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To: Cllr Clive Carver (Chairman)

Councillors: Haydn Bateman, Bob Connah, Paul Cunningham, Patrick Heesom, Andrew Holgate, Dave Hughes, Paul Johnson, Richard Jones, Mike Lowe, Hilary McGuill, Michelle Perfect, Vicky Perfect and Arnold Woolley
(+ 1 Labour vacancy)

8 December 2017

Dear Councillor

You are invited to attend a meeting of the Corporate Resources Overview & Scrutiny Committee which will be held at 10.00 am on Thursday, 14th December, 2017 in the Delyn Committee Room, County Hall, Mold CH7 6NA to consider the following items

A G E N D A

1 APOLOGIES

Purpose: To receive any apologies.

2 DECLARATIONS OF INTEREST (INCLUDING WHIPPING DECLARATIONS)

Purpose: To receive any Declarations and advise Members accordingly.

3 MINUTES (Pages 3 - 12)

Purpose: To confirm as a correct record the minutes of the meeting on 16 November 2017.

4 FLINTSHIRE COMMUNITY ENDOWMENT FUND - ANNUAL REPORT (Pages 13 - 44)

Report of Chief Executive, Corporate Finance Manager - Cabinet Member for Corporate Management and Assets, Leader of the Council and Cabinet Member for Finance

Purpose: Colin Evans from the Community Foundation to present the Annual progress report.

5 **WORKFORCE INFORMATION REPORT – QUARTER 2** (Pages 45 - 78)

Report of Senior Manager, Human Resources & Organisational Development
- Cabinet Member for Corporate Management and Assets

Purpose: To consider the Workforce Information Report for Quarter 2 of 2017/18.

6 **REVENUE BUDGET MONITORING 2017/18 (MONTH 7)** (Pages 79 - 104)

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

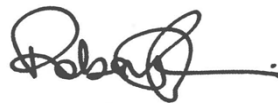
Purpose: The purpose of this report is to provide Members with the Revenue Budget Monitoring 2017/18 (Month 7).

7 **FORWARD WORK PROGRAMME** (Pages 105 - 110)

Report of Democratic Services Manager -

Purpose: To consider the Forward Work Programme of the Corporate Resources Overview & Scrutiny Committee.

Yours sincerely



Robert Robins
Democratic Services Manager

CORPORATE RESOURCES OVERVIEW & SCRUTINY COMMITTEE **16 NOVEMBER 2017**

Minutes of the meeting of the Corporate Resources Overview & Scrutiny Committee of Flintshire County Council held in the Delyn Committee Room, County Hall, Mold on Thursday, 16 November 2017

PRESENT: Councillor Clive Carver (Chairman)

Councillors: Haydn Bateman, Bob Connah, Paul Cunningham, Patrick Heesom, Andrew Holgate, Dave Hughes, Paul Johnson, Richard Jones, Mike Lowe, Michelle Perfect, Vicky Perfect and Arnold Woolley

APOLOGY: Councillor Aaron Shotton, Leader & Cabinet Member for Finance

CONTRIBUTORS: Chief Executive

Representatives of North Wales Fire & Rescue Authority for minute number 42
Dawn Docx, Deputy Chief Fire Officer
Councillors Meirick Lloyd Davies and Peter Lewis, Chair and Vice-Chair of the Authority

Corporate Business & Communications Executive Officer - for minute numbers 38-43

Chief Officer, Governance - for minute number 43

Corporate Finance Manager - for minute number 44

IN ATTENDANCE: Democratic Services Manager and Democratic Services Officer

38. DECLARATIONS OF INTEREST

None were received.

39. MINUTES

The minutes of the meeting of 19 October 2017 were submitted.

As a point of accuracy on minute number 30, Financial Forecast and Stage One of the Budget 2018/19, it was noted that there had been a 0.9% reduction in funding for the Council within the Provisional Local Government Settlement.

The Chief Executive agreed to speak to Councillor Jones outside the meeting about a specific case of 'cuckooing' following discussion on this topic at the September meeting.

RESOLVED:

That subject to the amendment, the minutes be approved as a correct record and signed by the Chairman.

40. VARIATION IN ORDER OF AGENDA

It was agreed that the following item should be brought forward to enable the Deputy Chief Fire Officer to present the North Wales Fire & Rescue Authority Update.

41. FLINTSHIRE PUBLIC SERVICES BOARD REVIEW AND WELL-BEING PLAN DEVELOPMENT

The Chief Executive introduced an overview of the work of the Flintshire Public Services Board (PSB) and development of the Well-being Plan.

The Corporate Business & Communications Executive Officer circulated information on the five themes of the Well-being Plan which had been selected as those where the PSB could add most value. Extensive consultation on the outline Plan was shortly due to commence leading to adoption of the final version by the Council in the New Year.

Councillor Jones raised concerns that the Betsi Cadwaladr University Health Board (BCUHB) website link referred to specific areas of the county which may infer that other areas would not benefit from the Plan. The Chief Executive gave assurance that the themes supported the whole County and cited Single Point of Access under 'Well-being and Independent Living' as an example. The Corporate Business & Communications Executive Officer agreed to raise the matter at the forthcoming Voluntary Sector Compact meeting to ensure that the aims of the Plan were not being mis-represented on the BCUHB website.

In response to a query from Councillor Johnson, the Chief Executive said that it was yet not possible to evaluate the impact of Brexit and other issues outside the Council's control. Actions under each theme would be tracked against specific targets which had been set. He reminded Members of the forthcoming workshop on the North Wales Economic Growth Deal and said that the regional approach would strengthen the Council's position on future funding access and powers. Reference to Holway on the piloting of new ways of working in communities under 'Resilient Communities' reflected the Community Asset Transfers in the area. Officers agreed to change this to Holywell for consistency with the other towns mentioned.

Councillor Woolley commented on the mix of references to 'priorities' and 'themes' which could confuse readers. It was explained that priorities applied to the former Local Service Board and that steps had been taken to simplify language under the five themes of the new Plan.

Councillor Heesom highlighted the importance of ensuring equitable distribution of resources across the county and asked that a response to the point raised by Councillor Jones be shared. He also requested that the agenda for the Compact meeting be shared with the Committee. In response to comments about the contributions of the PSB, the Chief Executive explained that the PSB was not a formal decision-making body and he illustrated the fit between the Well-being Plan and the Council Plan. He also provided details of the PSB membership which had been extended beyond the statutory partners.

During discussion on the report's recommendations, the Democratic Services Manager was asked to summarise the comments and points which had been raised. These were supported by the Committee as resolutions.

RESOLVED:

That the Committee has confidence that steps are in place to have a plan ready by the statutory deadline, subject to:

- Substituting 'Holywell' for the reference 'Holway';
- That the references on the Betsi Cadwaladr University Health Board (BCUHB) website be challenged at Monday's Compact meeting to give Members assurance that BCUHB acknowledges the benefits to the whole county, with a report back in due course;
- The provision of the papers for the forthcoming Compact meeting are made available to Members, as requested;
- Thanking the Chief Executive for his explanation and assurance that the fit between the Council Plan and Well-being Plan does not pose any risk to the Council's decision-making.

42. NORTH WALES FIRE & RESCUE AUTHORITY UPDATE

The Chief Executive welcomed Councillors Meirick Lloyd Davies and Peter Lewis (Chair and Vice-Chair) and Dawn Docx (Deputy Chief Fire Officer) of the North Wales Fire & Rescue Authority (NWF&RA) to the meeting.

The Deputy Chief Fire Officer gave a presentation on the future of the Fire & Rescue service covering the following topics:

- Community Safety
- Special Service Calls
- Response and Business Fire Safety
- How much does it cost to run?
- Capital Budget
- Reserves 2017/18
- Budget Pressures
- A Steady Strategy

The Chief Executive said that the presentation reflected budget pressures which reconciled with those of the Council.

Councillor Cunningham asked about the possibility of introducing charges to provide much-needed investment in services. The Deputy Chief Fire Officer explained that charges for incidental special services did not generate significant income and that there were difficulties in charging for provision of safety advice due to the conflict of interest.

Following comments by Councillor Jones, it was explained that due to the financial position of the NWF&RA, decisions had been made to reduce or stop certain services - such as large animal rescue - which were not mandatory, taking into consideration the risk levels involved.

During discussion, it was explained that the budget pressures faced by the NWF&RA had reached a position where a balanced discussion was needed to identify further efficiencies. The options for consideration were to request an increased levy from councils or to reduce provision in the region's station cover.

Councillor Jones said that if residents were made aware of the prospect of further cuts, they may be willing to pay an additional £3 per year per household to protect services. The Chief Executive advised that the NWF&RA levy was paid from the Council Tax and that any increase in the levy would be a cost pressure upon the Council. He said that a recommended further increase to the 2017/18 Council Tax to accommodate the higher levy for the NWR&RA had been dismissed by Members, resulting in a budget pressure for the Council. Councillor Jones felt that residents may support the additional levy if it was ring-fenced within the Council Tax amount.

The Chairman suggested that as legislation did not permit this, a note could be included with Council Tax bills to show the NWF&RA levy.

The Chief Executive said that Members may wish to make a recommendation to give creative consideration to the literature produced to put with the Council Tax bill. He suggested a further recommendation for Cabinet and Council to give due consideration to any suggested increase in the levy charge. Councillor Peter Lewis, the Vice-Chair of the NWF&RA, requested that the Council give an early steer on its response.

The recommendations were supported by the Committee, along with the suggestion to make representations on changes to legislation and Councillor Woolley's proposal that the report be noted for its clarity and brevity.

As this was her last meeting before taking up a new role in Greater Manchester, the Chairman thanked the Deputy Chief Fire Officer for her presentation and took the opportunity to wish her well on behalf of the Committee.

RESOLVED:

- (a) That the representatives of the North Wales Fire & Rescue Authority be thanked for their attendance and contribution to the meeting;

- (b) That the report be noted and its clarity and brevity approved;
- (c) That changes to the material included within Council Tax bills, to explain North Wales Fire & Rescue Authority funding to Council Tax payers, be investigated;
- (d) That a case for necessary changes to national legislation be pursued to provide greater transparency in Fire & Rescue Authority funding;
- (e) That both Cabinet and the County Council be made aware that the Committee has given due consideration of the Fire & Rescue Authority levy charge and the need for an increase; and
- (f) That the Flintshire representatives on the Fire & Rescue Authority be made aware at an early stage of the Council's position on an increase to North Wales Fire & Rescue Authority funding.

43. COUNCIL PLAN 2017/18 - MID YEAR MONITORING

The Chief Executive presented the mid-year progress report on the Council Plan for 2017-23 which had been reviewed and refreshed to reflect the Council's key priorities for the five year term of the new administration.

The Corporate Business & Communications Executive Officer gave an overview of the three performance indicators with a red risk status.

The Chief Executive advised that the figure for the completion of appraisals was provisional and was expected to improve once manual adjustments had been made to the iTrent system. A full update would be provided in the annual report scheduled for December or January.

Councillor Woolley said that the completion of appraisals was a long-standing area of concern and that managers/supervisors should be held accountable for any failure to give their employees an opportunity for a meaningful two-way dialogue. The Chief Executive gave assurance of the commitment to work towards the 100% target noting there were some exceptions such as individuals at risk of redundancy or on maternity leave. He said that appraisals were based on a good model and that managers were encouraged to coach employees throughout the year, thereby reducing the significance of an annual appraisal.

Following comments from the Chairman, the Chief Executive advised that exceptions for appraisals would be shown in the annual report as both percentages and figures.

On the percentage of goods procured through the National Procurement Service, the Chief Officer (Governance) explained that a range of frameworks were assessed to establish value for money and that this was only achieved through the NPS in a low number of contracts.

The percentage of employees completing stress-related programmes was lower than anticipated but was expected to improve during the year. The programme had only recently been introduced and whilst sickness absence rates were improving, stress related absences remained an area of focus.

Councillor Jones said that as part of the Committee's role in overseeing the Council Plan in its entirety, it should receive exceptions reported to all Overview & Scrutiny committees at the mid-year and end of year stages. He also commented on missing wording in the report and reference to the former Improvement Plan.

Councillor Johnson proposed that officers look at the approach taken by the Centre for Local Economic Strategy in Preston which had been successful in supporting small businesses to help improve the local economy.

The Chief Officer (Governance) said that identifying local provision was a key part of contract arrangements and that a range of support was available to help local businesses maximise tendering opportunities.

Councillor Jones said that attempts to boost local businesses were hampered by the introduction of car parking charges, the registration charge for the Council's supplier network and high costs for business waste collection by private companies.

With regard to the supplier network system, the Chief Officer pointed out the advantages in streamlining processes and the range of exceptions available to ensure small businesses were not affected.

The points raised by Members were summarised by the Democratic Services Manager and agreed by the Committee.

RESOLVED:

- (a) That having considered that Council Plan 2017/18 mid-year monitoring report, the Committee would like to impress upon the Cabinet the need for a higher percentage of employees receiving appraisals (notwithstanding the Appraisals update report which the Committee is to receive in due course);
- (b) That recognising the wide terms of reference of the Committee, it should receive the full Council Plan performance monitoring reports at the six and twelve month intervals; and
- (c) That the Procurement team be asked to look at the work done on local spending in Preston by the Centre for Local Economic Strategy.

44. REVENUE BUDGET MONITORING 2017/18 (MONTH 6) AND CAPITAL PROGRAMME MONITORING (MONTH 6)

The Finance Manager introduced a report on the revenue budget monitoring position for 2017/18 as at Month 6 for the Council Fund and Housing Revenue Account (HRA) and Capital Programme, prior to consideration by Cabinet.

Revenue Budget Monitoring

On the Council Fund, the net in-year position was forecast to be £1.147m higher than budget, which was an increase of £0.201m from Month 5. On projected variances for Social Services, there was positive movement due to increased client contributions for residential placements and increased Continuing Health Care funding. An increase in costs for Out of County placements had arisen mainly due to two specific cases. It was estimated that 93% of planned efficiencies would be achieved by year end which was slightly below the Medium Term Financial Strategy target. On the monitoring of risks, some of the emerging in-year risks would need to be assessed for recurring impacts on the 2018/19 budget.

On the HRA, in-year spend was projected to be £0.035m lower than budget, leaving a year end balance of £1.081m which was above the recommended minimum level.

In response to queries raised by Councillor Jones, officers advised that the closure of the public convenience in Mold had been discussed by the town council and the cost would not continue beyond this year. On school delegated budgets, the Corporate Finance Manager explained that there were no variances as these were fixed amounts passported to schools through the formula. He noted the request for more clarity on under and overspend in the explanations for projected variances and said that analysis on movements was detailed in the appendices. He added that any specific queries on these figures be referred for officers to look into. Clarification was also given on variances for the Council's share of social care funding from Welsh Government and the Household Recycling Centres. The projected underspend for the Council Tax Reduction Scheme was referred to and was due to reduced client demand. It was agreed that this would be subject to further discussion including the forthcoming Member workshop.

On the format of the report, Councillor Jones requested that officers look into whether the orientation of appendices could be displayed to be consistent with the reports.

Capital Programme

A table showing changes to the programme during 2017/18 indicated a revised budget of £58.674m. Changes during the period were summarised, the most significant being the commencement of the street lighting programme

funded through an interest-free Salix loan. A total of £0.497m recommended for carry forward into 2018/19 was summarised in Table 4.

Paragraph 1.20 reported the overall position on the availability of funding including the level of capital receipts and impact of the Provisional Settlement. Taking all areas into account, there was a £0.567m shortfall in the total programme although the 2017/18 budget was fully funded.

RESOLVED:

- (a) That the Committee notes the Revenue Budget Monitoring 2017/18 (Month 6) report and confirms on this occasion that the issues which it wishes to have brought to the Cabinet's attention are:
- the need for clarity of language on under and overspending so that such issues are readily understood;
 - the underspend on the Council Tax Reduction scheme be investigated and budget allocation be remodelled if necessary.
- (b) That the Committee notes the Capital Programme Monitoring 2017/18 Month 6 report and confirms on this occasion that there are no issues which it wishes to have brought to the Cabinet's attention.

45. FORWARD WORK PROGRAMME

The Democratic Services Manager presented the Forward Work Programme for consideration and confirmed that the appraisals report would be scheduled for December or January. As requested by the Constitution & Democratic Services Committee, Members' views were sought on their preferred meeting pattern for this Committee.

Councillor Cunningham expressed a preference for the meetings to remain on a Thursday morning, which was seconded by Councillor Johnson. On being put to the vote, this option was agreed.

Councillor Michelle Perfect spoke in support of meetings starting at 5.30pm or 6pm to allow Members in full-time employment the opportunity to attend. Although this was not endorsed by other Members, it was agreed that all individual views should be reflected in the consultation response.

The Chairman supported the continuation of current arrangements but pointed out the advantages of an earlier starting time in respect of car parking availability.

A reminder was given of the forthcoming budget workshop and subsequent Council meeting on 12 December. Councillor Jones indicated that he was unavailable for the special meeting on 6 December to consider the Stage 2 budget proposals and remarked that an evening slot could have accommodated more Members. Apologies for the meeting were also submitted by Councillor Woolley. The Democratic Services Manager referred to other meetings attended by Members which were generally held in the evenings.

RESOLVED:

- (a) That the Forward Work Programme as submitted, be approved with amendments;
- (b) That the special meeting on 6 December 2017 be noted;
- (c) That an update report on appraisals be made to the December or January meetings;
- (d) That the Democratic Services Manager, in consultation with the Chairman, be authorised to vary the Forward Work Programme between meetings, should this be necessary; and
- (e) That the Committee would prefer to continue to meet at 10am on Thursdays, but that Councillor Michelle Perfect's comments about evening meetings being more suitable to accommodate Members in full-time employment be included in the report back to the Constitution & Democratic Services Committee.

46. MEMBERS OF THE PUBLIC AND PRESS IN ATTENDANCE

There were no members of the press or public in attendance.

(The meeting started at 10am and ended at 12.25pm)

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Chairman

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CORPORATE RESOURCE OVERVIEW & SCRUTINY COMMITTEE

Date of Meeting	Thursday 14 th December 2017
Report Subject	Flintshire Community Endowment Fund – Annual Report
Cabinet Member	Leader of the Council and Cabinet Member for Finance & Cabinet Member for Corporate Management and Assets
Report Author	Chief Executive & Corporate Finance Manager
Type of Report	Operational

EXECUTIVE SUMMARY

The Flintshire Community Endowment Fund (the Fund) was established in September 2013 following Cabinet approval to transfer approximately £200k of 16 educational trust funds which were moribund or ineffective to the Community Foundation in Wales.

The Fund has since been managed and invested in by the Community Foundation in Wales and local grants have been awarded by the grants panel. This report provides an update on the progress and performance of the Fund since it was last reported in May 2016.

A presentation on the work of the Fund will be provided to the Corporate Resources Overview and Scrutiny committee at its December meeting.

The report considers the proposal received from the Community Foundation in Wales to manage, administer and invest the Clwyd Tri-partite Welsh Church Act Fund (Clwyd WCAF) which is currently administered by the Council on behalf of Flintshire, Denbighshire and Wrexham Councils.

RECOMMENDATIONS

1	Members continue to endorse the work of the Community Foundation in Wales and the award of local grants as part of the Flintshire Community Endowment Fund.
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2	Members approve the transfer of the management and the administration of the Clwyd Tri-partite Welsh Church Act Fund for Flintshire, Denbighshire and Wrexham to the Community Foundation for Wales from 1 st April 2018.
3	Members approve the transfer of the management and the administration of Flintshire grants awarded from the Welsh Church Act Fund to be combined with the process already in place for the Flintshire Community Endowment Fund.

REPORT DETAILS

1.00	EXPLAINING THE FLINTSHIRE COMMUNITY ENDOWMENT FUND
1.01	The Fund has been managed by the Community Foundation in Wales since 2013. A report on the Fund's progress and performance is provided regularly by a representative from the Community Foundation in Wales. The latest report is attached at Appendix 1.
1.02	The financial performance of the Fund continues to be strong with the value of the endowment having grown by 17% from £178,975 in 2013 to £209,652 as at 30 th September 2017.
1.03	Grants totalling £34,082 have been awarded since 2013. A grant panel was held in March 2017 and grants were awarded to 4 groups and 17 individuals totalling £10,335. Further information about these awards will be provided as part of the presentation to the Corporate Resources Overview and Scrutiny committee.
	<u>Clwyd Tri-partite Welsh Church Act Fund (Clwyd WCAF)</u>
1.04	The Welsh Church Act Fund is a charitable Trust Fund governed by the Welsh Church Act 1914. The Act separated and dis-established the Welsh part of the Church of England. The Welsh Church Act Trust was established from the proceeds and assets, which were distributed evenly amongst the former County Councils in Wales and further divided between the Unitary Authorities with their establishment in 1996. All authorities are required to draw up an appropriate scheme (of governance), under section 19 of the Act. Flintshire's scheme was approved by the Secretary of State for Wales in April 1999.
1.05	The Clwyd WCAF is administered by the Council on a lead authority basis for Flintshire, Denbighshire County Council and Wrexham County Borough Council. It is referred to as the tri-partite scheme. The trustee of the Clwyd WCAF is the Responsible Finance Officer for Flintshire County Council, currently the Corporate Finance Manager.
1.06	Responsibilities of the trustee include; the administration and management of the fund, investing funds, determining the distribution of net income generated to the 3 Councils, preparing annual accounts and submitting annual returns as necessary to the Charity Commission.

