restrictions affecting the asset)
- Finance
- Regeneration & Development
- The Head of Service in whose portfolio the property asset is located (where applicable)
- The relevant local Member(s)
- Cabinet Member for Environment
- Cabinet Member for Regeneration and Development
- Cabinet Member for the Service Area(s) in question

A18 If the CAT proposal or Outline Business Case is considered viable by the reviewing Cabinet Members and Officers designated above, then the applicant will be advised of the initial support for their proposal and requested to submit a timescale, and inviting the applicant to submit a detailed 5-year Business Case explaining:-

What the Business Case needs to include

A19 In developing a Business Case for consideration by the Council, a CAT applicant needs to clearly identify:-

- a. A proven local need for the project.
- b. Planned outcomes and benefits to result from the property asset transfer.
- c. 5-year plans for revenue and capital funding, plus cost projections for managing and operating the property asset.
- d. Any financial resources that the asset transfer will release or attract.
- e. Financial sustainability and forward planning.

- f. How the CAT applicant will invest in and maintain the property asset, including a specific plan for meeting Health & Safety responsibilities.
- g. A community governance / management structure with the capability to sustain the property asset.
- h. A track record for delivering services and / or managing property.
- i. A plan for how much space is required and its potential usage.
- j. If the CAT applicant requests that the property asset be transferred for an amount equal to or less than its existing use value (either freehold or leasehold), the Business Case must quantify the benefits to the community and Council in order to justify this subsidy.

Risk Assessment and Options Appraisal

A20 Deciding to transfer Council property assets to a local community organisation involves assessing various risks and benefits, including:-

- The benefits generated for the local community, third sector organisation and Council
- The Council's need for capital receipts to invest in future service delivery
- Retention of Council property assets for service delivery
- Loss of any current Council income
- Potential loss-of-opportunity costs for the Council
- Reduced revenue liability of the asset to benefit the Council

Reviewing the Business Case

A21 This completed Business Case will then be reviewed by the Officers and following this review submit a detailed briefing note for consideration and comment by the following Cabinet Members:-

- Cabinet Member for Environment
- Cabinet Member for Regeneration and Development
- Cabinet Member for Finance
- Cabinet Member for the Service Area(s) in question

A22 The review will determine:-

- a. If the applicant has the capacity / skills to take over and manage the asset.
- b. If the applicant can raise the money needed to purchase and / or refurbish the asset.
- c. If the applicant has the ability to manage the asset effectively.

- d. That the property asset will be used in the public interest and not be taken over by a previously unknown minority, and that access to the asset is inclusive.
- e. The reliance by the applicant on volunteers.
- f. If there are any landlord-tenant issues (especially the need or desire to sub-let).
- g. Council support for project development (i.e. resources).

Transferring a Property Asset at Market Value or Below

A23 If the CAT applicant's Business Case is considered viable by the reviewing Officers in their briefing note and the reviewing Members agree, and if the proposed asset transfer will be at its market value, then the transfer will be recommended for acceptance and a report will be prepared and submitted to Cabinet

A24 If there are concerns over the proposed use of the asset, then the CAT applicant's proposal will be held pending clarification and necessary assurances being forwarded by the CAT applicant.

A25 If the CAT applicant's Business Case is considered viable by the reviewing Officers in their briefing note and the reviewing Members agree but the Business Case requires the transfer of an asset at less than market value, or if (following review) the Officers and Members deem it necessary for other reasons a report will be prepared and submitted to Cabinet on the basis of a less than best case (**see A6**).

A26 If the applicants business Case is considered to be wholly unworkable then it shall be rejected. The applicants' right of appeal on whether the decision is fair would be undertaken a Cabinet Member who has not been involved in the initial decision making process and in conjunction with the Director of Environment, who will either reject the appeal or recommend further consideration. Reasons for the decision would be provided to the applicant(s) in writing.

Implementing an Approved CAT Project

A27 If the CAT proposal is approved, the following actions will be taken to begin implementing the project:-

- a. A project officer(s) will be designated by the third sector applicant.
- b. A project officer(s) will be designated by the Council (normally from the Service Area where the property asset is currently located).
- c. The above project officers will develop a schedule / action plan for the project.
- d. The Corporate Asset Management Team will review the schedule / action plan.

A28 The schedule / action plan for implementing the CAT project will depend on various factors (e.g. date of interest, funding cycles, etc.) and will be monitored by the project officers designated as detailed above. Regular updates and changes will be reported to the Corporate Asset Management Group.

A29 Major delays or changes to a project timetable or viability will be referred back to the Corporate Asset Management Group for consideration and an update will be provided to the Cabinet Members as set out in para A21. At the discretion of the Cabinet Members, the property/land under consideration may at any time be with-drawn and the CAT project cancelled.

Completing an External Community Asset Transfer

A30 If the property asset transfer is approved, the Valuation Team will notify all parties and instruct the Head of Legal Services to proceed with officially transferring the property asset(s) (freehold or leasehold) to the third sector organisation whose CAT application was approved.

A31 In all circumstances should a group/body cease to operate for whatever reason mechanisms will be included, as part of any terms for an occupation agreement, whereby the premises will revert back to the Council by way of termination of a lease or be offered back to the Council for a nominal sum in terms of any freehold disposal dependant on the terms of the original sale/transfer.

Expression of Interest Information Pack

Sample - Guidance Notes

Thank you for your request for further information in relation to xxx. The information you need to submit in your expression of interest is set out in the notes below and site specific information about the building or asset you are interested in are enclosed.

Rationale:

Explanation of the rationale behind the decision to declare the asset available for transfer

“These are premises that”

What to include in your Expression of Interest:

After considering the enclosed information, should you wish to express a formal interest in xxx you are requested to provide the following information for consideration by the Council:

- Name and address
- Contact details including telephone and email (if you have one)
- Outline your proposal for the building or asset you are interested in
- Indicate whether you are proposing to lease or purchase the building or asset
- Explain how you intend to finance your proposals
- Declare any existing relationship or commercial interest with Flintshire County Council

And if applicable the following information:

- Provide the name / description of your group or organisation
- Explain how your proposal will provide community benefit
- Outline management structure with summary of relevant experience
- Indicate the length of lease you would require if this is your preferred option

We may need to contact you to discuss your ideas further – this could take the form of a telephone discussion or personal meeting.

At this stage there is no commitment of any kind by the Council or the submitting organisations. The information you provide will be used by the Council to help form an assessment and decision. Where there are competing proposals of equal merit the Council may invite formal offers under a closed tender exercise. In other circumstances it may be appropriate to engage in direct negotiations with a selected operator.

Sample Application Form

Application to manage or operate xxx

You must answer all sections of this questionnaire and all questions that apply to your organisation (with a clear explanation where you are unable to do so).

The questionnaire is divided into three sections.

Section 1:

Focuses on the key elements that any management organisation or business needs to be able to demonstrate.

Section 2:

Asks you to detail how your proposal will help to deliver local priorities - and support well being

Section 3:

Asks for more information about how you will operate xxx. (If you are bidding for more than one centre they you will need to complete just one version of sections 1 and 2 – together with a separate section 3 for each individual centre you are interested in).

Section 4:

Includes some specific formal questions about your organisation

Failure to meet the requirements of one or more of the questions included in this questionnaire will not automatically exclude your proposal but you are expected to explain fully how you will address and satisfy any relevant requirements within a stated timeframe. The Council will select the preferred operator on the basis of the information you provide.

When completing this form “Authority” means Flintshire County Council and “You”/ “Your” means the Community Group, Social Enterprise, Business or Company completing this questionnaire

Please return 2 copies of this questionnaire with supporting documents to:

Valuations and Estates Service

Flintshire County Council

County Offices

Flint

Flintshire

CH6 5BD

To arrive not later than: xx

We will contact you again by xxx

Section 1: Core information

Contact Details	
Name	
Address	
Post code	
Telephone number	
Email	
If acting on behalf of an organisation :	
Full name of the organisation you are completing this questionnaire on behalf of.	
Is your organisation submitting this proposal in its own right or jointly with any other organisation or company? If yes please specify.	
Your position/role in the organisation	
Organisation Details	
What type of organisation are you representing?	<ul style="list-style-type: none"> i) a public limited company ii) a company limited by shares iii) a limited liability partnership iv) a registered charity v) a company limited by guarantee vi) a community interest company vii) an unincorporated community organisation viii) other (please specify)

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If you are a company please complete this section

Registered office address	
Company registration number	
VAT registration number	
Name of any intermediate or parent company	

If you are a charity or community organisation please complete this section

Charity number if relevant	
Please provide a short description of your governance arrangements	
Please list all your Trustees or governing board members	

Relationship with Flintshire County Council

Please detail any relationship or dealings you, your company or organisation has with Flintshire County Council, local Councillors or xxx

Are you or is your company or organisation currently providing any services to Flintshire County Council or xxx? If yes please provide a description of the service and the contact details of the manager who deals with this service.

Section 2 Helping to deliver local priorities

In considering proposals from prospective new managers or operators the Council will take into account the extent to which proposals help to deliver the 5 visions expressed in the Flintshire Community Strategy 2009-2019.

Each of the buildings or assets has the potential to deliver a wide range of benefits for the local community and County Council. This section invites you to explain the full range of benefits that your proposal might deliver.

Please provide a short description (200 words) of your vision for how you plan to manage or operate the building or asset

Please explain how your proposal will support the delivery of one or more of the 5 community visions. Please use a maximum of 200 words for each goal.

Vision 1 (Economic prosperity) : Economic prosperity is fundamental to well-being in Flintshire. We want Flintshire to be a prosperous County where a strong local economy with a sound knowledge and skills base provides the foundation for success.
We want Flintshire to be a County of innovation and excellence that fulfils its potential for economic development and prosperity at the regional, national and international levels. Across the public, private and voluntary sectors, Flintshire

will have a strong reputation for high quality and innovative service delivery and collaborative partnership working. (Community Strategy 2009-2019 pg 10 para 1+2)

Goal 1: Opportunities exist that allow people to fulfil their ambitions within a local and regional economy that provides ease of access to jobs and services. People will have increased income levels and will be able to access better quality, affordable homes in safe neighbourhoods. Our communities will look to the future and protect our environment for future generations.

Vision 2 (Health improvement through everything we do): We want Flintshire to be a County in which people are able to achieve the best possible physical and mental health and well-being. We will achieve this through providing accessible and relevant information, high quality services and opportunities for all individuals to live, work and spend their leisure time in ways that enable and encourage people to look after their own health, and that of others. A healthy Flintshire will mean improved health for all. We need to focus action on people whose choices or circumstances put them at increased risk of poor health. (Community Strategy 2009-2019 pg 28 para 2+3)

Goal 2: Providing opportunities that help support people to make choices that improve quality of life and enable people to live longer particularly for those from disadvantaged backgrounds.

Vision 3 (Learning and skills for life) : Quality learning, cultural and leisure experiences accessible to all have the potential to enhance and change the

quality of life of people in Flintshire. We want Flintshire to be a County in which all people are able to reach their potential throughout their life through access to opportunities where they can learn and develop in line with their needs.

High quality education and training opportunities make a vital contribution to improving the communities of Flintshire. They are a key part of securing social and economic wellbeing. Children and adults learn in many settings, and an environment must be established where individuals, businesses and organisations including the voluntary sector support and promote both informal and formal learning. (Community Strategy 2009-2019 pg 36 para 2+3)

Goal 3: The people of the County have raised aspirations they as individuals can achieve, particularly young people and people from disadvantaged communities. People of all ages are equipped with the right life skills and the qualifications employers need to achieve their ambitions and which enable them to participate.

Vision 4 (Living Sustainably): We want Flintshire and its communities to thrive and prosper in a sustainable way, where an understanding of the impact of how we treat our environment leads us to live within acceptable limits. We will strive to value Flintshire's built and natural environment as assets to be protected, regenerated and enhanced for their own sake, for the sake of our health and well-being, and for the economic and other opportunities that the environment serves to support. (Community Strategy 2009-2019 pg 18 para 2+3)

Goal 4: Communities are at the heart of all we do, where people support and care for the wellbeing of others and the future. A community with a strong sense of what it is capable of achieving and where there are opportunities to get involved, particularly for young people, in shaping the future.

Vision 5 (Safe and Supportive Communities) : We want Flintshire to be a County where people of all ages and from all backgrounds and abilities feel safe, confident, supported and protected from harm, including abuse and neglect.

We want all people to feel that they are a part of a community in which they can actively participate and can both give and receive help and support, where public services in Flintshire work alongside individuals, families, neighbourhood, voluntary and community groups to support vulnerable people and to tackle the problems and challenges which face them. (Community Strategy 2009-2019 pg 45 para 1+4)

The assessment process will consider in detail the benefits offered by different proposals – and take into account financial, social, economic and environmental elements within each of the proposals including its long term prospects for sustainability.

3. The Business Case

Please complete a separate section 3 for each building or asset you are bidding for.

General

Please note that the Council is obliged to obtain value for money on the disposal of its assets. Where your proposal involves the Council receiving less than the market value in monetary terms , it will be necessary to show that the social, economic or environmental benefits to the Council of the proposed offer are equal to or exceed the reduction in market value

Which building or asset are you bidding for?	
--	--

Are you intending to occupy the building or asset by way of a lease or purchase or other arrangement?	
---	--

If you are intending to purchase a building or asset please answer the questions below

What amount are you proposing to pay?	
Is your offer based on any conditions? If yes please list them.	
What evidence can you provide to confirm that you can afford the purchase price?	
If you are intending to lease a building or asset please answer the questions below	
What lease period are you proposing?	
What annual rent are you proposing to pay?	
If you have an alternative arrangement in mind, please outline what you are proposing.	
Financial information	
Please note the Council will not be providing any subsidy for the future running or maintenance of the building or asset	
Do you or does your company or organisation have any audited accounts for the last financial year? If yes please enclose them with this completed questionnaire.	
If you do not have audited accounts please provide information about: <ul style="list-style-type: none"> • Reserves • Trading capital 	

<ul style="list-style-type: none"> • Current operating balances 	
<p>Please provide an outline plan for the financial management of the building or asset. Your plan should be self-sustaining and should be based on the condition that the Council will not provide any funding</p>	<p><i>Please enclose a 3 year cash flow Forecast.</i> Your plan should include details for management of activities and premises. You should also fully explain your plans for income generation.</p>
<p>Community benefit</p>	
<p>Explain how your proposal will maintain and promote wide community use.</p> <p>This should include references to any charging policy and arrangements for community use</p> <p>If you are able to please give details of the financial value of the community benefits that you are proposing</p>	
<p>Management arrangements</p>	
<p>Outline any partnership or collaborative arrangements you have in place or would propose to develop</p>	

<p>Outline the management structure you would adopt to operate xxx</p> <p>This refers to the staffing and operational management of the building or asset itself rather than your organisation's structure</p>	
<p>Provide a summary of relevant experience, if any, you or your organisation has in managing a community building or equivalent business</p>	
<p>What staff would you employ? Please be aware that in some circumstances TUPE legislation may apply to existing staff.</p>	

Section 4: Formal information about your organisation

Important Notice: Grounds for mandatory rejection

In some circumstances the Authority will be required by law to exclude you from participating further in this process. If you cannot answer 'no' to every question in this section it is very unlikely that your application will be accepted, and you should contact us for advice before completing this form.

Please state 'Yes' or 'No' to each question.

<p>Has your organisation or any directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences?</p>	<p>Answer</p>
--	----------------------

(a)	conspiracy within the meaning of section 1 of the Criminal Law Act 1977 where that conspiracy relates to participation in a criminal organisation as defined in Article 2(1) of Council Joint Action 98/733/JHA (as amended);	
(b)	corruption within the meaning of section 1 of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906 (as amended);	
(c)	the offence of bribery;	
(d)	fraud, where the offence relates to fraud affecting the financial interests of the European Communities as defined by Article 1 of the Convention relating to the protection of the financial interests of the European Union, within the meaning of:	
(i)	the offence of cheating the Revenue;	
(ii)	the offence of conspiracy to defraud;	
(iii)	fraud or theft within the meaning of the Theft Act 1968 and the Theft Act 1978;	
(iv)	fraudulent trading within the meaning of section 458 of the Companies Act 1985 or section 993 of the Companies Act 2006;	
(v)	defrauding the Customs within the meaning of the Customs and Excise Management Act 1979 and the Value Added Tax Act 1994;	
(vi)	an offence in connection with taxation in the European Community within the meaning of section 71 of the Criminal Justice Act 1993; or	
(vii)	destroying, defacing or concealing of documents or procuring the extension of a valuable security within the meaning of section 20 of the Theft Act 1968;	
(e)	money laundering within the meaning of the Money Laundering Regulations 2003 or Money Laundering Regulations 2007; or	
(f)	any other offence within the meaning of Article 45(1) of Directive 2004/18/EC as defined by the national law of any relevant State.	

Grounds for discretionary rejection

Important Notice.

The Authority is entitled to exclude you from consideration if any of the following apply but may decide to allow you to proceed further. If you cannot answer 'no' to every question it is possible that your application might not be accepted. In the event that any of the following do apply, please set out (in a separate Annex) full details of the relevant incident and any remedial action taken subsequently. The information provided will be taken into account by the Authority in considering whether or not you will be able to proceed any further in respect of this procurement exercise.

Please state 'Yes' or 'No' to each question.

Is any of the following true of your organisation?	
(a) <u>being an individual</u> , is bankrupt or has had a receiving order or administration order or bankruptcy restrictions order made against him or has made any composition or arrangement with or for the benefit of his creditors or has not made any conveyance or assignment for the benefit of his creditors or appears unable to pay or to have no reasonable prospect of being able to pay, a debt within the meaning of section 268 of the Insolvency Act 1986, or article 242 of the Insolvency (Northern Ireland) Order 1989, or in Scotland has granted a trust deed for creditors or become otherwise apparently insolvent, or is the subject of a petition presented for sequestration of his estate, or is the subject of any similar procedure under the law of any other state;	
(b) <u>being a partnership constituted under Scots law</u> , has granted a trust deed or become otherwise apparently insolvent, or is the subject of a petition presented for sequestration of its estate; or	
(c) <u>being a company or any other entity within the meaning of section 255 of the Enterprise Act 2002</u> has passed a resolution or is the subject of an order by the court for the company's winding up otherwise than for the purpose of bona fide reconstruction or amalgamation, or had a receiver, manager or administrator on behalf of a creditor appointed in respect of the company's business or any part thereof or is the subject of similar procedures under the law of any other state?	
Has your organisation	
(a) been convicted of a criminal offence relating to the conduct of your business or profession;	
(b) committed an act of grave misconduct in the course of your business or profession;	
(c) failed to fulfil obligations relating to the payment of social security contributions under the law of any part of the United Kingdom or of the relevant State in which you are established;	

(d) failed to fulfil obligations relating to the payment of taxes under the law of any part of the United Kingdom or of the relevant State in which you are established; or	
e) been guilty of serious misrepresentation in providing any information required of you under Regulation 23 of the Public Contracts Regulations 2006?	

Please provide the names and addresses of 2 individuals who can provide us with a reference on the suitability of your organisation to manage this asset / building

Name
.....

Address.....
...

Name
.....

Address.....
....

I declare that to the best of my knowledge the answers submitted in this questionnaire are correct. I understand that the information will be used in the process to assess my organisation's suitability to operate one or more building or assets and I am signing on behalf of my organisation. I understand that the Contracting Authority may reject this proposal if there is a failure to answer all relevant questions fully or if I provide false/misleading information	
FORM COMPLETED BY	
Name:	
Date:	
Signature:	

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FLINTSHIRE COUNTY COUNCIL

REPORT TO: **CABINET**

DATE: **TUESDAY, 16 OCTOBER 2012**

REPORT BY: **CHIEF EXECUTIVE**

SUBJECT: **ANNUAL PERFORMANCE REPORT 2011/12**

1.00 PURPOSE OF REPORT

1.01 To approve the 2011/12 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 Priorities.

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 2011/12 reviews our progress against the Improvement Priorities as detailed in the Improvement Plan 2011/12 and further iterations as reported periodically. This assessment takes into consideration assessments of our performance, for each of the Improvement Priorities 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)
- 3.02 The statutory requirements as required by the Measure are met with a concentration on the Improvement Priorities.
- 3.03 The 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 A copy of the Report is available in the Members' Library and will be distributed to all Members prior to presentation to full Council on 25 October.
- 3.05 The Annual Performance Report will be presented to a Special County Council on 25 October for adoption.

4.00 RECOMMENDATIONS

- 4.01 To approve the 2011/12 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 Annual Performance Report (available in Members library).

LOCAL GOVERNMENT (ACCESS TO INFORMATION ACT) 1985
BACKGROUND DOCUMENTS

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FLINTSHIRE COUNTY COUNCIL

REPORT TO: **CABINET**

DATE: **TUESDAY 16 OCTOBER 2012**

REPORT BY: **HEAD OF FINANCE**

SUBJECT: **REVENUE BUDGET MONITORING 2012/13**
(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 2012/13.

1.02 INDEX OF CONTENTS

Section 2	Executive Summary
Paragraph 3.01	Council Fund Summary Table
Paragraph 3.07	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

EXECUTIVE SUMMARY

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

- Council Fund - Net overspend of £1.028m
- Housing Revenue Account - Net underspend of £0.052m

3.00 CONSIDERATIONS

COUNCIL FUND

3.01 The table below shows a projected in-year overspend of £1.028m.

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	58.437	58.422	(0.221)	(0.210)	(0.138)	(0.169)	(0.083)	(0.041)
Environment	31.794	31.785	(0.123)	(0.129)	(0.123)	(0.129)	-	-
Lifelong Learning	109.219	109.213	1.303	1.318	1.324	1.299	(0.021)	0.019
Corporate Services	17.469	17.375	(0.002)	0.090	(0.002)	0.090		
Total Directorates	216.919	216.795	0.957	1.069	1.061	1.091	(0.104)	(0.022)
Central and Corporate Finance	25.759	25.883	0.096	(0.041)	0.096	(0.041)		
Total	242.678	242.678	1.053	1.028	1.157	1.050	(0.104)	(0.022)

3.02 The Original Budget column reflects the budget approved by Council on the 1st March 2012. The Revised Budget column reflects in-year virements which have been approved in compliance with Financial Procedure Rules.

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 It is the intention of Management to contain the currently projected variation within the overall agreed Council budget for the year. As part of the ongoing work to develop the MTFP, opportunities to generate efficiencies are being explored including those that may have a positive impact on the 2012/13 projected outturn.

