

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

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

Your Ref /
Eich Cyf

ur Ref / Ein Cyf ^{COO}

Date / Dyddiad 09/09/2009

Ask for / Gofynner am Graham Connah

Direct Dial / Rhif Union 01352 702336

Fax / Ffacs

Dear Sir / Madam,

A meeting of the **EXECUTIVE** will be held in the **CLWYD COMMITTEE ROOM,
COUNTY HALL, MOLD** on **WEDNESDAY, 16 SEPTEMBER 2009** at **09:30** to
consider the following items.

Yours faithfully



Assistant Director (Democratic Services)

AGENDA

1. **APOLOGIES**

2. **MINUTES**

To confirm as a correct record the minutes of the meeting held on
04/08/2009 (copy enclosed).

3. **DECLARATIONS OF INTEREST**

TO CONSIDER THE FOLLOWING REPORTS

STRATEGIC REPORTS

4. GENDER AND RACE EQUALITY SCHEMES ANNUAL REPORTS 2008-
2009

Report of the Chief Executive - Portfolio of the Executive Member for
Corporate Governance and Strategy

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5. PROGRESS UPDATE - NORTH WALES RESIDUAL WASTE TREATMENT PARTNERSHIP -
Report of the Director of Environment - Portfolio of the Executive Member for Waste Strategy and Management
6. RURAL DEVELOPMENT PLAN ELIGIBLE AREA
Report of the Director of Environment - Portfolio of the Executive Member for Regeneration and Tourism
7. REGIONAL LEARNING DISABILITY PROJECT
Report of the Director of Community Services - Portfolio of the Executive Member for Social Services
8. FLINTSHIRE AFFORDABLE HOUSING DELIVERY STATEMENT 2009-2011
Report of the Director of Community Services - Portfolio of the Executive Member for Environment and Executive Member for Housing Strategy and Planning
9. INTEGRATED TRANSPORT DELIVERY
Report of the Head of Overview & Scrutiny - Portfolio of the Executive Member for Environment and Executive Member for Social Services and Executive Member for Education and Youth
10. NEW SPECIALIST SCHOOL SITE VISITS
Report of the Head of Overview & Scrutiny - Portfolio of the Executive Member for Education and Youth

OPERATIONAL REPORTS

11. TARGET SETTING REVIEW
Report of the Chief Executive - Portfolio of the Executive Member for Corporate Governance and Strategy
12. REVENUE BUDGET MONITORING 2009/10 (MONTH 3)
Report of the Head of Finance - Portfolio of the Leader and Executive Member for Finance and Asset Management
13. PROCUREMENT STRATEGY 2008/09 TO 2010/11
Report of the Head of Finance - Portfolio of the Leader and Executive Member for Finance and Asset Management
14. ANNUAL TREASURY MANAGEMENT REPORT 2008/09
Report of the Head of Finance - Portfolio of the Leader and Executive Member for Finance and Asset Management
15. BUSINESS RATES - DEFERRED PAYMENT SCHEME 2009-10
Report of the Head of Finance - Portfolio of the Leader and Executive Member for Finance and Asset Management

16. MAKING THE CONNECTIONS - MAKING THE MOST OF OUR RESOURCES
Report of the Head of Finance - Portfolio of the Leader and Executive Member for Finance and Asset Management
17. PROPOSED AMALGAMATION OF DEE ROAD INFANTS AND CUSTOM HOUSE LANE JUNIORS - APPROVAL TO CONSULT WITH RELEVANT GROUPS
Report of the Director of Lifelong Learning - Portfolio of the Executive Member for Education and Youth
18. SPORT FLINTSHIRE - QUEST ACCREDITATION AWARD.
Report of the Director of Lifelong Learning - Portfolio of the Executive Member for Education and Youth
19. TECHNICAL SUPPORT OFFICER - ICT
Report of the Director of Lifelong Learning - Portfolio of the Executive Member for Education and Youth
20. GREENFIELD VALLEY TRUST LTD - ACCOUNTS FOR 2008
Report of the Director of Lifelong Learning - Portfolio of the Executive Member for Education and Youth
21. HIGHWAY SWEEPING AND GULLY EMPTYING POLICY AND HIGHWAY INSPECTIONS POLICY
Report of the Director of Environment - Portfolio of the Executive Member for Environment
22. SPONSORSHIP OF HIGHWAY ROUNDABOUTS
Report of the Director of Environment - Portfolio of the Executive Member for Environment
23. PROPOSAL FOR IMPROVEMENT WORKS AT GLAN-Y-MORFA COURT
Report of the Director of Community Services - Portfolio of the Executive Member for Estate Management (Housing and Industrial/Commercial and Agricultural)
24. NATIONAL SERVICE FRAMEWORK FOR OLDER PEOPLE IN WALES - PROGRESS REPORT 2009
Report of the Director of Community Services - Portfolio of the Executive Member for Social Services
25. FOR INFORMATION
A copy of the Executive Forward Work Programme (Months 05/09 to 10/09) together with an update are enclosed for information
26. EXERCISE OF DELEGATED POWERS
Report of the Chief Executive enclosed

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

The following items are considered to be exempt by virtue of the Paragraph(s) listed, of Part 1 of Schedule 12A of the Local Government Act 1972 (as amended).

STRATEGIC REPORTS

The following item is considered to be exempt by virtue of Paragraph(s) 12, 14, 15, 16 of Part 1 of Schedule 12A of the Local Government Act 1972 (as amended).

27. **AD WASTE TRANSFER UPDATE**
Report of the Director of Environment - Portfolio of the Executive Member for Waste Strategy and Management

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

28. **MORTGAGE RESCUE SCHEME - APPLICATION TO WAIVER
REPAYMENT OF DISCOUNT CHARGE**
Report of the Director of Community Services - Portfolio of the Executive Member for Housing Strategy and Planning

OPERATIONAL REPORTS

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

29. **HOUSING SERVICES RESTRUCTURE PHASE 2**
Report of the Director of Community Services - Portfolio of the Executive Member for Estate Management (Housing and Industrial/Commercial and Agricultural)

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

30. **REVIEW OF DEMOCRATIC SERVICES**
Report of the Head of Legal and Democratic Services - Portfolio of the Executive Member for Corporate Governance and Strategy

EXECUTIVE
4TH AUGUST 2009

Minutes of the meeting of the Executive of Flintshire County Council held at County Hall, Mold on Tuesday, 4th August 2009.

PRESENT: Councillor A. Woolley (Chairman)

Councillors: C.A. Ellis, H.D. Hutchinson, N. Matthews, N. Phillips, L.A. Sharps, and N.R. Steele-Mortimer.

ALSO PRESENT: Councillors: J. Falshaw, R. Jones, D.I. Mackie, Mrs D.L. Mackie, D.C. Cox, K. Armstrong-Braun and A.P. Shotton.

IN ATTENDANCE:

Director of Environment, Director of Lifelong Learning, Head of Legal and Democratic Services, Head of Finance, Head of Human Resources and Organisational Development, Head of ICT and Customer Services, Head of Development and Resources (Community Services) and Democratic Services Manager.

APOLOGIES:

Councillors: M. Higham and H. Yale.

The Executive noted that the Chief Executive and the Director of Community Services were on holiday.

77. MINUTES

The minutes of the meeting held on 14th July 2009 were confirmed as a correct record.

78. DECLARATIONS OF INTEREST

Councillor H.D. Hutchinson declared a personal but non-prejudicial interest in agenda item number 16 – Travel Behaviour Code.

79. PEOPLE STRATEGY 2009 - 2012

The Executive Member for Corporate Governance and Strategy introduced a report, the purpose of which was to seek endorsement of the contents of the new draft People Strategy for 2009 – 2012 together with the ‘high level’ action plan for delivery of the strategy over the three year life cycle. The Head of Human Resources and Organisational Development explained that this strategy which was attached as Appendix 1 replaced the previous strategy which covered the period 2006 – 2009 and had been designed to build upon the foundations already established. The overall aim of the new strategy was to achieve ambitious organisational change and development and people management excellence.

It was noted that the aims and objectives of the previous strategy were successfully delivered, with only a minor number of slippages of dates in relation to certain items which were detailed in the report.

There were a small number of objectives which were not met during the lifetime of the previous strategy and these would be incorporated into the action plan for the new strategy and would be delivered during the first year. The Executive was informed that the new strategy focused on five key themes and these were detailed in the report. It was noted that consultation had been undertaken with the Corporate Management Team, the Directorate Management Team, People and Performance Overview and Scrutiny Committee, Trade Unions, the Equality Team and with the wider workforce via the Council's Infonet. It was noted that a further consultation workshop was planned with the People and Performance Overview and Scrutiny Committee on 31st July 2009 after which a strategy document would be finalised and a detailed action plan produced. It was noted that a separate report on the consultation feedback with details of how this feedback had been issued to develop the strategy, would be available over the summer months. The report identified the key considerations taken into account on the preparation of the report.

RESOLVED

- (a) That Members note and endorse the content of the strategy and the underpinning "high level" action plan.
- (b) That minor amendments of the People Strategy document may be authorised by the Head of Human Resources and Organisational Development in light of the consultation workshop with the People and Performance Overview and Scrutiny Committee.
- (c) That a detailed action plan be developed following endorsement of the new People Strategy which would form the basis of progress reports to Corporate Management Team and the Executive and People and Performance Overview and Scrutiny Committee on a quarterly basis.

80. DRAFT EMPLOYEE RELATIONS POLICY

The Executive Member for Corporate Governance and Strategy introduced the report which was to recommend the adoption of the following amendments to existing Flintshire County Council policies which had been reviewed as part of the People Strategy Action Plan:-

- Grievance Policy (replacing the existing Grievance Procedure).
- Attendance Management Policy (replacing Sickness, Absence, Attendance Management Policy and Procedure).
- Dignity at Work policy (replacing Anti-Bullying and Harassment procedure).

- Disciplinary and Capability policy (replacing the Disciplinary Policy and Capability procedure).

