

Public Document Pack

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



To: Cllr Hilary Isherwood (Chair)

CS/NG

Councillors: Haydn Bateman, Peter Curtis,
Chris Dolphin, Ian Dunbar, David Evans,
Veronica Gay, Cindy Hinds, Ray Hughes,
Joe Johnson, Colin Legg, Brian Lloyd,
Nancy Matthews, Ann Minshull and Paul Shotton

17 April 2015

Sharon Thomas 01352 702324
sharon.b.thomas@flintshire.gov.uk

Dear Sir / Madam

A meeting of the **ENVIRONMENT OVERVIEW & SCRUTINY COMMITTEE** will be held in the **DELYN COMMITTEE ROOM, COUNTY HALL, MOLD CH7 6NA** on **THURSDAY, 23RD APRIL, 2015** at **10.30 AM** to consider the following items.

*** Please note that the meeting will commence at 10.30am following an iPad drop-in session at 10am to which all Council Members have been invited.**

Yours faithfully

Democracy & Governance Manager

AGENDA

- 1 **APOLOGIES**
- 2 **DECLARATIONS OF INTEREST (INCLUDING WHIPPING DECLARATIONS)**
- 3 **MINUTES** (Pages 3 - 10)
To confirm as a correct record the minutes of the meeting held on 19 March 2015 (copy enclosed).
- 4 **THE COUNCIL'S BUS SUBSIDY, REVIEW OF THE DEMAND RESPONSIVE TRAVEL ARRANGEMENTS AND THE INTRODUCTION OF AN INTEGRATED TRANSPORTATION UNIT** (Pages 11 - 32)
Report of Chief Officer (Streetscene and Transportation) enclosed.

5 **FORWARD WORK PROGRAMME** (Pages 33 - 38)

Report of Environment and Social Care Overview and Scrutiny Facilitator enclosed.

ENVIRONMENT OVERVIEW & SCRUTINY COMMITTEE **19 MARCH 2015**

Minutes of the meeting of the Environment Overview & Scrutiny Committee of Flintshire County Council held in the Delyn Committee Room, County Hall, Mold on Thursday, 19 March 2015

PRESENT: Councillor Hilary Isherwood (Chair)

Councillors: Haydn Bateman, Peter Curtis, Chris Dolphin, Ian Dunbar, David Evans, Veronica Gay, Cindy Hinds, Ray Hughes, Joe Johnson, Colin Legg, Nancy Matthews, Ann Minshull, and Paul Shotton

SUBSTITUTES: Councillor: Tim Newhouse (for Brian Lloyd)

ALSO PRESENT: Councillors Christine Jones, Richard Jones, and Aaron Shotton

CONTRIBUTORS: Deputy Leader and Cabinet Member for Environment, Cabinet Member for Waste Strategy, Public Protection & Leisure, Cabinet Member for Economic Development, Chief Officer (Streetscene and Transportation), Waste Manager, Acting Streetscene Manager, Street Lighting Manager, and Parking Manager

IN ATTENDANCE: Environment and Social Care Overview and Scrutiny Facilitator and Committee Officer. .

42. DECLARATIONS OF INTEREST

There were no declarations of interest.

43. MINUTES

- (i) The minutes of the meeting of the Committee held on 3 December 2014 were submitted.
- (ii) The minutes of the meeting of the Committee held on 26 January 2015 were submitted.

RESOLVED:

That the minutes be received, approved and signed by the Chairman as a correct record.

44. WASTE COLLECTIONS POLICY

The Chief Officer (Streetscene and Transportation) introduced a report to seek a recommendation from the Committee to Cabinet to approve the changes to the Waste Collections Policy following the 2015/16 Business Planning process. He provided background information and referred to the

main considerations in the report which summarised the changes to the existing Policy.

The Chief Officer introduced Harvey Mitchell, Waste Manager, and invited him to give a presentation on the review of the Waste Collections Policy. The main points of the presentation were as follows:

- Household Recycling Centre's (HRC's)
- Missed collections
- Garden Waste Service
- Bulky Waste Service
- 7 day collections
- Replacement containers

Councillor Cindy Hinds thanked the Community Councils for their contributions to the Workshops held the previous week. She expressed concerns about Hope Recycling Centre and asked if it could remain open at weekends. The Chief Officer advised that the Centre had the lowest footfall and poorest recycling rates of all Centres.

Councillor Nancy Matthews suggested that point 3.38 of the report relating to collections on Christmas Day, Boxing Day and New Year's day needed to be made clearer within the policy. Councillor Matthews also asked if the van permits could be extended to 4 sites. She expressed concerns that the draft policy still allowed for side waste to be collected, and said she was uncomfortable with the proposals for Sunday collections.

The Chief Officer advised that Greenfield and Mold were the largest sites and additional staffing resources were made available. He explained that there would be cost implications in relation to staffing for other sites to accommodate van permits.

Councillor Ian Dunbar sought clarification regarding yellow stickers on bins for assisted collections. He advised that on occasions there were problems at the Connah's Quay site due to traffic queues when the skips were being emptied.

The Cabinet Member for Waste Strategy, Public Protection & Leisure advised that yellow stickers should no longer be in use. He explained that assisted collections were agreed between the individual and the relevant team. He acknowledged that servicing the sites had caused some problems but that every effort would be made to ensure that traffic continued to flow.

Councillor David Evans referred to the need to provide a household bill when collecting replacement containers. He felt this was unnecessary and expressed concern that this may create problems for residents and discourage them to recycle or result in fly-tipping. He also requested data on fly tipping for Flintshire and emphasised the need to monitor fly-tipping if changes were implemented. Councillor Evans emphasised the need for waste containers to be returned to their point of origin.

The Waste Manager stated that the cost of replacement containers was considerable. He advised that historic data on fly tipping was available and would be included in performance reports in future. He said it would be the responsibility of the charge-hand in future to ensure that the waste containers were returned appropriately.

Councillor Haydn Bateman expressed concerns regarding Sunday collections and asked which areas would be affected. The Waste Manager reported that the vast majority of people would continue to have their bin collected on the same day that they currently do, however, it was envisaged that the collections would be in the North West of Flintshire.

Councillor Bateman asked for further information regarding bag splitting at the Recycling Centres. The Cabinet Member explained that the staff would be recycling the contents and opening the bags. He reminded Members of the visit to the Household Recycling Centre (HRC) site at Sandycroft which was scheduled to take place at the end of March 2015.

Councillor Chris Dolphin asked how many charge-hands would be appointed. He also asked for information on the cost of Saturday and Sunday collections and how this would result in efficiencies. Councillor Dolphin queried why it was not possible to state that collections would take place in the morning or afternoon rather than after 7am as was stated in the Policy. He expressed the view that the Policy was weighted against residents and said he had serious reservations about doubling the collections on a Saturday and the introduction of a Sunday collection. In his response the Waste Manager advised that the cost savings were mainly around vehicle costs and he agreed to provide a breakdown of the proposed savings.

The Cabinet Member for Environment emphasised that the Policy had yet to be agreed by Cabinet and was still at the consultation stage. He said that he was listening to the views expressed and the comments made by Members would be given due consideration prior to the final decision being made.

