

Public Document Pack

Gareth Owens LL.B Barrister/Bargyfreithiwr
Chief Officer (Governance)
Prif Swyddog (Llywodraethu)



To: Cllr Aaron Shotton (Leader)

CS/NG

Councillors: Bernie Attridge, Chris Bithell,
Helen Brown, Derek Butler, Christine Jones,
Kevin Jones and Billy Mullin

15 April 2015

Nicola Gittins 01352 702345
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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, 21ST APRIL, 2015** at **9.30 AM** to consider the following items.

Yours faithfully

Democracy & Governance Manager

AGENDA

- 1 **APOLOGIES**
- 2 **DECLARATIONS OF INTEREST**
- 3 **MINUTES** (Pages 7 - 18)
To confirm as a correct record the minutes of the last meeting.

TO CONSIDER THE FOLLOWING REPORTS

STRATEGIC REPORTS

4 **NEW CUSTOMER SERVICES POLICY** (Pages 19 - 36)

Report of Chief Officer (Governance) - Cabinet Member for Corporate Management

5 **FLINTSHIRE PARKING STRATEGIES** (Pages 37 - 196)

Report of Chief Officer (Streetscene and Transportation) - Deputy Leader of the Council and Cabinet Member for Environment

6 **WASTE COLLECTION POLICY** (Pages 197 - 222)

Report of Chief Officer (Streetscene and Transportation) - Cabinet Member for Waste Strategy, Public Protection and Leisure

7 **STREETLIGHTING POLICY** (Pages 223 - 240)

Report of Chief Officer (Streetscene and Transportation) - Deputy Leader of the Council and Cabinet Member for Environment

8 **GRASS CUTTING POLICY** (Pages 241 - 250)

Report of Chief Officer (Streetscene and Transportation) - Deputy Leader of the Council and Cabinet Member for Environment

9 **SCHOOL STANDARDS & ORGANISATION ACT 2013** (Pages 251 - 254)

Report of Chief Officer (Education and Youth) - Cabinet Member for Education

OPERATIONAL REPORTS

10 **REVENUE BUDGET MONITORING 2014/15 (MONTH 10)** (Pages 255 - 284)

Report of Corporate Finance Manager - Leader of the Council and Cabinet Member for Finance

- 11 **HOUSING BENEFIT OVERPAYMENT POLICY** (Pages 285 - 302)
- Report of Chief Officer (Community and Enterprise) - Cabinet Member for Corporate Management
- 12 **DISCRETIONARY HOUSING PAYMENT POLICY** (Pages 303 - 314)
- Report of Chief Officer (Community and Enterprise) - Cabinet Member for Corporate Management
- 13 **MOBILE HOMES SITE (WALES) ACT 2013** (Pages 315 - 318)
- Report of Chief Officer (Planning and Environment) - Cabinet Member for Waste Strategy, Public Protection and Leisure
- 14 **WASTE TRANSFER STATION AND BIOMASS PRODUCTION/STORAGE AREA IN GREENFIELD** (Pages 319 - 324)
- Report of Chief Officer (Streetscene and Transportation) - Cabinet Member for Waste Strategy, Public Protection and Leisure
- 15 **NORTH WALES REGIONAL SCHOOL IMPROVEMENT SERVICE (GWE) - CHANGES TO CONSTITUTIONAL ARRANGEMENTS** (Pages 325 - 334)
- Report of Chief Officer (Education and Youth) - Cabinet Member for Education
- 16 **COMMUNITY REVIEW - FLINT MOUNTAIN** (Pages 335 - 352)
- Report of Chief Officer (Governance) - Cabinet Member for Corporate Management
- 17 **WEBCASTING OF MEMBER MEETINGS** (Pages 353 - 374)
- Report of Chief Officer (Governance) - Cabinet Member for Corporate Management
- 18 **TWELFTH ANNUAL REPORT OF THE FLINTSHIRE LOCAL ACCESS FORUM - 2013/14** (Pages 375 - 392)
- Report of Chief Officer (Governance) - Leader of the Council and Cabinet Member for Finance

19 **EXERCISE OF DELEGATED POWERS** (Pages 393 - 396)

Report of the Chief Executive enclosed.

FORWARD WORK PROGRAMME - COUNTY COUNCIL, CABINET, AUDIT AND OVERVIEW & SCRUTINY - FOR INFORMATION

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

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

The report contains exempt information under paragraph 14 of Part 4 of Schedule 12A of the Local Government Act 1972 as it contains financial or business affairs of Euticals. The public interest in maintaining the exemption outweighs the public interest in disclosing the information.

20 **FORMER EUTICALS SITE, SANDYCROFT** (Pages 427 - 448)

Report of Chief Executive - Cabinet Member for Waste Strategy, Public Protection and Leisure

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CABINET **17 MARCH 2015**

Minutes of the meeting of the Cabinet of Flintshire County Council held at County Hall, Mold on Tuesday, 17 March 2015

PRESENT: Councillor Aaron Shotton (Chair)

Councillors: Bernie Attridge, Chris Bithell, Helen Brown, Derek Butler, Christine Jones and Kevin Jones

APOLOGY:

Councillor: Billy Mullin

IN ATTENDANCE:

Chief Executive, Chief Officer (Community and Enterprise), Chief Officer (Education and Youth), Chief Officer (Governance), Chief Officer (Organisational Change), Chief Officer (Planning and Environment), Chief Officer (Streetscene and Transportation), Corporate Finance Manager and Team Manager – Committee Services

ALSO PRESENT:

Councillors: Veronica Gay, Ron Hampson, Dave Mackie, Tim Newhouse and David Roney

132. DECLARATIONS OF INTEREST

Councillors Helen Brown, Kevin Jones, Derek Butler, Aaron Shotton and Christine Jones declared personal interests in agenda item number 17 – School Admission Arrangements, as they were school governors.

133. MINUTES

The minutes of the meeting held on 17 February 2015 had been circulated with the agenda.

RESOLVED:

That the minutes be approved as a correct record.

134. VARIATION IN ORDER OF BUSINESS

The Leader and Cabinet Member for Finance explained that agenda item number 5, Annual Improvement Report and the Corporate Assessment Report of the Auditor General for Wales for Flintshire, would be considered first.

135. ANNUAL IMPROVEMENT REPORT AND THE CORPORATE ASSESSMENT REPORT OF THE AUDITOR GENERAL FOR WALES FOR FLINTSHIRE

The Leader and Cabinet Member for Finance introduced the Annual Improvement Report of the Auditor General which incorporated the first Corporate Assessment, and the Council's executive response.

The Chief Executive explained that the report would be considered by the Audit Committee the following day and Corporate Resources Overview and Scrutiny Committee on 16 April 2015.

Mr Huw Lloyd-Jones from the Wales Audit Office (WAO) was welcomed to the meeting and was invited to provide an overview of the key points detailed in the Annual Improvement Report and the Corporate Assessment.

It was noted overall that the Auditor General concluded that the Council's track record suggested that it was likely to respond positively to the internal and external challenges it faced and make arrangements to secure continuous improvement for 2015-16.

The Auditor General had not made any statutory recommendations with which the Council must comply. Instead, seven advisory proposals for improvement were made, which were detailed in the report.

The Cabinet Member for Waste Strategy, Public Protection and Leisure asked if levels of ambition were reduced due to the financial pressures on local government, would that be considered as negative by the WAO. Mr Lloyd-Jones said if the Council provided details on the decision making that had taken place, and the reasons why a target could not be met, it would not be.

The Cabinet Member for Education commented on the reference to budgetary control for out-of-county placements and said this was a volatile area and new placements into the County could not be predicted.

The Chief Executive re-iterated that there were no new statutory recommendations. The seven advisory proposals for improvement were already well advanced and he presented the detailed action plan for adoption.

The Leader and Cabinet Member for Finance said the Council was proud to receive a positive Annual Improvement Report and Corporate Assessment Report, particularly following the challenges the organisation had faced.

RESOLVED:

That the Annual Improvement Report be accepted and the response attached for consideration with the Audit Committee and the Corporate Resources Overview and Scrutiny Committee be adopted.

136. WELSH GOVERNMENT WHITE PAPER: DEVOLUTION, DEMOCRACY AND DELIVERY – REFORMING LOCAL GOVERNMENT: POWER TO THE PEOPLE

The Leader and Cabinet Member for Finance introduced the report and invited an outline Cabinet response to the Welsh Government (WG) White Paper to inform the debate at County Council on 14 April 2015.

The report provided and initial commentary on the White Paper and Cabinet Members agreed that the debate should take place at County Council, based on that initial commentary.

RESOLVED:

That an outline response, based on the points made in 3.01 of the report, be provided to Council on 14 April 2015 for debate. Council will then pass a resolution on the formal consultation response to be made to Welsh Government.

137. QUARTER 3 IMPROVEMENT PLAN MONITORING REPORT

The Leader and Cabinet Member for Finance introduced the Quarter 3 Improvement Plan monitoring reports for the period October to December 2014.

The Chief Executive explained that the monitoring reports gave an explanation of the progress being made towards the delivery of the impacts set out in the Improvement Plan, with narrative supported by measures which evidenced achievement.

RESOLVED:

- (a) That the action taken to manage delivery of the Improvement Priority impacts be noted; and
- (b) That the following be noted:
 - The levels of progress and confidence in the achievement of key activities which seek to deliver the impacts of the Improvement Plan;
 - The performance against improvement plan measures and the predicted level of performance for year end; and
 - The current (net) risk levels and trend for the risks identified in the Improvement Plan and the arrangements to control them.

138. MEDIUM TERM PLANS FOR LIBRARY AND CONNECTS SERVICES

The Cabinet Member for Education provided details of the future plans for library and Connects Services which included proposals for the development of a new library and Connects in two new locations.

The Council was facing the challenge of delivering services within reduced resources and plans of how to ensure an effective and sustainable network, with a maximum of 70% of current resources, was being considered. The report outlined the significant proposals to change the library network that would provide the best chance of ensuring an effective and sustainable network of library services.

There was a recognition that modern libraries needed to be situated in places that would have maximum footfall and the main library hubs for the future were proposed to be situated in Connah's Quay, Mold, Buckley, Flint and Holywell. In addition, the major attraction of Deeside Leisure Centre provided an opportunity for co-locating a library in a facility with major footfall that could serve three communities:

Queensferry, Mancot and Hawarden. The demand for the smaller libraries in Mynydd Isa, Saltney and Hope had reduced significantly and the management of the library buildings and provision of services in those locations was not sustainable. However, the community asset transfer scheme, developed by the Council, gave communities an opportunity to take on those assets.

It was proposed that plans for linking library and Connects developments be made at Mold and Buckley.

Broughton was a community with a growing population and there was a potential to provide some library services if integrated with another provision, such as Connects and it was proposed that a Connects Lite Service be developed.

The table in the report provided details of a medium term plan for library and Connects provision that had the best chance of providing effective and sustainable provision. The plan could be implemented in stages and at each stage it was critical to consult with communities prior to final consideration of any proposal, with details of the dates and key stages being outlined.

The Leader and Cabinet Member for Finance highlighted the budget savings local authorities were required to make and this report provided a statement of intent, with a formal decision to be taken by Cabinet following consultation with local communities and Overview and Scrutiny.

The Deputy Leader and Cabinet Member for Environment expressed the importance of communication with local Members during the consideration of plans such as this, which was accepted.

The Cabinet Member for Housing welcomed the report and said it was about saving services for local communities through alternative delivery.

RESOLVED:

- (a) That developing an effective and sustainable network of libraries and Connects Services based on 6 hub locations in Connah's Quay, Mold, Flint, Buckley, Holywell and Deeside Leisure Centre be committed to;
- (b) That the proposals for the development of a new hub library at Deeside Leisure Centre with services from Hawarden, Mancot and Queensferry libraries being re-located to the new library, as outlined in the report, be consulted on;
- (c) That new Connects services in Mold and Buckley located within the libraries be developed; and
- (d) That specific communities during 2015 be engaged with to:
 - Assess the feasibility of a community asset transfer in Mynydd Isa, Saltney and Hope libraries; and
 - Explore the potential of a community library and some Connects service provision in a community managed building in Broughton

139. FLINTSHIRE'S STRATEGIC HOUSING AND REGENERATION PROGRAMME (SHARP) UPDATE

The Cabinet Member for Housing provided an update on Flintshire's Strategic Housing and Regeneration Programme (SHARP), which sought approval to progress the next key stages of the procurement to appoint a development partner.

Six potential bidders completed and returned a Pre-Qualification Questionnaire (PQQ), with four bidders being invited to participate in the tender process. Details of those bidders were provided in the report, with Cabinet considering a report on 19 May to select the preferred bidder.

Full details of the housing delivery programme, funding solutions, community benefits and proposed timetable revisions were contained in the report.

RESOLVED:

That the following be approved:

- Inclusion of new indicative sites as part of the Programme and further prioritisation;
- Prudential borrowing as the 'preferred approach' for Council units;
- Leaseback as the 'preferred approach' for funding affordable to rent units in Chapel Street, Flint;
- Incorporation of the CITB for the Council to achieve CITB accredited employer status; and
- The new timescale to allow incorporation of the above elements

140. RENEWABLE ENERGY 10 YEAR ACTION PLAN

The Deputy Leader and Cabinet Member for Environment provided an update on the development of a 10 year Renewable Energy action plan, the reasoning for the plan and specific actions to commence the process of identifying and subsequently developing suitable sites, where approved by Cabinet.

The County owned a number of "brownfield" sites and once identified, these would be among the first to be assessed for their suitability for renewable energy generation. One of the most promising being the opportunity to identify suitable land holdings to plant trees which would provide an ongoing supply of biomass for as long as the woodland was maintained and looked after.

There were also large amounts of waste wood collected at Council Civil Amenity Sites which had the potential to be used to provide power generation and be used to heat and light County buildings.

Timing was critical to maximise the financial benefits to the Council. Approval of the Renewable Energy action plan would be a good step in the right direction and would enable suitable sites to be identified and submitted to future Cabinet meetings for approval. It was anticipated that proposals for some potential schemes may be sufficiently developed to be submitted to Cabinet in April 2015 for consideration.

Cabinet Members welcomed the report which would see an enhanced environment and a reduction in fossil fuels and carbon emissions. They also welcomed future reports to Cabinet with the identification of possible sites.

RESOLVED:

- (a) That the “Large Scale Renewable Energy Action Plan” attached to the report be approved;
- (b) That the undertaking of a public consultation exercise, to gain public support/comment to the aims and objectives and to provide feedback that can help shape the Renewable Energy Action plan in future be approved; and
- (c) That investigating ways of utilising the waste wood collected at Flintshire County Council C.A. sites, as a potential fuel, be approved.

141. FORMAL RESPONSE TO THE DRAFT NATIONAL TRANSPORT PLAN

The Deputy Leader and Cabinet Member for Environment provided details of the Council’s response to the Welsh Government’s (WG) consultation documentation for the Draft National Transport Plan (NTP).

The Taith Board had agreed to provide a regional response to the Draft NTP which was agreed at a meeting on 13 February 2015. In addition to the regional response, Flintshire County Council had prepared an individual County response, given its geographical position as one of the gateway authorities to North Wales.

The response detailed the Councils view on the national transport priorities required to address the increasing local demands brought about by large scale development and the future proposed economic growth in the County and the North Wales region. A summary of the key issues and transport priorities Flintshire provided in its consultation response were detailed in the report.

Members commented on the importance of the responses made by the Council, in particular the need for an upgraded interchange at Broughton to serve Broughton Retail Park and Airbus and to provide access to the Trunk Road Network, and the potential trunking of the A548.

RESOLVED:

That Flintshire County Council’s response to the Draft National Transport Plan be noted.

142. REVENUE BUDGET MONITORING 2014/15 (MONTH 9)

The Leader and Cabinet Member for Finance introduced the latest revenue budget monitoring information for 2014/15 for the Council Fund and Housing Revenue Account based on actual income and expenditure as at Month 9 and projected forward to year-end based on the most up to date information available.

The Corporate Finance Manager explained that the year-end position, as estimated at Month 9 was:

Council Fund

- Net in year expenditure forecast to be £1.978m lower than budget
- Projected contingency reserve balance at 31 March of £4.919m

Housing Revenue Account

- Net in year expenditure forecast to be £0.304m less than budget
- Projected closing balance as at 31 March 2015 of £1.470m

The table in the report showed the projected position by portfolio which reflected the Council's new Operating Model, and showed a projected in year expenditure to be £1.978m less than budget.

The report provided details on the significant budget movement between Month 8 and Month 9, corporate and functional efficiencies, workforce efficiencies, inflation, monitoring budget assumptions and risks and changes to previously reported risks.

On un-earmarked reserves and current projected outturn, the projected balance on the contingency reserve at 31 March 2015 was £4.919m, full details of which were contained in Appendix 4 to the report.

The position at Month 9 on the Housing Revenue Account (HRA) was an overall projected underspend of £0.304m and a projected closing balance of £1.470m, which at 4.89% of total expenditure satisfied the prudent approach of ensuring a minimum level of 3%. Appendix 5 to the report provided details of the reasons for significant variances.

RESOLVED:

- (a) That the report be noted;
- (b) That the projected Council Fund contingency sum as at 31 March 2015 be noted; and
- (c) Note the projected final level of balances on the Housing Revenue Account.

143. CAPITAL PROGRAMME 2014/15 (MONTH 9)

The Corporate Finance Manager provided Members with the Month 9 (end of December) capital programme information for 2014/15.

Changes to the programme since approval of the budget, with cumulative information relating to each programme area, was provided in Appendix A and summarised in the report.

Early Identified Rollover of £2.225m had been identified which reflected reviewed spending plan across all programme areas and those committed amounts

had been identified as now required to meet the cost of programme works in 2015/16.

Actual expenditure at the end of September (Month 9) across the whole of the programme was £23.037m. The breakdown of expenditure was analysed in the table in the report, along with the percentage spend against budget, which showed that 54.04% of the budget had been spent across the programme (County Fund 51.84% and Housing Revenue Account (HRA) 64.58%).

RESOLVED:

- (a) That the report be noted and approved; and
- (b) That the rollover adjustments in paragraph 3.05.2 of the report be approved.

144. COMMUNITY CHEST GRANT FUNDING

The Leader and Cabinet Member for Finance provided details of the new procedures for payment of Grants to Third Sector Organisations from the Council's Community Chest Fund.

Members of the Voluntary Sector Grants Panel had agreed that in future its role would be transferred to the Flintshire Local Voluntary Council (FLVC) who with one Councillor and one Officer would make recommendations on Grants to the Chief Executive.

The Leader's Scheme of Delegation of Executive Functions contained in the Constitution would need to be updated to reflect transferring the work of the Voluntary Sector Grants Panel to the FLVC supported by one Member and one Officer and there was also a need for the Leader or Cabinet to appoint the Flintshire Member to form part of the new arrangements. The Leader and Cabinet Member for Finance suggested Councillor David Wisinger, who was Chair of the existing Panel, as the Member to serve on the Panel which was supported.

RESOLVED:

- (a) That the applications for funding by Third Sector Organisations from the Council's Community Chest Fund be processed by Flintshire Local Voluntary Council (FLVC);
- (b) That decisions on funding be made by the Chief Executive after considering recommendations from a Panel comprising two representatives of FLVC together with a Member and an Officer of the Council; and
- (c) That Councillor David Wisinger be the Member to serve on the new Panel.

145. THE FUTURE OF THE RIGHT TO BUY AND RIGHT TO ACQUIRE

The Deputy Leader and Cabinet Member for Environment provided details on the Welsh Government (WG) consultation currently open concerning the Right to Buy

and Right to Acquire and sought support for the proposed response to the consultation.

Social housing tenants had the ability to purchase their homes under the Right to Buy for Council tenants, or the Right to Acquire for tenants of a Registered Social Landlord (RSL).

The Right to Buy Scheme in Wales gave tenants a discount of up to £16,000 on the market value of their home and the longer the person had been a tenant, the greater discount they could receive up to the maximum limit.

During the last 5 years the Council had sold 33 properties under the Right to Buy, generating a capital receipt of £549,325 from the 25% it was permitted to retain once the remainder had been returned to the treasury. The capital receipt was a one off payment the Council received. By comparison the 33 sold properties reduced income to the Council by £132,000 each year.

There was currently a provision for councils to apply to WG to suspend the Right to Buy in specific areas for an initial five years and an application would be submitted over the coming months for that suspension, given that there was an intention to build 200 new Council homes over the next 5 years.

RESOLVED:

- (a) That the Welsh Government consultation currently open concerning the Right to Buy and the Right to Acquire be noted; and
- (b) That Flintshire County Council respond positively to the consultation and supports early implementation of the reduction to the discount, followed by the ending of the Right to Buy and Right to Acquire.

146. HOUSING ACT 2014 (WALES) – HOMELESSNESS AND POWER TO APPLY THE TEST OF INTENTIONALITY

The Cabinet Member for Housing introduced the report which explained the powers of applying the test of intentionality.

From April 2015 local housing authorities would be able to disregard the assessment of whether an applicant, approaching the authority as homeless, had been responsible for the actions that resulted in the loss of their previous accommodation.

Under regulation 78 of the Housing (Wales) Act 2014, rather than be under a legal duty to do an assessment, the Council would have the power to decide whether it applied the intentionality test for any category of homeless applicant.

The Welsh Government (WG) had recognised that disregarding the homelessness intentionality test was a significant decision for a local housing authority to take and could have financial implications. Therefore, it would be prudent for the authority to maintain the use of the homelessness intentionality test.

RESOLVED:

That following implementation of the Housing Act 2014 (Wales), the Authority should still have regard to the homelessness intentionality test and this will be reviewed regularly.

147. ENFORCEMENT OF THE ENVIRONMENTAL POWERS UNDER THE ANTI-SOCIAL BEHAVIOUR, CRIME AND POLICING ACT 2014

The Cabinet Member for Waste Strategy, Public Protection and Leisure introduced the report which provided details on the enforcement of the environmental powers under the Anti-Social Behaviour, Crime and Policing Act 2014.

The implications of the new legislation has been considered by the Environment Overview and Scrutiny Committee in January 2015 and as a result, the Housing Department's Anti-Social Behaviour Policy had been amended to accommodate those changes.

The reforms set out in Parts 1-6 of the Act were intended to ensure that officers had effective powers that were quick, practical and easy to use to provide better protection to victims and communities and act as a deterrent to perpetrators. 19 existing powers were replaced with six more flexible ones.

Two of the new powers that had been conferred upon local authorities were the Community Protection Notice and the Public Space Protection Order (PSPO). Full details of both powers were provided in the report.

In order that the powers were exercised it was recommended that the Chief Officer (Planning and Environment) and the Chief Officer (Community and Enterprise) be given delegated authority to authorise the appropriate officers to undertake those duties.

Also, as the PSPO was solely a local authority power, delegated authority was recommended for the Chief Constable of North Wales Police to discharge the enforcement powers to police officers.

RESOLVED:

- (a) That the Chief Officer (Planning and Environment) and the Chief Officer (Community and Enterprise) be given delegated authority to authorise officers to serve Community Protection Notices and Fixed Penalty Notices in the event of a breach, in accordance with the Anti-Social Behaviour, Crime and Policing Act 2014;
- (b) That the Chief Officer (Planning and Environment) be given delegated authority to designate and approve Public Space Protection Orders on behalf of Flintshire County Council, and authorise officers to enforce identified prohibited activities in areas designated by such orders, in accordance with the Anti-Social Behaviour, Crime and Policing Act 2014;

- (c) That power to enforce PSPO's be delegated to the Chief Constable of North Wales Police to discharge the enforcement powers to police officers; and
- (d) That the new tools and powers available to social landlords, and the amendments made to the Housing Anti-Social Behaviour Policy to enable the Council to make effective use of legislation, be supported.

148. SCHOOL ADMISSION ARRANGEMENTS 2016/17

The Cabinet Member for Education provided details of the outcome of the statutory consultation exercise on the school admission arrangements for September 2016.

There were no changes proposed to the current admissions policy or oversubscription criteria. The policy supported the principle of pupils attending their nearest school and following consultation with Headteachers, there were also no changes proposed to any admission numbers.

RESOLVED:

That the admission arrangements for 2016/17 be approved.

149. WORKFORCE INFORMATION REPORT – QUARTER 3 2014/15

The Leader and Cabinet Member for Finance introduced the report which provided an update on the third quarter for 2014/15 and covered the following areas:

- Headcount and full time equivalent
- Organisational age profile
- Employee turnover and stability
- Attendance
- Performance appraisals and development
- Resource management
- Equality and diversity

The Deputy Leader and Cabinet Member for Environment said the new dashboard style of reporting had been well received at Corporate Resources Overview and Scrutiny Committee.

RESOLVED:

That the Workforce Information Report for Quarter 3 be noted.

150. EXERCISE OF DELEGATED POWERS

An information report on the actions taken under delegated powers was submitted. The actions were as set out below:-

Organisational Change

- **Alternative Delivery Models – Investment Requirements**

The provision of specialist commercial and technical support to assist in the delivery of Alternative Delivery Models (ADM). Essentially the delivery of commercial and cultural change support such as finance, human resources, procurement, legal and governance

Children’s Services

- **Action for Children Exemption**

To advise Members of the intention to exempt Action for Children from the formal OJEU procurement rules. To request Members support for this action to be taken forward. Action for Children are a well-respected National Charity who have been providing services in Flintshire for over 10 years. They provide two main services to vulnerable children and young people and their families living in Flintshire.

Flintshire is required to ensure that we are fair and equitable in carrying out the procurement process. The current value of the two contracts with Action for Children is £517,206. Due to this high value the OJEU procurement rules would be followed. However these services fall within Part B social care exemption category of the procurement rules which enables us to negotiate with the current provider for efficiencies to be saved over the next 3-5 years during the lifetime of a further contract.

151. MEMBERS OF THE PRESS AND PUBLIC IN ATTENDANCE

There was one member of the press in attendance.

(The meeting commenced at 9.30am and ended at 12.15am)

.....
Chairman

FLINTSHIRE COUNTY COUNCIL

REPORT TO: **CABINET**

DATE: **TUESDAY, 21 APRIL 2015**

REPORT BY: **CHIEF OFFICER (COMMUNITY & ENTERPRISE)**

SUBJECT: **NEW CUSTOMER SERVICE POLICY**

1.00 **PURPOSE OF REPORT**

1.01 To seek Member approval for the introduction of a new Customer Service policy.

2.00 **BACKGROUND**

2.01 The Council is committed to ensuring that customer service excellence is an integral part of the planning, resourcing, and delivery of all services. A Customer Service policy has been produced with the underlying principle that the Council is here when customers need us.

2.02 The new policy provides a commitment to customers that when they access Council services they will receive consistently excellent standards of customer service. The policy has been designed in three parts which cover customer expectations, the workforce and customer service standards.

2.03 Although the policy has been revised and some standards are similar to those in the previous policy, there is an emphasis on digital, reflecting the change in the way that customers deal with the Council and recognising the advances in technology.

2.04 The standards set out in the policy are the minimum that customers can expect from the Council; individual services may produce additional service specific standards or targets that are more relevant to the service they provide or the customers they serve.

3.00 **CONSIDERATIONS**

3.01 A draft Customer Service policy was considered by the Corporate Resources Overview and Scrutiny Committee on 11 December, 2014 and no issues were raised except for minor changes which were taken in to consideration and the draft policy amended.

3.02 A four week public consultation followed between February – March, 2015 but take-up was disappointing (only 19 responses were received). However, from this feedback the policy is well received with a few suggestions on how we can enhance the guiding principles set out in the policy:

- Taking ownership; *customers should not be passed around individuals, enquiry details should be recorded and a response provided when the answer is known.*
- Acting promptly; *employees should be effective in listening, acting and responding to enquiries thus avoiding customers having to make repeated telephone calls.*
- Taking action; *enquiries should be followed up and customers should receive a response (email to reduce costs).*
- Welsh language; *the quality of services should be the same in both English and Welsh.*

3.03 Customer Services will be responsible for monitoring implementation of the new Customer Service policy and reporting to Chief Officers in relation to portfolio performance.

4.00 RECOMMENDATIONS

4.01 Cabinet is asked to approve the revised Customer Services policy

5.00 FINANCIAL IMPLICATIONS

5.01 None.

6.00 ANTI POVERTY IMPACT

6.01 None.

7.00 ENVIRONMENTAL IMPACT

7.01 None.

8.00 EQUALITIES IMPACT

8.01 None.

9.00 PERSONNEL IMPLICATIONS

9.01 Internal consultation has been undertaken via InfoNet.

9.02 The new Customer Service policy will be published on InfoNet and all relevant training will be reviewed and updated e.g. Corporate Induction, Complaints Awareness training.

10.00 CONSULTATION REQUIRED

10.01 None.

11.00 CONSULTATION UNDERTAKEN

11.01 The new policy has been considered by Chief Officers followed by consultation at Corporate Resources Overview and Scrutiny Committee on 11 December 2014.

11.02 During a four week public consultation period between February – March, 2015 employees were also invited to provide their feedback on the new policy.

12.00 APPENDICES

12.01 The final Customer Service policy.

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

Contact Officer: Denise Naylor
Customer Services Manager
Telephone: 70 2421
Email: denise.naylor@flintshire.gov.uk

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Customer Service Policy

A Modern & Efficient Council: Improving Customer Service

Preface

This policy consists of three parts:

Part 1 – Commitment to Customers

The first part of this policy is designed for customers. It advises customers what to expect when contacting Flintshire County Council and the standard of customer service they can expect to receive.

Part 2 – Guidance for our Workforce

The second part of this policy is designed for the workforce and describes how employees can contribute to delivering consistently excellent standards of customer service across all sections of our diverse community.

Part 3 – Customer Service Standards

The final part of this policy sets out Flintshire County Council's customer services standards which are promoted throughout the organisation e.g. at Flintshire Connects Centres, libraries, receptions, online.

Customer Service Policy - Part One

Commitment to customers

1.0 Policy Statement

Flintshire County Council is committed to ensuring that customer service excellence is an integral part of the planning, resourcing, and delivery of all services. When customers access Council services they will receive consistently excellent standards of customer service and this policy will ensure that all sections of our diverse community are able to access services. The policy recognises development in technology and the opportunities for customers to contact the Council and access services digitally.

Whilst this policy is concerned with service standards the Council has a specific policy for dealing with compliments, concerns and complaints which is available via the website www.flintshire.gov.uk or from the Customer Services Team (contact details included in this document). The Compliments, Concerns and Complaints Policy guides customers through the processes for passing on a compliment about a service, expressing a concern or suggestion about a service and when a customer is dissatisfied with a service, the process to follow to make a complaint.

1.1 Guiding principles

When customers contact the Council, we will:

- Identify ourselves;
- Be helpful and courteous;
- Be professional and positive;
- Be well informed, so that we are able to help;
- Be effective in listening and responding;
- Be fair and support individual needs.

1.2 Why we need customer service standards

This policy outlines the Council's approach to customer service and related issues. The standards set out in this policy are the minimum that customers can expect from the Council as a starting point; individual services may produce additional service specific standards or targets that are more relevant to the services they provide or the customers they serve.

Wherever possible the Council will respond to customer enquiries at the first point of contact. Individual service areas will develop mechanisms for monitoring and reporting performance to ensure this is achieved.

Customer service standards set out the Council's expectations for its employees to ensure that the Council remains a modern and efficient customer-focussed organisation. In particular, these standards define a corporate framework for the achievement of excellent customer service which will:

- Ensure that all customers, whether they are residents or visitors receive the same consistent, high standards of customer service;
- Ensure that customer service is an integral part of the planning, resourcing, and delivery of all Council services;
- Enable the Council to achieve its corporate key priorities, as set out in the Council's Improvement Plan 2012 - 2017.

1.3 Contacting Flintshire County Council

The Council encourages customers to contact the Council through digital channels such as the website and mobile app. These access channels continue to develop, and will make contact with the Council simple and efficient. The Council recognises that digital access does not suit everyone so customers can contact the Council through various channels.

Digital

- ✓ We will acknowledge correspondence (e.g. e-mails, website enquiries and Tweets) within 24 hours (Monday – Friday);
- ✓ We will respond to digital correspondence as quickly as possible;
- ✓ We will guarantee a response within 10 working days;
- ✓ We will respond in the language and format of the original communication

Telephone

- ✓ We will answer telephone calls within 30 seconds;
- ✓ We will deal with telephone calls in English or Welsh. Where there is no Welsh speaker available appropriate arrangements will be put in place to enable customers to deal with the Council in the Welsh language;
- ✓ We will offer access to an alternative system (e.g. language translation services) if customers have additional requirements

Face to Face

- ✓ We will greet customers within 5 minutes of their arrival at a council building / event;
- ✓ We welcome customers to speak in English or Welsh and where there is no Welsh speaker available we will make alternative arrangements.
- ✓ We will offer an appointment where this may be more appropriate, responsive or efficient;
- ✓ We will make arrangements for customers who have specific requirements e.g. interpretation service, British Sign Language.

Letter

- ✓ We will respond to letters within 10 working days of receipt;
- ✓ We will respond to the correspondence in the language of the original communication;

- ✓ We will meet the needs of customers with visual impairment, through the use of Braille, large print or other specialist services.

1.4 Measuring success

This policy is backed up by Customer Service Standards (Part Three); over time, customers will be involved in setting and monitoring these standards. The Council, will develop ways of engaging with customers and encouraging customer feedback. Performance will be monitored through self-assessment, comparison with other organisations, customer satisfaction rating and feedback and recommendations following external inspections. This wealth of customer insight will help to establish what the Council is doing well and what it can do to improve.

Reports showing performance against the targets set for each standard will be reported to the Council's Cabinet and Scrutiny Committees for their consideration.

1.5 What we expect from our customers

In times of trouble or distress, some people may act out of character when accessing Council services. There may have been upsetting or distressing circumstances leading up to a customer contacting the Council. The Council believes that all customers have the right to be heard, understood and respected. However, the Council also believes that employees have the same rights. We, therefore, expect customers to be polite and courteous in all dealings with the Council. The Council will not tolerate aggressive or abusive behaviour, unreasonable demands or unreasonable persistence; this includes any threat, abuse or harassment towards employees on social media (e.g. Facebook, Twitter) which will be reported to the police. Any threat of physical violence will always be reported to the police.

Customer Service Policy – Part 2

Guidance for our workforce

2.0 Development of the Customer Service policy

In developing the Customer Service policy the Council has sought to:

- Set standards which are user friendly, customer focused and measurable;
- Clearly state how employees should behave when dealing with customers;
- Set performance targets which can be reviewed regularly;
- Give consideration to legislation, good practice and national standards;
- Ensure employees are equipped to deliver services taking into account equality and diversity so that all members of our diverse community can access services in their preferred way e.g.
 - A service can be delivered in Welsh or English according to the customer's preference;
 - Translation/interpretation can be arranged when languages other than Welsh or English are used;
 - Customers with sensory impairments can be assisted through their chosen medium, such as Braille or British Sign Language;
 - Customers with a learning disability will be offered clear and simple advice and instructions, sensitively provided.

2.1 Customers

Our customers are all the people we come into contact with in connection with the Council's work; this includes people who live in, work in or visit the area, and people acting on behalf of people who live in the area. The customers of some services will be employees, local

businesses and partner organisations. Many customers of the Council receive their service from other providers on behalf of the Council. Where services are procured and funded by the Council, those commissioning the service must ensure that the provider can deliver customer service which is broadly in line with this policy.

2.2 What customers want

Customers access Council services through various channels including digital (e.g. website, e-mail, social media) telephone, face to face, letter, application forms, etc. Whatever the channel, customers want accessible, efficient and responsive services and the Council must strive to meet these demands. The Council, will respond to the needs of customers in terms of access and recognise that one method will not suit everyone.

Customers want their dealings with the council to be efficient and that they receive their desired outcome. To meet this the Council must attempt to deal with customer enquiries at the first point of contact and ensure mechanisms are in place for monitoring and measuring performance against desired outcomes.

2.3 Customer service and its importance

Improving customer service is a key priority for the Council and means:

- **Providing quality services in a friendly, efficient and helpful way;** we will continually strive to improve services by ensuring excellent communication and a positive attitude towards customers;
- **Treating each person as an individual** – respect for diversity and, in turn, having the flexibility to adapt behaviour and actions in a way that is appropriate for the individual;
- **Treating people with dignity, respect and courtesy;** generally customers will request a service from the Council but in some

instances the Council may need to be involved with people when this is not welcomed; in all cases, customers have a right to be treated with dignity, respect and courtesy;

- **Offering choices where possible;**
- **Giving information about what is available,** and providing an explanation if a service is not available.

2.4 General principles when dealing with customers

When dealing with customers, whether using the telephone, digital services (e.g. e-mail, Twitter, Facebook), face to face or via letter:

- Identify and address any specific requirements with sensitivity, tact and diplomacy;
- Record customer contact details accurately;
- Ensure that the nature of the customer's enquiry is understood clearly;
- Resolve enquiries at first contact where possible;
- Respond to the correspondence in English or Welsh to match the original communication;
- Keep the lines of communication open with customers and keep them informed.

2.5 Digital

- Acknowledge digital correspondence (e.g. e-mails, website enquiries and Tweets) within 24 hours (Monday – Friday);
- Respond to digital correspondence as soon as possible but no longer than 10 working days of receipt;
- Respond to the correspondence in English or Welsh to match the original communication;
- All outgoing council e-mails will include the standard bilingual signatory template giving contact details of the author;
- E-mail 'Out of Office' messages will be enabled at times of absence giving return dates and alternative contact details;

- Encourage customers to deal with the Council through the use of digital services.

2.6 Telephone

- Answer the telephone within 30 seconds;
- Greet the customer in a polite and courteous manner, giving your name;
- Give a bi-lingual greeting to external callers;
- Welcome customers to speak in English or Welsh and where there is no Welsh speaker available make alternative arrangements (e.g. transfer to a Welsh speaking colleague);
- Where a customer has a hearing impairment offer access to an alternative system e.g. SMS text, BT Text Relay;
- Give your full attention to the customer;
- Take ownership of the call, resolving the customer's enquiry wherever possible;
- When taking a call for a colleague, use an effective message taking system and make sure the customer is called back;
- End the call with a thank you and confirm with the customer the outcome.

2.7 Use of Voicemail

- Only use voicemail to ensure that telephone calls do not go unanswered;
- Use voicemail only for short periods or specific purposes;
- Ensure recorded messages are audible, accurate, and appropriate and where possible, provide alternative contact details;
- Give the caller an option to leave a message in English or Welsh;
- Respond to all messages within 24 hours or the next working day if the message is left over a weekend or Bank Holiday (this includes messages referred to you from colleagues);
- Regularly check for messages and update your voicemail message;

2.8 Face to Face contact – this covers personal callers with or without appointments, contact with customers at events, meetings out and about and site visits.

- Give clear instructions about the location of the face to face contact;
- Greet customers within 5 minutes of their arrival at a council building / event;
- Greet the customer in a polite and courteous manner;
- Give your full attention to the customer;
- In designated customer access areas, provide a bilingual service or clearly indicate access to a Welsh speaking colleague;
- Keep the customer informed of the length of time they are likely to wait to see the person they need;
- Offer an appointment where this may be more appropriate, responsive or efficient;
- When a customer has specific requirements, find out what they need and aim to provide it;
- When a customer needs to communicate in a language other than English or Welsh, make arrangements to provide an interpretation service;
- When discussing personal information, always arrange to do so in a confidential environment.

2.9 Personal calls to customers – this covers visits to customers' homes / properties.

- Wherever possible or appropriate make visits by prior arrangement with the customer, clearly stating the purpose of the visit;
- Keep customers informed of any changes to the visit arrangements;
- Establish the customer's language, communication and other specific requirements prior to the visit and make arrangements to meet these;

- Carry your identify card at all times and show it to each customer before entering the property;
- Encourage customers to check your identity with the Council, for example by telephoning;
- Follow policies and guidelines on Lone Working for your safety;
- Use tact and courtesy as a visitor in another person's home, treating their property with respect;
- Close the visit by explaining the next steps, and leave written information where possible;
- Follow up your commitment to the customer with action.

2.10 Written communication

- Respond to all written communication within 10 working days of receipt;
- Respond to the correspondence in English or Welsh to match the original communication;
- There may be occasions when a full response cannot be given within the timescale. This is unavoidable but there is still a requirement to keep the customer informed by making contact or sending a holding response. This can give an expected date for a full response or give the reason why a full response cannot be given;
- Ensure the presentation of all written correspondence is easy to understand (plain English, Cymraeg Clir), professional and accurate;
- Include a contact name and telephone number, together with any other information needed (e.g. reference number) to assist the customer;
- Meet the needs of people with visual impairment, through the use of Braille, large print or other specialist services.

2.11 Compliments, concerns and complaints

- Be open to receiving feedback from customers and where appropriate use this feedback to improve services;
- Pass comments and suggestions on to your manager, if they may improve the service;
- Ensure compliments are recorded and shared with colleagues;
- Be aware of the Council's procedure for dealing with compliments, concerns and complaints;
- Aim to resolve all concerns raised by customers immediately and informally wherever possible;
- If informal resolution is not successful, tell the customer they can make a formal complaint, and help them to do so;
- In the case of a serious complaint, tell your manager.

2.12 Service Standards

Most Flintshire County Council services have established standards and regularly report on these. This Customer Service Policy document provides the guiding principles for setting these standards to assist in establishing a consistent approach to customer service across the organisation.

2.13 Performance Management

The delivery of excellent customer service and application of these standards rests with council employees and performance against these standards will be assessed through annual employee appraisals.

2.14 Further information

Customer Services Team, Flintshire County Council, County Hall,
Mold, Flintshire CH7 6NG.

www.flintshire.gov.uk or www.sirymflint.gov.uk

e-mail: customerservices@flintshire.gov.uk

tel: 01352 703020

Customer Service Policy – Part 3

Customer Service Standards



Customer Service Standards; Our Commitment to You

We will:

- ✓ Identify ourselves, be helpful and courteous
- ✓ Be professional and positive
- ✓ Be well informed, so that we are able to help you
- ✓ Be effective in listening and responding to you
- ✓ Be fair and support your individual needs

We will set targets to ensure that we...

- ✓ Acknowledge digital enquiries within 24 hours*
- ✓ Answer your telephone call within 30 seconds
- ✓ Answer your query at the first point of contact and if this is not possible arrange for someone who can help to contact you promptly
- ✓ Respond to your enquiry within 10 working days of receipt

We also...

- ✓ Expect you to continue to treat our workforce with respect and consideration
- ✓ Welcome your feedback to help improve our services

*Monday – Friday

FLINTSHIRE COUNTY COUNCIL

REPORT TO: **CABINET**

DATE: **TUESDAY, 21 APRIL 2015**

REPORT BY: **CHIEF OFFICER (STREETSCENE AND TRANSPORTATION)**

SUBJECT: **FLINTSHIRE COUNTY COUNCILS CAR PARKING STRATEGY**

1.00 PURPOSE OF REPORT

- 1.01 To seek Cabinet approval of the Councils Car Parking Strategy and the introduction of parking charges at all viable town car parks within the ownership of the Council.
- 1.02 To seek Cabinet approval to introduce a workplace and visitor parking permit scheme at specific Council office facilities where staff parking overlaps with the local parking strategy.
- 1.03 To seek Cabinet approval on the level of charge for the issue of residents parking permits associated with local residents parking schemes

2.00 BACKGROUND

- 2.01 Parking management and appropriate enforcement are key tools in managing the highway network and supporting the effective movement of traffic. There are numerous examples of conflict between town centre visitors and residential parking areas where previously ineffective management has led to congestion and consequential delays to road users
- 2.02 Council Civil Parking Enforcement was introduced in Flintshire in October 2013 and through effective on-street enforcement many vehicles have now been displaced to off street car parks. In order to maintain the vibrancy and vitality of the towns in Flintshire, it is essential to also effectively manage off street parking.
- 2.03 In addition, a number of Council car parks in local towns are utilised by car sharing groups, with vehicles being left for long periods whilst the owners commute to other areas of the North West of England. This activity utilises available capacity and results in a lack of space for shoppers and visitors to the towns. Car park charging has proved to be an effective mechanism elsewhere to encourage commuters to utilise the car parks on the periphery of the town, leaving town centre proximity spaces for short stay shoppers and visitors.

2.04 Staff and visitors parking in Mold (County Hall) and Flint offices currently utilise car parks which are designated within the local car park management areas and therefore parking permits will be required by both staff and Council members who work or regularly visit these buildings.

3.00 **CONSIDERATIONS**

3.01 After considering the feedback received during the open public consultation period and at the member workshops, the proposed parking management arrangements will be applied only in towns where the total number of available Council owned parking spaces exceeds 50 spaces

3.02 Parking charges will therefore apply in the following towns across the County

- Flint
- Holywell
- Mold
- Buckley
- Connah's Quay
- Queensferry
- Shotton

3.03 Talacre will also be included in the car park management arrangements because of local concerns regarding parking and the impact it has on the local community and businesses.

3.04 An overarching Council Parking Strategy has been developed to capture the fundamental principles that will be applied in the individual town parking strategies. **Appendix 1.**

3.05 Where possible a single and consistent charging level will apply at each car park and a Council wide summary charging sheet lists the charging bands that will apply in each town, depending on the nature and classification of the car parks available there – **Appendix 2.** The charges will be reviewed annually by the Chief Officer (Streetscene and Transportation) after consultation with the Cabinet Member for Environment

3.06 In order to develop local parking strategies, a full assessment of the current parking availability (within the ownership of the County) compared to the local demand for parking has been completed for each town. Each study considered the levels of demand and the optimum car parking provision to be provided i.e. Short stay or Long stay provision. It also defines the status (and therefore the appropriate charging regime) for each car park. The local parking strategies are shown in **Appendix 3, 4 and 5.**

- 3.07 The proposed car parking charges will be introduced in a phased manner in each town across the County as detailed on the attached programme. **Appendix 6.**
- 3.08 An integral part of introducing off street parking charges is a review of the existing highway Traffic Regulation Orders (TRO's) to ensure the consequences of vehicle displacement within the local community are considered. Any additions or extensions to existing TRO's, required as a result of the introduction of parking charges, will be detailed within each of the local parking strategies.
- 3.09 In addition, the introduction of car park charges will impact on the availability of local on-road parking spaces for residents. To overcome this issue, effective residents parking schemes will be required in some areas of the County. Each local parking strategy will therefore contain details of any local resident parking schemes which may be required as a result of the new proposals.
- 3.10 The programme to introduce both the revised TRO's and the resident parking schemes will be prioritised and delivered to coincide with the introduction of parking charges, if necessary in a particular town. The outcomes to the pilot residents parking scheme (which is currently being trialled in the Mold area), will also be taken into account in the introduction of any of the proposed residents parking schemes.
- 3.11 Based on the information gained from the pilot it has been assessed that the cost of delivering the residents parking scheme can be recovered through a charge for each residents parking permit of £25 per annum (per car) in 2015 – 16. Second and subsequent permits can be purchased at the same rate, for use in restricted on-street parking areas (subject to availability) and for use in named off street parking facilities, subject to the vehicle being registered to properties within the affected area. The charge will be reviewed annually by the Chief Officer (Streetscene and Transportation) after consultation with the Cabinet Member for Environment.
- 3.12 As previously stated the introduction of the parking charges in both Flint and Mold will require that the associated staff and visitor car parks in those areas are considered under the umbrella of the local parking strategy. This will therefore necessitate the introduction of an affordable and equitable parking permit scheme for the staff that work at these facilities and use the Council car parks.
- 3.13 Following a period of staff consultation and discussions with the Trades Unions, the original proposed charging arrangements for parking permits have been modified to provide parity with the town centre car parks and to take account of the main concerns raised by both parties.

- 3.14 The cost of a parking permit will be equivalent to that provided to non Council staff at the public commuter car parks (currently £100 per annum) with a zero permit charge applying to those staff employed on salaries at or below the nationally recognised living wage and to any modern apprentices employed by the Council. Senior staff would continue to be offered designated spaces at a premium rate and in line with current charging arrangements.
- 3.15 In common with other town car parks there will be no charge for evening parking in Mold however a contribution towards the cost of car park maintenance will be raised through a levy applied to all theatre tickets sales in Clwyd Theatr Cymru.
- 3.16 Where car parking charges are introduced in a town or area that are above the County wide base level, a contribution to the local T&CC equivalent to 10% of the net difference between base level and actual charge level will be provided to the T&CC to invest in the community – subject to the national guidelines for the expenditure of car parking income by a public body.
- 3.17 Enforcement of the new arrangements will be carried out by officers based in the Streetscene and Transportation portfolio. The new officers will take on the combined enforcement role including enforcing any environmental issues (dog fouling and littering etc) which may occur across the County.
- 3.18 Two all Member workshops were held in March 2015 in order to consider the car parking management proposals and make recommendations to the appropriate Scrutiny Committee. Where it has been possible and affordable within the business case, the feedback from the workshops have been included into the final proposals and a full list of the comments made and the action identified are included as the attachments to this report - **Appendix 7**
- 3.19 The workshops particularly considered the following aspects of the proposals and the new Policy reflects the majority recommendations and comments received at the workshops
- Application of charges on Sunday and Bank Holidays
 - Charges and provision for motorcycles
 - Daily charging periods
 - T&CC contribution levels
- 3.20 An open public consultation exercise has been undertaken on the proposals and a summary of the feedback received is shown in **Appendix 8**.
- 3.21 The Environment and Overview Scrutiny Committee considered the new Policy at a committee meeting held in April 2015. A verbal report on the outcome from the committee meeting will be supplied at the

Cabinet meeting

4.00 RECOMMENDATIONS

- 4.01 That Cabinet approves the County Parking Strategy - **Appendix 1**.
- 4.02 That Cabinet approves the Council wide charging sheet which lists the proposed charging bands (**Appendix 2**) and provides delegated authority to the Chief Officer (Streetscene and Transportation) following consultation with the Cabinet Member for Environment, to review the charging arrangements applied at each car park on an annual basis.
- 4.03 That Cabinet approves the introduction of car parking permit schemes at County Hall and Flint to allow staff to utilise the car parks within the local parking strategies
- 4.04 That Cabinet approves the proposals to make a contribution to any T&CC with car parking charges above the base rate as highlighted in the Council wide summary charging sheet - detailed in paragraph 3.16 of this report
- 4.05 That Cabinet approves the proposed charge for the residents parking permit and the continued rollout of the residents parking scheme if required by the local parking strategy.
- 4.06 That Cabinet grants delegated authority to the Chief Officer (Streetscene and Transportation), following consultation with the Cabinet Member for Environment, to review the proposed charge for residents parking permits an annual basis.

5.00 FINANCIAL IMPLICATIONS

- 5.01 The introduction of charging and increased management in the nominated car parks will incur initial capital cost however it is predicted that revenue will cover these costs in year 1 and provide £382k of the projected £400k income level projected in the 2015-16 Business Planning proposals. (**Appendix 9**).
- 5.02 The removal of Caergwrle and Hawarden car parks from the previous proposals will reduce income levels by approximately £18k per annum

6.00 ANTI POVERTY IMPACT

- 6.01 None as a direct result of this report.

7.00 ENVIRONMENTAL IMPACT

- 7.01 Enhanced parking controls throughout the authority should promote proximity spaces for short stay users and where practical encourage

the use of public transport or car sharing, thereby resulting in a positive environmental impact.

8.00 EQUALITIES IMPACT

8.01 The proposed strategy will reduce the present inequality in the parking provision throughout the individual towns in the County. There are no plans to introduce charges for disabled car users at Council car parks in designated disabled parking bays.

9.00 PERSONNEL IMPLICATIONS

9.01 The business case includes the provision of Enforcement Officers as proposals will increase the number of sites requiring enforcement.

10.00 CONSULTATION REQUIRED

10.01 Statutory consultation will be required prior to the introduction of local TRO's and resident parking schemes

11.00 CONSULTATION UNDERTAKEN

- 11.01 Trade Unions regarding workplace and visitor charging
- 11.02 Cabinet Member for Environment.
- 11.03 All Member workshops which included representatives from Town and
- 11.04 Community Councils
- 11.05 Public consultation exercise (9 March to 29 March).

12.00 APPENDICES

- 12.01 Appendix 1 – Countywide Parking Strategy
- 12.02 Appendix 2 – Council wide summary document listing the County wide charging bands
- 12.03 Appendix 3,4 and 5 - Individual Parking strategy for each Town or Community area
- 12.04 Appendix 6 – Programme of introduction
- 12.05 Appendix 7 - Feedback from workshops
- 12.06 Appendix 8 – Feedback from public consultation exercise
- 12.07 Appendix 9 – Financial Model and projected income from individual car parks

LOCAL GOVERNMENT (ACCESS TO INFORMATION ACT) 1985 BACKGROUND DOCUMENTS

Contact Officer: Stephen Jones
Telephone: 01352 704700
Email: Stephen.o.jones@flintshire.gov.uk

FLINTSHIRE

Parking Strategy

2015



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OVERVIEW

Civil Parking Enforcement was introduced in Flintshire in October 2013, and through effective enforcement many vehicles have been displaced to off street car parks, in order to maintain the vibrancy and vitality of a community/town it is essential to effectively manage off street parking usage.

Parking measures and enforcement are key tools in managing an effective highway network, in support of the effective movement of traffic. There are numerous conflicts between town centre visitor and residential parking where previously ineffective management of these areas has led to congestion. Pay and Display parking is a good parking tool which, through the use of appropriate charging, encourages the commuters to the car parks on the periphery of the centre, whilst promoting proximity spaces for short stay.

The introduction of Civil Parking Enforcement has resulted in more effective management of on-street parking, which has had a positive impact on the movement of traffic in town centres.

Flintshire has 48 public off-street car parks which are subject to car park management, of which 6 car parks are controlled through pay and display, 1 car park is a 'permit holders only' car park, 1 car park is a free short stay car park and 40 car parks are free of charge. All facilities are still subject to a Parking Order; vehicles must be parked wholly in a lined bay and if parked in a disabled bay the vehicle must be displaying a valid disability badge (all car parks are clearly signed with their conditions of use).

This project is designed to replicate the benefits already realised across more areas of the authority, through introducing more effective management of on and off street parking resources through the expansion of pay and display across numerous sites throughout Flintshire, considering levels of demand and vibrancy of each area. The concept would be adapted to suit the needs of all local communities at all viable car parks, for example which offer a parking facility of 50 spaces or more.

This project will deliver;

- A summary of each parking facility and a contextual strategy for each area.
- Review existing Traffic Regulation / Parking Orders and determine the need to introduce new ones.
- A pricing strategy which will need to reflect the attractiveness, vibrancy and needs of the community / town.
- Strategies for each substantive area will also suggest the most appropriate areas which should be considered for future residential parking schemes, specifically where

there is demand and a conflict with off street Pay and Display measures and on street restrictions.

- Introduction of a workplace charging scheme.

Each local strategy will look to;

- prioritise the needs of disabled people, local residents, businesses and their customers
- promote more sustainable travel choices through the availability and effective costing of car parking, where demand is identified in support of the highway network
- where appropriate discourage the use of central parking spaces for long stay and seek to maximise the availability of short stay spaces
- retain long stay parking places and offer competitively priced permits
- ensure all on and off street restrictions are effectively enforced and the impact on surrounding residential areas minimised
- identify areas where on-street restrictions need amendment or where new restrictions are required to alleviate identified issues or risks
- identify areas where residential parking schemes may be required in the future, accounting from feedback of the initial pilot scheme.

The benefits of effective and efficient enforcement of both on and off street areas are many and varied;

- a co-ordinated and locally accountable parking enforcement service across Flintshire in support of an effective and efficient highway network
- ability to keep roads clear of vehicles parked in contravention of a restriction, which create safety and obstruction issues. In doing so, this can reduce traffic delays, improve the reliability of bus services, enhance the environment for pedestrians and cyclists and provide easier access for emergency vehicles
- increased turnover of short-stay spaces and encouragement for the appropriate use of long-stay spaces through better enforcement which can result in less circulating traffic and help support the vitality and vibrancy of community / town centres
- residents' parking schemes are able to be introduced in the knowledge that they will be effectively enforced
- improved enforcement helps 'Blue Badge' holders by ensuring that dedicated spaces are not used inappropriately
- more reliable access to designated loading bays and facilities for deliveries, assisting local businesses.

CURRENT DEVELOPMENTS

A new car park has been designed and constructed in Talacre at Gamfa Wen Car Park, management of this facility will take effect from April 2015. This car park is for seasonal use only (April to September) and controlled through the use of a barrier (to be opened and closed at the start of each day) and will be subject to charging through the use of pay and display machines.

When Civil Parking Enforcement was introduced Mold was the only town which opted to retain charging, and has recently undergone a 12 month review of processes and tariff which has also incorporated options for the future.

All off street income generated from charging will be re-invested within the Streetscene and Transportation budgets to enhance associated transport infrastructure.

This proposed strategy document will outline the overall policy in relation to operation and detail the individual proposal for managing off street parking within each community / town also considering any improvements to on-street parking and the identification of areas that may be subject to residential parking going forward.

Currently in Mold, a Residential Parking Scheme is being consulted on with residents residing in Gladstone Street, Water Street, Stanley Street and Chapel Street.

On the following page is a list of all areas where it is proposed to further expand charging.

Facilities where it is proposed to further expand charging:

Area	Car Park	Number of spaces (including disabled provision)	
Buckley	Bistre Avenue	35	
	Precinct	140	
	Black Horse	22	
	Argoed Road	17	
	Brunswick Road	55	
Connah's Quay	Maude Street	40	
	Somerfield / Council Offices	274	
Flint	Allt Goch	88	
	Bolingbroke Heights	41	(8 currently marked as residential)
	Feather Street	21	
	Pavillion Leisure Centre	92	
	Railway Station	70	
	Richard Heights	58	(6 currently marked as residential)
	Swan Street	68	
Holywell	Bevans Yard	17	
	Plas yn Dre	24	
	Somerfield	99	
	Leisure Centre	44	
	Station Road	5	
	Halkyn Street	tbc	

Continued overleaf.....

Area	Car Park	Number of spaces (including disabled provision)
Mold	County Hall	1014
Queensferry	Station Road	76
	Pierce Street	23
Shotton	Alexandra Street (P&R)	26
	Ash Grove	59
	King George Street	46
	Charmleys Lane	46
	Plymouth Street	19
TOTAL SPACES		2519

PARKING STRATEGY

Fundamental to any parking strategy is the need for efficient parking enforcement. This is to ensure that on-street parking supply is managed effectively, to prevent inappropriate parking that could cause congestion and increase dangers for other road users, and to ensure proper management of off-street car parks and time limited on-street parking.

- *Road Traffic Regulation Act 1984*
 - Provides powers under which Councils are able to provide and manage off street car parks. The use of the Council's car parks is regulated by orders permissible under the Act. It also provides powers for the Highway Authority to make Traffic Regulation Orders for the control and regulation of traffic and parking on the highway.
- *Road Traffic Act 1991 (Decriminalised Parking Enforcement)*
 - Introduced to address the increase in illegal parking (growing car ownership and use) and fears that police resources would not be able to accommodate the increased demand for enforcement.
- *Traffic Management Act 2004 (Civil Parking Enforcement)*
 - Imposes a Statutory duty on Local Authorities to reduce the cause of congestion and disruption by controlling parking and the highway network as a whole.
 - Part 6 of the Traffic Management Act provides a single framework to make regulations for the civil enforcement of parking and waiting restrictions, bus lanes (where appropriate) and some moving traffic offences.

Parking enforcement is a highly emotive and contentious subject. The Council has committed to provide a service which is consistent, fair and equitable, and one which operates in a transparent manner.

Flintshire County Council is one of 10 authorities that utilises the resources of the Wales Penalty Processing Partnership in administrating all standard payments, representations and challenges arising from Penalty Charge Notices issued by the authority.

MAIN PRINCIPLES

Off-street public parking:

- Short-stay parking (up to two hours) will be prioritised on sites within an acceptable walking distance of shopping and commercial centres to ensure adequate accessibility
- Short stay only parking will have a 1 hour prohibited return from the expiry of the parking ticket.
- Longer-stay parking will be prioritised on sites further away from shopping and commercial centres
- Long stay commuter parking will be reduced where good sustainable transport alternatives exist
- Disabled bay misuse and abuse will not be tolerated, all bays will be enforced outside of any charging period set.
- 'Out of bay' parking will not be tolerated, all car parks will be enforced outside of any charging period set.

On-street parking

- The Authority will provide on street, limited waiting parking facilities where it is considered safe to do so without undue interference with moving traffic, residents, businesses and other urban objectives.
- On residential roads, priority will be given to meeting residents' parking needs

Parking charges

Recommended parking charges (on and off-street) will be set for each community / town taking account of the following factors:

- the service role and popularity of the centre / demand for parking
- the utilisation of existing parking spaces
- the availability of sustainable transport modes
- parking charges in neighbouring areas
- the convenience and quality of parking locations

Short Stay Parking

The Authority will give priority to and manage the provision of short stay parking where viable, as:

- Short stay visitors to the town centre are less likely to travel at peak periods i.e. contributing to reduced congestion; improved performance of the road network.
- Short stay parking generates a high turnover of spaces allowing more visitors to be accommodated per space.
- Availability of short stay spaces is essential to maintaining the commercial viability of the town and community centres.

Long Stay Parking

The Authority will manage the provision of long stay parking in the town centres through effective pricing to encourage the use of more sustainable transport. Also by a system of differential charging to promote the use of peripheral car parks where such parking is to be accommodated:

- Commuters travel at peak periods and are a major contributor to congestion of the highway network.
- Commuter parking monopolises parking spaces for the entire working day.
- Transport objectives may be achieved more easily through parking policy interventions aimed at the commuter. It is more practical, for example, for the commuter to change their travel patterns than it is to continually expand the road network and parking stock.
- Long stay parking provision in connection with bus or rail commuter travel is supported in order to reduce the level of dependency on the motorcar as a means of commuting to work.
- Contract parking: contracts will be made available on selected car parks for regular long stay customers, made available at competitive rates.
- Support the reallocation of long-stay parking either by redevelopment for other uses or reallocation to short or variable stay, where justified by provision of park and ride sites or improvements in public transport accessibility (where applicable).

Disabled Parking Provision

This Authority will prioritise the needs of those people who have no choice but to use the car to access essential services:

- Improve the quality and provision of disabled parking in off street car parks in accordance with Equality Act requirements. Local conditions and demand are also considered in determining the volume and location of spaces to be provided.
- Free parking will be offered to Blue Badge holders when parking in a disabled bay only, on the condition that a valid Blue Badge is exhibited. Parking in non disabled bays will require a valid ticket to be purchased and displayed

Parking Enforcement

The council employs teams of enforcement officers to patrol the streets and car parks. These officers have the responsibility for issuing Penalty Charge Notices to vehicles which have been observed parked in contravention of the Order in place. All officers have clear guidelines to work to and are committed to provide a service which is consistent, fair and equitable and one which operates in a transparent manner.

Income from the payment of PCNs is used to finance the operational costs of the council's parking service.

Residents Parking

Flintshire will prioritise the parking needs of residents in areas, which are affected by non-residential parking, or are likely to be affected as a result of this strategy. Potential sites will be identified and considered as possible residents' on-street parking schemes going forward, all will aim to:

- balance the conflicting demands for kerb space.
- manage the displacement of parking.
- develop robust and fair policies as the available kerb space in many areas will not be sufficient to cater for all demands from residents and other users.

These residential parking schemes will offer a permit which covers the full 24 hour period, including Saturdays and Sundays.

The Councils Residents Parking Policy is available on the Councils website www.flintshire.gov.uk/en/PDFFiles/Roads-and-Travel/Policy-for-resident-parking-schemes.pdf.

Off Street Car Parks

All off street car parks where Pay and Display charging is in place, will be clearly signed within the car park and detailed on the Council's website.

It is the motorist's responsibility when entering the parking place to adhere to the regulations in place, failure to do so may result in a Penalty Charge Notice being issued.

The authority is not responsible for any damage to or theft from cars whilst parked in the car parks; all users park at the own risk.

Where possible, the authority also intends to turn off all lights in car parks, between the hours of 24:00 to 05:00.

Workplace Charging

The introduction of effective parking management; workplace and visitor charging, will clarify the restrictions in place for all employees, visitors and contractors to adhere. In turn this should encourage the use of public transport and/or car sharing, where possible.

All employees would be expected to use an affordable permit system (chargeable per year, pro rata). Visitors will be expected to pay through the use of Pay and Display machines

Permits

Flintshire will offer at a cost a number of different permits, these permits will be car park specific (non transferable amongst other car parks or vehicles);

Seasonal Permits – will be offered in long stay car parks only, they will be chargeable per year pro rata per vehicle, the cost will be calculated at 200 days of the long stay tariff. The permit is valid for one vehicle only and would not guarantee that a space will be available for use. Should the car park be full or the permit holder used a different car park, the conditions of that car park would have to be adhered to and the appropriate fee paid.

Only 20% of bays in each long stay car park will be available for the issuing of permits; permits will be issued on a first come, first served basis. All other requests will be held on a waiting list.

Specified Permits – will be offered in permit holders only car parks. This permit purchases a bay, and is only valid for that specific bay, it would not be acceptable to park in an alternative bay and vehicles observed doing so would be subject to a Penalty Charge Notice if observed.

Off Street Residential Permits – will be offered to residents living within the immediate vicinity of the car park; who do not have adequate on street parking provision. The cost of this permit will be the same as the cost of the on street residential permit. All permit

requests must provide proof of residency at the address and that of the vehicle; utility bill and log book.

Only 20% of bays in each long stay car park will be available for the issuing of permits; permits will be issued on a first come, first served basis. All other requests will be held on a waiting list.

Workplace Permits – will be offered to all staff and Councillors working or regularly visiting specific sites where associated staff and visitor parking forms part of the local strategy. These permits will be chargeable per year pro rata per vehicle. The permit is valid for one vehicle only and would not guarantee that a space will be available for use.

The cost of a parking permit will be equivalent to that provided to non Council staff at the public commuter car parks with a zero permit charge applying to those staff employed on salaries at or below the nationally recognised living wage and to any modern apprentices employed by the Council. Senior staff would continue to be offered designated spaces at a premium rate and in line with current arrangements.

Misuse of any of the aforementioned permits could result in the permit being recalled (non refundable).

All users parking if observed parked in contravention of the permit or car park would be subject to Penalty Charge Notice.

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Town	CURRENT Tariff	Car Parks	Structure	NEW Tariff	Hours of Operation
Buckley	No charge	Black Horse Brunswick Road	Short Stay ONLY 1 hour prohibited return from expiry of parking ticket	20p for up to 2hrs	Monday to Saturday 08:00 to 17:00
	No charge	Argoed Road Precinct Way Bistre Avenue	Long Stay	20p for up to 2hrs 50p for up to 4hrs £1.00 for all day	Monday to Saturday 08:00 to 17:00
	No charge	Lane End Coppa View	n/a	No charge	n/a
Connah's Quay	No Charge	Maude Street Somerfield	Long Stay	20p for up to 2hrs 50p for up to 4hrs £1.00 All day	Monday to Saturday 08:00 to 17:00
	No charge	Millennium Cycleway Dock Road Dock Road Layby	n/a	No charge	Monday to Saturday 08:00 to 17:00
Flint	No charge	Pavilion Leisure Centre Allt Goch Bolingbroke Heights Richard Heights	Long Stay	20p for up to 2hrs 50p for up to 4hrs £1.00 for all ay	Monday to Saturday 08:00 to 17:00
	No charge	Feather Street	Short Stay ONLY 1 hour prohibited return from expiry of parking ticket	20p for up to 2hrs	Monday to Saturday 08:00 to 17:00
	No charge	Swan Street	Short to Medium Stay	20p for up to 2hrs 50p for up to 4hrs	Monday to Saturday 08:00 to 17:00
	No charge	Railway Station	ONE OFF CHARGE	£2.00 for all day	Monday to Sunday (including Bank Holidays) 08:00 to 17:00
	No charge	Castle Street	n/a	No charge	n/a
Holywell	No charge	Leisure Centre	Short to Medium Stay	20p for up to 2hrs 50p for up to 4hrs	Monday to Saturday 08:00 to 17:00
	No charge	Somerfield	Short Stay ONLY 1 hour prohibited return from expiry of parking ticket	20p for up to 2hrs	Monday to Saturday 08:00 to 17:00
	No charge	Plas yn Dre Bevans Yard Tower Gardens Halkyn Road	Long Stay	20p for up to 2hrs 50p for up to 4hrs £1.00 for all day	Monday to Saturday 08:00 to 17:00
Mold	20p for up to 1 hr 40p for up to 2 hrs 60p for up to 3hrs £1.00 All day	New Street, Griffiths Square.	Long Stay DESIGNATED LONG and SHORT STAY AREAS in NEW STREET CP	50p for up to 2hrs 80p for up to 4hrs £1.00 All day	Monday to Saturday 08:00 to 17:00
	50p All day	Love Lane.	Long Stay COMMUTERS	50p All day	Monday to Saturday 08:00 to 17:00
	20p for up to 1 hr 40p for up to 2 hrs 60p for up to 3hrs £1.00 All day	King Street, Grosvenor Street, Meadow Place.	Short Stay ONLY 1 hour prohibited return from expiry of parking ticket	50p for up to 2hrs	Monday to Saturday 08:00 to 17:00
	No charge	County Hall Campus	Long Stay	20p for up to 2hrs 50p for up to 4hrs £1.00 All day	Monday to Saturday 08:00 to 17:00
Queensferry	No Charge	Pierce Street Station Road	Long Stay	20p for up to 2hrs 50p for up to 4hrs £1.00 All day	Monday to Saturday 08:00 to 17:00 Monday to Saturday
Shotton	No charge	Plymouth Street Charmleys Lane King George Street Ash Grove	Long Stay	20p for up to 2hrs 50p for up to 4hrs £1.00 All day	Monday to Saturday 08:00 to 17:00
	No charge	Alexandra Street (P&R)	ONE OFF CHARGE	£1.00 for all day	Monday to Sunday (including Bank Holidays) 08:00 to 17:00
	No charge	Bridge Street	n/a	No charge	n/a
Talacre	No charge	Gamfa Wen	ONE OFF CHARGE	£2.00 for up to 2hrs £4.00 for all day	Monday to Sunday (including Bank Holidays) Car Park will be open and closed, times to be confirmed.

Permit Prices

Long Stay Commuter Car Parks	£100.00 per year pro rata, per vehicle
Long Stay Car Parks	£200.00 per year pro rata, per vehicle
Permit Holders ONLY Car Parks	£300.00 per year pro rata, per bay
Off Street Residential Permits	£25.00 per year pro rata, per vehicle

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Buckley Parking Strategy 2015



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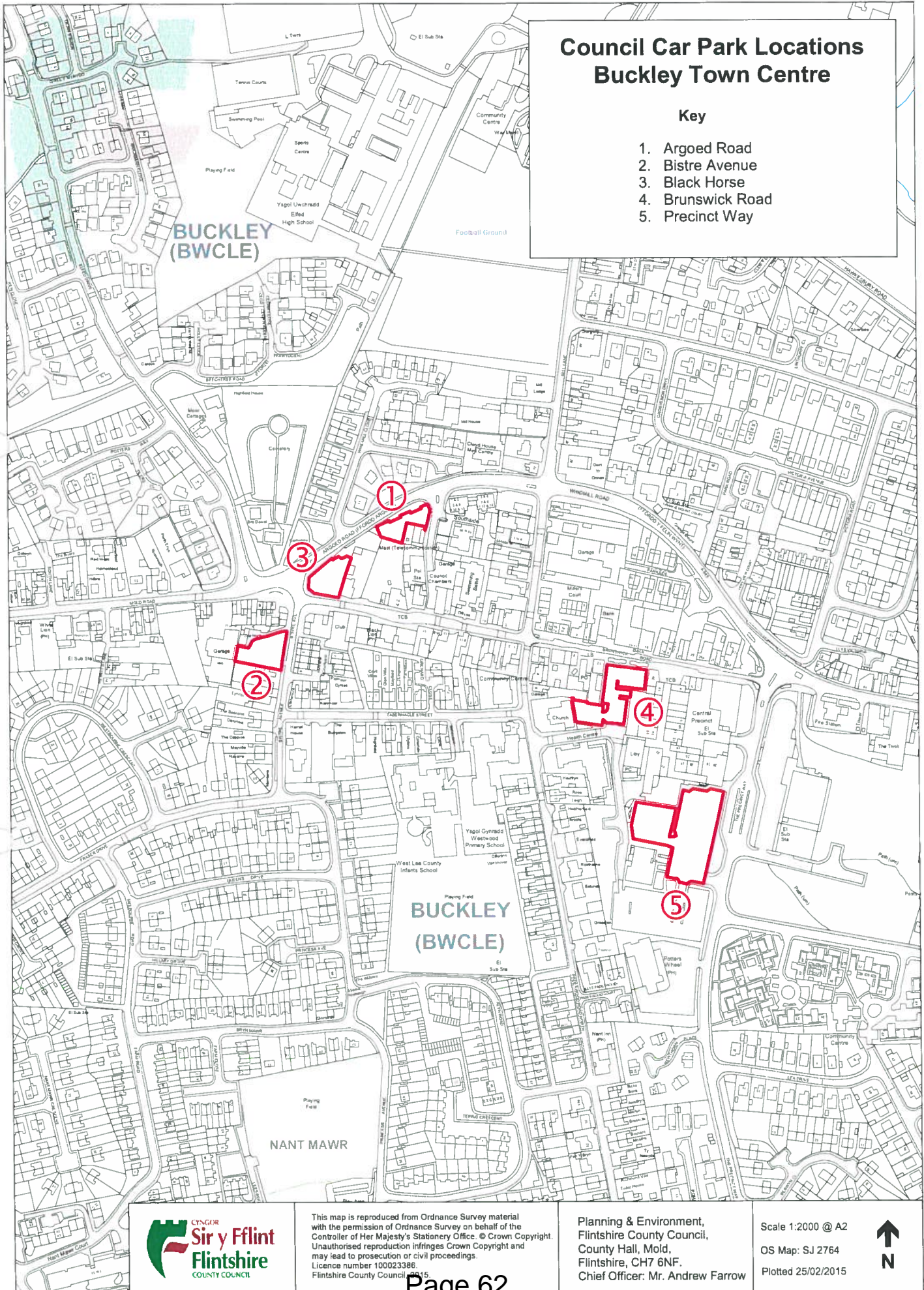
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This town / community specific parking strategy builds on the principals of the countywide strategy. It makes specific reference to facilities, capacities and tariff structure.

