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Pennaeth Dros Dro Gwasanaethau
Cyfreithiol a Democrataidd



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

Councillors: Helen Brown, Carol Ellis, Dennis Hutchinson,
Nancy Matthews, Neville Phillips OBE, Tony Sharps,
Nigel Steele-Mortimer, Matt Wright

Your Ref /
Eich Cyf

ur Ref / Ein Cyf ST0

Date / Dyddiad 09/11/2011

Ask for / Gofynner am Nicola Gittins

Direct Dial / Rhif Union 01352 702345

Fax / Ffacs

Dear Sir / Madam,

A meeting of the **EXECUTIVE** will be held in the **CLWYD COMMITTEE ROOM, COUNTY HALL, MOLD** on **TUESDAY, 15 NOVEMBER 2011** at **09:30** to consider the following items.

Yours faithfully

Democracy and Governance Manager

AGENDA

1. **APOLOGIES**
2. **MINUTES**
To confirm as a correct record the minutes of the meeting held on 18/10/2011 (copy enclosed).
3. **DECLARATIONS OF INTEREST**
Declarations Of Interest

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

TO CONSIDER THE FOLLOWING REPORTS

STRATEGIC REPORTS

4. COMMUNITY STRATEGY AND LOCAL SERVICE BOARD - MID YEAR REVIEW
Report of the Chief Executive - Portfolio of the Executive Member for Corporate Management
5. PEOPLE STRATEGY UPDATE
Report of the Head of Human Resources and Organisational Development - Portfolio of the Executive Member for Corporate Management (To Follow)
6. INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT) STRATEGY - UPDATE
Report of the Head of ICT and Customer Services - Portfolio of the Executive Member for Corporate Management
7. LOCAL GOVERNMENT PROVISIONAL SETTLEMENT 2012/13 AND BUDGET 2012/13 (TO FOLLOW)

OPERATIONAL REPORTS

8. REVENUE BUDGET MONITORING 2011/12 (MONTH 5)
Report of the Head of Finance - Portfolio of the Leader and Executive Member for Finance and Asset Management
9. COUNCIL TAX BASE FOR 2012-13
Report of the Head of Finance - Portfolio of the Leader and Executive Member for Finance and Asset Management
10. COUNCIL TAX AND BUSINESS RATE POLICIES 2012-13
Report of the Head of Finance - Portfolio of the Leader and Executive Member for Finance and Asset Management
11. MATRIX CONTRACT UPDATE (MANAGED AGENCY STAFF SOLUTION)
Report of the Head of Human Resources and Organisational Development - Portfolio of the Executive Member for Corporate Management
12. DEESIDE LEISURE CENTRE: DEVELOPMENT
Report of the Director of Lifelong Learning - Portfolio of the Executive Member for Education
13. WELSH PUBLIC LIBRARY STANDARDS ANNUAL REPORT 2010-11
Report of the Director of Lifelong Learning - Portfolio of the Executive Member for Education

14. SETTING LOCAL SPEED LIMITS
Report of the Director of Environment - Portfolio of the Deputy Leader and Executive Member for Environment
15. UPDATE ON DEPOT RATIONALISATION
Report of the Director of Environment - Portfolio of the Executive Member for Waste Management
16. FOOD SERVICE PLAN 2011-2012
Report of the Director of Environment - Portfolio of the Executive Member for Leisure Services and Public Protection
17. PROGRESS ON THE SHARED NORTH WALES MINERALS AND WASTE PLANNING SERVICE.
Report of the Director of Environment - Portfolio of the Deputy Leader and Executive Member for Environment
18. TRANSFER OF RECREATIONAL LAND AT BROUGHTON SHOPPING PARK
Report of the Director of Environment - Portfolio of the Deputy Leader and Executive Member for Environment
19. REVIEW OF THE COUNCIL HOUSEHOLD RECYCLING CENTRES
Report of the Director of Environment - Portfolio of the Executive Member for Waste Management
20. PLAY AREAS
Report of the Member Engagement Manager - Portfolio of the Executive Member for Leisure Services and Public Protection
21. FORWARD WORK PROGRAMME
A copy of the Executive Forward Work Programme (November 2011 to April 2012) is enclosed

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

The following item is considered to be exempt by virtue of Paragraph(s) 15 of Part 1 of Schedule 12A of the Local Government Act 1972 (as amended).

22. TRANSFORMATION SOCIAL SERVICES FOR ADULTS (TSSA)
Report of the Director of Community Services - Portfolio of the Executive Member for Social Services

The following item is considered to be exempt by virtue of Paragraph(s) 15 of Part 1 of Schedule 12A of the Local Government Act 1972 (as amended).

23. SHELTERED HOUSING IMPROVEMENT PROJECT
Report of the Director of Community Services - Portfolio of the Executive Member for Housing

The following item is considered to be exempt by virtue of Paragraph(s) 13, 14, 17 of Part 1 of Schedule 12A of the Local Government Act 1972 (as amended).

24. RENEWAL AREA - ACQUISITION OF 2 MOLD ROAD, CONNAH'S QUAY
Report of the Director of Community Services - Portfolio of the Executive Member for Housing

EXECUTIVE
18 OCTOBER 2011

Minutes of the meeting of the Executive of Flintshire County Council held at County Hall, Mold on Tuesday, 18 October 2011

PRESENT: Councillor A. Woolley (Chairman)

Councillors: H. Brown, C. A. Ellis, H. D. Hutchinson, N. M. Matthews, L. A. Sharps, N. Steele-Mortimer and M. G. Wright

APOLOGY: Councillor N. Phillips

ALSO PRESENT: Councillors: J. B. Attridge, F. Gillmore, R. Hampson, P. G. Heesom, D. L. Mackie and C. A. Thomas

IN ATTENDANCE: Chief Executive, Director of Community Services, Director of Environment, Director of Lifelong Learning, Head of ICT and Customer Services, Democracy and Governance Manager and Team Manager – Committee Services

The Executive Member for Social Services read out a statement in support of the second UK Anti Slavery Day which was supported by all Members.

112. MINUTES

The minutes of the meetings held on 5 and 20 September 2011 were confirmed as a correct record.

113. DECLARATIONS OF INTEREST

Councillor A. Woolley declared a personal interest in Agenda Item Number 6: Voluntary Sector Funding – Update Report.

Councillor H. D. Hutchinson declared a personal and prejudicial interest in Agenda Item Number 15: Result of the call in of Executive Decision Record No. 2463 – Demand Responsive Transport Re-Tendering.

114. COMMUNITIES FIRST - THE FUTURE: CONSULTATION PAPER FROM THE WELSH GOVERNMENT

The Executive Member for Regeneration and Tourism introduced the report which advised Members on the progress with 'Communities First - The Future' and consultations with partners in Flintshire.

Information was provided on the role that the Council, as the existing Grant Recipient Body (GRB), had in shaping the future Communities First (CF) programme. Members were advised on the initial implications from the Welsh Index of Multiple Deprivation (WIMD) for the next phase of CF.

The current CF programme operated in five defined areas in Flintshire and was due to end on 31 March 2012. Areas of need and interest included in the next phase would operate within a 'cluster' supported by a local delivery team of CF staff covering a larger population than was currently the case which would enable Flintshire to continue to draw down valuable resources for vulnerable communities. The new programme would be managed through a high level Programme Board with CF staff managed at 'cluster level', delivering the programme for Flintshire.

The Director of Environment added that indications from the Welsh Government (WG) had been that single Local Authority bids were unlikely to succeed. Therefore a collaborative bid with Wrexham County Borough Council was recommended, subject to further consultation as the bid was developed.

RESOLVED:

- (a) That the development of a bid be supported which addresses needs across Flintshire's most vulnerable areas, largely within the top 40% identified by WIMD as the most Disadvantaged in Wales (shown in Appendix A), and to include areas of opportunity as part of the solution;
- (b) That the development of a collaborative bid with Wrexham for at least 3 years funding be supported;
- (c) That the governance option for consultation shown in Appendix B be approved;
- (d) That a Members' Workshop take place, as part of the consultation process, to consider the issues set out in the report in more detail, and to consider the implications and opportunities for Flintshire in revising areas of interest and support structures in Communities First;
- (e) That a bid for Transitional Funding to September 2012 for all existing Communities First areas in the County to allow Flintshire County Council to explore the best options, and to progress more detailed plans for the next phase of delivery be supported; and
- (f) That a further report to Executive in January 2012 to consider the final proposals be agreed.

115. PROPOSED GREEN SPACE STRATEGY

The Director of Environment introduced the report which proposed that a Green Space Strategy be developed by the Council and approval was sought to commence work on the Strategy.

Following a question from the Executive Member for Environment, the Director of Environment said that a final Draft Framework Strategy would be submitted to Executive for approval in July 2012.

RESOLVED:

That the production of a Green Space Strategy, to follow the indicative timetable set out in paragraph 3.3 of the report, be agreed.

116. VOLUNTARY SECTOR FUNDING – UPDATE REPORT

The Leader and Executive Member for Finance and Asset Management introduced the report which detailed the status of the Core Funding Arrangements with voluntary organisations. An update was also provided on the funding position for voluntary organisations receiving:

- Relocation costs following the closure of Ty'r Binwydden
- Community Chest Grant Scheme
- Welsh Church Act Fund

The Chief Executive explained that Members were recommended to retain the status quo of the Core Funding Agreements with voluntary organisations including a one year extension of arrangements to 31 March 2013 which had been agreed as a sound approach by Flintshire Local Voluntary Council (FLVC).

RESOLVED:

- (a) That the current status of the Core Funding Agreements with voluntary organisations including the one year extension of existing agreements to 31 March 2013 be endorsed;
- (b) That the 2% efficiency on the Core Funding budget for 2011 to 2013 in line with the Voluntary Sector Funding Principles be noted; and
- (c) That the update of the funding position for voluntary organisations receiving either relocation costs following the closure of Ty'r Binwydden, Community Chest grant or the Welsh Church Act Fund be noted.

117. ANNUAL PERFORMANCE REPORT FOR 2010/11

The Leader and Executive Member for Finance and Asset Management introduced the report which sought approval of the 2010/11 draft Annual Performance Report for adoption by County Council.

The Chief Executive explained that the Annual Performance Report was a statutory function which had to be published by 31 October each year as required by the Local Government (Wales) Measure (2009) (the Measure). Prior to publication the Annual Performance Report would be submitted to County Council on 26 October 2011 for approval.

The requirements of the Measure were met through the Council (Plan) Governance Framework and the Improvement Plan 2011/12 which set out the vision and priorities for the Council. The second statutory requirement of the Improvement Plan was met by the Annual Performance Report, which reviewed progress on commitments made in the previous year.

The Policy, Performance and Partnerships Manager explained the process of data collection and validation of data for the 22 local Authorities which took place prior to the final report being produced.

Members felt the document was confusing to read and not always consistent. The Chief Executive explained that it was a complex document which was made as readable as possible whilst meeting the statutory requirements for content inclusion. He responded to all comments and said that performance indicators needed to be kept in perspective; they provided information to prompt discussions on indicators that were considered important. A full discussion on individual performance indicators could take place at the County Council meeting on 26 October 2011. On consistency, the Policy, Performance and Partnerships Manager explained that this was based on how Flintshire collected their data year on year; and Flintshire had improved in 56% of the indicators.

Finally, the Chief Executive welcomed any comments on the readability of the information and how Members would like it to be reported at Council to the body of Members.

RESOLVED:

That the 2010/11 draft Annual Performance Report be submitted to County Council for approval.

Councillors H. Brown and C. A. Ellis abstained.

118. LOCAL GOVERNMENT DATA UNIT ANNUAL PERFORMANCE BULLETIN 2010/11

The Leader and Executive Member for Finance and Asset Management introduced the annual national Performance Bulletin published by the Local Government Data Unit and the Council's response.

The Chief Executive explained that in considering the contents of the Bulletin, the Council had provided a response which gave an overview of the national performance picture and the areas where Flintshire's performance was highlighted. A copy of the response was appended to the report.

RESOLVED:

That the contents of the Local Government Data Unit's Performance Bulletin and the Council's response be noted.

119. CAPITAL PROGRAMME 2011/12 (MONTH 4)

The Leader and Executive Member for Finance and Asset Management introduced the report which provided the latest capital programme information for 2011/12.

The Head of Finance explained that the table in the report set out how the programme had changed during 2011/12. The previously reported programme total of £27.291M had increased to £41.635M, a net increase of £14.344M, details of which were provided in the report.

Detailed cumulative information on each programme area was provided in Appendix A to the report and a summary of movements during the period was provided in Appendix B.

Recorded capital expenditure across the whole programme was £4.145M at Month 4, representing 9.96% of the revised budget total of £41.635M. Details were also provided of the cumulative expenditure against the cumulative profiled budget total. The profiled budget total stood at £4.499M; recorded expenditure represented 92.13% of the profiled budget total, a net variance (underspend) of £0.354M.

Any comments on the new format of reporting the Capital Programme were welcomed.

RESOLVED:

That the report be noted and approved.

120. REVENUE BUDGET MONITORING 2011/12 (MONTH 4)

The Leader and Executive Member for Finance and Asset Management presented the most up to date revenue budget monitoring information (Month 4) for the Council Fund and the Housing Revenue Account in 2011/12.

The Head of Finance explained that the projected year end position as estimated at Month 4 was:

- Council Fund – net underspend of £0.344M
- Housing Revenue Account – net overspend of £0.046M

The significant in-year projected variances to date were detailed in the appendices to the report. The net underspend of £0.344M was made up of £0.186M overspend on services offset by a contribution of £0.530M from Corporate Services.

The budget for 2011/12 included base budget provision of £0.337M in respect of increased employers pension contributions and £0.150M relating to the review of relief staff. These amounts were being held centrally pending

further detailed work. A further one-off contingency of £2.159M was also included in the 2011/12 budget relating to one-off exit costs associated with service modernisation. A full assessment of the one-off contingency was being finalised and would be reported in future monitoring reports.

The overall projected overspend of £0.046M on the HRA represented a decrease of £0.107M on the position at Month 3. The HRA had a closing balance at Period 4 of £1.074M which at 4.2% of total expenditure satisfied the prudent approach of ensuring a minimum level of 3%.

RESOLVED:

- (a) That the report be noted;
- (b) That the projected Council Fund Contingency Sum available as at 31 March 2012 be noted; and
- (c) That the projected final level of balances on the Housing Revenue Account be noted.

121. TREASURY MANAGEMENT MID YEAR REPORT 2011/12

The Leader and Executive Member for Finance and Asset Management introduced the Treasury Management Mid Year Report for 2011/12 for recommendation to County Council.

The Head of Finance explained that treasury management updates had been provided to the Audit Committee at each quarterly meeting during 2011/12 including this Mid Year update. The Audit Committee had also received information on the steps which were being taken to manage risk in the current economic climate.

RESOLVED:

That the Treasury Management Mid Year Report for 2011/12 be approved and recommended to County Council for approval.

122. COMMUNITY HOUSE REVIEW

The Executive Member for Housing explained the work of the Community House Task and Finish Group and approval was sought for the introduction of a policy for the management of current and future Community Houses.

The review consisted of four task group meetings, two site visits and two workshops and the Executive Member thanked those involved for the work undertaken on the review.

RESOLVED:

- (a) That the process taken by the Task and Finish Group in developing the proposed process and draft Community House Policy be supported;
- (b) That the Community House Policy be adopted; and
- (c) That delegated powers be given to the Head of Housing, in consultation with the relevant portfolio holder for decisions required relating to applications for new Community Houses, and if the need arises the closure of an existing Community House.

123. THE COMMUNICABLE DISEASE OUTBREAK PLAN FOR WALES

The Executive Member for Leisure Services and Public Protection introduced the Communicable Disease Outbreak Plan for Wales for which approval was sought.

RESOLVED:

That the adoption by Flintshire of the Communicable Disease Outbreak Plan for Wales be approved for adoption.

124. SCHOOL ADMISSION ARRANGEMENTS 2013/14

The Executive Member for Education introduced the report which sought approval to commence the statutory annual consultation on admission arrangements to apply from September 2013.

The timetable for the admission stages was detailed in the appendix to the report and the Executive Member emphasised that the dates would be strictly adhered to.

The Director of Lifelong Learning explained that there were no changes proposed to the current admissions policy or oversubscription criteria.

RESOLVED:

- (a) That the proposed admission arrangements for September 2013 be used as the basis for the annual statutory consultation; and
- (b) That a report on the outcome of the consultation be presented to the Lifelong Learning Overview and Scrutiny Committee and Executive prior to being considered by the County Council in order that the arrangements are determined by 15 April 2012.

125. RESULT OF THE CALL IN OF EXECUTIVE DECISION RECORD NO. 2463 – DEMAND RESPONSIVE TRANSPORT RE-TENDERING

The Executive Member for Environment provided details on the result of the call in meeting of the Environment Overview and Scrutiny Committee

which was held on Thursday 6 October 2011 to consider two call ins of the decision relating to Demand Responsive Transport Re-Tendering.

Having listened to the reasons put forward by the initiators of the call ins, the Executive Member said he had agreed to halt the re-tendering process for a full review of the issues to take place before being reported back to Executive in December 2011.

RESOLVED:

That the reference back be acknowledged and that Record of Decision No. 2463 be not implemented in view of the Executive Member's offer to commission a more comprehensive review for consideration at the December 2011 meeting of Executive.

126. EXERCISE OF DELEGATED DECISIONS

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

The actions taken were as set out below:-

Finance	Minor Amendment to the Structure of Corporate Finance Finance Write off Requests
Community Services	Creation of a Housing Options/Housing Benefit Liaison Officer (temporary two year contract)
Environment	Scheme for the Recovery of Building Regulation Costs and Associated Matters

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

RESOLVED:

That the press and public be excluded from the remainder of the meeting for the following items by virtue of exempt information under the following paragraphs of Schedule 12A of the Local Government Act 1972 (as amended):

Agenda item number 18
Paragraphs 12, 13 and 15
Design and Print Review

Agenda item number 19
Paragraphs 13, 14 and 17
Acquisition of 2 Residential Premises for Demolition

128. DESIGN AND PRINT REVIEW

The Leader and Executive Member for Finance and Asset Management introduced the report which provided details on the outcome of the review of the Design and Print Unit for recommendations to be agreed for its future operation.

The Head of ICT and Customer Services provided a full background to the review including the recommendations from the Consultant who had been engaged to look at the Design and Print Unit, its performance and business plans and the future viability of the Unit in its current form.

RESOLVED:

That Option 1 be approved, to cease lithographic printing, to restructure the existing Design and Print service to focus on the provision of a high quality internal service for the Council and to cease provision of external services on a trading basis. This offered the most affordable option for the future operation of the Design and Print Service.

129. ACQUISITION OF 2 RESIDENTIAL PREMISES FOR DEMOLITION

The Executive Member for Housing recommended withdrawal of the report. The Chief Executive agreed with the proposal and provided full details to Members on the reasons.

RESOLVED:

That the report be withdrawn.

130. DURATION OF MEETING

The meeting commenced at 9.30 a.m. and ended at 11.15a.m.

131. MEMBERS OF THE PRESS AND PUBLIC IN ATTENDANCE

There was 1 member of the press in attendance.

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Chairman

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

EXECUTIVE	DATE: 18 OCTOBER 2011
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MEMBER	ITEM	MIN. NO. REFERS
Councillor A Woolley	Voluntary Sector Funding – Update Report	116
Councillor H. D. Hutchinson	Result of the call in of Executive Decision Record No. 2463 – Demand Responsive Transport Re-Tendering	125

FLINTSHIRE COUNTY COUNCIL

AGENDA ITEM NUMBER: 4

REPORT TO: **EXECUTIVE**
DATE : **15 NOVEMBER 2011**
REPORT BY: **CHIEF EXECUTIVE**
SUBJECT : **COMMUNITY STRATEGY AND LOCAL SERVICE BOARD -**
 MID YEAR REVIEW

1.00 PURPOSE OF REPORT

1.01 To seek endorsement of the ongoing work of the Flintshire Local Service Board (LSB).

2.00 BACKGROUND

2.01 The LSB under its Terms of Reference has five principal roles:

- a. Effective and trusting partnership relationships as a set of local leaders.
- b. Discharging the responsibilities of an LSB - this includes producing a meaningful and fit for purpose Community Strategy.
- c. Consistent and effective governance and performance of strategic partnerships, e.g., Children and Young People's Partnership, Community Safety Partnership, Health, Social Care and Well Being Partnership, Housing Partnership, Local Safeguarding Children Board, Regeneration Partnership and Youth Justice Service.
- d. Identifying common issues as public bodies/employers.
- e. Promoting collaboration in the design and provision of local public services and to make best economic use of local partner's resources, such as people, money, assets and technology.

2.02 The statutory requirement for the development of a Community Strategy on a partnership basis for the whole County of Flintshire was described to Members in the report presented to and endorsed by Executive on 17th February 2009. Subsequently, the Community Strategy was formally adopted by Flintshire County Council on 30th June 2010.

2.03 The Community Strategy Work Plan is based around the issues, challenges and risks identified by the 'County Vision' by Flintshire in Partnership. The Flintshire Local Service Board (LSB) have identified carbon reduction and the impact of poverty and its associated disadvantage within the County as key issues to be tackled collectively. The last updates on these projects was given to the Executive on 17th May 2011.

2.04 In addition, further work on developing a Strategic Partnership Governance Framework to provide a consistent approach to Strategic Partnership Governance has been undertaken.

Date: 09/11/2011

3.00 CONSIDERATIONS

Carbon Reduction and Adaptation

3.01 The Carbon Reduction and Adaptation Planning project has been running since 2009 and the Statement of Ambition includes:

- Achieve an 80% reduction in carbon emissions by 2050 with a year on year reduction of at least 3%.
- Understand and respond to the effects of climate change on our communities, working environments, way of life and well-being.
- Become a low carbon county as well as reducing our broader ecological footprint, this goes beyond addressing the impact of carbon emissions alone.

Progress on each of these are as follows:

3.02 Achieve an 80% reduction in carbon emissions by 2050 with a year on year reduction of at least 3%

- a) Preparation of an Action Plan to ensure continued progress - At the last meeting it was recommended that an action plan for future activity be compiled by the Carbon Reduction and Adaptation Group (CRAG), which would demonstrate measures to be taken to ensure the target remains on track.
- b) Introduction of quarterly reporting on carbon data to enable continuous monitoring against the target - At the last meeting quarterly reporting on carbon data was requested to ensure the target of a 3% reduction previously agreed would be met, and to monitor progress at regular intervals throughout the year.
- c) Extending the capture of carbon data to the issues of Transport (Fleet), Procurement, Waste - Further scope required to identify efficiencies and criteria for success.
- d) Policy Updates relating to this Ambition - nothing significant to report.

3.03 To understand and respond to the effects of climate change on our communities, working environments, way of life and well-being

- a) Three pilot projects from the Shared Risks register for Adaptation Planning to develop a single shared Climate Change Adaptation Plan including 1) Infrastructure: Road/Rail, 2) Infrastructure: Assets, 3) Community:Health impacts - elderly and vulnerable.

This work is in the early stages of scoping, the next step is to identify those organizations who can contribute towards the mitigating actions to reduce the risk and therefore increase resilience.

- b) The GIS mapping tool shows areas of surface geology which includes clay,

artificial ground, sand and gravel etc which can cause heave and subsidence to the entire Infrastructure Risk.

- c) A report was presented to the Community Profile and Partnerships Overview and Scrutiny Committee in September.
- d) The Climate Change Commission meeting held at Wrexham on 6th and 7th October received information from the Flintshire LSB on Climate Change Adaptation.
- e) Policy Update relating to this Ambition - The guidance for Climate Change Act 2008, Part 4 which requests public sector bodies to report on Adaptation Plans has been delayed and is expected later in the year. It is anticipated that the guidance will outline a stepped approach to reporting.

3.04 To become a low carbon county as well as reducing our broader ecological footprint, this goes beyond addressing the impact of carbon emissions alone

- a) There are currently 3 projects in this Ambition that are being reported.
 - Towards Exemplar Community Centres - This project provided energy advice to community centres and proved very successful highlighting efficiency savings. The project overview is now available on the FLVC website.
 - Greenfield, Holywell - Outcome Agreement - A community in Greenfield, Holywell has been selected to participate in a 'Providing Community Options Project', which will facilitate change on the basis of understanding current behaviour and lifestyles choices and their impact. This community organised a Launch Event and Open Day on Saturday 15th October 2011. Local groups were contacted to exhibit. Measures of success will be determined after the day, and at this point partner organisations may be asked for support.
 - Action for Climate Change Pathfinder Programme - This project is funded by Welsh Government and designed to help and support carbon reduction activity in the community. At the last meeting it was reported that the programme was in the final stages of determining which communities in North East Wales would benefit from this support. The outcome of this scoping session is not yet known.
- b) Policy Update relating to this Ambition – Green Deal Event 10th November 2011, Mid Wales. Green Deal is the flagship UK government initiative to increase the energy efficiency of British properties in the public and private sector.

People take out loans to have their homes made more energy efficient, and pay back over 25 years through additional charges to their energy bills. A 'golden rule' is that the savings on bills will overcome the additional cost; and when people move, the charge stays with the property. The perceived benefits of Green Deal are employment for installers and more energy efficient homes for home owners.

Maximising Opportunity - Preventing and Reducing Poverty and Disadvantage in Flintshire

- 3.05 This project focuses on benefit and debt advice, affordable credit and financial literacy. The key focus has been to identify: current benefit, debt and housing advice services in the County provided by the local authority and the voluntary sector; the local and national factors that are and / or will impact on demand for these services, and; opportunities for efficiencies in advice provision.
- 3.06 The Team working on the project includes the Chief Executive Flintshire Citizens Advice Bureau (FCAB), Lead Officers from each Directorate of Flintshire County Council and the North Wales Financial Inclusion Champion. The Team is known as the 'Flintshire Advice Management Board' (FAMB) – Core Group. Representatives from BCUHB, Probation Service, DWP and Shelter Cymru will be invited to attend Board meetings on a quarterly basis from early 2012.
- 3.07 The work is being progressed with the aim to present recommendations that will reduce duplication, make better use of resources, improve access to services for the customer and realise cash savings.
- 3.08 Since July 2011, the focus of the work has been on:
- Refreshing the role and membership of the Advice Management Board.
 - Developing an Advice Strategy – draft Strategy to be developed by early 2012.
 - Developing the Single Gateway (Universal Referral Arrangement) Pilot – This commenced on 17th October 2011 and will focus on the application forms for Discretionary Housing Payments (DHP). Completed forms will be used to identify customers that will benefit from further advice services and a single gateway service applied.
 - Developing a Single Home Visits Policy - A draft policy is being developed and a pilot will be undertaken late 2011 / early 2012.
 - Discussions with the North Wales Credit Union and All Flintshire Credit Union to identify opportunities for working together – Meeting took place on 6th October 2011.
 - Launch of the Advice Network – Took place on 20th October 2011.
 - Supporting the development of the Big Lottery Bid for the refurbishment of Terrig House as a Flintshire Connects hub.
 - Raising the Profile of the Project with CAB Cymru.

Partnership and Plan Rationalisation

North Wales Safer Communities

- 3.09 In December 2010, it was agreed as part of the North Wales Partnership Review that a Regional Safer Communities Board for North Wales would be established by no later than April 2012.
- 3.10 This Board will take responsibility for governance, regional commissioning and formal accountability and oversight of operational delivery arrangements of Community Safety Partnerships, Youth Justice Services and aspects of the Criminal Justice Board on a regional level.

- 3.11 It is envisaged that the Board will be supported by sub-regional groups, as defined by local needs. These groups will be more operational and will require service integration at a sub-regional level to ensure consistency in delivery across the region. At this level it is proposed that the following county areas work in couplets:
- Anglesey/ Gwynedd
 - Conwy/ Denbighshire
 - Flintshire/ Wrexham
- 3.12 Sub-regional differences will be recognised and respected by the Board. There will be scope to facilitate different ways of working within a sub-regional context, to reflect the diversity and needs of the region. However, the remit and scope of the sub-regional groups will be guided by the Board, to ensure consistency and commonality, in terms of performance and monitoring.
- 3.13 A further aim of the Regional Leadership Board is to facilitate the regional merger of other 'strategic' partnerships. The establishment of a Safer Communities Board will enable the testing and evaluating of a regional approach that could be applied to partnerships, such as the Children and Young People's or Health, Social Care and Well Being.
- 3.14 To support the establishment of the Safer Communities Board a Project Group has been set up, comprising of officers from all the statutory partners (as defined by Crime and Disorder 1998 Act). The Project Group has now met twice, in July and September 2011. The Project Group will meet for the final time on 6th December 2011. After this date it is envisaged that a transitional shadow board will be formed, in advance of the inaugural meeting of the Safer Communities Board which will be held before 31st March 2012.
- Welsh Government Consultation on Policy to Rationalise Plans and Partnerships
- 3.15 On 13th July, the Minister for Local Government and Communities, Carl Sargeant, made a written statement on Public Services which included reference to more effective partnership working.
- 3.16 At the Local Government Partnership Council in July, a paper was agreed setting out in more detail the Minister's intentions. This included the Welsh Government's proposals for single integrated plans, partnership rationalisation and strengthened accountability. This is a significant reform that will affect the way the statutory plans and partnerships work, and the role of the LSB.
- 3.17 The main drivers for changing present arrangements are:
- Greater clarity on the role of local service boards, including in relation to emerging regional configurations.
 - Reducing the cost of complexity and duplication.
 - Improving outcomes and delivery.
 - Strengthening accountability, performance management and scrutiny.

3.18 The key building blocks of the new policy are:

- A **robust evidence base** from which to determine the greatest priorities for action at a local level.
- A **single integrated plan**, based on an outcomes methodology, owned by the LSB. This will build on and replace the separate statutory plans which are now in place – Children and Young People, Health Social Care and Well-Being, Community Safety and the Community Strategy.
- A **significant rationalisation of partnerships**, including potential merger of adjacent LSBs, in the context of more widespread regional collaboration.
- **Strengthened accountability and scrutiny** including robust performance management.

3.19 It is anticipated that all Local Authorities have until April 2013 to put in place the four fundamental principles of the streamlined framework.

3.20 The consultation is scheduled to commence in early December 2011 and will last for a period of 12 weeks.

4.00 RECOMMENDATIONS

4.01 That the Executive support and endorse the ongoing work of the Local Service Board as outlined in this report.

5.00 FINANCIAL IMPLICATIONS

5.01 There are no financial implications directly associated with this report.

6.00 ANTI POVERTY IMPACT

6.01 There are no anti poverty implications directly associated with this report.

7.00 ENVIRONMENTAL IMPACT

7.01 There are no environmental implications directly associated with this report

8.00 EQUALITIES IMPACT

8.01 There are no equalities implications directly associated with this report.

9.00 PERSONNEL IMPLICATIONS

9.01 There are no personnel implications directly associated with this report.

10.00 CONSULTATION REQUIRED

10.01 There is no requirement for consultation to be undertaken in relation to this report.

11.00 CONSULTATION UNDERTAKEN

11.01 There was no requirement for consultation to be undertaken in relation to this report.

12.00 APPENDICES

12.01 None.

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985
BACKGROUND DOCUMENTS

None.

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FLINTSHIRE COUNTY COUNCIL

AGENDA ITEM NUMBER: 6

REPORT TO: **EXECUTIVE**
DATE : **15 NOVEMBER 2011**
REPORT BY: **HEAD OF ICT AND CUSTOMER SERVICES**
SUBJECT : **INFORMATION AND COMMUNICATIONS TECHNOLOGY**
 (ICT) STRATEGY - UPDATE

1.00 PURPOSE OF REPORT

1.01 To provide Executive with an update on progress with the implementation of the Corporate Information and Communications Technology (ICT) Strategy.

2.00 BACKGROUND

2.01 The Council's ICT Strategy is a four year strategy which defines the use of ICT to support the Council's priorities and services. The strategy is supported by an action plan with key milestones and allocated lead officer responsibility. The annual ICT service plan is informed by (i) the published strategy, (ii) the Council's Improvement Priorities and (iii) key Flintshire Futures corporate change projects and service review outcomes.

2.02 Progress in implementing the strategy is overseen by the Corporate Management Team and the Member/Officer ICT Panel. Regular update reports are provided to the Executive.

2.03 Under the Council's business planning arrangements the ICT Strategy is a fundamental element of the Governance Framework and supports the priorities of the Council and directorate service plans.

3.00 CONSIDERATIONS

3.01 The strategy is built around the 5 C's -

- Change
- Customer
- Capacity
- Collaboration
- Consolidation

3.02 **Collaboration:** There has been a great deal of progress on collaboration on a sub-regional basis with neighbouring Councils, regionally across North Wales and nationally across Wales as a whole.

3.03 At a sub-regional level, the joint procurement of the Purchase to Pay (P2P) system with Wrexham has been completed and the system, which will drive efficiencies and

Date: 09/11/2011

savings in relation to procurement, is being implemented and due to go live in Corporate Services in November and rolled out across the rest of the Council from April. The selected system is already in use in Denbighshire and they are assisting with the implementation based on their experience and lessons learnt.

- 3.04 There is also work being undertaken with Wrexham to look at sharing datacentre resources. This is at an early stage of development at the moment.
- 3.05 At a regional level, the North Wales Heads of ICT have identified several areas where there is considerable potential for collaboration. A European Structural Fund (ESF) bid to fund a project manager to take forward ICT collaboration across North Wales has been successful. The project manager has been in post for three months and progress has been made in moving key identified projects forward. These include:
- Desktop Hardware Standardisation
 - Desktop Software Standardisation
 - Shared Service Desk
 - Disaster Recover
 - Web Content Management System

Flintshire has senior representation on all projects and sponsor or lead role on a number demonstrating the commitment to regional working

- 3.06 To support the collaborative work programme for Education it is proposed to consolidate ICT systems and provide system support and hosting from a single Council. A selection process is in progress and Flintshire have offered to provide the regional service.
- 3.07 At a National level, the Head of ICT and Customer Services has now accepted a position on the Welsh Government Chief Information Officer (CIO) Council for Wales. This will allow local government views to be taken account of within the national ICT Strategy for Public Sector in Wales as well as representing the interests of the 6 North Wales Councils. Flintshire is also represented on the Public Sector Infrastructure Design Authority Group also led by the CIO Council to represent the views of the technical ICT community on the proposals for a national ICT infrastructure within Wales.
- 3.08 Since the last update report to Executive considerable progress has been made within the other parts of the strategy in relation to Change, Customer, Capacity and Consolidation.
- 3.09 In the 2011/12 ICT Service Plan we have set a target for reducing the number of help desk calls, which in lean and systems thinking terminology would be termed as failure demand. Currently call volumes month on month are increasing. We will be undertaking work to identify underlying causes of this increase and looking at how we can address these. The Self Service Password reset solution one way of reducing

help desk calls was re-launched in June to simplify the enrolment and reset functions in order to gain a higher level of user's using the solution. This was launched prior to the summer holidays in order to try to reduce the dependence on the helpdesk in September when there is a higher demand for password resets. Around 80% of ICT Service users are now using the system with the target being 100%. In relation to satisfaction with the helpdesk and second level support immediately following incident resolution, we have maintained high levels of performance with the overall service provided by the helpdesk scoring an average of 4.9 out of a maximum of 5.0, and for second level support 5.0.

- 3.10 As referred to previously, as part of the Flintshire Futures Procurement work stream, the eProcurement project P2P is now well underway and all infrastructure is now in place to support this key project. The P2P system, which automates the procurement process from order raising to payment; streamlining the process and strengthening controls in relation to supplier choice, budget coding and authorisation, is linked to the national xchangewales hub which will provide electronic catalogues, supplier details, tendering and on-line auction facilities.
- 3.11 ICT has worked with HR in developing online establishment control forms which have contributed to a significant reduction in the elapsed time taken to implement changes to workforce data within directorates.
- 3.12 The division has completed the procurement of an Electronic Document and Record Management System (EDRMS) system which will provide a Council-wide document management system integrated to key business systems supporting many key projects particularly the Assets stream of Flintshire Futures and Agile Working. The system is now being implemented with integration to key systems. The chosen system is in use in four North Wales Councils so again opportunities for collaborative development and support will be investigated.
- 3.13 Local Land and Property Gazetteers (LLPGs) are local repositories of address information created by councils who are ultimately responsible for creating addresses. Each council then sends updates to a central hub in order to create a national dataset known as the National Land and Property Gazetteer (NLPG). Complete, accurate and joined up address data is the foundation of reliable and integrated service delivery. Historically, councils have procured address validation systems from 3rd party providers in order to validate addresses in property based business systems. Services have also built up their own local databases with no mechanism for checking of accuracy. Through a range of integration options it is now possible to link business systems with our own LLPG and reduce reliance and associated costs of integration with 3rd party address systems. This integration has been achieved with the electoral registration system, council tax and benefits, and many in house developed applications. Work is currently underway to link with our other major property based systems. Inaccurate address data can lead to inefficiencies in operation and service delivery resulting in unnecessary financial costs, delays and mistakes. In some areas such as Council Tax and Benefits, there can be financial penalties for incorrect addressing. The more accurate the address data, the more beneficial for the council and its customers. A grading system

established by the Welsh Government grades each Council on the quality of their data and feeds to the NLPG. This month Flintshire was awarded Gold status the second highest of the six categories in the scheme.

- 3.14 A major upgrade has taken place of the Council's corporate financial systems to provide a modern web based user interface, additional functionality around budget monitoring and required support for the P2P system.
- 3.15 A Customer Relationship Management (CRM) system has been developed to support the Street Scene service in terms of customer contact. The system will take customer contacts from all channels whether this be face to face, telephone or electronic, pass to the relevant service and back office system and monitor progress. Contact not dealt with will be flagged and escalated as required. As well as providing improved performance management information the system will provide a customer view of calls, service requests and progress. The system will be used in the future for all forms of customer access in including Flintshire Connects.
- 3.16 The roll-out of the Wireless Access facilities at County Hall has progressed well with access points covering the following areas:
- Council Chamber
 - All meeting rooms on ground floor at phase 1/2 (i.e. Alyn & Deeside room etc)
 - Main Reception
 - Members corridor
 - Conference Room 1
 - Bridge link
 - Cabinet Room
 - Education ICT Unit

The Guest access provides internet based access and Members, customers and visitors can use their own devices such as laptops, iPads etc. Roadshows for staff and members have been organised. A guest user ID can be requested from Main Reception or by calling Customer Services. Training has been provided to Reception and Customer Services staff to set up guest ID's and signage will be rolled out at locations where Wireless access is available shortly. The guest facility is now available and working, secure access to the corporate facilities is being configured ready for the end of November. Guest access is being used and examples of this are: Estyn inspectors, ICT Consultants, External audit and Members.

4.00 RECOMMENDATIONS

- 4.01 That Executive note the progress being made in the implementation of the Council's ICT Strategy.

5.00 FINANCIAL IMPLICATIONS

- 5.01 None directly from this report.

6.00 ANTI POVERTY IMPACT

6.01 None directly from this report.

7.00 ENVIRONMENTAL IMPACT

7.01 None directly from this report.

8.00 EQUALITIES IMPACT

8.01 None directly from this report.

9.00 PERSONNEL IMPLICATIONS

9.01 None directly from this report.

10.00 CONSULTATION REQUIRED

10.01 None.

11.00 CONSULTATION UNDERTAKEN

11.01 None.

12.00 APPENDICES

12.01 None.

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

None.

