

**TO: Councillor: Arnold Woolley
(Chairman)**

Councillors: Carol Ellis, Patrick Heesom, Mel Higham,
Dennis Hutchinson, Nancy Matthews, Neville Phillips
OBE, Tony Sharps, Nigel Steele-Mortimer, Helen Yale

Your Ref /
Eich Cyf

Our Ref / Ein NG
Cyf

Date / Dyddiad 20/01/2009

Ask for / Gofynner am Graham Connah

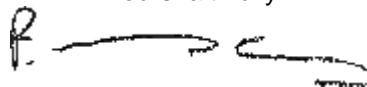
Direct Dial / Rhif Union 01352 702336

Fax / Ffacs

Dear Sir / Madam,

A meeting of the **EXECUTIVE** will be held in the **CLWYD COMMITTEE ROOM, COUNTY HALL, MOLD** on **TUESDAY, 27 JANUARY 2009** at **09:30** to consider the following items.

Yours faithfully



Assistant Director (Democratic Services)

AGENDA

1. **APOLOGIES**

2. **MINUTES**

To confirm as a correct record the minutes of the meeting held on 06/01/2009 (copy enclosed).

3. **DECLARATIONS OF INTEREST**

TO CONSIDER THE FOLLOWING REPORTS

STRATEGIC REPORTS

4. GENERAL FUND REVENUE BUDGET 2009/10

The budget process and timetable for 2009/10 has been set and communicated to the Council. The proposed budget for the General Fund and Housing Revenue Account will be presented in full at Executive prior to

referral to the series of Overview and Scrutiny Committees which follow.

Paper copies of the proposed budget will be made available to all Members of the Council from 27 January 2009.

5. HOUSING REVENUE ACCOUNT 2009/10
See narrative in agenda item number 4.
6. SCHOOL MODERNISATION STRATEGY: SCHOOL PLACE PLANNING
Report of the Director of Lifelong Learning - Portfolio of the Executive Member for Education and Youth
7. SCHOOL MODERNISATION STRATEGY: FIT FOR PURPOSE GUIDANCE
Report of the Director of Lifelong Learning - Portfolio of the Executive Member for Education and Youth
8. DISABILITY EQUALITY SCHEME- ANNUAL REPORT
Report of the Chief Executive - Portfolio of the Executive Member for Corporate Governance and Strategy

OPERATIONAL REPORTS

9. WELSH EDUCATION SCHEME 2009-2014
Report of the Director of Lifelong Learning - Portfolio of the Executive Member for Education and Youth
10. SCHOOL ADMISSION ARRANGEMENTS 2010
Report of the Director of Lifelong Learning - Portfolio of the Executive Member for Education and Youth
11. SHOTTON EXTRA CARE SCHEME
Report of the Director of Community Services - Portfolio of the Executive Member for Social Services
12. WHITE ON BROWN TOURISM SIGNING
Report of the Director of Environment - Portfolio of the Executive Member for Environment
13. DEE ESTUARY CANDIDATE SPECIAL AREA OF CONSERVATION
Report of the Head of Overview & Scrutiny - Portfolio of the Executive Member for Environment
14. EXERCISE OF DELEGATED POWERS
Report of the Chief Executive enclosed
15. FOR INFORMATION
A copy of the Executive Forward Work Programme (Months 12/08 to 04/09) together with an update are enclosed for information

EXECUTIVE
6TH JANUARY 2009

Minutes of the meeting of the Executive of Flintshire County Council held at County Hall, Mold on Tuesday, 6th January 2009.

PRESENT: Councillor A Woolley (Chairman)

Councillors: C. Ellis, P.G Heesom, N. Matthews, N. Phillips, L.A Sharps, N.R Steele-Mortimer and H. Yale.

ALSO PRESENT: Councillors: J.B Attridge, R.C. Bithell, A. Davies-Cooke, R.G. Hampson, D. Mackie, Doreen Mackie, R. Jones, A.P Shotton and C. Thomas.

IN ATTENDANCE:

Chief Executive, Director of Community Services, Director of Environment, Director of Lifelong Learning, Head of Legal and Democratic Services, Head of Finance and Head of Committee, Member and Electoral Services.

APOLOGIES

Councillors M. Higham and H.D. Hutchinson.

The Chairman reported that Councillor Mel Higham was attending his father-in-law's funeral and Councillor H.D. Hutchinson was attending his seriously ill brother in hospital.

211. MINUTES

The minutes of the meeting held on 9th December 2008 were confirmed as a correct record.

Matter Arising

Minute number 204 – Revenue Budget Monitoring 2008/09 (Month 6)

The Head of Finance referred to the second paragraph of the minutes which referred to a projected net underspend of £0.717m on the General Fund and corrected the minute which should refer to a net overspend.

212. DECLARATIONS OF INTEREST

Councillor A. Woolley declared an interest in Agenda Item No. 14 – Welsh Border Community Transport Funding as the past Chairman and present Member of Welsh Border Community Transport.

213. FINAL LOCAL GOVERNMENT SETTLEMENT 2009/10 / BUDGET 2009/10

The Head of Finance presented a report, the purpose of which was to advise on the final local government settlement for 2009/10 at the all Wales

and Flintshire level and to update Members on the arrangements for the 2009/10 budget.

The Head of Finance referred to the provisional Welsh Local Government Settlement 2009/10 which had been considered at the meeting of the Executive on 29th October 2008. The final settlement had been received on 10th December 2008 and despite collective representations by local authorities to the Assembly to uplift the overall settlement, the funding at the all Wales level had not changed.

Flintshire's increase in aggregate external finance was 3.0% which was an increase from the 2.7% at the provisional stage. This increase had amounted to additional funding of £0.507m but this had been offset by a reduced assumed Council Tax yield of £0.139m due to changes in the estimated tax base at the all Wales level. This had resulted in a net increase in Flintshire's Standard Spending Assessment (SSA) of £0.368m.

The Head of Finance referred to the SSA and the Assembly had retained a "floor funding" arrangement for 2009/10 which would ensure that all authorities received a minimum increase in external funding of 1.5%. Due to the treatment of this arrangement in the settlement, there were two SSA figures for Flintshire which had been the case in the 2008/09 settlement. The calculated SSA (the sum of the AEF and assumed Council Tax yield) had increased by 2.9% to £232.958m which compared to £232.590m at the provisional stage. The stated SSA as published in the settlement papers was £0.140m higher at £233.098m.

Whilst the final settlement did not include formal indicative allocations for 2010/11, the Assembly had produced "unofficial" indicative allocations which showed Flintshire's SSA increasing by 2.6% to £239.815m and AEF by 2.5% to £187.297m.

The Council Tax yield, (the total to be collected from Council Tax assuming spend at SSA) included in the final settlement was £50.949m compared with £51.088m at the provisional stage which was an increase of 2.5% for 2008/09. The Head of Finance reminded Members that this must not be confused with the Council Tax level for Band D properties.

The report provided details on unhypothecated revenue funding whereby in addition to the Aggregate External Finance (AEF) referred to earlier, Flintshire would also receive additional unhypothecated funding in the form of Deprivation Grants of £0.225m and Improvement Grants of £1.496m. However, it was noted that whilst the value of the Improvement Agreement Grant had been published, the payment would be based on performance against agreed Improvement Agreements and it was therefore not guaranteed that 100% of the Grant would be awarded to the Council.

The specific grants information contained in the final settlement was indicative only and subject to change and not all had been received at this stage. With regard to general capital funding for Flintshire at the final stage was £10.345m which compared to £10.431m in 2008/09. This was divided

into general capital grants of £2.586m (£2.604m in 2008/09) and £7.759m support for borrowing (£7.827m in 2008/09).

The Head of Finance then referred to the 2009/10 budget timetable and the initial budget proposals would be presented to the Executive on 27th January 2009. The timetable for consideration of the 2009/10 budget was set out in Appendix B to the report and this provided for consultation with Overview and Scrutiny Committees, the School Budget Forum and the Flintshire Joint Trade Unions Committee.

The Chief Executive referred to the Council's consultation response to the provisional settlement which had been circulated as Appendix A to the report. This indicated the need for prudence and efficiencies through improved working practices and to accelerate the organisational change proposals. Following the announcement of the final settlement, consideration would be given to the budget and the emerging budget pressures prior to a report being made to the Executive at its meeting on the 27th January 2009.

The Chairman referred to the increase in AEF between the provisional and final settlement which amounted to additional funding of £0.507m and emphasised the importance of making improvements against the agreed Improvement Agreements otherwise the Improvement Agreement Grant might not be paid in full with a potential £368,000 bonus being reduced.

The Executive Member for Housing Strategy and Planning expressed his concern on capital funding side of the budget which had remained unchanged for a number of years. There were indications that the Government was driving capital expenditure through other channels, such as the Strategic Capital Investment Fund and the Council should be making representations through the Welsh Local Government Association to the Welsh Assembly Government via the Chief Executive. In this regard, the Chairman confirmed that both he and the Chief Executive had been in correspondence and discussion with the Welsh Assembly Ministers and Senior Civil Servants regarding the Strategic Capital Investment Fund.

RESOLVED:

That the final Welsh Local Government Settlement 2009/10 information be noted.

214. PRICEWATERHOUSE COOPERS REPORT ON CONTRACTOR FUNCTIONS

The Executive Member for Corporate Governance and Strategy introduced a report which presented the findings of the study undertaken by PriceWaterhouse Coopers on Contractor Functions and supported its use in providing foundation information for the review of Contracting Functions within the programme of organisational review phase 2.

The Chief Executive referred to consideration of this matter at both the Audit Committee and County Council, as part of the Relationship Manager's

Annual Letter, when it had been agreed that this represented a thorough and informing piece of work. The main findings and recommendations from the report were set out in paragraph 3.03 of the report and included a programme of review and work was ongoing in respect of Housing, Streetscene and Leisure.

The Chief Executive endorsed the recommendation on distinct Service Plans for contractor functions, the Governance needing attention so that Members and officers received information on the activity of contracting units, the basis of recharging central costs and a rationalisation of the Council depots.

On the issue of depots, a review was currently being undertaken with the priority to relocate the Canton Depot. In response to a question, the Chief Executive confirmed that the report had been circulated to all Members of the Council and in accordance with the agreed protocol, this report would now be submitted to both the Audit Committee and the appropriate Overview and Scrutiny Committee.

RESOLVED:

- (a) That the findings of the report be noted; and
- (b) That its use be supported in providing foundation information for the review of Contracting Functions within the programme of organisational review phase 2.

215. STRATEGIC ASSESSMENT OF RISKS AND CHALLENGES 2008/09 REVIEW

The Executive Member for Corporate Governance and Strategy introduced a report, the purpose of which was to receive the outcomes of the Audit Committee and Overview and Scrutiny Committee meetings which reviewed the Strategic Assessment of Risks and Challenges for 2008/09; to endorse the revised structure and presentation of the document and to endorse the use of the revised version in business and regulatory planning.

The Chief Executive gave a presentation on the review of Strategic Risks and Challenges and referred to the assessment which had been first developed by the Executive in March 2008 and adopted in June 2008. There were three categories which were Community Leadership, Council Delivery and Council Governance.

The initial review of the risks and challenges had been considered by the Executive at its meeting on 7th October 2008 and had subsequently been reviewed by all Overview and Scrutiny Committees and the Audit Committee. The revised model provided the primary and secondary officer leads, the objectives set against each risk and actions and progress statements which would provide mitigating likelihood factors, align to risk mitigation and a progress statement. A quarterly risk review would be undertaken on the levels of risks since March 2008 and the predictive levels of risk to eventual

“green” status with more frequent reviews being undertaken by the Corporate Management Team. Examples of the revised model for Streetscene and Customer Service Access points were tabled and the Chief Executive referred to these and highlighted the layout of the model in respect of risk title, risk description, the primary lead and secondary lead and the quarterly risk review together with the risks, objectives and actions and progress statement to mitigate the likelihood of the risk.

The next steps were to apply the model to all risks and this would inform the Improvement Plan, the Regulatory Plan and Service Planning and the Regulatory Plan which was to be discussed with the Regulators in the near future. The Executive, at its meeting on 17th February, would receive the quarterly review of all risks for December 2008.

In conclusion, the Chief Executive thanked the Overview and Scrutiny Committees and individual Members for their views.

The Executive Member for Housing Strategy and Planning expressed his appreciation of the work being undertaken and to links with Overview and Scrutiny and with the Executive and referred to the role of Overview and Scrutiny Committee Chairs and Executive Members which was complimenting the role of the Executive.

RESOLVED:

- (a) That the outcomes of the Audit Committee and the Overview and Scrutiny Committee meetings which reviewed the strategic assessment of risks and challenges for 2008/09, be received;
- (b) That the revised structure and presentation of the document be endorsed; and
- (c) That the use of the revised version in business and regulatory planning be endorsed.

216. ANNUAL LETTER – FLINTSHIRE COUNTY COUNCIL 2007/08

The Executive Member for Corporate Governance and Strategy introduced a report, the purpose of which was to present to the Executive the Annual Letter of the appointed Auditor and Relationship Manager for 2007/08 and to agree a response to the issues of significance included within the Letter.

The Chief Executive referred to the Annual Letter being considered by both the Audit Committee and County Council and explained that it was necessary for the Executive to consider this matter as it was an Executive function to respond to the Annual Letter.

The Audit Committee resolutions, as reported to the County Council on 2nd December, had indicated that it was satisfied that the Letter presented a fair and balanced picture; the Committee was satisfied with the responses the

Council had made and the progress outlined in the Letter; and that the positive comments in relation to performance and acceptance of challenges, be noted.

The Chief Executive summarised the formal verbal response to the Letter which had been given to the Council meeting previously. In summary, he firstly made reference to good progress on planning for the future waste management requirements as reported previously.

The position on the Housing Strategy was being considered by the Housing Strategy Review Board and would be the subject of a report to a special meeting of the Council at a date to be arranged. Progress continued to be made within the Planning and Development Control Section and meetings of the Planning Protocol Working Group were proceeding. The new HR/Payroll System Project and the HRMIS had been reported on previously and was operational and would be able to provide enhanced management information in the near future. The Strategic Planning framework for tackling school organisation and education capital issues was ongoing and a report was to be considered as part of an agenda item later in the meeting. These critical reviews were all being managed as a priority.

The Executive Member for Housing Strategy and Planning endorsed the Chief Executive's comments on the progress being made within the Planning and Development Control Section and he thanked the Executive Members for their support on this issue.

RESOLVED:

That the Annual Letter be received and the formal response should incorporate the wording suggested by the Chief Executive to the effect that the areas highlighted as requiring further attention in paragraph 6 on page 7 of the report were in the process of being responded to and there were no areas where assurances cannot be given.

217. GREEN DRAGON : ENVIRONMENTAL MANAGEMENT SYSTEM

The Executive Member for Corporate Governance and Strategy introduced a report, the purpose of which was to inform the Executive that Flintshire County Council had been successful in gaining Green Dragon Level 3 accreditation and to seek approval to continue with the system by maintaining Level 3 in 2009 and to aspire to gain Levels 4 and 5 by 2012. The Executive Member reported that the final report was still to be received but confirmation had indicated that Flintshire was the first Council in North Wales to achieve Level 3.

The Chief Executive stated that verbal confirmation had been received and that a letter to advise that Level 3 had been achieved was awaited. This management system had been in place for a number of years and represented significant progress and the commitment of both Members and Officers. The report at paragraph 3.04 outlined the business case for

continuing with the Green Dragon standard and progressing through to Level 5.

RESOLVED

- (a) That the accreditation for Green Dragon : Environmental Management Level 3, be acknowledged; and
- (b) that the principle for the continuance of Green Dragon by maintaining Level 3 over the forthcoming year and for its continuance to gain Levels 4 and 5 by 2012, be supported.

218. REVENUE BUDGET MONITORING 2008/09, (MONTH 7)

The Head of Finance presented a report which provided an update on the Council's financial position for 2008/09 in respect of the General Fund and the Housing Revenue Account. She asked Members to note the projected net overspend of £0.320m which compared to £0.717m at month 6 on the General Fund and the projected overspend of £0.510m which compared to £0.436m at month 6 on the Housing Revenue Account. The final stages of the budget preparation for the 2009/10 financial year were now being reached in which the projections and implications arising from the current financial year 2008/09 had to be taken into account.

The Head of Finance then referred to the significant new variances from the month 6 report, which showed an in-year overspend of £0.320m which was a decrease of £0.397m on the figure reported at month 6. These included the Community Services Out of County ringfenced budget overspend of £0.881m, the Community and Housing Waste Disposal underspend of £0.429m and the Central and Corporate Central Loans and Investment account underspend of £0.926m. There was also a request for a carry forward on the Community and Housing Fire Safety Order in the sum of £0.350m.

The variances on fuel and energy costs and the impact this would have on Council services was monitored and a more informed view would be available for the next monitoring report. In conclusion, the Head of Finance referred to the impact on the overall reserves if the overspends could not be managed, the amount remaining as at 31st March would be £1.676m.

The Chairman referred to the request to the carry forward for Community and Housing Fire Safety Order which needed to be added to the recommendations.

RESOLVED:

- (a) That the overall report be noted;
- (b) That the General Fund contingency sum available at 31st March 2009 be noted;

- (c) That the projected final level of balances on the Housing Revenue Account, be noted; and
- (d) That the request for carry forward for Community and Housing Fire Safety Order in the sum of £0.350m, be approved.

219. EQUALITY PROGRESS REPORT

The Executive Member for Corporate Governance and Strategy introduced a report, the purpose of which was to provide and update on progress towards meeting the equality objectives and standards and to inform the Executive of future actions.

RESOLVED:

- (a) That the report be noted;
- (b) That a further report be received on the detailed project plan to work towards a single equality scheme; and
- (c) That a progress report be received on the pilot project of the equality improvement framework in Community Services.

220. A541 HENDRE – 30/40 MPH SPEED LIMIT

The Executive Member for Environment presented a report, the purpose of which was to advise Members of an unresolved objection received following the advertisement of the proposal to introduce a 40 mph and revised 30 mph speed limit on the A541 Denbigh Road at Hendre and to recommend that Members overruled the objection.

The Director of Environment reminded Members that this matter had been deferred at the meeting of the Executive on the 18th November as two letters had been omitted from the correspondence appended to the report. These two letters were now enclosed as part of the Appendix and he also referred to a subsequent letter received from the Objector dated 20th December 2008 which was tabled at the commencement of the meeting.

RESOLVED:

- (a) That the unresolved objection be overruled; and
- (b) The implementation of the new and modified speed limits as advertised, be approved.

221. MERSEY DEE ALLIANCE BUSINESS PLAN 2008-11

The Director of Environment presented a report, the purpose of which was to advise on the Mersey Dee Alliance Business Plan for 2008-11 and to seek support for this strategy. He reminded Members of the close working that had taken place involving Wrexham, Flintshire, Chester and West

Cheshire following the recognition of shared economic social and environmental interests across North East Wales and the West Cheshire area. This relationship was formalised and expanded in April 2007 when it became the Mersey Dee Alliance. The Membership of the Alliance was outlined in the report.

The Alliance was managed by a Board and Flintshire was represented by the Leader and the Chief Executive and the formal agreement which set out the administrative and governance arrangements had previously been agreed by the Council. This consortium represented a unique region in that it was a cohesive economic sub-region which was divided by a national boundary.

The Alliance had developed a Business Plan to build on the areas competitiveness but also included promotion and developing an integrated transport system for the sub-region. The Business Plan was presented to a stakeholder event held on 22nd September 2008 in Chester and all member Authorities had undertaken to seek approval of the Business Plan by their Executives.

The Executive Member for the Environment moved the recommendations of the report and to the continued membership of the Alliance in the sum of £5,000 per annum for which provision was made within the base budget. He emphasised the importance of the Alliance to the area in the current economic climate and endorsed the comment made by the Director that industry did not recognise national boundaries.