Council Car Park Locations Buckley Town Centre

Key

1. Argoed Road
2. Bistre Avenue
3. Black Horse
4. Brunswick Road
5. Precinct Way



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Planning & Environment,
Flintshire County Council,
County Hall, Mold,
Flintshire, CH7 6NF.
Chief Officer: Mr. Andrew Farrow

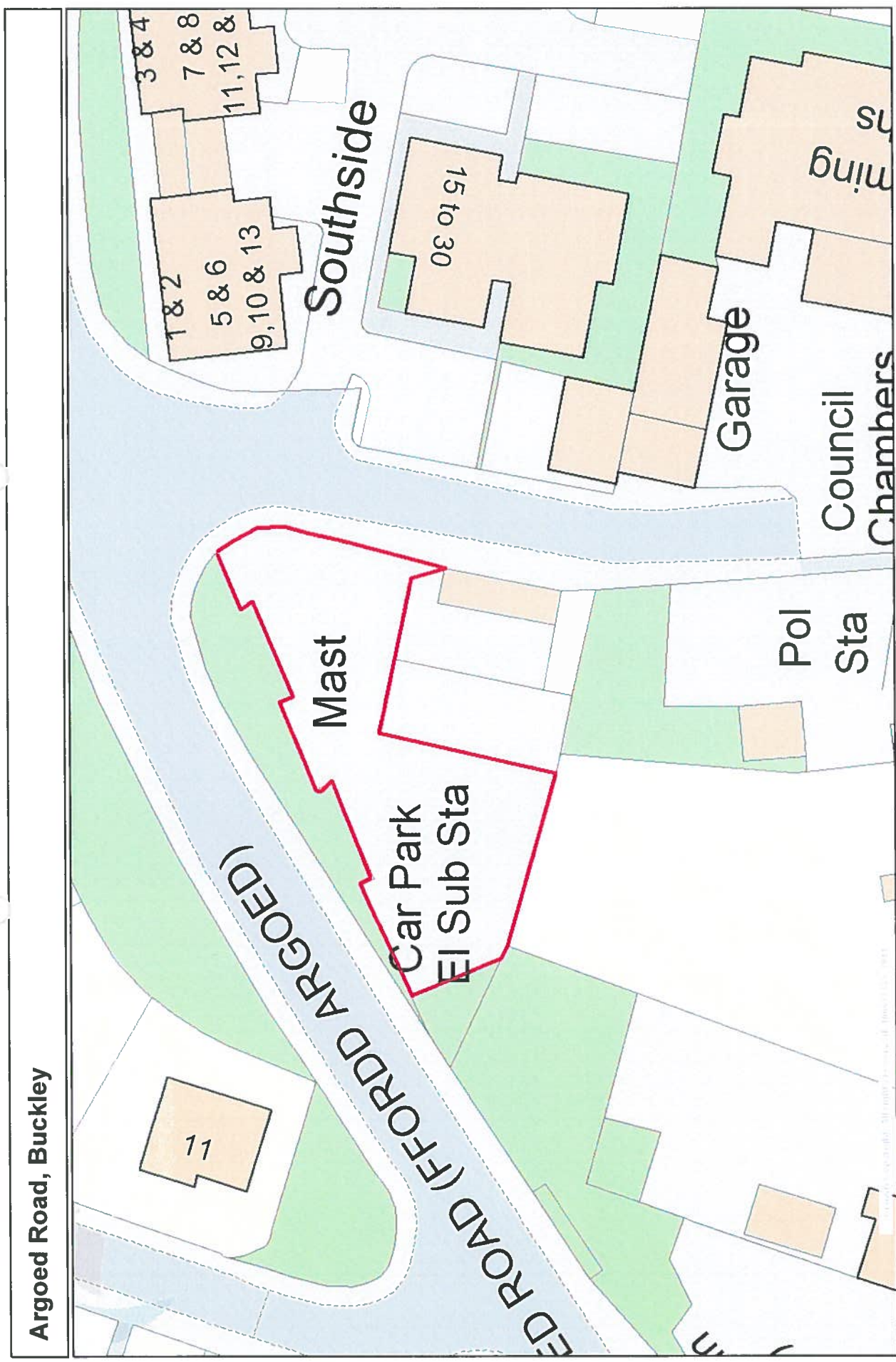
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OS Map: SJ 2764
Plotted 25/02/2015



Capacity of all Buckley Car Parks

The below table outlines the current number of spaces within each car park where charging is proposed;

	Total Spaces	Disabled Spaces
Bistre Avenue	35	3
Precinct	140	14
Black Horse	22	2
Argoed Road	17	0
Brunswick Road	55	8
Total Spaces for the area	269	27



Argored Road, Buckley

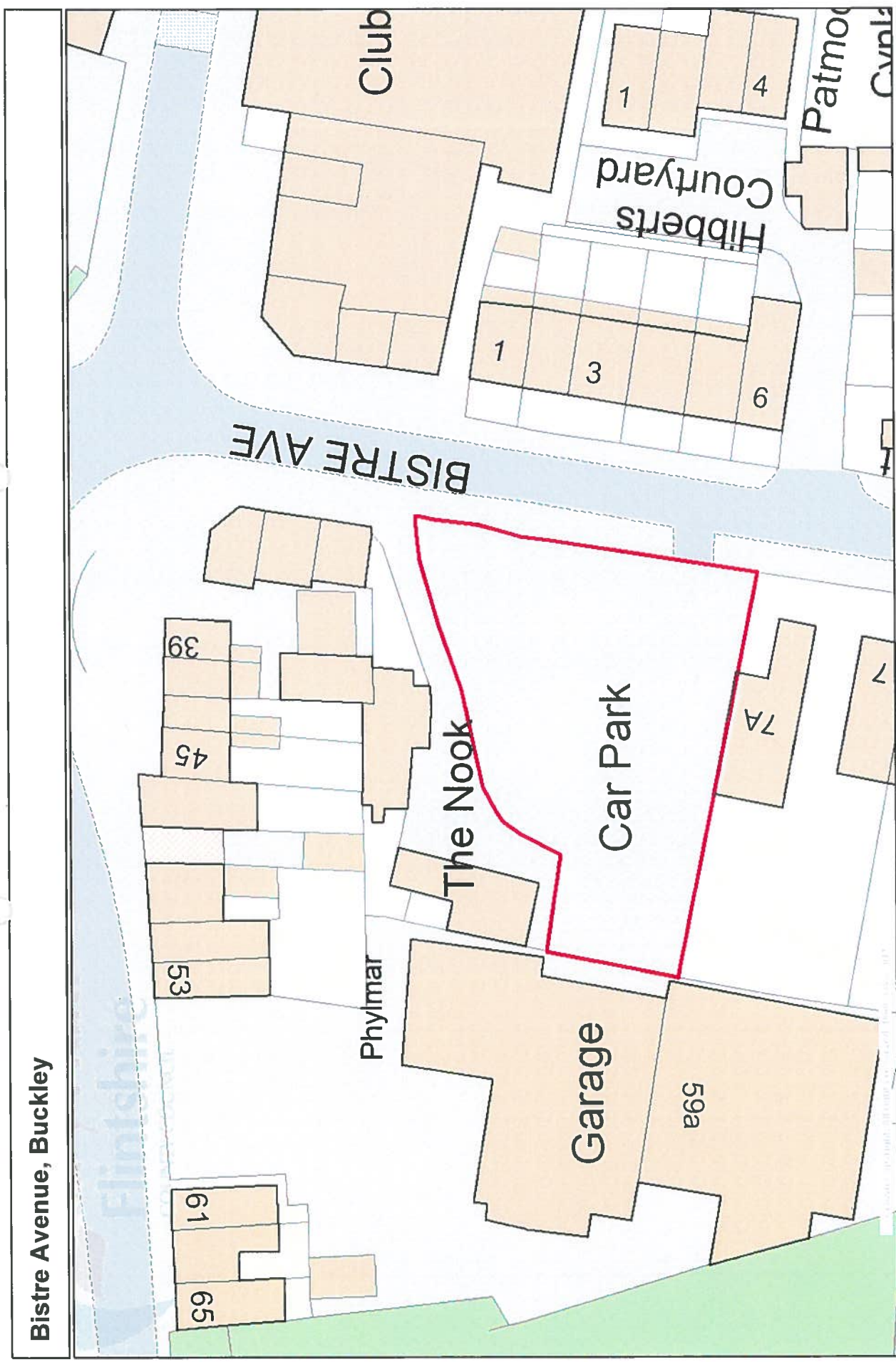


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Bistre Avenue, Buckley



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 Name



2



Black Horse, Buckley

El Sub Sta

ARGORED ROAD (N)

Cemetery House

Black Horse Inn (PH)

TCB

AVE

14
16

20

39

45

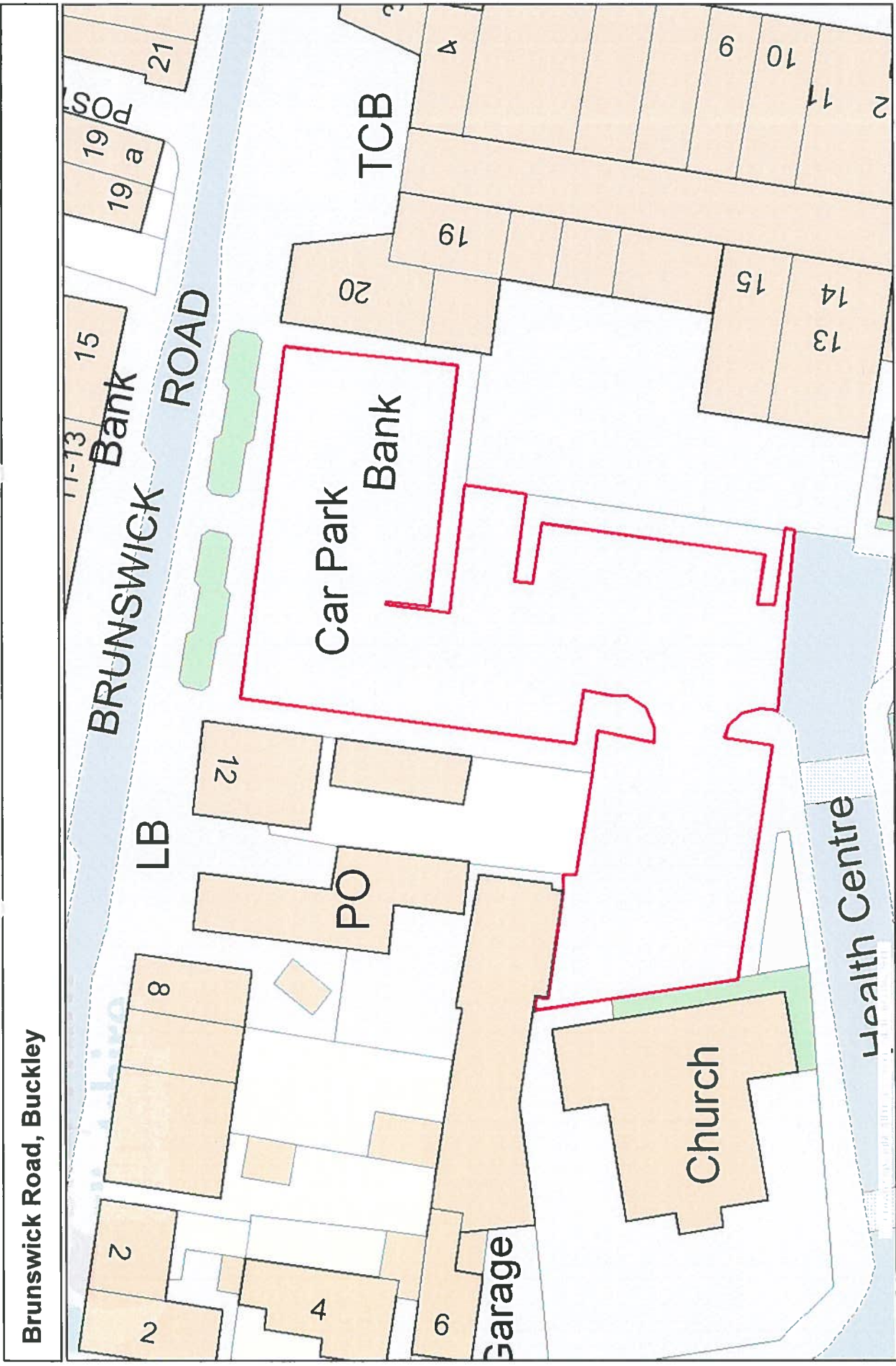





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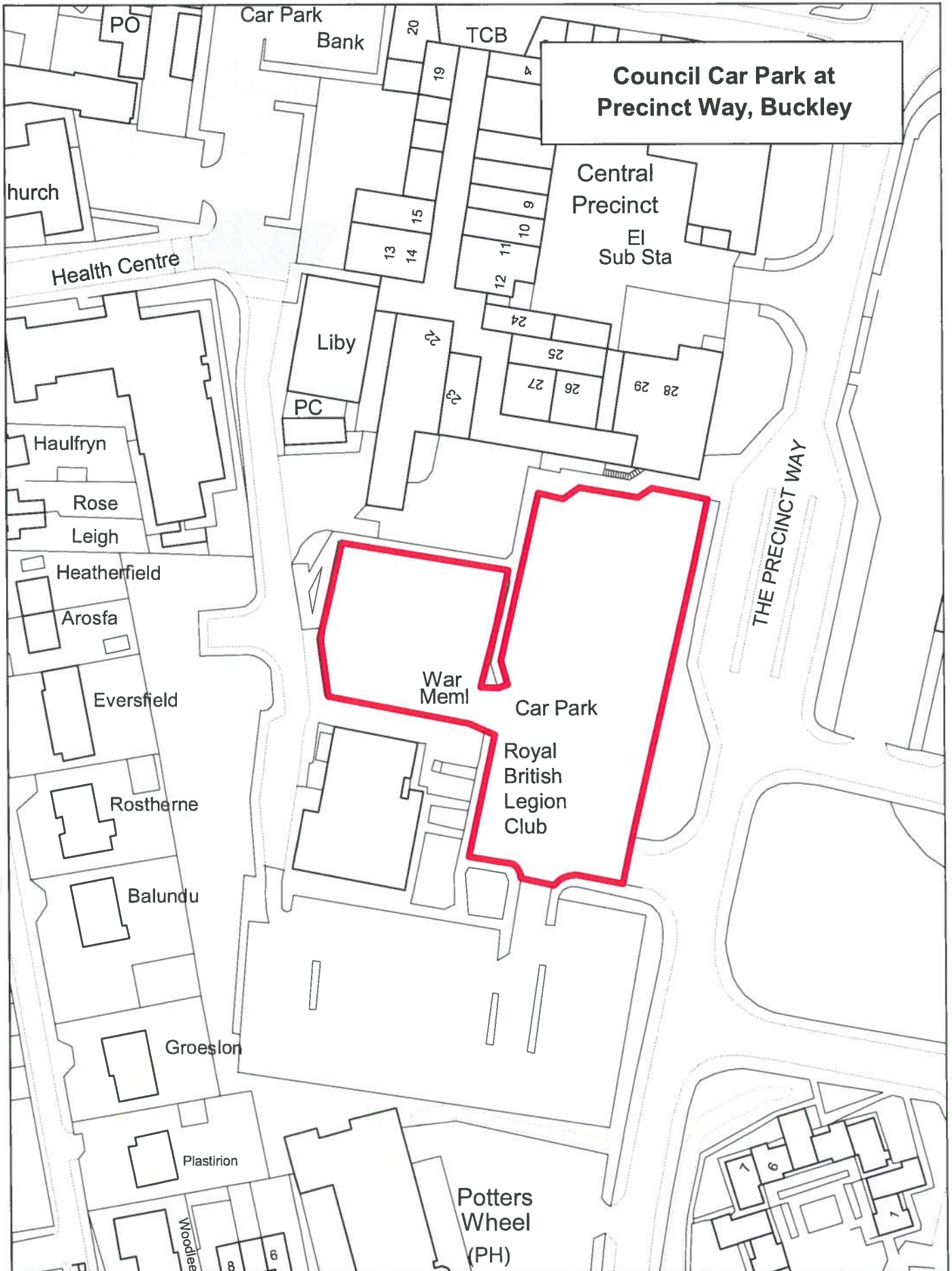
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**Council Car Park at
Precinct Way, Buckley**

THE PRECINCT WAY

War Meml

Car Park

Royal
British
Legion
Club



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Planning & Environment,
Flintshire County Council,
County Hall, Mold,
Flintshire, CH7 6NF.
Clifford M. Andrew Farrow

Scale 1:1000 @ A4
OS Map SJ 2763
Plotted 26/02/2015



PROPOSED charging tariffs for Pay & Display Car Parks:

This proposed change to tariff clearly defines short and long stay parking areas and fees applicable for all users (including motorcycle bays);

CURRENT Tariff	Car Parks	NEW Tariff	Hours of Operation
No charge	Black Horse Brunswick Road	20p for up to 2hrs 1 hour prohibited return from expiry of parking ticket	Monday to Saturday 08:00 to 17:00
No charge	Argoed Road Precinct Way Bistre Avenue	20p for up to 2hrs 50p for up to 4hrs £1.00 for all day	Monday to Saturday 08:00 to 17:00
No charge	Lane End Coppa View	No charge	n/a

Due to the location of Coppa View and Lane End Car Parks, it has been decided that charging will not be introduced at these sites, at this stage.

PROPOSED improvements to car parks;

As part of this review and in line with the change to the parking tariff it is also proposed to introduce the following improvements to the car parks, the timescales for introduction are also detailed;

Proposed Improvement	Timescale
Pay & Display signage to be erected near each machine, identifying charges, appeals processes, etc.	1 August 2015
Pay & Display signage to be erected near each machine, identifying charges, appeals processes, etc.	1 August 2015
Motorbike parking spaces designated in a number of car parks	1 August 2015

Traffic Regulation Orders (TRO) REVIEW

As part of this process, no proposals to alter the on-street restrictions have been identified.

Other proposals received from Buckley Town Council prior to CPE are currently being considered and placed in to a Matrix for delivery; dependant on importance.

The cost of a simple Traffic Regulation Order restriction is around £2,000 to £2,500 (without the legal cost for creating the Order), see below;

- £1,500 advertising
- £500 for simple works; i.e. lining
- £500 signage

The timescale for this process is a minimum 3 months (assuming available resource)

Residential Parking Areas

As part of the parking review residential parking areas have also been considered, and a pilot Residential Parking Scheme in Mold is currently being consulted on (with residents) residing in Gladstone Street, Water Street, Stanley Street and Chapel Street.

Currently it is not considered that residential parking schemes will be required in the immediate vicinity of these sites.

Policy available on website: www.flintshire.gov.uk/en/PDFFiles/Roads-and-Travel/Policy-for-resident-parking-schemes.pdf.

Connah's Quay Parking Strategy 2015



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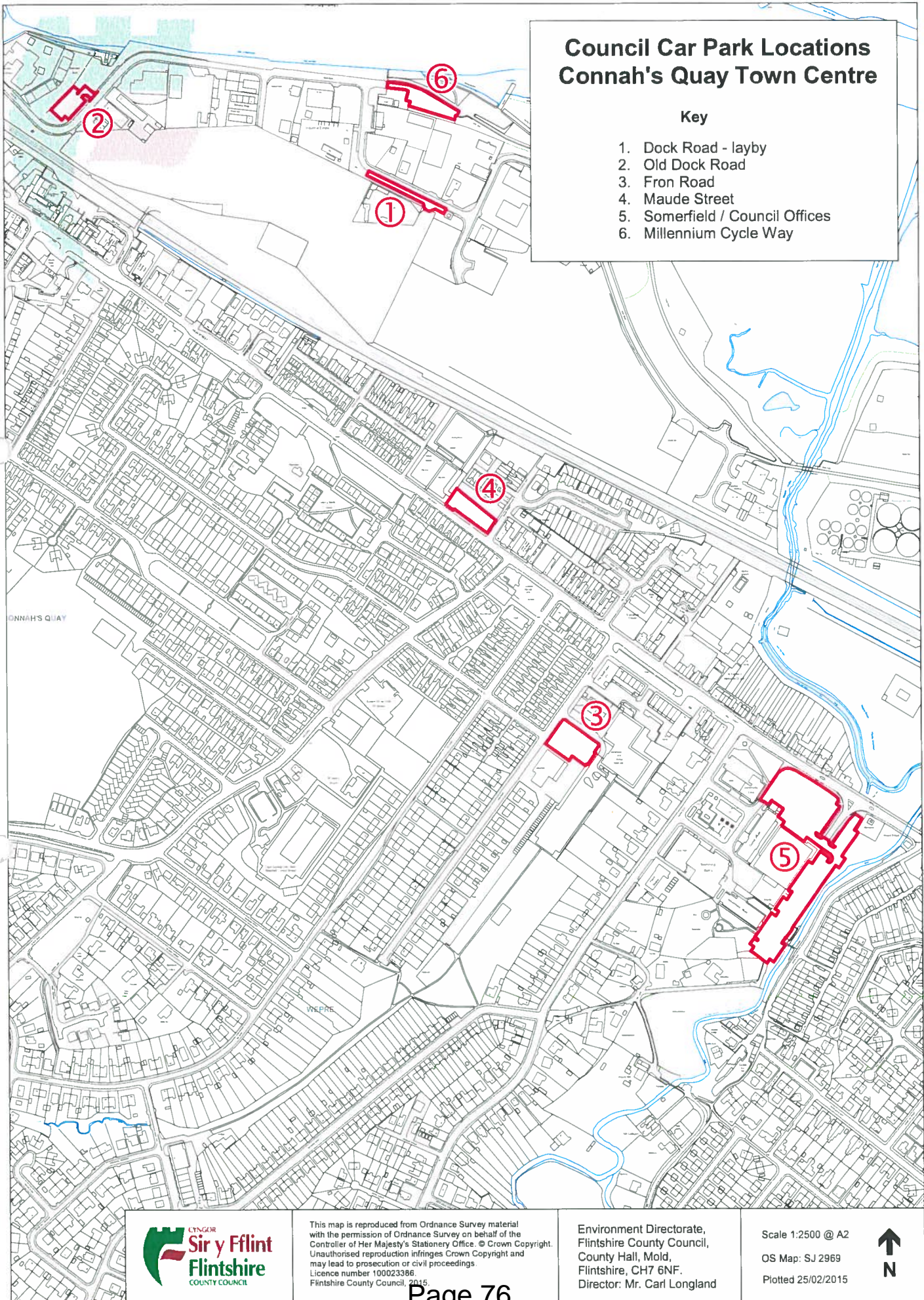
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This town / community specific parking strategy builds on the principals of the countywide strategy. It makes specific reference to facilities, capacities and tariff structure.

Council Car Park Locations Connah's Quay Town Centre

Key

- 1. Dock Road - layby
- 2. Old Dock Road
- 3. Fron Road
- 4. Maude Street
- 5. Somerfield / Council Offices
- 6. Millennium Cycle Way



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Environment Directorate,
Flintshire County Council,
County Hall, Mold,
Flintshire, CH7 6NF.
Director: Mr. Carl Longland

Scale 1:2500 @ A2
OS Map: SJ 2969
Plotted 25/02/2015



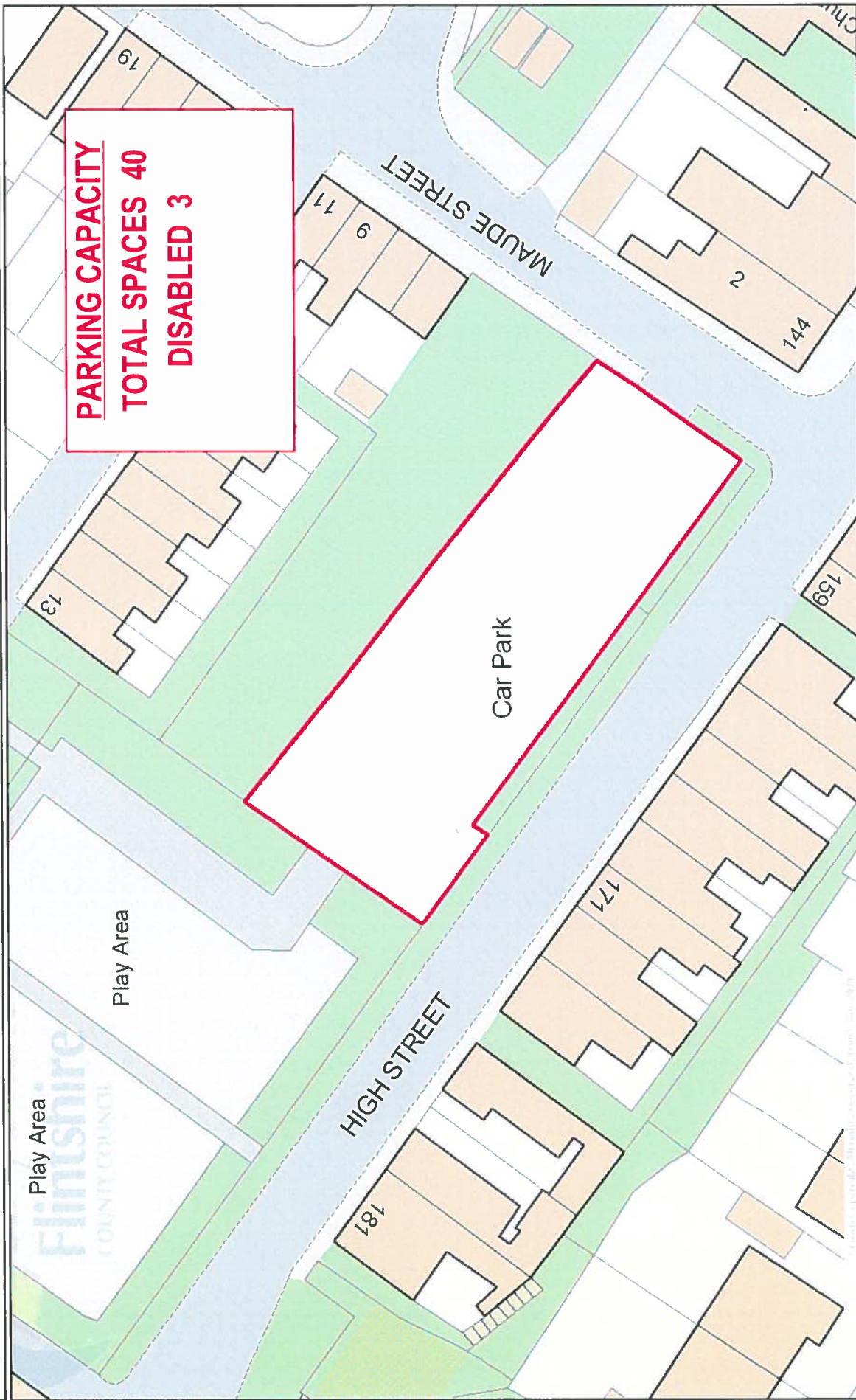
Capacity of all Connah's Quay Car Parks

The below table outlines the current number of spaces within each car park;

	Total Spaces	Disabled Spaces
Maude Street	40	3
Somerfield	274	12
Total Spaces for the area	314	15

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Maude Street, Connah's Quay



PARKING CAPACITY
TOTAL SPACES 40
DISABLED 3

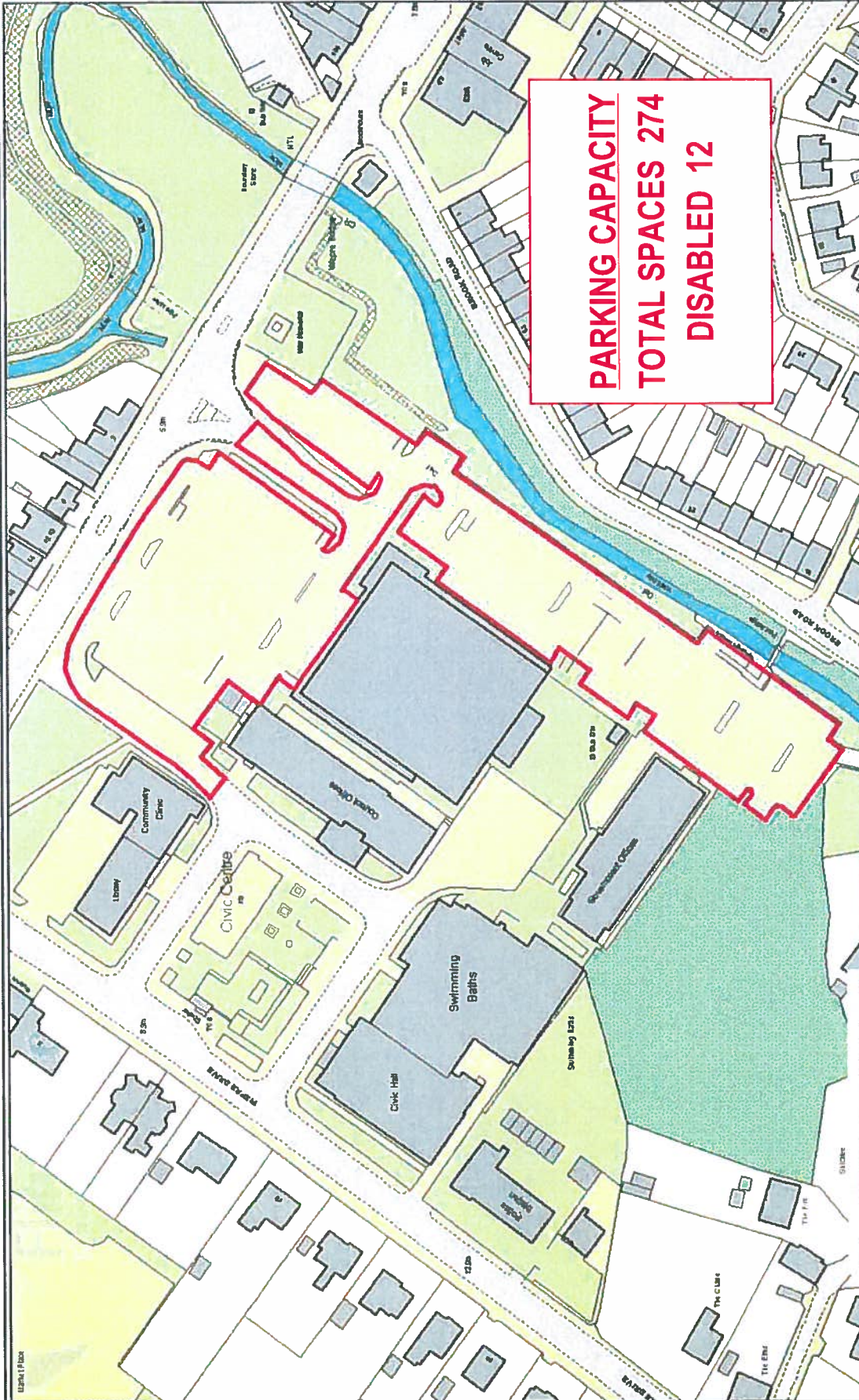


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 Name



Somerfield/Council Offices, Connah's Quay



PARKING CAPACITY
TOTAL SPACES 274
DISABLED 12



Scale 1/1400
 Centre = 330224 E 369030 N
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 Name

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PROPOSED charging tariffs for Pay & Display Car Parks;

This proposed change to tariff clearly defines short and long stay parking areas and fees applicable for all users (including motorcycle bays);

CURRENT Tariff	Car Parks	NEW Tariff	Hours of Operation
No Charge	Maude Street Somerfield	20p for up to 2hrs 50p for up to 4hrs £1.00 for all day	Monday to Saturday 08:00 to 17:00
No charge	Millennium Cycleway Dock Road Dock Road Layby	No charge	Monday to Saturday 08:00 to 17:00

Due to the location of Millennium Cycleway, Old Dock Road and Dock Road Layby Car Parks, it has been decided that charging will not be introduced at these sites, at this stage.

PROPOSED improvements to car parks;

As part of this review and in line with the change to the parking tariff it is also proposed to introduce the following improvements to the car parks, the timescales for introduction are also detailed;

Proposed Improvement	Timescale
Pay & Display signage to be erected near each machine, identifying charges, appeals processes, etc.	1 October 2015
Pay & Display signage to be erected near each machine, identifying charges, appeals processes, etc.	1 October 2015
Motorbike parking spaces designated in a number of car parks	1 October 2015

Traffic Regulation Orders (TRO) REVIEW

Below is a list of proposed Traffic Regulation Orders that have been considered for charge as part of this process and the timescale for each dependant on their importance;

Location	Description	Implementation timescale	Appendix No
Pen y Llan	Consultation by Licencing team is being carried out to assess the requirement of the hackney carriage bay	Under consideration at present	-

Other proposals received from Local Councillors prior to CPE are currently being considered and placed in to a Matrix for delivery; dependant on importance.

The cost of a simple Traffic Regulation Order restriction is around £2,000 to £2,500 (without the legal cost for creating the Order), see below;

- £1,500 advertising
- £500 for simple works; i.e. lining
- £500 signage

The timescale for this process is a minimum 3 months (assuming available resource)

Residential Parking Areas

As part of the parking review residential parking areas have also been considered, and a pilot Residential Parking Scheme in Mold is currently being consulted on (with residents) residing in Gladstone Street, Water Street, Stanley Street and Chapel Street.

Currently it is not considered that residential parking schemes will be required in the immediate vicinity of these sites.

Policy available on website: www.flintshire.gov.uk/en/PDFFiles/Roads-and-Travel/Policy-for-resident-parking-schemes.pdf.

Council Car Park and TRO Locations Connah's Quay Town Centre

Key

Proposed Traffic Regulation Order

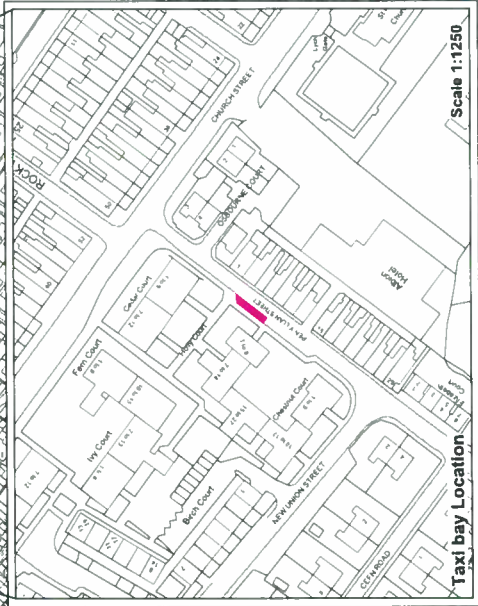
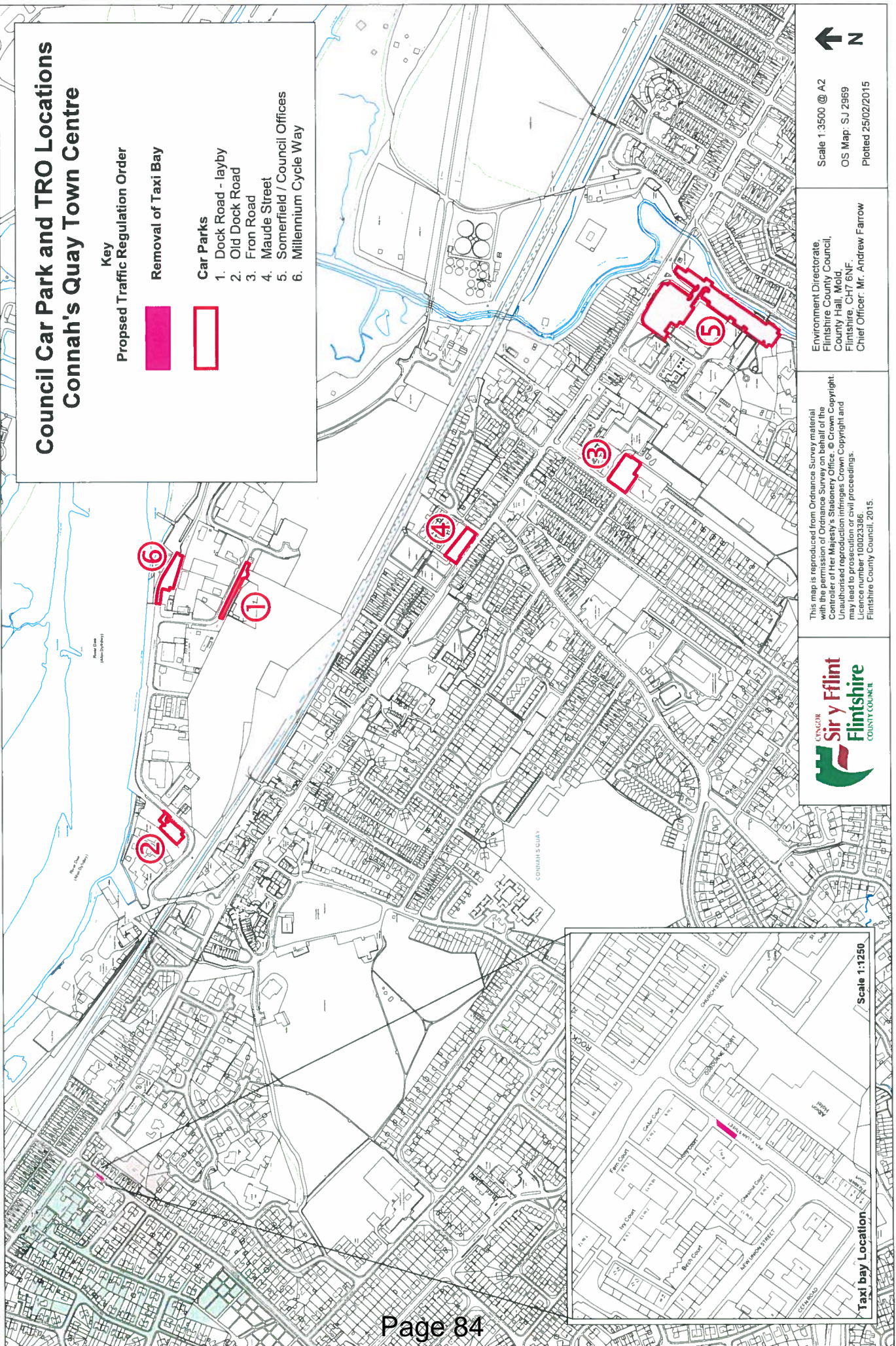


Removal of Taxi Bay



Car Parks

1. Dock Road - layby
2. Old Dock Road
3. Fron Road
4. Maude Street
5. Somerfield / Council Offices
6. Millennium Cycle Way



Scale 1:3500 @ A2
OS Map: SJ 2969
Plotted 25/02/2015

Environment Directorate
Flintshire County Council,
County Hall, Mold,
Flintshire, CH7 6NF
Chief Officer: Mr. Andrew Farrow

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Flint Parking Strategy 2015



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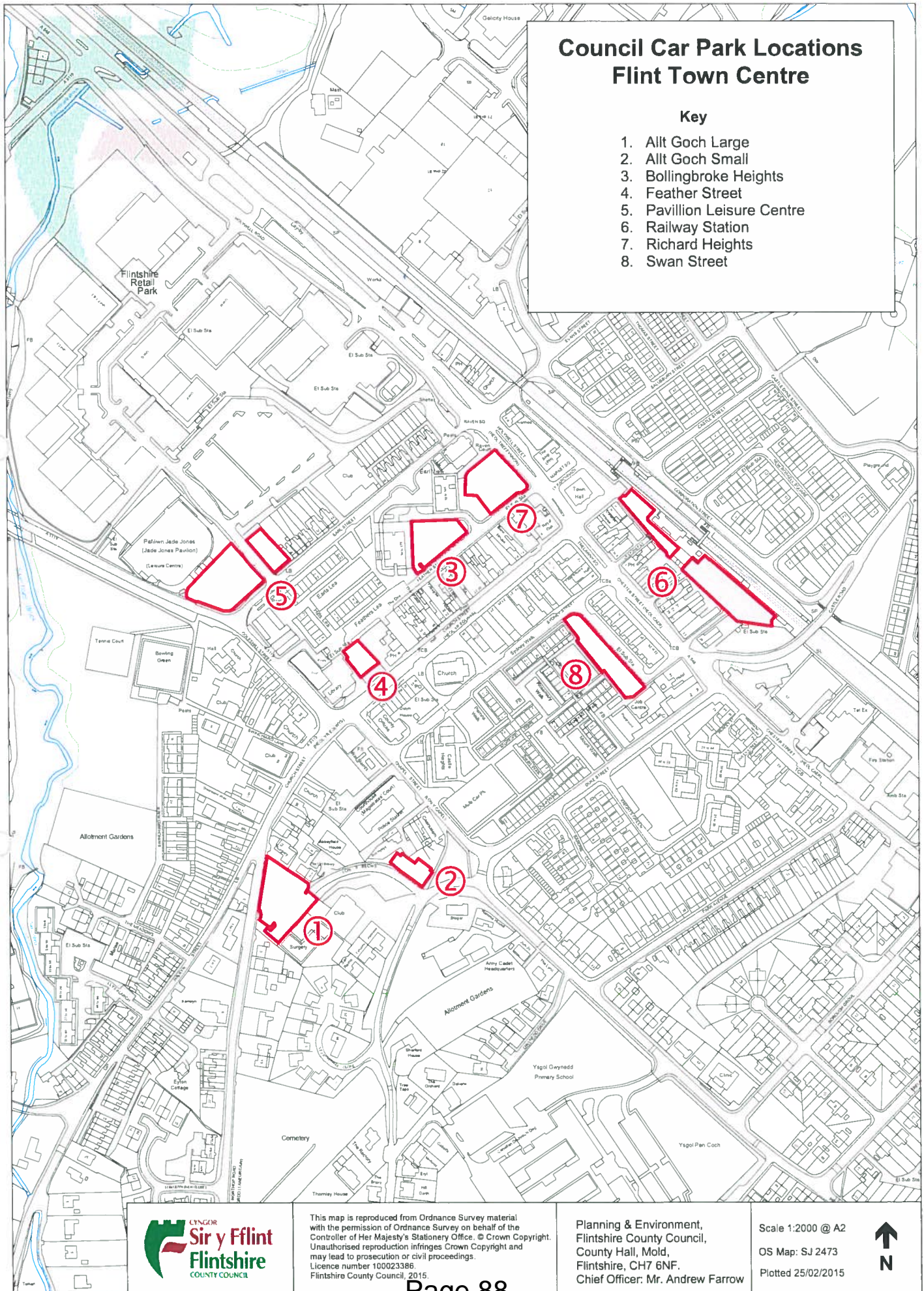
- Appendix 1 - Traffic Regulation Order currently with legal (Feather Street)
- Appendix 2 - Traffic Regulation Order proposed amendment (Lon yu Becws and Allt Goch)

This town / community specific parking strategy builds on the principals of the countywide strategy. It makes specific reference to facilities, capacities and tariff structure.

Council Car Park Locations Flint Town Centre

Key

1. Allt Goch Large
2. Allt Goch Small
3. Bollingbroke Heights
4. Feather Street
5. Pavillion Leisure Centre
6. Railway Station
7. Richard Heights
8. Swan Street



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Planning & Environment,
Flintshire County Council,
County Hall, Mold,
Flintshire, CH7 6NF.
Chief Officer: Mr. Andrew Farrow

Scale 1:2000 @ A2
OS Map: SJ 2473
Plotted 25/02/2015



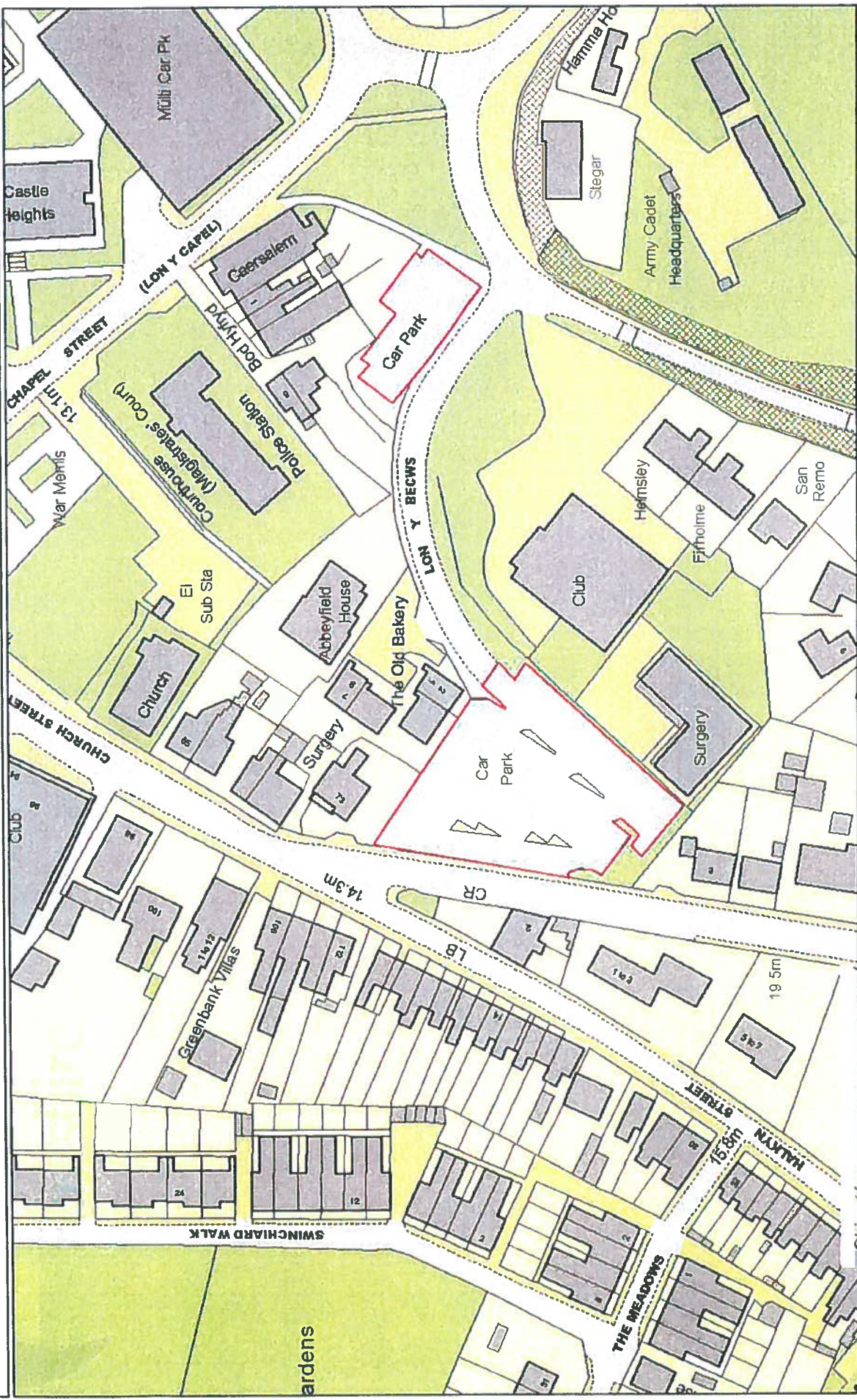
Capacity of all Flint Car Parks




The below table outlines the current number of spaces within each car park where charging is proposed;

	Total Spaces	Disabled Spaces
Allt Goch (both areas)	88	4
Bolingbroke Heights	41	2
Feather Street	21	2
Pavilion Leisure Centre	92	5
Railway Station (both areas)	70	5
Richard Heights	58	5
Swan Street	68	9
Total Spaces for the area	438	32

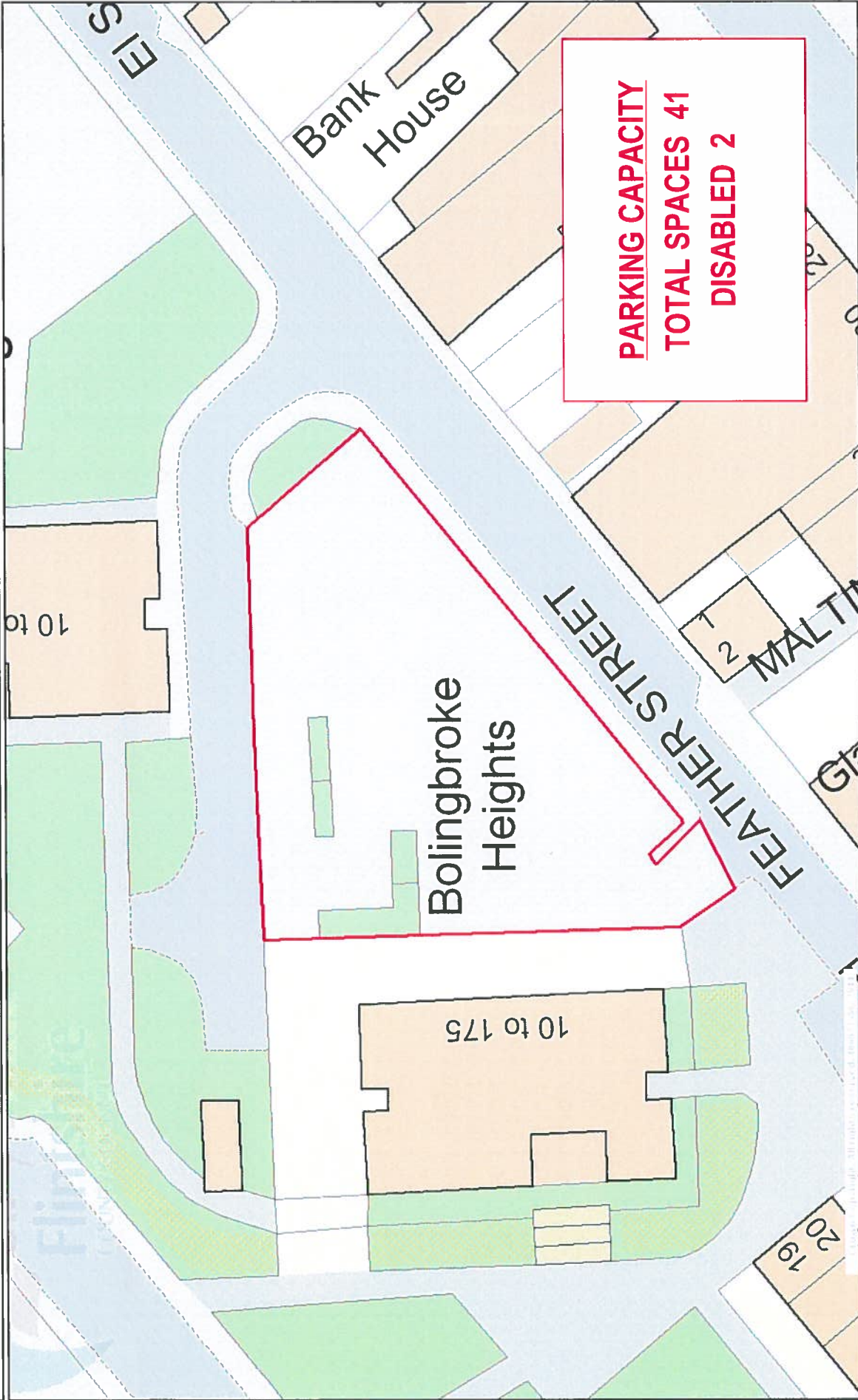
①
②

Allt Goch, Flint (Larger and Smaller Car Park)



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Bolingbroke Heights, Flint

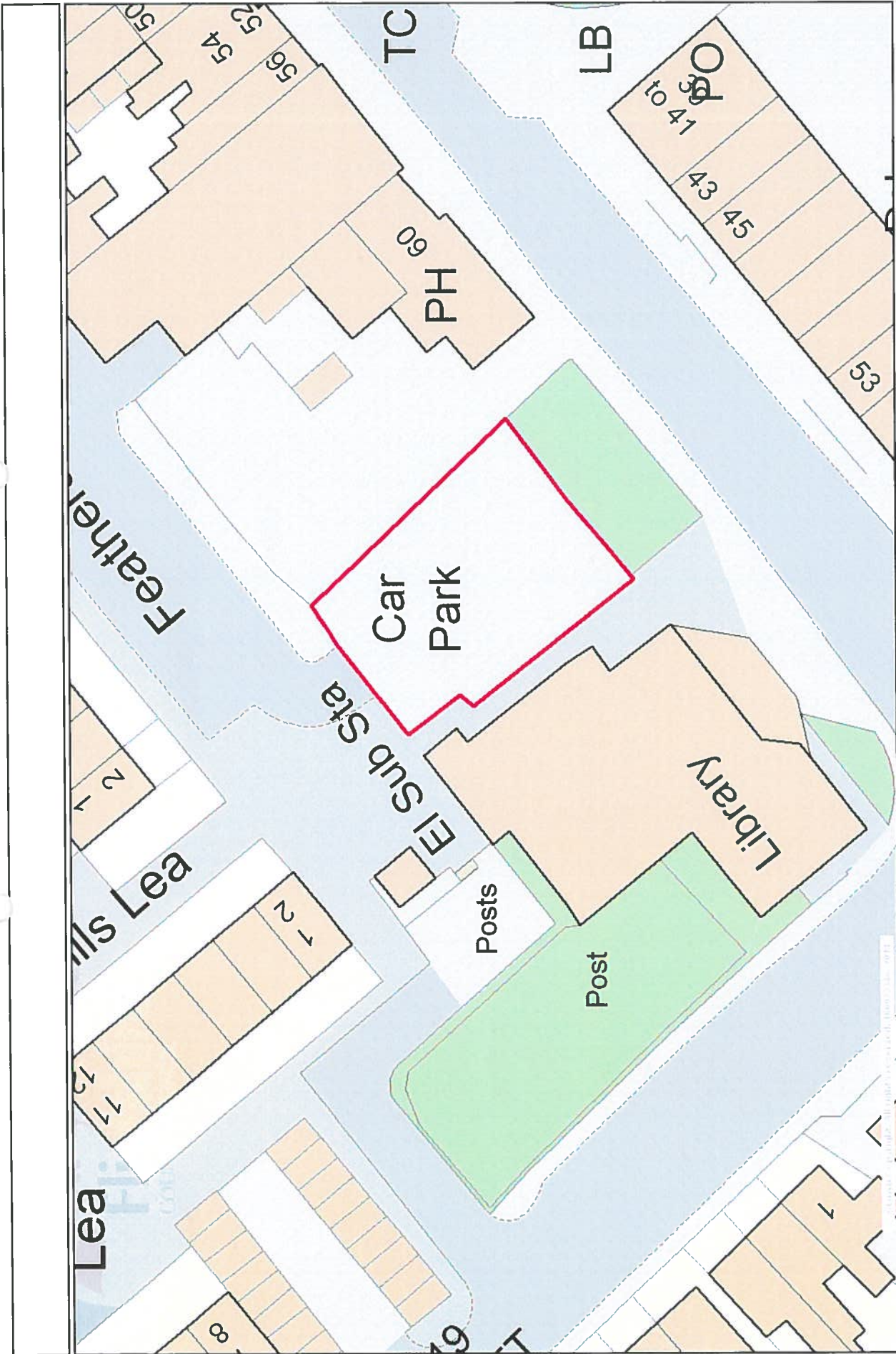





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Centre = 324336 E 373109 N
Date 4/6/2013
Name

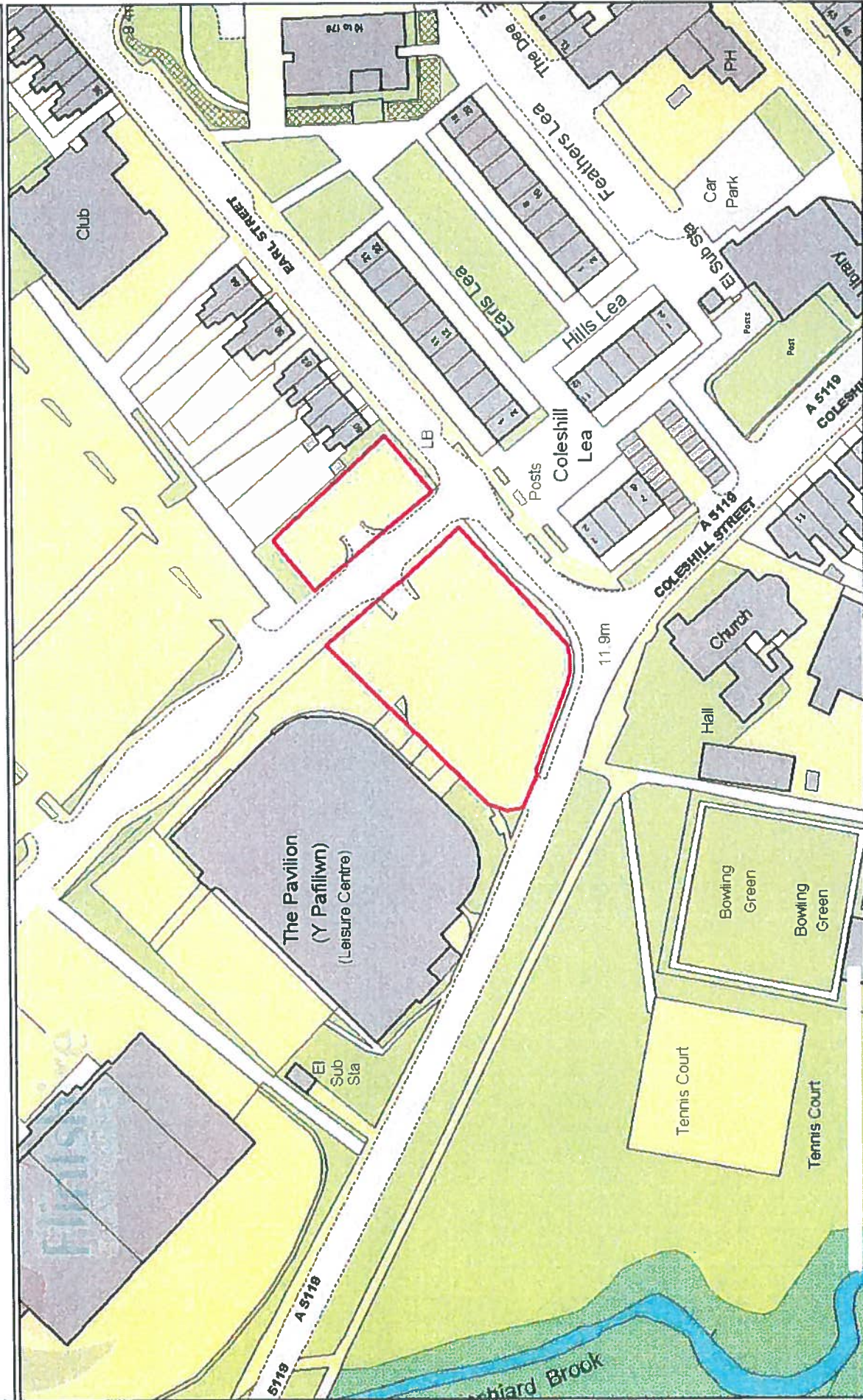







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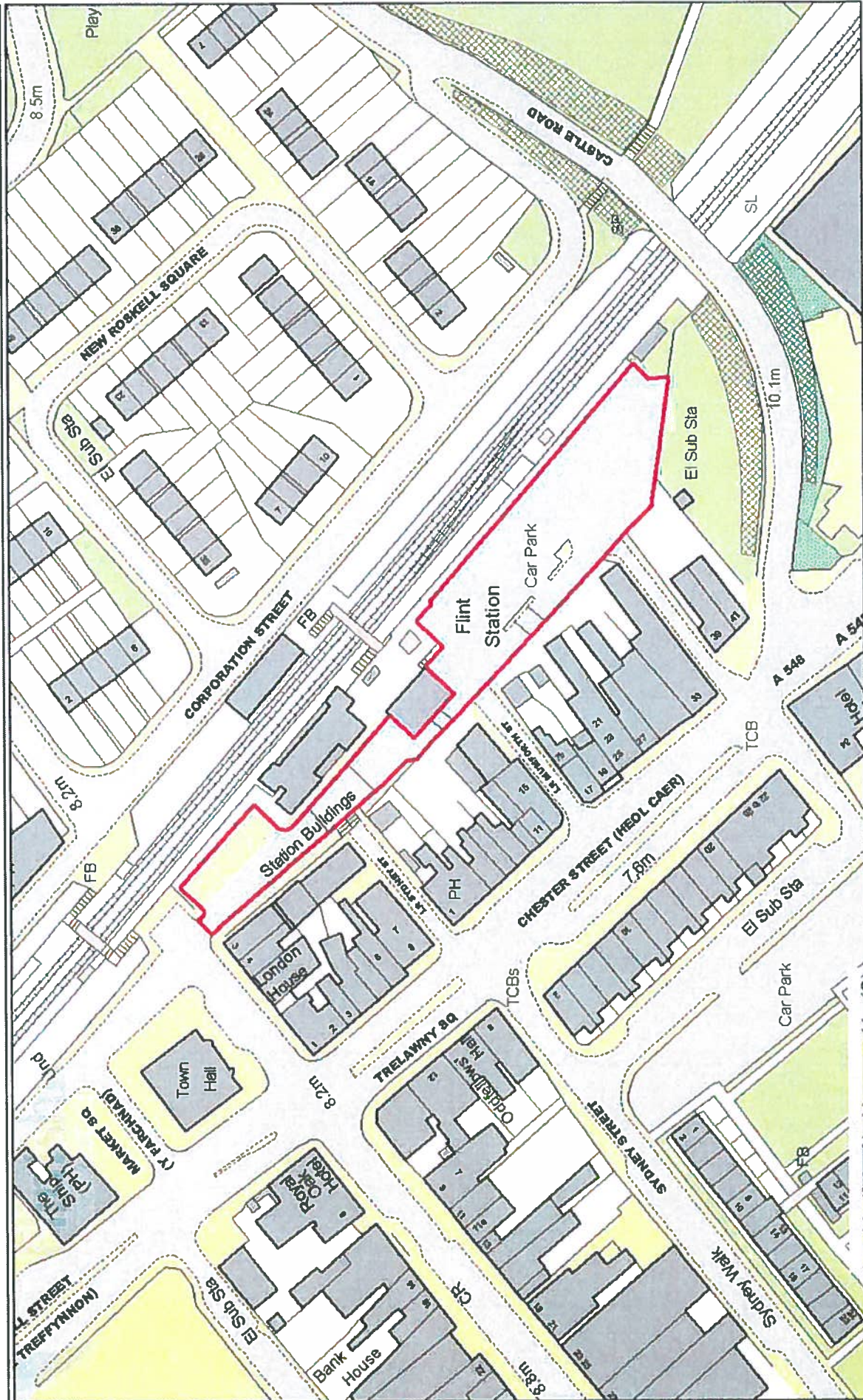
Pavilion Leisure Centre, Flint



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6

Railway Station, Flint (Larger and Smaller Car Park)

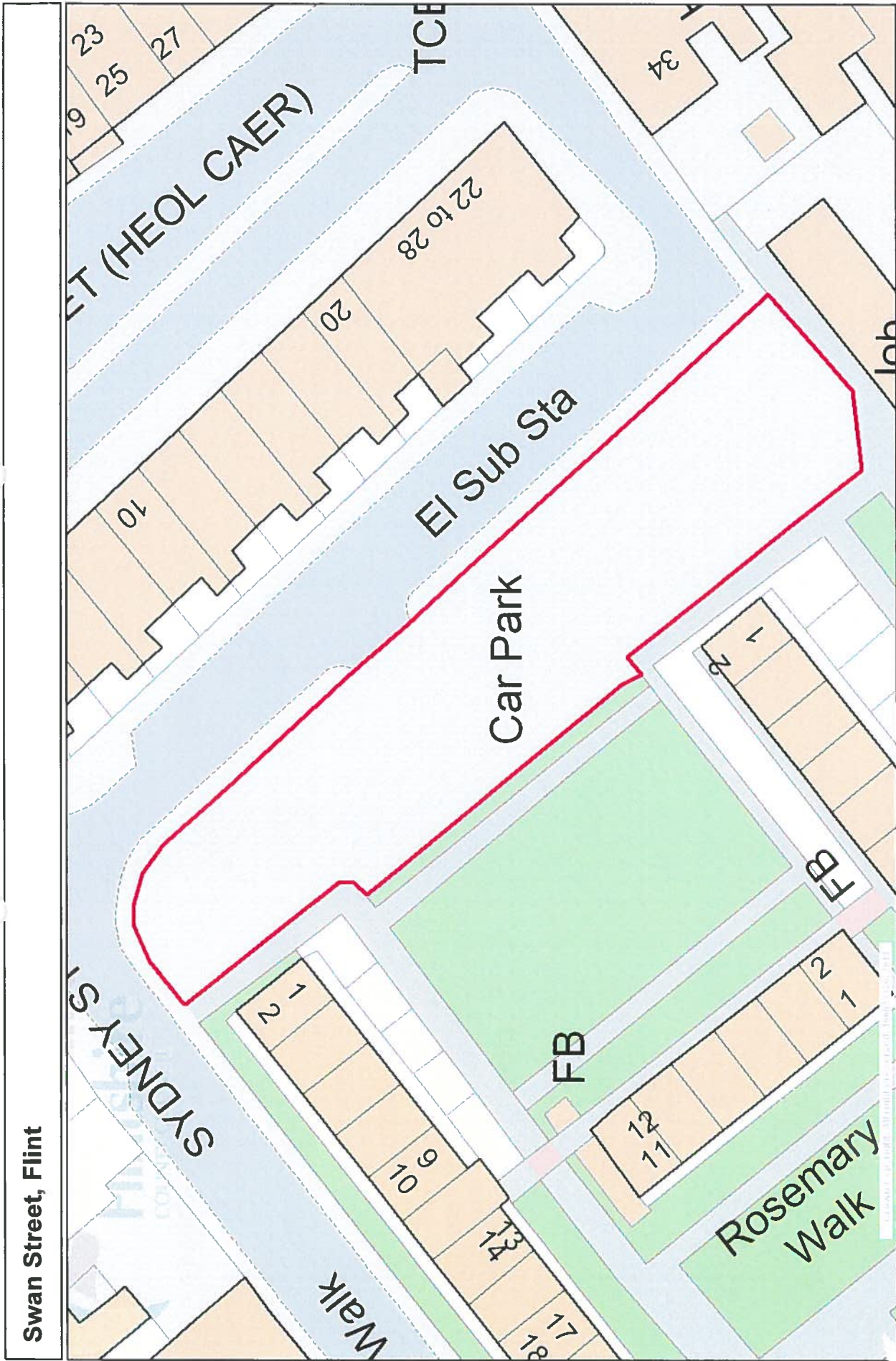


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Swan Street, Flint

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(9)

PROPOSED charging tariffs for Pay & Display Car Parks:

This proposed change to tariff clearly defines short and long stay parking areas and fees applicable for all users (including motorcycle bays);

CURRENT Tariff	Car Parks	NEW Tariff	Hours of Operation
No charge	Pavilion Leisure Allt Goch Bolingbroke Heights Richard Heights	20p for up to 2hrs 50p for up to 4hrs £1.00 for all ay	Monday to Saturday 08:00 to 17:00
No charge	Feather Street	20p for up to 2hrs 1 hour prohibited return from expiry of parking ticket	Monday to Saturday 08:00 to 17:00
No charge	Swan Street	20p for up to 2hrs 50p for up to 4hrs	Monday to Saturday 08:00 to 17:00
No charge	Railway Station	£2.00 for all day	Monday to Sunday (including Bank Holidays) 08:00 to 17:00
No charge	Castle Street	No charge	n/a

Due to the location of Castle Street Car Park, it has been decided that charging will not be introduced at this site, at this stage.

PROPOSED improvements to car parks:

As part of this review and in line with the change to the parking tariff it is also proposed to introduce the following improvements to the car parks, the timescales for introduction are also detailed;

Proposed Improvement	Timescale
Entrance signage where necessary identifying its purpose, and remove all unnecessary signage	1 September 2015
Pay & Display signage to be erected near each machine, identifying charges, appeals processes, etc.	1 September 2015
Motorbike parking spaces designated in a number of car parks	1 September 2015

Traffic Regulation Orders (TRO) REVIEW

Below is a list of proposed Traffic Regulation Orders that have been considered for charge as part of this process and the timescale for each dependant on their importance;

Location	Description	Implementation timescale	Appendix No
Feather Street	Where possible on a specified area, place 1hr limited waiting bays (one side only) and no waiting 8-5 or DYL everywhere else	Before April 2016	1
Lon y Becws	FCC land though not adopted highway, place no waiting 7am to 7pm on both sides	Before April 2016	2
Bottom of Allt Goch	Continuation of no waiting 7am to 7pm on both sides from junction of Lon y Becws	Before April 2016	2

Other proposals received from Connah's Quay Town Council prior to CPE are currently being considered and placed in to a Matrix for delivery; dependant on importance.

The cost of a simple Traffic Regulation Order restriction is around £2,000 to £2,500 (without the legal cost for creating the Order), see below;

- £1,500 advertising
- £500 for simple works; i.e. lining
- £500 signage

The timescale for this process is a minimum 3 months (assuming available resource)

Residential Parking Areas

As part of the parking review residential parking areas have also been considered, and a pilot Residential Parking Scheme in Mold is currently being consulted on (with residents) residing in Gladstone Street, Water Street, Stanley Street and Chapel Street.

In Flint, the following streets will be considered for residential parking subject to the required consultations and criteria contained within the policy;

- Earl Street
- Castle Street
- Corporation Street
- New Roskell Square
- Salisbury Street
- Thomas Street
- Lloyd Street

Priority of delivery throughout the authority will be assessed and where it is considered necessary consulted on before charging is implemented.

Policy available on website: www.flintshire.gov.uk/en/PDFFiles/Roads-and-Travel/Policy-for-resident-parking-schemes.pdf.