The Chief Officer advised that an evaluation was currently taking place to determine how many charge-hands would be required. Councillor Dolphin requested that local members be provided with contact details for the charge-hands when appointed.

Councillor Ray Hughes asked that further consideration be given to continuing the household recycling service at Hope.

Councillor Joe Johnson referred to problems concerning which vehicles were allowed to visit the HRC Centres. The Waste Manager advised that that signs would be displayed to clearly indicate which vehicles were allowed at each site.

Councillor Peter Curtis asked how information would be communicated to residents when the changes to the Policy were finalised. He welcomed the suggestion of morning and afternoon collections. The Chief Officer agreed that communication was key to the successful implementation of any changes and that the relevant information would be communicated to residents prior to the implementation of any changes.

Councillor Peter Curtis referred to the discounts available for the elderly and people who received benefits and expressed concern that there may be some people in paid employment who may not earn as much as someone in receipt of a benefit.

Councillor Veronica Gay referred to the potential for disputes over missed collections and asked for a robust system to be put in place to evidence what steps had taken place. The Waste Manager explained that proof of sign-off would be available. Councillor Gay also asked that further consideration be given to allowing van permit holders to use the Sandycroft site to ensure geographical balance of provision across Flintshire. She referred to a problem with fly-tipping of tyres in the Saltney area which was a cause for concern. The Waste Manager said that the point made about the Sandycroft site would be taken into consideration.

The Cabinet Member for Waste Strategy, Public Protection and Leisure, welcomed Members comments and suggestions but emphasised that due to budget constraints the Authority had to make significant savings and work more efficiently.

Councillor Richard Jones expressed concerns that the Committee was being asked to recommend approval of Policy changes to Cabinet without a sufficient level of financial or economic detail to make an informed recommendation. Councillor Jones also asked why the Council would continue to collect its own trade waste rather than to outsource it based on the trade waste proposals and the suggested ability of private operators to deliver a more competitive service. The Cabinet Member for Waste Strategy, Public Protection and Leisure responded that if outsourcing could deliver a more efficient service this would be given further consideration.

Councillor Tim Newhouse proposed that Hope Recycling Centre become a Recycling Only Centre and reduced its operating hours to weekends only from 10.00 a.m. to 6.00 p.m. on Saturdays and Sundays, as from the earliest possible date. He requested that a recorded vote be taken on his proposal.

The Cabinet Member for Waste Strategy, Public Protection and Leisure, advised that Cabinet would be making the final decision and if the decision was to be Called-In to the Committee then it would be appropriate to take a recorded vote.

Councillor Newhouse proposed that the recommendation be added to the current recommendation within the report.

The Chair emphasised that the Deputy Leader and Cabinet Member for Environment, and the Cabinet Member for Waste Strategy, Public Protection & Leisure, had undertaken to consider all the suggestions put forward at both the workshops and at the meeting prior to a final decision being taken by Cabinet.

RESOLVED:

- (a) That the Committee recommends approval of the new Waste Collection Policy to the Cabinet with the recommendations as noted in the powerpoint presentation.
- (b) That the Hope Recycling Centre be open between 10.00 a.m. to 6.00 p.m. Saturday and Sunday only

45. GRASS CUTTING POLICY

The Chief Officer (Streetscene and Transportation) introduced a report to seek a recommendation from the Committee to Cabinet to approve the Council's revised Grass Cutting Policy. He provided background information and referred to the changes to the current Policy which were summarised in the report.

The Chief Officer introduced Derrick Charlton, Acting Streetscene Manager, and invited him to give a presentation on the review of the Council's Grass Cutting Policy. The main points of the presentation were as follows:

- Well maintained Highways – Code of Practice for Highway Maintenance Management
- Environmental Protection Act
- Duty of Care
- Feedback

Councillor Haydn Bateman asked if an additional grass cutting service could be provided if required by Town and Community Councils, and cited the need if holding special events as an example. The Acting Streetscene Manager advised that this was possible if requested.

Councillor Veronica Gay suggested that the reference to additional cuts for Health and Safety reasons needed to be more specific within the Policy. The Acting Streetscene Manager agreed to review the wording and amend if necessary to ensure it was specific.

Councillor Colin Legg expressed the need to protect rare plants whilst at the same time ensuring that species such as Ragwort were controlled. The Acting Streetscene Manager gave an assurance that the Service was aware of the need to safeguard plants and wildlife and sourced information through

local knowledge. He advised that the Authority had a duty to control certain plants including Ragwort.

Councillor Paul Shotton commented on the Authority's reputation for its well maintained highways and hoped the policy changes would not result in a detrimental effect. He also expressed thanks to the work undertaken by the litter-pickers to keep Flintshire litter free and tidy.

RESOLVED:

That the Committee recommends approval of the Council's revised Grass Cutting Policy to Cabinet with the recommendations as noted in the powerpoint presentation.

46. STREETLIGHTING POLICY

The Chief Officer (Streetscene and Transportation) introduced a report to seek a recommendation from the Committee to Cabinet to approve the Council's revised Street Lighting Policy. He provided background information and referred to the changes to the existing Policy which were summarised in the report.

The Chief Officer introduced Darrell Jones, Street Lighting Manager, and invited him to give a presentation on the review of the Council's Street Lighting Policy. The main points of the presentation were around the proposed amendments and the summary and outcome of recent workshops.

Councillor Ray Hughes referred to the repair/attendance timeframe and asked that Councillors be kept informed so that they could respond to the queries raised by residents. The Street Lighting Manager advised there was already a process in place which should ensure that Councillors were being kept informed and he asked that Members make him aware of any local issues which arose.

Councillor Haydn Bateman asked what consultation would take place with regard to determining sensitive areas. The Street Lighting Manager advised that the areas would be determined in consultation with the Local Councillors, Town and Community Councils, and the blue light services.

RESOLVED:

That the Committee recommends approval of the Council's revised Street Lighting Policy to Cabinet with the recommendations as noted in the powerpoint presentation.

47. FLINTSHIRE PARKING STRATEGIES

The Chief Officer (Streetscene and Transportation) introduced a report to seek a recommendation from the Committee to Cabinet to approve the

Council's Car Parking Strategy and the introduction of parking charges at all viable car parks within the ownership of the Council. The report also sought a recommendation from the Committee to Cabinet to approve a workplace parking permit scheme at specific facilities where staff parking overlaps with the local parking strategy

The Chief Officer provided background information and referred to the main considerations which were summarised in the report.

The Chief Officer introduced Joanna Jones, Parking Manager, and invited her to give a presentation on the Car Parking Strategy. The main points of the presentation were as follows:

- Proposal
- Local Strategies aims
- Feedback and outcome of recent workshops.

Councillor Ray Hughes spoke in support of the revenue raised through car parking charges being retained within the Authority in the current financial climate. He added that the Authority held responsibility for the maintenance of the car parks not Town and Community Councils.

The Cabinet Member for Environment emphasised that the figure of 10% proposed was after all monies for upkeep, wear and tear etc. had been deducted.