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FLINTSHIRE COUNTY COUNCIL

AGENDA ITEM NUMBER: 8

REPORT TO: **EXECUTIVE**
DATE : **15 NOVEMBER 2011**
REPORT BY: **HEAD OF FINANCE**
SUBJECT : **REVENUE BUDGET MONITORING 2011/12 (MONTH 5)**

1.00 PURPOSE OF REPORT

1.01 To provide members with the most up to date revenue budget monitoring information (Month 5) for the Council Fund and the Housing Revenue Account in 2011/12.

1.02 INDEX OF CONTENTS

Section 2	Executive Summary
Paragraph 3.01	Council Fund Summary Table
Paragraph 3.07	Programme of Efficiencies
Paragraph 3.08	Risks and Assumptions
Section 4	Non Standard Inflation / Central Contingencies
Section 5	Unearmarked Reserves
Section 6	Housing Revenue Account
Appendix 1	Council Fund - Movement in Variances from Month 4
Appendix 2	Community Services - Variances Summary
Appendix 3	Environment - Variances Summary
Appendix 4	Lifelong Learning - Variances Summary
Appendix 5	Corporate Services - Variances Summary
Appendix 6	Central & Corporate Finance - Variances Summary
Appendix 7	Council Fund Unearmarked Reserves Summary
Appendix 8	Housing Revenue Account - Variances Summary
Appendix 9	Council Fund - Achievement of Efficiencies

2.00 EXECUTIVE SUMMARY

2.01 Members are requested to note the projected year end position as estimated at Month 5 which is :

- Council Fund - Net overspend of £0.233m
- Housing Revenue Account - Net underspend of £0.001m

3.00 CONSIDERATIONS

COUNCIL FUND

3.01 The table below shows a projected in-year overspend of £0.233m.

Date: 09/11/2011

TOTAL EXPENDITURE AND INCOME	Original Budget	Revised Budget	In-Year Over / (Under) spend		Non Ring-fenced		Ring-fenced	
			Month 4	Month 5	Month 4	Month 5	Month 4	Month 5
	£m	£m	£m	£m	£m	£m	£m	£m
Directorates								
Community Services	57.374	57.093	(0.594)	(0.393)	(0.293)	(0.132)	(0.301)	(0.261)
Environment	32.262	32.480	(0.208)	(0.074)	(0.208)	(0.074)	-	-
Lifelong Learning	109.110	109.080	0.931	0.917	1.027	1.230	(0.096)	(0.313)
Corporate Services	16.436	17.580	0.057	0.085	0.057	0.085		
Total Directorates	215.182	216.233	0.186	0.535	0.583	1.109	(0.397)	(0.574)
Central and Corporate Finance	26.190	25.139	(0.530)	(0.302)	(0.530)	(0.302)		
Total	241.372	241.372	(0.344)	0.233	0.053	0.807	(0.397)	(0.574)

- 3.02 The Original Budget column reflects the budget approved by Council on the 1st March 2011. The Revised Budget column reflects in-year virements which have been approved in compliance with Financial Procedure Rules. The Revised Budget now reflects that the £1.182m carried forward into 2011/12 from the original Flintshire Futures Ringfenced Reserve of £1.952m set up in 2010/11 has been fully allocated as indicated in the 2010/11 Outturn Report. The revised budget also now includes a number of technical adjustments such as the allocations for central contingencies such as Exit Costs and non-standard inflation and the allocation of efficiencies such as Cost of Employment.
- 3.03 The significant in-year projected variances to date are detailed in Appendices 2 - 6 (Council Fund), and Appendix 8 (HRA), and in addition to giving the reasons for the variances, the actions required to address each variance is provided. The significant changes for the Council Fund from Month 4 are detailed in Appendix 1.
- 3.04 The net overspend of £0.233m is made up of £0.535m overspend on services offset by a contribution of £0.302m from Central and Corporate Finance.
- 3.05 The Out of County Placement budget (ring-fenced) is currently projected to underspend by £0.384m (by £0.071m and £0.313m within Community Services and Lifelong Learning respectively). This projection is based on existing placements up until March 2012 and also reflects some reductions in payments to providers following renegotiation of contracts. The projected outturn also reflects the approval of a £1.255m budget pressure during the 2011/12 budget process. The task and finish group are continuing their work with regard to improving processes, benchmarking and the North Wales project focusing on high cost placements. This budget will continue to be monitored very closely due to the volatility of the risks and assumptions (see 3.07).

PROGRAMME OF EFFICIENCIES

- 3.06 The 2011/12 budget contained £8.920m of specific efficiencies. Appendix 8 shows the progress made against the achievement of each of these efficiencies which is summarised in the table below. Efficiencies amounting to £5.717m (64%) have either

already been achieved or are projected to be achieved in full at this stage. The impact on the projected outturn of this analysis has been included in the overall Month 5 projection

Status of Efficiency	£M	%age
ALREADY ACHIEVED	3.132	35
EXPECTED TO BE ACHIEVED IN FULL	2.585	29
ACHIEVABLE IN PART	2.839	32
NOT ACHIEVABLE	0.364	4
Total	8.920	100

- 3.07 Work is currently being undertaken relating to the efficiencies of £0.364m (4%) that have been categorised as not achievable in 2011/12 and the efficiencies of £2.839m (32%) that are only achievable in part in 2011/12 to assess whether they will either be achieved in 2012/13 or included as pressures in the 2012/13 budget proposals. The increase in efficiencies categorised as 'Achievable in Part' compared to Month 3 largely relates to the re-categorisation of the £1.000m Cost of Employment efficiency. As reported in the budget monitoring this is now projected to achieve £0.755m worth of efficiencies due to delays in negotiations of the Terms and Conditions element. This efficiency had previously been reported as 'Expected to be Achieved in Full'.

RISKS / ASSUMPTIONS

- 3.08 The in-year over / (under) spends shown in the table at paragraph 3.01 reflect the following risks and assumptions :-

1. Community Services

- Social Services for Adults
 - o Projections based on current client numbers / care packages
 - o Demand led services susceptible to changes outside the Directorate's control e.g. severity of winter, flu epidemics
 - o Local Health Board income cannot be guaranteed at the levels assumed
- Development & Resources
 - o Domiciliary and Property client income is dependent on individual client circumstances
 - o Wider economic recession may have an impact
- Social Services for Children - Out of County Placements
 - o Length of current placements uncertain - court led timeframes

- o Number of new placements difficult to predict - needs led
- o High cost of any new placements can have an adverse impact on outturn
- o Uncertainty of income level from Local Health Board
- Social Services for Children - Family Placement
 - o Service dependent on sufficient numbers of carers being attracted and retained
- Other Residential - Care for Children with Disabilities
 - o Timing of new service at Arosfa becoming operational - delays would impact on the projected outturn position

2. Lifelong Learning

- Out of County Placements
 - o Uncertainty of lengths of current placements
 - o Difficult to predict number of new placements
 - o High cost of any new placements can have an adverse impact on outturn
 - o Varying income levels from Local Health Board
- Youth & Community Services
 - o There is urgent repair work required at Mynydd Isa Community Centre to replace the heating system. The estimated cost for this is not included in the projected outturn as there is a bid in place to secure capital funding.
- Primary and Secondary Non-Delegated budgets
 - o Negotiations with Primary Schools will commence in September regarding the maternity payments. The outcome of these discussions will be reported in future monitoring reports.
 - o Service Level Agreements with schools have recently been received in full and the effect on non-delegated budgets are currently being analysed.
- Facilities Service - Schools Catering
 - o Further industrial action effecting schools would result in further loss of income for the School Catering Service.

4.00 NON STANDARD INFLATION/CENTRAL CONTINGENCIES

NON STANDARD INFLATION

4.01 Included in the budget are the following amounts relating to non standard inflation:

- £0.060m for fuel costs - this is currently projected to be required in full
- £0.037m for energy for street lighting - this is now not projected to be required and is recorded as an underspend within Central and Corporate
- £0.450m for other energy costs - this is currently projected to be required in full and the majority of this amount has already been released

These budgets continue to be monitored closely and the funds will be released when a full assessment of the need has been completed.

CENTRAL CONTINGENCIES

4.02 The budget for 2011/12 included base budget provision of £0.337m in respect of increased employers pension contribution and £0.150m relating to the review of relief staff. These amounts are currently held centrally pending further detailed work. A further one-off contingency of £2.159m was also included in the 2011/12 budget relating to one-off exit costs associated with service modernisation. A full assessment of this one-off contingency is currently being finalised and will be reported on in future monitoring reports.

5.00 UNEARMARKED RESERVES

5.01 The 2010/11 final outturn reported to Executive on 19th July showed unearmarked reserves at 31st March 2011 (above the base level of £5.476m) of £2.099m.

5.02 Appendix 7 details the movements to date on unearmarked reserves and the level of contingency sum available. As a result of these movements, the estimated amount currently projected in the Contingency Reserve is £0.253m. The Contingency Reserve is held to meet :

- (a) Organisational re-design and modernisation of services
- (b) Invest to Save initiatives
- (c) Additional costs on ringfenced and / or volatile budgets

6.00 HOUSING REVENUE ACCOUNT

6.01 On 15th February 2011, the Council approved a Housing Revenue Account (HRA) budget for 2011/12 of £25.262m. The budget provided for a closing balance of £1.251m, which at 5.2 % of total expenditure satisfies the prudent approach of ensuring a minimum level of 3 %.

- 6.02 The 2010/11 final outturn reported to Executive on 19th July 2011 showed a closing balance at the end of 2010/11 of £1.487m (subject to audit) which was £0.236m higher than when the 2011/12 budget was set. This had the effect of increasing the closing balance for 2011/12 by the same amount.
- 6.03 The overall projected underspend of £0.001m represents a decrease of £0.047m on the position at Month 4. The HRA shows a closing balance at Period 5 of £1.121m which at 4.4 % of total expenditure satisfies the prudent approach of ensuring a minimum level of 3 %.
- 6.04 Appendix 8 details the reasons for significant variances occurring to date and the actions planned to deal with them.

Risks Assumptions (HRA)

- 6.05 The in year over / (under) spends shown in Appendix 8 reflect the following risks and assumptions :-
- The average cost of repairing a vacant property is £500 per property more than 2010/11 and turnover of vacant properties has increased in Quarter 1 this year compared to last year. Should this continue it will mean a further pressure on repairs to vacant properties.
 - We are currently projecting that vacant property income losses will be at 2 % of rental income by the end of September 2011. If the average cost and numbers of vacant properties continues to increase this target will become difficult to achieve.
 - If the weather conditions are as severe as the winter last year, there will be a further pressure on call outs and emergency repairs.

7.00 RECOMMENDATIONS

- 7.01 Members are recommended to:-
- a) Note the overall report.
 - b) Note the Council Fund Contingency Sum available as at 31st March 2012. (Section 5).
 - c) Note the projected final level of balances on the Housing Revenue Account. (para 6.03)

8.00 FINANCIAL IMPLICATIONS

- 8.01 The financial implications are as set out in Sections 3.00 - 6.00 of the report.

9.00 ANTI-POVERTY/ENVIRONMENTAL IMPACT

9.01 None.

10.00 PERSONNEL IMPLICATIONS

10.01 None.

11.00 CONSULTATION UNDERTAKEN

11.01 None.

12.00 APPENDICES

12.01 Council Fund - Movement in Variances from Month 4 - Appendix 1
Council Fund Variances - Appendices 2 - 6
Council Fund - Movements on unearmarked reserves - Appendix 7
Housing Revenue Account Variances - Appendix 8
Council Fund - Achievement of Efficiencies - Appendix 9

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985
BACKGROUND DOCUMENTS

Month 5 Monitoring Papers

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COUNCIL FUND - REVENUE BUDGET 2010/11
FLINTSHIRE COUNTY COUNCIL

Budget Monitoring (Month 5)
Summary of Movement from Month 4

	£M	£M
Month 4		
Out of County Ringfenced Budget	(0.243)	
Service Directorates	0.429	
Central and Corporate Finance	(0.530)	
Variance as per Executive Report		(0.344)
Month 5		
Out of County Ringfenced Budget	(0.384)	
Service Directorates	0.919	
Central and Corporate Finance	(0.302)	
Variance as per Directorate Returns		0.233
Change Requiring Explanation		0.577
<u>Community Services</u>		
<ul style="list-style-type: none"> • Day Services (Services for Older People) - Reduction in underspend due to pension fund strain and transfer of budget to Domiciliary Services. 0.040 • Living Well (Services for Older People) - Reduction in projected underspend due to transfer of budget to Domiciliary Services 0.030 • Residential Services (Services for Older People) - Reduction in projected overspend due to a reduction in projected internal and agency staff costs (0.108) • Domiciliary Support (Physical Disability and Sensory Impairment) - Reduction in overspend following a review of the impact of direct payment clients on domiciliary and residential services resulting in a budget transfer (as reported at Month 4) (0.099) • Residential Services (Physical Disability and Sensory Impairment) - Reduction in projected underspend due to the transfer of budget described above. This has been partly offset by an increase in projected income from the shortfall reported at Month 4. 0.053 • Community Living (Learning Disability Services) - Reduction in underspend to the following factors: <ul style="list-style-type: none"> • Increased costs within Support Living for agency costs 0.146 • Commitment for dilapidations for Ty Mesen • Additional Client costs for Jasmine Court bungalows • Transfer of vacancy savings to cost of employment initiative • Business Services Income (Development and Resources) - Reduced underspend due to transfer of savings to cost of employment initiative 0.084 • Out of County (Children's Services) - Reduced underspend due to the net effect of changes to a number of placements 0.076 • Renovation Grants (Housing Services) - Reduced underspend due to transfer of savings to cost of employment initiative 0.071 • Other minor changes of less than £30k (0.092) 		0.201
<u>Environment</u>		
<ul style="list-style-type: none"> • Transportation - Increased savings on Bus Operator payments for Bus Subsidies (0.038) 		

• Neighbourhood Services - Impact of not implementing Streetscene service structure by 1st October 2011	0.066
• Waste Services - Managed Weekly Collection now on a five day (rather than six day) working pattern following recent ballot alongside the impact of not implementing the Streetscene service structure by 1st October 2011	0.077
• Public Protection - Increased net vacancy savings ahead of service review implementation	(0.050)
• Minor changes of less than £25k	0.079
	0.134
<u>Lifelong Learning</u>	
• Out of County (Special) - The increase in the underspend is due to 6 placements ending, increased BCUHB funding and the reduction in the cost of a number of placements following the involvement of Commercial and Clinical Solutions	(0.217)
• Inclusion Services - Increased pressure on this budget due to the increased demand for pupil support in schools	0.050
• Service Units - The September figures are showing an increase in take-up for Free School Meals	0.058
• Facilities Services - Increase in projected overspend due to the following factors Loss of income following loss of contract for cleaning and security at the law courts pending corresponding service changes	0.108
• September figures indicated that the take up of school meals has been less than anticipated September figures showed a higher than average level of sickness rates amongst school cooks	
• Minor changes of less than £25k	(0.013)
	(0.014)
<u>Corporate Services</u>	
• Other Variances less than £25k	0.028
	0.028
<u>Central and Corporate</u>	
• Corporate Other - Delays in negotiations for the Terms and Conditions element of the Cost of Employment project are now projected to lead to a £0.245m shortfall in achieving the full efficiency this year	0.245
• Other Variances across Central and Corporate of less than £25k	(0.017)
	0.228
Total changes	0.577

COMMUNITY SERVICES

APPENDIX 2

Budget Monitoring 2011/12 (Month 5)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Day Services (Services for Older People)	1.263	1.169	(0.094)	(0.134)	Mostly due to savings from a number of vacant posts. The movement from period 4 is due to a pension fund strain (£0.016m) and a transfer of budget to Domiciliary Services (£0.023m)	Keep under review pending completion of Transforming Social Services for Adults (TSSA) programme. The pension fund strain is a one off charge.
Domiciliary Support (Services for Older People)	7.582	7.730	0.148	0.148	Increase in complexity of need and number of clients supported to live at home. This is resulting in an Increase in the amount of support to clients in need of double manning and complex care which has a significant impact on cost.	Continual review of individual care packages will contribute to reducing the overspend. Trend analysis continues to be used to improve projections of service demand.
					The movement from period 4 is due to a transfer of addition budget (£0.050m) offset by two new Direct Payment clients and a steadily increasing average weekly cost of domiciliary care provision.	Task and finish group is ongoing to consolidate data to assess the impact of measures, including the introduction of a maximum weekly charge by the Wales Government, on future projections.

COMMUNITY SERVICES

APPENDIX 2

Budget Monitoring 2011/12 (Month 5)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Living Well (Services for Older People)	0.091	0.067	(0.024)	(0.054)	Reduced staffing levels due to maternity leave and vacancy have also resulted in corresponding saving on staff transport costs. In period 5 budget has been transferred to Domiciliary Care (£0.027m)	The current service provision is being reviewed and may result in changes to the service provision.
Residential Services (Services for Older People) cont...	8.390	8.697	0.307	0.415	<p>The cost of covering for staff leave within this statutory service, (e.g. annual or sick leave), continues to be an issue resulting in a net overspend on staff costs. A reduction in projected internal and agency staff costs has contributed significantly (£0.091m) to the reduction from the period 4 projected outturn offset by an increase in premises costs. The balance is mostly due to a small reduction in the cost of purchased care.</p> <p>The impact of unachievable corporate energy efficiency savings (£0.010m) , as well as internal & catering cleaning costs above inflation, (£0.143m) are contributing to the projected overspend position.</p>	<p>Use is being made of temporary capacity, as it arises in other areas, to reduce the need for agency staff. Whilst this is not expected to resolve the issue fully it is already having a positive impact in reducing agency costs.</p> <p>Actions in place to review all expenditure in this area.</p>

COMMUNITY SERVICES

APPENDIX 2

Budget Monitoring 2011/12 (Month 5)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
...cont Residential Services (Services for Older People)					Purchased residential care is projected to overspend mainly due to an additional week of payments in 2011/12 which is a 53 week year (impact approximately £0.145m).	
Professional Support (Services for Older People)	2.946	2.783	(0.163)	(0.148)	The projected underspend is due to a number of vacant posts (£0.179m) offset by minor overspends in other areas. The change from period 4 is due to budget (£0.015m) transferred to the LD Service.	The service is being reviewed as part of Transforming Adult Services.
Domiciliary Support (Physical Disability and Sensory Impairment) cont...	1.591	1.551	(0.040)	0.059	The projected overspend in this service is mainly within the direct payments budget (£0.084m). Part of this is due to increased hourly rates not matched by an increased budget (estimated to be between £0.010m and £0.015m) with the balance made up of new clients and changes to existing care packages.	All care packages are being reviewed to ensure that they remain appropriate; this may, in some cases, lead to a reduction in payments.

COMMUNITY SERVICES

APPENDIX 2

Budget Monitoring 2011/12 (Month 5)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
....cont Domiciliary Support (Physical Disability and Sensory Impairment)					The reduction in overspend in period 5 follows a budget transfer from Residential (£0.070m). This resulted from a review (as reported in period 4) of the impact of direct payment clients on both the domiciliary and residential budgets. the service also benefited from additional income (£0.015m). These were offset by additional client costs (£0.015m).	Continue to keep under review.
Residential Services (Physical Disability and Sensory Impairment)	0.882	0.851	(0.031)	(0.084)	The transfer of budget to the Domiciliary Service has resulted in a reduced underspend for purchased care. This is offset by a projected under achievement of income (£0.021m) the outlook for which has improved since period 4.	A review is being undertaken to determine whether clients that would, if not for direct payments, have been charged to the Residential Services budget are being charged to the Domiciliary Support Service budget; a budget virement will follow if appropriate.
Professional Support (Physical Disability and Sensory Impairment) cont...	1.488	1.610	0.122	0.104	This mainly relates to additional staff and agency costs required to meet an increase in the waiting list for OT assessment and support. The increase in projected outturn in period 5 reflects the use of a vacancy saving to meet vacancy saving targets.	A review is being undertaken with the aim of reducing the need for agency staff. Review the Service Level Agreement.

COMMUNITY SERVICES

APPENDIX 2

Budget Monitoring 2011/12 (Month 5)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
....cont Professional Support (Physical Disability and Sensory Impairment)					Also reflected are escalating costs regarding a Service Level Agreement with a Third Sector care provider (£0.017m) and a budget shortfall for the costs of the Emergency Duty Team (£0.019m). These are offset by additional income (£0.031m).	Review budget allocations.
Community Living (Learning Disability Services)	9.363	9.254	(0.109)	(0.255)	The underspend is due to a number of reasons including vacant posts, reduced spending on supplies and services and purchase of care. The movement since period 4 includes additional backdated CHC income for two clients (£0.130m) which is offset by increased costs within Supported Living for Premier agency costs (£0.027m), a commitment for dilapidations for Ty Mesen (£0.043m) and additional client costs (£0.096m) for the Jasmine Court bungalows due to a dispute with Health regarding Continuing Health Care (CHC) funding. Additionally vacancy savings have been transferred to the cost of employment initiative.	Continue work on the identification of new clients to move into supported living service. Continual review of care to existing clients. Continued monitoring and negotiation with Health of CHC packages. In dispute with Health on funding of some care packages.

COMMUNITY SERVICES

APPENDIX 2

Budget Monitoring 2011/12 (Month 5)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Work Opportunities (Learning Disability Services)	1.883	1.845	(0.038)	(0.034)	Vacancy savings (£0.101m) offset by a projected shortfall in income of (£0.053m).	Continue to monitor.
Day Services (Learning Disability Services)	0.963	0.933	(0.030)	(0.029)	Projected underspend on employee costs together with a reduction in the use of independent sector relief staff (£0.047m) offset by overspends in other areas but mostly client transport.	Continue to monitor.
Ringfenced Budgets (Mental Health)	0.324	0.166	(0.158)	(0.156)	Projections reflect current client packages for 2011/12.	Keep under review - potential volatility due to changes in client numbers and demands at short notice from prison or courts.
Business Services Income (Development & Resources) cont....	(1.511)	(1.700)	(0.189)	(0.273)	This is due to six weeks of income at the old, higher, rate being received in 2011/12 due to the timing of debtor invoices.	This income is one-off.

COMMUNITY SERVICES

APPENDIX 2

Budget Monitoring 2011/12 (Month 5)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
....cont Business Services Income (Development & Resources)					The additional income projected in period 4 is based on an average of the weekly income levels (excluding the first 6 weeks as above). It is estimated that £0.050m is due to charging for meals. The change since period 4 is mostly due to an increase in the budget (£0.086m) to meet part of the costs of employment efficiencies.	Continue to review the average weekly income. The budget increase will be recurring.
Management & Support (Development & Resources)	0.553	0.554	0.001	(0.024)	Mostly due to the Director's post remaining vacant until the 18th July.	Not recurring.
Vacancy Management (Development & Resources)	(0.072)	0.000	0.072	0.100	This is exceeded by vacancy savings within the Directorate.	As stated in period 4 budget virement has been undertaken; the balance relates to Children Services and a virement will be undertaken to zero this amount prior to period 6 but consequently reducing staff cost savings in Children Services.

COMMUNITY SERVICES

APPENDIX 2

Budget Monitoring 2011/12 (Month 5)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Family Placement (Children's Services)	1.775	2.035	0.260	0.252	The projected overspend is mainly as a result of an increase in the number of foster care places within the service. The overspend includes the estimated effect of the additional week included in 2011/12	This reflects a positive outcome which should in time reduce expenditure in other budgets. An invest to save initiative should have a positive impact during 2011/12 although it is too early to quantify this yet.
Professional Support (Children's Services)	5.272	5.304	0.032	0.032	The improvement since period 4 is due to budgets being transferred into Professional Support from other areas within Children Services.	Work is being undertaken to review the use of agency staff.

COMMUNITY SERVICES

APPENDIX 2

Budget Monitoring 2011/12 (Month 5)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Out of County Pooled Budget (Children's Services)	4.057	3.986	(0.071)	(0.147)	Revised projection based on updated information on existing placements up until March 2012. This reflects initial reductions in payments to providers following re-negotiation of contracts. The movement since period 4 reflects the net impact of a number of changes to placements	<p>The task and finish group are continuing their work and benchmarking work has been completed. The focus of high cost placements is now a North Wales project and meetings have taken place.</p> <p>External consultants have been commissioned to assist with the negotiation process with providers within Flintshire and to make recommendations regarding the current processes deployed.</p>
Homelessness (General) (Housing Services)	0.450	0.395	(0.055)	(0.068)	<p>£0.045m savings as vacancies will not be filled until Autumn.</p> <p>An additional £0.020m contribution from Supporting People for the sheltered Housing improvement project</p>	
Renovation Grants (Housing Services)	(0.194)	(0.205)	(0.011)	(0.082)	£0.083m savings as vacancies will not be filled until Autumn also, 50% of surveyor salary costs have been capitalised.	Approval of the proposed new structure.

COMMUNITY SERVICES

APPENDIX 2

Budget Monitoring 2011/12 (Month 5)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Resident Wardens (Housing Services)	1.251	1.140	(0.111)	(0.124)	£0.175m projected under spend as vacancies will not be filled until the new structure is in place in 2012/13.	Approval of the proposed new structure.
					Alarms maintenance contract profiled to overspend by £0.030m based on increased call out repairs to alarms in Q1.	
Other variances (aggregate)	8.746	8.535	(0.211)	(0.092)	Various minor variances.	Continue to review but not expected to be recurrent.
Total :	57.093	56.700	(0.393)	(0.594)		

ENVIRONMENT

APPENDIX 3

Budget Monitoring 2011/12 (Month 5)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Industrial Units	(1.616)	(1.433)	0.183	0.159	Shortfall of £0.283m from Industrial Estate Rental Income. The latest tenant listing report shows that over 17.5% of our industrial properties are currently vacant. Repairs & Maintenance projected to exceed budget by £0.044m. Salary savings of £0.110m mitigate some of the above shortfalls.	Maximise occupancy levels throughout industrial units.
Property Holdings	0.154	0.108	(0.046)	(0.057)	New tenancy agreement for Newtech Square leading to rental income of £0.043m and a reduction in NNDR payable by the authority of £0.032m.	
Property Asset	0.826	0.785	(0.041)	(0.064)	Net vacancy savings	
Regulatory Services	0.309	0.248	(0.061)	(0.082)	Over recovery on Streetworks income	
Transportation	1.586	1.448	(0.138)	(0.100)	Savings on Bus Operator payments for Bus Subsidies.	
Neighbourhood Services	0.942	1.008	0.066	0.000	Impact of not implementing the Streetscene service structure by 1st October 2011	Implement new structure within current financial year

ENVIRONMENT

APPENDIX 3

Budget Monitoring 2011/12 (Month 5)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Waste Collection, Waste Disposal, Recycling, Sustainable Waste Management Grant, Civic Amenity Sites and Waste Collection - Trading Account	9.923	9.998	0.075	(0.002)	The full roll out of the Managed Weekly Collection service will commence from November, on a five day work pattern, rather than six, reflecting the outcome of the Streetscene ballot. In addition, the variance also reflects the impact of not implementing the Streetscene service structure by 1st October 2011.	
Planning Control	0.362	0.440	0.078	0.078	Costs awarded against the Council in relation to the Public Inquiry for the proposed development on Ruthin Road, Mold	It is anticipated that vacancy savings from other areas of Planning Services can assist with negating this variance over the remainder of the year.
Management Support & Performance	1.457	1.421	(0.036)	(0.040)	Vacancy savings ahead of service review	
Public Protection	3.310	3.193	(0.117)	(0.067)	Net vacancy savings ahead of service review implementation, together with in-year leavers from posts within the new structure	
Other variances (aggregate)	15.227	15.190	(0.037)	(0.033)	A number of variances of no more than £0.035m individually.	
Total :	32.480	32.406	(0.074)	(0.208)		

Budget Monitoring 2011/12 (Month 5)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Out of County (Special – ringfenced budget)	3.090	2.777	(0.313)	(0.096)	<p>Revised projection based on updated information on existing placements up until March 2012. This reflects initial reductions in payments to providers following re-negotiation of contracts.</p> <p>Following notification at Inclusion Senior Management Team (ISMT), 6 placements ended during the Summer Term.</p> <p>Agreements for further income of £35k from the University Health Board for joint funded payments have been received.</p> <p>3 high cost placement have been heavily reduced and others have been slightly reduced following the involvement of Commercial and Clinical Solutions. Discussions are still ongoing with current placements.</p>	<p>The task and finish group are continuing their work and benchmarking work has been completed. The focus of high cost placements is now a North Wales project and meetings have taken place.</p> <p>External consultants have been commissioned to assist with the negotiation process with providers within Flintshire and to make recommendations regarding the current processes deployed.</p>

Budget Monitoring 2011/12 (Month 5)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Leisure Services cont....	3.299	3.458	0.159	0.163	Within Leisure Services, Deeside Leisure Centre will suffer a loss of income due to closures caused by redevelopment of £0.061m.	Other methods of recovering this overspend are being explored and have so far contributed £22k.
					A large number of efficiencies and reduction of overspends which totalled £561k were made in the Leisure Service through Flintshire Futures and most of the expected savings are likely to be achieved. The one efficiency that will not be made during 2011-12 relates to the original staff re-organisation plan being delayed for 12 months for full review. This has caused many of the posts in the original plan to be appointed on 12 month temporary posts whilst the new organisational chart is being created. The on-going effects of this are still cascading their way through the service but the most recent calculations show this is estimated to cause a one off £0.121m overspend in 2011/12.	Staffing restructure plan is currently being devised.

Budget Monitoring 2011/12 (Month 5)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
cont.... Leisure Services					The Energy Unit has advised that Gas price increases of up to 35% are to be expected this year. This affects all services that have premises, particularly Leisure. This is being monitored throughout the year as invoices are paid, thus far the costs are up 11% compared to last year which equates to £0.020m. This is currently within the provision of Non Standard Inflation currently held centrally.	Further work is ongoing in liaison with the Energy Efficiency Unit.
Inclusion Services	5.810	6.162	0.352	0.302	The Inclusion Service has received grant streams in the region of £0.302m in previous years which have mitigated their overspend. These are no longer available from 2011/12 onwards. Therefore, based on current and past expenditure patterns this is currently projected to be the overspend for the Service. The major cause of the overspend is on ASWs providing pupil support in schools.	Major work is currently being undertaken to realign the service.
					Amendments to other grants on which the service could draw on previously have been tightened further.	The revised terms of the grants are being explored with officers in order to maximise contributions allowable to the service.

Budget Monitoring 2011/12 (Month 5)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Youth and Community	1.228	1.309	0.081	0.096	Implementing only staffing changes in relation to the approved Youth Service Strategy in 2011/12 leaves a budget shortfall in relation to accommodation. The Accommodation Review has been rescheduled for 2012/13.	
					The Workwise/Wheels to Work project is in the final stages of being wound up. No further costs are expected. There are 22 motorcycles which are due to be auctioned off. Depending on the income realised from these, the net effect is likely to be a one off cost to the service of £0.030m.	Various grant streams were approached to reduce this without success.
Pupil / Student Transport	6.388	6.595	0.207	0.227	It is currently expected that the School Transport service will overspend on College Transport by approximately £0.152m as there is insufficient budget to cover the additional costs of increased numbers of students attending college courses, particularly at the start of the academic year when student numbers are at their highest.	Progress Policy Review and consultation on Post 16 entitlements. Efficiency projects within existing policy 1) Special needs project 2) Hazardous routes

Budget Monitoring 2011/12 (Month 5)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Service Units	2.138	2.196	0.058	0.000	The September figures have now been received and are showing that there is a larger take up of Free School Meals than is budgeted for.	The level of budget provision for free school meals will be re-assessed during the current service planning/ budget process in order to keep pace with changes within the wider economic climate.
Facilities Services	1.012	1.360	0.348	0.240	Within the Facilities Service, figures extracted from the Office for National Statistics show food price inflation to be 3.8% above our 2% budget uplift which equates to a £0.065m overspend.	
					The Caretaking review is achieving the targets set out in the budget strategy.	
					The Cleaning Service is struggling to find the £0.100m in year efficiency target, further work is currently being undertaken.	Implementation of agreed daytime cleaning at County Hall.
					The Catering service is continuing to overspend in the absence of a comprehensive efficiency and kitchen rationalisation strategy. Until the outcome of the APSE review, which is due in December it isn't possible to estimate what saving is likely to be achieved.	APSE review findings will be published in November.

Budget Monitoring 2011/12 (Month 5)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Other variances (aggregate)	86.115	86.140	0.025	(0.001)		
Total :	109.080	109.997	0.917	0.931		

CORPORATE SERVICES

APPENDIX 5

Budget Monitoring 2011/12 (Month 5)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Chief Executive	2.291	2.292	0.001	0.000		
Finance cont....	3.305	3.219	(0.086)	(0.090)	<p>The net position on staffing costs is an underspend of (-£0.100m) , this is after taking into account several vacancies and the additional costs of senior interim staff and essential additional resources. These are being carefully monitored and will continue until the results of the Finance Function Review (FFR) are implemented. This is in line with the anticipated revised cost of the Finance Structure.</p> <p>In order to keep on top of backlogs within Housing Benefits it has been necessary to engage an outside data centre to process claims (£0.030m). Savings on essential car allowances and transport costs due to staff vacancies (-£0.012m).</p> <p>Additional costs of software, software maintenance and consultants due to legislative changes and upgrades to systems (£0.030m)</p>	The HB position is being closely monitored

CORPORATE SERVICES

APPENDIX 5

Budget Monitoring 2011/12 (Month 5)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
....cont Finance					Additional funding received from WAG (-£0.035m)	
					Various increases in running costs/decreases in income received, (£0.001m).	
Legal & Democratic Services	3.360	3.238	(0.122)	(0.123)	Various vacancy savings, (-£0.013m).	
					Reduction in Members' Allowances payable and expenses, (-£0.097m).	
					Various decreases in running costs/increases in income received, (-£0.012m).	
Human Resources & Organisational Development cont....	2.083	2.161	0.078	0.062	During the identification of the 1% efficiencies in 2010/11, £0.025m was surrendered on a permanent basis for ISA registration although the budget allocation was only temporary. The efficiency has therefore reduced the CRB checks budget by £0.025m.	

CORPORATE SERVICES

APPENDIX 5

Budget Monitoring 2011/12 (Month 5)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
....cont Human Resources & Organisational Development					ISA Registration budget error £0.025m pressure	ISA Registration/CRB checks. A budget pressure form has been completed for 2012/13. A review is currently underway to identify possible ways of reducing CRB check expenditure.
					CRB Checks £0.038m pressure	A report on CRB checks is currently being prepared for CMT which will make recommendations to reduce future costs.
					Corporate Training Accommodation costs £0.007m pressure	
					Other Minor Pressures £0.008m	
ICT & Customer Services	5.528	5.742	0.214	0.208	Estimated deficit D&P £0.211m	DESIGN & PRINT We are currently projecting a £0.211m deficit for Design & Print for 2011/12.
					Other Minor Pressures £0.003m	
Clwyd Theatr	1.013	1.013	0.000	0.000		
Total :	17.580	17.665	0.085	0.057		

CENTRAL CORPORATE FINANCE

APPENDIX 6

Budget Monitoring 2011/12 (Month 5)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Central Loans & Investment Account	13.974	13.950	(0.024)	(0.024)	The projected outturn of £13.950m reflects a net decrease in Interest/Principal/Debt Management expenses of £0.019m, a net increase in Temporary Investment and Other Interest income of £0.031m and an increase in the Minimum Revenue Provision of £0.026m.	Continue to monitor closely.
Financing & Funding (insurance, banking etc.)	2.447	1.959	(0.488)	(0.483)	The projected outturn of £1.873m reflects an anticipated decrease in Audit Fees of £0.073m, write-offs income of £0.005m and an adjusted Windfall Income total of £0.410m, which takes account of Rateable Value reductions and the refund of VAT following a recent House of Lords decision (Fleming and Conde Nast Publications Ltd).	Continue to monitor closely.
Corporate Other cont....	5.016	5.236	0.220	(0.025)	An increase in Special Expenses of £0.001m. Overspend due to delay in identifying savings to offset the committed payment to Exchange Wales (e-procurement system) of £0.027m	Continue to monitor closely.

CENTRAL CORPORATE FINANCE

APPENDIX 6

Budget Monitoring 2011/12 (Month 5)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
....cont Corporate Other					Non-Standard Inflation of £0.037m relating to energy for Street Lighting not currently projected to be required in 11/12	This will continue to be monitored closely.
					Flintshire Futures Cost of Employment £0.245m shortfall in achievement of full efficiency	Delays in negotiations for the Terms and Conditions element of the Cost of Employment project are likely to lead to an under achievement of the efficiency by £0.245m. CMT to discuss alternative options.
					An anticipated surplus of £0.016m on the cycle to work and nursery vouchers schemes.	
Other variances (aggregate)	5.619	5.609	(0.010)	0.002		
Total :	25.139	24.837	(0.302)	(0.530)		

APPENDIX 7

Movements on Council Fund Unearmarked Reserves

	£m	£m
Un-earmarked Reserves as at 1 April 2011	7.575	
Less - Base Level	<u>(5.476)</u>	
Amount Available for Delegation to Executive		2.099
Less repayment of temporary use of reserves for 2011/12 budget.	(1.613)	
Less Projected Overspend as at 31 st March 2012	<u>(0.233)</u>	<u>(1.846)</u>
Estimated Level of Total Contingency Reserve as at 31st March 2012		0.253

HOUSING REVENUE ACCOUNT

APPENDIX 8

Budget Monitoring 2011/12 (Month 5)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Rental Income	(24.529)	(24.472)	0.057	0.054	Improved position as £0.064m increase in rental income as more maisonettes let than anticipated.	See comments in Repairs and maintenance.
					£0.099m projected adverse variance on voids, averaged at 2.31% over the full year against a budget of 2%.	
Building Maintenance Trading Account	0.000	0.077	0.077	0.077	£0.077m Additional sub contractor spend anticipated to maintain service levels.	
Repairs and Maintenance	9.287	9.442	0.154	0.145	£0.100m projected additional spend anticipated for bad weather this year placing a strain on emergency repairs and call outs.	
Estate Management	1.812	1.691	(0.120)	(0.118)	£0.142m savings on salaries, as there are still a number of vacancies to fill after restructure has been implemented and we have not yet needed to implement 24 hour evacuation in high rise flats.	