1.07	The Community Foundation in Wales has submitted a proposal to the Council to take over the management and administration of the Clwyd WCAF, though the Trusteeship would remain with the Council. Subject to Member approval a detailed agreement would be put in place for the Foundation to manage the fund on the Trustees behalf, which would cover roles, responsibilities and reporting requirements.
1.08	Both Denbighshire and Wrexham Councils have undertaken a similar exercise to that of Flintshire to transfer ineffective and moribund educational trust funds to the Community Foundation in Wales. The Foundation reports similar successes in terms of growing the endowment and grant making to that of Flintshire. The proposal has been shared with both Denbighshire and Wrexham Councils who have no objection to transferring the management and administration of the Clwyd WCAF to the Foundation.
1.09	The Foundation have been managing and administering the Welsh Church Act for Powys Council since 2009 with the endowment growing by 26% over the period 2009 to 2016.
1.10	The Foundation have approached the Charity Commission for an 'in principle' view on the proposal to transfer. Having reviewed the scheme's governing documents the commission confirmed that ' <i>subject to the Trustee having no concerns on the Foundation's suitability to manage the Fund (Clwyd WCAF) the Trustee has the power to delegate the management of the Fund (Clwyd WCAF) to the Foundation</i> '.
	<u>Investment Strategy</u>
1.11	The objective of current investment strategy, in place since 2003, in the short term is to generate annual income for grants, without jeopardising the longer term objectives of protecting the capital value against inflation, whilst keeping administration costs to a minimum. £20,000 a year has been allocated for grants which is shared between the 3 Councils on population basis. Investments have been made by Blackrock Investment Managers on the Trustees behalf in equal amounts of equities (shares), fixed interest deposits, and money market funds.
1.12	During the past six financial years the performance of the fund has been mixed due to the negative impact of investing in a low interest rate environment, and needing to maintain the amounts awarded in grants. The opening balance of the fund at 1 st April 2011 was £577,867 with a closing balance of £569,554 on 31 st March 2017, a slight reduction of £8,313 or 1.44%. Grants awarded total £149,000, at £20,000 per year with an additional £29,000 being made available in 2013/14 due to a high return on investments. The annual return on investments generated averages circa 2% over the six year period. Fees charged by the Council to cover administration costs were £3,400 per annum an average of 0.6% of the opening balance.
1.13	The Foundation's Investment Strategy is attached at Appendix 2 which is

	<p>overseen by its Finance, Risk and Investment Committee. The strategy is: <i>'To offer a 'Fund Holder' grant-making capability that increases with inflation whilst maintaining the real value of both its capital and income for charitable purposes, over an economic cycle, through a diversified portfolio with a moderate risk profile.'</i> This is very similar to the objectives of the current investment strategy.</p>
1.14	<p>During the 5 year period 1st April 2011 to 31st March 2016 the Foundation has achieved average annual returns of 6.5% however, the Foundation point out that past performance is no guarantee of future returns. The fee for managing the endowment is 1.25%.</p> <p>For illustrative purposes only an opening balance of £510,000 transferred to the Foundation therefore could potentially have given investment income of £33,150, of which £20,000 would be used to pay grants and £6,789 in fees, leaving a closing balance of £516,361 on the Clwyd WCAF, a £6,361 increase or 1.25%.</p>
1.15	<p>The Foundation are seeking a nominal fee of 0.5% of the value of the total assets at the time of transfer, to cover the direct costs involved in agreeing and effecting the transfer of responsibilities pertaining to the management and administration of the Scheme.</p>
	<p><u>Flintshire Welsh Church Act Scheme – Grant Awarding Process</u></p>
1.16	<p>The current grant awards are agreed jointly between representatives from the Council and Flintshire Local Voluntary Council. The awards are then authorised through the Delegated Powers process. It is proposed that future Welsh Church Act Fund awards are integrated with those of the Flintshire Community Endowment Fund. This will streamline the process and maintain involvement from the Flintshire Local Voluntary Sector. An annual report will be provided on the grants awarded as part of the Community Endowment report.</p>

2.00	RESOURCE IMPLICATIONS
2.01	<p>The transfer of the management and administration of the Clwyd WACF to the Foundation will result in a loss of income to the Council of £3,400 per annum, however this will free up officer time involved in managing and administering the Clwyd WCAF.</p>

3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	<p>A report along with a presentation from representatives of the Community Foundation in Wales will be made to Corporate Resources Overview and Scrutiny Committee on December 14th</p>
3.02	<p>The proposal has been shared with both Denbighshire and Wrexham Councils who have no objection to transferring the management and administration of the Clwyd WCAF to the Foundation.</p>

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4.00	RISK MANAGEMENT
4.01	<p>Financial risks to the Fund and the Clwyd WCAF include; reduced rates of interest being earned on the investment portfolio and potential losses from a fall in the value of instruments where investments are held, both linked with general market conditions. Also a lack of further growth of the Fund by donors and philanthropists.</p> <p>Risk is managed by the Community Foundation in Wales according to its investment strategy and scrutinised quarterly by the Foundation's Finance, Risk and Investment Committee.</p>

5.00	APPENDICES
5.01	<ol style="list-style-type: none"> 1. Flintshire Community Endowment Fund – Impact report October 2017 2. Community Foundation in Wales – Investment Strategy

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	<p>Contact Officers: Karen Armstrong – Corporate Business and Communications Executive Officer Liz Thomas – Technical Finance Manager</p> <p>Telephone: 01352 702740 01352 702289</p> <p>E-mail: karen.armstrong@flintshire.gov.uk liz.thomas@flintshire.gov.uk</p>

7.00	GLOSSARY OF TERMS
7.01	<p>Community Foundation in Wales: The Community Foundation in Wales is a unique charity which promotes and manages philanthropy. Their role is to strengthen communities in Wales by awarding grants to projects that make a sustainable impact on local needs, and to help their clients make the most of their charitable giving.</p> <p>Endowment Fund: A financial asset, typically held by a non-profit organisation, which contains the capital investments and related earnings leveraged by the non-profit organisation to fund the overall mission or objective.</p> <p>Equities (Shares): Units of ownership interest in a corporation or financial asset that provide for an equal distribution in any profits, if any are declared, in the form of dividends.</p>

Fixed Term Deposit: Deposits of cash with terms attached relating to maturity and rate of return at a fixed rate of interest.

Money Market Fund: Pooled funds which invest in a range of short term assets providing high credit quality and high liquidity

Welsh Church Act Fund: The Welsh Church Act 1914 is an Act of Parliament under which the Welsh part of the Church of England was separated and dis-established. The Welsh Church Act Trust was established from the proceeds and assets, which were distributed evenly amongst the former County Councils in Wales and further divided between the Unitary Authorities with their establishment in 1996.



COMMUNITY FOUNDATION
IN WALES
SEFYDLIAD CYMUNEDOL
YNG NGHYMRU

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FLINTSHIRE COMMUNITY ENDOWMENT FUND IMPACT REPORT OCTOBER 2017

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Picture on Front Cover – Live Music Now – Dan Walsh residency within Ysgol Pen Coch.

INTRODUCTION

The Community Foundation in Wales is pleased to report grant-making that has continued to increase year on year, distributing over £2.6 million last year to over 540 groups and individuals, supporting over 5,000 volunteers and 62,000 beneficiaries. Our endowment portfolio currently stands at over £13m, a long-term, sustainable source of funding for communities across Wales.

Within our portfolio the Flintshire Community Endowment Fund is a long-term source of funding to support education in Flintshire, helping us to fulfil our vision for a Wales with a thriving voluntary and community sector where local people have the financial resources to deliver projects addressing local needs. We see the Flintshire Community Endowment Fund as a catalyst for developing local philanthropy – an inspiration to a new generation of philanthropists in Flintshire. The

Hawarden Relief in Need Fund, which supports groups and individuals in and immediately around Hawarden, was transferred to us shortly after establishing the Flintshire Community Endowment Fund and helps to ensure that some of the most vulnerable people in Flintshire have access to funding to support them when in financial crisis.

I hope you will once again enjoy reading and digesting the details of the awards made from the Flintshire Community Endowment Fund in 2016 and 2017. We are delighted to work with you to support community groups and individuals, focussing on educational attainment, especially with those seen as the most vulnerable in communities.

As always we continue to add value to your Fund by ensuring organisations that receive awards are appropriately constituted, compliant and managing

their money efficiently and effectively. We monitor award recipients to discuss their work in the first instance through a written report, and by following up compliance with Charity Commission requirements where appropriate. On occasion we will follow this up with a phonecall to further discuss their work and sometimes a visit.

Please do advise us if you have any suggestions or changes you would like to make regarding the content or format. We're always pleased to receive feedback and are continually looking for ways to improve our reports.

With best wishes from the team at the Community Foundation in Wales.

Andrea Powell
Grants & Programmes Manager
October 2017

COMMUNITY FOUNDATION IN WALES NEWS

UPDATE

In Philanthropy Week 2016 the Community Foundation in Wales was delighted to honour three very different philanthropists, all of whom we have worked closely with in recent months and years. People who give their time, treasure and talent to help communities throughout Wales.

We gave an award to Ali and May Mosawi, who from humble beginnings have now set up their own family Foundation to distribute funding to organisations both in the UK and beyond working to further their passions and beliefs. They are also committed to supporting our work within the Community Foundation in Wales. You can read more about their story in our Annual Review (pages 18 & 19)

We also awarded Kelly Davies. As a former Premier League football player herself, Kelly understood that sports clubs have a unique position of trust and connection in their local communities. At the same time thousands of clubs fail due to a lack of proper management.

Kelly founded Vi-Ability in 2010 to engage unemployed local youth in re-energising run-down clubs and turning them into thriving and sustainable community hubs whilst equipping youth with valuable employability skills. Starting a pilot in her hometown club of Colwyn Bay, Kelly engaged 20 NEETs age 16-18, taking on school drop-outs as well as ex-offenders. The success was unheard of with 20 out of 20 completing the course and 18 of them going into full-time jobs. Kelly gave up her football career after playing in the highest women's league and being at the top of her career as a full Welsh international. A year after piloting, Vi-Ability was awarded the Wales Social Enterprise of the Year. Soon after, Kelly was awarded the Big Society Award by the UK Prime Minister, and decided to dedicate her full-time attention to bring Vi-Ability's model to its full potential across the UK.

Our third award was to Chris Rogers, a volunteer who gives up her time - a considerable number of hours each week - to support the community of Bro Aberffraw on Anglesey. We met Chris

through our work on the Spirit of 2012 funded Fourteen project. She epitomises volunteering in Wales and accepted the award on behalf of ALL volunteers. Chris was keen to point out that she gets as much out of volunteering herself as the community gets out of her, and if it wasn't for the Fourteen project she would never have had so much fun!



In February 2016, Mari-Wyn Elias-Jones joined the Community Foundation in Wales as our Development Manager. Following the successful partnership with Carmarthenshire business Melin Tregwynt., Mari-Wyn built a relationship with Welsh jewellery designer and maker Emma-Kate Francis. Emma-Kate used

our daffodil logo as her inspiration to create a range of jewellery, with 30% of the sale proceeds being donated to the Fund for Wales. The new design was launched in November 2016, just in time for the Christmas market.

We are also delighted to announce the appointment of Richard Williams as the new Chief Executive of the Community Foundation in Wales.

Richard joined us in September 2017 from the charity Action on Hearing Loss, where he was Director for Wales. Prior to working in the third sector, Richard was a newspaper editor heading up the South Wales Echo and Wrexham Evening Leader, having also held senior positions on the Daily Post and Wales on Sunday. He is a board member of the Wales Council for Voluntary Action and Hafan Cymru, and national third sector representative on the Powys Regional Partnership Board.

Reflecting on his appointment, Richard said: "I am delighted to be joining the Community Foundation in Wales team and look forward to working to ensure we make an even bigger positive impact on communities across Wales."

We are delighted that Alun Evans was appointed as the new Chairman of Community Foundation in Wales. Alun is Business Development Director at Quilter Cheviot Investment Management and is also a trustee of UK Community Foundations, Walthamstow Hall School, and St David's Academy School.



New Programmes

We followed through on our work with the **Pears Foundation** through 2016 to run an interfaith community cohesion programme. The fund culminated in a very successful event in September 2016 where each of the groups funded through the programme attended a

learning and sharing event where they updated the invited audience made up of Foundation Trustees, other groups working in the area, key stakeholders including Welsh Government and other funders, on the work that has been undertaken with this funding. Feedback was incredibly positive with the groups telling us how valuable it was to meet with and hear from others working in a similar field of work.

We also established a completely new fund working with the **South Wales Police and Crime Commissioner's** office, the Fund has a focus on victims of crime. Organisations that submitted applications were invited to pitch their ideas to an audience that included specially selected panel members that included victims of crime. Ten organisations received funding and will be closely monitored to inform the future work of the South Wales Police and Crime Commissioner.

We are continuing our partnership with a handful of UK Trusts and Foundations to deliver the '**New Beginnings Fund**'. The fund will this year focus on unaccompanied minors in response to the recognised gap in provision for this very vulnerable group of refugees and

asylum seekers moving to Britain. Funding is available to increase the capacity of small to medium sized charities and community organisations to meet the support needs of children and young people from families seeking asylum.

Grant making

Over recent months, we have noticed that an increased number of cheques sent though the post have not been received by groups. As of April 2017, all of our payments are made by BACS transfer. This will mean a slight change in our processes and our communication

with groups but will ultimately be a safer, quicker and more streamlined method of payment.

FUND HISTORY & OVERVIEW

HISTORY

The Flintshire Community Endowment Fund was established in September 2013 following the decision by Flintshire County Council to transfer the assets obtained following the closure of a range of historic trust funds to a new 'umbrella' Fund at the Community Foundation in Wales. The Fund was officially launched in November 2013 at Airbus in Broughton. The value of the endowment on transfer was £178,998.

OVERVIEW

Flintshire Community Endowment Fund grants are awarded at an annual grants panel. The Fund has its own grants panel which is made up of six members, each with good knowledge and experience of the needs within Flintshire. The members are nominated by the Council and serve for a minimum period of three years. The current members are:

- Karen Armstrong, Flintshire Council Officer
- Trevor Jones, Flintshire Council Officer
- Aaron Shotton, Leader, Flintshire County Council
- June Brady, Flintshire County Voluntary Council
- Christine Sheibani, local businesswoman and philanthropist

The Panel is chaired by a senior staff member of the Community Foundation in Wales. Panel recommendations are presented to the Foundation's board of trustees which reviews and ratifies grant decisions. The input and knowledge of panel members has been invaluable and ensured that all grant decisions are made locally, informed by knowledge of local needs and priorities.

All grants are awarded subject to strict terms & conditions and are monitored after six months to ensure compliance with the terms of the grant and to measure the impact of the grants on individuals and communities.

FINANCIAL PERFORMANCE

INVESTMENT PORTFOLIO

The value of the Flintshire Community Endowment Fund on transfer in Autumn 2013 was £178,998. This was following the top-slicing of £20,000 of unspent historically accrued income in order to provide immediate grant-making over years one and two. As at 30 September 2017 the endowment is valued at £209,652.

In accordance with our investment strategy, which manages risk through a diversified portfolio split between three investment managers, the endowment was invested with Rathbones, M&G Investments, and latterly, CCLA.

The Performance of the investment managers is monitored on a regular basis by the Foundation's Finance Manager and scrutinised quarterly by the Finance, Risk & Investment Committee. A full review of our Investment Managers is carried out every three years. The last review was carried out in January 2016 and we were pleased to report that all of

our investment managers performed above their agreed benchmark over a three year period.

Last year we reported on a rather difficult investment environment. The first quarter of 2016 saw the UK economy enter a bear market, and investors were preoccupied with fears about the pace of China's economic slowdown and the threat of deflation. A year later, and almost 10 years since the start of the global financial crisis, a synchronised global economic upturn is at last under way, which includes the US, Europe, Asia and most large developing countries. Interest rates, though rising, are still low; deflation fears have receded; and company profits are high in the US and recovering in the rest of the world. As might be expected we have seen improved performance throughout 2016 and into 2017. This saw the value of the endowment rising by over 14% on the 2016 valuation, with a further 2% unrealised gain through the first two quarters of 2017/18. It takes the total

return (gross) over the first four years of managing the trust to 35%.

Because of strong returns over the last 12 months we have now generated a real term capital buffer of £12k, or 7% of the original value. In line with our total return approach to investment, and in response to the strong demand for funding in Flintshire during 2016/17, we decided to supplement the income from the endowment by realising some of the capital gain, enabling us to meet needs whilst still growing the capital above inflation.

Looking back to September 2013, when the Fund was transferred, we have now made grants totaling £34,082, which is almost one fifth of the original value of the endowment. Over the same period, we have successfully grown the endowment by 18% (7% above inflation) which leaves it in a strong position to meet future needs in Flintshire.

FUND STATEMENT

As at 30 September 2017

	Income & Expenditure	Capital	Total
Income			
Initial capital endowed	-	£178,975	£178,975
Top-sliced income for grant-making	£20,000	-	£20,000
Investment income	£31,154	-	£31,154
Interest	£379	-	£379
Total income	£51,533	£178,975	£230,508
Expenditure			
Grants (4 years)	£34,082	-	£34,082
Annual management fee (4 years)	£14,001	-	£14,001
Total expenditure	£48,083		£48,083
Gains/(losses) on investments	-	£30,677	£30,677
	£3,450	£209,652	£213,102

ADDITIONAL SERVICES FOR LOCAL AUTHORITIES

In addition to our trust transfer service, which has been adopted and endorsed by 7 Local Authorities in Wales, we also offer professional fund management and optional grant making service to trustees of charitable trusts where the trustee is bound by law to remain the custodian of the trust.

In October 2009 Powys County Council embraced our fund management services for its Welsh Church Acts Fund. At the time of transfer the capital value of the assets totalled £1,643,763.

As at 31st March 2017 the capital value of the Fund had increased to

£2,368,522, an unrealised capital gain of £724,759 or 44%. The Fund has also achieved gross income, net of fees, and available for grant making, of £345,176, a return of 21%

The overall performance of the Fund during the period October 2009 to 31st March 2017, net of professional fees, demonstrates a healthy return of 65%

Following the Foundations presentation to members of the Corporate Resources Overview and Scrutiny Committee (CROSC) in May 2016 members in attendance supported further investigation of the potential transfer of

the management and administration of the Flintshire Tri-Partite Welsh Church Acts Fund to the Foundation. In the interim period the Foundation has submitted a formal proposal for consideration by the Trustee of the Fund and its tri-partite members namely Denbighshire and Wrexham Councils. The outcome of their considerations and recommendations are contained in a report to be presented to members at the time of the CROSC Meeting to be held on 14th December 2017.

SUMMARY OF GRANTS AWARDED

	Round	Grant Applicant Name	Project Description	Amount applied for	Amount Awarded	Notes
GROUPS						
1	2016	Cylch Meithrin Terrig	To purchase new storage units and new play equipment/ toys.	£750.00	£500.00	£250 for toys £250 for storage
2	2016	Flintshire Optec Japanese Youth Exchange Trust	To provide an annual cultural and educational exchange between three towns in Miyagi Prefecture in Japan and Flintshire involving six students.	£750.00	£750.00	Specify that this grant is to be spent on airfares
3	2016	Gwyl Cadi Ha	Towards Welsh folk-dancing training for staff and pupils of Flintshire primary schools. Creating a CD of dance accompaniment to practise for it.	£750.00	£750.00	Conditional upon naming the schools who will participate in the project
4	2016	Live Music Now Wales	For a three day residency in Ysgol Pen Coch, to involve music making workshops delivered by musician Dan Walsh, tailored to the children's needs.	£750.00	£750.00	Conditional upon the school knowing about the project

5	2016	Techniquet Glyndwr (trading name of North Wales Science)	Towards the costs of hands-on science clubs to support the educational development, teamwork and communication skills of young people and their families through fun, science themed activities.	£750.00	£750.00	
INDIVIDUALS						
6	2016	Anita Winterbottom	Contribution towards the cost of competing at the Dance World Cup in June 2016.	£695.00	£500.00	
7	2016	Bethan Goodwin	Contribution towards the cost of competing at the Dance World Cup in June 2016.	£750.00	£500.00	
8	2016	Catrin Mai Edwards	Contribution towards a trip to Patagonia, selected by Urdd Gobaith Cymru, to form cultural links with the Welsh colony there.	£1,000.00	£750.00	
9	2016	Charlotte Elin Davies	Contribution towards the cost of competing at the Dance World Cup in June 2016.	£750.00	£500.00	
10	2016	Daisy Elizabeth Miller	Contribution towards the cost of competing at the Dance World Cup in June 2016.	£750.00	£500.00	
11	2016	Emily Rose Miller	Contribution towards the cost of competing at the Dance World Cup in June 2016.	£750.00	£500.00	

12	2016	Jonathan Phillips	To help with travel expenses and fees for the National Youth Orchestra of Great Britain and Liverpool Philharmonic Youth Orchestra.	£750.00	£750.00	
13	2016	Maddison Spencer	Contribution towards the cost of competing at the Dance World Cup in June 2016.	£750.00	£500.00	
14	2016	Olivia Millington	Contribution towards the cost of competing at the Dance World Cup in June 2016.	£750.00	£500.00	
15	2016	Olivia Preece	Towards the costs of volunteering abroad with Volunteer Eco Students Abroad (VESA).	£750.00	£750.00	
15	2016	Sasha Hayes	Contribution towards the cost of competing at the Dance World Cup in June 2016.	£750.00	£500.00	
16	2016	Shikiera Davies	Contribution towards the cost of competing at the Dance World Cup in June 2016.	£750.00	£500.00	
GROUPS						
1	2017	2480 (Holywell) Squadron Training Corps	To replace 10 education tables. As part of larger project looking at many aspects of our provision.	£750.00	£750.00	
2	2017	DangerPoint	Pupils from 5 schools in Flintshire will visit DangerPoint to receive interactive safety education	£700.00	£700.00	

3	2017	Quay Watermen's Association	To establish a Junior Quay Watermen's Group, to interest local youngsters in river-based activities and give them skills and an understanding of the maritime heritage of their town	£750.00	£750.00	Clarify the need for audio equipment in what appears to be a photographic based arts project.
4	2017	Stop it Now! Wales (Lucy Faithfull Foundation)	To meet audiences of parents and carers to deliver 2 hour education sessions on how they can keep their children safe and prevent child sexual abuse and exploitation.	£750.00	£750.00	Condition - that the work addresses gaps within existing provision. Identify groups and schools that the project will work in.
INDIVIDUALS						
5	2017	Catrin Mai Edwards	Training and performing with the National Youth Choir	£300.00	£300.00	
6	2017	Charlotte Parsonage	Attending a mental health volunteering event in Bali	£750.00	£0.00	Charlotte declined the offer as she is unable to attend her course this year due to family illness.
7	2017	Ella Brown	Travel to Germany to represent Wales in the National Dance World Cup	£500.00	£500.00	
8	2017	Erin Ramsey	Travel to Germany to represent Wales in the National Dance World Cup	£1,283.00	£500.00	
9	2017	Esme Kennedy	Travel to Germany to represent Wales in the National Dance World Cup	£1,823.00	£500.00	

10	2017	Freya Harrison	Representing Girlguiding Cymru at an International Jamboree in Sonderborg and Copenhagen	£400.00	£400.00	
11	2017	Harry Smallman	Travel to Germany to represent Wales in the National Dance World Cup	£750.00	£500.00	
12	2017	Melissa Jenkins	Travel to Germany to represent Wales in the National Dance World Cup	£500.00	£500.00	
13	2017	Nel Meirion	Travel to Germany to represent Wales in the National Dance World Cup	£750.00	£500.00	
14	2017	Rhiannon Goodwin	Travel to Germany to represent Wales in the National Dance World Cup	£668.20	£500.00	
15	2017	Robyn Morgan	Travel to Germany to represent Wales in the National Dance World Cup	£1,283.00	£500.00	
16	2017	Rowan Crosby	Specialist lessons to help a para-rider (disabled dressage writer) represent Team GB at the 2024 Paralympics	£750.00	£500.00	
17	2017	Georgia Ellis	To undertake a Doctorate in Physiotherapy in Connecticut USA	£500.00	£500.00	
18	2017	Katie Dawson	Travel to Germany to represent Wales in the National Dance World Cup	£500.00	£395.00	
19	2017	Mia Dawson	Travel to Germany to represent Wales in the National Dance World Cup	£500.00	£395.00	

20	2017	Amber Dawson	Travel to Germany to represent Wales in the National Dance World Cup	£500.00	£395.00	
21	2017	Hannah Carrington	Towards the cost of an Accounting Qualification	£500.00	£500.00	Initial application through Kim Inspire. Volunteer was encouraged to apply as an individual

ANALYSIS

As the Flintshire Community Endowment Fund has become more established, it is becoming more well known within the county. The following table shows the increase in grants awarded since the beginning of this Fund.

Year awarded	Number of Grants	Total Value
2013/14	7	£4,830
2014/15	9	£6,655
2015/16	20	£12,262
2016/17	20	£10,335

The Fund has now spent down the accrued underspend which will mean that funding available is likely to be less next year - without the underspend to fall back on the sum available with be reliant on the income accrued in the previous 12 months.

The Fund is now beginning to receive repeat applications from groups and

individuals year on year, often for the same or similar project. In the last round particularly the panel took the decision to give preference to organisations and individuals that have not received a grant from the Flintshire Community Endowment Fund previously. Emphasis is being placed on funding individuals who show a degree of talent and are representing Flintshire on at least regional level and/or who can satisfactorily demonstrate financial and/or social need. The number of applications may well continue to increase, so it will become more important to have a clear rationale for rejection, the criteria has been updated to clearly state these preferences as a means of managing expectation.