Councillor Nancy Matthews referred to the issue of prohibited return and expressed great concern at this proposal. She also felt there should be a standardisation of fees across the County and disagreed with the proposal to introduce grade related parking at County Hall and emphasised that charges should be in line with parking elsewhere in the County.

Councillor Peter Curtis reiterated the view that there should be a standardisation of charges across the County. He referred to the current arrangement in Holywell where there were no car parking charges on days when special events were held in the town. He commented on the need to regenerate business in the area and requested that the current dispensation on car parking charges continued in the future. The Cabinet Member for Environment did not anticipate a blanket approach with regard to free car parking during special events and said that each case could be considered individually.

Councillor Chris Dolphin spoke against the introduction of a workplace charging scheme at County Hall. He commented that the proposal was to introduce an affordable and equitable charging scheme and expressed the view that this should exclude employees who earned an income of £16k and below.

Councillor Dolphin referred to residents parking permits and asked what was the cost of the permit. The Parking Manager advised that the proposed fee was in the range of £25 to £30.

Councillor David Evans proposed that the item be deferred for consideration to a future meeting of the Committee due to the lack of clarity around the proposals put forward. The Chair asked if the Committee wished to hold a special meeting to consider the item and when put to the vote this was agreed.

RESOLVED

That the item be deferred until a future meeting of the Committee.

48. FORWARD WORK PROGRAMME

The Environment & Social Care Overview & Scrutiny Facilitator introduced a report to enable the Committee to consider the Forward Work Programme.

Members reviewed the current programme and agreed that the following items be considered at the next meeting:

- Bus subsidy review and demand responsive transport
- Draft Improvement Plan 2015/16

The Facilitator drew attention to the invitation which had been extended to the Housing Overview & Scrutiny Committee concerning Viable and Vibrant Communities on 24 March 2015 and the site visit to the Household Recycling Centre based at Sandycroft which would take place on 31 March 2015.

RESOLVED:

That the Forward Work Programme be agreed.

49. MEMBERS OF THE PUBLIC AND PRESS IN ATTENDANCE

There was one member of the press in attendance.

(The meeting started at 2.00pm and ended at 12.33pm)

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Chair

FLINTSHIRE COUNTY COUNCIL

REPORT TO: **ENVIRONMENT OVERVIEW & SCRUTINY COMMITTEE**

DATE: **THURSDAY, 23 APRIL 2015**

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

SUBJECT: **THE COUNCILS BUS SUBSIDY, REVIEW OF THE DEMAND RESPONSIVE TRAVEL ARRANGEMENTS AND THE INTRODUCTION OF AN INTEGRATED TRANSPORTATION UNIT**

1.00 PURPOSE OF REPORT

- 1.01 To advise Scrutiny of the forthcoming review of the County's subsidised bus service and to seek support for work to commence with local communities to deliver local community based transport arrangements.
- 1.02 To advise Scrutiny of the proposals to remove the Councils subsidy for the bookable Demand Responsive Travel (DRT) service known locally as the Deeside Shuttle and to develop options for the introduction of a non-subsidised commercial bus service to replace the service.
- 1.03 To advise Scrutiny of the introduction of an Integrated Transport Unit within the Streetscene and Transportation portfolio.

2.00 BACKGROUND

- 2.01 There is no statutory duty upon the Council to provide local bus services or any other form of public transport, but the Authority does have a statutory duty under the 1985 and 2000 Transport Acts to keep the bus network under review, and intervene where it feels appropriate.
- 2.02 The Council currently subsidises 30 bus routes through either standalone contracts or agreements with public transport operators to provide subsidies for services that would not be commercially viable. These are usually rural, early morning, evening, Sunday, Bank Holiday and some school transport services or for operating services via certain villages, housing estates or employment sites (eg the DRT service) The Council provides these services to support national and regional transport objectives, and also support our own corporate objectives around the environment, employment, education, health and supporting the economy.

- 2.03 A summary of all the Council's subsidised services and other types of bus services is provided in **Appendix 2**.
- 2.04 In addition to bus services, community based transport services can play an important part of an integrated passenger transport provision and transport network, by providing affordable and accessible transport for service users. Community transport services can take many forms e.g. door to door / dial-a-ride, community bus services, community car schemes, wheels to work schemes and even local bus services. Community transport covers all transport outside the conventional public transport network and is typically run by "not-for-profit" organisations or volunteer community groups.
- 2.05 In response to reductions in the bus revenue grant by WG in 2013-2014, the Council approved a Policy in April 2013 (**Appendix 1**) for determining which local bus services should continue to receive financial support in the future and a high level public consultation was undertaken to capture the public's views and priorities for the subsidised bus network. Following the consultation, a review of Flintshire's services was carried out in line with the new policy, which generated an overall year on year saving of £224k
- 2.06 At the same time, the Council employed a rural transport project officer on a fixed term basis as part of a Rural Development Plan bid in conjunction with Cadwyn Clwyd. The aims of the rural transport project were to identify the transport needs of residents in rural communities in Flintshire and establish a baseline evidence of data in order to identify the potential gaps or transport problems in these areas, as well as identifying best practice elsewhere in the U.K. for developing transport initiatives.
- 2.07 The 2015-2016 Business Planning proposals identified a further level of financial savings that could be obtained from reviewing the Subsidised Bus Service, reducing the level of grant available in some areas. The proposal would be introduced incrementally over a three year period (2015/16, 2016/17 and 2017/18) with staff from the Council working with the Community to develop locally supported Community Transport Schemes to replace the current subsidised services.

3.00 CONSIDERATIONS

Review of Subsidised Bus Services

- 3.01 A number of bus services in Flintshire are profitable and are operated on a commercial basis by private bus companies. The Council has good partnership arrangements with commercial bus operators and work to enhance the number and quality of services that are available. Commercial bus routes operate on a defined frequency (e.g. every 15-

30 minutes) and form the core bus network. These services provide strategic links between key towns and settlements and are well used and unlikely to change in the future.

- 3.02 The Council intends to engage with commercial operators to further encourage growth on these core routes which in turn will benefit service users and provide increased travel choices. These routes will predominantly operate on a commercial basis, however some support may be provided to ensure a regular and high quality service links the key 'end destinations' with various collection points (Hubs) along the route. Identifying and understanding the required level of service needed on each route will be the first element of the review and will be carried out at an All Member workshop.
- 3.03 Once the core routes have been identified the Council will then engage with the community to develop links with community transport arrangements and the local hub, which will include bus and railway stations, large shopping centres or simply well maintained shelters.
- 3.04 As the community transport arrangements are introduced the current subsidised services within the community can be withdrawn
- 3.05 The County Council would act as a central enabling service, providing support and advice to the local community organisations to enable them to submit funding bids and coordinating projects across the County. The aim is to provide integrated and accessible transport services to enable people to travel more efficiently and sustainably, while at the same time working with communities to provide effective support mechanisms for the governance, management and operational effectiveness of services.
- 3.06 Additionally, the County Council intends to work closely with existing community transport providers to help develop their existing service provision and provide a wider and more comprehensive level of service with increased capacity that better integrates with other transport services.
- 3.07 WG has made capital funding available to support transport infrastructure improvements across Wales and Flintshire highlighted community transport infrastructure development as a key priority in its recent Local Transport Plan, in order to provide the platform to support such bids. The Council would therefore bid for funding to develop community transport links and the infrastructure needed to support hub facilities and connectivity with other modes of transport, by improving the accessibility and safety of bus stops at key transport hubs and improving access to information, ticketing and timetable coordination.
- 3.08 It is anticipated that a small amount of WG revenue grant funding will be available in future years for funding key socially necessary bus

services. In 2014, WG established a Bus Policy Advisory Group to help set the strategic objectives for the promotion of better bus services in Wales. The Bus Policy Advisory Group recommended the establishment of national quality standards for the delivery of bus and community transport services across Wales. Bus services will therefore need to be reviewed in accordance with these quality standards and the Policy used to determine which services would continue to be supported by the grant. This work would be supported by the Council in support of the community organisations