The Executive Member for Planning and Housing Strategy welcomed the recognition in the report to the enhancement and improvement of the local environment and in particular the Dee Estuary and the corridor of development of a linear park along the course of the River Dee. The Business Plan had also made reference to freight strategy and the need for integration including Mostyn Dock which he welcomed.

The Executive Member for Waste Strategy and Management said that she had been at the event launch in Chester and apart from providing an opportunity to network with other Local Authority representatives, the Alliance represented a huge opportunity for development.

The Chief Executive referred to the history of the partnership and whilst there had been concerns on the impact of local government re-organisation in Cheshire might have on the Alliance, partner commitment had been maintained.

The Business Plan had made reference to the Key Objectives for 2008-11 which included MDA key sites. Particular reference was made to the Northern Gateway at Deeside, Aerospace at Hawarden and Warren Hall, Broughton with support needed from the Welsh Assembly Government to meet its commitment to fund the infrastructure costs of the latter scheme. A key objective of the Plan was labour market productivity, skills availability and creating a competitive location. National support would also be needed for

the Composite Academy Project being led by Deeside College which was referred to in the Plan.

RESOLVED:

That the contents of the MDA Business Plan 2009-11, be agreed.

222. SCHOOL MODERNISATION STRATEGY : FIT FOR PURPOSE GUIDANCE

The Executive Member for Lifelong Learning introduced a report which provided a summary of the work undertaken in the Autumn term 2008 to produce guidance for identifying the minimum standards for school accommodation and facilities to support and contribute to the process of modernisation of primary and secondary schools in Flintshire.

The report also presented a draft Fit for Purpose Guidance document for approval and to clarify the future use of the guidance as part of the criteria for prioritising future capital programme work for schools against short, mid and longer term timelines.

The draft Guidance for primary schools had been circulated as an Appendix to the report but it had not been possible to prepare a similar document for secondary schools which would be submitted to the next Executive.

The Director of Lifelong Learning emphasised the importance of developing a whole Council approach to have schools fit for purpose and that there were two components. Firstly, to have regular audits and analysis of school buildings and sites and secondly, to have a document outlining the fit for purpose criteria. Subject to the approval by the Executive, the fit for purpose guidance would be put out to consultation.

The Head of Legal and Democratic Services referred to the recommendations of the report and as the fit for purpose guidance for secondary schools was not yet available, the recommendations needed to be amended to delete "and secondary".

RESOLVED:

- (a) That the use of a draft fit for purpose guidance for primary schools for consultation be approved;
- (b) That the draft fit for purpose guidance for primary schools be referred to Lifelong Learning Overview and Scrutiny Committee for consideration;
- (c) That consultation be undertaken on the draft fit for purpose guidance with schools and partners;

- (d) That a further report be presented to the Executive on the local statement (as set out in paragraphs 3.06 and 3.07 of the report) as required for the strategic planning of education assets; and
- (e) That the consultation findings be reported to the Executive in March 2009.

223. WELSH BORDER COMMUNITY TRANSPORT FUNDING

The Head of Legal and Democratic Services introduced a report which highlighted the recommendations of the Environment and Regeneration Overview and Scrutiny Committee and Co-ordinating Committee which highlighted the invaluable service provided by Welsh Border Community Transport and the high risk of vulnerable Flintshire residents losing this service when funding ceased in March 2009. There was the potential loss of £120,000 as a result of the cessation of Welsh Assembly Government funding.

The Head of Legal and Democratic Services also highlighted rural development plan funding and to four major objectives called AXIS with the County Council's participation focussing on the implementation of projects outlined under AXIS 3 and AXIS 4. In November 2007, Flintshire submitted a required Business Plan to the Welsh Assembly Government which provided details of these projects, the resources required, outputs to be achieved and management arrangements. The Welsh Assembly Government in June 2008 had announced details of those projects that were approved for RDP funding and only three out of fifteen projects submitted were not approved. One of the three refused was an AXIS 4 project which was to be implemented by Cadwyn Clwyd. This project was to include the Demand Responsive Transport Scheme, "Pub is the Hub" and development work. The Council had not been informed why the Welsh Assembly Government were unable to approve the project.

Members expressed concern on the impact that the Welsh Border Community Transport funding and the Demand Responsive Transport Scheme would have on the area, particularly on older people who relied on services for visits.

The Executive Member for Environment referred to transportation within Flintshire and expressed concern on poor communication on bus services and timetables and the quality of service being provided. He asked for a major overhaul of all the Flintshire County Council's subsidised routes and for the Director and the appropriate Overview and Scrutiny Committee to consider this. He supported his views by referring to the complaints he had received from members of the public.

In response, the Director of Environment referred to Members understanding the distinction between commercial and non-commercial bus services and there was a misconception by members of the public that all buses services were run by the County Council. The County Council worked with operators and the Executive Member had been right to highlight the

difficulties being experienced in rural areas where bus services provided access to key facilities such as hospitals. He agreed to undertake a review of the County Council subsidised services and to prepare a report for consideration at a future meeting.

RESOLVED:

- (a) That the Executive recognises the prospective shortfall in Welsh Border Community Transport funding and enlist the support of Assembly Members in seeking alternative sources of funding;
- (b) That the Welsh Assembly Government be requested to provide a rejection letter outlining the reasons for refusal of funding for the AXIS 4 project which would allow the Authority to appeal against the decision; and
- (c) That the Director of Environment undertake a review of the transport system subsidised by Flintshire County Council and for a report to be submitted to the Executive in due course.

224. EXERCISE OF DELEGATED POWERS

An information report of the Chief Executive, the purpose of which was to inform Members of actions taken under delegated powers, was introduced by the Chairman.

The actions taken were as set out below:-

- | | |
|-------------|--|
| Environment | <ul style="list-style-type: none">- Extension of traffic signal maintenance contracts 2009-11- Proposed footpath at Bryn Road, Bryn-y-Baal- All Wales Coastal Path and Dee Coastal Path – Improvements at Greenfield Dock- Release of restrictive covenant – former surgery School Lane, Greenfield |
|-------------|--|

225. DURATION OF MEETING

The meeting commenced at 9.30 am and ended at 10.50 am.

226. MEMBERS OF THE PRESS AND PUBLIC IN ATTENDANCE

There were two members of the press present.

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Chairman

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

EXECUTIVE	DATE: 6th January 2009
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MEMBER	ITEM	MIN. NO. REFERS
Councillor A. Woolley	Welsh Border Community Transport Funding	223

FLINTSHIRE COUNTY COUNCIL

AGENDA ITEM NUMBER: 6

REPORT TO: **EXECUTIVE**
DATE : **27 JANUARY 2009**
REPORT BY: **DIRECTOR OF LIFELONG LEARNING**
SUBJECT : **SCHOOL MODERNISATION STRATEGY: SCHOOL PLACE PLANNING**

1.00 PURPOSE OF REPORT

- 1.01 To provide Executive with a summary of recent work undertaken to develop Flintshire County Council School Place Planning methodology, including coordinating the projection of pupil numbers, projections for the future demand for school places, assessment of school capacity and surplus place levels for all schools.
- 1.02 To present a summary of the Annual School Planning Cycle (**see Appendix A**) and an Overview of School Place Planning Methodology (**see Appendix B**) for approval by Executive.
- 1.03 To clarify the future use of School Place Planning guidance including its coordination with other key areas of school planning, and how it will contribute to future school organisation and modernisation strategy.

2.00 BACKGROUND

- 2.01 A report was presented to Executive in September 2008 which provided a proposed schedule of action to achieve completion of the statutory Education Asset Management Plan (EAMP) and Fit for Purpose Guidance during the Spring Term 2009. This report on School Places Planning is an important further contribution to the suite of policy papers which will form the basis for future planning and decision making in relation to the school modernisation process.
- 2.02 In a more recent report to Executive on 6 January 2009, the function of Fit for Purpose Guidance was summarised as follows: -
- a. To describe minimum standards for school sites, accommodation and facilities into the 21st century
 - b. To establish criteria for determining major and minor capital programme priorities
 - c. To ensure capital works meet minimum technical specifications including DDA, ICT and sustainability criteria
 - d. To act as a vehicle for bringing together views of schools and their users, Diocese, local authority officers, national advice and guidance

Date: 20/01/2009

and stakeholders on determining agreed indicators of Primary, Secondary Fit for Purpose schools, and support units such as PRUs.

- 2.03 Taken together, the EAMP and Fit for Purpose Guidance would provide the basis for identifying, analysing and prioritising the findings of the 3 main audits of the current Education Asset Management Plan process:
- a. Condition of Schools
 - b. Suitability of site, accommodation and facilities
 - c. Sufficiency of site, accommodation and facilities
- 2.04 In turn, a transparent process of analysis of school modernisation needs identified through the above audits, will be used to drive the determination, allocation and timing of capital programme funding within affordable limits. To support this process, this report provides a summary of methodology to be used to project the future number of school places required in Flintshire, the capacity levels required in schools to meet projected levels of pupil place demand and guidance on monitoring the use of school places and calculating changes required in the supply of places, and the level of surplus places to be maintained within the system.

3.00 CONSIDERATIONS

- 3.01 A Key function of Flintshire County Council is to secure continuous management of the level and distribution of school places in its schools and educational establishments through effective planning. This in turn will provide a sound basis for funding and capital programme support.

Operating a clear school place planning methodology will also enhance and support established processes of primary and secondary school improvement strategies, capacity assessment and school admissions policies and practice (which also is subject to a statutory annual consultation process and is currently being considered by Executive in January 2009).

- 3.02 There is therefore a commitment to modernising schools and related assets through the use of effective planning and methodology. Additionally, school place planning will require a closely coordinated approach with a range of Council strategic plans, such as Mid term Financial Planning, to ensure the efficient and effective use of Council and external strategic resources, including carefully programmed capital funding.
- 3.03 The process of the modernisation of schools is dependent on high quality school place planning, including the use of a comprehensive set of factors to evaluate all available data to produce well informed pupil number projections (demand) and the projected number of school places required (supply).

Generally, Local Authorities in Wales use a variety of methods to project pupil numbers in their authority as a whole, and for each constituent school in their authority. However, the different variations entail a broadly similar

method that involves taking the current total number of pupils and adding or subtracting the net totals of children respectively entering and leaving the school system. In Flintshire we are seeking to further develop our methodology from this standard to take account of a comprehensive range of additional planning factors.

These planning factors include: -

- a. birth rate
- b. fertility rate
- c. cohort retention rates
- d. Reception entry rates
- e. Year 7 entry rates
- f. Year 12 staying-on rates
- g. pupil mobility
- h. migration rates
- i. in/out of county movements of pupils
- j. child yield from housing developments
- k. socio-economic and demographic trends
- l. major projects e.g. new major employer in an area of the county

3.04 School place planning in Flintshire will also consider the broader strategic context and will examine factors such as:

- a. the impact of trends in the school age population in Flintshire and neighbouring Authorities
- b. the impact of trends in parental preferences
- c. aspects of the school system in the Authority requiring specific or statutory attention e.g. 14-19 school provision
- d. annual findings from accuracy tests and data validation results

3.05 Briefly, the main actions within the school place planning methodology involve the following three calculations: -

- a) increase the overall pupil population by the projected incoming number of reception pupils each year;
- b) decrease the pupil population by the projected number of former pupils leaving school;
- c) roll the pupil population forward adjusting the total number for anticipated ins and outs.

3.06 By far the most important factor in school place planning and pupil number projections is the influence of the local birth rate and how many of local births enter at age 4 into Reception classes in Flintshire schools. The trend in the birth rate of Flintshire has taken an upward turn since 2005, with increases in 2006 and 2007 and forecast for further increase in subsequent years. It

should be noted that birth rate forecasts are based on projected trend, but actual numbers are subject to often unpredictable and varying factors year on year.

The following table sets out the number of live births in Flintshire in the period 2000-2010 and the percentage of those births that entered into Reception classes in Flintshire schools.

Table 1: Live Births in Flintshire and Percentage Entering Reception Classes in Flintshire

Year	Live Births Classes in Flintshire Schools	Approximate % Entering Reception
2000	1621	99%
2001	1644	99%
2002	1624	99%
2003	1607	99%
2004	1724	99%
2005	1642	99%
2006	1719	99%
2007	1743	99%
2008	1741 (Forecast)	99% (Forecast)
2009	1757 (Forecast)	99% (Forecast)
2010	1774 (Forecast)	over 95% (Forecast)

In addition to the high number of births that enter Flintshire reception classes which averages close to 99%, the Authority is particularly fortunate in having a very steady and high rate of 'staying on' or retention of pupil cohorts in schools from year to year. The average retention rate is in excess of 95%. However, it should be noted that any fall in the birth rate can reduce the overall total of pupils in the system, whilst retention rates remain the same.

The third stage of the process can often be complicated by any of the range of planning factors listed under 3.03 above. In particular transfer years can significantly influence the pattern of school places required, as does pupil movement in and out of the county and areas of the county, which may be attributed to the influence of socio-economic factors, including increasing residential housing developments and employment patterns. Flintshire is again fortunate in experiencing low levels of impact from these factors, but this situation should be carefully monitored at local and authority wide level each year.

- 3.07 The process for making projections of pupil numbers for an individual school is similar to that used when projecting for the authority as a whole, but at

school level there are more variables that affect "entries" and "exists", and interpretation of data and findings can be more complex. For example: it is possible, using historic data, to estimate the net effect of cross county boundary movements on a local authority's total pupil base, but anticipating which schools will benefit or otherwise is harder to predict; and although the bulk of the pupils in a local authority area may be expected to remain in the education system area year after year, research has shown that the exercise of parental choice can increasingly result in significant movement between schools for a wide range of reasons that may not have been possible to foresee. These reasons can significantly affect the actual size of school intakes at transfer years, e.g. when pupils move from infant to junior school, junior to secondary etc. Although, in Flintshire, the overall estimate of pupil numbers in the authority can be made fairly easily by rolling each cohort forward, it is more challenging to predict which schools will be chosen by parents at key transfer points.

Accurate projection of pupil numbers can be made more difficult by one-off events, which can result in a lot of pupil movement between schools, such as a new housing development or the merging of two schools into one.

It is almost always the case that it is much more difficult to make accurate projections at school level, than at the level of the local authority as a whole.

- 3.08 Use of a transparent and relevant methodology for projecting the demand for school places and the number of pupils that will seek these places is important (**see Appendix A**). Equally, the methodology must coordinate with the findings and the criteria of the Asset Management Plan and the Fit for Purpose Guidance to contribute to the overall decision making relating to investment in essential capital programme works to ensure suitable, sufficient and modern school places are provided in Flintshire, effectively distributed and appropriately located for access by future pupils.
- 3.09 In summary, the main objective of the projection process is to provide individual schools with reasonably reliable projections of their pupil numbers. It is good practice to make an overall projection of pupil numbers for the whole planning area, as it provides a control total against which the sum of the projections for the individual schools can be compared, and can be used when the local authority is planning other services for children.

4.00 RECOMMENDATIONS

4.01

- a. Approve the Overview of School Place Planning Methodology and the Annual School Place Planning cycle.
- b. Consult on the School Place Planning Methodology and Annual School Place Planning cycle with schools and partners.
- c. Report to Executive on consultation findings.

5.00 FINANCIAL IMPLICATIONS

5.01 No immediate implication. However, significant mid and longer term implications for capital funding may arise as result of the use of school place planning projections relating to demand and supply of school places.

6.00 ANTI POVERTY IMPACT

6.01 None.

7.00 ENVIRONMENTAL IMPACT

7.01 None.

8.00 EQUALITIES IMPACT

8.01 None.

9.00 PERSONNEL IMPLICATIONS

9.01 None.

10.00 CONSULTATION REQUIRED

10.01 Consultation to take place on the School Place Planning Methodology and Annual Place Planning cycle with schools and partners.

11.00 CONSULTATION UNDERTAKEN

11.01 None.

12.00 APPENDICES

12.01 Appendix A - Annual Planner for School Place Planning
Appendix B - Overview of School Place Planning Methodology

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985 BACKGROUND DOCUMENTS

None.

Contact Officer: Kim Garcia
Telephone: 01352 704011
E-Mail: kim_garcia@flintshire.gov.uk

Appendix A: Annual Planner for School Place Planning

Month	Action	Explanation
January	January Pupil Count	Collection of mid year actual pupil numbers
	Ethnicity/Gender data	Extrapolation from actual pupil number data
	Update retention rates	Check retention rate compared to previous year
February	January count processing	Detailed analysis of data
March	Pupil performance	Assessment data KS1,2 and 3 and CATs Yr 9
April	Strategic Planning Meeting	Findings from January count analysis and admission.
May	Strategic Planning Meeting	Surplus places data, Foundation Phase data
June	Population projections from ONS	Birthrate, fertility, migration and other demographic data from the Office of National Statistics.
July	WAG Return	School place planning data, capacities and surplus places
	Migrant worker data	Migrant and temporary resident data
August	GCSE/A Level results	Annual performance results
September	Pupil count	Actual pupil numbers following September admissions
	Update retention rates	Update following September admissions
	Primary Secondary Transfer Ratio	Annual recalculation following September admissions
	ONS Ward Level Births Data	Office of National Statistics updated birth rate data
October	Strategic Review Meeting	Local authority/schools joint meeting
November	Mid year financial pupil funding data	Following September admissions
	Pupil projections	Short and longer term pupil number projections at school, area, and County level
December	School Place Planning and Pupil projections Report to Executive	Annual update on trends and patterns in pupils numbers and impact on Revenue and Capital Funding

Appendix B: Overview of School Place Planning Methodology

1. Understanding the context for Flintshire projections

Analysis of:

- pattern of trends in the Local Authority's school age population
- the pattern of parental preferences in the Local Authority (coordinated with the School Admission's Team)
- developments of the school system in the Authority e.g. School Improvement actions
- findings from annual accuracy tests and data validation results
- impact of local cross-cutting initiatives e.g. 14-19 strategy

2. An overview of the process for projecting pupil numbers

Actions will include:

- calculation of the increase in pupil numbers for new reception classes
- adjustment in existing pupil cohort numbers to take account of "ins" and "outs" from the school population
- decrease the pupil numbers to take account of Year 11 pupils who leave school each year

3. Projecting pupil numbers at local authority level

Completion of the following planning actions:

- projection of reception pupil numbers
- projection of Year 1 to Year 11 numbers including pupil turnover
- assess the impact of transfer years on pupil rolls
- validate the projections
- understand the local authority context
- determine a range of projections
- account for staggered reception start dates
- project nursery classes
- project sixth forms
- use population data
- investigate cross boundary flows
- consider housing developments
- reflect other developments in projections as appropriate

4. Projecting pupil numbers for individual schools

Analysis involving:

- testing the accuracy of previous projections
- producing the first cut school level projections
- projecting pupil numbers for entry classes
- projecting pupil numbers in other year groups
- validating and adjusting the school projections
- sharing the initial projections with schools
- reporting the final projections clearly and in a timely way to schools

5. Other considerations

- use of historic economic and related planning data e.g. ONS, NHS
- agreement of the planning levels of initial projections e.g. the authority as a whole, sub areas or individual schools
- casework for individual or adjusted projection methodology because of special factors affecting demand for their places

FLINTSHIRE COUNTY COUNCIL

AGENDA ITEM NUMBER: 7

REPORT TO: **EXECUTIVE**
DATE : **27 JANUARY 2009**
REPORT BY: **DIRECTOR OF LIFELONG LEARNING**
SUBJECT : **SCHOOL MODERNISATION STRATEGY: FIT FOR PURPOSE**
 GUIDANCE

1.00 PURPOSE OF REPORT

- 1.01 To provide Executive with a summary of the work undertaken in the Autumn Term 2008 to produce guidance for identifying the minimum standards for school accommodation and facilities to support and contribute to the process of modernisation of Secondary Schools in Flintshire.
- 1.02 To present draft Fit for Purpose Guidance documents for approval by Executive.
- 1.03 To clarify the future use of the Fit for Purpose Guidance as part of the criteria for prioritising future capital programme work for schools against short, mid and longer term timelines.