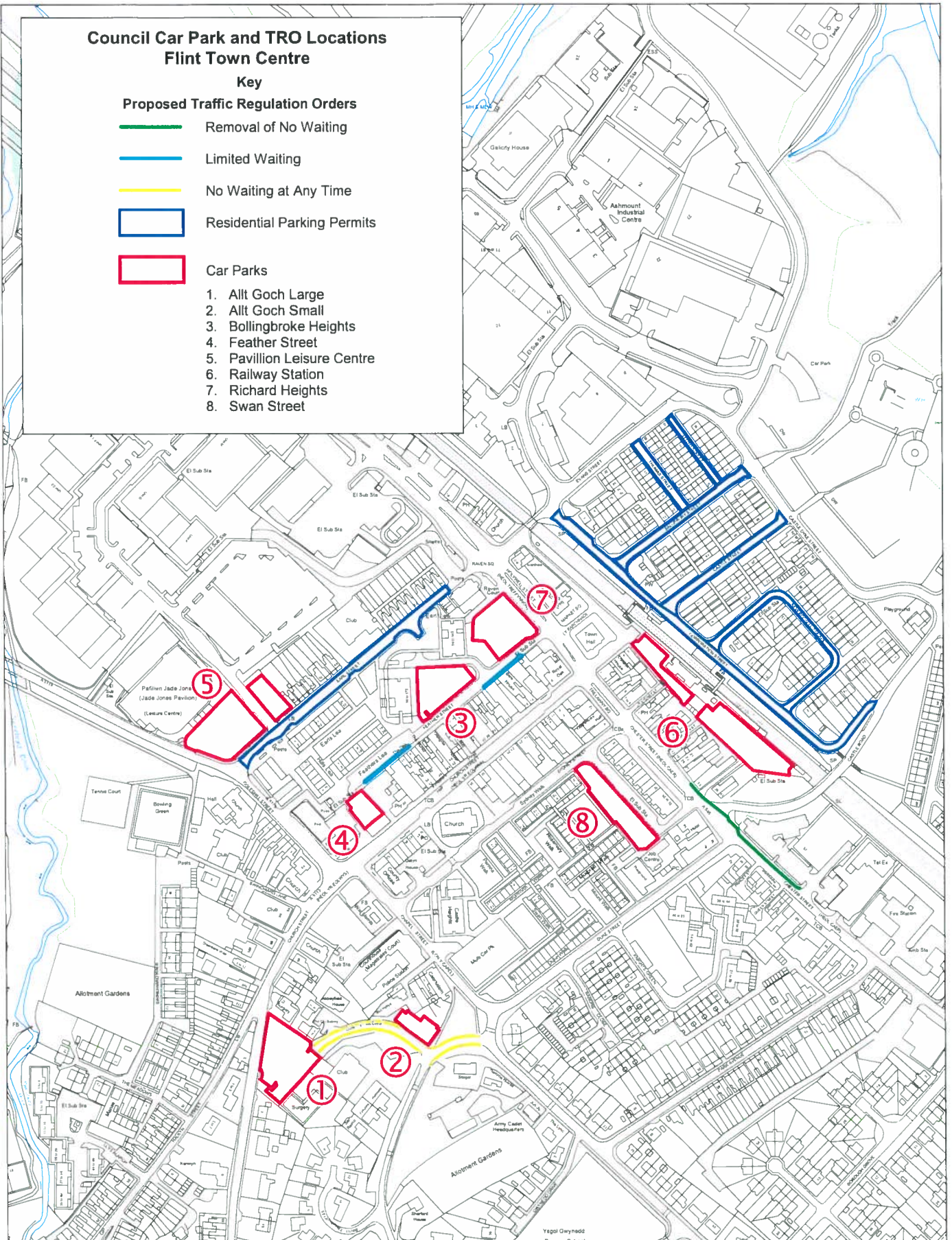
Council Car Park and TRO Locations Flint Town Centre

Key

Proposed Traffic Regulation Orders

-  Removal of No Waiting
-  Limited Waiting
-  No Waiting at Any Time
-  Residential Parking Permits
-  Car Parks

1. Allt Goch Large
2. Allt Goch Small
3. Bollingbroke Heights
4. Feather Street
5. Pavillion Leisure Centre
6. Railway Station
7. Richard Heights
8. Swan Street

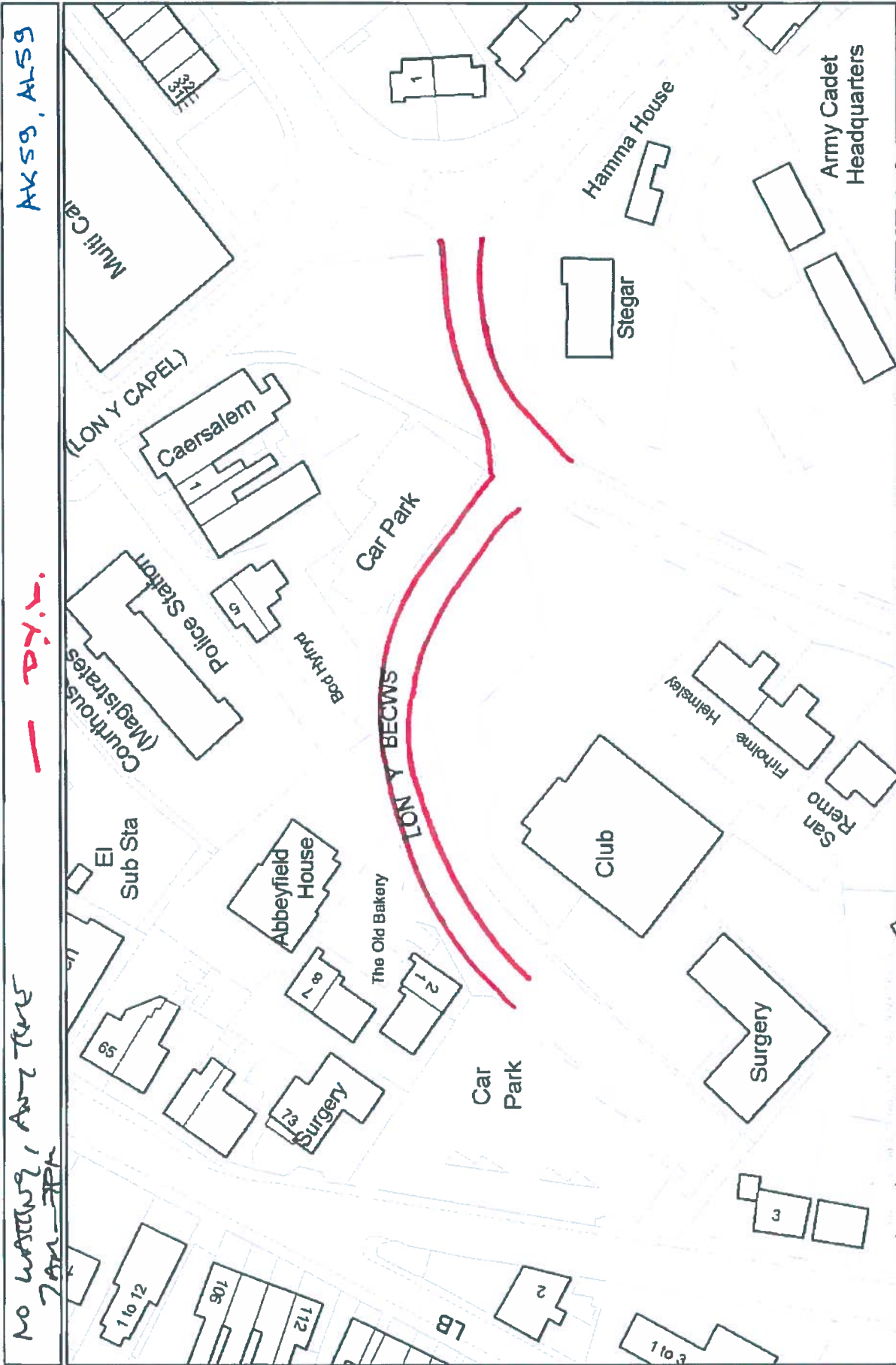





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Planning & Environment,
Flintshire County Council,
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Chief Officer: Mr. Andrew Farrow

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Holywell Parking Strategy 2015



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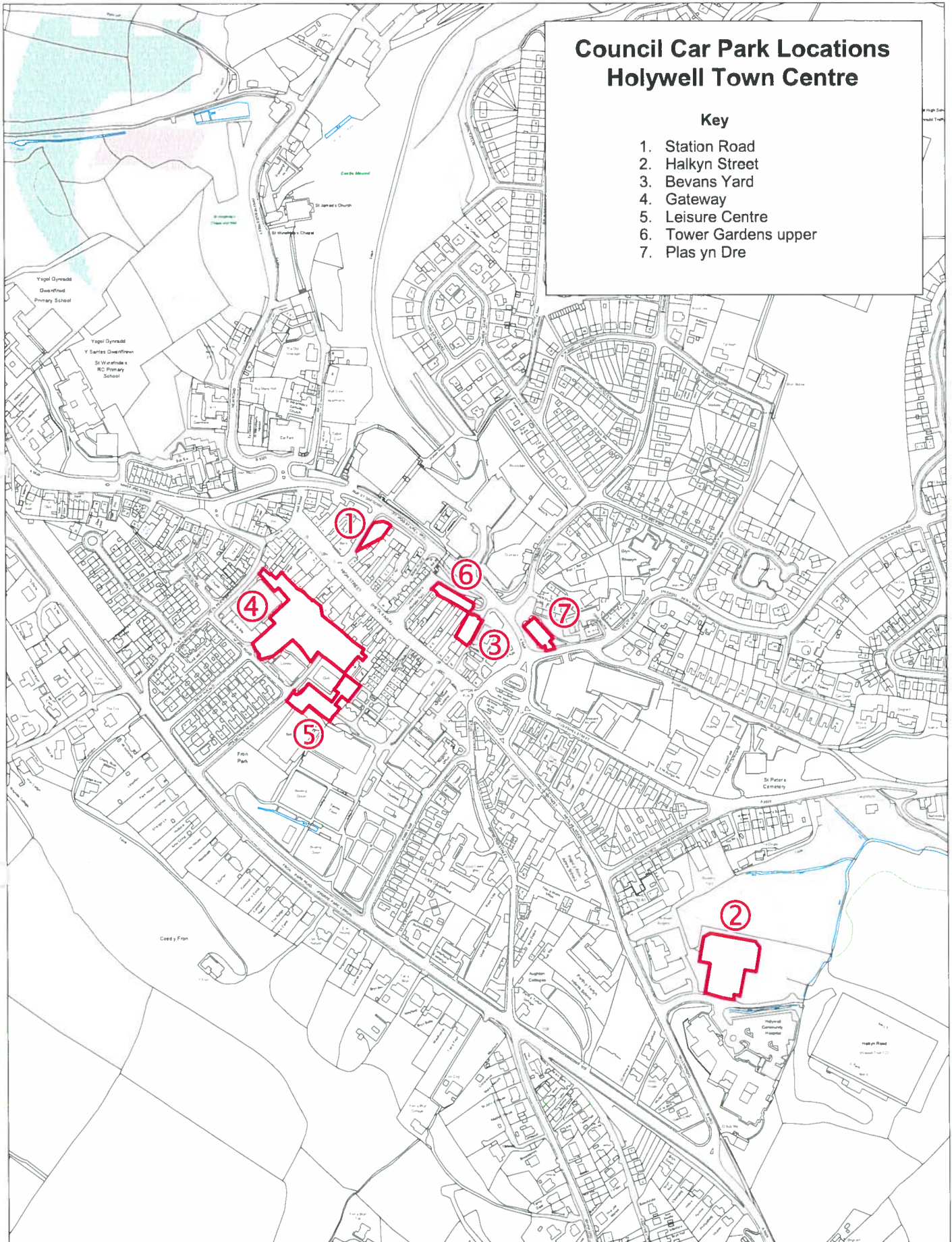
- Appendix 1 - Traffic Regulation Order currently with legal (Inner Ring Road)
- Appendix 2 - Traffic Regulation Order proposed amendment (Fron Road)
- Appendix 3 - Traffic Regulation Order proposed amendment (Whitford Street)

This town / community specific parking strategy builds on the principals of the countywide strategy. It makes specific reference to facilities, capacities and tariff structure.

Council Car Park Locations Holywell Town Centre

Key

1. Station Road
2. Halkyn Street
3. Bevans Yard
4. Gateway
5. Leisure Centre
6. Tower Gardens upper
7. Plas yn Dre

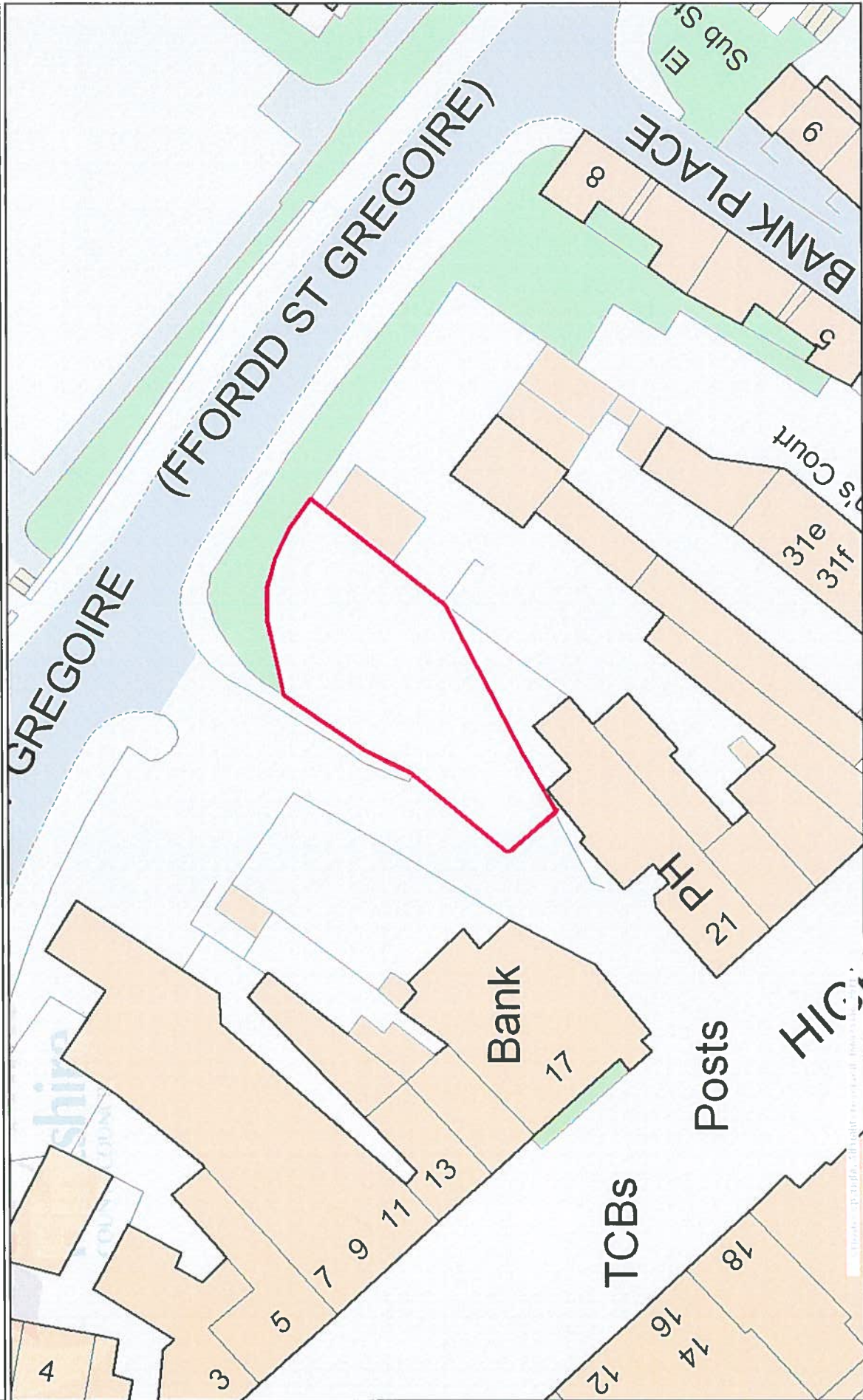


Capacity of all Car Parks were charging is proposed

The below table outlines the current number of spaces within each car park;

	Total Spaces	Disabled Spaces
Bevans Yard	17	6
Plas yn Dre	24	-
Somerfield	99	8
Leisure Centre	44	2
Station Road	0	5
Tower Gardens	13	5
Halkyn Road	tbc	tbc
Total Spaces for the area	294	26

Station Road, Holywell - Disabled Parking Only



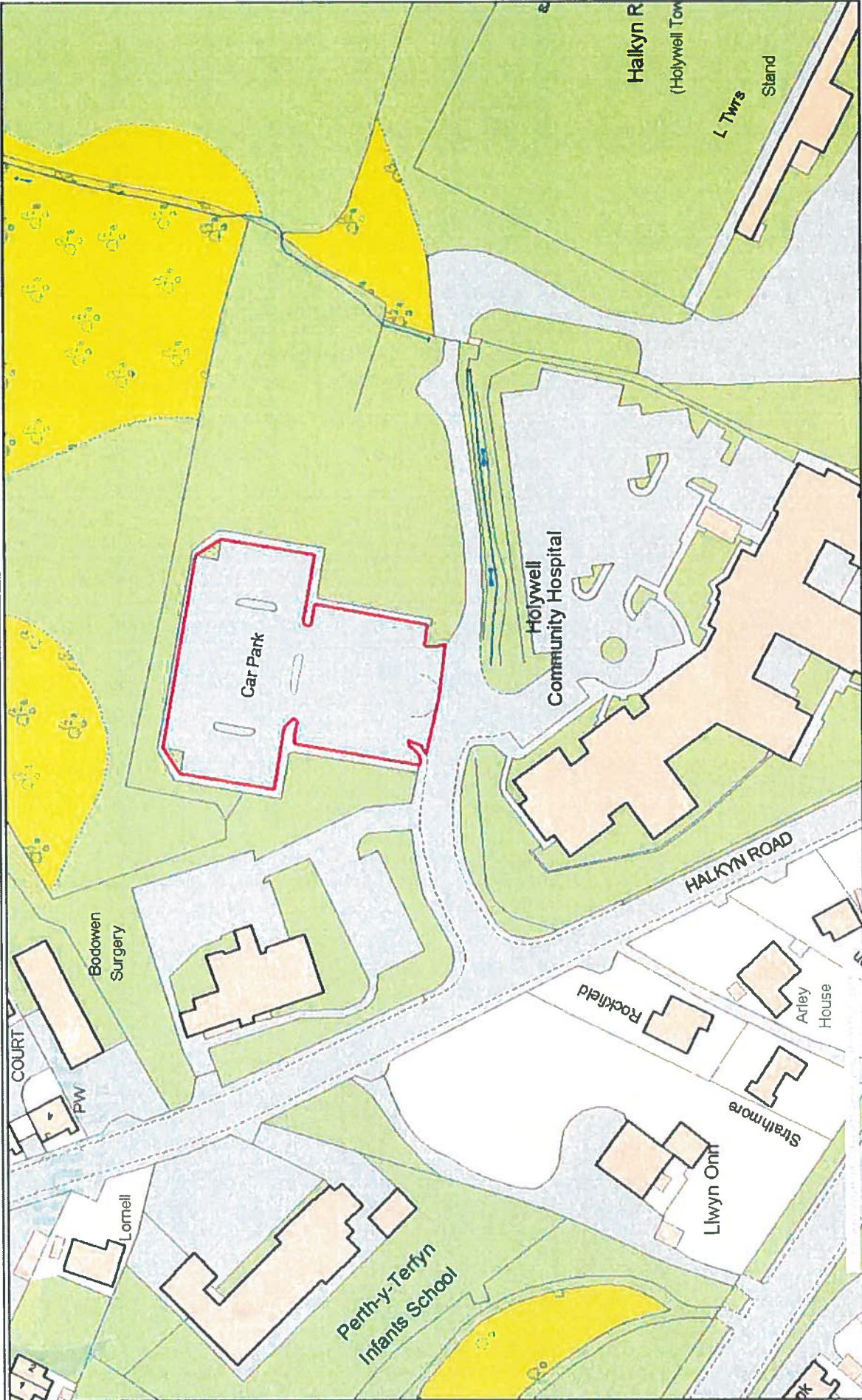
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Centre = 318609 E 375942 N
Date 25/7/2013
Name



1

Halkyn Street, Holywell

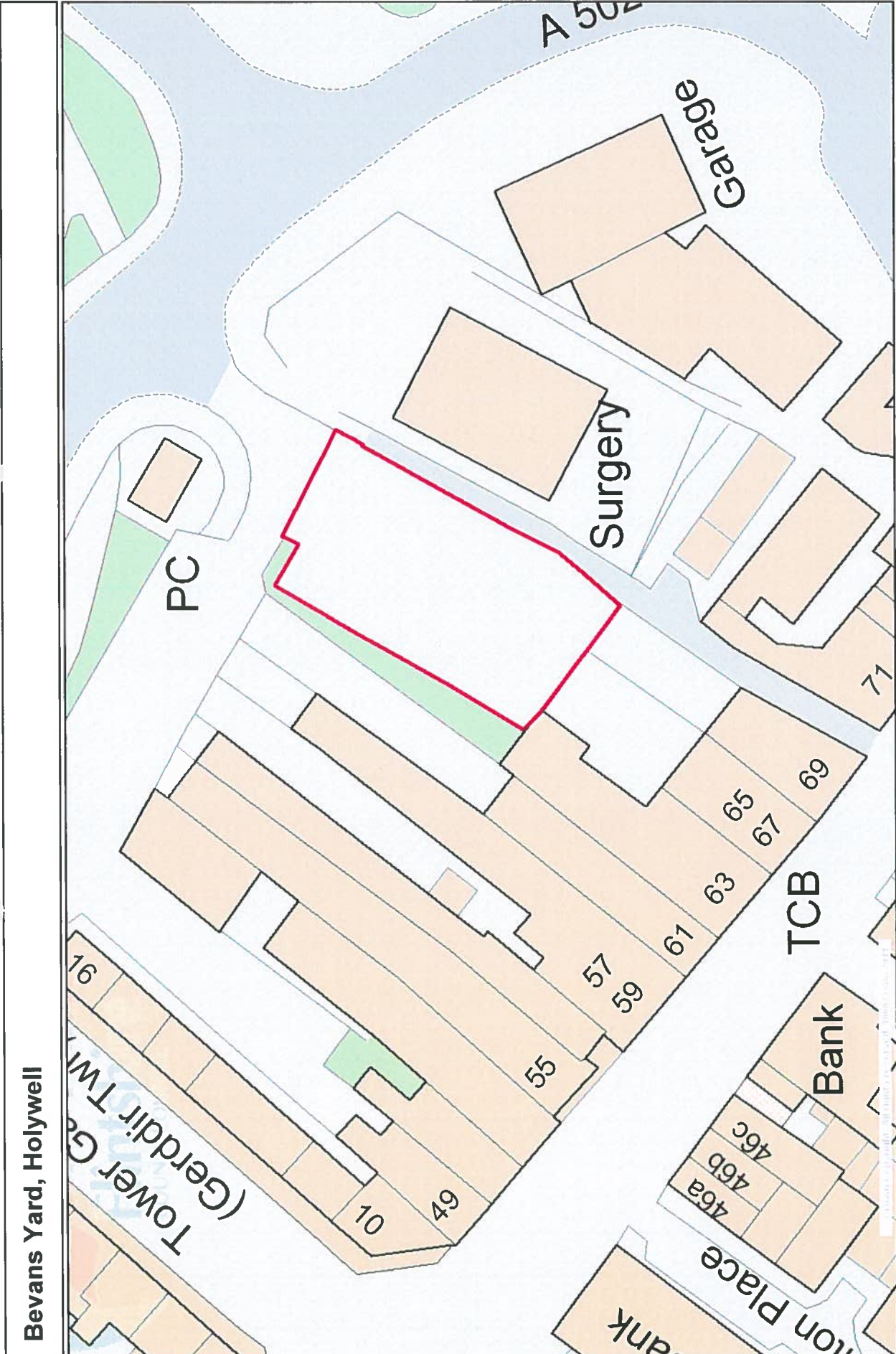


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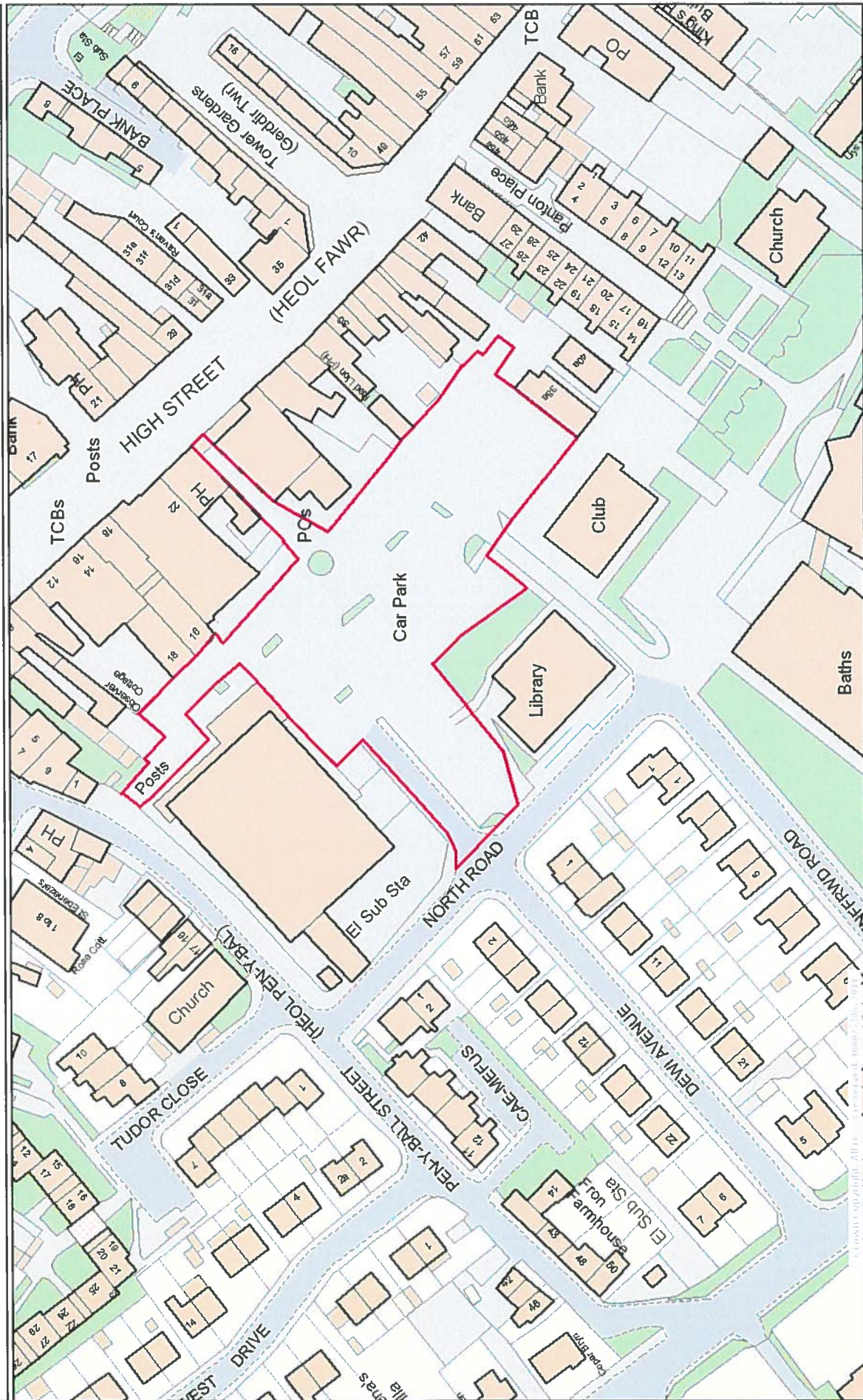
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Somerfield Car Park, Holywell



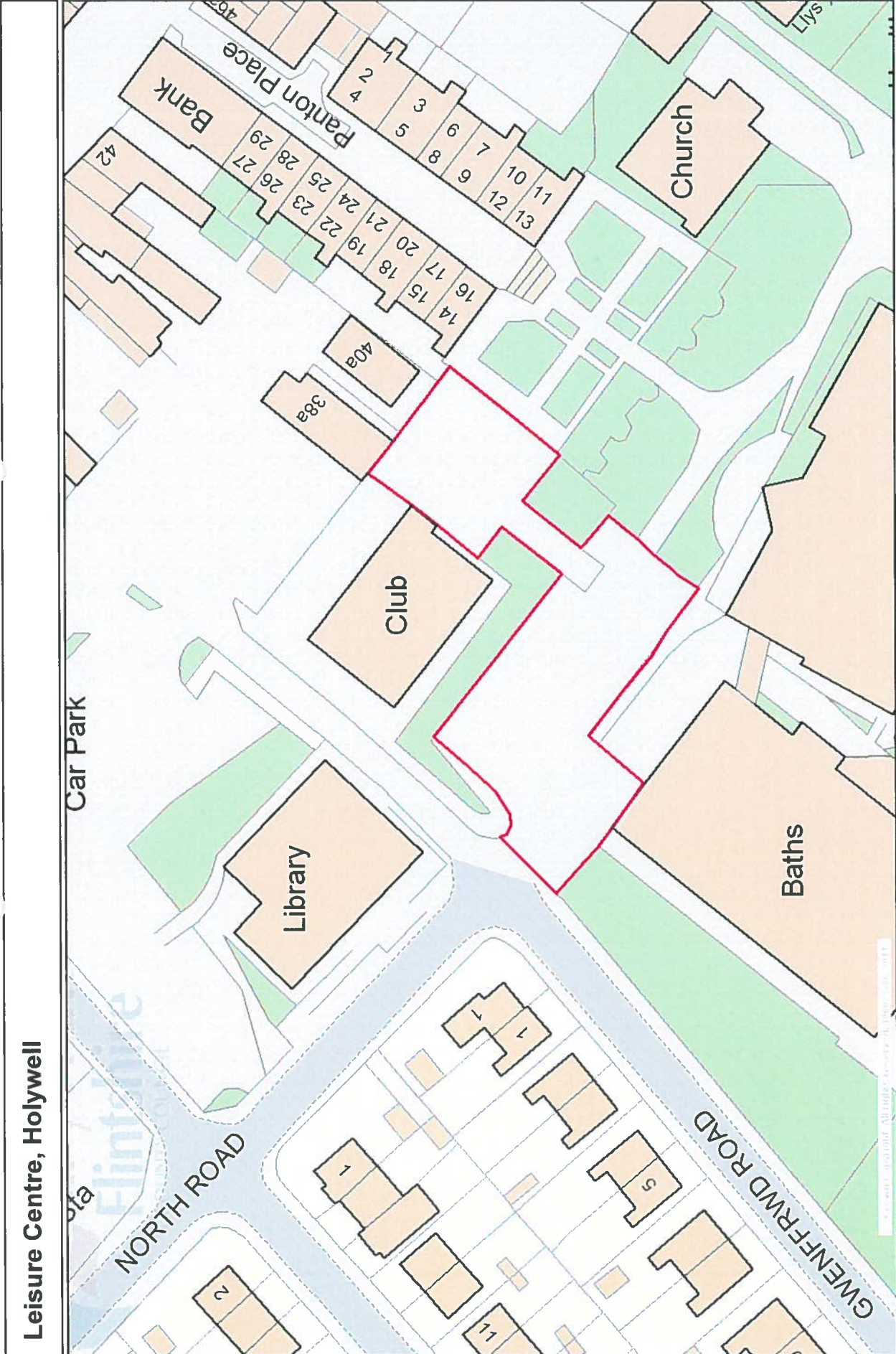
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 Name

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5



Leisure Centre, Holywell

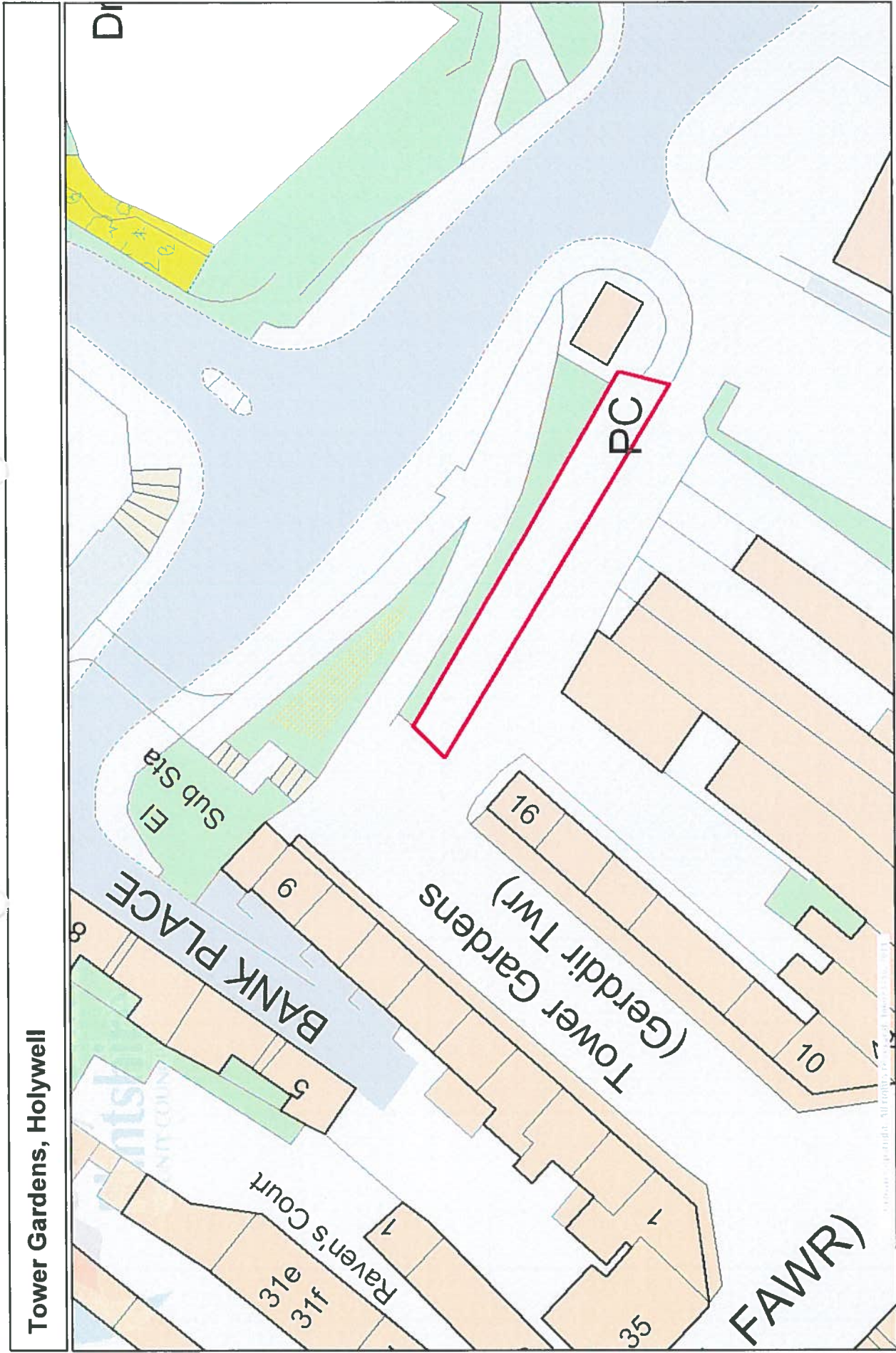


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Date 26/7/2013
Name



6



Tower Gardens, Holywell

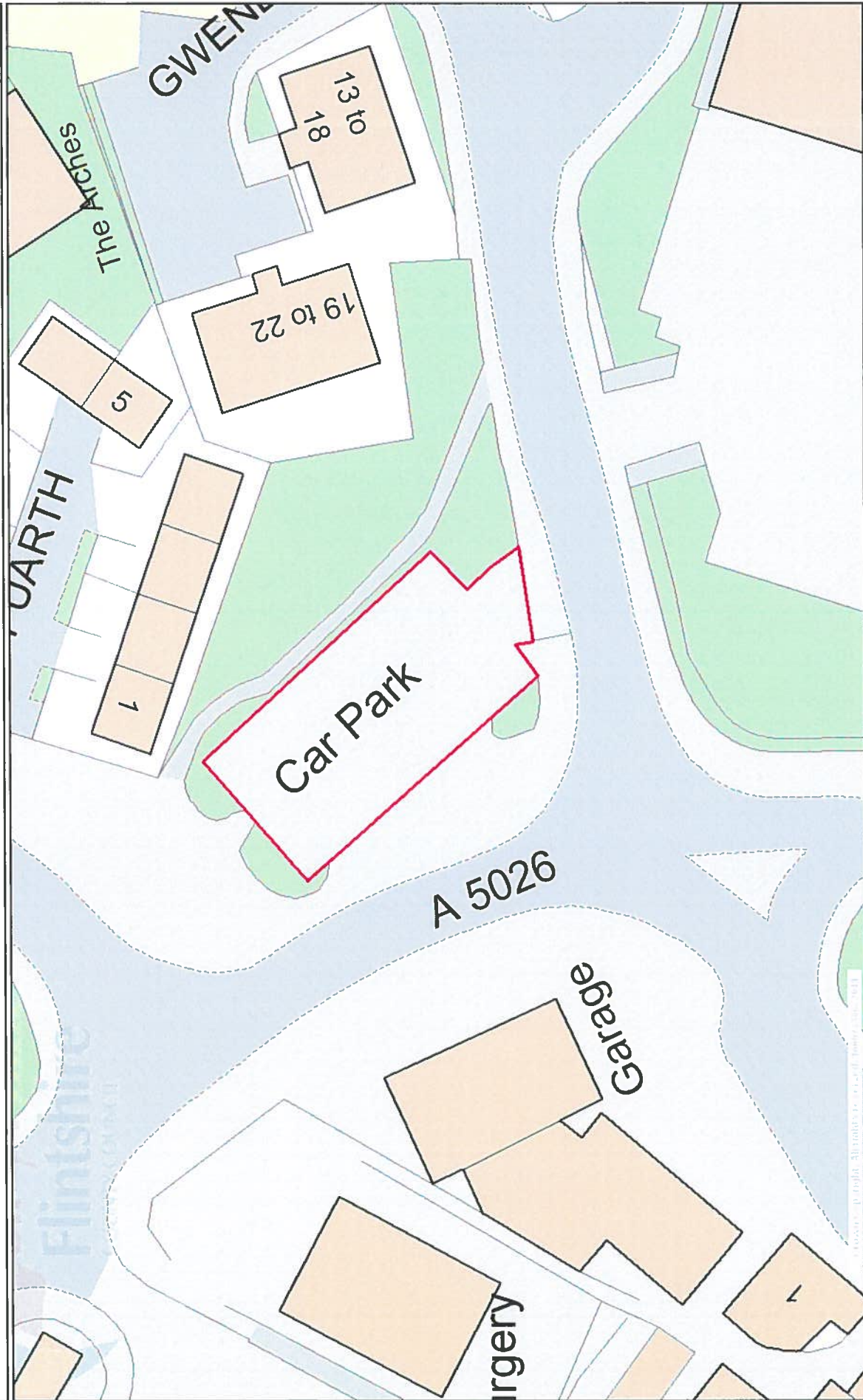


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 Name



Plas Yn Dre, Holywell



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 Centre = 3 18779 E 375838 N
 Date 26/7/2013
 Name



PROPOSED charging tariffs for Pay & Display Car Parks;

This proposed change to tariff clearly defines short and long stay parking areas and fees applicable for all users (including motorcycle bays);

CURRENT Tariff	Car Parks	NEW Tariff	Hours of Operation
No charge	Leisure Centre	20p for up to 2hrs 50p for up to 4hrs	Monday to Saturday 08:00 to 17:00
No charge	Somerfield	20p for up to 2hrs 50p for up to 4hrs	Monday to Saturday 08:00 to 17:00
No charge	Plas yn Dre Bevans Yard Tower Gardens Halkyn Road	20p for up to 2hrs 50p for up to 4hrs £1.00 for all day	Monday to Saturday 08:00 to 17:00

PROPOSED improvements to car parks;

As part of this review and in line with the change to the parking tariff it is also proposed to introduce the following improvements to the car parks, the timescales for introduction are also detailed;

Proposed Improvement	Timescale
Pay & Display signage to be erected near each machine, identifying charges, appeals processes, etc.	1 September 2015
Entrance signage where necessary identifying its purpose, and remove all unnecessary signage	1 September 2015
Motorbike parking spaces designated in a number of car parks	1 September 2015

Traffic Regulation Orders (TRO) REVIEW

The following Traffic Regulation Order request is to be advertised shortly, and subject to objections received arrangements will be made to implement as soon as practical;

Location	Description	Appendix No
Inner Ring Road	2 laying over bays (for buses)	1

Below is a list of proposed Traffic Regulation Orders and/or highway improvements that have been considered for charge as part of this process and the timescale for each dependant on their importance;

Location	Description	Implementation timescale	Appendix No
Fron Road	Create a lay-by within the carriageway, with a fixed start/end point (kerbed), moving the centre line across to compensate. (one side only) (provision for 20+ vehicles) Reduce the speed limit from 40mph to 30mph	Before April 2016	2
Whitford Street	Where possible on a specified area, place 30 minute limited waiting bays (one side only) and DYL everywhere else	Before April 2016	3

Other proposals received from Holywell Town Council prior to Civil Parking Enforcement are currently being considered and placed in to a Matrix for delivery; dependant on importance.

The cost of a simple Traffic Regulation Order restriction is around £2,000 to £2,500 (without the legal cost for creating the Order), see below;

- £1,500 advertising
- £500 for simple works; i.e. lining
- £500 signage

The timescale for this process is a minimum 3 months (assuming available resource)

Residential Parking Areas

As part of the parking review residential parking areas have also been considered, and a pilot Residential Parking Scheme in Mold is currently being consulted on (with residents) residing in Gladstone Street, Water Street, Stanley Street and Chapel Street.

In Holywell, the following streets will be considered for residential parking subject to the required consultations and criteria contained within the policy;

- Drew Avenue
- Gwenffryd Road

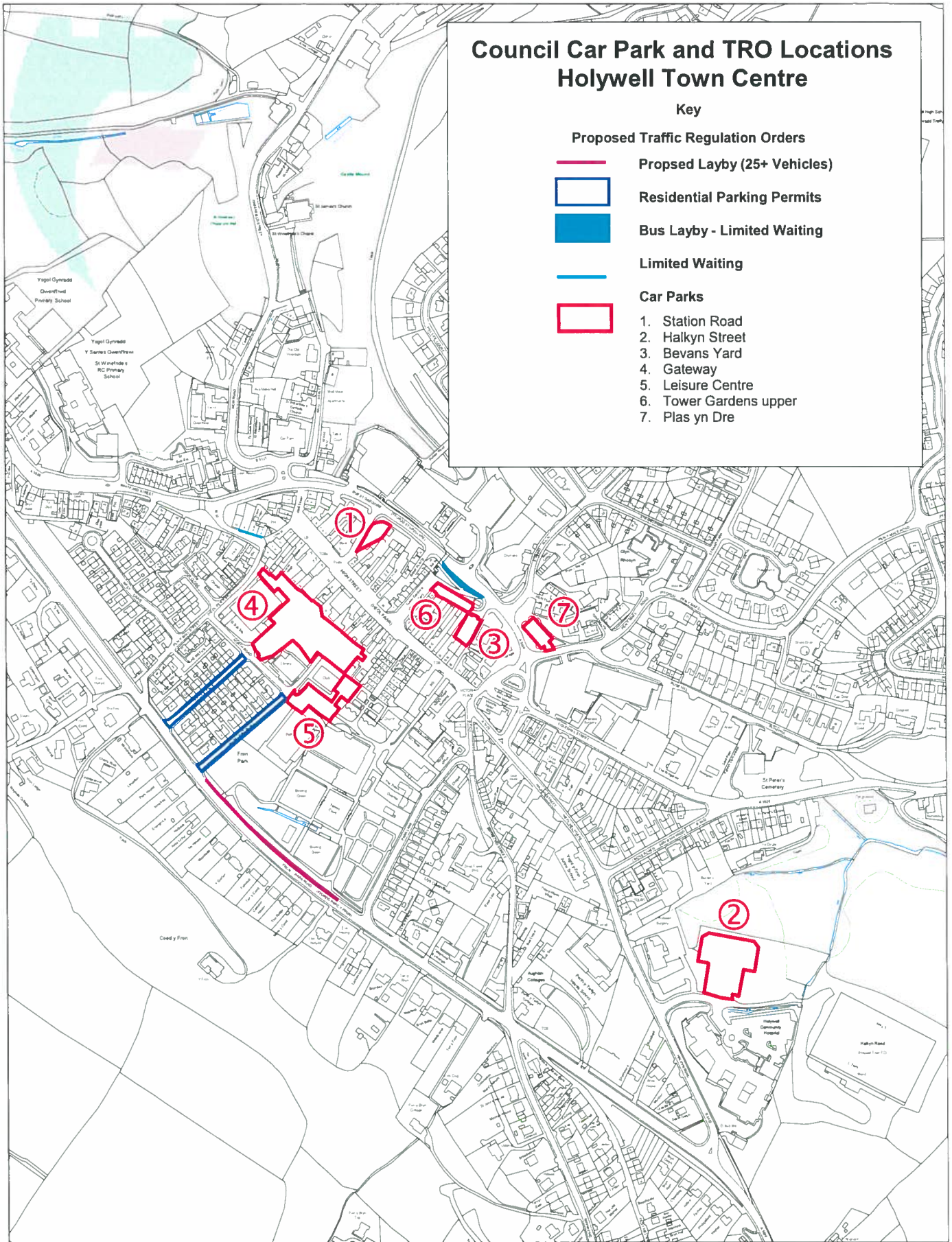
Priority of delivery throughout the authority will be assessed and where it is considered necessary consulted on before charging is implemented.

Policy available on website: www.flintshire.gov.uk/en/PDFFiles/Roads-and-Travel/Policy-for-resident-parking-schemes.pdf.

Council Car Park and TRO Locations Holywell Town Centre

Key

- Proposed Traffic Regulation Orders**
-  Proposed Layby (25+ Vehicles)
 -  Residential Parking Permits
 -  Bus Layby - Limited Waiting
 -  Limited Waiting
- Car Parks**
1. Station Road
 2. Halkyn Street
 3. Bevans Yard
 4. Gateway
 5. Leisure Centre
 6. Tower Gardens upper
 7. Plas yn Dre

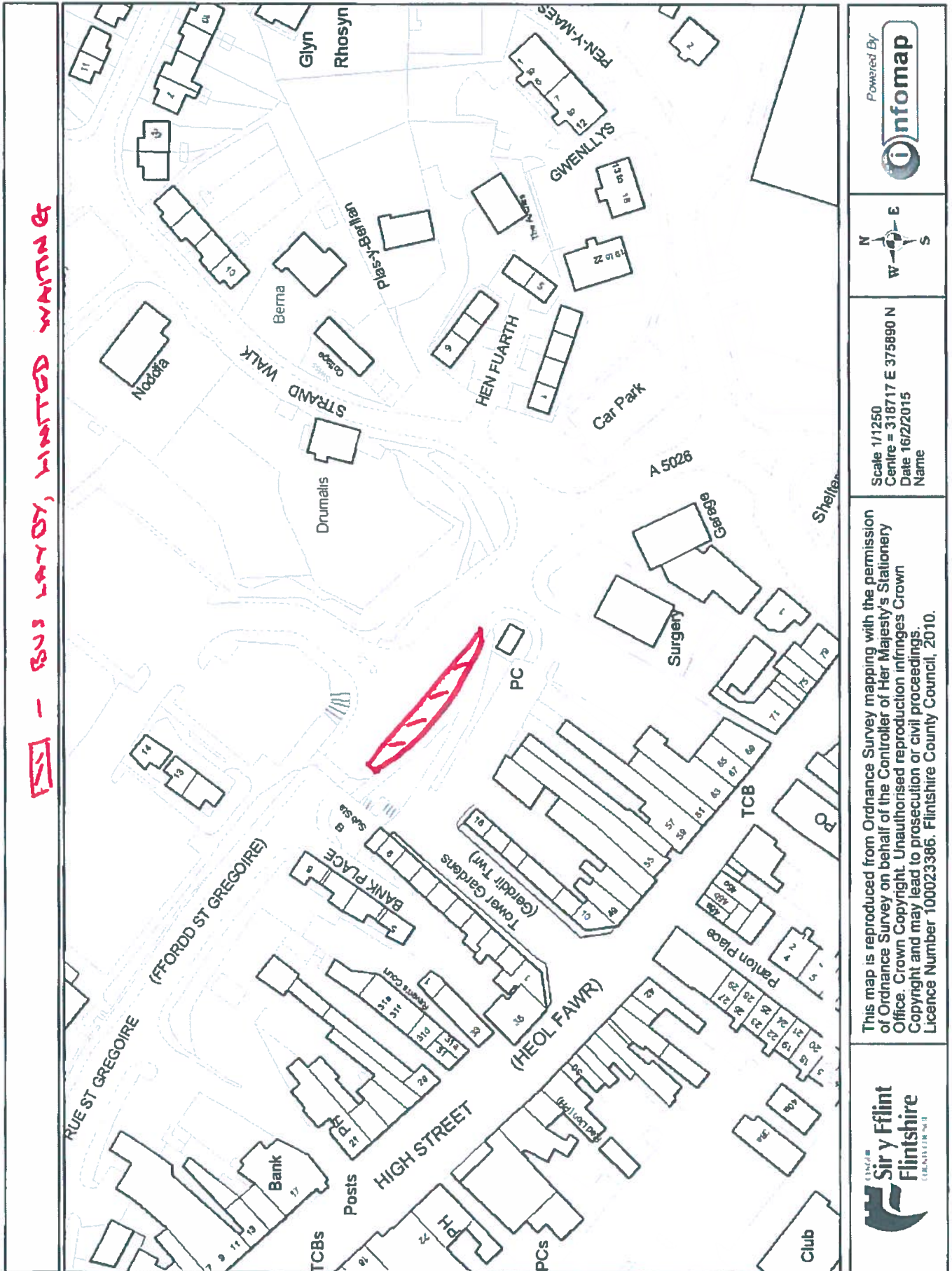


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Planning & Environment,
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Flintshire, CH7 6NF.
Chief Officer: Mr Andrew Farrow

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OS Map: SJ 1875
Plotted 13/02/2015





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Mold Parking Strategy 2015



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- Appendix 1 - Traffic Regulation Order currently with legal
(Earl Road, Upper and Lower High Street)
- Appendix 2 - Traffic Regulation Order proposed amendment
(Grosvenor Road and Victoria Street)
- Appendix 3 - Traffic Regulation Order proposed amendment
(Maes Bod Lonfa)
- Appendix 4 - Traffic Regulation Order proposed amendment
(Wrexham Street)

This town / community specific parking strategy builds on the principals of the countywide strategy. It makes specific reference to facilities, capacities and tariff structure.

Council Car Park Locations Mold Town Centre

Key

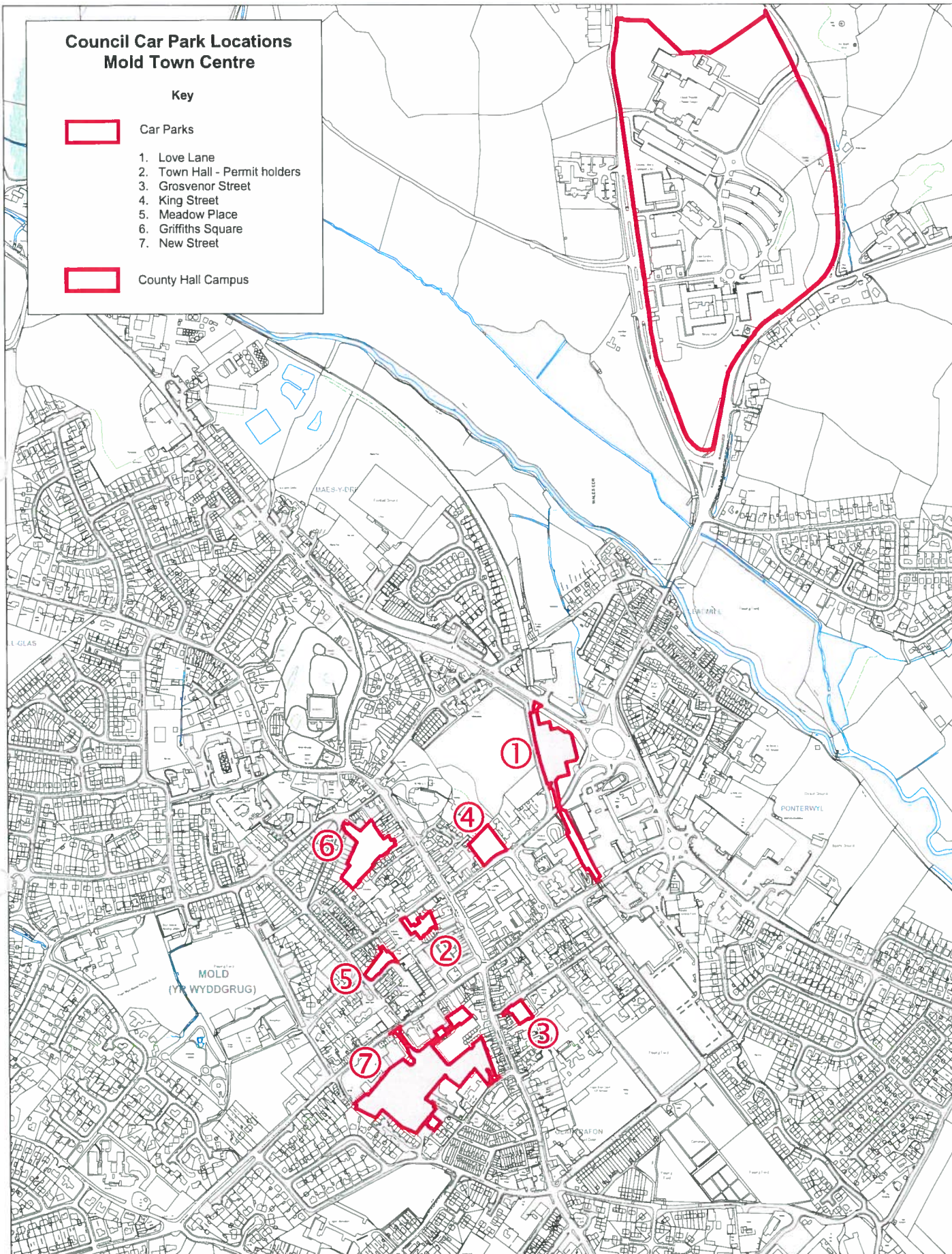


Car Parks

1. Love Lane
2. Town Hall - Permit holders
3. Grosvenor Street
4. King Street
5. Meadow Place
6. Griffiths Square
7. New Street



County Hall Campus



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Flintshire County Council,
County Hall, Mold,
Flintshire, CH7 6NF.
Chief Officer: Mr Andrew Farrow

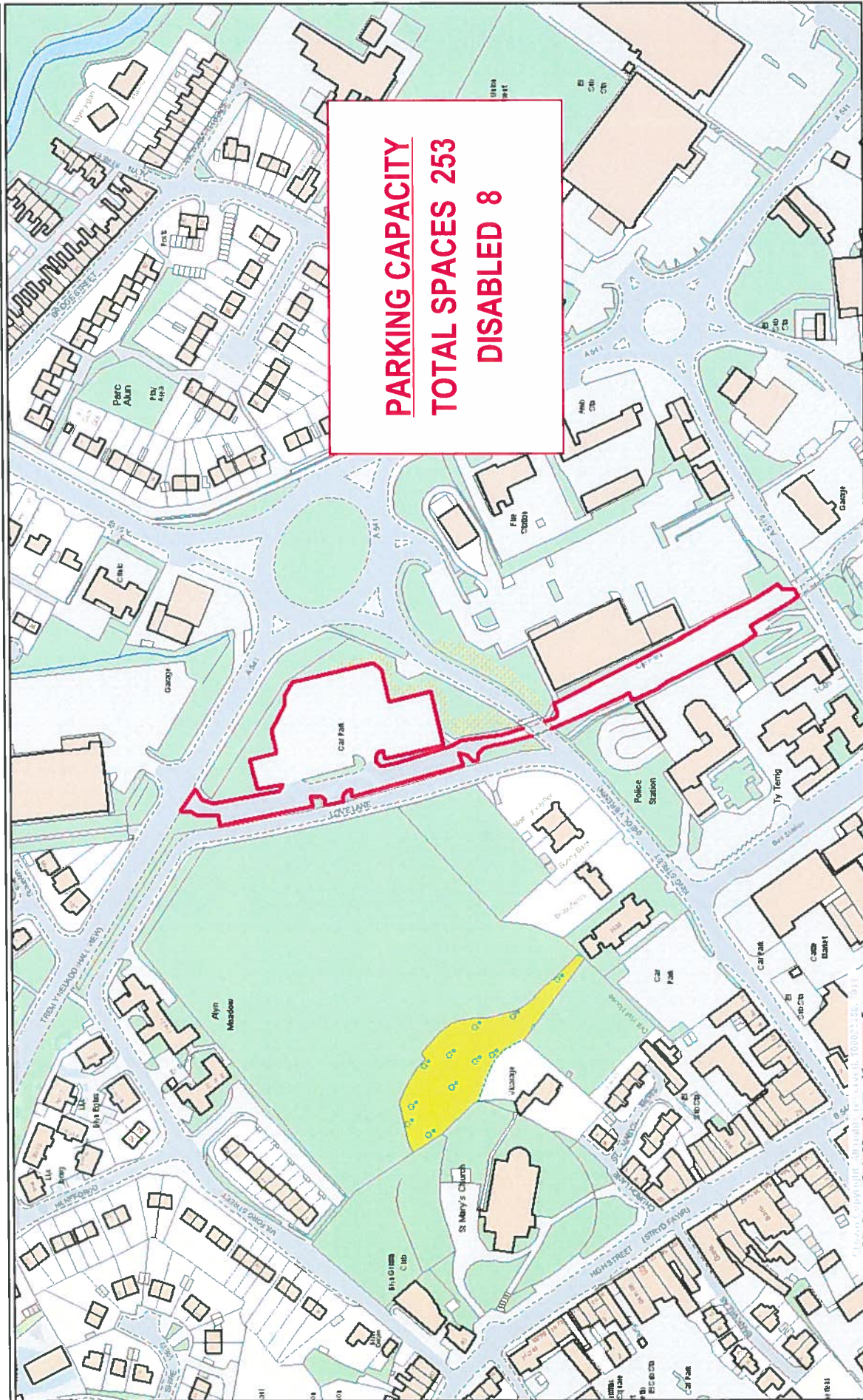
Scale 1:4000 @ A2
OS Map: SJ 2363
Plotted 25/02/2015



Capacity of all Mold Car Parks

The below table outlines the current number of spaces within each car park;

	Total Spaces	Disabled Spaces
Griffiths Square (+1 Loading bay to the rear of Bevans)	126	8
Grosvenor Street	30	2
King Street	68	2
Love Lane	253	8
Meadow Place	31	5
New Street (+2 coach bays + 2 M/C bays (motorcycle))	439	21
County Hall	1014	21
Total Spaces for the area	1961	65

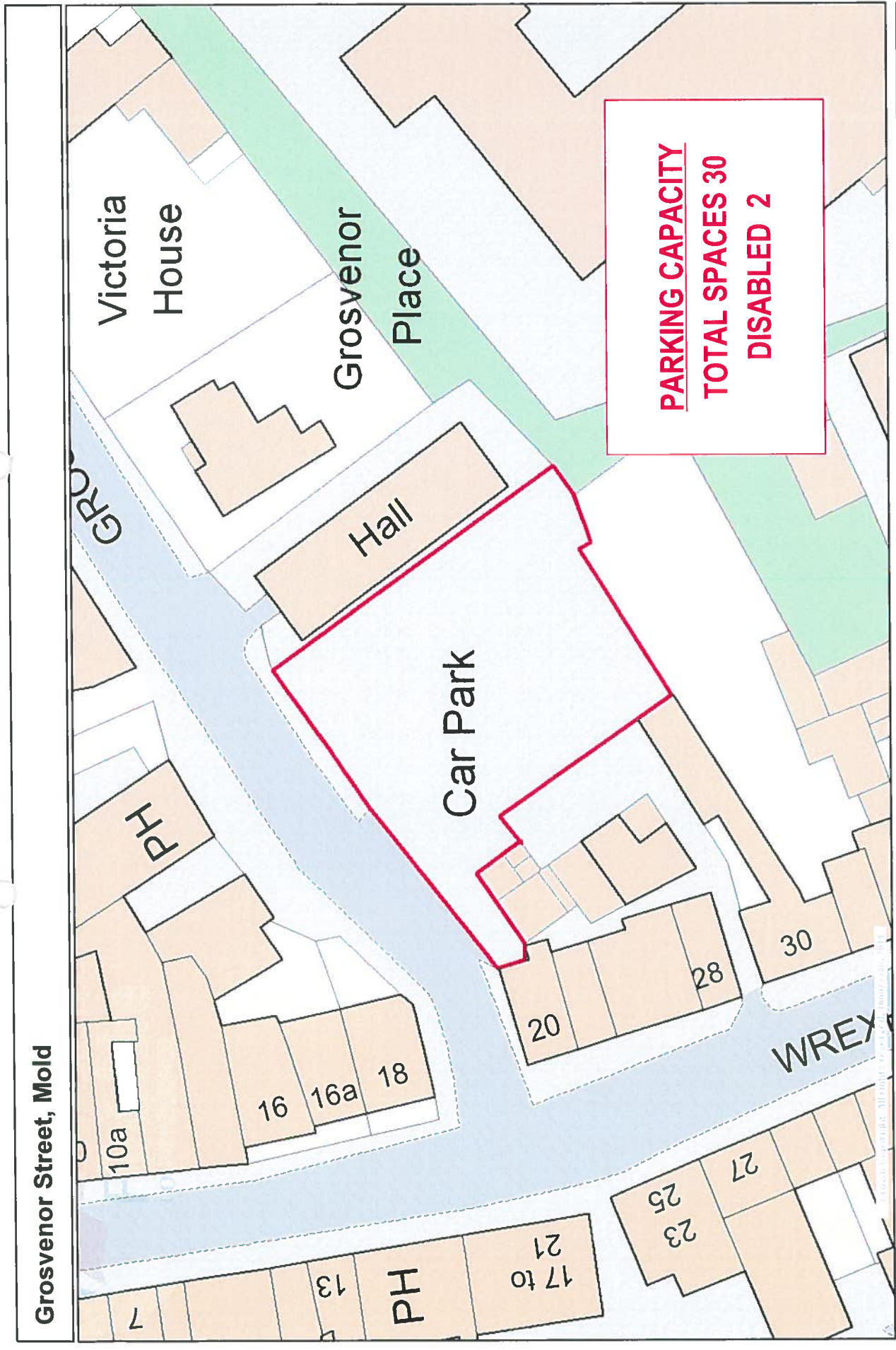


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Date 3/6/2013
Name

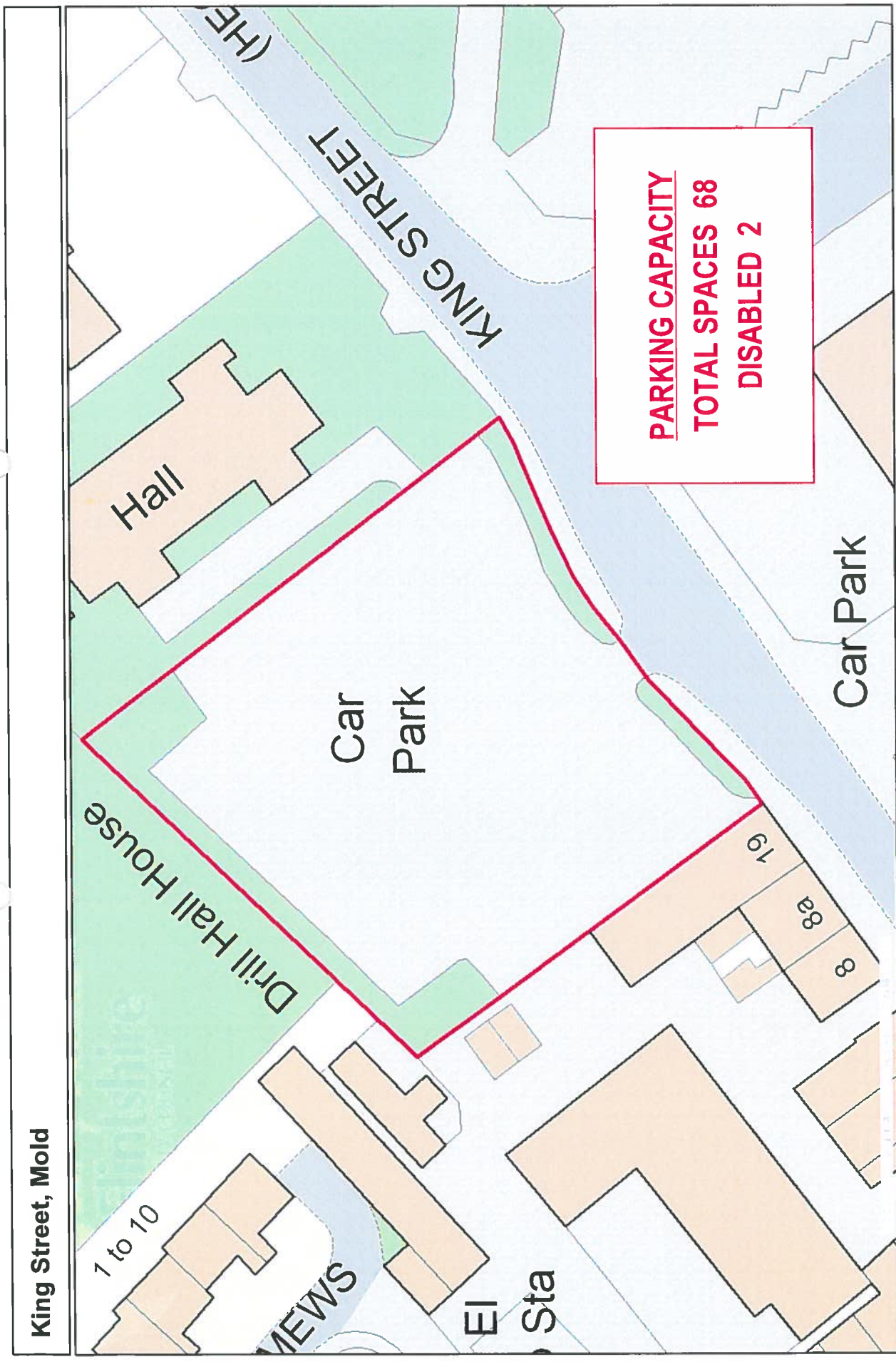




PARKING CAPACITY
TOTAL SPACES 30
DISABLED 2

Grosvenor Street, Mold

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PARKING CAPACITY
TOTAL SPACES 68
DISABLED 2

King Street, Mold

1 to 10

Drill Hall House

Car Park

El Sta

19

28

8

Car Park

Hall

KING STREET (HE)

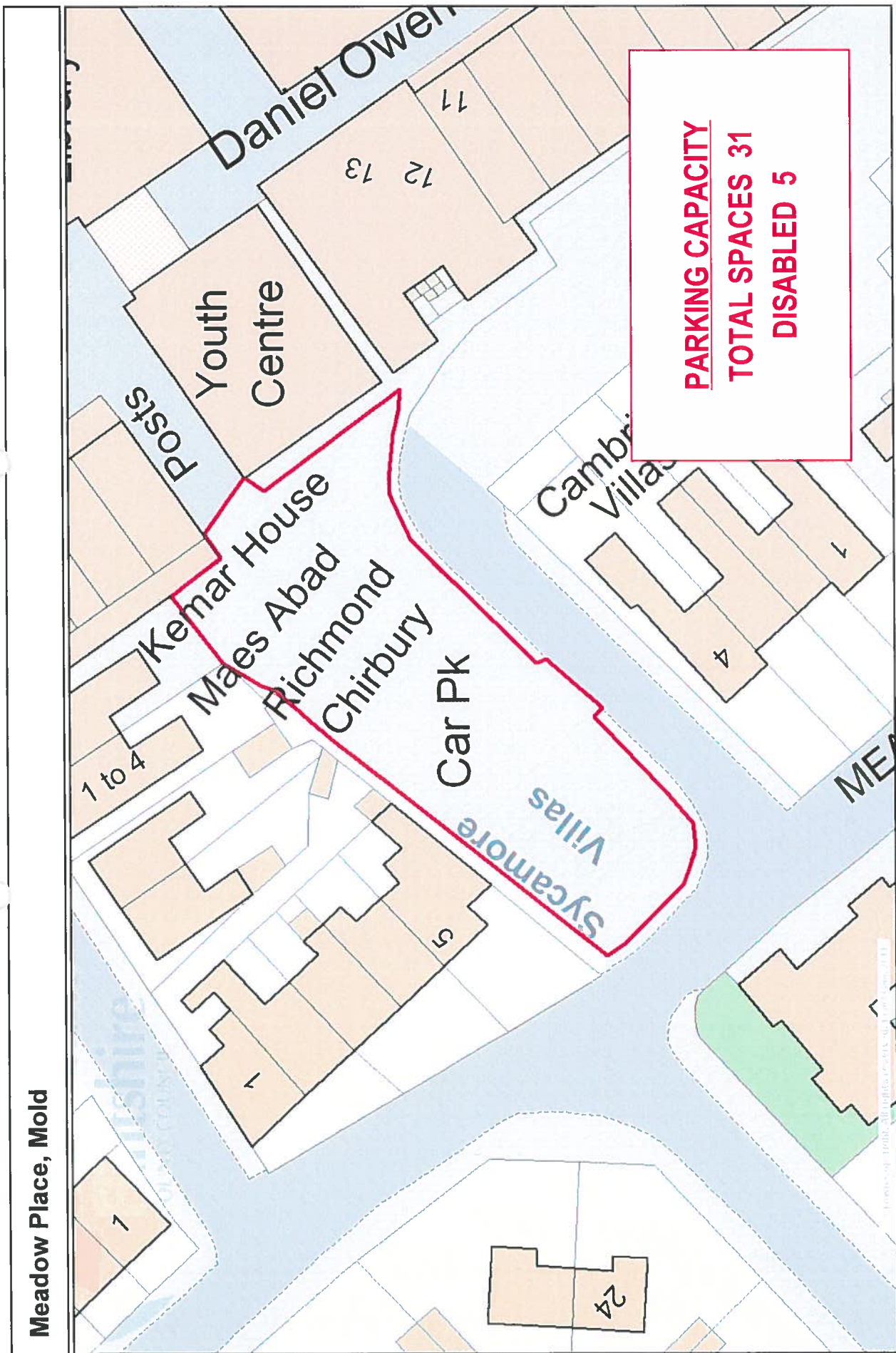


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5



Meadow Place, Mold

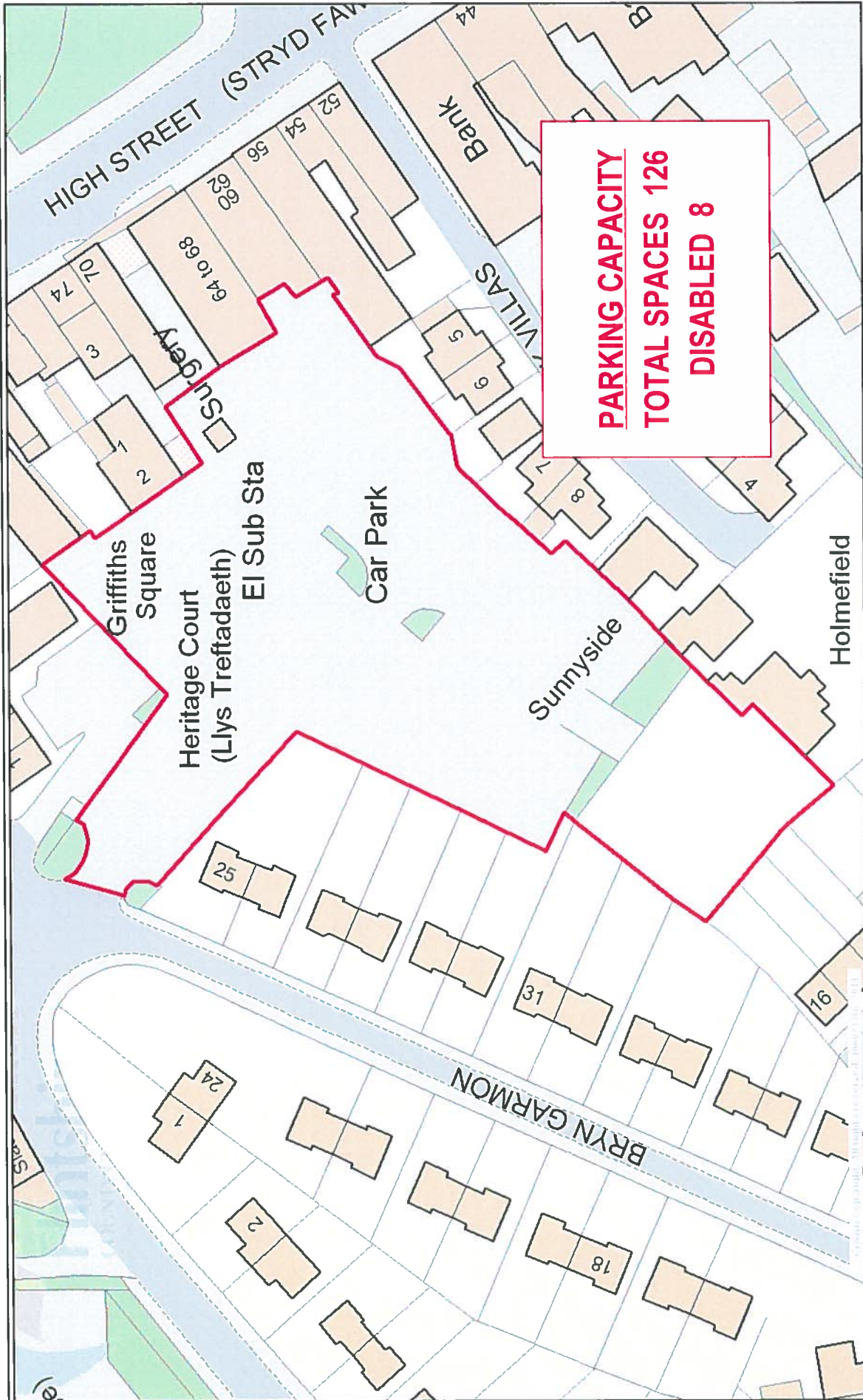


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 Date 3/6/2013
 Name



Griffiths Square, Mold

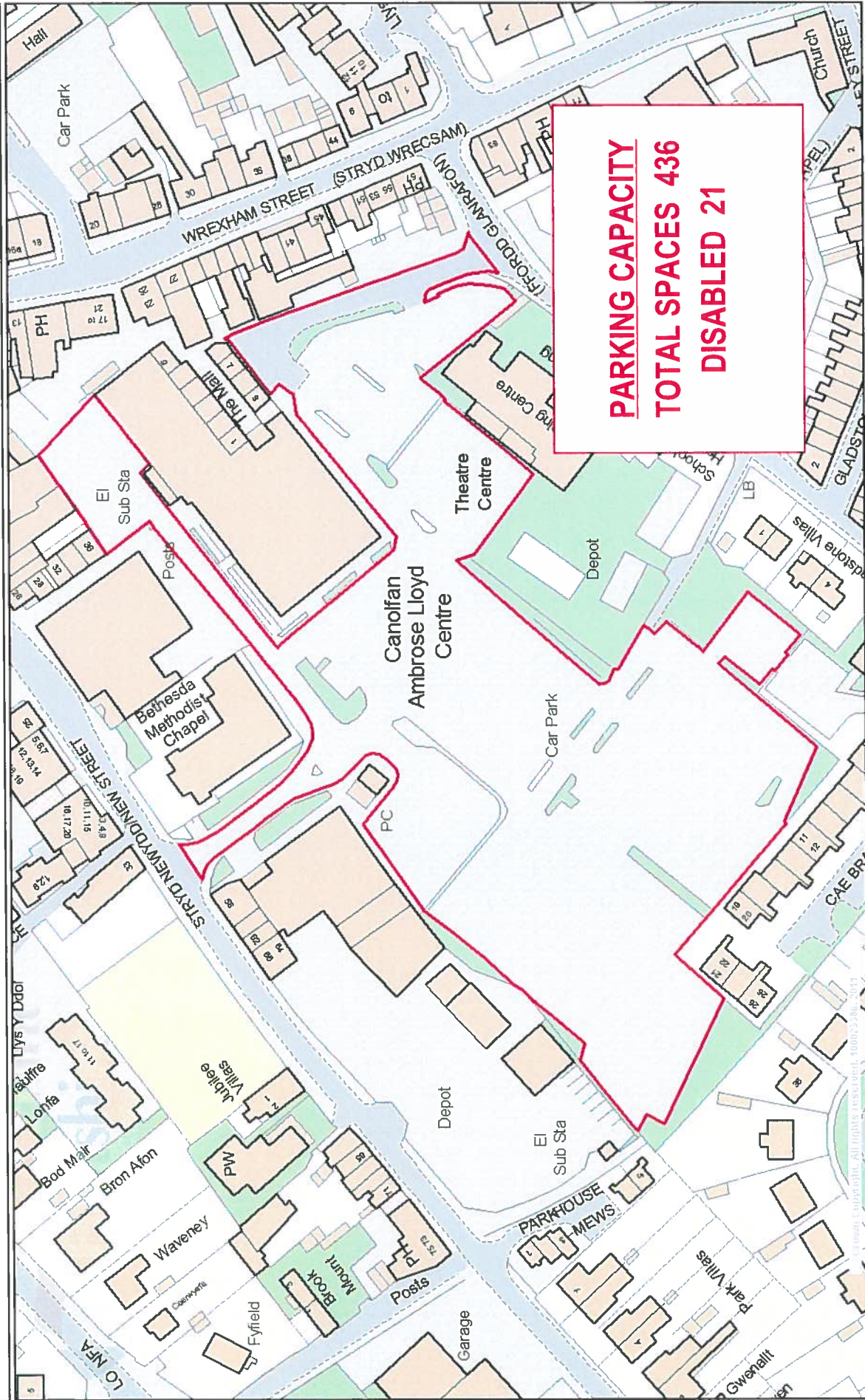


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Name

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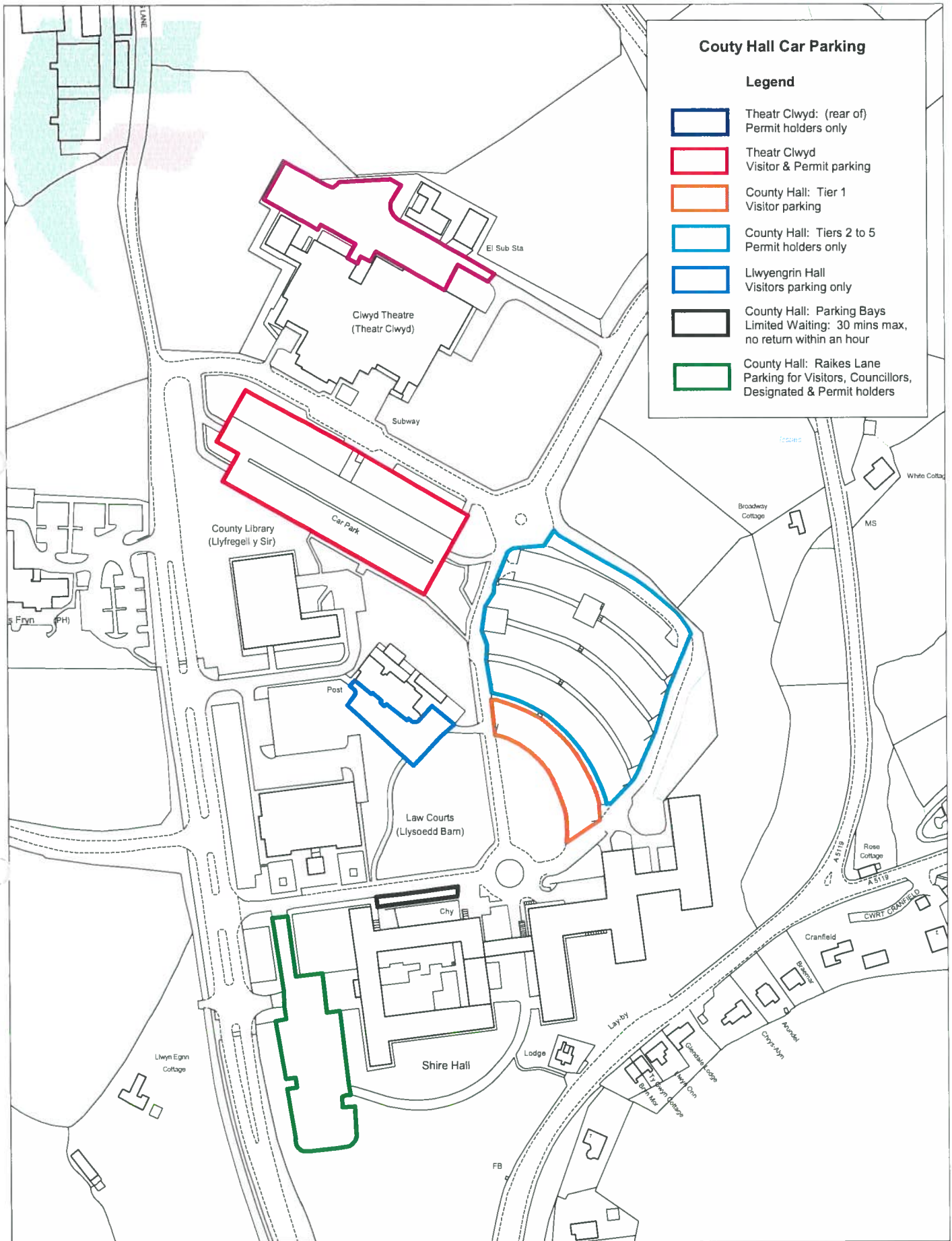
New Street Car Park, Mold



Scale 1/1400
 Centre = 323691 E 363723 N
 Date 4/9/2013
 Name

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Planning & Environment,
Flintshire County Council,
County Hall, Mold,
Flintshire, CH7 6NF.
Chief Officer: Mr Andrew Farrow

Scale 1:???? @ A2
OS Map: SJ????
Plotted 25/02/2014



PROPOSED charging tariffs for Pay & Display Car Parks;

This proposed change to tariff clearly defines short and long stay parking areas and fees applicable for all users (including motorcycle bays);

CURRENT Tariff	Car Parks	NEW Tariff	Hours of Operation
20p for up to 1 hr 40p for up to 2 hrs 60p for up to 3hrs £1.00 All day	New Street, Griffiths Square. (New Street has designated short and long stay areas)	50p for up to 2hrs 80p for up to 4hrs £1.00 for all day	Monday to Saturday 08:00 to 17:00
50p All day	Love Lane.	50p for all day	Monday to Saturday 08:00 to 17:00
20p for up to 1 hr 40p for up to 2 hrs 60p for up to 3hrs £1.00 All day	King Street, Grosvenor Street, Meadow Place.	50p for up to 2hrs 1 hour prohibited return from expiry of parking ticket	Monday to Saturday 08:00 to 17:00
No charge	County Hall Campus	20p for up to 2hrs 50p for up to 4hrs £1.00 for all day	Monday to Saturday 08:00 to 17:00

The County Hall campus includes parking for the following sites; County Hall, Llwynegrin Hall, Theatre Clwyd, Library Headquarters and the law courts.