LEVERAGE FOR FLINTSHIRE

During the last 12 months we have awarded a further £97,610 in grants to organisations and individuals in Flintshire from 6 different funds. The Community Endowment Fund in the neighbouring

county of Wrexham has funded work with Kim Inspire, Menter Iaithe Maelor and Dangerpoint, with the Community Endowment fund in neighbouring Denbighshire also funding work with North Wales Superkids and Dangerpoint.

DASU had received a further 3 years of funding via the Henry Smith Charity for work to support victims of Domestic Abuse. NEWCIS has also received a grant of 3 years funding to work with carers across North East Wales including Flintshire.

Grants have also been awarded to Flintshire groups from Santander Community Solutions fund and from Comic Relief Community Cash. The Hawarden and District Relief in Need Fund is becoming more widely known about. We continue to make crisis grant to vulnerable individuals in the area.

CASE STUDIES

Flintshire Optec Japanese Youth Trust works to promote, maintain, improve and advance education by arranging and funding exchange visits for the young people of Flintshire to Japan. The exchanges help to promote an understanding and appreciation of Japanese culture, education and commerce, as well as providing opportunity to learn and practice the Japanese language and encourage better international relations and friendship. The exchange has been in operation for over 30 years, and the Trust hopes to continue to offer the opportunity to other Flintshire students for as many years as possible. A grant of £750 from the Flintshire Community Endowment Fund contributed to airfares, thus supporting the Trust to extend the lifetime of the exchange.

A post exchange meeting was held in September where the students and families had an opportunity to give feedback, which was constructive and positive. The students and families felt that it was a unique and life-enriching experience, and hope to maintain the friendships they have made and return to Japan one day. Some of the students have undertaken to learn the Japanese

language and apply to university to study Japanese. The parents felt that the money they had spent was affordable and had not cost more than they expected and the whole experience was extremely rewarding.

Councillor Peter Curtis, Chairman of Flintshire County Council, said: *"The links that have been forged by this exchange are unique in offering the opportunity for both countries to come together to exchange ideas and learn about each other's way of life and culture. The youth exchange has proved to be a major success for developing an understanding and tolerance, particularly in our young generation, which can only be of benefit to future international relations."*



Techniquet Glyndwr provides support for the advancement of education and learning, particularly amongst children, of science and technology, and develops the public understanding of science and technology through the delivery of educational programmes, science festivals and other such activities. The group maintains a science discovery centre in Wrexham and visits schools across North Wales and North West England with hands-on workshops and shows linked to STEM (science, technology, engineering and maths).

The group was awarded a grant of £750 from the Flintshire Community Endowment Fund to set up two new five-week science clubs in Ysgol Maesglas and Ysgol Bryn Gwalia, both economically and socially deprived areas of Flintshire. The clubs have helped to engage pupils and their families in the local communities around the schools with STEM activities.

The science clubs were well attended by children aged 7-11 and their families, including younger siblings, parents and grandparents. The children were highly engaged by the activities on offer, and relished the opportunity to try out new experiences such as going inside an inflatable planetarium to stargaze.

The schools where the clubs were based could not fund a science club on their own and were grateful for a project to take place promoting family learning, especially using the expertise of an outside organisation. A teacher from one of the schools involved commented the most valuable parts were *“working collaboratively with each other and parents. The children were able to use skills in a way they found very enjoyable and interesting. Science through creative skills!”*



Jonathan Phillips is a musician, he was born in Wrexham, but brought up in Flintshire. His greatest musical achievement so far has been to secure a place with the National Youth Orchestra of Great Britain for 2016. Jonathan is proud to say that he comes from Flintshire in the orchestra's publicity material. Although he has performed in some very prestigious regional and national groups, Jonathan has continued to perform with school and county groups as well. By staying involved with local music he is able to act as a mentor and a role model for other young musicians in Flintshire.

Jonathan was awarded a grant of £750 from the Flintshire Community Endowment Fund to help with travel expenses and fees for the National Youth Orchestra of Great Britain and Liverpool Philharmonic Youth Orchestra. The funding has supported Jonathan to achieve a high standard in his orchestral percussion playing, and has given him the opportunity to be conducted by some of Britain's greatest musicians and play with internationally renowned soloists.

As part of the National Youth Orchestra's 'Inspire' programme, Jonathan attended a three day course to work alongside younger and less experienced musicians, helping them move forward and attain confidence and motivation in their playing. The experience Jonathan gained also helped him to achieve a place at the Royal Academy of Music in September 2017.

A review of one of Jonathan's performances commented:

"National Youth Orchestra gigs are tricky things to write about. What should we focus on? Marvel at teenagers doing a miraculous job? I prefer not. The measure of a good National Youth Orchestra gig is whether or not you can forget the players are the age they are. I did. This was a remarkable gig."

Talented teen beats a path to the top of the music tree

By Jonathan Phillips

A MEMBER of Wrexham Symphony Orchestra has gained a place in the National Youth Orchestra of Great Britain.

The national 160-strong orchestra is acknowledged as one of the best in the world for teenagers and percussionist Jonathan Phillips, 16, from Sychdyn, near Mold, is the only member from North Wales.

When Jonathan was only six his parents, Chris and Sally, arranged for him to have drum lessons in Northop and piano lessons in Gvernafield, and while at Sychdyn village school he played drums in a three-piece band at a school concert. He also joined Northop training band.

After moving to Mold Alun School Jonathan began playing for the County Wind Band and successfully auditioned for the Four Counties and North Wales Youth Orchestras.

Jonathan was taken under the wing of Dave Hassell, a leading drum teacher in Manchester, who taught him jazz and Latin percussion, and at the age of 13 was accepted for the junior school at the Royal Northern College of Music.

Every Saturday during term time young musicians from across the North West of England and North Wales spend the day learning about music theory and performance, and playing in a range of ensembles.

Over the years Jonathan has extended his range to include the full range of orchestral percussion such as timpani, xylophone and marimba, and has worked his way through the grade system. He recently sat the Grade 8 percussion exam.

Now in the sixth form Jonathan, who is studying music, German, history and politics, still finds time to play with a number of local bands and orchestras. He is percussionist with Northop Silver Band, has also played with the world-famous Fodens Band and also plays with the Liverpool Philharmonic Youth Orchestra as well as Wrexham Symphony Orchestra.

In 2015 he represented Flintshire Orchestra of Great Britain, which plays at some of the country's greatest venues and with international conductors and soloists.

He is also proud to continue to perform with school and county groups.

"By staying involved with local music I am able to act as mentor and, perhaps, a role model for other young musicians in the country," he said. "Throughout my musical career I have been supported by the school and Flintshire music service."

Asked what he would like to change in the world of classical music, he said: "The misconception that hand-held percussion instruments such as the triangle, tambourine and cymbals are 'toys' and easy to play. In fact they are completely the opposite."

Sarah Alexander, chief executive and artistic director of the National Youth Orchestra, said that being a member required a very high level of commitment on the part of the teenagers.

"As well as attaining the highest levels of brilliance in orchestral performance, NYO challenges our teenage musicians to engage in all kinds of other musical and extra-musical activity," she said.

NYO challenges our teenage musicians

In two Welsh national ensembles, the National Youth Wind Orchestra of Wales and the National Youth Brass Band of Wales, and continues to enjoy playing drums in a jazz quartet with fellow students from the Northern College of Music.

He auditioned with 600 others for a place in the National Youth

Dance World Cup

Funding from the Flintshire Community Endowment Fund has enabled 17 young people to have the opportunity to travel to Germany to compete and represent Wales at the prestigious Dance World Cup in 2016. Bethan, Charlotte, Daisy, Emily, Maddison, Olivia, Sasha, Shikiera, Robyn, Rhiannon, Olivia, Nel, Ella, Esme, Erin, Harry & Melissa were awarded £500 each to travel overseas in June 2016 to compete in the dance competition.

“The chance to perform overseas and to compete against dancers from different countries has given me the confidence to dance on stage to a wider audience” Charlotte.



“I was lucky enough to meet people from all around the world and learn about the different aspects of their dance and culture. I have experienced how to act in a professional environment, therefore giving me valuable knowledge and skills that I will use in the future” Shikiera.

“I would like to thank you for your support, without which, competing at this level and in this competition would have not been possible. It is good to see young people receiving support for what they love to do most, and which helps them to excel/develop their knowledge of dance and the world's peoples” Father of a beneficiary.





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Investment Strategy

INTRODUCTION

1. **Purpose.** The purpose of this investment strategy is to institute proper guidelines for the ongoing management of the investments held by CFIW and to clarify the role, responsibilities and functions of the Finance, Risk & Investment Committee (FRIC). The relevant governance aspects are:

a. **Investment Powers.** The Trustee Act 2000 gives Trustees a general power of investment to place funds in any kind of investment as though they were the absolute owner of those funds. However, whilst this act does not apply to a charitable company, the CFIW governing documents give Trustees such a power.

b. **Duty of Care.** Trustees have the following duties of care for investments:

- Exercise such care and skill as is reasonable in the circumstances (general duty of care).
- Consider the suitability of any investment for their charity – both the type and a particular investment of that type.
- Consider the need for diversification - to reduce the risk of losses resulting from concentrating on a particular investment or type of investment.
- Review the investments of the charity at appropriate periods.
- Obtain and consider advice from someone experienced in investment matters, unless there are good reasons for not doing so.

2. **Management and Administration.** The Board of Trustees has sole authority to approve and amend this investment strategy – which sets out how they will discharge this duty of care, including definition of powers delegated to the FRIC. The FRIC is responsible for implementing this strategy and supervising the management of the portfolio.

3. **Strategy Review Interval.** This strategy document should normally be reviewed every three years.

4. **Investment Requirements.** CFIW's requirements fall into two categories:

a. **Short-term:**

- Hold adequate funds to meet core liquidity and grant-making needs, and comply with reserves policy.
- Prudent custodianship of immediate income funds.

b. **Long-term.** Affordable long-term funding from endowment income/capital growth for payment of future grants and management fees.

5. **Short-term Aim.** The FRIC is to meet CFIW's needs through use of suitable bank accounts and term deposits that offer an appropriate balance of high return and operational convenience.

6. **Property.** CFIW holds a property inherited in 2009 that is tied to the Montgomery Intermediate Technical Education Fund. This property is the Old College, Newtown: a former school used by Powys County Council for offices under a lease till 2035 with pre-determined rent. This asset is classified as an investment property for balance sheet purposes, but cannot be regarded as part of the CFIW

diversified portfolio for performance measurement purposes. The FRIC has delegated responsibility for the discharge of freeholder and lease duties - seeking specialist advice as appropriate.

7. The remainder of this strategy document addresses CFIW's long-term financial investment requirement.

AIMS & OBJECTIVES FOR ENDOWMENT INVESTMENTS

8. **Aims.** The investment aims for the endowed funds (a mixture of permanent and expendable endowment) entrusted to CFIW's stewardship are as follows:

- To maintain the real value of the portfolio through an economic cycle.
- To maintain the real value of CFIW's endowment grant making and management fee generation from investment income on an annual basis.
- To have a moderate approach to risk. 'Moderate' means that medium volatility of asset value is expected.

9. **Expenditure of Capital.**

- Some expenses, such as property valuation fees, must be paid from capital.
- Any other depletion of capital that is not covered by an explicit client agreement is a Board-level decision. Such depletion would normally be the distribution of any capital gain above the portfolio's real value. Depletion of permanent endowment capital also requires Charity Commission permission.

10. **Objectives.** The aims are to be achieved through the following objectives:

a. **Diversification.** Hold a balanced portfolio across the following asset classes: UK/Overseas Equities, UK/Overseas Government Bonds and Corporate Bonds, Commodities, Alternatives, Commercial Property, and Cash. The portfolio shall be split between 2 or 3 investment managers with no one manager having less than one third of the portfolio's value. However, following due diligence trustees reserve the right to accept donor advised investments, with decisions made on a case-by-case basis by the FRIC and recommended to the Board for approval. Individual investment managers may have differing target asset allocations, such that the aggregate asset allocation of the composite CFIW portfolio lies within the parameters determined by FRIC.

b. **Risk.** Achieve a moderate risk profile through adequate asset, sector and stock diversification.

c. **Investment Pool for CFIW Endowed Funds.** To ensure that all endowed funds receive the pro-rata benefit of multiple manager diversification, CFIW is to operate an investment pool that gives each endowment fund a percentage share of the combined manager portfolios that is adjusted every time capital is added or withdrawn. Investment income is to be apportioned quarterly to each fund according to weighted average share; an income dilution levy is to be applied on capital addition to protect the income due to prior holdings. This does not apply to donor advised investments which remain separate to the investment pool.

d. **Delegation.** Delegate the management of the investment pool element of the portfolio to at least 2 and no more than 3 investment managers. Any delegation for directly-held securities as part of a segregated portfolio can be to only one manager; a segregated portfolio is expected to demonstrate superior benefits to a pooled fund. The delegation to all other managers must be for suitable pooled funds.

e. **Ethical Considerations.** The primary responsibility of the investment portfolio is to provide income and capital resources to support CFIW's current and future aims. However, following a review by the Finance, Risk and Investment Committee in December 2014 it was agreed that the investment portfolio should have no direct exposure to companies which have significant holdings in tobacco, arms, gambling and pornography investments.

f. **Investment Manager Appointments.** The appointment of Investment Managers is a Board-level decision on the recommendation of the FRIC. Whilst the continued tenure of the incumbent investment managers should be reviewed normally every 3 years along with this strategy, the appointments can be ended at any time.

g. **Advice.** CFIW's investment requirements are standard for an endowed grantmaking charity and therefore, assuming adequate FRIC familiarity with investing, there is no requirement for contracted professional investment advice. However, pro-bono advice from a suitably-experienced charity investment professional would be desirable. Furthermore, the investment manager of a segregated portfolio can provide strategy and asset allocation advice. Otherwise, or when the impartiality of any adviser may be in question, the Board must rely on the FRIC's interpretation of specialist press comment and the contrast of investment managers' reports and performance.

11. Control of Segregated Portfolio.

a. **CFIW Strategy.** The Investment Manager is to receive a copy of the appropriate aims and objectives.

b. **Management Agreement.** The contract with the Investment Manager, the fee structure and performance measurement index shall be reviewed at least every 3 years by the FRIC. The agreement is to contain an agreed absolute annual income target (reviewed annually) and agreed benchmarks for composite total return and yield, both of which the investment manager is expected to outperform by agreed annualised percentages over a rolling three year period.

c. **Asset Allocation.** The manager will have discretion to deliver, in accordance with the risk objective, an asset allocation within the ranges determined by the FRIC for authorised asset classes and to select stocks to achieve a diversified holding within each asset class. In the event of actual or foreseen major shifts in world financial markets, the investment manager may approach the FRIC for permission to vary the above percentages.

d. **Performance Reporting.** The Investment Manager will report to the FRIC every quarter. The report will consist of:

- A description of each investment including its percentage of the total portfolio, quantity, original cost, current market value, unrealised gain or loss, percentage yield and analysis of the current asset allocation by investment category.
- Comparison of portfolio performance with the benchmark performance measurement index.
- Comment on market outlook and likely future asset allocation.

e. **Ad Hoc Valuations.** To enable CFIW to track the value of individual funds within the common portfolio, the Investment Manager must provide a portfolio valuation on the date of every capital transaction (withdrawal from/addition to the portfolio) as requested by CFIW.

12. Control of Pooled Funds. For the purposes of this strategy, the term 'Pooled Funds' comprises both Common Investment Funds specific to Registered Charities, and regular retail funds and unit trusts. FRIC is responsible for:

- Scrutiny of the quarterly report from each fund for ongoing compatibility of the fund's investment objective and asset allocation, both with this strategy and evolving FRIC views.
- Engagement with the investment managers as appropriate on significant issues.
- Obtaining fund valuations on the date of every capital transaction (withdrawal from/addition to the portfolio).
- Adjusting the asset allocation between pooled funds as appropriate.

13. FRIC Monitoring and Reporting to Board. FRIC is to report to the Board quarterly on:

- For each investment manager and the aggregated CFIW portfolio: market valuation, yield, total return, asset allocation and performance against total return and yield benchmarks.
- Market conditions affecting performance and market outlook.

Approved by CFIW Board on 21 September 2012. Item 10e amended by Finance, Risk and Investment Committee September 2014. Items 10a, 10c and 10e amended by Finance, Risk and Investment Committee March 2016.



CORPORATE RESOURCES OVERVIEW & SCRUTINY COMMITTEE

Date of Meeting	Thursday, 14 December 2017
Report Subject	Workforce Information Report – Quarter 2
Cabinet Member	Cabinet Member for Corporate Management and Assets
Report Author	Senior Manager, Human Resources and Organisational Development
Type of Report	Operational

EXECUTIVE SUMMARY

To provide Members with an update for the second quarter for 2017/18. This report provides details of the following:

- Headcount and Full Time Equivalent (FTE)
- Organisational Age Profile
- Employee Turnover and Stability (Including Redundancies and Early Retirements)
- Attendance
- Performance Appraisals and Development
- Resource Management (Agency Workers)
- Equality and Diversity

The format of this report and the accompanying Workforce Information is intended to focus on organisational performance and trends, with the information being presented in a dashboard format. The dashboards are a visual presentation of data, showing the current status and historical trends of the Council's performance against key performance indicators.

The report provides a brief narrative on the overall performance against a number of indicators. A more detailed explanation is provided on an exceptional basis where performance is falling below organisational performance indicators or where there has been a significant movement, either upwards or downwards, in the reported trends. The narrative will include an explanation for the movement in trend and details of any proposed actions to improve or maintain performance.

The performance information for the whole organisation is split to show Schools and

Non-Schools data separately. The Schools data is further broken down into Teaching and Non-Teaching.

RECOMMENDATIONS

1	Members comment on Workforce Information Report for quarter two 2017/18 to 30 September 2017
---	--

REPORT DETAILS

1.00	EXPLAINING THE WORKFORCE INFORMATION REPORT
1.01	<p>Headcount and Full Time Equivalent (FTE)</p> <p>The headcount and FTE figures for quarter two show an overall decrease of 396 FTE across the Council since April, Non-schools show a decrease of 354 FTE, and Schools show an overall decrease of 42 FTE. Within Schools, teaching staff show a decrease of 220 FTE whereas non-teaching staff decreased by 1 FTE.</p> <p>The significant reduction of FTE for quarter two is attributable to the transfer of Aura Leisure and Libraries Limited on 1 September 2017, and also the closure of John Summers High School on 31 August 2017.</p>
1.02	<p>Age Profiling</p> <p>Age profiling the organisation, departments and teams is an important part of understanding the age demographics of our workforce and where we may need to focus attention. Why do we use age profiling?</p> <ul style="list-style-type: none"> • to identify work areas with a high average age • to help plan for retirements and how we will recruit or retain staff • to highlight patterns and trends across our workforce • to assist workforce planning. <p>Understanding our age profile supports good workforce planning, enables the Council to provide a guide to the future number of potential retirements and succession plan by identifying any skill gaps that may arise. Without an analysis of age profile, no workable long term planning can be made.</p>
1.03	<p>Employee Turnover and Stability (Including Redundancies and Early Retirements)</p> <p>The turnover percentage for the Council during quarter two is 9.81%. As explained under the Headcount and Full Time Equivalent section, the majority of this is attributable to the transfer of Aura Leisure and Libraries Limited, and the closure of John Summers High School. This has meant that the cumulate figure for 2017/18 is 16.95%.</p>

1.04	<p>Attendance</p> <p>The FTE days lost for the Council during quarter two is 1.83, which provides a cumulative figure of 3.70 for 2017/18. This is a significant improvement when compared to the same period in 2016/17 which recorded 4.41 FTE days lost. The cumulative figure as at quarter two identifies that, if absence rates remain at the current level for the remainder of the reporting year the projected out-turn for 207/18 will be 7.40.</p>
1.05	<p>Performance Appraisals and Development</p> <p>Performance Appraisals remain a high priority within the Council. Historically, appraisal completion levels have been reported on the basis of information (data) held in iTrent. A fundamental review of the data for each portfolio identified the requirement to establish and apply an agreed set of eligibility criteria so that future reporting is both meaningful and consistent across the Council.</p> <p>The following exemptions for inclusion in this performance indicator were agreed last year, as follows:</p> <ul style="list-style-type: none"> • Schools based employees • Relief/casual workers • Employees on long term sick leave • Employees on maternity leave or undertaking a career break • Employees in their first 6 months of employment (new starters) • Employees working a period of notice (leavers) • Employees whose appraising manager is/has been absent for a prolonged period • Employees of Clwyd Theatre Cymru • Employees engaged on a fixed term contract of less than 12 months duration <p>The revised annual target for completion of appraisals is 100% of eligible employee's, and as at 30 September 2017, the recorded completion rate on iTrent against eligible employees was 72%.</p> <p>Appraisal is one part of a wider performance management picture. In addition to quality day to day supervision, most employees benefit from regular team meetings, and 1-2-1's with their manager which provides an opportunity for coaching and formal and informal progress discussions throughout the year.</p> <p>All portfolios are in the process of reviewing progress against the target, and updating records to reflect the number of appraisals scheduled to take place over the next few months and those recently completed. A follow-up report detailing the completion levels of appraisals across the Service Portfolios will be shared with members during the Committee meeting of 18 January 2018.</p>
1.06	<p>Resource Management (Agency Workers)</p>

	<p>The cumulative agency spend for 2017/18 is £1.2m, which is a significant improvement when compared to the cumulative agency spend as at quarter two for the previous year (£2.3m).</p> <p>As in previous years, the majority of the agency spend is within Streetscene and Transportation (£385,000), and Social Services (£445,000) respectively. However, the reduction in spend compared to the previous year illustrates that the Portfolios are working hard to reduce their use of agency workers and find alternative methods of fill for both temporary and permanent vacancies.</p> <p>Overall, there were 109 active agency placements on 30 September 2017. At the time there were 74 placements exceeded the 12 week Agency Worker Regulations threshold, the majority of placements, 46 were within Streetscene and Transportation, 15 in Community and Enterprise, 9 in Social Services, 3 in Governance, and 1 in Education and Youth. At the time of writing this report, the number of active placements had reduced to 87.</p>
1.07	<p>Equality and Diversity Workforce Monitoring</p> <p>Workforce diversity monitoring is an important means of demonstrating, implementing and promoting equality of opportunity.</p> <p>Ongoing promotion and monitoring is carried out to gather information on the diversity of our workforce including potential recruits as well as existing employees. The Council collects diversity information based on current UK equality legislation which aims to prevent discrimination on grounds of age, disability, gender, race, sexual orientation, religion and other protected characteristics. Information gathered can, if analysed regularly, help us to identify barriers that prevent access to employment and career development for certain groups of people, and to develop solutions, such as positive action plans or alternative policies and practices.</p>

2.00	RESOURCE IMPLICATIONS
2.01	None arising directly from this report.

3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	None as the dashboard report appended to this report details existing actual out-turns in the various measures.