RISKS / ASSUMPTIONS

3.05 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
 - Occupational Therapy service - increased demand
 - Social Services for Children
 - Out of county placements - demand led with volatility influenced by numbers and high values of individual placements
 - Family Placement - increases in foster care places / court orders for Residence and Specific Guardianship

- Housing Services
 - Homelessness - projected high demand influenced by current economic climate and recent welfare reform
2. Environment
- Streetscene
 - Projected outturn reflects overtime payments to operatives (pre. Part 3 agreement) plus additional vehicle costs as a result of the phased roll out of the full Saturday collection service
 - Planning
 - A number of planning decisions are the subject of ongoing appeals which may have the potential for costs to be awarded against the Council
3. Lifelong Learning
- Facilities
 - Catering - overspend projected but possible mitigation from project plans following APSE review
 - Development & Resources
 - Free school meals and remissions - influenced by economic factors
 - Ringfenced budgets
 - Out of county placements - demand led with volatility influenced by numbers and high values of individual placements
 - Leisure Income
 - Income levels for the new leisure facilities are being monitored carefully on a weekly basis. Any variation, either positive or negative, could have a material effect on the projected outturn.
4. Corporate Services
- Welfare Reform
 - Welfare Reform preparation is starting to impact on the projected outturn for 12/13 (see Appendix 1 and 5 for details). The impacts are continuously being assessed and will be reported to Cabinet as soon as any further pressures are identified.
5. Housing Revenue Account
- Single Status
 - Possible impact of Single Status agreement - any impact will need to be funded within HRA as it is a ringfenced account

4.00 NON STANDARD INFLATION

4.01 Included in the budget is an amount of £0.078m in respect of Energy for Street Lighting, £0.300m in respect of Energy, £0.196m in respect of Fuel and £0.133m in respect of Food. These budgets are being monitored closely and the funds will be released when a full assessment of the need has been completed. The current projected outturn assumes that these amounts will be required in full.

5.00 UNEARMARKED RESERVES

5.01 The 2011/12 final outturn reported to Cabinet on 10th July showed unearmarked reserves at 31st March 2012 (above the base level of £5.476m) of £0.992m, after taking into account commitments in 2012/13 :

- Use of £0.973m to meet one-off / time limited costs
- Ringfencing of £1.500m to support Organisational Change costs

5.02 Month 3 report contained a recommendation to approve the allocation of £0.361m from contingency as a one-off investment to support the new Leisure facilities in their first year of operation. This recommendation was approved.

5.03 Appendix 6 details the movements to date on unearmarked reserves and the level of contingency sum available. As a result of the movements the current projected level of the contingency reserve at the end of March 2013 is an overdrawn amount of £0.397m. However as noted in section 3.04 it is the intention of Management to contain the currently projected variation within the overall agreed Council budget for the year which will also have a positive effect on the contingency reserve.

6.00 HOUSING REVENUE ACCOUNT

6.01 On 21st February 2012, the Council approved a Housing Revenue Account (HRA) budget for 2012/13 of £26.671m. The budget provided for a closing balance of £0.867m, which at 3.25 % of total expenditure satisfies the prudent approach of ensuring a minimum level of 3 %.

6.02 The 2011/12 final outturn reported to Cabinet on 10th July 2012 showed a closing balance at the end of 2011/12 of £1.857m (subject to audit) which was £0.753m more than when the 2012/13 budget was set. This had the effect of increasing the closing balance for 2011/12 by the same amount.

6.03 There is an overall projected underspend of £0.052m and a projected closing balance at Month 4 of £1.621m, which at 6 % of total expenditure satisfies the prudent approach of ensuring a minimum level of 3 %.

6.04 The projected outturn reflects an additional allocation of £0.250m from

balances to fund additional CERA contribution towards funding of the HRA Capital Programme. The Head of Housing has consulted on this action with the Cabinet member for Housing in accordance with the recommendation within the Month 3 Budget Monitoring report approved by Cabinet on 18th September 2012.

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

7.00 RECOMMENDATIONS

7.01 Members are recommended to :-

- a) Note the overall report and the management actions being taken to address the projected overspend
- b) Note the Council Fund contingency sum (overdrawn balance) as at 31st March 2013 (paragraph 5.03)
- c) Note the projected final level of balances on the Housing Revenue Account (paragraph 6.03)

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 IMPACT

9.01 None

10.00 ENVIRONMENTAL IMPACT

10.01 None

11.00 EQUALITIES IMPACT

11.01 None

12.00 PERSONNEL IMPLICATIONS

12.01 None

13.00 CONSULTATION REQUIRED

13.01 None

14.00 CONSULTATION UNDERTAKEN

14.01 None

15.00 APPENDICES

15.01 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**

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COUNCIL FUND - REVENUE BUDGET 2012/13
FLINTSHIRE COUNTY COUNCIL

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

	£m	£m
Month 3		
Out of County Ringfenced Budget	(0.175)	
Service Directorates	1.132	
Central and Corporate Finance	0.096	
Variance as per Executive Report	1.053	
Month 4		
Out of County Ringfenced Budget	(0.079)	
Service Directorates	1.148	
Central and Corporate Finance	(0.041)	
Variance as per Directorate Returns	1.028	
Change Requiring Explanation		(0.025)
<u>Community Services</u>		
<ul style="list-style-type: none"> • Resources & Regulated Services (Intake and Reablement) - the movement relates to work yet to be undertaken to realign the budgets following the transport review. This will be undertaken once the full financial impact of the review are known. (0.067) • Transition & Disability Service (Disability Services) - this reflects the costs of the newly formed transition team. Further work is required to realign budgets from other services. 0.063 • Support Services (Mental Health Service and Substance Misuse Service) - this reflects a reduction in the cost of residential care packages due to movements of clients in and out of the service and a reduced cost projection for direct payments. These are offset by an increase in staff costs required to provide maternity cover. (0.070) • Professional Support (Children's Services) - the reduction from month 3, reflects the revised costs of temporary staff where end dates are now known. (0.076) • Out of County Pooled Budget (Ringfenced Budgets) - the movement since month 3 reflects a new sibling group together with a joint placement with the Lifelong Learning Directorate. 0.056 • Good Health (Development & Resources) - movement since month 3 due to projected changes in staff costs. 0.036 • Management & Support (Development & Resources) - the movement is made up of further advertising costs for the Head of Social Services Adults (£0.007m), an increase to projected postage costs for the Directorate (£0.020m) and an increase in supplies and services costs (£0.007m). 0.037 • Family Placement (Children's Services) - the increase since month 3 reflects additional boarded out family placement costs. 0.038 • Other minor changes of less than £0.035m (0.006) 	0.011	
<u>Environment</u>		
<ul style="list-style-type: none"> • Minor changes of less than £25k (0.006) 	(0.006)	

Lifelong Learning

- Minor changes of less than £25k 0.015

0.015
Corporate Services

- Finance - a pressure of £0.091m has been identified relating to workforce costs within Revenues and Benefits due to additional work required in preparation for, and in response to, Welfare Reform. The additional costs will be reduced where possible. This pressure has been partly offset by increased vacancy savings relating to the Finance Function Review (-£0.024m) and other minor variances (-£0.006m). 0.061
- Minor changes of less than £25k 0.031

0.092
Central and Corporate

- Financing & Funding (insurance, banking etc.) - Additional windfall income of £0.090m is now anticipated in respect of the settlement of an outstanding claim re. overpayment of VAT due to the impact of legal challenges to custom and practice elsewhere. An overspend on additional superannuation costs of £0.043m in respect of added years granted to former employees early retirements prior to the 1996 Local Government reorganisation. The net effect of other minor variances amount to an overspend of £0.010m. (0.037)
- Corporate (Other) - An overspend of £0.033m against the phased funding strategy to address the Council's share of the Clwyd Pension Fund deficit following the 2010 actuarial valuation plus minor variances of £0.002m. 0.035
- Central Loans & Investment Account - Increased interest received on temporary investments £0.060m, increased internal interest received on prudential borrowing £0.025m. Reduction in interest payable on variable rate market loans and internal interest payable £0.036m, reduction in Minimum Revenue provision (MRP) £0.013m. (0.134)
- Minor changes of less than £25k (0.001)

(0.137)
Total changes

(0.025)

COMMUNITY SERVICES

APPENDIX 2

Budget Monitoring 2012/13 (Month 4)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Resources and Regulated Services (Intake and Reablement)	6.175	5.826	(0.349)	(0.282)	Extra Care projected underspend on new scheme of £0.100m due to timeframe for completion. In-house Domiciliary Care underspend (£0.153m) due to reduced pay costs from changes to service delivery and greater use of reablement and independent sector care providers. The additional variance relates to work which is yet to be undertaken to realign the budgets following the transport review.	Keep under review pending completion of Transforming Social Services for Adults (TSSA) programme and realign budgets as appropriate.
Reablement Service (Intake and Reablement)	0.330	0.210	(0.120)	(0.120)	Pay costs being suppressed due to the use of Homecare staff, vacant post and part year appointments (£0.107m) together with additional Health income (£0.020m) offset by various small overspends.	Keep under review pending completion of Transforming Social Services for Adults (TSSA) programme.

COMMUNITY SERVICES

APPENDIX 2

Budget Monitoring 2012/13 (Month 4)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Locality Teams (Localities)	16.497	16.599	0.102	0.108	The significant variances lie within Physical Disability Services Independent Sector Homecare with a projected overspend of (£0.155m) due to the net impact of various care packages. This has reduced from period 3 due to the withdrawal of one care package. This is partially offset by a projected underspend in independent sector residential care underspend (£0.298m) which reflects current clients.	This is a complex case and will be kept under review. Keep under review pending completion of Transforming Social Services for Adults (TSSA) programme.
Reviewing (Localities)	0.198	0.174	(0.024)	(0.042)	This is a result of a vacant post yet to be filled.	Unlikely to be recurring.
Transition and Disability Services (Disability Services)	0.592	0.691	0.099	0.036	The movement from period 3 reflects the cost of the newly formed transition team. Further work is required to realign budgets from other services.	Identify budgets and realign.
Resources and Regulated Services (Disability Services)	12.558	12.630	0.072	0.093	The main cause of the variance relates to work yet to be undertaken to realign the budgets following the transport review.	A review of transport budgets across adults services is currently being undertaken as part of the ongoing work of TSSA.

COMMUNITY SERVICES

APPENDIX 2

Budget Monitoring 2012/13 (Month 4)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Vulnerable Adults and Disability Services (Disability Services)	2.156	2.091	(0.065)	(0.057)	This mainly relates to vacant posts , staff travelling, and supplies and services which are currently projected to underspend.	Keep under review.
Support Services (Mental Health & Substance Misuse Service)	1.931	1.851	(0.080)	(0.009)	This reflects a reduction in the cost of residential care packages due to movements of clients in and out of the service, a reduced cost projection for direct payments both offset by an increase in staff costs required to provide maternity cover.	Keep under review.
Ringfenced Budgets (Mental Health)	0.301	0.181	(0.120)	(0.118)	Reflects current client packages for 2012/13.	Keep under review - potential volatility due to changes in client numbers and demands at short notice from prison or courts. Reduced budget in 12/13.
Ringfenced Budgets (Learning Disability)	0.465	0.676	0.211	0.213	This reflects the full year impact of a new service user that commenced during December 2011 together with some other changes to care packages.	Keep under review and consider a budget realignment from the Ringfenced Budgets (Learning Disability) to reflect current clients within the
Commissioning (Development & Resources)	0.902	0.861	(0.041)	(0.041)	This variance relates to vacancies not yet filled.	Unlikely to be recurring.

COMMUNITY SERVICES

APPENDIX 2

Budget Monitoring 2012/13 (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 will be allocated against vacant posts.	Monitor in year vacancy savings to apply.
Family Placement (Children's Services)	1.833	2.160	0.327	0.289	The overspend is mainly as a result of an increase in the number of foster care places within the service. It is also due to the increasing number of court orders for Residence and Special Guardianship orders which invariably attract an ongoing allowance for the carers.	A review of the Family Placement Team has commenced the outcome of which will inform future planning and possible efficiencies.
Family Support (Children's Services)	0.341	0.270	(0.071)	(0.078)	The underspend in this service is mostly due to a reduction in the use of sessional staff following an embargo and a review of thresholds. The use of sessional staff can fluctuate monthly depending on caseloads, especially for child protection and court ordered supervised contact.	Continue to keep under review.
Grants (Children's Services)	0.117	0.064	(0.053)	(0.053)	Awaiting finalisation of initiatives coming on stream this financial year.	Continue to keep under review.
Other Residential (Children Services)	0.526	0.472	(0.054)	(0.050)	The projected underspend relates to the opening of Arosfa being later than anticipated.	Keep under review due to the potential for additional costs relating to transport charges.

COMMUNITY SERVICES

APPENDIX 2

Budget Monitoring 2012/13 (Month 4)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Professional Support (Children's Services)	5.320	5.411	0.091	0.167	This is a complex part of Children Services and there are a number of areas overspending which are offset by areas underspending. However the main reason for the overspend is the transfer of responsibility for two service users from the Out of County ringfenced budget (£0.150m). The reduction from period 3, reflects the revised costs of temporary staff where end dates are now known.	Keep under review. The Head of Service (Children) has instigated a review into the specifics around these two service users.
Out of County Pooled Budget (Children's Services)	3.711	3.613	(0.098)	(0.154)	Costs reflect existing placements up until March 2013. This reflects known reductions in payments to providers following re-negotiation of contracts. The movement since month 3 reflects a new sibling group together with a joint placement with the Lifelong Learning Directorate.	The focus of high cost placements is now a North Wales project and will continued to be reviewed. The in house project requires sign off by the two directors at the next meeting.
Resident Wardens (Housing Services)	1.236	1.161	(0.075)	(0.067)	Budget based on restructure. Salaries carry vacancies for the new structure yet to be implemented.	Restructure approval required.
Other variances (aggregate)	3.333	3.271	(0.062)	(0.089)	Various minor variances.	Continue to review but not expected to be recurrent.
Total :	58.422	58.212	(0.210)	(0.221)		

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Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Industrial Units	(1.482)	(1.433)	0.049	0.054	Shortfall of Industrial Unit Rental Income, due in the main to Gaz de France decommissioning the Shotton Power Station site. Income shortfalls are partly mitigated by savings in vacant posts at Deeside Enterprise Centre	Keep Unit rental income closely monitored throughout the year
Property Holdings	0.088	0.065	(0.023)	(0.023)	Ty'r Binwydden has budget provision for £21k but is no longer an active site. However, there is the potential for additional expenditure on vacant schools in Connah's Quay which could offset this underspend.	Review of site budgets necessary in line with asset management programme
Agricultural Estates	(0.157)	(0.179)	(0.022)	(0.020)	Land Agent Vacancy	
Administration Buildings	1.228	1.228	0.000	(0.023)	Energy Efficiency Measure in place. Projected expenditure currently based on 2011/12 actuals	
Corporate Property & Design	1.922	1.892	(0.030)	(0.037)	Net Vacancy Savings	
Property Asset & Development	0.530	0.489	(0.041)	(0.025)	Net Vacancy Savings	
Car Parks	0.025	0.060	0.035	0.034	Car Park income shortfall at Holywell and Mold partially offset by a reduced maintenance programme	

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Highways Policy and Development Control	0.413	0.405	(0.008)	0.007	Additional IT costs for the CAMS System	
Transportation	1.646	1.616	(0.030)	(0.024)	Net Vacancy Savings	
Business & Strategy	1.405	1.465	0.060	0.060	Additional costs associated with pay protection following the Streetscene Service Review	
Waste Disposal & Waste Collection	9.201	9.343	0.142	0.133	Cost of overtime payments to operatives (pre part 3 agreement) totalling £300k plus additional vehicle requirements as a result of the phased roll out of the full Saturday collection service of £140k. This is partly mitigated by £300k due to the increased recycling levels from the implementation of Managed Weekly Collections which not only reduces landfill and tipping charges but increases the level of recycling income.	Keep tonnage levels closely monitored to establish if further savings can be achieved to fully mitigate the costs.
Fleet Services	(0.222)	(0.225)	(0.003)	(0.010)	Outturn based on estimated figures and assumes NSI Fuel budget being allocated for £196,000	
Planning Control	0.367	0.445	0.078	0.074	Planning fee income has reduced against projections due to the ongoing economic climate and it is at this early stage anticipated to be short of target.	Partially offset by salary savings within the Planning service

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Service Development & Support	0.236	0.215	(0.021)	(0.021)	Part time salary savings	
Management Support & Performance	1.147	0.997	(0.150)	(0.170)	Vacancy Savings totalling £147k (5 posts 2 x Sc4, Sc6, SO1 & M6) ahead of Service Review implementation. This variance is affected marginally at P4 by the anticipated Modern Apprentice intake from September 2012.	
Public Protection	3.513	3.346	(0.167)	(0.159)	Vacancy Savings totalling £204k (3 x EHO 2 x EO 1 x Admin) ahead of the Service Review being implemented, offset by income shortfalls in Pollution Control	
Markets	(0.101)	(0.063)	0.038	0.037	Anticipated income shortfalls from Mold Indoor Market of £39k, which is partially offset by increased income at Flint	This overspend will be met from anticipated underspends in other areas of the Regeneration service.
Other variances (aggregate)	12.026	11.990	(0.037)	(0.010)	A number of variances of no more than £0.012m individually.	
Total :	31.785	31.656	(0.129)	(0.123)		

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Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Leisure Services	3.657	4.075	0.418	0.399	There are a number of historic budget issues which also adversely effected the Leisure outturn position in 11/12.	
					In line with the national picture, income from ice skating at Deeside Leisure Centre has reduced by £173k over the last 4 years, this is despite inflationary increases in admission prices and promotions.	A tariff review is being undertaken across the whole of Leisure Services. Work is being conducted to review operational efficiency and performance at all facilities.
					Three posts within Leisure Services are unbudgeted for due to timing delays caused between the Leisure Services Restructure and the JEQ results, this amounts to £120k including on-costs.	Following receipt of JEQ results: 1) Analysis of affordability of proposed new staffing structures. 2) Revisit organisational design principles.
					The following pressures have been identified during the first 3 months of 2012/13:	
					1) The relocation of Leisure Services Staff to Deeside has assisted in making a significant saving from relocation (vacating Connah's Quay offices). However, this has increased occupancy costs for Leisure Services for cleaning, maintenance, mileage, telephones etc by £25k which is unfunded.	The in year recharges for these services are to be revisited and recharged accordingly.
					2) A review of music licensing has identified additional liabilities resulting in a cost increase of £37k.	A budget pressure bid for this has been submitted for 2013/14.

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
					The income figures were £20k less than expected over the summer months, this is thought to be due to the effect of customers staying away from facilities to watch the Olympics.	
School Improvement Service	1.403	1.471	0.068	0.073	A new pressure has been identified relating to software and licence costs of £70k. These costs are required to underpin the Regional School Effectiveness and Improvement Service.	A budget pressure bid for this has been put forward for 2013/14.
Schools Related	(1.711)	(1.366)	0.345	0.345	<p>Changes within Service Level Agreements (SLA's) with schools of £243k have been included. A budget pressure bid is currently lodged for this which may be mitigated if all parties can take corrective action by April 2013.</p> <p>Music Services are forecasting an overspend of £102k based on current levels of income and expenditure. A project group has been established to review the music service.</p>	<p>Budget holders are to take decisions where required to reduce expenditure accordingly, and to begin charging schools which haven't signed up for SLAs with a particular agreement for any services they subsequently require.</p> <p>The Music Services project group has recently been established with a key aim of minimising the in-year overspend and developing a sustainable financial and operational model for the service moving forward into 2013/14.</p>

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Service Units	1.650	1.891	0.241	0.245	A budget pressure bid of £0.144k has been submitted for the current overspend within free school meals as the claims for this continue to increase in the same trend as the previous financial year. A similar pattern exists for School remissions (£0.085k) where a pressure bid has also been submitted.	Both of these elements of the budget are being carefully monitored and the pressure bids can be altered accordingly as the year proceeds in order to keep pace with changes within the wider economic climate.
Facilities Services	1.159	1.422	0.263	0.274	The Catering Service (£217k) is developing radical proposals in order to modernise via projects such as on-line payments for parents, rebranding, targeting increased take-up strategies, improved/themed menu's, cost reduction/procurement. The draft APSE review has been used to form the basis of this strategy. Any efficiencies generated from this aren't likely to be realised until the next financial year.	Service needs to continue to implement the agreed strategy for efficiencies.
					The Cleaning Service (£0.057) is unable to recover the surplus generated from the Law Courts contract and some other smaller sites. A large income target still exists which is unattainable with a lower level of cleaning activity taking place.	This is the subject of management action and service redesign and a budget pressure bid for 2013/14.
					£10k was approved to be spent in year on cleaning equipment in order to release efficiencies which may reach £25k per annum	
Other variances (aggregate)	103.055	103.038	(0.017)	(0.033)	Multiple variances under £0.050m.	
Total :	109.213	110.531	1.318	1.303		

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CORPORATE SERVICES

APPENDIX 5

Budget Monitoring 2012/13 (Month 4)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Chief Executive	2.262	2.252	(0.010)	(0.026)	-£0.025m vacancy savings. £0.014m pressure relating to a voluntary sector contribution towards Dangerpoint. £0.001m other minor variances.	
Finance	4.365	4.421	0.056	(0.005)	£0.028m pressure relating to the Royal Mail price increases of 39% in April 2012. £0.091m pressure relating to workforce costs in Revenues & Benefits because of additional work in preparation for, and response to, Welfare Reform. -£0.057m vacancy savings relating to the Corporate Finance Review. -£0.006m other minor variances.	A budget pressure for postage has been submitted as part of the 2013/14 budget process. Finance to investigate alternatives to Royal Mail. The additional workforce costs relating to welfare reform will be reduced where possible.
Legal & Democratic Services	3.397	3.395	(0.002)	0.000		
Human Resources & Organisational Development	2.228	2.290	0.062	0.054	£0.052m pressure CRB checks £0.010m other minor variances	A budget pressure for CRB checks has been submitted as part of the 2013/14 budget process.

CORPORATE SERVICES

APPENDIX 5

Budget Monitoring 2012/13 (Month 4)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
ICT & Customer Services	5.123	5.107	(0.016)	(0.025)	£0.005m pressure relating to the final Design & Print costs. -£0.030m vacancy savings relating to ongoing service reviews. £0.015m pressure relating to internal admin support recharges. -£0.006 other minor variances.	
Total :	17.375	17.465	0.090	(0.002)		

Budget Monitoring 2012/13 (Month 4)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Financing & Funding (insurance, banking etc.)	2.440	2.228	(0.212)	(0.175)	There is additional windfall income of £0.081m, which takes account of the recent settlement by Welsh Government of the Council's claim for additional costs for staff time incurred on the Housing stock transfer consultation/ballot project. Windfall income levels will be monitored closely and reported on in future monitoring reports.	Levels of unbudgeted income will continue to be monitored closely and reported on in future monitoring reports.
					A saving of £0.061m has been identified due to a budget provision within an insurance fund (relating to a potential liability for historic asbestos issues) which is now not required	
					Additional windfall income of £0.090m is anticipated in respect of settlement of an outstanding claim re. overpayment of VAT due to the impact of legal challenges to custom and practice elsewhere.	A number of outstanding VAT claims which may result in "windfall" income will be kept under review pending legal determinations and possible appeals.
					An overspend on additional superannuation costs of £0.043m in respect of added years granted to former employees early retirements prior to the 1996 Local Government reorganisation.	All significant overspends will be monitored monthly. Opportunities for budget realignment within the Central & Corporate Finance budgets will be explored and actioned where possible.
					A decrease in other miscellaneous Expenditure of £0.023m.	