HOUSING REVENUE ACCOUNT

APPENDIX 8

Budget Monitoring 2011/12 (Month 5)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Finance and Support	2.211	2.058	(0.153)	0.000	£0.092m savings on the re-negotiation of the insurance contract for 2011/12. £0.042m saving on non reimburseable ballot costs.	
Other variances (aggregate)	11.586	11.570	(0.017)	(0.112)		
Total :	0.367	0.366	(0.001)	0.046		

Month 5

Efficiency Description	Budgeted Efficiency (£m)	Current Position	Further information to support current position status or other relevant information
Grouped Operational (APPENDIX 6a)			
<i>Community Services</i>			
Reduce NVQ Assessor Post	0.015	EFFICIENCY ALREADY ACHIEVED	
Regional Telecare Service	0.080	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
TOTAL	0.095		
Strategic (APPENDIX 6b)			
<i>Community Services</i>			
Arosfa development changes	0.130	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
TOTAL	0.130		
Tactical (APPENDIX 6c)			
<i>Community Services</i>			
LD and Mental Health Ringfenced budget	0.050	EFFICIENCY ALREADY ACHIEVED	
1% Recurring Efficiencies from 10/11 in-year process	0.075	EFFICIENCY ALREADY ACHIEVED	
Performance Management Development Fund	0.038	EFFICIENCY ALREADY ACHIEVED	
Homelessness	0.036	EFFICIENCY ALREADY ACHIEVED	
IRO reduction	0.015	EFFICIENCY ALREADY ACHIEVED	

Month 5

Efficiency Description	Budgeted Efficiency (£m)	Current Position	Further information to support current position status or other relevant information
Merger of GHGC and PPQA Team	0.048	EFFICIENCY ALREADY ACHIEVED	
MH & SM Asset Management	0.025	EFFICIENCY ALREADY ACHIEVED	
Minor Adaptations Refocus	0.064	EFFICIENCY ALREADY ACHIEVED	
Reduction of Admin Flint	0.022	EFFICIENCY ALREADY ACHIEVED	
Reduction of PARIS team	0.034	EFFICIENCY ALREADY ACHIEVED	
Refocus Warden Service	0.100	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
Rent Abatement	0.027	EFFICIENCY ALREADY ACHIEVED	
Review of LD Work and Day Services	0.025	EFFICIENCY ALREADY ACHIEVED	
Social Work Capacity	0.140	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
Allocation of Housing Strategy Team salaries to HRA	0.040	EFFICIENCY ALREADY ACHIEVED	
TOTAL	0.739		

Month 5

Efficiency Description	Budgeted Efficiency (£m)	Current Position	Further information to support current position status or other relevant information
Grouped Operational (APPENDIX 6a)			
<i>Environment</i>			
Income generation through discretionary charging e.g. Pre-application advice	0.020	EFFICIENCY ACHIEVABLE IN PART	Introduction of fees discussed with Planning User Group in April and implementation will follow Planning Protocol Working Group's authorisation in September 2011.
TOTAL	0.020		
Strategic (APPENDIX 6b)			
<i>Environment</i>			
Rationalisation of Leasehold Accommodation	0.018	EFFICIENCY ALREADY ACHIEVED	
TOTAL	0.018		
Tactical (APPENDIX 6c)			
<i>Environment</i>			
Energy Awareness initiative	0.002	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
1% Recurring Efficiencies from 10/11 in-year process	0.081	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
Rationalisation of Traffic Orders and Traffic Counter Site budgets	0.007	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
Re-drafting of the SLA with the Energy Efficiency Advice Centre	0.002	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
Reorganise Sexton arrangements at cemeteries	0.012	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	

Month 5

Efficiency Description	Budgeted Efficiency (£m)	Current Position	Further information to support current position status or other relevant information
Landfill Tax Adjustment	0.402	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	The efficiency for £0.402m was offset from a Landfill Tax pressure for £0.504m and there will be savings from reduced landfill tax and tipping fees due to reduced tonnages from the diversion to food waste and kerbside recycling through the onset of the Managed Weekly Collection Service.
Collaborative working with DCC & CCBC to undertake bus stop maintenance	0.005	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
Denbighshire and Conwy to use FCC to issue free travel passes - additional income	0.015	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
Efficiencies resulting from Planning Services Review	0.065	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
Provision of Managed Weekly Collection and service reorganisation	0.657	EFFICIENCY ACHIEVABLE IN PART	The efficiency for £0.657m was offset from a pressure for £0.457m and it is projected that due to delays in rolling out the full MWC service, the full saving will not be realised.
Rationalisation of Supplies & Services Budgets following disaggregation of former Community and Housing Support Service	0.016	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
Rationalise operations and working procedures to reduce supplies and services costs	0.015	EFFICIENCY ALREADY ACHIEVED	
Reduce frequency of window cleaning to offices	0.005	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
Review of Consultancy Support in line with providing more in-house services	0.010	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
Staff Savings in collaboration with DCC on Service Manager	0.015	EFFICIENCY ALREADY ACHIEVED	

Month 5

Efficiency Description	Budgeted Efficiency (£m)	Current Position	Further information to support current position status or other relevant information
Streetscene Review	0.250	EFFICIENCY ACHIEVABLE IN PART	Based on new service structure being implemented from 1st March 2012
Vacancy Management and joint working with Denbighshire CC on European Projects	0.015	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
Public Protection Service Review	0.082	EFFICIENCY ALREADY ACHIEVED	
Flintshire Business Services Service Review	0.037	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
Changes in operations to allow sharing of administrative support in County Hall, Mold and Flint Offices with lower level of employee resource	0.050	EFFICIENCY ALREADY ACHIEVED	
Fundamental review of Directorate Support & Performance Structure	0.076	EFFICIENCY ALREADY ACHIEVED	
Reduce Homes of Multiple Occupation (HMO) budget	0.019	EFFICIENCY ALREADY ACHIEVED	
Grounds Maintenance - HRA Amenity Areas	0.181	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
TOTAL	2.019		

Month 5

Efficiency Description	Budgeted Efficiency (£m)	Current Position	Further information to support current position status or other relevant information
Grouped Operational (APPENDIX 6a)			
<i>Lifelong Learning</i>			
Rationalisation of number of kitchens in light of possible large requirement for capital investment in order to rectify LPG Health and Safety issues.	0.175	EFFICIENCY NOT ACHIEVABLE	Pending APSE review outcome due in December. Any efficiencies that arise from it are unlikely to significantly impact on this financial year.
Review of cleaning services at Council Premises	0.100	EFFICIENCY NOT ACHIEVABLE	Implementation of agreed daytime cleaning at County Hall could result in a partial achievement of efficiency in 2012/13.
TOTAL	0.275		
Strategic (APPENDIX 6b)			
<i>Lifelong Learning</i>			
Reduction to delegated budgets - secondary schools	0.392	EFFICIENCY ALREADY ACHIEVED	
Reduction to delegated budgets - nursery schools	0.001	EFFICIENCY ALREADY ACHIEVED	
Reduction to delegated budgets - special schools	0.037	EFFICIENCY ALREADY ACHIEVED	
Reduction to delegated budgets - primary schools	0.449	EFFICIENCY ALREADY ACHIEVED	
Cease transport subsidy to Deeside Consortium	0.011	EFFICIENCY ACHIEVABLE IN PART	Discussions are ongoing regarding Deeside Consortium's transport subsidy.
Rationalisation of 5 small Libraries	0.043	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
Rationalisation of Youth/Community premises	0.066	EFFICIENCY NOT ACHIEVABLE	Action not met in year, this has been put forward as a pressure bid for 2012/13.

Month 5

Efficiency Description	Budgeted Efficiency (£m)	Current Position	Further information to support current position status or other relevant information
Rationalisation of Inclusion Welfare Provision	0.050	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
Reduction in development funding in more able and talented - Primary / Secondary Phase	0.036	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
Reduction of Galaxy budget	0.007	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
Reduction of ICT replenishment budget	0.007	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
Target to reduce subscriptions to external organisations	0.015	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
TOTAL	1.114		
Tactical (APPENDIX 6c)			
<i>Lifelong Learning</i>			
Demographic change in Schools	0.137	EFFICIENCY ALREADY ACHIEVED	
1% Recurring Efficiencies from 10/11 in-year process	0.254	EFFICIENCY ALREADY ACHIEVED	
Rationalisation of Café's in Flint and Holywell	0.017	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
Closure of Creche at Flint Lesiure Centre	0.006	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
Decrease contingency budget for unknown items such as Bad Debt provision	0.005	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
Deletion of Community Events Officer Post	0.021	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	

Month 5

Efficiency Description	Budgeted Efficiency (£m)	Current Position	Further information to support current position status or other relevant information
Deletion of Senior Information Librarian Post	0.028	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
Directorate embargo on First Class Post	0.003	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
Increase contribution from Denbighshire County Council for Libraries Newnet	0.004	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
Non-replacement of staff - Early Years	0.005	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
Not replacing vacant position of part-time warden at Bailey Hill Lodge	0.002	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
Rationalisation of ICT Teacher Adviser section	0.053	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
Rationalisation of Mobile Library Service	0.040	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
Rationalisation of museum stores provision	0.009	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
Rationalisation of Rugby Coaching	0.008	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
Reduce BSF Match Funding in line with 33% reduction in grant	0.250	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
Reduce collection of off-site records	0.004	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
Reduce expenditure on library books	0.024	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	

Month 5

Efficiency Description	Budgeted Efficiency (£m)	Current Position	Further information to support current position status or other relevant information
Reducing Middle Management Layers within Leisure Centres	0.021	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
Reduction in discretionary spend on projects - Cymorth	0.029	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
Reduction in Museum's artefact purchasing budget	0.005	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
Reduction in use of part time staffing within Youth Service	0.005	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
Reduction of Management Fee to Greenfield Valley Trust	0.012	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
Reduction of Youth Service minibus service (by 1 bus)	0.006	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
Reduction of opening hours of Hawarden Records Office	0.023	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
Organisational Redesign of Leisure and Cultural Services	0.133	EFFICIENCY ACHIEVABLE IN PART	12 month delay in staffing restructure, this should be fully in place by April 1st 2012
Removal of Director's and Asst Director's discretionary spend	0.008	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
Removal of Swimming Development Post	0.022	EFFICIENCY ALREADY ACHIEVED	
Remove AVA service to schools	0.060	EFFICIENCY ACHIEVABLE IN PART	
Review of operating structure at Connah's Quay, Hope and Saltney Leisure Centres	0.088	EFFICIENCY ACHIEVABLE IN PART	The efficiency has been achieved in the reduction of staff, however due to the lone worker arrangements casual income has decreased as cash payments are no longer taken at these sites.

Month 5

Efficiency Description	Budgeted Efficiency (£m)	Current Position	Further information to support current position status or other relevant information
Target to increase take-up of school meals	0.049	EFFICIENCY ACHIEVABLE IN PART	This was trialled in September in a selection of schools and the data is currently being analysed.
Rationalisation of LEA run Music Service	0.177	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
TOTAL	1.508		

Efficiencies

Month 5

Efficiency Description	Budgeted Efficiency (£m)	Current Position	Further information to support current position status or other relevant information
Grouped Operational (APPENDIX 6a)			
<i>HR & OD - Corporate Services</i>			
Cost of Employment	1.000	EFFICIENCY ACHIEVABLE IN PART	Directorate teams have achieved the Management Control Items which make up the majority of the efficiency. Officers are currently consulting with Unions regarding the Proposals for Changes to Terms and Conditions. Delays in negotiations mean that the full efficiency is unlikely to be achieved and is now recorded as a pressure in the budget monitoring figures.
TOTAL	1.000		
Tactical (APPENDIX 6c)			
<i>Chief Executive - Corporate Services</i>			
Voluntary Sector Efficiencies	0.008	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
Reduction in hours of Clerical Assistant	0.004	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
Nuclear Free Local Authorities Membership	0.002	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
WLGA Subscription	0.015	EFFICIENCY NOT ACHIEVABLE	Corporate Subscriptions budget overspent by £0.006m at month 5. A number of invoices are still outstanding.
Policy Performance & Partnerships Review	0.024	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	Implementation date of review further delayed however efficiency should be achievable through existing vacancy savings
Consultation and Publications	0.005	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
<i>HR & OD - Corporate Services</i>			
Corporate Training move to Northop	0.008	EFFICIENCY NOT ACHIEVABLE	Accommodation required at Greenfield Business Centre for First Aid Training provision until September. Efficiency will be achieved in full from 2012/13.
<i>Finance - Corporate Services</i>			

Month 5

Efficiency Description	Budgeted Efficiency (£m)	Current Position	Further information to support current position status or other relevant information
Financial Status Enquiries	0.002	EFFICIENCY ALREADY ACHIEVED	
<i>ICT & Customer Services - Corporate Services</i>			
Efficiency Savings - reduced supplies & services spend	0.106	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
Corporate Administration Review	0.138	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	Delays in implementation may incur a slight budget pressure.
Undertake a Telecommunication tariff review.	0.040	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
<i>Legal & Democratic - Corporate Services</i>			
Legal Staffing Review	0.074	EFFICIENCY ALREADY ACHIEVED	
Member Training	0.007	EFFICIENCY ALREADY ACHIEVED	
<i>Corporate Finance - Corporate Services</i>			
Pay Award (09/10)	0.968	EFFICIENCY ALREADY ACHIEVED	
1% Recurring Efficiencies from 10/11 in-year process	0.243	EFFICIENCY ACHIEVABLE IN PART	£0.025m further ISA Registration saving not achievable.
ISA Registration	0.030	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
Single Persons Discount Review	0.328	EFFICIENCY ACHIEVABLE IN PART	Review not due for completion until November 2011. However savings of £0.188m to date have been identified. As a whole the Collection Fund is projected to produce a surplus of £0.276m.
TOTAL	2.002		

FLINTSHIRE COUNTY COUNCIL

AGENDA ITEM NUMBER: 9

REPORT TO: **EXECUTIVE**
DATE : **15 NOVEMBER 2011**
REPORT BY: **HEAD OF FINANCE**
SUBJECT : **COUNCIL TAX BASE FOR 2012-13**

1.00 PURPOSE OF REPORT

1.01 To approve the Council Tax Base for the financial year 2012-13.

2.00 BACKGROUND

2.01 The setting of the Council Tax Base for the next financial year allows the County Council, North Wales Police Authority and Town/Community Councils to calculate next year's Council Tax charges based on the estimated number of chargeable properties, expressed as the equivalent number of Band 'D' properties in the Council's area.

2.02 The Council Tax base is set as at 31st October each year and must be submitted in draft to the Welsh Government by 10th November. The Council Tax base for 2012-13 will therefore be notified to the Assembly within the prescribed deadline pending approval of this report by Executive.

3.00 CONSIDERATIONS

3.01 The calculation of the Council Tax Base for 2012-13 is the measure of the taxable capacity of all areas in the County and is calculated in accordance with prescribed rules. The Tax Base is the number of chargeable dwellings expressed as B and D equivalents, taking into account the total number of exemptions, disabled banding reductions, discounts, plus an estimate to reflect new build properties.

3.02 An assumed collection rate of 99% has also been used in the calculation of the overall Tax Base, which allows a 1% allowance for uncollectible debts (the same rate as used in the Tax Base calculation in previous years). The 99% eventual collection rate results in this Council being only one of a handful of local authorities in Wales setting such a high collection rate and demonstrates the ongoing and long term successes in the collection of Council Taxes within Flintshire, despite the current economic conditions.

Date: 09/11/2011

3.03 The calculation of the overall Tax Base is based on the following headline data :-

Total Number of Properties	65,528
Estimated Number of New Builds/Demolitions	77
Properties Exempt from Council Tax	1,665
Reductions for Disabled Banding Relief	614
Taxpayers entitled to a 25% discount	20,677
Taxpayers entitled to a 50% discount	75

3.04 Each year, the Council is also required to determine what discount, if any, is awarded to owners of second or holiday homes (known as Prescribed Classes A and B) and long term empty properties (known as Prescribed Class C). The Prescribed Classes are as detailed below :-

- Class A - A property which is unoccupied and furnished but occupation is prohibited by law for over 28 days each year.
- Class B - A property which is unoccupied and furnished and occupation is not prohibited by law
- Class C - A property which is unoccupied and substantially unfurnished beyond the normal exempt period (usually 6 months).

3.05 The current policy is not to award discounts to any Prescribed Class and this applies to the whole of the County area. This has also been reflected in the calculation of the 2012-13 Council Tax Base.

3.06 The Council Tax Base calculation is supplied to the Welsh Government and is used for the distribution of Revenue Support Grant in the annual Provisional and Final Local Authority Revenue Settlement. It is also used by the Council when it sets its annual budget to calculate the Council Tax levels - this is done by dividing the net budget requirement by the Council Tax Base to provide the amount of Council Tax for a dwelling in Band D. A set formula is then used to determine the Council Tax levels for the eight remaining Property Bands (A to C and E to I).

3.07 The Council Tax Base for 2012-13 is 60,865 as shown in Appendix A to this report, this compares with 60,692 in the previous year, an overall increase of 0.29%. The reason for the marginal increase is mainly due to the work throughout the financial year of undertaking reviews, particularly with the single person discount review, to ensure that only those that are entitled to a discount or exemption actually receive it. This is coupled with an estimate within the Tax Base in the projected number of new homes during 2012-13.

4.00 RECOMMENDATIONS

- 4.01 That members continue to set a nil level of discount for properties falling within any of the Prescribed Classes (A, B or C) and for this to apply to the whole of the County area.
- 4.02 That the Tax Base of 60,865 chargeable Band 'D' equivalent properties (as shown in Appendix A) for 2012-13 be approved.

5.00 FINANCIAL IMPLICATIONS

- 5.01 There are no direct implications specifically from this report. The Council Tax Base will be used to calculate the average Band 'D' rate for 2012-13 once the Council Tax yield has been determined following publication of the Final Settlement from the Welsh Government.
- 5.02 The Council Tax charges for the next financial year will be determined as part of the Council's 2012-13 budget considerations.

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 None.

11.00 CONSULTATION UNDERTAKEN

- 11.01 None.

12.00 APPENDICES

- 12.01 Appendix A to the report details the breakdown of the Tax Base for 2012-13 by Town/Community Council area.

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985
BACKGROUND DOCUMENTS

Local Government Finance Act 1992 - section 68
Local Authorities (Calculation of Council Tax Base) (Wales) Regulations 1995
Council Tax (Prescribed Classes of Dwellings) (Wales) Amendment Regulations
2004

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APPENDIX A - COUNCIL TAX BASE FOR 2012-13

Community	2012-13 Properties Band "D"	2011-12 Properties Band "D"
Argoed	2,467.60	2,466.81
Bagillt	1,447.29	1,455.21
Broughton & Bretton	2,387.49	2,385.84
Brynford	469.17	469.61
Buckley	6,114.79	6,081.32
Caerwys	606.68	606.88
Cilcain	732.05	738.84
Connahs Quay	5,948.33	5,937.88
Flint	4,459.37	4,435.84
Gwernaffield	1,012.34	1,016.75
Gwernymynydd	559.38	559.86
Halkyn	1,352.56	1,351.92
Hawarden	6,080.94	6,025.13
Higher Kinnerton	787.59	787.71
Holywell	3,210.99	3,195.02
Hope	1,774.39	1,767.21
Leeswood	829.96	817.50
Llanasa	1,887.38	1,888.57
Llanfynydd	825.36	825.72
Mold	4,100.86	4,114.75
Mostyn	707.11	705.40
Nannerch	267.63	272.22
Nercwys	302.19	299.55
Northop	1,492.70	1,477.21
Northop Hall	718.06	713.98
Penyffordd	1,645.75	1,631.44
Queensferry	691.94	697.25
Saltney	1,768.15	1,764.16
Sealand	1,118.48	1,104.42
Shotton	2,161.18	2,164.98
Trelawnyd & Gwaenysgor	415.95	417.26
Treuddyn	716.78	713.02
Whitford	1,141.65	1,136.60
Ysceifiog	662.91	666.14
TOTAL BAND "D" PROPS	60,865.00	60,692.00

FLINTSHIRE COUNTY COUNCIL

AGENDA ITEM NUMBER: 10

REPORT TO: **EXECUTIVE**
DATE : **15 NOVEMBER 2011**
REPORT BY: **HEAD OF FINANCE**
SUBJECT : **COUNCIL TAX AND BUSINESS RATE POLICIES 2012-13**

1.00 PURPOSE OF REPORT

1.01 Members are asked to approve various policies for the administration of Council Tax and Business Rates for the financial year 2012-13.

The policies required by statute to be approved each year are :-

Council Tax Discounts on second and long term empty homes (section 2)
Council Tax Discretionary discounts (section 3)
Discretionary Rate Relief for Charities (section 4)
Discretionary Rate Relief for Small Businesses (section 5)

Some policies are detailed for information purposes only, these are :-

Payment dates for Precepting/Levying Bodies (section 6)
Payment dates for Council Tax and Business Rates (section 7)

2.00 COUNCIL TAX ON SECOND AND LONG TERM EMPTY HOMES

2.01 Each year the Council is required to determine what discount, if any, is awarded to second or holiday homes (known as Prescribed Classes A or B) and long term empty properties (known as Prescribed Class C). The prescribed Classes are :-

- | | |
|---------|---|
| Class A | A property which is unoccupied and furnished but occupation is prohibited by law for over 28 days each year. |
| Class B | A property which is unoccupied but furnished and occupation is not prohibited by law. |
| Class C | A property which is unoccupied and substantially unfurnished beyond the normal exempt period (usually 6 months) |

2.02 The current policy is not to award discounts to any Prescribed Class and this applies to the whole of the County area. This is also reflected in the latest calculation of the 2012-13 Tax Base.

3.00 COUNCIL TAX DISCRETIONARY DISCOUNTS

3.01 In accordance with section 13A of the Local Government Finance Act 1992 (as amended by section 76 of the Local Government Act 2003), the Council has a

Date: 09/11/2011

general discretion to reduce the amount of Council Tax payable, effectively granting a local Council Tax Discretionary Discount.

- 3.02 In exercising these discretionary powers the Council must act reasonably having regard to all relevant considerations and the interests of all tax payers as the cost of awarding a Discretionary Discount would in effect be borne by other Council Tax payers.
- 3.03 The current policy is for the Head of Finance and Executive Member for Finance and Asset Management to consider discretionary discounts through the use of delegated powers **only** in cases of civil emergencies and natural disasters.

4.00 DISCRETIONARY RATE RELIEF POLICIES - CHARITIES

4.01 Discretionary Rate Relief for Charitable and Non Profit Making Organisations is currently awarded on a continual basis, subject to a minimum of 12 months and full financial year notice if any ratepayer is affected by a change in policy.

4.02 Executive recently approved the continuation of the existing policy for Discretionary awards and for 2012-13 is determined by the following categories :-

- A Premises that are used for charitable purposes by organisations specifically registered with the Charity Commission.

(20% discretionary 'top up' relief is awarded, with the exception of shops operated by national organisations, who receive 80% Mandatory Relief only).

- B Premises that are used by non-profit making organisations that are treated as charities, for the reason that they bear the same characteristics as those organisations that are registered charities. This category consists of Community Centres, Institutes and Village Hall, other than those occupied by Precepting Authorities.

(20% 'top up' relief is awarded)

- C Premises occupied by sporting clubs, societies or other organisations used for the purpose of non profit making and used for the purpose of recreational, social welfare etc.

(100% Discretionary Relief is awarded with the exception of golf clubs, which are awarded 50% Discretionary Relief)

- D Premises not covered by any of the above categories, occupied by non-profit making organisations but are used for the benefit of the community and who are assessed on an individual basis based on their merits.

(Up to 100% Discretionary Rate Relief can be awarded)

5.00 DISCRETIONARY RATE RELIEF - SMALL BUSINESSES

- 5.01 The Welsh Government Small Business Rate Relief scheme was first introduced in April 2007 which coupled with the Government's recent decision to extend rate relief on a temporary basis to 30th September 2012 will now provide rate relief, financed entirely by the Welsh Government, as detailed below :
- o 100% rate relief for most small businesses with a rateable value limit up to £6,000
 - o Tapered rate relief, between 100% and 0%, for most small businesses with a rateable value limit between £6,001 and £12,000
- 5.02 The Welsh Government Small Business Rate Relief scheme contains provision to award discretionary 'top up' relief to small businesses although the Council is required to meet the costs in full of any 'top-up' awards.
- 5.03 The current policy is not to award additional discretionary 'top-up' discounts to small businesses.

6.00 PAYMENT DATES FOR PRECEPTING/LEVYING BODIES

- 6.01 The following payment dates currently apply to Precepting Authorities and Levying Bodies :-

North Wales Police Authority	12 payments on 15th of each month
Town/Community Councils	3 payments on the last day in April, August, December
North West & Wales	
Sea Fisheries	1st of April
North Wales Fire Service	12 payments on 15th of each month

7.00 PAYMENT DATES FOR COUNCIL TAX AND BUSINESS RATES

- 7.01 Council Tax and Business Rate customers are usually required to pay their bills in line with a statutory instalment scheme over a period of 10 months, from April to January. Members have previously agreed that the default payment date will be on the 1st day of each month. For customers who choose to pay their bills by Direct debit, the Council offers customers a choice of four payment dates, the 1st, 8th, 18th or 25th day of each month, as this is the most cost effective way of collecting bills. Payment by weekly direct debit is also promoted and proves to be a useful way of helping customers who work to a weekly income.
- 7.02 Flintshire also offers alternative payment dates which provide customers with a range of flexible dates to suit individual finances and circumstances. These are :-

1 Annual Instalment	30 th June
2 Half Yearly Instalments	31 st May and 30 th September

44 Weekly Instalments

1st April to 31st January

7.03 For customers who find it increasingly difficult to pay, a discretionary 12 month instalment scheme is offered to help reduce the customer's monthly outgoings and spread the charges over two additional months.

8.00 RECOMMENDATIONS

8.01 Members are requested to consider continuation of the current Local Taxation Policies for 2012-13, as follows:-

- Not to award Council Tax discounts on any prescribed class and that this applies to the whole of the County area (2.02).
- For the Head of Finance and Executive Member for Finance & Asset Management to consider discretionary discounts (S.13A) through the use of delegated powers, only in the cases of civil emergencies and natural disasters (3.03).
- Discretionary rate relief for charities as set out (4.02).
- Not to award discretionary 'top-up' discounts to small business (5.03).

8.02 Members are also asked to note the payment dates for Precepting/Levying Bodies (6.01) and payment dates for Council Tax and Business Rates, (7.01 - 7.03).

9.00 FINANCIAL IMPLICATIONS

9.01 On the basis of a continuation of existing policies, costs will be contained within the current budget.

10.00 ANTI-POVERTY IMPACT

10.01 None

11.00 ENVIRONMENTAL IMPACT

11.01 None

12.00 EQUALITIES IMPACT

12.01 None

13.00 PERSONNEL IMPLICATIONS

13.01 None

14.00 CONSULTATION REQUIRED

14.01 None

15.00 CONSULTATION UNDERTAKEN

15.01 None

16.00 APPENDICES

16.01 None

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985
BACKGROUND DOCUMENTS

Local Government Finance Acts 1988 & 1992

The Non Domestic Rating (Discretionary Relief) Regulations 1989

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FLINTSHIRE COUNTY COUNCIL

AGENDA ITEM NUMBER: 11

REPORT TO: **EXECUTIVE**
DATE : **15 NOVEMBER 2011**
REPORT BY: **HEAD OF HUMAN RESOURCES AND ORGANISATIONAL
DEVELOPMENT**
SUBJECT : **MATRIX CONTRACT UPDATE (MANAGED AGENCY STAFF
SOLUTION)**

1.00 PURPOSE OF REPORT

1.01 This report provides an update on the contract for the provision of agency workers. The report shows quarter 2 of 2011/12 savings and provides an update on the development of procedures to maximise efficiencies and improve practice in relation to the use of agency workers.

2.00 BACKGROUND

2.01 The Matrix Contract has been established as a result of a collaborative procurement project with Denbighshire County Council and Wrexham County Borough Council. Flintshire County Council led the project and employed a Contract Manager to manage the contract on behalf of the three local authorities. Flintshire County Council went live on Matrix on 20 October 2008.

3.00 CONSIDERATIONS

3.01 The savings reported under 5 (Financial Implications) of this report represent the net savings (i.e. after deducting the Matrix SCM management fee) from the use of Matrix to procure agency workers as a result of negotiated rates with supplying agencies.

3.02 Flintshire's share of the cost of the Contract Manager position is to be funded out of these savings. This cost is split three ways between Flintshire County Council, Denbighshire County Council and Wrexham County Council at a rate of £4,500 per quarterly period.

3.03 The Housing Revenue Account (HRA) savings will be transported back to the HRA, which equates to the sum of £14,302.63 for quarter 2 of 2011 /12.

3.04 The revised process for the extension of temporary agency staff beyond 6 months was in place for 23 months. There is a decreasing trend based on last year, however, this remains an area which requires ongoing consideration.

Date: 09/11/2011

Agency Head Count

Year	2010	2011
July	242	216
August	237	192
September	234	210

- 3.05 In addition to managing the enhanced fixed pence margin, we are continuing to identify further options for improving efficiencies and reducing costs. This includes reviewing the use of Matrix to assist in managing the use of consultants for one off projects to control the level of usage and spend. This will offer both direct and indirect cost savings and process efficiencies. This is currently being explored further.
- 3.06 A review of pay rates has been undertaken as these are currently being set independently within each authority and department. The aim is to set consistent pay brackets in line with neighbouring authorities and ensure the permanent staff salaries match the temporary pay rates. Information was gathered from Wrexham and Denbighshire to draw a comparison with similar posts within Flintshire. The results are under review to decide on how this will affect temporary staff joining the organisation in the future.

4.00 RECOMMENDATIONS

- 4.01 That Members note this update and endorse the approaches being taken to manage the use of agency workers more closely and to explore further options for increasing efficiency savings for Flintshire.

5.00 FINANCIAL IMPLICATIONS

- 5.01 The figures shown below have been generated by the Matrix system and have been reconciled with the general ledger accounts. The tables show the spend and savings on agency workers during the second quarter of 2011 / 12. The management fee for Matrix SCM and the agency margin has already been deducted from these figures.
- 5.02 A total saving of £358,271.48 was made for the financial year 2010 / 11. The net savings for the second quarter for the financial year 2011/12 are £132,727.20
- 5.03 From the savings of £132,727.20, there are two further figures that need to be deducted, i.e. Flintshire's share of the cost of the Contract Manager at £4,500 per quarter and the savings achieved for the Housing Revenue Account which must be passported back to that account. This will give a total net saving for this quarter of £113,924.57.

Period	Total Charge	Rebate	Rebate %
	£	£	
Q1	981,935.24	106,212.83	10.82%
Q2	1,145,760.09	132,727.20	11.58%
Q3			
Q4			
Less Contract Manager		£4,500.00	
Less HRS Savings		£14,302.63	
Revised Total		£113,924.57	

5.04 The following statistics provide a breakdown of the average number of agency workers per month. In the last quarter, the average headcount was 193 agency workers, which increased to an average of 206 in this quarter. This increase is a result of engaging agency workers on a seasonal basis for roles which include grass cutting, tree pruning etc.

Month	Spend £	Net Savings £	Net Savings %	Average number of agency workers (headcount)
July	£361,759.64	£40,670.46	11.24%	216
August	£420,837.77	£48,633.12	11.56%	192
September	£363,162.68	£43,423.63	11.96%	210

5.05 The information below provides details of the length of placements of agency workers, by Directorate. In summary, the current length of service report shows there are 30 placements with a duration of under one month, 79 placements have a duration of between one and six months, 43 placements with a duration of six to twelve months and 29 placements with a duration of over one year.

LENGTH OF PLACEMENT

Current Length of Placement by Directorate

- 5.06 The statistical information above indicates that work needs to continue, both corporately and by Directorates, to ensure that agency workers are used only for limited time periods. 72 Flintshire temporary workers have been in the organisation for over 6 months, a reduction of 46.3% compared to 134 workers last quarter. This is a result of HR Managers working closely with Directorates to minimise redundancies by implementing deployment programmes where possible. Further work continues to be carried out.
- 5.07 The most significant piece of legislation due to come into force in 2011 is the implementation of the European Union's Agency Workers Directive into UK law on 1st October 2011. This covers the relationship between end-user, temporary work agency and the worker and guarantees the right to equal treatment: basic employment and working conditions after 12 weeks in the job (working time, holidays, public holidays and pay) in comparison with directly recruited counterparts.
- 5.08 In order to mitigate risk, a number of measures have been put in place in preparation for the Agency Workers Regulations (AWR). The extension process has been reduced to 6 and 10 weeks in order to manage the issues which impact after 12 weeks. When requesting a temporary worker, two additional fields have been added to MatrixHR to enable Flintshire to monitor which vacancies are being performed by temporary workers. It has been proposed that we adopt a corporate principle that we will not engage Agency Workers for longer than 12 weeks. The above measures were implemented on 1st August 2011. In addition to these the Contract Manager provided seminars at County Hall, to make hiring managers aware of the new regulations.

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 The Council has an objective to reduce the numbers of agency workers and the length of their placements by ensuring that the procurement of agency workers is properly managed and that agency workers are being used only in appropriate circumstances. The process for the approval of extension of placements at 6 and 12 months has supported the Council in meeting this objective. The recent implementation of the reduced process to 6 and 10 weeks in supporting the AWR will assist in closer management and reducing this further. Additional measures which have been implemented will help to ensure that the level of usage and length of placements are further reduced.

10.00 CONSULTATION REQUIRED

10.01 None

11.00 CONSULTATION UNDERTAKEN

11.01 None

12.00 APPENDICES

12.01 None.

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985
BACKGROUND DOCUMENTS

None

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FLINTSHIRE COUNTY COUNCIL

AGENDA ITEM NUMBER: 12

REPORT TO: **EXECUTIVE**
DATE : **15 NOVEMBER 2011**
REPORT BY: **DIRECTOR OF LIFELONG LEARNING**
SUBJECT : **DEESIDE LEISURE CENTRE: DEVELOPMENT**

1.00 PURPOSE OF REPORT

1.01 To provide elected members with a progress report in relation to the re-development of Deeside Leisure Centre.

2.00 BACKGROUND

2.01 The phased redevelopment of facilities at Deeside Leisure Centre is now well underway.

In November 2010, Deeside Leisure Centre opened six new five-a-side 3G pitches along with the refurbishment of the outdoor changing facilities.

On 23rd August 2011, Phase 2b of the Deeside Leisure Centre development comprising the fitness suite, toning room, studios and changing rooms were opened to members of the public.

Phase 2c works comprising the new Spa are ongoing and due for completion in January 2012.

Phase 3 of the development - refurbishment of reception, foyer, cafeteria and the construction of an Extreme Zone within the arena - has commenced with completion due in January 2012.

3.00 CONSIDERATIONS

3.01 Phase 2c works comprising the new Spa is on track for a January 2012 opening. Construction work is progressing well and at the end of the month Helo, the specialist spa contractors, will commence their installation. Work planning the peripheral components for the spa such as finishes, fixtures and fittings is on-going and presently all is within budget.

3.02 In the Extreme Zone the roof has been renewed and internal works mainly comprising the strip out and installation of mechanical and electrical services is underway. The ramp specialist will start the installation of the timber ramps this month which will take several weeks to complete. In November, the other specialist installations comprising the high ropes, climbing wall and bouldering wall will be installed

3.03 Management of the café space has been returned to the centre although works to the servery and kitchen are on-going pending delivery of the bespoke servery counter. There has been close liaison with Leisure's catering staff and external specialists to provide a new facility on a par with modern high street coffee shops which the general public now come to expect.

Date: 09/11/2011

With the facility located just off reception and central to all activities, this area will become the hub for the Centre.

- 3.04 The soft play structure has been installed and staff have completed their training course. Once the adjacent crèche refurbishment has been completed to form the relocated Party Room, both areas will be handed over for use in advance of the main Extreme Zone facility which is due for handover at Christmas.
- 3.05 Alliance Leisure Services have engaged a Spa Consultant who is assisting the team with the operational details of Sba Afon Spa. With the spa due to open to the public in January 2012 it is planned that the facility will have a ‘soft’ handover for Xmas to allow staff training and a plant testing period to ensure all is operating correctly prior to public use of the facility.
- 3.06 The detailed design is now nearing completion for Flint Pavilion for the provision of ten-pin bowling, indoor bowls, new children’s play, cafeteria and fitness enhancement. Subject to contract, construction is due to start pre-Christmas with completion in the summer of 2012. An open evening is now being planned at Flint Pavilion to show members of the public the plans and to allow the design team to explain the rationale behind the development. In order to enable the Flint Pavilion sports hall development, refurbishment of Flint High School changing rooms and sports hall floor was completed to programme and budget during the school summer holidays 2011.
- 3.07 As well as providing capital investment for the development and enhancement of Flintshire County Council’s leisure portfolio, Alliance Leisure Services commenced its operational support to all facilities in April 2011. This includes staff training, sales and marketing and operational support.

Training

- * Foundation Sales training to all leisure staff
- * Service and rapport training to all leisure staff
- * Enquiry Card Workshops
- * Referral training
- * Fitness Workshops looking at member journey and gym procedures

Marketing (to date)

- * Work up a sweat Promotion
- * Re-launched referral Campaign

- 3.08 This is first opportunity to provide a financial income update since the opening of Phase 2 on the 23rd August 2011.

Deeside Development Income - August & September 2011 / 2012

	2010/2011			2011/2012			(£) Increase	(%) Increase
	Aug	Sep	Total	Aug	Sep	Total		
Fitness	-11,777	-11,376	-23,153	-19,013	-23,470	-42,483	-19,330	83
3G Pitches	0	0	0	-5,756	-4,915	-10,671	-10,671	100
Total	-11,777	-11,376	-23,153	-24,769	-28,385	-53,153	-30,000	130

Phase 2 Fitness is currently trading above expectations despite continued building works at the centre.

As the 3G income is currently trading below expectations Deeside Leisure Centre is targeting this facility as a potential key growth area and is working closely with Alliance Leisure Services to develop and deliver improved marketing and promotional campaigns to increase income.

3.09 Both Phase 2 and Phase 3 of the Deeside Leisure Centre development and are currently projected to be completed within budget and on schedule.

3.10 The scale of redevelopment at Deeside Leisure Centre presented the Authority with a challenge of maintaining or reducing energy and carbon consumption at the site, whilst at the same time increasing the areas in use by over 50%. The proposals had to comply with Flintshire's Carbon Reduction Strategy and Energy Policy meaning that future energy costs will be manageable, and not adversely affect the profitability of Deeside Leisure Centre.

FCC Leisure Services and Energy Team have been working closely with its partners Alliance Leisure Services, ISG and Savernake Property Consultants to ensure the re-development of Deeside Leisure Centre takes advantage of latest energy technologies and ensure existing systems are working to optimum efficiency.

A bid was submitted to Salix finance for £225,648 (Government funding) for an interest free loan, and approved following in depth appraisals of the proposals by consulting Engineers working for Salix.

4.00 RECOMMENDATIONS

4.01 That Members note progress to date and recognise the value of the partnering arrangement with Alliance Leisure Services and the innovative approach being taken in the re-development at Deeside Leisure Centre and other facilities within the Authority.

5.00 FINANCIAL IMPLICATIONS

5.01 As detailed in 3.08 and 3.09.

6.00 ANTI POVERTY IMPACT

6.01 None.

7.00 ENVIRONMENTAL IMPACT

7.01 As can be seen from the body of the report, significant time, energy, and thought has been applied to the re-development works to ensure that environmental impacts are minimised.

8.00 EQUALITIES IMPACT

8.01 The new facilities will provide increased opportunities not currently available within a public facility anywhere in Wales.

9.00 PERSONNEL IMPLICATIONS

9.01 There will be additional employment opportunities created as a consequence of this re-development.

10.00 CONSULTATION REQUIRED

10.01 None.

11.00 CONSULTATION UNDERTAKEN

11.01 Consultations have taken place with specialist service designers and providers in preparing this report.

12.00 APPENDICES

12.01 None.

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985
BACKGROUND DOCUMENTS

None

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FLINTSHIRE COUNTY COUNCIL

AGENDA ITEM NUMBER: 13

REPORT TO: **EXECUTIVE**
DATE : **15 NOVEMBER 2011**
REPORT BY: **DIRECTOR OF LIFELONG LEARNING**
SUBJECT : **WELSH PUBLIC LIBRARY STANDARDS ANNUAL REPORT**
 2010-11

1.00 PURPOSE OF REPORT

- 1.01 To present the Council's Welsh Public Library Standards Annual Report for 2010-11, and the response of the Welsh Government to the report. The Council's submission is attached as Appendix A, the Welsh Government response as Appendix B.