4.00	RISK MANAGEMENT
4.01	None arising directly from this report.

5.00	APPENDICES
5.01	Appendix One: Dashboard – Workforce Information Report Q2 2017/18

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	<p>None.</p> <p>Contact Officer: Sharon Carney, Senior Manager, Human Resources and Organisational Development. Telephone: 01352 702139 E-mail: sharon_carney@flintshire.gov.uk</p>

7.00	GLOSSARY OF TERMS
7.01	<p><u>Headcount and FTE</u> This will provide information on the current levels of the Council's workforce.</p> <p><u>Age Profiling</u> The purpose of providing the Organisational Age Profile is to enable the Council to provide a guide to the future number of potential retirements and succession plan by identifying any skill gaps that may arise. Without an analysis of age profile, no workable long term planning can be made.</p> <p><u>Employee Turnover and Stability (Including Redundancies and Early Retirements)</u> This information will provide the awareness of trends in turnover rates within the Council for potential measure to be put in place for high turnover rates, if applicable.</p> <p><u>Attendance</u> Attendance remains a high priority in the Council and will provide detailed information on the areas for improvement for absence/attendance. Stage 1 and Stage 2 capability hearings are the formal stages of the Attendance Management policy where sanctions including dismissal take place.</p> <p><u>Performance Appraisals and Development</u> Reporting on performance appraisals and development will enable more effective monitoring of potential training needs for future planning.</p> <p><u>Resource Management</u> This information will include the usage of agency workers within the Council.</p> <p><u>Equality and Diversity Workforce Monitoring</u> Information will be provided to inform what measures, if any, need to be implemented to prevent inequalities within the Council.</p>

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**CORPORATE DASHBOARD
REPORTS
(FLINTSHIRE COUNTY COUNCIL)
2017/18 - QUARTER 2
(JULY - SEPTEMBER)**

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2017/18 DASHBOARD

FLINTSHIRE COUNTY COUNCIL CUMULATIVE TOTALS

TOTAL HEADCOUNT

5,946

TOTAL FTE

4,645

LEAVERS / TURNOVER

1,095 / 16.95%

AGENCY SPEND 2017/18

£1.2m

TARGET 2017/18 AT Q2

£1.1m

DAYS LOST PER FTE 2017/18

3.70

TARGET 2017/18 AT Q2

4.50

QUARTER 2 2017/18 DASHBOARD

HEADCOUNT AND FULL TIME EQUIVALENT (FTE) - NON SCHOOLS

TOTAL HEADCOUNT

2,753

TOTAL FULL TIME EQUIVALENT

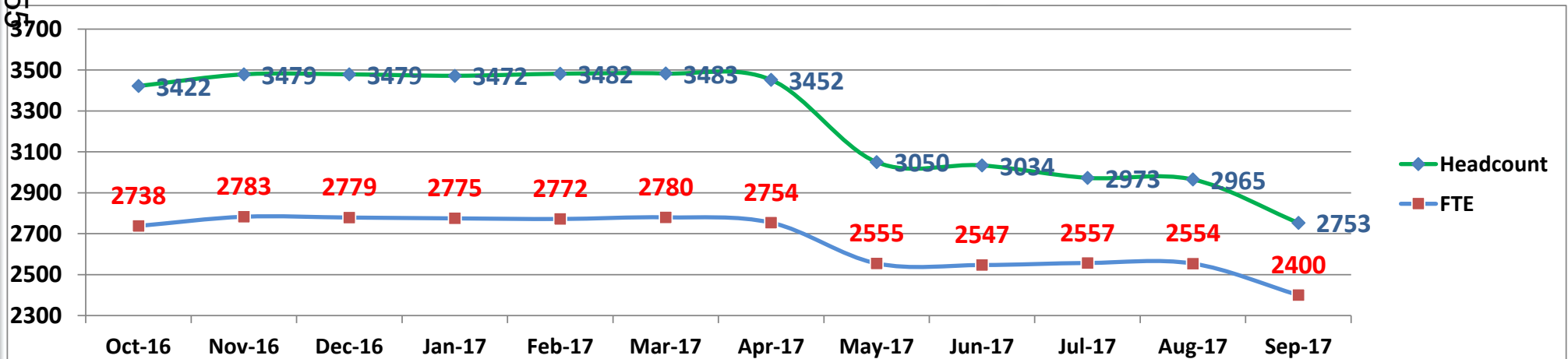
2,400

01/04/2017 **3,452**
 Decrease of 699 people (-25.39%)
 30/09/2017 **2,753**

01/04/2017 **2,754**
 Decrease of 354 FTE (-14.75%)
 30/09/2017 **2,400**

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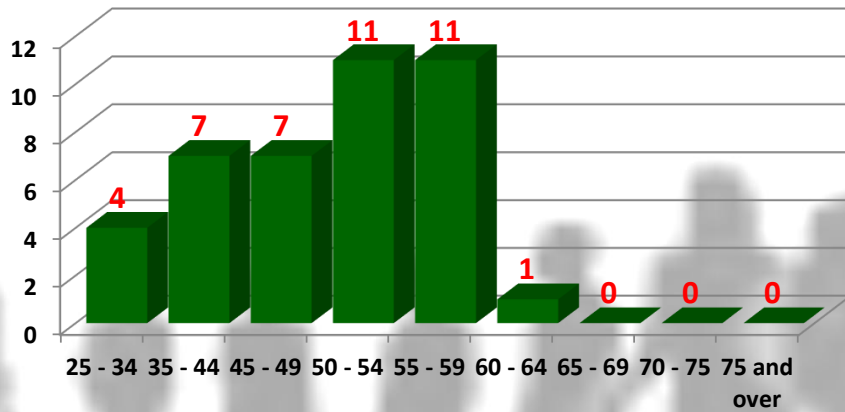
HEADCOUNT AND FTE - 12 MONTH TREND



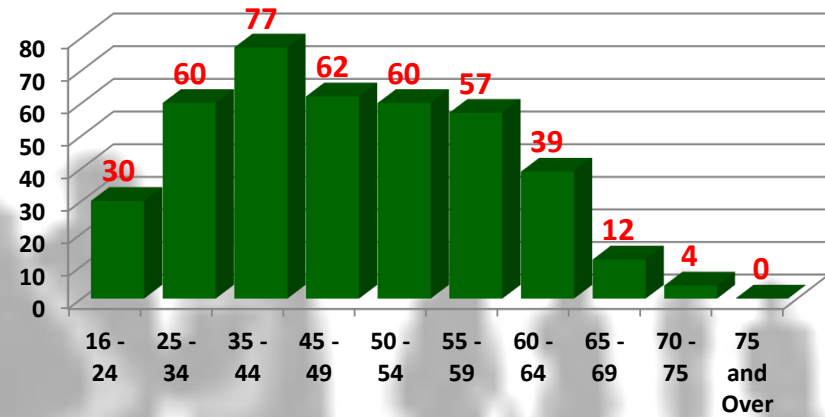
QUARTER 2 2017-18 DASHBOARD

AGE PROFILE - NON-SCHOOLS

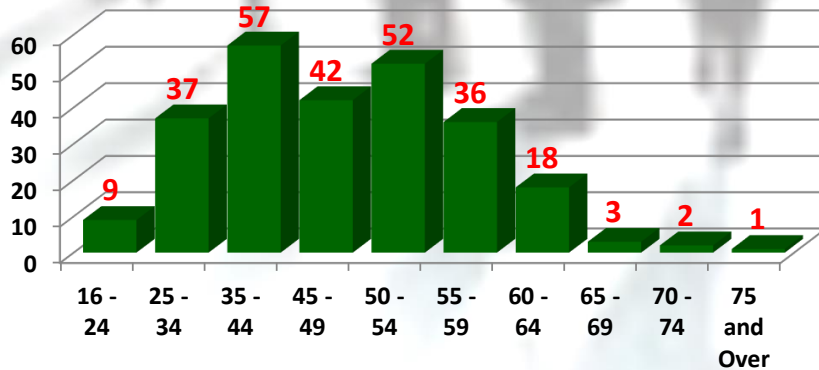
Chief Executives



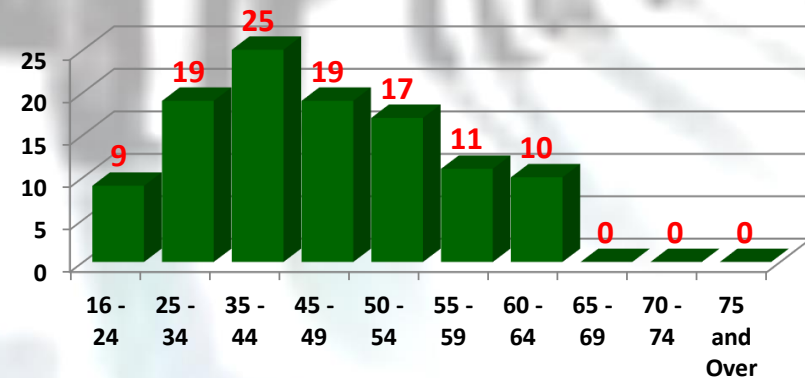
Community and Enterprise



Education and Youth



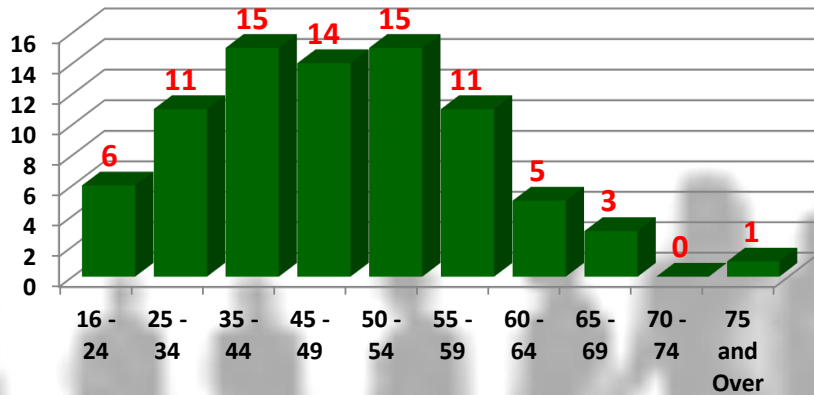
Governance



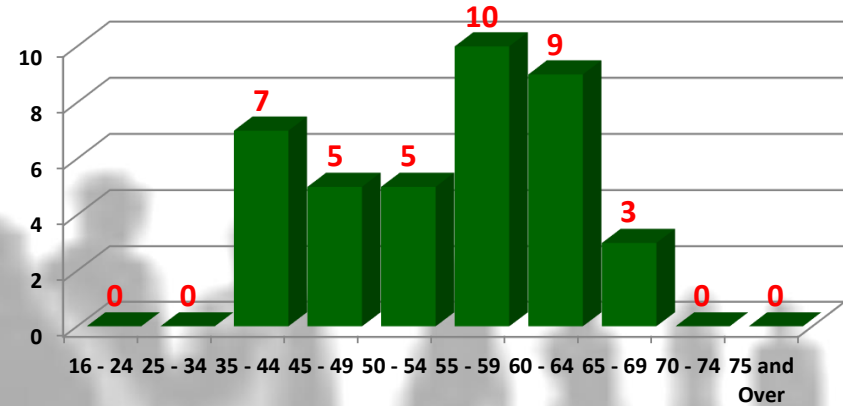
QUARTER 2 2017-18 DASHBOARD

AGE PROFILE - NON-SCHOOLS

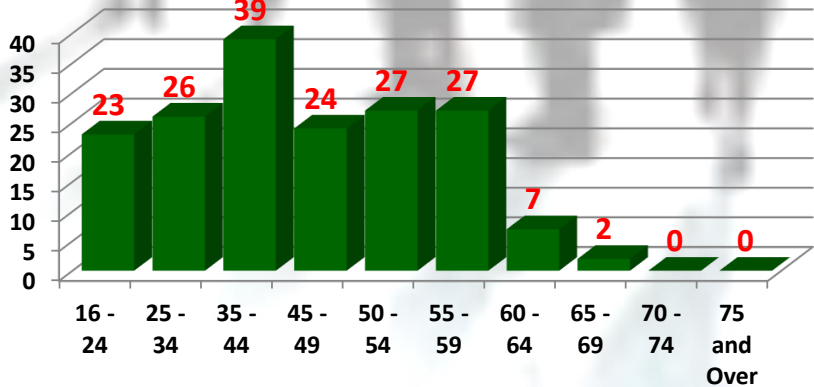
Organisational Change 1



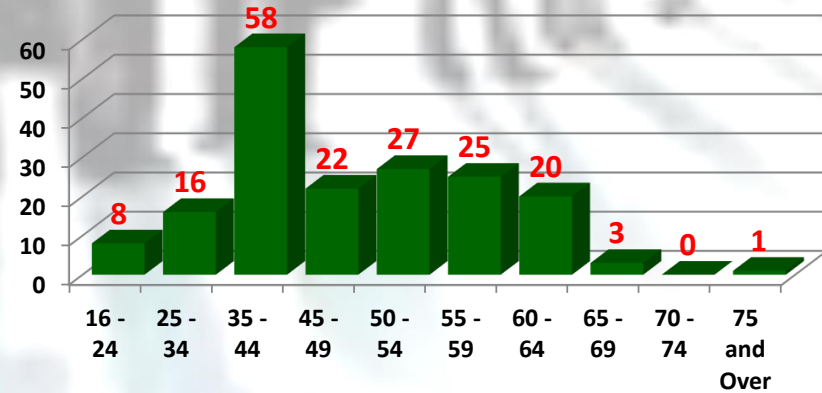
Organisational Change 2



People and Resources



Planning and Environment

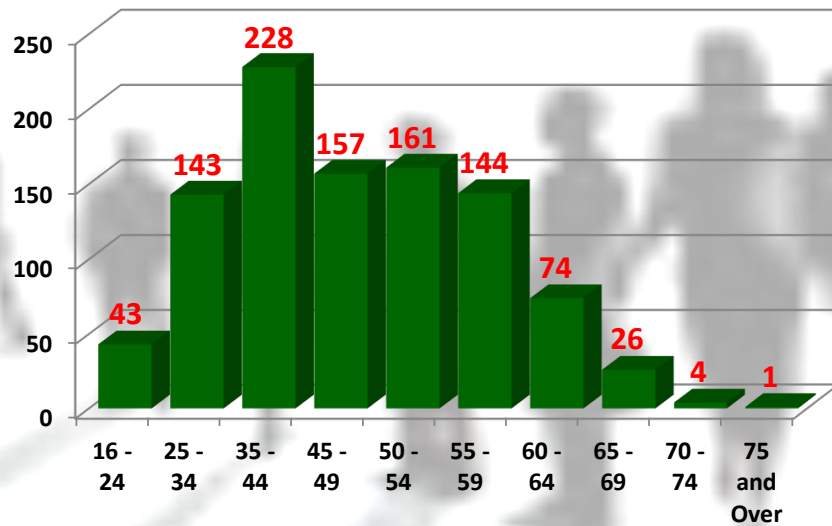


QUARTER 2 2017-18 DASHBOARD

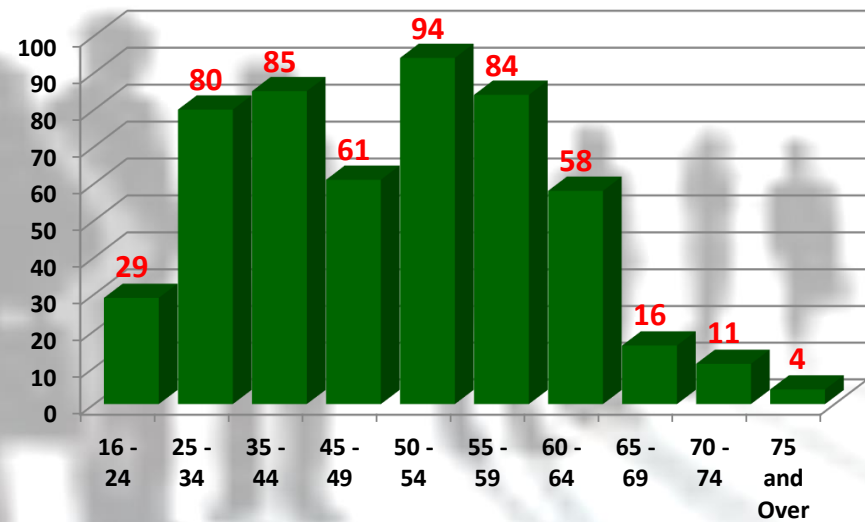
AGE PROFILE - NON-SCHOOLS

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Social Services



Streetscene and Transportation



QUARTER 2 2017/18 DASHBOARD

ATTENDANCE - NON-SCHOOLS

DAYS LOST PER FTE AT 30/09/2017



30/09/2016
2.75

2.53

30/09/2017
2.53



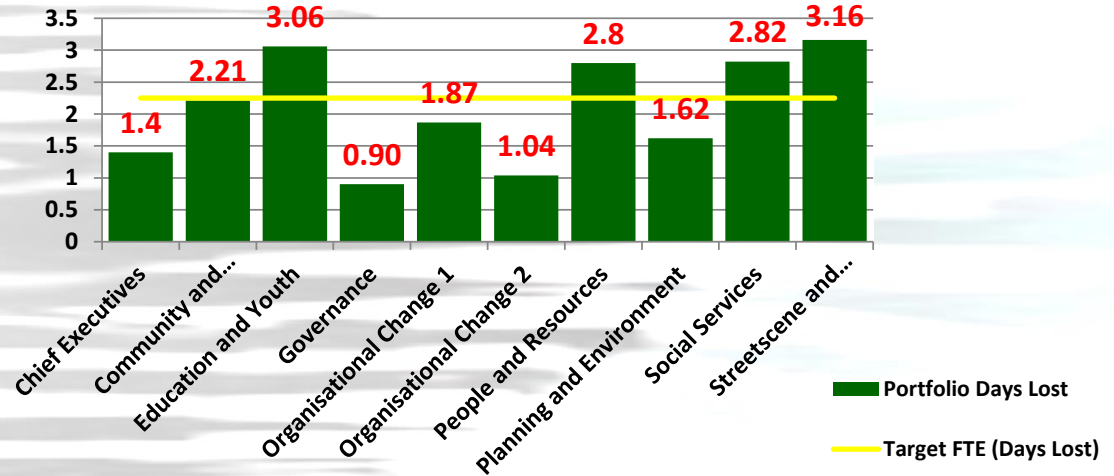
Improvement of 0.22

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TOP 4 REASONS

1. STRESS, DEPRESSION, ANXIETY
2. MUSCULOSKELETAL
3. STOMACH, LIVER, VOMITING
4. INFECTIONS

FTE DAYS LOST BY PORTFOLIO



QUARTER 2 2017/18 DASHBOARD

TURNOVER AND STABILITY - NON SCHOOLS

LEAVERS - Q2

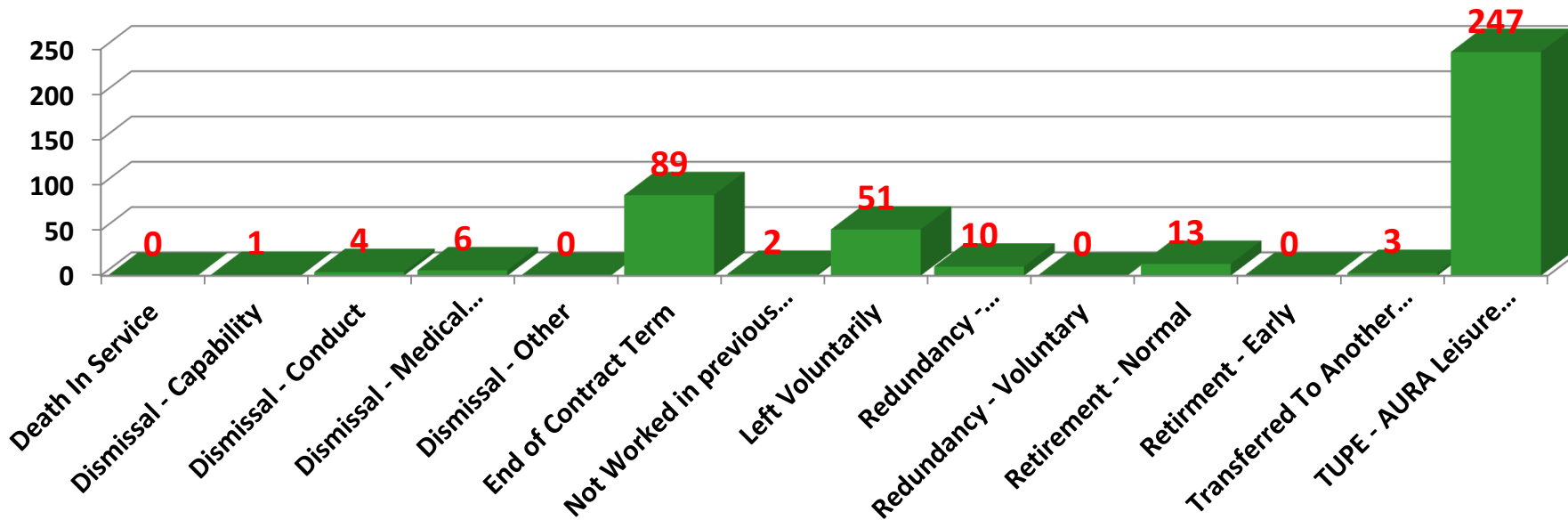
426

LEAVERS - 2017/18

837

LEAVER REASON - Q2

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QUARTER 2 2017/18 DASHBOARD

EQUALITY AND DIVERSITY - NON-SCHOOLS

GENDER BREAKDOWN

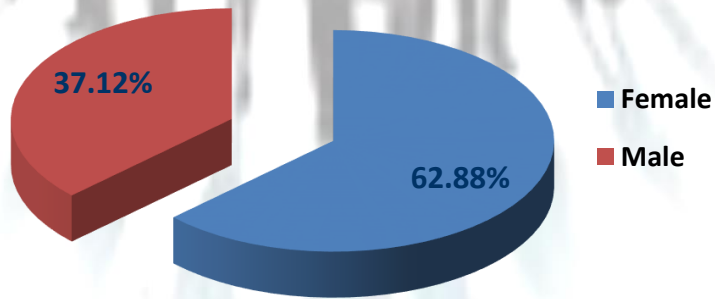
MALE

1,022
(37.12%)

FEMALE

1,731
(62.88%)

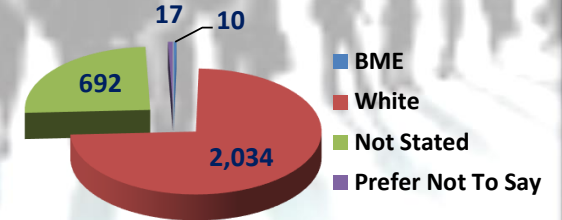
GENDER BREAKDOWN (%)