Budget Monitoring 2012/13 (Month 4)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Corporate - other	3.981	4.095	0.114	0.079	An overspend of £0.079m against the regional transformation fund following external audit requirements of the lead authority (Conwy CBC) on accounting treatment of balances.	This is a one-off budget pressure in 12/13. Notification by Conwy of the change in treatment was not received until after the 12/13 budget was approved.
					An overspend of £0.033m against the phased funding strategy to address the Council's share of the Clwyd Pension Fund deficit following the 2010 actuarial valuation.	All significant overspends will be monitored monthly. Opportunities for budget realignment within the Central & Corporate Finance budgets will be explored and actioned where possible.
					Other minor variances amounting to a net overspend of £0.002m.	
Central Loans & Investment Account	14.200	14.066	(0.134)	0.000	Increased interest received on temporary investments £0.060m, increased internal interest received on prudential borrowing £0.025m. Reduction in interest payable on variable rate market loans and internal interest payable £0.036m, reduction in Minimum Revenue provision (MRP) £0.013m.	
Central Service Recharges	(1.968)	(1.776)	0.192	0.192	Shortfall of internal income recovered from trading accounts and the HRA.	Support Service basis and allocations are currently being reviewed as part of the Finance Workstream of Flintshire Futures.
Other variances - aggregate	7.230	7.229	(0.001)	0.000		
Total :	25.883	25.842	(0.041)	0.096		

APPENDIX 7

Movements on Council Fund Unearmarked Reserves

	£m	£m
Total Reserves as at 1 April 2012	9.029	
Less - Base Level (inclusive of increase of £0.088m agreed as part of the 2012/13 budget)	<u>(5.564)</u>	
Total Reserves above base level		3.465
Less amount approved in 2011/12 as being ringfenced for Investment in Change	(1.500)	
Less allocation from contingency reserve to meet one-off / time limited costs in 2012/13 (approved in 2012/13 budget and allowed for in calculation of 2011/12 final outturn on contingency reserve)	(0.973)	
Less allocation from contingency reserve as a one-off investment to support the new Leisure facilities in their first year of operation (approved in Month 3 report)	<u>(0.361)</u>	
Amount available for delegation to Cabinet		0.631
Less Projected overspend as at 31 st March 2013	<u>(1.028)</u>	
Projected Level of Total Contingency Reserve as at 31st March 2013 (Overdrawn)		(0.397)

Note :-

See paragraph 3.04 of the report which sets out Management's intention to contain the projected variation within the overall agreed budget.

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HRA Budget Monitoring 2012/13 (Month 4)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Rent Income	-25,560	-25,623	-63	-44	More properties than anticipated still on rent debit due to delays to demolitions of maisonettes	
Finance and Support	2,506	2,287	-219	-170	Redundancy costs - Delays experienced in completing the restructures in 11/12 mean costs now anticipated in 12/13. Support recharges revised downwards to reflect 2011/12 actuals.	
Capital Financing	2,349	2,281	-68	-44	Reduction in costs of temporary loans	
CERA	3,937	4,187	250	250	An additional £0.250m is required for CERA works in accordance with the approval of a recommendation by Cabinet 18th September (within the Month 3 budget monitoring report) for delegated powers to be given to the Head of Housing in consultation with the Cabinet Member for Housing to allocate surplus funds within the HRA balances to fund additional CERA contributions to financing of the HRA capital programme.	
Other variances (aggregate)	17,055	17,103	48	38		

Total :	287	235	-52	30		
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FLINTSHIRE COUNTY COUNCIL

REPORT TO: **CABINET**

DATE: **TUESDAY, 16 OCTOBER 2012**

REPORT BY: **HEAD OF FINANCE**

SUBJECT: **CAPITAL PROGRAMME 2012/13 (QUARTER 1)**

1.00 PURPOSE OF REPORT

1.01 To provide Members with the first quarter's capital programme information for 2012/13.

2.00 BACKGROUND

2.01 The Council approved a Housing Revenue Account capital programme for 2012/13 of £9.398m at its meeting of 21st February 2012, and a Council Fund capital programme of £23.825m at its meeting of 1st March 2012.

3.00 CONSIDERATIONS

3.01 Programme - Movements

3.01.1 The table below sets out how the programme has changed during 2012/13.

	Council Fund	Housing Revenue Account	Total
	£m	£m	£m
Council 21.02.12. (HRA) and 01.03.12. (Council Fund)			
Original Capital Programme	23.825	9.398	33.223
	23.825	9.398	33.223
Latest Monitoring			
As Previously Reported	23.825	9.398	33.223
Rollover from 2011/12	6.272	1.490	7.762
Change this Period	(0.207)	0.000	(0.207)
	29.890	10.888	40.778
Identified Savings	(0.008)	0.000	(0.008)
Revised Programme	29.882	10.888	40.770

3.01.2 From the table it can be seen that the original programme total of £33.223m has increased to £40.770m by way rollover (from 2011/12) of £7.762m (Council Fund £6.272m and HRA £1.490m), which is offset by net decreased Council

Fund schemes of £0.207m, and identified savings of £0.008m.

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

REVISED PROGRAMME	Original Budget 2012/13	Rollover from 2011/12	Changes	Not Yet Committed	Rollover to 2013/14	Savings	Revised Budget
	£m	£m	£m	£m	£m	£m	£m
Corporate Services	3.458	0.697	(0.127)	0	0	0	4.028
Clwyd Theatr Cymru	0.025	0.050	0	0	0	0	0.075
Community Services	3.669	0.321	0	0	0	0	3.990
Environment	9.124	1.404	(0.200)	0	0	(0.008)	10.320
Lifelong Learning	7.549	3.800	0.120	0	0	0	11.469
Council Fund Total	23.825	6.272	(0.207)	0.000	0	(0.008)	29.882
Housing Revenue Account	9.398	1.490	0	0	0	0	10.888
Programme Total	33.223	7.762	(0.207)	0.000	0.000	(0.008)	40.770

3.02 Changes During This Period

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

3.03 Not Yet Committed (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 assists the capital monitoring/management and reporting processes.

3.03.2 At this point in time, no programme budgets have been identified as not yet committed (and thereby available for release), but work continues in this respect (as part of the process identified in 3.03.1 above).

3.04 Identified Savings

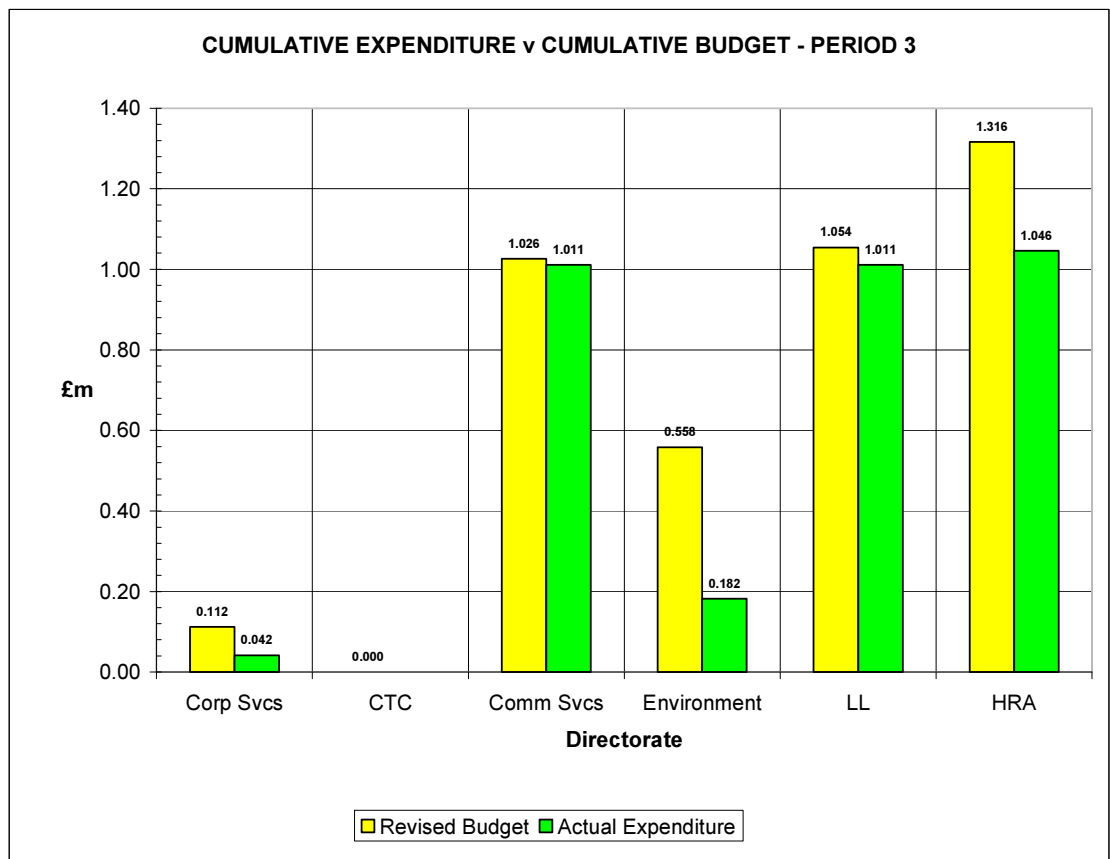
3.04.1 A small saving of £0.008m has been identified within the Environment (Sustainable Waste) Programme area.

3.05 Capital Expenditure v Profiled Budget

3.05.1 Recorded capital expenditure across the whole programme stands at £3.292m at Quarter 1 (as detailed in the table below), representing 8.07% of the revised budget total of £40.770m.

EXPENDITURE	Revised Budget	Cumulative Profiled Budget Month 3	Cumulative Expenditure Month 3	Variance Expenditure v Profiled (Under)/Over
	£m	£m	£m	£m
Corporate Services	4.028	0.112	0.042	(0.070)
Clwyd Theatr Cymru	0.075	0	0	0
Community Services	3.990	1.026	1.011	(0.015)
Environment	10.320	0.558	0.182	(0.376)
Lifelong Learning	11.469	1.054	1.011	(0.043)
Council Fund Total	29.882	2.750	2.246	(0.504)
Housing Revenue Account	10.888	1.316	1.046	(0.270)
Programme Total	40.770	4.066	3.292	(0.774)

- 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 £4.066m; recorded expenditure represents 80.96% of the profiled budget total, a net variance (underspend) of £0.774m. The cumulative position (by directorate) is displayed in the chart over page.
- 3.05.3 The significant variances (those greater than £0.025m) are individually listed in Appendix C, together with the reasons for such, and the required remedial action.
- 3.05.4 All other variances (those less than £0.025m), are aggregated within Appendix C, for each directorate. The aggregated figures include nil variances in some cases (such as Corporate Services), which are listed in order to account for the total budget element (£0.828m in the case of Corporate Services) which forms part of the overall budget total of £40.770m, as recorded in the table above (and throughout the report).
- 3.05.5 Quarterly capital programme management meetings form part of the ongoing capital monitoring procedures which have been established in order to provide tight project management and discipline, and to ensure a continuing reduction in the level of year-end rollover.



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	20.509	9.381	29.890
Housing Revenue Account	1.752	9.136	10.888
	22.261	18.517	40.778
Savings			
Council Fund	(0.008)	0	(0.008)
Housing Revenue Account	0	0	0
	(0.008)	0.000	(0.008)
Total Financing Resources	22.253	18.517	40.770

3.06.2 That element of the Council Fund total financed from general (non-specific) financing resources, relies in part on the generation of capital receipts from

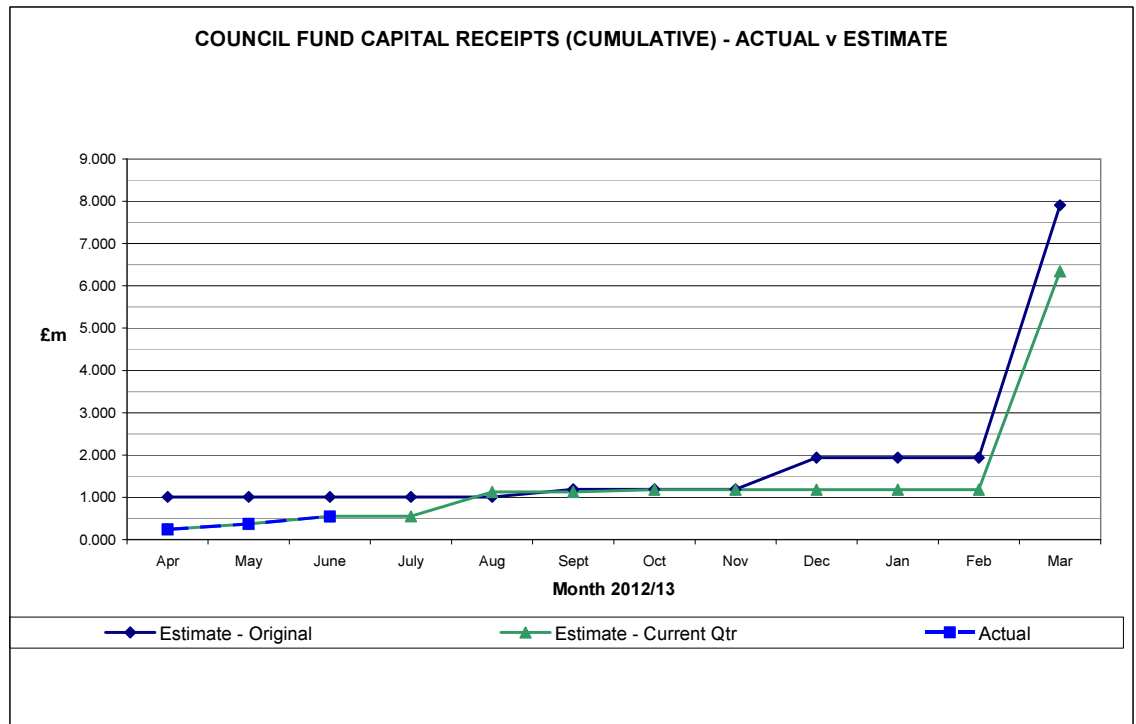
asset disposals. The continuing harsh economic climate is impacting on the ability to achieve the budgeted level of anticipated capital receipts, a situation that is likely to continue until the economy picks up at some future point. The capital receipts situation is being closely monitored as part of overall capital monitoring arrangements.

3.06.3 The chart below provides details of the moving (cumulative) capital receipts position – 3 line graphs, 2 of which record the moving estimate and 1 recording actual receipts. The positions are summarised as –

Estimate (Original) – The opening anticipated capital receipts total (£7.903m including the rolled over requirement from 2011/12), with anticipated receipts due in April, September, December, and more significantly so in March 2013.

Estimate (Current Quarter) – The latest reviewed position (reflecting the economic conditions referred to in 3.06.2 above), indicating an altered profile and a reduced total (£6.339m), with the major part of the receipts total anticipated in March 2013.

Actual – The value of actual receipts received as at month 3 (£0.550m).



3.06.4 The HRA resources are ring-fenced and used only for HRA purposes.

4.00 **RECOMMENDATIONS**

4.01 Cabinet 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 – Changes During 2012/13
Appendix B : Changes During This Period
Appendix C : Variances

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

Capital Programme Monitoring Papers 2012/13

Contact Officer: Ian Llewelyn Jones
Telephone: 01352 702207
Email: ian_ll_jones@flintshire.gov.uk

CAPITAL PROGRAMME - CHANGES DURING 2012/13

Council Fund :

Corporate Services

Information Technology

2.918 0.282 0 0.000 3.200 0 0 0 0 3.200

Flintshire Connects

0.250 0.271 0 0 0.521 0 0 0 0 0.521

Corporate Finance

0.290 0.144 0 (0.127) 0.307 0 0 0 0 0.307

3.458 0.697 0.000 (0.127) 4.028 0.000 0.000 0.000 0.000 4.028

Theatre

Clwyd Theatr Cymru

0.025 0.050 0 0 0.075 0 0 0 0 0.075

0.025 0.050 0.000 0.000 0.075 0.000 0.000 0.000 0.000 0.075

Community Services

Private Sector Renewal/Improvement

3.619 0.319 0 0 3.938 0 0 0 0 3.938

Depot (Housing)

0 (0.001) 0 0 (0.001) 0 0 0 0 (0.001)

Learning Disability

0 (0.001) 0 0 (0.001) 0 0 0 0 (0.001)

Children's Services

0.050 0 0 0 0.050 0 0 0 0 0.050

Physical & Sensory Disability

0 0.004 0 0 0.004 0 0 0 0 0.004

Travellers' Sites

0 0 0 0 0.000 0 0 0 0 0.000

3.669 0.321 0.000 0.000 3.990 0.000 0.000 0.000 0.000 3.990

Key to Headings {

(Changes : Previous = Cumulative as at previous quarter
 (Current = As at this quarter (See Appendix B)
 { Not Yet Committed : Cumulative (See Section 3.03)
 (Savings : Cumulative (See 3.04)
 (

APPENDIX A (Cont'd .)

CAPITAL PROGRAMME - CHANGES DURING 2012/13

	Original Budget 2012/13	Rollover from 2011/12	Changes (Previous)	Changes (Current)	Revised Budget	Not Yet Committed 2012/13	Rollover to 2013/14 (Previous)	Rollover to 2013/14 (Current)	Savings	Projected Outturn 2012/13
	£m	£m	£m	£m	£m	£m	£m	£m	£m	£m
Environment										
Administrative Buildings	2.975	0.200	0	0	3.175	0	0	0	0	3.175
Cemeteries	0	0	0	0	0.000	0	0	0	0	0.000
Industrial Units	0	0.027	0	0.003	0.030	0	0	0	0	0.030
Public Conveniences	0	0	0	0	0.000	0	0	0	0	0.000
Sustainable Waste Management	0	0.008	0	0.075	0.083	0	0	0	(0.008)	0.075
Engineering	1.735	0.403	0	0	2.138	0	0	0	0	2.138
General Environmental Enhancement	0.300	0.008	0	(0.300)	0.008	0	0	0	0	0.008
Highways	1.925	0.229	0	0.007	2.161	0	0	0	0	2.161
Planning Grant Schemes	0	0	0	0.011	0.011	0	0	0	0	0.011
Ranger Services	0	0.010	0	0.004	0.014	0	0	0	0	0.014
Regeneration	0.489	0.519	0	0	1.008	0	0	0	0	1.008
Transportation	1.700	0	0	0	1.700	0	0	0	0	1.700
	9.124	1.404	0.000	(0.200)	10.328	0.000	0.000	0.000	(0.008)	10.320

CAPITAL PROGRAMME - CHANGES DURING 2012/13

	Original Budget 2012/13	Rollover from 2011/12	Changes (Previous)	Changes (Current)	Revised Budget	Not Yet Committed 2012/13	Rollover to 2013/14 (Previous)	Rollover to 2013/14 (Current)	Savings	Projected Outturn 2012/13
	£m	£m	£m	£m	£m	£m	£m	£m	£m	£m
Lifelong Learning										
Leisure Centres	0	0	0	0.025	0.025	0	0	0	0	0.025
Swimming Pools	0.150	0	0	0	0.150	0	0	0	0	0.150
Community Centres	0.045	0	0	0	0.045	0	0	0	0	0.045
Countryside and Heritage	0	0.009	0	0	0.009	0	0	0	0	0.009
Recreation - Other	0.060	0.000	0	0	0.060	0	0	0	0	0.060
Recreation Grounds	0	0.001	0	0	0.001	0	0	0	0	0.001
Play Areas	0	0.004	0	0	0.004	0	0	0	0	0.004
Libraries	0	0	0	0	0.000	0	0	0	0	0.000
Education - General	3.700	0.002	0	(3.105)	0.597	0	0	0	0	0.597
Primary Schools	0.080	0.582	0	1.599	2.261	0	0	0	0	2.261
Schools Modernisation	3.444	1.221	0	0	4.665	0	0	0	0	4.665
Community Youth Clubs	0	0	0	0	0.000	0	0	0	0	0.000
Secondary Schools	0	0.915	0	0.835	1.750	0	0	0	0	1.750
Special Education	0	1.030	0	0.766	1.796	0	0	0	0	1.796
School Improvement	0	0	0	0	0.000	0	0	0	0	0.000
Minor Works, Furniture & Equipment	0.070	0.001	0	0	0.071	0	0	0	0	0.071
Schools - Additional Funding	0	0.035	0	0	0.035	0	0	0	0	0.035
	7.549	3.800	0.000	0.120	11.469	0.000	0.000	0.000	0.000	11.469

CAPITAL PROGRAMME - CHANGES DURING 2012/13**Housing Revenue Account :**

Housing Revenue Account
Programme

Original Budget 2012/13	Rollover from 2011/12	Changes (Previous)	Changes (Current)	Revised Budget	Not Yet Committed 2012/13	Rollover to 2013/14 (Previous)	Rollover to 2013/14 (Current)	Savings	Projected Outturn 2012/13
£m	£m	£m	£m	£m	£m	£m	£m	£m	£m
9.398	1.490	0	0	10.888	0	0	0	0	10.888
9.398	1.490	0.000	0.000	10.888	0.000	0.000	0.000	0.000	10.888

Totals :

Council Fund

23.825	6.272	0	(0.207)	29.890	0	0	0	(0.008)	29.882
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Housing Revenue Account

9.398	1.490	0	0	10.888	0	0	0	0	10.888
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Grand Total