2.00 BACKGROUND

- 2.01 The Welsh Government introduced a third assessment framework for public library authorities, to operate from 2008 to 2011, in May 2008. It takes the form of 14 Public Library Standards, which stipulate performance levels to be achieved by March 2011, and 13 Performance Indicators, which measure the authority's performance in successive years of the framework, and its performance in relation to other library authorities in Wales.
- 2.02 Library authorities are required to produce an Annual Report for each year of the framework, using a template provided by Welsh Government. The report records performance against each of the Standards and Performance Indicators, with accompanying commentary to support and explain. The report for 2010 -11 is the final report in the current three year framework.

3.00 CONSIDERATIONS

- 3.01 Welsh Government's analysis of the report identifies and comments on those Standards which the Council meets in full, in part, and those which it does not meet. The analysis can be summarised as follows:
- 3.02 The Council is achieving 9 of the 14 Standards in full (compared to 11 in 2009-10). This includes all the Standards relating to access to services - location of service points, access for those unable to use conventional libraries and facilities, opening hours, ICT facilities and a minimum level of service for all. Some standards relating to books and other resources are also met – acquisitions of English and Welsh stock, and supplying requested items in a timely manner, as are those standards relating to buildings (capital investment and available space) and partnership working.
- 3.03 The Council is partly achieving a further 3 Standards (compared to 2 in 2009-10) The Welsh Government assessment accepts that achievement of the Standard relating to total collections is partly met for children's material (i.e Flintshire's stock meets

Date: 09/11/2011

the UK top quartile standard but not the adjusted Wales performance benchmark) but the standard for adult material is missed. This standard for adult materials has not been fully met in any year of the framework. To comply fully, approximately 70,000 additional items would need to be purchased. Space constraints in libraries make this unachievable. However the impact of not achieving this standard has been offset by detailed flexible purchasing plans, editing policies, exceeding supply times for requests, full inter-availability of stock with Denbighshire libraries, and a reserve collection of 50,000 items. The standard relating to the time taken to replenish stock was met for adult material but not for children's material. The Public Library Users Survey conducted with children reported a high level of user satisfaction and was commended but the library service was unable to report on community satisfaction as there has been no opportunity to survey the total resident population during the 3 years of the reporting period.

- 3.04 The Council is not achieving either element of the Standard relating to staffing - overall staffing levels or the percentage of qualified staff. This remains an identified service budget pressure considered annually as part of budget building processes. The view has also been taken that this is an input rather than an outcome measure. The outcome measures in relation to customer service and experience have been prioritised. A further standard not met was expenditure on all stock acquisitions. This was below the median per 1000 resident population. This was as a result of an in year saving requirement which reduced the total materials budget significantly. This standard had been met in all preceding years of this framework.
- 3.05 The Welsh Government assessment of the Performance Indicators notes improvement in a small number of areas but decline in others. An improvement was noted in WPLPI 2, number of users and number of attendees at library events/activities. However performance declined against WPLPI 5 and WPLPI 10 – both directly attributable to expenditure reductions.

The average number of Standards met by Welsh library authorities in 2010-11 was 9, the highest was 14, and the lowest 6. The resources budget for 2011-12 restored spending to 95% of the level spent in 2009-10. If this is safeguarded performance could be achieved against WPLS 5 7 and 8 in 2011-12.

- 3.06 The assessment describes the annual Return for 2010-11 as a useful and realistic commentary on both performances achieved in 2010-11 and also over the three year period of the assessment framework. The assessors noted the immediate impact of the budget reductions imposed on the library service in the third quarter of the year, and the decline in the well planned and successful progress achieved in the First and Second Frameworks. The assessors remind the authority that one of the main objectives of the Fourth Assessment Framework for library authorities in Wales (2011-14) is ensuring that the resources expended on library services are not reduced disproportionately when compared to the resources awarded to other statutory front line services. They will take particular interest in the financial position of the library service as it will be reported in the next annual return in July 2012.

4.00 RECOMMENDATIONS

4.01 Executive is requested to consider the Welsh Public Library Standards Report for 2010-11, and note the response of the Welsh Government.

4.02 Executive is requested to endorse the proposal outlined in 3.05 to enable the Council to improve its performance against the Standards.

5.00 FINANCIAL IMPLICATIONS

5.01 The financial implications of complying with the Standards continue to be assessed and will be reported to Members through the budget setting process.

6.00 ANTI POVERTY IMPACT

6.01 The Standards address a number of issues which relate to anti-poverty.

7.00 ENVIRONMENTAL IMPACT

7.01 None.

8.00 EQUALITIES IMPACT

8.01 The Standards encompass a number of issues which relate to equal opportunities.

9.00 PERSONNEL IMPLICATIONS

9.01 None - this is a retrospective report recording performance during 2010-11.

10.00 CONSULTATION REQUIRED

10.01 As stated in 3.03, WPLS 13 requires the Council to measure community and user satisfaction with the service at least once during the three year framework.

11.00 CONSULTATION UNDERTAKEN

11.01 A children's PLUSurvey was undertaken in February 2011.

12.00 APPENDICES

- 12.01 A. Flintshire County Council. Welsh Public Library Standards Annual Report 2010-11
B. Welsh Government. Third Assessment Framework for Welsh Public Library Authorities: Annual Return 2010-11 (Flintshire)

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

None

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Welsh Assembly Government

CyMAL: Museums Archives and Libraries Wales

An assessment framework for public library authorities in Wales April 2008 – March 2011

Annual Return Pro Forma

All library authorities are required to complete this pro forma and are asked to follow the instructions provided carefully as the requirements in terms of reporting differ between sections.

All library authorities are requested to provide commentary against each and every Standard (WPLS) and against *each and every* Performance Indicator (WPLPI) in the 'Comment' column provided, but only when data is included in the Actual Performance column. Failure to provide commentary could result in the pro forma being returned to library authorities for completion.

Completed *Annual Returns* should be submitted as an electronic document by Monday 4 July 2011

**And sent to Dr Sarah Horton, Standards Adviser, CyMAL.
E-mail: sarah.horton@wales.gsi.gov.uk**

Name of authority:Flintshire County Council.....

**Population base 149923 over 16 121,737
Under 16 28,186**

Please tick as appropriate

This Annual Return has been approved by the authority prior to its submission to CyMAL

Yes No

If Yes, state whether approval was granted by

Full Council

Cabinet/Executive

Portfolio Member

Other (state title)

If No, state when approval is expected and when the definitive Annual Return submission will be forwarded to CyMAL

Approval expectedApproval expected in October 2011

As in previous years the Annual Report and the Welsh Government response will be presented simultaneously to the County Council's Lifelong Learning Overview and Scrutiny Committee. This will be followed by presentation to the Executive of the County Council.

Definitive submission to CyMAL by31st October 2011.....

Please indicate briefly below:

1. The authority's scrutiny procedures applied to the assessment of library service performances undertaken by the Welsh Assembly Government under the third assessment framework for 2008 – 11 and sent to authorities in September 2010 by the Welsh Assembly Government.

The WPLS Annual Report for 2009-2010, and the Welsh Assembly Government response, were presented to the County Council's Lifelong Learning Overview and Scrutiny Committee on 14th October 2010. They were subsequently presented to the Executive of the County Council on 16th November 2010.

The accompanying committee reports outlined proposed actions to address those Standards the authority was not achieving or partly achieving.

2. What decisions were made by the authority as a result of scrutiny procedures that sought to improve library service performances in relation to the Welsh Public Library Standards and Welsh Public Library Performance Indicators?

Both committees discussed the Report and response fully and

a) approved the Annual Report for 2009-10 and noted the WAG response

b) endorsed proposals outlined to address those Standards not yet achieved, and to enable the Council to improve its performance against the Standards.

3. What action was agreed as a consequence of those decisions?

It was agreed that the council could undertake a satisfaction survey amongst residents subject to costs, feasibility and potential benefits being considered, in 2010-11.

A library users survey would be carried out with children in 2010-11.

Levels of qualified staffing would continue to be identified as a budget pressure and a strategic risk to achieving full compliance with WPLS.

4. (a) If you indicated in your Annual Return for 2009 – 10 that your authority was undertaking a formal review of its library service, please indicate whether the review has now been completed:

YES NO N/A

4. (b) If your authority has commenced a formal review of its library service during 2010 – 11, please indicate whether that review has now been completed:

YES NO N/A

If you answered YES to either (a) or (b), briefly outline the main recommendations of the review, noting whether these recommendations have been accepted by the authority and at what level (e.g. Full Council, Cabinet, Executive, etc.). Please also indicate what actions have been taken / are planned in order to implement those recommendations:

If you answered NO to either (a) or (b), please indicate when the review is due to be completed:

The Welsh Public Library Standards 2008-11

Notes on completion:

Annual data or information is required for WPLS 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11 and 12

Authorities are required to report on the findings of surveys carried out in relation to WPLS 13 on *one occasion* between April 2008 and March 2011, and should be reported in the first *Annual Return* after the findings are known. This Standard is marked with an * on the following table. Authorities that do not use the PLUS survey services in their entirety should provide the following additional information in relation to that Standard:

- (i) When and by whom was the survey conducted?
- (ii) How and where was the survey conducted?
- (iii) What question/-s were asked?
- (iv) What was the target sample and how was it calculated?
- (v) What was the response rate?
- (vi) How was the analysis undertaken and by whom

Authorities are required to report on their achievements in relation to WPLS 14 (i) (marked with ** on the following table) in the *Annual Return* for each year in accordance with the timetable for implementation agreed through the Welsh Local Government Association, and each year for WPLS 14 (ii).

Authorities should follow the guidance provided by the pro-forma against each Standard, and returns should be as required. Authorities may be asked to resubmit *Annual Returns* if the data or information do not comply with the requirements.

In this final year, authorities should include within the comments column a brief assessment of their own progress over the course of the Framework in relation to each Standard, highlighting any factors or issues that will facilitate Welsh Assembly Government assessment of improvement or other trends.

Framework 3 Standard		Actual Performance as at March 31 2011	Comments
1	<p>(i) Authorities whose resident population density is 20 or more persons per hectare... shall ensure that the proportion of occupied households within 2 miles of a static library will be 95%</p> <p>(ii) Authorities whose resident population density is 19.9 persons per hectare or less ... shall ensure that the proportion of occupied households within a static service point will be 75%</p> <p>Authorities who are failing to meet the stipulated requirement in (ii) shall also report on the number of households within a quarter of a mile of each scheduled mobile stop and within two miles of any other kind of service outlet providing access to library materials.</p> <p><i>Library services should briefly describe the nature of that provision in the Comments column.</i></p>	<p>.....n/a..... %</p> <p>87.52 %</p>	<p>Flintshire has a population density of 3.42 persons per hectare. Flintshire has no single large town/city. Services are delivered via a network of small to medium sized libraries.</p>
2	<p>(i) Library authorities shall provide access to the service for those not able to use conventional service points</p> <p>(ii) Library authorities will continue to provide specialised assistance, facilities and equipment for people with particular access requirements</p>	<p>√</p> <p>√</p>	<p>2(i) Rural, isolated and disadvantaged urban areas received a fortnightly mobile library service. Housebound people received a direct service tailored to their needs. Residential homes, sheltered housing communities, playgroups and nurseries were served by a combination of mobile library visits and deposit collections.</p> <p>The County Council paid RNIB and NLB subscriptions amounting to £12,757 in 2010-11 on behalf of visually impaired residents. There are no acute hospitals or prisons in the county. The Flint Community Hospital have a collection of 'playaways' – plug and play audiobooks. It is planned to provide plug and play audio book collections for the community hospitals at Mold and Holywell by December 2011.</p> <p>2 (ii) Most of the 16 library buildings are largely accessible, if not complying fully with the DDA Act 1995.</p>

	<p><i>Library services should briefly describe the nature of the provision in the Comments column</i></p>		<p>14/16 libraries (all those open more than 10 hrs per week) provided at least one public access pc with predictive text software, a 22inch screen, trackerball mouse and assistive keyboards, adjustable trolleys and seats. Zoomtext, Aladdin Magnifiers and enlarging by photocopying is available in selected larger libraries.</p> <p>23.35% of the bookfund was spent on large print and full text audio books in 2010-11. Visually impaired and housebound people are exempt from selected library charges.</p> <p>Average percentage of bookfund spent on large print and audio books for adults and children over the 2008-11 Framework was 23%</p>
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Framework 3 Standard		Actual Performance as at March 31 2011	Comments
3	(i) Library authorities will ensure that the aggregate annual opening hours per 1,000 population for all service points shall be no less than 136 hours Library authorities having 4 or less static service points shall ensure that the aggregate annual opening hours shall be no less than 120 hours	No. of hours: ...169..... No. of service points:n/a.....	3 (i) Scheduled opening hours for static and mobile libraries are included in this calculation. Flintshire does not have a large centre of population. Services were delivered through a network of small to medium sized libraries plus 2 mobiles. This pattern of provision has ensured that Flintshire's aggregate opening hours have met the standard over the 3 years of the framework.
	(ii) Library authorities will ensure that emergency non-opening hours of static libraries will be no more than 1% of total planned opening hours in any year	...0.01..... %	3 (ii) Due to severe winter weather in December two libraries were opened late due to staff transport difficulties and resulted in 2.5 unplanned opening hours being lost.
	(iii) Library authorities will ensure that mobile library visits/stops missed or cancelled will be no more than 2.5% of total planned number of visits/stops in any year2.06..... %	3.(iii) Despite some severe weather conditions in November to January which meant some stops were missed, the standard was met. Individual visits to customers served by the Service to Housebound People are excluded from the above calculations as all visits missed through unforeseen circumstances are re-instated using administration time. Over the 3 year framework the average number of emergency non-opening hours for static libraries was 0.22 per year – this was due to a flood at Queensferry library in 2009-10 which meant a reduced service was operated for some days. Similarly, the average number of stops missed was 2.0% per year, this being due to a mechanical problem in 2009-10 and severe weather conditions in 2008-9 and 2010-11.

5	<p>(i) Library authorities will compare the total number of collection items (in all formats) available for public use (loan and reference) among adults per 1,000 resident population with the following:</p> <p>UK top quartile 2124 items Wales benchmark 1750 items</p> <p>(ii) Library authorities will compare the total number of collection items (in all formats) available for use (loan or reference) among those under 16 per 1,000 resident population with the following:</p> <p>UK top quartile 488 items Wales benchmark 530 items</p>	<p>No. of items: ...1291.....</p> <p>No. of items: 518</p>	<p>5 (i)Wales benchmark for adult stock has not been reached in any year of the framework if measured against total population. An additional 68,835 volumes would be required. Space constraints make this impossible. However open access stock is updated and edited regularly so as to present an attractive selection from which to choose. This is supported by a reserve stock, which is available via the library catalogue. Requests are supplied within and exceeding the WPLS recommended supply times, indicating that stock is adequate. The joint Flintshire/Denbighshire catalogue also provides direct access to stock holdings of both counties.</p> <p>5(ii) Stock holdings for children do not meet the Wales benchmark but do exceed the UK top quartile. This is the first year that Flintshire's performance has not exceeded the Wales benchmark and may have been influenced by the 17% cut in the bookfund that was made to meet in-year budgetary pressures for the County Council.</p> <p>Over the 3 years of framework 3 Flintshire has not met the standard at (i) for collection items available for adults. However, as mentioned above, this has not impacted on service performance measures such as request times. Standard 5 (ii) has been exceeded in the first two years of this framework and was on target to do so again until funds were cut due to external pressures .</p>
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6	<p>(i) Library authorities shall compare the total number of annual acquisitions of collection items (in all formats) in each year made available for public use among adults per 1,000 population with the following:</p> <p>UK top quartile 263 items Wales top decile 167 items</p> <p>(ii) Library authorities shall compare the total number of annual acquisitions of collection items (in all formats) in each year made available for public use among those under 16 per 1,000 population with the following:</p> <p>UK top quartile 80 items Wales top decile 80 items</p>	<p>No. of items:140...per total 1000 population (172 per 1000 adult population)</p> <p>No. of items: ...80..... (426 per 1000 under 16 pop.)</p>	<p>6 (i) Flintshire did not meet top decile for Wales for acquisitions for adults when measured against the total population. If measured against total adult population the top decile measure was met and exceeded. Over 5500 less items were purchased compared to 2009-10 (21%) as 17% of the stock purchasing fund was cut due to in-year savings for the council.</p> <p>Over the period of Framework 3 Flintshire's average performance against this standard has been 167, thus achieving the top decile in Wales on aggregate performance.</p> <p>6(ii) Flintshire's acquisitions performance for children and young people meets both UK top quartile and Wales top decile when measured against either total or under 16s population. Due to cuts in funding referred to above, 23% less items were purchased compared to 2009-10.</p> <p>Over the period of Framework 3 Flintshire's average performance against this standard has been 100, thus exceeding the top decile on aggregate performance.</p>
Framework 3 Standard		Actual Performance as at March 31 2011	Comments
7	<p>(i) Library authorities will ensure that the time taken to replenish the lending stock for adult users on open access is no more than 7.6 years</p> <p>(ii) Library authorities will ensure that the time taken to replenish the lending stock for users under 16 is no more than 6 years</p>	<p>No. of years: 7.1</p> <p>No. of years:7.8.....</p>	<p>Despite cuts in funding leading to over 5500 less stock items for adults being purchased in 2010-11 compared to 2009-10, Flintshire's performance has met the target for replenishment of adult stock.</p> <p>Due to cuts in funding 3600 less items were purchased for users under 16s in 2010-11 compared to 2009-10. This has resulted in Flintshire's performance not meeting the target for replenishment of lending stock for users under 16.</p> <p>Average performance for this standard over the 3 years of this Framework has been 5.8 years for stock for adult users and 5.9 years for lending stock for users under 16 yrs. The excellent performance figures of previous years reflect an adequate book fund and spending plans based on use and demand. The unforeseen cut in funding in 2010-11 has had an impact on this year's performance but with funding for</p>

			stock restored to 95% of former levels and the use of evidence based stock management introduced at the end of 2010-11, the service should revert to its former level of performance against this standard.
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	<p>(ii) Library authorities will compare and report their acquisition performance against an indicative list of Welsh Writing in English to be circulated annually to Welsh library authorities: noting % of listed items acquired and average number of copies purchased of those titles</p>	<p>.....81% acquired of list</p> <p>average number of copies purchased:</p> <p>...2.1.....</p>	<p>Total of 44 copies purchased.</p> <p>In each year of the Framework library customers of Flintshire and Denbighshire have had access to 100% of the core list of titles via the joint catalogue, with an average of 2.4 copies per title.</p>
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<p>10</p>	<p>Library authorities will ensure that no less than</p> <ul style="list-style-type: none"> (i) 67% of all requests shall be supplied within 7 calendar days (ii) 81% within 15 calendar days (iii) 91% within 30 days <p>of the request/reservation being made to the time the borrower was informed the material was available</p> <p><i>Count requests from the date when materials are made available for purchase to the library service, i.e. exclude pre-publication requests still in the system</i></p>	<p>.....81.....%</p> <p>.....87.4.....%</p> <p>.....93.1.....%</p>	<p>All elements of the standard are met. Performance for all three elements of this standard exceeds that in 2009-10. Requested items are afforded a high priority with all of Flintshire's libraries receiving delivery of new and requested items 3/4/5 days per week. Despite the in-year reduction of the bookfund, the standing orders for 'Bestsellers' were able to be retained. This ensured that the high satisfaction rate was reflected in the total figures for requests received and satisfied at year end.</p> <p>Flintshire's performance against this standard has exceeded requirements consistently over the 3 years of the framework.</p>
<p align="center">Framework 3 Standard</p>		<p align="center">Actual Performance as at March 31 2011</p>	<p align="center">Comments</p>
<p>11</p>	<ul style="list-style-type: none"> (i) Library authorities will compare total staffing levels with the comparative table indicating range of staffing levels per 1,000 resident population and report on their current levels <p>Lowest quartile 0.40 Median 0.43 Top quartile 0.51</p> <ul style="list-style-type: none"> (ii) Library authorities will ensure that 26% of total staff shall be formally qualified in library and information studies / science 	<p>State figure:</p> <p>...0.36.....</p> <p>...24.7.....%</p> <p>21% if calculated on staff in post</p>	<p>Total staffing levels fall below the lowest quartile indicator. Libraries are staffed at minimum levels. A pool of trained and experienced relief staff are used to cover holidays and absence.</p> <p>Percentage of qualified staff does not meet the standard and service is under further pressure as 2 posts have not been filled due to in- service funding pressures as mentioned above.</p> <p>Throughout the Framework the service has never met the lowest quartile for staffing levels. This has been reported as a budget pressure in each year of the Framework.</p>

Framework 3 Standard		Actual Performance as at March 31 2011	Comments
12	<p>Library authorities will indicate:</p> <p>(i) capital investment in their library service points (including mobile services) from</p> <p>a) the authority's own resources</p> <p>b) from external sources</p> <p>(ii) that they have undertaken an asset/condition/disability survey for their service points or internally reviewed such surveys on one occasion in the three-year cycle of the framework</p> <p>(iii) and compare their aggregate performance as a minimum threshold for publicly available space allocated to library services and related community space under the management of the library service per 1,000 resident population, namely 27 square metres</p> <p>and indicate any other capital expenditure on the library service not relating to buildings incurred during the year</p>	<p>£Nil.....</p> <p>£Nil...</p> <p>State source.....</p> <p>✓</p> <p>Date of review: October 2009.....</p> <p>.....31..... m²</p> <p>£nil.....</p> <p>State nature of expenditure in Comments col.</p>	<p>(i)No major works were carried out at any libraries during 2010-11.</p> <p>(ii)As part of the County Council's Assets and Access Strategic Plan 2006-10, libraries were reviewed in 2009.</p> <p>(iii)Whilst the standard has been met consistently over the three years of the Framework, some library buildings have insufficient space, or unsuitable spaces and this continues to be monitored.</p> <p>During the three year Framework major refurbishment was carried out at Connahs Quay library to provide a learner centre and to address DDA issues. A £300,000 grant from CyMAL was match funded by £82000 from Flintshire County Council. The library headquarters building was reroofed at a cost of over £300,000.</p>
Framework 3 Standard		Actual Performance as at March 31 2011	Comments

<p>13*</p>	<p>(i) Library authorities will establish and report on the % of its <i>total resident population</i> who are satisfied or very satisfied with the library service provided</p> <p>(ii) Library services will establish and report on the % of <i>library users</i> (adults and children under 16) who are satisfied or very satisfied with the library service provided</p>	<p>.....%</p> <p>100</p> <p>.....%</p>	<p>(i) Compliance with this standard remains an aim, but a suitable opportunity in the corporate consultation has not been identified.</p> <p>(ii) An adult PLUS survey was carried out in October 2009. A Childrens PLUS survey was carried out in February 2011 and 100% of respondents were satisfied or very satisfied with the service provided.</p> <p>During 2008-11 Flintshire library Service has not had the opportunity to report on the total resident population who are satisfied with the service provided, but the planned timetable of PLUS surveys has been adhered to in order to gain valuable feedback from users to inform and direct the service.</p>
<p>14**</p>	<p>(i) Library authorities shall implement the Citizen Entitlements according to agreements with the WLGA</p> <ul style="list-style-type: none"> • Free to join • Free access to books • Free access to the internet and computer facilities • Free access to online information services • Free reservation for books available in Wales • Make arrangements for borrowing and returns anywhere in Wales • Provide support for users • Remove all fines and charges on children under 15 <p>(ii) Library authorities shall indicate their participation in Regional Library Partnership and other local partnership arrangements</p> <p><i>Provide narrative in Comments column</i></p>	<p>Insert ✓ or x against each</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>(i) Flintshire complies with all 8 Citizen Entitlements. The introduction of free requests for books available in Wales has had increased uptake via Cat Cymru and the increased membership of LINC y Gogledd. Improved transport links and resulting speed of requests satisfied have contributed to increased use of LINC across the region.</p> <p>This is the second year of this Framework where all 8 entitlements have been implemented. Take up of the offer to borrow anywhere, return anywhere has been possible via Cat Cymru but has cost implications for subsequent years if take up of this service increases or if libraries outside the North Wales/Linc region were used.</p> <p>(ii) Flintshire Library and Information Service is a member of: North Wales Libraries Partnership (umbrella organisation advocating cross sector partnership and collaboration across the region, and linking with the rest of Wales) LINC y Gogledd (to facilitate access to libraries across North Wales) North Wales Libraries Training Group (to provide access to quality training opportunities for all sectors) Estyn Allan y Gogledd (promoting reader development across the region)</p>

			<p>Wales Purchasing Consortium (to obtain best value in stock purchase) NEWnet (joint acquisitions unit facilitating equal access to library stocks in Flintshire and Denbighshire.) Flintshire Library and Information Service support and participate in the planning, organisation and hosting of the N E Wales Book Quiz in partnership with the N E Wales School Library Service.</p> <p>Throughout the 2008-11 Framework Flintshire Library Service has continued to participate in North Wales Libraries partnership and in all other opportunities for collaboration.</p>
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The Welsh Public Library Performance Indicators 2008-11

Notes for completion

Annual data is required for WPLPI 1, 2, 4, 5, 7, 8, 9, 10, and 13

Authorities must provide data in relation to WPLPI 3, 6, 11, and 12 *on one occasion only* between April 2008 and March 2011 following the completion of a User PLUS survey (or its equivalent). The findings of that survey and the performances against the Performance Indicators should be reported in the first *Annual Return after the findings are known*. These Performance Indicators are marked with an * on the following table.

Library authorities NEED NOT offer comments in those Performance Indicators where no data can yet be submitted (and until, for example the PLUS survey, or its equivalent has been conducted).

Authorities who do not use the PLUS survey services in their entirety are required to provide the following information in their Annual Return

- (i) When and by whom was the survey conducted?
- (ii) How and where was the survey conducted?
- (iii) How was the analysis undertaken and by whom?
- (iv) What question/-s were asked for each Performance Indicator?
- (v) What was the survey target sample and how was it calculated?
- (vi) What was the response rate?

Performance Indicators (WPLPI)		Actual Performance as at March 31 2011	Comments
1	The number of library members per 1,000 resident population	No. per 1,000 population:380.....	This figure has decreased slightly as predicted in last return. This is result of data cleansing exercise commenced 2009-10 and completed 2010-11. The exercise updated borrower and catalogue data.
2	(i) The number of people using the public library service during the year per 1,000 population (ii) The number of people attending events and activities organised by the library service per 1,000 population	No. per 1,000 population: 6252 No. per 1,000 population: ...206.....	(i)The number of physical visits rose by 10% and the number of virtual visits rose by 5%. Factors accounting for this include: the reopening of Connah's Quay Library after refurbishment as a Library Learner Centre, improved and updated library web pages. (ii) This figure is derived from the number of attendances at events in libraries, outreach activities such as school and community group visits, and an estimated number of people with whom contact was made at the library stand at bigger events such as Respect Fest , Adult Learner Festival, Daniel Owen Festival, Afaisic Cymru, Working with Parents Events and adult education enrolment evenings.
3*	(i) The % of adult users who think opening hours are 'very good' or 'good' (ii) The % of users under 16 who think the library is open when they want to go into it and use itn/a.....% 88.....%	Adult PLUS survey carried out 2009. Result reported in return for 2009-10. Children's PLUS survey carried out in February 2011.

Performance Indicators (WPLPI)		Actual Performance as at March 31 2011	Comments
4	(i) The total number of workstations with access to the internet and the authority's online catalogue per 10,000 population (minimum provision of 7)	No. per 10,000 population: 11.5	The total number of workstations includes those freely available in library spaces and those available in Library Learner Centres via mediated access. As with previous year's return, laptops have been included. This figure is lower than 2009-10. The figure is an actual figure recorded by the MyPC booking system. This is the first complete year this system has been used.
	(ii) The % of available time allocated for use of public access PCs taken up by users	...35.1.....%	
5	(i) The annual issues per 1,000 population	No. per 1,000 population: 5276.....	This figure is 0.1% lower than 2009-10. However a reduction of 17% was made to the resources budget for an in-year saving required for the County Council, which resulted in very low amounts of new stock purchased in the last 2 quarters. The number of items on loan was 6% less than 2009-10. This may reflect the fact that very few new items were added to stock between December and April due to in year cuts to the bookfund, referred to above.
	(ii) The % of stock available for loan actually on loan on a census date in March24.85.....%	
6*	(i) The % of users who think that choice of books available is 'very good', 'good' or 'adequate'	n/a 100%	Adult Plus survey carried out 2009. Children's PLUS survey carried out in February 2011.
	(ii) The % of users under 16 who think that the choice of books is 'good' or 'OK'		

Performance Indicators (WPLPI)		Actual Performance as at March 31 2011	Comments
7	The % of total authority expenditure for library services expended annually on purchase of books and other items for loan or use	13...%	Derived from 2010-11 CIPFA cell 109 (total expenditure on materials) over cell 115 (total revenue expenditure)
8	The % of total authority revenue expenditure spent on the public library service	0.64....%	Derived from 2010-11 CIPFA cell 115.
9	<p>(i) The expenditure on staff training and development per member of library staff</p> <p>and</p> <p>(ii) expenditure on</p> <p>Leadership bursaries</p> <p>MSc or BSc qualification bursaries</p> <p>NVQ bursaries or ICTL Diploma</p> <p>Regional training consortia training</p>	<p>£...110</p> <p>£.....</p> <p>£2,190.....</p> <p>£.....</p> <p>£.....</p>	<p>(i) This reflects the availability of free training from Flintshire's corporate service, CyMAL's supported events, regional training consortia events, CILIP CDG events and Bookstart events. Costs reflect staffing costs only. Training courses staff have attended include the following:</p> <p>In house Management ILM3 course Frontline training Bookstart/Rhymetime training FCC risk assessment FCC recruitment and selection FCC Emergency Volunteer training FCC first Aid refresher course Cymal IT trouble shooting course Cymal Internet Safety course Manual handling Pilot project training frontline staff as basic ICT skills tutors 1 staff member completing Yr 2 BSc. Information and Library Studies (Distance Learning) Training carried out for all staff in OG3 Library Management System</p> <p>(ii) CyMAL grant received for Lynn Walker to commence BSc Econ</p>

			Information & Library Studies at Aberystwyth University by distance learning.
Performance Indicators (WPLPI)		Actual Performance as at March 31 2011	Comments
10	The % of total authority capital allocations expended on public library services during the year	...NIL.....%	
11*	The % of all users who think that the design and layout of the library building or other service point offer an attractive environmentn/a.....%	Adult Plus survey carried out 2009. Childrens PLUS survey carried out in February 2011.
12*	(i) The % of adults who think that the computer facilities provided are 'good', 'very good' or 'adequate' (ii) The % of users under 16 who think that the computer resources provided are 'good' or 'OK'n/a.....% 98%	Adult Plus survey carried out 2009 Childrens PLUS survey carried out in February 2011.
13	The net expenditure on public library provision per 1,000 resident population	£...16189..... per 1,000 population	Derived from CIPFA cell 126 (net revenue expenditure) [2009-10 return cited £15420 per 1000 head of pop. This did not include support costs, which were not available at the time. Amended figure to reflect support costs is £17643]

Authorities are reminded that they should also attach a short statement (no more than 3 sides of A4 minimum 12 pt type size **without** additional documents or attachments) with this **Annual Return** as directed in section Service aspect 5 in the Framework - *The contribution of library services to the achievement of corporate aims, objectives and priorities.* (pp. 52-55)

Service Aspect 5: The contribution of library services to the achievement of corporate aims, objectives and priorities.

5.1 The Library and Information Service produces an annual Service Plan which:-

- sets out objectives for the coming year;
- documents how those objectives will be achieved;
- identifies risks to achievement; and
- charts how success will be measured.

This is approved by the Head of Service, and is both informed by, and supports, the annual Directorate Business Plan and the Community Strategy. For 2010-11 the Service Plan has focussed on specific areas for improvement, with links to Strategic and Statutory Plans being more formally recorded.

5.2 The aims, objectives and priorities for the Library and Information Service were reviewed during 2008-09, resulting in County Council approval and publication of a 'Strategy for Flintshire's Libraries 2009-12'. Links between each service objective in the Strategy and its underpinning corporate and Directorate objectives are identified in this document, which is available in both hard copy and electronically on the County Council's website.

5.3 The Lifelong Learning Directorate Plan for 2010-11 summarised the core aims and values for the Directorate, and how these would be achieved. Completion and implementation of the Libraries Strategy was identified as a Service Priority. Its core aims are:-

- encouraging empowerment, participation and equality of opportunity by putting people first within all the Services we offer
- promoting Lifelong Learning through enjoyment and achievement
- valuing, developing and making the best use of our assets

5.4 Flintshire County Council, at its Executive meeting on Tuesday 17 May 2011 proposed its revised and updated set of Council Priorities.

The priorities support the **County Vision** as endorsed by Flintshire's Local Service Board (a collection of public and voluntary sector leaders e.g. Health, Police, Council, etc.)

- 1 Economic Prosperity
- 2 Safe and Supportive Communities
- 3 Living Sustainably
- 4 Health and Well-Being

5 Learning & Skills for Life

In setting the **Council Priorities** the views of customers, communities, partners and elected members – drawn from consultations and discussions over a period of time - have been taken into account.

The ten priorities show how resources are used across the Council to secure continuous improvement and improve services themselves. The priority to which the Library and Information Service makes a major contribution is:

To secure a modern and high performing range of learning, cultural, play and leisure opportunities for all ages with our schools, colleges and other partners.

5.6 During 2010-11 the Library and Information Service, with other sections and directorates was involved in planning for the future of Flintshire and enabling services to be provided with reduced funding. Opportunities for savings were identified and a business case was made to identify the service areas which would cause the least impact on library customers. Core aims and objectives of the Strategy for Flintshire's Libraries 2009-12, and of the Lifelong Learning Directorate Plan informed and underpinned the decisions that followed.



Adroddiad Blynyddol SLICC Fflint 2010/11 Flintshire WPLS Annual Report 2010/11

The authority submitted its Annual Return pro forma in accordance with the stipulated requirements and by the due date. It has to be regarded as an unapproved submission as it is yet to be formally scrutinised and approved by the authority. This process is due to be completed by the end of October 2011, and the Welsh Government will seek confirmation at that time that the Annual Return has been approved.

The Return provides very useful and realistic commentary on both the performances achieved in 2010/11 and also those achieved over the three-year period of the assessment Framework. The comments and explanations assisted the assessment process. In addition, the assessors noted the immediate impact of the budget reductions imposed on the library service some months into the 2010/11 financial year. Declines in performance in a number of areas are seen to be entirely attributable to that decision, and as in the case of other authorities in Wales since 2002, it is readily apparent that budget reductions of a significant kind imposed some way into the financial year have a more profound negative effect on performances in relation to the Standards. Over the first two years of the Third Assessment Framework the authority's library service was making well planned and successful progress, as was the case in both the First and Second Frameworks. Sadly in this final year, progress has been brought to a halt, and an actual decline in achievements in key areas is recorded.

The process whereby library service activity and development contributes to the achievement of corporate objectives and priorities is clearly described in the Return, but the assessors again noted that one of the primary activities in relation to the most recent service plan comprises the achievement of reduced spending on the service. Seeking to protect core aims and causing the least impact on library customers seems to be the only realistic option available to the service managers in those circumstances. The authority is reminded that one of the main objectives of the Fourth Assessment Framework for library authorities in Wales (2011-14) is ensuring that the resources expended on library services are not reduced disproportionately when compared to the resources awarded to other statutory front line services. This will be a matter that will be given particular attention in the assessment process applied to the next Annual Return in July 2012.

This assessment considers the authority's performances in relation to the Welsh Public Library Standards and Performance Indicators through to March 2011. A comparative table of Performance Indicators, showing the authority's performance and relative position in relation to all library authorities in Wales, is also included. As it is also the end of the period covered by the third Framework, the assessors also

make some observations regarding the achievements of the authority overall since April 2008.

Welsh Public Library Standards (WPLS)

In line with the assessment of Annual Returns in the past, unless an authority achieves at least half of the elements of a Standard that has a number of sub-sections or elements, or reached a particular median point in terms of performance, it will be deemed not to have met the requirements of the Standard. If half of the elements are met but not the whole Standard, then the authority will be deemed to have partly met the Standard.

Following scrutiny and assessment of your Annual Return for 2010/11 by Welsh Government officials and a Reference Group drawn from the sector, according to our calculations:

- The authority has met 9 of the 14 Welsh Public Library Standards – namely WPLS 1, 2, 3, 4, 6, 9, 10, 12 and 14. This is two fewer than was the case in March 2010. The Standards now being achieved are WPLS 1 (accessibility of service points), where the situation appears to be stable and sustained; WPLS 2 (services for users with particular access requirements), where there are some interesting and commendable aspects to the work, especially the collaboration with specialist organisations that represent the interests of users with special needs and the way in which resources are expended to obtain suitable materials; WPLS 3 (opening hours), where despite poor winter weather, the performance was satisfactory; WPLS 4 (ICT facilities and resources) where levels of provision have also been sustained and where the provision of WiFi is being actively pursued with a view to providing it by 2014; WPLS 6 (annual acquisitions) where levels of acquisitions are at a level higher than the Wales top decile comparators despite reductions in expenditure; and WPLS 9 where levels of expenditure on Welsh materials are at the stipulated level and acquisition of Welsh Writing in English is at an appropriate level. In WPLS 10 (supply of requests) performance is commendably good despite the impact of spending reductions on the acquisition of materials. The work relating to collection management and delivery of requests in this area is clearly effective. The authority is also achieving WPLS 12 (public space) even though some of the space is described as unsuitable. It is noted that there were no major library refurbishment or other projects during the year and that allocations from authority capital sources were recorded as nil. The authority continues to offer the full range of user entitlements stipulated in WPLS 14;
- Has partly achieved the requirements of 3 other Standards – WPLS 5, 7 and 13. In WPLS 5 (total collections) the benchmark for holdings of materials for

those under 16 is more than met, but the benchmark for adult stock is missed by a considerable margin. In WPLS 7 the time taken to replenish stock for users aged under 16 has been affected by the reduction in the expenditure on acquisitions during the year, but the stipulation for adult stock has been met. There is a note of optimism in the commentary against this Standard where it is suggested that levels of spending could be returned to 95% of former levels. In those circumstances the whole Standard would again be within reach. In WPLS 13 (community satisfaction) the authority did not have the opportunity to survey the total resident population (part (i) of the Standard), but the level of satisfaction reported by the Children's PLUS survey is remarkable and commended.

- The authority has not achieved the requirements of the 2 remaining Standards – WPLS 8 and 11. Expenditure on all stock acquisitions is below the median in WPLS 8, and this is where the cut of £70,000 in the materials budget has had a serious effect on performance. Without that cut, the service could have met the significant challenge presented to authorities by March 2011. Taking the average performance in this Standard over the three years of the Framework, then the performance has been above the median as stipulated. In WPLS 11 (staffing) there has also been a real decline when unfilled posts are taken into account, and the assessors believe that the comment in the Return – that the service is staffed at minimum levels – is an accurate assessment. In those circumstances delivering core services must present significant logistical challenges.

Performances declined in two Standards compared to 2009/10 – WPLS 7 and 8, both directly attributable to spending reductions.

Achievements over the three years between 2008 and 2011 could have been appreciable, but as a result of the resource decision made in 2010/11, achievements can only be described as modest overall.

For the purpose of comparison, the authority should note that the average number of Standards achieved by Welsh library authorities in 2010/11 was 9, the highest number achieved by an authority was 14, the lowest 6.

Welsh Public Library Performance Indicators (WPLPI)

Performances in respect of the Framework's Performance Indicators reflect improvements in a small number of areas but declines in a number of others. The following table lists the authority's performances and shows its relative position in each Indicator when compared to the performances of other Welsh authorities.