3.09 Deeside Shuttle Service

The current levels of subsidy for the Deeside Shuttle Service are high at a cost of over £6.00 per passenger, which is not sustainable in the long term. Passenger journeys have increased significantly over the last three years from around 63,000 per annum in 2011-2012 to an expected 78,000+ in 2014-2015, such that the service could be formalised into a scheduled service with certain journeys on the service operating commercially, subject to interest from commercial bus operators.

3.10 The first stage of the subsidised service review would see the withdrawal of the Shuttle Booking Service, formalising the routes and times of the buses and changing the Deeside Shuttle to a fixed schedule bus service instead of a pre-bookable demand responsive service. The intention is to engage with commercial bus operators with a view to introducing and developing new commercial bus services into the Deeside Industrial Park before the cessation of the current demand responsive service.

3.11 Introduction of an Integrated Transport Unit (ITU)

Following a diagnostic review carried out by Northgate Public Services consultants, the Council has identified the benefits from the creation of an ITU that brings together all fleet and transport provision into one centre of excellence. The diagnostic review identified that the establishment of an integrated approach to service delivery and operational management offers benefits in terms of economies of scale, resilience and flexibility, by making more use of specialist technical skill, as well as potential operational efficiencies in the future.

3.12 The ITU will be established as a “one-stop shop” for the organisation and deliver of all the Council’s transport needs including reviewing policy and service delivery standards at regular intervals. The service would be managed by an integrated structure based in the Streetscene and Transportation Portfolio.

3.13 In order to deliver the savings it is proposed that a suitably experienced business partner is engaged on a risk and reward basis

to assist the staff from the new service.

3.14 **The Next steps**

The timetable for each of the proposals are shown in **Appendix 3**

3.15 Subject to Cabinet approval in May 2015, it is proposed that the responsive element of the Deeside Shuttle Service will end on 31st August 2015.

3.16 An All Member workshop will consider and assist in identifying the core routes across the County and the required frequency and standard of service each route should provide. This will allow the Bus subsidy policy to be reviewed and presented to Scrutiny for comment before Cabinet approval in July 2015.

4.00 RECOMMENDATIONS

4.01 That the Environment Overview and Scrutiny Committee note the proposed revisions to the Subsidised Bus Service and support the proposed development of community transport services.

4.02 That the Environment Overview and Scrutiny Committee note the proposals for the Deeside Shuttle service.

4.03 That the Environment Overview and Scrutiny Committee note the realignment of all operational service delivery areas in order to establish the Integrated Transport Unit (ITU) within the Streetscene and Transportation portfolio.

4.04 That the Environment Overview and Scrutiny Committee support the engagement of a suitably qualified business partner on a gain share basis to assist with the assessment and delivery of the financial benefit that will be derived from the new ITU

4.05 That the Environment Overview and Scrutiny Committee request a further update report on the new arrangements in 12 months time

5.00 FINANCIAL IMPLICATIONS

5.01 The changes to bus services will deliver the three year financial savings detailed in the service Business Planning proposals.

Savings predicted in Year 1 (2015/16) - £50k

5.02 The total level of Bus service is as follows:

Council subsidy £1,046,180

WG subsidy £ 546,661

5.03 The savings detailed in respect of the Deeside Shuttle will be generated by a reduction in back office staff costs accommodated within the on going Streetscene and Transportation service review.

5.04 Financial benefit from forming an Integrated Transport Unit is currently being evaluated and the benefit will be included in the 2016/17 budget proposals.

6.00 ANTI POVERTY IMPACT

6.01 Subsidised bus services facilitate access to services for people who do not have access to a car or other mode of transport. Where practicable, the proposals seek to minimise the impact on key groups such as the elderly, young people and those on low income.

7.00 ENVIRONMENTAL IMPACT

7.01 The development of more sustainable transport services will have a positive impact on the environment and the use of a modern and more 'green' transport fleet will reduce carbon emissions and environmental pollution.

8.00 EQUALITIES IMPACT

8.01 An EIA has been completed and concluded that there could be an impact on people with disabilities, who may not be able to access a bus route or who may not have access to car travel, as well as an impact on Race (Migrant Workers) and Religion and Belief who may be employed on low wages or unable to drive, or who may have no alternative choice of travel. It was felt that each of the groups mentioned would be equally impacted by the proposals. Where practicable, the proposals will seek to minimise the impact on key groups.

9.00 PERSONNEL IMPLICATIONS

9.01 The proposals for the Deeside Shuttle would see the withdrawal of the Shuttle Booking Service, which currently employs four members of staff for 3 FTE posts, who handle the journey bookings for customers and schedule the vehicles.

9.02 Implementation of the Integrated Transport Unit would result in staff from three Portfolios being considered for roles within a single operating unit within Streetscene and Transportation.

10.00 CONSULTATION REQUIRED

10.01 With internal stakeholders prior to implementing the service changes and in accordance with HR Policy.

11.00 CONSULTATION UNDERTAKEN

11.01 With Cabinet Member.

11.02 Consultation is ongoing with affected staff.

11.03 With internal stakeholders in respect of the ITU

12.00 APPENDICES

Appendix 1 – Subsidised Bus Service Policy April 2013

Appendix 2 – Summary of types of bus services in Flintshire

Appendix 3 – Timetable for project delivery

LOCAL GOVERNMENT (ACCESS TO INFORMATION ACT) 1985 BACKGROUND DOCUMENTS

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

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Appendix 1

A POLICY FOR SUBSIDISED BUS SERVICES IN FLINTSHIRE

APRIL 2013

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- 1. Introduction**
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- 5. What type of services do we support?**
- 6. Framework for Reviewing Bus Services**
- 7. Aims and Objectives**
- 8. Red-Amber-Green Analysis**
- 9. Managing the subsidised network**
- 10. Fares on subsidised services**
- 11. Marketing Strategy for Contracted Bus Services**

1.00 Introduction

- 1.01 This area of Policy covers public transport that the Council directly funds i.e. its subsidised bus network; Community Transport is currently not in scope. The Policy sets out the Council's criteria for supporting public transport; and does not cover the provision of concessionary bus fares.
- 1.02 The Policy recognises the ongoing need for our residents to access important services, supports the local economy, and also contributes to carbon reduction. Crucially, it recognises the very challenging economic climate. The Policy therefore seeks to ensure that the Council prioritise its financial support where it is most needed.