33.223	7.762	0.000	(0.207)	40.778	0.000	0.000	0.000	(0.008)	40.770
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CHANGES DURING THIS PERIOD					
	Detail (With General Funding Unless Specified)	Increase *	Decrease	Net	Total
		£m	£m	£m	£m
Council Fund :					
Corporate Services					
Corporate Finance	Movement of budget to Lifelong Learning (Leisure Centres £0.025m, Primary Schools £0.033m, Secondary Schools £0.025m and Education - General £0.010m) - Health & Safety related works		(0.093)	(0.093)	
	Movement of budget to Lifelong Learning (Primary Schools £0.022m and Secondary Schools £0.005m) and Environment (Industrial Units £0.003m and Ranger Services £0.004m) for Feasibility studies		(0.034)	(0.034)	
		0.000	(0.127)	(0.127)	(0.127)
Clwyd Theatr Cymru		0.000	0.000	0.000	0.000
Community Services		0.000	0.000	0.000	0.000
Environment		0.000	0.000	0.000	0.000
Industrial Units	Infrastructure improvements, Feasibility Study, funded from corporate provision	0.003		0.003	
Sustainable Waste Management	Capping - Brookhill landfill site	0.075		0.075	
General Environmental Enhancement	Withdrawn Welsh Government Contaminated Land Grant		(0.300)	(0.300)	
Highways	Street Lighting - Salix funding adjustment	0.007		0.007	
Planning Grant Schemes	Tree planting works funded by way of Section 106 monies - Castle Cement	0.011		0.011	
Ranger Services	Wepre Park improvements, Feasibility Study, funded from corporate provision	0.004		0.004	
		0.100	(0.300)	(0.200)	(0.200)

CHANGES DURING THIS PERIOD (continued)					
	Detail (With General Funding Unless Specified)	Increase *	Decrease	Net	Total
		£m	£m	£m	£m
Council Fund :					
Lifelong Learning					
Leisure Centres	Deeside Leisure Centre - Health and Safety related works funded from corporate provision	0.025		0.025	
Education - General	School kitchens - Health and Safety related works funded from corporate provision	0.010		0.010	
Primary Schools	Drury (£0.003m), Hawarden, Infants and Juniors (£0.007m), Ysgol Gwenffrwd, Holywell (£0.002m), Bryn Coch, Mold (£0.002m), Nercwys V.C. (£0.002m), Pentrobin (£0.003m), Sealand (£0.003m) - Feasibility studies, funded from corporate provision; Health and Safety Works at Bagillt (£0.025m), and Bryn Coch, Mold (£0.008m) funded from corporate provision	0.055		0.055	
Secondary Schools	Hawarden High (£0.002m), Mold Alun (£0.003m) - Feasibility studies, funded from corporate provision ; Health and Safety Works at Mold Alun (£0.025m), funded from corporate provision	0.030		0.030	
		0.120	0.000	0.120	0.120
Total - Council Fund					(0.207)
Housing Revenue Account :					
Housing Revenue Account				0.000	
		0.000	0.000	0.000	0.000
Grand Total					(0.207)

* Increases reflect new funding

CORPORATE SERVICES

Capital Budget Monitoring 2012/13 (Quarter 1)

Programme Area	Total Budget (£m)	Profiled Budget (£m)	Actual Exp. (£m)	Variance (Under)/Over (£m)	Variance Previous Quarter (£m)	Cause of Variance	Action Required
ICT & Customer Services	3.200	0.112	0.042	(0.070)	0.000	£0.070m has been charged to revenue codes and has not been transferred at month 3.	Journal required.
Other Variances (Aggregate) *	0.828	0.000	0.000	0.000	0.000		
Total:	4.028	0.112	0.042	(0.070)	0.000		

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Programme Area	Total Budget (£m)	Profiled Budget (£m)	Actual Exp. (£m)	Variance (Under)/Over (£m)	Variance Previous Quarter (£m)	Cause of Variance	Action Required
Other Variances (Aggregate) *	0.075	0.000	0.000	0.000	0.000		
Total:	0.075	0.000	0.000	0.000	0.000		

* See Section 3.05.4 of the report

Variance = Expenditure v Profiled Budget

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COMMUNITY SERVICES

Capital Budget Monitoring 2012/13 (Quarter 1)

Programme Area	Total Budget (£m)	Profiled Budget (£m)	Actual Exp. (£m)	Variance (Under)/Over (£m)	Variance Previous Quarter (£m)	Cause of Variance	Action Required
Private Sector Renewal and Improvement :							
Other Variances (Aggregate)	3.938	0.998	0.981	(0.017)	0.000		
Other Programme Areas :							
Other Variances (Aggregate)	0.052	0.028	0.030	0.002	0.000		
Total :	3.990	1.026	1.011	(0.015)	0.000		

Page 165

LIFELONG LEARNING

Programme Area	Total Budget (£m)	Profiled Budget (£m)	Actual Exp. (£m)	Variance (Under)/Over (£m)	Variance Previous Quarter (£m)	Cause of Variance	Action Required
Schools Modernisation	4.665	0.859	0.823	(0.036)	0.000	Uncleared accrual	Finance to investigate.
Other Variances (Aggregate)	6.804	0.195	0.188	(0.007)	0.000	Uncleared accruals (Cumulative)	Finance to investigate.
Total:	11.469	1.054	1.011	(0.043)	0.000		

Variance = Expenditure v Profiled Budget
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ENVIRONMENT

Capital Budget Monitoring 2012/13 (Quarter 1)

Programme Area	Total Budget (£m)	Profiled Budget (£m)	Actual Exp. (£m)	Variance (Under)/Over (£m)	Variance Previous Quarter (£m)	Cause of Variance	Action Required
Highways	0.226	0.002	(0.042)	(0.044)	0.000	Accrual outstanding for Bridge works at Padeswood	Ensure accruals are cleared as soon as possible in the 2012/13 financial year.
Transportation	1.700	0.129	(0.033)	(0.162)	0.000	Accruals totalling £0.190m for work undertaken during 2011/12 were still outstanding at Quarter 1.	These accruals have now cleared in Quarter 2.
Regeneration	1.008	0.011	0.048	0.037	0.000	Payments for Flint THI slightly ahead of schedule	
Neighbourhood Services	2.385	0.210	0.032	(0.178)	0.000	Cost of works totalling £0.142m at Alltami Depot have not yet been transferred in from revenue.	Transfer costs into capital in Quarter 2.
Other Variances (Aggregate)	5.001	0.206	0.177	(0.029)	0.000	Cumulative variances over the remaining capital programme within the Environment Directorate	
Total:	10.320	0.558	0.182	(0.376)	0.000		

Variance = Expenditure v Profiled Budget

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HOUSING REVENUE ACCOUNT (HRA)

Capital Budget Monitoring 2012/13 (Quarter 1)

Programme Area	Total Budget (£m)	Profiled Budget (£m)	Actual Exp. (£m)	Variance (Under)/Over (£m)	Variance Previous Quarter (£m)	Cause of Variance	Action Required
Major Works	5.439	0.371	0.185	(0.186)	0.000	Pre-tender technical preparation and extended consultation has slowed the progress on Heating Replacement Programme.	Monitor closely – to bring programme in line for year end.
WHQS Improvements	5.415	0.886	0.802	(0.084)	0.000	Delay in recharging Capitalised Salaries in Quarter 1.	Will be recharged in Quarter 2.
Other Variances (Aggregate)	0.034	0.059	0.059	0.000	0.000		
Total:	10.888	1.316	1.046	(0.270)	0.000		

Variance = Expenditure v Profiled Budget

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FLINTSHIRE COUNTY COUNCIL

REPORT TO: **CABINET**

DATE: **TUESDAY, 16 OCTOBER 2012**

REPORT BY: **HEAD OF FINANCE**

SUBJECT: **COUNCIL TAX AND LONG TERM EMPTY HOMES IN WALES**

1.00 PURPOSE OF REPORT

- 1.01 To provide members with background information on Welsh Government proposals to amend legislation allowing local authorities the discretion to charge additional council tax on long term empty properties in Wales.
- 1.02 To recommend that members support the proposals, in principle, as set out in the consultation paper, which could provide the Council, if it wished, to vary Council Tax above the standard levels.

2.00 BACKGROUND

- 2.01 There are estimated to be around 22,000 privately owned homes in Wales which have been empty for a period of six months or more. More locally, there are around 1,000 properties in Flintshire that have been left empty for six months or more – around 1.5% of all domestic properties in the County.
- 2.02 The length of time properties are left empty does vary significantly. Some are left empty for short periods of time but others are left empty for several years. The following table provides a ‘snapshot’ of the position in Flintshire:

Number of Long Term Empty Properties	Number of years empty
437	> 6 months
191	1
94	2
70	3
58	4
107	5
55	10
6	15
1,018	-

- 2.03 Empty homes are recognised as being a wasted resource at a time when there are many first time buyers and families in need of homes. In helping to bring these properties back into use, it is hoped that they can be used to ease the housing shortage in Wales.
- 2.04 Bringing such properties back into use can also have positive outcomes on local communities as empty properties can be blight on communities and neighbourhoods, especially when they become unsightly if disrepair or vandalism occurs.
- 2.05 The recently published Housing White Paper sets out the Welsh Government's proposals for tackling problems affecting housing in Wales and includes proposals to bring empty homes back into use. By providing local authorities with more tax raising powers, the use of the council tax system is seen as one practical way of providing a real financial incentive to owners to bring empty properties back into full use.

3.00 CONSIDERATIONS

- 3.01 In line with the current council tax system, when a property initially becomes empty, and is both unoccupied and unfurnished, it is entitled to a six month exemption period, during which time no council tax is charged against the property. This is commonly known as a Class C exemption.
- 3.02 In most cases, once this six month period ends the exemption from council tax ends and each local authority is required to determine what, if any, discount is then given, if the property remains unoccupied and unfurnished.
- 3.03 Members may recall that in 2006, following previous tax varying powers introduced by the Welsh Government, the Council agreed to end the 50% previously afforded to owners of long term empty homes. Flintshire, like most local authorities in Wales, continue not to offer any discount on long term empty homes. Owners are therefore required to pay the full rate of council tax.
- 3.04 The latest Welsh Government proposal is that council tax levels could be extended above the standard full rate by extending the discretionary powers available to local authorities.
- 3.05 To create the right balance, and to protect taxpayers, the Welsh Government is suggesting that a cap of 200% of the relevant council tax charge is put in place. This could mean, for example, a maximum charge of £2,360 is levied on an average band d long term empty property, compared to £1,180. Ultimately, each local authority would be responsible for setting the council tax rate for long term empty homes by developing a local council tax scheme.

4.00 RECOMMENDATIONS

- 4.01 For members to support the principals of the proposals and authorise officers to respond appropriately to the consultation.
- 4.02 Assuming that members support the proposals, the recommended responses to several consultation questions are detailed in Appendix 1 to this report.

5.00 FINANCIAL IMPLICATIONS

- 5.01 Local authorities would be free to retain any additional funding generated by the flexibility to set an additional levy on long term empty properties, including how it might use the funding raised from additional council tax on long term empty homes.

6.00 ANTI POVERTY IMPACT

- 6.01 The proposals are being introduced with the aim of easing the housing shortage in Wales, providing much needed housing for first time buyers and families.

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 The purpose of the report is to provide members with the opportunity to comment on the consultation proposals.

11.00 CONSULTATION UNDERTAKEN

- 11.01 This Welsh Government consultation is part of the wider housing programme and is in conjunction with the consultation on Homes for Wales : "A White Paper for Better Lives and Communities".
- 11.02 A member briefing seminar, led by colleagues from the Community Services Directorate, was held on 5th September 2012 to look at the need of tackling empty property in the private sector and ways in which the Council is addressing the problem. The seminar covered this consultation paper and explored how the Council Tax system

could, if the proposals are made law, provide a mechanism to provide a financial incentive for owners to bring their empty properties back into use.

- 11.03 Members present at the seminar were broadly in support of the proposed changes providing that adequate safeguards are implemented to assist those taxpayers who might face difficulties in paying additional Council Tax.
- 11.04 The report was presented to the Housing Overview and Scrutiny Committee on 26 September, 2012 where the following was resolved:-
- (a) That the Committee supports the final draft of the Tenancy Agreement which will be presented to Cabinet for approval;
 - (b) That the Committee supports the inclusion of a clause in the tenancy agreement that where tenants breach their tenancy, that the Council reserves the right to withhold improvements to their property; and
 - (c) That the means of providing low cost home contents insurance be investigated further.

12.00 APPENDICES

- 12.01 Recommended response to the consultation questions.

LOCAL GOVERNMENT (ACCESS TO INFORMATION ACT) 1985 BACKGROUND DOCUMENTS

- Welsh Government Consultation Document July 2012 – Council Tax and Long Term Empty Homes in Wales
- Local Government Finance Act 1992 (as amended by the Local Government Act 2003)
- Home for Wales: A White Paper for Better Lives and Communities
- Proposed Housing Bill (to be introduced in the Autumn of 2013)

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Draft – Welsh Government Consultation on Council Tax for Long Term Empty Homes

What are your views on whether the Housing Bill should include a power to allow local authorities in Wales the discretion to charge more than the standard full rate of council tax on long-term empty properties?

Members of the Council would support the proposals as laid out in the consultation document and agree that the Housing Bill should allow for local authorities to vary council tax on long term empty properties.

How long should a property be empty before a local authority is able to use this additional discretion and charge greater than the standard full rate of council tax?

It would be proportionate and appropriate to allow local authorities the discretion to charge additional council tax (above the standard rate) after a period of 12 months of a property being treated as a long term empty dwelling.

This will ensure fairness to taxpayers, and from a Flintshire prospective, could help to develop a progressive approach to taxation. For example, this could, in theory, result in owners receiving a full exemption for the first 6 months, a full charge between 6-12 months and potentially an year on year increase beyond 12 months, up to a maximum of 200% charge. The Council would consider the extent of the local housing shortage and local priorities when implementing a local scheme.

In order to reduce the scope for tax avoidance, should a long-term empty property no longer have to be unfurnished?

The Council would support any change in regulations to reduce the possibility of tax avoidance which would ultimately only serve to undermine the purpose of the proposed changes in getting more empty homes back into full use.

If so, how can we ensure that the legislation distinguishes between empty properties and second homes?

Officers would welcome the opportunity to work with the Welsh Government via the Local Taxation Working Group forum, to determine the best way to re-draft regulations, especially to ensure that any regulations amendments can distinguish between long term empty properties and second homes.

Should a maximum percentage be set for the additional council tax which local authorities may levy on long-term empty properties in order to protect taxpayers from unreasonable levels? If so, what should the maximum level be?

Members of the Council would support the idea of extending the maximum level of Council Tax at 200%. The Council would be mindful of the potential impact this could have on individual taxpayers and this would be taken into account when designing a local scheme. For example, the Council could possibly consider taking a staged, progressive approach, introducing a phased year-on-year increase over the standard level. Such discussions would take place, at a local level, with member involvement, if the consultation proposals are implemented by the Welsh Government.

Should local authorities be able to apply different levels of the additional council tax levy in different geographical areas of their authority?

Members would welcome the provision to apply additional council tax by different levels by geographic area, although the Council would need to ensure the all taxpayers were treated consistently and fairly if the provision was ever used.

Should the legislation include additional exemptions to accompany any power to levy additional council tax on empty homes to take account of particular factors? If so, what should such exemptions cover?

The Council believes that the current list of exemptions are sufficient to cover most circumstances where charging council would not be appropriate, for example where the owner is currently in a residential care home.

FLINTSHIRE COUNTY COUNCIL

REPORT TO: **CABINET**

DATE: **TUESDAY, 16 OCTOBER 2012**

REPORT BY: **HEAD OF FINANCE**

SUBJECT: **TREASURY MANAGEMENT MID YEAR UPDATE**

1.00 PURPOSE OF REPORT

1.01 To present to Members the Treasury Management Mid Year Report for 2012/13 for recommendation to Council.

2.00 BACKGROUND

2.01 The Council delegates responsibility for the implementation and regular monitoring of its treasury management policies and practices to Cabinet, 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.

2.02 On 1st March 2012 the Council approved the Treasury Management Policy and Strategy Statement for 2012/13. The mid Year Report reviews the activities and performance of the treasury management operations during the period 1st April – 31st August 2012 and compares this with the Policy Statement.

2.03 The Council has nominated the 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 2012/13 and the Audit Committee also receives this Mid Year update on 25th September 2012.

3.02 The Audit Committee resolved as follows:-

- (a) that the report be noted
- (b) the Treasury Management Mid Year Report 2012/13 be presented to Cabinet on 16th October 2012.

3.03 The Treasury Management Mid Year Report 2012/13 is attached. In summary, the key points are:

- Performance during the period was broadly in line with the expectations of the Policy Statement 2012/13.
- Our low risk strategy of investing for a maximum term of 3 months continues, with consideration given to suitable longer term investments as appropriate.
- We continue to utilise AAA rated Money Market Funds – as at 31st August 2012, £22.1m was invested across 4 separate funds.
- Internal Audit reviewed the treasury management function and concluded that in their opinion the operation provides a substantial level of assurance.
- Responsibility for the Council’s treasury management function is in the process of being transferred to the Strategy and Technical team in Corporate Finance.
- The treasury function operated within the limits detailed in the Treasury Management Policy and Strategy Statement 2012/13 with one exception; an investment was made with a counterparty that had recently been placed at risk of falling below the Council’s criteria because it was on review for possible downgrade. The error was identified the next day and immediate action was taken to recover the investment. The investment has now been returned, and the internal controls have been improved to ensure that such an error will not happen again. Further details in paragraph 5.04 of the Mid Year Report.

4.00 RECOMMENDATIONS

4.01 That the Cabinet approves and recommends to the Council the Treasury Management Mid Year Report 2012/13.

5.00 FINANCIAL IMPLICATIONS

5.01 As set out in the Mid Year Report.

6.00 ANTI POVERTY IMPACT

6.01 None directly as a result of this report.

7.00 ENVIRONMENTAL IMPACT

7.01 None directly as a result of this report.

8.00 EQUALITIES IMPACT

8.01 None directly as a result of this report.

9.00 PERSONNEL IMPLICATIONS

9.01 None directly as a result of this report.

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.

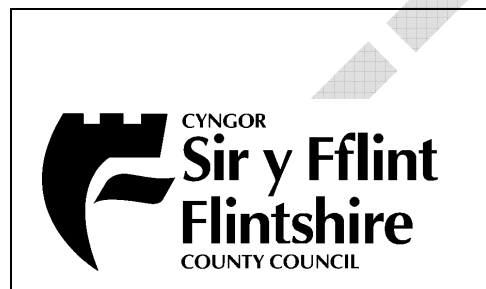
12.00 APPENDICES

12.01 Treasury Management Mid Year Report 2012/13.

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

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FLINTSHIRE COUNTY COUNCIL

TREASURY MANAGEMENT

MID YEAR REPORT 2012/13

1.00 PURPOSE OF REPORT

1.01 To provide members with a mid year update on matters relating to the Council's Treasury Management function.

2.00 BACKGROUND

2.01 Treasury management comprises the management of the Council'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 The Council's primary objectives for the investment of its surplus funds are to protect the principal sums invested from loss, and to ensure adequate liquidity so that funds are available for expenditure when needed. The generation of investment income to support the provision of local authority services is an important, but secondary, objective.

2.03 The Council's current policy is to appoint external consultants to advise on its treasury management function. The external adviser is Sterling Consultancy Services.

2.04 The Council has adopted the 2011 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.

2.05 In addition, the Welsh Government (WG) Guidance on Local Government Investments recommends that local authorities amend their investment strategies in light of changing internal or external circumstances. This report therefore meets the requirements of both sets of guidance.

3.00 TREASURY MANAGEMENT STRATEGY

3.01 The Council approved the 2012/13 Treasury Management Strategy at its meeting on 1st March 2012.

3.02 The Council's investment strategy as stated in the 2012/13 Treasury Management Strategy is to:

- Invest prudently and to have regard to security and liquidity of its investments before seeking the highest rate of return or yield.
- Have regard to guidance issued by the Welsh Government - 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.

- Produce an Investment Strategy before the start of each financial year, which must be approved by the full council and be published.

3.03 The investment plan for 2012/13 which was outlined in the Policy Statement considered two scenarios. The first was the most risk-averse approach which only allowed for the following type of investments to be made:

- Money placed 'on call' with banks.
- Deposits with other local authorities.
- Use of AAA rated Money Market Funds.
- Use of Debt Management Office (DMO) as last resort.

The second scenario was the return to a more 'normal' approach where deposits are placed with banks with maturity periods for up to five years. Market conditions and credit risk would govern which approach would be followed.

During the period the credit risk marker remained at 'amber status' and market conditions stabilised somewhat (as described in the first paragraph of Sterling's economic review in 4.01 below). Whilst the more risk-averse approach continues to be followed we have recommenced placing deposits with banks and building societies but with a self imposed restriction of a maximum 3 month maturity period.

3.04 The Council's borrowing strategy as stated in the 2012/13 Treasury Management Strategy is for the Head of Finance to:

- Effect any borrowing required in 2012/13 at the cheapest cost commensurate with future risk based on interest rate forecasts outlined in the strategy statement.
- 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.
- 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.
- Regularly review the Council's Capital Programme, including Prudential Borrowing, to consider the most financially advantageous method of financing future debt.
- Review 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).

3.05 There has been no borrowing activity in the period to the end of August 2012:

- The debt maturity profile as at 31 August 2012 is shown in Appendix 1 on page 11. This shows a debt maturity profile in line with CIPFA recommendations of having no more than 10% of the debt portfolio maturing in any one future year. This has remained unchanged during 2012/13.
- £1.5m of existing debt will mature during the second half of 2012/13, and consideration will be given to the need to re-finance or repay the debt. Discussions with our Treasury Advisors and assessments of future capital expenditure plans, medium term cash flow forecasts, and future market conditions will all need to be considered.
- No debt restructuring opportunities have been identified during the early months of 2012/13 and no additional borrowing has been undertaken. This position will be reviewed again in the second half of 2012/13. It is unlikely that any debt restructuring will be undertaken as in the present market of low interest rates opportunities are limited as penalties to repay loans are prohibitive.
- Effective cash flow management has meant that no temporary borrowing was required during the reporting period.

4.00 ECONOMIC & INTEREST RATE REVIEW – APRIL TO AUGUST 2012

4.01 *Economic review and outlook (provided by Sterling Consultancy Services):*

The European Central Bank's (ECB) Long-Term Refinancing Operations, in which the central bank supplied cheap funding to the Eurozone banking system, initiated a calmer period of financial market activity in the first quarter of the year relative to recent times. The calm was not to last, however, as the ECB intervention did not address the root causes of the Eurozone sovereign debt crisis, i.e. unsustainable debt levels in uncompetitive countries.

A number of events pushed the crisis back to the fore: the two Greek general elections, the failure of Spanish bank Bankia and subsequent bailout speculation for the sector, and signs that the Eurozone economy was experiencing a deeper downturn in economic activity than previously expected. Throughout the quarter, Germany resisted pressure for regional debt mutualisation or a banking union, unprepared to risk the moral hazard of supporting profligate Mediterranean countries.

Meanwhile, yields on Spanish 10-year government bonds regularly exceeded seven percent, the danger level at which Ireland and Portugal approached the Eurozone/IMF for bailouts. Risk appetite plummeted; the FTSE 100 dropped 3.4% over the three months to June (it was down 8.8% at the end of May), while yields on safe haven bonds, including UK gilts and German bunds, regularly

dipped to new record lows.