The Head of Human Resources and Organisational Development reported on the background to the preparation of the report and identified a number of key considerations together with the underpinning principles. The Executive was informed that in order to support the change that was required to successfully introduce new ways of working, implementation of the new policies would need to be supported by the following areas:-

- An effective communication programme which explained what the Council was trying to achieve and highlighted the expectations of Managers and Employees in creating a policy of working environment.
- Commitment and support from Directors and Senior Managers to reinforce desired behaviours and to act as role models and mentors for the new ways of working.
- The development of a corporate approach to informal conflict resolution and more joined up ways of working in order to resolve issues that worked quickly and more effectively.
- Training for Managers, not just in the contents of the new policies, but in the skills and behaviours that were required to handle difficult people situations. The development of a detailed guidance and supporting material for Managers and Employees.

In presenting the report the Executive Member referred to recommendation 4.02 whereby it was proposed to add “consult with the Executive Member with responsibility for Human Resources before any amendments are made”.

RESOLVED

That the recommendations, as detailed in the report be agreed, and that the Head of Human Resources and Organisational Development consult with the Executive Member with the responsibility of the Human Resources before any amendments are made.

81. INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) STRATEGY

The Executive Member for Corporate Governance and Strategy introduced the report, the purpose of which was to gain the Executive’s endorsement of the Council’s Information and Communications Technology (ICT) Strategy 2009 – 2013 (attached as Appendix 1 to the report).

The Head of ICT and Customer Services then presented the report. He indicated that this was the third time the Strategy had been considered by Executive in various stages of it’s development. In addition the Strategy had been considered by Corporate Management Team, Directorate Management Teams, the member/officer ICT Panel and People and Performance Overview

and Scrutiny Committee. The Head of ICT and Customer Services expressed his thanks to all those who had contributed to the strategy development which had been very valuable input.

The Head of ICT and Customer Services explained that the strategy was an organisational strategy, not a strategy for the ICT department and hopefully it was not too technical a document. The strategy would sit alongside other key strategies such as the People Strategy in supporting the organisational priorities for change and improvement. He stressed that although this was not a technical strategy technology obviously underpinned it's delivery and therefore there would be a complementary technology plan developed to sit alongside the main ICT Strategy.

He further added that the strategy was ambitious and work would need to be prioritised in line with Council and Service priorities. The Executive Member for Corporate Governance and Strategy also referred to the role of Councillor S.R. Baker who was the IT Champion.

RESOLVED

That the Council's Information and Communications Technology (ICT) Strategy 2009 – 2013 be endorsed.

82. YOUTH SERVICE STRATEGY

The Executive Member for Lifelong Learning introduced the report, the purpose of which was to present a draft Youth Service Strategy which if agreed would form the basis of a wide consultation process to take place during August and September 2009. Responses to the consultation would be considered and an updated draft would be brought back to the Executive.

The Executive was informed that following early work on a new strategy for the Youth Service it was decided to include this project within Phase 2 of the Organisational Redesign. This strategy was therefore being presented as part of the Phase 2 Service Reviews. The Director of Lifelong Learning reported that the approach taken to the Youth Service review was similar to that taken with the Leisure Services Strategy. The consultation proposed was about the strategic direction, vision, priorities and broad actions needed to develop the Youth Service. Operational detail linked to the implementation would be worked up after the consultation phase and a series of action plans will be produced. The Executive Member for Waste Strategy and Management whilst welcoming the report commented upon the affordability of any proposals.

RESOLVED

That the draft strategy as enclosed with the report as a basis for consultation be approved.

83. CONSULTATION – WELSH MEDIUM EDUCATIONAL STRATEGY

The Executive Member for Lifelong Learning presented the report, the purpose of which was to seek Members approval of the draft response to the Welsh Assembly Government consultation document entitled “Welsh – Medium Education Strategy”. In presenting the report the Executive Member explained that due to the limited timescale granted by the Welsh Assembly Government it had been necessary to formulate a response prior to it being presented to the Executive.

In expanding upon the report, the Director of Lifelong Learning advised that the Welsh Assembly Government initiative was welcome and there was general support for the principle. The response set out advice from the Welsh Assembly Government on initiatives already undertaken by the Council that would enable effective delivery of the principles. The Executive was informed the consultation document was in two main parts.

It was noted that in order to monitor progress the Welsh Assembly Government proposed to set five year targets based on outcomes that were central to the success of the Strategy. The Welsh Assembly Government would use the evidence as a contribution to a comprehensive review of the strategy after the initial five year period.

The proposed targets and outcomes were detailed in the report. The Executive Member for Waste Strategy and Management acknowledged the scheme but also commented upon the need in the current economic climate for the capability for teaching of a number of languages to assist employment prospects. The Leader commented upon the validity of this point. The Director of Lifelong Learning commented that learning languages was a key skill for young people and that there was a positive picture in Flintshire with the teaching of foreign languages.

RESOLVED:

That the draft response to the Welsh Assembly Government as detailed in Appendix 2 of the report be approved.

84. NATIONAL SERVICE FRAMEWORK FOR CHILDREN, YOUNG PEOPLE AND MATERNITY SERVICES

The Executive Member for Social Services presented the report, the purpose of which was to inform Members of the progress achieved in Flintshire towards meeting the standards set out in the National Services Framework for Children, Young People and Maternity Services. The report detailed the background to its preparation and the Executive Member advised that Paragraphs 3.04 to 3.06 illustrated the progress made.

The Head of Development and Resources (Social Services) expanded upon the points raised by the Executive Member and provided an update on what had currently been achieved. In support of this the Director of Lifelong Learning indicated that considerable progress had been achieved.

RESOLVED

That the Executive note the progress made by the Council and its partners in meeting the standards set out in the National Service Framework for Children, Young People and Maternity Services.

85. CAPITAL PROGRAMME 2008/2009 OUTTURN

The Head of Finance introduced the report, the purpose of which was to provide Members with the Capital Programme Outturn information for 2009. The Executive was informed that Council had approved a Capital Programme for 2008/09 of £48.590m at its meeting on March 2008. It was noted that during the year, various reports of the Executive had detailed programme provisions largely due to the introduction of new and/or adjusted specific grant entitlement totals.

The report detailed programme movements and how this had changed during 2008/09. The report also referred to the year end situation in relation to the General Fund and the Housing Revenue Account, it also identified movements during the quarter.

The Head of Finance referred to the Contractually Uncommitted (Generally Financed) Budgets and to the section on how the Capital Programme had been framed. All the savings in 2008/09 and amounts which had been identified as contractually uncommitted had been taken into account in setting the 2009/10 budget and so these did not represent additional resources to allocate. The Leader and as Executive Member for Finance and Asset Management commended the report to the Executive.

RESOLVED

That the report be noted and approved.

86. PRUDENTIAL INDICATORS ACTUALS 2008/09

The Head of Finance presented the report, the purpose of which was to provide Members with the 2008/09 (actual) Prudential Indicators figures as required under Prudential Code of Capital Finance. It was noted that this a technical report and the Head of Finance highlighted the key areas of consideration.

RESOLVED

That the report be noted and approved.

87. REVENUE BUDGET MONITORING 2008/09 – FINAL OUTTURN

The report was introduced by the Leader in his capacity as the Executive Member for Finance and Asset Management. The Head of Finance outlined the purpose of the report was to inform Members of the General Fund and Housing Revenue Account Outturn for 2008/09 (subject to audit) and the impact on the

respective level of reserves as at 31st March 2009. The figures were included in the draft statement of accounts 2008/09 which were reported to the Audit Committee on 24th June and to Council on 29th June 2009.

The report also provided Members with a review of the year and detail some of the significant variations from the Revised Budget. The Head of Finance then referred to the Directorate and Central Corporate Expenditure within the General Fund. Significant variations from the previous report were identified within the various operational areas and also the significant variations over the full year. In this section the Head of Finance commented upon a number of service areas and these were fully detailed in the report. The Executive was also informed of the current situation in relation to Non Standard Inflation/Central contingencies and also the year end position in relation to Unearmarked Reserves.

The Head of Finance reported upon the Housing Revenue Account and the relevance of the new significant variations since the last report and over the full year and the report on year end balances.

In commending the report the Executive Member commented that the situation was good in that the Council was “in the black”.

RESOLVED

- (a) That the report be noted.
- (b) That the financial balance of unearmarked reserves as at 31st March 2009 (subject to audit) and the level of contingency available for delegation to the Executive (Section 5.02) be noted.
- (c) That the non-ringfenced overspend of £0.67m for Lifelong Learning be met from unearmarked reserves (Section 2.06).
- (d) That the non-ringfenced overspend of £0.710m on Environment be met from unearmarked reserves (Section 2.06).
- (e) That the final level of balance on the Housing Revenue Account (Paragraph 6.14) be noted.

88. GENERAL FUND AND HOUSING REVENUE ACCOUNT BUDGET MONITORING 2009/10

The report was presented by the Leader as the Executive Member of Finance and Asset Management. The Head of Finance outlined that the purpose of which was to provide Members with an update on revenue budget monitoring for the General Fund and Housing Revenue Account (HRA) in 2009/10 and to advise of a remodelling of the format of the budget monitoring report which would be reflected in the report to the September Executive. The report detailed the background to its preparation and identified key considerations.

In expanding upon the report the Head of Finance indicated that a key area for the Council could relate to the annual pay award which was not due to be agreed until September 2009. The Council had in their estimates included a budget to accommodate a 2.3% increase. At the current stage the offer on the table by the employers was just over 1%. The Head of Finance also commented upon the considerable work being undertaken within her Division to improve the format for the presentation of the report and this would be shown in the September report.

RESOLVED

That the report be noted.

89. MATRIX CONTRACT UPDATE (MANAGER AGENCY STAFF SOLUTION)

The report was presented by the Executive Member for Corporate Governance and Strategy, the purpose of which was to provide an update on the contract for the provision of agency workers. It was noted that the report showed Quarter 4 of 2008/09 financial year and Quarter 1 of 2009/10 savings and highlighted new initiatives and ways in which the Council was developing procedures to maximise efficiencies and improve practice in relation to the use of agency workers.