2.00 BACKGROUND

- 2.01 A report was presented to Executive on 16th September which provided a proposed schedule of action to achieve completion of the statutory Education Asset Management Plan (EAMP) by Spring 2009. This schedule included reference to the need to produce Fit for Purpose Guidance during the autumn term 2008 for both Primary and Secondary schools.
- 2.02 The function of the Fit for Purpose Guidance was summarised as follows: -
 - a. To describe minimum standards for school sites, accommodation and facilities into the 21st Century
 - b. To establish criteria for determining capital programme priorities.
 - c. To ensure capital works meet minimum technical specifications including DDA, ICT and sustainability criteria
 - d. To act as a vehicle for bringing together views of schools and their users, diocese, local authority officers, national advice and guidance and stakeholders on determining agreed indicators of Primary, Secondary Fit for Purpose schools, and support units such as PRUs.
- 2.03 Taken together, the EAMP and Fit for Purpose Guidance would provide the

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basis for identifying, analysing and prioritising the findings of the three main audits of the current Education Asset Management Plan process: -

- a. Condition of Schools
- b. Suitability of site, accommodation and facilities
- c. Sufficiency of site, accommodation and facilities

- 2.04 In turn, a transparent, data-led process of analysis of needs based on the above audits, will then be used to prioritise and determine the allocation and timing of the use of capital programme funding within affordable limits, in the short, mid and long term for the modernisation of Flintshire education assets e.g. schools, pre-school, Foundation Phase, youth provision, PRUs etc.

3.00 CONSIDERATIONS

- 3.01 A key function of Flintshire County Council is to ensure continuous improvement in its schools and educational establishments through the effective allocation of resources and support. Capital funding and capital programme support are two main dimensions of this function.

The quality and appropriateness of the environment in which learning takes place is critical to the performance of pupils and schools. The production of a Flintshire County Council statement of standards of site, accommodation and facilities, in the form of Primary and Secondary Fit For Purpose Guidance, will greatly enhance and support the already established and agreed priorities of primary and secondary school improvement strategies, school security improvement and the key processes of school place planning, pupil forecasting and coordinated admissions policies and practice.

- 3.02 The Council is committed through its work programme to modernising schools and related assets for the direct benefit of pupils and users. However, this now requires a closely coordinated approach to strategic planning, and to the efficient and effective use of strategic resources, including increased and carefully programmed capital funding expenditure which links closely with the use of school improvement funding, together with delegated and devolved education budgets.
- 3.03 The process of the development and introduction of new management information through an Education Asset Management Plan must be supported by the Authority's partners in the school improvement process including schools, governing bodies, Diocese and other education partners in order to be effective.
- 3.04 The Asset Management Plan and the Fit for Purpose Guidance will provide a basis for achieving value for money and investment in essential capital programme works to maximise available capital funding over the next mid term financial periods for Flintshire County Council from 2008-2012 and 2012-2016.

3.05 The Asset Management Plan and the Fit for Purpose Guidance are underpinned by important principles: -

- a. At all times capital expenditure should be maximised and should wherever possible directly contribute to the Authority focus on teaching, learning and educational standards.
- b. The procurement and commissioning of capital programme projects and works must secure value for money.
- c. Investment must be made in the right places, at the right time and against agreed priorities.
- d. Rationalisation, maintenance, upgrading and expansion are all possible solutions for asset management and achieving fitness for purpose.
- e. Partnership working is essential to the modernisation process.
- f. Consultation, transparency and clarity of roles and responsibilities including accountability are critical to the successful management.
- g. Recent and relevant ICT, environmental and sustainable standards are integral to the modernisation process.
- h. The Education Asset Management Plan and Fit for Purpose Guidance will have due regard to the Flintshire County Council obligations to equality, disability access, social inclusion and development of community focus.

3.06 The Education Asset Management Plan and the Fit for Purpose Guidance will be supported by a Local Policy Statement setting out a full account of the principles, priorities, summary and scope of assets to which they apply.

At this stage it is possible to indicate emerging or suggested principles and priorities for modernisation and school organisation programmes discussed with Primary Headteachers at the Autumn term 2008 Flintshire Primary Headteacher Conference.

Suggested Principles: -

- investment leading to improved experience for children and young people;
- transparency and shared understanding of criteria;
- emphasis on investment to meet essential needs;
- continued maximum class rule of 30;
- clear criteria used to prioritise the use of available capital resources via agreed EAMP priorities;
- collaborative use of capital funding, as appropriate;
- seek to minimise disruption and implement sustainable solutions;

- to seek to achieve flexible use of resources wherever possible e.g. ICT facilities;
- work towards modernisation of Flintshire Schools to provide access suitable, sufficient and good condition accommodation and facilities;

Suggested Priorities

- suitable, sufficient and flexible learning spaces;
- integrated and flexible ICT provision and facilities;
- library and/or learning resource spaces/rooms;
- suitable and sufficient external learning and play areas;
- school hall on site
- break-out and support spaces/rooms;
- suitable and sufficient staff and administration areas;
- modern, safe and sufficient toilet and personal areas;
- suitable and sufficient site access and security;
- Health and Safety and DDA integrated into suitability and sufficiency requirements;
- Fit for Purpose schools will facilitate and accommodate community use of the school;
- suitability and sufficiency will pay regard to energy, sustainability and eco agendas;
- removal of temporary and mobile teaching accommodation; and
- suitable, sufficient and safe food preparation and dining facilities.

3.07 The production of a Local Statement will also provide a summary framework for the analysis and recording of types of conditions, suitability and sufficiency of the premises and property of all educational establishments in Flintshire (the needs or demand) and the range and type of capital programmes and works available (the resources response). The summary framework will also indicate how school improvement and school modernisation interrelate and coordinate the use of capital resources.

3.08 Existing criteria (see below) for prioritising schemes for capital funding have also been taken into consideration in the development of Fit for Purpose Guidance, including: -

Condition

- Assessment of level of need in condition surveys
- Priority response to Health and Safety and emergency condition issues
- Priority to urgent work to prevent temporary school closure
- Technical advice and scope of problem

- Schemes to prevent serious deterioration (invest to save)

Suitability

- Replacement of temporary buildings, including mobile classrooms
- Elimination of serious Health and Safety problems
- Work to enable schools to meet teaching and learning requirements
- DDA works for pupils transferring between schools and work that increases the accessibility of schools
- Schemes that facilitate shared or collaborative use of provision

Educational standards

- Schools with performance issues, where accommodation and facilities have been identified as critical to agreed improvement plans or ESTYN action plans
- Schools that have included essential, critical or developmental capital works within the school improvement plan

- 3.09 The strategic role of the corporate asset management group (CAMG) in Flintshire County Council is important for the school modernisation strategy since it has and will continue to provide a critical point of strategic communication and coordination between Lifelong Learning and wider Council capital programmes.

Additionally, CAMG provides a Council context for the development of school-related asset management planning, for capital programme priority setting and for strategic links between Council and Lifelong Learning asset management to seek and secure efficient and effective use of strategic resources.

- 3.10 Involvement of Headteachers, Governing Bodies and Diocesan Boards in developing the school modernisation strategy is crucial to the effective assessment of the capital needs for schools, to helping identify the vision for the future of site, accommodation and facilities development in schools, and to supporting the mid and longer term process of modernising schools and to do this through a planned capital programme based on audit and evidence collected as part of the Education Asset Management Plan and Fit for Purpose Guidance.
- 3.11 Flintshire County Council in developing this work is also seeking to respond to national advice and guidance, as set out in the most recent DCELLS publication, School Organisation Proposals (October 2008).

4.00 RECOMMENDATIONS

4.01

- a. For Executive to approve the use of the draft Fit for Purpose Guidance for Secondary Schools for consultation.

- b. For Executive to refer the draft Fit for Purpose Guidance for Secondary Schools to Lifelong Learning Overview and Scrutiny for consideration.
- c. For consultation to be undertaken on the draft Fit for Purpose Guidance with schools and partners.
- d. For a further report to be presented to Executive on the Local Statement (see 3.06 and 3.07) as required for the strategic planning of education assets.
- e. To report on consultation findings to Executive in March 2009.

5.00 FINANCIAL IMPLICATIONS

- 5.01 No immediate implications. However, significant mid and longer term implications for capital funding will be identified in Spring 2009. These financial implications will be aligned with the Council's current (2008-2012) and 2012-2016 mid term financial cycles.

6.00 ANTI POVERTY IMPACT

- 6.01 None.

7.00 ENVIRONMENTAL IMPACT

- 7.01 None.

8.00 EQUALITIES IMPACT

- 8.01 It is a Welsh Assembly requirement that any proposed change to schools and to the organisation of schools must provide an assessment of the impact of inclusion and equality for any respective service users.

9.00 PERSONNEL IMPLICATIONS

- 9.01 None.

10.00 CONSULTATION REQUIRED

- 10.01 None.

11.00 CONSULTATION UNDERTAKEN

- 11.01 Consultation to be undertaken on the draft Fit for Purpose Guidance with Primary and Secondary schools and partners.

12.00 APPENDICES

12.01 Draft Fit for Purpose Guidance documents are to follow.

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985
BACKGROUND DOCUMENTS

School Organisation Proposals, published by DCELLS (Welsh Assembly Government), October 2008

Contact Officer: Kim Garcia
Telephone: 01352 704011
E-Mail: kim_garcia@flintshire.gov.uk

FLINTSHIRE COUNTY COUNCIL

AGENDA ITEM NUMBER: 8

REPORT TO: **EXECUTIVE**
DATE : **27 JANUARY 2009**
REPORT BY: **CHIEF EXECUTIVE**
SUBJECT : **DISABILITY EQUALITY SCHEME- ANNUAL REPORT**

1.00 PURPOSE OF REPORT

1.01 To present the Executive with the second Annual Report of the Disability Equality Scheme for the period December 2007 – December 2008 for consideration and approval. The annual report is attached as an appendix.

2.00 BACKGROUND

2.01 The Council's Disability Equality Scheme sets out arrangements to meet the duties contained within the Disability Discrimination Act 2005. The duties placed upon public authorities are to-:

1. Promote equality of opportunity between disabled people and other people
2. Eliminate discrimination that is unlawful under the Act
3. Eliminate harassment of disabled people related to their disability
4. Promote positive attitudes towards disabled people
5. Encourage participation by disabled people in public life
6. Take steps to meet disabled peoples needs, even if this means more favourable treatment

2.02 The aim of a Disability Equality Scheme is to ensure disability equality becomes central to the work of local government – employment, service delivery, procurement and policy development. In order to achieve this the Council must continuously involve disabled people, make arrangements to gather information and to assess the impact of our policies, functions and services on disability equality. As part of this duty the Council must report annually.

3.00 CONSIDERATIONS

3.01 The Annual Report sets out the progress the Council has made under the duty. It covers the following:-

1. Progress to meeting priorities identified by disabled people
2. Progress to meeting statutory duties
3. Next Steps

3.02 Significant progress has been made in:-

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- the involvement of disabled people in monitoring and reviewing the Disability Equality Scheme, identifying priorities and areas of concern;
- the involvement of disabled people in equality impact assessments;
- increasing access to buildings through making physical alterations and increasing Blue Badge parking.

3.03 As well as progressing and continuing improvements identified in the action plan, there have been additional improvements resulting from the outcomes of equality impact assessments, including: -

- not charging carers/personal assistants to assist disabled people to use leisure services. This change has been well received by the disabled community as the charging of carers acted as a barrier to disabled people using leisure services;
- producing a British Sign Language and plain language DVD of the Complaints procedure in Adult Social Care to make the complaints system easy to understand for people with learning disabilities; and
- developing criteria for a residents' Blue Badge Holders parking spaces in areas where there is recognised parking congestion.

3.04 **Future Priorities**

Although progress has been made over the last year, there remain a number of areas requiring further attention. These are:-

- Equality Impact Assessments which will help the Council target resources more effectively, reduce discrimination, promote equality and develop services that meet the needs of our communities. These will be one of the key methods for mainstreaming equality. These are need to be undertaken systematically across services;
- Equality monitoring systems need to be established which will help identify if disabled people are using services and how satisfied they are with these services;
- Improve awareness of reasonable adjustments in the workplace and to services to increase customer access to services; and
- Involvement: disabled people need to be continually involved and to have their views heard not only in monitoring the development and implementation of the Disability Equality Scheme but also the planning, delivery and evaluation of services. In particular ways of engaging and involving young disabled people and disabled children need to be strengthened.

4.00 **RECOMMENDATIONS**

4.01 Executive approve the Disability Equality Scheme Annual Report.

5.00 FINANCIAL IMPLICATIONS

5.01 None arising from this report.

6.00 ANTI POVERTY IMPACT

6.01 Placing disability equality at the heart of every thing that we do will contribute to addressing poverty experienced by disabled people.

7.00 ENVIRONMENTAL IMPACT

7.01 By designing, managing and monitoring the physical environment to meet needs of disabled people we are not only meeting the needs of current and potential customers but also making the environment more accessible to a wider group of people, for example, older people or parents with children in pushchairs.

8.00 EQUALITIES IMPACT

8.01 The Disability Equality Scheme aims to promote equal opportunities, eliminate discrimination and promote community cohesion to all people – residents, visitors and employees.

To make sure the report is accessible to every one it will published bilingually, in English and Welsh. It will also be available in different formats and languages on request.

9.00 PERSONNEL IMPLICATIONS

9.01 None identified in this report.

10.00 CONSULTATION REQUIRED

10.01 None required.

11.00 CONSULTATION UNDERTAKEN

11.01 Directorate equality representatives and the Disability Equality Scheme core group have contributed to the development of the annual report.

12.00 APPENDICES

12.01 Disability Equality Scheme Annual Report 2007- 2008

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

Report to Executive 11th March 2008
Disability Equality Scheme Annual Report
Report to Corporate Management Team 21 June 2007
Flintshire County Council's Disability Equality Scheme 2006-2009

Contact Officer: Fiona Mocko
Telephone: 01352 702122
E-Mail: fiona_mocko@flintshire.gov.uk



Flintshire County Council
Disability Equality Scheme
Annual Report
December 2007 – December 2008

If you would like a copy of this document in an alternative format or your own language please contact

Steph Aldridge
Asst Policy Officer – Equalities & Social Policy
Policy, Performance & Partnerships
Flintshire County Council
County Hall
Mold
Flintshire
CH7 6NG
Tel:- 01352 702131
E-Mail:-stephanie.aldridge@flintshire.gov.uk

Disability Equality Scheme -Annual Report- 2007 -2008

1. Introduction

1.1 We published our first Disability Equality Scheme (DES) in December 2006. This is our second annual report setting out progress we have made in meeting the requirements of the Disability Equality duty and the actions we set in our Disability Equality Scheme. The Disability Discrimination (Amendment) Act 2005 required all public authorities to produce and publish a Disability Equality Scheme by December 2006. A Disability Equality Scheme is a plan to show how the authority will meet the general and specific duties set out in the Disability Discrimination (Amendment) Act 2005. This means that public authorities must, in everything that it does, including employment, services, procurement and partnerships, have due regard to the need to:

- eliminate discrimination that is unlawful under the Act
- eliminate harassment of disabled people that is related to their disabilities
- promote equality of opportunity between disabled persons and other persons
- promote positive attitudes towards disabled persons;
- encourage participation by disabled persons in public life; and
- take steps to take account of disabled persons' disabilities even where that involves treating disabled persons more favourably than other persons.

1.3 The purpose of this annual report is to:

- outline the progress the council has made in meeting the legislation and achieving the Disability Equality Scheme action plan; and
- identify the challenges and issues which the council needs to address to continue to implement and monitor the scheme.

2. Background

2.1 Flintshire County Council has taken its duty under Gender, Race and Disability equality legislation seriously and this has been demonstrated by its commitment to build an infrastructure to proactively meet the equalities agenda.

2.2 A Corporate Equalities Review Team consisting of representatives from each Directorate and the elected member champion for equalities is responsible for driving the equalities agenda throughout the council. The members of the Corporate Equalities Review Team are responsible for:

- advising and supporting Directorate and Senior Management Teams to meet the requirements of the:
 - Diversity and Equality Policy
 - Race, Disability and Gender Equality schemes
 - Welsh Language Scheme
- advising and supporting all services within their Directorates to include equality and Welsh language objectives within service plans;
- reporting on progress being made within their Directorate
- setting a positive example and promoting good practice within the directorate;
- challenging discriminatory language and behaviour;
- formally reporting to their Directorate Management Team to ensure that any actions arising from the meeting are taken forward;
- participating in any training to be able to champion equalities throughout the council; and
- attending all meetings or arranging for a colleague to deputise.

2.3 A core group has been set up to monitor and review the Disability Equality Scheme. This is made up of disabled people (public) and officers of the council. Members of the group have been involved in different activities of the scheme, for example, becoming involved in the delivery of citizenship training to Year 8 pupils, becoming involved in equality impact assessments and developing the programme for a workshop to identify further actions.

2.4 The core group has been involved in the equality impact assessment of Leisure Services charging policy and are currently involved in the impact assessment of Residents Blue Badge parking.

3. This annual report describes progress made during the last 12 months under the following headings

- Meeting priorities identified by disabled people
- Meeting our statutory duties
- Employment Monitoring/ Information Gathering

Meeting priorities identified by disabled people

3.1 This section sets out the progress made to date. The Disability Equality Scheme action plan is attached in appendix 1. This identifies action completed and progress being made.

3.2 The priority areas identified by disabled people are:

- Access to services particularly leisure and play facilities.
- Increased involvement by disabled people of all ages in planning services.
- Awareness training for our staff
- Accessible information

3.3 **Access to services;**

- **Shotton Extra Care**

This service provides extra care for older people, the building is fully accessible. Extensive consultation in the planning and development of the scheme has resulted in more parking spaces, more and bigger lifts, and wider paths with an appropriate surface.

- **Supporting People Operational Plan**

There is a recognised gap in provision/support to people with a sensory impairment. This has been recorded in the plan as requiring further work as part of accommodation needs to identify types of housing and support service required.

- **Leisure Services and Play**

Actif plus one card- The charges for personal assistants supporting disabled people to use leisure services have now been dropped. This resulted from an equality impact assessment undertaken on the charging policy.

Swimming sessions for children with hearing impairments- all the tutors have attended deaf awareness training provided by North Wales Deaf Association

Buddying Play Scheme- Buddies are employed as part of a larger play team on site at summer play schemes and provide one to one support (where necessary) for disabled children. This helps remove barriers to enable both disabled and non-disabled children to play together.

- **Refuse Collection**-Back door collection of wheelie bins and bin bags is available for disabled people who have difficulty putting their waste out onto the pavement. Fluorescent labels are available to help refuse collectors identify homes where waste needs to be collected from the back door.
- **Contracts**-The Contract Procedural Rules have been revised to ensure officers who purchase goods, facilities, services or works comply with the disability equality duty. Additional guidance has been prepared for procurement officers.
- **Buildings**-Improvements have been made to the:
 - Search Room in the Records Office to ensure it is accessible for disabled people.
 - County Hall –
 - Entrance number two, reception point at County Hall
 - Two accessible toilets in Phase 4 & 1 in Phase 1 County Hall
 - Glanrafon Centre Mold, a Youth and Community Centre

Over 90% of libraries are now accessible.

A rolling programme of physical alterations in schools is in place; this is designed to make all schools, over time, accessible to disabled children. So far: all schools have had accessible parking spaces allocated; some schools have had new front entrances. As the programme develops more schools will have improved entrances completed, and more schools will have accessible toilets.