As the situation deteriorated, leaders made some progress towards a solution, prompted by the realisation that the link between sovereign and bank needed to be broken. At the EU summit at the end of June leaders agreed that the yet-to-be initiated bailout fund, the European Stability Mechanism (ESM), would have more flexibility, allowing it to buy the debt of struggling countries or directly recapitalise banks. However, these changes have yet to be approved by the parliaments of member nations, with a legal challenge in Germany threatening to derail the process. Pressure is currently growing for further direct ECB intervention in bond markets to reduce the pressure on struggling countries.

The reaction to the on-going sovereign crisis was exacerbated by the developing slowdown in global economic growth, as the Eurozone recession and uncertainty depressed confidence and business activity in other large economies. The US economy stuttered, with slower employment growth a particular concern, although the Federal Reserve resisted the temptation to engage in further monetary stimulus. A widely anticipated risk was the slowdown in Chinese growth, specifically whether the world's second largest economy would have a hard or soft landing. Signs of weakening domestic demand allied with a softer export outlook prompted multiple cuts in interest rates and the relaxation of commercial lending criteria by the People's Bank of China in an attempt to prop up economic activity. The deteriorating outlook for global growth had a significant impact on commodity prices, particularly oil prices. Over May and June the price of Brent crude fell around 30% from its April peak of \$126 per barrel, although prices subsequently recovered part of these losses.

In the UK the recession continued into quarter two, with the loss of a working day to the Jubilee bank holiday the primary factor. However, as with the larger economies described above, the UK was not immune to the uncertainty emanating from the Eurozone, and data suggested that underlying business conditions had weakened. Trade data indicated that goods exports to the Eurozone were declining, a particular problem for a manufacturing sector struggling with weak domestic demand. The extreme wet weather in April caused a plunge in retail sales volumes, and on the positive side, a fall in inflation, while the construction sector output continued to decline amid both a weak housing market and a reduction in government capital spending.

The banking sector and credit bottleneck were perceived to be an important factor holding back economic recovery, prompting HM Treasury and the Bank of England to announce two schemes in June to reduce bank funding costs and increase the availability of cheaper finance for businesses. The Bank's intervention in the money markets placed downward pressure on Libor rates; 3-month LIBOR declined around 30 basis points during the half year to 0.70%. The deteriorating domestic and global economic conditions also boosted support for further monetary stimulus. The Monetary Policy Committee (MPC) duly increased the Asset Purchase Facility by £50bn to £375bn, the third tranche of

quantitative easing.

- 4.02 As can be seen from the commentary above, the first quarter of 2012/13 saw some relatively 'calmer' times and consequently deposits were placed with banks, but with a restriction of a 3 month maximum maturity. However, the situation has not improved substantially since then and the 3 month restriction, with the exception of one longer term investment that we have made, remains in place (Please see paragraph 6.09 for further details regarding this investment).
- 4.03 The recent downward trend in the Consumer Price Index (CPI) inflation rate allied with the apparent synchronised global downturn led by the Eurozone has pushed market expectations for a rise in interest rate out to at least 2014.
- 4.04 The UK base rate has remained at 0.50% throughout the reporting period.
- 4.05 The latest central forecast from the Sterling is shown below and highlights how the current interest rate forecast has changed from that assumed in the Policy Statement and on which the current strategy was based. The risks to the forecast remain heavily to the downside, arising largely from the impact of the Eurozone sovereign debt crisis on UK business and household confidence.

	Policy Forecast	Current Forecast
Q1 2012	0.50%	0.50%
Q2 2012	0.50%	0.50%
Q3 2012	0.50%	0.50%
Q4 2012	0.75%	0.50%
H1 2013	1.00%	0.50%
H2 2013	1.50%	0.75%
H1 2014	2.00%	1.00%

- 4.06 Interest rates are now forecast to remain lower for longer than stated in the 2012/13 Policy Statement.

5.00 TREASURY MANAGEMENT GOVERNANCE: APRIL – AUGUST 2012

- 5.01 The Treasury Management Annual Report for 2011/12 and a quarterly update report, were presented to the Audit Committee on 25th June 2012.
- 5.02 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.
- 5.03 Internal Audit completed a review of the Treasury Management function in April 2012 and concluded that the service provides a substantial level of assurance.
- 5.04 The Treasury Management activity undertaken during this period complied with

the approved Strategy, CIPFA Code of Practice and the relevant legislative provisions, with one exception. Treasury Management Practices state that we will not invest with any counterparty whose credit rating is subject to review by a rating agency. However, on the 1st May 2012 a 3 month investment was made with Close Brothers for £1.5m during a period when their credit rating was under review. This mistake was identified the very next day and although we received assurance from Sterling that the investment was not at risk, prompt action was taken to facilitate the early return of the money. The investment, along with interest accrued, was returned on 7th June 2012.

As a result of this, internal controls have been tightened to ensure that all future investments fully comply with our Treasury Management Practices.

- 5.05 As part of the Finance Function Review, responsibility for managing the Treasury Management function is being transferred to the Strategy and Technical Team within Corporate Finance. Arrangements have been put in place over a sufficient period of time to facilitate the smooth transition and to ensure that the function continues to be managed appropriately and risks mitigated.

6.00 INTERIM INVESTMENT AND PERFORMANCE REPORT

- 6.01 The maximum investments the Authority had on deposit at any one time totalled £79.2m. The average investment balance for the period was £67.4m and the average rate of return was 0.83%, generating investment income of £233k. The investment income received for the reporting period exceeded the budgeted figure of £153k by £80k.
- 6.02 Investments have been made with UK banks and building societies up to a maximum term of 3 months, as well as utilising investment opportunities afforded by money market funds, instant access accounts, Debt Management Office and other Local Authorities.
- 6.03 The average debt balance held was £173.6m and the average rate paid was 5.4%, generating interest payable of £410k in line with budget forecasts.

	Investments		Borrowing	
	Interest received £'000	Interest rate %	Interest paid £'000	Interest rate %
Actual	233	0.83	410	5.4
Budget	153	0.81	416	5.4
Difference	+80	+0.02	+6	-

- 6.04 Based on performance to date and forecasts that interest rates will remain flat for the remainder of 2012/13, the latest projected revenue outturn is for net interest received to be £86k above budget.

- 6.05 The weighted average temporary investment rate obtained for August of 0.81% is higher than the seven day LIBID rate of 0.40% which is a proxy of a return without effective cash flow management.
- 6.06 Effective short term cash flow management meant that no temporary borrowing was required during the reporting period.
- 6.07 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 31st August 2012, the maturity of investments is shown in the table below:

Maturity Due	Percentage of Portfolio	
	Policy %	August 2012 %
< 1month	35.0	64.0
1 – 12 months	55.0	32.5
> 12 months	10.0	0.0
Icelandic Investments	0	3.5

- 6.08 The maturity of investments is shorter than that in the Policy Statement. This is due to the risk-averse position adopted by the Council as detailed in paragraph 3.03.
- 6.09 Despite the self-imposed restriction of investing for no longer than 3 months maturity, the Bank of Scotland, which is partially owned by the taxpayer, were offering longer term deposits at a rate of 3.00%. After due consideration of balancing risk and return it was decided to deposit £4m for a period of 342 days at an interest rate of 3.00%.
- 6.10 A summary of investments as at 31st August 2012 is included in Appendix 2.

7.00 TREASURY MANAGEMENT INDICATORS

7.01 The Council measures its exposures to treasury management risks using the following indicators. Council is asked to note the following indicators as at 31st August 2012.

7.02 Borrowing limits

7.02.1 The Council approved these Prudential Indicators as part of the Capital Programme report.

	Limit £m	Actual £m	Met?
Operational boundary – borrowing	178.0	173.6	
Operational boundary – other long-term liabilities	<u>9.6</u>	<u>6.0</u>	✓
Operational boundary – TOTAL	187.6	179.6	
Authorised limit – borrowing	207.6	173.6	
Authorised limit – other long-term liabilities	<u>0</u>	<u>6.0</u>	✓
Authorised limit – TOTAL	207.6	179.6	

7.03 Interest rate exposures

7.03.1 This indicator is set to control the Council's exposure to interest rate risk. The exposures to fixed and variable rate interest rates, expressed as an amount of net principal borrowed were:

	Limit	Actual	Met?
Upper limit on fixed rate exposures	£200m	£143m	✓
Upper limit on variable rate exposures	£40m	-£33.6m *	✓

* The total invested at variable rate exceeds the total debt at variable rate.

7.03.2 Fixed rate investments and borrowings are those where the rate of interest is fixed for the whole financial year. Instruments that mature during the financial year are classed as variable rate.

7.04 Maturity structure of borrowing

7.04.1 This indicator is set to control the Council's exposure to refinancing risk. The maturity structure of fixed rate borrowing was:

Upper and Lower Limits for maturity structure of borrowing	Lower Limit	Upper Limit	Actual	Met?
Under 12 months	0%	15%	1%	✓
12 months and within 24 months	0%	10%	0%	✓
24 months and within five years	0%	30%	0%	✓
Five years and within 10 years	0%	50%	8%	✓
10 years and above	10%	100%	91%	✓

7.04.2 The maturity date of borrowing is the earliest date on which the lender can demand repayment.

7.05 Principal sums invested for periods longer than 364 days

7.05.1 The purpose of this indicator is to control the Council's exposure to the risk of

incurring losses by seeking early repayment of its long-term investments. The total principal sums invested to final maturities beyond the period end were:

	2012/13	2013/14	2014/15
Limit on principal invested for longer than 364 days	£30m	£30m	£30m
Actual principal invested beyond year end for longer than 364 days	£0	£0	£0
Within limit?	✓	✓	✓

8.00 LANDSBANKI INVESTMENTS – UPDATE

- 8.01 In late 2011, it was confirmed that Priority status had been upheld by the Icelandic Supreme Court, with Local Authority Investors, including Flintshire County Council, being recognised as preferential creditors.
- 8.02 The Winding Up Board of Landsbanki made a distribution to priority creditors on 17th February 2012. Flintshire received £1.09m of the £3.70m original investment.
- 8.03 In March 2012, the Winding Up board announced that recoveries in the Landsbanki Administration would now likely be 100% of their deposits, subject to potential future exchange rate fluctuations. Although this is only a forecast and not guaranteed, it is marginally higher than the 95% previously forecast.
- 8.04 On 29th May 2012, a further distribution of £458k was received by the Council.
- 8.05 The pattern of future distributions is not yet known.

9.00 BENCHMARKING

- 9.01 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 we expect to receive the Benchmarking Report at the end of October. The findings will be reported to Audit Committee on 12th December 2012.

10.00 CONCLUSIONS

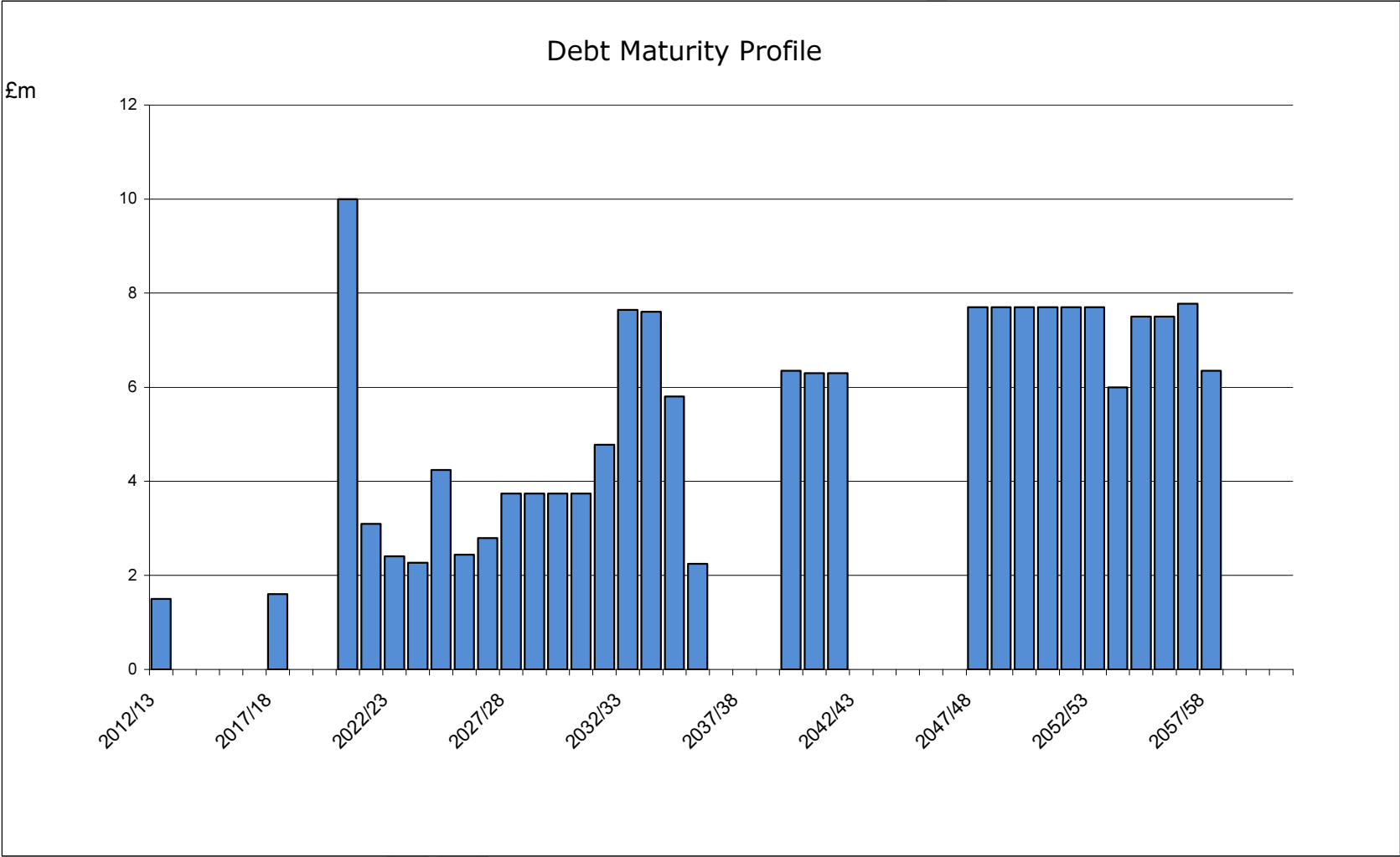
10.01 In summary, the key points of the report are:

- The continuation of our low risk strategy of investing for a maximum term of 3 months, with consideration given to suitable longer term investments as appropriate.
- We continue to utilise AAA rated Money Market Funds – as at 31st August 2012, £22.1m was invested across 4 separate funds.

- Internal Audit reviewed the Treasury Management function and concluded that in their opinion the operation provides a substantial level of assurance.
- Responsibility for the Council's Treasury Management Function is in the process of being transferred to the Strategy and Technical team in Corporate Finance.

DRAFT

Appendix 1:



Appendix 2

Flintshire County Council

Investments as at 31st August 2012 - by maturity date

Counterparty Name	Amount £m	Start Date	Maturity	Interest Rate	Interest Earned during investment period	Period to Maturity
LANDSBANKI ISLANDS	0.7	22-Jul-08	17-Oct-08	5.82%	16,646.79	Not Returned
LANDSBANKI ISLANDS	0.9	1-Sep-08	14-Nov-08	5.70%	17,334.25	Not Returned
LANDSBANKI ISLANDS	0.6	8-Sep-08	18-Nov-08	5.67%	11,029.32	Not Returned
BARCLAYS BANK	1.7	4-Jul-12	14-Sep-12	0.70%	2,347.40	1 month or less
NOTTINGHAM BUILDING SOCIETY	2.0	4-Jul-12	18-Sep-12	0.80%	3,331.51	1 month or less
SAFFRON BUILDING SOCIETY	1.7	4-Jul-12	18-Sep-12	0.75%	2,654.79	1 month or less
NOTTINGHAM BUILDING SOCIETY	1.0	4-Jul-12	18-Sep-12	0.85%	1,769.86	1 month or less
SAFFRON BUILDING SOCIETY	1.0	4-Jul-12	18-Sep-12	0.75%	1,561.64	1 month or less
BARCLAYS BANK	1.0	15-Jun-12	21-Sep-12	0.74%	1,997.59	1 month or less
COVENTRY BUILDING SOCIETY	1.9	4-Jul-12	21-Sep-12	0.71%	2,919.75	1 month or less
NATIONAL COUNTIES BUILDING SOCIETY	1.0	27-Jun-12	28-Sep-12	1.10%	2,802.74	1 month or less
SAFFRON BUILDING SOCIETY	1.0	29-Jun-12	28-Sep-12	1.05%	2,617.81	1 month or less
NOTTINGHAM BUILDING SOCIETY	1.6	2-Jul-12	28-Sep-12	0.95%	3,664.66	1 month or less
BANK OF SCOTLAND	3.0	31-Mar-12	30-Sep-12	0.75%	11,280.82	1 month or less
SVENSKA HANDELSBANKEN	1.0	30-Mar-12	30-Sep-12	0.75%	3,780.82	1 month or less
DEUTSCHE MANAGED STERLING FUND	5.7	2-Apr-12	30-Sep-12	0.49%	13,850.22	1 month or less
SSGA GBP LIQUIDITY FUND	4.5	2-Apr-12	30-Sep-12	0.51%	11,380.68	1 month or less
SWIP GLOBAL LIQUIDITY FUND	6.0	1-Jun-12	30-Sep-12	0.48%	9,547.40	1 month or less
BLACKROCK INST STERLING LIQUIDITY FUND	5.9	25-Jun-12	30-Sep-12	0.49%	7,682.93	1 month or less
NOTTINGHAM CITY COUNCIL	1.0	9-Jan-12	09-Oct-12	0.50%	3,753.42	1 - 3 months
PROGRESSIVE BUILDING SOCIETY	2.0	3-Aug-12	18-Oct-12	0.55%	2,290.41	1 - 3 months
NATIONWIDE BUILDING SOCIETY	1.3	3-Aug-12	18-Oct-12	0.53%	1,434.63	1 - 3 months
NATIONAL COUNTIES BUILDING SOCIETY	2.0	1-Aug-12	22-Oct-12	0.90%	4,043.84	1 - 3 months
NATIONWIDE BUILDING SOCIETY	2.0	3-Aug-12	22-Oct-12	0.54%	2,367.12	1 - 3 months
THE HIGHLAND COUNCIL	2.0	26-Oct-11	24-Oct-12	0.80%	15,956.16	1 - 3 months
COVENTRY BUILDING SOCIETY	2.0	1-Aug-12	26-Oct-12	0.59%	2,780.27	1 - 3 months
COVENTRY BUILDING SOCIETY	1.0	3-Aug-12	26-Oct-12	0.58%	1,334.79	1 - 3 months
LEEDS BUILDING SOCIETY	1.0	3-Aug-12	26-Oct-12	0.54%	1,242.74	1 - 3 months
DONCASTER COUNCIL	2.0	3-Oct-11	16-Apr-13	1.30%	39,961.64	3 months +
BANK OF SCOTLAND	4.0	27-Jul-12	04-Jul-13	3.00%	112,438.36	3 months +
	62.5				315,804.36	
Summary		Total	1 month or less	1 - 3 months	3 months +	12 months +
	£m	%	£m	£m	£m	£m
DEBT MANAGEMENT OFFICE (DMO)	0.0	0.0	0.0	0.0	0.0	0.0
UK	32.2	44.4	16.9	11.3	4.0	0.0
OVERSEAS	1.0	10.1	1.0	0.0	0.0	0.0
OTHER LOCAL AUTHORITIES	5.0	7.7	0.0	3.0	2.0	0.0
ICELAND (LANDSBANKI)	2.2	3.4	0.0	0.0	0.0	0.0
MONEY MARKET FUNDS	22.1	34.4	22.1	0.0	0.0	0.0
	62.5		40.0	14.3	6.0	0.0
		100.0%	64.0%	22.9%	9.6%	0.0%

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FLINTSHIRE COUNTY COUNCIL

REPORT TO: **CABINET**

DATE: **16TH OCTOBER 2012**

REPORT BY: **HEAD OF HOUSING**

SUBJECT: **SECURE/INTRODUCTORY TENANCY AGREEMENT**

1.00 PURPOSE OF REPORT

1.01 To provide Cabinet with an updated version of the Secure/Introductory Tenancy Agreement for approval following earlier proposals in July 2011.

2.00 BACKGROUND

2.01 The Executive agreed amendments to the Council's Tenancy Agreement on the 19 July 2011. The amendments were designed to take account of best practice and to allow an opportunity to strengthen the agreement and clarify responsibility in areas such as Anti- social behaviour. It was agreed that the new agreement would not be implemented until after the housing ballot and that the document should be professionally designed.

As twelve months had elapsed since the original approval the agreement has been amended slightly to take into account the latest legal advice. In addition, a Tenant Handbook has been produced to accompany the agreement. This explains all the policies and processes applicable to Council Tenants. The two documents need to be considered together as one compliments the other.

3.00 CONSIDERATIONS

3.01 The revised agreement is attached as Appendix 1. Plain English has been used throughout and definitions have been included in the margins of the document rather than in a separate list.

3.02 Some of the changes to the document are as follows. The list is not exhaustive.

3.03 The sequence of the document has been changed to make it flow better and to make it easier for Tenants to refer to.

- 3.04 Page 1 emphasises that the Tenancy Agreement is a legal document and the importance of keeping it safe. Page 2 states that the Agreement is a legally binding contract between Landlord and Tenant; it also includes mention of the Council's legal obligation to provide the document in other forms and languages. This was previously missing from the original draft (a copy of which is available in the Members Room).
- 3.05 The final Agreement will be produced in a booklet form with tear out sheets for the "tenancy details" referred to on page 3 of the new document. These details will be signed by both the Neighbourhood Housing Officer and the Tenant, with a copy being available for both parties.
- 3.06 More robust measures have been included around allowing not only the Council access to carry out emergency work but also any "agent, representative or contractor". See page 11 of the new document.
- 3.07 The section on "Your Rights as a Secure Tenant" has been expanded to give tenants more information on each Right rather than just a list.
- 3.08 Condition 13 of the current agreement does not specify that the Landlord must provide 24 hours written notice to the Tenant of their intention to access the dwelling. This has now been included in the revised agreement (page 11).
- 3.09 Condition 25 of the current agreement fails to give responsibility to persons living with or visiting the Tenant not to interfere with fire detecting equipment in communal areas and for ensuring that security and fire doors are kept closed. This has now been included in the revised agreement (page 14).
- In Section 5 of the new agreement a clause has been added explaining that the council reserves the right to defer home improvements where there is an existing breach of tenancy. This would include action being taken to recover rent arrears, action for antisocial behaviour or a tenant failure to adhere to any other condition of tenancy. Improvements would be completed once the breach had been remedied.
- 3.10 Following the recent improvements to the agreement Lawyers are giving the document its final health check to ensure it is fully compliant with the law and it is robust in all areas.
- 3.11 Both the work on the Tenancy Agreement and the Handbook has been undertaken in consultation with the Tenant's Federation. Formal consultation with all tenants will follow approval and a suggested timetable is shown below.