The Head of Human Resources and Organisational Development expanded upon the report and referred in particular to the background to its preparation and the details of the collaborative procurement project with Denbighshire County Council and Wrexham County Borough Council. There were a number of key considerations and specific reference was made to the saving that had been achieved and these were identified in the section of the report relating to financial implications. The Head of Human Resources and Organisational Development commented upon the effectiveness on the system and the training undertaken to assist Managers. Referring to the financial implications it was noted that the figures shown and the savings identified which had been generated by the Matrix system had been reconciled with the general ledger accounts.

RESOLVED

That the report be noted.

90. WORKFORCE INFORMATION REPORT – FIRST QUARTER 2009/2010

The report was presented by the Executive Member for Corporate Governance and Strategy, the purpose of which was to provide the Executive with an update for the first quarter of 2009/10 of the new suite of Workforce Information Reports which were contained under the following headings:-

- Headcount.
- Establishment.

- Turnover Summary.
- Diversity Summary.
- Absence.

This information had been provided through the new Midland Trent HRMIS system. The Head of Human Resources and Organisational Development expanded upon the key areas and commented on how useful the information was and that it would evolve for Managers to manage performance in these areas in relation to their services. The Executive was given a more detailed explanation as to how the data, for example for headcount, had been calculated. The Deputy Leader and the Executive Member for the Environment felt that the figures in the way they were presented had caused some confusion as they were quite detailed. He also expressed his concern about the level of sickness absences. However, the Leader explained that the development of the system and the availability of the data would go considerably towards helping to address the concerns raised by the Member.

RESOLVED

That the information contained in the report be noted.

91. TRAVEL BEHAVIOUR CODE

The Executive Member for Lifelong Learning presented the report, the purpose of which was to obtain Members support on tackling poor behaviour on school buses, in accordance with the Welsh Assembly Government draft Travel Behaviour Code and Strategy Guidance. He explained trials were currently taking place and expanded upon each of these. However, when all the issues had been considered there would be matters relating to the financial aspect which would have to be taken into consideration for any schemes to be implemented.

From a personal point of view the Executive Member had considerable concerns about the use of double decker buses for such transport. However it appeared that the Council had very few of these within its operational area and they were for very short routes. The Leader invited the Executive Member for Leisure and Public Protection to comment on the report based on his personal experience as a Travel Operator. In responding to the request, the Executive Member welcomed the report but felt that the policy should be extended to include children of primary school age and referred to incidences in support of this. With regard to CCTV on buses, he felt that this could cause a distraction to the driver who he felt should be concentrating on the road in front rather than having to look at a camera at the same time. A number of Members supported this view. The Executive Member in making these comments was keen to stress that the vast majority of school children acted in a correct and proper manner and that it was generally a very small minority that caused problems but a policy had to be introduced to address those because of the dangers concerned. The Executive Member for Leisure and Public Protection commented, that on the vehicles for which he was responsible where there was CCTV fitted, he had

never been asked to submit the results for monitoring. The Director of Lifelong Learning explained that it was not always necessary for them to be monitored as a matter of course but they were available for instant playback to facilitate the immediate action. He also indicated that the response of research to date put the young travellers in a positive light. In moving the recommendation the Executive Member for Lifelong Learning added the sentence “and the Council’s response thereto”.

RESOLVED

That the recommendation be agreed with addition of the words “and the Council’s response thereto” at the end of the recommendation.

92. ESTYN INSPECTION REPORT – ACTION PLAN

The report was presented by the Executive Member for Lifelong Learning, the purpose of which was to seek approval of the Action Plan following the 2009 Estyn inspection. Prior to the presentation of the report the Executive Member had circulated a note whereby the following was to be incorporated as part of Paragraph 3.08 of the report “Inspectors met with representatives of the Lifelong Learning and Overview and Scrutiny Panel as part of their interview schedule. They concluded that the Panel is effectively serviced and receives robust data. The Executive makes good use of the Scrutiny Panels deliberations on policy and performance issues”.

The Director of Lifelong Learning expanded upon the report and explained that Estyn had a statutory duty to undertake Local Authority inspections under Section 38 of the Education Act 1997 and Section 51 of the Children Act 2004 from April 2006. Under this legislation Estyn agreed with each Local Authority, a programme of inspections that covered all or most of the Authorities education functions over a period of six years. School Improvement Services were inspected in 2007. Following a number of discussions it was agreed that a number of areas be inspected during January 2009 and these were fully detailed in the report.

The inspection report provided a full analysis of the Authorities current performance in key service areas and prospects for improvement. Many positive and encouraging comments had been made relating to the Authorities service delivery and strategic leadership. There was appropriate recognition for the enthusiasm, experience and dedication of staff across the Council’s services. The report detailed those areas which had received recognition in the Estyn report. A number of specific recommendations for further improvement were identified in the report. The availability of the report was also detailed. In concluding, the Director of Lifelong Learning expressed his thanks to elected Members for their contribution to the preparation of the report.

RESOLVED

That the post-inspection Action Plan be approved.

93. REGIONAL TELECARE PROJECT

The report was presented by the Executive Member for Social Services, the purpose of which was to seek approval for the vision to develop a North Wales Telecare service and for Officers to work with the project to collate information and develop proposals for delivery of Telecare services on a regional basis.

It was also necessary to agree a Flintshire position statement prior to further participation in the programme.

In recommending the acceptance of the report the Executive Member wished to add to Paragraph 4.02 of the recommendation “and that a further report be submitted to the Executive on the findings of that work”.

The Head of Development and Resources explained that the report was submitted in the same form to all the Authorities and that it had been amended to illustrate Flintshire’s position. He referred in particular to Appendix 3 in the report which related to the Flintshire County Council position statement.

The Leader of the Council referred to Paragraph 3.07 and the comment in relation for the need for Flintshire to be assured that any additional costs arising from a different supplier will be shared across the region because Flintshire was the only Authority under the Tunstall System.

RESOLVED

- (a) That the Executive endorse the vision to develop a region of Telecare service in North Wales laid out in Appendix 2.
- (b) That Executive authorises its Officers to work with the Regional Project Team to develop and cost regional services for delivery to local people based on the Flintshire position statement set out in Appendix 3 and that a further report be submitted to the Executive on the findings of that work.

94. UPDATE ON MOLD EXTRA CARE SCHEME

The Executive Member for Social Services presented a joint report, the purpose of which was to provide an update on the progress of the second Extra Care scheme for Flintshire and advise that the Extra Care Project Board had expanded its remit to include the learning disability accommodation on the Ty'r Binwydden land. In recommending the acceptance of the report the Executive Member referred specifically to recommendation 4.03 and the necessity to realign budgets. She also referred to the additional accommodation to address persons with learning disabilities and this would be the subject of a grant application. The Head of Development and Resources commented upon the capital issue and the situation in relation to disposal of land to Wales and West which was subject of a report to the Land Disposal Panel and referred to specifically in paragraphs 3.03 and 3.04 of the report.

RESOLVED

- (a) That the Executive notes the successful relocation of tenants from Jasmine Crescent and Ty'r Binwydden.
- (b) That Executive approves the disposal of the land on the basis set out in Paragraphs 3.03 and 3.04 of the report.
- (c) That the Executive notes the realignment of budgets that will be necessary to provide care and support staff in the Extra Care Scheme.

95. EXERCISE OF DELEGATED POWERS

An information report of the Chief Executive was submitted, the purpose of which was to inform Members of the actions taken in the delegated powers. The actions taken were set out below:-

Directorate	Subject
Lifelong Learning	Declaration of Ysgol Belmont, Buckley as surplus to Education requirements to enable the site to be disposed of for development as a Primary Care Health Centre. Flintshire libraries – redistribution of Library Assistant working hours. Temporary accommodation to house the Connah's Quay Library whilst extensive refurbishment and alteration work are carried out to the existing facility.
Community Services	Appointment of a 6 month fixed term contract position to pilot new service initiative – Member & Customer Liaison Officer.
Environment	Transfer of the freehold of land at Elfed Drive, Buckley (approx. 0.8 acres) from the current owner to the County Council. Transfer of the freehold of land at Elfed Drive, Buckley (approx. 0.8 acres) from the current owner to the County Council.
Corporate Services	Approval of Community Chest 2009/10 – Round 1 applications. Assistance with increased rental costs – Flintshire Access. NNDR Write off's in accordance with Financial Regulations 9.6.

Establishment Control. Split 30 hour/week Senior HR Advisor post into two job share positions.

Recruitment of a modern trainee, two year fixed term.

Chief Executive Allocation of grants from the Welsh Church Acts Fund January – June 2009.

96. EXECUTIVE FORWARD WORK PROGRAMME (05.09 TO 10.09)

Circulated for Members information were details of reports which were included in the Forward Work Programme which were due for submission to this meeting but had not done so and the reasons were detailed. The remaining topics were identified.

97. DURATION OF MEETING

The meeting commenced at 9.30 am and ended at 11.15 am.

98. MEMBERS OF THE PRESS AND PUBLIC IN ATTENDANCE

There were no members of the press or public 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: 4th August 2009
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MEMBER	ITEM	MIN. NO. REFERS
Councillor H.D. Hutchinson	Travel Behaviour Code	16

FLINTSHIRE COUNTY COUNCIL

AGENDA ITEM NUMBER: 4

REPORT TO: **EXECUTIVE**
DATE : **16 SEPTEMBER 2009**
REPORT BY: **CHIEF EXECUTIVE**
SUBJECT : **GENDER AND RACE EQUALITY SCHEMES ANNUAL REPORTS 2008-2009**

1.00 PURPOSE OF REPORT

- 1.01 The purpose of this report is to present to Executive the draft Annual Reports on progress of the implementation of the Council's Gender Equality Scheme and Race Equality Scheme for 2008-2009. The draft Annual Reports are attached as appendices 1 and 2 to this report.