POPOSED improvements to car parks;

As part of this review and in line with the change to the parking tariff it is also proposed to introduce the following improvements to the car parks, the timescales for introduction are also detailed;

Proposed Improvement	Timescale
Three car parks to be reverted to short stay parking only <ul style="list-style-type: none"> ○ Meadow Place ○ Grosvenor Street ○ King Street 	1 August 2015
Reinstate the short stay area within New Street Car Park (using the old signs which were never removed)	1 August 2015
Pay & Display signage to be erected near each machine, identifying charges, appeals process, etc.	1 August 2015
Entrance signage where necessary identifying its purpose, and remove all unnecessary signage	1 August 2015
Motorbike parking spaces designated in a number of car parks	1 August 2015
Improvements to drainage in Love Lane Car Park, drains have been jetted and a scheme has been drawn up to install soakaways;	Currently in progress

Traffic Regulation Orders (TRO) REVIEW

The following Traffic Regulation Order requests are to be advertised shortly, and subject to objections received arrangements will be made to implement as soon as practical;

Location	Description	Appendix No
Earl Road (Mococo side)	small length of no loading blips	1
Upper High Street (by church)	limited waiting bays 30mins	1
Lower High Street (by WHSmith)	limited waiting bays changed to two disabled bays	1

Below is a list of proposed Traffic Regulation Orders that have been considered for charge as part of this process and the timescale for each dependant on their importance;

Location	Description	Implementation timescale	Appendix No
Grosvenor Street	Within a specified area, place 1hr limited waiting bays (one side only) and relaxing the existing 07:00 to 19:00 (one side only) restriction to 08:00 to 17:00 Mon-Sat	On or before 1 September 2015	2
Victoria Road	Place 1hr limited waiting bays (one side only) and relaxing the existing 07:00 to 19:00 restriction (one side only) to 08:00 to 17:00 Mon-Sat	On or before 1 September 2015	2
Maes Bod Lonfa	Relax the existing 07:00 to 19:00 restriction to 08:00 to 17:00 Mon-Sat	On or before 1 September 2015	3
Wrexham Street	Consider school entrance markings Opposite Bryn Coch pedestrian access / lollipop lady (possibly time restricted)	Under consideration	4

Other proposals received from Mold Town Council prior to CPE are currently being considered and placed in to a Matrix for delivery; dependant on importance.

The cost of a simple Traffic Regulation Order restriction is around £2,000 to £2,500 (without the legal cost for creating the Order), see below;

- £1,500 advertising
- £500 for simple works; i.e. lining
- £500 signage

The timescale for this process is a minimum 3 months (assuming available resource)

Residential Parking Areas

As part of the Mold review residential parking areas have also been considered, and a pilot Residential Parking Scheme is currently being consulted on (with residents) residing in Gladstone Street, Water Street, Stanley Street and Chapel Street.

In Mold, the following streets will be considered for residential parking subject to the required consultations and criteria contained within the policy;

- Bedford Way
- Bryn Noddfa
- Millford Street
- Harrowby Road
- Byrn Awelon






Priority of delivery throughout the authority will be assessed and where it is considered necessary consulted on before charging is implemented.

Policy available on website: www.flintshire.gov.uk/en/PDFFiles/Roads-and-Travel/Policy-for-resident-parking-schemes.pdf.

Council Car Park and TRO Locations Mold Town Centre

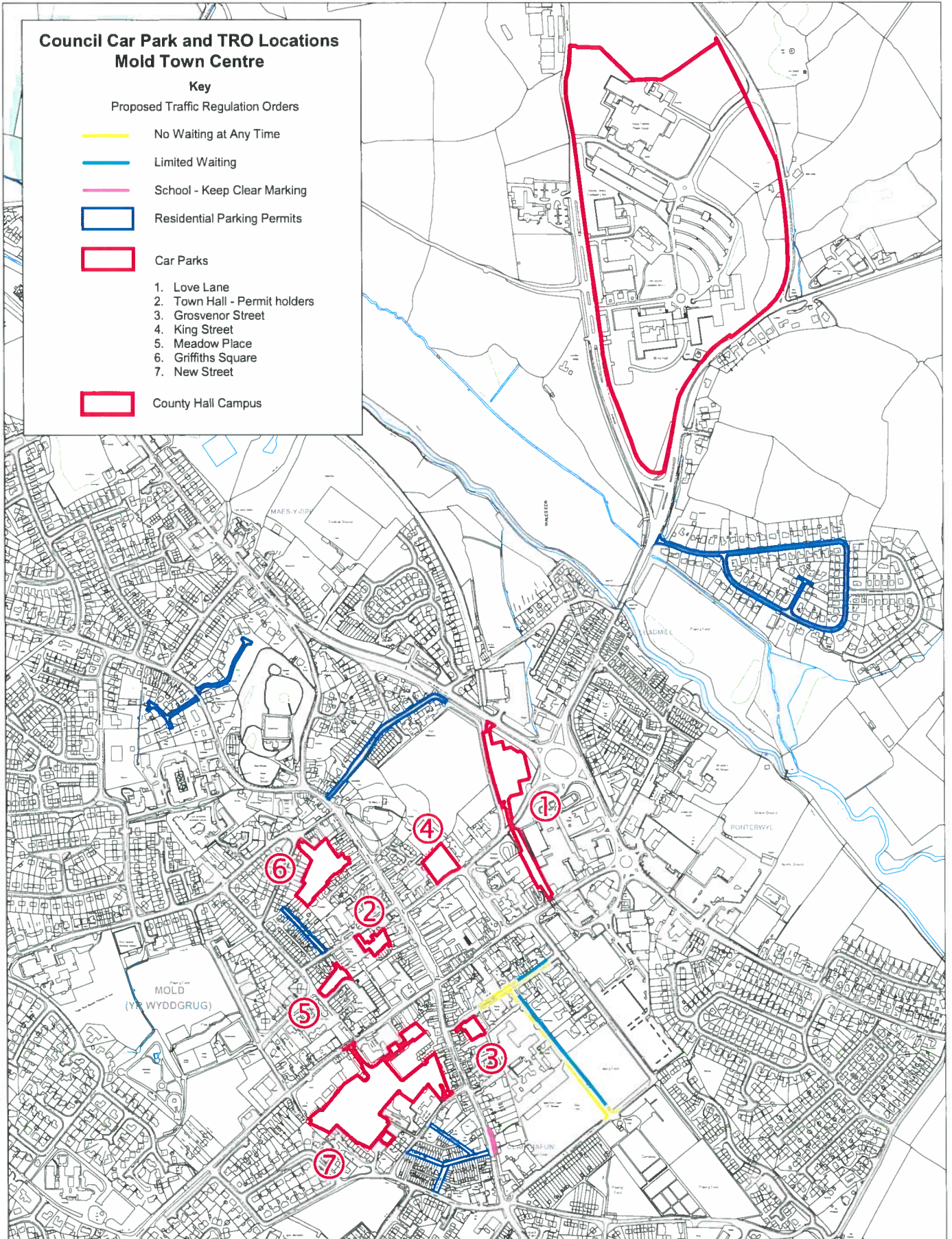
Key

Proposed Traffic Regulation Orders

-  No Waiting at Any Time
-  Limited Waiting
-  School - Keep Clear Marking
-  Residential Parking Permits
-  Car Parks

1. Love Lane
2. Town Hall - Permit holders
3. Grosvenor Street
4. King Street
5. Meadow Place
6. Griffiths Square
7. New Street

-  County Hall Campus






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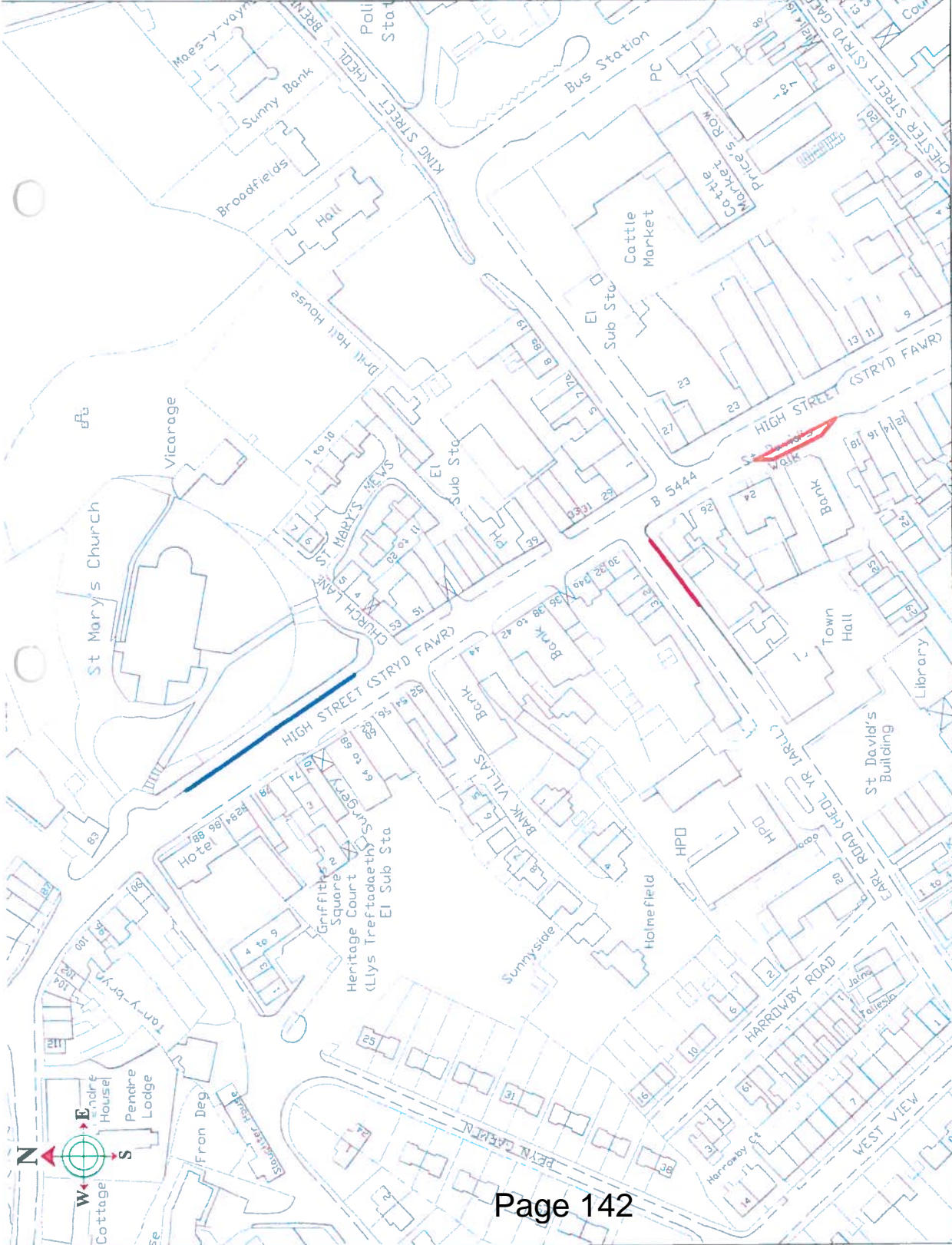
Planning & Environment,
Flintshire County Council,
County Hall, Mold,
Flintshire, CH7 6NF.
Chief Officer: Mr Andrew Farrow

Scale 1:4000 @ A2
OS Map: SJ 2363
Plotted 09/04/2015



KEY

-  Limited Waiting 7am - 7pm
30 mins, No return in 30 mins
-  No Loading / Unloading 7am - 7pm
-  Two Disabled Parking Bays.



PRELIMINARY	AMENDMENTS:	DATE

DRAWN BY: NGW
 CHECKED BY: GP
 SCALE: 1: 1250 @ A3
 NAT. GRID REF: 323762 363945

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 (RESERVED LICENSE NUMBER LA 19822384, FLINTSHIRE COUNTY COUNCIL, COUNTY HALL, MOLD.

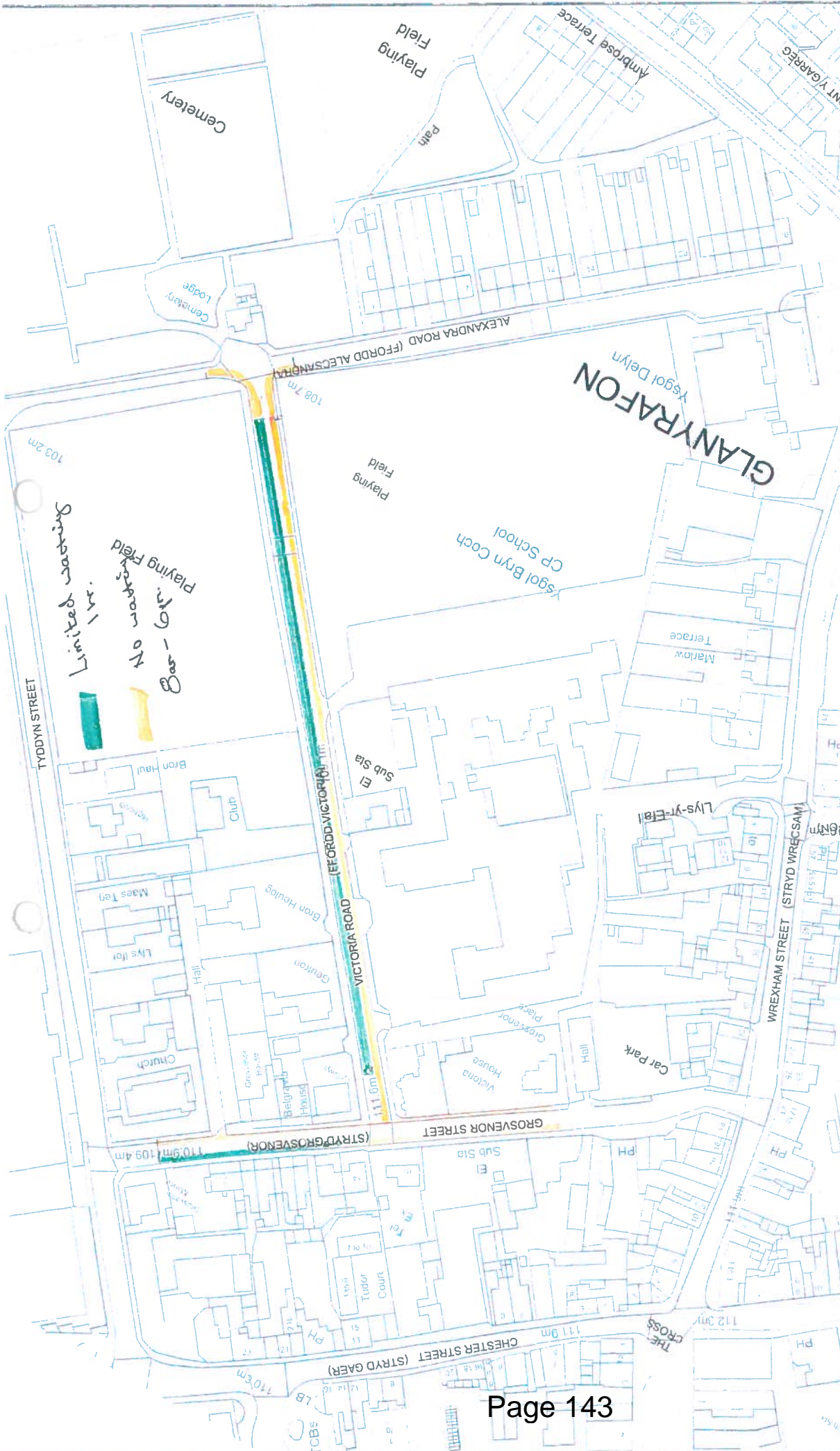


CARL LONGLAND
 Director of Environment.
 Cynnydder yr Amgylchedd.
 County Hall, Mold, CH7 8NF
 Hwasel y Str. Yr Wyddgrug, CH7 8NF

TRAFFIC

High Street Mold
 Proposed Waiting, Loading Restrictions and Parking Bays
 (Sheet 1 of 1)

DRAWING NUMBER **HT/14/0000 201 | P1**



Ysgol Bryn Coch CP School
Mold
Roads Surrounding
(Sheet 1 of 1)

DRAWING NUMBER **HT/15/0000** 101 P1

PRELIMINARY	AMENDMENTS:	DATE

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CHECKED BY: JJ
SCALE: 1:1250 @ A3
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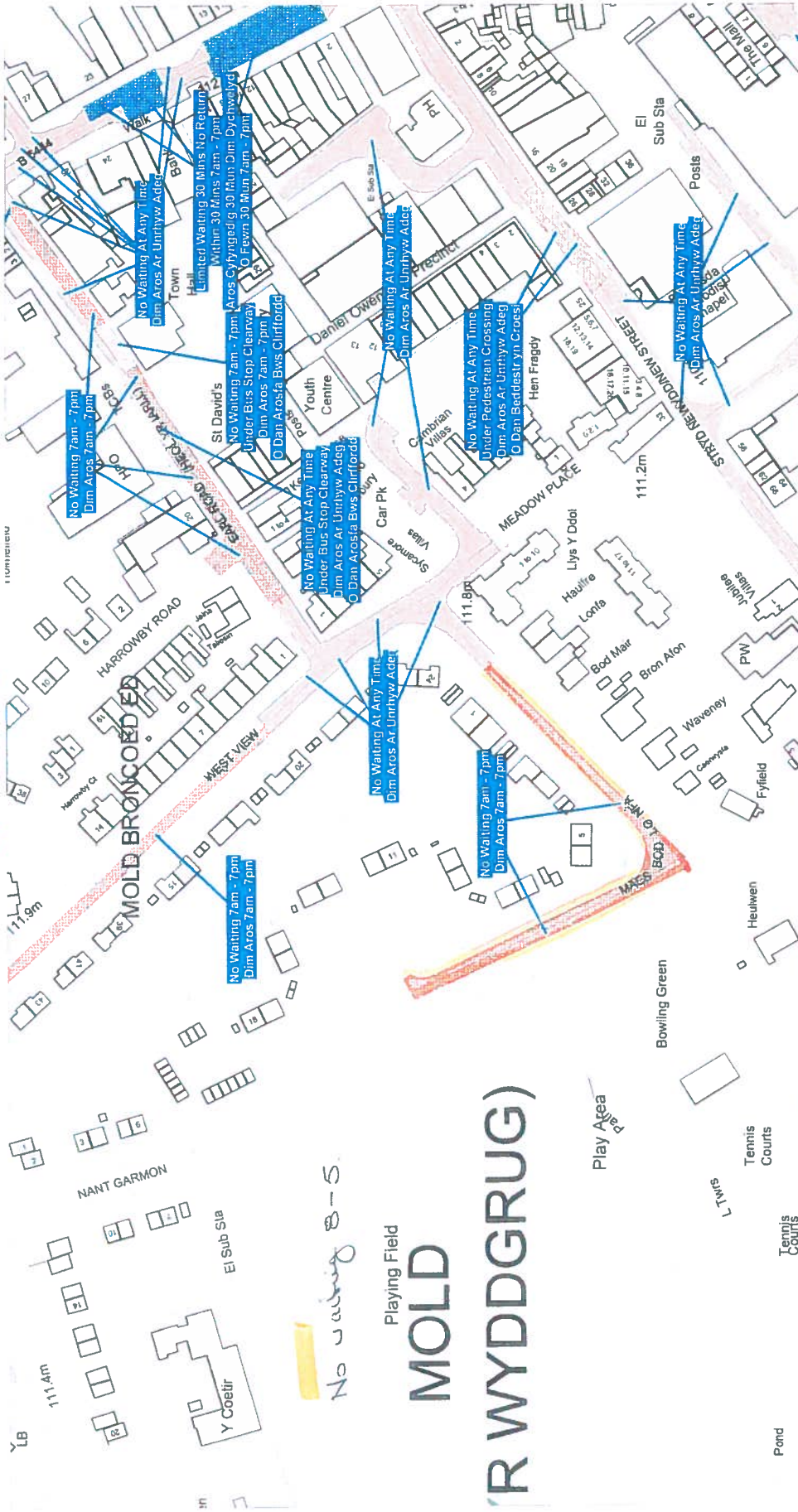
CARL LONGLAND
Director of Environment
Cyfarwyddwr yr Amgylchedd
County Hall, Mold, CH7 8NF
Heolddy St, Yr Ydydding, CH7 8NF

TRAFFIC

Sheet Revision No: 1
Rhif Adolgiad Y Ddalen: 1
Sheet active from: 1 October 2013
Dalen yn weithredol o: 1 Hydref 2013



COD ARDAL:AJ94
AREA CODE:AJ94



Flintshire County Council
Environment Directorate
County Hall
Mold
CH7 6NF




Cyngor Sir Y Fflint
Cylarwyddlaeth yr Amgylchedd
Neuadd Y Sir
Yr Wyddgrug
CH7 6NF

The Flintshire County Council
The Prohibition and Restriction of Waiting and Loading and Parking Places
(Civil Enforcement and Consolidation) Order 2013

Gorchymyn Cyngor Sir Y Fflint
(Gwahardd a Chyfyngu Aros a Llywtho a Mannau Parcio)
(Gorfodi Sifil a Chydyfnerthu) 2013

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Graddfa: 1:1250
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SHOTTON Parking Strategy 2015



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Plan outlining the area of Ash Grove Car Park	Page 7
Plan outlining the area of Charmleys Lane Car Park	Page 8
Plan outlining the area of King George Street Car Park	Page 9
Plan outlining the area of Plymouth Street Car Park	Page 10
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Appendices

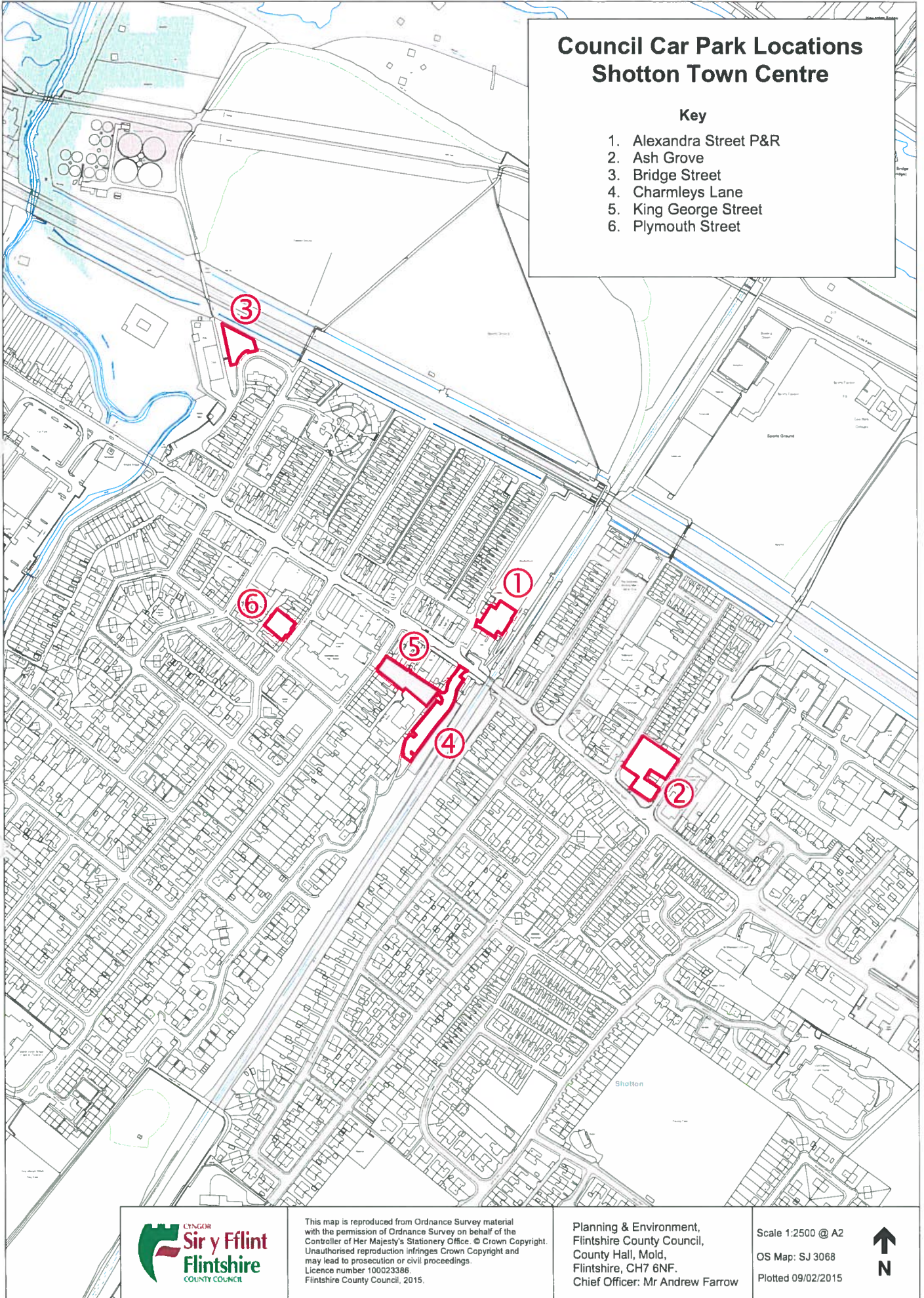
Appendix 1	Traffic Regulation Order currently with legal (Various revocations)
Appendix 2	Traffic Regulation Order currently with legal (Plymouth Street)

This town / community specific parking strategy builds on the principals of the countywide strategy. It makes specific reference to facilities, capacities and tariff structure.

Council Car Park Locations Shotton Town Centre

Key

1. Alexandra Street P&R
2. Ash Grove
3. Bridge Street
4. Charmleys Lane
5. King George Street
6. Plymouth Street



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Flintshire, CH7 6NF.
Chief Officer: Mr Andrew Farrow

Scale 1:2500 @ A2
OS Map: SJ 3068
Plotted 09/02/2015

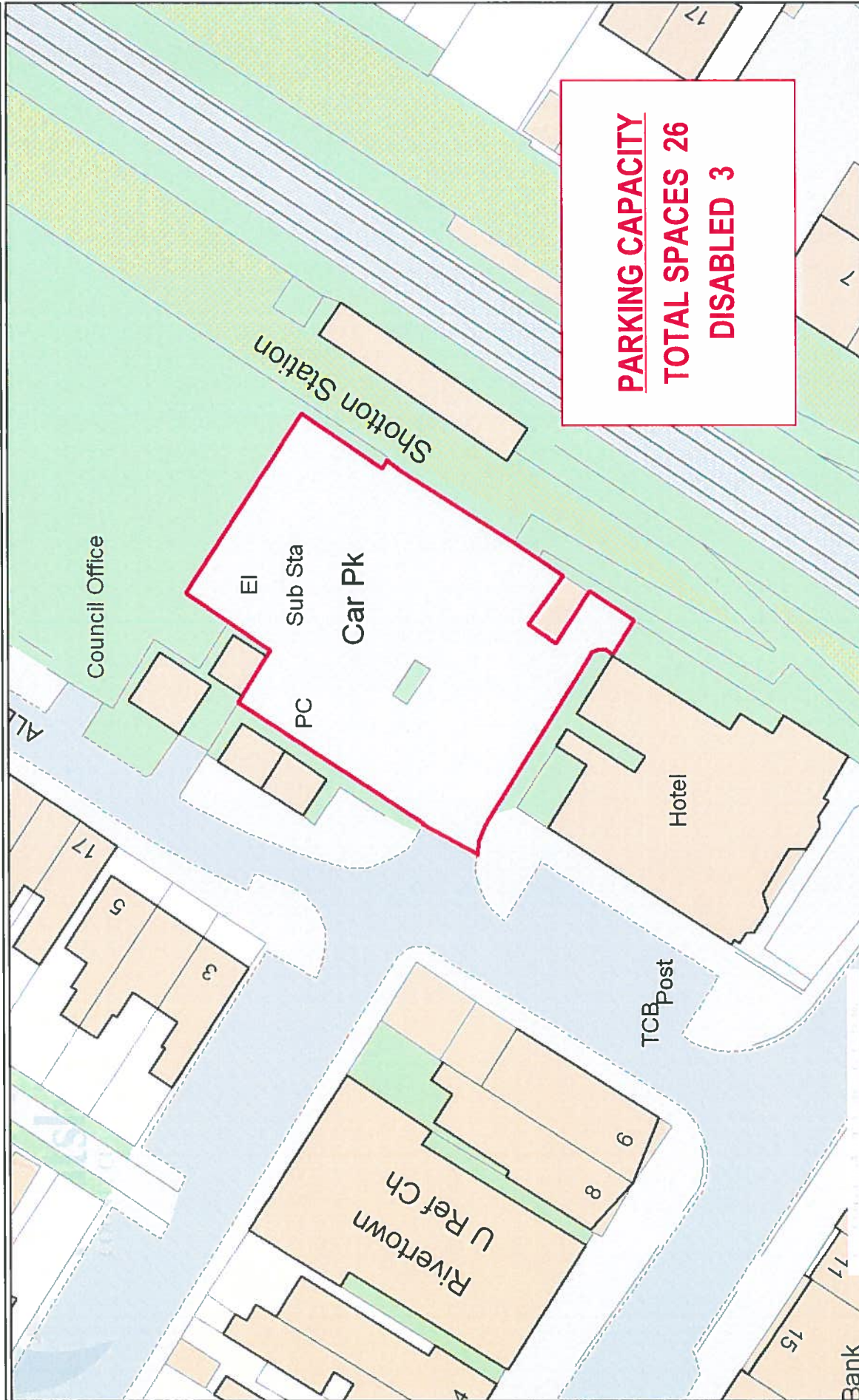


Capacity of all Shotton Car Parks

The below table outlines the current number of spaces within each car park where charging is proposed;

	Total Spaces	Disabled Spaces
Alexandra Street (P&R)	26	3
Ash Grove	59	2
King George Street	46	1
Charmleys Lane	46	6
Plymouth Street	19	2
Total Spaces for the area	196	14

Alexandra Street (P&R), Shotton



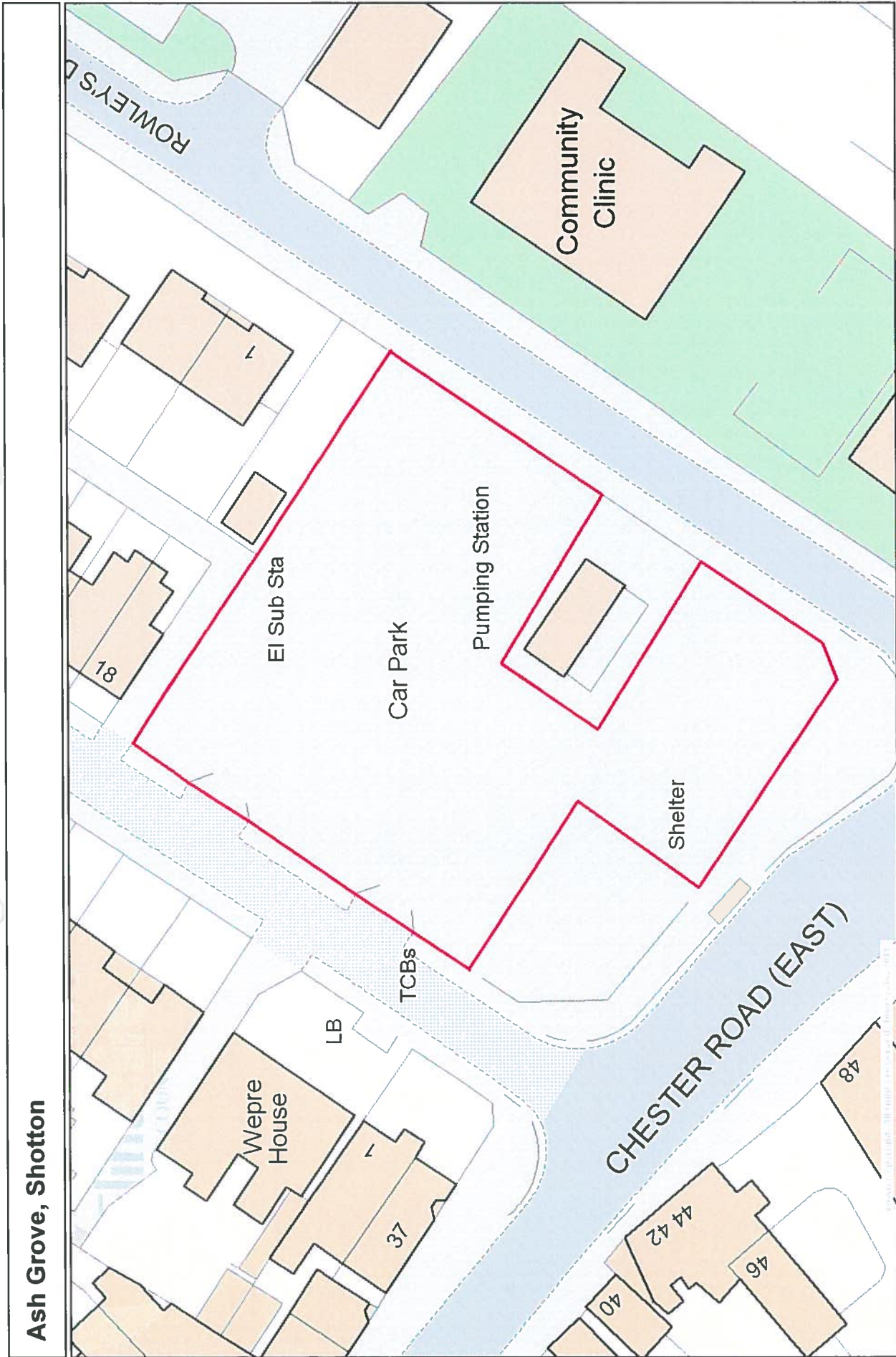
PARKING CAPACITY
TOTAL SPACES 26
DISABLED 3



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Date 6/6/2013
Name

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Ash Grove, Shotton

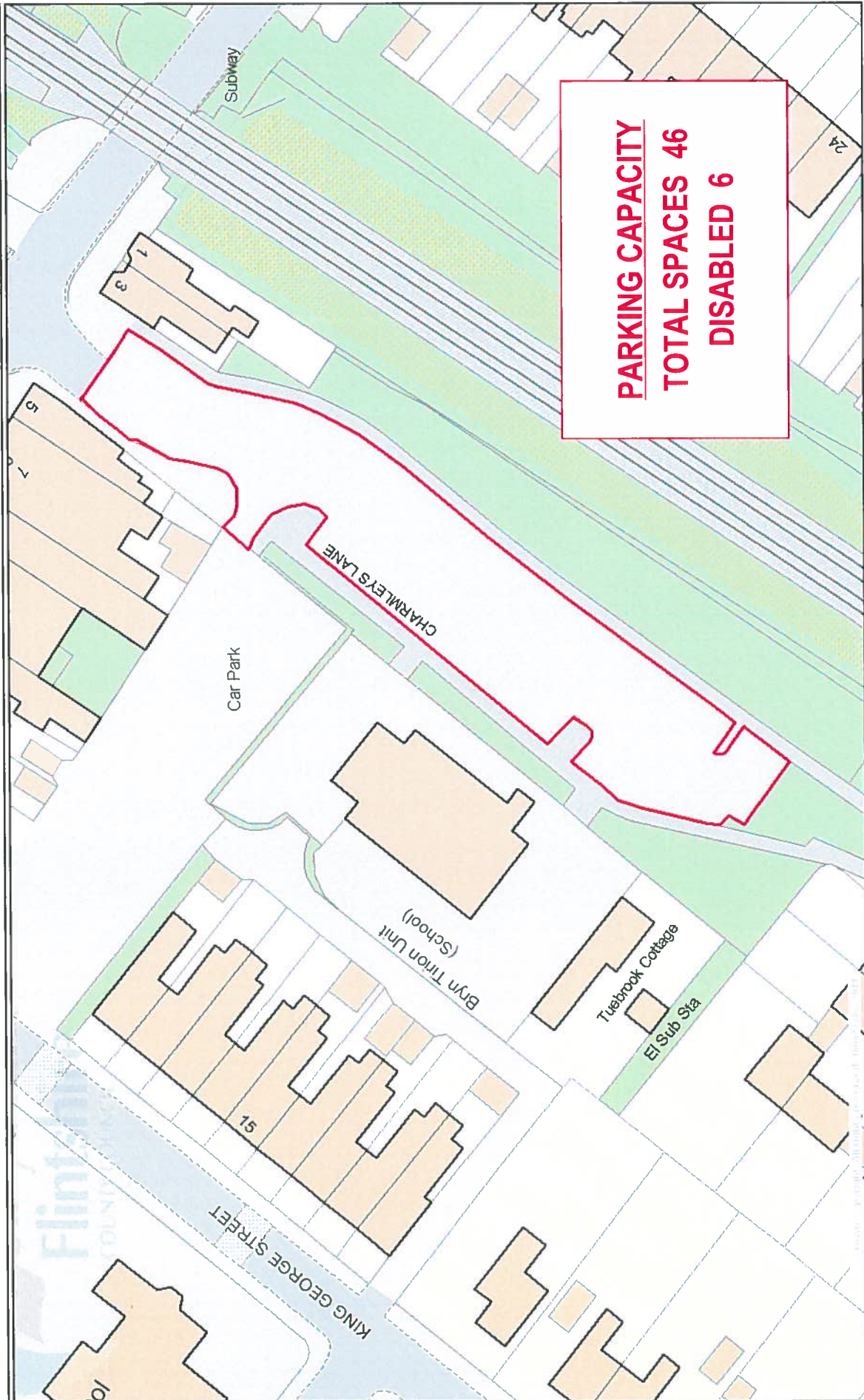


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Scale 1/500
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 Date 6/6/2013
 Name



Charmley's Lane, Shotton



PARKING CAPACITY
TOTAL SPACES 46
DISABLED 6

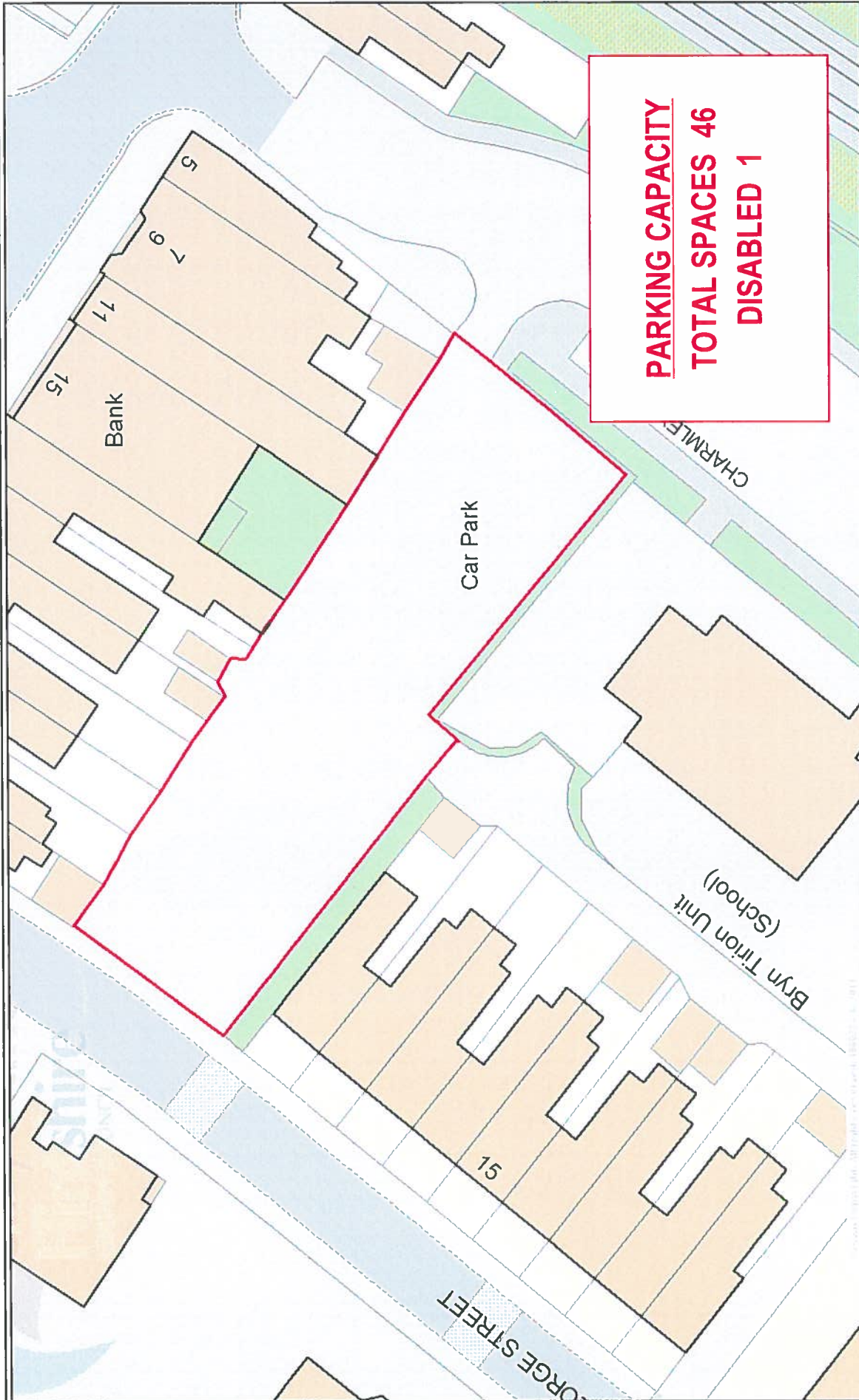


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King George Street, Shotton

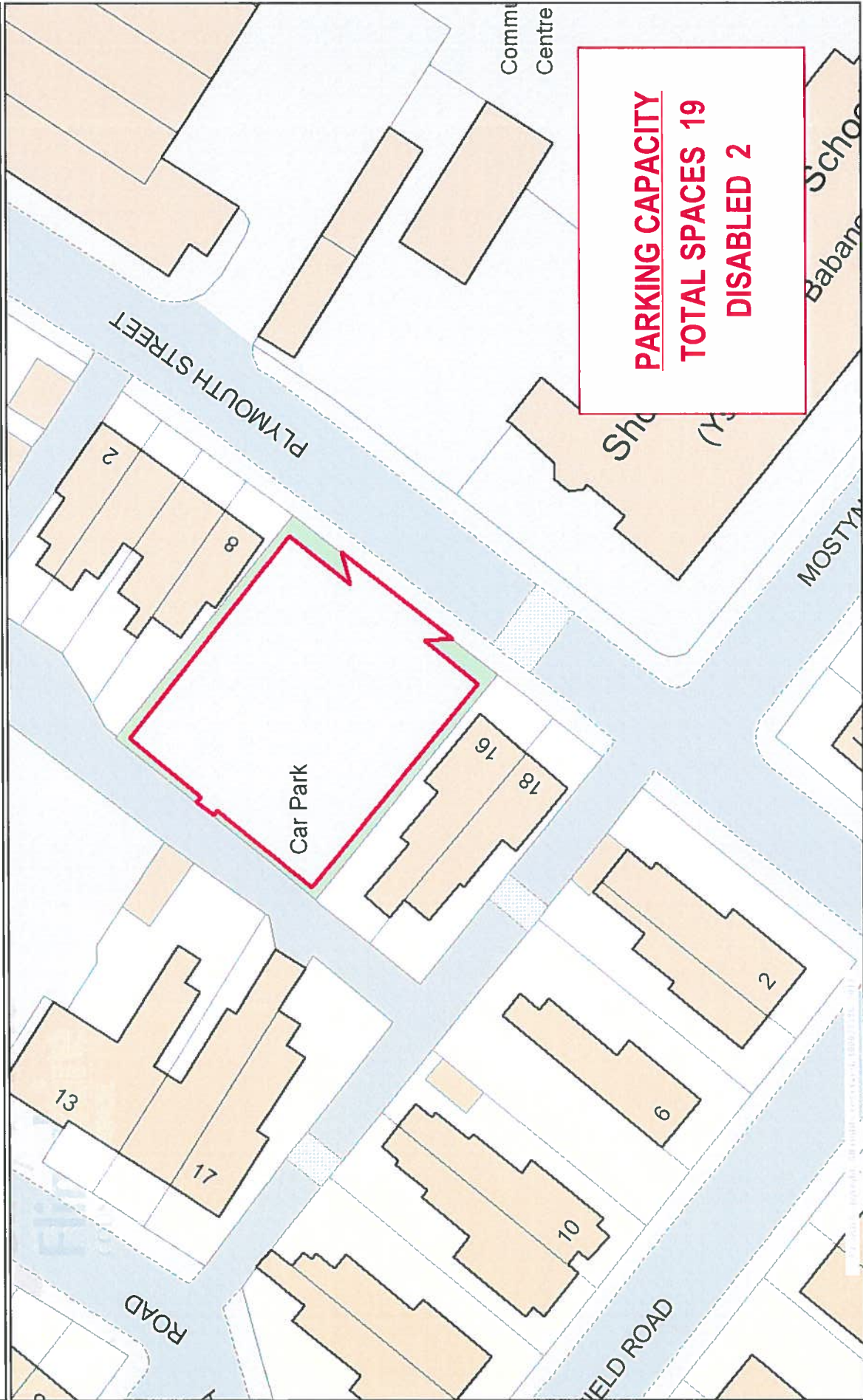


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Plymouth Street, Shotton



PARKING CAPACITY
TOTAL SPACES 19
DISABLED 2



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 Centre = 330500 E 368877 N
 Date 6/6/2013
 Name

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PROPOSED charging tariffs for Pay & Display Car Parks;

This proposed change to tariff clearly defines short and long stay parking areas and fees applicable for all users (including motorcycle bays);

CURRENT Tariff	Car Parks	NEW Tariff	Hours of Operation
No charge	Plymouth Street Charmleys Lane King George Street Ash Grove	20p for up to 2hrs 50p for up to 4hrs £1.00 for all day	Monday to Saturday 08:00 to 17:00
No charge	Alexandra Street (P&R)	£1.00 for all day	Monday to Sunday (including Bank Holidays) 08:00 to 17:00
No charge	Bridge Street	No charge	n/a

Due to the location of Bridge Street Car Park, it has been decided that charging will not be introduced at this site, at this stage.

PROPOSED Improvements to car parks;

As part of this review and in line with the change to the parking tariff it is also proposed to introduce the following improvements to the car parks, the timescales for introduction are also detailed;

Proposed Improvement	Timescale
Pay & Display signage to be erected near each machine, identifying charges, appeals processes, etc.	1 October 2015
Entrance signage where necessary identifying its purpose, and removal all unnecessary signage	1 October 2015
Motorbike parking spaces designated in a number of car parks	1 October 2015

Traffic Regulation Orders (TRO) REVIEW

Below is a list of Traffic Regulation Orders that were received prior to Civil Parking Enforcement and in conjunction with this process are being considered for charge, these requests will be advertised shortly and subject to objections received, arrangements will be made to implement them as soon as practical;

Location	Description	Implementation timescale	Appendix No
Wellington Street (south easterly side)	Revocation of small length of waiting restriction	Before December 2015	1
Ryeland Street (both sides)	Revocation of small length of waiting restriction	Before December 2015	1
Bridge Street (both sides)	Revocation of small length of waiting restriction	Before December 2015	1
Bridge Street (access road at rear of No's 3-19) (both sides)	Revocation of small length of waiting restriction	Before December 2015	1
Rowden Street (south easterly side)	Revocation of small length of waiting restriction	Before December 2015	1
Beaconsfield Road (north easterly side)	Revocation of small length of waiting restriction	Before December 2015	1
Beaconsfield Road (both sides)	Revocation of small length of waiting restriction	Before December 2015	1

Continued overleaf.....

Location	Description	Implementation timescale	Appendix No
Victoria Road (north westerly side)	Revocation of small length of waiting restriction	Before December 2015	1
Plymouth Street (north westerly side)	Revocation of small length of waiting restriction	Before December 2015	2

The cost of a simple Traffic Regulation Order restriction is around £2,000 to £2,500 (without the legal cost for creating the Order), see below;

- £1,500 advertising
- £500 for simple works; i.e. lining
- £500 signage

The timescale for this process is a minimum 3 months (assuming available resource)

Residential Parking Areas

As part of the parking review residential parking areas have also been considered, and a pilot Residential Parking Scheme in Mold is currently being consulted on (with residents) residing in Gladstone Street, Water Street, Stanley Street and Chapel Street.

In Shotton, the following streets will be considered for residential parking subject to the required consultations and criteria contained within the policy;

- Bridge Street
- Ryeland Street
- Salisbury Street
- King Edward Street
- Alexandra Street

Priority of delivery throughout the authority will be assessed and where it is considered necessary consulted on before charging is implemented.

Policy available on website: www.flintshire.gov.uk/en/PDFFiles/Roads-and-Travel/Policy-for-resident-parking-schemes.pdf.

Council Car Park and TRO Locations Shotton Town Centre

Key

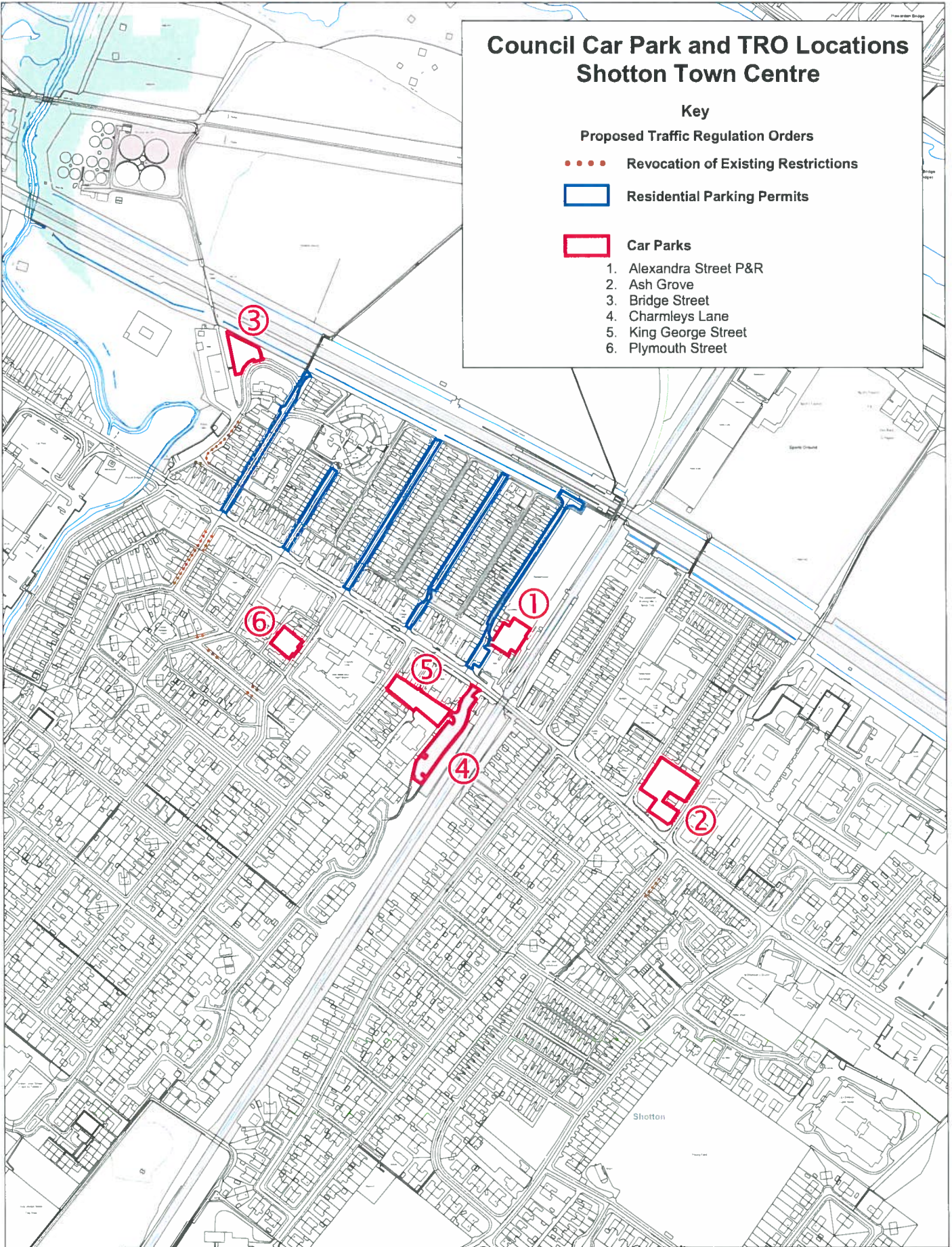
Proposed Traffic Regulation Orders

•••• Revocation of Existing Restrictions

▭ Residential Parking Permits

▭ Car Parks

1. Alexandra Street P&R
2. Ash Grove
3. Bridge Street
4. Charmleys Lane
5. King George Street
6. Plymouth Street



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Flintshire, CH7 6NF.
Chief Officer: Mr Andrew Farrow

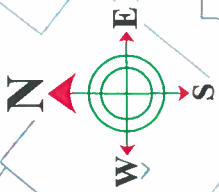
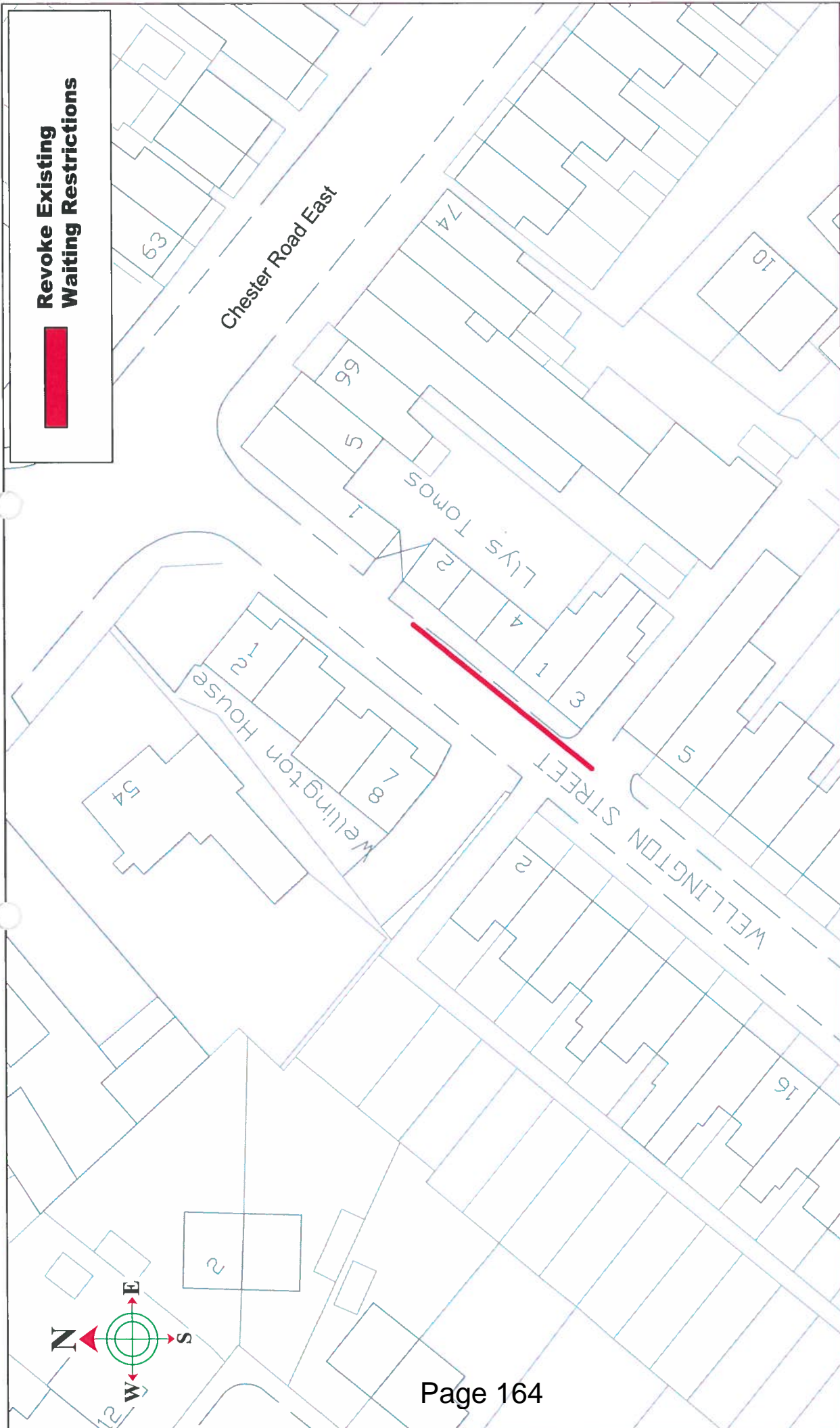
Scale 1:2500 @ A2

OS Map: SJ 3068

Plotted 13/02/2015



**Revoke Existing
Waiting Restrictions**



PRELIMINARY 	AMENDMENTS:
	DATE
DRAWN BY: NGW	CHECKED BY: GW
SCALES: 1: 500 @ A4	
NAT. GRID REF: 330436 368807	

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County Hall, Mold, CH7 6NF
 Neuadd y Sir, Yr Wyddgrug, CH7 6NF
TRAFFIC

CARL LONGLAND
 Director of Environment,
 Cyfarwyddwr yr Amgylchedd.

Shotton
 Various Roads
 Revocation of Waiting Restrictions
 (Sheet 2 of 2)

DRAWING NUMBER
 HT/15/0000 301 P1

Queensferry Parking Strategy 2015



Contents

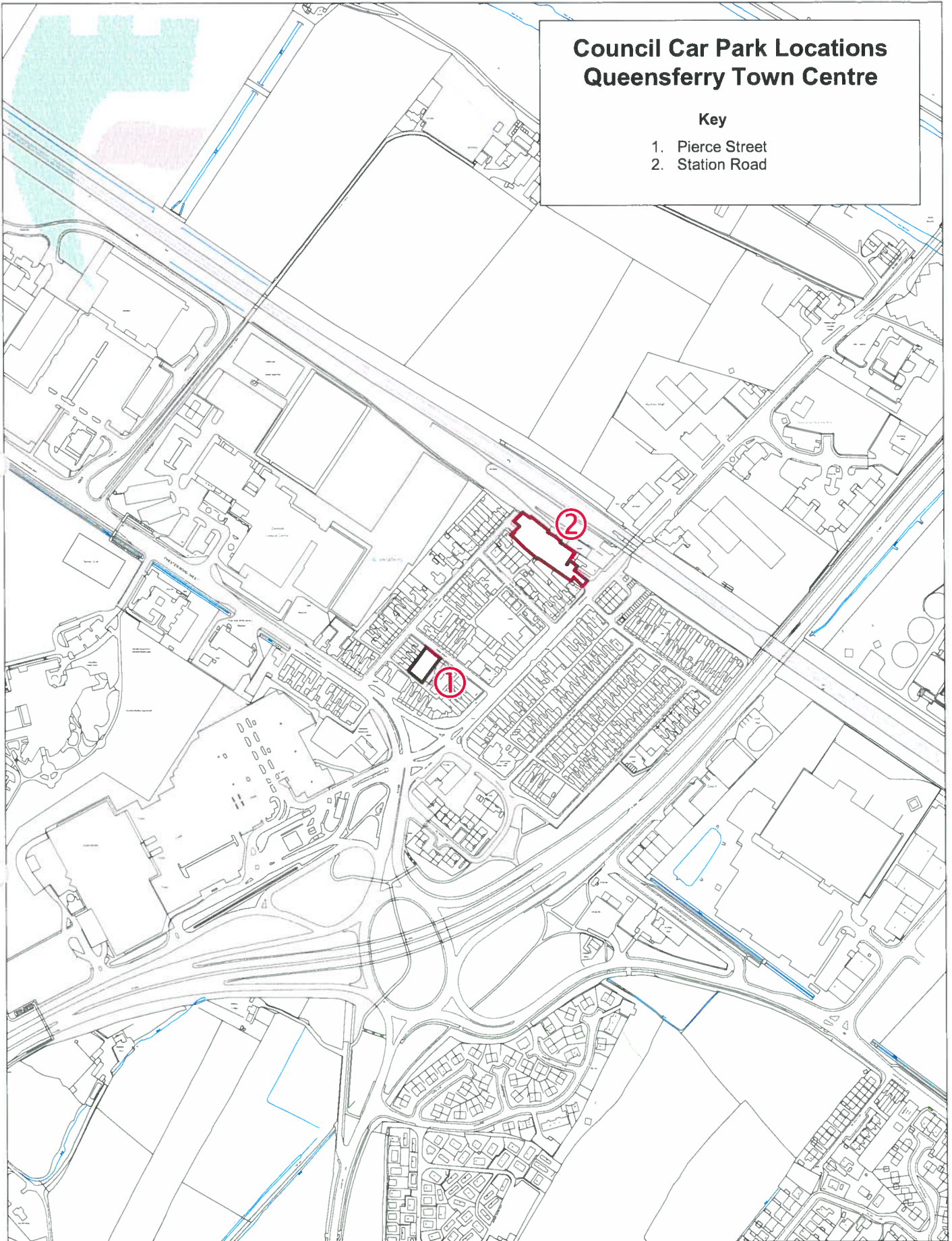
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Location Plan of Queensferry Car Parks	Page 4
Capacity of all Queensferry Car Parks	Page 5
Plan outlining the area of Pierce Street Car Park	Page 6
Plan outlining the area of Station Road Car Park	Page 7
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This town / community specific parking strategy builds on the principals of the countywide strategy. It makes specific reference to facilities, capacities and tariff structure.

Council Car Park Locations Queensferry Town Centre

Key

1. Pierce Street
2. Station Road



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Chief Officer: Mr Andrew Farrow

Scale 1:2500 @ A2

OS Map: SJ 3168

Plotted 09/02/2015

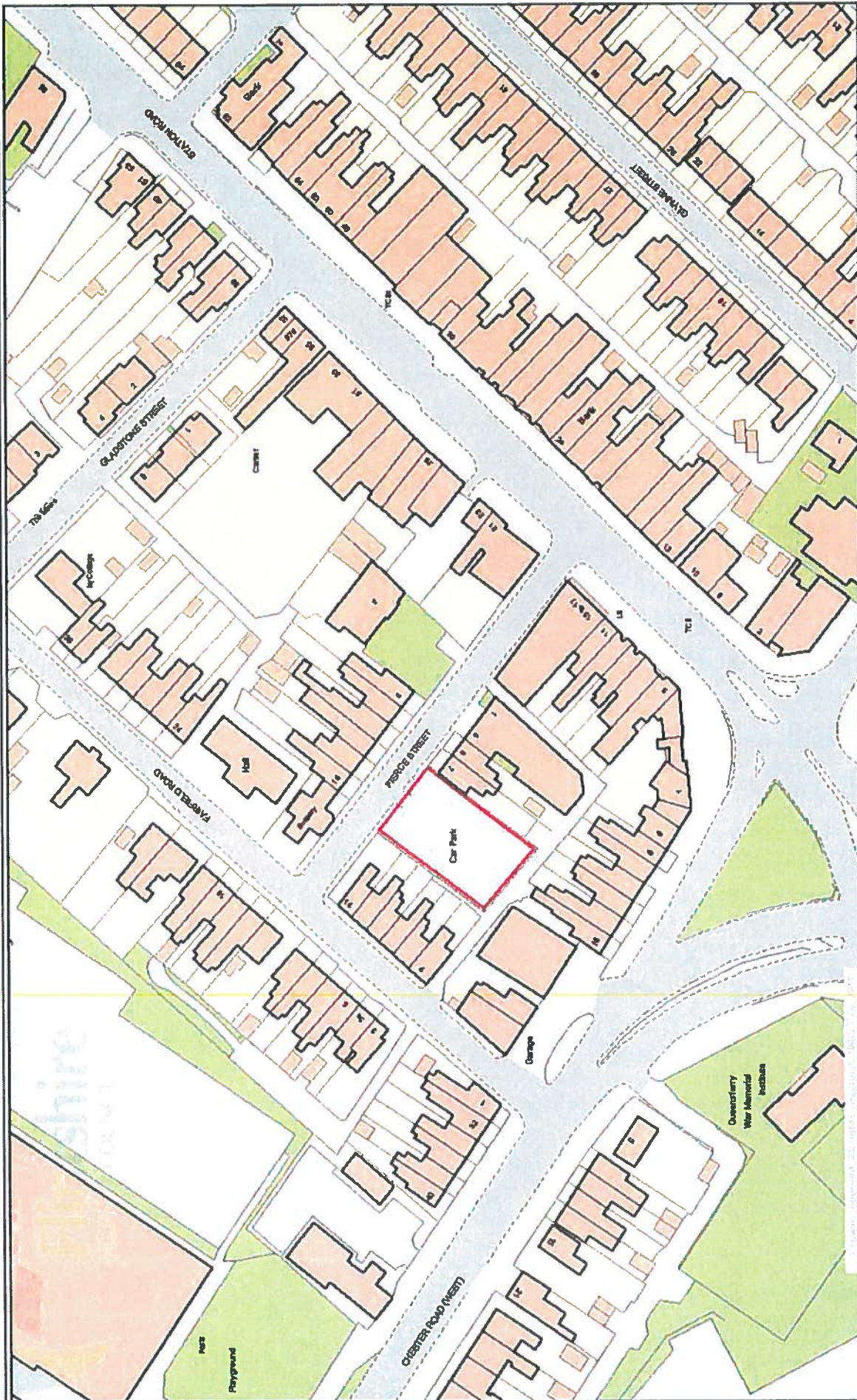


Capacity of all Queensferry Car Parks

The below table outlines the current number of spaces within each car park;

	Total Spaces	Disabled Spaces
Pierce Street (includes a dedicated space for child; bollard operated and chargeable; £80pa)	23	0
Station Road	76	5
Total Spaces for the area	99	5

Pierce Street, Queensferry



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Centre = 331700 E 368221 N
Date 10/7/2012
Name

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Station Road, Queensferry



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PROPOSED charging tariffs for Pay & Display Car Parks;

This proposed change to tariff clearly defines short and long stay parking areas and fees applicable for all users (including motorcycle bays);

CURRENT Tariff	Car Parks	NEW Tariff	Hours of Operation
No Charge	Pierce Street Station Road	20p for up to 2hrs 50p for up to 4hrs £1.00 for all day	Monday to Saturday 08:00 to 17:00

PROPOSED improvements to car parks:

As part of this review and in line with the change to the parking tariff it is also proposed to introduce the following improvements to the car parks, the timescales for introduction are also detailed;

Proposed Improvement	Timescale
Entrance signage where necessary identifying its purpose, and remove all unnecessary signage	1 October 2015
Pay & Display signage to be erected near each machine, identifying charges, appeals processes, etc.	1 October 2015
Motorbike parking spaces designated in a number of car parks	1 October 2015

Traffic Regulation Orders (TRO) REVIEW

As part of this process, no proposals to alter the on-street restrictions have been identified.

Proposals to amend or implement Traffic Regulation Orders received prior to Civil Parking Enforcement are currently being considered and placed in to a Matrix for delivery; dependant on importance.

The cost of a simple Traffic Regulation Order restriction is around £2,000 to £2,500 (without the legal cost for creating the Order), see below;

- £1,500 advertising
- £500 for simple works; i.e. lining
- £500 signage

The timescale for this process is a minimum 3 months (assuming available resource)

Residential Parking Areas

As part of the parking review residential parking areas have also been considered, and a pilot Residential Parking Scheme in Mold is currently being consulted on (with residents) residing in Gladstone Street, Water Street, Stanley Street and Chapel Street.

In Queensferry, the following streets will be considered for residential parking subject to the required consultations and criteria contained within the policy;

- Fairfield Road
- Pierce Street
- Gladstone Street



Priority of delivery throughout the authority will be assessed and where it is considered necessary consulted on before charging is implemented.

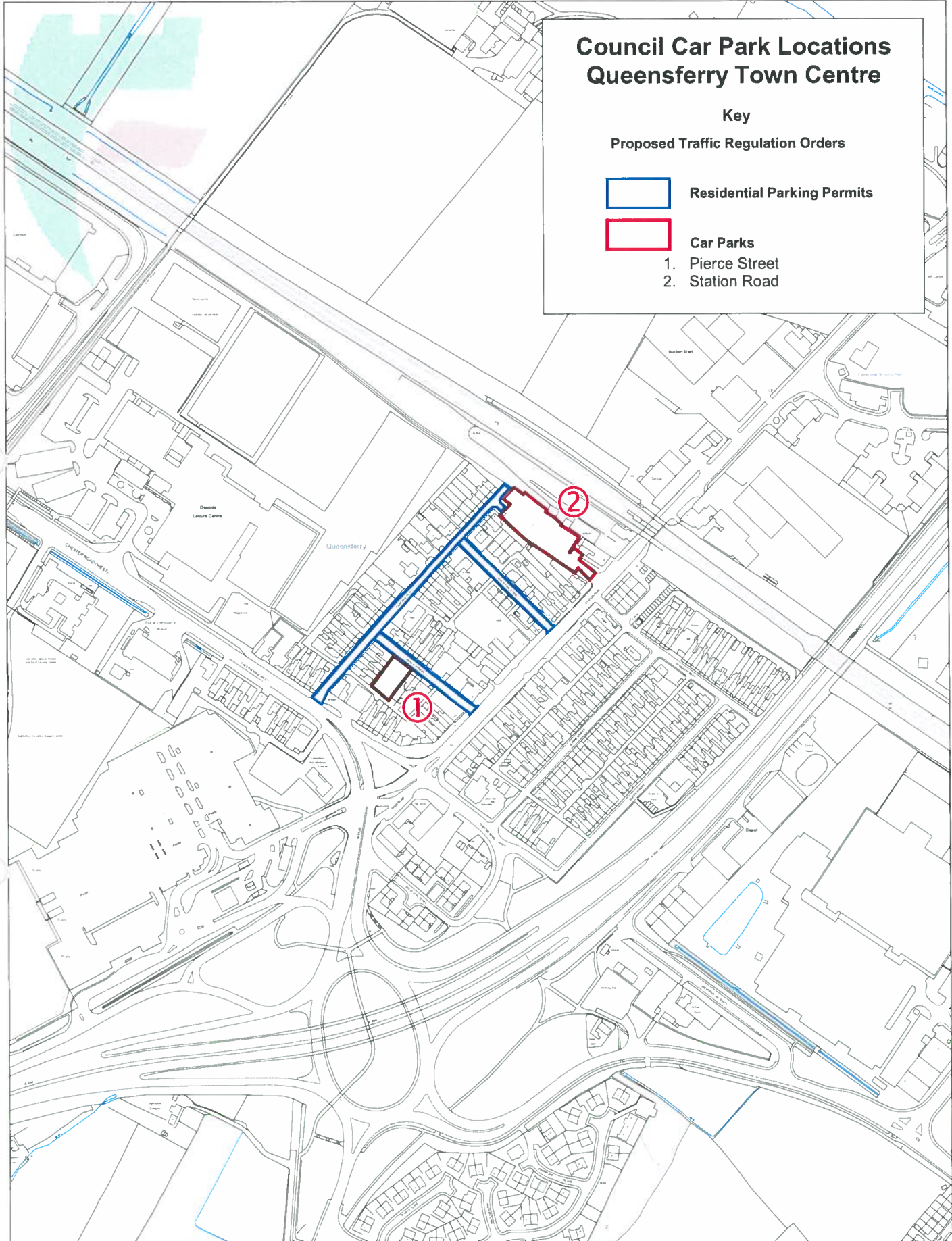
Policy available on website: www.flintshire.gov.uk/en/PDFFiles/Roads-and-Travel/Policy-for-resident-parking-schemes.pdf.