At the request of Housing Scrutiny Committee, it has been agreed that, for older residents in sheltered accommodation workshops will be held

once the agreement has been approved for implementation to explain and communicate the changes.

In addition members have requested that officers seek advice on whether contents insurance can be made an “opt out” condition at the start of a tenancy and could be promoted better for existing tenants. Subject to the outcome of this advice the agreement and handbook will be amended accordingly.

One final request at the Housing Scrutiny Committee was for advice on disposing of clinical waste to be included in the tenants handbook.

Implementation process for the new agreement

Preliminary Notice of Variation (PNV) issued to Tenants	Week Com 29 th October 2012
Consultation at Tenants Conference	31 st October 2012
PNV Consultation starts	5 th November 2012
PNV Consultation ends	7 th December 2012
Tenants recommendations are considered by Head of Service	4 th January 2012
Notice of Variation issued	Week Com 14 th January 2013
New Tenancy Agreement implemented	Week Com 18 th February 2013

- 3.12 The Housing Act 1985, Part IV, gives Local Authorities the right to vary a periodic tenancy by serving a Notice of Variation.

Before serving a Notice of Variation a Preliminary Notice must be served on each tenancy informing the tenant or joint tenants of the Council's intention to vary the Tenancy Agreement; specifying the proposed changes and effects the changes will have and inviting the tenants to comment on the proposed changes, This have to be done giving the tenants a reasonable period of time, i.e. four weeks. All comments will be considered by the Head of Service and a final version of the Agreement produced.

- 3.13 The Notice of Variation will then be served on all tenants giving then four weeks before the new Agreement comes into force any tenant not wishing to accept the new tenancy can give their statutory weeks Notice to vacate their Council home.

4.00 RECOMMENDATIONS

- 4.01 Cabinet are asked to approve the final draft of the Tenancy Agreement and timetable for implementation.

5.00 FINANCIAL IMPLICATIONS

5.01 Printing cost of the tenancy agreement will be met from existing budgets. Translation cost will be met from existing corporate budgets.

6.00 ANTI POVERTY IMPACT

6.01 None arising directly from this report.

7.00 ENVIRONMENTAL IMPACT

7.01 None arising directly from this report.

8.00 EQUALITIES IMPACT

8.01 The proposed changes will ensure all tenants are treated fairly regardless of age, sex, gender, religion or sexual orientation.

9.00 PERSONNEL IMPLICATIONS

9.01 None.

10.00 CONSULTATION REQUIRED

10.01 Addressed in the body of the report.

11.00 CONSULTATION UNDERTAKEN

11.01 Informal consultation with Tenants Federation.

12.00 APPENDICES

12.01 Appendix 1 – Draft Tenancy Agreement with suggested amendments in red.

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

None

Contact Officer: Clare Budden
Telephone: 01352 703305
Email: clare.budden@flintshire.gov.uk

Trasera & Howlins: SBH awerds 1 October 2012

Tenancy **Agreement**

This is an important legal document.

Please keep it safe.



Welcome to your new home

Flintshire County Council would like to welcome you to your new home and community. We hope that you will be very happy as a council tenant.

This tenancy agreement sets out both your obligations as a tenant and those of Flintshire County Council as your Landlord. This agreement is a legally binding contract between yourself and Flintshire County Council.

~~Full details of the conditions contained in this agreement can be found in your Tenant Handbook.~~

Available in Audio Tape, Braille, large print and other languages on request.

If you would like this document in another language please contact your Local Housing office or Flintshire Connects Office.

This message will be printed in other languages here.

The English Language version of this Tenancy Agreement (the original version) shall have precedence over any translation which is provided for you or obtained by you. Any translated version of this Tenancy Agreement (except for Welsh) is provided for your convenience only. In the event of any dispute or disagreement in relation to the original version and any version provided for you or obtained by you in any other language, and in the event of any action in relation to a breach of terms of the Tenancy Agreement, the terms of the original version shall prevail.

This would have risk of incorporating Handbook into tenancy (+ revisions of Handbook would become very difficult) Suggest deleting. I prefer no references to the Tenants' Handbook.

contents

	page
Tenancy details form	01
Information about your tenancy agreement	04
Your Rights	08
Rent and other charges	14
Repairs and improvements	16
Using your home	19
Being a good neighbour	23
Changes to your circumstances	26
Ending your tenancy	27
Complaints, comments and compliments	30
Schedule 1- Grounds for Possession	32

Section 1 Tenancy Details Form

The purpose of the tenancy details form is to ensure that you and the Council agree to meet the conditions of this agreement.

Both the introductory and secure tenancy details forms record the following information:

- Our name and address
- Your name and address
- The address of the property to be rented
- Type of property
- Start date of your tenancy
- Type of tenancy
- Rent for this property
- Your signature
- Our signature
- Your payment details

If you accept the conditions set out in this tenancy agreement, you will need to complete either the introductory tenancy details form or the secure tenancy details form which can be found at the end of this agreement. You will be told by your Neighbourhood Housing Officer which one applies to you.



Section 2 Information About Your Tenancy Agreement

Your tenancy agreement

When you sign this tenancy agreement, you will become our tenant and live in the property under the conditions of this agreement. This tenancy agreement sets out your tenancy type. The conditions contained in this tenancy agreement applies to all types of tenancy unless otherwise stated. You will be responsible for any breach of these conditions by members of your household, including lodgers and sub-tenants and your visitors.

It is important that ***you know and understand*** what conditions you are agreeing to. If there is anything you do not know and understand you should **seek advice** from Flintshire County Council, a solicitor, a Law Centre, the Citizens Advice Bureau, a Housing Advice Centre or Shelter.

If you **breach** a tenancy condition, we may take steps to end your tenancy. There are some circumstances (for example, cases of noise nuisance) where you may also be **breaking the law** and we will take any appropriate action.

'You' means the tenant of the property, and where there are joint tenants, each and everyone of them.

Your right to live in the property

This agreement gives you the right, as a tenant, to live in the property unless there is a legal reason for us to take action against you to recover possession of the property. For example this might happen if:

- You break any of the conditions of this agreement.
- You stop using the property as your principal or only home.
- You have given false or fraudulent information to get the tenancy.
- We need to carry out redevelopment or major repairs to the property, which we cannot do unless you move out.
- There is a legal ground for possession under the Housing Act 1985, the Housing Act 1996 or any other law.

Joint tenancies

If you are a joint tenant we can enforce the tenancy conditions against both or all the joint tenants **together** or as **individuals**. As a joint tenant you also have **equal rights and obligations**. This means each tenant is responsible for making sure that rent is paid and either tenant can be held responsible if this Tenancy Agreement is breached.

Type of tenancy

There are two types of tenancy namely; introductory and secure.

If we give you a introductory tenancy, the **first 12 months** of your tenancy period is a trial period. During this trial period the courts will allow us to end your tenancy as long as we have followed the correct legal procedures. We may extend this trial period in certain circumstances.

As an introductory tenant you will have **fewer rights** than a secure tenant these are explained on pages 8 to 11 of this agreement. If we gave you this tenancy while you were part way through an introductory tenancy with another housing provider, you must serve the rest of the 12~~X~~ month trial period and any extended period before you become a secure tenant with us. When the trial period and any extended period has come to an end, you automatically become a secure tenant unless we have issued court proceedings to end your tenancy.

If we give you a secure tenancy or you become a secure tenant you will have **extra legal rights** set out on page ~~11~~¹¹⁻¹³ of this agreement.

As a secure tenant you must still behave responsibly and keep to the conditions of this Agreement. If you **breach the conditions** of this agreement we have the right to take you to court where a judge would then decide if we could **evict** you or **demote your tenancy**.

'demote your tenancy' means you could lose your original tenancy status and be evicted more easily.

'Us' means
Flintshire
County
Council.

Third parties

This agreement does not give rights to anyone except you and us, and anyone who legally takes over our duties or your tenancy.

Data protection

We will keep to the Data Protection Act 1998 when we deal with personal and sensitive information. This means we will use your personal information in line with the law.

Notices

Tenants who wish to serve Notices and other communications (including notices in proceedings) on the Council should do so in writing and send or deliver the Notices to:

**Community Services Directorate
County Offices
Chapel Street
Flint
Flintshire
CH6 5BD**

or their last known address

The Tenant accepts that a Notice of Seeking Possession, Notice to Terminate or other formal Notice relating to the tenancy served on him or her is good service, if the Notice is posted, delivered or left at the premises, and addressed to the tenant. The Notice would be deemed served on the tenant within 48 hours of being delivered to, posted to or left at the premises.

or their last known address

Section 3 Your Rights

Regardless of whether you are an introductory or secure tenant, you have certain legal rights. This section sets out your legal rights.

Rights for both introductory and secure tenants

Right to live in the property

No tenant can be made to leave their home unless ordered to do so by a court. It will usually be because the tenant has not kept to the terms of the Tenancy Agreement or has broken the law. The court process is different depending on whether you are an introductory or a secure tenant.

Right to repair

You can get certain urgent repairs done quickly and at no cost to you. You can also expect to have certain urgent repairs carried out within set times under the Right to Repair regulations. These are repairs which, if not completed on time, would seriously affect your health or safety. You will be told if a repair you requested is classified as a 'qualifying repair'.

A list of *comment* 'qualifying repairs' is contained in the Tenant Handbook

Right to Succession

If the tenancy of your home has not already passed from one person to another following a death, the tenancy of your home will pass automatically to the remaining joint tenant or to your husband, wife or civil partner providing they are living with you at the time of your death.

'Succession' happens when a tenant dies and their tenancy is passed onto another person.

See comment on page 9 re assignment.

*Partner as well?
Or limited to spouse/civil partner?*

If there is no remaining tenant, spouse or partner, the tenancy can pass to a relative (your parent, child, grandparent, grandchild, brother, sister, uncle, aunt, nephew or niece) providing you can establish to our satisfaction that they have been living with you continuously for the previous twelve months prior to date of death. Note that, in accordance with the Housing Act 1985, only **one person** may succeed to a tenancy. A member of your family who is entitled to succeed, may be required to move to alternative accommodation if we consider the property is not suitable for their needs.

'Assign' means the transfer of your tenancy to someone else

Right to assign

You have the right to assign your tenancy to someone else, but only if you have our written permission and only if it is permitted under section 91 & 92 of the Housing Act 1985 (if you have a secure tenancy) or section 134 of the Housing Act 1996 (if you have an introductory tenancy). If you want to assign your tenancy, you should write to your Neighbourhood Housing Officer, with your reasons for transfer to see if it is allowed.

Right to your information

We must treat all **personal information** about tenants as confidential. However, by law, we must **share essential information with certain public bodies**.

You can see information which relates to you and is held by us on file or on computer, provided you give us reasonable notice. We have the right to make an administrative charge for this.

If an assignment is to someone who would have qualified to succeed, this can be classified as a succession - or are you allowing for an extra succession? If not, perhaps delete "following a death" from the previous page, and replace with "via a succession". Then note in the assignment clause that an assignment to someone who is qualified to succeed counts as a succession (ie under the 'one succession only' policy).

If you are unhappy about any information or expression of opinion recorded in your files, you can ask for it to be corrected or removed. If we disagree with your request, you can insist that your views on the matter are added to the records.

Your right for involvement

You have the right to start or join a **local tenants group**. You can contact your Customer Involvement Officer for information about groups in your area or about how to start one.

Your right to consultation on housing management matters

We must by law, provide you with information about your Tenancy Agreement and about certain policies and procedures. We must also inform you about how well we are carrying out work in line with standards set down by the National Assembly for Wales. We will keep you **informed** about what is happening by sending you leaflets and regular newsletters.

We must **consult** you about any changes to your Tenancy Agreement, any modernisation or improvement planned for your home, or any changes to our housing management policies. We do not have to consult you before making changes to rent or other charges but we must give you notice of those charges. When we do consult you, we will, where possible offer you choices - not just give you information about decisions already made.



We will ask you for your comments and look into what you say before a final decision is made. The methods of consultation may include; visits by staff or consultants, letters, surveys to residents, meetings, open days or exhibitions.

Your 'right to manage'

You and your neighbours may choose to form a **tenant management co-operative** which could take over managing one or more aspects of the housing service. Your new organisation must be approved by National Assembly for Wales. A consultation process would be conducted before such a change could take place.

Extra rights for secure tenants only

A 'mutual exchange' is where tenants agree to swap properties and tenancies.

Right to mutually exchange

You can exchange homes with another Council tenant or a tenant of a housing association (nationwide). You must get **written permission** from us and any other landlord involved. We will give permission except where there are specific reasons.

Right to improve

You can carry out improvements to your home provided you have our **written permission** before you start work. We may apply some reasonable conditions when we give our permission. We can only refuse to give permission for certain reasons, and we will tell you the reason if we refuse you. If you leave your home, you may get compensation for certain types of improvements you have carried out. However if you cause damage to the property as a result of your improvements you must repair or replace any damage caused.



A 'lodger' is someone who shares your home as a member of your household.

Right to take in lodgers

You can take in lodgers provided you **first** get our **written permission** and do not overcrowd your home. However you must inform us and the **Unified Benefit Advisory Service** of the name, age and sex of any intended lodger and of the part of your home they will occupy.

The statutory right to take in lodgers is not subject to landlord consent

'Sub let' is means granting somebody a right to have private use of part of your home.

Right to sublet

You can sub-let **part** of your home (not the whole) but only if you first get our **written permission**. However you must **inform us** and the **Unified Benefit Advisory Service** of the name, age and sex of any intended sub-tenant and of the part of your home they will occupy.

Right to an alternative landlord

You and your neighbours may choose another landlord to manage or own your existing home. The landlord must be approved by the **National Assembly for Wales** and must be willing to buy your home. A rigorous consultation process would be conducted before such a change could take place.

Right to buy

You can buy your home from us provided you have been a **secure tenant** for at least **5 years** and you are not facing Court action for breach of your tenancy conditions. Members of your family who are living with you may be able to buy your home with you. You may get a discount. The amount of discount depends on the total amount of time you have spent as a tenant of the Council or other right to buy landlord, and whether the property is a house or a flat.

qualify under statute. You must

Time as a tenant of a registered social landlord also counts. Suggest "social housing" or similar.

The **maximum discount** possible is **£16,000**. However houses specially built or adapted for disabled or older people, or people with special needs may be excluded from the right to buy.

Section 4 Rent and other charges

Your rent is used to pay for the housing services you receive. It is important that everyone pays their rent regularly and on time so that we can afford to provide high quality services. This section tells you about your obligations to pay your rent.

Our obligations:

1. If we collect the gas charge, electricity charge, tenancy support charges, water and sewerage charges, septic tank charge, contents insurance, or the concessionary TV licence and other services as part of your total rent we will pay them to the appropriate organisations.
2. We will give you at least 4 weeks notice in writing if we increase or decrease the **rent**.
3. We may increase or decrease the **other charges** which are included in the rent with **less** notice than 4 weeks.
4. You will be told in writing at least one week before any change to these **service charges**.
5. We will give you an up to date **rent statement** four times a year and whenever you ask for one.

Perhaps note that where the arrangements with the utility company come to an end, the Council will notify the tenant and the tenant will then be responsible for paying these charges directly.

Are these service charges? Look like utility charges. Where you run a service and charge a variable amount for it (to meet your actual costs), the complicated provisions of the Landlord and Tenant Act 1985 come in. Important to be clear (if these are not in fact services being provided) that the charge is not a service charge.

Your obligations:

6. You must pay your rent regularly and on time. Rent is due **weekly in advance** on a **Monday**.
7. Your rent **may include charges** for gas, electricity, water and sewerage , septic tank, contents insurance, or the concessionary TV licence and other services , if it does not you must pay for them direct
8. You agree that, if **support services** are included as a condition of occupancy, you will accept, pay for and make use of the agreed support services provided by us on your behalf.
9. You must pay any **rent arrears** due in accordance with any agreement entered into with us. This also applies to any arrears accrued from a previous tenancy you have held with us.

Section 5 Repairs and Improvements

Looking after your home is a joint responsibility between us and you.

We are responsible for most repairs, maintenance and servicing needed to the property, but you are responsible for a number of minor repairs and for ~~the~~ decorating the inside of your home. Full details of our responsibilities for the work we will carry out can be found in the Tenant Handbook.

Usually there would be an explicit acknowledgement that the landlord is resp. for keeping in repair and working order any installations for space and water heating, sanitation and the supply of water, gas and electricity.

Our obligations:

1. We must **keep in good repair** the structure and exterior of the property.
2. We will **decorate the outside** of your home and the shared parts when necessary or according to planned maintenance programme, unless you have done the work yourself.
3. We will keep **communal grounds** and **landscaped areas** that are our responsibility clear and tidy.

Your obligations:

4. You must **report promptly** to us any defects in the property which are our responsibility to repair and not allow the property to fall into disrepair through neglect.
5. If you report a repair and then **fail to keep the appointment** without giving at least 24 hours notice we may **recharge** you for our expenses i.e travelling costs, wasted labour costs. *reasonable*

reasonably incurred,

Mention interior decorating?
(Though this is at 6.6, it's just that it is mentioned in the introduction to this section - entirely up to you).

6. You must **keep in good repair** all parts of the property which we are not obliged to repair, and not allow the property to fall into disrepair through neglect.
7. If you have **failed to do repairs** which are your responsibility, we will give you notice in writing of the work which must be done and a reasonable time in which it must be completed. If you don't, we may do the work and make you pay for it.
8. You must **let us or our representatives, agents or contractors access the property** to carry out necessary repair inspections, repairs, improvements, planned programmes, gas servicing and safety checks, and to complete tenancy audits and inspections, as long as:
 - You have had at least 24 hours notice in writing (unless there is an emergency); and
 - They show you their proof of identity.

If there is an emergency (such as, where somebody may be in danger, there is a risk of damage to the property, or the adjoining property) we will not give you any written notice and you must let us enter your home immediately.

[We reserve the right to force entry in to the property without giving you any notice. We will only gain entry if you are not there to let us in immediately, or if you refuse to let us in. If we do gain entry, we will make the property secure when we leave it.]

Forcing entry clauses are challengeable and tenants may sue after the event. I would not therefore recommend them, but you may decide that the practical use of the clause is such that you retain it and decide to bear the risk.

9. You or any members of your household or your invited visitors must not **damage the property**. If you or they cause any damage, you must put it right to our satisfaction. If you don't, we may do the work and make you pay for it.

our reasonable costs, reasonably incurred

10. You must not **knock down, alter or remove** any part of the property without our **written permission**.

11. You may **carry out improvements** to your property only with our written permission first. You must also obtain and comply with any required Building Regulations and Planning Permission. Where the improvements affect the gas or electrical systems the work must be carried out by an appropriately qualified and registered person or contractor.

Section 6 Using Your Home

Everyone has the right to live in an area that is clean, safe and pleasant. This section tells you about your obligations to ensure this standard is maintained.

Our obligations:

1. We may provide, or arrange to be provided **support services** to help you maintain your tenancy and maintain the security and safety of your home, as agreed with you. These support services may be provided by us or an agency on our behalf.

Your obligations:

1. You must use the property as **your only or main** home throughout your tenancy.
2. You must obtain our written permission to use any part of the property for any trade, **business** or other purpose except as your home.
3. You must not allow more people to live in your home that the Council considers reasonable and so cause **overcrowding** as defined by the Housing Act 1985 and its amendments
4. You must tell us if you will be away from your home for more than 28 days. This is to make sure we know you have not just **abandoned your property**. If your job means that you are away from the property for long periods, you may want to discuss this with us.

5. You must keep both the **inside** and **outside** of your property in a **clean and sanitary condition** to our satisfaction. Also you must ensure that all refuse and unwanted household items are disposed of in a safe and hygienic manner. If your home has a recycling bin or bin chute, you must use it in line with our recycling policy.
6. You are responsible for **decorating** the inside of your home and keeping it in a reasonable state of decoration.
7. You must keep your **garden** tidy by cutting the lawns and trimming the hedges and bushes. If the garden is overgrown and there is not a good reason why you have not maintained it, we may do the work and charge you for it. Or, we may take court action against you and charge you the cost of this action. You must not store rubbish, furniture or household appliances in the garden area. We will give you seven days notice to remove the items. If you do not remove them within seven days, we may do it for you and charge you, ~~or we may take court action against you and charge you our costs.~~
8. You must not alter, replace or plant any **hedge or tree**, or put up a **fence** without getting our written permission.
9. You must not erect any **shed, greenhouse, pigeon loft or garage** in your garden without the our written permission.
10. You must not erect or fix a **radio or TV aerial, satellite dish or earth wire** to the outside of the property without our written permission.

or reasonable costs
reasonably incurred
is doing the work

This would be at
the Court's
discretion?

11. If you live in a sheltered housing accommodation, you and the people you are responsible for must not smoke in the shared areas of the building where “**No smoking**” signs are displayed. These areas include any stairwells, corridors, lifts and landings, and any shared bathroom, lounge or kitchen facilities.
12. You must not store any quantity of **flammable material or gas** in the property, sheds, garages or outhouses except where it is reasonably needed for normal domestic use, in which case it must be stored safely.
13. Tenants of Castle Heights, Richard Heights and Bolingbroke Heights in Flint must not bring in, or use, fireworks or any **domestic bottled gas** in the building.
14. You must co-operate with us to ensure that all the communal areas are kept in a **clean and tidy condition, free of obstructions, and free of litter** and rubbish.
15. You, or members of your household or your invited visitors must not interfere with any fire evacuation signs or **equipment** for detecting or putting out **fires**.
16. You, or members of your household or any visitors must ensure that **security/fire doors are kept shut** at all times.
17. You must not **park** or allow anyone else to park, any motor vehicles, caravans, boats, trailers etc., in your garden without our written permission. Permission will then only be granted at our discretion and then only where there is a properly constructed hard standing and dropped kerb in place.

17. You, or members of your household or your invited visitors, must **not park any private motor vehicles** on the communal areas except where we have marked a parking area or with our written permission.

18. **Any other vehicle, or caravan, motorhome, boat or trailer** may not be parked on the communal areas except on marked parking areas and garage sites and then only with our written permission.

19. You, or members of your household or your invited visitors, must not do **major vehicle repairs** or park an unlicensed or unroadworthy vehicle on communal areas.