2.00 BACKGROUND

- 2.01 All public authorities have to produce a Gender Equality Scheme and Race Equality Schemes to comply with the Equality Act 2006 and the Race Relations Amendment Act (RR(A)A) (2000). The legislation places a general duty on public authorities to promote equality. The RR(A)A sets out specific duties including the requirement to produce a Race Equality Scheme once every three years. The Council has produced a Gender Equality Scheme 2007- 2010 and a Race Equality Scheme 2008-2011, these documents set out how the Council will meet the requirements of legislation and embed equality throughout the organisation. Public authorities are required to report and publish, on annual basis, progress to meeting actions identified in the schemes.
- 2.02 The aim of the schemes is to ensure that gender equality and race equality become central to the work of local government, including employment, service delivery, procurement and policy development, to improve outcomes for men and women/ boys and girls and people from different racial backgrounds. Putting the schemes into practice will help the Council develop citizen centred services, one of the main principles of the Making the Connections agenda.
- 2.03 The race equality duty also includes an employment duty to monitor the numbers of staff in post and applicants for employment, training and promotion. An annual Workforce Information Report detailing this information is produced and published as a separate report by Human Resources.

3.00 CONSIDERATIONS

- 3.01 **Progress**

Date: 09/09/2009

The Annual Reports attached as Appendix 1 and 2 detail the progress the Council has made in relation to the Gender and Race Equality duties. There have been several areas of progress across both the equality strands these include:-

Gender

- Establishing a Women's and Carers' network to provide a voice to raise areas for improvement contributing to employee satisfaction and increased productivity.
- Engagement with different cultural groups, for example, the International Social Group and Muslim Women's group who are now meeting managers to increase awareness of needs.
- Provision of services to meet the specific needs of males and females, for example, "Welcome Packs" for children and young people, gender appropriate packs have been designed specifically for teenage girls and for teenage boys as they have differing needs.

Race

- Increasing involvement of Black and ethnic minority children in the Summer Play schemes, through translating information into different languages and working with specific schools to increase awareness of the Summer Play Schemes.
- Provision of "face to face" translation so that language does not become a barrier to information or quality services.
- Working in partnership with other agencies including the voluntary sector to re-establish and maintain the "Open Door" project, an initiative to provide information and advice to migrant workers living and working in Flintshire.

3.02 The Equality and Human Rights Commission (EHRC) in Wales has recently undertaken a review of progress in equality across the public sector and has identified good practice examples from 10 organisations, including Flintshire County Council. The Play Unit, in Lifelong Learning Directorate, has been identified as an example of good practice in the EHRC report for the work that they have done to increase involvement in the Summer Play schemes by Black and Ethnic minority (BME) children.

3.03 Future Priorities

Significant progress has been made over the last year and the following priorities have been identified to maintain momentum and to contribute to the principles of diversity and equality becoming part of the organisational culture:-

- revise the equality impact process to ensure all equality strands are assessed and that these are undertaken more systematically across the Council and lead to improvements in employment and services;

- ensure equality monitoring is undertaken more systematically and the results are used to inform priorities, set targets and measure outcomes;
- develop a single Equality scheme covering age, disability, gender, gender reassignment, race, religion and belief, sexual orientation by June 2010; and
- integrate the Equality Scheme into Ffynnon, the performance management framework, to facilitate more effective monitoring and review of progress.

4.00 RECOMMENDATIONS

- 4.01 That the Executive consider and approve the draft Gender Equality Scheme Annual and draft Race Equality Scheme Annual Reports, attached as Appendix 1 and 2, before they are published;
- 4.02 That the Executive note the areas for improvement set out in the Annual Reports.

5.00 FINANCIAL IMPLICATIONS

- 5.01 There are no costs directly arising out of this report. However there will be costs associated with the development of the new Single Equality Scheme which will be met from the Policy, Partnerships and Performance budget.

6.00 ANTI POVERTY IMPACT

- 6.01 Placing equality at the heart of every thing that we do will contribute to addressing poverty experienced by people across all equality strands.

7.00 ENVIRONMENTAL IMPACT

- 7.01 None identified.

8.00 EQUALITIES IMPACT

- 8.01 The Gender Equality Scheme and Race Equality Scheme aim to address the barriers that lead to inequality in services and employment which affect well-being, educational attainment and life chances for some of the most disadvantaged people in our community. The aim of the schemes is to create an environment in which everyone who lives and works in our community is treated with dignity and respect.
- 8.02 To make sure the annual reports are accessible to every one they will be published bilingually, in English and Welsh. They will also be available in different formats and languages on request.

9.00 PERSONNEL IMPLICATIONS

9.01 None identified in this report

10.00 CONSULTATION REQUIRED

10.01 None required for this report

11.00 CONSULTATION UNDERTAKEN

11.01 The Corporate Equalities Review Team was consulted in the preparation of these annual reports.

12.00 APPENDICES

12.01 Appendix 1 Gender Equality Scheme Annual Report.

12.02 Appendix 2 Race Equality Scheme Annual Report.

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985
BACKGROUND DOCUMENTS

Report to Executive 18 September 2007
Gender Equality Scheme

Report to Executive 3 June 2008
Flintshire County Council's Race Equality Scheme 2008-2011

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Flintshire County Council

Gender Equality Scheme

Annual Report

2008 -2009

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

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Gender Equality Scheme - Annual Report 2008 -2009

1.0 Introduction

1.01 The Gender Equality Duty to promote equality of opportunity between women and men was introduced under the Sex Discrimination Act (SDA), as amended by the Equality Act 2006, and requires all public bodies to have 'due regard' to:

- the need to eliminate unlawful discrimination and harassment; and
- the need to promote equality of opportunity between women and men.

1.02 This means that public authorities have a legal requirement to ensure that men and women, boys and girls are treated fairly, with their different needs being built into all public policies, practices and services.

1.03 Flintshire County Council published its first Gender Equality Scheme in April 2007 setting out the Council's commitment to promoting gender equality and the actions that we would take to meet our statutory requirements. This is our second annual report identifying the progress that we have made to meet the actions set out in our Gender Equality Scheme (GES) 2007 -2010.

1.04 The purpose of this annual report is to:

- outline the progress the Council has made in meeting our equality objectives;
- identify the challenges and issues which the Council needs to address to continue to implement and monitor the scheme; and
- set out future actions for the next 12 months.

1.05 Our Gender Equality Scheme set out the following objectives:-

- Develop a workforce that reflects, at all levels of the organisation, the diversity of Flintshire communities;
- Reduce barriers to employment, development and promotion within the Council;
- Put in place equality proofed pay structures;
- Increase access to quality services that meet the different needs of men and women;

- Address gender and transgender related bullying and harassment and hate crime in the workplace and the community; and
- Reduce difference in attainment levels between boys and girls.

1.06 To support the Council to meet its statutory obligations a Corporate Equalities Review Team consisting of representatives from each Directorate and the elected member champion for equalities is responsible for driving the equalities agenda throughout the Council.

2.0 Progress

2.01 This section sets out the progress made to date to meet our objectives.

2.02 Objective:

Develop a workforce that reflects, at all levels of the organisation, the diversity of Flintshire communities

Recruiting a workforce in place that reflects the diversity of Flintshire communities will contribute towards:-

- the Council having a better understanding of the needs of the communities we serve;
- building trust and confidence in public services;
- harnessing the full potential of the workforce; and
- developing the Council's reputation as a fair employer and provider of quality services.

2.03 What we said we would do

- Analyse the Workforce Information Report annually.
- Identify areas of under/over representation and write detailed action plans to address them
- Agree action plan with Career Wales, HR and Education to encourage greater take up of non traditional work placements

2.04 What we have achieved

- A profile of workforce by gender, as of August 2009, is provided in the following Tables.

Table 1: Profile of the workforce by gender

Female	% of workforce	Male	% of workforce	Unspecified	Total Number of employees
6650	74%	2323	26%	1	8974

Table 2: Profile of workforce by gender and pay

Grade	Female	%	Male	%	Unspecified	Totals	Overall %
Blank* (No contractual hours, eg Relief, Supply etc)	472	7.10%	164	7.06%	1	637	7.10%
Up to Scale 1	19	0.29%	9	0.39%		28	0.31%
Scale 1 to 4	3598	54.11%	859	36.98%		4457	49.67%
Scale 5 to SO2	1156	17.38%	633	27.25%		1789	19.94%
M1 to M5	1302	19.58%	538	23.16%		1840	20.50%
M6 and above	103	1.55%	120	5.17%		223	2.48%
Totals	6650		2323		1	8974	

Table 3: Composition of people involved in grievance, bullying and harassment, capability and disciplinary procedures by gender.

	Female	% of Total	Male	% of Total	Total
Grievances	5	7.00%	27	11.00%	32
Bullying / harassment	4	7.00%	5	7.00%	9
Capability	6	8.00%	0	3.00%	6
Disciplinary	26	26.00%	24	31.00%	50
Total		48.00%		52.00%	

Table 4: Profile of training applications and attendances by gender

	Female	% of Total	Male	% of Total	Total
Applications for Training	670	58.16%	482	41.84%	1152
Applicants received Training	640	58.08%	462	41.92%	1102
Attendances on College Courses – ILM Institute of Leadership Management	20	74.07%	7	25.93%	27
Attendances on College Courses – NVQ	17	94.44%	1	5.56%	18
Total	1347	58.59%	952	41.41%	2299

2.05 **What we will do next**

- Implement a new HR information management system which will produce more sophisticated reports on the profile of the workforce which will support detailed analysis and action planning; and
- Continue to offer opportunities for school pupils to try non traditional work placements.