Council Car Park Locations Queensferry Town Centre

Key

Proposed Traffic Regulation Orders

-  Residential Parking Permits
-  Car Parks
 1. Pierce Street
 2. Station Road



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Planning & Environment,
Flintshire County Council,
County Hall, Mold,
Flintshire, CH7 6NF.
Chief Officer: Mr Andrew Farrow

Scale 1:2000 @ A2
OS Map: SJ 3168
Plotted 13/02/2015



Programme for Parking Strategy delivery

The programme of delivery for the individual parking strategies is as follows:

<u>June 2015</u>	Talacre - Introduction of charging and enforcement
<u>August 2015</u>	Mold – Changes to the structure and tariff and alterations to enforcement to ensure consistency across Flintshire
	Buckley - Introduction of charging and enforcement
<u>Sept 2015</u>	Holywell - Introduction of charging and enforcement
	Flint - Introduction of charging and enforcement
<u>Oct 2015</u>	Connah’s Quay – - Introduction of charging and enforcement
	Shotton – - Introduction of charging and enforcement
	Queensferry - - Introduction of charging and enforcement
<u>Nov 2015</u>	County Hall - - Introduction of charging, workplace permit scheme and enforcement

All of the above timescales will be subject to consequential impact assessments as a direct result of the introduction of charging. The impact assessment will address whether further TRO’s will be required in addition to those already identified, it will look at residential areas where residential parking schemes may be required and detail the projected timescales for each, making particular reference to those that will be required before charging can be introduced.

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Streetscene & Transportation Portfolio – Feedback from Policy Development Workshop (March 2015)

Policy FLINTSHIRE PARKING STRATEGIES

Suggestion / Challenge / Question	Response / Action
<p>Question asked: Would you prefer the proposed hours of operation to be? 8am to 5pm, 8am to 6pm, 9am to 5pm or 9am to 6pm</p> <p>8am to 5pm in all areas except at Talacre and at railway station car parks in Flint and Shotton</p>	<p>Each local strategy will outline the charging period</p>
<p>Question asked: Should we charge for parking on Sundays and / or Bank Holidays?</p> <p>Agreed in all areas with the exception of Talacre and the railway station car parks in Flint and Shotton</p>	<p>Each local strategy will outline the charging period</p>
<p>Question asked: Should motorcycles be required to pay for parking?</p> <p>Agreed, dedicated bays will be provided in each town / community</p>	<p>To be included in strategy</p>
<p>Question asked: Should short stay car parks have a 1 hour prohibited return?</p> <p>Agreed by workshop</p>	<p>Recommend a change to Parking Strategy:</p> <p>Appendix 1, County Parking Strategy <u>Off-street public parking:</u> Short stay parking will have a 1 hour prohibited return from the expiry of the parking ticket.</p>
<p>Question asked: Should short stay only car parks have a higher charge imposed?</p> <p>Agreed by workshop</p>	<p>Agreed where there is a requirement. Mold has requested higher short stay charges.</p>
<p>Question asked: Currently we enforce 'out of bay' and misuse of 'disabled bays' in all off street car parks on Sundays and Bank Holidays, should this continue?</p> <p>Agreed by workshop</p>	<p>Recommend a change to Parking Strategy:</p> <p>Appendix 1, County Parking Strategy <u>Off-street public parking:</u> Disabled bay misuse and abuse will not be tolerated, all bays will</p>

	<p>be enforced outside of any charging period set.</p> <p>'Out of bay' parking will not be tolerated, all car parks will be enforced outside of any charging period set.</p>
<p>Question asked: Do you support the principle of residents parking schemes?</p> <p>Agreed by workshop</p>	<p>Agreed for inclusion in strategy</p>
<p>Question asked: Should resident's parking include Saturday and Sundays?</p> <p>Agreed by workshop</p>	<p>Recommend a change to Parking Strategy:</p> <p><u>Appendix 1, County Parking Strategy will cover all of the above Residential parking:</u> These residential parking schemes will offer a permit which covers the full 24 hour period, including Saturdays and Sundays.</p>
<p>Supplementary Question raised: How can this be enforced?</p>	<p>The structure currently allows for 7 officers to enforce Civil Parking Enforcement and environmental crimes, the officers will work 7 days a week, between 7am and 7pm, they will work via rota, and staff will be given specific guidance on their duties for the day. Currently Parking Services operates with 5 officers covering the same area and car parks, whilst it is accepted that the expansion of pay and display and workplace charging will increase their workload, this will be monitored carefully to ensure that adequate cover is available. It is also acknowledged that once users adapt to the changes imposed enforcement levels required do drop.</p> <p>Recommend to remove the evening charge at County Hall from the parking strategy, the resource for its enforcement would be too costly</p>
<p>Supplementary Question raised: How many motorcycles have been fined in last year in Flintshire?</p>	<p>19 motorbikes have received Penalty Charge Notices since 1 October 2013 to present.</p>
<p>Supplementary Question raised: There should be an awareness of the number of cars parking on village car parks and commuting into other areas.</p>	<p>Many complaints have been received about car sharing from certain car parks. Will continue to review</p>
<p>Supplementary Question raised: Reference was made to the car parks currently included in the Buckley area strategy and whether the boundary should be extended to incorporate the Lane End area.</p>	<p>Lane End and Copper View car parks are not within the town centre. These areas will be reviewed as part of the local area review after 12 months of operation.</p>
<p>Supplementary Question raised: Car sharing – can we discount the permit to</p>	<p>No. Due to difficulties in enforcement</p>

encourage car sharing.	
Supplementary Question: There was a request for consideration of paint on tarmac 'Residents Only Parking' to be supplied in areas of Talacre even though it was not enforceable in order to discourage indiscriminate visitor parking.	If the area marked up was only for advisory reasons, users would soon become aware of this and try to flout other restrictions citing them as inequitable.
Supplementary Suggestion raised: Charging should be introduced for disabled parking	A decision has been taken not to charge disabled users when parking in a disabled bay whilst displaying a valid disabled badge. A disabled user if parking in a normal bay would be required to purchase a valid parking ticket.
Supplementary Suggestion: During the workshops it was accepted that residential parking schemes are key to the delivery of these charges in certain areas.	Recommend that the implementation date for residential parking schemes be brought forward, where necessary
Supplementary Suggestion: Whilst it was generally agreed that charging at County Hall should be introduced, the permit banding and parking tariff received mixed opinion, the main principles debated were around the differential permit charge;	Recommend that workplace permits do not have a differential charge imposed, but operate in the same way as all other car parks (internal workforce may not be required to pay the VAT). Dedicated bays would be available at a higher charge, and a pay and display option would still be available to all those who chose to not to purchase a permit.
<p>Supplementary Suggestions:</p> <p>The tariff for those parking in one area of the authority should be the same for all, it was accepted that a few exceptions would exist.</p> <p>A consistent tariff across the authority, excluding car parks that cater for tourism or rail infrastructure,</p> <p>To include Halkyn Road, Holywell in the local strategy as a long stay car park.</p> <p>Recommend that as Alexandra P&R Car Park, Shotton is not excessively used, and searching for a space is not an issue, the charge to be imposed at this station should be set at a lower level to that of Flint where the car park is generally full from early morning to late evening; £1.00 one off charge.</p> <p>That High Street Car Park, Caergwrlle be removed from the parking strategy, as this area has only one car park with a residual capacity of 20 spaces for visitors, weighting up the cost of infrastructure with the projected income it would not be viable to consider charging in this car park presently.</p> <p>That as Gamfa Wen Car Park, Talacre is the only viable car park in Talacre, a short stay charge should also be applied; £2.00 for up to 2hrs.</p>	<p>A comprehensive list of all car parks including the proposed tariffs will be included in cabinet report</p> <p>All other suggestion will be taken into account before the report is presented to Cabinet</p>

<p>Supplementary Questions asked:</p> <p>Should a level of income be passed back to the Town or Community Council for them to decide where to reinvest within the town/community?</p> <p>Split decision in workshops, however, this above recommendation for a consistent parking structure and tariff could also adapt more easily in setting a level of income to be passed back to the town or community councils. This recommendation could be considered as the base level and those who had a higher charges imposed could receive a % of the gross from the base level of projected income to the actual received</p>	<p>To be incorporated in policy</p>
<p>Challenge raised: Concerns raised over planning, where developers have gained planning permission because residents would have FREE public parking available.</p>	<p>Advice to be sought from Planning dept</p>

In addition, feedback was also received from the following:

Miss C Harmer	Could we consider a medium stay tariff in Somerfield Car Park, Holywell.
Ms D Kenton	Does not believe charging should apply at Theatre Clwyd, Mold
Mr JG Lewis	General feedback on the proposed tariff; it should be more attractive, additional parking areas are required in Mold and general comments in respect of residential permit schemes
Ms C Johnson	Pleased to see the hourly charges will no longer exist, but would prefer short stay to be 3 hours rather than the proposed 2 hours
Anonymous - Tony	Would prefer a revised tariff of 50p for 3 hours and £1.00 for all day
Anonymous – Sue	Traders would prefer short stay charging in Mold to be 50p for 3 hours not the proposed 2 hours
Mr B Harrison	The proposed charging for County Hall, Mold is not equitable with the rest of the strategies
Anonymous – Neil	Retail trade in Shotton has already fallen, and believe parking charges will be detrimental to the town
Mold Town Council	Request a 4 hour charge be considered in Somerfield Car Park, Holywell
	Response to questions asked at the Overview and Scrutiny workshops, and general comments;
	Permits scheme in off street car parks should be reviewed
	Does not support charging for Theatre Clwyd users, or the proposed evening tariff at County Hall
	Current financial arrange with Mold should continue until the new arrangements are introduced
Councillor R Jones	Charges should be proportional to the retail offer available in towns, does not agree with the consistency approach discussed at the workshops
	For equity, the charging at County Hall should be equitable with the towns and not discounted
	Would expect a lot of shops in Buckley to close if parking is introduced
Holywell Town Council	Recommends Bevans Yard, Tower Gardens and Somerfield Car Parks be for short stay use only and that the long stay charge for Plas yn Dre and Halkyn Road be £2.00
	1 hours prohibited return should apply to all car parks
	Requests that on event days free parking be permitted in all car parks
	Would support the provision of parent and child spaces
Buckley Town Council	Response given from feedback on the proposals for Buckley and general comments;

Alan Rushton
Ms N Holden
Ms N Elwin

Buckley has a weak retail trade, concern that the town would not sustain parking charges
The strategies at present are not consistent or equitable in approach
Unsure as to why Coppa View and Lane End Car Parks are not included within the proposals
Bistre Avenue and Argoed Car Parks are utilised by residents why should they be charged to park
Charging within the community of Caergwrlle would have a detrimental effect of the retail trade
General concern and comment on the proposed charges at Cergwrlle and a signed petition (55 signatures)
General concern and comment on the proposed charges at Cergwrlle and a signed petition (417 signatures)

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Flintshire County Council

Draft Car Parking Strategy

Consultation Summary Report

March 2015

Background

During the summer of 2014 the Council, in response to a further significant cut in Welsh Government funding, began its Big Budget Consultation. Aiming to raise awareness of the size and scale of the budget challenges the Council asked a series of questions designed to gauge levels of support for some of the difficult decisions ahead.

The responses provided at that time identified 68% of people would support the Council if it needed to make 'some changes' to the way it delivers some of its services and 75% supported an affordable increase in charges for services.

On the 17 February 2015 the County Council approved a set of proposals designed to bridge the 2015/16 budget gap. One of the proposals related to the revision of the Council's Car Parking Strategy and the introduction of parking charges across the County. The proposal would see an increase in income of £400,000.

In order to develop the framework of the Strategy for consideration and final approval by the Council's Cabinet in April, a period of public consultation took place.

The purpose of the consultation:

- To seek views and opinions on a range of options that would help to develop the framework of the Strategy.

The period of consultation:

- Monday 9 March 2015 – Sunday 29 March 2015

How people could feedback:

A bi-lingual, on-line consultation accessible via the Council' website.

Consultation Responses:

- A total of 173 forms were completed on-line
- Also during the period of consultation there were 481 unique page visits to the English draft parking strategy page of the Council's website and 10 unique page visits to the Welsh.

What people told us

The strategy predominantly proposed that car parking charges would be applied six days a week, Monday to Saturday. Views were sought as to whether this should be extended to include Sundays and Bank Holidays.

Where people agreed that charges should be applied on Sundays and/or bank holidays they were asked to identify their preferences against each of the ten town strategies.

24% of people who took part agreed that charges should be applied over these periods and identified their preferences for each area strategy as follows:

Table 1: Sunday and Bank Holiday charging

	Sundays	Bank Holidays	Total number of people responding for each area
Buckley			
Actual no. responding to each option	10	12	12
% of responses against overall number of people taking part	5.78	6.94	6.94
Caergwrle			
Actual no. responding to each option	8	10	10
% of responses against overall number of people taking part	4.62	5.78	5.78
Connah's Quay			
Actual no. responding to each option	12	14	14
% of responses against overall number of people taking part	6.94	8.09	8.09
Flint			
Actual no. responding to each option	11	12	13
% of responses against overall number of people taking part	6.36	6.94	7.51
Hawarden			
Actual no. responding to each option	11	13	13
% of responses against overall number of people taking part	6.36	7.51	7.51
Holywell			
Actual no. responding to each option	12	14	14
% of responses against overall number of people taking part	6.94	8.09	8.09
Mold			
Actual no. responding to each option	11	14	14
% of responses against overall number of people taking part	6.36	8.09	8.09

	Sundays	Bank Holidays	Total number of people responding for each area
Queensferry			
Actual no. responding to each option	11	13	13
% of responses against overall number of people taking part	6.36	7.51	7.51

Shotton			
Actual no. responding to each option	11	13	13
% of responses against overall number of people taking part	6.36	7.51	7.51

Talacre			
Actual no. responding to each option	26	28	29
% of responses against overall number of people taking part	15.03	16.18	16.76

When asked about the times between which parking charges should be applied 56% of the total number of people who took part responded. Table 2 identifies the preferences for each area strategy.

Table 2: Charging bandwidth preferences

	8am - 5pm	8am - 6pm	9am - 5pm	9am - 6pm	Total number of people responding for each area
Buckley					
Actual no. responding to each option	24	16	35	1	76
% of responses against overall number of people taking part	13.87	9.25	20.23	0.58	43.93

Caergwrle					
Actual no. responding to each option	28	14	16	1	79
% of responses against overall number of people taking part	16.18	8.09	9.25	0.58	45.66

	8am - 5pm	8am - 6pm	9am - 5pm	9am - 6pm	Total number of people responding for each area
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Connahs Quay

Actual no. responding to each option	25	17	32	1	78
% of responses against overall number of people taking part	14.45	9.83	18.50	0.58	45.09

Flint

Actual no. responding to each option	25	19	33	1	78
% of responses against overall number of people taking part	14.45	10.98	19.08	0.58	45.09

Hawarden

Actual no. responding to each option	25	14	34	2	75
% of responses against overall number of people taking part	14.45	8.09	19.65	1.16	43.35

Holywell

Actual no. responding to each option	24	15	35	1	75
% of responses against overall number of people taking part	13.87	8.67	20.23	0.58	43.35

Mold

Actual no. responding to each option	23	18	37	1	79
% of responses against overall number of people taking part	13.29	10.40	21.39	0.58	45.66

Queensferry

Actual no. responding to each option	24	15	32	3	74
% of responses against overall number of people taking part	13.87	8.67	18.50	1.73	42.77

Shotton

Actual no. responding to each option	25	14	33	2	74
% of responses against overall number of people taking part	14.45	8.09	19.08	1.16	42.77

8am - 5pm	8am - 6pm	9am - 5pm	9am - 6pm	Total number of people responding for each area
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Talacre

Actual no. responding to each option	23	18	32	5	78
% of responses against overall number of people taking part	13.29	10.40	18.50	2.89	45.09

To ensure the free flow of traffic and to protect access routes for pedestrians, we asked whether people agreed with the provision of dedicated motorcycle parking bays in larger Council car parks. 54% of those people who responded to this question agreed that dedicated bays should be provided, whilst 29% had no view and 17% disagreed.

To maximising the turnover of spaces in short stay car parks the proposal aims to restrict parking to two hours at a charge of 20p. A question was asked to gauge the level of support for an affordable higher rate to be charged of no more than 50p for two hours. Of the people who responded to this question there was a clear majority (72%) who did not support a higher rate charge. A lower figure of 26% supported an affordable increase whilst 2% did not have a view.

Agreement was sought on the proposal to prohibit returns to short stay car parks within one hour of the expiry of a purchased ticket. The level of agreement with this proposal was fairly equal, 45% agreed and 49% disagreed. The remaining 6% didn't have a view.

57% of people responding to Q6 agreed that the misuse of parking bays outside of the hours of charging should be managed through enforcement. 38% disagreed and 5% had no view.

Only 26% of those who responded were against the provision of resident only parking schemes, with the majority (69%) agreeing that the needs of residents likely to be affected by the introduction of the car parking strategy should be addressed through residents only parking. When asked to determine their preference for the hours of operation of such a scheme, of those who responded, 76% favoured 24 hours whilst 24% preferred 8am to 6pm. The majority of those who expressed a view did not agree with including a charge for Saturdays, Sundays and bank holidays.

Table 3: Charging for Saturdays, Sundays and bank holidays

	Saturday			Sunday			Bank Holiday		
	Yes	No	I have no view	Yes	No	I have no view	Yes	No	I have no view
Actual no. responding to each option	32	104	15	24	109	12	24	108	12
% of those responding to each option	21	69	10	17	75	8	17	75	8

Finally people were asked to indicate their support for a percentage of the money raised being given to Town and Community Councils to fund local projects/ services. 55% agreed that this contribution should be made whilst 34% did not agree. 11% had no view.

Demographic Information

How people best described themselves

Answer Choices	Responses
I live in Flintshire / Rwy'n byw yn Sir y Fflint	32.74% 55
I work in Flintshire / Rwy'n gweithio yn Sir y Fflint	11.90% 20
I live and work in Flintshire / Rwy'n byw ac yn gweithio yn Sir y Fflint	47.02% 79
I represent a Flintshire business / Rwy'n cynrychioli busnes yn Sir y Fflint	1.79% 3
I represent a Flintshire organisation / Rwy'n cynrychioli sefydliad yn Sir y Fflint	0.60% 1
I am a visitor to Flintshire / Rwy'n ymweld â Sir y Fflint	1.19% 2
I represent a Town or Community Council / Rwy'n cynrychioli Cyngor Tref a Chymuned	2.98% 5
Other / Arall	1.79% 3
Total	168

Those people who selected either option 2 or 3 above were asked a supplementary question 'Are you an employee of Flintshire County Council?' Overall 39% of all those people who took part in the survey work for the Council

Preferred Language

Answer Choices	Responses	
English / Saesneg	98.66%	147
Welsh / Cymraeg	0.67%	1
Other / Arall	0.67%	1
Total		149

Age

Answer Choices	Responses	
under / dan 16	0.00%	0
17-24	1.39%	2
25-44	38.19%	55
45-64	48.61%	70
65-74	9.03%	13
75 +	2.78%	4
Total		144

Disability

Answer Choices	Responses	
Yes / Ydw	9.03%	13
No / Nac Ydw	81.94%	118
Prefer not to say / Well gen i beidio â dweud	9.03%	13
Total		144

Gender

Answer Choices	Responses	
Male / Gwryw	40.69%	59
Female / Benyw	48.28%	70
Prefer not to say / Well gen i beidio â dweud	11.03%	16
Total		145

Sexuality

Answer Choices	Responses
Bisexual / Deurywiol	0.00% 0
Gay man / Dyn Hoyw	2.36% 3
Other / Arall	2.36% 3
Gay woman / lesbian / Merch Hoyw / Lesbiad	0.00% 0
Heterosexual / straight / Heterorywiol / Strêt	70.08% 89
Prefer not to say / Well gen i beidio â dweud	25.20% 32
Total	127

Do you consider yourself transgender

Answer Choices	Responses
Yes / Ydw	0.00% 0
No / Nac Ydw	83.82% 114
Prefer not to say / Well gen i beidio â dweud	16.18% 22
Total	136

Ethnicity

Answer Choices	Responses
White / Gwyn	75.95% 120
Mixed / Cymysg	0.00% 0
Other / Arall	2.53% 4
Asian, Asian British / Asiaidd, Asiaidd Prydeinig	0.00% 0
Black, Black British / Du, Du Prydeinig	0.00% 0
Prefer not to say / Well gen i beidio â dweud	21.52% 34
Total	158

Cultural background

Answer Choices	Responses
British / Prydeinig	45.38% 54
English / Seisnig	12.61% 15
Other / Arall	0.84% 1
Scottish / Albanaidd	0.84% 1
Welsh / Cymreig	39.50% 47
Prefer not to say / Well gen i beidio â dweud	0.84% 1
Irish / Gwyddelig	0.00% 0
Gypsy or Irish Traveller / Sipsi neu Deithiwr Gwyddelig	0.00% 0
Total	119

Religion

Answer Choices	Responses
Buddhist / Bwdhydd	0.00% 0
Christian / Cristion	52.55% 72
Hindu / Hindŵ	0.00% 0
Jewish / Iddew	0.00% 0
Muslim / Mwslim	0.00% 0
Sikh / Sikh	0.00% 0
Atheism / Anffyddiaeth	9.49% 13
Prefer not to say / Well gen i beidio â dweud	29.20% 40
Other (please specify / nodwch)	8.76% 12
Total	137

Car Park Income Projections 2015/16 – Based on proposed charging arrangements

Car Park	Annual Net Income	2015 -16 Net Income
Buckley	£46,592	
Connah's Quay	£53,040	
Flint	£98,940	
Holywell	£43,768	
Mold	£283,841	
Queensferry	£16,640	
Shotton	£40,924	
Talacre	£15,000	
Total	£598,745	
PCN Income	£103,257	
Total Car Parking Charges & PCN Car Park Income	£702,002	
Charges applicable from 1st April - Mold		£263,000
New Estimated Car Parking & PCN Charges	£439,000	
7 months in 2015/16 – 1st September 2015 Implementation		£256,000
Total Estimated Car Park & PCN Charges 2015/16		£519,000
<u>Additional Costs</u>		
Ticket Machines (net of contribution from CPE Fund)	£32,000	
Additional Printer	£17,380	
Cash Collection Costs	£36,192	
Anticipated contribution to T&CC's	£9,000	
Increased PCN Issue	£27,750	
Business Rates Increase	£15,000	
Total Additional Costs		(£137,322)
Estimated Net Efficiency (with an averaged 1st Sept 2015 Implementation)		£381,678

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FLINTSHIRE COUNTY COUNCIL

REPORT TO: **CABINET**

DATE: **TUESDAY 21 APRIL 2015**

REPORT BY: **CHIEF OFFICER (STREETSCENE AND
TRANSPORTATION)**

SUBJECT: **WASTE COLLECTION POLICY**

1.00 PURPOSE OF REPORT

1.01 To seek Cabinet approval for the revised Waste Collections Policy following the 2015-16 Business Planning process.

2.00 BACKGROUND

2.01 In June 2010 the Council adopted its Municipal Waste Strategy. The Strategy contains a number of key actions which were needed to meet the challenging recycling targets set out in the all Wales National Waste Strategy 'Towards Zero Waste'

2.02 On 15th March 2011 the Council's Executive formally approved its Household Waste Collection Policy which supported the introduction of a Managed Weekly Collection (MWC) service, fundamentally changing the way the Council collected all domestic waste in the County. The new MWC service was designed to increase participation in recycling and reduce the Council's reliance on landfill in order meet the challenging targets set out in the Strategy. Revisions to the Policy were approved by Cabinet in December 2013.

2.03 Failure to meet the WG National Strategy landfill targets could result in infraction charges being levied against the Council totalling £200 for each tonne of waste land filled above the defined allowance. This would result in a relatively minor failure to meet the target of (say) 1,000 tonnes or the equivalent of just 1% of the Council's current Municipal Waste arising, resulting in a financial penalty of £200,000 for that year alone. In addition, a further £200/tonne infraction charge could be levied if the Council fails to achieve the Statutory Waste Recycling target in a same period.

2.04 Since the introduction of the Policy and the new collection arrangements, recycling levels across all areas of the County have increased, allowing the Council to achieve the 2012 – 13 statutory target and to be well on track to achieve the subsequent targets - which are shown below:

Table 1 - Summary of municipal waste targets

TARGET FOR EACH INDIVIDUAL LOCAL AUTHORITY:	TARGETS FOR EACH TARGET YEAR			
	12-13	15-16	19-20	24-25
Minimum levels of preparing for reuse and recycling / composting (or AD)	52%	58%	64%	70%
Flintshire CC actual performance	55%			
Minimum proportion of reuse/recycling/composting that must come from source separation (kerbside, bring and/or civic amenity (CA) site)	80%	80%	80%	80%
Flintshire CC actual performance	55%			

2.05 The service is partly funded by WG though the Sustainable Waste Management Grant (SWMG). The level of the Grant was reduced by approximately 5% during the financial year 2013-14, 3% in 2014 – 15 and indications are that further reductions are to be expected in 2015 – 16 and beyond.

2.06 The new Policy has now been reviewed to reflect the 2015-16 Business Planning proposals.

3.00 CONSIDERATIONS

Summary of Changes to the existing Policy

Missed collections

3.01 The Council provide up to 264,000 collections every week and it is inevitable that some missed collections will occur. Some are the fault of the collection crews but many missed collections result from residents not presenting their waste containers for collection on time or presenting the wrong bin for collection.

3.02 Returning for these containers and bins creates a significant financial burden for the service in terms of the vehicles and operatives which are utilised on a daily basis to recover the collections.

3.03 From May 2015 it is intended to introduce a charge hands role to each main waste collection round. The charge hand will be responsible for all of the operations carried out by that round and ensuring all containers presented for collection are emptied and returned to their correct location and that the road or street is left in a clean and tidy state. The charge hand will electronically sign off each street as it is completed.

3.04 Following the introduction of the Charge Hands, the Council will not

return to collect containers reported as missed once the street has been signed off. Residents will be permitted to take their waste to their local HRC site or it will be collected on the next collection day for that material.

- 3.05 Residents on the Council's Assisted Collection register will be unaffected by these changes
- 3.06 The new arrangements will take effect from 1st June 2015 following an awareness raising campaign for residents and following the introduction of the new charge hand roles in the service

Household Recycling Centres (HRC's)

- 3.07 HRC's manage approximately one third of the overall municipal waste arising in the County and the Council currently operates 7 HRC'S at the following locations:
 - Hope
 - Mold
 - Buckley
 - Sandycroft
 - Connah's Quay
 - Flint
 - Greenfield
- 3.08 The current recycling performance level across all sites is 58%. Top performing Authorities in Wales are achieving between 80% and 90% recycling and the WG expected minimum requirement for all sites is an 80% recycling level.
- 3.09 WG site guidelines clearly promote sites which are capable of housing all of the recycling containers and provide space for engagement with users to maximise recycling opportunity.
- 3.10 Considerations for the site in Hope when compared to national WG guidelines include
 - The site has the lowest footfall of all of the current HRC sites with only 4.5% of all HRC users visiting the site
 - The site has the highest cost per tonne for material handled
 - The site is the worst performing site in terms of recycling with the lowest recycling rate
 - The site has the smallest footprint which restricts the amount of available space for new recycling containers
- 3.11 An option to restrict the site at Hope to receiving recycled material only has been considered but given the poor performance and restrictions on space at the site the option is not affordable and the

site will therefore close on 1st June 2015. In recognition that residents will take their waste and recycling material to the Mold site, improvements will be made to this site to provide greater capacity and improve access arrangements. A review of 'Bring Site' recycling facilities in the area will also be undertaken to provide a local option for recycling glass and paper etc

- 3.12 On the basis of the higher visitor numbers, the facilities in Flint and Connah's Quay will open on Saturday, Sunday and Monday only from 1st June 2015 which reflects the higher footfalls at these sites on these days. The sites will also open on the day following Bank Holidays.
- 3.13 The sites in Flint and Connah's Quay will be monitored daily when closed to deal with any fly tipping events and action will be taken against any perpetrators. Anecdotal evidence from other Councils in areas where HRC sites have closed does not show increased fly tipping occurs in the wider community as a result of the closures.
- 3.14 Opening hours at all the sites will change to reflect the standard working day of the service and the demand from the service users. Opening hours will continue to vary from Summer to Winter as shown in the Policy
- 3.15 The sites are currently operated by staff employed by the Council and whilst the staff assist residents to recycle their waste, improvement is clearly necessary if the Council are to achieve the future and more challenging statutory targets set by WG. This will be achieved by contracting the operations and management of the HRC sites in a performance based contract which will guarantee the recycling levels at all sites.
- 3.16 Because of the timescales required to develop the tender and move through the necessary procurement process, the contract award cannot be achieved until September 2015 and a number of interim operational changes are required at the sites in order to achieve the 2015-16 recycling target.
- 3.17 They include:
 - Introducing a Charge hand role to supervise and operate each site
 - Provision of an additional recycling operative at each site
 - Bag splitting to be undertaken at every site
 - Application of stricter van permit rules
 - Meet and greet with a greater emphasis on recycling education
 - Weekly performance reporting for each site

Garden Waste Collections (Brown bins)

Charging for additional brown bins:

- 3.18 There is no statutory duty on the Council to collect garden waste however garden waste collections contribute significantly to our overall recycling performance through the brown bin collection service and the service is widely valued by residents.
- 3.19 Many Local Authorities in Wales have taken the decision to charge for the collection of all garden waste but given the given the popularity of the service, the collection of the first garden waste container for each resident will continue although this position may reviewed in future years.
- 3.20 A large number of properties in the County do however present additional brown bins for collection, with some residents having up to 6 garden waste containers at their property. These have been obtained through payment for a second or subsequent bin or by utilising a container from a neighbour who does not require the service.
- 3.21 As from 1st June 2015 the Council will continue to collect one garden waste bin from each property however residents who wish to have a second or subsequent bin collected will be required to pay a additional charge for collection. The charge for 2015 – 16 is proposed to be £24 and this rate will be reviewed annually in the Standard Fee's and Charges
- 3.22 Each property requiring additional collections will be issued with a sticker for each additional bin that will make it easily identifiable to the collection crew as a bin that has been paid for.

Cessation of Collections between December and March:

- 3.23 Garden waste tonnages are seasonal with the majority of garden waste collected between March and the end of November. Tonnages collected between December and February represent less than 10 % of the total garden waste collected per annum. Many residents do not present their brown bin during this period.
- 3.24 By stopping collections over this period operational savings will be made in both staffing levels (agency) and vehicles costs. Smaller vehicles with reduced operative numbers will be used to collect food only on the alternate week to the fortnightly black bin collections.
- 3.25 This will be introduced from the 1st December 2015 following a publicity campaign informing residents of our intention to withdraw the service over this period.

HRC sites will continue to accept all garden waste during this period

Delivery of New Waste Containers

- 3.26 The Council currently delivers (direct to the door) all requests for replacement receptacles such as wheeled bins, recycling boxes, recycling bags etc. This is done following a phone call by the resident to our Contact Centre. Given the number of requests received each year and the high cost in terms of labour, vehicles and the cost of providing this service in future is unsustainable.
- 3.27 From 1st May 2015, the Council will no longer deliver recycling boxes, or non-food bags (for paper, plastic, tins and glass – food bags unaffected). Instead, on receiving a request we will provide the resident with a unique reference number and they will be directed to the nearest Council facility to collect the items. Facilities will include HRC's Housing Offices, Council Buildings etc.
- 3.28 On arrival they will also be required to present a household bill containing their home address along with their designated reference number to receive their items.
- 3.29 Replacement requests for wheel bins will continue to be delivered due to their size and weight. We will also continue to provide deliveries of all items to those residents registered on our Assisted Collection register.

Bulky Waste Collections

- 3.30 The Council currently provides a bulky waste collection service for large items householders wish to dispose of. This is a chargeable service with a current rate of £15 for 1 to 5 items. Extra items, up to a maximum of 5, are also collected at an additional charge of £5 item.
- 3.31 Typical examples of bulky waste that are collected include mattress's, bed frames, chairs, tables, TV's, carpets, hi-fi's, cupboards, standard cookers, sideboards, lamps, children's toys, computers, bookcases etc. A three piece suite will count as three items.
- 3.32 Householders in receipt of Income Support, Unemployment Benefit, Disability Living Allowance, State Pension or Guaranteed Pension Credits are allowed up to 2 free of charge collections per year and the majority of service requests come from those who receive the service free of charge.
- 3.33 Collections are carried out both by in house teams and by a local social enterprise organisation who collect all electrical goods and other items that have a potential for reuse, such as good quality furniture.

- 3.34 The new arrangement will introduce a revised charging arrangement which will more accurately reflect the cost of delivering the service. A reduced level charge will also apply to residents receiving benefits (As detailed in para 3.32). The charging arrangements will be listed within the Councils Fee's and Charges schedule and will be review annually. From 1st May 2015 the charge for 2015 – 16 will be £30 and £10 for those residents receiving the benefits listed in para 3.32 and the charge will rise to £40 and £20 respectively in 2016 - 17

Cessation of Trade Waste Collection Service

- 3.35 The Council is required to ensure a suitable and effective Trade Waste service is available to all businesses in all areas of the County however it is not obliged to deliver the service itself. Whilst the Council provides the service to approximately 800 businesses, the local commercial service area arrangements are well developed and rates need to be extremely competitive to maintain the contracts. Payment defaults are common and the service requires a high level of back office support to manage the invoicing or billing
- 3.36 The service will no longer be offered and a list of suitable suppliers will be provided to businesses if required.
- 3.37 A normal residential collection service will be provided free of charge to all places of worship in the County and collections from schools remain unaffected by the proposals

Introduction of 7 day Working with no Christmas or New Year catch up.

- 3.38 The waste collection service currently operates over 6 days with the majority of collections taking place on Monday to Friday and 4,500 properties receiving their collections on a Saturday. The introduction of Saturday collections in 2011 has provided significant savings in fleet costs and although there were some initial concerns from residents, the new service is now well received.
- 3.39 The new proposals will extend Saturday collections to a further 5,000 properties mainly in the North West of the County, with a small number of around 1,450 or 2% of the total properties (mainly rural properties) receiving a Sunday collection.
- 3.40 The roll out of 7 day working will begin in the summer of 2015 following a full round review to ensure all of the rounds are optimised taking into account the increasing number of developments and the new collection day arrangements.
- 3.41 The introduction of Sunday collections and extension of Saturday working will increase the capacity of the existing rounds and reduce the vehicle requirements by the equivalent of two front line waste

collection vehicles.

- 3.42 Residents whose collection falls on Christmas Day and New Years Day will receive just one catch up collection during the festive period (on a changed collection day) Food will be collected on both occasions (also on a changed collection day). Other waste material will be collected on the next scheduled collection day
- 3.43 Residents whose collection falls on Boxing Day will not receive a collection, other than for food (on a changed collection day). Other waste material will be collected on the next scheduled collection day.
- 3.44 HRC sites are available to receive all waste types during the festive period and weekly collections of black bins and recycling will also be provided in the run up to and the week after the Christmas period.
- 3.45 Two all Member Workshops have been held to discuss and provide comments on the content of the new Waste Collection Policy and some of the changes have been included in the new Policy following the sessions. Detailed responses to the queries raised at the workshops together with the outcomes/actions are detailed in - **Appendix 1.**
- 3.46 The Workshop made recommendations on the following aspects of the service which have been reflected in the final policy
- HRC opening hours
 - Charge for bulky collections for those on benefits
 - Charging levels for second and subsequent garden waste containers
 - Sunday collection times
- 3.47 The Environment and Overview Scrutiny Committee considered the new Policy at its meeting on 19th March 2015. The Committee recommended approval of the Policy to Cabinet.
- 3.48 A copy of the revised Waste Collection Policy is attached to this report – **Appendix 2.**

4.00 RECOMMENDATIONS

- 4.01 That Cabinet approves the new Waste Collection Policy.

5.00 FINANCIAL IMPLICATIONS

- 5.01 The service is part funded by the Welsh Government through the Sustainable Waste Management Grant. The grant has been reduced over the past 2 years and further reduction is expected in future years.
- 5.02 The remaining service is budgeted within the Streetscene and Transportation budget.

5.03 The proposed changes to the Policy will deliver the 2015 – 16 budget savings – HRC at Hope remaining open (receiving recycled material only) removes approx £125k from overall savings or £80k weekends only

6.00 ANTI POVERTY IMPACT

6.01 Impact Assessments has been completed.

7.00 ENVIRONMENTAL IMPACT

7.01 Achieving the recycling targets will reduce landfill and also reduce the Council carbon footprint.

8.00 EQUALITIES IMPACT

8.01 A desktop EIA has been carried out on the individual proposals.

9.00 PERSONNEL IMPLICATIONS

9.01 Operational staff will be redeployed to other roles within the service.

9.02 Staffing cost reductions will be achieved through the staffing review.

10.00 CONSULTATION REQUIRED

10.01 With Cabinet Member regarding the roll out of the new weekend collections

11.00 CONSULTATION CARRIED OUT

- 11.01
- Cabinet Member
 - Member and T&CC Workshops
 - Environment and Overview Scrutiny Committee

12.00 APPENDICES

Appendix 1 – Comments/Actions from Workshops
Appendix 2 - Waste Collection Policy March 2015

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

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Streetscene & Transportation Portfolio – Feedback from Policy Development Workshop (March 2015)

Policy on Household Waste collection, Household Recycling Centre operations and Council's bring site service

Suggestion / Challenge / Question	Response / Action
Household Recycling Centres	
Closing of Hope HRC Would prefer 3 days than complete loss of site	This wont deliver level of savings, site footprint is to small to deliver required level of recycling of plus 80%
Agree with the opening times 9 – 5 in the winter Agree with the opening times 9 – 7 in the summer.	Agreed, policy will reflect these opening times
Full agreement with the proposal with a suggestion that opening hours should accommodate working hours.	As above
Suggestion put forward where reducing to part time opening at sites which are fairly close to one another e.g. Flint and Connah's Quay that they open on alternate consecutive days so that residents can travel to either site dependent upon the day of the week.	The footfall survey indicated that residents prefer to use the site Sat to Mon. The footfall levels in the week will not be sufficient to justify it being open.
Leave the number of van permits at 12.	Agreed this will be reflected in the revised policy
Concerns that the van ban will promote fly tipping.	The van permit scheme has been in place since 2005. When introduced there was no increase in fly tipping incidents. Introducing stricter rules will discourage traders who use the sites as free disposal currently.
Agree need to get tougher on the size of trailers. Information required on the trailer size and how this would be manager.	The policy will state that the maximum size trailer that does not require a permit will be 2m x 1.2 (6' x 4')
Don't agree with the reduction on the number of van permits as can't see a reason to reduce them.	The number of van permits will be left at 12.
Request that in communications/policy we are clear that the decisions arrived at regarding opening times etc. are based on statistical information	Agreed, future communications will explain reasons for site closure and or reduction in days open.
Concern was expressed about the potential for increased fly tipping around the Flint HRC which had been a problem in the past	Incidents of fly tipping will be monitored. Experience from other LA's is that fly tipping does not increase as the majority of residents are law abiding and will use alternative sites.
Rather than reduce the number of van ban visits why not apply a small charge for it.	There is the potential to apply a charge in the future but by controlling the number of visits lessens the potential of traders using the scheme to tip trade waste.
A permit scheme should be introduced that dictates only Flintshire residents can use Flintshire HRC's.	This has been introduced in some LA's in England but requires a high level of administration. Reducing trade waste input and Increasing recycling performance at the sites is the main priority at this time.
Garden Waste	

Charge for additional bin	
£24 for 2nd bin £20 for 3rd bin	The general view from the workshop was to keep the same level of charge for both 2 nd and 3 rd bins
Agree that a 3rd bin charge should be £24, the same as the 2nd bin charge	As above
It would be wrong to charge for second bin as residents are recycling	The charge for a 2 nd bin is to provide income to subsidise the service
Where people have 3 bins the charges above should be applied regardless of whether only 1 of the 2 extra bins are presented for collection in any given week.	Agree, payment is annual for both 2 nd and 3 rd bins regardless of whether they are presented or not.
There was a question of how the charge would be collected to which the response was people would pay annually by telephone and should they move house then they would take the bin with them	Payment will be collected by phone annually. If a resident moves house then they can take the bin with them but must inform us of the move.
Cessation of service between December and February	
No comments received workshops in support of this.	
Charges for Bowling clubs	
No charge should apply The view was that anything that provides a social benefit should be free	Bowling clubs charge for the use of the facility and the charge for additional bins could be reflected in the charge for using the site.
Why just bowling clubs, there should be a charge across the board for all brown bins collected.	The policy will reflect this and charges will apply to other local organisations
Greenfield bowling club has an agreement with FCC to cut and remove the grass– if bowling clubs are to be charged then will they need to pay for the removal of the grass in the future.	Greenfield Bowling club is cut by FCC as part of the current amenity grass cutting contract.
Argoed bowling club – if charges are to be applied will arrangements be made to collect the grass from the premises rather than the existing arrangement where the bins have to be taken some distance to the kerbside.	All bins will need to be placed at the kerbside of the nearest adopted highway.
Seven day working	
9am start suggested on Sunday.	This would result in the rounds completing between 6pm and 7pm. An 8 am start is more appropriate for a reasonable finish time.
12 noon was suggested with the time from 7am till 12 noon used for other activities such as litter picking etc.	See above, 12 noon will not be appropriate as finish times on a 10 hour working day would result in collections taking place up to 9am at night.
Is a Sunday collection absolutely necessary	Re-ordering of the rounds to cover 7 day working provides savings in Fleet numbers that contribute to the overall savings put forward by Streetscene and Transdportation.
General agreement reached for an 8am start on Sundays with selective areas of collection.	Agreed
No working on Sunday – day of rest	For many people Sunday is a working day. Partial Sunday working delivers savings in Fleet numbers.
Members would like a map of which areas will be included for a Sunday	Once completed those Members whose areas are affected by Sunday collections will be advised.
Bulky Collection Charges	
Charges should cover cost of service	Agreed

Agree should be a basic standard charge across the board for pensioners and benefit claimants.	Revised policy removes the FOC service but has a reduced charge for pensioners and benefit claimants.
It was felt it was not possible to increase charges to an acceptable level and that would cover the cost of the service. If 90% of requests are currently FOC and the subsidy is not removed for pensions and benefit claimants then the charge to cover the cost of the service would be prohibitive	Agreed, see above. A review of the income levels will be undertaken after 6 months to assess the effect of the charging regime.
General agreement was reached that the subsidy should not be removed.	See above
How much less recycling do you expect to receive if Hope is closed.	We expect to see recycling performance improve across all of our remaining sites when the proposals are adopted.

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Flintshire County Council

**HOUSEHOLD WASTE COLLECTION
POLICY**

**HOUSEHOLD RECYCLING CENTRE
OPERATIONS**

AND

THE COUNCIL'S BRING SITE SERVICE

April 2015



POLICY FOR HOUSEHOLD WASTE COLLECTION

1.0 Legislation

1.1 Under the terms of the Environmental Protection Act, 1990, Flintshire County Council (the “Council”) is classed as a Waste Collection and Disposal Authority, and as such has a statutory duty to collect household waste from all domestic properties in the County. Under Section 46(4) of the Act, the Council has specific powers to stipulate:

- The size and type of the collection receptacle(s);
- Where the receptacle(s) must be placed for the purpose of collecting and emptying;
- The waste types which may or may not be placed within each of the receptacle(s).

2.0 Household Waste Collection Eligibility

2.1 Each household in Flintshire registered for Council Tax will be entitled to receive a waste collection service.

2.2 Places of religious worship, registered charities (where no business activity takes place for profit) may be entitled to the standard waste collection service offered to householders.

3.0 Collection Frequency and working week

3.1 The Council operates a Managed Weekly Collection (MWC) service offering the following:

- A weekly collection of all recyclable material which should be cleaned and separated by the residents. This includes – Glass, Plastics, Card/Paper and Cans
- A weekly collection of food waste
- A fortnightly collection of a 180 litre general domestic waste container

Alternating with:

A fortnightly collection of 140 litre green/garden waste container (1st March to 30th November)

*Garden Waste collections are suspended from 1st December to the 1st March.

3.2 The MWC service will operate over 7 days with the majority of collections taking place Monday to Saturday with a smaller number on Sunday.

3.3 Residents whose collection falls on Christmas Day, Boxing Day and New Year’s Day will not receive a collection. Alternative arrangements to collect the food from these properties will be communicated at the time. Their remaining waste will be collected on the next scheduled collection day. This is mitigated over Christmas as we move to weekly collections of black bins and

recycling during this period and HRC sites are available on all days except Christmas day.

4.0 Containers for the Storage of Waste Materials

- 4.1** Where operationally possible all households have been included in the MWC service and the properties will receive curtilage collections. However in some locations specific collection points have been identified by the Council and in some locations (particularly flats) local collections will be provided from communal wheeled bin(s) which are provided for the purpose of storing waste materials prior to collection.
- 4.2** All containers supplied to householders for the purpose of the waste/recycling collection service shall remain in the ownership of the Council. When householders move home they will be required to leave all wheeled bins and recycling boxes at the property for the new occupant to use. The only exemptions are additional garden waste bins (Brown Bins) that have been purchased by the householder from the Council.
- 4.3** Householders are responsible for the storage, safe keeping and cleaning of waste containers provided by the Council.
- 4.3.1** Each householder in the scheme shall be provided with the following containers free of charge in which to store their waste: 1 x 180 litre black wheeled bin for non recyclable waste. Only waste produced by a household on a normal day to day basis should be placed in this wheeled bin (i.e. it should not contain non standard items such as bulky waste, commercial waste or recyclable waste).
- 4.3.2** 1 x 55 litre blue recycling box (for plastic bottles, mixed cans and mixed glass which must be separated). Households requesting additional recycling capacity shall be provided with reusable weighted woven sacks for separating plastic bottles and mixed cans (the box will then be used for glass only). Recycling products placed in these receptacles should be rinsed and be free of the material originally stored in them.
- 4.3.3** 1 x 60 litre blue reusable plastic sack (for paper and cardboard). Additional sacks will be available on request, See paragraph 4.7.
- 4.3.4** 1 x 25 litre caddy for the storage of food waste and a smaller 7 litre caddy for use in the kitchen. Householders will also be supplied with a roll of 52 bags for food waste, and will be supplied with additional bags by the collection crew (free of charge). Residents should notify the crew by attaching a bag to the handle of their caddy on collection day.
- 4.3.5** 1 x 140 litre brown wheeled bin for garden waste. If an additional bin is required please see paragraph 4.13
- 4.4** All containers supplied by the Council should only be used for the storage of items as prescribed by the Council. Failure to do so may result in the Council retrieving the container(s) from the households.

- 4.5** Households must separate their waste items into the appropriate containers as per the advice provided by the Council. If the householder fails to correctly segregate their waste materials into the prescribed containers as required, the waste **may not** be collected and this **shall not** be classed as a missed collection, see paragraph 8.0 for missed collection exemptions.
- 4.6** Any request to provide a replacement recycling sack, recycling box, food caddy or food bags (e.g. due to damage or if a new property has been built etc) shall be made by initially contacting the Streetscene service through the Streetscene Contact Centre (01352 701234) or through the Council's website.
- 4.7** Residents will be supplied with a reference number and will be directed to the nearest Council facility that will hold a stock of these items. On arriving at the Council facility the resident must present proof of address along with their designated reference number to receive their items.
- 4.8** Direct to home deliveries of these items will only be made to residents who are registered on the Council's assisted collection register.
- 4.9** Any request for a replacement wheel bin either black or brown will be delivered by the Council (e.g. due to damage or if a new property has been built etc). Wheel bins will only be replaced if, when collecting, the bin is damaged by the collection crew. All other replacement requests will be charged. The charge for additional bins will be reviewed annually and details of current charges are available on the Council's Fees & Charges listing.
- 4.10** Where a household has 6 or more permanent occupants, they may make a request for a larger, 240 litre wheeled bin for the storage of non recyclable waste. This service shall be subject to annual review and the 240 litre wheeled bin will be exchanged for a standard 180 litre wheeled bin once the number of permanent occupants reduces below 6.
- 4.11** Where a household with fewer than 6 permanent occupants believe they have a need for a larger bin (240 litres) than the standard 180 litre wheeled bin supplied, applications can be made to the Council for consideration.
- 4.12** Only 1 wheeled bin for non recyclable waste will be supplied and emptied per property.
- 4.13** Where a household produces large quantities of garden waste, they may purchase up to 2 additional 140 litre wheeled bins for the storage of this material. This additional bin/s will be subject to an annual charge for collection and can be presented on collection day with the first bin.
- 4.14** No garden side waste will be collected.
- 4.15** Any additional bin/s paid for by the resident will be issued with a coloured sticker so it is easily identifiable to the collection crew. The charge for additional brown bins will also apply to bowling clubs and will be reviewed

annually and details of current charges are available on the Council's Fees & Charges listing.

5.0 Collection Points

- 5.1** All wheeled bins, food containers and recycling boxes/bags must be placed on the drive or footway within one metre of the curtilage or boundary of the property and be easily accessible to the crews without the need to open gates etc. Where this is not possible the containers should be placed on the footway/verge outside the property, at a point causing minimal obstruction to the highway users
- 5.2** The collection point for householders with long private drives will be the point where their drive meets the adopted highway.
- 5.3** Where appropriate, collection vehicles will travel along un-adopted roads allowing residents to present their waste containers at the same point on their property as though the road were adopted (5.1). This does not mean that the Council will maintain the road and should the road be deemed unsuitable for the vehicles involved or if the owner of the road refuses to allow the vehicle to use the road, the residents will be required to bring their containers to the nearest adopted highway.
- 5.4** Where required, site specific arrangements will be made for collections at flats or properties with narrow or difficult access arrangements. These specific collection arrangements will be advised to the householder by the Council.
- 5.5** Wheeled bins and recycling containers will be returned to their point of origin by the collection crews immediately after collection with the lid of the container closed.
- 5.6** The householder must collect their wheeled bins/recycling boxes after they have been emptied and return them to within the boundary of their property on the day of collection. Containers are not to be permanently stored on the public highway.

6.0 Collection Day and Time

- 6.1** Wheeled bin and recycling collections will generally take place on the same day each week
- 6.2** Wheeled bins, food containers and recycling boxes/bags should be presented for collection by 7.00 am on the day of collection Monday to Saturday (Sunday 8am) and removed after collections have taken place (which could be up until 5pm). Containers may be placed at their collection point on the evening before collection however the Council will not accept liability for any injury or damage to third parties as a result of any incidents occurring with a container left on the public highway outside of these periods unless caused by the acts or omissions of its employees, contractors or agents.

- 6.3** It may be necessary for the Council to change collection days from time to time e.g. over the Christmas and New Year period and on some occasions the waste collection service will have to be suspended due to a service disruption (e.g. during heavy snow, fuel shortage etc). The Council will make every effort to minimise the level of disruption to householders during these periods and will try to rectify any missed collections as soon as the cause of the disruption comes to an end. Notification of changed collection days in these instances will be available on the Council's website and from the Council's Streetscene Contact Centre.
- 6.4** Where the Council is unable to collect any missed waste collections due to a service disruption, householders should retain their waste materials until the next scheduled collection when the all of the material will be collected. The Council would encourage residents to use their nearest HRC for the disposal of all waste types in these instances.
- 6.5** CCTV is in operation on all Council waste vehicles for the purpose of health and safety of employees and members of the public. It may be used for investigations of accidents and incidents.

7.0 Presentation

- 7.1** All waste must be presented in Council supplied containers to ensure its safe collection. Lids on wheeled bins must be shut when the waste is collected in order to ensure the health and safety of the collection crews and prevent damage to the containers and the vehicle lifting equipment. All recycling bags must be presented in a manner that keeps the material dry, this is especially important for paper/card.
- 7.2** Any waste jammed in a wheeled bin that does not fall out following the normal mechanical emptying process on the waste collection vehicles will not be taken. In these cases householders will have to loosen the materials themselves ready for the next scheduled collection.
- 7.3** All non-recyclable waste must be contained within the Council supplied black wheeled bin. Properties presenting excess side waste will be noted by the crews and staff from the service will then call on the resident to investigate the level of waste being produced at the property. If the resident continues to present side waste and refuses to reduce their waste by recycling, a formal notification process will be followed to ensure the resident is aware of the collection arrangements and the need to recycle. Continued failure to follow the advice issued during this process may result in action being taken under the powers within the Environmental Protection Act 1990. The side waste will however be collected to reduce littering in the locality.

8.0 Assisted Collections

- 8.1** Where, through frailty or incapacity, a householder cannot present their 180 litre wheeled bin or recycling boxes at the curtilage, and subject to there being no other able-bodied adult person living at the property, the householder may make a formal request to the Council for an Assisted

Collection. If an Assisted Collection is approved a suitable collection point on the property shall be agreed with the householder and collections will then take place from this point. All containers will be returned to the collection point by the waste teams once they have been emptied.

- 8.2** Assisted Collections will be restricted to those households who are in genuine need following approval of an application to the Council. The Council will review every individual case every two years.

9.0 Missed Kerbside Collections

- 9.1** All waste and recycling must be placed out for collection at a collection point as specified in section 5 on the correct collection date and time.
- 9.2** Each collection round will have a designated charge hand, part of whose role is to check that all waste presented is collected by the collection crew and sign each road as completed when all collections are made. As a result the Council will not return for reported missed collections other than for those residents registered as requiring an assisted collection.
- 9.3** Assisted missed collections can be reported through the Streetscene Contact Centre or through the Councils web-site
- 9.4** Residents not registered for an Assisted Collection who report a missed collection will be asked to place the waste out again on the next scheduled collection date or alternatively to use their nearest HRC for the disposal of the waste.

10.0 Clinical Household Waste Collection

- 10.1** The Council provides a collection service for clinical household waste from householders upon request from the relevant Health Care provider, via a prescribed application form.
- 10.2** The Council shall provide a suitable container for the householder to store their clinical waste. Yellow bags will be provided for all infectious waste and pink bags provided for all non-infectious clinical waste.
- 10.3** An agreed collection point, day of collection, frequency of collection and any other specific instructions regarding this service, will be agreed between the Council and the householder.

11.0 Bulky Household Waste Collection

- 11.1** The Council provides a bulky waste collection service for householders. This is a chargeable service. The cost for each of these services will be shown in the Council's Fees & Charges listing which is reviewed each year. Fridges and freezers are collected free of charge.
- 11.2** Householders in receipt of Income Support, Unemployment Benefit, Disability Living Allowance, State Pension or Guaranteed Pension Credits will receive a reduction in the charge for this service and these will be

reviewed annually and details of current charges are available on the Council's Fees & Charges listing

- 11.3** Following a request for a bulky household waste collection service, the collection shall take place within the prescribed Streetscene standard period.
- 11.4** Typical examples of bulky waste that will be accepted include the following - mattresses, bed frames, chairs, tables, TV's, carpets, hi-fi's, cupboards, standard cookers, sideboards, lamps, children's toys, computers, bookcases etc. A three piece suite will count as three items.
- 11.5** Small waste objects should be placed into a box, sack or suitable container and this will then be counted as one item. Only the items listed during the original request to the Council will be collected and additional items will not be collected.
- 11.6** No commercial or industrial waste will be collected.
- 11.7** All items must be presented for collection in the front of the nominated property and clearly visible from the highway. They should be presented in a safe fashion which does not cause any obstruction or danger to the public. The Council will not enter houses to collect waste items. The collection point for properties with difficult access e.g. flats shall be agreed with the Council at the point of request and before collections are made.
- 11.8** The Council reserves the right to refuse the collection of any waste items that may cause harm or may have an affect on the health and safety of waste collection staff.
- 11.9** Home improvements including kitchen/bathroom renewals, fitted wardrobes and any soils & rubble from landscaping works **will not be collected** as part of a bulky waste collection and households should make the appropriate arrangements with their contractor to ensure they comply with their own duty of care for the safe disposal of the material.

12.0 Household Recycling Centres (HRC's)

- 12.1** Flintshire County Council operates six HRC sites at the following locations across the County:
- Greenfield
 - Flint (Saturday, Sunday, Monday plus the day after Bank Holidays only)
 - Mold
 - Connahs Quay (Saturday, Sunday, Monday plus the day after Bank Holidays only)
 - Sandycroft
 - Buckley
- 12.2** In addition to the HRC sites the Council also operates a number of strategically placed Bring Sites which allow residents to recycle locally. The site locations can be found on the Council's website.

- 12.3** In recent years and in line with the Council's Waste Management Strategy, the emphasis at the sites has changed from a simple tipping facility to one which allows the Council to recycle the majority of material that residents take to the sites. This change has been driven by the targets set by Welsh Government (WG) for the amount of municipal waste recycled by each Council in Wales.
- 12.4** Approximately 30% of the total domestic waste currently produced in Flintshire is deposited at the HRC sites and the average recycling rate achieved at the sites is approximately 58%. All residents using the facilities will be met by a member of the staff on the site and provided with guidance on the disposal of their material. The intention will be to ensure that as much of the waste as possible is recycled. All bagged waste will be opened on the sites by the staff and any recyclable product removed from the bag and then placed in the appropriate recycling container.
- 12.5** Space at the sites limits the number of waste types that can be recycled however every attempt is made to maximise the number of waste types that can be recycled at each site.
- 12.6** Asbestos products will only be accepted at Greenfield HRC site. The material should be presented in sealed plastic bags (which are supplied at the HRC sites if required) and placed in the designated skip for storage prior to disposal. Flintshire County Council recommends that specialist advice on handling asbestos should be sought before handling this material.

Building rubble and soil can only be accepted at Buckley, Mold, Sandycroft and Greenfield.

- 12.7** The opening hours for the facilities will be as follows:

Monday to Sunday for Greenfield, Sandycroft, Mold and Buckley
Saturday to Monday for Connahs Quay and Flint

Summer (April* – Sept)	Opens	09.00 hours
	Closes	19.00 hours
Winter (Oct – Feb)	Opens	09.00 hours
	Closes	17.00 hours

*Summer hours will be extended if Easter falls in March

- 12.8** Residents with privately owned vans wishing to dispose of their household waste at HRC's will only be accepted at the Greenfield and Mold facilities and will be required to obtain a permit in order to do so, reference paragraph 12.10 This is in order to reduce conflict with staff at other sites and compliance will be monitored using CCTV cameras which are situated on all of the sites and ANPR CCTV which is situated at both Greenfield and Mold.

12.9 CCTV is in operation at all of the Council's HRC's for the purpose of health and safety of employees and members of the public. It may be used for investigations of accidents and incidents.

12.10 Trade or commercial waste will not be accepted at any HRC. See paragraph 12.16 for details on tipping commercial waste.

12.11 Resident Van Permits at HRC's

In order to prevent trade waste being disposed of at the HRC's a van permit scheme will be in operation.

Residents owning the following vehicles must be in possession of a permit to dispose of their waste at a designated HRC site. The permit will allow a maximum of 12 visits per annum. This restriction applies to company vehicles, hired vehicles and borrowed vehicles and includes:

- Vans
- Pick-ups/crew cabs
- Trailers (maximum dimensions of than 1.8m long x 1.2 wide x 1m deep) This must only be towed by a car whose registration will be on the permit
- Mini-buses

Any other vehicle that might be seen as 'commercial'

12.12 What types of vehicles are restricted?

Vehicles that are not permitted to use the sites are:

- Lorries and LGV's
- Tipper vans
- Luton box vans
- Trailers with 'greedy boards'
- Vans towing trailers

12.13 Criteria for issuing permits

In order to be approved for a permit the applicant must satisfy the following criteria:

- The vehicle must be registered to the resident, not a business or other organisation.
- The vehicle must be registered to an address in Flintshire. (One permit per household)
- The vehicle must not be sign-written or display advertising
- The vehicle must not have flashing beacon/s

If the resident cannot satisfy the above conditions, they will not be permitted to bring the vehicle into the nominated HRC

Permits are issued to the resident to dispose of waste from the household registered to the permit. Permits must not be used to dispose of waste from any other household or property. If the permit holder is found to be in contravention to this then the permit will be revoked.

12.14 How to apply for a Residents Van Permit

Permits will be approved at either Greenfield or Mold by a site charge hand who will inspect the application and associated paperwork and the vehicle/trailer before issuing the permit.

Residents who want to apply for a permit can obtain an application form in the following 3 ways:

- Download from the Council's website
- Email at Streetscene@flintshire.gov.uk
- Visit either Greenfield or Mold HRC

12.15 Hired Van 'One Off' Permits

If the van is hired or borrowed and taking **household** waste to a Flintshire County Council HRC a "one off" permit will be required. 'One off' permits will be issued directly from either the Greenfield and Mold HRC sites. Hire documents and proof of address (through utility bill) will be required and this information will be checked by site staff when the vehicle visits the site. Hired or borrowed vans will only be accepted at the Greenfield and Mold HRC sites and for **three visits only over a two week period**. Vehicles should not display any commercial markings other than that of the Hire Company.

12.16 Commercial Waste

The Council maintains a list of approved waste tipping facilities for commercial waste that will be provided with on request.

The Council will provide permits for small traders to dispose of commercial garden waste at Greenfield HRC site only

For details of commercial disposal arrangements please contact Flintshire County Council Streetscene Contact Centre 01352 701234 or visit the Councils web-site.

13.0 The Council's 'Bring Sites'

13.1 In addition to the HRC sites the Council also operates a number of strategically placed bring sites which allow residents to recycle locally. The site locations can be found on the Council's website.

13.2 The provision of bring sites are subject to review and provided subject to the level of demand in a particular area.

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FLINTSHIRE COUNTY COUNCIL

REPORT TO: **CABINET**

DATE: **TUESDAY 21 APRIL 2015**

REPORT BY: **CHIEF OFFICER (STREETSCENE AND
TRANSPORTATION)**

SUBJECT: **STREETLIGHTING POLICY**

1.00 PURPOSE OF REPORT

1.01 To seek Cabinet approval for the Council's revised Street Lighting Policy.

2.00 BACKGROUND

2.01 There is no statutory requirement on the Council to provide Street Lighting at any location other than those defined in the Highways Act 1980 however, where lighting is provided the Council has a statutory obligation to maintain the system in a safe state of repair. The Council also has a duty under Section 17 of the Crime and Disorder Act 1998 to exercise its lighting function with due regard to their effect on crime and disorder in an area.

2.02 The Council owns and maintains approximately 20,500 street lights and 3,250 illuminated signs across the County and in addition the Council maintains the Trunk Road Street Lighting on behalf of Welsh Government.

2.03 The annual consumption of electricity for these units is 8 million kilowatt hours (kwh) at an annual cost of approximately £864,000 per annum, based on a unit cost of 10.8p/kwh. This gives an annual cost per lamp of £36.38 (10 pence per illuminated asset per night).

2.04 Road lighting (illumination) encompasses the lighting of all types of highway and public thoroughfares, assisting traffic safety and ease of passage for all users. It has a wider social role, helping to reduce crime and the fear of crime, can contribute to commercial and social use at night of town centres, shopping areas and tourist locations.

2.05 The Council is responsible for the structural integrity of the street lighting columns as well as the electrical apparatus within them. Any faults which may occur with this equipment are repaired by the Council, utilising the Council's in-house Street Lighting service within Streetscene.

- 2.06 Some Town and Community Councils (T&CC's) own and maintain their own footway lighting columns which total approximately 3,500 units. Approximately half of the T&CC's subsequently contract the Council to carry out the necessary repairs and maintenance on their behalf with the remaining Councils contracting the work to private contractor's or organisations.
- 2.07 Options to change how street lighting is managed and delivered in a more sustainable manner are now available with the new technical advancements within the industry. These new advancements allows a compromise position to be reached between the Councils aim to reduce energy consumption, carbon footprint and wasted illumination set against the wider implications of simply turning the street lights off.
- 2.08 The Council's current Street Lighting Policy was approved by Cabinet in March 2013 and the content is now reviewed to include the 2015-16 Business Planning proposals.

3.00 CONSIDERATIONS

Summary of changes to existing policy

1. Extension of Part Night Lighting

- 3.01 The part night lighting option delivers a more cost effective solution than dimming alone and it is proposed that the Council's Policy will be to turn off selected Street Lights in defined areas, during the period 00.00 hrs – 05.00 hrs in line with the protocol within the new Policy.
- 3.02 In line with the Policy, each location will be subjected to a strict Risk Assessment before any light is subjected to the proposed part night lighting arrangements. Consultation will take place with NW Police and the local member and other interested parties in line with the Risk Assessment process detailed in the Policy.
- 3.03 By extending the part-night lighting a financial saving of approximately £12k per 1000 lanterns will be delivered. This will be achieved by replacing the photocells on the lanterns installed at locations defined within the policy.
- 3.04 The proposal will also increase the life expectancy of the lamp (bulb) because of the shorter period of operation There is no evidence that the performance of any other components within the light are reduced by the introduction of the part night lighting options.

2. Changes to Fault Repair Standard

- 3.05 The current standard for repairing Street Lighting faults (within the control of the County Council) is 3 days. The standard was set at the formation of Streetscene in 2012 and is applied to all lighting units across the Council, irrespective of location. The operational resource required by the service is clearly dependant on this standard and a reduction in the response time will reduce the level of resource required.
- 3.06 A high portion of lights are situated on main routes and in some cases on dual carriageways. On a purely risk based approach the cost and impact of the traffic management required to allow the repair of a single light cannot be justified and a review of the standard is therefore necessary. It is proposed that in future the new standard will not be the same for all lights in every location but will be risk based as follows:
- Lights adjacent to Sheltered Housing Centres – 3 days
 - Lights in CCTV and other defined critical sites – 3 days
 - Residential areas and all other locations - 10 days
- 3.07 The resource required to deliver the above revised standard is 4 FTE electricians – a reduction in one post from current levels.

3. Reduced Night time Inspection Regime

- 3.08 The Council currently carries out evening inspections to identify faults on a 14 day cycle with all street lighting units being inspected during the hours of darkness within this period. The new policy will extend this period to 28 days and consider the most cost effective option to provide this service in future. Dependant on cost and overall value for money considerations, this may include utilising an outsourced provision

Member Workshops

- 3.09 Two workshops have taken place to allow members and T&CC representatives the opportunity to discuss and make comments on the revisions to the policy. The feedback from the Workshops have been incorporated into the new policy and a full record of the comments received during the workshops is attached (**Appendix 1**)
- 3.10 The specific areas of feedback from the workshop were as follows and the feedback has been included in the revised Policy:
- County wide consistency for part night operating hours
 - Requirement to consider some level of residual lighting level in residential areas where part night lighting is adopted
 - Input into the scope to define locations for new repair standards

3.11 The Environment Overview and Scrutiny considered the new Policy at its meeting on 19th March 2015 and recommended acceptance of the new Policy to Cabinet

3.12 A copy of the new Street Lighting Policy is attached to this report (**Appendix 2**)

4.00 RECOMMENDATIONS

4.01 That Cabinet approves the Council's revised Street Lighting Policy moves.

5.00 FINANCIAL IMPLICATIONS

5.01 The proposals will deliver the saving identified in 2015-16 Business Planning proposals with a limited rollout during the year. Additional benefits in future years will be accrued as the rollout of part night lighting arrangements are completed.

6.00 ANTI POVERTY IMPACT

6.01 Not applicable.

7.00 ENVIRONMENTAL IMPACT

7.01 As well as reducing CO₂ levels, light pollution is another environmental issue that should be considered. The use of appropriate new lanterns and technologies with high performance optics, electronic control gear, shielding etc. can show reductions in energy consumption and also reductions in lighting pollution with the light distributed downwards at the target area which reduces in intensity at suitable locations.

8.00 EQUALITIES IMPACT

8.01 An EIA has been completed and concluded that the new Policy will not impact on any individual or group disproportionately. Each location considered will be Risk Assessed to take into account any location specific equality issues

9.00 PERSONNEL IMPLICATIONS

9.01 The reduced standard for repairing faults will reduce the number of electricians by one post. This will be achieved through the surrender of a vacant electricians posts currently within the service.

10.00 CONSULTATION REQUIRED

10.01 Full Risk Assessment in accordance with the Policy for each site

considered

11.00 CONSULTATION UNDERTAKEN

11.01 At two Member and T&CC workshops

11.02 Environment Overview & Scrutiny Committee.

12.00 APPENDICES

Appendix 1 – Comments received at workshop

Appendix 2 - The Council's revised Street Lighting Policy.

LOCAL GOVERNMENT (ACCESS TO INFORMATION ACT) 1985
BACKGROUND DOCUMENTS

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(Appendix 1)

Streetscene & Transportation Portfolio – Feedback from Policy Development Workshop (March 2015)

Policy – Street Lighting

Suggestion / Challenge / Question	Response / Action
Part Night Timings	
1. Can the lights be switched off Intermittently or every second to third light.	This can be investigated and looked into in certain locations.
2. Some lighting is needed in residential areas, nowhere to be totally out as in question 1.	This can be investigated and looked into and assessed in line with the current proposal.
3. Lighting needs to remain on at O.A.P complexes.	Agreed.
4. Dimming lights rather than turning the lights off should be considered	Already in the current policy. All new lighting units installed have the capability to be dimmed or do dim by up to 35%.
5. Concerns raised over people falling over when the lights are off.	Lighting units will only be switch off from 2400 hrs until 0500 hrs.
6. Residential timings should be midnight to 5am (subject to risk assessment and discussion with partners.)	Agreed.
7. Industrial timings should be midnight to 5am (subject to risk assessment and discussion with partners.)	Agreed.
8. Midnight too soon, Should start at 1am and not beyond 5am was suggested.	Agreed on the end / switching on time but common consensus is Midnight.
9. If a Town or Community Council offers to pay or subsidise the savings can the lighting units be left on.	This could be discussed with an option to agree.
10. Attention was drawn to streets in the vicinity of Flint Castle where the lights are so bright one light could illuminate an entire street. It was suggested that there should be a review of the installations of similar lights to these across the county in order to reduce energy costs during normal	Possibility of the units being reduced in wattage after an assessment is undertaken.

lighting hours as well as through the night.	
11. Concerns were generally related to community safety in residential areas. The vulnerability of industrial areas and the impact of burglaries on business growth and local economy was raised. It was acknowledged that turning the lights off may encourage local companies to install their own security lighting systems.	Noted, this will be monitored as required.
12. The suggestion of a pilot scheme which would see 1 in 2 or 1 in 3 lights switched off.	Discussed in question 1 and 2.
13. General concern against turning street lights off in either residential or industrial areas	Noted, this will be monitored and addressed accordingly. All areas will be assessed for suitability of installation in line with the policy recommendation.
14. Concerns were generally related to community safety in residential areas	As in question 13.

Suggestion / Challenge / Question	Response / Action
Risk Assessment & selection for installations	
1. Risk Assessment and selection process is vital.	Agreed.
2. Important to liaise with local Members, blue light services etc. local intelligence and knowledge.	Agreed. Consolation will take place with all relevant stakeholders.
3. Important to liaise with Town and Community Councils as they may know of 'hot spots'.	Agreed.

Suggestion / Challenge / Question	Response / Action
Repair/Attendance	
1. Frustration expressed with Scottish Power regarding length of time taken to undertake repairs. Need to strengthen contractual arrangements with Scottish Power.	Discussed and answered at meetings.

2. Needs to be a standard not a target or average repair time	Agreed, we will endeavour to repair all lights within the time frame within the policy.
3. There was a current perception that repairs were not being undertaken unless someone rings in to report it and there was a general dissatisfaction with response times to reports.	Certain faults are only known if a member of the public calls them in due to location of lamps or intermittent faults. Some lamps are noted on night inspections but are or have also been reported via the Streetscene phone line.
4. There was an opinion that steps should be taken to make it easier to report a light out rather than having to go through the street scene contact centre.	The current procedure to report a fault is though the call centre or via the various internet methods.

Suggestion / Challenge / Question	Response / Action
Night time regime, an increase to 28 days from 14 days	
1. Agree with relaxing this to 21 days and if working well, look at reviewing it and extending it to 28 days.	Due to the part night installations the inspection time frame in hours for night inspection is reduced during summer months due to switch on and off of the lantern. Will be considered if 28 days inspections become ineffective.
2. Extend night inspections to include town and community councils	This can be done in agreement with the relevant Town and Community Council.
3. 28 day inspection reverting back to either 21 days or 14 days if not working effectively.	This will be monitored to ensure that all lamps where practical will be included within the inspection.

Suggestion / Challenge / Question	Response / Action
Additional Comments	
1. Introduction of LED lights for greater savings.	Pilot schemes are currently underway with all new signs and bollards being LED.

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Flintshire County Council

Street Lighting Policy – April 2015 (Ref 1a)

Contents:

1. Introduction
2. Legislative Powers
3. Main Aims
4. Benefits of a Well Maintained Street Lighting Network
5. Maintenance and management
6. Lighting Column Replacement
7. Lighting standard and improvements to the inventory
8. Inspection and Testing regimes
9. Town and Community Council Owned Lighting
10. Festive Illumination
11. Adoptions to the Street Lighting inventory

For further information, advice or guidance with regards to this document or Flintshire County Council Street Lighting please contact:

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1. Introduction

- 1.1 This Policy outlines the basic principles and standards applied to the maintenance of Street Lighting and Illuminated Street Furniture within the administrative area of Flintshire County Council, setting out the aims of the authority with respect to maintenance regimes and the procedures put in place to achieve those aims.
- 1.2 The overall objective is to manage and maintain a safe, effective and efficient network that ensures the safety of all road users, pedestrians and cyclists.

The policy will apply to:

1. Flintshire County Council owned Highway and Amenity Lighting
 2. Flintshire County Council owned Illuminated and Electrical Street Furniture
 3. Town and Community Council owned Lighting maintained by the County Council on their behalf
- 1.3 The street lighting policies have been developed to support the aims and objectives of other County Council strategies and initiatives by recognising that street lighting and illuminated street furniture plays a major part in helping to reduce crime, improving driver behaviour, pedestrian's visibility distances and promoting a safer community and reducing the fear of crime. (Crime and Disorder Act 1998)
 - 1.4 Flintshire County Council's street lighting department will endeavour to improve the environment by reducing upward wasted light and reducing the carbon foot print of the service.

2. Legislative Powers

- 2.1 Flintshire County Council is not required by law to provide street lighting, however, under the highways act 1980, S97 -
"Every local highway authority may provide lighting for the purposes of any highway or proposed highway for which they are or will be the highway authority"

However Flintshire County Council is required to maintain any street lighting it does provide in a safe condition for the benefit of the community it serves.

- 2.2 On the 1st April 1967, under the provisions of the Local Government Act 1966, the County Council assumed responsibility for the maintenance and operation of highway lighting throughout the county generally, including the provision of new installations.

Roadway lighting is falls into one of two categories:

- Group A, columns of a height of 10m and above
- Group B, columns of a height of between 5m and 8m

Standard for both groups are as laid down in the British Standard Code of Practice for Street Lighting.