2.00 Legislative Background

- 2.01 Some of the bus services in Flintshire are operated commercially, by a variety of bus operators. This means that services are "registered" by the operator with the Traffic Commissioner, and the company receives no subsidy at all. In essence, commercial services have to be self funding i.e. income from fares exceeds the cost of operating them. These will tend to be daytime services on busy traffic corridors.
- 2.02 The remainder of services are known as "socially necessary" services. These can be in two forms – either providing a bus service in an area where no commercial service exists, or alternatively, operating over daytime commercial routes at times when they would generally not be viable (such as early morning, evening and Sundays), or where there is insufficient capacity on existing services.
- 2.03 There is no statutory duty upon the Council to provide local bus services or any other form of public transport but the authority does have a statutory duty under the 1985 Transport Act to keep the bus network under review, and intervene where it feels appropriate. This basically means that all subsidised services are provided on a discretionary basis.

3.00 National and Regional Context

3.01 Welsh Transport Policy Context

- 3.01.1 The Welsh Government published the Wales Transport Strategy in 2008. The strategic priorities are as follows;
- Reducing greenhouse gas emissions and other environmental impacts
 - Integrating local transport
 - Improving access between key settlements and sites
 - Enhancing international connectivity; and
 - Increasing safety and security

3.02 In practical terms, the council's subsidised bus network contributes to all of the Welsh Government strategic priorities. There is no specific guidance as to the level of support an authority should give to its bus network.

3.03 Regional Transport Policy

3.03.1 The North Wales Regional Transport Plan was published by Taith in September 2009, as a requirement of the Wales Transport Act 2006. Taith is the joint board of the six North Wales Local Authorities working together to deliver improvements in transport provision across the region. Taith policies and objectives generally follow those of Welsh Government, with the addition of a number of relevant objectives such as:

- 3.03.2 - Seeking "Network Stability" agreements with bus operators to define levels and relative pricing of commercial and subsidised bus services to be provided through the Plan period
- Developing innovative services such as community transport and Demand Responsive Transport
 - Promoting integration through consistent standards and ticketing

3.03.3 The Council will work collaboratively with transport operators to achieve stability wherever possible, and move to longer term contracts so services can be aligned more to commercial routes and quality further enhanced.

3.03.4 The Council will closely monitor the performance of subsidised services to ensure reliability of services and connections to other bus and rail routes, taking remedial action where necessary. As multi-operator go anywhere type tickets develop, the Council will ensure that these tickets are valid on our subsidised services, subject to appropriate reimbursement mechanisms and controls.

4.00 Support for Bus Services

4.01 Continuation of subsidised local bus services is crucial to ensure access to services, a healthier environment, and to support economic growth. The framework for provision of bus services, as set out in the 1985 Transport Act, is that the Council has no control over a large proportion of the bus network. Public transport is a business, and operators will only provide services where they can make a return on investment. Flintshire has a relatively good commercial day time service, but without support from the Council, there would be very little service beyond that core daytime service. With this in mind, the following are our main drivers for intervention:-

- 4.02 - Supporting bus services to improve accessibility to key services, sustainability and promote economic growth
- Supporting bus services to contribute to the viability of the core commercial transport network

- Supporting bus services to fill significant gaps in the network, within the agreed criteria, and within agreed budget.

5.00 What type of services do we support?

5.01 The following are the types of bus services the council will support, where value for money can be achieved, funding is available, and there are no viable alternatives:-

- 5.02
- Early morning services, usually provided before the normal morning rush hour, for those working early shifts.
 - Evening services, usually provided after the afternoon rush hour, through to late at night.
 - Sunday and Bank Holiday, traditionally on the same routes as weekday services
 - Services linking rural communities with each other and local town centre.(s)
 - Daytime services, in and around our local town centres, where no commercial bus services exist
 - Experimental bus services to support economic growth, promote tourism, or meet other identified unmet demand.

6.00 Framework for Reviewing Bus Services

6.01 It is suggested that the framework below is used to determine which services should continue to be supported: -

6.02 Use Red/Amber/Green analysis of cost per passenger to identify low performing services in first instance as shown in **8.00** below.

6.03 Generally, the best barometer of effectiveness is subsidy per passenger. This is calculated by dividing the annual cost to the public purse by the total number of passengers. Most authorities do monitor subsidy per passenger, and many have withdrawn services over a certain level of subsidy. The key principle of intervention would be that for services where the subsidy per trip exceeds a specific level a detailed review would be undertaken and remedial action taken. It should be recognised that in exceptional cases, cost per passenger will not necessarily determine whether a service should be subsidised (see 6.07)

6.04 Analyse those services against the passenger travel needs outlined below: -

- Accessibility** – Bus service provides access to key essential services e.g. healthcare, education, shopping and reduces social exclusion
- Economic Regeneration** – Bus Service provides access to main employment areas and supports economic regeneration by providing a

way for business to access the workforce they need

- c. **Integration** - Integration with other modes of transport and connections with other main bus services
 - d. **Sustainability** – Consider whether bus service is providing an attractive alternative to the private car and whether it has contributed towards reducing the numbers of cars on the road and reducing carbon dioxide emissions
 - e. **Safety and Security** – Bus service provides a safer mode of transport than the private car, both for passengers and for other road users and pedestrians e.g. some school journeys
- 6.05 Where the cost per passenger is low / passenger numbers are high and the passenger travel needs are justified, re tender the service periodically.
- 6.06 Where the cost per passenger is low / passenger numbers are high, but the passenger travel needs are not justified, work with bus operators to deliver efficiencies and/or seek to commercialise
- 6.07 Where the cost per passenger is high / passenger numbers are low, but the passenger travel needs are justified, seek alternative transport solutions and/or re-tender to ascertain whether cost per passenger can be reduced
- 6.08 Where the cost per passenger is high / passenger numbers are low, but the passenger travel needs are not justified, withdraw services

7.00 **Aims and Objectives:**

As budgets come under increasing pressure it is essential that such a decision making framework is used consistently in order to:

- To monitor the effectiveness of existing services
- To decide which services should be withdrawn/reviewed, where there is a risk of budget overspend
- To determine what to do in the case of:-
 - Local bus contracts which are terminated early (perhaps due to rising costs)
 - Important commercial services are de-registered by operators (this is an ever increasing scenario as bus operators strive to control costs whilst faced with reduced passenger numbers)
- To test identified unmet demand

8.00 Red-Amber-Green Analysis

8.01 The following are examples where the Red-Amber-Green analysis would be used to determine the level of council intervention:

| Subsidy per passenger | Action | |
|-----------------------|--|--|
| Green | Services are ranked green where subsidy per passenger trip is less than the specified level (to be determined) | Service is considered good value for money and continues, performance is monitored, contract is proactively managed to continue to identify opportunities for improvement |
| Amber | Services are ranked amber where subsidy per passenger is between a specified level (to be determined) | Service is placed under review, and remains under review whilst in amber category. This involves proactive work with operator to improve patronage or reduce costs, alternatives are examined, journey purpose is understood, services are integrated with other bus services, affected community and users are made aware of status in order to raise awareness and enlist support. |
| Red | Services are ranked red where subsidy per passenger trip exceeds a specified level (to be determined). | Action required. Services will not be allowed to continue long term at this level of subsidy. Actions may include one or combination of; withdrawal of the service, curtailment of the route, reduction in frequency or number of journeys, or integrating it with another route. This is after on vehicle checks to confirm passenger numbers, appropriate notice is given to affected users, and alternatives (such as Community Transport) communicated |

9.00 Managing the subsidised network

9.01 Financial pressures and increasing demand, means that it is more important than ever to manage the subsidised bus network, to ensure the Policy is followed and value for money is achieved. Management of the network will include:-

- Collation of up to date electronic passenger information data

-Regular 'on bus' surveys to validate reported passenger levels, and also monitor quality of service and contract compliance.