WPLPI		Authority Performance	Position	Welsh Average
1	No. of library members (per 1,000 population)	380	16	434
2 (i)	No. of users (per 1,000 population)	6252	9	5924
2 (ii)	No. of attendees at events / activities (per 1,000 population)	206	4	136
3 (i)	% adult users who think opening hours are 'very good' or 'good'	94%	4=	89.1%
3 (ii)	% under 16 users who think the library is open when they want to use it	88%	4	84.2%
4 (i)	No. of public PCs with Internet access (per 10,000 population)	11.5	5	9.6
4 (ii)	% take-up of public access PCs	35.1%	17	42.8%
5 (i)	Annual issues (per 1,000 population)	5276	9	4971
5 (ii)	% loan stock on loan (on given day)	24.85%	6	21.6%
6 (i)	% adults users who think the choice of books available is 'very good', 'good' or 'adequate'	98%	7=	95.4%
6(ii)	% under 16 users who think the choice of books available is 'good' or 'OK'	100%	1=	96.5%
7	% of total authority library expenditure spent on the purchase of library stock	13%	9	13.1%
8	% of total authority revenue expenditure spent on the public library service	0.64%	19	0.89%
9 (i)	Expenditure on staff training and development (per member of library staff)	£110	14	£250
9 (ii)	Expenditure on qualifications / formal training	£2,190	13	£3,457
10	% total authority capital allocations spent on public library services	0%	16=	0.7%
11	% of users who think the design and layout of the library offer an attractive environment	95.5%	5	90.2%
12(i)	% of adult users who think the computer facilities are 'very good', 'good' or 'adequate'	99.4%	1	95.1%
12(ii)	% of under 16 users who think the computer resources are 'good' or 'OK'	98%	13=	95.3%
13	Net expenditure on public library provision (per 1,000 population)	£16,189	12	£16,601

The assessors noted improvements in performance in WPLPI 2, but declines in performance can be seen in WPLPI 10, where capital spend is recorded as nil, and in WPLPI 5, due directly to expenditure reductions.

The view of the assessors in relation to this Annual Return must be clear to the authority. The library service in Flintshire has suffered a significant reduction in expenditure in some key aspects during 2010/11 the impact of which has been immediate and entirely negative. They will take a particular interest in the financial position of the library service as it will be reported in the next Annual Return in July 2012.

FLINTSHIRE COUNTY COUNCIL

AGENDA ITEM NUMBER: 14

REPORT TO: **EXECUTIVE**
DATE : **15 NOVEMBER 2011**
REPORT BY: **DIRECTOR OF ENVIRONMENT**
SUBJECT : **SETTING LOCAL SPEED LIMITS**

1.00 PURPOSE OF REPORT

1.01 To update Members of a review of the speed limits on all A and B roads in accordance with the published guidance by Welsh Assembly Government (WAG) entitled "Setting Local Speed Limits in Wales"

2.00 BACKGROUND

2.01 The WG published, in October 2009, new guidance for all Welsh Local Authorities on the setting of local speed limits. This replaced the previous advice, published in 1995. The WG document, circular 24/2009 can be viewed and downloaded from the WG website, and hard copies are available in the Members library.

2.02 The new guidance is to be used for setting local speed limits, now and in the future, on all urban and rural roads.

2.03 The advice is similar to that conveyed in the English authorities in 2006 and is to reflect a similar level of clarity and consistency across Wales, leading to local speed limits reflecting the needs of all road users, improving the quality of life for communities and balancing the needs of accessibility and the environment.

2.04 Included in the guidance is a request that all Authorities review the speed limits on all A and B class roads by 31st December 2014.

2.05 It was initially intended that the review would be undertaken as a single project for the six North Wales Authorities and a bid for finance to support the review was made through TAITH but WAG confirmed that as this was not a statutory request no budget could be allocated.

2.06 The Council is currently proposing to proceed with the review on the A and B road network within the County and, similar to other authorities across Wales, to engage suitably qualified consultants to undertake the review.

2.07 The review will confirm the sections of the network on which the current speed limit is appropriate, and also identify the sections where a change is required to accord with the latest guidelines.

3.00 CONSIDERATIONS

Date: 09/11/2011

- 3.01 It is proposed to undertake a county wide review of the speed limits on all A and B class roads as requested in the latest guidelines.
- 3.02 The A and B road network will be assessed against the new guidance, to determine if a change in the speed limit is appropriate, or to confirm that the current limit is correct. Any changes required can be introduced by a prioritised programme of amendments, possibly spread over two or more years dependent on budget.
- 3.03 The review will be financed from the revenue budget allocated for traffic management.

4.00 RECOMMENDATIONS

- 4.01 That Members are aware of the new guidance on the setting of speed limits, approve the completion of the speed limit review, and the use of the guidance in the assessment of all new proposals.

5.00 FINANCIAL IMPLICATIONS

- 5.01 The cost of the review, estimated at £50K is to be met from the traffic services revenue budget.

6.00 ANTI POVERTY IMPACT

- 6.01 Not Applicable N/A

7.00 ENVIRONMENTAL IMPACT

- 7.01 The guidelines and assessment methods will recommend appropriate speed limits on local roads and reduce the number of casualties on routes identified with a high rate of collisions.

8.00 EQUALITIES IMPACT

- 8.01 N/A

9.00 PERSONNEL IMPLICATIONS

- 9.01 N/A

10.00 CONSULTATION REQUIRED

- 10.01 None required.

11.00 CONSULTATION UNDERTAKEN

- 11.01 None required.

12.00 APPENDICES

12.01 WAG Guidelines (WAG Circ 24-2009)

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985
BACKGROUND DOCUMENTS

None

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FLINTSHIRE COUNTY COUNCIL

AGENDA ITEM NUMBER: 15

REPORT TO: **EXECUTIVE**
DATE : **15 NOVEMBER 2011**
REPORT BY: **DIRECTOR OF ENVIRONMENT**
SUBJECT : **UPDATE ON DEPOT RATIONALISATION**

1.00 PURPOSE OF REPORT

1.01 To provide an update to Members on the current depot rationalisation activity and the wider infrastructure requirements necessary to support the Streetscene Review.

2.00 BACKGROUND

2.01 The Authority's Streetscene Operations currently work out of five separate work centres (Depots) - Alltami, Queensferry, Halkyn, Standard Industrial Estate Buckley and Castle Park in Flint.

2.02 These five sites comprise approximately of 5.95 Hectares (14.73 acres), with total offices and stores space amounting to some 8,660m² of Gross Internal Area (including the facilities transferred over to the Council as a result of the AD Waste transfer.

2.03 Geographically Alltami and Halkyn Depots are ideally suited to support operations forming part of 'Streetscene', due in part, to their proximity to the A55 Expressway.

2.04 Since the previous report to Executive, the land at Alltami, which was in the ownership of North Wales Police and which amounts to 0.97 Hectares (2.42 acres) has now been purchased enabling full consolidation of the Alltami Depot site by Flintshire County Council. It is proposed that Alltami Depot will be the key operational base for Streetscene services including domestic waste inc. food, grounds, cleansing and Highways, Fleet maintenance and servicing and a workforce and staff operational base.

2.05 Detailed designs and costs have now been finalised to enable the occupation to proceed. In line with current thinking, in relation to asset utilisation, the depot will use Agile and mobile working principles in the occupation of working space to maximise available work area activity; this will also involve hot desking. In addition consolidation of staff, within a centralised depot, will also assist in the increased management and effectiveness of the service.

2.06 The opportunity will be taken to upgrade a number of on site services such as drainage; this would be required as part of the necessary permitting process through the Environment Agency in relation to the domestic food waste bulking facility. The work will also rectify some long outstanding issues with the current site drainage system.

Date: 09/11/2011

- 2.07 It is intended that funding of the scheme will be via Prudential Borrowing and this is explored further below.

3.00 CONSIDERATIONS

- 3.01 Clearly the Streetscene review has presented an opportunity to analyse and suggest rationalised approaches for a number of areas of operation, primarily around the Waste Management Service. The activities outlined below are relevant in that they demonstrate a wider level of thinking which has taken place as Streetscene has developed.

3.01.1 Standard Industrial Estate

Pre April 2011 Activities:

Domestic food waste bulking facility
Recycling recovery from residual HRC waste (Black bag splitting)
HRC recyclables bulking facility
Fly tipping bulking facility
Waste Management Services Offices (Ex AD Waste)
West Pennine Waste Ltd - licensed for material recovery facility
Landfill Gas electricity generator

Proposed Activities:

Household recyclable operations and material bulking facility
Education centre
Landfill Gas electricity generator
Extended Heritage Trail on completed landfill site

Planning proposals:

Submission for the extension of the existing building to provide the Education Centre, parking facilities and regularise the overall planning consent for the site are being prepared for presentation in January 2011.

3.01.2 Brookhill

Current Activities:

Waste Transfer station for domestic residual waste

Proposed Activities:

Waste Transfer station for domestic residual waste.
Domestic food waste bulking facility – until Alltami depot refurbishment completed in 2012
Domestic green waste bulking facility for South of County.

Planning proposals:

None Planned

3.01.3 Alltami Depot

Proposed Activities:

Single office base for all Streetscene staff
Food waste bulking facility
Fleet workshops
Operational base for:
- Domestic waste collection service
- Highway maintenance inc Winter Maintenance
- Ground Maintenance
- Cleansing

Planning proposals:

Full Planning application for the newly developed site January 2012

3.01.4 Greenfield

Current Activities:

Household Recycling Centre (HRC)
Windrow composting facility
Salt storage facility

Proposed Activities:

HRC
Windrow composting facility
Household recyclable material bulking facility
Domestic food waste bulking facility

Planning proposals:

Further submission for bulking up facilities Due - March 2012

3.01.5 Halkyn Depot

Current Activities:

Highway Maintenance Office
Highway Maintenance depot
Winter Maintenance depot

Proposed Activities:

Streetscene service satellite depot
Winter Maintenance depot
Store for Welsh Government Strategic salt store
Potential future office utilisation by Regional Organisation

Planning proposals:

Submission for the Strategic Salt Storage Facility. Due - Jan 2012

3.01.06 Queensferry

Current Activities:

Domestic Waste Collection service
Waste Services Office
Fleet Maintenance Workshop

Proposed Activities:

Temporary store for Welsh Government Strategic salt store (until Halkyn depot becomes available)
Closure and disposal

Planning proposals:

The submission for the temporary salt storage due – Nov 2011

3.01.07 **Castle Park Flint**

Current Activities:

Domestic Recycling service

Proposed Activities:

Closure and re-lease

Planning proposals:

None required

3.02 The rationalisation of the Alltami depot will also facilitate the modification and relocation of a number of services such as the food waste bulking facility, such relocations will have a positive effect on transport movements in the local area.

3.03 Without the provision and consolidation of services into one centralised depot, together with other service efficiencies, for example managed weekly collections, food waste collections services etc the Council will not be able to realise the level of efficiencies, detailed in the order of £1m within the Councils budget strategy.

4.00 RECOMMENDATIONS

4.01 That Members:

4.01.1 Support the continued development of the Alltami Depot site as the key strategic centre for Streetscene operations and give delegated authority to the Director of Environment to finalise proposals and implement.

4.01.2 Approve the depot rationalisation outlined within this report and give delegated authority to the Director to implement such proposals.

5.00 FINANCIAL IMPLICATIONS

5.01 The information set out within this section indicates the funding mechanisms for the development of Alltami Depot based on Prudential Borrowing over a 50 year period.

5.01.1 Anticipated cost of depot work £2.73m

Anticipated revenue savings generated by measures contained within this report £107k pa

Prudential Borrowing requirement £158kpa

Facilitated by Depot rationalisation as a contribution towards streetscene savings £1m anticipated total saving

5.01.2 There may be a requirement, at some stage in the future, to provide upgraded power supplies to the site. It is anticipated that this will cost around £200k at today's figures and increase the Prudential Borrowing requirement to £168k pa on the basis that the project costs increase to £2.93m.

6.00 ANTI POVERTY IMPACT

6.01 Not as a direct result of this report.

7.00 ENVIRONMENTAL IMPACT

7.01 Positive in that it will:

- Reduce carbon emissions through consolidation into one facility
- Improve significantly current issues relating to drainage systems on site

8.00 EQUALITIES IMPACT

8.01 Provides increased accessibility to the facility at Alltami.

9.00 PERSONNEL IMPLICATIONS

9.01 Positive in that it provides an improved working environment and ensures increased communication and management capability located in one core area of work.

10.00 CONSULTATION REQUIRED

10.01 Elected Members, Trade Unions and Staff

11.00 CONSULTATION UNDERTAKEN

11.01 Elected Members, Trade Unions and Staff

12.00 APPENDICES

12.01 None but see Financial Implications.

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985
BACKGROUND DOCUMENTS

None

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FLINTSHIRE COUNTY COUNCIL

AGENDA ITEM NUMBER: 16

REPORT TO: **EXECUTIVE**
DATE : **15 NOVEMBER 2011**
REPORT BY: **DIRECTOR OF ENVIRONMENT**
SUBJECT : **FOOD SERVICE PLAN 2011-2012**

1.00 PURPOSE OF REPORT

- 1.01 To seek Member approval for the Food Service Plan for Flintshire County Council which details the service delivery programme for the period 1st April 2011 to 31st March 2012. This Plan includes a review of the Service Plan 2010 and therefore could not be finalised until all the statistical data and all other information is compiled and reviewed for the previous year.

2.00 BACKGROUND

- 2.01 Local Authorities throughout the U.K. have been directed by the Food Standards Agency to take the necessary action to implement the new Framework Agreement on Local Authority Food Law Enforcement, operational from 1st April 2001. The Framework has been developed to ensure a consistent food law enforcement service throughout the country.

3.00 CONSIDERATIONS

- 3.01 The Service Plan, a copy of which is attached as Appendix 1, has been produced by Officers of Health Protection Service within Public Protection in line with the model format contained within the Framework Agreement. It outlines the proposals for Service Delivery for the period 1st April 2011 to 31st March 2012 as well as a review of the Service Plan for 2010 with overall performance for 2010-2011 shown as Appendix A and Appendix B within the Service Plan.

The elements of the Food Service namely Food Safety, Food Standards and Animal Feeding stuffs, sit under two Team Leaders, both under the responsibilities of the Health Protection Manager within the Public Protection Service.

Key Achievements for 2010/2011 are as follows:

- The successful introduction of the National Food Hygiene Rating Scheme which was adopted by the Council from the 1st December 2010. The implementation of this Scheme has involved a considerable amount of preparatory work and has resulted in significant changes in the way the Service is delivered. Ratings given to businesses following their Food Hygiene inspection are now available to be viewed by the Public on a National Website. (www.food.gov.uk/ratings)

Date: 09/11/2011

- The performance of the Food Team in 2010/2011 was excellent with the Team achieving both targets of 100% of High Risk inspections and 87% of new businesses receiving a full food hygiene inspection.
- A new National Strategic Indicator was introduced namely Percentage of Businesses which are Broadly Compliant with Food Hygiene legislation. It was pleasing that 84% of food businesses within Flintshire fall into this category.
- There has been continued progress in implementing the recommendations within the Public Inquiry Report into the South Wales *E.coli* 0157 Outbreak in 2005. This progress has been monitored against the Action Plan and Audit Checklist which had been taken to Executive for approval and progress reporting in May and November 2009 respectively.
- The Food Team played an active, promotional and informative role in the annual Mold Food Fair. The Food Team's exhibition stand was particularly well received by visitors.

Key Targets for 2011/2012 are:

- To achieve 100% of all High Risk premises for Food Safety and Food Standards.
- To ensure the continued implementation of the recommendations within the Public Inquiry Report into the South Wales *E.coli* 0157 Outbreak in 2005.
- To prioritise all Food Safety revisits to premises receiving a National Food Hygiene Rating Score of 2 or lower to improve the businesses level of compliance to Broadly Compliant with Food Hygiene legislation.
- To successfully merge and integrate the Food Safety and Food Standards functions to maximise utilisation of resources in line with the Local Better Regulation Office and Reducing the Burden on Business Agenda.
- To undertake project work on "lower" risk premises (D and E) to identify and prioritise those premises most requiring a Food Safety inspection based on a risk assessment approach to best utilise resources.

3.02 The Service Plan outlines how the service will be delivered over the coming financial year. The Plan will be backed up by comprehensive documentation and procedures which will be developed to ensure that the Council's Food Law Enforcement activities meet the requirements.

3.03 The Service Plan will be subject to annual review.

4.00 RECOMMENDATIONS

4.01 That Members approve the Food Service Plan 2011/2012.

5.00 FINANCIAL IMPLICATIONS

5.01 The cost of implementing the agreement on Food Law Enforcement will be met from within the existing Environment Directorate budget.

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 N/A

11.00 CONSULTATION UNDERTAKEN

11.01 N/A

12.00 APPENDICES

12.01 Appendix 1 - Food Service Plan 2011/2012

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985
BACKGROUND DOCUMENTS

None

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APPENDIX 1



FLINTSHIRE COUNTY COUNCIL

PUBLIC PROTECTION FOOD SERVICE PLAN 2011-12

FLINTSHIRE COUNTY COUNCIL

FOOD SERVICE PLAN 2011-12

INTRODUCTION

This service plan relates to the year commencing 1st April 2011 and ending 31st March 2012.

It covers the service provision for both the Food Safety, Food Standards and Feedstuffs functions of Flintshire County Council.

The purpose of this Plan is to provide:

- Information about the scope of the Service.
- Information about the Services provided.
- Information about the means of Service provision.
- Information about performance of the Food Service against Performance Targets set out in Plan as well as against national or locally defined Performance Indicators.
- Information relating to reviewing performance in order to address any variance from meeting the requirements of the Service Plan.

Service Plans will be produced annually to allow for meaningful review and progression, in accordance not only with the requirements of the Food Standards Agency “Framework Agreement on Local Authority Food Law Enforcement” but also with the principles of the “Wales Programme for Improvement”.

This Service Plan also forms part of the Authority’s commitment to delivering the “Making the Connections Agenda”, to provide citizen centred services and to work in collaboration and co-operation.

1. SERVICE AIMS & OBJECTIVES	
1.1 <u>Aims and Objectives</u>	<p>The <u>aims</u> of the food service are to:</p> <ol style="list-style-type: none"> 1. Promote, through education and enforcement, the sale and/or production of food which is fit and without risk to health. 2. Prevent and control the spread of food borne illness through education and enforcement. <p>These will be achieved by:</p> <ol style="list-style-type: none"> (a) Providing a complete and holistic food law enforcement service covering the areas of food hygiene and safety, food standards and animal feeding stuffs in accordance with relevant food legislation and Codes of Practice, thereby fulfilling statutory obligations. (b) Providing a responsive service to demand driven elements such as food safety incidents, outbreaks of food related infectious disease, complaints and request for advice from both businesses and members of the public, in accordance with locally defined performance indicators, relevant Codes of Practice, plans and protocols. (c) Assisting businesses to comply with all relevant legislation by using a balance of techniques and approaches in order to ensure the safety and well being of the Public and of the environment in line with the Public Protection Policy 2010. (d) Maintaining an up-to-date database of all food establishments in the County so that resources can be effectively defined and utilised to meet statutory, national and locally defined targets of inspection, sampling, specific initiatives and tasks set by the Food Standards Agency (FSA), other agencies, or based on local need. (e) Providing an open and transparent Food Service with clear lines of communication for all service users.

1.2 Links to Corporate Objectives and Plans

The Food Service links to the Community Strategy 2009-2019 and the five corporate priorities contained therein which are:

1. Economic Prosperity
2. Health Improvement
3. Learning and Skills for Life
4. Living Sustainably
5. Safe and Supportive Communities as endorsed by Flintshire's Local Service Board.

The Food Service also has direct links with Environment Directorate Plan 2010 Onwards and the Public Protection Service Plan 2010-2013. This Service Plan contains annually revised Operational Action Plans, which have been informed by a range of external and internal drivers and through a greater focus on robust risk assessment, intelligence led intervention, targeting and performance management.

The Food Service has direct links with all of the above. It also links with the Council's Community Strategy and with some of the key strategic priorities of WG such as the "Health, Social Care and Well-Being Strategy" and "Health Challenge Wales".

The Food Service will participate actively in strategies and programmes associated with the "Wales Programme for Improvement" and the "Making the Connections Agenda" and will continue to develop performance management systems to improve the efficiency and effectiveness of service delivery in a meaningful way to the citizens of Flintshire.

2. BACKGROUND	
2.1 <u>Profile of the Local Authority</u>	<p>Flintshire is a Unitary Authority. The County has an area of 43,464 hectares and a population of approximately 149,700. The County is made up of a mixture of small towns and conurbations, particularly to the south, and predominately rural and agricultural land located in the north. The population is subjected to small seasonal fluctuations due to influx of tourists to the area. It has a number of industrial estates on which many manufacturers including food manufacturers are located, as well as headquarters for several food manufacturers including one large national food retailer. The coastal edge of Flintshire County Council abuts the Dee Estuary upon which cockle and mussel beds are situated and there is a small port located at Mostyn.</p>
2.2 <u>Organisational Structure</u>	<p>The organisational structure of the Food Service which is located within the Public Protection Service of the Environment Directorate is illustrated on the attached charts which also detail where the service fits in the Management and Cabinet structure of the Council. The charts attached are listed below:</p> <ol style="list-style-type: none"> 1. Organisational structure of Flintshire County Council. 2. The Cabinet structure of Flintshire County Council. 3. The organisational structure of the Environment Directorate showing the location of the Public Protection Service. 4. The organisational structure of the Food Team and the Health Protection Service in which it sits. <p>Specialist services are provided by Health Protection Agency and by Eurofins for the purpose of the appointed Public Analyst. (See Section 3.5).</p>

Chart 1

FLINTSHIRE COUNTY COUNCIL - ORGANISATIONAL STRUCTURE

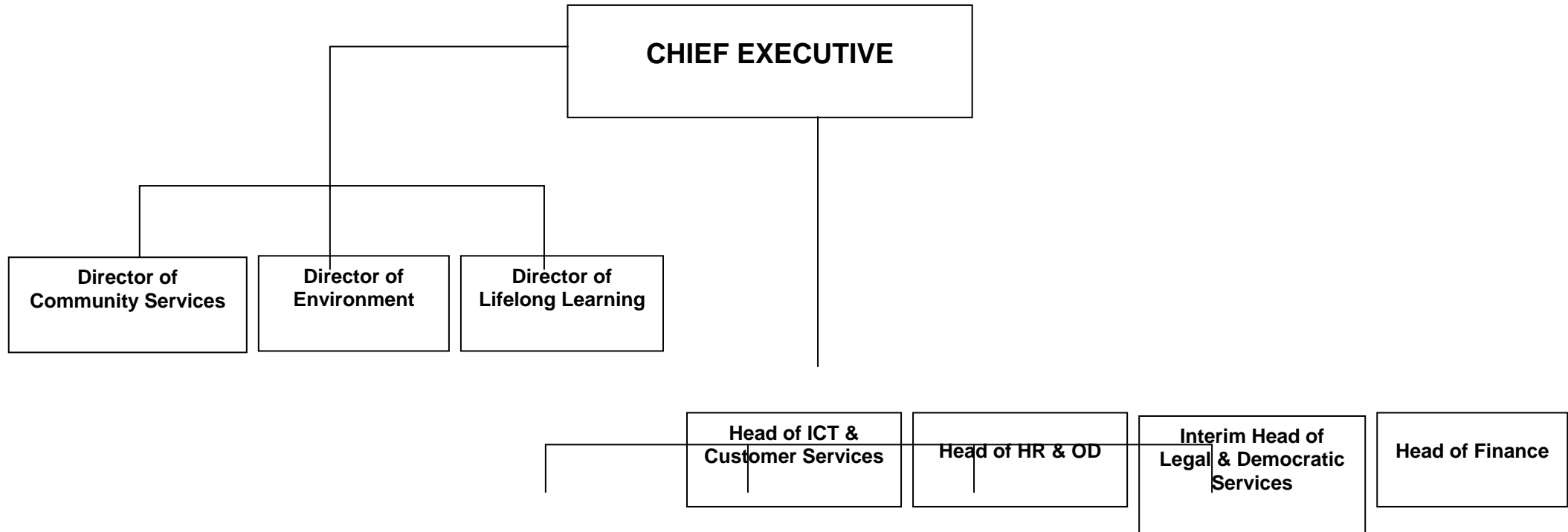
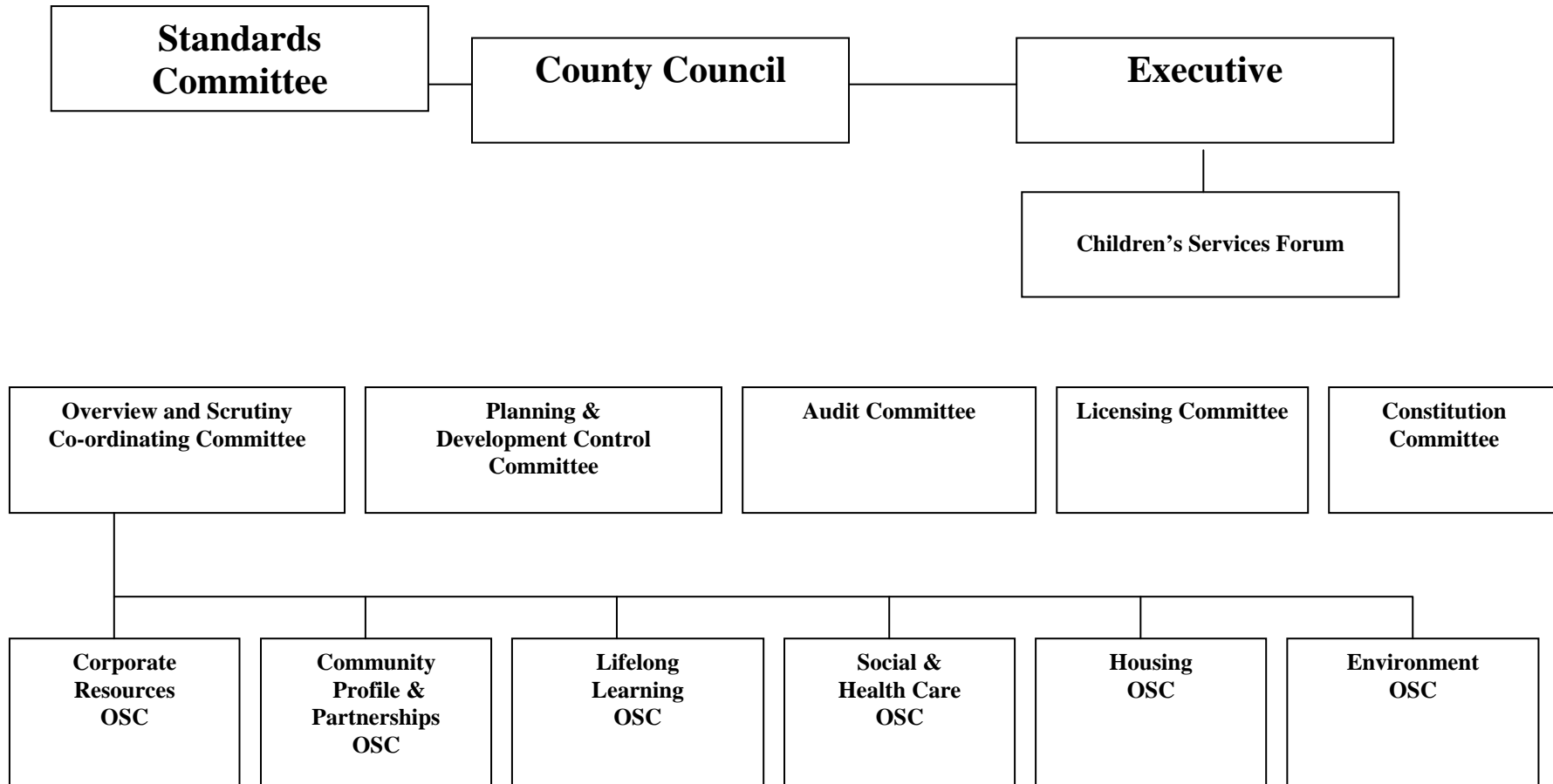


Chart 2

FLINTSHIRE COUNTY COUNCIL – DEMOCRACTIC STRUCTURE



ENVIRONMENT DIRECTORATE STRUCTURE

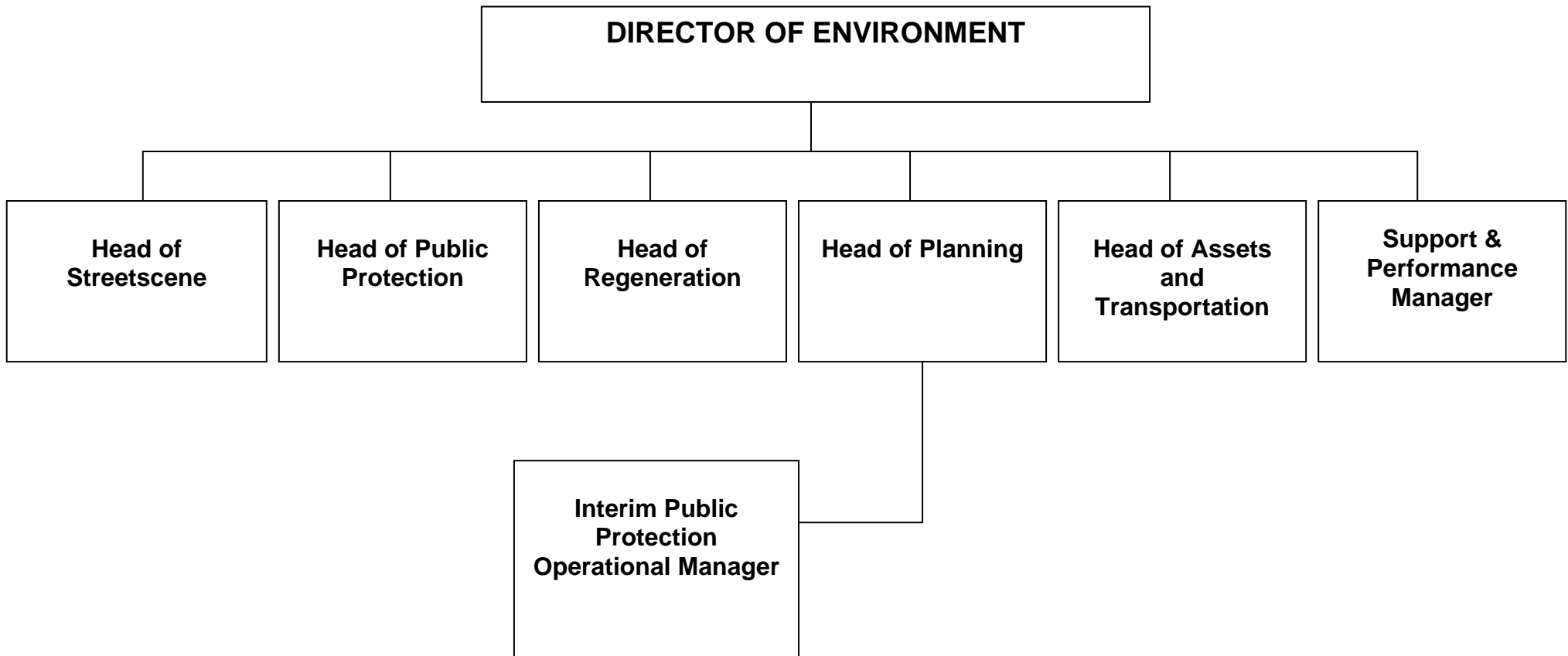
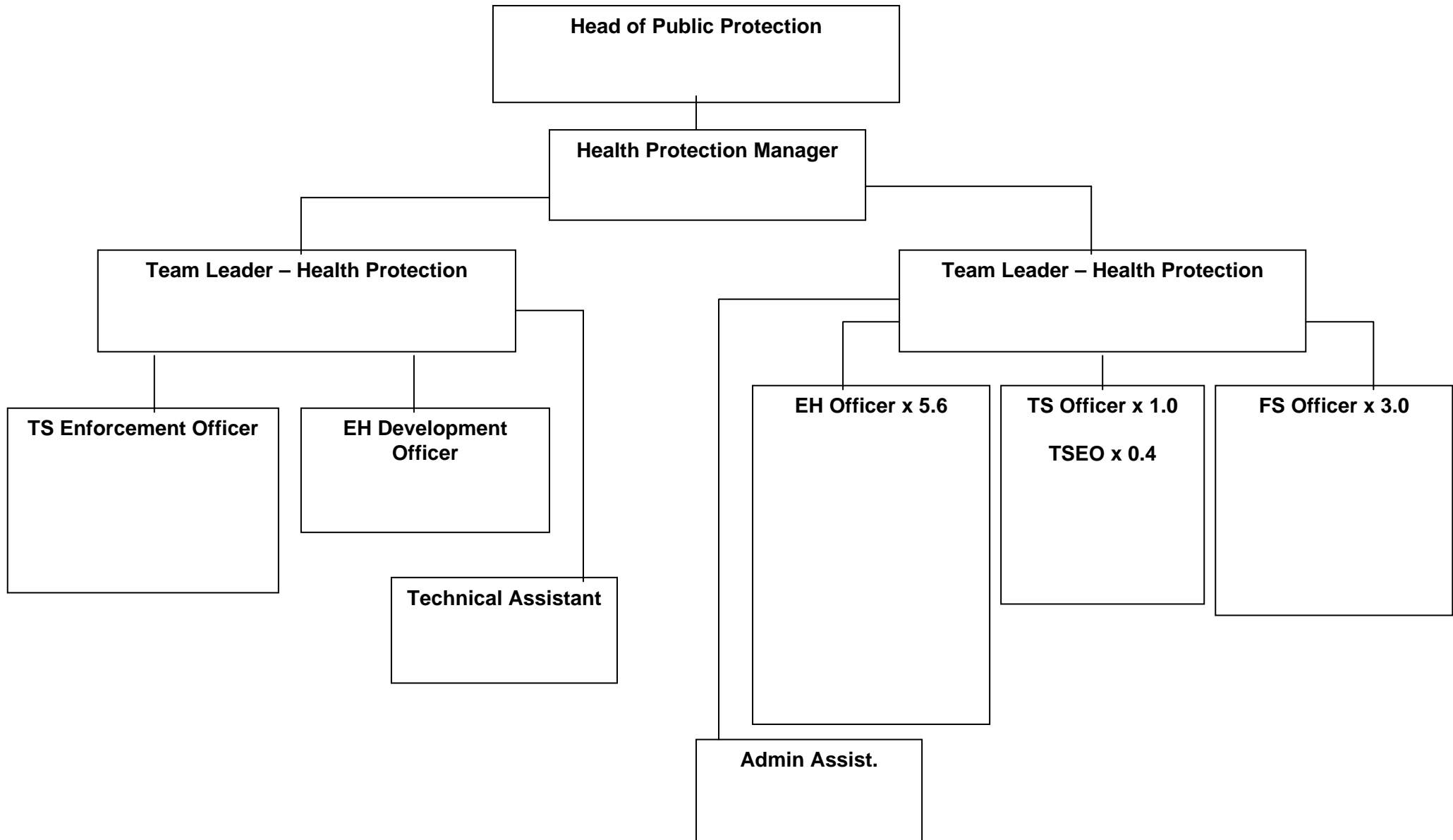


Chart 4

PUBLIC PROTECTION - FOOD SERVICE



2.3 Scope of the Food Service

The Food Service is situated in the Environment Directorate as part of the Public Protection Service. Since May 2010 the functions relating to Food Safety and the Trading Standards functions relating to Food Standards and Feeding stuffs have come together under the responsibility of the Health Protection Manager.

Restructuring of the Public Protection Service has led to the merging of the Food Safety and Food Standards functions into one Team, namely the Food Team. These sit under one Team Leader, Team Leader – Health Protection.

The scope of the respective component parts of the service are detailed below:-

The Food Safety component of the service has the following responsibilities and service provision:

1. Enforcement of relevant food safety and food hygiene legislation, in all food establishments in Flintshire.
2. Registration of food businesses and approval of premises subject to compliance with product specific legislation (meat products, fish, shellfish and fishery products and dairy products).
3. Investigation of food complaints that relate to fitness of food for human consumption as well as food complaints that relate to the nature, substance or microbiological quality of the food, taking appropriate action as necessary. In addition, investigation of all complaints which relate to hygiene matters (premises, practices, personnel) in food businesses.
4. Investigation of sporadic cases of food (including water) related notifiable diseases and suspected cases of food poisoning.
5. Investigation and control of outbreaks of food poisoning and food related notifiable diseases.
6. Response to Food Alerts and food related incidents taking appropriate action as necessary.

7. Advice to new and existing business, responses to plans, licensing and land charges referrals.
8. Act as Primary Authority for Iceland Food retail stores and act as Home and/or Originating Authority for other companies where necessary.
9. Undertake food sampling in accordance with the Sampling Programme.
10. Educational and promotional initiatives including the National Food Hygiene Rating Scheme.

The Food Standards component of the service has the following responsibilities and service provision:

1. Respond to requests for consumer advice in matters regarding food standards, labelling and composition.
2. Undertake a pre-planned programme of visits to food premises within Flintshire.
3. Undertake a programme of test purchases and food samples.
4. Investigation of complaints relating to the nature, quality or substance of food and complaints relating to mislabelling of food taking appropriate action as necessary.
5. Provide advice, information and assistance to food businesses including promotion of the use of the Flintshire Trading Standards Information Pack.
6. Undertake duties and responsibilities as Home Authority and Originating Authority for food businesses within Flintshire.

Feedstuffs

1. Undertake a pre-planned programme of visits to feed premises within Flintshire.
2. Investigation of complaints relating to feedstuffs and sampling of feed as and

<p>2.4 <u>Demands of the Food Service</u></p>	<p>There are 1580 food businesses in Flintshire of which 1355 are registered food businesses. Not all food businesses are required to register with the Local Authority; hence it is acceptable that the two figures are not the same.</p>
	<p>Of the total number of food premises in Flintshire approximately 1000 are caterers, with the remainder being made up predominantly by retailers. There are currently 49 food manufacturing businesses within Flintshire. The types of food manufacturers within Flintshire vary greatly in the types of processes they use to produce food. These range from a cooked meat manufacturer and several ready meal manufacturers with National distribution through to an on farm milk pasteuriser supplying milk locally. The diversity in the types of manufacturers operating with the County places a significant demand on the breadth and depth of knowledge required by officers within the Team.</p> <p>The Dee Estuary has a thriving cockle industry which places significant demands on the Team, particularly during the six month opening season. Other species namely mussels are also present. The management of the Dee accounts for a large portion of the sampling budget due to the statutory sampling of the water and shellfish. Enforcement on the Dee involves a considerable amount of cross agency partnership working with the Environment Agency Wales, Wirral Council, the Centre for Environment, Fisheries and Aquaculture Science (CEFAS), other neighbouring Local Authorities, the North West Inshore Fisheries and Conservation Authorities and the Food Standards Agency Wales.</p> <p><u>Port Health</u></p> <p>There is a small port at Mostyn for which the Food Team has responsibility in relation to the ships coming into port requiring a Ship Sanitation Certificate or a food hygiene inspection.</p>

National Food Hygiene Rating Scheme

Flintshire County Council implemented the National Food Hygiene Rating Scheme in December 2010. The Administration of this Scheme in both the setting up and in its maintenance, accounts for a considerable volume of work for the Team.

The premises profile as defined in the Food Law Code of Practice (Wales) September 2008.