2.06 **Objective:**

Reduce barriers to employment, development and promotion within the Council

Reducing barriers to employment, development and promotion will contribute towards the Council developing:-

- a reputation as an employer of choice;
- attracting a diverse workforce;
- reducing absenteeism and turnover; and

- harnessing the full potential of employees

2.07 **What we said we would do**

- Promote employment policies to ensure all employees are aware of their rights and entitlements.
- Review recruitment procedures to ensure equality of opportunity
- Roll out diversity and equality workshop to all employees
- Cascade e-learning modules on gender equality

2.08 **What we have achieved**

- Fifty managers and sixty one employees have attended the diversity and equality training.
- Promoted the Child Care vouchers, 111 employees have now taken advantage of this scheme.
- Promoted the changes in flexible working legislation to increase awareness of employees' entitlements.
- A Women's Forum has now been established, the draft aims of the group are:
 - To access and be involved in the decision making processes of Flintshire County Council.
 - To raise self-awareness and profile of all women at Flintshire County Council.
 - To contribute to the continuous professional development of all members.
 - Provide guidance and support to members as required.
 - Hold information sharing events, such as speaker sessions and briefings on a range of issues.
- The Women's Forum has contributed to the development of revised HR policies.
- A new recruitment policy has been implemented, training on the new policy is mandatory for officers involved in the recruitment and selection process.
- In conjunction with BT we are undertaking a project to assess the potential for flexible working.

2.09 **What we will do next**

- Implement an Employee Opinion Survey and compare results with the survey undertaken in 2007 to identify areas of progress and areas for improvement;
- Develop a Transgender Reassignment Policy;
- Continue to cascade diversity and equality training to all employees;
- Monitor more effectively requests for flexible working by gender, those accepted and those refused; and
- Train one member of staff to deliver “Spring Board” development workshops for female employees.

2.10 **Objective:**

Put in place equality proofed pay structures

Equal pay between men and women is a legal right under the Equal Pay Act. Equal pay between men and women is being addressed as part of the Single Status process. Single status is the national agreement on local government conditions of service and pay scales to harmonise pay and conditions across a local authority for comparable posts.

2.11 **What we said we would do**

- Conduct an equal pay review in accordance with the Equal Opportunities Commission (EOC) Toolkit method.

2.12 **What we have achieved**

- Conducted an equal pay review (using EOC toolkit) on current pay structure.
- Equality proofed the new pay structure.
- Undertaken a gender equality impact assessment on the preferred model.

2.13 **What we will do next**

- Establish a “Governance” group a standing group to review the efficiency and effectiveness of the new pay structure.
- Undertake another equality impact assessment following the final data updates.

2.14 **Objective:** **Increase access to quality services**

We have started to develop and implement systems to monitor the profile of the people who use our services. This information will help us to identify whether services are being used equally by males and females. This will be one of the starting points to identify potential barriers for males and/or females to access services and will help to shape improvements in service delivery. Collection and analysis of data will also contribute to equality impact assessments.

Gender specific services are already provided to meet the differing needs of males and females; for example, women only swimming sessions, a mental health service for women.

2.15 **What we said we would do**

- Ensure systems are in place to monitor customer profile.
- Undertake equality impact assessments on new and revised policies and listed functions.
- Include Gender equality within contracts where equality has been identified as a requirement.

2.16 **What we have achieved**

- Directorates have developed systems to monitor profile of customers. The results of monitoring for Services are attached as Appendix 1.
- Analysis of the results of monitoring has identified areas for improvement, for example, monitoring in leisure service identified that there is an under representation of disabled, older men using leisure centres. Action is being taken to promote this service to men.
- Leisure services are also discussing with Muslim women their specific needs.
- Research was undertaken in Adult Social Services to examine the reasons why there is an under representation of older men accessing services and reviewing examples of good practice in reaching this group of people.
- Produced guidance on including gender equality requirements into contracts and service level agreements

- “Welcome Packs” for children and young people arriving in care have been revised and are age and gender appropriate: specific packs are now available for children, for teenage girls and a pack for teenage boys.
- Included baby changing facilities in the design of the Register office in Mold.
- Equality impact assessments have been undertaken in the following:-
 - Extra Care Scheme
 - Transport
 - Supporting People Operational Plan and eligibility criteria
 - Transition
 - Leisure Services Strategy
- Action taken following the equality impact assessments include:-
 - More robust monitoring in Leisure services;
 - Engagement with Muslim women ‘s group; and
 - Research into the under representation of men using some services in Adult Social Services.

2.17 What we will do next

- Produce detailed guidance on procurement and the gender equality duty for contractors;
- Continue to monitor usage of services by gender and analyse this data more effectively to identify service improvements; and
- Accelerate the use of equality impact assessments and support staff so that they become more confident in undertaking impact assessments.

2.18 Objective:

Address gender and transgender related bullying and harassment and hate crime in the workplace and the community

We are committed to addressing harassment both in employment and service delivery. We recognise that harassment, hate crime and domestic violence can have a major impact on both physical and mental health and create social isolation and can lead to loss of life.

2.19 What we said we would do

- Promote anti bullying and harassment policy
- Promote hate incidents reporting system
- Monitor victims of hate incidents
- Take action to reduce incidents

2.20 What we have achieved

- Collated data on reports of bullying and harassment by gender in the workplace; in the past 12 months, of the reports of bullying and harassment, there have been four female victims and five male victims.
- A new Dignity at Work policy has been developed; this will be supported by a manager's guide and promotional material to reinforce positive behaviours.
- Continued collating and monitoring gender motivated hate incidents – there was one report of homophobic incident during 2007 -2008. Between 2008 and 2009, there were 14 reports of homophobic graffiti. There were no reports of gender related harassment or Transgendered harassment.
- Delivered "Building Safe Relationships" workshop to year 10 school pupils across five secondary schools. The "Building Safe Relationships" workshop aims to help young people develop "healthy" relationships.
- Continued to deliver a series of "Freedom Programmes" to support women who have experienced abuse to increase their awareness of abusive behaviour and to identify unacceptable in a relationship.
- Developed a follow on programme building confidence and increase in self esteem "Free to be" as requested by service users.
- Flintshire County Council's Neighbourhood Wardens continue to provide a target hardening service to all victims of domestic violence to keep survivors safe and to reduce the need to relocate, through their 'Home Safe' Service. A high profile event was held in May 2008 to launch this service.
- Set up MARAC (Multi Agency Risk Assessment Conference) for agencies to meet monthly to share information on very high risk cases. This approach has led to a reduction in repeat incidents. Of the incidents brought to MARAC between March 2008 and February 2009, 31% did not result in repeat victimisation.
- Promoted the Black and Ethnic Minority Women Step Out (BAWSO), a support group for BME women who are victims of domestic violence to the Duty Team and Social Workers. This means that victims of domestic violence can be referred efficiently

and receive a responsive service. BAWSO also now operate from the Barnardo's "Families Matter" building in Buckley once a week and are members of the Flintshire Domestic Abuse Project and MARAC.

- Implemented a "Caring Dads" programme from November 2008. Caring Dads is an NSPCC parenting programme which also challenges the abuse of fathers against their partners.
- Celebrated "white ribbon" day to raise awareness of violence against women.
- Developed a leaflet, with Age Concern, to inform older service users of where to seek help.
- Opened a Sexual Abuse Referral Centre (SARC) in November 2008, this in a multi agency funded centre for all victims of assault and sexual abuse in North Wales.
- Offer "Choose 2 change" programme for perpetrators of domestic abuse from November 2008.
- Strengthen links with Black Association of Women Step Out (BAWSO) and "engage with hard to reach" victims of domestic violence also look to engage with other marginalised areas, for example, disabled people, gay, lesbian, bisexual and transgender groups.

2.21 What we will do next

- Continue to celebrate "white ribbon" day on 25th November to raise awareness of violence against women.
- Secure funding to implement training on diversity and domestic abuse.
- Develop a Domestic Abuse policy and protocol for services and the workplace.
- Run a 'Butterflies – Right to be Safe' Programme for children and teenagers who have experienced domestic abuse from September 2009.

2.22 Objective:

Reduce difference in attainment levels between boys and girls

2.23 What we said we would do

- Collate data on pupil achievement levels annually
- Develop action plan to address any differences between attainment levels of boys and girls

2.24 What we have achieved

- Collated data on pupil achievement by gender:-

Table 6: Profile of achievement levels Key Stage 1 by gender

KS1 Gender Comparison 2008

		2007			2008		
		Girls	Boys	Diff	Girls	Boys	Diff
ENGLISH	LEA	90.0	79.1	10.9	88.0	80.2	7.8
	Wales	87.3	77.5	9.8	87.4	77.8	9.6
WELSH	LEA	82.0	71.4	10.6	91.4	78.9	12.5
	Wales	79.7	66.1	13.6	96.6	86.8	9.8
MATHS	LEA	89.8	84.0	5.8	86.0	84.8	1.2
	Wales	88.9	85.1	3.8	88.8	85.0	3.8
SCIENCE	LEA	92.0	88.4	3.6	91.1	87.9	3.2
	Wales	91.3	87.6	3.7	91.6	87.9	3.7
CSI	LEA	86.4	77.0	9.4	84.7	77.9	6.8
	Wales	84.4	76.1	8.3	85.0	76.6	8.4

At Key Stage 1 girls out perform boys in English, Welsh (first language), Maths and Science, however there was a decrease in the difference between boys and girls in English, Maths and Science. Nationally girls outperformed boys in all subjects but the differentials were less in Flintshire than Wales in English, Maths and Science.

Table 7: Profile of achievement levels Key Stage 2 by gender

KS2 Gender Comparison 2008

		2007			2008		
		Girls	Boys	Diff	Girls	Boys	Diff
ENGLISH	LEA	83.8	73.9	9.9	86.5	76.6	9.9
	Wales	84.1	73.4	10.7	85.2	74.8	10.4
WELSH	LEA	82.0	71.4	10.6	87.5	85.5	2.0
	Wales	79.7	66.1	13.6	82.0	71.8	10.2
MATHS	LEA	79.5	80.3	-0.8	85.6	81.9	3.7
	Wales	79.0	81.8	-2.8	83.0	79.7	3.3
SCIENCE	LEA	84.9	83.2	1.7	90.8	85.6	5.2
	Wales	87.0	82.9	4.1	87.6	83.7	3.9
CSI	LEA	76.2	70.4	5.8	81.9	73.1	8.8
	Wales	78.2	74.1	4.1	79.6	71.6	8.0

At Key Stage 2, in 2008, analysis of the Flintshire results supported the national trend that girls continued to outperform boys in English, Welsh, Maths and Science, however, in 2008 the % point difference decreased significantly in Welsh (first language).