Section 7 Being a Good Neighbour

As a tenant you must respect and be considerate to your neighbours. Everyone has the right to live the way they wish to, providing they do not interfere with people living near them, or break the law. In most cases it would be expected that people resolve their own problems peaceably, but if this fails then we **will** take action against you, if you, or anyone living with you or visiting your home (including children), break any condition of this tenancy agreement by behaving in a way that causes alarm or distress to other people in the area or are convicted of an offence ~~you~~ committed at the property or within the surrounding area or estate. Possible courses of action may include - formal warnings, demotion of tenancy, injunctions or possession proceedings.

Our obligations:

1. We will not interfere with how you use your home as long as you keep to the terms of this agreement or unless there is any other reason under the Housing Acts of 1985 and 1996 or any other law where we may need to.
2. We will investigate any complaints of nuisance, harassment or victimisation and take appropriate action.

'Nuisance' means behaviour that is harmful, offensive, annoying disagreeable, or interferes with the quiet enjoyment of another person

Your obligations:

3. You (or anyone living with you or visiting the property) must not act in any way which is anti social or is likely to cause a **nuisance** to any other person. Examples of nuisance include, but are not limited to:

- **Throwing** items from windows, balconies or walkways
- **Loud music** or **loud noise** from a TV, radio, hi-fi or musical instruments
- **Loud arguing** and **shouting** and **door slamming**
- Playing ball games
- **Dog** barking and fouling
- **Offensive, abusive** and **threatening** behaviour
- Annoying car maintenance or broken down vehicles
- Offensive intoxication
- Burglar alarms
- DIY work

'Harassment' means behaviour that uses violent words or actions against a person or groups of people.

4. You must not commit or threaten any form of **harassment** against any other person. This includes harassment on the grounds of sex, gender, age, religion, race and disability. Examples include, but are not limited to;

- **Racist** behaviour or language
- Using or threatening to use **violence**, including **domestic violence and abuse**
- Repeatedly using **abusive** language
- **Damaging** or threatening to damage another person's home or possession
- Writing threatening or abusive **graffiti** or **letters**
- **Intimidation**

Other commonly listed categories are 'colour' and 'sexual orientation'

5. You must not use, or allow the property and communal parts of the building to be used, for any **illegal** or **immoral** activity. Examples of such activities include but are not limited to:

- **Prostitution**
- bringing in, storing, producing or selling **drugs**
- storing or selling **stolen goods**
- the use of **dangerous weapons** such as any type of **gun** or **rifle, catapult** or **crossbow**

6. You must not use abusive language or threatening or violent behaviour towards us, **our representatives, agents or contractors** carrying out their duties.

7. You must obtain our **written permission before** you keep or look after any **animals, birds or livestock** in the property. Certain types of property are not suitable for keeping animals, birds or livestock. We have a list of addresses that will determine whether permission will be granted. If permission is granted, any animals, birds or livestock being kept or being looked after must not cause a nuisance, annoyance or disturbance to any other persons. If they do become a nuisance, annoyance or disturbance we may ask you to remove them from your property.

Section 8 Changes to Your Circumstances

By law we must make sure that any personal information we hold about you is accurate and up to date. To ensure our records of you are accurate and up to date, you must tell us of any changes to the occupation of your home or changes to your tenancy. To help you with this you may request a form from us. Some forms may be found in your tenant handbook.

1. If you **change your name by deed poll** or get **married and change your name** you must show us your deed of name change or your marriage certificate before we can change your name on your tenancy agreement.
2. You must tell us the **birth of any children** or if **somebody moves in** with you on a permanent basis. They will be added to the occupancy records for your tenancy.
3. You must tell us if **somebody leaves** or stops living with you at the property. Their details will then be removed from the occupancy records.
4. If you are already a Council tenant and want to **add someone to your tenancy**, you will need to complete a joint tenancy application form. The granting of a joint tenancy is always at our **discretion** and will only be granted when it is in **the interests of the Council** to do so.
5. We can't just **remove 'a party'** from your tenancy. This can be done only by written agreement of all joint tenants, a court order as part of family proceedings, or by succession.

Some circumstances may trigger the use of the allocations policy. Care must be taken to ensure the two policies tie up.

Section 9 Ending Your Tenancy

When you decide to end your tenancy:

1. You must give us at least **4 weeks notice** in writing when you want to give up your tenancy. The notice must be signed by you. If you are joint tenants, either or any one of you can end the tenancy by giving the written notice which will be binding on both or all of you.
2. The **last day** of your tenancy must be a **Sunday**. You must return the **keys** to the Council offices before 12 noon on the **Monday** following the last day of the tenancy. If you fail to do this, additional rent will become payable.
3. Usually you must pay the rent and all charges for the **whole period of notice**, even if you have moved out and returned the keys before the Monday on which the notice period ends. If you fail to clear any outstanding rent and charges before you move out we will take action to recover the debt.
4. At the end of your tenancy you must give us **vacant possession** of the property. You must clear the property of all your furniture and belongings, leave it in good repair and in a clean and tidy condition, and return the keys to the Council offices.
5. If you fail to **clear the property** and/ or leave it in a state of disrepair, we will charge you for the cost of removing items that you leave behind and for any work that is necessary. We will not be responsible for any items that you leave behind.

Strictly you are responsible for these items. Many landlords take your approach however, and consider the risk of being sued is outweighed by practical benefits.

(fair wear and tear excepted)

6. You must not leave anybody living in your home when you move out, such as a **lodger**. If you do so, we will take court action to remove them from the property and you and your lodger ~~will~~ *may* have to pay the costs.

When we want to end your tenancy:

7. Introductory tenants only

If you have an introductory tenancy, we can only end your tenancy with a court order. We will only ask the court for a possession order against you if you break the conditions of this tenancy agreement or there is any other reason under the Housing Act 1985, the Housing Act 1996 or another law why we need possession of your home.

If you break your tenancy conditions, we may serve a 'Notice to Terminate' on you. This notice will say that the court will be asked to make an order for possession and give the reasons why the action is being taken. It will give you the date after which possession proceedings will start. This will be at least four weeks after the notice is served.

8. Secure tenants only

We would have to show that we had valid reasons to evict or demote your tenancy. These are called '**grounds**' and are defined by law. A copy of these grounds ~~are~~ *is* contained in **Schedule 1** at the back of this Tenancy Agreement. You would have the right to put your case at a court hearing. Before going to court we would have to serve you with a Notice of Intention to seek Possession or Notice of Intention to Demote your tenancy setting out our reasons for serving the Notice.

You do not have to set these grounds out - and in fact there are reasons why it is better not to (the tenancy agreement becomes out of date when they are changed for example). Suggest that alternative wording is used.

can be obtained from ss.

Suggest order be:

- 1) joint tenant
- 2) spouse, civil partner
[or partner]
- 3) family member

Death of a tenant

9. In the event of your death, the tenancy may pass on to your spouse or civil partner, a joint tenant or member of your family if they are qualified to succeed.

10. In the event that there is no one qualified to succeed at the time of your death, the tenancy becomes part of your estate. If you have left a will, the tenancy can be brought to end by a personal representative of your estate. The personal representative must give at least four weeks notice in writing ending on a Monday. Your estate is also responsible for other conditions of this agreement set out in clauses 2.0 to 9.5 of this agreement.

Is this correct?

11. In the event that there is no will, known as 'intestate', legal responsibility for your tenancy passes to the Public Trustee. We will end the tenancy by serving a 'Notice to Quit on the Public Trustee. A copy of this notice will be given to any next of kin that you may have.

Section 10 **Complaints, Comments and Compliments**

Complaints Procedure

To make a complaint about a council service follow these simple steps:

Step 1 Contact the service you have been dealing with or the Customer Services Team (01352 703020). Your complaint will be recorded on a central database and if it is not possible to resolve the matter immediately it will be acknowledged within 5 working days. The service will aim to provide a full response to you within 10 working days from receipt of your complaint.

Step 2 If you are not satisfied with the response you receive from the service, contact the Customer Services Team (01352 703020) who will ensure that your complaint is considered by a senior officer within the service or the Corporate Complaints Officer. You will then receive a response within 20 working days.

Ombudsman

If you feel that the Council has failed to address or resolve your complaint to your satisfaction you can contact the The Public Services Ombudsman for Wales, 1 Ffordd yr Hen Gae, Pencoed, Bridgend, CF35 5LJ. Telephone 0845 6010987(local call rate), fax 01656 641199, e-mail ask@ombudsman-wales.org.uk

Compliments and Comments

If you wish to make a comment or compliment please contact the relevant service or the Customer Services Team (01352 703020). All compliments and comments are recorded on a central database for monitoring purposes and forwarded to the appropriate service for necessary action or acceptance.

Section 11 Schedule 1

Grounds for possession

If you are a tenant, whether your tenancy is permanent or temporary, your landlord must get a court order to evict you. If they try to force you to leave (e.g. through violence or cutting off your gas or electricity supplies) this could amount to Unlawful Eviction and you would be entitled to sue for compensation.

If you have a permanent tenancy (i.e. you are a Secure Tenant) then before going to court your landlord will need to send to you a written notice to say that they intend to go to court to get a Possession Order and why. This notice is called a "notice of intention to seek possession" and must be written in a certain way.

However, in some cases even if your landlord did not serve this notice the court might still allow them to obtain a possession order, if the court thinks it is fair for them to do so. You should be given proper notice before your landlord starts possession proceedings and your

landlord must usually start proceedings within 12 months of the date the notice says court proceedings will be started.

Your landlord must have a reason for trying to get you out of the property. The law says that if you are a secure tenant there are certain reasons (grounds) which may entitle your landlord to get a possession order. If your landlord cannot show any of these grounds (see below) they will not be entitled to a possession order to evict you. If you have a temporary tenancy only or you are not a tenant at all then it is not necessary for any particular ground to be shown.

As mentioned above, I advise that the grounds be deleted entirely. They should at least (if you decide to retain them) be verbatim ie exactly reproducing the statute. The risk with summarising/paraphrasing is that a court decides you have limited your scope for possession (so the full breadth of the statutory grounds is no longer available to you). This has actually happened, and possession actions been lost as a consequence.

Ground 1

You have not paid the rent which is properly due from you and it is reasonable for the court to make a possession order. If you can show, for example, the rent arrears are due to late housing benefit payments which will be paid eventually, or the rent was wrongfully increased etc., then your landlord will probably not be entitled to a possession order. If by the time the case reaches court all the arrears have been paid by you then again your landlord will not get an order under this ground. Alternatively if your landlord can show you have not kept to part of your tenancy agreement then they will be entitled to an order if the court thinks it is reasonable for them to be allowed to evict you. Your landlord can also use this ground if they can show that you have broken one of the terms of your tenancy agreement which you are obliged to follow, (e.g. payment of water rates, avoiding anti-social behaviour etc).

Ground 2

If you or someone living with you has been causing nuisance or annoyance to any of your neighbours or anyone else visiting the area. However, your landlord has to show it is reasonable for the court to make a possession order. Also, your landlord can apply for possession if your behaviour is illegal, or amounts to an arrestable offence, or if you have used the property for "immoral or illegal purposes", such as drug dealing. Again this is subject to the reasonableness test. In addition, if you were living in the property with your partner and your partner left because of your violence or threats of violence and it is unlikely your partner will be coming back, your landlord may be able to obtain a possession order against you. However, they have to give written notice not only to you, but also to your partner before they can start court proceedings. The domestic violence ground cannot be used by same sex couples.

Ground 3

You or someone living with you has allowed the property to fall into a bad state of disrepair. If it is the fault of someone living with you and you have not taken steps to get them out of the property then your tenancy could be at risk. However, your landlord has to show it is reasonable for the court to make a possession order.

Ground 4

You or someone living with you have not taken care of furniture which your landlord provided for the property. Your landlord must show it is reasonable for an order to be made.



Ground 5

You or a joint tenant obtained your tenancy by giving false statements, deliberately or without caring if the statements were true. If your landlord can show they would not have otherwise given you the tenancy they may be able to get a possession order. However, your landlord must show it is reasonable for a possession order to be made.

Ground 6

You exchanged your property for another council tenant's property and money was paid, your landlord may get possession. Even if the exchange was made with a member of your family who was previously the tenant. However, your landlord must show it is reasonable to make a possession order.

Ground 7

Your property forms part of a building which is used mainly for other purposes other than housing and the property was let to you (or someone who held the tenancy before you) as part of their employment with one of the following:

- a) A Local Authority
- b) New Town Corporation
- c) Urban Development Corporation
- d) Development Board for rural Wales
- e) Governors of an aided school

AND

You or a person living with you have acted in a way which conflicts with the purpose for which the building is used and no longer makes it suitable for you to continue



to live in the property. For example, if you were a school caretaker and you were provided with a property in the grounds of the school and you were found to have stolen from the school. Your landlord (who would also be your employer) could get a possession order under this ground. Your landlord must still show it is reasonable to evict you.

Ground 8

You moved into the property because works were being carried out on your previous property and you understood that you would have to return to that property when the works were finished. If you refuse to leave and return to your original property a possession order may be made against you. However, you can refuse to return if the works have not in fact been completed or you understood that you were being given the new property permanently. Your landlord must show it is reasonable to evict you.

Ground 9

If you are living in an overcrowded property which breaks the law, then your landlord may apply for a possession order. However, your landlord must offer you a suitable property elsewhere. You may be able to argue that your landlord should not get a possession order because they have not offered you another place to live or the place they have offered is not suitable.

Ground 10

Your landlord intends to demolish, reconstruct or carry out substantial work to the building or part of the building or land around the building in which you live and cannot do this while you are living there. If you agree to leave voluntarily then there is no reason for your landlord



to get a possession order. You should be allowed to return to the property once the works are completed. Your landlord should offer you suitable accommodation elsewhere.

Ground 10A

The property is in an area which has a redevelopment scheme and the property or part of it is affected by that scheme. Your landlord can get possession if he / she offers you suitable alternative accommodation.

Ground 11

Your landlord is a charity and if you carried on living in the property this would go against the principles or objects of the charity. However, your landlord must offer you suitable alternative accommodation.

Ground 12

Your property forms part of a building or is connected to a building which is used for other purposes and you are employed by your landlord and your property was let to you as part of your employment (e.g. school caretaker). Your landlord can get possession if your employment has come to an end and your landlord needs the property for some other person who will be employed. To take advantage of this ground your landlord must be either a Local Authority, New Town Corporation, Urban Development Corporation, Development Board for rural Wales or Governors of an aided school. Your landlord must satisfy the court that you will have other accommodation to go to and that it is reasonable to order possession.

Ground 13

Where your property is specially adapted for the disabled and there is no longer a disabled person living there and your landlord needs the property for a disabled person then your landlord may get a possession order. Your landlord must convince the court that there will be other suitable accommodation for you to go to and that it is reasonable for the court to make a possession order.

Ground 14

Where your property was let to you by a Housing Association or Housing Trust because you had special housing needs and you no longer have these needs or you have been offered permanent accommodation elsewhere and your landlord needs the property for someone else with special housing needs. Your landlord will need to show there is other suitable accommodation you could go to and that it is reasonable for the court to make a possession order.

Ground 15

If your property was let to you because you have special needs and there are special facilities based near the property to help you. Your landlord will only get possession if they show there is no longer anyone living in the property with special needs and the property is needed for someone else with special needs. Your landlord will need to show that other suitable accommodation is available to you and it would be reasonable for a court to make a possession order.

Ground 16

In some cases if you "succeed" to the tenancy on the death of the previous tenant your landlord may be able to get a possession order if the property is too big for just you. But the landlord must have served notice on you between the 6th and 12th month after the death of the previous tenant. Your landlord must still show there is other suitable accommodation for you to go to and that it would be reasonable for a court to make a possession order.

If the tenancy was passed over to you before the tenant's death your landlord will not be able to use this ground. Also if you were married to the tenant who has died, or you succeeded to a fixed term tenancy the council cannot use this ground.



Tenancy Details Form - Secure

This form contains details of the tenancy between:

us **Flintshire County Council** of County Offices, Chapel Street, FLINT CH6 5BD and you (full name(s) of the tenant(s) in **BLOCK CAPITALS**.

① _____

② _____ Relationship to ①: _____

The property rented in this agreement is at:

Type of property: _____

Start date of tenancy: _____ / _____ /20 _____

Type of Tenancy: This tenancy is a **secure** tenancy

Rent for this property: The basic rent (not including any service charges) for the property at the start of this agreement will be: £ _____

Other charges due as part of your total rent £ _____ (water and sewerage)

Service charges included as part of your total rent
£ _____ (Heating) £ _____ (T.V.)

(These 'Other Charges' are not eligible for Housing Benefit)

Total rent: £ _____

Payment: The total rent is due on Monday each week (for the week ahead).

I/We have inspected the property and accept the tenancy from the above date.

I/We have received, read and understood the conditions of tenancy and agree to abide by them.

I/We understand that if I/We have given false information, you may prosecute and you may take steps to end the tenancy.

Your signature: ① _____ Date: _____ / _____ /20 _____

② _____ Date: _____ / _____ /20 _____

On behalf of Flintshire County Council

Name: _____ Position: _____

Signature: _____ Date: _____ / _____ /20 _____

Tenancy Details Form - Secure

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① _____

② _____ Relationship to ①: _____

The property rented in this agreement is at:

Type of property: _____

Start date of tenancy: _____ / _____ /20 _____

Type of Tenancy: This tenancy is a **secure** tenancy

Incorporate previous arrears weekly payment?

Rent for this property: The basic rent (not including any **service** charges) for the property at the start of this agreement will be: £ _____

Other charges due as part of your total rent £ _____ (water and sewerage)

Service charges included as part of your total rent
£ _____ (Heating) £ _____ (T.V.)

(These 'Other Charges' are not eligible for Housing Benefit)

Total rent: £ _____

Payment: The total rent is due on Monday each week (for the week ahead).

I/We have inspected the property and accept the tenancy from the above date.

I/We have received, read and understood the conditions of tenancy and agree to abide by them.

I/We understand that if I/We have given false information, you may prosecute and you may take steps to end the tenancy.

Your signature: ① _____ Date: _____ / _____ /20

② _____ Date: _____ / _____ /20

On behalf of Flintshire County Council

Name: _____ Position: _____

Signature: _____ Date: _____ / _____ /20

Tenancy Details Form - Introductory

This form contains details of the tenancy between:

us **Flintshire County Council** of County Offices, Chapel Street, FLINT CH6 5BD and you (full name(s) of the tenant(s) in **BLOCK CAPITALS**.

① _____

② _____ Relationship to ①: _____

The property rented in this agreement is at:

Type of property: _____

Start date of tenancy: _____ / _____ /20 _____

Type of Tenancy: This tenancy is a **introductory** tenancy

Rent for this property: The basic rent (not including any **service** charges) for the property at the start of this agreement will be: £ _____

Other charges due as part of your total rent	£ _____	(water and sewerage)
£ _____	£ _____	£ _____

Service charges included as part of your total rent
£ _____ (Heating) £ _____ (T.V.)

(These 'Other Charges' are not eligible for Housing Benefit)

Total rent: £ _____

Payment: The total rent is due on Monday each week (for the week ahead).

I/We have inspected the property and accept the tenancy from the above date.

I/We have received, read and understood the conditions of tenancy and agree to abide by them.

I/We understand that if I/We have given false information, you may prosecute and you may take steps to end the tenancy.

Your signature: ① _____ Date: _____ / _____ /20 _____

② _____ Date: _____ / _____ /20 _____

On behalf of Flintshire County Council

Name: _____ Position: _____

Signature: _____ Date: _____ / _____ /20 _____

Duplicate?

Tenancy Details Form - Introductory

This form contains details of the tenancy between:
us **Flintshire County Council** of County Offices, Chapel Street, FLINT CH6 5BD and
you (full name(s) of the tenant(s) in **BLOCK CAPITALS**.

① _____
② _____ Relationship to ①: _____

The property rented in this agreement is at:

Type of property: _____

Start date of tenancy: _____ / _____ /20 _____

Type of Tenancy: This tenancy is a **introductory** tenancy

Rent for this property: The basic rent (not including any **[service charges]** for the
property at the start of this agreement will be: £ _____

Other charges due as part of your total rent	£ _____	(water and sewerage)
£ _____	£ _____	£ _____

[Service charges] included as part of your total rent
£ _____ (Heating) £ _____ (T.V.)

(These 'Other Charges' are not eligible for Housing Benefit)

Total rent: £ _____

Payment: The total rent is due on Monday each week (for the week ahead).

I/We have inspected the property and accept the tenancy from the above date.

I/We have received, read and understood the conditions of tenancy and agree to abide by them.

I/We understand that if I/We have given false information, you may prosecute and you may
take steps to end the tenancy.

Your signature: ① _____ Date: _____ / _____ /20 _____

② _____ Date: _____ / _____ /20 _____

On behalf of Flintshire County Council

Name: _____ Position: _____

Signature: _____ Date: _____ / _____ /20 _____

FLINTSHIRE COUNTY COUNCIL

REPORT TO: **CABINET COMMITTEE**
DATE: **16TH OCTOBER 2012**
REPORT BY: **THE DIRECTOR OF ENVIRONMENT**
SUBJECT: **WEPRE PARK 10 YR MANAGEMENT PLAN**

1.00 PURPOSE OF THE REPORT

- 1.1 To advise members of the Wepre Park 10 yr management and maintenance plan developed as part of the Heritage Lottery Fund (HLF) second round submission.

2.00 BACKGROUND

- 2.01 The previous management plan for Wepre Park ran to 2009. Other plans in existence focus on woodland management and the Special Site of Scientific Interest.
- 2.02 In 2010/11 work began on a Heritage Lottery application. A 1st round pass was granted with £30,000 of development funding to submit a 2nd round application. A key element of the 2nd round application is the production of a 10yr management plan.
- 2.03 The 2nd round application was made on 31st August 2012 for c£750,000

3.00 CONSIDERATIONS

- 3.01 The Management Plan, which is available on the Council's website and in the Member's Library, outlines aspirations and actions for Wepre Park over the next 10 years and has been, in part, written with the HLF requirements in mind.

It includes an extensive section on the site history and overview of current use and management. Also included are the future use and management aims for the park and how the Plan will be monitored and reviewed.

- 3.02 The Management Plan vision:

The Wepre Park Management Plan will create a park that is welcoming, valued and enjoyed, whilst protecting its heritage and allowing the wildlife of the site to flourish.

The Plan will also promote activity which enhances people's understanding of Wepre Park and create a resource which is valued by the local community and attracts visitors from the communities living and working around the park, as well as attracting visitors from across the region.