Table 1

FOOD STANDARDS			FOOD SAFETY			
Risk	Min	No of		Risk	Min.	No of
High	1 year	17	High	A	6	2
				B	12	81
Medium	2 years	439	Medium	C	18	551
Low	5 years	761	Low	D	2 years	245
				E	3 years	444

The Service Delivery Point for both the Food Safety and Food Standards is County Hall, Mold. Both Service Delivery Points are open during normal office hours of 8.30 a.m. – 5.00 p.m. There is no official “out of hours” provision.

The vast majority of food business owners are English speaking with a minor requirement for written reports in Welsh. All advisory literature is produced bilingually in accordance with the Welsh Policy of the Council. Approximately 4% of food businesses are of ethnic origin (Asian, Chinese, Turkish and Greek) and once again advisory literature is available in a range of ethnic languages to assist in understanding.

<p>2.5 <u>Enforcement Policy</u></p>	<p>The Food Service undertakes enforcement in accordance with its documented Enforcement Policy which has been updated and approved by Members in 2010. This policy has been based upon the principles of the Enforcement Concordat adopted by Members in September 2000 and of the Hampton Review. Regard is also given to the principles of Local Better Regulation Office and the Primary Authority Scheme.</p>
<p>3. SERVICE DELIVERY</p>	<p>The performance of the Food Team in 2010/2011 was excellent with the Team achieving both the Performance Indicator targets of 100% of High Risk inspections and 87% of new businesses receiving a full food hygiene inspection.</p> <p>There is an additional Performance Indicator in place, namely percentage of businesses which are Broadly Compliant with Food Hygiene legislation. It is pleasing that 84% of food businesses within Flintshire fall into this category.</p> <p>A major achievement for last year was the introduction of The National Food Hygiene Rating Scheme, which was adopted by the Council from 1st December 2010. The successful implementation of this Scheme has involved a considerable amount of preparatory work and has resulted in significant changes in the way the service is delivered.</p>
<p>3.1.1 <u>Programmed Inspection Activity</u></p>	<p>The Food Service will carry out inspections in accordance with pre-planned programmes drawn up annually and commencing on 1st April each year, to coincide with the reporting requirements for the Service to the Food Standards Agency Wales, as part of the Local Authority Enforcement Monitoring System (LAEMS). These inspection programmes are based on the risk rating of the premises/trader so that there is a targeting of resources to ensure that those premises/traders with a high or medium risk are prioritised for inspection.</p>

The key objectives for the coming year in relation to programmed inspection and enforcement work are as follows:

1. Inspect 100% of high risk (A-C) rated food premises for Food Safety.
2. Inspect 100% of all high risk (A) rated food premises for Food Standards.
3. To inspect 50% of Medium Risk (B) rated premises for Food Standards. To be achieved by combining Food Safety and Food Standard inspections to maximise utilisation of resources and in line with the Local Better Regulation Office and reducing the burden on business agenda.
4. To undertake project work on “lower” risk premises (D and E) to identify those premises most requiring a Food Safety inspection based on a risk assessment approach to best utilise resources, for example the targeting of pubs who have extended the scope of their business to include catering.
5. Prioritise all Food Safety revisits to premises receiving a National Food Hygiene Rating Scheme score of 2 or lower.
6. Prioritisation of the inspection of new food businesses for Food Safety and Food Standards by using a questionnaire on all new food businesses to identify those which should be prioritised for inspection thereby allowing better targeting of resources.

For Food Safety the total number of programmed inspections for the year 2011/2012 is 852. For Food Standards the total number is 301. A full breakdown on the profile of premises in relation to their Risk Rating is given in Appendix A. There is one trader risk assessed as high for feeding stuffs. This will be inspected this year.

3.1.2. Additional Targeted Inspection/Enforcement Activity
(Based on New Legislation, National or Local Priorities)

Additional targeted inspection and Enforcement activity due to be undertaken is as follows:

1. Increased cross-agency working to target enforcement activity in relation to shellfish activity on the Dee Estuary.
2. The introduction and implementation of the UK-Food Surveillance System (UK-FSS Net) to better target resources in respect to Food Sampling for both Food Safety and Food Standards.
3. Effective and professional liaison, communication and co-operation with Iceland Frozen Foods, other LA's and LBRO relating to PA matters.
4. Continued implementation of all relevant recommendations as identified by Professor Pennington in the Public Inquiry Report using comprehensive Audit checklist.
5. Investigation of notified food safety related fraud incidents, such as illegal slaughter of meat, including referrals made anonymously and appropriate action thereafter.
6. Issue of Sanitary Certificates as appropriate for incoming vessels to the Port of Mostyn.
7. Appropriate response and liaison with other agencies as necessary for Civil Contingency matters.

3.1.3 Resources and Estimated Resource Implications of Additional Targeted Inspection/Enforcement Activity

Food Safety

The programmed food hygiene inspections will be undertaken by 4.1 full time equivalent Environmental Health Officers (EHO), and 3 Food Safety Officers (FSO). The service currently has a vacant EHO Post of 0.4 which is not included in the above total of EHOs Approval for a 1.0 full time equivalent additional EHO post has been given as a result of the recent consultation on the restructuring on the Environment Directorate.

Food Standards

Food Standard work will be carried by one full time equivalent Trading Standards Officer, one Trading Standards Enforcement Officer and 4.1 full time equivalent EHOs. However, due to the additional training that is required to enable EHOs to undertake the full range of Food Standards work, the full benefit will not be realised this year.

Other areas of Trading Standards work within food premises such as Weights and Measures will be carried out by the Trading Standards Officer within the Food Team. This places an absolute requirement for a fully competent Trading Standards Officer to be within the Team.

It is anticipated that the resource implications of any additional targeted inspection or enforcement activity will be met out of the resource provision outlined above.

Feeding Stuffs

Feeding stuffs work will be carried by 0.1 FTE Trading Standards Officer. However, due to the additional training that is required to enable the newly designated officers to undertake these duties, the full benefit will not be realised during this year.

<p>3.2 <u>Food and Feeding Stuffs Complaints</u></p>	<p>Food complaints cover the full range relating to fitness for human consumption, presence of extraneous matter in foods, microbial contamination and Food Standards issues such as: food labelling, chemical adulteration and spoilage of food.</p> <p>It is the policy of the Food Service to investigate all food complaints reported including those made anonymously.</p>
	<p>All food complaints are dealt with in accordance with the Food Law Code of Practice (Wales) September 2008, having regard to the documented Public Protection Enforcement Policy 2010. There is a performance indicator for first response to complaints to be made within 5 working days following receipt of the complaint.</p> <p>Based on statistics for previous years, the estimated number of food safety and food standards complaints is between 120 and 170. This equates to 1 FTE (EHO or FSO) and 0.25 FTE of a TSO involved in such investigations.</p> <p>Feeding stuffs complaints will be dealt with by the qualified TSO within the Animal Health Team. The estimated number of feeding stuffs complaints for the forthcoming year is 5.</p> <p>Please note the above figures do not indicate dealing with food complaints referred by other Local Authorities when acting as Home or Originating Authority.</p>

<p>3.3 <u>Home Authority Principle/Primary Authority Principle</u></p>	<p>Flintshire County Council subscribes to both the Primary and the Home Authority Principle. The Food Service acts as both Home Authority and/or Originating Authority for 27 food businesses and has entered into a Primary Authority relationship with Iceland Foods Ltd, the National Supermarket chain who's Head Office is in Deeside. The resource implications are equivalent to 0.5 FTE of one EHO/TSO post to deal with this function.</p> <p>The maintenance of the Primary Authority relationship with Iceland Foods Ltd places a pressure on maintaining a level of expertise in Food Safety, Food Standards, Labelling and Composition.</p>
<p>3.4 <u>Advice to Business</u></p>	<p>The policy of the Food Service is to provide a balanced approach between the provision of advice and enforcement activity. The Service is committed to providing an effective and responsive advice and assistance service, both on the spot during inspections or upon request, for all Flintshire businesses, including a service in accordance with the LBRO Primary Authority Principle and the LACORS Home Authority Principle. In addition, the Service provides advisory literature, (either produced nationally or in-house) free of charge to businesses to assist them with compliance with relevant legislation. Training courses/seminars will be run subject to demand, for which there is usually a fee, to also assist businesses in compliance. In line with the stated first response time for responding to complaints, the performance indicator to responding for requests for advice from food businesses is also 5 working days.</p> <p>Based on last years trends, the estimated number of requests for advice including those proposing to start up a food business for the forthcoming year is anticipated to be approximately 200.</p> <p>Advice to businesses is provided by all members of the Team.</p>

**3.5 Food and Feeding Stuffs
Inspection and Sampling**

Sampling will be carried out in accordance with the documented Sampling Policy for the Food Service which was referred for Member Approval in July 2001. The sampling programme is devised so that the procurement of samples will follow a risk based approach. The programme will take in to account statutory requirements as well as the requirements of the Food Standards Agency, LACORS, the Welsh Food Microbiological Forum and local need.

Samples taken for Food Standards issues are submitted for analysis by the formally appointed and NAMAS accredited Public Analyst for the Council:

Eurofins Laboratories Limited,
Woodthorne,
Wergs Road,
Wolverhampton.
WV6 8TQ

Samples taken as part of the Sampling Programme for Food Safety issues are submitted for microbiological examination by the designated and NAMAS accredited laboratory of:

HPA Food Water and Environmental Microbiology Network (Preston Laboratory),
Royal Preston Hospital,
Sharoe Green Lane,
Preston. PR2 9HT

Food Safety samples may need to be submitted to the Public Analyst or the Health Protection Agency.

Sampling undertaking as part of an infectious disease notification or outbreak are sent to the laboratory at Ysbyty Gwynedd, Penrhosgarnedd, Bangor.

<p>3.6 <u>Control and Investigation of Outbreaks and Food Related Infectious Disease</u></p>	<p>Investigation and control of outbreaks of food related infectious disease will be carried out in accordance with the Communicable Disease Outbreak Plan for Wales which is currently due for Member approval.</p> <p>It has been developed from the amalgamation of several Plans relating to water borne incidents, food poisoning and communicable disease outbreaks.</p> <p>Investigations of sporadic notifications of food related infections disease shall follow the existing documented procedure within the Section. Based on previous year's trends, it is estimated that there will be approximately between 200 and 300 cases of sporadic notifications and between 0 and 5 outbreaks.</p> <p>Outbreaks are characteristically resource intensive but do not follow an annual trend, therefore the anticipated burden on staffing cannot be predicted. However, should they occur the impact on resources cannot be over estimated and would require rapid contingency planning for maintaining the delivery of the rest of the service. Sporadic notifications are expected to account for between 0.2 and 0.5 FTE post throughout the year.</p>
<p>3.7 <u>Food Safety Incidents</u></p>	<p>Food Alerts will be initiated and responded to in accordance the Food Law Code of Practice (Wales) September 2008.</p> <p>Responses to Food Alerts will be kept in a centralised documented format and the contact details for the Team and relevant Agencies (including out of hour's contacts) will be kept up to date. It is difficult to quantify the resource implication of this function as it depends upon the category of Food Alert and the extent of food or businesses affected within Flintshire.</p>

3.8 Liaison with Other Organisations

The Food Service as a whole is committed to ensuring effective liaison with other relevant organisations to enforce consistency of approach. This includes liaison with:

- Food Standards Agency Wales (FSA Wales).
- Local Better Regulation Office (LBRO).
- Professional bodies such as the Chartered Institute for Environmental Health and Trading Standards Institute.
- Local Government Regulation, Health Protection Agency (England), Public Health Wales, Environment Agency Wales, CEFAS and other relevant advisory/liaison bodies.
- Other LA's in Wales as a whole. Additionally, representatives from the Team sit on the All Wales Technical Panels, for Food Safety this relates to the Food Safety Technical Panel and Communicable Disease Technical Panel, and for Food Standards Quality Panel.
- Neighbouring LA's. Additionally, representatives from the Team sit on the North Wales Regional Technical Groups namely for Quality and Metrology for Trading Standards and combined Food Safety and Communicable Disease for Food Safety. (Refer to Section 5.1).
- Liaison with other relevant local bodies, e.g. Magistrates Courts, the Licensing Committee as well as liaison with local fishermen by way of the North Wales and Deeside Shellfish Liaison Group.
- Liaison with other Departments within Flintshire County Council, such as the Planning Department. A system of formal consultation with relevant sections of the Public Protection Service has been set up, so that prompt, appropriate advice may be given to ensure compliance with relevant legislation.

	<p>In terms of staff resources, this equates to approximately 0.25 FTE EHO post.</p> <p>In addition to all of the above, liaison is also maintained between members of the Food Team by monthly Team Meetings and weekly Team Briefings. There is also a weekly Team Leader meeting for Team Leaders within Health Protection to keep up to date with any pertinent matters.</p>
<p>3.9 <u>Food and Feeding Stuffs</u> <u>Safety and Standards</u> <u>Promotion</u></p>	<p>The following promotional work is proposed:</p> <ol style="list-style-type: none"> 1. Dispelling the myths – The focus of Food Safety Week this year is on Dispelling the Myths relating to Food Safety in the home. Rather than limit this activity to Food Safety Week in June, it is planned that project work will be undertaken throughout the year focussing on providing activities for primary schools with Dispelling the Myths as the theme. 2. The promotion of the Re-Visit for the Purpose of Re-scoring set out within the National Food Hygiene Rating Scheme. It is hoped that by actively promoting the opportunity to be re-scored will encourage businesses to comply with the legislation and will increase the percentage of Broadly Compliant businesses within Flintshire. 3. Apply for grant monies from the Food Standards Agency – Wales for carrying out additional coaching to be given to business with a low Hygiene Rating due to the lack of a written Food Safety Management System coaching. Again this should have the effect of achieving compliance in such businesses thereby resulting in a higher Hygiene Rating and increasing the percentage of Broadly Compliant businesses.

4.0 RESOURCES												
4.1 <u>Financial Allocation</u>	The financial allocation for the Food Service is split between budgets provided for the Trading Standard Service and budgets provided for the Food Safety Service.											
	<p>The overall level of expenditure for providing the <u>Food Safety Service</u> is detailed below in Table 1.</p> <p>Table 1</p> <table border="1" data-bbox="815 635 2056 992"> <thead> <tr> <th data-bbox="815 635 1536 683">COST ITEM</th> <th data-bbox="1536 635 2056 683">FINANCIAL ALLOCATION</th> </tr> </thead> <tbody> <tr> <td data-bbox="815 683 1536 730">a) Staffing (total staff costs)</td> <td data-bbox="1536 683 2056 730">£374,980</td> </tr> <tr> <td data-bbox="815 730 1536 815">b) Travel (lump sum and mileage) and Subsistence</td> <td data-bbox="1536 730 2056 815">£14,451</td> </tr> <tr> <td data-bbox="815 815 1536 900">c) Equipment (including investment in I.T.*)</td> <td data-bbox="1536 815 2056 900" rowspan="2">}</td> </tr> <tr> <td data-bbox="815 900 1536 948">d) Sampling</td> </tr> <tr> <td data-bbox="815 948 1536 992">e) Financial Provision for Legal Action</td> <td data-bbox="1536 948 2056 992">£16,232</td> </tr> </tbody> </table> <p>* The equipment budget includes provision for maintenance of equipment, such as annual calibration for the Reference Thermometer and any repairs required for equipment in use. There is no budgetary provision for investment in I.T. made available directly to the Food Safety Service as I.T. requirements are currently provided centrally by Central Support I.T. Services and the Directorate's own I.T. budget.</p>	COST ITEM	FINANCIAL ALLOCATION	a) Staffing (total staff costs)	£374,980	b) Travel (lump sum and mileage) and Subsistence	£14,451	c) Equipment (including investment in I.T.*)	}	d) Sampling	e) Financial Provision for Legal Action	£16,232
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c) Equipment (including investment in I.T.*)	}											
d) Sampling												
e) Financial Provision for Legal Action	£16,232											

There is no specific level of expenditure for food standards or feeding stuffs work within the Trading Standards Service. The figures given in Table 2 are an estimated percentage of the financial allocation for these service areas.

Table 2

COST ITEM	FINANCIAL ALLOCATION
a) Staffing (total staff costs)	£74,369
b) Travel (lump sum and mileage) and Subsistence	£5,408
c) Sampling	£13,000
e) Others (inc legal costs)	£3,198

There is now no separate costs for I.T. within Trading Standards as I.T. requirements are provided centrally by Central Support I.T. Services.

4.2 Staffing Allocation

The staffing allocation to the Food Safety Service stands at 4.1 FTE at Environmental Health Officers level and 3 FTE at Food Safety Officer level, There is currently one a 0.4 FTE vacant post. Two EHOs share 1.5 EHOs posts on a job share basis.

In accordance with the Food Law Code of Practice (Wales) September 2008, all Environmental Health Officers in post are qualified Environmental Health Officers, registered with the Environmental Health Registration Board (E.H.R.B.). All three FSOs are qualified to the Higher Certificate in Food Premises Inspection and most officers are qualified in HACCP Principles (Hazard Analysis Critical Control Points). One officer still requires specific training in this area.

All staff are authorised appropriately for the duties they perform. In addition to the above, one of the Environmental Health Officers is also a qualified Lead Assessor having successfully completed the five day Lead Auditor Training Course.

The Trading Standards Officer holds the Diploma in Trading Standards and has also successfully completed the five day QMS Auditor/Lead Auditor training course. The Trading Standards Enforcement Officer holds the Diploma in Consumer Affairs including the Food and Agriculture paper. EHOs and FSOs are due to complete training in food standards and labelling this year.

<p>4.3 <u>Staff Development Plan</u></p>	<p><u>Food Safety Service</u></p> <p>The total training budget for Food Safety is £889.</p> <p>During the forthcoming year the following training is planned:-</p> <ul style="list-style-type: none"> (i) Support of national and regional seminars on relevant subject matters. (ii) In-house training sessions on relevant subject matters. <p>Each individual's training requirements are set out in the Public Protection Learning and Development Plan 2010-2013</p> <p>Each member of the Team will receive the required ten hours Continuing Professional Development as required by the Food Law Code of Practice (Wales) September 2008.</p> <p>Staff will be subject to annual individual Staff Appraisals in line with the Corporate H.R. Policy with a mid-year review which identifies and tracks training and development needs. All staff also have monthly One to Ones with the Team Leader to identify and monitor areas requiring development.</p>
<p>5. QUALITY ASSESSMENT</p>	
<p>5.1 <u>Quality Assessment</u></p>	<p>Within the <u>Food Service</u>, quality systems are in place to ensure that work is completed and checked by a competent person in line with the fully documented Quality Monitoring Procedures. Documented procedures and work instructions exist to ensure consistency of approach.</p> <p>These are updated and amended as and when necessary. In addition, external audit including focussed audits are undertaken by the Food Standards Agency on a periodical basis (every 3 years for full external audit).</p>

	<p>The Trading Standards Service has a Food Standards Enforcement Quality Manual which is subject to both internal audits and the external inter authority audit. Procedures within the manual are updated and amended as and when necessary. Procedures relating to Food Standards, Labelling and Composition will be reviewed and incorporated into the Food Safety Procedure Manuals during this year.</p> <p>As previously stated, the Team Leader attends the North Wales Food Technical Panel, the All Wales Food Technical Panel and the All Wales Communicable Disease Technical Panel. Currently, the Trading Standards Officer attends the Food Standards Quality and Metrology Panel. These forums offer the opportunity to discuss in detail a wide range of quality and consistency issues relevant to Food Law Enforcement.</p> <p>The Service is required to submit via Local Authority Enforcement Monitoring System (LAEMS) an Annual Return to the FSA Wales. This details the inspections achieved, enforcement and educational activities undertaken.</p>
<p>6. RESOURCES</p>	
<p>6.1 <u>Review against the Service Plan</u></p>	<p>The Service Plan shall be subject to annual review. Performance against this Service Plan is monitored by several means:</p> <ul style="list-style-type: none"> (a) Quarterly Performance Reports to the Overview and Scrutiny Committee detailing performance against National and Local Indicators and any key issues arising in each quarter. A final yearly Performance Review Report is also submitted. (b) Monthly minuted Team Meetings with actions and relevant timescales detailed.

	<p>(c) Monthly One to Ones with individual Team Members.</p> <p>(d) Weekly informal Team Briefings which set the focus and priorities for that coming week.</p>
<p>6.2 <u>Review against Service Plan 2010/11 and Identification of any Variation from this Service Plan</u></p>	
<p>6.2.1 <u>General Summary</u></p>	<p>As detailed in 3.0 the Food Team have performed to a very high standard achieving both the Performance Indicator Targets. This was a notable achievement in a year where the re-structuring of the service was on-going.</p> <p>Appendix B provides full analysis of service delivery during 2010/2011.</p>

6.2.2 Points of Special Note

Particular achievements and points to be considered are:

1. The National Food Hygiene Rating Scheme was introduced on 1st December 2010. This involved a considerable amount of preparatory work and has significantly impacted on work procedures within the service. The actual implementation of the scheme has brought about increased public awareness of food hygiene levels in premises within Flintshire. It is envisaged the level of public awareness will increase over the coming year.
2. There has been continued progress in implementing the recommendation within the Public Inquiry Report into the South Wales *E.coli* 0157 Outbreak in 2005. This progress has been monitored against the Action Plan and Audit Checklist which had been taken to Executive for approval and progress reporting in May and November 2009 respectively, detailing Flintshire's response to the Public Inquiry Report. Work will continue into 2011/2012 to ensure continued implementation of the recommendations.
3. Project work undertaken in July highlighted the need to improve resilience to future demands on the service by the up-skilling of all Team Members to increase expertise within the Team. This has involved full commitment of all the Team which will need to continue in 2011/2012 to fully achieve the desired outcome.
4. The merging and integration of the Food Safety and Food Standards functions into one Team has been ongoing throughout 2010/2011.
5. The Food Safety Section played an active, promotional and informative role in the Mold Food Fair and Food Safety Week, all of which were very successful events in Flintshire. The Mold Food Fair stand was particularly well received by visitors.

6.3 Areas of Improvement

Consideration of work not achieved in 2010/2011 and areas of improvement required is as follows:

- (a) An Alternative Enforcement Strategy was not introduced for E rated premises. Further project work is to be carried out in this area.
- (b) The Flintshire County Council Website pages relating to Food Safety and Food Standards were only partially reviewed and updated. Pages which have been updated relate to the National Food Hygiene Rating Scheme only. Further work is required to bring the rest of the web pages up to this standard. This should greatly improve the level of information service users are able to obtain via this contact route.
- (c) Improve performance relating to Food Safety inspections of new businesses in line with the increased target level of the Performance Indicator. Please note the target level has been increased due to the Team achieving the target level last year.
- (d) Improve the number of new businesses receiving a Food Standards inspection.
- (e) Costings for the production of a Food Safety Newsletter were obtained and found to be expensive. This year alternative mechanisms for achieving a similar end result will be explored.

APPENDIX A

Please find below a breakdown of the profile of programmed Food Safety and Food Standards inspections for 2011/2012 by Risk Rating:

Table A

PROGRAMMED INSPECTIONS - FOOD SAFETY	
Risk	Number Due
A	4
B	81
C	385
D	188
E	142
Unrated	52
TOTAL	852

Table B

PROGRAMMED INSPECTIONS - FOOD STANDARDS	
Risk	Number Due
A	17
B	284

The Risk Rating is determined in accordance with the Food Law Code of Practice. It dictates the frequency of which the food premises must receive a full food hygiene or food standards inspection.

For Food Safety High Risk premises are those with a Risk Rating of A, B and C. For Food Standards High Risk premises are those with a Risk Rating of A.

APPENDIX B – PERFORMANCE 2010-11

3. Service Delivery

3.1.1 Programmed Inspection Activity

Food Safety

Risk	Programmed	Achieved
A) High Risk	2	2
B) High Risk	84	84
C) High Risk	297	297
D Low Risk	143	41
E Low Risk	91	30
Unrated/Unclassified	64	59
TOTAL	681	513

TOTAL Number of Interventions Undertaken (including Revisits)	987
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Food Standards

Risk	Programmed	Achieved
High	16	16
Medium	277	216
TOTAL	293	232

3.2 Food and Feeding Stuffs Complaints

Food Safety number of complaints	-	114
Food Standards number of complaints	-	16

3.3 Home Authority Principle

Food Safety	-	17 referrals received
Food Standards	-	21 referrals received

3.4 Advice to Business

Food Safety	-	179 requests for advice
Food Standards	-	16 requests for advice

3.5 Food and Feeding Stuffs Inspection and Sampling

Food Safety	-	120 samples – statutory and monitoring
Food Standards	-	101 samples – monitoring

3.6 Control and Investigation of Outbreaks and Food Related Infectious Disease

Food Safety only

Sporadic Notifications	-	240	
Outbreaks	-	4	none found to be food-related

3.8 Water Disconnections

- 39

3.9 Shellfish

Requests for Registration Documents	-	43
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FLINTSHIRE COUNTY COUNCIL

AGENDA ITEM NUMBER: 17

REPORT TO: EXECUTIVE
DATE : 15 NOVEMBER 2011
REPORT BY: DIRECTOR OF ENVIRONMENT
**SUBJECT : PROGRESS ON THE SHARED NORTH WALES MINERALS
AND WASTE PLANNING SERVICE.**

1.00 PURPOSE OF REPORT

1.01 To raise awareness of the Service and inform Members about the first six months of collaborative working, issues and performance.

2.00 BACKGROUND

2.01 The Welsh Assembly Government implemented a programme called Making the Connections which was designed to assist and promote collaborative and shared working between public sector organisations. It was recognised that it was difficult for individual local authorities to maintain certain specialist services, such as minerals and waste planning due to economies of scale, insufficient work load, or other budgetary pressures. The Welsh Assembly Government provided funding for background feasibility studies undertaken by Urban Vision to explore the potential for collaborative working using a variety of different structure models as a means of safeguarding the services.

2.02 The option taken forward for Minerals and Waste Planning in North Wales was a shared service retained within local government control and external support was secured to assist in implementation using funds from the Welsh Assembly's Planning Improvement Fund. Reports were taken to the respective Executives and Cabinet committees within the North Wales Authorities, and agreement to establish the service was gained from each respective partnership authority. Endorsement was first provided to establish this service by this Executive on 3rd November 2009. This report outlines the progress to date, issues and matters for future development of the shared North Wales Minerals and Waste Planning Service.

3.00 CONSIDERATIONS

Establishment and Resources

3.01 The shared service was implemented on 1st April 2011, with Flintshire being lead authority. The support of each partner was secured through the signing of a Service Level Agreement. The partner authorities with Flintshire are Anglesey, Conwy, Denbighshire, Gwynedd, Wrexham and Snowdonia National Park. The service is operating out of a Mold based office and a Bangor based office, with 6 and 2 staff respectively. Governance is via a board of each respective Heads of Service with

Date: 09/11/2011

responsibility for Planning. The Service has a 3 year business plan, and the service is reviewable at the close of each financial year and reporting is via the Governance Board quarterly and annually.

- 3.02 The Shared North Wales Minerals and Waste Planning Service has been operational for just over 6 months. There has been a period of transition whilst staffing appointments were made in April, May and June, and a hand over of case work from the respective case officers who were previously responsible for the service in each partner authority. This includes the manager of the service who is making a transition to reduce operational case work to free up time to carry out managerial responsibilities. It is anticipated that this transitional period will take about 12 months to fully establish the new service. The service comprises a manager, 4 senior planners, 2 planners and a support officer.
- 3.03 The two planner grade appointments are promotions and there is an ongoing necessity to mentor and develop their skills. Progress and confidence of these new appointments is growing, and both offer excellent attitude and ambition for the service. Other appointments or assimilations involved more experienced staff. The staffing complement is at a level that the service can start to improve from a basic provision and begin to monitor how it operates, and how it can improve. The service currently has one vacancy for a planning support officer, and it is anticipated that service will be fully staffed by the close of 2011.
- 3.04 The process of gaining local knowledge on sites, communities and how each partner authority operates, and the political dimension is ongoing. The service has concentrated on the main customers of the respective authorities, the developers, operators, processing applications and development requests, and public interaction. It now needs to continue to improve interaction and communications with partner authorities over the next 3-6 months to develop closer working relations with key personnel and Councillors, where appropriate.
- 3.05 An annual recharge budget has been prepared and currently each authority is required to make a contribution based on the relative staffing levels within each authority prior to the service commencing. Billing to Snowdonia National Park and any other authorities that utilise the Service will be on a fixed day rate.

New Membership

- 3.06 Powys County Council has entered into a Service Level Agreement with the shared service for provision of minerals and waste planning for Northern Powys. This will be on the basis initially of a "pay as you go" service, as agreed with Snowdonia National Park. This arrangement can be reviewed as use is monitored, and a case for Powys to become a member of the partnership and governance board prepared should the Governance Board wish this to be the case

Chargeable Site Monitoring

- 3.07 The Town and Country Planning (Fees for Applications and Deemed Applications) (Wales) Regulations 2006 empowered mineral and waste monitoring authorities with powers to monitor compliance with planning permissions and charge fees. The fee

income from chargeable visits is £288 per visit, and £96 for any inactive or dormant site.

- 3.08 Structured visits to mineral and landfill sites have not previously taken place, and the revenue generated from charging will substantially fund the planner posts. The service has commenced monitoring visits. Chargeable visits will be carried out by the planner grade officers, with some visits as appropriate being carried out by senior grade officers, depending upon circumstances and factors such as travel distance.
- 3.09 The full programme of implementation of chargeable monitoring is scheduled to commence as of October 2011, and site operators have been notified of the intention to carry out chargeable visits. The majority of operators accept this, though a minority have expressed disquiet. This will significantly boost the income stream for balancing the budget, and is expected to generate in excess of £35,000 per annum. Over time, proactive site monitoring is expected to lead to improvements in operator compliance with the terms of planning permissions applicable to all minerals sites and landfill sites which have not permanently ceased to operate. In order to bring sites in to compliance, it is expected that this will lead to full or Section 73 planning applications being submitted to regularise such sites. A general raising of site operational standards is anticipated.
- 3.10 Not all minerals and waste operations fall within the chargeable monitoring regime and a benefit of having dedicated staff resources to carry out chargeable monitoring is that the service will be better placed to respond to reactive and proactive monitoring of minerals and waste operations not subject to the fees as well.

Information Technology

- 3.11 New IT hardware has been provided for the Mold based staff. Specifications for IT equipment have been provided to Gwynedd to equip the Bangor Office. These comprise new laptops with docking stations and twin screen provision, together with cameras. This will facilitate remote working and home working where authorised and appropriate

Communications

- 3.12 The ability for staff to access each partner authority's information technology and data recording systems continues to be a major difficulty for the service. Each authority has a different security protocol, and different software providers, which gives rise to licensing and access complications. Currently officers have to visit or email the respective council offices to carry out any task that interacts with a computer system. This has a negative impact on the efficiency of the service. Links to each partner authority are being established within a secure network developed by the Welsh Government for the exclusive use of public sector systems, and is a cost effective alternative to the use of individual security key tags. Individual access to specific software has raised licensing issues which need to be resolved. In the case of Wrexham, the secure network link has been demonstrated to work and it should be comparatively easy to set up between other authorities. However, individual security clearance will take time, and each software provider may have their own interpretation or contractual obligations on who constitutes an authorised user.

3.13 This is a potentially significant cost (which equally applies to other service areas which are in the process of developing collaborative and shared working) and benefits only the licence provider, as such charges will need to be recharged back. This issue may require a strategic corporate steer at a pan-authority level. The respective IT departments are aware of this issue and are working to resolve this, but collective intervention and support from the governance board, or higher, might be required would be a significant benefit to accelerate this process.

3.14 The link between Gwynedd's and Anglesey's is operational, but other links are still awaited. Until this is resolved, officers based in the Bangor office are continuing to have to use Gwynedd systems, and access to any other authority's system is not yet operational

External Promotion

3.15 The internet based web information for the service requires development over the next quarter. In house resources will be used to develop this.

3.16 The Manager of the Service gave a presentation to the Mineral Products Association, who represent about 70% of the aggregates quarrying and products market in the UK. The Association were reassured about the service and encouraged by the commitment being made by the Shared Service and Partner Authorities to maintaining a quality dedicated minerals and waste planning service.

3.17 The Shared Service has been short-listed for the RTPI Cymru Wales Planning Awards and will be visited by a panel of judges in the next few weeks.

Targets for 2011/12

3.18 It is intended to fully implement the programme of chargeable site monitoring across North Wales. This will be in conjunction with an audit of files to assist monitoring and facilitate future scanning of the files to be held in an electronic format. Develop procedures and protocols. Improve IT connectivity. Develop format of time recording and reporting

Key Cases and Issues

3.19 The Service is advising the Joint North Wales Residual Waste Partnership and the three short listed bidders on the planning merit of potential sites for treatment and transfer of residual household waste. This is a flagship multi million pound project for the majority of the authorities' concerned and timely, informed and consistent advice is of the utmost importance. Two senior planners are dedicated to the provision of this advice, one having responsibility to inform and advise the Project Management Board on planning matters, the other being the point of contact for the bidders.

Case Work

3.20 The service is progressing with case work on new and long running planning applications and minerals reviews. There is an increasing trend for the provision of anaerobic digestion plant and composting operations on agricultural sites, which,

though broadly supported, do raise amenity issues such as odour and pathogen control, and highways impact. It is intended to present a summary of casework in a simple tabulated format which is linked with time recording in subsequent monitoring reports

Lessons for the Future

- 3.21 Establishing shared and collaborative services can be difficult and unless the service is a simple structure, will inevitably give rise to unforeseen complications, irrespective of the time spent in preparation. The complexity of a service is not necessarily related to the size of the service, but is more influenced by the diversity of the function areas and legislative parameters that it operates within, and whether each authority operates common practices using unified systems and software. In the case of the Shared Minerals and Waste Service, the main issues are that must operate within 8 or more different corporate committee and executive structures, together with 8 or more schemes of delegation. which cannot be merged. Each authority has its own bespoke IT systems provided by 3rd party private suppliers, and common IT connectivity remains a challenge . There are differences between committee and reporting structures, and how to apply the local schemes and protocols within each authority. Each authority has separate and unique planning policy, guidance and conventions.
- 3.22 Other issues include staffing cost disparities, which in transferring staff, can result in improvements or a worsening of individual persons terms and conditions, the location of the staffing resource and the means of transferal of staff, which can an impact on recruitment. Single status can also complicate matters, especially if similar existing posts across the region have different score and grading outcomes. Welsh language provision and translation services offer a particular challenge when providing a front line service; Gwynedd and Anglesey operate in the medium of Welsh, and officer interaction with the provision of services in Welsh is significantly greater outside of Flintshire.
- 3.23 As the service operates, these problems together with the interim and long term solutions can be reported, which can add to the knowledge base to assist other service partnerships.

4.00 RECOMMENDATIONS

- 4.01 To note the report, provide continued support for the Service and pass lessons learnt to other collaborative projects currently under consideration by the Council.

5.00 FINANCIAL IMPLICATIONS

- 5.01 Review costs of service after 1 year and renegotiate terms for funding if required.

6.00 ANTI POVERTY IMPACT

- 6.01 None

7.00 ENVIRONMENTAL IMPACT

7.01 Will improve regulation and compliance with planning amenity and environmental conditions.

8.00 EQUALITIES IMPACT

8.01 None

9.00 PERSONNEL IMPLICATIONS

9.01 None

10.00 CONSULTATION REQUIRED

10.01 None

11.00 CONSULTATION UNDERTAKEN

11.01 Consultations took place during the establishment of the service.

12.00 APPENDICES

12.01 None

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985
BACKGROUND DOCUMENTS

None

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FLINTSHIRE COUNTY COUNCIL

AGENDA ITEM NUMBER: 18

REPORT TO: **EXECUTIVE**
DATE : **15 NOVEMBER 2011**
REPORT BY: **DIRECTOR OF ENVIRONMENT**
SUBJECT : **TRANSFER OF RECREATIONAL LAND AT BROUGHTON**
 SHOPPING PARK

1.00 PURPOSE OF REPORT

1.01 The report refers to a plot of 5.6 acres of land to the east of the Broughton Shopping Park, which is covered by a legal agreement under Section 106 of the Town and Country Planning Act 1990, whereby it was to be transferred to Flintshire County Council as "recreation land". Under the terms of Section 106 of the 1990 Act, it is not possible for land to be transferred to anyone other than the local planning authority which is the party to the agreement. It is now proposed, with the agreement of the owners, British Land Plc, and Broughton and Bretton Community Council, that the land be transferred direct to the Community Council. The approval of the Executive is sought to that proposal.

2.00 BACKGROUND

2.01 Planning permission was granted in 1997 for a retail development which is now the Broughton Shopping Park. That permission (Ref No. 96/242) was subject to a Section 106 legal agreement which, amongst a number of other covenants, required the transfer of a 5.6 acre area of land on the eastern side of the application site to Flintshire County Council following the implementation of the planning permission. There was also a requirement that the land should be "graded and grassed to the reasonable satisfaction of the Council" and that a sum of £35,000 be paid to the Council to cover the maintenance of the land for five years. In return, the Council covenanted to use the land only for recreational purposes.

3.00 CONSIDERATIONS

3.01 At the time the Agreement was signed it was always the intention that the recreational land should benefit the villages of Broughton/Bretton and it was proposed that part of the land should be laid out as a football pitch to serve local youth teams. The developers undertook this work in the late 1990's but there were issues with drainage and stones within the playing field surface which meant that Flintshire was unwilling and unable to take ownership of the land.

3.02 Executive members may recall that under the same Section 106 Agreement Flintshire received £2,000,000 from the developers to fund mitigation schemes (none of which was allocated to the recreational land) and the developers were therefore unwilling to address the deficiencies in the football field, pointing out that all that was required of them was to hand it over "graded and seeded". Since this time the land has gradually

Date: 09/11/2011

reverted to its natural state and the Community Council now seek to use it as an informal park.

- 3.03 The Public Open Space Manager has confirmed that there remains no desire for Flintshire to take ownership of this 5.6 acres and, with Executive's agreement, ownership of the land will be transferred directly to Broughton and Bretton Community Council (upon payment of a nominal one pound). As owners, the Community Council will receive the £35,000 commuted sum for maintenance and they will also be bound by the remaining covenants within the Agreement, including that which restricts the future use of the land.

4.00 RECOMMENDATIONS

- 4.01 That Members agree to allow the "recreational land" at Broughton Shopping Park to be transferred directly from the current owners to the Broughton and Bretton Community Council.

5.00 FINANCIAL IMPLICATIONS

- 5.01 Neutral (the land has no value other than recreational and the commuted sum of £35,000 will cover its maintenance for a limited period only).