- 2.3 Some Town and Community Councils in Flintshire retained the responsibility for footway lighting only. Footway lighting is defined as a system of lighting provided for the highway, in which either:
- a. No lamp is mounted more than 4m (13ft) above ground level
 - b. No lamp is mounted more than 6m (20ft) above ground level and there is at least one interval of more than 46m (50yds) between adjacent lamps in the system.
- 2.4 The North and Mid Wales Trunk Road Agency (NMWTRA) is the highway authority for road lighting on trunk roads and will have it's own polices and practices for maintenance of those installations. The maintenance of these lights is carried out by Flintshire County Council on behalf of NMWTRA

3 Main Aims

Flintshire County Council Street Lighting Team's aims are as follows:

1. To manage our current Street Lighting and illuminated street furniture network in a safe and fit for purpose condition and in accordance with the HAMP.
2. To manage the reaction time to rectify and respond to reported faults
3. To provide the highest quality of service providing excellent value for money.
4. Reduce the Carbon footprint and environmental impact of the service

The Aims will be achieved by the following

1. Ensure that a high proportion of Street Lighting and illuminated Street Furniture is functioning correctly at all times.
2. Ensure faulty Illuminated Street Furniture is wherever possible repaired within the timescales specified within this policy.
3. Visit all Illuminated Street Furniture on a regular basis in accordance with the timescale specified within this policy to undertake planned preventative maintenance and to verify their structural and electrical condition.

4. Ensure the appropriate quality of light is being provided by replacing all lamps (where applicable) on a regular basis in accordance with the timescale specified within this policy.
5. Develop a risk management strategy to undertake an effective planned renewal programme for the replacement of obsolete and life expired columns utilising the available budgets.
6. Ensure compliance with the Electricity at Work Regulations 1989 is met by periodically tested and inspecting all Illuminated Street lighting units and rectifying identified defects.
7. Continue to develop further the management information system in order to effectively manage the inventory.
8. The service will endeavour to reduce the carbon footprint of the service in the following ways:
 - a. The purchase of low energy lighting units for all replacements
 - b. Installation of new energy saving equipment when necessary
 - c. Installation of dimming equipment in accordance with the policy
 - d. Installation of part night equipment in accordance with the policy
 - e. Installation of tried and tested equipment to reduce waste
 - f. Employ appropriate recycling of life expired components
 - g. Carry out timely repairs and maintenance
 - h. Bulk light source change (certain areas) on a four year cycle
 - i. Employ monitoring systems and night time inspections

4. Benefits of a Well Maintained Street Lighting Network

- 4.1 Lighting makes an important contribution to highway safety for both drivers and pedestrians and enhances both the appearance and vitality of the community. The introduction of the 1998 Crime and Disorder Act placed an obligation on Flintshire County Council to develop and implement safer community strategies.
- 4.2 The provision of modern highway lighting is one of the ways in which Flintshire County Council can demonstrate its commitment to a safer and more attractive community.
- 4.3 Analysis of highway lighting schemes indicate that they are a cost effective solution to assisting in reducing night time road traffic accidents.

5. Maintenance and Management

- 5.1 The Highways Act 1980 defines Highway Authorities as responsible for the road lighting on adopted highways or potentially adopted highways within its administrative area.
- 5.2 This legislation does not require the provision of road lighting in every location. However, where road lighting is provided, the highway authority has a duty of care with respect to maintaining that lighting in a safe condition.
- 5.3 Maintenance standards are a matter for the authority to determine. The two possible approaches for maintaining Street lighting are:
- a. Planned Preventative Maintenance approach (PPM). This approach involves regularly visiting assets to undertake routine maintenance activities and replace key components (such as the lamp) even if they are still in good working order
 - b. Reactive Maintenance. This approach involves visiting assets only when they are known to have failed i.e. following notification of a fault
- 5.4 There are economic consequences with either option, however the Council will adopt the following
- a. 'A' Roads and other roads with a requirement for complex traffic management arrangements to carry out street lighting repair work e.g. dual carriageways - Planned Preventative Maintenance Approach
 - b. All other locations - Reactive Maintenance Approach
- 5.5 The policy when replacing life expired equipment and components is to specify well engineered quality products so that the assets reliability is improved thus reducing long term maintenance costs.
- 5.6 Faults will be identified by undertaking night inspections, during other inspections and reports. The frequency of these inspections shall be every 28 days.
- The standard for repairing faults within the control of the Council will be defined into three groups
1. 3 working days for locations assessed as vulnerable, CCTV sensitive, traffic calming, traffic sensitive or (speed) illuminated traffic signs
 2. 10 working days for all other locations
 3. Units owned by the Council but subjected to mains supply faults (i.e. those not the responsibility of the Council) are governed by OFGEM standards
- 5.7 This information along with reports made directly by members of the public to the street lighting section is entered into the street lighting management information system (Mayrise) and actioned

- 5.8 All installations within Flintshire shall adopt a white light (low energy) approach (where practical) and shall incorporate a dimming arrangement by 35% from 2200 hrs to 0600 hrs each day.

Exceptions will be

- Known accident sites
- CCTV Sites
- Sites where dimming the lighting results in the lighting level falling below the level specified in the guidance notes for roads of that category between those hours

- 5.9 Part night installations shall be installed at the following

- Residential Estates
- On rural and non-residential 'A' roads
- On rural and non-residential strategic routes
- On Industrial estates

The lights will be electronically timed to turn off between midnight and 0500 hrs each day location dependant. A residual lighting level will remain on each road, based on the risk assessment

A risk assessment will be completed and the following groups or individual will be consulted

- N W Police
- Local Member
- T&CC Council
- Internal FCC stakeholders

The service will take a proactive approach to managing the lighting infrastructure, investigating new opportunities for improving the energy efficiency and carbon footprint of the service.

6. Lighting Column Replacement

- 6.1 The backlog of replacements will be monitored through the inspection process shown in 7.1 to ensure the inventory remains in a safe state of repair. Any funds made available will be utilised to carry out replacement work

7. Lighting standard and improvements to the inventory

- 7.1 The Council cannot specify a particular or consistent standard of lighting on any road or footway. However on new developments and regeneration schemes the Flintshire County Council Street Lighting Specifications and required standard of lighting shall be adhered to.

8. Inspection and Testing regimes

- 8.1 The Council will carry out a robust inspection and testing regime in accordance including the following:

1. Evening driven inspections to identify faults – These will be carried out by the Streetscene out of hours teams on a rota which ensures that every light is inspected every 28 days
2. Maintenance visit – These maintenance visits will be carried out every three years by the area electricians. During the visits the electrician will carry out a visual inspection of the components of the light and clean / grease the unit
3. Electrical Test visit – These maintenance visits will be carried out every six years by the area electricians. The tests will be in accordance with the statutory requirements and the outcome recorded and retained
4. Structural Test – Structural tests will be carried out by specialist contractors. The columns will be identified following the maintenance visit or by a programmed inspection regime of columns which have exceeded their expected life expectancy

9. Town and Community Council Owned Lighting

- 9.1 There are variations in the way T&CC owned footway lighting is maintained i.e. either via the County Council or through independent contractors. Where the T&CC requests the Council to carry out the work, the lighting is maintained to same standard as Council owned lighting. The lights will be included on the Councils inventory and complaints regarding faults received directly into the Streetscene Contact Centre.
- 9.2 Once an accurate assessment of each individual T&CC lighting network is gathered, the Council would be in a position, if required, to procure energy on behalf of the T&CC at the lower rate which is available to the Council.
- 9.3 Should T&CC's not currently utilising the Council to maintain their lights they can request their energy procurement is made through this arrangements, a full inventory gathering exercise by the councils electricians will be required. The cost of this work will be charged at cost to the appropriate T&CC. Once this information is obtained, the Council Contact Centre can also take and pass on fault requests to the appropriate T&CC on their behalf

10. Festive Illumination

- 10.1 Flintshire County Council will manage contractual arrangements for Installations, maintenance and repairs on behalf of the Town and Community Councils if asked.
- 10.2 Costs of the contractor and tender process will be borne by the relevant Town or Community Council with the aim of a reduction in cost due to economy of scale. The actual cost including staff recharges will be passed to the T&CC
- 10.3 All installations of festive illumination will require prior approval and inspection upon installation from the Street Lighting Department.

11. Adoptions to the Street Lighting inventory

The standard of lighting to be provided at any location will be required to meet the Councils lighting specification and standard before it can be considered for adoption into the Councils network.

The promoter will be required to submit their proposals to the Council for approval before commencement of any work and will be subject to a final site inspection prior to adoption.

In addition and prior to adopting any street lighting and illuminated street furniture into the Councils inventory from any source a 10 year energy and maintenance contribution from the scheme promoter, in the form of a Commuted Sum, will be required.

The charge will be based on the energy costs plus maintenance costs projected for the 10 year period.

FLINTSHIRE COUNTY COUNCIL

REPORT TO: **CABINET**

DATE: **TUESDAY 21 APRIL 2015**

REPORT BY: **CHIEF OFFICER (STREETSCENE AND TRANSPORTATION)**

SUBJECT: **GRASS CUTTING POLICY**

1.00 PURPOSE OF REPORT

1.01 To seek Cabinet approval for the County's revised Grass Cutting Policy.

2.00 BACKGROUND

2.01 The County has a legal responsibility for managing the Highway Network in terms of keeping the routes available and safe for the passage of the highway user. It undertakes this duty in its role as the Highway Authority.

2.02 "The Well Maintained Highway" - A Code of Practice for highway maintenance and management dated July 2005, sets out recommendations and good practice for the cutting of grassed verges that adjoin the highway and for the maintenance of soft estate areas owned by the Authority (Amenity Grass).

2.03 This Code of Practice recommends that Authorities should develop local standards based on fitness for purpose to provide the level of service required and maintain an assessment of the risk of this being compromised by failure.

2.04 In December 2012 Cabinet agreed the current Council's Grass Cutting Policy and this revision includes the changes made necessary as a result of the 2015-16 Business Planning proposals.

CONSIDERATIONS

Summary of changes to the current Policy are as follows:

Frequency of Cuts on Rural Highway Verges

3.01 The number of cuts on rural verges at non visibility locations will be reduced from 2 cuts per year to one. The timing of this one cut is variable depending upon weather conditions during the year but the target date for the cut is June. The number of cuts at junctions and

visibility splays remains at 4 per year.

3.02 The current Policy requires a full boundary to boundary cut to be undertaken once every three years to remove sapling growth etc. The new Policy reduces this standard to one cut every four years.

3.03 The full Policy for grass cutting on rural verges is as follows:

- Visibility splays at junctions 4 cuts per year
- 1 swathe widths on all principal roads 1 cut per year
- 1 swathe width on all non principal roads 1 cut per year
- Full width verge cutting for weed and self sown sapling control on all classifications of rural roads once every 4 years

3.04 All current standards for urban (within 30/40 mph boundaries) verges will remain as the existing Policy.

Operational Arrangements

3.05 Currently the majority of grass cutting operations are carried out by in-house Council teams, although some rural verges are cut by contractors. This requires expensive plant and equipment to be hired each year to enable the work to be carried out. In future all service provisions will be market tested and procured from the most cost effective source.

3.06 Two full Member and T&CC representative workshops were held in March 2015 to provide feedback to Scrutiny on the new Policy. A full record of all the issues raised at the workshops and the actions / recommendations made as a result are shown in **Appendix 1**

3.07 The Workshop made recommendations on the following areas of the policy which has been changed to reflect the comments:

- Providing a Single swathe width cut on principal roads
- Timing of the commencement of all grass cutting operations

3.08 The Environment Overview and Scrutiny Committee reviewed the new Policy at its meeting on 19th March 2015 and recommended acceptance of the new Policy to Cabinet

3.09 A copy of the new Policy is attached to this report – **Appendix 2**

4.00 RECOMMENDATIONS

4.01 That Cabinet approves the County's revised Grass Cutting Policy

5.00 FINANCIAL IMPLICATIONS

5.01 The reduction in service standard detailed in the new Policy will

deliver the savings detailed in the service Business Planning proposals.

6.00 ANTI POVERTY IMPACT

6.01 No impact from this report.

7.00 ENVIRONMENTAL IMPACT

7.01 No impact from this report, although further work will be done to assess if any areas of verge can be left to naturally grow to provide habitat for wild flowers etc..

8.00 EQUALITIES IMPACT

8.01 No impact from this report.

9.00 PERSONNEL IMPLICATIONS

9.01 None, although it is hoped to reduce the reliance on seasonal Agency staff by extending the use of selected specialist and local sub-contractors, some of whom are already being used on rural verge grass cutting maintenance works.

10.00 CONSULTATION REQUIRED

10.01 None.

11.00 CONSULTATION UNDERTAKEN

11.01 With Cabinet Member.

11.02 With Members and T&CC through Workshops

11.03 With Environment Overview & Scrutiny Committee.

12.00 APPENDICES

12.01 Appendix 1 – Feedback from workshop including comments received
Appendix 2 - The Councils Revised Grass Cutting Policy.

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

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Appendix 1

Streetscene & Transportation Portfolio – Feedback from Policy Development Workshop (March 2015)

Policy - (Review of Grass Cutting Policy)

Suggestion / Challenge / Question	Response / Action
Principle roads – Views on reducing to 1 swathe width.	
Grass cutting is important in rural areas as there are no footpaths and there's a danger of signs being obscured.	The single swathe width cut would be at least 1 metre and would constitute a safe refuge for highway users; obscured signs will be identified and dealt with by the Area Coordinator.
Important that areas are litter picked before and after each cut.	The new contract recommends that litter is picked prior to grass cutting and stipulates that the area must be left free of any litter. This will be monitored by the Area Coordinator.
The general view was that 1 swathe would be acceptable except in those areas where the nature of the road presents a danger in terms of visibility e.g. long straight roads would be ok but bends or winding roads could become a danger.	These will be identified and risk assessed by the Area Coordinator and included on the visibility cutting frequency.
The timing of the single full cut on rural verges.	
June commencement acceptable, however flexibility is key dependant on the type of season.	There's a need to balance biodiversity and road safety and every effort will be made to cut once the wild flowers have died away.
There were concerns that if all cuts begin at the same time, would the Council have the resource to cope with it.	The use of external contractors would however remove this risk.
There was a view that rural roads are narrow to begin with, so less cuts or delayed timing could make pull-ins less visible and potentially create a danger.	Flexibility is key and the timing of this cut would be very much weather dependant.
Timing of the commencement of all grass cutting operations.	
Debate around the need for contractors to be flexible and considerate of peak traffic times.	The new contract included restrictions on traffic sensitive routes at peak times.
Full width verge cutting for weed and self sown sapling control on all classifications of rural roads once every 6 years.	
Generally it was felt that 6 years was too long between cuts as growth could	The new Policy will be amended and reduced to every 4 years.

be fairly substantial during that time and volume of litter that would collect behind this growth during such a significant period.	
Has there been any liaison with Community and Town Councils regarding cutting on two sides of road where FCC has cut one side and CC other	No however any suggested areas would be considered and if agreed included on the contractors schedule.
Has there been any consultation with the in house conservation team.	Yes
Concern was raised that the likes of giant hogweed and ragwort would not be controlled.	There is a requirement for noxious plants such as these to be controlled and whenever collected will be disposed of safely.
Concerns around the volume of litter that would collect behind this growth during such a significant period.	The initial proposal of a 6 year cycle has been amended and reduced to 4 years and therefore this should have minimal impact. It is also the responsibility of the Area Coordinator to monitor and deal with any litter related issues.
Utilise people on Community service.	This is being considered as part of the Alternative Delivery Model.
General comments not requiring an answer.	
People need to change their views and get used to what is happening.	
Complaints will increase but must work within constraints of limited budgets.	
Important for County to look neat and tidy. Litter picking is an issue (A55 mentioned)	Comments passed to Trunk Rd Agency
Any cut needs to be a quality cut and as the client the Council would need to have a good quality control and inspection process in place to ensure compliance by contractors with the standards set by the Council.	Area Coordinators and Chargehands to monitor.
Destination management and implications on Tourism need to be monitored.	

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1.00 BACKGROUND

- 1.01 The County has a legal responsibility for the highway network in terms of keeping the routes available and safe for the passage of the highway user. It undertakes this duty in its role as the Highway Authority.
- 1.02 It is the duty of all Highway Authorities to reasonably maintain and repair the highway and to keep the surface of the road free from that which might otherwise obstruct it or prevent its safe use.

2.00 CONSIDERATIONS

- 2.01 The "Well Maintained Highway - Code of Practice for Highway Maintenance Management (July 2005)", sets out recommendations and good practice for the cutting of grassed areas that adjoin the highway for grassed verges and soft estate areas (amenity grass).
- 2.02 The Code of Practice recommends that Authorities should develop local standards based on fitness for purpose to provide the level of service required and assessment of the risk of this being compromised by failure.
- 2.03 The Code also recommends that Authorities should cut the grass as follows on rural roads:
- (a) on identified visibility areas
 - (b) to provide a pedestrian refuge by cutting 1 swathe width (approx 1 metre) from the edge of carriageway
 - (c) areas of highway verge should be cut back to boundary every three years unless a positive decision is taken to allow it to vegetate.
- 2.04 The code recommends that in urban areas, grass cutting practice needs to involve a different balance of highway safety, serviceability and sustainability.
- 2.05 The code states that using standards for rural roads would deliver safe standards from a visibility perspective, but length of grass, possible concealed debris, and the potential for grass cuttings to block gullies, suggests there is a need for a higher frequency of cutting in urban areas. The frequency of cutting needs to balance these priorities in contributing to overall townscape management, taking into account the needs of users and the Community.
- 2.06 On urban roads, litter picking is carried out before each cut to reduce the risk of debris becoming potential missiles thrown into the path of oncoming traffic, or being left as unsightly shredded litter. On rural roads the grass cutting is undertaken by contractors who are responsible for ensuring that no litter is left after the grass has been cut. This will generally be achieved by undertaking a pre-cut litter pick, but, if necessary, the contractor is required to collect any shredded litter immediately after cutting.

3 GRASS CUTTING FREQUENCIES

- 3.01 Areas of grass will be classified into one of the following categories
- 1. Roadside verges
 - 2. Amenity Areas & grassed areas within the 30mph Highway boundary
 - 3. Public footpath standard
 - 4. High Profile areas – adjacent to Civic Buildings etc.

3.02 The following grass cutting frequencies will apply:

- 1. Roadside verges** Cut by tractor flail to a height of approx 50mm –

Frequency:

Visibility splays at junctions

4 cuts per year in -

April

June

August

September/October

Remaining Verges

1 swathe widths on all principal roads

1 swathe width on all non-principal and unclassified roads

1 cut per year in June (subject to weather conditions)

Full width verge cutting for weed and self sown sapling control on all classifications of rural roads once every 4 years in September/October

Additional cuts may be carried out on Health and Safety grounds in specific locations if required

2. Amenity Areas & grassed areas within the 30mph highway boundary

Minimum of 13 cuts per year as required

3. Public footpaths

A maximum of 4 cuts per year as required

4. High Profile areas

A maximum of 30 cuts per year as required

- 3.03 Removal of grass cuttings will only take place on bowling greens and high profile areas if required.

4.00 HEDGES.

The majority of highway hedges are the responsibility of the adjacent land owner. Where the hedge has grown to an extent that it is causing an obstruction to the highway user, notice will be served on the land owner to cut the hedge accordingly. Highway hedges owned by the Council will be cut once a year after the nesting season has passed. All other hedges owned by the Council will be cut as required.

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FLINTSHIRE COUNTY COUNCIL

REPORT TO: **CABINET**

DATE: **TUESDAY, 21 APRIL 2015**

REPORT BY: **CHIEF OFFICER, EDUCATION AND YOUTH**

SUBJECT: **SCHOOL STANDARDS AND ORGANISATION ACT
2013**

1.00 PURPOSE OF REPORT

1.01 The purpose of the report is to make Cabinet aware of the changes in respect of school organisation decision making arising from the School Standards and Organisation (Wales) Act 2013 (SSOWA) and for Cabinet to undertake the executive functions as required from the changes contained in SSOWA.

2.00 BACKGROUND

2.01 Under previous legislation, namely the School Standards and Framework Act 1998, local authorities undertaking the process of published proposals and giving anyone the opportunity to object to such proposals. If any objections were received, the proposals would then be determined by Welsh Ministers. The Welsh Ministers would then approve the proposals (with or without modification) or reject them.

2.02 The school organisation procedure was reviewed by Welsh Government prior to the 2013 Act. It was viewed by Welsh Government that the process took too long and the involvement of Welsh Ministers in every proposal which had received objections added an unnecessary level of bureaucracy, sometimes causing significant delay.

2.03 It was found that most determinations made by Welsh Ministers took several months, starting from the date on which the statutory notice relating to the proposal was published, in some complex cases, proposals have taken over 6 months to determine.

2.04 The previous system allowed even a single objector without a direct interest in a school to cause a referral to Welsh Ministers. This was considered inappropriate by the Welsh Government. It was viewed that provision could result in delays and uncertainty for local parents and children directly involved with a school, whether or not they supported the proposed change.

2.05 The SSOWA repeals the various elements of existing legislation on school organisation in Wales and replaces them with a single, comprehensive legislative framework.

- 2.06 New arrangements in the SSOWA are included which are designed to reflect the impact of school organisation proposals in an area by ensuring that decisions are taken at an appropriate level, in accordance with the level of concern expressed by those most involved in the locality. The new arrangements have been made to ensure that the vast majority of proposals are determined at the local level resulting, in theory, for a swifter process.
- 2.07 Specifically, SSOWA provides for a statutory code, the School Organisation Code (“the Code”), to deal with consultation and other arrangements, modelled on best practice. Furthermore SSOWA removes the situation where all proposals with objections are referred to the Welsh Ministers. Only those proposals which receive an objection from a local authority or which are connected solely with the removal or establishment of sixth form provision will be referred to Welsh Ministers.
- 2.08 Local authorities, instead of Welsh Ministers, are required to approve or determine most proposals which have received objections. Local authorities are, despite the changes, still required to have consulted, published and set objections periods as before.
- 2.09 The Local Authorities (Executive Arrangements) (Functions and Responsibilities) (Wales)(Amendment) Regulations 2013 permit a local authority’s executive to exercise this function of determining school organisation proposals.
- 2.10 The Code states that, ‘Executives and/or Cabinets are already responsible for overseeing school organisation planning, including decisions to consult on and to publish school organisation proposals and will have a well developed understanding of school organisation issues. This understanding combined with more general experience of decision making and democratic accountability to the local electorate makes executives well placed to decide whether or not contested school organisation proposals should be approved’.
- 2.11 Under the Code the Cabinet could consider delegating its determination function to locally agreed processes for taking such decisions. This might include the formation of a local decision making committee potentially with other local authorities in the region.
- 2.12 The recommendation is however that the function remains with the Cabinet for the immediate future as the Executive is already well placed to make such determinations. Currently no other Authority in Wales has delegated this function to any other body.
- 2.13 Determination by Local Authorities places upon them the following responsibilities:-
- That the determination process is fair and objective
 - Objections are conscientiously considered alongside the arguments in respect of the proposals and in the light of the factors to be taken into

account when developing and considering proposals

- Decisions must be issued in writing and published electronically, setting out clearly the reasons for the decision
- Decisions made would be subject to potential challenge by way of judicial review and consequently decision making has to be procedurally correct, reasonable and rational, informed and robust

2.14 Decision making under SSOWA has received its first legal challenges. In December 2014 a School Organisation decision undertaken by Bridgend County Borough Council was set aside. Subsequently, the Minister failed to support a proposal issued by Denbighshire County Council. The Bridgend decision and subsequent Counsel advice to the Welsh Government have effectively set clear expectations on documentation and evidence to underpin decision making.

3.00 CONSIDERATIONS

3.01 The local authority's constitutional structure and processes are already appropriate in accommodating such decision making, with Cabinet identified as decision maker for key school organisation decisions.

3.02 There would be no additional resource requirements if the decision making function remains with Cabinet. There would however be financial implications if the local authority were to delegate the function to a local decision making committee. Such a body may require administrative costs, the services of a clerk provided by the authority and there would be training requirements as well as likely expenses for members of the committee.

3.03 The determination for school re-organisation, decision making will be less onerous and time consuming than previous determination through the Welsh Minister. However, developing evidence and consultation documentation to support school organisational decision making may become more complex and less accessible to communities following recent challenges.

4.00 RECOMMENDATIONS

4.01 That Cabinet note the changes concerning determination of school organisation proposals.

5.00 FINANCIAL IMPLICATIONS

5.01 Not applicable.

6.00 ANTI POVERTY IMPACT

6.01 School organisational change is part of our work to overcome the impact of poverty.

7.00 ENVIRONMENTAL IMPACT

7.01 School organisational change proposals are assessed for environmental impact.

8.00 EQUALITIES IMPACT

8.01 School modernisation:

- strives to provide **equality of opportunity** for all children to receive the best possible education in Flintshire schools; and
- is focused on providing **sustainable options** for education in Flintshire that meets the needs of children and young people now and in the future.

9.00 PERSONNEL IMPLICATIONS

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

10.00 CONSULTATION REQUIRED

10.01 School organisational change requires statutory consultation with communities.

11.00 CONSULTATION UNDERTAKEN

11.01 The decision making processes in this report have been discussed and agreed with Flintshire County Council's Legal Services. The processes in other Local Authorities have been recorded.

11.02 The Cabinet Portfolio Member for Lifelong Learning has considered the requirements of the Act and supports the proposals within the Report.

12.00 APPENDICES

12.01	BACKGROUND PAPERS	LOCATION	WEBSITE INFO.
	All documents pertaining to this project are available on the Education web pages.	WG website	http://wales.gov.uk/docs/dcells/publications/130719-school-organisation-codes-en.pdf

LOCAL GOVERNMENT (ACCESS TO INFORMATION ACT) 1985 BACKGROUND DOCUMENTS

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FLINTSHIRE COUNTY COUNCIL

REPORT TO: **CABINET**

DATE: **TUESDAY, 21 APRIL 2015**

REPORT BY: **CORPORATE FINANCE MANAGER**

SUBJECT: **REVENUE BUDGET MONITORING 2014/15 (MONTH 10)**

1.00 PURPOSE OF REPORT

1.01 To provide Members with the latest revenue budget monitoring information for 2014/15 for the Council Fund and Housing Revenue Account based on actual income and expenditure as at month 10 and projected forward to year-end based on the most up to date information available.

INDEX OF CONTENTS

1.02	Section 2	Executive Summary
	Section 3	Council Fund Latest In Year Forecast
	Section 4	Carry Forward Requests
	Section 5	Inflation
	Section 6	Monitoring Budget Assumptions & Risks
	Section 7	Unearmarked Reserves
	Section 8	Housing Revenue Account (HRA)
	Appendix 1	Council Fund – Movement in Variances from Month 9
	Appendix 2	Council Fund Variance Summary
	Appendix 3	Efficiencies Summary
	Appendix 4	Movements on Council Fund Unearmarked Reserves
	Appendix 5	HRA Variance Summary

2.00 EXECUTIVE SUMMARY

2.01 The projected year end position, as estimated at Month 10 is as follows:

Council Fund

- Net in year expenditure forecast to be £1.716m lower than budget.
- Projected contingency reserve balance at 31 March 2015 of £4.657m

Housing Revenue Account (HRA)

- Net in year expenditure forecast to be £0.354m less than budget.
- Projected closing balance as at 31 March 2015 of £1.519m

3.00 COUNCIL FUND LATEST FORECAST

3.01 The table below shows the projected position by portfolio which reflects the Council's new Operating Model which came into effect on 1 June 2014.

3.02 As previously reported, following the implementation of the Single Status agreement in June 2014, extensive work has been undertaken to rebase all workforce budgets to reflect the actual new costs arising from the new pay and grading structure. This work is now complete and revised workforce budgets have now been allocated to portfolio areas to meet the costs of their workforce establishment (base pay, allowances and vacancies). The outcome of this work is now reflected in the figures below.

3.03 The table below shows projected in year expenditure to be £1.716m less than budget.

TOTAL EXPENDITURE AND INCOME	Original Budget	Revised Budget	Projected Outturn	In-Year Over/ (Under) spend	
				Month 9	Month 10
				£m	£m
Social Services	59.889	58.568	58.557	0.046	(0.011)
Community & Enterprise	14.368	13.591	12.775	(0.842)	(0.816)
Streetscene & Transportation	28.381	29.485	29.619	0.158	0.134
Planning & Environment	6.394	5.806	5.596	(0.165)	(0.210)
Education & Youth	97.167	96.539	96.811	0.046	0.272
People & Resources	5.395	4.901	4.895	(0.008)	(0.006)
Governance	8.821	8.452	8.606	0.180	0.154
Organisational Change	9.738	10.027	10.174	0.109	0.147
Chief Executive	2.160	3.253	3.157	(0.096)	(0.096)
Central & Corporate Finance	22.863	24.554	23.270	(1.406)	(1.284)
Total	255.176	255.176	253.460	(1.978)	(1.716)

3.04 The reasons for all movements from Month 9 are summarised in appendix 1 with the projected variances occurring for the year to date summarised within appendix 2.

3.05 **Significant Budget Movement Between month 9 to month 10**

Changes in revised budget from month 9 relate mainly to adjustments relating to the

single status rebasing exercise and to workforce efficiency accounting adjustments.

3.06 The movement from Month 9 is mainly due to John Summers High School no longer being progressed within the 21st Century Schools Programme as agreed at Cabinet on 17th February 2015. Costs incurred on this scheme which would have usually been classified as capital, as part of the overall delivery programme, will now have to be met from revenue with the overall position that this has resulted in a decrease in the overall revenue underspend by £0.250m in Month 10.

3.07 Programme of Efficiencies

Corporate and Functional Efficiencies

3.08 The 2014/15 budget contains £8.8m of specific efficiencies comprising Corporate Value for Money (VFM) on Procurement and Back to Basics of £1.3m and specific Functional VFM efficiencies of £7.5m.

3.09 The table below summarises the latest position for the achievement of these specific efficiency programmes which includes a projected under achievement of the VFM efficiency relating to the Review of Administrative Support.

3.10 The analysis shows that it is currently projected that £7.688m (87%) will be achieved resulting in a net underachievement of £1.152m. Details for the current year efficiencies currently projected to not be achieved in full are shown in appendix 3.

Status of Efficiency	Value of Budgeted Efficiency £m	Value of Projected Efficiency £m	(Under) Over Achievement £m
Already Achieved	1.772	1.772	0.000
Expected to be Achieved in Full	4.917	4.917	0.000
Achievable in Part	2.101	0.999	(1.102)
Not Achievable	0.050	0.000	(0.050)
Total	8.840	7.688	(1.152)

3.11 Workforce Efficiencies

The 2014/15 budget also contains £3.1m of Workforce Efficiencies. The overall net underachievement on all workforce related efficiencies (including admin support) is £0.211m after taking into account lower than anticipated exit costs. This has increased by £0.091m due to a decrease in efficiencies of £0.063m and an increase in exit costs of £0.028m.

4.00 CARRY FORWARD REQUESTS

4.01 Governance – A carry forward for £0.019m is requested for software maintenance

within ICT. The contract for Geographic Information System (GIS)/Mapping products is to be renegotiated in 2015/16. The 2014/15 costs will not be invoiced until a new contract is agreed. A number of options are being considered in April 2015 and the contract option chosen will affect the amount invoiced for 2014/15.

Previously agreed brought forward balances

- 4.02 Organisational Change – request to carry forward £0.049m in relation to online payment for school meals. In 2013/14 funding of £0.083m was agreed for this project, however due to capacity within ICT this has not yet been rolled out to all schools. A balance of £0.049m remains from the initial agreed funding.
- 4.03 People & Resources – in 2013/14 a carry forward request of £0.010m was granted for the purchase of Disclosure & Barring Service (DBS) software. The amount is no longer required for DBS software however a change of use for this amount is being requested as there is a development requirement for iTrent.
- 4.04 Governance – request to carry forward £0.046m for provision of Event and Log Management solutions. In 2013/14 funding of £0.046m was agreed for the provision of Event and Log Management solutions. Implementation has been delayed due to ICT capacity.

5.00 INFLATION

- 5.01 Included within the 2014/15 budget are provisions for pay (£1.316m), targeted price inflation (£0.590m), non-standard inflation (£0.670m) and income (£0.151m).
- 5.02 The amounts for non-standard inflation (NSI) (Fuel, Energy and Food) are held centrally and allocated out to portfolio areas only where a funding need is evidenced. Allocations of NSI have been made to departments where there has been an evidenced need, this has resulted in an underspend of £0.156m on the amount required for fuel, an underspend of £0.054m on the amount required for food, together with an underspend of £0.065m on the amount required for Non-Domestic Rates.

6.00 MONITORING BUDGET ASSUMPTIONS AND RISKS

6.01 Emerging Risks

- Recycling - The recycling market (paper in particular) is going through a volatile period with fluctuating re-cycle sale values. This is likely to impact on 2015/16 recycling income levels for the Council. There is a risk of under achieving 2015/16 income targets. Status: unstable/amber risk
- Contingency Budgets - £0.050m to £0.100m is potentially required to support two sensitive multi-agency operations in child protection and adult social care. One operation is concluding and the other is ongoing. Status: unstable/amber risk.

6.02 Existing risks

- Out of County Placements – the risk is the volatility in demand and the impacts on service costs which cannot be predicted. Service fluctuations are being accommodated within the combined budgets of the Social Services and Education Chief Officer portfolios in-year. Status: stable/amber risk
- Former Euticals Site – the risks are the significant cost options for the decommissioning, decontamination and clearance of the former chemical site in Sandycroft and the cost burden for the Council. Monthly costs for ongoing security and maintenance of the site are in the region of £0.030m and are accumulating within the financial year. Costs incurred within 2014/15 for the phase 1 decontamination of the site are estimated at £0.800m. The total projected cost for the whole operation, combining costs incurred to date, phase 1 decontamination, and phase 2 site disposal, are in the region of £1.7m. Negotiations with the Welsh Government have successfully led to the award of a significant grant to co-fund the project costs. The Council can now proceed with the two phase plan to close the risks to public health through site clearance and disposal. A full report will be made to the April meeting of Cabinet. Status: unstable/amber risk.
- Schools ICT Infrastructure – the risk is the loss of schools income from buying into the service due to a planned change to delivery of ICT in schools. The new service model is at an advanced stage of planning with the full involvement of schools and is to be adopted shortly with a good degree of confidence. Status: stable/amber risk
- Single Status – The rebasing of the workforce establishment budget is substantially complete without any adverse impact on revenue budget provision. Similarly the position of the single status reserve shows that it is sufficient to meet any outstanding liabilities. Status: stable/green risk.
- Council Tax – the risk is the volatility of the Council Tax Reduction Scheme and collection rates as it is customer demand and compliance led. A budget under-spend reported under Community Enterprise in appendix 2 and is based on current usage patterns. Status: stable/green risk

6.03 **Changes to previously reported risks (closed)**

- Workforce Efficiencies – the risk is the under achievements of workforce financial efficiency targets. As reported to Cabinet in January the exercise to review and readjust the targets, and build in the implications into the 2014/15 budget and the 2015/16 draft budget has been completed. The risk has been mitigated.
- Winter Maintenance – the risk is the additional cost of managing the highways network should we experience a severe winter. At the year end the winter can be classed as an average one which should mean that the budget provision is sufficient. The number of planned salting turnouts exceeded that required in an average year but this was cancelled out by the number of snow affected days which was lower than an average year. The ring fenced reserve will not be required and will need to be carried forward in to next

financial year. This seasonal risk has passed.

7.00 UNEARMARKED RESERVES

- 7.01 The 2013/14 final outturn reported to Cabinet on 15 July 2014 showed unearmarked reserves at 31 March 2014 (above the base level of £5.834m) of £5.328m.
- 7.02 This position reflected a contribution of £0.745m made from reserves as part of an accounting adjustment for termination benefits arising from the workforce efficiencies for the Senior Management Phase 1 programme. As budget provision was made within the 2014/15 budget for this, this has now been transferred back into reserves in the current financial year.
- 7.03 Section 6.05 of the 2014/15 budget report outlined the investment strategy required to fund one off costs and transitional funding for efficiencies that could not be found in full in 2014/15. This identified a potential £3.7m available to fund these from the contingency reserve as well as utilising the Single Status/Equal Pay Reserve.
- 7.04 Currently it is estimated that £2.5m will be required from the Contingency Reserve to fund the one off costs in 2014/15.
- 7.05 The Month 2 Monitoring report to Cabinet on 15th July also advised members of an allocation of £0.696 from the contingency reserve to fund investment costs approved under delegated powers.
- 7.06 Taking into account all of the above and the current projected outturn at month 10, the projected balance on the contingency reserve at 31 March 2015 is £4.657m. This is summarised in Appendix 4.

8.00 HOUSING REVENUE ACCOUNT

- 8.01 On 18th February 2014 the Council approved a Housing Revenue Account (HRA) budget for 2014/15 of £29.886m. The budget provided for a closing balance of £0.956m, which at 3.2% of total expenditure satisfies the prudent approach of ensuring a minimum level of 3%.
- 8.02 The 2013/14 final outturn reported to Cabinet on 15th July 2014 showed a closing balance at the end of 2013/14 of £1.662m.
- 8.03 The position at Month 10 is reporting an overall projected underspend of £0.354m and a projected closing balance at month 10 of £1.519m, which at 5.06% of total expenditure satisfies the prudent approach of ensuring a minimum level of 3%.
- 8.04 Appendix 5 details the reasons for significant variances.

9.00 RECOMENDATIONS

9.01 Members are recommended to :-

- a) Note the overall report.
- b) Note the projected Council Fund contingency sum as at 31st March 2015 (paragraph 7.06)
- c) Note the projected final level of balances on the Housing Revenue Account (paragraph 8.03)
- d) Approve the carry forward requests as stated in paragraphs 4.01-4.04

10.00 FINANCIAL IMPLICATIONS

10.01 The financial implications are set out in Sections 3.00 – 8.00 of the report.

11.00 ANTI POVERTY IMPACT

11.01 The financial implications are set out in Sections 3.00 – 8.00 of the report.

12.00 ENVIRONMENTAL IMPACT

12.01 None

13.00 EQUALITIES IMPACT

13.01 None

14.00 PERSONNEL IMPLICATIONS

14.01 None

15.00 CONSULTATION REQUIRED

15.01 None

16.00 CONSULTATION UNDERTAKEN

16.01 None

17.00 APPENDICES

17.01 Council Fund – Movement in Variances from Month 4 – Appendix 1
Council Fund – Budget variances – Appendix 2
Council Fund – Efficiencies not fully achieved – Appendix 3
Council Fund – Movements on unearmarked reserves – Appendix 4
Housing Revenue Account Variances – Appendix 5

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

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**COUNCIL FUND - REVENUE BUDGET 2014/15
FLINTSHIRE COUNTY COUNCIL**

**Budget Monitoring (Month 10)
Summary of Movement from Month 9**

	£m	£m
Month 9		
Portfolios	(0.572)	
Central and Corporate Finance	(1.406)	
Variance as per Cabinet Report		(1.978)
Month 10		
Portfolios	(0.432)	
Central and Corporate Finance	(1.284)	
Variance as per Directorate Returns		(1.716)
Change Requiring Explanation		<u>0.262</u>

Social Services

Services For Adults

• Localities (Locality Teams) - Projected spend on purchased Domiciliary Care reduced by £0.011m. Projected costs in residential long term care reduced by £0.009m. Additional reduction in Nursing Long term care cost projection of £0.020m. This reduction in costs is offset by increased projection of Residential short term care costs of £0.005m. Plus net impact of increases in other minor variances of £0.008m.	(0.027)	
• Mental Health (Residential and Domiciliary Care) - Movement due to reduction in Residential Long Term care projected costs of £0.029m. Plus net impact of increases in other minor variances of £0.002m.	(0.027)	
• Other minor changes of less than £0.025m for Services for Adults.	0.007	
Subtotal: Services For Adults		(0.047)

Development & Resources

• Other minor changes of less than £0.025m.	0.001	
Subtotal: Development & Resources		0.001

Services For Children

• Family Placement - Movement due to decrease in direct foster care support costs and Family placement costs.	(0.055)	
• Out of County placements - increase of £0.060m due to changes to placement costs and new placements.	0.060	
• Other minor changes of less than £0.025m.	(0.016)	
Subtotal: Services For Children		(0.011)

Total: Social Services

(0.057)

Community & Enterprise

Other minor changes of less than £0.025m.

• Customer & Housing Services	(0.002)	
• Regeneration	0.015	
• Revenues & Benefits	0.016	
• Customer Services	(0.003)	
Total minor variances of less than £0.025m		0.026

Total: Community & Enterprise

0.026

Streetscene & Transportation Portfolio

Streetscene	
• Business Strategy - Commitment for Weir Consultants Service Review.	0.020
• Other minor changes of less than £0.025m.	0.010
Subtotal: Streetscene	0.030
Highways Strategy & Traffic Services	
• Transportation - Commitment Challenge Budget reallocated back to service.	(0.030)
• Aggregate minor changes of less than £0.025m.	(0.016)
Subtotal: Highways Strategy & Traffic Services	(0.046)
School Transport	
• Other minor changes of less than £0.025m.	(0.008)
Subtotal: School Transport	(0.008)
Total: Streetscene & Transportation	(0.024)

Planning & Environment Portfolio

Other minor changes of less than £0.025m.	
• Planning	0.008
• Public Protection	(0.017)
• Highways Development Control	(0.021)
• Other Services	(0.009)
• Greenfield Valley Heritage Park	(0.006)
Total minor variances of less than £0.025m	(0.045)
Total: Planning & Environment	(0.045)

Education & Youth

21st Century Schools	
This cost represents charges and expenditure already incurred against the John Summers High School replacement scheme within the 21st Century School programme. Expenditure would have been classed as capital however this scheme is no longer proceeding so expenditure is reflected within revenue.	
•	0.250
Subtotal: 21st Century Schools	0.250
Minor variances of less than £0.025m)	
• Secondary, 14-19 & Continuing Education	(0.012)
• Inclusion & Behaviour Support	(0.022)
• Out of County	0.005
• School Planning	0.009
• School Provision	(0.004)
• School Management Information - Minor Variances.	0.001
• Youth & Community Service	(0.001)
Total minor variances of less than £0.025m	(0.024)
Total: Education & Youth	0.226

People & Resources

HR & OD	
• Minor changes of less than £0.025m.	(0.007)
Subtotal: HR & OD	<u>(0.007)</u>
Corporate Finance	
• Minor changes of less than £0.025m.	0.009
Subtotal: Corporate Finance	<u>0.009</u>
Total: People & Resources	<u><u>0.002</u></u>

Governance

Minor variances of less than £0.025m	
• Legal Services.	(0.007)
• Democratic Services.	(0.023)
• Internal Audit.	(0.001)
• Support Services.	0.005
Total minor variances of less than £0.025m	<u>(0.026)</u>
Total: Governance	<u><u>(0.026)</u></u>

Organisational Change

Leisure Services.	
• Following February half term, the projected income anticipated to be received at Deeside Leisure Centre for the Ice Rink was lower than envisaged.	0.068
Subtotal: Leisure Services	<u>0.068</u>
Valuations & Estates	
£0.027m is due to an in house service relocated from third party accommodation to council building, this will result in an efficiency but this will not be realised this financial year. £0.034m relates to a roof renewal following storm damage in connection with one of the Council's commercial units, the resultant cost is due to the service meeting the insurance payment as this fell within the Council's excess.	0.061
Subtotal: Valuations & Estates	<u>0.061</u>
Property Design & Consultancy	
• Reflects additional fee income identified.	(0.037)
Subtotal: Property Design & Consultancy	<u>(0.037)</u>
Facilities	
• Increase in Catering income.	(0.048)
Subtotal: Facilities	<u>(0.048)</u>
Minor variances of less than £0.025m	
• Engineering Services.	(0.006)
Total minor variances of less than £0.025m	<u>(0.006)</u>
Total: Organisational Change	<u><u>0.038</u></u>

Chief Executive

- Minor changes of less than £0.025m.

0.000

Total: Chief Executive**0.000****Central & Corporate Finance**

- Pension Fund Contributions.
- Workforce Costs.
- Workforce Efficiencies.
- One-off Efficiencies.
- Non Standard Inflation.
- Euticals - Phase 1 decontamination/Revised running costs
- Other minor variances.

0.045

0.026

0.066

0.030

(0.158)

0.111

0.002

Total: Central & Corporate Finance**0.122****Total Changes****0.262**

MONTH 10 - SUMMARY

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Major Variance	Action Required
Social Services for Adults - Locality Teams (Localities)	14.301	14.468	0.167	0.194	There is an overall improvement in this area, however, there remains a fairly stable level of overspend of £0.846m within Domiciliary Care, influenced by clients returning to the service following successful past reablement, the changing demographic profile, increased complexity of need and increasing numbers of people with dementia. The significant projected overspend on domiciliary care is being offset by a projected underspend of £0.640m on residential care, which includes an underspend of £0.164m on payments to care home providers, an underspend of £0.321m due to an increase in the level of property related income and further increases in income above budget including £0.155m for free nursing. Other variances amount to a net underspend of £0.039m.	Keep under review.
Social Services for Adults - Resources & Regulated Services (Intake & Reablement)	5.737	5.527	(0.210)	(0.212)	Residential Care has a net underspend of £0.095m due to additional income of £0.219m (being increased client contributions of £0.149m and new one-off grant income of £0.070m) and a projected underspend of £0.011m on pay costs, these underspends are offset by overspends on Premises costs of £0.067m (mainly utilities costs) and Supplies & Services of £0.068m (mainly catering charges). There is an underspend of £0.061m on Extracare facilities and an underspend of £0.052m on day care. There is also an underspend of £0.002m due to minor variances.	Keep under review.
Social Services for Adults - Transition and Disability Services (Disability Services)	0.536	0.611	0.075	0.093	The projected overspend is mainly due to the cost of the support arrangements provided by Penderels in respect of direct payments. This accounts for £0.065m of the total projected overspend of £0.075m.	Keep under review.
Social Services for Adults - Disability Services (Disability Services)	1.830	2.061	0.231	0.252	The overspend is due to two new service users being charged to this service.	Keep under review.

MONTH 10 - SUMMARY

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Major Variance	Action Required
Social Services for Adults - Resources & Regulated Services (Disability Services)	15.664	14.948	(0.716)	(0.737)	Independent Sector Supported Living has a projected underspend of £0.640m which is mainly influenced by net additional income of £0.293m from BCUHB, in respect of previously disputed joint funded placements, and an underspend on residential placement costs of £0.296m. Other minor variances amount to a net underspend of £0.051m. The new income received from BCUHB will help to achieve the new budget efficiency from 2015/16 in this area. In-house supported living has a projected underspend of £0.131m which is mainly due to additional income from joint funded placements. Variances due minor overspends are £0.055m.	Keep under review.
Social Services for Adults - Safeguarding Co-ordinator (Localities)	0.217	0.274	0.057	0.065	The adverse variance is due to increased costs for agency staff and medical advice required for Deprivation of Liberties Safeguarding Assessments (DOLS). This reflects a part year impact of the recently approved full year pressure from 2015/16.	Keep under review.
Social Services for Adults Residential and Domiciliary Service (Mental Health & Substance Misuse Service)	0.803	0.905	0.102	0.129	Changes in Residential and Domiciliary packages along side additional new package costs totalling £0.098m. Various other minor variances amount to a net overspend of £0.004m.	Keep under review.
Social Services for Adults - Forensic Budget (Mental Health & Substance Misuse Service)	0.315	0.173	(0.142)	(0.142)	Reflects current care packages for 2014/15.	Keep under review - potential volatility due to changes in client numbers and demands at short notice from prison or courts.
Social Services for Adults - Vulnerable Adults and Disability Service (Disability Services)	1.830	2.061	0.231	0.252	Reflects costs of current projected care packages and residential care overspend of 0.404m off set by joint funded income from BCUHB of £0.143m. Various other minor variances amount to a net underspend of £0.030m.	Keep under review.

MONTH 10 - SUMMARY

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Major Variance	Action Required
Other Services for Adults variances (aggregate)	3.951	3.539	(0.412)	(0.462)	Various minor variances.	Continue to review but not expected to be recurrent.
Development & Resources - Business Services - Income	(1.573)	(1.788)	(0.215)	(0.228)	Impact of an increase by Welsh Government in the level of the maximum charge cap from £50 per week to £55 per week.	Continue to monitor and review.
Other Development & Resources variances (aggregate)	2.457	2.467	0.010	0.022	Various minor variances.	Continue to review but not expected to be recurrent.
Children's Services - Family Placement	2.227	2.432	0.205	0.260	The £0.205m overspend is a result of an increase in the number of foster care placements within the service. Part of this 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 been undertaken the outcome of which is being considered and will inform future planning and possible efficiencies.
Children's Services - Professional Support	5.225	5.383	0.158	0.149	This projected overspend is due mainly to increased direct payments of £0.102m for Children's Integrated Disability Services (CIDS). Various other minor variances amount to a net overspend of £0.056m.	Keep under review.
Children's Services - Out of County placements	3.428	3.738	0.310	0.249	The projected overspend is mainly influenced by an increased number of complex care packages.	Keep under review.
Children's Services - Prevention & Support	0.103	0.162	0.059	0.059	Projected overspend of £0.059m due to Southwark judgement related costs.	Keep under review.
Other Services for Children variances (aggregate)	1.517	1.596	0.079	0.103	Various minor variances.	Continue to review but not expected to be recurrent.
Total Social Services	58.568	58.557	(0.011)	0.046		

MONTH 10 - SUMMARY

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Major Variance	Action Required
Community & Enterprise Customer & Housing Services	1.019	0.993	(0.026)	(0.023)	An additional cost of £0.028m is projected to occur due to a lower level of support recharge to the Council Fund from the HRA. Estimated underspend of £0.121m on Homeless Accommodation including a re-evaluation of B&B accommodation projections and Homeless Prevention Fund income. Additional support to Homelessness identified of £0.025m. New expenditure in respect of SHARP procurement of £0.090m. An overspend of £0.002m due to other minor variances.	Continue to monitor and review.
Supporting People	0.423	0.507	0.084	0.083	Increased costs towards the purchase and maintenance of Carelink/Telecare equipment of £0.072m. Other minor variances identified of £0.012m.	Continue to monitor and review.
Regeneration	0.485	0.508	0.023	0.008	Estimated shortfall of £0.031m in markets due to increased waste removal costs and loss of income, exacerbated by Welsh Water works in Mold. Other minor efficiencies of £0.008m.	Continue to monitor and review.
Revenues & Benefits	10.999	10.182	(0.817)	(0.833)	Underspend due to an anticipated surplus on the Council Tax Collection Fund of £0.559m. Projected underspend of £0.254m on the budgeted provision for the Council Tax Reduction Scheme. The underspend on this area is volatile and can be subject to change later in the year. £0.004m efficiency due to minor variances.	Continue to monitor and review.
Customer Services	0.665	0.585	(0.080)	(0.077)	£0.016m pressure due to reduced Welsh Translation recharge income. Efficiency in respect of Flintshire Connects of £0.090m. Efficiency due to other minor variances of £0.006m.	Continue to monitor and review.
Total Community & Enterprise	13.591	12.775	(0.816)	(0.842)		

MONTH 10 - SUMMARY

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Major Variance	Action Required
Streetscene & Transportation						
Waste Disposal & Waste Collection	7.451	7.585	0.134	0.132	Additional costs of overtime and use of Agency personnel due to high number of vacancies to maintain the necessary service provision is resulting in a projected overspend of £86k. Increased cost of Food Waste disposal of £46k due to the cost per tonne increasing. Other minor variances identified of £0.002m.	Business Planning proposals 2015/16 will remove vacancies, otherwise the posts will be filled. Budget Pressure bid submitted for 2015/16 budget for full year effect.
Fleet Services	4.570	4.572	0.002	0.000	Outturn includes the allocation for Non standard inflation of £130k (total budget of £177k currently held corporately) for projected total fuel costs in 2014/15.	Overspend of £130k has been mitigated by Corporate NSI allocation.
Business & Strategy	1.868	1.919	0.051	0.031	Knight Owl Security cost of Alarm / Security provision at Altami Depot. Commitment of £20k for Weir Consultants Service Review.	Depot Budgets to be realigned in 2015/16 to mitigate ongoing cost into the future.
Transportation	1.416	1.342	(0.074)	(0.043)	Bus Subsidy payments to Bus Operators. Expenditure commitment reduced based on decreasing contract levels. At Period 10 a budget virement of £30k reversed. Other minor variances identified of £0.001m.	Part of Business Planning proposals for 2015/16.
Streetworks	0.041	0.041	0.000	0.001	Lower than anticipated levels of income for FPN's (based on improving standards of repair by utility companies) & road closures.	Use of £20k Portfolio Balance at Period 8. Income is also moving in a positive direction so variance will hopefully be fully mitigated by financial year end.
Aggregate of other Variances	14.139	14.160	0.021	0.037	Minor Variances.	Continue to review all commitments to attempt to mitigate .
Total Streetscene & Transportation	29.485	29.619	0.134	0.158		

MONTH 10 - SUMMARY

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Major Variance	Action Required
Planning & Environment Planning	1.428	1.345	(0.083)	(0.091)	Levels of Planning Fee income remain variable, with a slight reduction in fees received at Period 10.	Planning Fee Income levels will be closely monitored.
Public Protection	2.509	2.492	(0.017)	0.000	Budgets allocated following Single Status implementation	Continue to maintain commitment challenge across the service.
Management Support & Performance	0.843	0.793	(0.050)	(0.049)	Vacancy Budget allocated following Single Status implementation inclusive of staff savings to date.	Will be reviewed as part of monthly pay budget monitoring.
Energy Services (including closed Landfill Sites and Electricity Generation)	0.062	0.037	(0.025)	(0.019)	At Period 10, further commitment challenge has been successful in reducing Repairs & Maintenance and Equipment Rental costs.	Monitor Income Generation Levels for Gas Engines.
Public Rights of Way	0.380	0.374	(0.006)	(0.002)	Specific items of expenditure within PROW have been identified as Capital Works and have been transferred accordingly.	Continue to review but not expected to be recurrent.
Greenfield Valley & Heritage Park	0.289	0.269	(0.020)	(0.014)	Commitment Challenge through monitoring has resulted in a reduction in the expected outturn.	Continue to review.
Aggregate of other Variances	0.295	0.286	(0.009)	0.010	At Period 10, further commitment challenge has been successful in removing Consultancy commitments in Highways Development Control.	Continue to review but not expected to be recurrent.
Total Planning & Environment	5.806	5.596	(0.210)	(0.165)		

MONTH 10 - SUMMARY

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Major Variance	Action Required
Education & Youth						
Primary & Early Years Education	43.886	43.886	0.000	0.000	Reallocation of Foundation Phase grant to Early Entitlement to cover the 10% teacher time. Further review of the delivery mechanisms of early entitlement advisory support is ongoing.	Continue to review.
Secondary, 14 -19 & Continuing Education	36.739	36.746	0.007	0.019	Minor Variance.	Continue to review.
Inclusion Services	13.213	13.306	0.093	0.110	This is a volatile budget and one additional placement can make a significant change to projections. 2 new Out of County placements in October adversely affected this budget. 2 new placements and an emerging placement were received during November. In addition to this an increase in 1 to 1 support of 2 clients created a further cost of £38k. Staffing savings of £17k were realised during January.	Education placements may change throughout the year. Detailed monitoring will continue.
Access (School Planning & Provision)	0.716	0.722	0.006	0.001	Minor Variance.	Continue to review.
21st Century Schools	0.067	0.317	0.250	0.000	This cost represents charges and expenditure already incurred against the John Summers High School replacement scheme within the 21st Century School programme. Expenditure would have been classed as capital however this scheme is no longer proceeding so expenditure is reflected within revenue.	
Youth Services	1.421	1.418	(0.003)	(0.002)	Minor Variance.	Continue to review.
Commissioning & Performance	0.314	0.251	(0.063)	(0.063)	Reduction in external legal costs associated with school staff. Tightening of uptake of subscriptions, plus other minor variances.	Continue to review.
School Management & Information	0.183	0.165	(0.018)	(0.019)	Minor Variance.	Continue to review.
Total Education & Youth	96.539	96.811	0.272	0.046		

MONTH 10 - SUMMARY

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Major Variance	Action Required
People & Resources HR&OD	2.438	2.453	0.015	0.022	Minor Variances.	Continue to review.
Corporate Finance	2.463	2.442	(0.021)	(0.030)	Minor Variances.	Continue to review.
Total People & Resources	4.901	4.895	(0.006)	(0.008)		
Governance						
Legal Services	0.760	0.913	0.153	0.160	A pressure of £0.131m due to Litigation around local land charges. Overspend due to other minor variances of £0.002m. Agency costs of £0.020m.	Litigation around land charges is a one-off non-recurring cost for this financial year.
Democratic Services	1.979	1.924	(0.055)	(0.032)	The variance is due to an underspend of £0.017m on canvassing costs, an underspend of £0.020m on the member's training budget and over achievement of £0.008m income for the electoral register. Underspends of £0.010m are due to minor variances.	Continue to review but not expected to be recurrent.
Internal Audit	0.414	0.402	(0.012)	(0.011)	Minor Variances.	Continue to review but not expected to be recurrent.
Procurement	0.218	0.219	0.001	0.001	Minor Variances.	Continue to review but not expected to be recurrent.
Support Services	0.716	0.696	(0.020)	(0.025)	Minor Variances.	Continue to review but not expected to be recurrent.
Records Management	0.168	0.189	0.021	0.021	Minor Variances.	Continue to review but not expected to be recurrent.
ICT	4.197	4.263	0.066	0.066	Overspend is due to Oracle License review of £0.040m, a pressure on the software budget for £0.036m and the cost of Agency costs of £0.207m. These costs are being offset by vacancy savings of £0.195m and surplus income on digital print of £0.028. The balance is due to minor overspends of £0.006m.	The pressure due to the Oracle review is in-year only.
Total Governance	8.452	8.606	0.154	0.180		

MONTH 10 - SUMMARY

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Major Variance	Action Required
Organisational Change						
Public Libraries & Arts, Culture & Events	1.884	1.873	(0.011)	(0.011)	Minor Variance.	Continue to review.
Museums Service	0.062	0.058	(0.004)	(0.004)	Minor Variance.	Continue to review.
County Archives	0.254	0.249	(0.005)	(0.005)	Minor Variance.	Continue to review.
Leisure Services	4.102	4.203	0.101	0.033	Following February half term, the projected income anticipated to be received at Deeside Leisure Centre for the Ice Rink was lower than envisaged (£0.068m). The overspend balance of £0.033m relates to minor variances.	Investigate reasons as to shortfall on income.
Community Assets	0.060	0.060	0.000	0.000	No Variance.	
Valuation & Estates	(0.984)	(0.944)	0.040	(0.021)	An overspend of £0.027m is due to an in house service relocated from third party accommodation to council building, this will result in an efficiency but this will not be realised this financial year. An overspend of £0.034m relates to a roof renewal following storm damage in connection with one of the Council's commercial units, the resultant cost is due to the service meeting the insurance payment as this fell within the Council's excess. An underspend of £0.021m is due to minor variances.	This is not a recurring pressure.
Property Design & Consultancy	2.850	2.940	0.090	0.127	The projected overspend of £0.090m relates to anticipated loss of income linked to John Summers Secondary . Additional fee income from Corporate Property Maintenance (CPM) has been identified to offset loss of income.	Action has been taken to reduce costs in-year where possible. This is a non recurring pressure.
Engineering Services	(0.087)	(0.082)	0.005	0.011	Minor Variance.	Continue to review.
Facilities Services	1.886	1.817	(0.069)	(0.021)	Increase in Catering income contributing to the overall variance.	Org 2 online payment for school meals - Agreed funding for 13.14 of 0.083m, current balance of 0.049m requested to rollover to 15.16 to continue the rollout to remaining schools.
Total Organisational Change	10.027	10.174	0.147	0.109		

MONTH 10 - SUMMARY

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Major Variance	Action Required
Chief Executives	3.253	3.157	(0.096)	(0.096)	The Policy Unit is showing an underspend of £0.055m. £0.013m of this underspend is due to a reallocation of costs which will now be grant funded, £0.042m is due to the removal of expenditure commitments. The balance of £0.041m is due to minor variances.	Continue to review.
Total Chief Executives	3.253	3.157	(0.096)			
Central & Corporate Finance	24.554	23.270	(1.284)	(1.406)	Central Loans and investment projected year end underspend of £0.457m. However, this can be affected by many factors such as uncertainties regarding HRA subsidy reform, accounting practice regarding interest apportionment, impact of future investment programme and the level of future reserves and borrowing requirements. MRP accounting policy has been reviewed in accordance with CIPFA guidance. MRP on assets funded by Prudential Borrowing is spread over the life of the asset and begins the year after the assets become operational. MRP on 21st century schools will not begin until 2017/18. One off efficiencies of £0.630m identified within portfolios as part of budget monitoring. Non standard inflation of £0.275m not required. Strike deductions of £0.150m. Corporate windfall income of £0.375m. Pension fund contributions of £0.050m. A one off rebate of £0.072m has been received in relation to historical audit fees.	Keep under Review

MONTH 10 - SUMMARY

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Major Variance	Action Required
Central & Corporate Finance (continued)					Workforce efficiencies achieved now reflect an overachievement of £0.057m in 14/15 together with an underachievement of £0.986m for the review of Administrative roles though future efficiencies are anticipated to be achieved through Voluntary Redundancy applications and further workforce review. The under achievement of the Administrative efficiencies is partly offset by an anticipated balance on Investment costs of £0.718m. One off / time limited, unbudgeted running costs of £0.411m and net phase 1 decontamination costs of £0.100m in relation to former Euticals Ltd - Sandycroft site. The balance is due to minor overspends of £0.003m.	Work is now in progress to run a further phase of the Voluntary Redundancy Programme. On-going monthly monitoring.
Total Central & Corporate Finance	24.554	23.270	(1.284)	(1.406)		
TOTAL	255.176	253.460	(1.716)	(1.978)		

EFFICIENCY NOT ACHIEVABLE			
Portfolio	Efficiency Description	Efficiency not achieved (£m)	Reason for efficiency not being achieved
Streetscene & Transportation	Streetscene - North Wales Trunk Road Association Financial benefit from involvement with the NE Wales Trunk Road Hub.	0.050	Ministerial announcement re: the future of the Trunk Road Management arrangements has stalled the project.
Total		0.050	
EFFICIENCY ACHIEVABLE IN PART			
Portfolio	Efficiency Description	Efficiency not achieved (£m)	Reason for efficiency not being achieved
Central & Corporate Finance	Review of all Admin roles / processes as a result of improved technology.	0.986	As part of the 2015/16 budget all unachieved workforce efficiencies have been addressed and a revised target set for Admin Review Efficiencies.
Social Services	LD - Enhanced Community Residential Services - Rightsizing 4 supported living houses.	0.023	ECRS Reviews being reviewed as part of the Rightsizing.
Streetscene & Transportation	Streetscene - Fleet Balance of efficiencies from Fleet review (2014-15).	0.030	A report on the implementation of Phase 1 and 2 of the Fleet Review was presented to Cabinet in September, together with the proposed mechanism for delivery of Phase 3 from 2015/16.
Streetscene & Transportation	Streetscene & Transportation - Highways Related Services - the ongoing diagnostic of the two service areas will make recommendations on synergies.	0.040	Savings were initially subject to completion of the Service Review by 1 January 2015. However, due to the number of leavers from the various VR phases throughout the year, these have assisted in reducing the efficiency shortfall to £0.040m. The shortfall has reduced steadily throughout the year through minor variances across the portfolio from an initial £0.140m to £0.040m at Month 10.
Organisational Change 1	Leisure - Changes to rotas and cover arrangements.	0.023	1/12th of the efficiency is unlikely to be achievable because the Service Review was not able to be implemented until July. This meant that posts could not be deleted until July. The delay due to Single Status implementation (Apr & May) has been funded from the reserve.
Total		1.102	

APPENDIX 4

Movements on Council Fund Unearmarked Reserves

	£m	£m
Total Reserves as at 1 April 2014	11.161	
Less - Base Level (inclusive of reduction of £0.065m agreed as part of the 2014/15 budget)	(5.769)	
Total Reserves above base level		5.392
Less – estimate required from the amount approved as part of Investment strategy as per budget 2014/15 report		(2.500)
Add – Contribution from investment costs for termination benefits accounted for in 2013/14		0.745
Less - Amount approved under delegated powers reported in July 2014 monitoring report		(0.696)
Amount available for delegation to Cabinet		2.941
Add projected underspend as at Month 10		1.716
Total projected Contingency Reserve as at 31st March 2015		4.657

HRA Major Variance Report - Period 10

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Rents	(27.713)	(27.768)	(0.055)	(0.055)	Garage income is lower than anticipated due to high void rates.	Keep under review.
Subsidy	6.404	6.215	(0.189)	(0.189)	Calculation of subsidy submission identifies that the capital element is lower than reported at budget setting 12mths earlier. Therefore resulting in an reduced HRAS bill.	Keep under review.
General Income	(0.714)	(0.609)	0.105	0.105	Garden Service has been reviewed and contract amended to take in to account issues experienced by tenants, therefore resulting in a reduced income of £96k.	Keep under review.
Landlord Services	0.830	0.908	0.078	0.082	Garden service costs are expected to rise by £55k due to the service review. Repairs & Maintenance costs on general HRA buildings/lifts etc forecast at last years outturn being £38k more than budget.	Keep under review.
Vacancy Savings	0.235	0.000	(0.235)	(0.235)	Vacancy savings due to posts not yet being filled. Once posts are recruited to this budget will be used to fund the post for the remainder of the year.	Keep under review.
Other variances (aggregate)	21.455	21.397	(0.058)	(0.012)	Various minor variances.	Keep under review.
Total :	0.497	0.143	(0.354)	(0.304)		

FLINTSHIRE COUNTY COUNCIL

REPORT TO: **CABINET**

DATE: **TUESDAY, 21 APRIL 2015**

REPORT BY: **CHIEF OFFICER (COMMUNITY AND ENTERPRISE)**

SUBJECT: **HOUSING BENEFIT OVERPAYMENT POLICY**

1.00 PURPOSE OF REPORT

1.01 The report seeks the approval and adoption of Flintshire County Council's Housing Benefit Overpayments Policy 2015.

2.00 BACKGROUND

2.01 An overpayment of housing benefit occurs when a payment of benefit is made when there is no entitlement to this payment.

2.02 They can occur for many different reasons including:

- Failure or delay in reporting changes in circumstances
- Official error on the part of the authority or agency of the Department for Work and Pensions (DWP), either through mistakes or delays in processing
- Detection of fraudulent claims and payment irregularities
- Delayed receipt of income, such as an award of a state benefit including initial lump payment of arrears

2.03 The Council must seek to maximise recovery of overpaid Housing Benefit in accordance with the Authority's legal responsibility and it's duty to protect public funds in accordance with the Housing Benefit Regulations 2006 and the Housing Benefit (State Pension Credit) Regulations 2006.

2.04 Although the recovery of Housing Benefit Overpayments is included in the Council's Fair Debt policy, due to the specific nature of the debts and the guidance from DWP around recovery options, it is important that these are detailed in a separate policy.

3.00 CONSIDERATIONS

3.01 It is a DWP requirement that Flintshire County Council demonstrates that it carries out administration and recovery of Housing Benefit overpayments efficiently and effectively.

By doing this, the Authority:

- Reduces the loss to public funds

- Provides revenue for the Authority
 - Helps reduce subsidy loss from overpayments
 - Deters fraud and error
 - Demonstrates the Authority's commitment to accuracy and provision of a quality service to its customers.
- 3.02 The Benefits Service is committed to reducing the levels of overpayments by ensuring the accuracy of decisions and the timeliness of actioning changes in circumstances, whilst also promoting the requirement for customers to promptly advise the Department of changes in their circumstances.
- 3.03 Although all efforts are made to minimise overpayment it is inevitable that overpayments will occur. The Authority takes its role in protecting the public purse very seriously and the overpayment recovery process makes a significant contribution to this.
- 3.04 In developing this Policy, consideration has been given to the merits of specific cases and the need to exercise discretion in a fair and reasonable manner. The policy, or any aspect of the policy, should not be viewed as a statement of intent in respect of all cases.
- 3.05 The aim of the policy is:
- To improve debt recovery and prevent debt from occurring
 - To collect all recoverable overpayments where possible and appropriate
 - To set out a clear debt recovery strategy
 - To act as a guide to the Council's administration of Housing Benefit overpayment recovery and to set a framework within which recovery decisions can be made

4.00 RECOMMENDATIONS

- 4.01 Cabinet adopts the Housing Benefit Overpayment Policy.

5.00 FINANCIAL IMPLICATIONS

- 5.01 Taking a structured and pro-active approach to recovery of Housing Benefit Overpayments will ensure that income is maximised and bad debt is minimised.
- 5.02 Although the write-off provision is already covered by Financial Procedure Rules, in the interests of transparency, protocols to support the write-off of bad debts is also included in the Policy. This will ensure that when it is deemed that a debt should not be recovered, those debts are written off promptly so that resources are concentrated where they can be most productive.

6.00 ANTI POVERTY IMPACT

6.01 The policy will ensure that recovery action will be taken against deliberate non-payers or those who delay making payment without genuine reason, while also working to identify and assist those who genuinely can't pay.

6.02 The recovery of Housing Benefit Overpayment is also covered in the Authority's Fair Debt Policy so the principles for providing a commitment to work with people (and their representatives) who have fallen or are likely to fall into arrears in order to set reasonable and realistic payment levels that they can maintain, ensuring that payment arrangements reflect their ability to pay as well as the level of debt owed.

7.00 ENVIRONMENTAL IMPACT

7.01 None.

8.00 EQUALITIES IMPACT

8.01 The Policy is supported by guiding principles to ensure that in the wider public interest recovery action is proportionate, consistent and transparent.

9.00 PERSONNEL IMPLICATIONS

9.01 None.

10.00 CONSULTATION REQUIRED

10.01 None.

11.00 CONSULTATION UNDERTAKEN

11.01 Corporate Resources Overview and Scrutiny Committee.

12.00 APPENDICES

12.01 Draft Housing Benefit Overpayment Policy 2015.

LOCAL GOVERNMENT (ACCESS TO INFORMATION ACT) 1985 BACKGROUND DOCUMENTS

Housing Benefit Regulations 2006
Housing Benefit (State Pension Credit) Regulation 2006
Flintshire County Council – Fair Debt Policy
Flintshire County Council – Financial Procedure Rules

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FLINTSHIRE COUNTY COUNCIL

Housing Benefit Overpayments Policy

2015



FLINTSHIRE COUNTY COUNCIL

HOUSING BENEFIT OVERPAYMENTS POLICY AND STRATEGY 2015

1. Introduction

- 1.1 This document, in conjunction with Flintshire County Council's Strategic Policies sets out the Council's commitment to ensure that every effort is made to recover Housing Benefit Overpayments in accordance with the Housing Benefit Regulations 2006.
- 1.2 An overpayment is an amount of benefit that has been paid to, or in respect of, a claimant to which he/she was not entitled and relates to Housing Benefit.

2. Overpayments Policy

- 2.1 The Council will seek to maximise recovery of overpaid Housing Benefit in accordance with the authority's legal responsibilities with respect to the decision-making process and its duty to protect public funds. At the same time, account will also be taken of the authority's fair debt policy and anti-poverty strategy.
- 2.2 Consideration must always be given to the merits of specific cases and the need to exercise discretion in a fair and reasonable manner. The policy, or any individual aspect of the policy, should not be viewed as a statement of intent in respect to all cases.
- 2.3 The authority takes its role in protecting the public purse very seriously and the overpayment recovery process makes a significant contribution to this. This commitment will be reflected in the firm recovery of any fraudulent overpayments as identified by the Department for Work and Pensions.

3. Why do we need a Policy?

- 3.1 It is essential for Flintshire County Council to demonstrate that it carries out administration and recovery of Housing Benefit overpayments efficiently and effectively.
- 3.2 By doing so the Council:
 - a) Reduces losses to public funds.
 - b) Provides revenue for the Council.
 - c) Helps reduce subsidy loss from overpayments.
 - d) Deters fraud and error.
 - e) Demonstrates the Council's commitment to accuracy and provision of a quality service to its customers.

4 **Aim of the Policy**

4.1 The aims of this policy are:

- a) To improve debt recovery and help prevent debt occurring.
- b) To collect recoverable overpayments where possible and appropriate.
- c) To set out a clear debt recovery strategy.
- d) To act as a guide to the Council's administration of Housing Benefit overpayment recovery and to set a framework within which recovery decisions can be made.

4.2 The policy will be reviewed annually.

5. **Overpayments Strategy**

5.1 An overpayment is defined by Housing Benefits legislation as being any payment by way of benefit to which there was no entitlement.

5.2 Overpayments are caused by a number of factors, including:

- a) Failure to report or delay in reporting a reportable change of circumstances, whether accidental or fraudulent in nature.
- b) Payment of benefit in advance.
- c) Official error on the part of the authority or an agency of the Department for Work and Pensions (DWP), either through mistakes or delays in processing.
- d) Detection of fraudulent claims and payment irregularities.
- e) Delayed receipt of income, such as an award of a state benefit including an initial lump-sum payment of arrears.

6. **Strategies for Preventing or Minimising Overpayments**

6.1 Flintshire County Council recognises that its actions can influence the level of overpayments, but accepts that some overpayments will inevitably occur. The authority is committed to seeking ways to prevent overpayments and to keep overpaid amounts to a minimum wherever possible. Current strategies include:

- a) Providing claimants and landlords with clear information regarding their duty to report changes of circumstances as quickly as possible, and the types of changes that must be reported.
- b) Seeking to action all notified changes of circumstances within 14 days of notification.

- c) Seeking to prevent fraud and error entering the benefits scheme at the point of initial application, by utilising the Risk Based Verification software process.
- d) Providing staff with regular training and updates on legislative changes and work procedures, with the aim of increasing skill and knowledge levels and thus reducing local authority official error overpayments.
- e) Undertaking a claim-checking routine to ensure that a selection of claims/assessments processed are analysed for error. The results of this checking will assist in informing the programme of staff training and contribute to continuous improvements.
- f) Using the authority's powers of suspension and termination in cases where doubt exists as to the claimant's benefit entitlement.
- g) Referring suspicions of Fraud to the Department for Work and Pensions.
- h) Promptly identifying all recoverable overpayments.
- i) Using all permitted methods of recovery.
- j) Making payments of Housing Benefit in arrears to enable changes to be actioned before the next payment is sent.

7. Identifying Overpayments

Accurate and prompt identification of overpayments is important to ensure that the incorrect payment of benefit is discontinued, to maximise the chances of successfully recovering the overpayment and reducing the number of complaints and appeals.