- **Transport**-Through the Taith Consortia Flintshire County Council is investing in its public transport infrastructure to achieve standards consistent with the Disability Discrimination Act and providing a 'quality' inclusive mobility transport service. Typical measures already implemented include:

Installation of real time information displays -Realtime uses satellite technology to electronically track buses giving an accurate prediction of the next bus arrival time. The bus stop displays show the service number of the bus, the operator, its destination and the time in minutes of the next bus arrival at the stop. This information can also be accessed through a mobile phone.

Introduction of low-floor buses-National government has set a target for 50% of bus operator fleets to be low floor by 2010. Flintshire County Council has exceeded this target with over 60% of its fleet with low floor entrances. Low floor buses offer better access to all passengers, including wheelchair users, people with walking aids, partially sighted people and parents with pushchairs. Timetable leaflets show which routes operate a low floor bus.

Installation of Raised Kerbs-The Raised Kerb provides a seamless gap free joint between low-floor buses and the pavement. It provides faster, easier and safer passenger access, particularly for the disabled and visually impaired.

Introduction of Bus Boarders-Bus Boarders are being installed at locations where cars are parked on the inside lane of a road. The bus boarders help prevent the obstruction of bus stops by parked vehicles.

Upgrading of existing bus stops-Poles, flags and information cases, detailing bus timetables, route numbers and mapping, are being provided at various bus stop locations that do not have a bus shelter.

Railway Station Improvements-The introduction of cycle lockers at railway stations and new roadside signs making it easier to locate more rural Railway Stations. Flintshire is also in the process of producing new posters at railway stations to enable passengers to find out all the information they require regarding rail replacement buses, connecting local bus services, including up to the minute mms (mobile phone) text alerts for Bus and Train Time Arrival Information.

3.4 **Increased involvement in planning services**

Initial meetings have been held to develop a sub group under the Children and Young Peoples Partnership to develop a co-ordinated approach to actively engage young people and children with disabilities. Further work needs to be undertaken with partner agencies to reduce the barriers faced by disabled children and young people to involve them in the development of projects and initiatives.

A core group has been set up to monitor and review the Disability Equality Scheme. This is made up of disabled people (public) and officers of the council. Members of the group have been involved

in different activities of the scheme, equality impact assessments and the proposed improvements to the reception in County Hall.

The core group participated in a pilot project called “Citizenship and Disability” with Year 8 pupils as part of their personal and social skills education. The main ideas behind the project were:

- to increase the pupils’ awareness and understanding of disability and disabled people;
- to help to develop a disability friendly school;
- to encourage disabled people to be welcomed, respected and treated with dignity and equality;
- to show that everyone needs to be treated equally so that they can have the same chance at life as others.

We also held an event in February 2008 to review progress we were making with disabled people and to identify any urgent priorities. The whole event was planned with and presented by the core group.

3.5 Awareness training for our staff

All employees are required to attend diversity and equality training. In addition to this, customer care training is also provided which covers diversity issues and North Wales Deaf Association provide Deaf Awareness training.

3.6 Accessible information

The website is being reviewed to ensure it is fully accessible. A workshop is being held with disabled people on the proposed new site to identify any issues/ barriers and ensure it is fully accessible. Various services have met with the Deaf community to identify the types of information they would like available in British Sign Language on the website. In addition to training courses, a variety of information is made available to employees through the intranet.

Following an equality impact assessment Adult Social Care’s complaints procedure is now available in British Sign Language and plain language DVD.

All information is available in different formats and languages and this is publicised to both customers and employees. These include, audio tape/DVD, Easy Read, large print, Braille, British Sign Language DVD.

Plain Language Guidelines have been published to ensure employees produce clear and easily understood information.

4.0 Meeting our statutory duties

Promote Equality of opportunity between disabled people and other people

4.1 To promote equality of opportunity the following is in place:

- Hearing loops are available on all reception points
- A standard contract clause on disability equality is included in contract terms and conditions.
- Standard questions on equality are included in the Pre Qualification Questionnaire for organisations who submit tenders to the council.
- Information on the Disability Equality scheme is available for all employees and this includes information on reasonable adjustments.
- Our website is bilingual, English and Welsh, and is developed to Level AA standard. We are working towards achieving level AAA. Features currently on the website include “Readspeaker” which enables users to listen to the website and facilities to increase or reduce text size. We also have information in BSL DVD format on the website.
- We have successfully maintained the “Positive about Disabled People, Two Ticks” initiative.

4.2 Eliminate discrimination that is unlawful under the Act

To ensure employees are aware of the Council's duties in relation to Disability Equality the following actions have been taken:-

- All staff are required to attend diversity and equality training;
- A summary of the Disability Equality Scheme is available and includes information on reasonable adjustments.
- Information on disability is available on the intranet.
- A staff protocol “Welcoming Disabled Customers is in place.”
- A regular leaflet on case law developments will be circulated to the Corporate Equalities Review Team.
- A rolling programme of Equality impact assessments is being undertaken on policies and services to identify areas of potential or actual discrimination.

4.3 Eliminate harassment of disabled people related to their disability

- A hate incident reporting and recording system has been established, reports are monitored by equality strands. There have been no reports of hate related incidents between January 2008 and December 2008. The aim of the system is to offer support to victims, deal with offenders and identify areas of concerns or trends. This system includes incidents in the community and within schools.
- An anti-bullying and harassment policy has been in place since April 2005 and is currently being reviewed to prevent and address bullying and harassment in the work place. The revised policy will focus on developing a workplace culture in which people are valued and respected as opposed to only responding to complaints of harassment. There will be a fully inclusive consultation process during the development of this policy during 2009.

4.4 Promote positive attitudes towards disabled people

To promote positive attitudes the following action has been taken:-

- Guidance on using positive images and language has been published for staff.
- Training has been provided to young people as part of the Citizenship project

4.5 Encourage participation by disabled people in public life

Disabled people are involved in the planning, design and evaluation of council facilities and services through:-

- Disability Equality Scheme Core Group; and
- Service user planning groups.

4.6 Take steps to meet disabled people's needs, even if this means more favourable treatment.

To take steps to meet disabled people's needs we have

- Increased availability of Blue Badge parking spaces- clamping and other deterrents are in operation in some sites to prevent misuse of these spaces.
- Employment –we remain committed to maintaining and exceeding the requirements of the “Two Ticks” Positive about Disabled People scheme. The five commitments of the scheme are:
 - to interview all disabled applicants who meet the minimum criteria for a job vacancy and to consider them on their abilities.
 - to ensure there is a mechanism in place to discuss, with disabled employees, what both parties can do to make sure disabled employees can develop and use their abilities.
 - to make every effort when employees become disabled to make sure they stay in employment.
 - to take action to ensure that all employees develop the appropriate level of disability awareness needed to make sure these commitments work.
 - to review these commitments each year and assess what has been achieved, plan ways to improve on them and let employees and Jobcentre Plus know about progress and future plans.
- Provision of one to one and/or one to two swimming sessions for disabled children.
- Active 8-16 programme- this a Physical Activity on Referral Initiative. The main aim of the programme is to provide young people aged 8-16 who experience social, emotional and physical difficulties with an opportunity to take part in physical activity. Young people referred to the programme receive 10 free sessions of a chosen sport or physical activity with an experienced and qualified coach. Young people are encouraged to take part beyond the referral period empowering them to take control of their health and well being.

4.7 **Monitoring (Information Gathering)**

Systems to collate customer profile based on disability have been set up for

- Benefits
- Leisure Services
- Housing
- Complaints
- Satisfaction surveys
- Consultations

- Resident surveys
- Employment

- 4.8 To encourage a greater response from the public and support them to understand why we are collecting this information, leaflets are available and a brief has been prepared for all employees. The Equality Officer is also talking to teams who have concerns about asking for this information. Results of data that has been collated are attached in Appendix 2. The data for some services has been collated over a period of time and will be entered incrementally into the monitoring system
- 4.9 The Corporate Training unit have developed and are facilitating a workshop for employees on engagement and consultation, 34 employees have attended this training to date. Working with diverse communities is a central theme on the workshop. There is also a specific item on engaging and consulting with all our communities, this covers the importance of monitoring.
- 4.10 Equality monitoring is a standard item on the agenda for the Corporate Equalities Review Team. Each Directorate is required to provide an up date on progress.
- 4.11 Equality impact assessments require the involvement and consultation with disabled people. The core group have helped identify areas for equality impact assessment and have become involved in this process which has led to changes in some services and policies, for example, changes to the charging policy in leisure services.

4.12 **Involvement of disabled people**

Employees

UNISON has established a self organised disabled members group for Flintshire County Council employees. This group meets monthly. Representatives from Human Resources and the Equalities Officer attend. This ensures that there is two way communication with disabled employees and helps identify any issues with employment practice or procedures at an early stage.

In addition to this group, Employee Forums are being established in the organisation. The aim of these is to provide:-

- a channel of communication with groups of employees for consultation and feedback on specific issues affecting under represented groups/marginalised groups; and
- an opportunity for increasing two way communication with employees on matters relating to their employment and working environment.

5.0 Employment – Monitoring/Information Gathering

5.1 As of July 2008 1.91% of the workforce declared they had a disability. Human Resources have published internally and externally a workforce information report and have developed an action plan to increase the capture of data and to increase the diversity of the workforce at all levels of the organisation.

5.2 The results of employment monitoring are listed below. A new Human Resource Management Information System has been implemented which will enable all aspects of employment practices to be monitored in the future. A copy of the full workforce information report is available at www.flintshire.gov.uk (search Workforce Information Report)

Table 1: Profile of staff having declared that they have a disability under the definition of the Disability Discrimination Act 1995.

Gender	Full Time/ Part Time	Not Declared	%	Not Disabled	%	Disabled	%
Female	FT	461	5.87%	1583	20.15%	40	0.51%
	PT	1209	15.39%	2451	31.20%	54	0.69%
Total		1670	21.25%	4034	51.34%	94	1.20%
Male	FT	353	4.49%	1140	14.51%	44	0.56%
	PT	252	3.21%	258	3.28%	12	0.15%
Total		605	7.70%	1398	17.79%	56	0.71%
Grand Total		2275	28.96%	5432	69.14%	150	1.91%

The results of Disability Monitoring in table 1 show that 1.91% of the workforce has declared they have a disability as described under the DDA (1995).

Table: 2 Profile of the Workforce by grade and disability.

Grade	Disabled	%	Not Disabled	%	Not Declared	%	Overall Total
Up to Scale 1	5	0.52%	323	33.33%	641	66.15%	969
Scale 1 - 4	71	1.74%	2649	64.75%	1371	33.51%	4091
Scale 5 - SO2	30	2.19%	970	70.75%	371	27.06%	1371
M1 - M5	19	1.41%	1051	78.14%	275	20.45%	1345
M6 & above	10	2.44%	331	80.93%	68	16.63%	409
Totals	135	1.65%	5324	65.05%	2726	33.30%	8185

Table.2 shows that levels of employment for those with a disability are highest in more senior posts e.g. M6 and above (2.44%). The Council has been working with the Flintshire Disabled employees self organised group to tackle barriers facing disabled employees, resulting in new accessible toilets, increase in designated Blue Badge holders parking spaces and changes to font size on the intranet / internet to assist those with visual impairment.

Recruitment, Selections for Interview, Appointments

Table 3 Profile of the selection process, by disability status

	Applied	%	Selected for Interview	%	Appointed	% of all new appointments
Disabled	145	2.70%	42	2.73%	3	0.96%
Not Disabled	2955	55.12%	767	49.93%	127	40.84%
Unknown	2261	42.17%	727	47.33%	181	58.20%
Total	5361	100%	1536	100%	311	100%

The table shows that 2% of all disabled applicants who apply are successful. This compares to 4.2% of all non disabled applicants. A summary of the Disability Equality Scheme is available for all line managers highlighting the need to consider reasonable adjustments in the workplace.

Leaving the authority

Table 4: The numbers of staff who have ceased employment by disability

Disability	Total	%
Not Declared	333	37.76%
Not Disabled	536	60.77%
Disabled	13	1.47%
Total	882	100%

Source of information in tables 1- 4: Flintshire County Council Workforce Information Report March 2008

6. Moving Forward

6.1 Progress has been made over the last year, including greater awareness of disability, collating more data and information about disabled customers, however some challenges remain:-

- undertaking equality impact assessments effectively, systematically and confidently;
- analysing equality monitoring data to be able to identify service improvements; and
- being able to engage and consult with a wider range of disabled people, in particular young people.

Our priorities for the next 12 months are:

- accelerate the equality impact assessments process and develop confidence and capacity to ensure these are undertaken systematically;
- further develop equality monitoring systems to improve data collection, analysis and target setting;
- improve awareness of reasonable adjustments in the workplace for employees and to increase customer access to services;
- increase awareness and understanding across the workforce; and
- continue to engage with disabled people of all ages and develop stronger links with disabled young people.

6.2 To maintain the progress and momentum we will be implementing a pilot of the Equality Improvement Framework in Community Services Directorate. We will also undertake an audit to identify

our current position in relation to equality which will contribute to the development of a single Equality Scheme. The Equality Improvement Framework will also provide a mechanism to ensure that disability equality becomes embedded in the business planning process.

Appendix 1 Disability Equality Scheme Action Plan 2006 -2009

Progress January 2008- December 2008

How we will do it (Action)	Who is responsible	By When	Monitoring – how it will be monitored	Progress- December 2008
Involving Disabled People				
Continue and increase activities to involve disabled people				
1. Monitor diversity of people involved in consultations	Chief Officers	On going	LSB, CERT	√Corporate Engagement and Consultation Strategy developed.
2. Maintain and develop data base of disabled people who would like to be involved in consultation activities	Assistant Policy Officer Equalities	On going		√All corporate consultations include questionnaire on background of respondents
Identify existing involvement of disabled people in Partnerships and governing bodies				
1. Monitor the make up of our Partnerships and Governing bodies	Local Strategic Partnership and Local Education Authority	April 2007	CERT	LSP membership has been reviewed Local Service Board for Flintshire now established Equality monitoring of school

2. Set targets for increasing diversity of membership.				governors currently being undertaken
Continue to involve disabled employees				
1. Establish disabled employee forums	HR Policy Officer & Policy Officer Equalities	Sept 07	CERT	UNISON Disabled members group established Wider employee forums to be established. Two meetings have been held.
Information				
Improve Access to Information				
1. Promote translation and interpretation details to employees and public	Assistant Policy Officer – Equalities	Four times a year (starting January 2007)	CERT	Promoted on the intranet 06/03/08, 02/06/08, 30/10/08 Promoted in the staff magazine “Flintshire “ in January 2008 Now included as a standing agenda item on CERT
2. Promote facilities through corporate induction	Policy Officer - Equalities	On going		Interpretation card and instruction on how to use service provided to all new employees as part of induction.

				127 requests April 2007 –January 2008 106 requests April 2006 – March 2007
Access to Services				
Monitor Take up of services				
1. Services to ensure customer monitoring systems established	Chief Officers	May 08 Twice yearly reports by each Directorate	CERT	√ Systems now established in Benefits, Complaints, Children Services, Housing, Leisure Services and Adult Social Services.
2. Results analysed				Not enough data is held to start analysing the results.
3. Set targets for improvement				Directorates report on progress quarterly at CERT meetings.
Identify barriers to services				
1. Review results from monitoring	All Directorates	Ongoing	CERT	Equality impact assessments completed or on- going:
2. Undertake equality impact assessments				<ul style="list-style-type: none"> • Leisure services • Resident Parking • Emergency Planning • Complaints(Adult Social Care)
Ensure contractors promote disability equality				

1. Review procedure to ensure disability equality is included	Procurement Unit	Sept 2007	CERT	√Contract Procedure Rules have been changed to include the
2. Provide guidance to procurement officers	Policy Officer – Equalities	Sept 2007		√Disability Equality Duty Guidance provided to procurement officers
3. Develop guidance for contractors and voluntary sector	Policy Officer - Equalities	Sept 2007		Revised date: December 2008
Incorporate disability equality in to partnerships				
1. Provide training for Partnerships	Principal Partnerships Officer	September 2008	LSB, CERT	Flintshire Local Service Board and Flintshire in partnership to consider training within their government framework
Access to buildings				
1. Identify second stage of physical adjustments priorities with disabled people	Property and Asset Manager	January 2007	CERT	Regular meetings held with Property and Asset Manager Disabled people's priorities for physical adjustment have been identified through an audit.

2. Develop and implement strategy for physical alterations to buildings	Property and Asset Manager	May 2007		In progress- reviewed annually
Review parking facilities				
1. Review current parking facilities at all Council Offices	Property and Asset Manager	April 2007	CERT	√Review complete
2. Increase percentage of parking facilities for disabled people				√6 additional BBH spaces provided at County Hall.
Safety				
Implement hate incidents system				
1. Launch hate incidents system	Neighbourhood Wardens	November 2006	CERT CSP	√Hate incident system in place
2. Monitor victims of hate incidents	Neighbourhood Wardens and	Quarterly		No reports of disability related harassment
3. Take action to reduce incidents	Community Safety Partnership			

Review Access to transport				
1. Involve disabled people in review of Transport Strategy	Head of Transport	Dec 2007	CERT	√Disabled people include in review of Regional Transport Strategy. Further workshop was held with disabled people in February 2008. Feedback from this event was included in the consultation on the regional strategy.
Promote Good Practice in the Community				
Develop an award scheme for organisations who promote disability equality				
1. Develop criteria for scheme in partnership with stakeholders 2. Launch scheme 3. Hold annual award ceremonies	Policy, Partnerships and Performance Unit	Sept. 2008	CERT	Following advice from Flintshire Access and research undertaken with other LAs it was agreed to remove this item from the plan
Education				
Undertake monitoring of pupils – harassment/bullying/attainment and exclusions				
1. Collate data on number of disabled pupils in schools 2. Analyse results	Additional Needs co-ordinator	April 2008	CERT	This action is being addressed with the Assembly as a limited definition of disability is being used for data collection.