6.00 ANTI POVERTY IMPACT

- 6.01 None

7.00 ENVIRONMENTAL IMPACT

- 7.01 Land will be enhanced environmentally

8.00 EQUALITIES IMPACT

- 8.01 Enhancements will ensure better access for all

9.00 PERSONNEL IMPLICATIONS

- 9.01 None

10.00 CONSULTATION REQUIRED

- 10.01 None further required

11.00 CONSULTATION UNDERTAKEN

- 11.01 Broughton and Bretton Community Council
FCC's Principal Solicitor and Public Open Space Manager

12.00 APPENDICES

12.01 Plan of area referred to

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985
BACKGROUND DOCUMENTS

None

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FLINTSHIRE COUNTY COUNCIL

AGENDA ITEM NUMBER: 19

REPORT TO: **EXECUTIVE**
DATE : **15 NOVEMBER 2011**
REPORT BY: **DIRECTOR OF ENVIRONMENT**
SUBJECT : **REVIEW OF THE COUNCIL HOUSEHOLD RECYCLING**
 CENTRES

1.00 PURPOSE OF REPORT

- 1.01 To inform the Executive of the outcome of the consultation process in respect of the review of the Council Household Recycling Centres (HRC)
- 1.02 To seek Executive approval for the proposed option to deliver the HRC service in the County

2.00 BACKGROUND

- 2.01 Flintshire County Council currently operates 8 HRC sites at the following locations across the County:
- Greenfield
 - Flint
 - Mold
 - Hope
 - Connah's Quay
 - Queensferry
 - Buckley
 - Saltney
- 2.02 In recent years and in line with the Councils Waste Management Strategy, the emphasis at the sites has changed from a simple tipping facility to one which allows the Council to recycle the majority of material that residents take to the sites.
- 2.03 This change has been driven by the targets set by Welsh Assembly Government (WAG) for the amount of municipal waste recycled by each Council in Wales. Failure to meet the targets could result in financial penalties, which in turn would have a significant impact on future Council budgets.
- 2.04 Approximately 30% of the total domestic waste is collected at the HRC sites and the average diversion from landfill rate achieved at the sites is approximately 58%.
- 2.05 Whilst some of the existing sites are large enough to safely accommodate both the growing number of vehicles using the site and the ever increasing numbers of

Date: 09/11/2011

containers required for the recyclable material, many do not and the sites are often congested. This results in a poor user experience for the residents visiting the sites.

- 2.06 The Councils Waste Management Strategy 2009 - 2025 requires that a full review of the service is carried out. The review should consider the number, location and size of the HRC facilities and ensure that the Council continues to provide a cost effective and safe service, which is easy to use and maximises the recycling opportunity available on all of the sites.
- 2.07 A WLGA working paper on the provision of HRC's concluded that Flintshire Council's HRC provision is the most expensive in Wales in terms of overall cost and cost per household, yet despite this expenditure the Council failed to achieve the expected overall recycling rate from the sites. The report also detailed the expected attributes of an excellent HRC site.
- 2.08 A report was presented to the Councils Executive on the 12th April 2011 recommending a full review of the Councils HRC service. The report recommended that an options appraisal should be carried out, following extensive consultation, and that a recommendation is then made on the future delivery of the service.

3.00 CONSIDERATIONS

- 3.01 As part of the consultation process, all Town and Community Councils and Council Members were asked for their comments on the future delivery of the service. A summary of the comments received are shown in Appendix 1.
- 3.02 A waste workshop for all Members was held on June 30th during which a presentation was made, highlighting the reasons for the review and the current position in respect of the service. All of the Members attending completed a questionnaire on the way forward. The outcome of the Members questionnaire was as follows:
- Percentage of Members attending that considered it essential or important that a HRC site is within 1 mile of their residence - 20%
 - Percentage of Members attending that considered it essential or important that a HRC site is within 5 miles (Approximately 15 minutes drive) of their residence - 40%
 - Percentage of Members attending that considered it essential or important that the site was to a standard that reflected the corporate identity - 73%
 - Percentage of Members attending that considered it essential or important that the site provided excellent recycling provisions.- 80%
- 3.03 The WLGA working paper provided clear guidelines for the expected standard of HRC's across Wales. These include:
- Larger sites for greater recycling capacity
 - Better traffic flow, allowing more time for householders to use facility

- Less downtime for servicing skips onsite
- Layout was also felt to be important, with better performing sites tending to be more clearly laid out

Sites with the above attributes would be expected to meet a minimum diversion from landfill target of 65%

3.04 The current sites achieve the following diversion from Landfill levels:-

Site	Tonnage Received	Quantity Diverted	%age
Saltney	193	193.41	100
Greenfield	4490	3331	74
Mold	4768	3406	71.3
Buckley	6429	4454	69.3
Flint	2034	1337	65.6
Queensferry	3932	2553	64.9
Connah's Quay	2811	1825	64.7
Hope	1530	892	58

The WLGA Benchmarking Report indicated that sites operating at a diversion target of 65% and less are NOT operating at optimum usage level

3.05 The site at Greenfield has been recently developed and fully meets the requirements stated in the WLGA working paper. A site in Sandycroft has also been purchased with both a valid Planning consent and part Welsh Government funding for development to a similar standard. The remaining sites are currently undeveloped to varying degrees.

3.06 Five options were considered for the future provision of the service:

1. Do nothing
2. Develop all of the current sites to the proposed WLGA standard
3. Rationalise to six WLGA standard sites, County wide
4. Rationalise to four WLGA standard sites, County wide
5. Operate four sites offering all waste disposal facilities and maintain three other centres offering recycling opportunities only

3.07 Each Option was scored based on the following criteria:

- Delivers HRC sites which match the WLGA recommended standard

- Likelihood of achieving the 65% required recycling rates
- Delivers a financial saving on the current operating costs
- Minimises travelling time for residents to sites

3.08 Each Option was scored on the following basis:

A score of 5 was awarded if the Option fully met the requirement

Reducing to

A score of 1 which was awarded if the Option fails to meet the requirement

3.09 The table below shows the scores achieved by each option:-

	HRC sites which match the WLGA recommended standard	Likelihood of achieving the 65% required diversion rate	Delivers financial savings	Traveling time for residents to sites	Total
Do Nothing	2	3	1	5	11
Develop all of the current sites to the proposed WLGA standard	5	5	1	5	16
Rationalise to six WLGA standard sites County wide	5	5	1	4	15
Rationalise to four WLGA standard sites County wide	5	5	3	3	16
Operate four sites offering all waste disposal facilities and maintain three other recycling only centres	3	5	4	5	17

3.10 On this basis the most effective solution would be to operate four larger sites offering all facilities including waste disposal and three others offering recycling opportunities only.

The four sites suggested to continue to offer the full range of both waste disposal and recycling facilities would be:

- Sandycroft
- Greenfield
- Mold
- Buckley

This is based on the fact that this configuration:

1. Provides the highest percentage (94%) of residents within a 15 minutes drive radius of a site
2. These are currently the highest performing sites in terms of diversion (excepting Saltney which is a recycling only site)
3. These sites are currently the closest match to the WLGA standard.

The three sites most suited to offering the recycling option only would be:

- Connah's Quay
- Flint
- Hope

The recycling facilities at the sites would be improved to include all recyclable material and garden waste.

The sites that would close would be:

- Queensferry - Blighted site due to proposed road development by Welsh Government
- Saltney - Proximity to Sandycroft and restricted land availability for extending the site

3.11 The closures and changes to the Recycling Only centres would take place following the completion of the Sandycroft site and following a period during which the residual waste delivered to all of the HRC sites would be closely monitored. The monitoring would include greeting users to ensure they have recycled every available item brought to the sites. The effective date of introducing the new arrangements would be 1st October 2012 and during the interim period clear notices would also inform users of the proposed changes. The closed site and the area around the Recycling only sites, would then be closely monitored following the changes, to ensure any fly tipping is removed as soon as possible, having inspected the content in order to identify of the person leaving the material.

3.12 The introduction of restricted van access to the current sites has met with general approval and no comments were received in the consultation period against the continuation of the arrangement. With both waste collection and disposal

arrangements now within the Council, following the AD Waste transfer, the current charging arrangement for commercial tipping at the ex AD Waste outlets will be included in the Councils overall protocol for commercial vehicles at HRC sites. This will further encourage licensed tipping and reduce the likelihood of fly-tipping.

- 3.13 The revised protocol for the disposal of commercial waste and van access to the HRC sites is attached - Appendix 2
- 3.14 The introduction of a resident only policy is currently at odds with the regional working recommendations from Welsh Government. It is suggested however that the four new all material HRC sites are developed with equipment that would allow the introduction of a 'residents only' policy subject to further monitoring and a further report to the Executive.
- 3.15 The opening hours of the sites was also considered as part of the review process. The footfall figures are summarised on Appendix 3, The figures show that less than 3% of all users visited the sites before 9am and after 5pm in the winter. These periods also represent the times of greatest risk on the sites in terms of lone working for our employees and available daylight hours for users. It is proposed therefore that the future opening times for all of the sites are as follows:

Summer Opening 09.00 hours
 Closing 20.00 hours

Winter Opening 09.00 hours
 Closing 17.00 hours

The opening hours will come into effect on 3rd January 2012, allowing time for notification of the changes to be advertised at the sites.

- 3.16 The provision of the Council Bring sites was also to considered as part of the overall review however it is recommended that this would best reviewed 12 months after the final roll-out of the new waste collection service.

4.00 RECOMMENDATIONS

- 4.01 That the Executive approve the Council's future HRC service should consist of four high quality sites capable of receiving both recycling and general waste material at the following locations:

- Greenfield
- Mold
- Buckley
- Sandycroft

- 4.02 That the Executive approve the Council's future HRC service should also consist of a further three 'recycling only' sites at the following locations:
- Connah's Quay
 - Flint
 - Hope
- 4.03 That the Executive approve the closure of the sites at the following locations:
- Saltney
 - Queensferry
- 4.04 **That the Executive approve that the closures and changes detailed in 4.01, 4.02 and 4.03 are introduced after the completion of the proposed new HRC site at Sandycroft with a target date for full implementation of 1st October 2012.** The intervening period will be used to allow monitoring and the provision of recycling advice to HRC users.
- 4.05 That the Executive approve the opening hours for all of its HRC sites as stated in 3.15 of this report. The new opening hours to come into operation on 3rd January 2012
- 4.06 That the Executive approve that the introduction of a 'Residents Only' policy at the HRC's is deferred subject to a further monitoring exercise and report .
- 4.07 That the Executive approve the formal adoption of the protocol for commercial waste disposal and commercial access to HRC sites - Appendix 2
- 4.08 That the Executive approve the continuation of the Council's Bring Site arrangements, subject to a further review after completion of the roll out of the new waste collection arrangements in twelve months time.
- 4.09 That Executive recommends the prudential borrowing to fund construction of the HRC facility in line with the finance element of the report.

5.00 FINANCIAL IMPLICATIONS

- 5.01 The proposals will be an essential element in achieving the Welsh Government recycling targets and reduce the risk of infraction charges

Financing of borrowing costs

<i>Closure savings based on Current Running Costs</i>	
Queensferry Recycling Park	£280,974
Saltney Recycling Park	<u>£165,064</u>
Total Running Costs	£446,038

Ongoing running costs of new Sandycroft HRC Site	£382,000
(Based on cost of Queensferry and diversion from Saltney)	
Balance (Saving)	<u>£64,038</u>
Investment in Recycling only HRC sites 2012 - 13	£64,038
Prudential borrowing for Sandycroft site 2013 - 14 (10 years)	£60,000
Investment in Recycling only HRC sites 2013 - 14 (10 years)	£4,038

6.00 ANTI POVERTY IMPACT

6.01 No Impact

7.00 ENVIRONMENTAL IMPACT

7.01 The proposals will increase recycling rates and reduce landfill

8.00 EQUALITIES IMPACT

8.01 A full EIA has been completed and is attached Appendix 4

9.00 PERSONNEL IMPLICATIONS

9.01 Any staff displaced by the proposals will be redeployed within the Streetscene service

10.00 CONSULTATION REQUIRED

10.01 With Trades Unions regarding the redeployment

11.00 CONSULTATION UNDERTAKEN

11.01 With Town and Community Council's

11.02 With Council Members via direct correspondence and workshop

11.03 The Streetscene Task and Finish Group has been consulted and have challenged some elements of the report

- 11.04 The Environment Overview and Scrutiny discussed the report at their meeting on 19th October 2011. Comments raised at the meeting will be presented to Executive

12.00 APPENDICES

- 12.01 Appendix 1 - Summary of Comments received
Appendix 2 - Protocol for commercial use of HRC 's
Appendix 3 - Footfall numbers
Appendix 4 - EIA

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

None

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STREETSCENE DIVISION

HOUSEHOLD RECYCLING CENTRES CONSULTATION JUNE 2011 - MEMBER COMMENTS

COMMENTS	DATE RECEIVED	HOW RECEIVED
1. Only used Globe Way HRC site. Only encountered 'Meet and Greet' service once, if needed information, have had to approach staff in the	31.5.11	E.mail
2. Article signposting could be clearer		
3. Control of vehicle movements within yard could be better.		
4. Metal stairs leading to platform level not fully rigid and awkward for older people to use.		
5. Skips too frequently full to overflowing		
6. Cover "flaps" on paper and magazine bins heavy in weight and likely to trap/bruise fingers		
7. Need to be dealing with households that do not segregate at source. Bin men need to highlight these properties in order that a visit can be made by a dedicated "waste material education team"		
1. Sites seem well managed and uses mainly by public doing their own DIY works.	1.6.11	Letter
2. Permit system working well for those that do larger jobs and have lot of waste to dispose of.		
3. Thought sites were for Flintshire residents only, may get some people coming from neighbouring Authorities.		
Should give consideration to holding workshops to discuss issues with Members.	3.6.11	Letter

Need to look at sorting of litter collections as understands it goes to landfill at present. Should also examine issue of small builders taking items to our recycling centres as this is the origin of much fly tipping which is costly to tidy.	30.5.11	Letter
1. Should be prepared to compare our services with other LA's and seek to incorporate best practice and increase recycling potential.	30.5.11	Letter
2. Regarding introduction of residents only policy, need to bear in mind that some residents live close to County borders and it may be more convenient for residents to use facilities in neighbouring Authorities and vice versa. Should not allow residents of other counties to use and abuse facilities in Flintshire, especially where they want to dispose of items their own Authority may not accept.		
3. Bring sites are important and popular and will still be needed in the future. From the Council's standpoint, it is an advantage for people to bring these sites and help separate items into different skips for recycling. Will be a huge increase in fly tipping if Bring sites are closed.		
4. Use of facilities by vans and trailers via a permit system is a good practice. It allows people to dispose of larger items or lots of rubbish in one go whilst also stopping abuse of the system by those who are in business and trying to avoid paying trade refuse fees.		
5. Can anything be done to persuade pubs to collect empty bottles and send them back to breweries for refilling as used to be the case. Nowadays these bottles are dumped by the Council or private waste disposal firms instead of being properly recycled as the bottles which emanate from household waste is.	13.6.11	Letter
Sandycroft was promised a recycling centre in Factory Road - when will this happen and is there still funding for it?		
Current permit scheme for vans and large trailers is a good idea and should be retained to discourage fly-tipping although current scheme needs better advertising.		

Residents only policy is likely to cause lots of problems and more fly tipping.		
Review current permit scheme to encompass larger vehicles as some people need larger vehicles than a trailer etc. to take waste to an HRC	15.6.11	E.mail
Need to keep sites open as it would increase fly tipping if sites were closed.		
Need to feature customer satisfaction when undertaking best practice comparisons with other Authorities.	15.6.11	Letter
Strong case for allowing use of HRC sites by residents only. Flintshire residents shouldn't subsidise residents from out of County to use HRC		
Bring sites are needed but perhaps most appropriate areas would be away from main amenity sites. May be worthwhile to look at rationalisation of sites if several in close proximity.		
Van and trailer permit scheme does prevent widespread abuse by businesses but Cllr is aware that scheme has caused problems in past where household's only means of transport is a family owned van. It should not be difficult for suitable arrangements to be made for these residents whilst continuing with existing van/trailer controls.		
1. Some centres in the County are still fit for purpose. Ideal site is that at Greenfield. Another site like this at the other end of the county would be beneficial.	20.6.11	Letter
2. There are several sites which are too small and not safe for those who use them. As they were set up when we did not offer the comprehensive kerbside collection service which is now in operation.		
3. Suggests that we now need maybe 3 or 4 centres across the County		
1. Doesn't want to see small rural skip sites closed as will increase fly tipping.	28.6.11	E.mail
2. With regard to a 'residents only' policy, is aware of Flintshire residents that use skip sites in Wrexham are better.		

3. Feels some business request customers to dispose of rubbish themselves due to cost implications for licence for small businesses and this results in fly tipping. More debate is needed on the cost of small businesses disposing of their rubbish.		
4. Residents an small businesses should be encouraged to recycle as much as possible.		
5. Is aware that small business struggle to pay the fees for refuse disposal and collection (commercial waste).		

STREETSCENE DIVISION

**HOUSEHOLD RECYCLING CENTRE CONSULTATION - TOWN AND
COMMUNITY COUNCIL COMMENTS**

COMMENTS	DATE RECEIVED	HOW RECEIVED
Town Council keen to retain Dock Road site and would welcome any improvements to this service	7.6.11	Letter
1. Facility at Hope is well run	9.6.11	Letter
2. 'Residents only' policy not supported as difficult to enforce		
3. Review of current permit scheme should endeavour to reduce and not increase fly tipping.		
1. Assumes option to introduce 'Residents Only' policy at HRC sites is for Flintshire as a whole not individual local areas.	13.6.11	Letter
2. Wishes to see local 'Bring Sites' retained and encourages use and discourages fly tipping.		
3. Wishes to see permit scheme for vans and large trailers retained in order to reduce fly tipping.		
1. Provision of voids in the ground to deposit materials as in neighbouring Authorities' sites is seen as being more user friendly than having to carry up flight of metal steps and lifting into a skip.	16.6.11	Letter
2. Welcome opening of additional local 'Bring' sites to encourage more recycling and discourage fly tipping		

3. Permit scheme for vans and large trailers should continue.		
1. Feels current service provided is excellent.	16.6.11	Letter
2. Queries whether a "residents only" policy is necessary in view of the cost of its administration and enforcement		
1. Council not in favour of a 'residents only' policy at HRC's.	17.6.11	Letter
2. Members are in favour of any proposals to reduce amount of 'dumping' by vehicles currently turned away from sites.		
1. Appreciative of excellent service provided at "Bring Sites"	20.6.11	Letter
Current service provision is excellent and should be maintained as it is.	22.6.11	E.mail
1. Current service provided is much valued and educates residents on how to recycle waste and reduce problems of fly tipping.	22.6.11	Letter
2. Given the current emphasis on waste recycling targets and reduction of land filling of waste BCC feel this service should be enhanced and improved		
3. BCC have concerns that any reduction to number of local waste sites would encourage fly tipping as residents wouldn't be willing to travel further distances with their recycling waste material.		
1. Existing household recycling service provides a much valued and supported service to Flintshire residents as well as educating residents on how to recycle waste and reduce problems of fly tipping.	24.6.11	Letter

2. Given current emphasis on waste recycling targets and reduction of land filling of waste the Town Council believes that this service should be enhanced and improved county-wide		
3. Council has concerns that any reduction in the number of local waste sites could encourage fly tipping as residents would not be willing to travel further distances with their recycling waste material		
1. Concern at length of time for consultation.	27.6.11	Letter
2. Current permit scheme for vans and large trailers should be retained		
Supports service which it considers to be generally good, well supported and in the right location.	27.6.11	Letter
1. Service much improved.	1.07.11	Letter
2. Recycling compost should be made cheaper.		
3. Range of plastic containers accepted should be expanded.		
1. Essential to retain household recycling centres in order to eliminate fly tipping. Also felt that it would be difficult to introduce a 'residents only' policy at the centres as a number of Flintshire residents use sites within neighbouring Council areas.	4.07.11	Letter
2. Town Council understands current permit scheme for vans and large trailers works well, why is a review needed?		
3. Design of household recycling centres should be looked at where the use of stairs does not make disposal easy. Also the opportunity should be taken to develop household recycling centres as educational establishments.		

1.Opinion that FCC is providing an exemplary service and that it should be left as it is. Feared any alteration may increase the instances of fly tipping.	14.07.11	Letter by Fax
2.Suggested that the attendants, could question the people using the skips, as their postcode,in order to ensure that they are not travelling in from other areas.		

Buckley Recycling Park - Traffic Movement Analysis

Summer Traffic Volume

Day	08:00-09:00	09:00-10:00	10:00-11:00	11:00-12:00	12:00-13:00	13:00-14:00	14:00-15:00	15:00-16:00	16:00-17:00	17:00-18:00	18:00-19:00	19:00-20:00	Total No of Cars per day
Saturday	10	20	40	65	43	46	57	40	30	35	23	9	418
Sunday	14	16	53	73	84	55	50	58	31	26	8	7	475
Monday	7	24	23	28	31	30	37	38	33	44	29	15	339
Tuesday	11	24	21	27	22	18	33	34	45	14	10	9	268
Wednesday	5	16	25	23	18	7	14	17	20	13	7	10	175
Thursday	2	12	12	23	27	21	21	9	17	12	14	5	175
Friday	6	13	30	25	20	11	28	32	41	30	14	15	265
Total No of cars per hour (weekly total)	55	125	204	264	245	188	240	228	217	174	105	70	2115
% of cars per hour (weekly average)	3	6	10	12	12	9	11	11	10	8	5	3	

Winter Traffic Volume

Day	08:00-09:00	09:00-10:00	10:00-11:00	11:00-12:00	12:00-13:00	13:00-14:00	14:00-15:00	15:00-16:00	16:00-17:00	17:00-18:00	Total No of Cars per day
Saturday	4	14	45	52	51	55	63	44	23	8	359
Sunday	11	15	34	53	43	55	33	39	27	8	318
Monday	4	17	25	37	34	26	36	30	10	2	221
Tuesday	4	16	20	26	21	22	33	20	7	9	178
Wednesday	4	14	24	20	28	45	22	31	11	6	205
Thursday	7	18	32	25	25	20	33	28	13	2	203
Friday	11	12	25	31	22	26	37	33	11	3	211
Total No of cars per hour (weekly total)	45	106	205	244	224	249	257	225	102	38	1695
% of cars per hour (weekly average)	3	6	12	14	13	15	15	13	6	2	

Connah's Quay Recycling Park - Traffic Movement Analysis

Summer Traffic Volume

Day	08:00-09:00	09:00-10:00	10:00-11:00	11:00-12:00	12:00-13:00	13:00-14:00	14:00-15:00	15:00-16:00	16:00-17:00	17:00-18:00	18:00-19:00	19:00-20:00	Total No of Cars per day
Saturday	7	18	14	22	22	16	15	24	20	11	6	1	176
Sunday	2	10	8	27	20	19	17	27	17	8	3	1	159
Monday	3	18	29	40	54	37	30	36	22	27	13	1	310
Tuesday	0	0	0	4	11	16	21	19	14	11	13	3	112
Wednesday	1	7	17	15	13	22	17	18	9	17	10	2	148
Thursday	1	10	7	15	14	11	13	19	8	8	6	6	118
Friday	2	10	24	17	35	23	25	18	17	13	10	4	198
Total No of cars per hour (weekly total)	16	73	99	140	169	144	138	161	107	95	61	18	1221
% of cars per hour (weekly average)	1	6	8	11	14	12	11	13	9	8	5	1	

Winter Traffic Volume

Day	08:00-09:00	09:00-10:00	10:00-11:00	11:00-12:00	12:00-13:00	13:00-14:00	14:00-15:00	15:00-16:00	16:00-17:00	17:00-18:00	Total No of Cars per day
Saturday	2	8	10	10	11	9	9	10	5	3	77
Sunday	1	6	2	13	9	20	17	3	6	1	78
Monday	2	5	10	13	11	11	8	9	2	2	73
Tuesday	2	12	10	13	19	16	16	7	3	0	98
Wednesday	4	9	11	10	11	20	16	12	9	2	104
Thursday	3	8	8	24	24	24	19	19	13	0	142
Friday	0	10	21	31	28	17	18	17	10	2	154
Total No of cars per hour (weekly total)	14	58	72	114	113	117	103	77	48	10	726
% of cars per hour (weekly average)	2	8	10	16	16	16	14	11	7	1	

Hope Recycling Park - Traffic Movement Analysis

Summer Traffic Volume

Day	08:00-09:00	09:00-10:00	10:00-11:00	11:00-12:00	12:00-13:00	13:00-14:00	14:00-15:00	15:00-16:00	16:00-17:00	17:00-18:00	18:00-19:00	19:00-20:00	Total No of Cars per day
Saturday	0	2	1	5	7	3	5	5	4	1	2	0	35
Sunday	1	4	7	4	9	4	4	8	5	6	2	0	54
Monday	1	3	5	4	6	6	9	4	9	4	2	2	55
Tuesday	0	0	4	1	7	7	3	5	1	1	5	2	36
Wednesday	0	2	4	3	6	4	9	4	6	4	3	1	46
Thursday	2	5	2	9	4	6	5	6	3	1	0	2	45
Friday	2	1	6	6	7	2	5	0	4	3	2	1	39
Total No of cars per hour (weekly total)	6	17	29	32	46	32	40	32	32	20	16	8	310
% of cars per hour (weekly average)	2	5	9	10	15	10	13	10	10	6	5	3	

Winter Traffic Volume

Day	08:00-09:00	09:00-10:00	10:00-11:00	11:00-12:00	12:00-13:00	13:00-14:00	14:00-15:00	15:00-16:00	16:00-17:00	17:00-18:00	Total No of Cars per day
Saturday	0	5	3	2	2	13	3	2	3	0	33
Sunday	1	2	6	2	3	4	6	5	1	0	30
Monday	1	4	5	1	6	1	2	4	1	0	25
Tuesday	2	0	5	4	1	7	1	4	2	0	26
Wednesday	1	0	0	5	2	3	4	1	2	0	18
Thursday	0	1	1	7	4	2	5	5	6	2	33
Friday	0	2	5	3	10	5	5	6	4	1	41
Total No of cars per hour (weekly total)	5	14	25	24	28	35	26	27	19	3	206
% of cars per hour (weekly average)	2	7	12	12	14	17	13	13	9	1	

Mold Recycling Park - Traffic Movement Analysis

Summer Traffic Volume

Day	08:00-09:00	09:00-10:00	10:00-11:00	11:00-12:00	12:00-13:00	13:00-14:00	14:00-15:00	15:00-16:00	16:00-17:00	17:00-18:00	18:00-19:00	19:00-20:00	Total No of Cars per day
Saturday	13	22	26	20	31	28	22	29	32	20	14	8	265
Sunday	5	13	31	34	26	28	30	43	23	18	14	4	269
Monday	9	13	15	26	11	14	13	27	19	11	15	6	179
Tuesday	2	9	21	13	20	26	23	15	29	14	20	17	209
Wednesday	6	16	14	22	14	16	14	24	16	9	12	7	170
Thursday	4	10	20	16	20	26	27	31	21	14	12	11	212
Friday	3	5	19	9	11	18	15	20	17	10	9	3	139
Total No of cars per hour (weekly total)	42	88	146	140	133	156	144	189	157	96	96	56	1443
% of cars per hour (weekly average)	3	6	10	10	9	11	10	13	11	7	7	4	

Winter Traffic Volume

Day	08:00-09:00	09:00-10:00	10:00-11:00	11:00-12:00	12:00-13:00	13:00-14:00	14:00-15:00	15:00-16:00	16:00-17:00	17:00-18:00	Total No of Cars per day
Saturday	3	9	13	13	14	19	10	21	9	4	115
Sunday	5	9	24	24	12	23	14	12	9	14	146
Monday	4	5	11	14	20	21	13	22	7	6	123
Tuesday	1	6	10	27	22	10	16	12	11	17	132
Wednesday	4	4	15	19	10	25	13	16	15	6	127
Thursday	5	9	20	17	29	18	39	21	14	9	181
Friday	4	6	17	24	23	22	17	34	12	1	160
Total No of cars per hour (weekly total)	26	48	110	138	130	138	122	138	77	57	984
% of cars per hour (weekly average)	3	5	11	14	13	14	12	14	8	6	

Queensferry Recycling Park - Traffic Movement Analysis

Summer Traffic Volume

Day	08:00-09:00	09:00-10:00	10:00-11:00	11:00-12:00	12:00-13:00	13:00-14:00	14:00-15:00	15:00-16:00	16:00-17:00	17:00-18:00	18:00-19:00	19:00-20:00	Total No of Cars per day
Saturday	18	35	37	61	44	48	38	34	34	26	17	5	397
Sunday	10	31	52	54	63	48	68	49	47	20	11	8	461
Monday	17	15	40	21	28	19	30	30	44	22	16	11	293
Tuesday	8	34	44	62	45	45	59	45	28	31	25	10	436
Wednesday	14	23	33	44	50	44	49	37	40	17	27	27	405
Thursday	10	20	44	33	58	48	72	61	56	36	18	14	470
Friday	10	43	45	45	41	47	61	52	22	27	14	2	409
Total No of cars per hour (weekly total)	87	201	295	320	329	299	377	308	271	179	128	77	2871
% of cars per hour (weekly average)	3	7	10	11	11	10	13	11	9	6	4	3	

Winter Traffic Volume

Day	08:00-09:00	09:00-10:00	10:00-11:00	11:00-12:00	12:00-13:00	13:00-14:00	14:00-15:00	15:00-16:00	16:00-17:00	17:00-18:00	Total No of Cars per day
Saturday	10	34	43	56	42	51	51	51	25	9	372
Sunday	11	27	44	28	33	38	34	56	25	7	303
Monday	11	17	32	34	40	55	59	37	28	9	322
Tuesday	8	26	37	34	29	38	53	41	23	6	295
Wednesday	9	39	45	38	57	42	42	39	10	2	323
Thursday	6	28	32	47	47	40	39	33	12	4	288
Friday	9	33	33	46	50	28	58	53	20	7	337
Total No of cars per hour (weekly total)	64	204	266	283	298	292	336	310	143	44	2240
% of cars per hour (weekly average)	3	9	12	13	13	13	15	14	6	2	

Greenfield Recycling Park - Traffic Movement Analysis

Summer Traffic Volume

Day	08:00-09:00	09:00-10:00	10:00-11:00	11:00-12:00	12:00-13:00	13:00-14:00	14:00-15:00	15:00-16:00	16:00-17:00	17:00-18:00	18:00-19:00	19:00-20:00	Total No of Cars per day
Saturday	8	24	29	25	37	37	32	28	27	20	16	7	290
Sunday	6	18	34	36	29	45	36	29	30	26	15	3	307
Monday	8	12	21	26	21	25	24	30	24	19	13	6	229
Tuesday	3	11	19	17	23	27	29	33	20	22	18	4	226
Wednesday	6	20	22	26	21	32	25	26	21	25	14	5	243
Thursday	6	12	18	24	28	26	26	21	24	19	10	6	220
Friday	3	17	24	25	33	28	24	23	23	19	16	3	238
Total No of cars per hour (weekly total)	40	114	167	179	192	220	196	190	169	150	102	34	1753
% of cars per hour (weekly average)	2	7	10	10	11	13	11	11	10	9	6	2	

Winter Traffic Volume

Day	08:00-09:00	09:00-10:00	10:00-11:00	11:00-12:00	12:00-13:00	13:00-14:00	14:00-15:00	15:00-16:00	16:00-17:00	17:00-18:00	Total No of Cars per day
Saturday	11	16	20	21	25	28	19	23	17	7	187
Sunday	5	12	15	34	23	18	28	19	13	5	172
Monday	7	9	13	24	28	24	18	20	17	4	164
Tuesday	6	10	16	23	16	26	18	22	20	7	164
Wednesday	6	11	11	25	19	26	30	15	8	12	163
Thursday	9	21	25	23	41	45	36	41	22	10	273
Friday	2	11	26	34	30	41	36	29	13	5	227
Total No of cars per hour (weekly total)	46	90	126	184	182	208	185	169	110	50	1350
% of cars per hour (weekly average)	3	7	9	14	13	15	14	13	8	4	

Buckley Recycling Park - Traffic Movement Analysis

Summer Traffic Volume

Day	08:00-09:00	09:00-10:00	10:00-11:00	11:00-12:00	12:00-13:00	13:00-14:00	14:00-15:00	15:00-16:00	16:00-17:00	17:00-18:00	18:00-19:00	19:00-20:00	Total No of Cars per day
Saturday	10	20	40	65	43	46	57	40	30	35	23	9	418
Sunday	14	16	53	73	84	55	50	58	31	26	8	7	475
Monday	7	24	23	28	31	30	37	38	33	44	29	15	339
Tuesday	11	24	21	27	22	18	33	34	45	14	10	9	268
Wednesday	5	16	25	23	18	7	14	17	20	13	7	10	175
Thursday	2	12	12	23	27	21	21	9	17	12	14	5	175
Friday	6	13	30	25	20	11	28	32	41	30	14	15	265
Total No of cars per hour (weekly total)	55	125	204	264	245	188	240	228	217	174	105	70	2115
% of cars per hour (weekly average)	3	6	10	12	12	9	11	11	10	8	5	3	

Winter Traffic Volume

Day	08:00-09:00	09:00-10:00	10:00-11:00	11:00-12:00	12:00-13:00	13:00-14:00	14:00-15:00	15:00-16:00	16:00-17:00	17:00-18:00	Total No of Cars per day
Saturday	4	14	45	52	51	55	63	44	23	8	359
Sunday	11	15	34	53	43	55	33	39	27	8	318
Monday	4	17	25	37	34	26	36	30	10	2	221
Tuesday	4	16	20	26	21	22	33	20	7	9	178
Wednesday	4	14	24	20	28	45	22	31	11	6	205
Thursday	7	18	32	25	25	20	33	28	13	2	203
Friday	11	12	25	31	22	26	37	33	11	3	211
Total No of cars per hour (weekly total)	45	106	205	244	224	249	257	225	102	38	1695
% of cars per hour (weekly average)	3	6	12	14	13	15	15	13	6	2	

Connah's Quay Recycling Park - Traffic Movement Analysis

Summer Traffic Volume

Day	08:00-09:00	09:00-10:00	10:00-11:00	11:00-12:00	12:00-13:00	13:00-14:00	14:00-15:00	15:00-16:00	16:00-17:00	17:00-18:00	18:00-19:00	19:00-20:00	Total No of Cars per day
Saturday	7	18	14	22	22	16	15	24	20	11	6	1	176
Sunday	2	10	8	27	20	19	17	27	17	8	3	1	159
Monday	3	18	29	40	54	37	30	36	22	27	13	1	310
Tuesday	0	0	0	4	11	16	21	19	14	11	13	3	112
Wednesday	1	7	17	15	13	22	17	18	9	17	10	2	148
Thursday	1	10	7	15	14	11	13	19	8	8	6	6	118
Friday	2	10	24	17	35	23	25	18	17	13	10	4	198
Total No of cars per hour (weekly total)	16	73	99	140	169	144	138	161	107	95	61	18	1221
% of cars per hour (weekly average)	1	6	8	11	14	12	11	13	9	8	5	1	

Winter Traffic Volume

Day	08:00-09:00	09:00-10:00	10:00-11:00	11:00-12:00	12:00-13:00	13:00-14:00	14:00-15:00	15:00-16:00	16:00-17:00	17:00-18:00	Total No of Cars per day
Saturday	2	8	10	10	11	9	9	10	5	3	77
Sunday	1	6	2	13	9	20	17	3	6	1	78
Monday	2	5	10	13	11	11	8	9	2	2	73
Tuesday	2	12	10	13	19	16	16	7	3	0	98
Wednesday	4	9	11	10	11	20	16	12	9	2	104
Thursday	3	8	8	24	24	24	19	19	13	0	142
Friday	0	10	21	31	28	17	18	17	10	2	154
Total No of cars per hour (weekly total)	14	58	72	114	113	117	103	77	48	10	726
% of cars per hour (weekly average)	2	8	10	16	16	16	14	11	7	1	

Hope Recycling Park - Traffic Movement Analysis

Summer Traffic Volume

Day	08:00-09:00	09:00-10:00	10:00-11:00	11:00-12:00	12:00-13:00	13:00-14:00	14:00-15:00	15:00-16:00	16:00-17:00	17:00-18:00	18:00-19:00	19:00-20:00	Total No of Cars per day
Saturday	0	2	1	5	7	3	5	5	4	1	2	0	35
Sunday	1	4	7	4	9	4	4	8	5	6	2	0	54
Monday	1	3	5	4	6	6	9	4	9	4	2	2	55
Tuesday	0	0	4	1	7	7	3	5	1	1	5	2	36
Wednesday	0	2	4	3	6	4	9	4	6	4	3	1	46
Thursday	2	5	2	9	4	6	5	6	3	1	0	2	45
Friday	2	1	6	6	7	2	5	0	4	3	2	1	39
Total No of cars per hour (weekly total)	6	17	29	32	46	32	40	32	32	20	16	8	310
% of cars per hour (weekly average)	2	5	9	10	15	10	13	10	10	6	5	3	

Winter Traffic Volume

Day	08:00-09:00	09:00-10:00	10:00-11:00	11:00-12:00	12:00-13:00	13:00-14:00	14:00-15:00	15:00-16:00	16:00-17:00	17:00-18:00	Total No of Cars per day
Saturday	0	5	3	2	2	13	3	2	3	0	33
Sunday	1	2	6	2	3	4	6	5	1	0	30
Monday	1	4	5	1	6	1	2	4	1	0	25
Tuesday	2	0	5	4	1	7	1	4	2	0	26
Wednesday	1	0	0	5	2	3	4	1	2	0	18
Thursday	0	1	1	7	4	2	5	5	6	2	33
Friday	0	2	5	3	10	5	5	6	4	1	41
Total No of cars per hour (weekly total)	5	14	25	24	28	35	26	27	19	3	206
% of cars per hour (weekly average)	2	7	12	12	14	17	13	13	9	1	

Mold Recycling Park - Traffic Movement Analysis

Summer Traffic Volume

Day	08:00-09:00	09:00-10:00	10:00-11:00	11:00-12:00	12:00-13:00	13:00-14:00	14:00-15:00	15:00-16:00	16:00-17:00	17:00-18:00	18:00-19:00	19:00-20:00	Total No of Cars per day
Saturday	13	22	26	20	31	28	22	29	32	20	14	8	265
Sunday	5	13	31	34	26	28	30	43	23	18	14	4	269
Monday	9	13	15	26	11	14	13	27	19	11	15	6	179
Tuesday	2	9	21	13	20	26	23	15	29	14	20	17	209
Wednesday	6	16	14	22	14	16	14	24	16	9	12	7	170
Thursday	4	10	20	16	20	26	27	31	21	14	12	11	212
Friday	3	5	19	9	11	18	15	20	17	10	9	3	139
Total No of cars per hour (weekly total)	42	88	146	140	133	156	144	189	157	96	96	56	1443
% of cars per hour (weekly average)	3	6	10	10	9	11	10	13	11	7	7	4	

Winter Traffic Volume

Day	08:00-09:00	09:00-10:00	10:00-11:00	11:00-12:00	12:00-13:00	13:00-14:00	14:00-15:00	15:00-16:00	16:00-17:00	17:00-18:00	Total No of Cars per day
Saturday	3	9	13	13	14	19	10	21	9	4	115
Sunday	5	9	24	24	12	23	14	12	9	14	146
Monday	4	5	11	14	20	21	13	22	7	6	123
Tuesday	1	6	10	27	22	10	16	12	11	17	132
Wednesday	4	4	15	19	10	25	13	16	15	6	127
Thursday	5	9	20	17	29	18	39	21	14	9	181
Friday	4	6	17	24	23	22	17	34	12	1	160
Total No of cars per hour (weekly total)	26	48	110	138	130	138	122	138	77	57	984
% of cars per hour (weekly average)	3	5	11	14	13	14	12	14	8	6	

Queensferry Recycling Park - Traffic Movement Analysis

Summer Traffic Volume

Day	08:00-09:00	09:00-10:00	10:00-11:00	11:00-12:00	12:00-13:00	13:00-14:00	14:00-15:00	15:00-16:00	16:00-17:00	17:00-18:00	18:00-19:00	19:00-20:00	Total No of Cars per day
Saturday	18	35	37	61	44	48	38	34	34	26	17	5	397
Sunday	10	31	52	54	63	48	68	49	47	20	11	8	461
Monday	17	15	40	21	28	19	30	30	44	22	16	11	293
Tuesday	8	34	44	62	45	45	59	45	28	31	25	10	436
Wednesday	14	23	33	44	50	44	49	37	40	17	27	27	405
Thursday	10	20	44	33	58	48	72	61	56	36	18	14	470
Friday	10	43	45	45	41	47	61	52	22	27	14	2	409
Total No of cars per hour (weekly total)	87	201	295	320	329	299	377	308	271	179	128	77	2871
% of cars per hour (weekly average)	3	7	10	11	11	10	13	11	9	6	4	3	

Winter Traffic Volume

Day	08:00-09:00	09:00-10:00	10:00-11:00	11:00-12:00	12:00-13:00	13:00-14:00	14:00-15:00	15:00-16:00	16:00-17:00	17:00-18:00	Total No of Cars per day
Saturday	10	34	43	56	42	51	51	51	25	9	372
Sunday	11	27	44	28	33	38	34	56	25	7	303
Monday	11	17	32	34	40	55	59	37	28	9	322
Tuesday	8	26	37	34	29	38	53	41	23	6	295
Wednesday	9	39	45	38	57	42	42	39	10	2	323
Thursday	6	28	32	47	47	40	39	33	12	4	288
Friday	9	33	33	46	50	28	58	53	20	7	337
Total No of cars per hour (weekly total)	64	204	266	283	298	292	336	310	143	44	2240
% of cars per hour (weekly average)	3	9	12	13	13	13	15	14	6	2	

Greenfield Recycling Park - Traffic Movement Analysis

Summer Traffic Volume

Day	08:00-09:00	09:00-10:00	10:00-11:00	11:00-12:00	12:00-13:00	13:00-14:00	14:00-15:00	15:00-16:00	16:00-17:00	17:00-18:00	18:00-19:00	19:00-20:00	Total No of Cars per day
Saturday	8	24	29	25	37	37	32	28	27	20	16	7	290
Sunday	6	18	34	36	29	45	36	29	30	26	15	3	307
Monday	8	12	21	26	21	25	24	30	24	19	13	6	229
Tuesday	3	11	19	17	23	27	29	33	20	22	18	4	226
Wednesday	6	20	22	26	21	32	25	26	21	25	14	5	243
Thursday	6	12	18	24	28	26	26	21	24	19	10	6	220
Friday	3	17	24	25	33	28	24	23	23	19	16	3	238
Total No of cars per hour (weekly total)	40	114	167	179	192	220	196	190	169	150	102	34	1753
% of cars per hour (weekly average)	2	7	10	10	11	13	11	11	10	9	6	2	

Winter Traffic Volume

Day	08:00-09:00	09:00-10:00	10:00-11:00	11:00-12:00	12:00-13:00	13:00-14:00	14:00-15:00	15:00-16:00	16:00-17:00	17:00-18:00	Total No of Cars per day
Saturday	11	16	20	21	25	28	19	23	17	7	187
Sunday	5	12	15	34	23	18	28	19	13	5	172
Monday	7	9	13	24	28	24	18	20	17	4	164
Tuesday	6	10	16	23	16	26	18	22	20	7	164
Wednesday	6	11	11	25	19	26	30	15	8	12	163
Thursday	9	21	25	23	41	45	36	41	22	10	273
Friday	2	11	26	34	30	41	36	29	13	5	227
Total No of cars per hour (weekly total)	46	90	126	184	182	208	185	169	110	50	1350
% of cars per hour (weekly average)	3	7	9	14	13	15	14	13	8	4	

Recycling park vehicle permit scheme



Why are permits necessary?