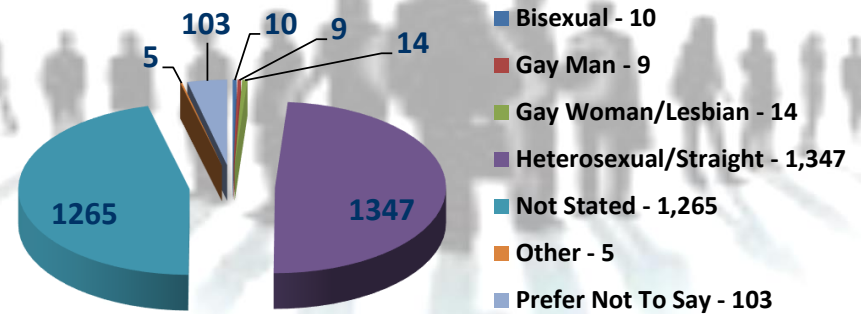
ETHNICITY

BME - 10
 WHITE - 2,034
 PREFER NOT TO SAY - 17
 NOT STATED - 692

ETHNICITY BREAKDOWN



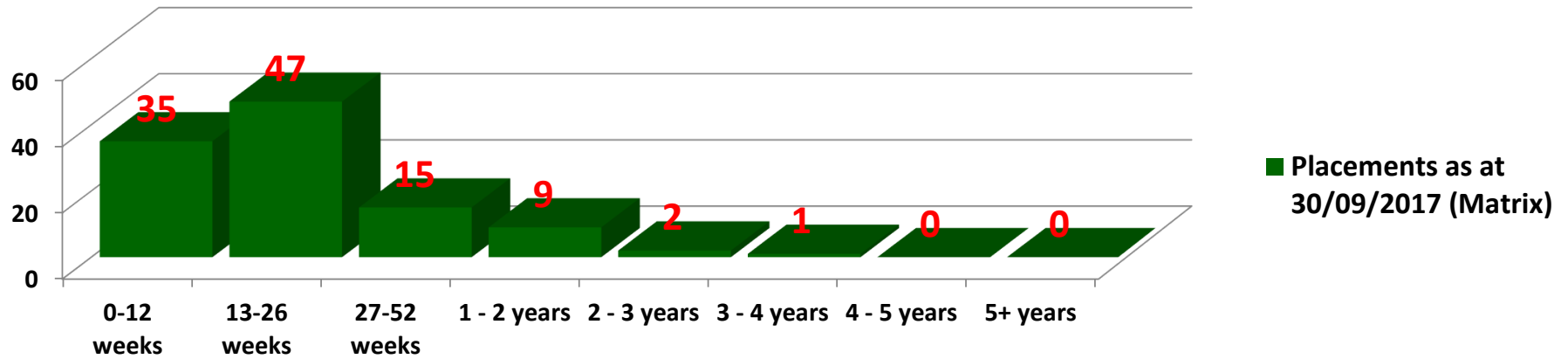
SEXUAL ORIENTATION



QUARTER 2 2017/18 DASHBOARD

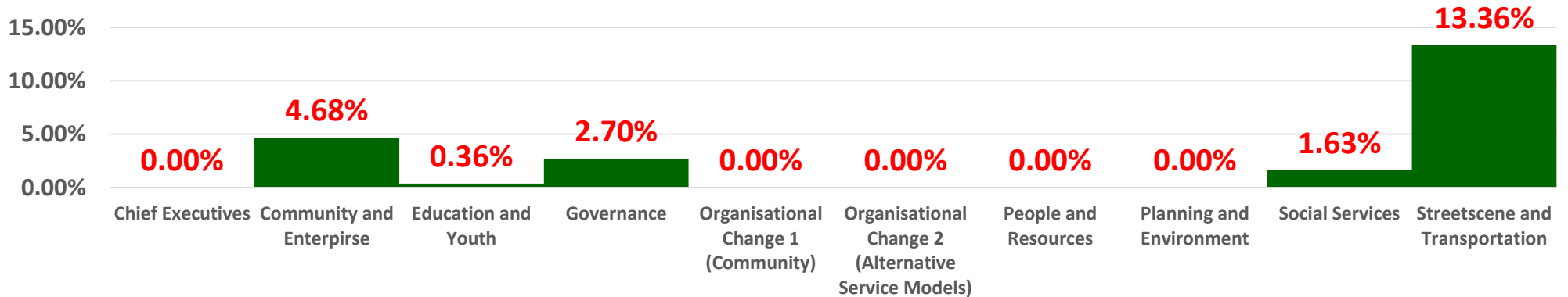
RESOURCE MANAGEMENT - AGENCY

Agency Tenure Management Q2



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Agency/Headcount Percentage by Portfolio Q2



QUARTER 2 2017/18 DASHBOARD

HEADCOUNT AND FULL TIME EQUIVALENT (FTE) - SCHOOLS

TOTAL HEADCOUNT

3,193

TOTAL FULL TIME EQUIVALENT

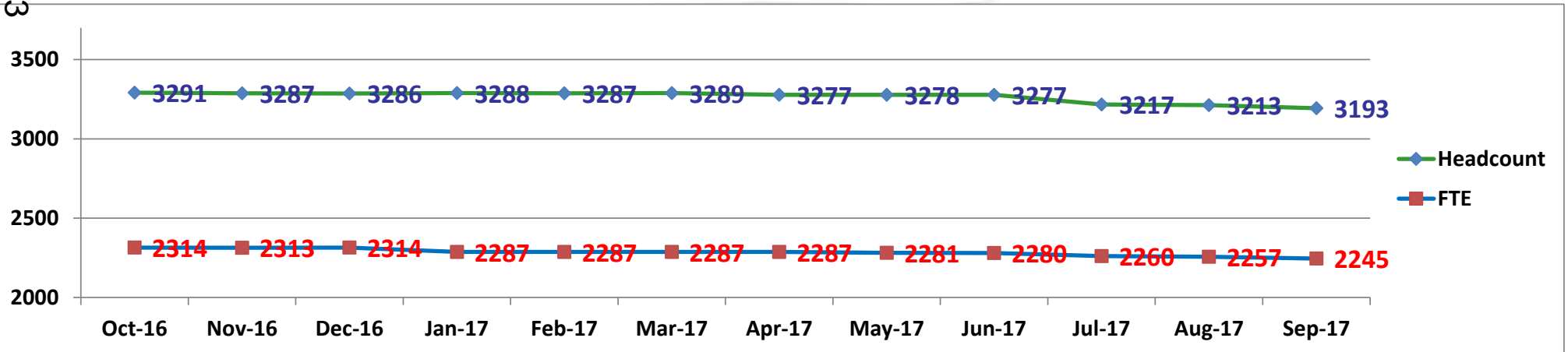
2,245

01/04/2017 **3,291** Decrease of 98 people (-3.06%) 30/09/2017 **3,193**

01/04/2017 **2,287** Decrease of 42 FTE (-1.87%) 30/09/2017 **2,245**

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HEADCOUNT AND FTE - 12 MONTH TREND



QUARTER 2 2017/17 DASHBOARD

HEADCOUNT AND FULL TIME EQUIVALENT (FTE) - SCHOOLS (TEACHING)

TOTAL HEADCOUNT

1,375

TOTAL FULL TIME EQUIVALENT

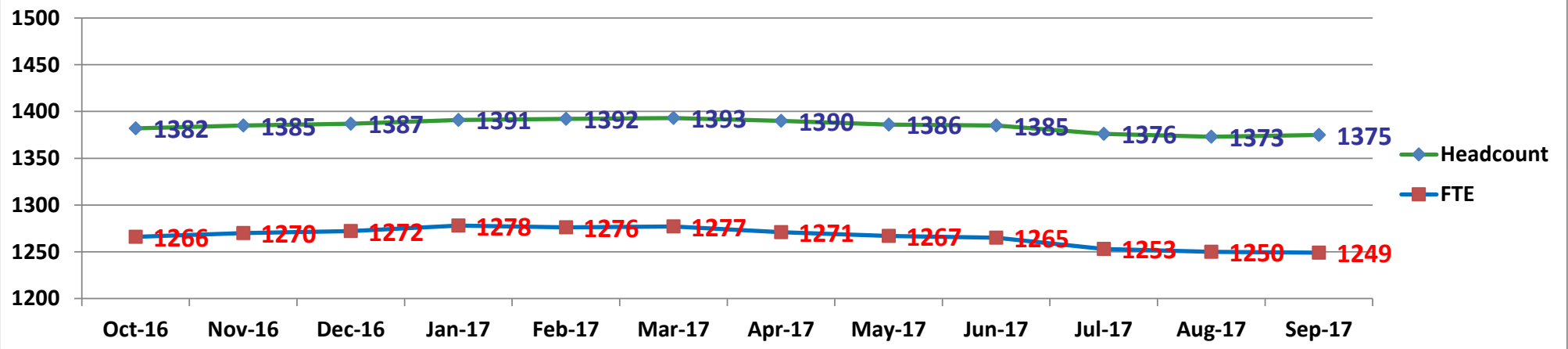
1,249

01/04/2017 **1,390** Decrease of 15 people (-1.09%) 30/09/2017 **1,375**

01/04/2016 **1,271** Decrease of 22 FTE (-1.76%) 30/09/2017 **1,249**

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HEADCOUNT AND FTE - 12 MONTH TREND



QUARTER 2 2017/18 DASHBOARD

HEADCOUNT AND FULL TIME EQUIVALENT (FTE) - SCHOOLS (NON-TEACHING)

TOTAL HEADCOUNT

1,818

TOTAL FULL TIME EQUIVALENT

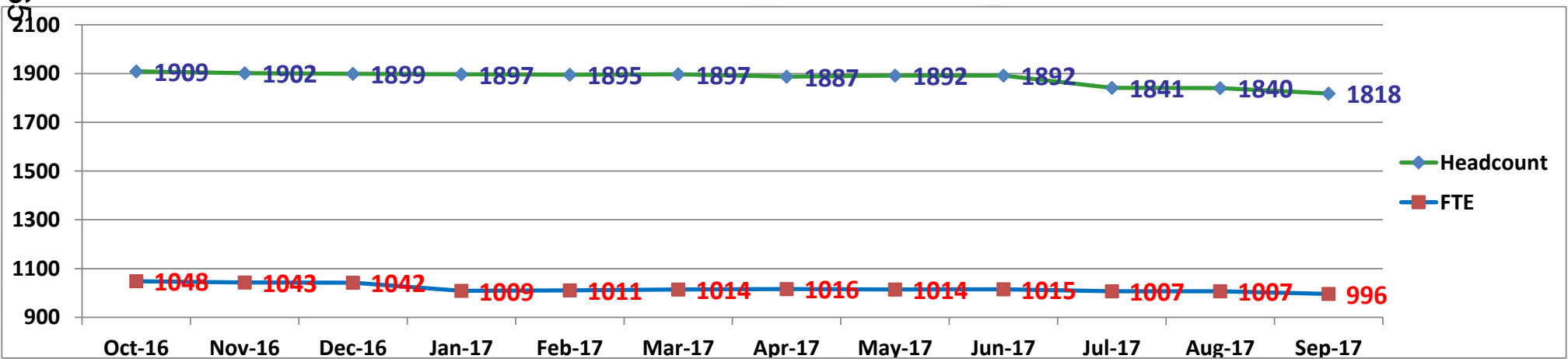
996

01/04/2017 **1,901** Decrease of 83 people (-4.57%) 30/09/2017 **1,892**

01/04/2017 **1,016** Decrease of 20 FTE (-1.97%) 30/09/2017 **996**

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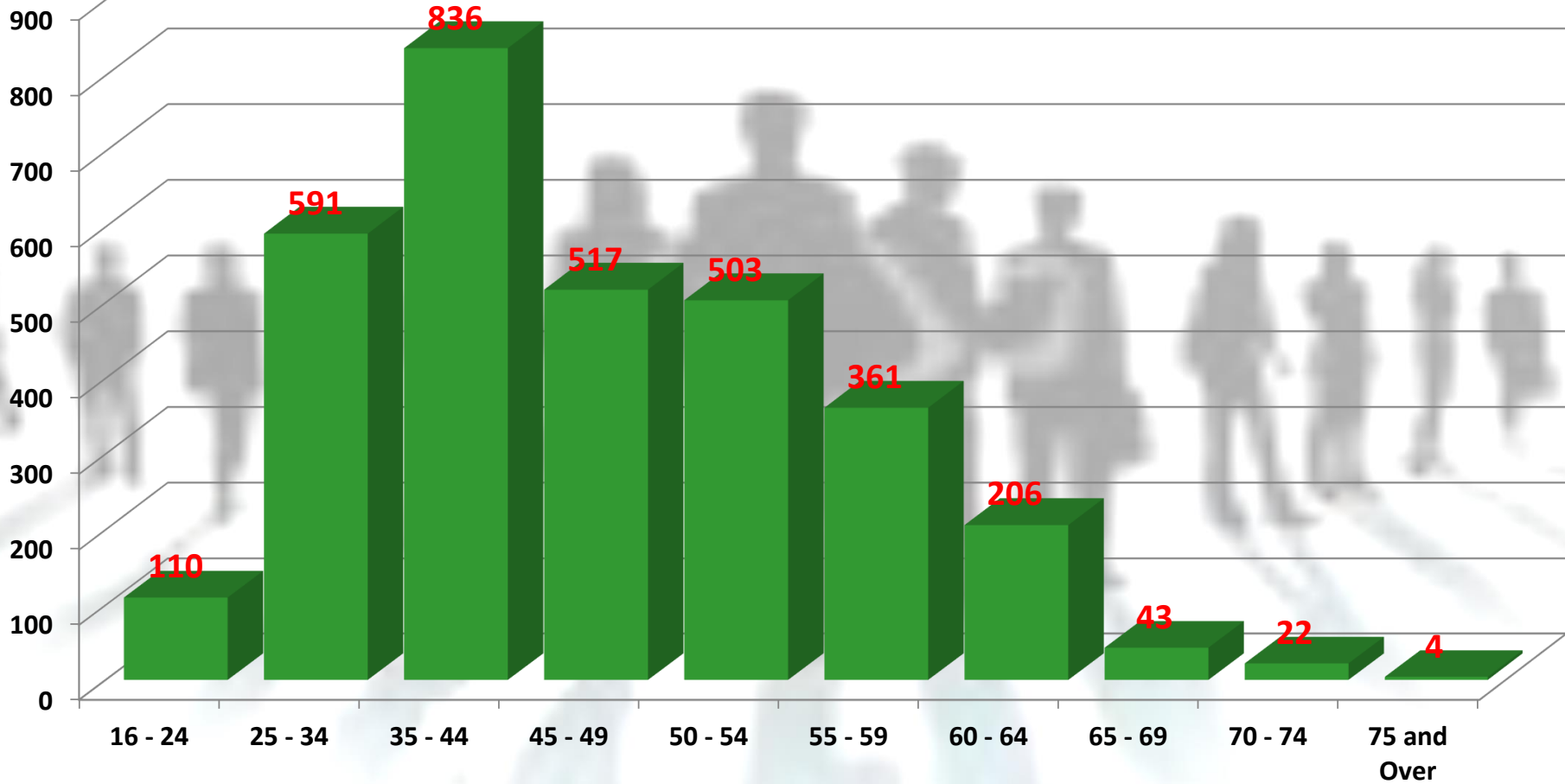
HEADCOUNT AND FTE - 12 MONTH TREND



QUARTER 2 2017/18 DASHBOARD

AGE PROFILE - SCHOOLS

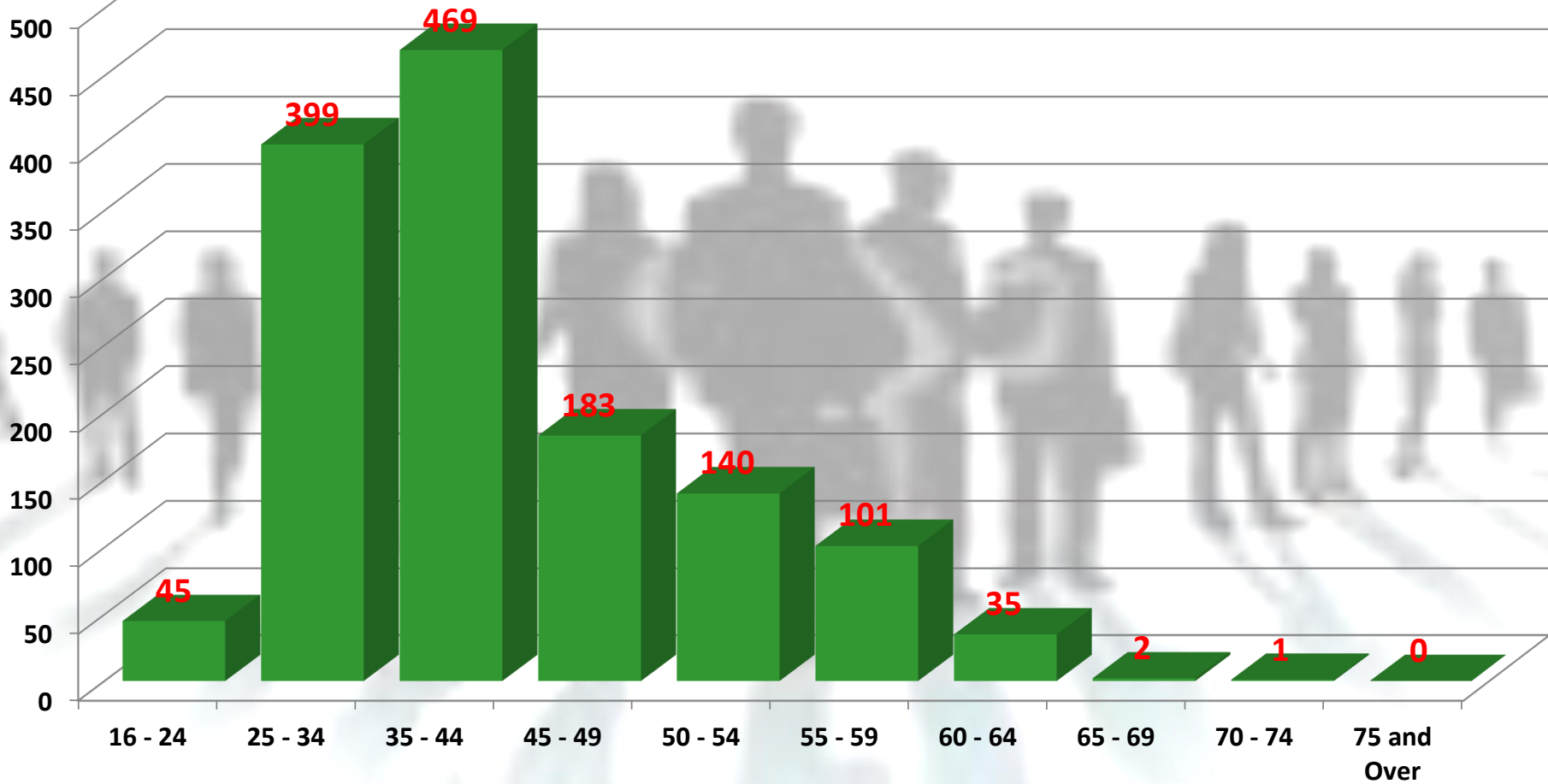
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QUARTER 2 2017/18 DASHBOARD

AGE PROFILE - SCHOOLS (TEACHING)

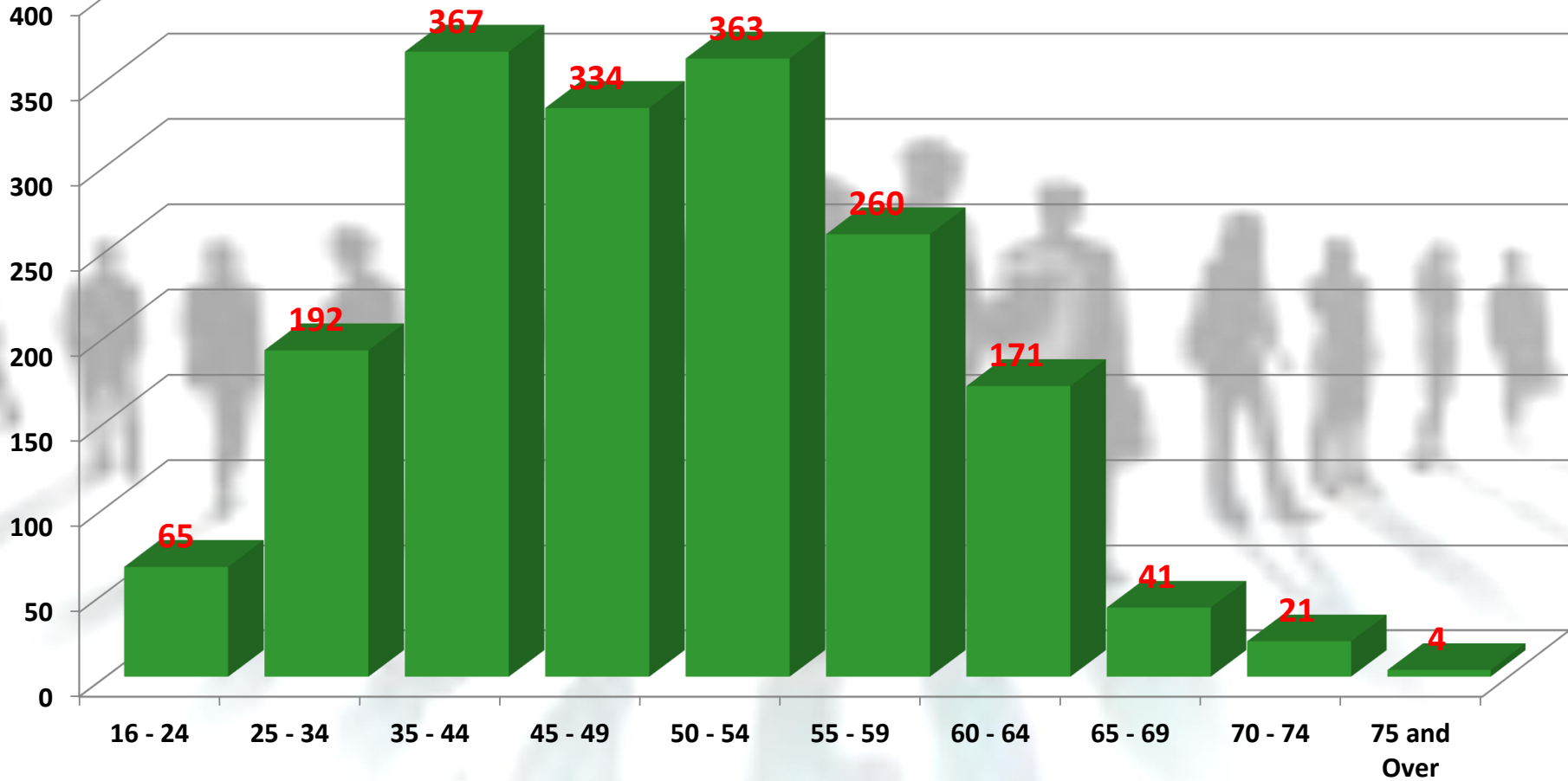
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QUARTER 2 2017/18 DASHBOARD

AGE PROFILE - SCHOOLS (NON-TEACHING)

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QUARTER 2 2017/18 DASHBOARD

ATTENDANCE - SCHOOLS

DAYS LOST PER FTE AT 30/09/17



30/09/2016
1.15

1.07

30/09/2017
1.07



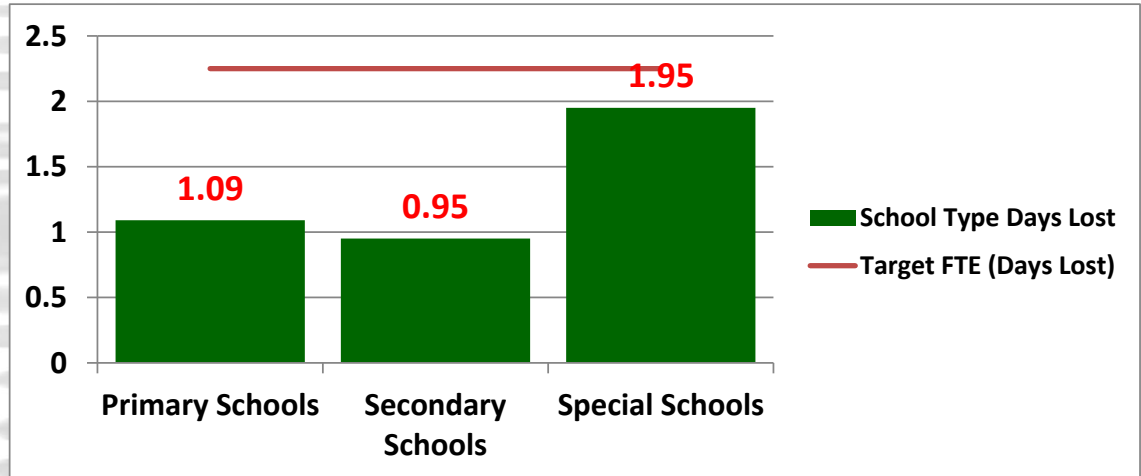
Improvement of 0.08

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TOP 4 REASONS

1. INFECTIONS
2. STOMACH, LIVER, VOMITING
3. STRESS, DEPRESSION, ANIEXTY
4. MUSCULOSKELETAL

FTE DAYS LOST BY SCHOOL TYPE



QUARTER 2 2017/18 DASHBOARD

ATTENDANCE - SCHOOLS (TEACHING)