3. Set targets for improvement				
Promote citizenship towards disabled people				
1. Trial Disability Rights Commissions “Disability and Equality” pack for Key stage 3 pupils in one secondary school	Children’s Disability Advisor	June 2007	CERT	Piloted in one Secondary school with Year 8 pupils.
2. Roll out across all secondary schools	Children’s Disability Advisor	Sept 2007		Plans are currently being developed to roll out across secondary schools
Develop workforce that reflects the diversity of Flintshire				
1. Continue to monitor make up of work force	Work force Information Manager	April 2007	CERT	√Profile of workforce has been published. Action plan in place to increase response rate to the diversity audit and to increase diversity of workforce.
2. Analyse results to identify barriers	Workforce information manager	Annual – every April		√Results analysed

3. Set targets for improvement	HR Operations Manager	Annual – every April		Targets have not yet been set.
4. Publish report	HR Operations Manager	Annual - every April		√Report published December 2008
Review Employment Practices				
1. Undertake equality impact assessments on Human Resources policies	Senior HR Adviser (Policy Development)	Every Annual March	CERT	Equality impact assessments are being undertaken on revised and new policies. Current policies being equality impact assessed :- Disciplinary, Grievance, Capability, Attendance Management and Dignity at Work
2. Incorporate actions into service plans	Senior HR Adviser (Policy Development)			
3. Publish results	Senior HR Advisor (Policy Development)			

4. Review of sickness Absence form to ensure disability related absence is recognised/ monitored and treated accordingly	Senior HR Adviser (Policy Development)		August 2007	Revised Date: April 2009
Maintain Two Ticks “ Positive about Disabled People.				
1. Promote the Two Ticks scheme to all employees	HR Service Centre Manager	April 2007	CERT	Action plan in place as part of People Strategy. Two Ticks successfully maintained and remains under constant review. Promoted through summary of Disability Equality Scheme and intranet. This item will be reviewed with disabled employees in January 2009.
2. Promote awareness of reasonable adjustments	Senior HR Adviser (Policy Development)	August 2007		
3. Implement a formal process to request reasonable adjustment in the workplace	Senior HR Adviser (Policy Development)	August 2007		
Increase knowledge and awareness of disability issues				
1. Undertake promotional	Assistant Policy Officer –	On going	CERT	Promotional activities for Deaf Awareness Week (May 2008)

activities for Deaf Awareness Week, Learn to Sign Week. Mental Health Awareness Day	Equalities			included two half day session on deaf awareness.
2. Continue to develop resources for intranet	Assistant Policy Officer – Equalities	June 2007		Resources developed include information on reasonable adjustments, accessible venues and examples of different formats.
3. Develop and implement a disability equality training strategy	Corporate Training Officer	April 2007		Diversity and equality training compulsory for all employees. Attendance on training monitored quarterly. Customer care training is also provided.
4 Develop new Diversity Training module for all managers and staff	Corporate Training Manager			Diversity and equality training for managers to be reviewed in 2009
Implement Scheme Summaries circulated during diversity and equality training and induction programme.				
1. Use a variety of mechanisms to	HR Policy Officer/	June 2007	CERT	Scheme on website, intranet, including BSL and Easy Read

publish scheme – website, intranet, libraries, mobile office	Equalities Officer			
2. Publish summary of scheme, including Easy Read, and BSL	Equalities Officer			Summaries sent to local organisations, interested individuals and core group.
3. Use a variety of mechanisms to inform staff of responsibilities Team Briefings Intra net Induction Diversity and Equality training Road shows	Policy Officer Equalities Assistant Policy Officer – Equalities Corporate Communications Team	June 2007	CERT	Summaries circulated during diversity and equality training and induction programme.

Key:

CERT – Corporate Equalities Review Team, **CSP**-Community Safety Partnership, **LSB** – Local Strategic Board

Appendix 2

Results from equality monitoring

Housing

Table 1: New Tenancies Issued - General

	Total Tenancies Issued	By Disability			
		<i>Not Disabled</i>	<i>%</i>	<i>Disabled</i>	<i>%</i>
<i>April</i>	31	30	97	1	3
<i>May</i>	39	37	95	2	5
<i>June</i>	43	41	95	2	5
<i>July</i>	30	29	97	1	3
<i>August</i>	37	33	89	4	11
<i>September</i>	28	28	100	0	0
TOTAL	208	198	95	10	5

Table 2: Total Households Leaving Temporary Accommodation

	Total Households Leaving Temporary Accommodation	By Disability			
		<i>Not Disabled</i>	<i>%</i>	<i>Disabled</i>	<i>%</i>
<i>April</i>	5	2	40	3	60
<i>May</i>	2	1	50	1	50
<i>June</i>	4	4	100	0	0
<i>July</i>	2	1	50	1	50
<i>August</i>	7	5	71	2	29
<i>September</i>	2	0	0	2	100
TOTAL	22	13	59	9	41

Table 3: Average Time Spent in Temporary Accommodation

	Total Households Leaving Temporary Accommodation	Average Time Spent in Temp Accommodation - By Disability			
		<i>Not Disabled</i>	<i>Days</i>	<i>Disabled</i>	<i>Days</i>
<i>April</i>	5	2	79	3	286
<i>May</i>	2	1	126	1	550
<i>June</i>	4	4	103	0	0
<i>July</i>	2	1	27	1	74
<i>August</i>	7	5	185	2	97
<i>September</i>	2	0	0	2	358
TOTAL	22	13	40	9	152

Table 4: Corporate Complaints

Complainants	Disability	Number
	Yes	11
	No	17
Total number of complaints		28

FLINTSHIRE COUNTY COUNCIL

AGENDA ITEM NUMBER: 9

REPORT TO: EXECUTIVE
DATE : 27 JANUARY 2009
REPORT BY: DIRECTOR OF LIFELONG LEARNING
SUBJECT : WELSH EDUCATION SCHEME 2009-2014

1.00 PURPOSE OF REPORT

- 1.01 To appraise Members of Flintshire's Welsh Education Scheme for 2009-2014.

2.00 BACKGROUND

- 2.01 On 27th February, 1998 Flintshire County Council published a Welsh Language Scheme in accordance with the requirements of the Welsh Language Act 1993. It was approved by the Welsh Language Board, and states how the County Council, in its dealings with the public, will treat the Welsh and English languages on the basis of equality.

Under Section 5 of the Welsh Language Act 1993, the Local Education Authority is required to provide a Welsh Language Scheme dealing specifically with Education. For ease of reference this Scheme is called a "Welsh Education Scheme".

- 2.02 The "Welsh Education Scheme" forms part of the Main Language Scheme.
- 2.03 Flintshire County Council's first Welsh Education Scheme was approved by the Welsh Language Board under section 14(1) of the Welsh Language Act, 1993 on the 3rd September, 2001. The new Welsh Education Scheme is the successor of the original scheme following its implementation period.
- 2.04 The new Welsh Education Scheme is awaiting final approval by the Welsh Language Board under section 14(1) of the Welsh Language Act 1993. A positive evaluation was received on 6 January 2009. Final approval is expected in mid February.
- 2.05 The objectives of the Welsh Education Scheme are: -
- to ensure strategic forward planning over a five year period in order to provide Welsh-medium education to all children whose parents or guardians desire it for them, and this within a reasonable travelling distance from their homes.
 - to reflect the previous Welsh Education Scheme by building on the targets included in it and by setting new, clear and quantifiable ones.

Date: 20/01/2009

- to present information and data mapping the demand for Welsh-medium education and analyse the provision throughout the Authority.
- to demonstrate how the LEA specifically plans to ensure linguistic continuity between the early years and all key stages, providing relevant data to support this. This will include transition between primary/secondary, and post-16 education.
- to demonstrate how the LEA is planning to ensure that Welsh-medium education is made available to all pupils within their local communities.
- to outline the Authority's provision and plans in terms of teaching Welsh and Welsh as a second language.
- to outline the Authority's Welsh-medium provision for pupils with special educational needs (SEN, including the Authority's plans for the future.
- to demonstrate what models are being used to improve pupils' access to early, mid and late Welsh-medium immersion education.

2.06 The Education Scheme, included in Appendix 1, is sub-divided into twenty-nine sections as follows: -

- Introduction
- Main Aims and Objectives of the Welsh Education Scheme
- Future Developments
- The County's Single Education Plan and its relation to the Welsh Education Scheme
- Geographical and Linguistic Background
- The State of the Welsh Language since 1990
- The History and Development of the Authority's Welsh Language Policy
- The Growth and Development of Welsh-medium Education in Flintshire LEA
- The Development of Welsh as a Second Language within Flintshire LEA
- School Definitions - linguistic categories
- Current Provision
- Welsh-medium Nursery and Early Years Education
- Primary Schools and Primary Education
- Secondary Schools and Secondary Education, including the Careers Service and Youth Services
- Post-16 Provision
- Special Educational Needs
- School Catchment Areas
- The Transport Policy

- The Funding Policy for Welsh-medium Education
- The Athrawon Bro Service and the LEA Advisory Service
- Language Centres
- Information for Parents about Welsh-medium Education
- Training and Services for School Governors
- Staffing and Recruitment
- Community Education and Basic Skills
- Links with other Authorities and Organisations
- Monitoring
- Targets and Implementation Timetable by Sector
- Appendices

2.07 The Scheme includes, within Section 28, targets to be developed in thirteen distinct areas: -

- Early Years
- Bridging between Early Years and Welsh-medium Primary Schools
- Primary Education
- Bridging between Primary and Secondary with a particular focus on a language continuum
- Secondary Education
- Post-16 Education
- Special Educational Needs
- The Athrawon Bro/Advisory Services
- Services for latecomers to the Welsh Language
- Working with other bodies and/or counties
- Training and Services for School Governors
- Community Education, including Welsh for adults and basic skills
- Monitoring the Scheme

3.00 CONSIDERATIONS

3.01 In compiling the scheme the following tasks were undertaken: -

- Draft scheme produced based upon guidelines from the Welsh Language
- Production of consultation plan, summary and list of consultees
- Requested permission to consult from the Welsh Language Board
- First and second consultation advertisements in newspapers

- Consultation on scheme covering a period of ten weeks. Scheme also placed on website
- Report on consultation responses submitted to the Welsh Language Board. The report included: -
 1. Copies of all responses received;
 2. Details of comments raised and how the Authority will respond to the comments;
 3. Details of amendments made to the Scheme in light of the comments raised.
- Welsh Language Board approved responses
- Final request to Welsh Language Board for approval

4.00 RECOMMENDATIONS

- 4.01 That Members approve the final version of the Scheme and permit publication upon final approval from the Welsh Language Board.

5.00 FINANCIAL IMPLICATIONS

- 5.01 Currently there are no additional financial implications for Flintshire County Council. Future implications will be dependent on the development and implementation of the 5 year plan and will be reported to Executive.

6.00 ANTI POVERTY IMPACT

- 6.01 There are no direct implications that would affect any poverty-related issues for children and young people.

7.00 ENVIRONMENTAL IMPACT

- 7.01 There are no direct implications that would affect any environmental or sustainable services or policies.

8.00 EQUALITIES IMPACT

- 8.01 None.

9.00 PERSONNEL IMPLICATIONS

- 9.01 None.

10.00 CONSULTATION REQUIRED

- 10.01 Consultation has been undertaken with relevant stakeholders.

11.00 CONSULTATION UNDERTAKEN

- 11.01 Consultation was undertaken between 15th February and 5th May 2008.
- 11.02 To enable the public to inspect a copy of the Scheme, paper copies were deposited within: -
- a) Libraries
 - b) Reception areas at County Hall
 - c) Local Citizens Advice Bureaux
- 11.03 Consultation bodies included the following as recommended by the Welsh Language Board: -
- (i) Representative organisations on an All-Wales basis
 - (ii) Regional representative organisations
 - (iii) Local Voluntary Services Councils
 - (iv) Language Initiatives
 - (v) Organisations representing specific fields inclusive of schools
 - (vi) Public bodies and others representing the interest of the public as a component of its functions e.g. Community Councils
- 11.04 In total six responses were received in relation to the consultation. They were: -
- Nercwys Community Council
 - Unison
 - Mudiad Ysgolion Meithrin
 - Menter Laith, Sir y Fflint
 - Ysgol Terrig, Treuddyn
 - Welsh Medium Schools, Flintshire

12.00 APPENDICES

- 12.01 Copies of the Welsh Education Scheme will be available from the Members' Library in late February.

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

Local Government (ACCESS TO INFORMATION) Act 1985.

Contact Officer: Elwyn Davies
Telephone: 01352 704012
E-Mail: elwyn_davies@flintshire.gov.uk

FLINTSHIRE COUNTY COUNCIL

AGENDA ITEM NUMBER: 10

REPORT TO: **EXECUTIVE**
DATE : **27 JANUARY 2009**
REPORT BY: **DIRECTOR OF LIFELONG LEARNING**
SUBJECT : **SCHOOL ADMISSION ARRANGEMENTS 2010**

1.00 PURPOSE OF REPORT

- 1.01 To seek authority to commence the statutory consultation on the admission arrangements to apply from September 2010. The consultation process will begin in January and should be concluded by the end of February.

2.00 BACKGROUND

- 2.01 Members will be aware that the local authority is required each year to undertake a statutory consultation exercise on its admission arrangements for the following year. For September 2010, the authority must have determined its arrangements by 15 April 2009 and the statutory consultation must be concluded by 1st March 2009. Statutory consultees are the Governing Bodies of all schools, the Diocesan Authorities and neighbouring authorities.
- 2.02 Following the introduction of the Education (Determination of Admissions Arrangements) (Wales) Regulations 2005, local authorities were required to apply a revised capacity assessment methodology which generated a new Admission Number for each school. In Flintshire, the Admission Numbers will replace the former "Standard Numbers" with effect from September 2009, and these will determine the number of pupils to be admitted in any school. Admission Numbers must be included as part of the consultation exercise, and these are attached as Appendix B.
- 2.03 Schools which are their own admission authority (eg voluntary aided schools) are no longer required to consult annually on their admission arrangements. They are able to suspend consultation for up to three years provided the arrangements remain unchanged.

3.00 CONSIDERATIONS

- 3.01 The current admission arrangements provide for pupils to be offered a place in accordance with the admissions criteria set out in Appendix A.
- 3.02 The present admission arrangements have been in place since 2003 and were implemented to address significant overcrowding in some schools and

Date: 20/01/2009

- to increase occupancy in others so that there was a more balanced intake across the authority's schools.
- 3.03 A detailed review and options appraisal in respect of secondary admissions will commence in September 2009. This work will take into account the School Modernisation Strategy.
- 3.04 The vast majority (98%) of parental preferences are met, and admission appeals in Flintshire are relatively low.
- 3.05 In the Primary sector, most children attend their local school and generally there is sufficient capacity to meet the needs of local children across Flintshire. However, it is worth noting that because of available capacity, a number of schools are admitting as many as 50% of their pupil intake from 'out of area'. Whilst parental preference must be acceded to in law where places are available, this dispersal of pupils often makes it difficult to judge local circumstance and predict future pupil projections although trend patterns are used.
- 3.06 As of September 2008, Flintshire has 12.3% surplus capacity in primary schools and 11.6% in secondary schools. Four Secondary Schools have in excess of 20% surplus places with five at less than 10%. In the primary sector, forty two schools have in excess of 10% surplus places and 14 schools are oversubscribed.
- 3.07 The current policy regarding nursery admissions is to offer a place at a nursery which is nearest to the child's home address. Although nursery placements are not governed by school admissions law, since it is not statutory education, it is a basic principle of admissions that parents should be able to express a preference for the nursery at which they wish their child to be educated. The Welsh Assembly expect local authorities to take account of parental preference in line with the spirit of the legislation. A further benefit of introducing parental preference for nursery admissions is that more applications will be granted (subject to places being available) and therefore take up of places will be maximised.
- 3.08 It should be noted that admission to a nursery class at a particular infant school does not guarantee subsequent admission to the reception class at that school. This will continue to be emphasised to parents when applying for a nursery place. There is also no right of appeal against the refusal of a nursery place.
- 3.09 It is proposed that the nursery admissions policy be amended to enable parents to express a preference for a nursery of their choice and if there are more applications received than there are places available, the oversubscription criteria in respect of primary school admissions (included in Appendix A) should apply. These proposed amendments will be included in

the consultation exercise and brought to the attention of consultees. The amended policy would take effect from September 2010.

4.00 RECOMMENDATIONS

- 4.01 That the proposed admission arrangements for September 2010, as attached to this report, be used as the basis for consultation.
- 4.02 That a report on the outcome of the consultation is presented to the Executive and subsequently to the County Council in order that the admission arrangements are determined by 15 April 2009.
- 4.03 That further work is commissioned to examine the options for secondary school admissions, taking into account the School Modernisation Strategy.

5.00 FINANCIAL IMPLICATIONS

- 5.01 None.

6.00 ANTI POVERTY IMPACT

- 6.01 None.

7.00 ENVIRONMENTAL IMPACT

- 7.01 The revised capacity assessments ensure that usage of teaching space and other rooms is accurately and consistently calculated and provide useful information relating to surplus places or overcrowding which feeds in to the School Modernisation Strategy.

8.00 EQUALITIES IMPACT

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

9.00 PERSONNEL IMPLICATIONS

- 9.01 None.

10.00 CONSULTATION REQUIRED

10.01 The statutory consultation exercise must be conducted by 1 March 2009. The Council's Admissions Forum will also be consulted.

11.00 CONSULTATION UNDERTAKEN

11.01 All schools have been consulted on their capacity assessments and admission numbers have been "signed off".

12.00 APPENDICES

12.01 **Appendix A** - Admissions Arrangements September 2010
Appendix B - Admission Numbers

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

None

Contact Officer: Kim Garcia
Telephone: 01352 704011
E-Mail: kim_garcia@flintshire.gov.uk

ADMISSION ARRANGEMENTS SEPTEMBER 2010

Policy, Procedure and Process for Admissions to Schools

The County Council, as Local Education Authority (the LEA), is responsible for determining the arrangements for admissions, and for admissions to all Community Primary, Secondary and Special Schools and Voluntary Controlled Schools. The LEA will consult annually with school Governing Bodies in relation to admissions.

The Governing Bodies of Voluntary Aided Schools are responsible for determining the criteria and procedure for admissions to all such schools. The LEA will consult and cooperate with the Governing Bodies and the Diocesan Education Authorities in relation to admissions.

The LEA will comply with statutory requirements and will give full recognition to the expression of parental preference in the context of its duty to ensure the provision of effective education and the efficient use of education resources. The LEA will not refuse applicants for a particular school unless that school has reached its Admission Number.

The LEA will not, however, expand a school to meet demand which does not comply with the admissions criteria.

The LEA will admit pupils of the relevant age group (that is, an age group in which pupils are normally admitted to a school) up to the Admission Number for any school, or up to any higher limit which may be agreed due to local circumstances. The LEA will not admit pupils in excess of the Admission Number for any school unless this is deemed to be in the interests of effective education or the efficient use of resources.

The Admission Number for each school will be established in accordance with the appropriate statutory requirements and relates to the number of children that can be admitted to each year group during the school year. The Admission Number for each school is indicated on the 'Schools List'.

Admissions Procedure

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

- Publication of information on individual schools and on the LEA's services and provision in the 'Guide to Education Services, which will be made available to parents prior to stating a preference of school.

- Arrangements to enable parents to express a preference as to which school they would wish their child/children to attend.
- Consideration of preferences in accordance with the criteria, set out in admissions criteria below, up to the Admission Number for each school.
- In cases where preferences are not met, arrangements will be made for parents to discuss the matter with an officer of the Education Department to consider alternatives and provide information about the appeals procedure. Details concerning the appeals procedure are outlined in a leaflet which is available on request.

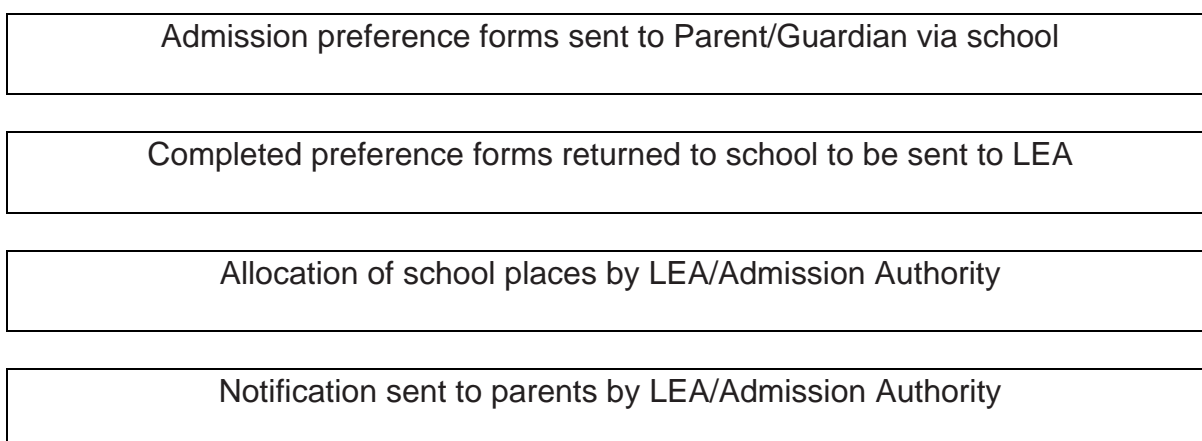
Parents who express a preference other than at the normal stages of admission will be given the same opportunities as those outlined above. Such preferences will be considered in the light of the LEA's admissions policy and the recommendation of the Authority's advisers.