- To stop illegal use of the sites by businesses. The sites cannot accept any commercial waste.
- To meet the requirements of environmental legislation.
- To reduce congestion at the sites making your visit safer, quicker and easier.

What types of vehicles are restricted?

Drivers of the following vehicles must be in possession of a permit to use Flintshire Recycling Parks to dispose of waste. This restriction on vans applies to company vehicles, hired vehicles and borrowed vehicles.

- Lorries
- Vans
- Pick-ups
- Trailers (with more than one axle)
- Mini-buses
- Any vehicle that might be seen as 'commercial'

Criteria

If you can satisfy three simple criteria you can apply for a permit from Flintshire County Council and continue to use the Recycling Parks.

- The vehicle must be registered to you, not a business or other organisation.
- The vehicle must be registered to an address in Flintshire.
- The vehicle must not be sign-written or display advertising.

If you cannot satisfy the above conditions, you will not be permitted to bring the vehicle into Flintshire's Recycling Parks.*

How do I apply?

There are 2 ways to apply for a permit:

Email the completed [permit application form](#) to recycling@flintshire.gov.uk along with scanned copies of the required documents, or

Post the completed [permit application form](#) to us with copies of the required documents,

You must include the following documents:

- Vehicle registration Document (V5) Section 4, 5, 6 & 7 and
- Two recent utilities bill/Council Tax demand.

Photocopies or scanned copies of documents are acceptable and we will return any originals sent.

There is no fee required for permits.

How does the permit scheme work?

Once your application is approved you will receive a card with vehicle details written on and 12 numbered boxes around the edge, these will be hole punched by the attendant on site each time you visit.

You can use the permit for a maximum of 12 visits per year. The Recycling Park staff will not allow you access to the site if you do not have a permit.

Can I have more than one name on the permit?

This is not necessary as permits are registered to the vehicle. They are however, limited to one permit (12 visits) per household.

What if my vehicle changes and I need permits for my new vehicle?

Post your card permit back to us along with a newly completed application form and the Vehicle Registration Document (V5) Section 4, 5, 6 & 7 for your new vehicle and we will issue you with a new permit minus the number of visits you have already used up for that year.

I'm hiring a van – do I need a permit?

If you are hiring the van for less than 7 days and taking household waste to a Flintshire County Council Household Recycling Park you don't need a permit, but you must bring the hire documents with you. These will be checked by site staff.

If you hire a van, you will be able to **use it at Buckley and Greenfield sites only**, you will need to take your hire documents and proof of address with you. They will issue a one off permit which can be used up to **three times over two weeks** from the date of issue.

I'm borrowing a restricted vehicle – do I need a permit?

If you wish to visit a site with a vehicle that is not registered to your address e.g. a company or borrowed vehicle, you can apply for a one-off permit. This will allow **access to Buckley and Greenfield sites only**, up to **three times over two weeks** from the date of issue.

Cars are not restricted and do not need a permit unless towing a twin axle trailer. Just call the Recycling Team on 01352 703350 for further information.

***If I don't qualify for a permit, what should I do?**

Your waste will be classified as trade waste. All trade waste customers should go to Brookhill Landfill Site, Catheralls Industrial Estate, Pinfold Way, Buckley, (site telephone number 01244 547279) where a ticket can be purchased for a maximum size vehicle of GVW 3.50 tonnes.

For details of disposal costs and arrangements for vehicles in excess of 3.5T, please contact Flintshire County Council Waste Management Services on 01244 546680.

Further information

Questions about this policy should be put to Flintshire County Council's Recycling Team and not the Recycling Park staff (telephone 01352 703350).



Equality Impact assessment Template

Flintshire County Council has based this template on the model developed the Equality and Human Rights Commission (EHRC) for conducting the initial screening and completing a full equality impact needs assessment.

A full assessment proceeds through the following 9 steps:

1. Scoping the equality impact needs assessment
2. Data collection and evidence
3. Involvement and consultation
4. Assessing impact and strengthening the policy
5. Procurement and partnerships
6. Making a decision
7. Monitoring, evaluating and reviewing
8. Action planning
9. Sign-off, publication and review

The aim of an equality impact assessment (EIA) is to ensure that policies help to promote equality. The EIA contributes to effective policy making by providing an opportunity to minimise risk and maximise the benefits of a policy, therefore ensuring we have the best possible policy in place. It also helps us to meet our requirements under the general equality duties. **Throughout this document we use the word 'policy' to refer to what we are assessing. In this context, the term includes the different things that we do, including strategies, functions, procedures, practices, decisions, initiatives and projects.**

All EIAs should consider the potential impact of policies in respect of all areas of equality including human rights and socio economic issues.

Our approach to EIAs will help us to strengthen our work to promote equality. It will also help to identify and address any potential discriminatory effects before introducing a policy and reduce the risk of potential legal challenges. When carrying out an EIA you should consider both the negative and positive consequences of your proposals

If a project is designed for a specific group, you also need to think about what potential effects it could have on other areas of equality.

Further advice, guidance and training is available and should be used when conducting EIAs.

Members of the assessment Team

Name	Job Title	Organisation
Lynne Fensome	Directorate Support Manager	
Harvey Mltchell	Directorate Support Manager	
Stephen Jones	Head of Streetscene	

Start date:

End date:

Lead Officer

Name

Lynne Fensome

Job Title

Directorate Support Manager

Step 1– Scoping The Equality Impact Assessment (EIA)

Building on the material included at the screening stage, you should begin the EIA by determining its scope. The EIA should consider the impact or likely impact of the policy in relation to all areas of our remit, including human rights. The EIA should be proportionate to the significance and coverage of the policy.

Name of the policy
Review of the Council's Household Recycling Centres
What are the main aims, purpose and outcomes of the policy and how does it fit in with the wider aims of the organisation?
To provide fit for purpose, cost effective and safe service, which is easy to use and maximises the recycling opportunity available on all of the sites. Councils across Wales have been set targets by the Welsh Government for the amount of municipal waste recycled. Failure to meet the targets will result in financial penalties, which in turn will have a significant impact on future Council budgets.

The drive to meet these targets has increased the number of visitors to the 8 centres and while some are able to operate safely with the increased number of vehicle movements others are not resulting in congestion and a poor customer experience.

List the main activities relating to the policy and identify who is likely to benefit from it

To provide fit for purpose recycling centres.

Enable delivery of WG recycling targets

Flintshire residents

What do you already know about the relevance of the policy? What are the main issues you need to consider?

Some things to consider:

- How is the policy likely to affect the promotion of equality in the areas of age, disability, gender, gender reassignment, race, religion or belief, sexual orientation, human rights or Welsh language?
- How do you think that the policy will promote community cohesion?/good relations, e.g. will it bring people from different backgrounds together
- What consultation has already been undertaken which is relevant to the development of this policy?
- Are there any examples of existing good practice in this area – such as measures to improve access to the policy among particular groups?
- Do you think that your policy presents any problems or barriers to any community or group?

Age

Current provision across the 8 sites is inconsistent and customers experience of ease of use varies by which site is visited. As such this is recognised as a problem for the elderly in their capacity to be able to use the sites.

Disability

Current provision across the 8 sites is inconsistent and customers experience of ease of use varies by which site is visited. As such this is recognised as a problem for the disabled in their capacity to be able to use the sites.

Gender

Current provision across the 8 sites is inconsistent and customers experience of ease of use varies by which site is visited. As such this could be a problem for females in their capacity to be able to use the sites.

Gender Reassignment

Language

Race

Religion and Belief

Sexual Orientation

Step 2 – Data Collection And Evidence

What evidence, data, information or results of consultation exercises do you already have about how this policy and its potential take-up might affect equality.

Please cite any quantitative (for example, statistical, monitoring data or research) and qualitative evidence (for example, complaints, surveys, focus groups, questionnaires, meetings, interviews) relating to groups having different needs, experiences or attitudes in relation to this policy. Describe briefly what evidence you have used. Compare equality monitoring data with the Census data 2001 or with equality monitoring data records from previous years.

Consultation with Town and Community Councils – comments attached

Consultation with Members – comments attached

Usage and recycling rates as follows

Site	Tonnage	Recycled	%age
Saltney	193	193.41	100
Greenfield	4490	3331	74
Mold	4768	3406	71.3
Buckley	6429	4454	69.3
Flint	2034	1337	65.6
Queensferry	3932	2553	64.9
Connah's Quay	2811	1825	64.7
Hope	1530	892	58

What involvement and consultation has been done in relation to this (or a similar) policy or function, and what are the results?

What does the available data tell you about the actual and potential take –up of services ?

WLGA working paper provided clear guidelines for the expected standard of HRC across Wales. These include:

- Larger sites for greater recycling capacity
- Better traffic flow, allowing more time for householders to use facility
- Less downtime for servicing skips onsite
- Layout was also felt to be important, with better performing sites tending to be more clearly laid out

Sites with the above attributes would be expected to meet a minimum recycling target of 65%

This mirrors the data on tonnage received at the Recycling Centres, the better the site the more it is used.

What additional research or data is required to fill any gaps in your understanding of the potential or known effects of the policy? Have you considered commissioning new data or research?

When designing the sites include stakeholder groups in challenging the design.

Step 3 – Involvement And Consultation

When considering how you will involve and consult other people in developing the policy, you need to think about internal and external audiences.

For each of the equality target groups listed in the answer table directly below, outline the involvement or consultation which is relevant to this policy. Please outline a brief summary of the responses gained and links to relevant documents, as well as any actions taken as a result of the consultation.

	Summary of outcomes of involvement/consultation carried out and action taken as a result.
Age	<p>Ensure sites are accessible industry standard is no more than 15 minute journey time</p> <p>Ensure adequate adaptations and staffing levels to allow easy use</p>
Disability	As above
Gender	Ensure adequate adaptations and staffing

	levels to allow easy use
Gender reassignment	
Race	
Religion or belief	
Sexual orientation	
Human rights	
Language	Bi-lingual Signage

Step 4 – Assessment of impact and strengthening policy

This section asks you to assess the impact of the service / policy on each of the equality strands

Using the information available, identify the effects on this service / policy on the following groups

Please indicate impact				
	Positive impact	Negative impact	No impact	Reasons and evidence(Provide details of specific groups affected)

Age <i>(across the whole age spectrum)</i>	Yes			
Disabled People	Yes			
Gender <i>(Men, women, boys ,girls)</i>	Yes			
Gender Reassignment			Yes	
Race			Yes	
Religion / Belief <i>(Faith)</i>			Yes	
Sexual Orientation <i>(Heterosexual, Bisexual people. Lesbians, Gay men)</i>			Yes	
Human Rights			Yes	
Other <i>(additional groups that may experience impacts)</i>			Yes	

Does any adverse impact identified amount to unlawful discrimination?

(Please answer Yes or No in appropriate box)

Age	Disability	Gender	Gender Reassignment	Race	Religion / Belief	Sexual Orientation	Other
<i>If yes in any of the above please explain</i>							

Strengthening the policy

As a result of this assessment and available evidence collected, state whether any changes will be made or planned as a result of the policy, strategy or project:

<p>What measures does, or could, the policy include to help promote equality of opportunity and eliminate unlawful discrimination?</p> <p>For example, positive measures designed to address disadvantage and reach different communities or groups, such as, providing information in Braille or alternative languages, providing a Traveller Education Service</p>
<p>How can this service or policy be used to promote good/better community relations and what actions do you need to put in place to make this happen?</p> <p>For example, providing opportunities for people from different backgrounds or communities to meet, ensuring all groups receive information about grants, circulating information to dispel myths and stereotypes.</p>
<p>Advertising campaigns to encourage use and recycling stressing the importance of this for all Flintshire residents</p>

Step 5 – Procurement And Partnerships

Consideration of external contractor obligations and partnership working

Is this policy due to be carried out wholly or partly by contractors? If yes, have you done any work to include equality, Welsh language and human rights considerations into the contract already?

If you have, please set out what steps you will take to build into all stages of the procurement process the requirement to consider the equality duties.

Specifically you should set out how you will make sure that any partner you work with complies with equality and human rights legislation and how you will monitor this. You will need to think about:

- tendering and specifications
- awards process
- contract clauses
- performance measures, and
- monitoring and performance measures.

Step 6 – Making A Decision

Summarise your findings and give an overview of whether the policy will meet legislation and our equality schemes in relation to equality and human rights and Welsh language.

The policy will meet legislation and equality scheme.

It is believed the provision of 4 super sites will improve the customer experience and allow for easier use of sites by the elderly and disabled

What practical actions will you take to reduce or remove any adverse/negative impact?

Retain 3 recycling centres at other locations.

Step 7 – Monitoring, Evaluating And Reviewing

How will you monitor the impact and effectiveness of the new policy?

This could include adaptations or extensions to current monitoring systems, relevant timeframes and a commitment to carry out an EIA review once the policy has been in place for one year. List details of any follow-up work that will be undertaken in relation to the policy (e.g. survey, specific monitoring process etc).

Review EIA at regular intervals

Residents data to inform future usage and design of the sites

Give details of how the results of the impact assessment will be published, including consultation results and monitoring information if applicable.

Summaries of the results of all impact assessments will be published on the Council's website. You could also publish them in other relevant media.

Website

Step 8 – Action Plan

The below provides an opportunity to state how any negative impact will be mitigated. It also allows you to list how you will tackle any gaps in the policy. Look back through steps 1 – 7 of the EIA and include any identified actions in the plan below. Ensure that each action is listed with a target date and assigned to a named member of staff. **These actions should be incorporated in to Directorate and Service plans.**

Action	Responsible Officer	By When	Progress

Step 9 – Sign-Off

The final stage of the EIA is to formally sign off the document as being a complete, rigorous and robust assessment

The policy has been fully assessed in relation to its potential effects on equality and all relevant concerns have been addressed.

(Once you have completed the EIA sign the below and forward to the Directorate Equalities representative)

Author of EIA

Name:
Job title and directorate:
Date:
Signature:

Quality check: Document has been checked by:

Name:
Job title and directorate:
Date:

Signature:

Director level (sign-off)

Name:
Job title and directorate:
Date:
Signature:

FLINTSHIRE COUNTY COUNCIL

AGENDA ITEM NUMBER: 20

REPORT TO: **EXECUTIVE**
DATE : **15 NOVEMBER 2011**
REPORT BY: **MEMBER ENGAGEMENT MANAGER**
SUBJECT : **PLAY AREAS**

1.00 PURPOSE OF REPORT

1.01 To present to Executive the findings and recommendations of the Play Areas Task Group of the Lifelong Learning Overview and Scrutiny Committee.

2.00 BACKGROUND

2.01 The task group was set up in January 2011 following consideration of the Play Areas Survey at the Lifelong Learning Overview and Scrutiny Committee on the 2nd December 2010. It was agreed that a task group be formed to participate in a programme of assessment visits to play areas identified in the 'red' category in the survey and give further consideration to sustainability of play areas in Flintshire. Membership of the group is as follows:- Cllr Carolyn Thomas, Cllr Christopher Bithell, Cllr Rosetta Dolphin, Cllr Ray Hughes, Cllr Hilary Isherwood, Cllr Owen Thomas, Cllr Hilary McGill.

2.02 The Lifelong Learning Overview & Scrutiny Committee considered the findings and unanimously supported the recommendations on the 9th June 2011.

3.00 CONSIDERATIONS

3.01 The findings and recommendations from the task and finish group are attached as appendix 1.

4.00 RECOMMENDATIONS

4.01 That the Executive receive, note and respond to the findings of the Lifelong Learning Overview & Scrutiny Committee's Play Area Task & Finish Group

5.00 FINANCIAL IMPLICATIONS

5.01 Some recommendations contained within the report may have financial implications if adopted.

6.00 ANTI POVERTY IMPACT

Date: 09/11/2011

6.01 Some recommendations contained within the report could have a positive impact.

7.00 ENVIRONMENTAL IMPACT

7.01 None as a direct result of this report.

8.00 EQUALITIES IMPACT

8.01 Some recommendations contained within the report could have a positive impact on equality.

9.00 PERSONNEL IMPLICATIONS

9.01 None as a direct result of this report.

10.00 CONSULTATION REQUIRED

10.01 N/A

11.00 CONSULTATION UNDERTAKEN

11.01 N/A

12.00 APPENDICES

12.01 None

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985
BACKGROUND DOCUMENTS

Notes of play areas task group meetings and minutes of Lifelong Learning Overview & Scrutiny Committees.

Contact Officer: Margaret Parry-Jones
Telephone: 01352 702427
E-Mail: margaret_parry-jones@flintshire.gov.uk

Findings of the Play Areas Task & Finish Group as submitted to and approved by the Lifelong Learning Overview & Scrutiny Committee at its meeting on 9th June 2011

1.0 Introduction

1.01 The task group was set up in January 2011 following consideration of the Play Areas Survey at the Lifelong Learning Overview and Scrutiny Committee on the 2nd December 2010. It was agreed that a task group be formed to participate in a programme of assessment visits to play areas identified in the 'red' category in the survey and give further consideration to sustainability of play areas in Flintshire. Membership of the group is as follows:- Cllr Christopher Bithell, Cllr Rosetta Dolphin, Cllr Ray Hughes, Cllr Hilary Isherwood, Cllr Owen Thomas, Cllr Hilary McGuill.

2.0 Background

2.01 The Flintshire County Council Annual Improvement Report states that "The Council has also been unable to afford to fully maintain the 176 play sites in the county. The updated Play Strategy notes that the annual repair and maintenance budget for play areas is insufficient in terms of long-term sustainability of the sites."

2.02 The task group have met on 3 occasions and have undertaken site visits to the 'red' play areas identified in the Play Areas Survey. The task group also visited The Bonc, a newly refurbished play area in Mynydd Isa.

3.0 Findings

3.01 Rationalisation of Play Areas

3.02 Free, open access play areas where children can come and go as they please without relying on parents to take them there are important to a child's development. Doorstep play areas are important so young children know that their parents are nearby if needed and also for parents to allow their children to go out to play. If children have a fear of playing they will not go out to play.

3.03 There appears to be a lack of provision for older children which needs to be addressed.

3.04 Of the sites visited, Primrose Street, Connah's Quay was of the most concern because the space is not ideal for encouraging play. Consultation should take place with the local ward members and the local

community as to whether it should be decommissioned or have some other use within the local community.

3.05 The group did not agree with the order of priority that had been configured by the consultant and considered that some listed as red were not as bad as some listed as amber. However as it would be very difficult to visit all the play areas, the committee members agreed to use the report as evidence for prioritisation as it was a starting point.

3.06 Provision for play areas incorporated into planning consent

The group have requested further information on Planning Guidance Number 13 which has been amended to 2 or more properties. This is an area that may need to be investigated further via the planning protocol working group to ensure sustainable play provision in the future.

3.07 Match Funding

The Match Funding scheme has proved to be extremely successful with a good take up from town and community councils and should be continued. Due to the success of the scheme it suggested that criteria should be agreed for the allocation of match funding for future years.

Some initial suggestions include:-

- Priority should be given to applications from Town & Community Council who have a play area in the 'red' category
- The Play Areas Survey should form the basis of decision making regarding match funding with regard to the following:-
 1. Condition of existing equipment
 2. Safety of existing equipment and surfaces
 3. Recent/previous investment in site
 4. Local needs
 5. Amber sites to be considered if match funding still available
 6. Limit of £10,000 per site per annum maximum contribution from match funding scheme.
 7. Emphasis on one site in locality to meet older children's needs.

In addition it was felt that Town & Community Councils should be made aware of the results and implications of the Play Areas Survey especially for those with 'red' category sites.

3.08 Grant Funding

Members suggested that an advice booklet should be developed to give community groups information on what grants are available and how to access them. Consideration should also be given to identifying mentors to work with groups to encourage local communities to improve play areas.

3.09 The findings and recommendations of the Play Areas Task Group were presented to the Lifelong Learning Overview & Scrutiny Committee on 9 June 2011. Members unanimously accepted the recommendations within the report.

4.0 Recommendations

- 4.01
1. There should be consultation with local ward members and residents regarding the future of Primrose Street play area in Connah's Quay.
 2. That the Planning Protocol Working Group give further consideration to provision for play areas within planning mechanisms to ensure sustainable play provision in the future;
 3. That criteria are agreed for future match funding schemes for play areas;
 4. That Town and Community Councils are made aware of the results and implications of the Play Areas Survey ;
 5. That an advice booklet is developed for community groups and consideration is given to identifying mentors to work with local communities to improve play areas;

Executive Forward Work Programme **November 2011 – April 2012**

The following reports are included on 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:

- Council Priorities Review
Deferred until December when it will be reported to Executive at the same time as the Improvement Plan mid year update in December
- Outcome Agreement with WG
Deferred until December when final endorsement of the Agreement for 2011/12 will be have been received from Welsh Government
- Housing Ballot – Choices Document
Deferred pending finalisation of the draft choices document
- Corporate Procurement Arrangements
Awaiting the outcome of the North Wales Shared Services project
- Workforce Information
Deferred to ensure the most up to date information is reported
- Secondary School Review – Recommendations for County Council
Deferred until December due to the Member workshops taking place

EXECUTIVE MEETING DATES
FORWARD WORK PROGRAMME ITEMS – NOVEMBER 2011 - APRIL 2012

MEETING DATE	DIRECTORATE/DIVISION	TOPIC	REPORT TYPE (Strategic/Operational)	PORTFOLIO
15 November 2011	Chief Executive	➤ Council Priorities Review	Strategic	Corporate Management
		➤ Community Strategy and Local Service Board – Mid Year Review	Operational	Corporate Management
		➤ Outcome Agreement with Welsh Government	Operational	Corporate Management
	Finance	➤ Council Fund & HRA Revenue Budget Monitoring 2011/12 (M5)	Operational	Finance & Asset Mngt
		➤ Council Tax Base for 2012/13	Operational	Finance & Asset Mngt
		➤ Council Tax & Business Rate Policies for 2012/13	Operational	Finance & Asset Mngt
	Human Resources & Organisational Development	➤ People Strategy Update	Strategic	Corporate Management
		➤ MASS Quarter 2	Operational	Corporate Management
		➤ Workforce Information Quarter 2	Operational	Corporate Management
	ICT & Customer Services	➤ ICT Strategy Update	Strategic	Corporate Management

		<ul style="list-style-type: none"> ➤ Corporate Procurement Arrangements 	Operational	Corporate Management
	Community Services	<ul style="list-style-type: none"> ➤ Housing Ballot – Choices Document ➤ Update on Youth Justice Merger 	Strategic Operational	Housing Social Services
	Environment	<ul style="list-style-type: none"> ➤ Setting Local Speed Limits ➤ Review of Public Conveniences ➤ Review of Household Recycling Parks ➤ Progress on the Shared North Wales Minerals and Waste Planning Service ➤ Update on Depot Rationalisation ➤ Food Service Plan 	Strategic Strategic Strategic Operational Operational Operational	Environment Waste Management Waste Management Environment Environment Leisure Services and Public Protection
	Lifelong Learning	<ul style="list-style-type: none"> ➤ Welsh Public Library Standards 	Operational	Education
13 December 2011	Chief Executive	<ul style="list-style-type: none"> ➤ Q2 Performance Reporting ➤ SARC Refresh Update 	Operational Operational	Corporate Management Corporate Management

		<ul style="list-style-type: none"> ➤ Business Continuity Update ➤ Improvement Plan Mid Year Review 	Operational Operational	Corporate Management Corporate Management
	Finance	<ul style="list-style-type: none"> ➤ Council Fund & HRA Revenue Budget Monitoring 2011/12 (M6) ➤ Capital Programme 2011/12 (M6) 	Operational Operational	Finance & Asset Mngt Finance & Asset Mngt
	ICT & Customer Services	<ul style="list-style-type: none"> ➤ Customer Services Strategy Update ➤ Regional Collaboration Support Services Board Update 	Strategic Strategic	Corporate Management Corporate Management
	Community Services	<ul style="list-style-type: none"> ➤ Update on CIDS Merger with Wrexham ➤ Introduction of Interest Bearing Loans 	Operational Operational	Social Services Housing
	Environment	<ul style="list-style-type: none"> ➤ Mineral Reviews ➤ Recovery of Costs for Public Path Orders ➤ Civil Parking Enforcement – Update 	Strategic Operational Operational	Environment Environment Environment

20 December 2011 (BUDGET)	Finance	<ul style="list-style-type: none"> ➤ Council Fund Revenue Budget 2012/13 Initial Proposals ➤ Council Fund Capital Programme 2012/13 – 2015/16 	Operational Operational	Finance & Asset Mngt Finance & Asset Mngt
24 January 2012	Chief Executive	<ul style="list-style-type: none"> ➤ Strategic Partnership Performance – Mid Year Review ➤ 2011 – 2013 Target Setting Review 	Strategic Strategic	Corporate Management Corporate Management
	Finance	<ul style="list-style-type: none"> ➤ Council Fund & HRA Revenue Budget Monitoring 2011/12 (M7) ➤ HRA Revenue Budget 2012/13 ➤ HRA Capital Programme 2012/13 	Operational Operational Operational	Finance & Asset Mngt Finance & Asset Mngt Finance & Asset Mngt
	ICT & Customer Services	<ul style="list-style-type: none"> ➤ Procurement Strategy Update ➤ Regional and National ICT Collaboration 	Strategic Strategic	Corporate Management Corporate Management
	Community Services	<ul style="list-style-type: none"> ➤ Transforming Social Services for Adults 	Operational	Social Services

	Environment	<ul style="list-style-type: none"> ➤ Communities First: The Future ➤ Amendment to Dog Control Order (Fouling of Land by Dogs) ➤ Fleet Strategy ➤ Buckley Town Centre Regeneration – Proposed Final Buckley Planning Brief ➤ Erection of Banners on Street Lights ➤ Flintshire Business Week 2011 	<p>Strategic</p> <p>Strategic</p> <p>Strategic</p> <p>Strategic</p> <p>Operational</p> <p>Operational</p>	<p>Regeneration and Tourism</p> <p>Leisure Services and Public Protection</p> <p>Waste Management</p> <p>Regeneration & Tourism</p> <p>Environment</p> <p>Regeneration and Tourism</p>
21 February 2012	Chief Executive	<ul style="list-style-type: none"> ➤ Wales Audit Office: Annual Improvement Report 	<p>Strategic</p>	<p>Corporate Management</p>
	Finance	<ul style="list-style-type: none"> ➤ Council Fund & HRA Revenue Budget Monitoring 2011/12 (M8) ➤ HRA Revenue Budget 2012/13 ➤ HRA Capital Programme 2012/13 (Final) 	<p>Operational</p> <p>Operational</p> <p>Operational</p>	<p>Finance & Asset Mngt</p> <p>Finance & Asset Mngt</p> <p>Finance & Asset Mngt</p>

		➤ Treasury Management Policy & Strategy Statement 2012/13	Operational	Finance & Asset Mngt
	Human Resources & Organisational Development	➤ MASS Quarter 3	Operational	Corporate Management
	Environment	➤ Buckley Developer Selection	Strategic	Regeneration and Tourism
	Lifelong Learning	➤ School Admissions Policy – Annual Consultation	Operational	Education
27 March 2012	Chief Executive	<ul style="list-style-type: none"> ➤ Strategic Equality Plan ➤ Q3 performance Reporting ➤ Flintshire Futures Review ➤ Changes to the National Performance Measurement Framework 2012/13 	<p>Strategic</p> <p>Operational</p> <p>Operational</p> <p>Operational</p>	<p>Corporate Management</p> <p>Corporate Management</p> <p>Corporate Management</p> <p>Corporate Management</p>
	Finance	<ul style="list-style-type: none"> ➤ Council Fund & HRA Revenue Budget Monitoring 2011/12 (M9) ➤ Capital Programme 2011/12 (M9) 	<p>Operational</p> <p>Operational</p>	<p>Finance & Asset Mgt</p> <p>Finance & Asset Mgt</p>

	Human Resources & Organisational Development	➤ Workforce Information Quarter 3	Operational	Corporate Management
	Community Services	➤ Youth Justice Service Inspection Outcome	Operational	Social Services
24 April 2012	Chief Executive	➤ Council (Governance Plan) review	Strategic	Corporate Management
		➤ Voluntary Sector mid year review	Operational	Corporate Management
	Finance	➤ Council Fund & HRA Revenue Budget Monitoring 2011/12 (M10)	Operational	Finance & Asset Mgt
	Environment	➤ Highways Asset Management Plan	Strategic	Environment

FLINTSHIRE COUNTY COUNCIL - EXEMPT INFORMATION SHEET

COMMITTEE: Executive

DATE: 15 November 2011

AGENDA ITEM NO: 22

REPORT OF: (Director of originating Department)

Director of Community Services

SUBJECT:

Transformation Social Services for Adults (TSSA)

The report on this item is NOT FOR PUBLICATION because it is considered to be exempt information in accordance with the following paragraph(s) of Schedule 12A to the Local Government Act 1972.

	<u>Para</u>	
Information relating to a particular individual *	12	
Information likely to reveal the identity of an individual *	13	
Information relating to financial/business affairs of a particular person * See Note 1	14	
Information relating to consultations/negotiations on labour relations matter *	15	<input checked="" type="checkbox"/>
Legal professional privilege	16	
Information revealing the authority proposes to:	17	
(a) give a statutory notice or		
(b) make a statutory order/direction *		
Information on prevention/investigation/prosecution of crime *	18	
<u>For Standards Committee meetings only:</u>	Sec.	
Information subject to obligations of confidentiality	18a	
Information relating to national security	18b	
The deliberations of a Standards Committee in reaching a finding	18c	

Confidential matters which the County Council is not permitted to disclose Sec. 100A(3)

PLEASE TICK APPROPRIATE BOX

* Means exempt only if the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Note 1: Information is not exempt under paragraph 14 if such information is required to be registered under Companies Act 1985, the Friendly Societies Acts of 1974 and 1992, the Industrial and Provident Societies Act 1965 to 1978, the Building Societies Act 1986 or the Charities Act 1993.

**SCHEDULE 12A LOCAL GOVERNMENT ACT 1972
EXEMPTION FROM DISCLOSURE OF DOCUMENTS**

REPORT: Transformation Social Services for Adults
(TSSA)
AUTHOR: Maureen Mullaney
MEETING AND DATE Executive on 15 November 2011
OF MEETING:

I have considered grounds for exemption of information contained in the report referred to above and make the following recommendation to the Proper Officer:-

Exemptions applying to the report:
Paragraph 15.

Factors in favour of disclosure:
Transparency.

Prejudice which would result if the information were disclosed:
Prejudice to good working relationships with relevant staff and unions if normal confidentiality of restructuring proposals is not followed.

My view on the public interest test is as follows:
Not in the public interest to disclose the information whilst consulting on the restructure proposals.

Recommended decision on exemption from disclosure:
Exempt from disclosure.

Date: 08/11/2011

Signed:



Post: Interim Head of Legal and Democratic Services

I accept the recommendation made above.



Proper Officer

Date: 08/11/2011

FLINTSHIRE COUNTY COUNCIL - EXEMPT INFORMATION SHEET

COMMITTEE: Executive

DATE: 15 November 2011

AGENDA ITEM NO: 23


REPORT OF: (Director of originating Department)

Director of Community Services

SUBJECT:

SHELTERED HOUSING IMPROVEMENT PROJECT

The report on this item is NOT FOR PUBLICATION because it is considered to be exempt information in accordance with the following paragraph(s) of Schedule 12A to the Local Government Act 1972.

	<u>Para</u>	
Information relating to a particular individual *	12	
Information likely to reveal the identity of an individual *	13	
Information relating to financial/business affairs of a particular person * See Note 1	14	
Information relating to consultations/negotiations on labour relations matter *	15	
Legal professional privilege	16	
Information revealing the authority proposes to:	17	
(a) give a statutory notice or		
(b) make a statutory order/direction *		
Information on prevention/investigation/prosecution of crime *	18	
<u>For Standards Committee meetings only:</u>	Sec.	
Information subject to obligations of confidentiality	18a	
Information relating to national security	18b	
The deliberations of a Standards Committee in reaching a finding	18c	

Confidential matters which the County Council is not permitted to disclose Sec.
100A(3)

PLEASE TICK APPROPRIATE BOX

* Means exempt only if the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Note 1: Information is not exempt under paragraph 14 if such information is required to be registered under Companies Act 1985, the Friendly Societies Acts of 1974 and 1992, the Industrial and Provident Societies Act 1965 to 1978, the Building Societies Act 1986 or the Charities Act 1993.

**SCHEDULE 12A LOCAL GOVERNMENT ACT 1972
EXEMPTION FROM DISCLOSURE OF DOCUMENTS**

REPORT: SHELTERED HOUSING IMPROVEMENT PROJECT
AUTHOR: Clare Budden
MEETING AND DATE OF MEETING: Executive on 15 November 2011

I have considered grounds for exemption of information contained in the report referred to above and make the following recommendation to the Proper Officer:-

Exemptions applying to the report:
Paragraph 15.

Factors in favour of disclosure:
Transparency.

Prejudice which would result if the information were disclosed:
Prejudice working relationships with staff and unions if proposals for restructuring were discussed with the press and public present.

My view on the public interest test is as follows:
Not in the public interest to fail to follow normal HR practices. It is in the public interest to maintain a good working relationship with staff effected and their unions.

Recommended decision on exemption from disclosure:
Exempt from disclosure.

Date: 04/11/2011

Signed:



Post: Interim Head of Legal and Democratic Services

I the recommendation made above.



Proper Officer

Date: 21/10/2011

FLINTSHIRE COUNTY COUNCIL - EXEMPT INFORMATION SHEET

COMMITTEE: Executive

DATE: 15 November 2011

AGENDA ITEM NO: 24

REPORT OF: (Director of originating Department)

Director of Community Services

SUBJECT:

Renewal Area - Acquisition of 2 Mold Road, Connah's Quay

The report on this item is NOT FOR PUBLICATION because it is considered to be exempt information in accordance with the following paragraph(s) of Schedule 12A to the Local Government Act 1972.

	<u>Para</u>	
Information relating to a particular individual *	12	
Information likely to reveal the identity of an individual *	13	<input checked="" type="checkbox"/>
Information relating to financial/business affairs of a particular person * See Note 1	14	<input checked="" type="checkbox"/>
Information relating to consultations/negotiations on labour relations matter *	15	
Legal professional privilege	16	
Information revealing the authority proposes to:	17	<input checked="" type="checkbox"/>
(a) give a statutory notice or		
(b) make a statutory order/direction *		
Information on prevention/investigation/prosecution of crime *	18	
<u>For Standards Committee meetings only:</u>	Sec.	
Information subject to obligations of confidentiality	18a	
Information relating to national security	18b	
The deliberations of a Standards Committee in reaching a finding	18c	
<u>Confidential</u> matters which the County Council is not permitted to disclose	Sec. 100A(3)	

PLEASE TICK APPROPRIATE BOX

* Means exempt only if the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Note 1: Information is not exempt under paragraph 14 if such information is required to be registered under Companies Act 1985, the Friendly Societies Acts of 1974 and 1992, the Industrial and Provident Societies Act 1965 to 1978, the Building Societies Act 1986 or the Charities Act 1993.

**SCHEDULE 12A LOCAL GOVERNMENT ACT 1972
EXEMPTION FROM DISCLOSURE OF DOCUMENTS**

REPORT: Renewal Area - Acquisition of 2 Mold Road,
Connah's Quay
AUTHOR: Gavin Griffith
MEETING AND DATE Executive on 15 November 2011
OF MEETING:

I have considered grounds for exemption of information contained in the report referred to above and make the following recommendation to the Proper Officer:-

Exemptions applying to the report:
Paragraphs 13, 14 and 17.

Factors in favour of disclosure:
Transparency.

Prejudice which would result if the information were disclosed:
The available options the Council has would be prejudiced by disclosure at this time. Information about individuals effected would be disclosed.

My view on the public interest test is as follows:
On balance not in the public interest to disclose at this time.

Recommended decision on exemption from disclosure:
Exempt from disclosure.

Date: 20/10/2011

Signed:



Post: Interim Head of Legal and Democratic Services

I accept the recommendation made above.



Proper Officer

Date: 21/10/2011