3.03 The Management Plan aims and objectives are:-

a. To be a multifunctional facility which is safe, clean and able to be enjoyed by all through:-

- Developing and implementing an appropriate zoned management regime
- Attaining and keeping Green Flag status
- Ensuring access is free from obstructions and working towards improving standards across the site

b. To protect, enhance and maintain the Park's special wildlife qualities by:-

- Working towards SAC/SSSI favourable status
- Balancing the needs of the environment with that of the public
- Ensuring broader public awareness of the important natural heritage of the site

c. To protect, conserve and celebrate the sites heritage by:-

- Implementing HLF improvements
- Raising awareness of the Park's unique features

d. To enrich the Public's awareness of the sites special features is enriched through events, education, and interpretation by:-

- Developing an education plan
- Developing an interpretation plan
- Maximising the Visitor Centre's usage and appeal, by and to the public
- Broadening the range of events on offer to include all the features of the site

e. To maximise community involvement in the site by:-

- Supporting the Friends of Group in their development
- Developing links with schools and colleges
- Engaging with hard to reach sectors of the community
- Supporting a network of volunteers
- Providing a range of training opportunities

3.04 The Plan will also be used for submission for a Green Flag award for Wepre Park in 2014.

4.00 RECOMMENDATION

4.01 That the Cabinet approves the content of the draft Management Plan and delegate's authority to the Director of Environment, following consultation with the Cabinet Member for Regeneration, Enterprise and Leisure to make any changes deemed necessary to meet the future needs of the Park.

5.00 FINANCIAL IMPLICATIONS

5.01 Any increase in management costs will be met by Flintshire Countryside Service and will be offset by greater use of community groups and income generation, both through continued grant applications and making more use of the facilities.

6.00 ANTI-POVERTY IMPACT

6.01 None

7.00 ENVIRONMENTAL IMPACT

7.01 The Management Plan will lead to positive environmental benefits for Wepre Park.

8.00 EQUAL OPPORTUNITIES

8.01 None

9.00 PERSONNEL IMPLICATIONS

9.01 None

10.00 CONSULTATION REQUIRED

10.01 None

11.00 CONSULTATION UNDERTAKEN

11.01 The list of projects outlined in the Management Plan has been developed from extensive community and stakeholder consultation.

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

Contact Officers:

Tom Woodall	Head of Countryside Services	01244 814931
Sarah Jeffery	Wepre Park Development Officer	01244 814931

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FOR INFORMATION

FLINTSHIRE COUNTY COUNCIL

REPORT TO: CABINET
DATE: 16 OCTOBER, 2012
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

Directorate

Subject

Lifelong Learning / Community Services / Environment / Corporate Services

2012 Modern Trainee Scheme – additional 31 positions required to be created.

Lifelong Learning

Disposal of an area of land of 9m² within the Playing Field adjoining The Greens and Meadow View, Sealand Manor, Sealand, Flintshire for the siting of a cabin containing District Gas Governor apparatus together with granting of an Easement to the Statutory Undertaker in order to facilitate the installation of the gas main supply pipe to an adjoining Council Housing Estate.

Leisure Services Tariff 2013.

Copies of the Delegated Powers reports are on deposit in the Team Manager's Room, Committee Services

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**FLINTSHIRE COUNTY COUNCIL FORWARD WORK PROGRAMME ITEMS
COUNCIL, CABINET, AUDIT AND OVERVIEW & SCRUTINY
OCTOBER 2012 TO MARCH 2013**

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
October					
Community Profile & Partnerships Overview & Scrutiny Committee	15 October 2012	Chief Executive's	Update Report: Police and Crime Commissioners, and Police and Crime Panels To provide Members with an update regarding preparations for the election of the Police and Crime Commissioner for North Wales.		
Community Profile & Partnerships Overview & Scrutiny Committee	15 October 2012	Chief Executive's	Community Strategy and Local Service Board - Mid Year Review To seek endorsement of the ongoing work of the Flintshire Local Service Board (LSB).		

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Community Profile & Partnerships Overview & Scrutiny Committee	15 October 2012	Chief Executive's	<p>Flintshire Community Endowment Fund To consider an in principle agreement to transfer existing moribund trust funds to a newly established Flintshire Community Endowment Fund.</p> <p>To receive a presentation from Colin Evans, an Associate of the Community Foundation in Wales.</p>		
Community Profile & Partnerships Overview & Scrutiny Committee	15 October 2012	Legal and Democratic Services	Forward Work Programme		
Cabinet	16 October 2012	Chief Executive's	<p>Improvement Plan 2012 - 2017 To receive the Improvement Plan 2012 -2017 in advance of adoption by the County Council</p>	Strategic	Cabinet Member for Corporate Management

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Cabinet	16 October 2012	Chief Executive's	Citizen Consultation and Engagement - Strategic Approach To seek Cabinet's approval of a set of Core Consultation and Engagement Principles and the development of a Strategic Forward Work Programme.	Strategic	Cabinet Member for Corporate Management
Cabinet	16 October 2012	Finance	MTFP 2013/14-2017/18 and Budget 2013/14 To provide an update on the development of the MTFP and the strategy for the 2013/14 budget.	Strategic	Leader of the Council and Cabinet Member for Finance
Cabinet	16 October 2012	Community Services	Supporting People Operational Plan 2012/13 To inform Cabinet about the Supporting People Operational Plan (SPOP) 2012-2013 and seek approval for the proposals detailed within the plan.	Strategic	Cabinet Member for Housing

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Cabinet	16 October 2012	Finance	Welfare Reform Update To update Cabinet on Welfare Reform and Flintshire County Council's response to the proposed changes.	Strategic	Cabinet Member for Corporate Management
Cabinet	16 October 2012	Environment	Community Asset Transfer Scheme To review the Council's approach to Community Asset Transfers and to recommend a Policy.	Strategic	Leader of the Council and Cabinet Member for Finance
Cabinet	16 October 2012	Chief Executive's	Annual Performance Report 2011/12 To approve the 2011/12 draft Annual Performance Report for adoption by County Council	Operational	Cabinet Member for Corporate Management
Cabinet	16 October 2012	Finance	Revenue Budget Monitoring 2012/13 (Month 4) To provide Members with the revenue budget monitoring information at Month 4 for the Council Fund and the Housing Revenue Account in 2012/13.	Operational	Leader of the Council and Cabinet Member for Finance

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Cabinet	16 October 2012	Finance	Capital Programme 2012/13 (Quarter 1) To provide Members with the latest capital programme information for 2012/13.	Operational	Leader of the Council and Cabinet Member for Finance
Cabinet	16 October 2012	Finance	Council Tax and Long Term Empty Homes in Wales To provide Members with details of a Welsh Government Consultation Paper on providing more discretion to local authorities on Council Tax levels for long term empty homes.	Operational	Cabinet Member for Corporate Management
Cabinet	16 October 2012	Finance	Treasury Management Mid Year Update To present to Members the Treasury Management Mid Year Report for 2012/13 for recommendation to Council.	Operational	Cabinet Member for Corporate Management

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Cabinet	16 October 2012	Community Services	Tenancy Agreement for Council Housing To approve the Tenancy Agreement for Council Housing.	Operational	Cabinet Member for Housing
Cabinet	16 October 2012	Environment	Wepre Park 10 Year Management Plan To advise members of the Wepre Park 10 year management and maintenance plan developed as part of the Heritage Lottery Fund (HLF) second round submission.	Operational	Cabinet Member for Regeneration, Enterprise & Leisure
Environment Overview & Scrutiny Committee	17 October 2012	Environment	Streetscene Review To receive an up-date following the launch of the new service in March 2012.		
Environment Overview & Scrutiny Committee	17 October 2012	Environment	Review of the Council's Waste Strategy To receive an update and consider the progress made against the Improvement Action Plan		

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Environment Overview & Scrutiny Committee	17 October 2012	Environment	Rural Development Plan To update members on the progress of Business Plan 2 with particular consideration to any downturns in progress.		
Environment Overview & Scrutiny Committee	17 October 2012	Legal and Democratic Services	Forward Work Programme		
Flintshire County Council	24 October 2012	Chief Executive's	Improvement Plan 2012 - 2017 To endorse the priorities, objectives and outcomes within the 2012/13 plan		
Lifelong Learning Overview & Scrutiny Committee	25 October 2012	Lifelong Learning	Regional Transport Update To provide Members with an update regarding regional transport developments.		
Lifelong Learning Overview & Scrutiny Committee	25 October 2012	Lifelong Learning	Flintshire Arts Strategy To update members on the progress made in achieving the objectives/actions of the Flintshire Arts Strategy.		

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Housing Overview & Scrutiny Committee	31 October 2012	Housing	Repairs & Maintenance To update Members on the approach and effectiveness of repairs and improvements to the Council's housing stock, with emphasis on Travis Perkins, Non-urgent repairs and the vehicle tracking system.		
November					
Social & Health Care Overview & Scrutiny Committee	1 November 2012	Community Services	Adult Protection Report April 2011 to March 2012 To inform Members about activity and developments within Adult Safeguarding, specifically Adult Protection and Deprivation of Liberty Safeguards		
Social & Health Care Overview & Scrutiny Committee	1 November 2012	Overview and Scrutiny	Forward Work Programme		

COMMITTEE		MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Flintshire Council	County	13 November 2012	Finance	<p>Treasury Management Mid Year Update To present to Council the recommendations of the Executive of 16th October 2012 in relation to the Treasury Management Mid Year Report 2012.</p>		
Flintshire Council	County	13 November 2012	Environment	<p>Buildings of Local Interest Procedure To seek approval of the Members regarding the new procedure</p>		
Flintshire Council	County	13 November 2012	Overview and Scrutiny	<p>Overview & Scrutiny Annual Report For the Council to receive the Annual Report of the Overview & Scrutiny function for 2011/12</p>		

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Corporate Resources Overview & Scrutiny Committee	19 November 2012	Finance	Revenue Budget Monitoring 2012/13 (Month 5) To provide Members with the revenue budget monitoring information at Month 5 for the Council Fund and the Housing Revenue Account in 2012/13.		
Corporate Resources Overview & Scrutiny Committee	19 November 2012	Human Resources and Organisational Development	People Strategy To provide a final update to Scrutiny Members on the delivery of actions under the People Strategy 2009-12. To present the revised People Strategy 2012-2016		
Cabinet	20 November 2012	Chief Executive's	Regional Collaboration To review progress against the portfolio of collaborative projects adopted regionally.	Strategic	Leader of the Council and Cabinet Member for Finance
Cabinet	20 November 2012	Chief Executive's	Voluntary Sector Mid Year Review To receive an update report on the funding position and review of voluntary organisations receiving Core Funding Agreements	Strategic	Cabinet Member for Corporate Management

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Cabinet	20 November 2012	Human Resources and Organisational Development	<p>People Strategy To provide a final update to Members on the delivery of actions under the People Strategy 2009-12. To present the revised People Strategy 2012 - 2016 for Member endorsement</p>	Strategic	Cabinet Member for Corporate Management
Cabinet	20 November 2012	Community Services	<p>Draft Flintshire Local Housing Strategy To consider proposals within the Draft Local Housing Strategy attached at Appendix 1</p>	Strategic	Cabinet Member for Housing
Cabinet	20 November 2012	Chief Executive's	<p>Green Dragon - Environmental Management Standard To receive and endorse the status report of the Green Dragon Environmental Management Standard</p>	Strategic	Cabinet Member for Corporate Management

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Cabinet	20 November 2012	Finance	Provisional Settlement 2013/14 & Budget Update To provide details of the Provisional Welsh Local Government Settlement 2013/14.	Strategic	Leader of the Council and Cabinet Member for Finance
Cabinet	20 November 2012	Environment	Review of the Council's Waste Strategy To review the Council's Waste Strategy, including its performance regarding collections, following consideration by full Council in March.	Strategic	Cabinet Member for Public Protection, Waste & Recycling
Cabinet	20 November 2012	Environment	Streetscene Review To review the Streetscene Service six months after the launch of the service.	Strategic	Cabinet Member for Public Protection, Waste & Recycling
Cabinet	20 November 2012	Environment	Flood Risk Management Strategy To advise Members of the need to develop Flood Risk Management Strategy for Flintshire.	Strategic	Deputy Leader of the Council and Cabinet Member for Environment

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Cabinet	20 November 2012	Environment	Green-Space Strategy To present the Green-space Strategy for approval.	Strategic	Deputy Leader of the Council and Cabinet Member for Environment
Cabinet	20 November 2012	ICT and Customer Services	Procurement Update To provide an update on the work being undertaken nationally, regionally and locally to improve procurement practices, develop professional capacity and deliver efficiency savings.	Strategic	Cabinet Member for Corporate Management
Cabinet	20 November 2012	Environment	Civil Parking Enforcement	Operational	Deputy Leader of the Council and Cabinet Member for Environment
Cabinet	20 November 2012	Finance	Council Tax Base for 2013-14 To approve the Council Tax Base for the financial year 2013-14.	Operational	Leader of the Council and Cabinet Member for Finance

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Cabinet	20 November 2012	Finance	Revenue Budget Monitoring 2012/13 (Month 5) To provide Members with the revenue budget monitoring information at Month 5 for the Council Fund and the Housing Revenue Account in 2012/13.	Operational	Leader of the Council and Cabinet Member for Finance
Cabinet	20 November 2012	Finance	Council Tax and Business Rate Policies 2013-14 To approve various policies for the administration of Council Tax and Business Rates for the Financial Year 2013-14.	Operational	Cllr Billy Mullin
Cabinet	20 November 2012	Finance	Corporate Debt Policy To approve the implementation of a Corporate Debt Policy.	Operational	Cabinet Member for Corporate Management
Cabinet	20 November 2012	Finance	Corporate Debt - Write Off To request authorisation to write off a single Corporate Debt	Operational	Cabinet Member for Corporate Management
Cabinet	20 November 2012	Lifelong Learning	Youth Service Review Progress Report	Operational	Cabinet Member for Education

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Cabinet	20 November 2012	Lifelong Learning	Facilities Services Review Review implementation report	Operational	Cabinet Member for Education
Cabinet	20 November 2012	Lifelong Learning	Secondary School Review Feedback from consultation	Operational	Cabinet Member for Education
Cabinet	20 November 2012	Lifelong Learning	Hawarden Amalgamation - Feedback from Consultation Feedback from Consultation	Operational	Cabinet Member for Education
Cabinet	20 November 2012	ICT and Customer Services	ICT Service Review To provide an update on progress of the ICT Service Review and seek Members approval to relevant actions.	Operational	Cabinet Member for Corporate Management
Cabinet	20 November 2012	Human Resources and Organisational Development	Workforce Information Quarter 2 - July - September 2012 To provide Cabinet Members with an update for the second quarter of 2012/13.	Operational	Cllr Billy Mullin
Environment Overview & Scrutiny Committee	21 November 2012	Environment	North Wales Residual Waste Treatment Project To receive and consider further details on the progress of the project.		

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Environment Overview & Scrutiny Committee	21 November 2012	Environment	Speed Limit Review To consider the outcome of the review together with draft proposals		
December					
Lifelong Learning Overview & Scrutiny Committee	6 December 2012	Overview and Scrutiny	Quarter 2 Performance Reports To note and consider the 2012/13 Quarter 4 service performance reports produced at the Head of Service/Divisional level under the adopted business model of the Council.		
Lifelong Learning Overview & Scrutiny Committee	6 December 2012	Lifelong Learning	School Exclusions Annual monitoring report to ensure effective mechanisms are in place for exclusions, together with appropriate levels of intervention and support.		

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Lifelong Learning Overview & Scrutiny Committee	6 December 2012	Lifelong Learning	School Balances To provide the Committee with details of closing balances held by schools at the end of the financial year.		
Audit Committee	13 March 2013	Finance	Financial Procedure Rules To present recommendations to update the Council's Financial Procedure Rules.		
Audit Committee	12 December 2012	Finance	Operational Audit Plan & Recommendation Tracking To inform Members of progress against the Operational Plan for 2012/13.	Operational	Leader of the Council and Cabinet Member for Finance
Audit Committee	12 December 2012	Finance	Treasury Management Update To provide an update on matters relating to the Council's Treasury Management Policy, Strategy and Practices 2012/13.		

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Audit Committee	12 December 2012	Finance	Management of Internal Audit To advise Members of the management arrangements for the Internal Audit Department after 31st March 2013.		
Audit Committee	12 December 2012	Finance	Investigation Progress Report To outline on-going proactive counter fraud work and reactive investigative work currently being carried out.		Leader of the Council and Cabinet Member for Finance
Audit Committee	12 December 2012	Finance	Internal Audit Progress Report To provide an update on progress against the Operational Plan for 2012/13, summarise the results of our recent work and report on Performance Indicators.		Leader of the Council and Cabinet Member for Finance
Audit Committee	12 December 2012	Finance	Risk Management Update To receive an update on Risk Management matters.		

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Corporate Resources Overview & Scrutiny Committee	13 December 2012	Finance	Capital Programme 2012/13 (Month 6) To provide Members with the latest capital programme information for 2012/13.		
Social & Health Care Overview & Scrutiny Committee	17 December 2012	Overview and Scrutiny	Forward Work Programme		
Cabinet	18 December 2012	Lifelong Learning	CCTV Regional Report Progress on feasibility of a Regional CCTV Service for North Wales	Strategic	Cabinet Member for Education
Cabinet	18 December 2012	Finance	Capital Programme 2012/13 (Month 6) To provide Members with the latest capital programme information for 2012/13.	Operational	Leader of the Council and Cabinet Member for Finance

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Cabinet	18 December 2012	Finance	Revenue Budget Monitoring 2012/13 (Month 6) To provide Members with the Revenue Budget monitoring information at Month 6 for the Council Fund and the Housing Revenue Account in 2012/13.	Operational	Leader of the Council and Cabinet Member for Finance
Cabinet	18 December 2012	Finance	Capital Programme 2012/13 (Month 6) To provide Members with the latest capital programme information for 2012/13.	Operational	Leader of the Council and Cabinet Member for Finance
Cabinet	18 December 2012	Lifelong Learning	School Funding Formula Review Review implementation report.	Operational	Cabinet Member for Education
Cabinet	18 December 2012	Lifelong Learning	Inclusion Services Review Review implementation report for Members.	Operational	Cabinet Member for Education
Cabinet	18 December 2012	Lifelong Learning	Shotton Amalgamation - Feedback from Consultation Feedback from Consultation	Operational	Cabinet Member for Education

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Cabinet	18 December 2012	Lifelong Learning	Welsh Public Library Standards Annual Report for Members on the Standards.	Operational	Cabinet Member for Education
Cabinet	18 December 2012	Environment	Council Policy for Installing Private Vehicular Accesses on Adopted Highways To seek Member approval for the new Policy for installing vehicle accesses on adopted highways.	Operational	Deputy Leader of the Council and Cabinet Member for Environment
January					
Environment Overview & Scrutiny Committee	9 January 2013	Overview and Scrutiny	Quarter 1 Performance Reports 2012/13 To note and consider the 2012/13 Quarter 2 service performance reports produced at the Head of Service/Divisional level under the adopted business model of the Council. The reports cover the Quarter 2 period (July to September 2012).		

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Environment Overview & Scrutiny Committee	9 January 2013	Environment	Contracted Bus Services To consider proposals following the national review.		
Cabinet	22 January 2013	Environment	Council Policy for Unadopted Roads To seek Cabinet approval for the Council policy on unadopted roads.	Strategic	Deputy Leader of the Council and Cabinet Member for Environment
Cabinet	22 January 2013	Finance	Revenue Budget Monitoring 2012/13 (Month 7) To provide Members with the Revenue Budget monitoring information at Month 7 for the Council Fund and Housing Revenue Account in 2012/13.	Operational	Leader of the Council and Cabinet Member for Finance
Social & Health Care Overview & Scrutiny Committee	24 January 2013	Overview and Scrutiny	Forward Work Programme To consider the Forward Work Programme of the Social		
Flintshire County Council	29 January 2013	Finance	Financial Procedure Rules To provide County Council with the proposed updated Financial Procedure Rules (FRS) following the annual review.		

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Audit Committee	30 January 2013	Finance	Treasury Management Update and Policy & Strategy Statement 2013/14 To present the 2013/14 draft Treasury Management Policy and Strategy Statement for review prior to recommendation to Executive.		
Audit Committee	30 January 2013	Legal and Democratic Services	Annual Update of Code of Corporate Governance Annual update of the Code of Corporate Governance	All Report Types	
February					
Cabinet	19 February 2013	Finance	Council Fund Revenue Budget 2013/14 To propose the Council Fund Revenue Budget for 2013/14.	Strategic	Leader of the Council and Cabinet Member for Finance

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Cabinet	19 February 2013	Environment	Review of the Council's Policy on Highway Safety Inspections - Intervention Criteria and Response Times To seek Member approval for the new policy on highway inspections.	Strategic	Deputy Leader of the Council and Cabinet Member for Environment
Cabinet	19 February 2013	Finance	Revenue Budget Monitoring 2012/13 (Month 8) To provide Members with the Revenue Budget monitoring information at Month 8 for the Council Fund and the Housing Revenue Account in 2012/13.	Operational	Leader of the Council and Cabinet Member for Finance
Cabinet	19 February 2013	Finance	Treasury Management Policy & Strategy Statement 2013/14 To present to Members the Treasury Management Policy Statement for 2013/14 for approval to Council.	Operational	Leader of the Council and Cabinet Member for Finance

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Cabinet	19 February 2013	Human Resources and Organisational Development	Early Retirement Summary - July - December 2012 To provide Cabinet Members with a summary of Early Retirements approved and implemented for the period July - December 2012, including details of associated costs to the Council.	Operational	Cllr Billy Mullin
Cabinet	19 February 2013	Human Resources and Organisational Development	Workforce Information Quarter 3 - October - December 2012 To provide Cabinet Members with an update for the third quarter of 2012/13.	Operational	Cllr Billy Mullin
March					
Flintshire County Council	1 March 2013	Finance	Treasury Management Policy & Strategy Statement 2013/14 To present to Council the recommendations of the Executive in relation to the Treasury Management Policy Statement for 2013/14.		

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Environment Overview & Scrutiny Committee	6 March 2013	Environment	North Wales Residual Waste Treatment Project To receive and consider further details on the progress of the project.		
Audit Committee	13 March 2013	Finance	Treasury Management Update To provide an update on matters relating to the Council's Treasury Management Policy, Strategy and Practices 2012/13.		
Audit Committee	13 March 2013	Finance	Financial Procedure Rules To provide Audit Committee with the proposed updated Financial Procedure Rules (FRS) following the annual review.		
Cabinet	19 March 2013	ICT and Customer Services	ICT STRATEGY UPDATE To provide an update on progress with the implementation of the Corporate Information and Communications Technology [ICT] Strategy.	Strategic	Cllr Neville Phillips

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Cabinet	19 March 2013	Finance	Revenue Budget Monitoring 2012/13 (Month 9) To provide Members with the Revenue Budget monitoring information at Month 9 for the Council Fund and the Housing Revenue Account in 2012/13.	Operational	Leader of the Council and Cabinet Member for Finance
Cabinet	19 March 2013	Finance	Capital Programme 2012/13 (Month 9) To provide Members with the latest Capital Programme information for 2012/13.	Operational	Leader of the Council and Cabinet Member for Finance

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