Please Note:

(1) Expressing a preference does not guarantee a place at your chosen school if that school is oversubscribed. If more parents apply for places at the school than the number of places available, the Authority will apply the oversubscription criteria for allocating places.

(2) The Authority does not provide free school transport for pupils who are not attending their nearest appropriate school although it may be possible for parents to purchase concessionary seats on school buses on a termly basis.

Admissions Process September 2010



For entry to school in 2010 children must have reached the required age for each sector as set out below by 31st August 2010.

Nursery–3 yrs Reception–4 yrs Junior–7 yrs Secondary–11 yrs

Proposed Admissions Timetable

Admission Stages	Admission forms available to parents by	Parental consideration period	Parents return completed forms to schools/LEA closing date	Allocation of places period	LEA to inform parents by
Secondary	25.09.09	25.09.09 - 20.11.09	20.11.09	27.11.09 – 29.01.10	30.01.10
Reception, Infants to Juniors	01.12.09	01.12.09 – 15.01.10	15.01.10	22.01.10 – 26.03.10	27.03.10
Nursery	05.01.10	05.01.10 – 12.02.10	12.02.10	19.02.10 – 23.04.10	24.04.10

Admissions Criteria

The LEA will comply with its duty to ensure the provision of effective education and the efficient use of resources. In so doing, the LEA will have regard to the total resources, including accommodation and staffing, available to each school and any constraints imposed by the school organisation and curriculum. It will also consider the resource implications for the authority and impact on other education policies.

Should the number of applications for a place at the school be greater than the Admission Number of the year group, then the application will be considered in a priority order as set out below.

Admissions Policy for Early Entitlement to Education

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

Children born in.....	Entitled to...
Autumn term	2 terms of educational provision (Spring and Summer)
Spring term	1 term of educational provision (Summer)
Summer term	These children receive their education entitlement in the school nursery classes in the Autumn term after their 3 rd birthday

Parents may state a preference for an approved setting which may be a pre school playgroup (English or Welsh), a private day nursery, a 'network' childminder or school nursery class. Application for a place is made directly to the setting. Forms are available all year.

Note:

Admission to an Early Entitlement setting at a particular school does not guarantee subsequent admission to nursery at that school.

No transport is provided.

For further information on approved settings please contact:

The Early Years Advisor, Tel: 01352 704104

Nursery Education

The Authority will admit a child to a maintained nursery class in the September following their 3rd birthday. Nursery Education is provided for three year olds on the basis of 5 x 2.5 hour sessions per week for each child.

Parents may express a preference for any school nursery irrespective of where their home is in relation to the school. However, expressing a preference does not guarantee a place at that school. Although every effort will be made to meet parental preference, nursery education is not compulsory and parents have no right of appeal under education legislation if they are unsuccessful in gaining a nursery place for their child at the school of their choice.

In the event of oversubscription, applications for nursery places will be dealt with by applying the criteria for admission to nursery, infant and primary schools as listed below.

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

Application forms for nursery school admission are available from headteachers at all nursery/infant/primary schools. The forms will be available according to the Admissions Timetable.

Note:

Admission to a nursery class at a particular Infant or Primary School does not guarantee subsequent admission to reception class at that school.

Admission to Primary Schools in Flintshire

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

An initial application for admission to the reception class of a primary/infants school must be made to the Headteacher in the first instance. Admission (which is the responsibility of the Director of Lifelong Learning) will be based on the criteria listed below.

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

In accordance with legislation, primary class sizes are restricted to a limit of thirty.

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

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

Criteria to be applied in order of priority by the Authority for admission to Junior Schools

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

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

- e) Pupils who attend the 'feeder' infant school but for whom the preferred school is not the nearest to their home address.
- f) Pupils for whom the preferred school is not the nearest to their home address.

Admission to a Secondary School in Flintshire

Pupils will normally be transferred from a primary to a secondary school in the September following their eleventh birthday.

The Director of Lifelong Learning will invite parents to express their preference for a secondary school for their child. A Parental Preference Form will be sent to each parent/guardian, and on each form there will be a list of secondary schools. Parents may express a preference for one of the schools listed or may insert the name of another school should they prefer that school to those listed. However, where a school is oversubscribed, places will be allocated up to the Admission Number in accordance with the admissions criteria set out in priority order as described below.

It should be noted that transport will only be provided according to the criteria in the 'Transport Policy' and the pupil is seeking to attend the recognised secondary school serving the area.

Nothing in the arrangements below removes the right of parents to express an alternative preference.

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

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

- a) The LEA will consider the needs of a 'looked after child' (child in care) and pupils with a statement of special educational needs which includes a named school.
- b) Pupils for whom the preferred school is the nearest appropriate school to the pupil's home address.
- c) Where a preference is expressed for a school other than the nearest to a pupil's home address, where an older brother or sister is registered and will still be attending when the younger sibling will be starting, the younger sibling will be admitted to that school.

The 'sibling rule' will only be guaranteed for the statutory period of education i.e. between the Years 7 – 11 to enable the Local Educational Authority to plan the provision of school places. Where an older sibling is continuing to attend the same secondary school for their Post - 16 courses, the Authority will look to apply the 'sibling rule' in the case of the younger child.

d) Where a preference has been expressed for a school other than the nearest to a pupil's home address and there is no brother or sister attending that school, pupils will be admitted in order of proximity to that alternative school and up to its Admission Number.

The nearest appropriate school is interpreted as:

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

Admissions to Voluntary Aided and Foundation Schools are subject to the criteria established by the Governing Body of such schools. There are additional criteria operative in terms of admission to Aided Schools.

Admissions to schools other than those maintained by the LEA

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

In such cases Flintshire LEA will not be responsible for the transport costs between home and school unless there are special arrangements or unless the school maintained by an LEA other than Flintshire is the nearest school to a pupil's home address.

Admission of Pupils from outside Flintshire

Children residing outside Flintshire will only be admitted in accordance with the stated criteria. See "Admissions Criteria"

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

Schools in Flintshire have an agreed protocol for transfers from one nominated school to another other than at the normal transition point.

A parent seeking such a transfer should initially speak to the headteacher of the child's current school to discuss the reasons for that transfer. If, following this discussion, the parent wishes to continue the process, contact should then be made with the headteacher of the new school.

Headteachers may refer parents to an officer of the Local Education Authority,

particularly in cases where pupil numbers in the new school have exceeded the Admission Number in the appropriate year group. In such circumstances admission to the new school may be refused. Parents who are dissatisfied with this may give notice of appeal, as outlined below.

Admissions other than at normal entry point

For pupils moving into the area at times other than the normal admission round (September of each year), the LEA will endeavour to meet parental preferences as far as possible. However, where it is deemed to be prejudicial to the efficient and effective use of resources, parents will be offered a place at an alternative school. The parent may then accept the alternative placement, or may give notice of appeal.

Appeals Procedure

If the Authority is unable to comply with the parental preference then the parent will be offered a place at another school. The parent may then accept the alternative placement, or may give notice of appeal.

The request for the appeal (which shall be sent to the Director of Lifelong Learning) must be in writing giving the reasons for the appeal. The Authority will initiate the appeals procedure of the School Standards and Framework Act 1998. The parents, or parent accompanied by a friend if desired, will be given an opportunity to appear before an independent Appeal Panel. The decision of the Independent Appeal Panel will be final. The details describing the appeals procedure are outlined in a leaflet which is available on request. The appeals procedure in respect of Voluntary Aided Schools can be obtained from the Headteacher of the school in question.

PRIMARY CAPACITY AND SURPLUS PLACES PROPOSED FOR SEPT 2010

APPENDIX B

LEA No 664
LEA Name Flintshire

1 School Number	2 School Name	3 Type of School	4 Welsh Indicator	5 Age Range	6 NOR F/T	7 Total Summer term admissions to reception classes if applicable	8 MOE F/T	9 Surplus Capacity F/T	10 % of Surplus Places	11 Standard Number	12 Number of FTE places available in a designated nursery class	13 New Capacity F/T	14 Surplus Capacity F/T	15 Planned Admission Number	16 % Surplus Places	17 Number of FTE places available in a designated nursery class	18 Capacity including Nursery
2084	Abermorddu Juniors and Infants C.P.	C		3-11	210	0	215	5	2.3	35	EY	207	-3	25	-1.45	EY (28)	207
2003	Bagillt (Merilyn C.P.)	C		3-11	198	0	229	31	13.5	38	EY	196	-2	25	-1.02	EY (20)	196
2002	Bagillt (Ysgol Glan Aber C.P.)	C		3-11	101	0	99	-2	-2.0	16	EY	104	3	13	2.88	EY (12)	104
2090	Broughton Infants C.P.	C		3-7	155	0	254	99	39.0	89		163	8	40	4.91	61	224
2097	Broughton Juniors C.P.	C		7-11	201	0	310	109	35.2	77	No	257	64	40	24.90	No	257
2065	Brynford C.P.	C		3-11	54	0	64	10	15.6	9	36	58	4	8	6.90	17	75
2063	Buckley (Mountain Lane C.P.)	C		3-11	396	0	446	50	11.2	60		373	-23	53	-6.17	26	399
2085	Buckley (Southdown C.P.)	C		3-11	379	0	383	4	1.0	57	32	382	3	54	0.79	30	412
2004	Buckley (Westwood CP)+	C		3-11	201	0	268	67	25.0	60		247	46	32	18.62	EY (21)	247
3303	Caerwys (Ysgol yr Esgob Aided)	V.A		3-11	63	0	92	29	31.5	20	EY	97	34	12	35.05	EY (11)	97
2049	Carmel (Ysgol Bro Carmel C.P.)	C		3-11	134	0	206	72	35.0	33	EY	180	46	25	25.56	24	204
2064	Cilcain (Ysgol y Foel C.P.)	C		3-11	52	0	76	24	31.6	13	8	95	43	12	45.26	EY (11)	95
2052	Connah's Quay (Bryn Deva C.P.)	C		3-11	233	0	255	22	8.6	53	EY	283	50	40	17.67	21	304
2008	Connah's Quay (Custom House Lane Juniors C.P.)	C		7-11	169	0	228	59	25.9	68	No	224	55	56	24.55	No	224
2009	Connah's Quay (Dee Road Infants C.P.)	C		3-7	123	0	189	66	34.9	64	33	136	13	45	9.56	38	174
2077	Connah's Quay (Golfryn C.P.)	C		3-11	361	0	381	20	5.2	60	30	404	43	57	10.64	29	433
2086	Connah's Quay (Wepre Lane C.P.)	C		3-11	356	0	467	111	23.8	59	EY	307	-49	43	-15.96	87	394
2089	Drury C.P.	C		3-11	130	0	118	-12	-10.2	16	EY	136	6	17	4.41	EY (12)	136
2012	Ewloe Green C.P.	C		3-11	375	0	384	9	2.3	53		349	-26	49	-7.45	22	371
2013	Ffynnongroew (Ysgol Bryn Garth C.P.)	C		3-11	95	0	116	21	18.1	17	EY	131	36	17	27.48	EY (12)	131
3306	Flint (St.Mary's R.C.)	V.A		3-11	339	0	310	-29	-9.4	56	EY	327	-12	43	-3.67	EY (20)	327
2257	Flint (Ysgol Croes Atti C.P.)	C		3-11	221	0	238	17	7.1	35	EY	235	14	29	5.96	EY (28)	235
2091	Flint Cornist C.P.	C		3-11	263	0	290	27	9.3	44	28	289	26	41	9.00	30	319
2015	Flint Gwynedd C.P.	C		3-11	445	0	567	122	21.5	81		511	66	70	12.92	EY (19)	511
2017	Flint Mountain (Ysgol Maes Edwin C.P.)	C		3-11	20	0	50	30	60.0	17	27	76	56	10	73.68	26	102
2018	Greenfield C.P.	C		3-11	187	0	256	69	27.0	42	36	228	41	32	17.98	36	264
2237	Gronant C.P.	C		3-11	94	0	146	52	35.6	17	EY	153	59	20	38.56	EY (9)	153
2081	Gwernaffield (Ysgol y Waun C.P.)	C		3-11	69	0	104	35	33.7	20	21	132	63	18	47.73	EY (4)	132
2056	Gwernymynydd C.P.	C		3-11	67	0	67	0	0.0	14	EY	88	21	11	23.86	EY (7)	88
2021	Gwespyr Picton (Ysgol Gymraeg Mornant C.P.)	C		3-12	79	0	116	37	31.9	17	EY	119	40	15	33.61	EY (8)	119
2073	Hawarden (Cross Tree Lane Infants C.P.)	C		3-7	159	0	178	19	10.7	60	37	180	21	60	11.67	27	207
3317	Hawarden (Rector Drew Juniors Aided)	V.A		7-11	203	0	235	32	13.6	60	No	240	37	60	15.42	No	220
2093	Hawarden (Ysgol Penarltag C.P.)	C		3-11	207	0	217	10	4.6	31		188	-19	23	-10.11	EY (24)	188
5200	Higher Kinnerton	F		3-11	200	0	218	18	8.3	33	21	190	-10	27	-5.26	30	220
2023	Holywell (Perth y Terfyn Infants C.P.)	C		3-7	111	0	136	25	18.4	61	28	110	-1	36	-0.91	30	140
3307	Holywell (St.Winefride's R.C.)	V.A		3-11	169	0	158	-11	-7.0	24	17	206	37	26	17.96	EY (19)	206
2082	Holywell (Ysgol Gwenfrwd C.P.)	C		3-11	168	0	306	138	45.1	54	41	278	110	36	39.57	EY (22)	278
2022	Holywell (Ysgol y Fron Juniors C.P.)	C		7-11	124	0	174	50	28.7	73	No	194	70	48	36.08	No	194
2024	Hope (Ysgol Estyn C.P.)	C		3-11	219	0	232	13	5.6	25	EY	249	30	30	12.05	EY (33)	249
2092	Leeswood (Ysgol Derwenfa C.P.)	C.F		3-11	162	0	178	16	9.0	26	25	149	-13	19	-8.72	EY (15)	149
2026	Lixwm C.P.	C		3-11	78	0	77	-1	-1.3	11		77	-1	9	-1.30	EY (13)	77
2027	Llanfynydd C.P.	C		3-11	57	0	79	22	27.8	12		86	29	11	33.72	EY (6)	86
3308	Mold (St.David's R.C.)	V.A		3-11	117	0	171	54	31.6	37	EY	158	41	20	25.95	EY (14)	158
2062	Mold (Ysgol Bryn Coch C.P.)	C		3-11	544	0	659	115	17.5	98	45	599	55	85	9.18	43	642
2068	Mold (Ysgol Bryn Gwalia C.P.)	C		3-11	185	0	261	76	29.1	41	EY	252	67	33	26.59	EY (19)	252
2028	Mold (Ysgol Glanrafon C.P.)	C		3-11	241	0	265	24	9.1	55	55	255	14	32	5.49	EY (30)	255
2046	Mostyn (Ysgol Bryn Pennant C.P.)	C		3-11	97	0	118	21	17.8	25	EY	111	14	14	12.61	EY (8)	111
2080	Mynydd Isa (Wat's Dyke Infants C.P.)	C		3-7	192	0	209	17	8.1	81	54	193	1	64	0.52	54	247
2031	Mynydd Isa Juniors C.P.	C		7-11	279	0	277	-2	-0.7	84	No	276	-3	69	-1.09	No	276
3002	Nannerch Controlled	V.C		3-11	67	0	104	37	35.6	12	EY	73	6	9	8.22	EY (8)	73
3021	Nerwys Controlled	V.C		3-11	44	0	76	32	42.1	10	EY	51	7	6	13.73	EY (9)	51
2094	Northop (Ysgol Owen Jones C.P.)	C		3-11	120	0	138	18	13.0	13	EY	147	27	19	18.37	EY (9)	147
2032	Northop Hall C.P.	C		3-11	125	0	189	64	33.9	26	EY	222	97	30	43.69	EY (11)	222
3331	Pentrobri Aided	V.A		3-11	116	0	112	-4	-3.6	16	EY	98	-18	12	-18.37	EY (10)	98
2231	Penyffordd (Abbots Lane Infants C.P.)	C		3-7	108	0	129	21	16.3	44		124	16	37	12.90	EY (12)	124
2075	Penyffordd Juniors C.P.	C		7-11	114	0	190	76	40.0	52	No	150	36	37	24.00	No	150
2061	Queensferry C.P.	C		3-11	140	0	169	29	17.2	34	EY	153	13	21	8.50	No	153
3004	Rhesycae Controlled	V.C		3-11	26	0	42	16	38.1	7	EY	65	39	8	60.00	EY (3)	65
2050	Rhosesmor (Rhos Helyg C.P.)	C		3-11	136	0	140	4	2.9	21	28	158	22	20	13.92	EY (17)	158
3311	Saltney (St.Anthony's R.C.)	V.A		3-11	168	0	162	-6	-3.7	23	18	171	3	21	1.75	EY (19)	171
2040	Saltney (Wood Memorial C.P.)	C		3-11	200	0	260	60	23.1	39	32	231	31	30	13.42	EY (15)	231
2078	Saltney Ferry C.P.	C		3-11	126	0	249	123	49.4	40	EY	252	126	33	50.00	EY (16)	252
2053	Sandycroft C.P.	C		3-11	313	0	395	82	20.8	60	87	354	41	48	11.58	EY (17)	354

2041	Sealand C.P.	C		3-11	189	0	248	59	23.8	42	70	196	7	28	3.57	42	238
3330	Shotton (St.Ethelwold's Aided)	V.A		3-11	72	0	142	70	49.3	24	EY	107	35	15	32.71	No	107
2083	Shotton (Tallesin Juniors C.P.)	C		7-11	133	0	174	41	23.6	63	No	198	65	49	32.83	No	198
3312	Shotton (Venerable Edward Morgan R.C.)	V.A		3-11	276	0	322	46	14.3	45	28	297	21	40	7.07	EY (16)	297
2042	Shotton Infants C.P.	C		3-7	108	0	186	78	41.9	67	EY	163	55	50	33.74	EY (13)	163
2043	Sychdyn C.P.	C		3-11	159	0	183	24	13.1	23	23	177	18	25	10.17	24	201
3316	Trelawnyd Aided	V.A		3-11	84	0	124	40	32.3	14	EY	121	37	15	30.58	EY (12)	121
2044	Trelogan C.P.	C		3-11	67	0	86	19	22.1	13	EY	80	13	10	16.25	EY (8)	80
2266	Treuddyn (Ysgol Parc y Llan C.P.)	C		3-11	106	0	95	-11	-11.6	23		117	11	15	9.40	EY (11)	117
2051	Treuddyn (Ysgol Terrig C.P.)	C	*	3-11	69	0	85	16	18.8	21		103	34	13	33.01	EY (10)	103
3320	Whitford Aided	V.A		3-11	108	0						115	7	15	6.09	EY (6)	115
TOTAL					12456	0	15747					14401	1953		15.99		15078

+Buckley Westwood C.P. School was formerly Buckley West Lea Infants and Buckley Juniors

Numbers given in Col 11 relate to the provision of nursery capacity on a part-time basis

Source: (Col 6) 2008 September
(Col 7,8,11) DE,C as @ July 2007
(Col 9) As assessed by Phase Officer and Property Program Manager

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

SECONDARY CAPACITY AND SURPLUS PLACES INFORMATION

LEA No 664
LEA Name Flintshire

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
School Number	School Name	Type of School	Age Range	NOR Yr 7 -11	NOR Yr 12 - 13	TOTAL NOR	MOE	Surplus Capacity	% of Surplus Places	Standard Number	New Capacity	Surplus Capacity	% Surplus Places	Admission Number
4019	John Summers High School		11-18	407	51	458	620	162	26.13	120	565	107	18.94	104
4012	Holywell High School		11-18	677	102	779	1023	244	23.85	184	1075	296	27.53	186
4018	Ysgol Maes Garmon	Welsh	11-18	471	82	553	721	168	23.30	152	711	158	22.22	120
4021	Flint High School		11-18	612	61	673	832	159	19.11	174	840	167	19.88	151
4011	Elfed High School		11-18	638	116	754	958	204	21.29	178	1037	283	27.29	175
4013	St. David's High School		11-18	547	65	612	696	84	12.07	166	687	75	10.92	117
4042	Argoed High School		11-16	565	0	565	597	32	5.36	128	580	15	2.59	116
4022	Connah's Quay High School		11-18	952	110	1062	1074	12	1.12	208	1102	40	3.63	198
4600	St. Richard Gwyn High School	R.C.	11-18	810	129	939	920	-19	-2.07	160	1000	61	6.10	173
4000	Hawarden High School		11-18	917	188	1105	1153	48	4.16	180	1145	40	3.49	195
4017	Castell Alun High School		11-18	1013	217	1230	1220	-10	-0.82	210	1240	10	0.81	211
4006	Alun High School		11-18	1224	526	1750	1704	-46	-2.70	240	1768	18	1.02	250
						10480	11518	1038			11750	1270		

6 and 7 NOR figures based on September 2008

FLINTSHIRE COUNTY COUNCIL

AGENDA ITEM NUMBER: 11

REPORT TO: **EXECUTIVE**
DATE : **27 JANUARY 2009**
REPORT BY: **DIRECTOR OF COMMUNITY SERVICES**
SUBJECT : **SHOTTON EXTRA CARE SCHEME**

1.00 PURPOSE OF REPORT

- 1.01 To inform members about progress on developing Flintshire's first extra care housing scheme for older people, known as Llys Eleanor

2.00 BACKGROUND

- 2.01 In 2006, a successful funding bid was made to WAG to develop the first extra care housing scheme for Flintshire. The scheme is in Shotton on the site of the former Hafan Glyd care home.
- 2.02 Clwyd Alyn Housing Association were selected as partners and have worked with Flintshire's project board to oversee the clearance of the Hafan Glyd site and to design the new building and service. Construction work began on site in January 2008.