DAYS LOST PER FTE AT 30/09/17



30/09/2016
0.85

0.74

30/09/2017
0.74



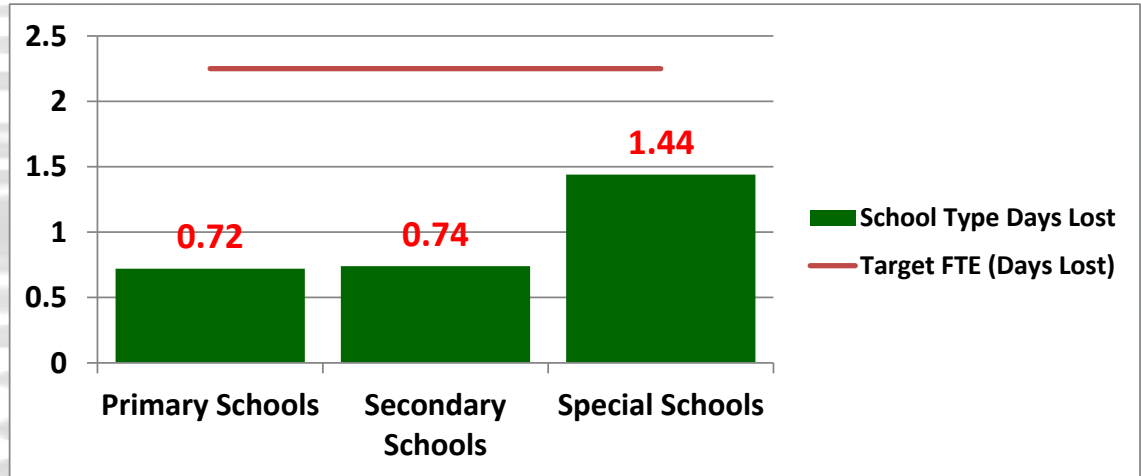
Improvement 0.11

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TOP 4 REASONS

1. STOMACH, LIVER, VOMITING
2. STRESS, DEPRESSION, ANXIETY
3. INFECTIONS
4. MUSCULOSKELETAL

FTE DAYS LOST BY SCHOOL TYPE



QUARTER 2 2017/18 DASHBOARD

ATTENDANCE - SCHOOLS (NON-TEACHING)

DAYS LOST PER FTE AT 30/09/17



30/09/2016
1.53

1.49

30/09/2017
1.49



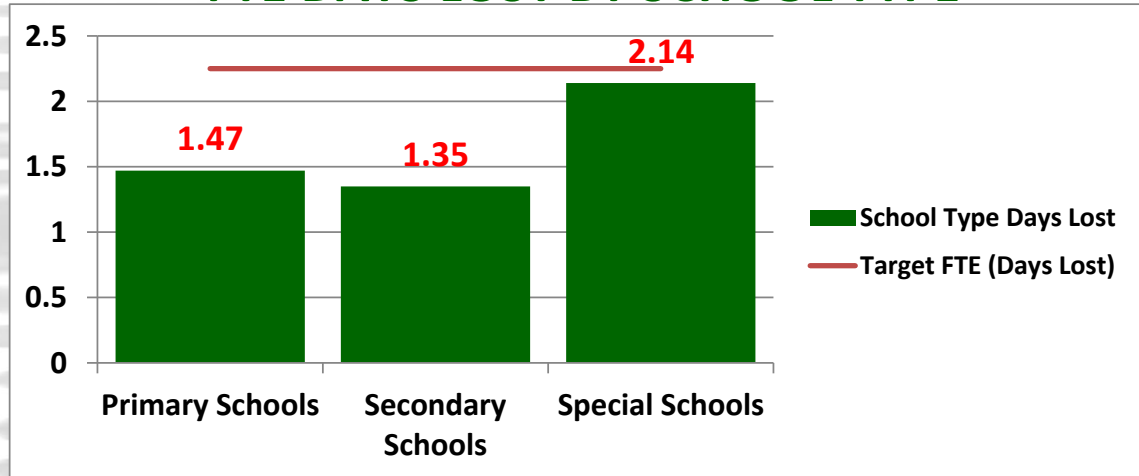
Improvement of 0.04

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TOP 4 REASONS

1. INFECTIONS
2. STOMACH, LIVER, VOMITING
3. MUSCULOSKELETAL
4. STRESS, DEPRESSION, ANXIETY

FTE DAYS LOST BY SCHOOL TYPE



QUARTER 2 2017/18 DASHBOARD

TURNOVER AND STABILITY - SCHOOLS

LEAVERS - Q2

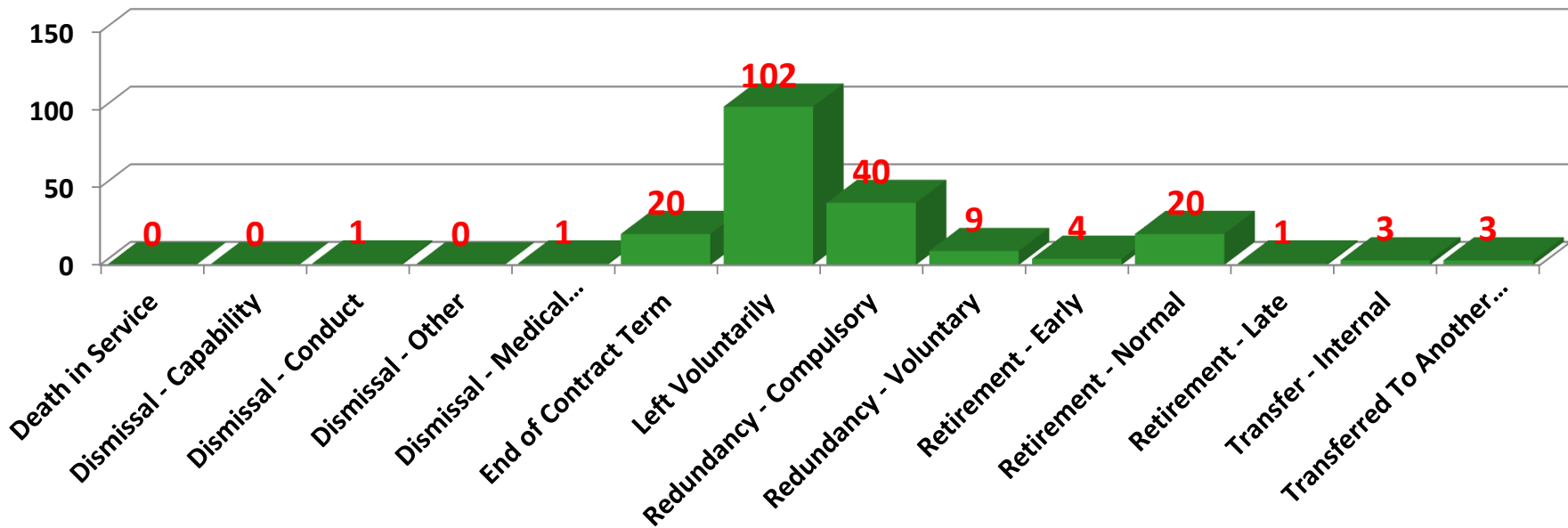
204

LEAVERS - 2017/18

259

LEAVER REASON - Q2

Page 72



QUARTER 2 2017/18 DASHBOARD

TURNOVER AND STABILITY - SCHOOLS (TEACHING)

LEAVERS - Q2

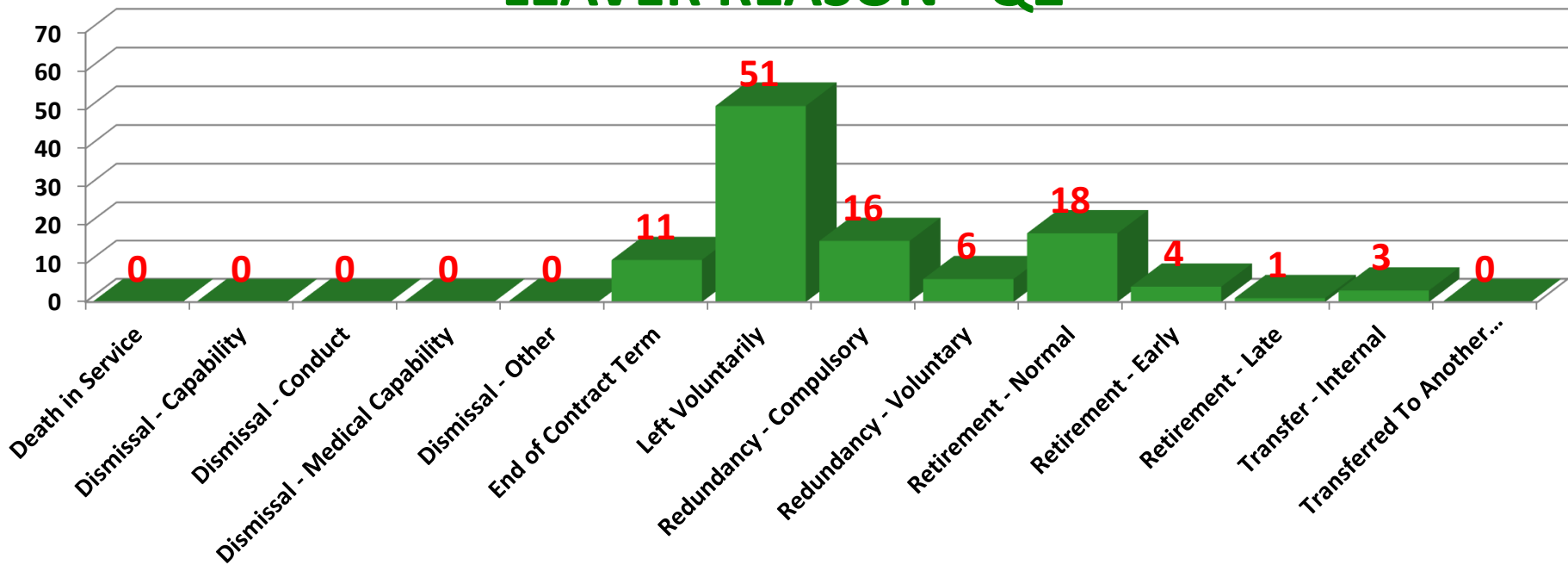
110

LEAVERS - 2017/18

125

LEAVER REASON - Q2

Page 73



QUARTER 2 2017/18 DASHBOARD

TURNOVER AND STABILITY - SCHOOLS (NON-TEACHING)

LEAVERS - Q2

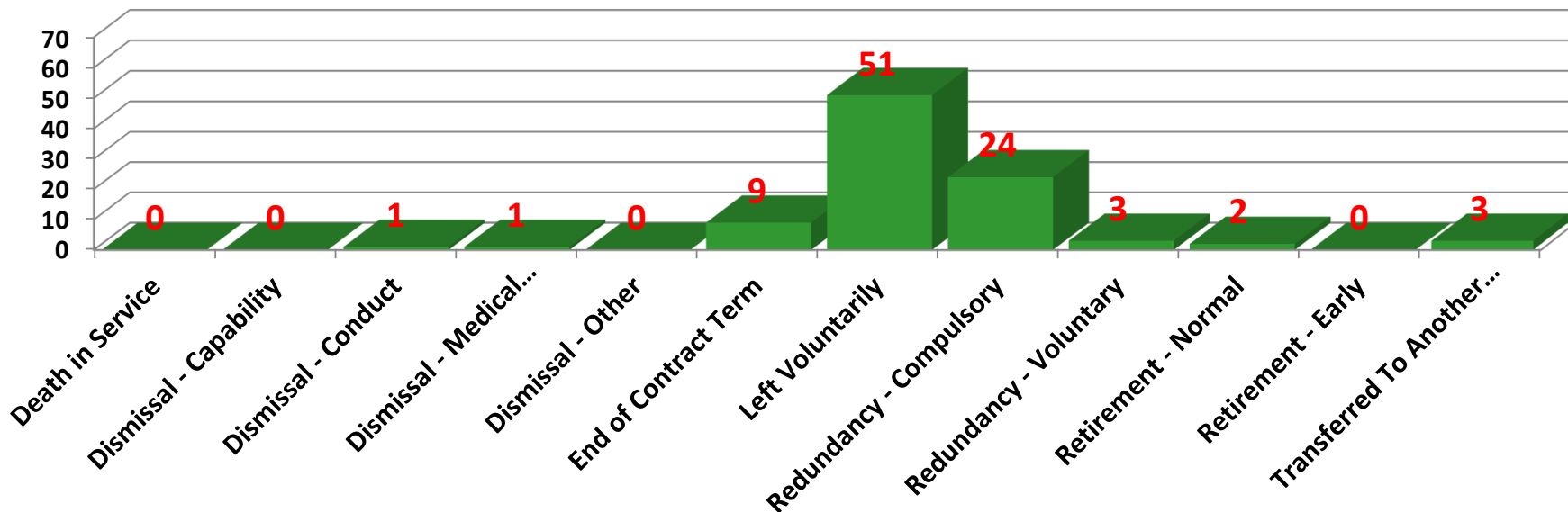
94

LEAVERS - 2017/18

134

LEAVER REASON - Q2

Page 74



QUARTER 2 2017/18 DASHBOARD

EQUALITY AND DIVERSITY - SCHOOLS

GENDER BREAKDOWN

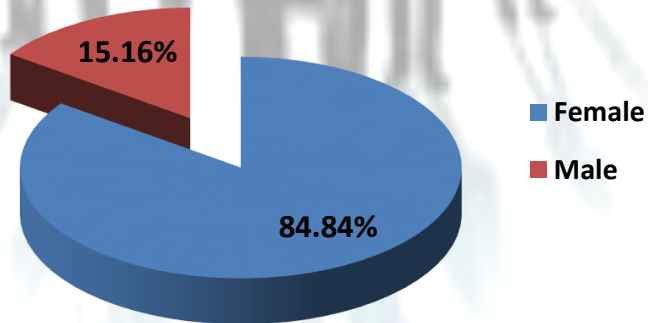
MALE

484
(15.16%)

FEMALE

2,709
(84.84%)

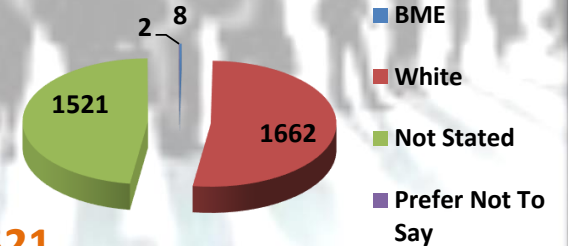
GENDER BREAKDOWN (%)



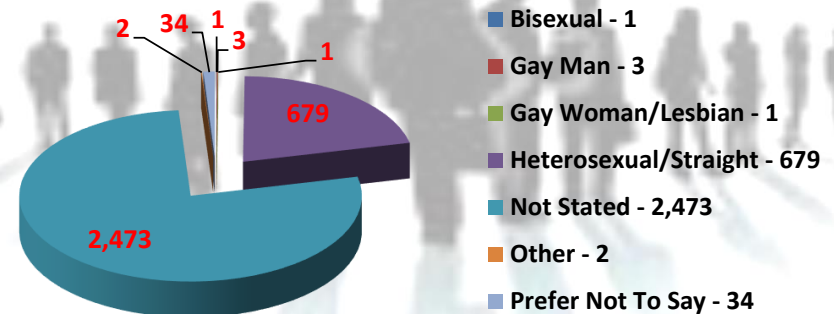
ETHNICITY

BME - 8
WHITE - 1,662
PREFER NOT TO SAY - 2
NOT STATED - 1,521

ETHNICITY BREAKDOWN (%)



SEXUAL ORIENTATION



QUARTER 2 2016/17 DASHBOARD

EQUALITY AND DIVERSITY - SCHOOLS (TEACHING)

GENDER BREAKDOWN

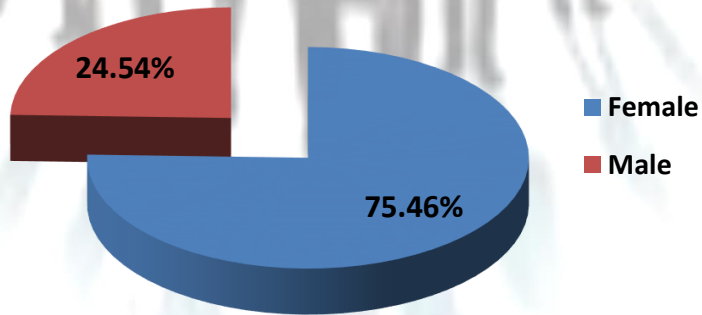
MALE

336
(24.54%)

FEMALE

1,033
(75.46%)

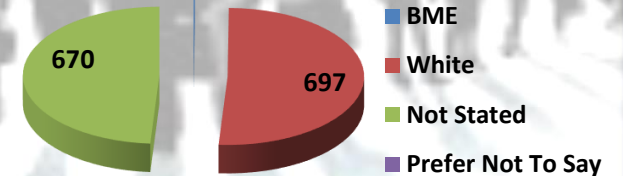
GENDER BREAKDOWN (%)



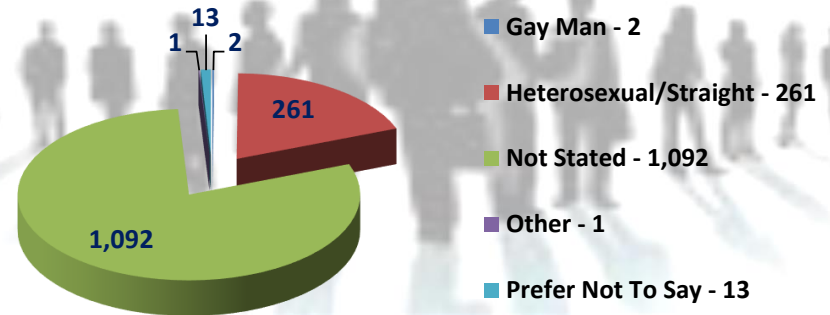
ETHNICITY

BME - 2
WHITE - 697
PREFER NOT
NOT STATED - 670

ETHNICITY BREAKDOWN (%)



SEXUAL ORIENTATION



QUARTER 2 2017/18 DASHBOARD

EQUALITY AND DIVERSITY - SCHOOLS (NON-TEACHING)

GENDER BREAKDOWN

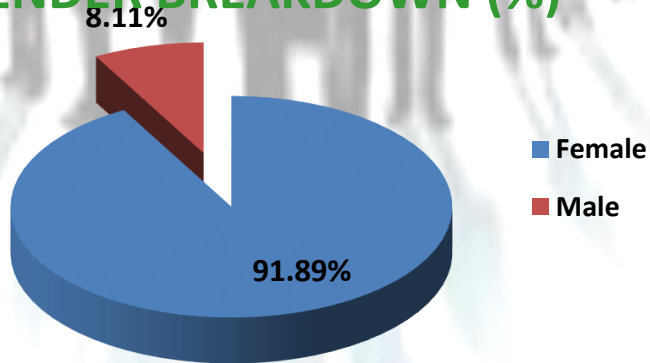
MALE

148
(8.11%)

FEMALE

1,676
(91.89%)

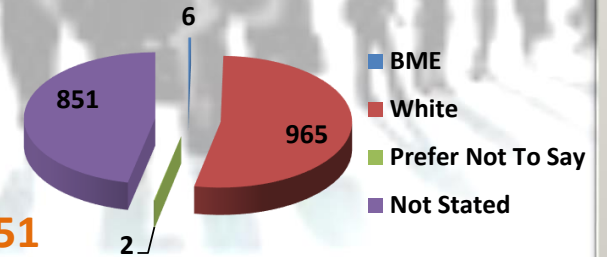
GENDER BREAKDOWN (%)



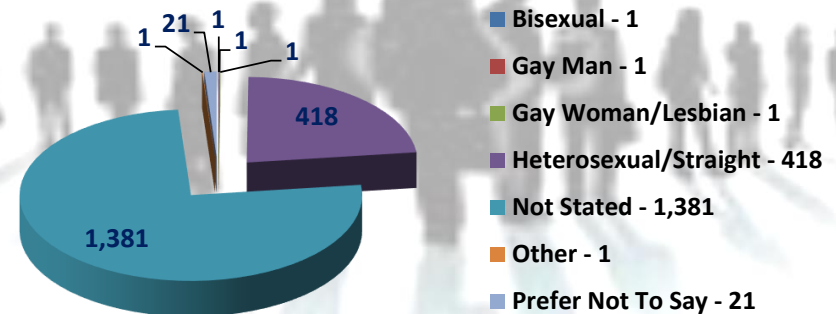
ETHNICITY

BME - 6
WHITE - 965
PREFER NOT TO SAY - 2
NOT STATED - 851

ETHNICITY BREAKDOWN (%)



SEXUAL ORIENTATION



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CORPORATE RESOURCES OVERVIEW & SCRUTINY COMMITTEE

Date of Meeting	Thursday, 14 December 2017
Report Subject	Revenue Budget Monitoring 2017/18 (Month 7)
Cabinet Member	Leader of the Council and Cabinet Member for Finance
Report Author	Corporate Finance Manager
Type of Report	Operational

EXECUTIVE SUMMARY

The purpose of this report is to provide Members with the Revenue Budget Monitoring 2017/18 (Month 7) Report.

RECOMMENDATIONS

1	That the committee considers and comments on the Revenue Budget Monitoring 2017/18 (Month 7) Report. Any specific matters for attention will be noted and reported verbally to the Cabinet when it considers the report.
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REPORT DETAILS

1.00	EXPLAINING THE REVENUE BUDGET MONITORING POSITION 2017/18 (MONTH 7)
1.01	The Revenue Budget Monitoring 2017/18 (Month 7) Report will be presented to Cabinet on Tuesday 19 December 2017. A copy of the report is attached as Appendix A to this report.

2.00	RESOURCE IMPLICATIONS
2.01	As set out in Appendix A; Revenue Budget Monitoring 2017/18 (Month 7).

3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	None required.

4.00	RISK MANAGEMENT
4.01	As set out in Appendix A; Revenue Budget Monitoring 2017/18 (Month 7).

5.00	APPENDICES
5.01	Appendix A; Revenue Budget Monitoring 2017/18 (Month 7).

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	None required. Contact Officer: Sara Dulson, Finance Manager Telephone: 01352 702287 E-mail: sara.dulson@flintshire.gov.uk

7.00	GLOSSARY OF TERMS
7.01	(1) Revenue: a term used to describe the day to day costs of running Council services and income deriving from those services. It also includes charges for the repayment of debt, including interest, and may include direct financing of capital expenditure.
7.02	(2) Budget: a statement expressing the Council's policies and service levels in financial terms for a particular financial year. In its broadest sense it includes both the revenue budget and capital programme and any authorised amendments to them.



CABINET MEETING

Date of Meeting	Tuesday, 19 December 2017
Report Subject	Revenue Budget Monitoring 2017/18 (MONTH 7)
Cabinet Member	Leader of the Council and Cabinet Member for Finance
Report Author	Corporate Finance Manager
Type of Report	Operational

EXECUTIVE SUMMARY

This monthly report provides the current revenue budget monitoring position for 2017/18 for the Council Fund and Housing Revenue Account. This report presents the position, based on actual income and expenditure, as at Month 7 of the financial year. The report projects how the budget would stand at the close of the financial year if all things remained equal.