-Producing subsidy per passenger league tables.

-Constantly Reviewing subsidised services to determine where better alternatives may exist on commercial services

-Encouraging operators to register to operate subsidised services on a commercial basis, where subsidy per passenger is very low.

-Working with local communities and operators to promote services to encourage greater patronage.

9.02 Specifically, where services are in the red category, the following actions will be taken:-

- All affected journeys will be surveyed in detail to validate patronage levels, evaluate options for passengers and understand journey purpose.

- Officers will examine options to reduce costs through curtailment of the service, reductions in frequency and reductions in total number of journeys, exploring alternative transport solutions.

- Consultation on options will be undertaken with affected Members and Town and Community Councils.

- Giving notice on final course of action to passengers and stakeholders

9.03 In order to allow thorough scrutiny of performance of the network, and actions taken, the following actions will be followed.

- Environment Overview and Scrutiny Committee will review service performance tables annually, including the actions taken by officers to improve the performance of services.

10.00 Fares on subsidised services

10.01 The Council has no control over fares on commercial services. However it has the power to set fares on subsidised services. Council officers will analyse commercial fare levels on a quarterly basis, and ensure subsidised fare levels on each service are closely aligned. This applies for Adult and Child fares. Holders of Welsh Concessionary Travel Passes (over 60's and those who qualify as a result of a disability) are afforded free travel within the current All Wales Concessionary Travel Scheme.

10.02 The Council supports the development of multi modal, go anywhere type ticketing, and will ensure that as these are introduced, they are available for use on Council subsidised services.

11.00 Marketing Strategy for Contracted Bus Services

11.01 Aims and objectives: -

- To increase patronage
- To raise awareness of travel choices
- To promote public transport as a viable alternative to the private car
- To change common misconceptions

11.02 The SWOT analysis below considers internal (strengths and weaknesses) and external (opportunities and threats), which will need to be taken into account when marketing / promoting bus services

| | |
|--|--|
| <p><u>Strengths</u></p> <ul style="list-style-type: none"> • Biggest change to public transport in Flintshire for many years • Strong commercial network with improved service frequencies and reliability/punctuality • Vehicle quality and design - newer, modern accessible low-floor vehicles on most routes • Concessionary travel has increased patronage (over-60s and disabled passengers) • Infrastructure improvements – bus stops, shelters, bus stations etc. • Partnership working e.g. externally with neighbouring Local Authorities, bus companies, Health Board and internally with planning, regeneration, education, tourism | <p><u>Weaknesses</u></p> <ul style="list-style-type: none"> • Lack of awareness of where to access information about bus services • Historically, public transport has a poor image e.g. fear of crime, security, anti-social behaviour • Continuous monitoring and review of services • Changes to timetables by commercial bus companies do not always coincide with Council’s production of publicity for services • Real Time Information system reliability • Integrated public transport information and ticketing (between modes of transport) |
| <p><u>Opportunities</u></p> <ul style="list-style-type: none"> • New technology e.g. internet, social networking sites (Twitter, Facebook), radio/TV/newspaper • Current review will raise the profile of bus services generally • Commercial operators have strong branding and marketing e.g. Arriva • Change of perception – positive experience and socially more responsible in terms of effects on environment • New ticketing initiatives e.g. GoCymru • Advertise on bus backs, radio drive time (e.g. sponsor traffic bulletins) • Integration of modes of transport | <p><u>Threats</u></p> <ul style="list-style-type: none"> • No control over commercial bus fares • Funding cuts • Hospital closures could affect some services • Car use – most people aspire to owning and driving a car and see it as more convenient and quicker • Social exclusion in more remote, rural areas • Political support |

11.03 Target Audience to include the following: -

- Existing passengers
- Concessionary travel pass holders (over-60 & some categories of disabled)
- Businesses and large employers located along bus routes
- Colleges/Schools & Young people – aim to encourage bus use at an early age so that they continue
- Shopping Centres/Business Parks/large supermarkets
- Car users e.g. commuters/students who have access to a car on a daily

basis

- Leisure Users i.e. occasional users for shopping/leisure trips
- Tourists and Visitors

11.04 The above market to be targeted by way of: -

- Research & Consultation – questionnaires, bus users' surgeries, map of where large employers, schools, colleges and hospitals are located, on-bus surveys, data gathering from ticket machine reports
- Promotional material that includes timetable booklets, leaflets for large employers, posters, flyers to residents along certain corridors, newsletters to user groups etc.
- Internet – FCC website, Traveline Cymru, social networking sites (E.g. Twitter, Facebook)
- Other technology – radio/TV marketing campaigns
- Branding – vehicle livery, single design for promotional material
- Ticketing – place, price, promotion