3.00 CONSIDERATIONS

- 3.01 The new building will be completed in January 2009. The scheme has been completed within the expected timescale and budget.
- 3.02 The care team has been appointed and are currently undertaking induction training. New tenants are expected to move in from February 2009.
- 3.03 The scheme will offer accommodation of 25 one bed and 25 two bed apartments. Each apartment is built to wheelchair living standard with its own kitchen, lounge and 'wet' bathroom. All the apartments are big enough for a couple, suggesting that accommodation is available for between 50 and 100 people.
- 3.04 Facilities within the scheme include: a gym, mini cinema room, hairdressers, various lounges with crafts, pool table, computers, a conservatory, allotments, landscaped gardens and a high quality restaurant with a chef.
- 3.05 Flintshire County Council domiciliary care staff will be on site 24 hours a day, supported by a full range of assistive technology including two way communication between tenants and carers, CCTV and remote door opening systems.

Date: 20/01/2009

- 3.06 The eligibility and allocations policies have been agreed between FCC and Clwyd Alyn Housing Association and both agencies will be involved in assessing applications for the scheme. The basic eligibility criteria are that the scheme is for people aged over 60, who have care and support needs.
- 3.07 To create a vibrant community and ensure the facilities in the scheme can be used to promote well-being, tenants with a wide range of needs will be accepted to achieve a community with varied needs:
- A third with lower level needs - less than 5 hours care / support a week.
 - A third with medium range needs - between 5 and 10 hours care / support per week.
 - A third with higher levels of need - more than 10 hours a week of care / support required.
- 3.08 When making new allocations the care manager will actively support allocations that maintain this balance.
- 3.09 To ensure tenants enter the scheme based upon need and not ability to pay, FCC have worked with Clwyd Alyn to encourage WAG to trial a range of tenure neutral part rent / part buy options. The scheme will be part of a pilot for the whole of Wales.
- 3.10 Executive Members, senior officers and local Members will be invited to informally visit the scheme in February, before tenants move in. These dates are currently outside the project board's direct control as they depend upon 'hand over' from contractors. There will be an official opening of the scheme in late spring / early summer 2009.
- 3.11 It is planned that this first extra care scheme will be complemented by a second scheme in Mold. Further work is required to determine whether any further schemes are required to meet need and ensure equal access to housing and support options for older people across the county.

4.00 RECOMMENDATIONS

- 4.01 Members are asked to note the progress in developing Flintshire's first extra care scheme for older people, as a model for future service development.

5.00 FINANCIAL IMPLICATIONS

- 5.01 The building costs of approximately £7.2m have been met by Clwyd Alyn Housing Association and included an element of Social Housing Grant from WAG. The ongoing cost to the County Council of providing the care element of the service will be met within the budget allocation of £0.52m.

6.00 ANTI POVERTY IMPACT

- 6.01 The pilot of the tenure neutral part rent / part buy scheme will help to ensure that tenants enter the scheme based upon need and not ability to pay.

7.00 ENVIRONMENTAL IMPACT

- 7.01 The scheme has been built to the latest environmental standards as required by Welsh Assembly Government for Social Housing Grant Schemes.

8.00 EQUALITIES IMPACT

- 8.01 An equality impact assessment has been conducted and there are no equality issues from this.

9.00 PERSONNEL IMPLICATIONS

- 9.01 A new domiciliary care staff team has been engaged as planned.

10.00 CONSULTATION REQUIRED

- 10.01 Staff and tenants will need to be continually involved in the development of services.

11.00 CONSULTATION UNDERTAKEN

- 11.01 A significant consultation programme has been undertaken since the decision was taken to consider the future of Hafan Glyd. This has included open events, focus groups, health impact assessments and visits to 50+ groups over an extended period of time.

12.00 APPENDICES

- 12.01 None

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

Executive Report Developing a Model of Extra Care Sheltered Housing in Flintshire, 13th July 2004.

A Housing Vision for Older People - 7th March 2005

Executive Report Extra Housing Development in Flintshire - 11th October 2005

Executive Report - Housing Vision for Older People - 11th October 2005

Executive Report - Proposed Second Extra Care Scheme - Mold - 30th January 2008

Executive Report - Outcome of Consultation on Closure of Jasmine Crescent Group Dwellings, Bungalows and Ty'r Binwydden - 3rd June 2008

Executive Report - Update on Mold Extra Care Scheme - 18th November 2008.

Llys Eleanor Extra Care, Independent Lifestyle with care and support; a positive choice for your future - October 2008. Flintshire County Council and Clwyd Alyn Housing Association brochure for prospective tenants.

Contact Officer: Christine Jones
Telephone: 01352 702537
E-Mail: christine_jones@flintshire.gov.uk

FLINTSHIRE COUNTY COUNCIL

AGENDA ITEM NUMBER: 12

REPORT TO: **EXECUTIVE**
DATE : **27 JANUARY 2009**
REPORT BY: **DIRECTOR OF ENVIRONMENT**
SUBJECT : **WHITE ON BROWN TOURISM SIGNING**

1.00 PURPOSE OF REPORT

1.01 To seek Member approval for a framework within which Flintshire County Council, as Traffic Authority, will consider all requests for the provision of tourist signs, commonly known as "white on brown" signs.

2.00 BACKGROUND

2.01 It is the aim of the Traffic Authority to consider all requests for tourist signs in a manner which is consistent with the principles of safe and efficient traffic management whilst having due regard to the local and strategic needs of the tourism industry and road users in general and the need to minimise any impact on the environment.

2.02 Tourist signs are primarily traffic signs and are intended to direct visitors from outside the immediate local area to destinations they were already planning to visit along the most appropriate route during the latter stages of their journey, particularly where the destination may be difficult to find.

2.03 Whilst it is recognised that tourist signs do provide a useful marketing tool for the tourism industry it is emphasised that this is not the purpose for which they are provided. Tourist signs will only be provided where they will benefit road users as an aid to navigation and for traffic management of road safety reasons.

3.00 CONSIDERATIONS

3.01 Definition of a Tourist Destination

3.01.1 The Traffic Signs Regulations and General Directions 2002 contains a statutory definition of a 'tourist destination' as follows:

"A 'tourist destination' means a permanently established attraction or facility which

- a. attracts or is used by visitors to an area;**
- b. is open to the public without prior booking during its normal opening hours; and**

a. is recognised by the Visit Wales."

It is this definition which is adopted in this policy as the definition of a tourist attraction or facility for direction signing purposes.

3.02 GENERAL CRITERIA FOR ALL TOURIST DESTINATIONS

3.02.1 In order to be considered eligible for the provision of tourist signs a tourist destination must satisfy the following general criteria:-

- i. be a tourist destination as defined at 3.01.1 above;
- ii. be accredited or recognised by an appropriate national quality assurance scheme;
- iii. have produced and distributed to appropriate outlets (e.g. Tourist Information Centres etc.) a promotional leaflet or website link which shall indicate opening times and a preferred route to the destination;
- i. provide adequate on-site parking facilities or have in place alternative off-site parking arrangements within a reasonable walking distance of the destination.

3.02.2 In addition to the above, there is a specific guidance issued by the Welsh Assembly Government (TD 52/04 of the Design Manual for Roads and Bridges) regarding the provision of tourist direction signing on the all-purpose and motorway trunk road network which in Flintshire comprises the A55, A494 and A550. The main points contained in this guidance are summarised briefly in Appendix A.

3.03 SPECIFIC CRITERIA FOR PARTICULAR TYPES OF TOURIST DESTINATIONS

3.03.1 **Traditional Tourist Attractions** e.g. Visitor Centres, Theme Parks, Museums, Historic Buildings, Parks and Gardens, Natural Attractions (i.e. nature reserves, beaches etc.).

Where appropriate these should be accredited by the 'Visitor Attraction Quality Assurance Scheme' VAQAS or a recognised national or regional scheme of this sort.

3.03.2 **Tourist Routes e.g. Leisure Drives, Country Tours, Cycleways**

In order to be considered for signing these shall be subject to a formal Road Safety Audit carried out by an appropriately qualified person approved by the Traffic Authority. The route should as far as possible avoid main traffic routes and unsuitable minor roads. The route must be supported by a readily available promotional leaflet which shall describe or preferably map the route and the points of

interest along it. Adequate facilities such as toilets, picnic areas and refreshments should be available at regular intervals along the route.

3.03.3 Leisure/Entertainment Facilities e.g. Sports Centres, Golf Courses, Concert Venues, Theatres, Cinemas

Such facilities would normally be signed with standard directional signing however the provision of tourist signs would be considered providing this policy and the appropriate criteria can be satisfied.

3.03.4 Tourist Facilities e.g. Hotels, Public Houses, Guesthouses, B&B's, Restaurants, Holiday Parks, Picnic Sites, Tourist Information Centres

These should be recognised by the National Quality Assurance Scheme (Visit Wales, AA) and in the case of Holiday Parks accredited by the British Graded Holiday Parks Scheme. There will be a presumption against signing Hotels, Public Houses, Guesthouses, B&B's and Restaurants in urban areas where tourists would expect to find such facilities and where to do so could quickly result in a proliferation of signs. The only exception to this would be where the Traffic Authority is satisfied that exceptional traffic management and/or road safety reasons exist to justify signing.

3.03.5 Touring Caravans and Camping Sites

These must be licensed under the Caravan Sites and Control of Development Act 1960 and/or the Public Health Act 1936, have a minimum of 20 pitches for casual overnight use and should be accredited by an appropriate quality assurance scheme, e.g. The Caravan Club or The Camping and Caravanning Club.

3.03.6 Retail Establishments e.g. Retail Parks, Shopping Centres, Individual Retail Outlets and Shops, Garden Centres

Retail establishments will not be eligible for signing with tourist signs. If in the opinion of the Traffic Authority there are good traffic management and/or road safety reasons to justify signing, then the option of standard directional signing may be considered.

3.03.7 Craft Centres / Workshops

To be eligible for signing, such destinations will need to be able to demonstrate to the Traffic Authority that their function is not primarily retail.

3.04 SIGN DESIGN ISSUES

- 3.04.1 All signing provided under the scope of this policy must comply with the requirements of Traffic Signs Regulations and General Directions and the design guidance given in the Traffic Signs Manual. All signs will be provided in bilingual format with the English legend appearing above the Welsh equivalent to reflect the Council's bilingual policy.
- 3.04.2 Wherever the opportunity exists use will be made within the sign design of nationally recognised and approved generic symbols. This assists in keeping sign sizes to a minimum thereby reducing proliferation, clutter and environmental intrusion. Non-generic symbols (i.e. those unique to a specific attraction/facility) are considered to be not widely understood and have little if any traffic management value.

3.05 TRAFFIC MANAGEMENT/ROAD SAFETY/ENVIRONMENTAL ISSUES

- 3.05.1 The Traffic Authority will determine the route to be signed to the destination having due regard to the type and volume of traffic it is likely to generate and there will be continuity of signing from the first sign to the final destination. It will also determine in consultation with the applicant where necessary, the appropriate content and level of signing.
- 3.05.2 Signing will generally only be appropriate within 2 or 3 miles of a tourist destination and will not be provided from any further afield than the nearest A or B Class road unless there are exceptional traffic management or road safety reasons to do so. Where the entrance to an attraction/facility junctions with an A or B Class road, signing will only be provided in the immediate vicinity of that junction.
- 3.05.3 Where a tourist destination is clearly associated with a particular town or village, visitors will be expected to follow the standard highway signing to that town or village. In this situation tourist signing will only be provided from the point where the preferred route to the tourist destination differs from that to the centre of the town or village in question.
- 3.05.4 The level of signing will take account of the need for return signing, i.e. signing required to direct visitors back to the main traffic routes following their visit, and pedestrian signing e.g. signing required to direct visitors on foot from and back to an off-site car park, bus or railway station.
- 3.05.5 Tourist signing will not be permitted at locations where its provision would result in:-
- iv. the maximum recommended number of signed destinations at any one location being exceeded;

- v. an over proliferation of signs, an excessive amount of information or any other issue which may be considered as being confusing to drivers and detrimental to road safety;
- vi. an excessively intrusive impact on the visual environment particularly in conservation areas and more rural locations.

3.05.6 In urban areas where there may be a significant number of attractions/facilities which qualify for tourist signing the Traffic Authority would prefer to consider comprehensive signing schemes. When progressed and developed through a co-ordinated approach to the Traffic Authority from a single representative body or organisation this course of action will undoubtedly produce the most technically sound, efficiently designed and therefore most cost effective signing scheme to the benefit of both the local tourist industry and the Traffic Authority.

3.06 APPLICATION PROCESS/METHOD OF CHARGING

3.06.1 All costs of traffic signing permitted under the scope of this policy will be met by the applicant such that the Traffic Authority incurs no financial burden in allowing tourist signing on its highway network. The Local Authorities (Transport Charges) Regulations 1998 provides the means by which a traffic authority may recover its costs incurred in (a) considering applications (including unsuccessful ones), (b) maintaining signs (including administrative fees) and (c) detailed design and implementation of the scheme.

3.06.2 The application procedure will follow three stages as follows:-

Stage 1 - Initial Assessment

Upon receipt of a written application, which must include the supporting information listed in Appendix B and payment of a non refundable initial assessment fee of £126.50 (£110 + vat), the Traffic Authority will:-

- i. Consider and assess the application in light of the Authority's policy and having due regard to the relevant criteria.
- ii. Contact Visit Wales (or their approved agents) and/or FCC's Tourism Manager to ascertain their recognition of the attraction/facility for direction signing purposes.
- i. Advise the applicant in writing as to whether or not their application can progress and if so, provide an outline of the content and level of signing proposed and as accurate an estimate as possible at this stage as to the likely cost of the signing scheme.

Stage 2 - Detailed Design

Upon receipt of written confirmation from the applicant that the outline proposals and estimate are acceptable, payment of a detailed design fee equal to 25% of the estimated cost of the scheme and the return of a signed copy of the Conditions under which the scheme will be implemented, (see Appendix C) the Traffic Authority will:-

- iii. Prepare a detailed scheme design.
- iv. Seek all necessary approvals and authorisations to enable the scheme to be implemented.
- v. Consult and liaise as may be necessary with neighbouring Traffic Authorities.
- vi. Negotiate as may be necessary with adjacent land owners for permission to erect signs in private land where such a course of action is unavoidable.
- vii. Provide the applicant in writing with a fixed price quotation for the implementation of the scheme.

Stage 3 - Implementation of Scheme

Upon receipt of payment of the fixed price quotation in full, less the deposit already paid in Stage 2, the Traffic Authority will arrange for the manufacture and erection of the proposed signs at the earliest opportunity.

Note:

The Council's costs associated with Stages 2 and 3 will be recovered by applying a flat rate on-cost of 50% to the cost of manufacture and erection of the signs. This cost will be included in the fixed price quotation. The applicant will also place with the Traffic Authority a commuted sum equal to 15% of the fixed price quotation for implementation of the scheme. This sum will allow for maintenance only and will not include for replacement due to damage or "end of life" reasons.

4.00 RECOMMENDATIONS

- 4.01 Members are asked to approve the policy in respect of White on Brown Signs for Flintshire County Council, noting that the Council, acting as Highway Authority, has no jurisdiction for the provision of these types of signs on Trunk Roads.

5.00 FINANCIAL IMPLICATIONS

- 5.01 All costs associated with the provision of 'white on brown' signs are recoverable from the applicant, including design and administration costs incurred by the Traffic Services team in dealing with the application.

6.00 ANTI POVERTY IMPACT

- 6.01 The policy encourages tourist destinations to be signed correctly. This should provide a more stable situation for employment of staff at the destination.

7.00 ENVIRONMENTAL IMPACT

- 7.01 The consistent signing of tourist destinations should ensure traffic uses the most direct route to access the facilities, minimising any unnecessary travel costs.

8.00 EQUALITIES IMPACT

- 8.01 None applicable.

9.00 PERSONNEL IMPLICATIONS

- 9.01 None applicable.

10.00 CONSULTATION REQUIRED

- 10.01 Consultation with other North Wales Highway Authorities, Town and Community Councils and with the North Wales Economic Forum, to ensure consistency across North Wales. An associated handbook for Tourist Operators and Local Authorities has been produced.

11.00 CONSULTATION UNDERTAKEN

- 11.01 See 10.01.

12.00 APPENDICES

- 12.01 Appendix A : Trunk Road Criteria.
Appendix B: Supporting Information/Fees Required Upon Application.
Appendix C: Conditions for the Provision of Rechargeable Traffic Signs.

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

None

Contact Officer: Dave Faulkner
Telephone: 01352 704700
E-Mail: dave_faulkner@flintshire.gov.uk

Appendix A – Trunk Road Criteria

1. Where a community is already signed from a Trunk Road, tourist destinations within that community will not normally be signed on the trunk road network.
2. Retail Parks, Shopping Centres, Garden Centres and Exhibition Centres should not be considered for signing from trunk roads using 'white on brown' signs; instead they should be signed as necessary for traffic management or safety reasons using standard directional signing.
3. Hotels, Public Houses, Guesthouses, bed and breakfast establishments, restaurants, sports centres and cinemas should not normally be signed from the trunk road network. Exceptionally, it may be appropriate to sign remote establishments for traffic management purposes in sparsely populated rural areas, provided the environmental impact is minimal.
4. Minimum visitor numbers for all tourist attractions signed from trunk roads should be applied as follows:-

Dual carriageways with grade separated junctions i.e. A55 and A550 –

150,000 visitors per year

Single carriageways i.e. A494 –

40,000 visitors per year

Appendix B – Supporting Information / Fees Required Upon Application

1. A brief description of the nature of the attraction/facility.
2. A description or plan detailing the precise location.
3. Confirmation that the attraction/facility is open to the public without prior booking during its normal opening hours.
4. Written confirmation (i.e. copy of a letter from the appropriate body) what the attraction/facility is accredited or recognised by the appropriate national quality assurance scheme.
5. A copy of the most recently published promotional leaflet which must indicate opening times and a preferred route to the attraction/facility and details of the various outlets to which the leaflet has been distributed.
6. Details of any other means by which the attraction/facility is promoted e.g. newspaper or magazine advertisements, web sites etc..
7. An indication of actual or projected annual visitor numbers.
8. The number of on-site parking spaces available for visitor use or full details of alternative off site parking arrangements.
9. A cheque made payable to Flintshire County Council for £126.50 (£110 + vat).