- 7.1 In order to help identify overpayments promptly, the Council uses The DWP's Customer Information System (CIS). Details of ending entitlements and changes to DWP benefits and HMRC Tax Credits downloaded on a daily basis.
- 7.2 Incoming work items are categorised and those identified that could potentially be a change of circumstance which could lead to a reduction in benefit and a subsequent overpayment are treated as a priority.
- 7.3 The Assessment Section identifies overpayments and establishes the cause of the overpayment, whether it is recoverable and from whom it should be recovered.
- 7.4 The calculation of a recoverable overpayment is arrived at by deducting the amount of benefit that should have been paid, over the period in question, from the amount of benefit actually paid. Consideration is given to any uncashed or returned benefit payments or underpayment of benefit and customers are given the opportunity to provide evidence of any possible underlying entitlement which may be used to offset against the overpayment.

8. Decisions on Recoverability

- 8.1 The authority must make a number of decisions in the course of calculating overpayments of benefit and undertaking recovery action. In making these decisions the authority will have due regard to the circumstances of each case and will not apply “blanket” policies that may constitute fettering of its discretion. Correct decision making is essential because:
- a) There are consequences and rights for the claimants and other affected persons. The decision can affect the finances of the Authority if it is not recoverable.
 - b) Decisions made, and the reasons for them, can provide an indication of the levels of fraud and error against inefficiency.
- 8.2 In all cases where benefit is overpaid, a decision will be made as to whether the overpayment is recoverable, based on the criteria stated in the Housing Benefit Regulations 2006, 100.
- 8.3 The authority specifically undertakes to ensure that:
- a) No person is required to repay non-recoverable overpayments. A non recoverable overpayment (as defined in the Benefit regulations) is one that has been caused by official error, **and** the claimant or recipient of the benefit could not reasonably have been expected to know that an overpayment was occurring at the time that payment was made or at the time of notification.
 - b) In respect of recoverable overpayments, due consideration will be given to the question of whether or not the authority should exercise its discretion to recover the debt.
 - c) Wherever applicable, underlying entitlement to benefit during the overpayment period will be taken into account and, if the necessary information for calculation of underlying entitlement is not available, claimants will be given at least one opportunity to provide that information.
 - d) No landlord/agent will be required to repay an overpayment where the conditions of regulation 101(1) of the Housing Benefit Regulations 2006 as amended (HBGR) are satisfied.
 - e) All affected persons are sent notification of relevant decisions within 14 days of the decision being made and that these notifications comply with statutory requirements.
 - f) When making decisions on recoverability, Benefit Assessors will consider the facts, any supporting evidence and the Housing Benefit Regulations 2006.
- 8.4 In deciding whether to recover an overpayment, each case will be decided on its own individual merits. The aim of the Council is to effectively and efficiently recover any overpayment without causing unreasonable hardship to the claimant.
- 8.5 Factors that should be taken into account include:
- a) The amount of the overpayment - it may not be economical to pursue recovery of a small overpayment if the claimant has moved out of the area.

b) If the claimant is vulnerable - medical/documentary evidence may be requested before deciding not to recover.

c) Maladministration / delays in processing.

8.6 The process map can be found at Appendix 1 which shows how to decide if an overpayment is recoverable.

9. **Notification of an Overpayment**

The Housing Benefit regulations state that any person affected by a decision relating to an overpayment must be notified in writing e.g. if recovery is to be from a landlord, a notification letter must be sent to the claimant and the landlord. A person affected is someone whose rights, duties or obligations are affected by a decision.

9.1 A notification letter will be issued within 14 days of the decision and will comply fully with Schedule 9 of the Housing Benefit Regulations. The letters will include:

a) The fact that there is a recoverable overpayment.

b) The reason for the recoverable overpayment.

c) The amount of the recoverable overpayment.

d) An explanation as to how the overpayment was calculated.

e) The period of the overpayment i.e. which benefit weeks it relates to.

f) The amount of any deduction to be made from ongoing entitlement to benefit and when the deduction will be made.

g) The right to request a detailed statement.

h) The right of appeal and the time and manner in which to do so.

9.2 The notification issued to the landlord should contain all of the above. The landlord should know the reason of the overpayment and given enough information to decide whether or not they agree with the decision. Although this may mean disclosing personal information to the landlord about the claimant, this can be done in broad terms and only expanded upon if the landlord has decided to appeal.

9.3 If an overpayment notification does not comply with the above requirements, the Council will decide if the claimant or landlord has been prejudiced by such a defective notification. The Council will therefore decide if the omission within the notification has meant that the claimant or landlord does not know the level of the overpayment, how it occurred or what their appeal rights are. If this is the case then a new notification will be issued as soon as possible. If the omission is minor, any appeal can proceed.

9.4 All notification letters are checked by the Benefits Assessors to ensure that they are accurate prior to them being issued. Production of all system-generated letters creates a diary entry on the notepad confirming the letter has been created, which cannot be removed.

9.5 In the event of a request for a review or appeal, legal challenge, complaint or civil proceedings, it is possible for a copy of the original notification to be obtained from within the computer system.

10. **Principles of Overpayment Recovery**

10.1 Overpaid Housing Benefit may be recovered by several different methods.

10.2 The authority will seek to recover overpaid Housing Benefit in the most efficient and cost-effective manner, having regard to its statutory obligation to protect public funds.

10.3 The authority will have regard to the circumstances of the individual from whom recovery is sought. The person from whom recovery is sought shall have the right to request a revised repayment arrangement based on his financial circumstances.

10.4 A recoverable overpayment can be recovered from the claimant or from the person who received the payment – e.g. a landlord who has been paid in respect of a tenant. In coming to a decision as to from whom recovery will be sought, due consideration will be given to HB Regulation 101 (2)

10.5 In the case of direct payments to a landlord or third party, consideration is given to whether the payee could have reasonably known they were being overpaid at the time of the payment.

10.6 In cases where the claimant caused the overpayment as a result of a fraudulent act, recovery should usually be sought from the claimant, even in cases where the payments were made to the landlord. If the landlord/agent is directly connected to the fraud then recovery should be sought from the person to whom benefit was paid.

10.7 Where an overpayment was the result of a fraudulent act by the claimant, and the landlord reported the fraud to the Council, the overpayment should always be recovered from the claimant, even though the landlord may have received payments.

11. **Specific Methods of Recovery**

11.1 Instalment recovery / Recovery from ongoing benefit entitlement

11.1.a Instalment recovery or recovery from ongoing benefit entitlement may be used by the authority where the debtor has continuing entitlement to Housing Benefit. A portion of the weekly entitlement is withheld and offset from the outstanding debt until it has been fully recovered.

- 11.1.b The provisions of regulation 102 of the HB Regulations limit the maximum amount that may be recovered each week and the authority will not exceed these maximum amounts without express written agreement from the debtor. In any case, the authority will not reduce a person's minimum weekly payable benefit below 50 pence. Recovery at a higher rate than those prescribed in the Regulations can only be done with the debtors consent and is voluntary.
- 11.1.c At the outset of instalment recovery, the authority will decide on the level of deduction to be made on the basis of the information available. The claimant will be notified of the commencement of instalment recovery and informed of their opportunity to request a revised repayment arrangement based on their financial circumstances. The authority may request such reasonable information as is necessary to decide on an amended level of recovery.
- 11.1.d In cases where payment is being made direct to a third party, the authority will inform that third party of any change to benefit payments as a result of instalment recovery but will not divulge the reason for the reduction.
- 11.1.e In cases where recovery of the overpayment causes severe hardship, an arrangement will be made to reduce the weekly recovery rate. Risk of being made homeless, multiple debts to the Authority and health problems are examples of why a reduction in recovery may be considered. In such instances it should be made clear that this decision will be reviewed and possibly revised in the future.
- 11.2 Offset of Entitlement (netting off)
- 11.2.a The authority may offset some or all of any amount of benefit owed to the claimant to recover an overpayment in part or full (regulation 102(1) HB Regulations).
- 11.2.b When considering how much of any owed sum should be offset against overpaid benefit, the authority will take due consideration of the claimant's circumstances. Recovery by offset must not place the claimant's tenancy in jeopardy by creating or aggravating an existing situation of high rent arrears.
- 11.2.c In cases where there is an existing overpayment from an earlier period, it is possible that there may be a substantial initial payment due in respect of the start date of a new claim. In such cases, and depending on the size of the outstanding overpayment, the authority will initiate instalment recovery from ongoing entitlement and may offset an appropriate number of weekly instalments from the initial payment.
- 11.2 Recovery from "Blameless Tenants"
- 11.3.a Where an overpayment is recoverable from a third party, such as a landlord or agent, and Housing Benefit continues to be paid to that third party, the authority may recover the overpayment by deducting some or all of any due payments to the third party. Recovery may be made in this manner even if the third party is no longer receiving payment of benefit direct for the person

in respect of whom the overpayment was made, in which case recovery is said to be being made from the entitlement of the third party's "blameless tenants".

11.3.b When using this method of recovery, the authority will:

- Give consideration to the circumstances of the third party when deciding how much of any owed sum should be recovered from future payments to the third party.
- The authority will also undertake to inform the third party of their rights and responsibilities in respect to this recovery action. In particular, the authority will inform the third party of their obligation to credit the rent accounts of the blameless tenants with the full amount of benefit that would have been paid had recovery not been made.

11.4. Recovery from other Social Security Benefits

11.4.a If recovery from ongoing entitlement to Housing Benefit is not available, the authority may seek to recover overpaid benefit from another Social Security benefit (as detailed in regulation 105(1) HB Regulations) in payment to the claimant.

11.4.b The authority will seek to recover overpaid benefit in this manner in cases, which it considers suitable and will fully co-operate with the Debt Management Services of the DWP.

11.5. From a Credit on the Rent Account

11.5.a In the case of Local Authority overpayments, recovery can be made by recovering an amount from the claimant's housing rent account. Overpayments will not be recovered from a Council Tenant's rent account unless the account is in credit; the claimant was paying the correct level of rent at the time of the overpayment; the claimant requests recovery be made using this method; a payment has been made twice for the same period; or the overpayment is due to vacation of property or death of the claimant.

11.6 Recovery from Housing Benefit paid by another Authority

11.6.a This method of recovery may be appropriate where the person has left our authority area and it can be established that they are in receipt of Housing Benefit in another authority's area. The debt may then be recovered by the new authority making deductions from ongoing entitlement on behalf of our Authority.

- 11.6.b Flintshire undertakes to co-operate with all requests from other authorities to recover overpaid benefit on their behalf. Flintshire retains the right to set the level of weekly deduction that it considers appropriate in light of the person's circumstances.
- 11.6.c Flintshire will, however, seek to recover any Housing Benefit debt owed to itself before seeking to recover for another authority.

11.7 Registration of Debts at County Court

- 11.7.a Where recovery by any of the methods outlined above is unavailable or impracticable, the authority may seek to enforce recovery by registering the debt at a County Court. This has the effect of enabling the authority to use recovery methods that are otherwise unavailable without obtaining a County Court Judgment (CCJ).
- 11.7.b When seeking registration of a debt, the authority must provide the Court with a copy of the original overpayment notification letter, which for these purposes constitutes a demand for payment. The authority will ensure that all notifications that are issued are in full compliance with the statutory requirements.
- 11.7.c The authority will not seek to register a debt at County Court before the debtor has had the opportunity to dispute the overpayment decision (i.e. one month), nor will it seek registration where a request for revision or appeal is outstanding.
- 11.7.d The authority will incur costs when registering a debt and these will be added to the total debt owed. In exceptional circumstances consideration may be given to waiving any costs incurred.
- 11.7.e Wherever practicable, the authority will seek to use this method of recovery enforcement in preference to taking a County Court small claims action. This will mean that fewer people experience the negative effect that a CCJ has on their credit record.

11.8 Direct Earnings Attachment

From April 2013 the Department for Work and Pensions introduced a process whereby Local Authorities can apply a Direct Earnings Attachment as an alternative to applying the debt to the County Court.

When this option is used the authority applies to the employer to make a percentage deduction from the employees wages which is then offset against the outstanding debt.

11.9 Sundry Debts

- 11.9.a In all other cases, or where the authority considers it to be most appropriate, recovery will be sought by issuing a sundry debtor invoice. This may lead, ultimately, to County Court action and a CCJ being issued.
- 11.9.b Where a request for revision or an appeal has been received, no invoice will be issued until the dispute has been resolved.
- 11.9.c Where an invoice has already been issued and the debtor disputes the case, recovery action will be suspended until the dispute has been resolved.
- 11.9.d If the debtor fails to make payment in full or an arrangement to pay within 14 days of the invoice being issued, a reminder notice will be sent. If no payment in full or arrangement to pay is then made within a further 14 days, the debtor will be sent a final notice to inform them that full payment or an arrangement to pay must be made within a further 7 days of the date of that notice, failing which the council will commence legal action.
- 11.9.e Flintshire will not issue an invoice for less than £10.00. Where the claimant is unable to repay the debt in full, the overpayment team shall negotiate a suitable instalment arrangement.
- 11.9.f The authority will incur costs when taking County Court small claims action that will be added to the total debt owed. In exceptional circumstances consideration may be given to waiving any costs incurred.
- 11.9.g If the authority obtains a CCJ or registers the debt at County Court (ref. 15), recovery may be enforced by a number of different methods. These include:
- (i) *Order to obtain Information* - the debtor may be required to attend Court and give evidence as to their income and expenditure, at which time an arrangement to pay may be obtained.
 - (ii) *Court Enforcement Agent action* - the authority may apply for the Court bailiff to enforce the CCJ by distraining against the goods of the debtor.
 - (iii) *Charging order* - an application to the Land Registry for registration of a charge on property or land owned by the debtor, the debt thus to be paid on sale of the property or land.
 - (iv) *Attachment of earnings* - where the debtor is known to be in work and the authority is able to obtain details of their employment, the debtor's employer may be required to make statutory deductions from their employee's pay and forward these deducted amounts to the authority.
 - (v) *Third Party Debtor order* - where the authority is able to obtain details of the debtor's bank account(s), application may be made for such an order. This will have the effect of freezing the debtor's access to his account and the redirection of funds to the authority.

Any costs incurred by the authority in pursuing any of these enforcement methods will be added to the total debt owed. In exceptional circumstances consideration may be given to waiving any costs incurred.

12. **Debt Management**

12.1 Flintshire County Council Housing Benefit Overpayment Section undertakes to:

- a) Monitor the level and age of debt regularly.
- b) Prioritise recovery of overpayments caused by fraud.
- c) Set relevant targets for the recovery and management of overpayments, working towards improvements on current performance
- d) Produce relevant, accurate performance management information
- e) Monitor and record the success of different recovery methods and review working practices regularly to ensure continued efficiency.

13. **Write Offs**

13.1 In accordance with current Financial Regulations, all debt deemed bad and irrecoverable must be reported to the Corporate Finance Manager.

13.2 Overpayments are only written off by an authorised officer in accordance with Flintshire's Corporate Debt Policy after all avenues of recovery which Flintshire considers appropriate have been considered.

13.3 If an overpayment is deemed irrecoverable it will be written off, as this is a legal requirement within the Regulation, this is not required to be authorised as above as it is not legally allowed to recover debts which are classified as irrecoverable.

13.4 Individual write off requests in excess of £5000 must be authorised by the Executive Member for Finance.

13.5 The Council recognises that with recovery of Housing Benefit overpayments it is dealing with potentially some of the most financially vulnerable members of the community and while an overpayment might be recoverable under the law, there is always the separate decision as to whether recovery should be sought. This means that some debts will have to be written off because, for example, the debtor has no means to repay; it is not in the Council's interests to request repayment; the debtor has died; become bankrupt or absconded; recovery action is not cost effective or the debt is time barred.

13.6 The decision to write off a debt as uneconomic or inappropriate to recover will not be made without full consideration of available methods of recovery.

13.7 Team Leader reviews outstanding debtor overpayments to identify and record any debts that should be considered for write off. Any debts subsequently identified will be dealt with in accordance with the Council's Corporate Debt Policy

13.8 Where an overpayment is classed as irrecoverable the claim details will be recorded to reflect this.

14. Roles and Responsibilities

14.1 All staff should be aware of the overall aim of preventing overpayments occurring, keeping overpayments to a minimum once identified and ensuring efficient and effective recovery without causing undue hardship.

14.2 Staff are trained to identify work items that may cause an overpayment and be able to prioritise this work so it can be actioned immediately.

14.3 Staff responsible for creating new claims are responsible for identifying cases where an overpayment exists on a previous claim or address and ensuring that recovery action is reinstated or transferred.

14.4 Staff responsible for creating the overpayment will decide whether or not it is recoverable and if it is they will issue the first invoice.

14.5 The Benefits Team Leader monitors and amends recovery of overpayments recovering from ongoing benefit and the assessment team amends accordingly.

14.6 The Benefits Officer will recommend whether a local authority error overpayment is recoverable. This is passed to the Benefits Team Leader to make the final decision.

15. Additional Information / Summary

15.1 The policy will be revised when there are changes to legislation and to improve its effectiveness in preventing and recovering overpaid Housing Benefit.

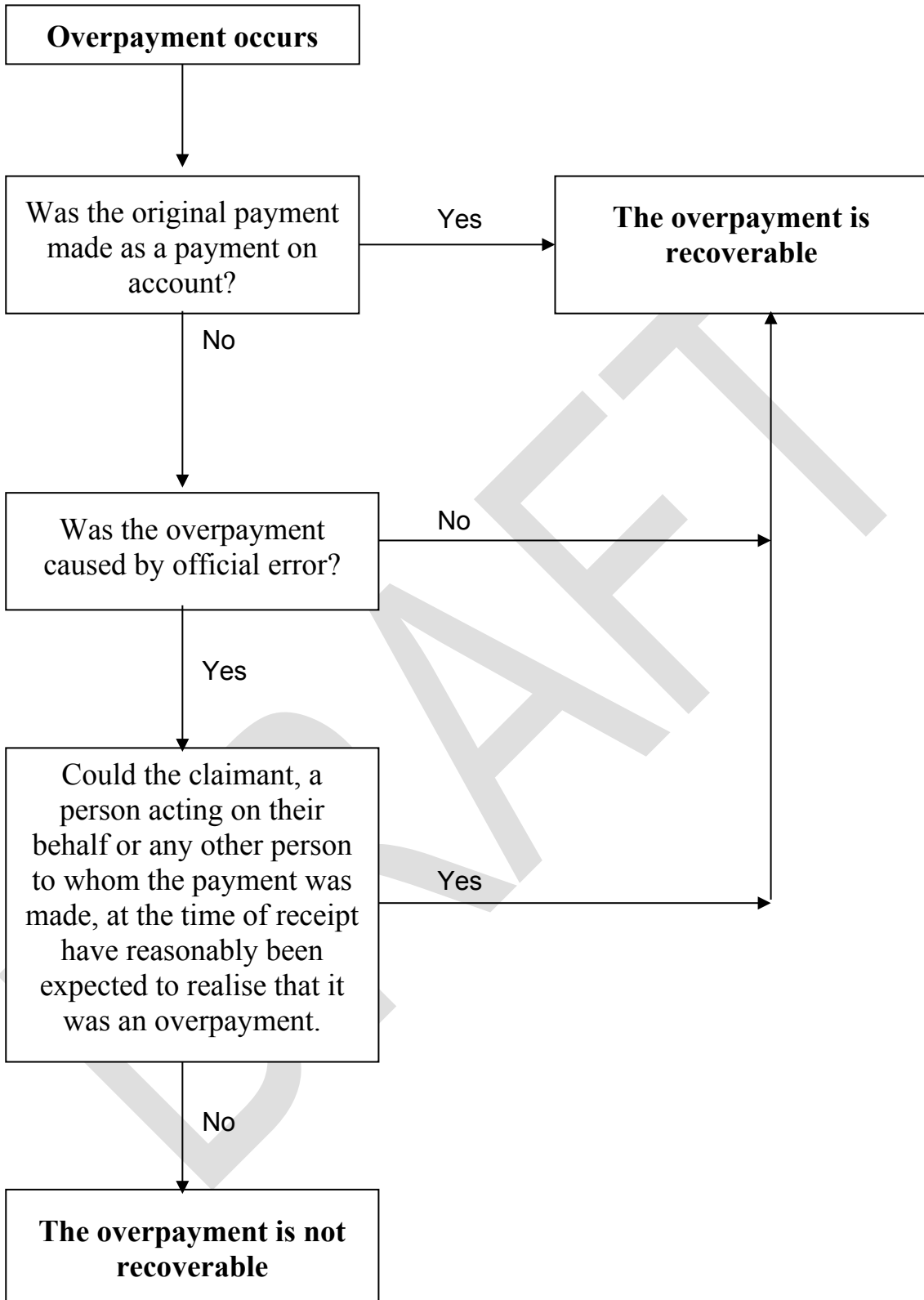
15.2 The Council will not operate blanket recovery policies, with each case being considered on its own individual merits.

15.3 All customers will be treated in a fair and equitable manner.

15.4 The Council will monitor, maintain and improve systems that seek to prevent overpayments caused by official error and minimise overpayments caused by misrepresentation or failure to report changes of circumstances. It will also monitor the success rate for recovering all overpayments.

15.5 All staff should refer to the Department for Work and Pensions Housing Benefit Overpayments Guidance Manual for greater detail in deciding discretionary issues and the correct course of action.

Overpayment Recoverability Process Map



FLINTSHIRE COUNTY COUNCIL

REPORT TO: **CABINET**

DATE: **TUESDAY, 21 APRIL 2015**

REPORT BY: **CHIEF OFFICER (COMMUNITY AND ENTERPRISE)**

SUBJECT: **DISCRETIONARY HOUSING PAYMENT POLICY**

1.00 PURPOSE OF REPORT

1.01 The report seeks the approval and adoption of Flintshire County Council's revised Discretionary Housing Payment (DHP) Policy 2015

2.00 BACKGROUND

2.01 The Department for Work and Pensions (DWP) provides extra funding to Local Authorities (LA) to provide claimants in receipt of Housing Benefit (HB) or Universal Credit (UC) further financial assistance with their housing costs in cases where there is a shortfall between the HB entitlement and the rent payable.

2.02 There is provision within the regulations whereby the funding for DHP can be "topped up" by the LA by 2.5 times the DWP funding.

2.03 Central Government's Welfare Reform programme, designed to make transition from Benefits into work easier, in some cases had a negative financial impact on households and individuals, and the Government has identified DHP as temporary support to enable claimants during transition.

2.04 The administration and payment of DHP is at the discretion of each LA, and therefore there can be wide variances in qualification for DHP between LA's. The current DHP policy in Flintshire was approved by Cabinet in April 2013

2.05 Due to the high profile that DHP has received and criticism from Welsh Government regarding a perceived inconsistency in the awards process, a collaborative approach to produce a framework was commenced with the appointment of the Welfare Reform Club to produce an all Wales DHP policy framework in conjunction with colleagues from 20 Authorities in Wales who joined the project. The completed framework is unique to Wales and as such the Welfare Reform Club have copyrighted the framework which cannot be reproduced without their consent

2.06 The developed framework is consistent with many elements of the Flintshire policy that was approved in 2013, but has provided a more detailed structure for deciding who should be awarded a DHP, to achieve fairness and consistency within the Council and also across the 20 Local Authorities in Wales who formed part of the project group.

3.00 CONSIDERATIONS

3.01 DHPs are available to assist with meeting housing costs across all tenure types, i.e. Social Housing and Private Rented Sector

3.02 Where it is needed this funding is designed to help in the short term. It is subject to cash limited funding and each application for DHP is assessed on financial need and personal circumstances with each decision being made on a case by case basis.

3.03 Examples of where a DHP may help:

- Where a restriction in rent has been applied
- Where a spare room restriction has been applied
- Where there is a deduction from benefit based on a non-dependant in the household
- Where benefit does not meet the rent payable due to the level of a person's income
- Assistance with removal costs

3.04 DHPs cannot be used for:

- Ineligible service charges
- Increases in rent due to outstanding rent arrears
- Certain sanctions and reductions in benefits including recovering ongoing housing benefit overpayments
- Council Tax

3.05 In addition to contributing to the Wales framework, the Council has undertaken detailed analysis of the DHP caseload in order to identify the need for future budget commitments more easily and also to work proactively with customers to identify issues and problems. By providing advice and support, the aim is to ultimately remove the reliance on DHP payment by assisting people to become more able to manage their own affairs more effectively in the longer term.

3.06 The new policy enables us to apply a level of “conditionality” to the DHP awards. This means that a DHP is awarded and will continue for the agreed period if the customer demonstrates that they are committed to working together with the Council and to helping themselves.

- 3.07 This may involve a range of support options including:
- Working with a debt advisor
 - Actively seeking ways to move to more affordable accommodation
 - Reviewing utility costs to identify better value options
 - Reducing or eliminating non-essential expenditure, i.e mobile phone contracts; satellite TV etc
 - Increasing contribution from other household members
 - Claiming other benefits they may be entitled to, i.e. free school meals

3.08 The type of support or advice will depend on the specific needs of the customer and will be tailored to meet that need. It will be the customer’s responsibility to demonstrate that they are making every effort to make changes or access/accept support or advice; in order to become more financially stable for the future.

4.00 RECOMMENDATIONS

4.01 Cabinet adopts the DHP Policy from April 2015

5.00 FINANCIAL IMPLICATIONS

5.01 The DWP funding for DHPs in Flintshire has been increasing over the last three years, however, for 2015/2016 this funding has now reduced. The Council has also been providing a budgeted “top up”.

Financial Year	DHP Government Contribution	Flintshire “Top Up”	Total Spend
2012/2013*	£114,426	£0	£109,071
2013/2014	£242,119	£30,776	£272,895
2014/2015	£276,166	£36,834	£313,000
2015/2016	£208,883	£0	£208,883

*Pre Welfare Reform

6.00 ANTI POVERTY IMPACT

6.01 There is a need for proactive work and support due to the impacts of Welfare Reform on residents in order to mitigate them particularly for vulnerable people.

6.02 Whilst the effects of Welfare Reform have impacted a significant number of people and increased the need for DHP, it is important to note that DHP is also payable to people who require further financial assistance that have not been impacted by these changes.

6.03 The reduction in DHP funding from DWP in 2015/2016 will inevitably have an impact on the level and duration of DHP awards, however, it is intended that by working with customers in line with the new Policy these impacts can be managed and mitigated with longer term sustainable solutions.

7.00 ENVIRONMENTAL IMPACT

None

8.00 EQUALITIES IMPACT

None

9.00 PERSONNEL IMPLICATIONS

9.01 The increase in the administration of DHP payments due to welfare reform has increased demands on the Benefits department which to date have been absorbed within the current structure.

9.02 The support of customers for benefits / budgetary advice has been provided by the Welfare Reform Response Team, which is now an integral part of the Benefits Department. The availability of funding for this team is currently under review.

10.00 CONSULTATION REQUIRED

None

11.00 CONSULTATION UNDERTAKEN

11.01 The draft Policy and was submitted to Corporate Resources Overview and Scrutiny Committee on 16th April for their consideration.

12.00 APPENDICES

12.01 Appendix 1 – Draft Discretionary Housing Payment Policy 2015

LOCAL GOVERNMENT (ACCESS TO INFORMATION ACT) 1985 BACKGROUND DOCUMENTS

Discretionary Financial Assistance Regulations (2001)

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FLINTSHIRE COUNTY COUNCIL

Discretionary Housing Payment Policy

2015



1. Purpose of the Policy

1.1 The purpose of this policy is to set out Flintshire County Council's (FCC) approach to dealing with claims for Discretionary Housing Payment (DHP) with effect from April 2015

1.2 In operating this policy we will have regard to the Discretionary Financial Assistance Regulations (2001) (SI 2001/1167) and the guidance issued by the Department for Work and Pensions (DWP) in its Discretionary Housing Payments Guidance Manual (Guidance Manual). FCC have engaged with 19 other Local Authorities in Wales to develop a Policy Framework.

1.3 The Policy covers decisions within the gift of the council and so provides a platform for the exercise of discretion. In creating the DHP policy we have taken into account the key objectives and overall strategy of the DHP policy framework.

1.5 It is not possible (and not the intention) to make an award in every case where there is such a shortfall. So the policy framework is a way of helping to decide priorities for payment when demand exceeds supply (as will usually be the case).

1.6 The Policy Framework has been created to make most effective use of the DHP allocation, by making decisions that are designed to improve outcomes for people rather than simply to park a problem.

2. Introduction

2.1 Discretionary Housing Payments (DHPs) are discretionary sums payable by the Council to a person in receipt of Housing Benefit (HB) or Universal Credit (UC), DHPs are paid from a fixed budget and are intended to help people meet housing costs, usually where there is a shortfall between their Housing Benefit (or housing element of Universal Credit) and their rent.

2.2 DHPs are regulated by the Discretionary Financial Assistance Regulations 2001(SI 2001 No 1167) within the regulations a Council is allowed much discretion. FCC will administer the scheme with reference and regard to the contents of this policy.

3. Statement of key objectives

3.1 Our objectives include:

1. To encourage and help keep people in employment;
2. To prevent homelessness and aid people to retain sustainable tenancies;
3. To help people who are trying to help themselves;
4. To help keep families together;
5. To support vulnerable people in the community;
6. To help people through times in which they are stressed and vulnerable;
7. To help to alleviate poverty;
8. To assist people that are particularly disadvantaged by Welfare Reforms;
9. To give all applicants as fair and consistent a decision as possible;

10. Supporting domestic violence victims who are trying to move to a place of safety;
11. Supporting the vulnerable or the elderly in the local community;
12. Helping customers through personal and difficult events ;
13. Supporting young people in the transition to adult life;
14. To give greater priority to those who are making efforts to help themselves;
15. To prevent outcomes such as homelessness which are likely to involve further hardship for the household as well as additional and avoidable costs for the council.

3.2 In the pursuit of these objectives FCC undertakes to consider each case on its individual merits and to act fairly, reasonably and consistently.

3.3 In order to achieve these objectives FCC will have to apply some priorities in this process, these are:

- The financial circumstances of the household
- The extent to which members of the household are able, and willing, to manage the situation they are in
- The wider financial consequences of not making an award

4. How to apply for a DHP

4.1 Claims can be made in writing on the official claim form or in another format if it contains suitable information on which a decision can be reached. Claims for DHP can be submitted on line at our website <http://www.flintshire.gov.uk/> or requested by email to benefits@flintshire.gov.uk, by telephone (01352) 704848, or Connects Offices based within the County.

5. Awarding a DHP

5.1 The award of a DHP may be for any duration and will usually be paid from the Monday following the day the application form is received by the authority.

5.2 FCC has the discretion to backdate any claim for DHP; taking into account the customer's circumstances at that time and the funds available. The claimant has to be in receipt of Housing Benefit or Universal Credit during the period covered by the whole backdate request period.

5.3 For all applications, a financial assessment will be made, comparing income with expenditure. No source of income is disregarded and all expenditure is taken into consideration. If there are non-dependants in the household they may be expected to contribute more. The principle is that help should go to those who have no other means of meeting the need.

5.4 An assessment will then take place to establish if the household's total outgoings are equal to or exceed their income. If there is income available, or could be made available, sufficient to meet the shortfall in rent, or other housing need, a DHP application will not succeed, unless or until circumstances change.

5.5 If there is some income available, but this is not sufficient to meet the shortfall in rent, if the application for DHP is successful, this amount will be deducted from the award.

5.6 DHPs can often be most effectively used as a temporary measure whilst a household seeks a more long-term solution to the situation they are in. Where this is possible, higher priority will be given to those who are taking steps themselves, i.e. those with a spare room who are taking steps to move to smaller accommodation.

5.7 There are some households who are not currently helping themselves and FCC will be working to assist those who are willing to start doing so. In these cases, the DHP may be conditional on certain action being taken, i.e. accepting a referral and working with a debt advisor

5.8 There are, however, situations where DHP may be needed for a longer period, ones who cannot realistically alleviate the situation they are in by taking action themselves, these households will also be given high priority

6. Payment and Notification

6.1 FCC will pay a DHP by BACS in the same way that Housing Benefit is paid. Notification of successful and unsuccessful awards will be accompanied by a statement explaining the reason for the decision. The letter will include details of the value of any award, how long the award will be for and to whom the DHP will be paid to.

6.2 The letter will ensure that successful customers know when to report relevant changes, for unsuccessful applications, it will also provide an explanation of the reasons the claim has been unsuccessful so that the claimant may request a review of this decision if they wish to do so.

7. Review of Decisions

7.1 DHPs are not payments of Housing Benefit and are therefore not subject to the statutory appeals procedure, however, FCC does have a review process. FCC will consider requests to review a decision for the following reasons:

- a decision not to award a DHP,
- a decision to award a reduced or lesser amount of DHP,
- a decision not to backdate a DHP or
- a decision that there has been an overpayment of a DHP.

This review will be dealt with by a senior officer to the original decision maker. In the event of an affected person still being dissatisfied, the Benefits Manager will make a final decision

7.2 A claimant (or their appointee or agent) should request a review, in writing, within one calendar month of the written DHP decision.

8. When a DHP can not be paid

8.1 DHP is not available for the following purposes:

1. To help with Council Tax costs;
2. To cover any shortfall in Housing Benefit that occurs due to the recovery of an overpayment;
3. To cover any ineligible service charges such as meals, fuel charges, personal care etc.

9. Other forms of assistance with Housing Costs

9.1 If a Council Tax payer cannot meet their council tax liability, then FCC may consider writing off their debt in accordance with the Corporate Debt Policy.

9.2 If a customer requires assistance with Rent Deposits or Rent in advance then this is available from other FCC departments.

10. Overpayments

10.1 If a DHP is found to have been overpaid, we will consider whether it is appropriate to recover it. If we decide to recover any overpayment this may be in full or in part.

10.2 If the overpayment occurred because of our mistake we would not normally seek repayment, unless the customer contributed in some way to that mistake or knowingly allowed a DHP to continue to be paid in error.

10.3 We will not recovery any DHP overpayment from a person's on-going benefits. A separate arrangement will be negotiated.

11. Conclusion

11.1 This policy is not intended to be completely rigid and should not be interpreted as such. In a discretionary scheme, there will always be some cases with special or unusual circumstances where a decision-maker will consider a DHP award justified. The advantage of a discretionary scheme is that, whatever framework is used, such awards can, and should be made.

11.2 However, this policy does provide a structure for deciding who should be awarded a DHP. It is designed to achieve a reasonable amount of fairness and consistency in decision making.

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FLINTSHIRE COUNTY COUNCIL

REPORT TO: **CABINET**

DATE: **TUESDAY, 21 APRIL 2015**

REPORT BY: **CHIEF OFFICER (PLANNING AND ENVIRONMENT)**

SUBJECT: **MOBILE HOMES (WALES) ACT 2013**

1.00 PURPOSE OF REPORT

1.01 To provide details of the new legislation and to seek approval for the delegation of powers and the setting of fees.

2.00 BACKGROUND

2.01 The Mobile Homes (Wales) Act came in to force on 1st October 2014. The key aim of the Act is to better protect the rights of people living in residential mobile homes as their primary residence.

2.02 The Act makes provision for how these sites should be managed and maintained in Wales and gives residents improved rights.

2.03 The Act requires all residential mobile home parks to be relicensed by the Local Authority. It also introduces changes to the procedures for applying for a site licence, including a 'fit and proper person' test for owners and managers, a range of enforcement provisions for the Local Authority and a longer – five year licence.

2.04 The Act places a responsibility on the Local Authority to issue Site Licenses (where appropriate) within 2 months of an application being made, to have regard to the Model Standards for Caravan Sites in Wales 2008 and to keep a register of site licenses issues within its area.

3.00 CONSIDERATIONS

3.01 As the new arrangements for Caravan Site Licensing include the introduction of a "fit and proper person" test, it is felt that a Sub Committee of the Licensing Committee would be ideally placed to consider applications where such issues need to be considered.

3.02 The Act offers a range of powers to the Local Authority. This report proposes that day to day enforcement powers be delegated to appropriate officers, namely Environmental Health Officers and Licensing Officers.

- 3.03 The Act allows the Authority to recover costs incurred in the licensing of Caravan Sites. Fees may also be charged to vary licenses. This report proposes that the Chief Officer (Planning & Environment) in consultation with the Cabinet Member for Waste Strategy, Public Protection and Leisure be delegated the powers to set and review the fees under this legislation.

4.00 RECOMMENDATIONS

- 4.01 That any application for a site licence where the fitness and propriety of the applicant is questioned is referred to and determined by a Licensing Sub Committee.
- 4.02 That enforcement powers are delegated to Environmental Health Team Leaders and Environmental Health Officers, and to the Licensing Team Leader and Licensing Officers.
- 4.03 That Members delegate the decision of the adoption of a fee level to the Chief Officer (Planning & Environment) in consultation with the Cabinet Member for Waste Strategy, Public Protection and Leisure.

5.00 FINANCIAL IMPLICATIONS

- 5.01 It is anticipated that fees will be higher than under the current regime, however these costs will reflect the additional time spent on the administration of the licenses and the additional compliance checks. The fees will not exceed the cost of operating the new regime. The fees will be reviewed after the initial five year period.

6.00 ANTI POVERTY IMPACT

- 6.01 None.

7.00 ENVIRONMENTAL IMPACT

- 7.01 None.

8.00 EQUALITIES IMPACT

- 8.01 None.

9.00 PERSONNEL IMPLICATIONS

- 9.01 None.

10.00 CONSULTATION REQUIRED

- 10.01 Public Consultation.

11.00 CONSULTATION UNDERTAKEN

11.01 Public consultation has been carried out by the Welsh Government.

12.00 APPENDICES

12.01 None.

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

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FLINTSHIRE COUNTY COUNCIL

REPORT TO: **CABINET**

DATE: **TUESDAY 21 APRIL 2015**

REPORT BY: **CHIEF OFFICER (STREETSCENE AND TRANSPORTATION)**

SUBJECT: **WASTE TRANSFER STATION AND BIOMASS PRODUCTION/ STORAGE AREA IN GREENFIELD**

1.00 PURPOSE OF REPORT

1.01 To seek Cabinet approval to progress proposals to develop a proposed waste transfer station and biomass production/ storage facility on land adjacent to the existing HRC site in Greenfield.

2.00 BACKGROUND

2.01 The area of land is owned by the Council and currently designated a 'Brown Field' site and has recently been leased to an engineering company to recycle the arisings from their work to lay the high voltage cable along the A548.

2.02 The Council holds a NRW waste permit for the site and there are currently a number of Council activities on going at the site.

1. HRC Site – The site is the location for the most modern, effective and high performing HRC in the County
2. Composting facility – The open windrow composting facility treats all of the County Councils residential garden waste and also similar material imported from Denbighshire County Council. Approximately 8,000 tonnes of PAS 100 compliant compost is produced at the site each year.
3. Winter maintenance rock-salt storage. – Approximately 7,000 tonnes of rock-salt is stored at the site to supplement the material held in the operational salt barns at Alltami depot

2.03 The Council were successful in bidding for Welsh Government funding to construct a compliant dewatering system for its gully and sweeper waste at the site. The material is currently disposed of in landfill. The funding (£235k from the WG's Waste Collaborative Change Programme) will allow for the construction of a licensed and permitted facility on the extended slab which is currently used to store the winter

maintenance rock-salt.

- 2.04 A second bid to rationalise the Councils waste collection and disposal arrangements has also been accepted by WG. The value of this bid is £519k and can be used to develop the site in Greenfield further to improve the effectiveness and efficiency of the waste service.
- 2.05 A third 'Invest to Save' Bid of £750k has been submitted to WG for funding to complete the construction of the recycling facility. The bid was unsuccessful during the first consideration however it will be considered again by the WG panel in May 2015
- 2.06 All of the Councils waste and recycling vehicles currently use the depot and transfer stations in Alltami or Buckley to off load the waste material collected from kerbside. The material is then bulked up and sent to landfill or in the case of the recycling material to the appropriate merchant facility. The current tipping points are as follows:
- Food waste – At Alltami depot (on receipt of permit)
Residual waste – At Brookhill Transfer Station
Recycling material – At the Materials Recycling Facility in Standard Industrial Estate Buckley
- 2.07 Every vehicle is required to empty its contents at least twice a day and in many cases three visits to the tipping off point are required by vehicles. When vehicles are collecting in the North of the County it can take as long as one hour to travel from the residential collection points to the disposal point and back again. The delay has a financial cost in terms of fuel and obviously reduces the capacity of the rounds with the number of properties collected per day on rounds in the North of the County being considerably less than those on rounds in the South.
- 2.08 Each year approximately 8,000 tonnes of wood is brought to the HRC sites in Flintshire. Currently the material is sent to local companies who charge the authority for its ultimate disposal.

3.00 CONSIDERATIONS

- 3.01 A robust business case can be made to construct a second bulking up facility in the North of the County, which would only be used when vehicles are collecting in the local area. The business case has been produced from the Councils route optimisation software which calculates the fuel and time saved by utilising two 'drop off' points rather than the current single facility.

- 3.02 The business case indicates two benefits

1. Direct financial benefit from fuel savings which will deliver the

saving identified in the 2016- 17 Portfolio Business Plan.

2. The proposals will deliver additional capacity to the current waste rounds, which will negate the need to introduce an additional waste round to deal with the ever growing number of properties being constructed in the County
- 3.03 In addition the facility would offer the opportunity for neighbouring authorities to operate into the facility in a similar manner to ourselves i.e. when collections take place in the area of their County which is closest to the site.
 - 3.04 The proposed facility would comprise of a Waste Transfer Building, internally segregated to receive the following waste streams
 - Residual waste
 - All recycling types
 - 3.05 The building would be operated only when collections take place in the immediate area and during these periods the material would be bulked up and transferred for treatment as follows:

Residual waste – Directly to treatment or landfill
Recycling material – Directly to the Councils Materials Recycling Facility in Standard Industrial Estate, Buckley
 - 3.06 The estimated cost to construct the facility is £1.0m which will funded as follows:
 - £235k from the initial successful Waste Collaborative Change Programme bid
 - £200k from previously approved Council Prudential Borrowing for improving recycling facilities at HRC and other waste sites
 - £519k From the second successful Waste Collaborative Change Bid
 - 3.07 In addition to the waste transfer station, the remaining area of the site can be surface to provide a storage area for the timber material which is currently brought to our HRC sites for disposal. The timber would need to be covered to allow it to dry before being eventually chipped or shredded to form Biomass.
 - 3.08 The Biomass material would become available for use in an appropriate boiler at a Council owned facility or sold directly to merchants for use nationally.
 - 3.09 The cost of the groundwork required to create the storage area is estimated at £750k and forms the basis of the Invest to Save bid to WG.

3.10 The business case for constructing the Biomass treatment area is also robust and provides the Council with a sustainable energy source into the future

4.00 RECOMMENDATIONS

4.01 That Cabinet approves the continued development of the proposed Waste Transfer Station proposals in Greenfield

4.02 That Cabinet approves the continued development of the proposed Biomass storage and production facility in Greenfield

4.03 That Cabinet approves the use of the prudential borrowing funding previously allocated to HRC and waste improvements to part fund the scheme

5.00 FINANCIAL IMPLICATIONS

5.01 Business Cases for each proposal form the details of the portfolio Business Planning proposals

6.00 ANTI POVERTY IMPACT

6.01 Not applicable.

7.00 ENVIRONMENTAL IMPACT

7.01 Utilising Biomass would significantly reduce the Councils Carbon Footprint.

8.00 EQUALITIES IMPACT

8.01 Not Applicable.

9.00 PERSONNEL IMPLICATIONS

9.01 None – staff would transfer between the transfer stations as required.

10.00 CONSULTATION REQUIRED

10.01 Prior to commencement with statutory bodies and local members.

11.00 CONSULTATION UNDERTAKEN

11.01 With Cabinet Member.

12.00 APPENDICES

None.

LOCAL GOVERNMENT (ACCESS TO INFORMATION ACT) 1985
BACKGROUND DOCUMENTS

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FLINTSHIRE COUNTY COUNCIL

REPORT TO: **CABINET**

DATE: **21 APRIL 2015**

REPORT BY: **CHIEF OFFICER EDUCATION AND YOUTH**

SUBJECT: **NORTH WALES REGIONAL SCHOOL
IMPROVEMENT SERVICE (GWE) – CHANGES TO
CONSTITUTIONAL ARRANGEMENTS**

1.00 PURPOSE OF REPORT

1.01 To seek approval for changes to the membership of the GwE Joint Committee in response to the adoption of the National Model for Regional Working.

2.00 BACKGROUND

2.01 The guidance document – National Model for Regional Working was published by the Welsh Government in February 2014. The 6 partner Councils in North Wales resolved in the Spring of 2014 to:

- Approve the National Model for Regional Working in Wales in relation to School Improvement.
- Adopt the National Model for Regional Working on School Improvement and develop a business plan with the intention that the additional services listed in the Model be incorporated into the GwE regional model, in phases, subject to a satisfactory business case for each and a supporting transition plan to ensure service continuity and performance.

2.02 At its meeting of 6 November 2014, the Joint Committee gave detailed consideration to a revised governance structure in response to the National Model. The revised structure reflected the arrangements set out in Appendix 1 to this report. The current delegated functions of the Joint Committee are considered sufficient to address the requirements of the National Model.

2.03 Appendix 2 sets out revisions to the membership of the Joint Committee and establishment of an Advisory Board and Management Board to support the Managing Director and Senior Management Team in the management of GwE.

2.04 As part of the Joint Committee review it is suggested that Gwynedd Standing Orders are adopted in relation to quorum which would mean, in the case of the Joint Committee, that three voting members would

need to be present to effect a quorum. The current quorum of five elected members is considered too high and practically difficult to manage.

3.00 CONSIDERATIONS

- 3.01 The Advisory Board membership and functions reflect the “Executive Board” concept in the National Model but with powers of recommendation.
- 3.02 The Management Board will have decision making powers and the apportionment and delegation of functions are set out in the Table in Appendix 3. This approach was adopted as a result of independent legal advice that there was sufficient uncertainty about delegating decisions to the Advisory Board to favour an alternative model.
- 3.03 The model also formalises the supportive role which the Directors of Education have provided in supporting the GwE management team and provides a forum for providing input from the six authorities on more operational matters which has facilitated decision making.
- 3.04 The Management Board can also act as an authorising body for financial decisions at an intermediate level below the Joint Committee.
- 3.05 As a result it is recommended that the members of the Management Board attend the Joint Committee in an officer function in future as opposed to being members of the Committee.

4.00 RECOMMENDATIONS

- 4.01 That Cabinet approves the amended governance arrangements for GwE, the North Wales Regional School Improvement Service in order to comply with the requirements of the National Model for Regional Working.

5.00 FINANCIAL IMPLICATIONS

- 5.01 None as a direct result of this report.

6.00 ANTI POVERTY IMPACT

- 6.01 None as a direct result of this report.

7.00 ENVIRONMENTAL IMPACT

- 7.01 None as a direct result of this report.

8.00 EQUALITIES IMPACT

- 8.01 None as a direct result of this report.

9.00 PERSONNEL IMPLICATIONS

9.01 None as a direct result of this report.

10.00 CONSULTATION REQUIRED

10.01 None as a direct result of this report.

11.00 CONSULTATION UNDERTAKEN

11.01 These changes have been considered and approved by the Joint Committee of North Wales regional school improvement service.

12.00 APPENDICES

12.01 Appendix 1 - Proposed Structure
Appendix 2 - Membership
Appendix 3 - Functions of Advisory and Management Board

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

National Model for Regional Working - Welsh Government Guidance 2014.

Report to GwE Joint Committee 29.9.2014 - " GwE Governance Arrangements"

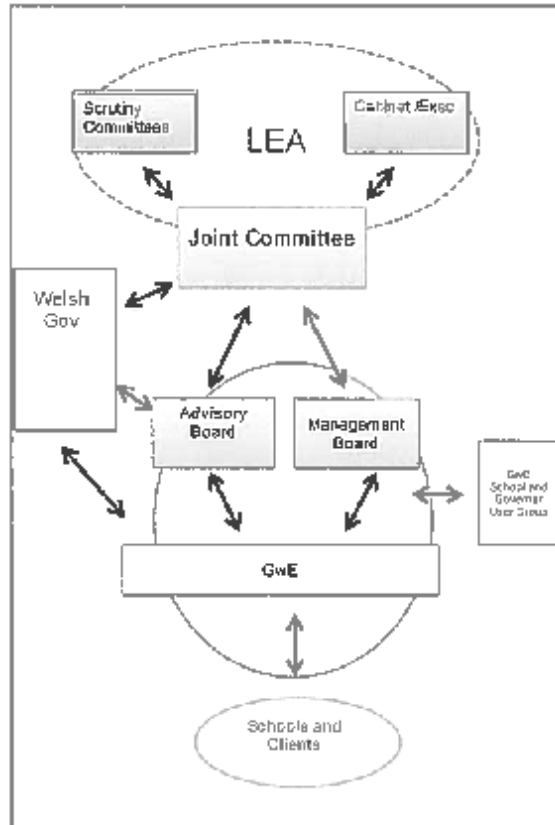
Report to GwE Joint Committee 6 November 2014 - "GwE Governance Arrangements"

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APPENDIX 1- Proposed Structure

Appendix 1 - Proposed Structure



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APPENDIX 2 – MEMBERSHIP

Joint Committee (Existing)		Joint Committee (Proposed)	Advisory Board	Management Board
Voting Members	Officer Members – non voting	Voting Members		
6 x Education Portfolio Members - <i>one from each NW LA</i>	6 x Statutory Chief Education Officers – <i>one from each NW LA</i>	6 x Education Portfolio Members - <i>one from each NW LA</i>	1 x Education Portfolio Holder (Lead for Region) Lead CEo Managing Director No more than 5 experts (individuals to be appointed by Joint Committee) WG Nominee	6 x Statutory Chief Education Officers – <i>one from each NW LA</i> Managing Director Members of GwE SLT as required
Co-opted Non-Voting members	Officers in attendance	Co-opted Non-Voting members		
1xDiocese Representative – <i>nominated from across the Wrexham, St. Asaph and Bangor Dioces ,on a rotating two year term</i>	1 x legal Representative 1 x S151 Representative Other specialists as required	1xDiocese Representative – <i>nominated from across the Wrexham, St. Asaph and Bangor Diocese, on a rotating two year term</i>		
1 x Primary Schools representative 1 x Secondary Schools representative 1 x Special Schools representative 1 x Governor representative		1 x Primary schools headteacher 1 x Secondary schools headteacher 1 x Special schools headteacher 1 x Governor representative		
		Officers in Attendance (non-voting)		
		Lead Chief Executive 6 x Statutory Chief Education officers – <i>one from each NW LA</i> 1 x Legal Representative 1 x S151 Representative Other specialists as required		

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APPENDIX 3 : FUNCTIONS OF ADVISORY AND MANAGEMENT BOARDS

Advisory Board	Management Board
<p>Reporting regularly to the joint committee, the Advisory Board will:</p> <p>Constructively challenge and contribute to the development of strategy to enable the organisation to achieve its goals;</p> <p>Consider and make recommendations to the joint committee in relation to the annual Business Plan;</p> <p>Monitor and review the performance of management in meeting assigned goals and objectives and monitor the reporting of performance;</p>	<p>Reporting regularly to the joint committee, the Management Board will:</p> <p>Co-construct the annual Business Plan, including the individual appendices to identify specific requirements at individual LA level;</p> <p>Monitor progress against the priorities and outcomes identified on the Business Plan on a regular basis;</p> <p>Have arrangements in place to make sure that GwE financial controls and systems are robust;</p> <p>Provide professional advice to the joint committee with regard to the appointment of the Managing Director</p>

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FLINTSHIRE COUNTY COUNCIL

REPORT TO: **CABINET**

DATE: **TUESDAY, 21 APRIL 2015**

REPORT BY: **CHIEF OFFICER (GOVERNANCE)**

SUBJECT: **COMMUNITY REVIEW - FLINT MOUNTAIN**

1.00 PURPOSE OF REPORT

1.01 For Cabinet to consider a report issued by the Local Democracy & Boundary Commission for Wales (“Boundary Commission”) seeking views on three options for community boundaries for the Flint Mountain area.

2.00 BACKGROUND

2.01 Members will recollect that during 2013/14 the Council undertook a community review and the last report to Council was at its meeting on the 30 April 2014 followed by a report to Cabinet on the 13 May 2014.

2.02 The Flint Mountain area forms part of the Trelawny ward of the Community of Flint. The Council’s review concluded that there should be no change to this arrangement.

2.03 On the 27 June 2014 following publication of the Council’s final proposals representations were made to Boundary Commission to remove Flint Mountain from the Trelawny ward of Flint Town Council. These representations have led the Boundary Commission to issue the consultation document attached as Appendix 1.

2.04 The Boundary Commission is of the view that the electorate of Flint Mountain is not of sufficient size to form an effective community area by itself but it is consulting on three other options namely:

- A) Flint Mountain is retained within the Trelawny ward of the Community of Flint (the existing arrangement);
- B) Flint Mountain is created as a separate community ward of the Community of Flint; or,
- C) Flint Mountain is created as a new community ward and transferred to the Community of Northop.

The default view of the Boundary Commission is to retain the existing arrangement (Option A) if it does not receive sufficient evidence for either option B or C.

3.00 CONSIDERATIONS

- 3.01 Technically the community review is an Executive function rather than a Council function but throughout the process reports have been submitted to both Council and the Cabinet. The consultation document was considered by Council at its meeting on the 14 April 2015 when Council resolved to recommend to Cabinet Option A (no change).
- 3.02 The last page of Appendix 1 summarises the representations that were made to the Boundary Commission which led it to issue the consultation document. Those representations should be taken into consideration in making a recommendation as to which of the three options should be the Cabinet response to consultation.
- 3.03 Of the three options, option C would have the most significant effect in that the overall size of Flint Town Council would reduce by one member and the size of Northop Community Council increase by one member. Option A would maintain the existing arrangement and the stance previously taken by the Council and Cabinet.
- 3.05 Both Flint Town Council and Northop Community Council have considered this matter and are responding to indicate that they both prefer Option A (no change).

4.00 RECOMMENDATIONS

- 4.01 To respond to the consultation document by supporting Option A as insufficient evidence has been produced to alter the existing arrangement.

5.00 FINANCIAL IMPLICATIONS

- 5.01 None as a result of this report.

6.00 ANTI POVERTY IMPACT

- 6.01 None as a result of this report.

7.00 ENVIRONMENTAL IMPACT

- 7.01 None as a result of this report.

8.00 EQUALITIES IMPACT

- 8.01 None as a result of this report.

9.00 PERSONNEL IMPLICATIONS

- 9.01 None as a result of this report.

10.00 CONSULTATION REQUIRED

10.01 The Boundary Commission is required to consult interested parties and consult the public. Flintshire has assisted in publicising the report.

11.00 CONSULTATION UNDERTAKEN

11.01 The Boundary Commission is required to consult interested parties and consult the public. Flintshire has assisted in publicising the report.

12.00 APPENDICES

12.01 Appendix 1 – Boundary Commission Draft Proposals Report

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

Report to and minute of Cabinet meeting of the 13 May 2014.

Contact Officer: Peter Evans
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Comisiwn Ffiniau a
Democratiaeth Leol
Cymru



Local Democracy and
Boundary Commission
For Wales

**REVIEW OF COMMUNITY BOUNDARIES OF THE
COUNTY OF FLINTSHIRE – FLINT MOUNTAIN**

DRAFT PROPOSALS

LOCAL DEMOCRACY AND BOUNDARY COMMISSION FOR WALES

REVIEW OF COMMUNITY BOUNDARIES OF THE COUNTY OF FLINTSHIRE – FLINT MOUNTAIN

DRAFT PROPOSALS

- 1 INTRODUCTION
- 2 SUMMARY OF THE DRAFT PROPOSAL
- 3 REPRESENTATIONS RECEIVED PRIOR TO THE DRAFT PROPOSAL
- 4 PROPOSAL
- 5 CONSEQUENTIAL ARRANGEMENTS
- 6 ACKNOWLEDGEMENTS
- 7 RESPONSES TO THIS REPORT
- 8 THE NEXT STEPS

APPENDIX A – SUMMARY OF REPRESENTATIONS RECEIVED



The Local Democracy and Boundary Commission for Wales

*Hastings House
Fitzalan Court
CARDIFF
CF24 0BL*



BUDDSODDWYR | INVESTORS
MEWN POBL | IN PEOPLE

*Tel Number: (029) 2046 4819
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E-mail: ldbc.wales@wales.gsi.gov.uk
www.ldbc-wales.gov.uk*

1. INTRODUCTION

- 1.1. Flintshire County Council have conducted a review of the community boundaries and community electoral arrangements under Section 55(2) and 57(4) of the Local Government Act 1972 as amended by the Local Government (Wales) Act 1994 (the Act). In accordance with Section 55(2) of the Act Flintshire County Council have submitted a report to the Local Democracy and Boundary Commission for Wales (the Commission) of their considerations for changes to a number of community boundaries in their area.
- 1.2. The purpose of the Council's review was to consider whether, in the interests of effective and convenient local government, changes to the present community boundaries should be proposed.
- 1.3. We have considered Flintshire County Council's report and proposals in accordance with Section 55(3) of the Act. As part of our considerations we have identified an issue with a particular area that we do not consider to have been satisfactorily addressed in the Council's report and recommendations. We have therefore given consideration to changes in respect of the Flint Mountain area of the Community of Flint.
- 1.4. We are seeking views on the three options we have identified for Flint Mountain. On receipt of these views we will consider the options and make final proposals. These proposals will be included with all our proposals in respect of the community changes suggested in the Flintshire County Council report.
- 1.5. Section 60 of the Act lays down procedural guidelines, which are to be followed in carrying out a review. In line with that guidance we are writing to the Town and Community Councils of Flint and Northop, the Member of Parliament for the local constituency, the Assembly Members for the area and other interested parties to inform them of our intention to conduct the review and to request their views. We will ask the Councils to display public notices. Notification of the start of the review and the 22 April 2015 closing date for representations to be made is to be placed on the websites of both the Commission and Flintshire County Council.

2. SUMMARY OF THE DRAFT PROPOSAL

- 2.1. The Commission is seeking further evidence in respect of the area known locally as Flint Mountain. A proposal has been made to separate Flint Mountain from the rest of the Trelawny ward of the Community of Flint and a suggested boundary for this area can be found on the map at page 4. The Commission is seeking views as to whether one of the three following options is appropriate for the area:
 - A** Flint Mountain is retained within the Trelawny ward of the Community of Flint;
 - B** Flint Mountain is created as a separate ward of the Community of Flint; or,
 - C** Flint Mountain is created as a new ward and transferred to the Community of Northop.

- 2.2. It is the view of the Commission that the electorate of Flint Mountain is not of sufficient size to form an effective community area.

3. REPRESENTATIONS RECEIVED PRIOR TO THE DRAFT PROPOSAL

- 3.1. We received representations from Town Councillor Nigel Williams (Flint - Trelawny), and a resident of Flint Mountain. We considered both of these representations carefully before we formulated our proposals. Details of these representations can be found at Appendix A.
- 3.2. The resident of Flint Mountain wrote asking the Commission to request that Flint Mountain be removed from Flint Town. This resident described how the settlement and surrounding area of Flint Mountain is of a rural character which has become out of step with the demands and needs of the more urban Flint Town. This disparity has led to a perceived erosion of democracy for the residents of Flint Mountain.
- 3.3. The resident was of the opinion that Flint Mountain would be of sufficient size to represent itself at community level and then would also be better fitted to join with the more rural-aligned Northop Community.
- 3.4. Councillor Williams wrote in support of this argument citing that his observations are that the needs of Flint Mountain are often overridden by those of the urban-centred bias towards Flint Town.

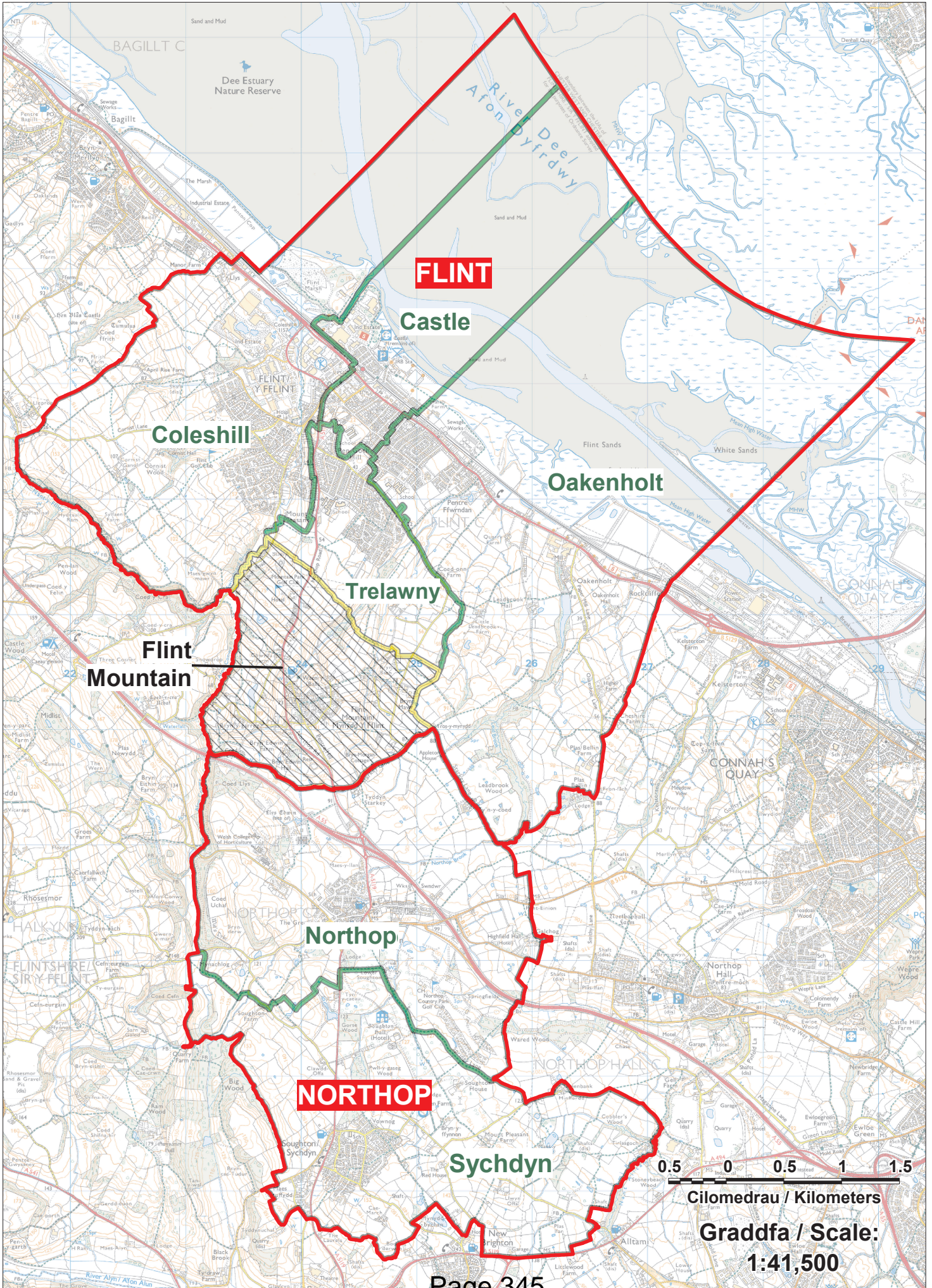
4. PROPOSAL

- 4.1. The proposal from representations is that the settlement of Flint Mountain and the surrounding area be transferred from Flint Town Council to Northop Community Council. The Flint Mountain settlement in question comprises 286 properties and 540 electors.
- 4.2. The Community of Flint is currently divided, for community electoral purposes, into the community wards of Castle, Coleshill, Oakenholt and Trelawny. The area known as Flint Mountain presently resides in the Trelawny ward of Flint Town Council.
- 4.3. The Community of Northop is currently divided, for community electoral purposes, into the community wards of Northop and Sychdyn.
- 4.4. The Commission considered the representations and has looked in detail at the area in question. It would appear to the Commission that there is some merit to the argument that Flint Mountain is a distinct area within the Town of Flint, with a separate, more rural character, than the more urban, town, wards of Castle and Coleshill.

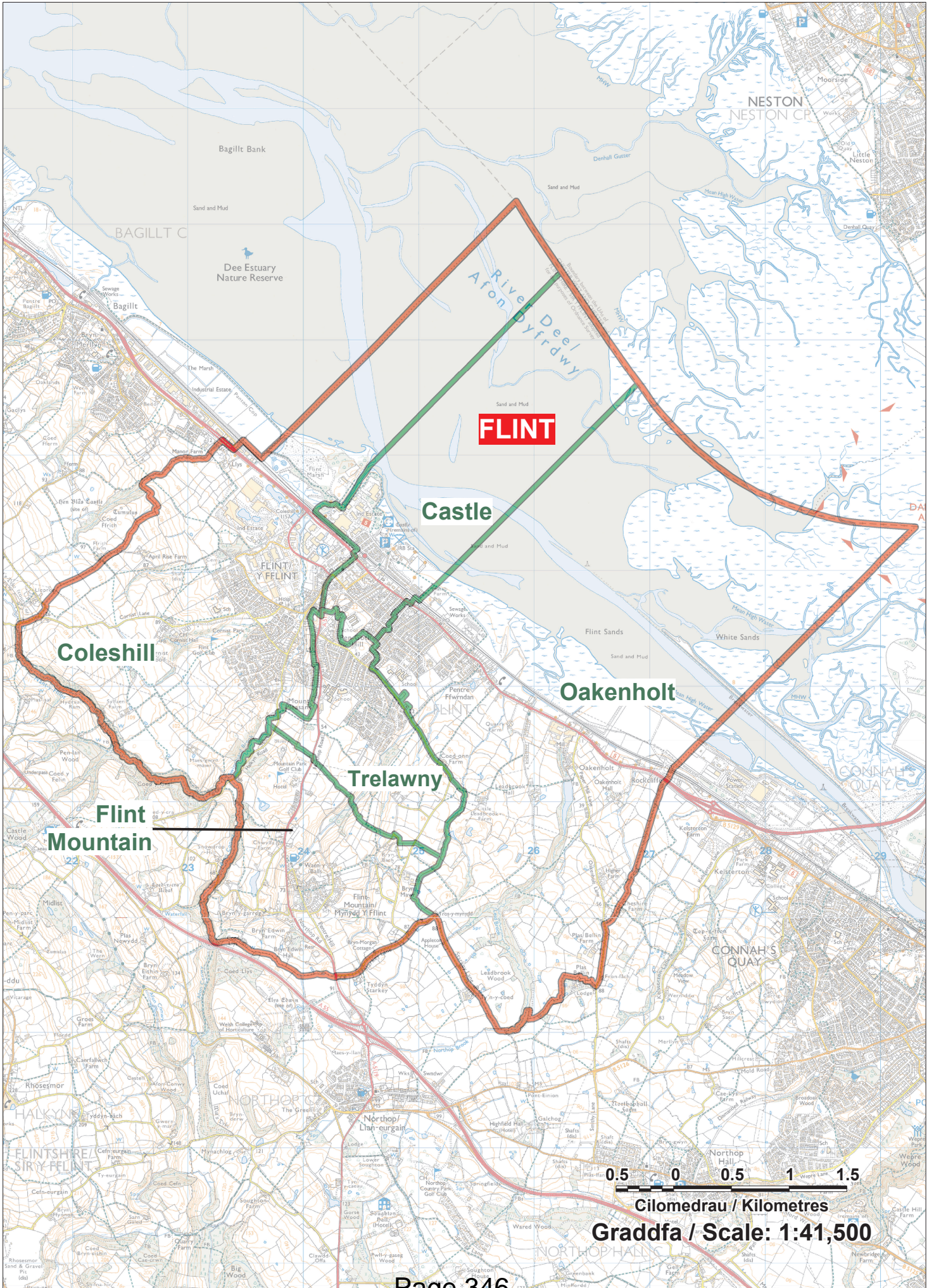
- 4.5. However, the Commission does not feel it has sufficient evidence from the local community and town councils, interested parties and members of the public to propose a change to the community arrangements. After deliberation, it was agreed by the Commission that a limited public consultation be held covering the Flint Mountain settlement on the question of whether existing arrangements should continue, or whether Flint Mountain should become more accountable for its own affairs by changing those arrangements.
- 4.6. As mentioned earlier, the Commission has identified three possible options which seem appropriate and which would reflect our obligation to ensure effective and convenient local government for community and town council arrangements:
- A** Flint Mountain is retained within the Trelawny ward of the Community of Flint (the existing arrangement);
 - B** Flint Mountain is created as a separate community ward of the Community of Flint; or,
 - C** Flint Mountain is created as a new community ward and transferred to the Community of Northop.
- 4.7. It is the view of the Commission that the electorate of Flint Mountain is not of sufficient size to form an effective community area.
- 4.8. The Commission is seeking views and evidence from those concerned as to whether one of these options is appropriate for the Flint Mountain area only. The default view of the Commission is to retain the existing arrangements (Option A) if it does not receive sufficient evidence for either Option B or Option C as a preference for the parties concerned.
- 4.9. The following three pages show maps of each Option under consideration.



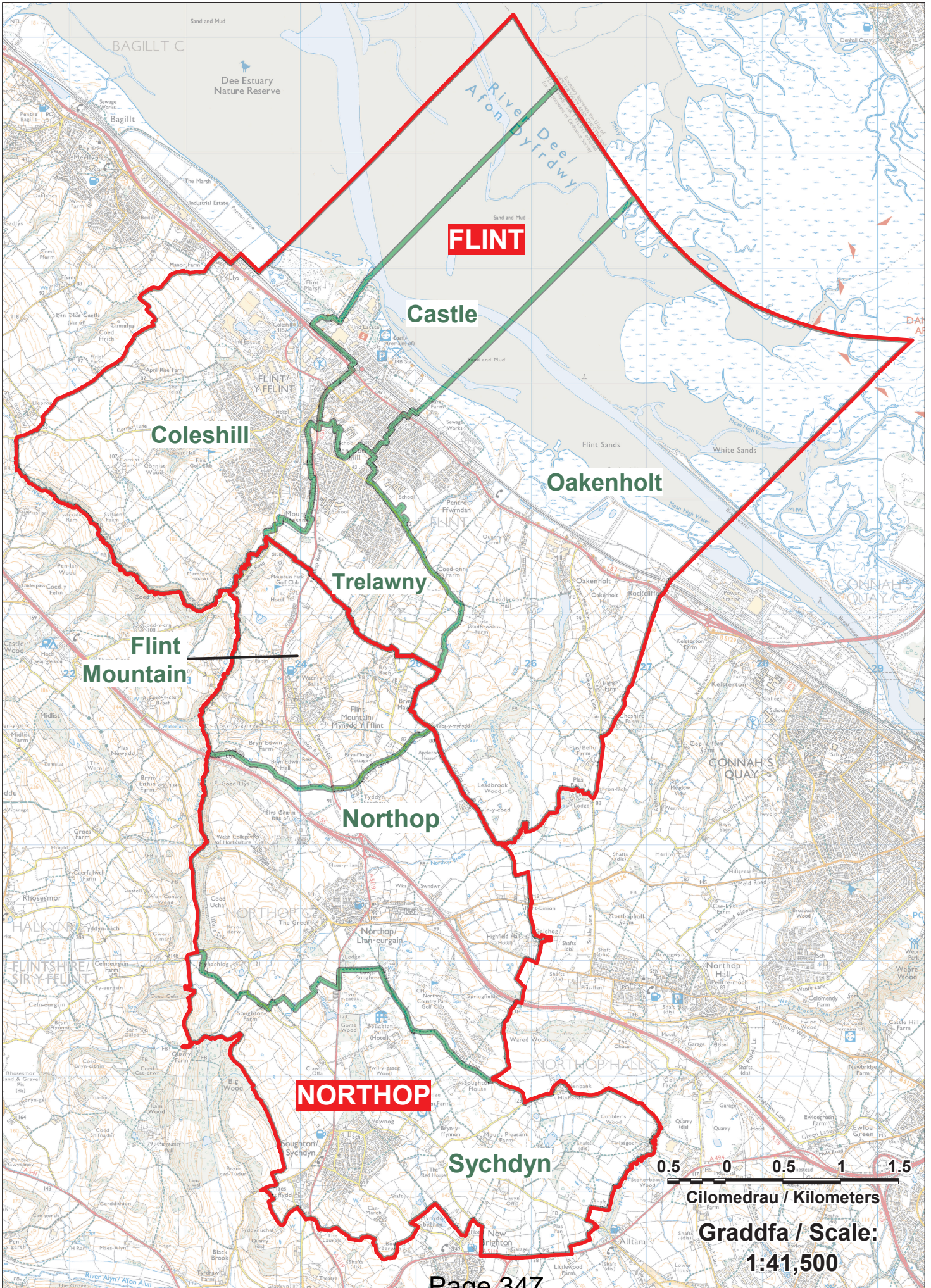
OPTION A - EXISTING ARRANGEMENTS



OPTION B - PROPOSED ARRANGEMENTS



OPTION C - PROPOSED ARRANGEMENTS



5. CONSEQUENTIAL ARRANGEMENTS

5.1. In considering the change to the community boundaries it was also necessary for us to take account of the consequential effects on the electoral arrangements for community councils and the principal authority, which would result from these changes. This section of our report details our proposals for consequential changes to the electoral arrangements. We would also welcome comments on this aspect of our report.

Community Council Electoral Arrangements

5.2. The present community arrangements (Option **A**) are shown in the table below:

Community	Ward	2014 Electors	Community Councillors	Electors per Councillor
Flint Town Council	Castle	1,518	4	380
	Coleshill	3,138	5	628
	Oakenholt	2,191	4	548
	Trelawny	2,823	5	565
	Total	9,670	18	537

Northop Community Council	Northop	1,038	6	173
	Sychdyn	1,464	7	209
	Total	2,502	13	192

5.3. If it were determined that Option **B** were the preferred proposal, we are required to consider the consequential changes to the community electoral arrangements. Under this option, we would propose that the current total of 18 Flint Town councillors is maintained with the revised Trelawny ward being represented by four members instead of five and one member representing the new Flint Mountain ward. The new arrangements would therefore be:

Community	Ward	Current			Proposed		
		2014 Electors	Community Councillors	Electors per Councillor	2014 Electors	Community Councillors	Electors per Councillor
Flint Town Council	Castle	1,518	4	380	1,518	4	380
	Coleshill	3,138	5	628	3,138	5	628
	Flint Mountain	Not applicable			540	1	540
	Oakenholt	2,191	4	548	2,191	4	548
	Trelawny	2,823	5	565	2,283	4	571
	Total	9,670	18	537	9,670	18	537
Northop Community Council	Northop	1,038	6	173	1,038	6	173
	Sychdyn	1,464	7	209	1,464	7	209
	Total	2,502	13	192	2,502	13	192

- 5.4. If it were determined that Option C were the preferred proposal, we are required to consider the consequential changes to the community electoral arrangements. Under this option, we would propose that the current total of 18 Flint Town councillors is reduced to 17 with the reduction taking place in the Trelawny ward.
- 5.5. We would also propose that the current total of 13 Northop Community councillors is increased to 14. The new Flint Mountain ward would have two community councillors, with a reduction of one community councillor in the Northop ward.
- 5.6. These changes reflect the current arrangements by maintaining a broadly similar ratio of electors per community councillor as possible within the communities involved. We therefore propose the following arrangements:

Community	Ward	Current			Proposed		
		2014 Electors	Community Councillors	Electors per Councillor	2014 Electors	Community Councillors	Electors per Councillor
Flint Town Council	Castle	1,518	4	380	1,518	4	380
	Coleshill	3,138	5	628	3,138	5	628
	Oakenholt	2,191	4	548	2,191	4	548
	Trelawny	2,823	5	565	2,283	4	571
	Total	9,670	18	537	9,130	17	537

Northop Community Council	Flint Mountain	Not applicable			540	2	270
	Northop	1,038	6	173	1,038	5	208
	Sychdyn	1,464	7	209	1,464	7	209
	Total	2,502	13	192	3,042	14	217

County Council Electoral Arrangements

- 5.7. We do not propose any changes to County Council electoral arrangements. Any changes to electoral arrangements that may be necessary will be considered at the next electoral review for the County of Flintshire.