The projected year end position, without mitigation to reduce cost pressures and improve the yield on efficiency planning is:-

Council Fund

- Net in year expenditure forecast to be £1.262m greater than budget
- Projected contingency reserve balance as at 31 March 2018 of £3.820m

Housing Revenue Account

- Net in-year expenditure forecast to be £0.035m higher than budget
- Projected closing balance as at 31 March 2018 of £1.081m

RECOMMENDATIONS

1	To note the overall report and the projected Council Fund contingency sum as at 31 st March 2018.
2	To note the projected final level of balances on the Housing Revenue Account (HRA).

REPORT DETAILS

1.00	EXPLAINING THE MONTH 7 POSITION																																																																											
1.01	<p><u>Council Fund Overall Position</u></p> <p>The operating deficit reported is £1.262m greater than the budget which is an increase of £0.115m from the deficit reported last month.</p>																																																																											
1.02	<p>Council Fund Latest In-Year Forecast</p> <p>The table below shows the projected position by portfolio.</p> <table border="1"> <thead> <tr> <th>TOTAL EXPENDITURE AND INCOME</th> <th>Original Budget</th> <th>Revised Budget</th> <th>Projected Outturn</th> <th>In-Year Over / (Under) spend</th> </tr> <tr> <td></td> <th>£m</th> <th>£m</th> <th>£m</th> <th>£m</th> </tr> </thead> <tbody> <tr> <td>Social Services</td> <td>61.471</td> <td>62.454</td> <td>63.024</td> <td>0.570</td> </tr> <tr> <td>Community & Enterprise</td> <td>12.518</td> <td>12.540</td> <td>11.913</td> <td>(0.627)</td> </tr> <tr> <td>Streetscene & Transportation</td> <td>27.467</td> <td>27.580</td> <td>29.641</td> <td>2.061</td> </tr> <tr> <td>Planning & Environment</td> <td>5.043</td> <td>4.932</td> <td>5.233</td> <td>0.301</td> </tr> <tr> <td>Education & Youth</td> <td>10.966</td> <td>10.985</td> <td>11.026</td> <td>0.041</td> </tr> <tr> <td>Schools</td> <td>88.862</td> <td>88.862</td> <td>88.862</td> <td>(0.000)</td> </tr> <tr> <td>People & Resources</td> <td>4.283</td> <td>4.128</td> <td>4.587</td> <td>0.459</td> </tr> <tr> <td>Governance</td> <td>7.675</td> <td>7.651</td> <td>7.751</td> <td>0.100</td> </tr> <tr> <td>Organisational Change 1</td> <td>5.801</td> <td>5.821</td> <td>5.900</td> <td>0.079</td> </tr> <tr> <td>Organisational Change 2</td> <td>2.422</td> <td>2.288</td> <td>2.047</td> <td>(0.241)</td> </tr> <tr> <td>Chief Executive</td> <td>3.008</td> <td>2.926</td> <td>2.797</td> <td>(0.129)</td> </tr> <tr> <td>Central & Corporate Finance</td> <td>25.642</td> <td>24.990</td> <td>23.638</td> <td>(1.352)</td> </tr> <tr> <td>Total</td> <td>255.156</td> <td>255.156</td> <td>256.418</td> <td>1.262</td> </tr> </tbody> </table>	TOTAL EXPENDITURE AND INCOME	Original Budget	Revised Budget	Projected Outturn	In-Year Over / (Under) spend		£m	£m	£m	£m	Social Services	61.471	62.454	63.024	0.570	Community & Enterprise	12.518	12.540	11.913	(0.627)	Streetscene & Transportation	27.467	27.580	29.641	2.061	Planning & Environment	5.043	4.932	5.233	0.301	Education & Youth	10.966	10.985	11.026	0.041	Schools	88.862	88.862	88.862	(0.000)	People & Resources	4.283	4.128	4.587	0.459	Governance	7.675	7.651	7.751	0.100	Organisational Change 1	5.801	5.821	5.900	0.079	Organisational Change 2	2.422	2.288	2.047	(0.241)	Chief Executive	3.008	2.926	2.797	(0.129)	Central & Corporate Finance	25.642	24.990	23.638	(1.352)	Total	255.156	255.156	256.418	1.262
TOTAL EXPENDITURE AND INCOME	Original Budget	Revised Budget	Projected Outturn	In-Year Over / (Under) spend																																																																								
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1.03	The reasons for the projected variances are summarised within Appendix 1 with key significant portfolio variances explained in paragraphs 1.04 to 1.08 below. As has been the practice in recent years where a variance has been																																																																											

	<p>due to a conscious change to policy or practice, the resulting variance is managed corporately with the relevant portfolio not expected to meet any shortfall.</p>
1.04	<p><u>Streetscene & Transportation</u></p> <p>There is a projected overspend of £2.061m within this portfolio.</p> <p>The overspend partly comprises of the materialisation of some of the known significant risks identified when the 2017/18 budget was set by Council and other conscious changes to policy or practice which were detailed in the Month 4 report.</p> <p>Since last month the following changes have occurred;</p> <p>Additional transport costs of £0.200m arising from a school closure are now to be met by the Education & Youth portfolio. This has mitigated the associated overspend associated with this for 2017/18.</p> <p>The decision to review subsidised bus routes has been delayed further and will not take place in 2017/18. This has increased the previously reported pressure by £0.145m. The 2017/18 budget efficiency of £0.350m will no longer be partially achieved.</p> <p>Car parking income in Flint is now expected to be reduced by a further £0.050m due to a further implementation delay. The total shortfall in income is projected to be £0.100m.</p> <p>The net position on the projected overspend excluding the conscious changes to policy and practice is a now an operating deficit of £0.724m.</p> <p>Work is ongoing to assess any potential impact on these in year variances on the Medium Term Financial Strategy (MTFS) forecast for 2018/19.</p>
1.05	<p><u>Social Services</u></p> <p>The projected outturn for Out of County placements in Children's Services is currently £1.230m over budget due to the number of high cost placements, this is an increase of £0.223m from the figure reported in Month 6. This increase is due to 3 additional high cost placements.</p>
1.06	<p><u>Planning & Environment</u></p> <p>There is a projected in-year Planning Fee Income shortfall of £0.243m due to the impact of the Welsh Government requirements for major developers to enter into pre consultation as detailed in the previous report.</p>
1.07	<p><u>Community & Enterprise</u></p> <p>There is a projected underspend on the Council Tax Reduction Scheme (CTRS) of £0.535m based on current demand which will be kept under review throughout the year together with a favourable variance on the Council Tax Collection fund of £0.145m.</p>

1.08	<p><u>Central & Corporate Finance</u></p> <p>There is a positive variance of £1.352m projected within this area which is mainly due to the finalisation of social care funding issues as previously reported.</p> <p>Other major variances within this area include a positive variance on the pension fund contributions due to a lower than anticipated pressure to fund the in-year increase due to the actuarial review of £0.288m offset by a shortfall in the income target of £0.412m and lower than anticipated levels of car parking income at County Hall of £0.080m.</p>
1.09	<p><u>Significant Movements between Month 6 and Month 7 Budget</u></p> <p>There has been no significant budget transfers between portfolios this month.</p>
1.10	<p><u>Achievement of Planned In-Year Efficiencies</u></p> <p>The Council set a challenging target for the level of efficiencies to be achieved in year as part of its approach to annual budget planning. These efficiencies are generated from the three year service portfolio business plans and from corporate financial planning. The 2017/18 budget contains £8.433m of specific efficiencies which are tracked and monitored. In recent years the level of efficiency achievement has averaged at around 85% though the council aspires to raise this to 95% in 2017/18 as reflected in the recent MTFS KPI's.</p> <p>The current assessment of the efficiencies to be achieved in 2017/18 shows that £7.811m (93%) of the efficiencies would be achieved which is 2% lower than the target. There is a further risk that any ongoing under-achievement of efficiencies will have a recurring and negative impact on the 2018/19 budget. Further details on the current status on efficiencies can be seen in Appendix 3 with the overall impact in relation to any impact for 2018/19 being reviewed as part of the ongoing work on the MTFS.</p>
1.11	<p>Tracking of In Year Risks and Emerging Issues</p> <p>At the time of setting the Budget for 2017/18 a number of significant risks were identified including the costs of procuring local public and school bus services and the potential reduction of the Single Environment Grant.</p>
1.12	<p>In addition to the known risks referred to above there are also a number of new risks emerging in-year which have been incorporated into the projected outturn and will also need carefully assessing for the potential impact on the 2018/19 budget.</p>
1.13	<p>These new issues are being monitored as part of the ongoing review of the Councils financial position and are shown in the table below with the current M7 variances included as part of the overall position:</p>

Council Tax Reduction Scheme (CTRS) – Reduction in demand	(0.535)
Council Tax Collection in year efficiency	(0.145)
Social Care Additional Funding in 17/18 – Estimated amount	(0.595)
Intermediate Care Fund (ICF) – Continuation of funding	(0.500)
Pension Deficit Recovery – Due to opt out and surplus allocation from budget pressure for actuarial review	(0.288)
Markets Income – Decline in levels of income	0.050
Gas Engine Income – Further decrease to level of income over and above pressure included in 2017/18 budget (£0.150m)	0.200
Planning Fee Income – In year shortfall due to pre consultation	0.243
Shared Specialist Plant – Previous year efficiency not achieved	0.050
Motor Insurance Premium Increase - In year increase not anticipated	0.100
Street Lighting increase in 2017/18 of 16%	0.131
County Hall Parking – Lower than anticipated efficiency on parking permits	0.080
Procurement Supplier Charging – Previous year efficiency not achievable	0.116
Environmental Health Officer temporary posts	0.120
Central and Corporate Support Service pressure offset by efficiency on Audit Fees	0.107
Single Environment Grant – reduction in grant allocation	0.111
Transportation Costs – procuring local and school transport	0.675
Out of County Placements – projected care package costs	1.230
Income – shortfall on income target	0.412
Total New Emerging Risks	1.562

1.14	Inflation																																												
	Included within the 2017/18 budget are provision for pay (£0.915m), targeted price inflation (£0.313m), food (£0.051m), fuel (£0.033m) and Energy (£0.061m).																																												
1.15	Portfolios have received their allocations for pay and price and there is a remaining balance of £0.014m which is included within the overall outturn figure.																																												
1.16	No allocations have been made so far for non-standard inflation (NSI) in 2017/18. Areas that may be subject to NSI increases will be monitored throughout the year and any emerging pressures will be considered in future reports though at present it is anticipated that the allocation will be spent in full.																																												
1.17	Reserves and Balances																																												
	<u>Un-earmarked Reserves</u>																																												
	The 2016/17 outturn reported to Cabinet on 18 July 2017 showed un-earmarked reserves at 31 March 2016 (above the base level of £5.769m) of £5.133m.																																												
1.18	Taking into account the current projected overspend at Month 7 and previously agreed allocations the balance on the Contingency Reserve at 31 March 2018 is projected to be £3.820m as detailed in appendix 4.																																												
1.19	<u>Earmarked Reserves</u>																																												
	The table below gives a summary of earmarked reserves as at 1 April 2017 and provides an estimate of projected balances as at the end of the current financial year.																																												
1.20	<table border="1"> <thead> <tr> <th>Reserve Type</th> <th>Balance as at 01/04/17</th> <th>Estimated Balance as at 31/03/18</th> </tr> </thead> <tbody> <tr> <td>Service Balances</td> <td>1,413,108</td> <td>1,227,155</td> </tr> <tr> <td>Schools Balances</td> <td>1,556,300</td> <td>6,033</td> </tr> <tr> <td>Single Status/Equal Pay</td> <td>4,484,743</td> <td>1,614,322</td> </tr> <tr> <td>Investment & Organisational Change</td> <td>937,736</td> <td>500,000</td> </tr> <tr> <td>Budget Strategy Reserve</td> <td>2,891,326</td> <td>546,326</td> </tr> <tr> <td>Benefits Equalisation</td> <td>119,070</td> <td>0</td> </tr> <tr> <td>County Elections</td> <td>137,840</td> <td>137,840</td> </tr> <tr> <td>Supporting People</td> <td>386,638</td> <td>0</td> </tr> <tr> <td>Unitary Development Plan (UPP)</td> <td>480,000</td> <td>480,000</td> </tr> <tr> <td>Building Control</td> <td>121,719</td> <td>0</td> </tr> <tr> <td>Waste Disposal</td> <td>312,080</td> <td>282,080</td> </tr> <tr> <td>Flintshire Enterprise Ltd</td> <td>67,387</td> <td>67,387</td> </tr> <tr> <td>Design Fees</td> <td>200,000</td> <td>100,000</td> </tr> </tbody> </table>			Reserve Type	Balance as at 01/04/17	Estimated Balance as at 31/03/18	Service Balances	1,413,108	1,227,155	Schools Balances	1,556,300	6,033	Single Status/Equal Pay	4,484,743	1,614,322	Investment & Organisational Change	937,736	500,000	Budget Strategy Reserve	2,891,326	546,326	Benefits Equalisation	119,070	0	County Elections	137,840	137,840	Supporting People	386,638	0	Unitary Development Plan (UPP)	480,000	480,000	Building Control	121,719	0	Waste Disposal	312,080	282,080	Flintshire Enterprise Ltd	67,387	67,387	Design Fees	200,000	100,000
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	Winter Maintenance	215,000	215,000
	Car Parking	26,252	0
	Insurance Funds	1,471,156	1,473,092
	Cash Receipting Review	79,337	79,337
	LMS Curriculum	785,204	162,959
	Flintshire Trainees	397,814	397,814
	Kitchen Refurb	110,000	0
	Rent Income Shortfall	300,000	300,000
	Schools Kitchen Ventilation	200,000	0
	Customer Service Strategy	129,000	129,000
	Capita One	108,827	108,827
	PSBA	530,000	530,000
	Supervision Fees	141,224	91,224
	Transportation Review	170,200	0
	Grants & Contributions	2,554,749	2,071,741
	Total	20,326,710	10,520,136
1.21	Housing Revenue Account		
	The 2016/17 Outturn Report to Cabinet on 18 July 2017 showed an un-earmarked closing balance at the end of 2016/17 of £1.116m and a closing balance of earmarked reserves of £0.526m.		
1.22	The 2017/18 budget for the HRA is £33.633m which includes a movement of £0.035m from reserves.		
1.23	The Month 7 monitoring for the HRA is projecting in year expenditure to be £0.035m lower than budget and a closing un earmarked balance as at 31 March 2018 of £1.081m, which at 3.2% of total expenditure satisfies the prudent approach of ensuring a minimum level of 3%.		
2.00	RESOURCE IMPLICATIONS		
2.01	The Revenue Budget Monitoring Report reflects the planned use of the financial resources of the Council for the current financial year and details the variations in the first four months and the risks as known.		

3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	None required.

4.00	RISK MANAGEMENT
4.01	There are in-year risks and emerging issues which are covered in the main section of the report from paragraph 1.11 to 1.13. Details of these risks were reported in full within the Month 4 report.

5.00	APPENDICES
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5.01	Appendix 1: Council Fund – Movement in Variances from Month 6 Appendix 2: Council Fund – Budget Variances Appendix 3: Council Fund – Programme of Efficiencies Appendix 4: Council Fund – Movement on Un-earmarked Reserves Appendix 5: Housing Revenue Account Variances
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6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	None required. Contact Officer: Sara Dulson (Finance Manager) Telephone: 01352 702287 E-mail: sara.dulson@flintshire.gov.uk

7.00	GLOSSARY OF TERMS
7.01	Budget: a statement expressing the Council's policies and service levels in financial terms for a particular financial year. In its broadest sense it includes both the revenue budget and capital programme and any authorised amendments to them.
7.02	Council Fund: the fund to which all the Council's revenue expenditure is charged.
7.03	Financial Year: the period of twelve months commencing on 1 April.
7.04	Housing Revenue Account: the Housing Revenue Account (HRA) is a local authority account showing current income and expenditure on housing services related to its own housing stock. The account is separate from the Council Fund and trading accounts and is funded primarily from rents and government subsidy.
7.05	Projected Outturn: projection of the expenditure to the end of the financial year, made on the basis of actual expenditure incurred to date.
7.06	Reserves: these are balances in hand that have accumulated over previous years and are held for defined (earmarked reserves) and general (general reserves) purposes. Councils are required to regularly review the level and purpose of their reserves and to take account of the advice of the Chief Finance Officer.
7.07	Revenue: a term used to describe the day-to-day costs of running Council services and income deriving from those services. It also includes charges for the repayment of debt, including interest, and may include direct financing of capital expenditure.

7.08	Underspend: when referring to expenditure the actual expenditure incurred is less than budget. Shown as a –ve. When referring to income the actual income achieved exceeds the budget. Shown as a –ve.
7.09	Variance: difference between latest budget and actual income or expenditure. Can be to date if reflecting the current or most up to date position or projected, for example projected to the end of the month or financial year.
7.10	Virement: the transfer of budget provision from one budget head to another. Virement decisions apply to both revenue and capital expenditure heads, and between expenditure and income, and may include transfers from contingency provisions. Virements may not however be approved between capital and revenue budget heads.
7.11	Medium Term Financial Strategy: a written strategy which gives a forecast of the financial resources which will be available to a Council for a given period, and sets out plans for how best to deploy those resources to meet its priorities, duties and obligations.

Budget Monitoring Report
Council Fund Variances

MONTH 7 - SUMMARY

Service	Movement between Periods (£m)	Narrative for Movement between Periods greater than £0.025m
Social Services		
Older People		
Localities	0.030	Residential Care (+£0.062m) due to additional service users, offset by (-£0.032m) due to additional vacancy savings within Locality teams
Other Minor Variances	(0.008)	
Disability Services		
Resources & Regulated Services	0.038	Reduction in Continuing Health Care (CHC) income from BCUHB due to a service user leaving in-house supported living accommodation
Other Minor Variances	(0.023)	
Mental Health Services		
Substance Misuse	(0.036)	Increase of Substance Misuse Team grant for residential rehabilitation
Other Minor Variances	(0.005)	
Children's Services		
Professional Support	0.044	Additional payments in respect of adoptions
Out of County Placements	0.223	Additional costs of 3 new high cost placements
Other Minor Variances	0.012	
Development & Resources		
Other Minor Variances	0.006	
Total Social Services	0.278	
Community & Enterprise		
Customer And Housing Services	0.014	Minor variance from within service area.
Council Fund Housing	0.004	Minor variance from within service area.
Regeneration	0.002	Minor variance from within service area.
Revenues & Benefits	(0.038)	Favourable movement on the budgeted provision for the Council Tax Reduction Scheme of (£0.038m).
Housing Programmes	0.021	Minor variance from within service area.
Total Community & Enterprise	0.003	
Streetscene & Transportation		
Ancillary Services & Performance		
Waste Collection	0.039	CPI (2.8%) for waste treatment above the 1% built into monitoring.
Parking & Enforcement	0.050	Shortfall of income from delay in implementing Flint Car Parking strategy in 2017/18.
Other Minor Variances	0.001	
Highways Network		
Other Minor Variances	0.022	
Transportation & Logistics		
School Transport	(0.200)	The transport costs of additional pupils from John Summers High School to Connahs Quay to be mitigated by the Education portfolio.
Transportation	0.146	Delay in introducing the Bus Subsidy efficiency in 17/18
Other Minor Variances	0.005	
Total Streetscene & Transportation	0.063	

Planning & Environment		
Business		
Pollution Control	(0.045)	Funding secured for 1 EHO post from Community and Enterprise Transition grant to 31 March 2018
Minor Variances	0.001	
Community		
Minor Variances	0.003	
Development		
Development Management	(0.028)	Review of Planning Fee Income and the introduction of Plan Vetting Fee income to assist in mediating the shortfall.
Minor Variances	(0.020)	
Access		
Minor Variances	(0.022)	
Shared Services		
Minor Variances	(0.000)	
Strategy		
Minor Variances	(0.005)	
Management Strategy	(0.003)	
Total Planning & Environment	(0.118)	
Education & Youth		
Inclusion & Progression	0.077	Variance largely relates to Out of County placements £0.084m. Several new placements have commenced during the period. Other minor variances from across the service (£0.007m).
Integrated Youth Provision	(0.024)	Minor variance
School Improvement Systems	(0.004)	Minor variance
Business Change & Support	(0.023)	Minor variance
Total Education & Youth	0.026	
Schools	(0.000)	
People & Resources		
Minor Variances	(0.005)	
Total People & Resources	(0.005)	
Governance		
Legal Services	(0.003)	
Democratic Services	0.005	
Internal Audit	(0.012)	
Procurement	0.005	
ICT	(0.054)	Expenditure will now not be incurred against a prudential borrowing budget of £0.046m. £0.008m minor variances.
Total Governance	(0.059)	
Organisational Change 1		
Public Libraries & Arts, Culture & Events	0.019	Minor variances.
Museums		Minor variances.
County Archives		Minor variances.
Leisure	(0.019)	Minor variances.
Community Assets		Minor variances.
Total Organisational Change 1	0.000	
Organisational Change 2		
Minor Variances	(0.054)	Cumulative amount for minor variances each less than £0.025m
Total Organisational Change 2	(0.054)	
Chief Executive	(0.016)	Minor variances.
Central and Corporate Finance	(0.002)	
Grand Total	0.115	

Budget Monitoring Report
Council Fund Variances

MONTH 7 - SUMMARY

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Last Month Variance (£m)	Cause of Major Variance	Action Required
Social Services						
Older People						
Localities	15.990	15.506	(0.484)	(0.514)	Residential and Nursing Care; underspend of £0.164m due to a decrease in service users, an increase in free nursing income from BCUHB and additional property income. Domiciliary Care; underspend of £0.010m based on current service users Intake/First Contact; underspend £0.083m of which £0.069m is due to part year vacancy savings from within the Single Point of Access team. Locality Teams, workforce underspend of £0.206m due to short term vacancy savings for a number of posts. Minor variances £0.021m.	Continue to monitor and review.
Reablement Services	0.469	0.384	(0.085)	(0.085)	Reablement reflects a projected underspend of £0.085m which is due to additional Continuing Health Care (CHC) funding from BCUHB	Continue to monitor and review.
Community Equipment Contribution	0.478	0.378	(0.100)	(0.110)	An updated Section 33 partnership agreement for the North East Wales Community Equipment Store (NEWCES) has meant contribution levels from partners has reduced. For future years this saving is earmarked for funding towards revenue costs of the new extra care facilities.	Future utilisation of the excess of budget to meet some of the revenue costs of the new extra care facilities.
Resources & Regulated Services	5.983	5.461	(0.521)	(0.502)	Main influences are short term vacancy savings, within provider home care services £0.049m and extra care schemes £0.235m, due to recruitment and retention difficulties in the care sector. Additional residential client contributions amount to £0.210m, together with a further projected underspend of £0.041m on Residential Care, due mainly to short term vacancy savings. Minor variances £0.014m	Continue to monitor and review.
Minor Variances	0.234	0.232	(0.002)	(0.002)		
Disability Services						
Resources & Regulated Services	19.744	20.064	0.320	0.282	There are long standing and ongoing demand influenced pressures within the externally provided Supported Living services amounting to £0.226m. Work Opportunities and Day Services show a pressure of £0.112m, which is due to the delay in letting a new contract under an alternative delivery model (ADM). There is a projected underspend of £0.095m on externally purchased care on Physical Disabilities and Sensory Impairment (PDSI). There is also a net projected overspend of £0.077m on in-house Supported Living mostly due to additional employee costs including agency cover.	Continue to monitor and review.
Disability Services	0.716	0.559	(0.157)	(0.163)	Increased CHC Funding for two service users under Transition to Adulthood from BCUHB. In addition the contribution the Council is required to make for four high cost Transition service users, to Welsh Government for residential college placements, has reduced.	Continue to monitor and review.
Administrative Support	0.168	0.016	(0.152)	(0.130)	The projected underspend is due mainly to short term vacancy savings.	Continue to monitor and review.
Minor Variances	0.692	0.681	(0.011)	(0.003)		