Appendix C – Conditions for the Provision of Rechargeable Traffic Signs

1. Where the cost of the works quoted is an estimate only, the final cost to be paid by the applicant will be based on the actual cost of the sign manufacture and erection and any necessary associated ancillary works which will be advised at the appropriate time by means of a fixed price quotation.
2. The cost of works includes a sum for design, administration, site supervision and routine maintenance etc..
3. The signs and any other works required will remain under the control of the Highway/Traffic Authority i.e. National Assembly for Wales (for trunk roads) or County Council (for other roads), who may relocate or remove the signs on a rechargeable basis as may be deemed necessary.
4. The Highway / Traffic Authority will not be responsible for the cost of replacing the signs should they become damaged beyond simple repair or require renewal due to normal wear and tear. The applicant may wish to consider whether their own insurance covers them for such a loss.
5. The Highway / Traffic Authority will be responsible for health and safety matters regarding the design, erection and maintenance of the signs and the applicant will be deemed to have appointed the Authority as their "Client Agent" under The Construction, Design and Management Regulations 1994.

FLINTSHIRE COUNTY COUNCIL

AGENDA ITEM NUMBER: 13

REPORT TO: **EXECUTIVE**
DATE : **27 JANUARY 2009**
REPORT BY: **HEAD OF LEGAL AND DEMOCRATIC SERVICES**
SUBJECT : **DEE ESTUARY CANDIDATE SPECIAL AREA OF CONSERVATION**

1.00 PURPOSE OF REPORT

1.01 To update Executive of the outcomes of a further report considered by the Environment & Regeneration Overview & Scrutiny Committee, as a result of a previous call in meeting of the item on 13 February 2008.

2.00 BACKGROUND

2.01 The designation of the Dee Estuary as a candidate Special Area of Conservation (SAC) was reported to Executive on 30 January 2008. As a result of the decision of the Executive, a call in was received. The reason for the call in was because of concerns of the impact on economic development such a designation may have.

2.02 Following the call in it was resolved that a further report be considered by the Committee, which would outline the consequences of the Dee Estuary becoming a SAC and the steps Flintshire would take to preserve the freedom of decision making for planning and other areas. The Committee also agreed that an invitation be extended to representatives from the Countryside Council for Wales (CCW) and the Environment Agency (EA) to attend the meeting on 24 September 2008 when the report was considered in order to give professional support and advice to both officers and members.

2.03 At the meeting, the Committee was presented with a detailed report outlining the consequences of the Dee Estuary as a SAC for land use planning. In addition to this the report explained the Authority's statutory duty to have regard for the Unitary Development Plan and Planning Policy Wales TAN 5.

2.04 Some relevant examples were given on how ecological and economic interests can co-exist without prejudice or damage to each other, which gave some reassurances to the Committee.

2.05 The representatives from Countryside Council for Wales and the Environment Agency made a valuable contribution during the discussions. The Committee was advised that CCW had proposed the Dee Estuary as a cSAC because of its importance. This had subsequently been accepted by the Welsh Assembly Government and UK Government. A decision on the

Date: 20/01/2009

designation would be considered by the European Commission following a consultation process. Mr Adam Cole-King one of the representatives from CCW at the meeting had been involved in preparing the documents to present to WAG and the UK Government.

- 2.06 Mr Alan Winstone the representative from the Environment Agency explained how the Agency had the same powers as Flintshire when considering proposed plans and projects, and worked closely with CCW and Natural England in following the process laid out in legislation.

3.00 CONSIDERATIONS

- 3.01 The Chairman thanked the officers from CCW and EA for attending the meeting, contributing to and answering questions put to them by members. The information provided had removed Members' concerns. He commented that there was a need to improve liaison between Flintshire, CCW and the EA through regular meetings. Mr Adam Cole-King from CCW advised that the Habitat Regulations stated that there was a need to establish a Management Scheme jointly with relevant stakeholders who have statutory powers. The committee agreed that this would be beneficial.

- 3.02 Such a scheme would encourage the wise use of an area without detriment to the environment, based on the principle of sustainability. The primary focus of a management scheme would be to manage operations and activities taking place within the Dee Estuary, promoting its sustainable use.

- 3.03 A management scheme may be established by one or more of any relevant authority. It was normal that one would take the lead, but once the scheme is established, all the relevant party authorities have an equal responsibility to exercise their functions in accordance with the scheme. Whilst only relevant authorities have the responsibility for establishing management schemes, it is good practice that other interested groups such as land owners, occupiers, users and industry are involved in developing a scheme.

- 3.04 There are no set 'rules' as to who sets up or runs a management scheme, but organisations with the resources and motivation of Flintshire would be in a good position to do so, especially if it were to be in conjunction with the adjacent English local authorities to cover both sides of the estuary, such as Wirral Borough Council, Ellesmere Port & Neston Borough Council and Cheshire County Council. Bodies such as EA, Natural England and CCW could be there to advise and to fulfill specialist roles within any group.

- 3.05 The introduction of such a scheme would improve relationships and communication between all the relevant stakeholders of the Dee Estuary.

4.00 RECOMMENDATIONS

4.01 That the Executive agree to the development of a Management Scheme for the Dee Estuary SAC.

4.02 In agreeing the development of the Scheme, the Executive agree that Flintshire should take the position of lead authority. (Once established, all the relevant authorities have an equal responsibility to exercise their functions in accordance with the scheme.)

4.03 To agree on the relevant authorities that should be invited to join the Management Scheme as stated in the considerations.

4.04 To agree on other interested groups to be involved in developing the scheme.

5.00 FINANCIAL IMPLICATIONS

5.01 None as a result of this report.

6.00 ANTI POVERTY IMPACT

6.01 None as a result of this report.

7.00 ENVIRONMENTAL IMPACT

7.01 The introduction of a Management Scheme would encourage the wise use of the area without detriment to the environment.

8.00 EQUALITIES IMPACT

8.01 None as a result of this report.

9.00 PERSONNEL IMPLICATIONS

9.01 None as a result of this report.

10.00 CONSULTATION REQUIRED

10.01 Consultation is required with all relevant authorities and interested groups agreed upon by the Executive.

11.00 CONSULTATION UNDERTAKEN

11.01 Officers of the Countryside Council for Wales have been consulted upon in preparing this report. The Director of Environment has been consulted upon in preparing this report.

12.00 APPENDICES

12.01 None

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985
BACKGROUND DOCUMENTS

Minutes of previous meetings.

Contact Officer: Samantha Owen
Telephone: 01352 702305
E-Mail: samantha_owen@flintshire.gov.uk

FOR INFORMATION

FLINTSHIRE COUNTY COUNCIL

REPORT TO: EXECUTIVE
DATE: 27 JANUARY, 2009
REPORT BY: CHIEF EXECUTIVE
SUBJECT: EXERCISE OF DELEGATED POWERS

1.00 PURPOSE OF REPORT

1.01 To inform Members of action taken under delegated powers.

2.00 BACKGROUND

2.01 At the Executive Meeting held on 31st October, 2000 it was agreed that one of the standard agenda items at each Executive should be a report on the "Exercise of Delegated Powers".

3.00 RECOMMENDATION

3.01 Members note the details of actions taken under the "Exercise of Delegated Powers".

4.00 FINANCIAL IMPLICATIONS

4.01 As detailed in each report.

5.00 ANTI-POVERTY IMPACT

5.01 As detailed in each report.

6.00 ENVIRONMENTAL IMPACT

6.01 As detailed in each report.

7.00 EQUALITIES IMPACT

7.01 As detailed in each report.

8.00 PERSONNEL IMPLICATIONS

8.01 As detailed in each report

9.00 CONSULTATION REQUIRED

9.01 Not applicable

10.00 CONSULTATION UNDERTAKEN

10.01 Not applicable

11.00 APPENDICES

11.01 Summary of Decisions taken under Delegated Powers.

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

Background documents: See individual report.

Contact Officer: See individual report.

APPENDIX 1

EXERCISE OF DELEGATED POWERS – DECISIONS TAKEN

Directorate

Subject

Lifelong Learning

Greenfield Valley Heritage Park – Approval sought for the proposed scale of charges for the 2009 Season

Copies of the Delegated Powers reports are on deposit in the Members' Library

EXECUTIVE FORWARD WORK PROGRAMME **MONTHS 12/08 to 04/09**

The following reports are included in the Forward Work Programme for submission to this meeting of the Executive. However, the reports are not included on the agenda for the reasons stated:-

Chief Executive

- Depot Rationalisation Strategy
(The strategy is in development and specific proposals for the relocation of Canton Depot are under development. A full report will be submitted in due course)
- Voluntary Sector Grant Management Review
(Further to the report to Executive on 29 October, sponsoring officers are now working with the Voluntary Organisations to develop the contents of their Core Funding agreements (CFAs). A progress report will be submitted to Executive in 10 March 2009)

Human Resources & Organisational Development Update

- Workforce Information Report
(As the system went live in November, a full set of quarterly data will not be available for 27 January)
- HRMIS Progress Report
(As the HRMIS/Payroll system went live in November, a further update report to include the planning for Phase 2 of the system will be delivered during the summer and will be included with the test workforce report. This will be prepared in January and reported in February)

ICT/Customer Services Update

- Improving Access to Services for the Customer (County Hall)
(This report will now be presented to Executive on 10 March which will allow a fuller update on the County Hall Customer Reception Project and a report back from the Customer Services Member workshop being held on 26 January)

Community Services Update

- Sheltered Housing Review
(This was reported to Community & Housing Overview & Scrutiny Committee on 7 January 2009)
- Housing Division Structure
(Deferred until 17 February)

Environment Update

- Progress on Flintshire Waste Management Strategy
(Deferred until 10 March 2009. Project Director Appointments have not yet been made and will not be done until February 2009)
- Report on CADW Delegation Scheme
(Deferred until 17 February. Delegation bid has been submitted to CADW and comments are awaited)
- Review of Consents
(Report deferred. A Grant claim is still to be submitted to CCW. This will then be summarised and submitted to Executive)
- Asset Management Planning - Progress
(Report deferred. The Asset Management Strategy will be submitted after the Agile Working project has been developed further)

Lifelong Learning Update

- Outline Mid and Long Term School Capital Programme
(Deferred until 17 February and will be combined with the report '2009-10 School Capital Programme' to create a report called 'School Capital Programme 2009/10 and Longer Term')

**FLINTSHIRE COUNTY COUNCIL
FORWARD WORK PROGRAMME
EXECUTIVE
December 2008 to April 2009**

MEETING DATE	DIRECTORATE/DIVISION	TOPIC	REPORT TYPE	PORTFOLIO
9 December 2008	Chief Executive	<ul style="list-style-type: none"> ➤ Housing Strategy Review Board Progress Report ➤ Improvement Agreement ➤ Q2 Performance Reporting 	Strategic Strategic Operational	Housing Strategy & Planning Corporate Governance & Strategy “ “
9 December 2008	Finance	<ul style="list-style-type: none"> ➤ Medium Term Financial Strategy / Budget 2009/10 ➤ General Fund / Housing Revenue Account Revenue Budget Monitoring 2008/09 (Month 6) ➤ Capital Programme 2008/09 (Month 6) 	Strategic Operational Operational	Finance & Asset Management “ “ “ “
9 December 2009	Community Services	<ul style="list-style-type: none"> ➤ Housing Update – Tenant Participation, Allocations and Homelessness ➤ National Services Framework – Older People ➤ Supporting People Operational Plan 	Strategic Operational Operational	Housing Strategy/Social Services Social Services Estate Management Social Services/Housing Strategy

		<ul style="list-style-type: none"> ➤ Appointment of new postholder to undertake responsibilities in relation to the Supporting People Revenue Grant 	Operational	Social Services
9 December 2008	Environment	<ul style="list-style-type: none"> ➤ Flint Conservation Area Appraisal and Conservation Area Management Plan ➤ Completion of Stage 1 of the Holywell THI 	Strategic Operational	Housing Strategy & Planning Housing Strategy & Planning
9 December 2008	Lifelong Learning	<ul style="list-style-type: none"> ➤ Leisure Strategy – Progress Report ➤ Deeside Leisure Centre – Outline Project Plan 	Strategic Operational	Leisure and Public Protection Leisure and Public Protection
6 January 2009	Chief Executive	<ul style="list-style-type: none"> ➤ Phase II of Organisational Change and Re-design: Priority Service Reviews ➤ Organisational Change and Re-design: Efficiencies Statement ➤ Strategic Assessment of Risks and Challenges ➤ Relationship Manager's Letter ➤ PwC Contractor Functions ➤ Disability Equality Scheme – Annual Report ➤ Equality Progress Report 	Strategic Strategic Strategic Strategic Strategic Operational Operational	Corporate Governance & Strategy “ “ “ “ “ “ “ “ “ “
6 January 2009	Finance	<ul style="list-style-type: none"> ➤ Medium Term Financial Strategy / Budget 2009/10 ➤ Procurement Strategy Update ➤ General Fund / Housing Revenue Account Revenue Budget Monitoring 2008/09 (Month 7) 	Strategic Strategic Operational	Finance & Asset Management “ “ “ “

6 January 2009	Community Services	➤ PARIS Social Services Business System – Joint Report with Corporate IT	Operational	Social Services
6 January 2009	Environment	➤ Traffic Management Act – Update and Policies ➤ Mold to Saltney Greenway	Strategic Operational	Environment Environment
6 January 2009	Lifelong Learning	➤ Education Asset Management Plan: Proposed Fit-for-Purpose Criteria ➤ Welsh Education Scheme ➤ School Place Planning - Pupil Forecasts	Operational Operational Operational	Education & Youth Education & Youth Education & Youth
27 January 2009	Chief Executive	➤ Depot Rationalisation Strategy ➤ Voluntary Sector Grant Management Review	Strategic Strategic	Finance & Asset Management Corporate Governance & Strategy
27 January 2009	Finance	➤ Initial Budget Proposals 2009/10	Strategic	Finance & Asset Management
27 January 2009	HR & Organisational Development	➤ Workforce Information Report ➤ HRMIS Progress Report	Operational Operational	Corporate Governance & Strategy “ “
27 January 2009	ICT/Customer Services	➤ Improving Access to Services for the Customer (County Hall)	Strategic	Corporate Governance & Strategy
27 January 2009	Community Services	➤ Sheltered Housing Review ➤ Housing Division Structure ➤ Progress on Shotton Extra Care Scheme	Strategic Operational Operational	Estate Management “ “ Social Services
27 January 2009	Environment	➤ Progress on Flintshire Waste Management Strategy ➤ Report on CADW Delegation Scheme ➤ Review of Consents ➤ Asset Management Planning - Progress	Strategic Operational Operational Operational	Waste Strategy & Management Housing Strategy & Planning “ “ Estate Management

27 January 2009	Lifelong Learning	➤ Outline Mid and Long Term School Capital Programme	Operational	Education & Youth
17 February 2009	Chief Executive	➤ Draft Community Strategy ➤ Local Service Board – Progress Report ➤ Changing Climate, Changing Places	Strategic Strategic Strategic	Corporate Governance & Strategy “ “ “ “
17 February 2009	Finance	➤ Final Budget Proposals 2009/10 ➤ Treasury Management Policy & Strategy Statement Report 2009/10 ➤ Prudential Indicators 2009/10 ➤ General Fund / Housing Revenue Account Revenue Budget Monitoring 2008/09 (Month 8) ➤ Minimum Revenue Provision 2009/10	Strategic Strategic Strategic Operational Operational	Finance & Asset Management “ “ “ “ “ “
17 February 2009	HR & Organisational Development	➤ People Strategy Progress	Strategic	Corporate Governance & Strategy
17 February 2009	Community Services	➤ Voids Review ➤ Mental Health / Learning Disabilities and Substance Misuse Service Integration ➤ NRA Progress ➤ Progress on the NHS	Operational Operational Operational Operational	Estate Management Social Services Estate Management Social Services
17 February 2009	Environment	➤ TAIH Regional Transport Plan ➤ Review of Flintshire County Council's Contaminated Land Strategy ➤ Recycling Performance & Initiative ➤ Energy Conservation – Progress	Strategic Strategic Operational Operational	Environment Leisure & Public Protection Waste Management & Strategy Estate Management

		➤ Agricultural Estates – an Overview of Performance	Operational	Estate Management
17 February 2009	Lifelong Learning	➤ 2009-10 School Capital Programme	Operational	Education & Youth
10 March 2009	Chief Executive	➤ Draft Council Plan	Strategic	Corporate Governance & Strategy
		➤ Target Setting 2009/10	Strategic	“ “
		➤ Improvement Agreement	Strategic	“ “
		➤ Q3 Performance Reporting	Operational	“ “
		➤ Voluntary Sector Mid Year Review	Operational	“ “
10 March 2009	Finance	➤ General Fund / Housing Revenue Account Revenue Budget Monitoring 2008/09 (Month 9)	Operational	Finance & Asset Management
		➤ Capital Programme 2008/09 (Month 9)	Operational	“ “
10 March 2009	HR & Organisational Development	➤ Workforce Information Report	Operational	Corporate Governance & Strategy
10 March 2009	ICT/Customer Services	➤ IT Strategy Progress	Strategic	Corporate Governance & Strategy
		➤ Outcome of Review of Registration Service	Operational	“ “
		➤ Outcome of Review of Mobile Office Provision	Operational	“ “
10 March 2009	Community Services	➤ Looked After Children Work Placements	Operational	Social Services
		➤ Progress on Mold Extra Care Scheme	Operational	“ “
		➤ Social Services Performance Evaluation	Operational	“ “
10 March 2009	Environment	➤ Flintshire County Council and the National Air Quality Strategy – Progress Report and Forward Planning	Strategic	Leisure & Public Protection

		➤ North Wales Waste Treatment Partnership	Operational	Waste Strategy & Management
10 March 2009	Lifelong Learning	➤ Modernisation of Flintshire Schools: Consultation Proposals	Operational	Education & Youth
1 April 2009	Chief Executive	➤ Organisational Change/Redesign - Progress Report ➤ Theatr Clwyd Forward Strategy ➤ Regulatory Plan Mid Year Review	Strategic Strategic Operational	Corporate Governance & Strategy “ “ “ “
1 April 2009	Finance	➤ Procurement Strategy Progress Report ➤ General Fund / Housing Revenue Account Revenue Budget Monitoring 2008/09 (Month 10)	Strategic Operational	Finance & Asset Management “ “
1 April 2009	Community Services	➤ Housing Strategy Inc Private Sector	Strategic	Housing Strategy & Planning
21 April 2009	Chief Executive	➤ Community Strategy ➤ Council Plan Review	Strategic Strategic	Corporate Governance & Strategy “ “
21 April 2009	HR & Organisational Development	➤ HRMIS Progress Report	Operational	Corporate Governance & Strategy
21 April 2009	Community Services	➤ National Service Framework Children's Service ➤ Inspection of the Independent Reviewing Officer Function	Operational Operational	Social Services “ “
21 April 2009	Environment	➤ Consideration of UDP Inspectors Report	Operational	Housing Strategy & Planning