6. ACKNOWLEDGEMENTS

- 6.1. We wish to express our gratitude to Flintshire County Council for their assistance and to all persons and bodies who made representations to us.

7. RESPONSES TO THIS REPORT

7.1. All observations on this draft report should be sent to:

The Chief Executive
Local Democracy and Boundary Commission for Wales
Hastings House
Fitzalan Court
Cardiff
CF24 0BL

not later than 22 April 2015.

8. THE NEXT STEPS

8.1. When we have considered the comments made to us in response to this draft report, we shall submit our recommendations to the Welsh Government in the form of a report and proposals. It will then fall to the Welsh Government, if it thinks fit, to implement our recommendations either with or without modifications.

Mr OWEN WATKIN OBE DL (Chair)

Mr CERI STRADLING (Deputy Chair)

Mr DAVID POWELL (Member)

Mr STEVE HALSALL (Chief Executive)

28 January 2015

REPRESENTATIONS RECEIVED FOLLOWING PUBLICATION OF FLINTSHIRE COUNTY COUNCIL'S FINAL PROPOSALS.

1. **Councillor Nigel Williams - Flint Town Council** wrote on 27 June 2014 in support of proposals from a resident of Flint Mountain that the settlement and surrounding area of Flint Mountain be moved from the Trelawny ward of Flint Town Council. Councillor Williams spoke of a democratic need that ought to be addressed and also of the difference in character between the more urban Flint Town and the generally rural Flint Mountain. Councillor Williams observed the clear and historic links that Flint Mountain has with the neighbouring Community of Northop - which is itself clearly a rural area.
2. **A resident of Flint Mountain** wrote on 27 June 2014 asking the Commission to accept her appeal that Flint Mountain be removed from the influence of Flint Town.

The resident provided statistical evidence from across Flintshire in support of their proposal to be a separate community ward, citing other community wards with a similar population to Flint Mountain. Further quotations are made from the recent census returns for the area as well as proposed planning for a series of housing projects which are set to increase the electorate in the future. The resident argues that this increase would mean that the electorate of the Flint Mountain area exceeds that of other areas which enjoy separate representation at community - and even sometimes at county level.

The resident goes on to describe the Flint Mountain area's facilities and amenities, describing it as a rural village. The resident states that Flint Mountain has always been part of the Northop Parish and also states that the local primary schools for Flint Mountain, Northop, and Sychdyn hold an annual sports day together and have no interaction with Flint Town's primary schools. The resident then describes Flint Town as an industrial town, describing its urban features and amenities.

The resident next describes their reasons for requesting Flint Mountain to be separate from Flint Town:

- Concerns about adequate county councillor representation.
- Concerns about adequate representation on Flint Town Council with Flint Mountain being one-fifth the population of the ward they are in, and 1/18th of the population of Flint Town.
- As a village, they have more in common with the villages of Northop and Sychdyn and would have a more equal representation on Northop Community Council.

The resident then expresses their concerns in the process of Flintshire County Council's community review itself and argues that it breached the review principles in not considering their request for Flint Mountain to be separated from Flint Town.

The resident goes on to state that Flint Town Council should not object to the change as it would have little consequence to them. The resident states the remainder of Flint is growing and developing, with large new developments in other wards. The resident argues that this is no place for a rural village to also be represented.

FLINTSHIRE COUNTY COUNCIL

REPORT TO: **CABINET**
DATE: **TUESDAY, 21 APRIL 2015**
REPORT BY: **CHIEF OFFICER (GOVERNANCE)**
SUBJECT: **WEBCASTING OF MEMBER MEETINGS**

1.00 PURPOSE OF REPORT

1.01 For Cabinet to consider a recommendation from the Constitution Committee that Flintshire implements webcasting of those Member meetings of most interest to the public with officers investigating ways of doing so within available staffing resources.

2.00 BACKGROUND

2.01 In the last financial year Flintshire and other principal Councils in Wales received grant funding from the Welsh Government to enable them to investigate the use of remote attendance and webcasting of meetings. That resulted in remote attendance and webcasting being trialled at the meetings of the Democratic Services and Constitution Committees held on the 26 March 2014. In making its grant of £40K to the Council the Welsh Government made clear that it was a one off with no commitment to fund ongoing costs associated with either remote attendance or webcasting.

2.02 On the 15 August 2014 the Welsh Local Government Association (WLGGA) published guidance for Members on webcasting which was reported to the Constitution Committee and that guidance is attached as Appendix 1. Flintshire is one of the 12 authorities whose webcast is listed on page 9 of the guidance. Whilst most of those have used the same commercial supplier as for the Flintshire trial, Public-i, a few developed their own system. The guidance includes a list of what are seen as the benefits of webcasting, together with the challenges associated with it.

2.03 Whilst at the Constitution Committee meeting on the 15 October 2014 it was decided that no further action was to be taken at the present time in pursuing remote attendance at meetings, the committee decided that webcasting should continue to be explored. That led to a further report to the committee's meeting on the 28 January 2015. The committee agreed the recommendation in the report that due to the benefits of webcasting in terms of public engagement and transparency a recommendation to Cabinet be recommended to implement webcasting for those Member meetings of most interest to

the public with officers investigating ways of doing so within available staffing resources.

3.00 CONSIDERATIONS

- 3.01 With the exception of a few Councils who have devised their own webcasting arrangements the remaining Councils in Wales who have introduced webcasting have entered into contractual arrangements with Public-i. The Council's officers have made enquiries of the three Welsh Councils who have devised their own systems but officers believe the best option in Flintshire's circumstances is to use the Public-i system. Monmouthshire was one of the three authorities that devised its own system but this was as a result of a major investment in their Council Chamber through the installation of a new and up-to-date audio visual system. Following enquiries of the other two Councils that have devised their own systems officers believe the Public-i system is easier for staff and public to use.
- 3.02 Officers have obtained from Public-i quotes for different options for webcasting which have been sent to Cabinet members. In view of the commercial sensitivities of this information Members are asked to maintain the confidentiality of the figures quoted. The options include for webcasting of just the Council Chamber or both the Council Chamber and the Clwyd Room. The options also cover costs for either a one year or three year contract. The upfront costs and service costs for either type of contract could be met from the balance of the Welsh Government grant.
- 3.03 The other main challenge associated with webcasting besides the financial cost is the time required by staff to operate such equipment. Officers have made enquiries of both Conwy and Wrexham Councils of the staffing implications of webcasting those meetings of most interest to the public. Both Councils have fixed cameras in the Council Chambers but not in any other rooms. Without fixed cameras the staffing implications are considered too onerous for introduction in Flintshire.
- 3.04 Officers believe that for any webcast meeting there will be a need for an extra member of staff to attend to operate the cameras and align them to the microphones. In 2014 if meetings of the County Council, Cabinet and Planning had been webcast it is estimated that the staffing impact would have been an additional 152 hours of committee officer time. At a time when the review of Democratic Services is proposing to find budget savings through the loss of posts the additional workload involved in webcasting such meetings represents a significant challenge. It is considered that by confining webcasting to those meetings where there is a significant public interest such as meetings of the Planning and Development Control Committee and some Cabinet and County Council meetings this could be accommodated within available staffing resources. As indicated in the

Democratic Services business plan considered by Corporate Resources Overview & Scrutiny on the 22 January workload is to be reduced by, for example, no longer supporting meetings of informal bodies. The Chief Officer Governance in consultation with the Leader and Deputy Leader will make recommendations on this to the Democratic Services Committee.

- 3.05 As indicated in the WLGA guidance webcasting is now underway in most authorities in Wales for those meetings which are judged to be of most interest to the public. It also indicates that generally the number of website hits suggests that there is ongoing public interest in these broadcasts. Webcasting enables meetings to be viewed by more people than can be physically accommodated in the meeting room and for meetings to be viewed at a time convenient to individual members of the public. In view of the benefits of webcasting in terms of public engagement and transparency the Constitution Committee decided to recommend its introduction to Cabinet.
- 3.06 The Constitution Committee did not make a recommendation in relation to whether webcasting should be confined to meetings held in the Council Chamber or also cover meetings held in the Clwyd Room. It also did not make a recommendation as to whether the contract should be for one year or three years duration. It is considered the most cost effective option would be a 3 year contract to cover meetings in the Council Chamber.
- 3.07 In order to ensure webcasting works well it is considered that Council should be recommended to adopt the attached (Appendix 2) webcasting protocol to cover the following:-
- (a) The deemed consent of third parties and the public to webcasting meetings they attend.
 - (b) How long webcasts are to be retained on the Council's website
 - (c) That the minutes once approved remain the official record of the meeting

4.00 RECOMMENDATIONS

- 4.01 For Cabinet to agree to the introduction of webcasting of those meetings of greatest public interest namely meetings of the Planning and Development Control Committee and meetings of County Council.
- 4.02 That the Chief Officer, Governance be authorised to enter into a contract for 3 years for meetings held in the Council Chamber.
- 4.03 For the Chief Officer, Governance in consultation with the Leader and Deputy Leader to make recommendations to the Democratic Services Committee on how webcasting can be accommodated within available staffing resources

4.04 For the Chief Officer, Governance to recommend to Council the attached protocol on webcasting of meetings.

5.00 FINANCIAL IMPLICATIONS

5.01 The Council has previously received a one off grant from the Welsh Government of £40K of which a balance of £37K remains. The upfront cost and the service costs for either a year or a three year contract could be met from the balance of the Welsh Government grant.

6.00 ANTI POVERTY IMPACT

6.01 None as a result of this report.

7.00 ENVIRONMENTAL IMPACT

7.01 None as a result of this report.

8.00 EQUALITIES IMPACT

8.01 None as a result of this report.

9.00 PERSONNEL IMPLICATIONS

9.01 Each webcast meeting would require an extra officer to be in attendance and this would represent a significant challenge at a time of reducing staffing resources to find budget savings. The Chief Officer, Governance will consult the Leader and Deputy Leader and make recommendations on this to the Democratic Services Committee.

10.00 CONSULTATION REQUIRED

10.01 None as a result of this report.

11.00 CONSULTATION UNDERTAKEN

11.01 None as a result of this report.

12.00 APPENDICES

12.01 Appendix 1 – Guidance for Members
Appendix 2 – Webcasting Protocol

LOCAL GOVERNMENT (ACCESS TO INFORMATION ACT) 1985
BACKGROUND DOCUMENTS

Questionnaires on webcasting arrangements at Conwy and Wrexham Councils.

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WLGA • CLILC

Guidance for Members: Webcasting

APPENDIX 1

August 2014

Contact

Welsh Local Government Association

The WLGA's primary purposes are to promote a better local government, its reputation and to support authorities in the development of policies and priorities which will improve public service and democracy.

It represents the 22 local authorities in Wales with the 3 fire and rescue authorities and 3 national park authorities as associate members.

Welsh Local Government Association

Local Government House
Drake Walk
Cardiff
CF10 4LG

Tel: 029 2046 8600
Fax: 029 2046 8601

www.wlga.gov.uk

Published: August 2013

Copyright: Welsh Local Government Association

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We are indebted to the officers, members and professionals who have contributed to this guide, in particular the network of member support officers and Lawyers in Local Government (LLG). Also to Mel Doel, who provided training to elected members on behalf of the WLGA and contributed to this guide, and Kevin O'Keefe of EXCELA INTERIM MANAGEMENT AND CONSULTANCY LTD for his guidance on legal matters.

Preface



I am extremely pleased to present this guidance from the WLGA on the webcasting of council meetings. It provides members with a useful overview of the subject, and offers some important tips

on how to make the most of an exciting technological development that offers huge potential for improving how councils engage with their communities.

The webcasting of key council meetings and decisions represents a significant step forward in ensuring that the process of local government is both transparent and accessible to the public, and it is already helping people to engage with the decisions that affect their lives and community on a daily basis. We know that people trust their local council, more than any other level of government, to deliver on the issues that matter the most to them. As we enter one of the most challenging periods for local government in Wales, the active broadcasting of how

key decisions are made will play a vitally important role in helping to ensure that this level of public trust continues into the future.

Alongside a rising use of social media, the webcasting of council meetings is quickly becoming a well-established part of local government processes. This means that communities can view the business of their council as it happens, while also taking an active role within decision making through the use of social media tools like Facebook and Twitter. I hope that councils will continue to build on these initiatives to foster further transparency and encourage more people to actively participate in the local democratic process.

A handwritten signature in black ink, appearing to read 'Peter Fox', written in a cursive style.

Councillor Peter Fox

Leader Monmouthshire County Council
WLGA spokesperson for ICT and Digital
Inclusion

What is a Webcast?

A webcast is a live or recorded transmission of a video on the internet. It is not edited prior to broadcast and can be viewed by anyone with access to the Internet, both during the live broadcast and for as long as an authority makes it available on their website.

Webcasting is now being introduced in councils across Wales to broadcast a range of council meetings to the public. This is clearly of significance to councillors as there is a potential for the public to be more widely involved in the democratic process, and for the business of local government to be made more transparent. It also means that the actions, opinions and positions taken by local councillors may potentially be more closely scrutinised by the public.

Why Wales is Webcasting

Councils in Wales are committed to promoting local democracy and facilitating public participation. The Welsh Government has assisted councils to promote democracy and engagement in local government by providing £1,125,000 funding in 2013/14 to broadcast council meetings, introduce remote attendance and assist community councils to establish websites. Although there is currently no requirement on local authorities to webcast their meetings, the Minister for Local Government and Government Business has encouraged councils to webcast some or all of their meetings in the interests of public engagement and transparency. The White Paper - *Reforming Local Government*,¹ currently out for consultation, states that the Welsh Government intends to introduce

a mandatory requirement on all authorities to broadcast their meetings.

The draft *Revised Code of Recommended Practice in Local Authority Publicity*,² says that "Society now expects to have far greater access to information than in the past, in particular in relation to the decision-making procedures of its elected bodies. This should be embraced by political representatives as providing an opportunity to communicate directly with their electorate. Local authorities are encouraged to make arrangements for their proceedings to be made more accessible to the public by allowing them to be broadcast."

Progress

Webcasting is now underway in most authorities for those meetings which are judged to be of most interest to the public, particularly full Council, Cabinet and Planning Committee meetings. Some authorities are also broadcasting proceedings from their scrutiny committees.

Most authorities have commissioned commercial providers for this service, however, some have developed their own distinct approaches. For example Monmouthshire uses Google Plus and YouTube, Ceredigion uses Livestream to broadcast bilingually and Bridgend has developed a solution with Auditel and Vimeo.

Viewing figures for council webcasts vary according to the type of meeting and authority, but generally the number of website hits suggest that there is real and growing public interest in these broadcasts. Typically, there are more viewings of archived webcasts than live meetings.

¹ <http://wales.gov.uk/consultations/localgovernment/white-paper-reforming-local-government/?lang=en>

² <http://wales.gov.uk/docs/dsilq/consultation/130322revisedcodelapublicityen.pdf>

The Benefits of Webcasting

Webcasting has produced a wide range of benefits which have been summarised below. Some were intended and anticipated, while others were unforeseen and identified by authorities from their webcasting experiences.

Engagement and Transparency

- More open and transparent governance and accountability.
- Improved public engagement in and understanding of decision making.
- Easier public access to meetings minimising travel and allowing more flexible viewing times.
- Will facilitate the understanding of the overview and scrutiny function by the public in line with the Local Government (Wales) Measure 2011.
- Can be used with social media to further promote public engagement. This is possible through a social media conversation which can run alongside the meeting when it is in progress.
- The public can access the papers and presentations made at the meeting as well as see the meeting footage.
- Provides good "PR" for the council as council meetings can be seen as more constructive than, for example, Prime Ministers question time.

Benefits for the Council

- A step towards remote attendance at meetings - a requirement of the Local Government (Wales) Measure 2011 which will allow members to attend meetings from a location which is convenient to them.

- Provides an incentive for high standards of member attendance, engagement and conduct at meetings.
- An effective means of communicating to officers and other members key information and decisions.
- A useful part of member and officer induction and training.
- Opportunities for members to learn good practice from peer observation and inform potential candidates about their role to encourage democratic renewal.
- Fewer press enquiries as journalists can now watch broadcasts rather than ask for quotes.
- A reduced need for space for the public at popular or controversial meetings.
- Equipment and venues can be used for purposes other than committees, such as staff training and inter authority meetings.
- Provides a true record of the meeting. This helps to supplement minutes and to counteract any misleading use of "edited highlights" by anyone filming the meeting.

Challenges Associated with Webcasting

Some concerns have been expressed about the costs of webcasting, particularly as it is being introduced at a time when severe reductions are being made to council budgets. The main costs are that of equipment, whether purchased or hired, and also for the staff time required to operate the equipment.

The major challenge for authorities now, is to undertake cost benefit analyses to see if outcomes from webcasting are worth the expense. The Welsh Government is hoping

to work with the WLGA and local authorities to secure savings through a joint procurement of webcasting providers. In the future, webcasting may provide opportunities for saving money and generating income for example: minutes can be shortened and used to record actions rather than the full debate; equipment may be hired out, and there is some evidence to suggest that there are fewer time-consuming Freedom of Information (FOI) requests to councils when council meeting records can be so easily viewed.

Blogging, Tweeting and Filming During Meetings

About half of the Local Authorities in Wales allow or encourage the use of social media by members in meetings. Filming by the public or journalists is less common, and where it is allowed, usually requires permission.

The Welsh Government is of the view that the use of Social Media is useful as long as members use it appropriately. Authorities who restrict it do so on the grounds that members might be accused of not concentrating on the matter under discussion. Members may wish to consider how the public might perceive their using social media in a meeting and their ability to concentrate on the matter at hand if they are blogging or tweeting during a debate, a vote, or a planning decision.

See also the WLGA guidance for members on using social media available at: <http://www.wlga.gov.uk/member-support-and-development-publications1/social-media-a-guide-for-councillors/>

The Law and Protocols Relating to Webcasting

Data Protection

It is not likely that the Data Protection Act will affect the broadcasting of council meetings as sensitive information relating to individuals should not be discussed at any public meeting, broadcast or otherwise. In the case of exempt items, where the public and press are excluded, the broadcast is switched off and replaced with a message saying why the broadcast has been temporarily suspended.

Freedom of Information

The Freedom of Information Act should also not apply to broadcasts as it only applies to information which is not already in the public domain. If people request information under the FOI act which has been broadcast or is available on the website through the meeting archive the council is under no obligation to respond.

Copyright

The Council is the `author` of the webcast whether live or archived. As such, they own copyright. If anyone, including individual members or the public, wishes to use it they should ask permission of the council. However, it is unlikely that a council would invoke the law if the broadcast is used for legitimate and positive purposes such as information or training. If a broadcast is used inappropriately, for example for political or satirical purposes the council could take legal action. Video sharing websites such as YouTube and Google Video already actively state in their terms and conditions that you must be the copyright owner and have the permission of all those involved in order to upload videos to their sites.

Consent

In the early stages of webcasting it is advisable to consult with any potential meeting participants to ensure that they are comfortable with being filmed. Some people might wish to have opportunities for development or coaching before appearing.

Participants at every meeting should be informed that the meeting will be webcast and should be given notice of this when the meeting agenda is distributed. Meeting participants will be deemed to have agreed to consent to be filmed and to the future use of the film if they are present.

At the start of each meeting to be filmed, an announcement should also be made to the effect that the meeting is being webcast live and will also be available for future viewings. No exempt or confidential agenda items should be broadcast.

Voting

The process of voting is the same in a broadcast as in any other public meeting. Webcasting should simply be seen as an extension of the 'openness' of meetings which are already, by definition, in the public domain. Voting will be undertaken either by a show of hands or by using the council's electronic system. Depending on the webcasting system used, the public may be able to see how each councillor votes.

Terminating a Webcast

The Chair of the meeting has the discretion to terminate or suspend the webcast if, in his/her opinion, continuing to broadcast would prejudice the proceedings of the meeting. For example:

- (i) If the meeting is suspended due to a public disturbance.
- (ii) When it has been agreed that the public and press are to be excluded.

- (iii) When the Chair and committee agree that webcasting would prejudice the proceedings of the meeting.

Editing a Webcast

Clearly it is not possible to edit a live broadcast. Evidence suggests that if a member accidentally says something inappropriate, offensive or illegal the chair should ask them to immediately apologise. Editing an archived broadcast is possible, because, once archived, the material is a publicly accessible digital file and making offensive material available such as inadvertent racist comments may amount to an offence. Making defamatory material available carries a civil law risk. In the circumstances, it is permissible to allow a 'bleep' to be inserted. In the undoubtedly rare instance where editing is required - an unedited copy of the recording should be retained as evidence should it be required for any future proceedings.

Personal Skills

Appearance

There are certain skills and behaviours that are helpful to be aware of when you are appearing in a webcast. You might find the following useful:

- Don't move too much! This can reduce the picture quality and may be hard for the camera to follow. Bending over to speak into a microphone looks awkward on screen, so some councils are considering changing their meeting procedure so that members may remain seated.
- When considering what to wear, bear in mind all the possible camera angles and watch out for clothing or jewellery which might rub against the microphone and stop what you are saying being heard. Mayoral chains are particular culprits!

- Don't watch the broadcast live on your own equipment as this may create sound interference.
- Be aware of the range of the camera view as talking with colleagues, eating, adjusting clothing can also be distracting if it is behind the member who is speaking.
- Watch your body language, slumping can be misinterpreted as disengagement and eye resting as sleeping.

Speaking

Although the general rules about public speaking apply at all public meetings, there are some behaviours that will help you come over well in a broadcast and make the meeting more interesting and useful to the viewers. Above all be natural and be yourself!

- Be direct, to the point and as brief as possible.
- Don't speak too quickly, if you are stumbling over words you may be rushing too much.
- Prepare your contributions in advance (bullet points which enable you to speak naturally rather than a prepared speech which looks and sounds unnatural).
- Be aware of how your messages could be interpreted by the public, both what you say and how you say it.
- You may have to be more clear about some of the information that you give so that it is clear to a lay person what you are doing and why you are doing it. A good example of this is declaring interests. It will be helpful to say not only that you have an interest but what the interest is whether it is personal or prejudicial and also how you intend to act as a result.

- Avoid jargon and "council speak" - this applies to officers too!
- Heckling doesn't work well on a webcast as usually it is only the chair and the member who has the floor who can be seen and heard. Other comments are often unintelligible as they are off microphone.
- Make sure that you are in range of the microphone and keep your head turned towards it. Don't speak until your light comes on, or the first part of your contribution will be lost! Make sure that you turn your microphone off when you have finished speaking.
- Be aware of how what you say could be used by the media.

Chairing Skills

The chair of the meeting is vital to the viewing experience of the public, just as if there was a full public gallery. Here are some tips for chairs to consider.

- Introduce the key players at the meeting so that viewers know who they are looking at. This might include the chair themselves, officers, and witnesses. It is important to say what their role is at the meeting too.
- Be prepared to explain some meeting procedures if these are not obvious to viewers. For example, if the meeting is going into recess, explain why this is and when the meeting will reconvene.
- Be prepared to enforce time restraints on speakers, either formal ones if they apply or if someone's contribution is long and unproductive.
- Don't forget to remind everyone that the meeting is being broadcast and will be available in future on the internet.

- Make clear the different elements of the agenda, such as what is for information or a decision, or a vote. Also if the Webcast is going to be suspended for exempt or confidential items you'll need to say when and why this will happen.
- As a chair you may be required to handle the equipment, for example operating a speaker queuing and permission system. Make sure that you have guidance in advance on how to do this.

Future Opportunities

As webcasting use and technology develops, there is a potential to use webcasting facilities to improve and broaden a number of council activities.

These include:

- Live communication to officers and members over the internet, this might include briefings by the Leader or Chief Executive.
- Live and recorded training sessions for the home council and also potentially for all councils in Wales.
- Greater interactivity with broadcasts through social media which works alongside it.
- Live links in meetings to community groups and schools for debate and reaction to plans and policies.
- Opportunities to 'advertise' council services and provide public information broadcasts.

The technology required for webcasting also provides a foundation for councils introducing remote attendance by councillors at council meetings. By law, councils are obliged to state in their constitutions the circumstances under which they will make remote attendance at council

meetings available. More information is available on the following link.

<http://wales.gov.uk/topics/localgovernment/publications/statutory-guidance-section-4-remote-attendance/?lang=en>

Watch other Authorities' Broadcasts

Blaenau Gwent

<http://www.blaenau-gwent.public-i.tv/core/>

Brecon Beacons

<http://www.breconbeacons.public-i.tv/core/>

Cardiff

<http://www.cardiff.public-i.tv/core/>

Carmarthenshire

<http://www.carmarthenshire.public-i.tv/core/>

Ceredigion

<http://new.livestream.com/ceredigion/events/2493787>

Conwy

<http://www.conwy.public-i.tv/core/>

Denbighshire

<http://www.denbighshire.public-i.tv/core/>

Flintshire

<http://www.flintshire.public-i.tv/core/>

Newport

<http://www.newport.public-i.tv/core/portal/home>

Pembrokeshire

<http://www.pembrokeshire.public-i.tv/core/>

Powys

<http://www.Powys.public-i.tv/core/portal/home>

Torfaen

<http://www.torfaen.public-i.tv/core/>

Examples of Use in Local Authorities

Torfaen County Borough Council

Torfaen County Borough Council took a decision to webcast meetings (starting with Council and Cabinet) in the spring of 2013. Following the usual contractual processes, the equipment needed (supplied by public-i) was installed in the Council Chamber during August 2013. We saw the training of all members and relevant officers (Democratic Services staff and officers who regularly present reports) as very important, and sought the expertise of Melanie Doel (of Brecon Beacons NPA) to provide training. The training was provided over several weeks and sessions, to small groups of members and officers, who were able freely and confidentially to share and discuss any concerns or issues they had with Melanie Doel (who, as a career journalist and member of the NPA, which had been webcasting for some time, was able to pass on many useful tips and a large degree of confidence).

We started webcasting Council and Cabinet meetings in October 2013, as well as webcasting a budget update from the Cabinet Member for Resources and 3 members' seminars which were deemed to be of particular "public interest". Our Democratic and Members Services staff operate the equipment, very successfully, with remote support from public-i as needed. To date there has been no failure of the webcast system. Before a webcast takes place, we promote it via our social media channels, along with a link to the agenda for that meeting, so that people are alerted to it in advance of the meeting.

As at 10 June 2014, our 8 Cabinet meetings which have been webcast attracted 6373 viewings (1641 live and 4732 via the archive). This is an average of 797 per meeting. Council (8 meetings) has attracted 9154 viewings (2987 live and 6167 archive);

an average of 1144 per meeting. The 3 seminars were viewed 1849 times (385 live and 1464 via archive); an average of 616 per meeting (albeit the budget seminar alone attracted 1097 viewings) and the budget update attracted 519 (1 live and 518 via archive). In January 2014, we decided also to webcast overview and scrutiny committees of particular public interest, with 4 meetings webcast so far and 987 viewings (156 live and 831 via archive); an average per meeting of 247.

We know many Council staff watch the meetings, to find out more about how Council, Cabinet and other meetings work, or because they are associated with or impacted upon by decisions being made. We also know that meetings are watched by the public and other people in local government across Wales and further afield. These people could of course be anywhere. We are unable to tell where or who our viewers are, but the system records that we have had 8992 unique visitor addresses (i.e. IP addresses) access the webcasts. Of those, 5358 people have watched once and 3634 people have watched several times/meetings. An IP address could represent an individual person, or a group of people (e.g. a local business).

With a very small public gallery in the Council Chamber (holding about 20 people) it is very clear that the business of the Council has reached thousands of people which it would not otherwise have reached. The Council believes webcasting to be a significant improvement in promoting openness, transparency and, as a result, the working of local democracy. The Council on 24 June 2014 is consequently expected to extend webcasting to all meetings of Scrutiny Committees, as well as the Planning and Licensing Committees. Meetings and the decisions made/events which occurred in them have been the result of significant public debate in Torfaen, as evidenced through our social media and other communication channels – and the initial concerns of many members and

officers have been all but forgotten by most people, as everyone concerned has got used to webcasting and begun to accept it as the norm. There is some perception that meetings are more business-like since webcasting was introduced (e.g. they are a bit shorter in most cases, repetition has reduced and they are more focussed), but no evidence that anyone has been put off speaking in any way. Otherwise, meetings take place exactly as they did before (albeit all meetings now have to take place in the same room), but they have been viewed nearly 19,000 more times than they would otherwise have been viewed.

In conclusion, webcasting meetings in Torfaen has been a huge success and has very clearly reached the parts which otherwise we didn't reach. The engagement of the public and staff has increased substantially as a result of webcasting. Leadership from the front, buy-in from all members and officers (via Council), the training and reassurance provided by others who've gone through it already and our determination to promote and open up democracy were all essential elements.

Torfaen would thoroughly commend webcasting and encourage others to take the plunge.

Powys County Council

Webcasting in Powys developed following a successful "broadcast" of a Council meeting to approximately 2000 people outside the Welshpool Livestock Market in 2011 where a special meeting was held by the Council to discuss wind farm developments in Powys.

Based on the significant probability that future meetings considering wind farm proposals, which would be held at County Hall, would attract attendance by large numbers of the public, the Council investigated the possibility of webcasting as a means of both of controlling the numbers attending the venue and also of ensuring that interested members of the public could

have easy access to the Council's proceedings. This has also assisted the Council in planning these events which can be undertaken far quicker now due to the experience of the team of individuals involved in the process.

Subsequently Welsh Government provided the Council with £40,000 which was used for webcasting, to stimulate an increased use of webcasting by Councils in Wales and to provide greater transparency and accountability of the Council's work.

Overall Powys has had 23395 views based on 17 events. Some examples of total viewing figures for events are listed below:

Major wind farm developments	2705 2877
Planning Committee	1509 1301 1096 782
County Council	1878
County Council – budget meetings	1804 3175
Cabinet	1731 1037
Have Your Say Day (Budget Consultation)	1951
Scrutiny Committee	254

There have been 4 other meetings where viewing figures range from 150 to 490.

Brecon Beacons National Park Authority

The National Park Authority has been webcasting the full Authority meetings, Planning Committee and Audit and Scrutiny Committee for just over two years now and total views stand at 31,500. On average, the National Park Authority meetings receive 671 views, Planning receives 556 and Audit and Scrutiny 436. Both the total and average views per meeting have continued to rise steadily over the two years and the cost per view has reduced from £2.40 to 81p.

We have found the following benefits from webcasting meetings.

- Webcasting encourages good governance and preparation for meetings (by both members and officers!)
- An opportunity to get some messages out into the public domain in the face of criticism on any specific issue
- An opportunity for members to give reports on meetings they have attended or events at which they have represented the Authority demonstrating the wider role of a member
- The public can see the Wales Audit Office presenting their Annual Improvement Reports and the members' responses (sometimes refuting the conclusions of the WAO!)
- We can now hire our meeting facilities complete with webcasting opportunities (we can host this or direct to customer sites)
- We can respond to claims that issues have not been considered or debated properly by sending links to points in meetings where items were debated. We can also prove the accuracy of minutes.

- We have used webcasting to broadcast presentations to meetings – recent examples include: a presentation by the Department of Culture Media and Sport, Welsh Water and Costain.

Future plans include

- Using webcasting to deliver our education programme
- Recording interviews with female members for the Welsh Government or the WLGA to use to encourage more women in public life
- Recording interviews/discussion with members on member development for the Advanced level of the Wales Charter for member support and development
- Exploring options for the use of social media to encourage interest in specific items
- Sharing our *State of the Park Report* with a wider audience
- Engaging more people in the strategic planning for the Park through involving the public in the review of the National Park Management Plan
- Webcasting seminars on topics such as mobile phone coverage and masts.

Flintshire County Council Webcasting Protocol

Introduction

The Council has agreed that certain meeting should be the subject of live web transmission ('webcasting'), or recorded for subsequent transmission. Fixed cameras are located within the Council Chamber for this purpose.

The main purpose of webcasting is to give members of the public the chance to view meetings as they happen without having to attend in person.

Webcasting does not replace the formal record of decisions made. The only formal record of decisions of a Local Authority is its minutes and agendas which are required to be maintained and retained for a number of years.

This protocol governs the conduct of Council meetings which are the subject of webcasting and aims to ensure that the Council is compliant with its obligations under the Data Protection Act 1998 and the Human Rights Act 1998.

Agenda Front Sheets

On the front of each relevant agenda there will be the following notice:-

WEBCASTING NOTICE

This meeting may be filmed for live and/or subsequent broadcast on the Council's website or may be used for training purposes within the Council. The whole of the meeting will be filmed, except where there are confidential or exempt items, and the footage will be on the website for 6 months.

Generally the public seating areas are not filmed. However, by entering the Chamber you are consenting to being filmed and to the possible use of those images and sound recordings for webcasting and / or training purposes.

If you have any queries regarding this, please contact a member of the Democratic Services Team on 01352 702345

Signage at Meetings

The following signs will be displayed inside and outside of the meeting room:-

WEBCASTING NOTICE

PLEASE NOTE THAT FLINTSHIRE COUNTY COUNCIL WILL BROADCAST THIS MEETING LIVE ON ITS WEBSITE AND THE RECORD WILL BE ARCHIVED FOR FUTURE VIEWING

AS YOUR PICTURE MAY BE INCLUDED IN THE BROADCAST, BY ENTERING THE CHAMBER YOU ARE CONSENTING TO BE FILMED AND TO THE POSSIBLE USE OF THOSE IMAGES AND ANY SOUND RECORDINGS

Public Speakers

In any correspondence notifying public speakers of the meeting date at which permission to speak has been granted, the following advice will be included if the particular meeting is to be webcast:

Please note that this meeting will be filmed for live and/or subsequent broadcast on the Council's website. If you do not wish your public question/statement and subsequent discussion to be filmed/recorded, please contact the Democratic Services Team to discuss your concerns.

Conduct of meetings

1. At the start of each meeting to be filmed, an announcement will be made by the Chair to the effect that the meeting is being webcast and that the Chair may also terminate or suspend the webcasting of the meeting should the Chair consider this desirable.
2. No part of any meeting held with the press and public excluded will be webcast after Members have passed a resolution excluding the press and public because there is likely to be disclosure of exempt or confidential information. The Committee Officer will ensure that filming and/or recording of the meeting has ceased and will confirm this to the Chair of the meeting before any discussion of exempt or confidential matters is commenced.
3. Subject to paragraph 4 below all archived webcasts will be available to view on the Council's website for a period of six months.

4. Archived webcasts or parts of webcasts shall only be removed from the Council's website if the Monitoring Officer considers that it is necessary because all or part of the content of the webcast is or is likely to be in breach of any statutory or common law provision, for example Data Protection and Human Rights legislation or provisions relating to confidential or exempt information.
5. The actual webcasts and archived material, and copyright therein, remain the property of the Council, and the right to copy, issue, rent, perform, communicate or adapt any of the webcast or archived material is restricted as follows:
 - (i) Subject to (ii) and (iii) below, any person may copy and use webcast material or part thereof provided that the facility is not used in a way that otherwise breaks the law and that the whole agenda item is displayed.
 - (ii) The use of any webcast involving the alteration or editing of the material which results in changing the message or context without the prior written approval of the Democracy & Governance Manager.
 - (iii) The use of webcast for commercial purposes involving re-use of the material is not permitted unless the prior written approval of the Democracy & Governance Manager is obtained in writing.
6. Any elected Member who is concerned about any webcast or part thereof should raise their concerns with the Monitoring Officer.
7. There is a presumption that Members and officers give their consent to being filmed and for images to be webcast, unless a specific request is made to the Monitoring Officer for an exception to be made in advance of the meeting. The Monitoring Officer will take a view on a case-by-case basis on whether there is sufficient justification for making an exemption.
8. If a technical fault develops, the Chair should agree a short adjournment to see if the problem can be resolved. If after adjourning the problem still persists, the meeting should continue irrespective of it not being recorded.

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FLINTSHIRE COUNTY COUNCIL

REPORT TO: **CABINET**

DATE: **TUESDAY, 21 APRIL 2015**

REPORT BY: **CHIEF OFFICER (GOVERNANCE)**

SUBJECT: **TWELFTH ANNUAL REPORT OF THE FLINTSHIRE LOCAL
ACCESS FORUM - 2013/14**

1.00 PURPOSE OF REPORT

1.01 For the Cabinet, on behalf of County Council, to note and approve the twelfth report of the Flintshire Local Access Forum, prepared in accordance with Regulation 16 of the Countryside Access (Local Access Forums) (Wales) Regulations 2001.

2.00 BACKGROUND

2.01 The Flintshire Local Access Forum was established in 2002 by the County Council in accordance with the provisions of the above Regulations. The membership of the Forum runs for three years, with the current term of membership having begun on 2nd February 2015. It is a requirement of those Regulations that an annual report be prepared and approved by the County Council which must include the following:-

- (i) information relating to the Forum's functions during the twelve month period ending on 31st March in each year, and
- (ii) a programme of works which has been agreed between the Forum and the County Council which the Forum plans to undertake during the twelve months commencing immediately after 31st March in each year.

2.02 Appended to this report is the draft report (excluding the minutes of the Forum meetings which are at Appendix 4) for the period 1st April 2013 to 31st March 2014 as prepared by the Forum Secretary, David M. Davies, who, until his retirement in May 2014, was a solicitor employed in my Department. Copies of the draft report, with all the accompanying appendices, are available in the Group Rooms. The format of the report follows the advice issued by Natural Resources Wales (NRW). The draft report has already been submitted to a meeting of the Forum on 23rd February 2015, when it was agreed that it should be submitted to the County Council for approval.

2.03 The reason for the late submission of the report to Cabinet is owing to a hiatus in the Forum's work following Mr. Davies's retirement (he subsequently agreed to continue as the Forum Secretary), and NRW's

failure to provide a programme of works for this year (2014/15) (see paragraph 7 of the draft annual report).

3.00 CONSIDERATIONS

3.01 The Forum's twelfth annual report follows the format of the previous annual reports. It has been completed in accordance with the guidance issued by NRW regarding the preparation of such reports.

3.02 NRW maintains a central record of annual reports of all the local access forums in Wales. A copy of the appended report, once approved, will be sent to NRW.

4.00 RECOMMENDATIONS

4.01 That the twelfth annual report of the Flintshire Local Access Forum, for 2013/2014, be noted and approved by the County Council, and be submitted to NRW for their records.

5.00 FINANCIAL IMPLICATIONS

5.01 There are continuing costs associated with the administration of the Local Access Forum, which is funded through the Planning and Environment budget.

6.00 ANTI POVERTY IMPACT

6.01 None.

7.00 ENVIRONMENTAL IMPACT

7.01 Under the terms of the 2000 Act, the function of the Forum is to advise the County Council, Welsh Government and NRW as to the improvement of public access to land in the area for the purposes of open-air recreation and the enjoyment of the area.

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 The report has already been submitted to the Local Access Forum.

12.00 APPENDICES

Draft twelfth annual report of the Flintshire Local Access Forum

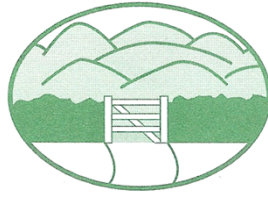
**LOCAL GOVERNMENT (ACCESS TO INFORMATION ACT) 1985
BACKGROUND DOCUMENTS**

None

Contact Officer: Sharon Thomas, Committee Services
Telephone: 01352 702324
Email: sharon.b.thomas@flintshire.gov.uk

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**Flintshire
Local Access
Forum**



**Fforwm
Mynediad Lleol
Sir y Fflint**

*Established under the Countryside & Rights of Way Act 2000
Sefydlwyd o dan y Ddeddf Cefn Gwlad a Hawliau Tramwy 2000*

FLINTSHIRE LOCAL ACCESS FORUM TWELFTH ANNUAL REPORT 2013/14

Prepared in accordance with
Regulation 16 of the Countryside Access (Local Access Forums)
(Wales) Regulations 2001
(approved by Flintshire County Council on ????????)

[as submitted to and agreed by
the Flintshire Local Access Forum on 23rd February 2015]

FLINTSHIRE LOCAL ACCESS FORUM

TWELFTH ANNUAL REPORT 2013/14

INTRODUCTION

1. The Flintshire Local Access Forum was established for the whole of the geographical area of Flintshire on 14th October 2002. Flintshire County Council had a statutory duty to establish the Forum as required by the Countryside and Rights of Way Act 2000. The statutory function of the Forum is to advise the County Council, Natural Resources Wales (formerly the Countryside Council for Wales) and others as to the improvement of public access to land in the area for the purposes of open air recreation and the enjoyment of the area. All meetings of the Forum are open to the public.
2. The present Forum membership was appointed with effect from 16th January 2012 for a period of three years.
3. This is the twelfth annual report of the Forum.

THE STATUTORY FUNCTIONS OF THE FORUM

3. The Forum was not consulted during the year in relation to any of its statutory functions.

OTHER MATTERS CONSIDERED BY THE FORUM

4. The following matters were considered by the Forum during the year:-

Topic Considered : Dates Considered : Summary :	All Wales Coastal Path/Coastal Access. 15 th April 2013. The Forum was advised of progress on the Wales Coastal Access Improvement Plan.
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Topic Considered : Dates Considered : Summary :	Flintshire's Rights of Way Improvement Plan (ROWIP). 15 th April 2013, 8 th July 2013, 30 th September 2013 & 20 th January 2014. The Forum was advised of progress on the implementation of the ROWIP.
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Topic Considered : Dates Considered : Summary :	Natural Resources Wales's (NRW) Evaluation of the Implementation of ROWIPs and the role played by the ROWIP Funding Programme. 8 th July 2013. The Forum considered the above and agreed to establish a sub-group comprising members of the ROWIP Working Group to respond to a Welsh Government questionnaire.
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Topic Considered : Dates Considered : Summary :	Cycling Provision in Flintshire. 15 th April 2013, 8 th July 2013, 30 th September 2013 & 20 th January 2014. Updates were presented to the Forum.
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Topic Considered : Dates Considered : Summary :	Flintshire County Council ROWIP Equine Sub-Group. 15 th April 2013, 8 th July 2013, 30 th September 2013 & 20 th January 2014. The Forum was advised about the deliberations of the above Group.
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Topic Considered :	Involvement of Town and Community Councils in Public Rights of Way Maintenance.
Dates Considered :	15 th April 2013, 8 th July 2013, & 30 th September 2013.
Summary :	The Forum received updates about progress on the various projects arising from the above initiative.

Topic Considered :	Statement of Priorities for definitive map modification and public path orders.
Dates Considered :	7 th April 2013.
Summary :	The Forum endorsed the above statement prepared by the Head of Assets and Transportation.

Topic Considered :	Complaint Priorities.
Dates Considered :	7 th April 2013.
Summary :	The Forum endorsed the priorities set out in a report prepared by the Head of Assets and Transportation, subject to the inclusion of a reference to obstruction-free walks as part of the proposed hierarchy.

Topic Considered :	Maintenance Priorities.
Dates Considered :	7 th April 2013.
Summary :	Subject to a minor addition, the Forum endorsed the list of priorities for maintenance work, as prepared by the Head of Assets and Transportation, and subject to the list being reviewed in 12 months' time.

Topic Considered :	Draft Code for Multi-User Routes.
Dates Considered :	8 th July 2013.
Summary :	The Forum considered the above draft Code. It was agreed that, should any Forum member wish to comment upon it, they should be sent to the Chair for him to pass on to the author, Dennis Murphy of the Brecon Beacons Local Access Forum.

Topic Considered :	Local Access Forum Annual Conference 2013.
Date Considered :	8 th July 2013.
Summary :	The Chair provided a summary of the deliberations at the above Conference, held on 17 th June 2013.

Topic Considered : Dates Considered : Summary :	Destination Management Group. 30 th September 2013. The Forum received a presentation from David Evans, Flintshire County Council's Tourism Manager, and Adrian Barsby, Chairman of the Destination Flintshire Partnership, and agreed to accept an invitation to be represented at Partnership meetings.
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Topic Considered : Dates Considered : Summary :	NRW Review of Local Access Forum Working Practices. 30 th September 2013. The Forum agreed responses to a questionnaire submitted by NRW concerning the above.
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Topic Considered : Date Considered : Summary :	Approval of the Eleventh Annual Report of the Forum. 30 th September 2013. The Forum agreed the contents of the draft report for submission to the County Council for approval.
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Topic Considered : Dates Considered : Summary :	Consultation by Welsh Government on where the Active Travel (Wales) Act will apply in Wales. 20 th January 2014. The above consultation was considered and it was agreed that the Chair, Bryan Harrison and Neville Howell would meet to prepare a response to the consultation.
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PROGRAMME OF WORKS FOR THE COMING YEAR (2014/15)

5. Regulation 16(2)(b) of the Countryside Access (Local Access Forums) (Wales) Regulations 2001 requires the annual report to include a programme of works which has been agreed between the Forum and the County Council which the Forum plans to undertake during the twelve months commencing after 31st March in each year.
6. The County Council has advised the Forum that it will seek advice from the Forum in relation to the following matters in the forthcoming year:-
 - Rights of Way Improvement Plan
 - cycling provision in Flintshire
 - *Linking Flintshire Communities* project
7. The Forum is normally advised by Natural Resources Wales that it will be consulted upon various matters. It has not done so this year.

FLINTSHIRE COUNTY COUNCIL DETAILS

8. The details of the County Council are set out in Appendix 1 to this report, and are substantially unchanged from the previous annual reports.

DETAILS OF MEETINGS OF THE FORUM

9. The date and venues of meetings of the Forum are set out in Appendix 2 to this report.

MEMBERSHIP DETAILS

10. The present Forum consists of 15 Members, including the Chair and Deputy Chair who were appointed with effect from 16th January 2012.

11. During the last twelve months, by virtue of the operation of regulation 14(1)(g) of The Countryside Access (Local Access Forums) (Wales) Regulations 2001 (failure to attend Forum meetings over a continuous period of 12 months), the membership of one Forum member was terminated (see Appendix 3).
12. Brief details of all persons who have served as Members of the Forum during 2013/14 are set out in Appendix 3 to this report.

FORUM COMMITTEES

13. At its meeting on 15th May 2006, the Forum established the Maintenance Priorities Committee. Its purpose is to provide to Flintshire County Council a prioritised list of public rights of way requiring maintenance works, in order to inform the County Council's budget preparations, based upon criteria agreed with the appropriate Council officers. The Committee was reconstituted at the Forum meeting on 26th January 2009. However, it was agreed at the Forum meeting on 11th July 2011 that the work of the Committee be combined with the County Council's ROWIP Working Group.
13. At its meeting on 11th October 2010, the Forum established the Engagement with Town and Community Councils Committee to enhance local awareness of public rights of way, as more specifically set out in the minutes of that meeting.
14. Arising from meetings of that Committee, the initiative of involving town and community councils in public rights of way maintenance and related matters (see page 4 of this report) has evolved.

MINUTES OF THE FORUM

15. Copies of the approved minutes of the four meetings of the Forum held during the year are set out in Appendix 4 to this report.

COSTS OF THE FORUM

16. The costs of the Forum during the year are shown in summary below:-

Cost Heading	Cost 2013/14
	£
Officer time (estimated)	8,467.72
Room Hire, Refreshments and lunches	66.00 (all refreshments)
Members' and Secretary's Travelling Expenses	82.40
Printing, postage and sundries	-
Translation	590.31

18. The above costs are paid for from the budget of the Planning and Environment Department of the County Council.

FLINTSHIRE COUNTY COUNCIL DETAILS

The appointing authority for the Flintshire Local Access Forum is Flintshire County Council. The area covered by the Forum is the whole of the County of Flintshire.

The Secretary of the Forum is:-

David M. Davies
Principal Solicitor
Corporate Directorate
Flintshire County Council
County Hall
Mold
Flintshire CH7 6NR

Telephone: 01352 702325
Fax: 01352 700289
e-mail : david.m.davies@flintshire.gov.uk

DETAILS OF MEETINGS

Meetings of the Forum took place on the following dates, the venue on each occasion being either the Clwyd or the Delyn Committee Room at County Hall, Mold:-

15th April 2013,

8th July 2013,

30th September 2013, and

20th January 2014.

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DETAILS OF MEMBERSHIP

The membership of the Forum during 2013/14 was as follows :-

Name	Date Appointed to LAF	Date LAF Membership Terminated	Date Reappointed (if applicable)	Brief Background Details
Mrs. Alison Chamberlain	5.12.05	22.12.11	16.1.12	Stud owner and horse rider. British Horse Society member.
Mrs. Vera Darby	16.1.12	N/A	N/A	Retired teacher. Owner of agricultural holding. Access and bridleways officer for British Horse Society.
Councillor David Evans	16.1.12	7.5.12	11.6.12	Appointed by Flintshire County Council as its representative. Previously Parliamentary caseworker. Walker and cyclist. Member and chair of several councils.
Mr. Bryan Harrison (Deputy Chair: appointed 26.1.09 & 6.2.12)	5.12.05	22.12.11	16.1.12	Chairman, Flintshire Disability Forum and Flintshire Access Group. Member of Access Panel for Wales.
Mr. Neville Howell	16.1.12	N/A	N/A	Retired systems and planning director for steel processing company within British Steel. Volunteer walk leader for <i>Troedio Clwyd Walks</i> . Past Acting Sec. of Friends of Walkabout Flintshire. Volunteer footpath worker for Ramblers' Association. Member of various groups.

Name	Date Appointed to LAF	Date LAF Membership Terminated	Date Reappointed (if applicable)	Brief Background Details
Mr. David M. Hýtch	5.12.05	22.12.11	16.1.12	Retired teacher. Experienced mountain walker. Volunteer ranger – SUSTRANS. Volunteer warden – RSPB. Member of Deeside Naturalists. Member of Friends of Rhydymwyn Valley.
Mr. Michael Moriarty	16.1.12	N/A	N/A	Retired police officer. Community councillor. Walker.
Mr. P. John Richards	22.12.08	22.12.11	16.1.12	Retired former Head of Flintshire CC Countryside Service.
Dr. Jean Rosenfeld (Chair from 16.1.06: reappointed 26.1.09 & 6.2.12)	5.12.05	22.12.11	16.1.12	Research Scientist (renewable energy, solar). Past Chair of Clwyd/Flintshire branch of CPRW.
Mr. Barry Scragg	16.1.12	N/A	N/A	Retired trade union official. Walker. Member of Holywell Town Council.
Mr. Howard White	14.10.02	22.12.11	16.1.12	Self-employed Planning Consultant, Member of the Ramblers' Association, Open Spaces Society, North Wales Wildlife Trust, National Trust, SUSTRANS and Forestry and Timber Association.

Name	Date Appointed to LAF	Date LAF Membership Terminated	Date Reappointed (if applicable)	Brief Background Details
Mr. E. Gareth Williams	22.12.08	22.12.11	16.1.12	Retired. Member of Halkyn Graziers' Association. Nominated by the Association.
Miss Janet O. Williams	22.12.08	22.12.11	16.1.12	Retired. British Driving Society Commissioner for NE Wales/N Powys. Chair of Coed Llandegla Carriage Driving & Horse Riding Association.
Mr. John Woolley	16.1.12	9.7.13	N/A	Geologist and environmentalist and engineer by training. Member of Buckley Town Council.

APPENDIX 4

Copies of the approved minutes for the meetings on:-

15th April 2013 (Appendix 4A),

8th July 2013 (Appendix 4B),

30th September 2013 (Appendix 4C), and

20th January 2014 (Appendix 4D),

are enclosed.

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FOR INFORMATION

FLINTSHIRE COUNTY COUNCIL

REPORT TO: **CABINET**

DATE: **TUESDAY, 21 APRIL 2015**

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.

EXERCISE OF DELEGATED POWERS – DECISIONS TAKEN

Planning and Environment

- **Public Protection Fees and Charges for 2015/16**

New charges for various licences, registrations and the bereavement service have been reviewed and took effect from 01.04.15 apart from the taxi licence increase which would come into force from 01.05.15.

Community & Enterprise

- **Business Rates – Write Offs**

The write off of three business rate accounts where the overall debt for each company is greater than £5,000, totalling £46,460.06.

- **Council Tax – Write Offs**

The write off of two council tax accounts where the overall debt for each is greater than £5,000, totalling £17,533.70.

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
APRIL 2015 TO AUGUST 2015**

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
April					
Social & Health Care Overview & Scrutiny Committee	9 April 2015	Overview and Scrutiny	Betsi Cadwaladr University Health Board To receive an update from Betsi Cadwaladr University Health Board		
Flintshire County Council	14 April 2015	Chief Executive's	WELSH GOVERNMENT WHITE PAPER: DEVOLUTION, DEMOCRACY AND DELIVERY – REFORMING LOCAL GOVERNMENT: POWER TO THE PEOPLE To invite a Council response to the Welsh Government White Paper.		

COMMITTEE		MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Flintshire Council	County	14 April 2015	Chief Executive's	<p>ANNUAL IMPROVEMENT REPORT AND THE CORPORATE ASSESSMENT REPORT OF THE AUDITOR GENERAL FOR WALES FOR FLINTSHIRE</p> <p>To receive the recommendations of the Wales Audit Office assessment and endorse the action plan.</p>		
Flintshire Council	County	14 April 2015	Governance	<p>Community Review - Flint Mountain</p> <p>For Council to consider a report issued by the Local Democracy & Boundary Commission for Wales seeking views on three options for community boundaries for the Flint Mountain area.</p>		

COMMITTEE		MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Flintshire Council	County	14 April 2015	Governance	Appointments to Areas of Outstanding Natural Beauty Partnership For Council to determine the three Flintshire members to serve on the Area of Outstanding Natural Beauty (AONB) Partnership.		
Flintshire Council	County	14 April 2015	Governance	Officers' Code of Conduct To consider a recommendation from the Constitution Committee to adopt a revised Officers' Code of Conduct		
Flintshire Council	County	14 April 2015	Governance	Review of Political Balance To review the Council's political balance calculations following a Member joining the Independent Alliance Group from the Liberal Democrat Group		
Environment Overview & Scrutiny Committee		15 April 2015	Streetscene and Transportation	Flintshire County Council's Car Parking Strategy To discuss further the introduction of Parking Strategies within Flintshire		

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Corporate Resources Overview & Scrutiny Committee	16 April 2015	People and Resources	Revenue Budget Monitoring 2014/15 (Month 10) To provide Members with the Revenue Budget Monitoring 2014/15 report as at month 10.		
Corporate Resources Overview & Scrutiny Committee	16 April 2015	Finance	Budget Virement Process To inform Members of the process and procedures in place for the processing of budget virements		
Corporate Resources Overview & Scrutiny Committee	16 April 2015	Chief Executive's	Wales Audit Office Corporate Assessment To consider the Wales Audit Office Corporate Assessment and the Council's response thereto		
Corporate Resources Overview & Scrutiny Committee	16 April 2015	Finance	Discretionary Housing Payment Policy For Members to consider the adoption of the Discretionary Housing Payments Policy and make appropriate recommendations which will be shared with Cabinet on 21st April 2015.		

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Corporate Resources Overview & Scrutiny Committee	16 April 2015	Overview and Scrutiny	Forward Work Programme (Corporate Resources) To consider the Forward Work Programme of the Corporate Resources Overview & Scrutiny Committee.		
Corporate Resources Overview & Scrutiny Committee	16 April 2015	Finance	Housing Benefit Overpayments Policy For Members to consider the adoption of the Housing Benefit Overpayment Policy and make appropriate recommendations which will be shared with Cabinet on 21st April 2015		
Social & Health Care Overview & Scrutiny Committee	16 April 2015	Overview and Scrutiny	Forward Work Programme To consider the Forward Work Programme of the Social & Health Care Overview & Scrutiny Committee.		
Social & Health Care Overview & Scrutiny Committee	16 April 2015	Social Services	Single Point of Access To receive an update on the implementation of SPOA in Flintshire		

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Cabinet	21 April 2015	Chief Executive's	<p>FORMER EUTICALS SITE, SANDYCROFT</p> <p>The report sets out a phased plan for the resolution of the ongoing risk to public health posed by the abandoned site at Sandycroft formerly owned by the company Euticals.</p>		Cabinet Member for Waste Strategy, Public Protection and Leisure
Cabinet	21 April 2015	People and Resources	<p>Revenue Budget Monitoring 2014/15 (Month 10)</p> <p>To provide Members with the most up to date revenue budget monitoring information (Month 10) for the Council Fund and the Housing Revenue Account in 2014/15.</p>	Operational	Leader of the Council and Cabinet Member for Finance
Cabinet	21 April 2015	Governance	<p>Community Review - Flint Mountain</p> <p>For Council to consider a report issued by the Local Democracy & Boundary Commission for Wales seeking views on three options for community boundaries for the Flint Mountain area.</p>	Operational	Cabinet Member for Corporate Management

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Cabinet	21 April 2015	Community and Enterprise	New Customer Services Policy Implementation of the new Customer Services Policy for the organisation.	Strategic	Cabinet Member for Corporate Management
Cabinet	21 April 2015	Governance	Webcasting of Member Meetings For Cabinet to consider a recommendation from the Constitution Committee that the Council implement webcasting of those Member meetings of most interest to the public with officers investigating ways of doing so within available staffing resources.	Operational	Cabinet Member for Corporate Management

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Cabinet	21 April 2015	Governance	<p>Twelfth Annual Report of the Flintshire Local Access Forum - 2013/14 For Cabinet, on behalf of the County Council, to note and approve the twelfth report of the Flintshire Local Access Forum, prepared in accordance with Regulation 16 of the Countryside Access (Local Access Forums) (Wales) Regulations 2001.</p>	Operational	Leader of the Council and Cabinet Member for Finance
Cabinet	21 April 2015	Education and Youth	<p>GwE Constitutional Update To seek member approval for changes to the constitutional arrangements for the North Wales Regional School Improvement Service - GwE</p>	Operational	Cabinet Member for Education
Cabinet	21 April 2015	Streetscene and Transportation	<p>Streetlighting Policy To seek approval for the policy in line with the Business Proposals</p>	Strategic	Deputy Leader of the Council and Cabinet Member for Environment

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Cabinet	21 April 2015	Planning and Development Control	Waste Collection Policy To see Member approval for the policy in line with the new Business Proposals	Strategic	Cabinet Member for Waste Strategy, Public Protection and Leisure
Cabinet	21 April 2015	Streetscene and Transportation	Grass Cutting Policy To seek Member approval for the policy in line with the new Business Proposals	Strategic	Deputy Leader of the Council and Cabinet Member for Environment
Cabinet	21 April 2015	Streetscene and Transportation	Waste Transfer Station and Biomass Production/Storage Area in Greenfield To seek approval to develop a waste transfer station and biomass storage area in Greenfield.	Operational	Cabinet Member for Waste Strategy, Public Protection and Leisure
Cabinet	21 April 2015	Education and Youth	School Standards & Organisation Act 2013 To inform members of the new code in relation to changes in process for school organisation	Strategic	Cabinet Member for Education

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Cabinet	21 April 2015	Community and Enterprise	Discretionary Housing Payment Policy For Members to approve and adopt the Discretionary Housing Payments Policy.	Operational	Cabinet Member for Corporate Management
Cabinet	21 April 2015	Community and Enterprise	Housing Benefit Overpayment Policy For Members to approve and adopt the Housing Overpayment Policy.	Operational	Cabinet Member for Corporate Management
Cabinet	21 April 2015	Streetscene and Transportation	Flintshire Parking Strategies To seek approval for the introduction of parking strategies within Flintshire County Council	Strategic	Deputy Leader of the Council and Cabinet Member for Environment
Cabinet	21 April 2015	Planning and Environment	Proposed Large Scale Renewable Schemes To advise Members of the sites identified as being potentially suitable for development of renewable energy systems, and to provide for guidance, the anticipated timeline for these schemes	Strategic	Deputy Leader of the Council and Cabinet Member for Environment

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Cabinet	21 April 2015	Planning and Environment	Regulated Mobile Homes Site (Wales) Bill For Members to consider the new legislation, particularly with regard to fees and delegated powers.	Operational	Cabinet Member for Waste Strategy, Public Protection and Leisure
Environment Overview & Scrutiny Committee Page 407	23 April 2015	Streetscene and Transportation	Bus Subsidy / DRT Review / and Introduction of ITU 1. To advise Scrutiny of the proposed policy for bus subsidies. 2. To confirm revised proposals for DRT/Deeside Shuttle 3. To confirm operation of the ITU		
Environment Overview & Scrutiny Committee	23 April 2015	Overview and Scrutiny	Forward Work Programme (Environment) To consider the Forward Work Programme of the Environment Overview & Scrutiny Committee.		

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Housing Overview & Scrutiny Committee	24 April 2015	Overview and Scrutiny	Work of Pennaf Housing Association (Presentation) To receive a presentation by Mr Graham Worthington from Pennaf Housing Association and to meet with representatives of Pennaf Housing Association		
Housing Overview & Scrutiny Committee	24 April 2015	Community and Enterprise	Flintshire's Strategic Housing and Regeneration Programme (SHARP) To update the Committee on Flintshire's Strategic Housing and Regeneration Programme (SHARP)		
Housing Overview & Scrutiny Committee	24 April 2015	Overview and Scrutiny	Forward Work Programme (Housing) To consider the Forward Work Programme of the Housing Overview & Scrutiny Committee.		

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Lifelong Learning Overview & Scrutiny Committee	30 April 2015	Education and Youth	Regional School Effectiveness and Improvement Service (GwE) To receive an update on progress with the development of the regional school effectiveness and improvement service, to include a presentation from the Chief Officer of GwE.		
Lifelong Learning Overview & Scrutiny Committee	30 April 2015	Organisational Change	Prudential Borrowing Update To discuss the options for prudential borrowing and the implications, particularly in relation to schools repairs and maintenance.		
Lifelong Learning Overview & Scrutiny Committee	30 April 2015	Overview and Scrutiny	Forward Work Programme (Lifelong Learning) To consider the Forward Work Programme of the Overview & Scrutiny Committee.		
May					

COMMITTEE		MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Flintshire Council	County	12 May 2015	Governance	<p>Schedule of Member Remuneration</p> <p>The purpose of the report is to approve the Council's Schedule of Member Remuneration for 2015/16</p>		
Flintshire Council	County	12 May 2015	Governance	<p>Constitutional Matters: Committees and Outside Bodies</p> <p>To deal with those matters which require decisions at the Annual Meeting of the County Council in accordance with Council Procedure Rule 1.1(vii)-(xiv). Those matters are set out in separate paragraphs.</p>		
Flintshire Council	County	12 May 2015	Chief Executive's	<p>County Council Diary of Meetings 2015/16</p> <p>To consider the draft diary of meetings for 2015/16 as set out in the appendix to this report.</p>		

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Corporate Resources Overview & Scrutiny Committee	14 May 2015	People and Resources	Revenue Budget Monitoring 2014/15 (Month 11) To provide Members with the Revenue Budget Monitoring 2014/15 report as at month 11.		
Corporate Resources Overview & Scrutiny Committee	14 May 2015	Overview and Scrutiny	Forward Work Programme (Corporate Resources) To consider the Forward Work Programme of the Corporate Resources Overview & Scrutiny Committee.		
Social & Health Care Overview & Scrutiny Committee	14 May 2015	Social Services	Annual Council Reporting Framework To consider the final draft of the Flintshire County Council Social Services Annual Performance Report 2014/15.		
Cabinet	19 May 2015	Chief Executive's	Medium Term Financial Plan MTFP to provide an update on the development of the 2015-16 MTFP	Strategic	

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Cabinet	19 May 2015	People and Resources	Revenue Budget Monitoring 2014/15 (Month 11) To provide Members with the most up to date revenue budget monitoring information (Month 11) for the Council Fund and the Housing Revenue Account in 2014/15.	Operational	Leader of the Council and Cabinet Member for Finance
Cabinet	19 May 2015	Streetscene and Transportation	Bus Subsidy / DRT Review and Introduction of ITU 1. To approve the Policy for future bus subsidies 2. To confirm revised proposals for DRT/Deeside Shuttle 3. To confirm operation of the ITU	Strategic	Deputy Leader of the Council and Cabinet Member for Environment
Cabinet	19 May 2015	Streetscene and Transportation	Speed Limit Review Progress Report To update progress on the speed limit review	Operational	Deputy Leader of the Council and Cabinet Member for Environment

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Cabinet	19 May 2015	Community and Enterprise	<p>Compulsory Purchase of 231-235 High Street, Connah's Quay Formal request of approval to utilise Compulsory Purchase Order Powers to acquire 231-235 High Street, Connah's Quay</p>	Operational	Cabinet Member for Housing
Housing Overview & Scrutiny Committee	20 May 2015	Community and Enterprise	<p>Review of Strategic Housing Partnership To review the Strategic Housing Partnership</p>		
Housing Overview & Scrutiny Committee	20 May 2015	Community and Enterprise	<p>Private Sector Housing Renewal To consider progress on the delivery of Flintshire's first Renewal Area, general service development and county wide projects.</p>		
Housing Overview & Scrutiny Committee	20 May 2015	Community and Enterprise	<p>Update on Tenant Involvement To consider tenants satisfaction results and the involvement of tenants in service improvements.</p>		

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Housing Overview & Scrutiny Committee	20 May 2015	Community and Enterprise	Welfare Reform Update To update Members on the impact of Welfare Reform		
Housing Overview & Scrutiny Committee	20 May 2015	Overview and Scrutiny	Forward Work Programme (Housing) To consider the Forward Work Programme of the Housing Overview & Scrutiny Committee.		
Audit Committee	3 June 2015	Internal Audit	Protocol Internal and External Audit To present to Members the updated Protocol between Internal Audit and the Wales Audit Office	Operational	
June					
Audit Committee	3 June 2015	Governance	Review of Whistleblowing Arrangements To present to the committee the results of a review of the whistleblowing policy by the Wales Audit Office.		

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Audit Committee	3 June 2015	People and Resources	Financial Procedure Rules 1.1 To provide Audit Committee with the proposed updated Financial Procedure Rules (FPR's) 1.2 To seek a recommendation to the next available County Council scheduled for 30 September 2015		
Audit Committee	3 June 2015	Governance	Audit Report on Mobile 'Phones To update the Audit Committee on progress with the action plan.		Cabinet Member for Corporate Management
Environment Overview & Scrutiny Committee	4 June 2015	Streetscene and Transportation	Highways Asset Management Planning (HAMP) and Local Subsidence Schemes To review the HAMP document approved in 2012 and identify sites within the County experiencing subsidence issues.		

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Environment Overview & Scrutiny Committee	4 June 2015	Streetscene and Transportation	Review of Winter Maintenance To undertake a 2 yearly review of the Winter Maintenance Policy		
Environment Overview & Scrutiny Committee	4 June 2015	Streetscene and Transportation	Streetscene Next Steps To review the Streetscene standards (including drain cleaning policy & weeding policy, cycle path maintenance, flytipping, recycling e.g. tetrapak, etc.)		
Environment Overview & Scrutiny Committee	4 June 2015	Streetscene and Transportation	Year End Chief Officer Performance Report (Streetscene and Transportation) To note and consider the 2014/15 Year End Performance Report produced at the Chief Officer level under the adopted business model of the Council. The report covers the period January - March 2015.		

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Environment Overview & Scrutiny Committee	4 June 2015	Planning and Environment	<p>Year End Chief Officer Performance Report (Planning and Environment) To note and consider the 2014/15 Year End Performance Report produced at the Chief Officer level under the adopted business model of the Council. The report covers the period January - March 2015.</p>		
Environment Overview & Scrutiny Committee	4 June 2015	Community and Enterprise	<p>Year End Chief Officer Performance Report (Community and Enterprise) To note and consider the 2014/15 Year End Performance Report produced at the Chief Officer level under the adopted business model of the Council. The report covers the period January - March 2015.</p>		

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Environment Overview & Scrutiny Committee	4 June 2015	Overview and Scrutiny	Year End Improvement Plan Monitoring Report To note and consider elements of the 2014/15 Year End Improvement Plan Monitoring Report. The report covers the period January - March 2015.		
Environment Overview & Scrutiny Committee 1899 418	4 June 2015	Overview and Scrutiny	Forward Work Programme (Environment) To consider the Forward Work Programme of the Environment Overview & Scrutiny Committee.		
Corporate Resources Overview & Scrutiny Committee	11 June 2015	People and Resources	Revenue Budget Monitoring 2014/15 (Month 12) To provide Members with the Revenue Budget Monitoring 2014/15 report as at month 12.		

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Corporate Resources Overview & Scrutiny Committee	11 June 2015	People and Resources	<p>Year End Chief Officer Performance Report To note and consider the 2014/15 Year End Performance Report produced at the Chief Officer level under the adopted business model of the Council. The report covers the period January - March 2015.</p>		
Corporate Resources Overview & Scrutiny Committee	11 June 2015	Overview and Scrutiny	<p>Year End Improvement Plan Monitoring Report To note and consider elements of the 2014/15 Year End Improvement Plan Monitoring Report. The report covers the period January - March 2015.</p>		
Corporate Resources Overview & Scrutiny Committee	11 June 2015	Overview and Scrutiny	<p>Forward Work Programme (Corporate Resources) To consider the Forward Work Programme of the Corporate Resources Overview & Scrutiny Committee.</p>		

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Community Profile & Partnerships Overview & Scrutiny Committee	15 June 2015	Overview and Scrutiny	Year End Improvement Plan Monitoring Report To note and consider elements of the 2014/15 Year End Improvement Plan Monitoring Report. The report covers the period January - March 2015.		
Community Profile & Partnerships Overview & Scrutiny Committee Page 120	15 June 2015	Overview and Scrutiny	Forward Work Programme To consider the Forward Work Programme of the Community Profile & Partnerships Overview & Scrutiny Committee.		
Cabinet	16 June 2015	Chief Executive's	Improvement Plan 2015/16 To approve the draft Improvement Plan 2015/16 prior to final publication in June.	Strategic	Cabinet Member for Corporate Management

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Cabinet	16 June 2015	Chief Executive's	<p>LSB & Strategic Partnerships Performance - End of Year 2014/15</p> <p>To note and endorse the end of year assessments for:</p> <ul style="list-style-type: none"> · the progress of the Local Service Board Priorities and its key Strategic Partnerships and; · the priorities for each of the Strategic Partnerships for the year ahead. 	Strategic	Cabinet Member for Corporate Management
Cabinet	16 June 2015	Chief Executive's	<p>Year End Improvement Plan Monitoring Report (2014/15)</p> <p>Provide an update of progress against the Improvement Plan as at year end</p>	Strategic	Cabinet Member for Corporate Management
Cabinet	16 June 2015	People and Resources	<p>Revenue Budget Monitoring 2014/15 (Month 12)</p> <p>To provide Members with the most up to date revenue budget monitoring information (Month 12) for the Council Fund and the Housing Revenue Account in 2014/15.</p>	Operational	Leader of the Council and Cabinet Member for Finance

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Cabinet	16 June 2015	Streetscene and Transportation	Review of Winter Maintenance Policy To undertake a 2 yearly review of the Winter Maintenance Policy.	Strategic	Deputy Leader of the Council and Cabinet Member for Environment
Cabinet	16 June 2015	Streetscene and Transportation	Highways Asset Management Planning (HAMP) and Local Subsidence Schemes To review the HAMP document approved in 2012 and identify sites within the County experiencing subsidence issues.	Operational	Deputy Leader of the Council and Cabinet Member for Environment
Social & Health Care Overview & Scrutiny Committee	18 June 2015	Social Services	Year End Chief Officer Performance Report (Social Services) To note and consider the 2014/15 Year End Performance Report produced at the Chief Officer level under the adopted business model of the Council. The report covers the period January - March 2015.		

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Social & Health Care Overview & Scrutiny Committee	18 June 2015	Overview and Scrutiny	Year End Improvement Plan Monitoring Report To note and consider elements of the 2014/15 Year End Improvement Plan Monitoring Report. The report covers the period January - March 2015.		
Flintshire Council County	23 June 2015	Chief Executive's	Improvement Plan 2015/16 To approve the draft Improvement Plan 2015/16 for final publication.		
July Page 423					
Housing Overview & Scrutiny Committee	8 July 2015	Community and Enterprise	Year End Chief Officer Performance Report (Housing) To note and consider the 2014/15 Year End Performance Report produced at the Chief Officer level under the adopted business model of the Council. The report covers the period January - March 2015.		

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Housing Overview & Scrutiny Committee	8 July 2015	Overview and Scrutiny	Year End Improvement Plan Monitoring Report To note and consider elements of the 2014/15 Year End Improvement Plan Monitoring Report. The report covers the period January - March 2015.		
Cabinet Page 424	14 July 2015	People and Resources	Capital Programme 2014/15 (Outturn) To provide Members with the outturn capital programme information for 2014/15.	Operational	Leader of the Council and Cabinet Member for Finance
Cabinet	14 July 2015	Streetscene and Transportation	Vehicle Tracking Policy To seek Cabinet approval of the Council's Vehicle Tracking Policy	Operational	Deputy Leader of the Council and Cabinet Member for Environment
Cabinet	14 July 2015	People and Resources	Prudential Indicators - Actual 2014/15 To provide Members with 2014/15 (actual) Prudential Indicator figures as required under the Prudential Code for Capital Finance in Local Authorities (the Prudential Code).	Operational	Leader of the Council and Cabinet Member for Finance

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Lifelong Learning Overview & Scrutiny Committee	16 July 2015	Education and Youth	Year End Chief Officer Performance Report (Lifelong Learning) To note and consider the 2014/15 Year End Performance Report produced at the Chief Officer level under the adopted business model of the Council. The report covers the period January - March 2015.		
Lifelong Learning Overview & Scrutiny Committee	16 July 2015	Overview and Scrutiny	Year End Improvement Plan Monitoring Report (Lifelong Learning) To note and consider elements of the 2014/15 Year End Improvement Plan Monitoring Report. The report covers the period January - March 2015.		

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Lifelong Learning Overview & Scrutiny Committee	16 July 2015	Organisational Change	Year End Chief Officer Performance Report (Organisational Change) To note and consider the 2014/15 Year End Performance Report produced at the Chief Officer level under the adopted business model of the Council. The report covers the period January - March 2015.		
August					

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