- The difference between the achievement levels of boys and girls is being addressed through the introduction of the Foundation Phase and the Basic Skills programme.

3.0 Conclusion

This report has highlighted the work we have undertaken over the last year towards meeting the actions set out in our Gender Equality Scheme. As the report has shown, while we have made good progress in taking forward some of the actions set out in our Scheme, we recognise that we need to:-

- continue to undertake equality impact assessments across services and on new and revised policies;
- use data from equality monitoring more effectively to understand our customer profile and identify and address areas of potential or actual inequality in both employment and services and to shape services; and
- integrate actions from the Equality Schemes into the performance management framework which support actions becoming an integral part of service plans.

We also recognise that some people experience multiple levels of discrimination, for example, disabled women, male carers. We will develop and publish a new Single Equality Scheme in 2010 which will address all equality strands.

Appendix 1

Results of monitoring – Community Services

Table 1: Profile of referrals to Social Services for Adults and completed assessments by gender

	Gender	Referrals	% Referrals	Completed Assessments	% Completed Assessments
Older People	Female	932	67.73	909	67.73
	Male	503	32.27	433	32.27
Learning Disabilities	Female	16	60.00	21	41.18
	Male	14	40.00	30	58.82
PDSI	Female	192	66.67	144	68.25
	Male	96	33.33	67	31.75
Mental Health		Data not available for 2008/2009			
Substance Misuse		Data not available for 2008/2009			
Occupational Therapy only	Female	631	62.79	613	61.12
	Male	374	37.21	390	38.88
Total	Female	1771	64.21	1687	64.71
	Male	987	35.79	920	35.29

Notes are based on data for 2008/2009¹ compared to the Flintshire profile (census 2001) and data for 2007/2008 and 2006/2007.

Figure 1: Profile of Older People – Referrals, by Gender

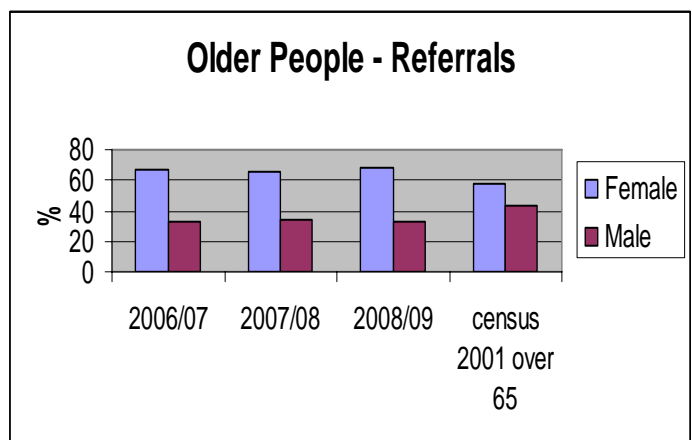
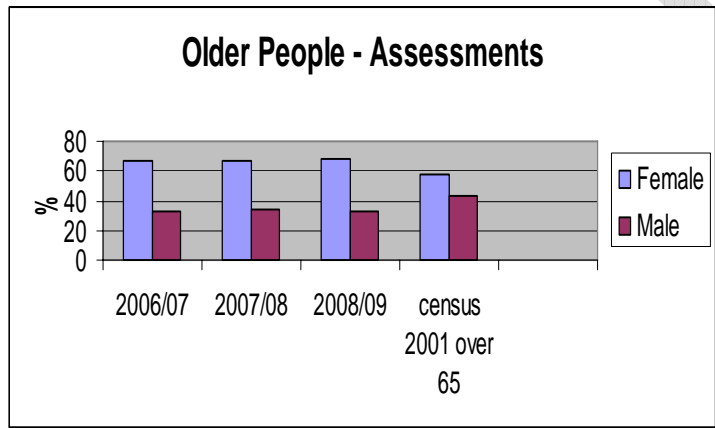


Figure 2: Profile of Older People –Assessments, by Gender

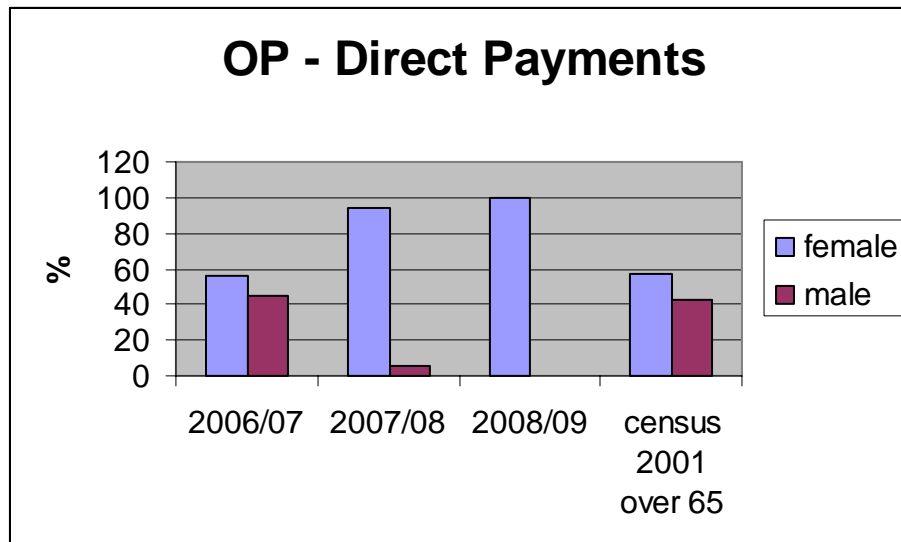


Note Females continue to be over represented in referrals and assessments.

In relation to services females are over represented across all community services.

However, there have been some interesting changes in relation to Direct Payments ('cash instead of care'). In that males were over represented in 2006/07 and significantly under represented for 2007/08 and 2008/09.

Figure 3: Profile of Older People, by Gender, receiving Direct Payments.



Note: Totals of Older people in receipt of Direct payments are small.

Research to investigate the gender gap, as concluded from the 2006/2007 data found that there was no available evidence to suggest that Flintshire Older People services are directly discriminating against older men (no complaints etc). There is still no evidence to suggest that Older People services are discriminating against older men in 2008/09.

Learning Disabilities

Figure 4: Profile of Referrals to Learning Disabilities Service by Gender

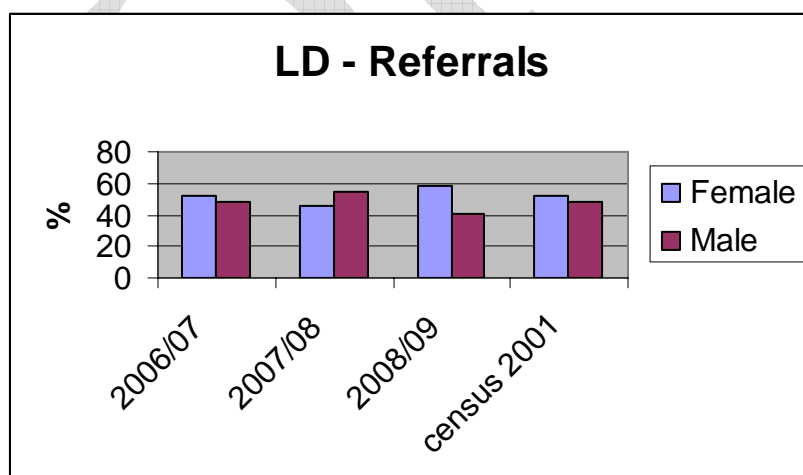
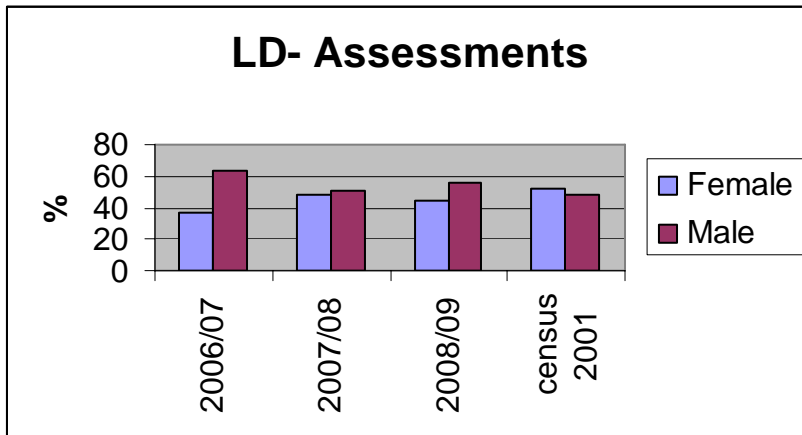


Figure 5: Profile of Assessments in Learning Disabilities Service by Gender



Females are over represented in referrals with the exception of 2007/2008.

The interesting finding is when we consider the fact that despite females being over represented in referrals in 2008/09 they go onto to be under represented in assessments, this also occurred in 2006/2007. This finding requires further exploration.

In relation to services females are under represented in domiciliary care, day care and Direct payments (mirrors 2007/08 with exception of direct payments where females were over represented).