Appendix 2 - Summary of types of bus services in Flintshire

| Service | Route Description | Type of Service | Early morning (before 0800) | Peak (0800-0900 / 1500-1700) | Off-peak (0900-1500 / 1700-1800) | Evening (after 1800) | Saturdays | Sundays & public holidays | Days of Operation |
|--------------------|--|-----------------|-----------------------------|------------------------------|----------------------------------|----------------------|------------|---------------------------|-------------------|
| 1 | Mold - Loggerheads - Llanarmon-yn-Ial - Ruthin (Denbighshire service) | Subsidised | Contract | Contract | Contract | No Service | Contract | No Service | M T W Th F S |
| 2 | Mold - Eryrys - Llanarmon-yn-Ial - Ruthin (Denbighshire service) | Subsidised | No Service | Contract | Contract | No Service | Contract | No Service | M T W Th F S |
| X1 | Ruthin - Mold - Chester (Denbighshire service) | Subsidised | No Service | Contract | Contract | No Service | Contract | No Service | M T W Th F S |
| 3, 3A | Mold - Buckley - Penyffordd - Broughton - Chester | Commercial | Commercial | Commercial | Commercial | Agreement | Commercial | No Service | M T W Th F S |
| 4, 4S | Mold - Buckley - Drury - Hawarden - Broughton - Chester | Commercial | Commercial | Commercial | Commercial | Agreement | Commercial | Commercial | M T W Th F S Su |
| 4B | Mold - New Brighton - Buckley - Hawarden - Chester EARLY BIRD | Commercial | Commercial | No Service | No Service | No Service | Commercial | No Service | M T W Th F S |
| 6 | Mold - Pantymwyn | De-minimis | Agreement | Agreement | Commercial | No Service | Agreement | No Service | M T W Th F S |
| 7, 7X | Mold - Buckley - Ewloe - Queensferry - Shotton - Deeside College | Subsidised | Contract | Contract | No Service | No Service | No Service | No Service | College days only |
| 8 | Mold - Northop Hall - Connah's Quay - Shotton - Queensferry - Sealand | Subsidised | No Service | Contract | Contract | No Service | Contract | No Service | M T W Th F S |
| 9 | (Mold -) Connah's Quay - Shotton - Queensferry - Countess Hospital - Chester | Subsidised | Contract | Contract | Contract | No Service | Contract | No Service | M T W Th F S |
| X9 | (Mold -) Connah's Quay - Shotton - Queensferry - Hawarden - Maelor Hospital - Wrexham | Subsidised | Contract | Contract | Contract | No Service | Contract | No Service | M T W Th F S |
| 10 | Connah's Quay - Shotton - Queensferry - Chester | De-minimis | Commercial | Commercial | Commercial | Commercial | Commercial | Agreement | M T W Th F S Su |
| 10A | Holywell - Bagillt - Flint - Connah's Quay - Shotton - Queensferry - Chester | Commercial | Commercial | Commercial | Commercial | Commercial | Commercial | No Service | M T W Th F S |
| 11, 11A | (Rhyl -) Holywell - Flint - Connah's Quay - Hawarden - Broughton - Chester | Subsidised | Commercial | Commercial | Commercial | Contract | Commercial | No Service | M T W Th F S |
| 11F, 11G, 11M, 11X | Rhyl - Prestatyn - Holywell | Commercial | Commercial | Commercial | Commercial | Contract | Commercial | No Service | M T W Th F S |
| 12 | Chester - Broughton - Mancot - Deeside Hospital - Connah's Quay | De-minimis | Agreement | Agreement | Agreement | Agreement | Agreement | No Service | M T W Th F S |
| 14 | Mold - Caerwys - Bodfari - Denbigh | Subsidised | Contract | Contract | Contract | No Service | Contract | No Service | M T W Th F S |
| 14A | Holywell - Carmel - Gorsedd - Babel - Caerwys - Afonwen - Denbigh | Commercial | No Service | Contract | Commercial | No Service | No Service | No Service | M T W Th F |
| 14C | Holywell - Lixwm - Cilcain - Mold - RURALrider | Commercial | No Service | Contract | Commercial | No Service | Commercial | No Service | M T W Th F S |
| 16 | Chester - Lache - Saltney | Commercial | Commercial | Commercial | Commercial | Commercial | Commercial | Commercial | M T W Th F S Su |
| 18 | Flint Cornist - Holywell - Penyffordd - Prestatyn - Rhyl | De-minimis | Agreement | Agreement | Agreement | No Service | Agreement | No Service | M T W Th F S |
| X18 | Mold - Flint - Greenfield - (Rhewl) | Commercial | No Service | Commercial | Commercial | No Service | Commercial | No Service | M T W Th F S |
| 19 | Flint Cornist - Holywell - Berthengam - Prestatyn - Rhyl | De-minimis | No Service | Agreement | Agreement | No Service | Agreement | No Service | M T W Th F S |
| 21A/B | Buckley Station - Precinct Way - Southdown | Subsidised | No Service | Contract | Contract | No Service | Contract | No Service | M T W Th F S |
| 22/22A | Holway - Holywell - Pen-y-Maes - Brynford | Subsidised | No Service | Contract | Contract | No Service | Contract | No Service | M T W Th F S |
| 23 | Greenfield - Holywell - Holywell Community Hospital | De-minimis | No Service | No Service | Agreement | No Service | No Service | No Service | M T W Th F |
| 26, 27 | Mold - Leeswood - Caergwre - Maelor Hospital - Wrexham | Commercial | Commercial | Commercial | Commercial | No Service | Commercial | No Service | M T W Th F S |
| 28, 28A | Wrexham - Penyffordd - Buckley - Mold - Northop - Flint | De-minimis | Agreement | Commercial | Commercial | No Service | Commercial | No Service | M T W Th F S |
| 28X | Holywell - Bagillt - Flint - Northop - Mold | Commercial | Commercial | Commercial | Commercial | No Service | Commercial | No Service | M T W Th F S |
| 40 | Mold - Nercwys - Treuddyn - Llanfynydd - Ffrith - Cymau - Wrexham | De-minimis | Agreement | Commercial | Commercial | Commercial | Commercial | No Service | M T W Th F S |
| 99 | Sandycroft - Connah's Quay - Mold - Mold Campus | Subsidised | Contract | Contract | No Service | No Service | No Service | No Service | School days only |
| 110 | Aston - Ewloe - Northop Hall - Northop - Sychdyn - Mold - Mold Campus | Subsidised | Contract | Contract | No Service | No Service | No Service | No Service | M T W Th F |
| 126 | Holywell - Pentre Halkyn - Rhosesmor - Mold | De-minimis | No Service | Agreement | Agreement | No Service | Agreement | No Service | M T W Th F S |
| 127 | Mold - Rhosesmor - Lixwm - Brynford - Pantasaph - Holway | Subsidised | No Service | Contract | No Service | No Service | No Service | No Service | School days only |
| 811 | Leasowe / Arrowe Park - Deeside Ind. Park - Broughton (Merseytravel service) | Subsidised | Contract | Contract | No Service | No Service | No Service | No Service | M T W Th F |
| D42 | Mold - Caergwre - Wrexham RURALrider | Subsidised | No Service | No Service | No Service | Contract | Contract | Contract | M T W Th F S |
| DB1 | Mold - Treuddyn / Leeswood - Higher Kinnerton - Chester - Blacon (Cheshire Service) | Subsidised | Contract | Contract | Contract | No Service | Contract | No Service | M T W Th F S |
| DB2 | Chester - Curzon Park - Saltney Ferry (Cheshire Service) | Subsidised | No Service | No Service | Contract | No Service | Contract | No Service | M T W Th F S |
| SP1/SP2 | Mold - Buckley - Queensferry - Deeside Industrial Park - Ellesmere Port | De-minimis | Agreement | Agreement | Agreement | No Service | Agreement | No Service | M T W Th F S |
| T1 | Greenfield - Holywell - Bagillt - Flint - Connah's Quay - Chester | Commercial | Commercial | Commercial | Commercial | No Service | Commercial | No Service | M T W Th F S |
| X44 | Mold - Buckley - Hawarden - Chester Business Park - Chester | De-minimis | Agreement | Agreement | Commercial | No Service | Agreement | No Service | M T W Th F S |
| X55 | Mold - Buckley - Hawarden - Chester Business Park - Chester | De-minimis | Agreement | Agreement | Commercial | No Service | Agreement | No Service | M T W Th F S |