Budget Monitoring Report
Council Fund Variances

MONTH 7 - SUMMARY

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Last Month Variance (£m)	Cause of Major Variance	Action Required
Mental Health Services						
Residential Placements	1.127	1.426	0.298	0.289	Ongoing pressure due to the numbers of long term residential placements, despite maximisation of opportunities to secure joint funding contributions from BCUHB	Continue to monitor and review.
Minor Variances	2.537	2.462	(0.075)	(0.025)	Cummulative minor variances (each under £0.050m) across the Mental Health services	
Children's Services						
Family Placement	2.464	2.649	0.185	0.175	There is a long standing and ongoing pressure due to sustained demand influences beyond the level of the allocated budget.	Continue to monitor and review.
Professional Support	4.808	5.002	0.193	0.150	The projected overspend is due mainly to ongoing service pressures particularly within Prevention and Support, and is influenced by the need to support wider regional work on child protection issues.	Continue to monitor and review.
Out of County Placements	3.641	4.871	1.230	1.008	This pressure is a continuation of the experience in 2016/17, where there was a significant increase in the number of high cost placements which was partly influenced by interpretations of additional responsibilities under the Social Services and Well-being (Wales) Act 2014.	Continue to monitor and review.
Minor Variances	1.588	1.632	0.044	0.043		
Development & Resources						
Charging Policy income	(2.641)	(2.766)	(0.125)	(0.123)	The projected underspend is due to surplus income which is mainly caused by the full year impact of changes to disregard rules on financial assessments which came into effect from August 2016	Continue to monitor and review.
Safeguarding Unit	0.810	0.924	0.114	0.119	There are continued significant demand influenced pressures on this service particularly on Adult Safeguarding due to a significant increase in the numbers of referrals and the ongoing impact of the Deprivation of Liberty Safeguarding (DoLS) assessments.	Continue to monitor and review.
Good Health	0.941	0.816	(0.124)	(0.136)	The projected underspend is due to a number of short term vacancy savings and from recouping an overpayment from a Voluntary Organisation.	
Minor Variances	2.704	2.725	0.021	0.020		
Total Social Services	62.454	63.024	0.570	0.292		
Community & Enterprise						
Customer And Housing Services	1.580	1.594	0.014	(0.000)	Minor variances	
Council Fund Housing	(0.372)	(0.395)	(0.023)	(0.027)	Minor variances	
Regeneration	0.412	0.458	0.046	0.044	Minor variances	
Revenues & Benefits	10.780	10.112	(0.669)	(0.630)	Underspend on the budgeted provision for the Council Tax Reduction Scheme of £0.535m. Surplus on the Council Tax Collection Fund of £0.145m. Other minor variances £0.011m.	Continue to monitor closely as these areas are highly volatile and projections are likely to change throughout the year.
Housing Programmes	0.140	0.145	0.005	(0.016)	Minor variances	
Total Community & Enterprise	12.540	11.913	(0.627)	(0.630)		

Budget Monitoring Report
Council Fund Variances

MONTH 7 - SUMMARY

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Last Month Variance (£m)	Cause of Major Variance	Action Required
Streetscene & Transportation						
Ancillary Services & Performance						
Waste Collection	7.118	7.535	0.417	0.377	Adverse variance of £0.200m relating to lower than anticipated energy production at the Landfill sites and reduced electricity sales from reducing levels of gas extraction. Environment and Sustainable Development (ESD) grant pressure £0.111m due to the reduction of the grant in 17/18 of 3.7%. Delay in the development of the new Rockcliffe HRC site resulting in additional running costs of two existing sites continuing to operate £0.050m. Increase in CPI apply to the waste treatment contract of 2.8% above the 1% built into the monitoring, £0.030m. Minor variances £0.026m.	Energy production income levels being monitored monthly and contracts being prepared for the service to be outsourced. Reported in Programme Board Efficiency Tracker Keep under review as part of MTFS Indicative reduction in ESD grant for 18/19 £0.299m
Parking & Enforcement	(0.084)	0.024	0.108	0.058	Shortfall of income from Flint Car Parking £0.100m. Pressure due to the town centre re-development being ongoing and impacting on the rollout of changes across the town. Minor variances £0.008m.	Keep under review as part of MTFS Reported in Programme Board Efficiency Tracker
Other Minor Variances	0.798	0.792	(0.006)	(0.006)		
Highways Network						
Highways Network	7.466	7.802	0.335	0.314	Due to ongoing discussions on Community Asset Transfers (CATs), the maintenance liability being transferred for Cemeteries to Town/Community Councils totalling £0.050m has not been implemented. Street lighting energy prices above the 2% standard with an increase of 16% resulting in a pressure of £0.131m. Public conveniences at Holywell and Mold (New Street) were due to close in April this year, however they will not close until March 2018 resulting in a pressure of £0.063m. Cummulative minor variances (each under £0.025m) across the Hiways service including Grounds Maintenance, Highways Maintenance and Street Cleransing £0.091m.	Keep under review as part of MTFS. Reported in Programme Board Efficiency Tracker. Continue to monitor street lighting energy prices.
Transportation & Logistics						
Logistics & Resource Services	4.518	4.701	0.182	0.175	Shared specialist plant with neighbouring Authorities has not materialised from 16/17 business planning proposal £0.050m. Increase in Fleet insurance premium for 17/18 £0.100m. Minor variances £0.032m.	Keep under review as part of MTFS
School Transport	4.734	4.919	0.185	0.385	Ongoing additional subsidy costs following re-procurement for covering various school transport routes £0.185m.	No additional funding from WG due to Statutory provision requirements. Ongoing consideration will be required in the MTFS taking account of the cost for future years. Hoping to reduce cost through the Transportation retendering exercise.
Transportation	1.598	2.438	0.841	0.695	Ongoing additional subsidy costs following re-procurement for covering various public transport routes and the delay in introducing the Bus Subsidy efficiency in 17/18 £0.840m	
Technical Commissioning	0.677	0.675	(0.003)	(0.004)	Minor variances	
Management Costs	0.233	0.236	0.003	0.002	Minor variances	
Other Minor Variances	1.432	1.429	(0.002)	0.001		
Total Streetscene & Transportation	27.580	29.641	2.061	1.998		

Budget Monitoring Report
Council Fund Variances

MONTH 7 - SUMMARY

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Last Month Variance (£m)	Cause of Major Variance	Action Required
Planning & Environment						
Business						
Pollution Control	0.479	0.529	0.050	0.095	An increase in prosecutions for unlicensed and unsafe residential properties has resulted in two temporary Environmental Health Officers being recruited to deal with this increase in demand.	Business Case to be submitted to continue the 2 EHO posts into 2018/19
Minor Variances	1.087	1.073	(0.015)	(0.016)		Continue to monitor committed expenditure and reduce/remove committed expenditure where possible
Community						
Pest Control	0.004	0.049	0.044	0.044	Despite the fact that the service has seen an increase in referrals during 2016/17 and into 2017/18, the income target is unlikely to be achieved, based on current projections.	
Minor Variances	0.898	0.837	(0.061)	(0.064)	There are a number of services within the Community budget heading which are projecting minor variances, each of these variances are less than £0.050m.	Continue to monitor committed expenditure and reduce/remove committed expenditure where possible
Development						
Development Management	(0.386)	(0.144)	0.243	0.271	The projected Planning Fee Income shortfall is currently £0.243m as the economy has not continued to recover to the extent which the 3 year Business Plan forecast.	Continue to monitor Planning Fee levels and adjust projection accordingly
Minor Variances	0.158	0.125	(0.034)	(0.014)		Continue to monitor committed expenditure and reduce/remove committed expenditure where possible
Access						
Greenfield Valley	0.326	0.280	(0.046)	(0.031)	Vacancy savings and reduced zero hours contracts	Service review within Countryside is currently being undertaken
Minor Variances	1.015	1.016	0.001	0.008		Continue to monitor committed expenditure and reduce/remove committed expenditure where possible
Shared Services						
Minor Variances	0.177	0.177	0.000	0.000		Continue to monitor committed expenditure and reduce/remove committed expenditure where possible
Strategy						
Minor Variances	0.834	0.818	(0.015)	(0.011)		Continue to monitor committed expenditure and reduce/remove committed expenditure where possible
Management Strategy	0.340	0.474	0.134	0.136	Balance of Business Planning Efficiencies for Staffing	Continue to monitor committed expenditure and reduce/remove committed expenditure where possible
Total Planning & Environment	4.932	5.233	0.301	0.419		
Education & Youth						
Inclusion & Progression	6.833	6.957	0.124	0.047	Variance is due to Out of County placements.	Continue close monitoring arrangements and updates following moderation meetings.
Integrated Youth Provision	1.291	1.267	(0.025)	(0.000)	Minor variances from across service area.	
School Improvement Systems	1.873	1.856	(0.017)	(0.013)	Minor variances from across service area.	
Business Change & Support	0.377	0.335	(0.042)	(0.019)	Minor variances. Includes savings following the review of software purchase.	
Minor Variances	0.611	0.611	0.000	0.000		
Total Education & Youth	10.985	11.026	0.041	0.015		
Schools						
	88.862	88.862	(0.000)	0.000		
People & Resources						
HR & OD	2.029	2.203	0.174	0.188	The overspend is due to partial achievement of business planning efficiency and loss of income contribution from Wrexham Occupational Health Services	Service delivery options are being considered for the Occupational Health Service
Corporate Finance	2.099	2.384	0.285	0.276	This is due to the roll out of manager self serve and the operating model review taking longer than planned	Continue to look for income maximisation and progress structural review
Total People & Resources	4.128	4.587	0.459	0.464		

Budget Monitoring Report
Council Fund Variances

MONTH 7 - SUMMARY

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Last Month Variance (£m)	Cause of Major Variance	Action Required
Governance						
Legal Services	0.688	0.693	0.005	0.009	Minor variances	Continue to monitor and review
Democratic Services	1.924	1.932	0.009	0.003	Minor variances	Continue to monitor and review
Internal Audit	0.443	0.371	(0.072)	(0.060)	Due to in-year vacancy savings.	Continue to monitor and review
Procurement	0.168	0.296	0.128	0.122	Due to a conscious decision to no longer pursue supplier income for registration onto the Councils payment portal	Pressure to be considered as part of the MTFS
ICT	4.428	4.459	0.031	0.085	Minor variances	Continue to monitor and review.
Total Governance	7.651	7.751	0.100	0.160		
Organisational Change 1						
Public Libraries & Arts, Culture & Events	1.583	1.596	0.013	(0.006)	Minor variances	Continue to monitor and review.
Museums	0.067	0.067	(0.000)	(0.000)		Continue to monitor and review.
County Archives	0.286	0.286	0.000	0.000		Continue to monitor and review.
Leisure	3.860	3.927	0.067	0.086	Aura Leisure and Libraries Ltd was established on 1st September. This was delayed by 2 months due to a range of queries in 3 separate responses from the Financial Conduct Authority (FCA) in registering the company. These issues are now resolved.	Continue to monitor and review.
Community Assets	0.024	0.024	0.000	0.000		Continue to monitor and review.
Total Organisational Change 1	5.821	5.900	0.079	0.079		
Organisational Change 2						
Administrative Buildings	1.241	1.129	(0.112)	(0.105)	£0.108m estimated efficiencies from the closure of phases 3 and 4 in County Hall. Other minor variances £0.004m	
Agricultural Estates	(0.189)	(0.152)	0.037	0.035	Minor Variances	
Property Holdings	0.015	0.005	(0.010)	0.012	Minor Variances	
Property Asset And Development	0.446	0.361	(0.085)	(0.066)	£0.062m in year salary savings. Other minor variances £0.023m	
Caretaking & Security	0.302	0.267	(0.035)	(0.035)	Minor Variances	
CPM & Design Services	0.691	0.470	(0.221)	(0.225)	£0.139m projected additional fee income above target. £0.070m in year salary savings. Other minor variances £0.012m	
Industrial Units	(1.153)	(0.995)	0.158	0.168	£0.168 m as a result of unachieved rental income. This will be offset against office efficiencies.	
CCTV & Open Spaces	0.184	0.211	0.027	0.032	Minor variances	
Minor Variances	0.752	0.752	(0.000)	(0.003)		
Total Organisational Change 2	2.288	2.047	(0.241)	(0.187)		
Chief Executive	2.926	2.797	(0.129)	(0.113)	Due to in-year vacancy savings and underspends on specialist budgets such as sustainable development, Your Community/Your Council and public relations	Continue to monitor and review

Budget Monitoring Report
Council Fund Variances

MONTH 7 - SUMMARY

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Last Month Variance (£m)	Cause of Major Variance	Action Required
Central and Corporate Finance	24.990	23.638	(1.352)	(1.350)	<p>An underachievement on the income target of £0.412m, though work is continuing to identify areas of opportunity.</p> <p>Support Services recharge, has resulted in a shortfall of £0.234m due to a reduction in overall operating costs.</p> <p>Car parking permit income shortfall of £0.080m.</p> <p>Reduced audit fees, underspend of £0.127m.</p> <p>Social Services, one off in year underspend of £1.608m held centrally to mitigate any in year overspends - £0.513m resulting from remaining pressure budgeted in 17/18 no longer required, £0.500m due to funding being secured from the Regional Integrated Care Fund, a revenue grant allocation on a one off basis. An additional £0.595m of Welsh Government funding for Social Care has recently been confirmed.</p> <p>Projected Pension fund variance £0.288m due to surplus of budget required for increase in contributions in 2017/18.</p> <p>Apprentice Tax Levy underspend of £0.049m, increased data has enabled a more accurate projection.</p> <p>Minor variances £0.006m.</p>	<p>Work is continuing to identify areas of opportunity to generate income. Keep under review as part of MTFS considerations.</p> <p>Social Services - Keep under review as part of MTFS considerations to assess 18/19 impact.</p> <p>Pension Fund / Apprentice Tax Levy - Keep under review in year to consider potential for mitigation of 18/19 pressure.</p>
Grand Total	255.156	256.418	1.262	1.147		

2017/18 Efficiencies Outturn - Under or Over Achieved

Portfolio	Original Efficiency	Revised Efficiency	(Under)/Over Achievement
	2017/18 £(m)	2017/18 £(m)	2017/18 £(m)
People & Resources			
Finance - Implementation of Collaborative Planning Software to finance to improve and automate our processes thus enabling workforce efficiencies. Phased roll out of new finance model.	0.270	0.200	(0.070)
Review of Human Resources & Organisational Design operating model and job roles and various other efficiencies.	0.148	0.052	(0.096)
DBS recharges	0.058	0.025	(0.033)
Total People & Resources	0.476	0.277	(0.199)
Governance			
ICT - Reduction in management, staff and non pay costs.	0.350	0.310	(0.040)
Total Governance	0.350	0.310	(0.040)
Social Services			
Develop a 'progression' model for Supported Living.	0.250	0.076	(0.174)
Develop alternative approaches to in house day services and work opportunity schemes.	0.250	0.200	(0.050)
Total Social Services	0.500	0.276	(0.224)
Education & Youth			
Music Service to move to full cost recovery model.	0.035	0.014	(0.021)
Total Education & Youth	0.035	0.014	(0.021)
Organisational Change 1			
Alternative Delivery Models	0.415	0.335	(0.080)
Total Organisational Change 1	0.435	0.355	(0.080)
Community & Enterprise			
Council Tax Reduction Scheme.	0.200	0.735	0.535
Total Community & Enterprise	0.200	0.735	0.535
Streetscene & Transportation			
Develop energy production at landfill.	0.100	0.000	(0.100)
Review subsidised bus routes.	0.350	0.000	(0.350)
Total Streetscene & Transportation	0.450	0.000	(0.450)
Planning & Environment			
Staffing - management restructure.	0.125	0.062	(0.063)
Self financing for Public Protection Services.			
- Animal & Pest Control.			
- Licencing Charging.	0.030	0.000	(0.030)
Increase in planning fees (15% WG increase) and applications	0.015	0.000	(0.015)
Increase in number of planning applications	0.035	0.000	(0.035)
Total Planning & Environment	0.205	0.062	(0.143)
Total 2017/18 Budget Efficiencies		100	8.433
Total Projected 2017/18 Budget Efficiencies Underachieved		7	0.622
Total Projected 2017/18 Budget Efficiencies Achieved		93	7.811

Movements on Council Fund Unearmarked Reserves

	£m	£m
Total Reserves as at 1 April 2017	10.953	
Less - Base Level	(5.769)	
Total Reserves above base level available for delegation to Cabinet		5.184
Less – allocation from the Contingency Reserve to support initial set up costs and final technical support for the Community Asset Transfer (CAT) of Holywell Leisure Centre and Alternative Delivery Model (ADM) agreed in 2016/17		(0.050)
Less – allocation from the Contingency Reserve to provide financial support to meet in-year budget pressures in 2017/18 for regional economic structures and support for events		(0.052)
Less – projected outturn overspend		(1.262)
Total Contingency Reserve as at 31st March 2018		3.820

Budget Monitoring Report
Housing Revenue Account Variances

MONTH 7 - SUMMARY

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Last Month Variance (£m)	Cause of Major Variance	Action Required
Housing Revenue Account						
Income	(32.263)	(32.164)	0.099	0.118	£0.079m reflects the decision to delay implementation of Service Charges to 1st April 2018 (from January 2018) to allow more time for full consultation. £0.034m relates to the loss of income on garages following refurbishments and demolition. The Bad Debt Provision has been reviewed to release a saving of £0.025m. The remaining balance relates to minor variances of £0.011m.	
Capital Financing - Loan Charges	7.545	7.411	(0.134)	(0.016)	£0.118m relates to a reduction in the expected interest charge for HRA borrowing. This is because interest rates have remained low since the Brexit referendum. Borrowing costs have also been minimised through efficient treasury management. £0.016m relates to a reduction in the minimum revenue payment (MRP). This is calculated based on the total HRA borrowing at 31st March 2017 which was slightly lower than assumed in the budget.	
Estate Management	1.633	1.614	(0.019)	0.005	Minor Variance	
Landlord Service Costs	1.311	1.333	0.021	0.022	Minor Variance	
Repairs & Maintenance	8.601	8.317	(0.284)	(0.208)	A saving of £0.284m is anticipated on Repairs and Maint. £0.150m relates to staffing costs and £0.146m relates to subcontractor spend. The remaining £0.012m relates to minor variances.	
Management & Support Services	2.273	2.204	(0.069)	(0.004)	£0.035m relates to vacancy savings. £0.010m relates to a reduction in the projected Apprentice Levy. £0.025m relates to software. The remaining £0.001m relates to minor variances.	
Capital Expenditure From Revenue (CERA)	10.890	11.276	0.385	0.084	The variance of £0.385m relates to an increase in the contribution from revenue towards capital costs. This increase is possible because of decreased costs elsewhere in the HRA. Contributing towards the capital budget from revenue reduces the requirement to borrow.	
HRA Projects	0.046	0.046	(0.000)	(0.000)	No variance	In March 2017 Cabinet approved progression of site investigation works on several possible sites for SHARP. If for any reason schemes are not approved by 31st March 2018, these costs will be charged to the HRA.
Contribution To / (From) Reserves	(0.035)	(0.035)	0.000	0.000	No variance	
Total Housing Revenue Account	0.000	(0.000)	(0.000)	0.000		



CORPORATE RESOURCES OVERVIEW & SCRUTINY COMMITTEE

Date of Meeting	Thursday 14 December, 2017
Report Subject	Forward Work Programme
Cabinet Member	Not applicable
Report Author	Democratic Services Manager
Type of Report	Operational

EXECUTIVE SUMMARY

Overview & Scrutiny presents a unique opportunity for Members to determine the Forward Work programme of the Committee 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.

The Committee is asked to consider, and amend where necessary, the Forward Work Programme for the Corporate Resources Overview & Scrutiny Committee.

RECOMMENDATION

1	That the Committee considers the draft Forward Work Programme and approve/amend as necessary.
2	That the Democratic Services Manager, in consultation with the Chair and Vice-Chair of the Committee be authorised to vary the Forward Work Programme between meetings, as the need arises.

REPORT DETAILS

1.00	EXPLAINING THE FORWARD WORK PROGRAMME
1.01	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 Improvement Plan.
1.02	<p>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:</p> <ol style="list-style-type: none">1. Will the review contribute to the Council's priorities and/or objectives?2. Is it an area of major change or risk?3. Are there issues of concern in performance?4. Is there new Government guidance of legislation?5. Is it prompted by the work carried out by Regulators/Internal Audit?
2.00	RESOURCE IMPLICATIONS
2.01	None as a result of this report.
3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	Publication of this report constitutes consultation.
4.00	RISK MANAGEMENT
4.01	None as a result of this report.
5.00	APPENDICES
5.01	Appendix 1 – Draft Forward Work Programme
6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	<p>None.</p> <p>Contact Officer: Robert Robins Democratic Services Manager</p> <p>Telephone: 01352 702320</p> <p>E-mail: robert.robins@flintshire.gov.uk</p>

7.00	GLOSSARY OF TERMS
7.01	Improvement Plan: the document which sets out the annual priorities of the Council. It is a requirement of the Local Government (Wales) Measure 2009 to set Improvement Objectives and publish an Improvement Plan.

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Corporate Resources Overview & Scrutiny Committee Forward Work Programme 2017/18

DATE	ISSUE	O&S FOCUS / PURPOSE	REPORT FROM
Thursday 18 th January 2018 10.00 a.m.	Workforce Information Report – Quarter 2 2017/18	Monitoring: to provide Members with an update for the second quarter for 2017/18	Sharon Carney / Andy Adams
	Annual Review of Appraisals	to provide the committee with the results of the Annual Review of Appraisals	Sharon Carney
	Revenue Budget Monitoring 2017 / 18	Monthly Monitoring	Sara Dulson
	Forward Work Programme	Approval & Development	Robert Robins
Late January	Budget Consultation Meeting (All Members)	To review, scrutinise and comment on the Budget proposals	
Thursday 15 th February 2018 10.00 a.m.	Workforce Information Report – Quarter 3 2017/18	Monitoring and an update for the third quarter for 2017/18.	Sharon Carney / Andy Adams
	Revenue Budget Monitoring 2017 / 18	Monthly Monitoring	Sara Dulson
	Forward Work Programme	Approval & Development	Robert Robins
Thursday 15 th March 2018 10.00 a.m.	Quarter 3 Council Plan 2017/18 Monitoring Report	That the Committee is invited to consider the Quarter 3 Council Plan Monitoring Reports, highlight and monitor poor performance and feedback details of any challenge to the Cabinet.	Karen Armstrong
	Revenue Budget Monitoring 2017 / 18	Monthly Monitoring	Sara Dulson

Corporate Resources Overview & Scrutiny Committee Forward Work Programme 2017/18

	Forward Work Programme	Approval & Development	Robert Robins
Thursday 19 th April 2018 10.00 am	Revenue Budget Monitoring 2017 / 18	Monthly Monitoring	Sara Dulson
	Forward work programme	Approval and development	Robert Robins

The previous Corporate Resources O&SC had resolved at its January 2017 meeting to invite Ms Alwen Williams, the Wales director of BT to attend a meeting and provide an update on the provision of broadband in the County. Ms Williams had previously attended a meeting of the committee in April 2016.