Physical Disability and Sensory Impairment (PDSI)

Figure 6: Profile of Referrals in PDSI Service by Gender

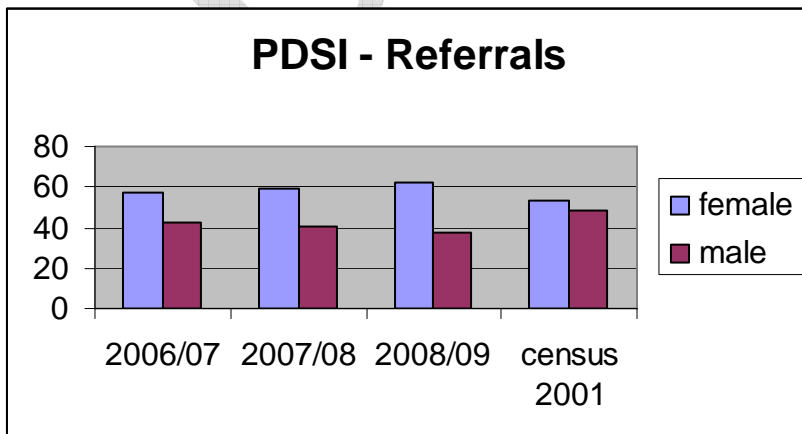
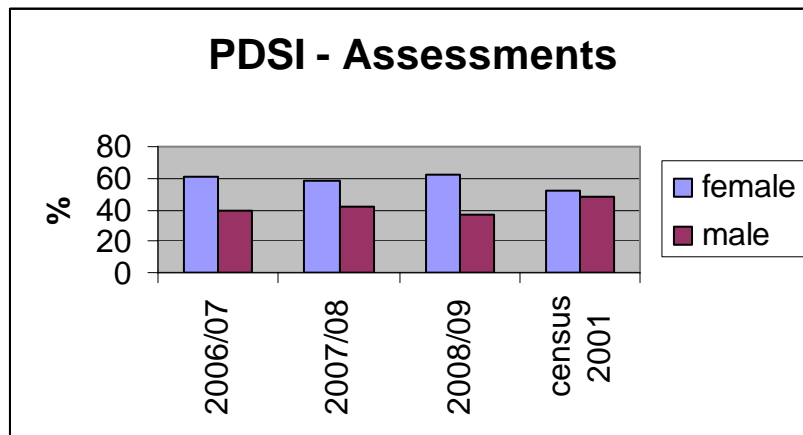


Figure 7: Profile of Assessments in PDSI Service by Gender



Males are under represented in referrals and assessments; this has been the case for the last 3 years of data reporting. In relation to services males are under represented across all with exception of short term residential care and day care (for the latter M:F ratio is equal).

Occupational Therapy (OT)

Figure 8: Profile of referrals to OT service by gender

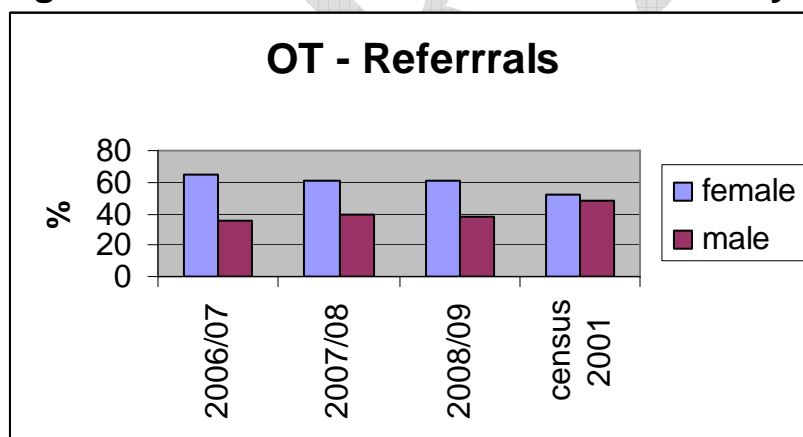
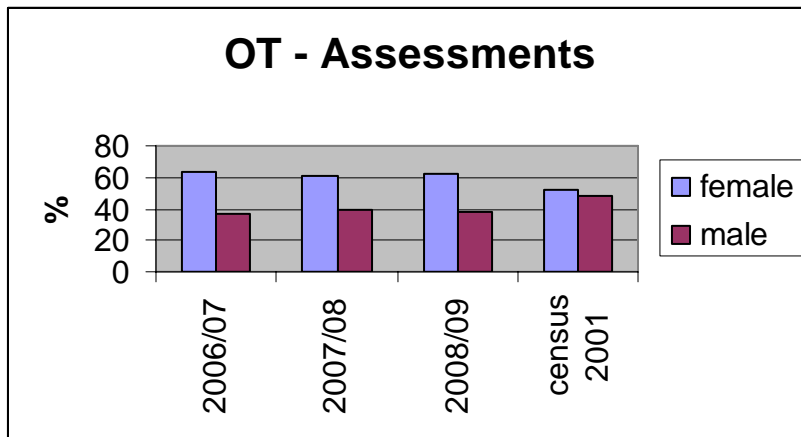


Figure 9: Profile completed OT assessments by gender



Males are under represented in referrals, assessments and services; this has been the case for the last 3 years of data reporting.

Table 2: Profile of referrals by gender in Social Services for Children

Gender		%
Female	6	14.63
Male	10	24.39
Unborn	25	60.98
	Grand Total	

Table 3: Profile of completed assessments by gender in Social Services for Children

Gender	Unborn	%
Female	6	15.00
Male	10	25.00
Unborn	24	60.00
Grand Total	40	100.00

Table 4: Profile of assessment type (Children)

Gender	Assessment type									
	Foster Carer	%	Children in need	%	Child protection	%	Paed. Occupational Therapy	%	Grand Total	%
Female	54	73.97	180	44.89	341	50.90	21	37.50	596	49.67
Male	19	26.03	203	50.62	321	47.91	35	62.50	578	48.17
Unborn			18	4.49	8	1.19			26	2.17
Grand Total	73	100.00	401	100.00	670	100.00	56	100.00	1200	100.00

Gender

There is an equal split between male and female referrals and assessments. However, there were more males (62%) who received a Paediatric Occupational Therapy assessment compared to females (38%).

In terms of people being assessed as foster carers, females are over-represented (74%) compared to males going through the process (26%).



Flintshire County Council

Race Equality Scheme

Annual Report

2008-2009

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

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Race Equality Scheme -Annual Report 2008 - 2009

1.0 Introduction

1.01 The Race Relations (Amendment) Act 2000 (RR (A) A) requires all public authorities to produce and publish a Race Equality Scheme (RES). A Race Equality Scheme is a plan to show how the authority will meet the general and specific duties set out in the RR (A) A. This annual report identifies the progress that we have been making implementing our Race Equality Scheme 2008 -2011.

1.02 The purpose of this annual report is to:

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

1.03 The strategic aims of the Race Equality Scheme 2008 -2011 are to:

Meet the three parts of the general duty of the RR (A) A:

- eliminate unlawful discrimination
- promote equality of opportunity
- promote good relations between people from different ethnic groups

And to meet the specific duties of the act:

Provide accessible, appropriate, quality and culturally sensitive services to customers from all ethnic backgrounds through training staff, monitoring service delivery uptake and monitoring complaints and satisfaction surveys.

Become more customer focussed - Increasing involvement and consultation with customers and employees from all ethnic backgrounds.

Contribute to creating safer communities by increasing confidence in the reporting of racial incidents through developing robust recording and reporting systems to report, monitor and to respond to racial incidents sensitively, consistently and effectively.

Be a fair and equal opportunities employer, through monitoring our employment functions and policies and by working towards employing a workforce that reflects the local community at all levels of the organisation.

2.0 Background

- 2.01 Flintshire County Council has taken its duty under the RR(A)A seriously and this has been demonstrated by its commitment to build an infrastructure to proactively meet the equalities agenda.
- 2.02 A Corporate Equalities Review Team consisting of representatives from each Directorate and the elected member champion for equalities is responsible for driving the equalities agenda throughout the Council.
- 2.03 The demography of Flintshire has changed significantly since the Census 2001. There has been an increase in the number of migrant workers living and/or working in Flintshire. A 2006 study completed by the North Wales Race Equality Network (NWREN) examined the impact of international economic migrant workers in Flintshire. The report highlighted that it was not possible to accurately determine the number of migrant workers living in Flintshire, Wales or the UK. Estimates suggest that the true figure in Wales is likely to be between five and ten times higher than the officially recorded data from National Insurance Numbers (NINos) and Worker Registrations. Using the same multiplier would imply a migrant population in Flintshire of between 6, 000 and 12,000. The 'best guess' estimate of this research, using data from NINos and Worker Registrations of A8 nationals (allowing for post code overlaps with Worker Registrations) is 2,500.
- 2.04 A project was undertaken by the Community Cohesion Officer between May and July 2008 to develop a "snap shot" profile of migrant workers in Flintshire. The exercise involved a variety of research methods to generate both quantitative and qualitative data by:
- Conducting informal interviews with local authority officers and key partners
 - Research and analysis of statistical data a range of local and national sources

For the purpose of this study, local information from recruitment agencies, local businesses and schools was used.

2.05 Information from Local Businesses

211 local businesses were contacted using methods including email, telephone and / or letter. Information received was varied due to a number of factors:

- Records were not kept on employee's country or place of origin.
- Some companies were not willing to share the data that they did keep.
- Some found it difficult to predict accurately as staff were working part time or as casual workers and as a result, the company did not keep detailed records.
- Some used recruitment agencies to employ staff and therefore did not keep their own records.

Of the 211 local businesses, 11 companies provided information to us. This indicated that 642 economic migrant workers are employed in Flintshire within these 11 companies.

2.06 Seven local recruitment agencies were also contacted to determine the number of international migrants on their registers who were seeking employment. Again information received was varied due to a number of factors:

- Records were not kept on employee's country or place of origin.
- Some agencies were not willing to share the data that they did keep with us or did not have the capacity to provide the information requested.

It is important to note that there may be risk of duplicate data being provided on a worker due to individuals being registered with different agencies or being registered but in employment elsewhere.

2.07 The information gained from this study together with pupil profiles indicates that aside from English and Welsh there are over 30 different languages spoken in Flintshire.

2.08 A number of strategic Partnerships have identified that there has been a significant increase in the numbers of migrant workers settling in Flintshire that will result in new and changing demands on providers of all services including access, language, and cultural sensitivity.

3.0 Progress

Meeting the General Duty

3.01 This section sets out the progress made to date under the general duty whilst contributing to meeting our strategic aims. Some of the achievements cover all of the three parts of the general duty.