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Appendix 3

Timetable for project delivery

1. Subsidised Bus Services / Community Transport

| | |
|---|-----------------------------|
| Informal Cabinet | 7 th April 2015 |
| Environment Overview & Scrutiny Committee | 23 rd April 2015 |
| Cabinet (formal) | 15 th May 2015 |
| Review performance of subsidised bus services under current policy | May 2015 |
| Set up Project Team to oversee project | May 2015 |
| TC/CC and Member workshops <ul style="list-style-type: none"> - Identify areas for community transport schemes - Identify core bus network - Set criteria for revised policy | May 2015 |
| Informal Cabinet | 30 th June 2015 |
| Environment Overview & Scrutiny Committee – revised policy | July 2015 |
| Cabinet - policy approval | 14 th July 2015 |
| Commence consultation with operators | September 2015 |
| Commence consultation with stakeholders | September 2015 |
| Set up Partnership Boards with local communities | September 2015 |
| Submit bids for funding to Cadwyn Clwyd/other funding bodies | September 2015 |
| Serve notice on any existing services / contracts | December 2015 |
| Register new services (if required) | January 2015 |
| New services commence / approved services continue | 1 st April 2016 |

2. Deeside Shuttle Service

| | |
|---|--------------------------------|
| Informal Cabinet | 7 th April 2015 |
| Environment Overview & Scrutiny Committee | 23 rd April 2015 |
| Cabinet (formal) | 15 th May 2015 |
| Engage with bus companies / drop-in sessions | May 2015 |
| Consultation with stakeholders | May/June 2015 |
| Serve notice on existing contract for the Shuttle | End of May 2015 |
| Register any new services | End of June 2015 |
| Existing service terminates | 31 st August 2015 |
| New services commence | 1 st September 2015 |

3. Integrated Transport Unit

| | |
|--|----------------|
| Communication & consultation with staff / Unions | Completed |
| Assimilation/Interview process for new posts | April 2015 |
| Establish Service Boards/Working Groups between client departments | April 2015 |
| Handover/Transition period | April-May 2015 |
| Implementation of ITU | May 2015 |
| Training for new post holders (policies, processes, software etc.) | May 2015 |
| Passenger Assistants – align JDs following integration | May 2015 |
| Review & measure performance (after 3 months) | August 2015 |
| Financial benefit assessment (after 6 months) | November 2015 |
| Review & measure performance (after 12 months) | November 2015 |
| Update report to Scrutiny and Cabinet | April 2016 |

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FLINTSHIRE COUNTY COUNCIL

REPORT TO: **ENVIRONMENT OVERVIEW & SCRUTINY COMMITTEE**

DATE: **THURSDAY, 23 APRIL 2015**

REPORT BY: **ENVIRONMENT OVERVIEW & SCRUTINY FACILITATOR**

SUBJECT: **FORWARD WORK PROGRAMME**

1.00 PURPOSE OF REPORT

1.01 To consider the Forward Work Programme of the Environment Overview & Scrutiny Committee.

2.00 BACKGROUND

2.01 Items feed into a Committee's Forward Work Programme from a number of sources. Members can suggest topics for review by Overview & Scrutiny Committees, members of the public can suggest topics, items can be referred by the Cabinet for consultation purposes, or by County Council or Chief Officers. Other possible items are identified from the Cabinet Work Programme and the Strategic Assessment of Risks & Challenges.

2.02 In identifying topics for future consideration, it is useful for a 'test of significance' to be applied. This can be achieved by asking a range of questions as follows:

1. Will the review contribute to the Council's priorities and/or objectives?
2. Are there issues of weak or poor performance?
3. How, where and why were the issues identified?
4. Do local communities think the issues are important and is there any evidence of this? Is there evidence of public dissatisfaction?
5. Is there new Government guidance or legislation?
6. Have inspections been carried out?
7. Is this area already the subject of an ongoing review?

3.00 CONSIDERATIONS

3.01 Overview & Scrutiny presents a unique opportunity for Members to determine the Forward Work Programme of the Committees of which they are Members. By reviewing and prioritising the Forward Work Programme Members are able to ensure it is Member-led and includes the right issues. A copy of the Forward Work Programme is attached at Appendix 1 for Members' consideration which has been updated following the last meeting.

4.00 RECOMMENDATIONS

4.01 That the Committee considers the draft Forward Work Programme attached as Appendix 1 and approve/amend as necessary.

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 N/A.

11.00 CONSULTATION UNDERTAKEN

11.01 Publication of this report constitutes consultation.

12.00 APPENDICES

12.01 Appendix 1 – Forward Work Programme

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

None.

Contact Officer: Margaret Parry-Jones
Telephone: 01352 702427
Email: Margaret_Parry-Jones@flintshire.gov.uk

ENVIRONMENT OVERVIEW & SCRUTINY FORWARD WORK PROGRAMME

Draft Forward Work Programme

| Date of Meeting | Subject | Purpose of Report/Presentation | Scrutiny Focus | Responsible/ Contact Officer | Submission Deadline |
|--|---|---|------------------------|--|------------------------|
| Thursday 4 June 2015 10.00 a.m. | 2014/15 Year End reporting and Data Submission | To enable Members to fulfil their scrutiny role in relation to performance monitoring. | Performance Monitoring | Facilitator | |
| | Review of Winter Maintenance | To undertake a 2 yearly review of the Winter Maintenance Policy | | Chief Officer Streetscene & Transportation | |
| | Highways Asset Management Planning and Local Subsidence Scheme | To review the HAMP document approved in 2012 and identify sites within the County experiencing subsidence issues. | Policy Review | Chief Officer Streetscene & Transportation | |
| 15 July 2015 10.00 a.m. | Streetscene - Next Steps | To review the Streetscene standards (including drain cleaning policy, weeding policy, cycle path maintenance, fly tipping, recycling of tetrapak etc. | Policy Review | Chief Officer Streetscene & Transportation | |

ENVIRONMENT OVERVIEW & SCRUTINY FORWARD WORK PROGRAMME

ITEMS TO BE SCHEDULED as agreed by Committee

| Item | Purpose of Report/Session | Responsible / Contact Officer |
|---|---|---|
| Agriculture | How Flintshire support the sustainability of agriculture in the County. | Chief Officer |
| Update on Flood Alleviation Scheme | Request from Cllr Nancy Matthews | Chief Officer Planning & Environment |
| Pilot Resident Parking Scheme | Update report on completion of pilot | Chief Officer Streetscene & Transportation |
| Renewable energy | Request from Cllr Paul Shotton | To be confirmed |
| Social Enterprises | Request from Cllr Carolyn Thomas | To be confirmed |

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Community Asset Transfer – Member Workshop (In conjunction with Corporate Resources)

ENVIRONMENT OVERVIEW & SCRUTINY FORWARD WORK PROGRAMME

REGULAR ITEMS

| Month | Item | Purpose of Report | Responsible / Contact Officer |
|---------------------------|--|--|--|
| Quarterly/ Half Yearly | Improvement Plan Monitoring and Chief Officer Performance Reports | To enable Members to fulfil their scrutiny role in relation to performance monitoring. | Chief Officers |
| Quarterly | North Wales Residual Waste Treatment Project | To receive and consider further details on the progress of the project. | To be confirmed |
| | Deeside Enterprise Zone | Update within COT reports | Chief Officer Planning & Environment |

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