3.02 Eliminate racial discrimination

Outcomes

- Continued to provide a service to remove graffiti and prioritise racial and hate motivated graffiti. There were 14 racially motivated incidents reported to Flintshire County Council between April 2007 and March 2008. Between April 2008 and March 2009 there 20 reports of racist graffiti and nine other reports of racist incidents including eight incidents of racial abuse. These were dealt with by North Wales Police, the Flintshire County Council Neighbourhood Wardens supported victims through providing target hardening materials.
- Continued to provide both Diversity and equality training and race equality training has been implemented for all managers and employees to ensure they understand their responsibilities. 50 managers and 61 employees attended the Diversity and Equality training during the past 12 months and 136 employees attended the race equality training.
- The recruitment and selection policy has been revised and it is now mandatory for any one involved in the selection process to attend recruitment and selection training and become accredited. Competence based recruitment and selection processes are in place to ensure objectivity throughout this process.
- Provided guidance to procurement officers on how to include equality objectives into service level agreements and contracts.
- Diversity and Equality training was provided to Communities First Partnership Boards supported by funding from the Welsh Assembly Government.

3.03 Further action to be undertaken:-

- set up a system, with North Wales Police, to monitor and respond to community tensions;
- take preventive action where there are trends and concerns;
- promote the reporting system widely to encourage people to report incidents;
- provide guidance to contractors on the expectations of the Council in terms of equality when they provide goods, works or services on our behalf; and
- provide a seminar for contractors to ensure they understand the equality requirements in contracts and service level agreements

3.04 Promote equality of opportunity

Outcomes

- increased use of interpretation /translation facilities from two requests in 2004 -2005 to 79 requests in 2008-2009;
- provided “face to face” interpreters from September 2009 onwards through “University Translate” a Social Enterprise run by Manchester Metropolitan University. They provide qualified and experienced interpreters who are bound by conduct and confidentiality agreements and have Criminal Records Bureau (CRB) checks. This service has been used on four occasions for local schools.
- undertaken equality impact assessments in Adult Social Services, Customer Services, Housing and Education;
- developed guidance and training on how to engage with people from all racial groups;
- worked with statutory and voluntary partners to continue to provide an “Open Door” project under the Flintshire Community Safety Partnership to provide information and advice to migrant workers;
- increased attendance from Black and ethnic minority children at the Summer Play schemes; and
- visited all unauthorised encampments across the County to ensure families had access to Health and Education services.

3.05 Further action to be taken:-

- redesign the Equality Impact Assessment toolkit to integrate all equality strands;
- continue undertaking equality impact assessments and publish the results;

- promote information to employees about different cultures and religions;
- continue to promote the interpretation and translation facilities to employees and members of the public;
- involve Gypsy and Traveller families in Parent's Evening through taking "Parents Evening" to Gypsy sites. The aim of this is to encourage parents to become involved in their child's progress at school and build relationships between home and school; and
- consult on a multi agency protocol for managing unauthorised encampments.

3.06 Promote good relations between people from different racial groups

Outcomes

- India Dance Wales visited three primary schools in Flint to deliver three days of dance workshops. A total of 296 children took part. This was funded through a Welsh Assembly Government grant to Community First to promote Equality and Diversity. The aim of the project was to help children to understand how different cultures can enrich their lives and bring benefits to the community;
- Community Cohesion workshops have been held as part of the Welsh Baccalaureate for sixth form pupils;
- A Family Information Day was held by Communities First the aim of this was to bring different communities together and sign post to other services; and
- The International Social Group held several celebration events, for example, Chinese New Year. The aim of these was to celebrate different cultural events and increase awareness and understanding.

3.07 Further action to be taken:-

- continue to encourage people to report hate incidents;
- produce a Gypsy and Traveller "Myth Buster" leaflet; and
- undertake a project "Celebrating Diversity: the people of Flintshire". This is being developed by the Library and Museums Service to collect and exhibit people's stories of moving to and living in Flintshire.

4.0 Specific Duties

4.01 The Race Relations (Amendment) Act 2000 placed specific duties on public authorities to set out arrangements for:-

- Assessing and consulting on the likely impact of proposed policies on the promotion of equality.
- Monitoring policies for any adverse impact on the promotion of race equality.
- Publishing the results of such assessments and consultations.
- Ensuring public access to information and services.
- Training staff.

The following section demonstrates the progress we have been making and further action that we will be taking to make sure race equality is integral to the way we work.

4.02 Assessing Likely Impact of Policies

Progress

A series of equality impact assessment have been undertaken and feedback has been provided to Directorates to improve the effectiveness of these. The outcomes of equality impact assessments have highlighted the lack of data available on the ethnic make up of our customers and the lack of robust mechanisms to engage and consult effectively with people from all ethnic backgrounds.

4.03 Each Directorate is asked to forward all completed equality impact assessments to the Corporate Equalities Review Team. This will help the standardisation process, share good practice and to share outcomes.

4.04 Equality impact assessments undertaken include:

- Leisure Services – charging policy and Leisure Strategy.
- Extra Care
- Transport
- Complaints
- Rest Centres
- Supporting People Eligibility Criteria

- Supporting People Operational Plan
Below are examples of some of the changes that have taken place following the equality impact assessment:
 - introduction of more systematic monitoring and analysis of data across services;
 - involvement of ethnic minority women in discussions about how leisure services can meet their needs;
 - identified special areas in rest centre for faith/ cultural needs;
 - catering for special dietary requirements for example, religious etc; and
 - provided guidance on faith and culture.

4.05 Future actions:-

- revise the equality impact assessment tool kit;
- train policy and decision makers on the new tool;
- develop a more robust system to ensure the tool is used effectively and consistently; and
- publish the results of equality impact assessments more systematically.

5.0 Consultation

5.01 Systems are in place to consult with the local community, and work is being undertaken to engage with harder to reach groups. The Council uses a variety of methods to consult including meetings, focus groups, work shops and questionnaires.

5.02 Progress

The following outcomes have been achieved:-

- Continued supporting the development of an International Social Group. Strong links with the Council are in place in order to gather views on Council services.
- Established a Muslim women's group who are involved in meeting services to increase understanding of their needs.

5.03 Further action:-

- continue to develop and sustain links with BME community; and
- establish forum/network for employees from BME backgrounds as part of the People Strategy action plan.

6.00 Monitoring

6.01 Progress

Systems to collate customer ethnicity data based on the Census 2001 categories for Wales have been set up for the following services:

- Adult Social Care
- Benefits
- Children's Services
- Housing
- Schools (Profile of school pupils and pupil attainment levels)
- Youth Service
- Mobile Office
- Complaints, Compliments and Comments

6.02 Detailed guidance has been provided to employees on why and how to collect ethnic monitoring data. An information booklet has been prepared for the public and is available in reception points.

6.03 Results of monitoring have been used to identify service improvements. The Play Unit identified that children from Eastern European migrant worker families were not attending Summer Play schemes. Action was put in place to work with schools, translate information about summer play schemes in the relevant languages and have sent to children's homes. The result was an increase of pupils from Eastern Europe attending Summer Play schemes during 2008.

6.04 The results from monitoring services are detailed in Appendix 1.

7.00 Access to information and services

7.01 Progress

A contract is in place to provide interpretation and translation services with Language Line. Information about the facilities has been distributed to employees through

- the intranet system;
- the staff newsletter;
- induction;
- customer care training;
- race equality training;
- Customer Care Handbook;
- Head Teachers meetings;
- lotus notes messages; and
- Directorate representatives

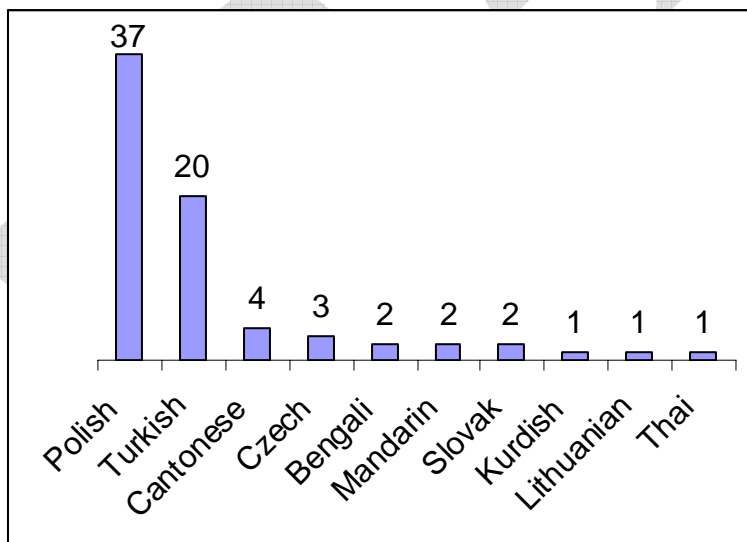
7.02 Information is distributed to members of the public

- at reception points
- at libraries
- advertised on public information
- at the mobile office
- Community Newsletter
- Press release
- On the website

7.03 Directorates have also taken responsibility to promote the service to employees, for example, the Directorate of Community and Housing held mini workshops to explain the process and why it is important, Adult Social Services included articles in their employee newsletter and provided notes for Social Work diaries.

7.04 During the past 12 months there has been an increase in requests for interpretation and translation. The pie chart below sets out the number of requests for interpretation and translation by language.

Frequency of requests for interpretation and translation between April 2008- March 2009



**Requests for Face to Face
Translation September 2008-
April 2009**



7.05 Further action:-

- the website will be used to promote interpretation/translation facilities; and
- promote interpretation /translation facilities through leaflets and household news letter.

8.00 Training

8.01 Training was highlighted as part of the strategic aim in the RES:

Provide accessible, appropriate, quality and culturally sensitive services to customers from all ethnic backgrounds through training staff, monitoring take up of services and monitoring complaints and satisfaction surveys.

8.02 Training on the Race Relations Amendment Act and race equality takes place through traditional courses, and information via employee news letter and the intranet. These include:-

- diversity and equality is part of the induction programme;
- a race equality and cultural awareness course is available to all employees (this training also covers Gypsies and Travellers and migrant workers), this has been attended by 136 employees;
- specific officers have attended a workshop on Islam awareness;
- a diversity and equality workshop is being cascaded to all employees and managers. 50 managers and 61 employees have attended to date.
- Handbooks on understanding different faiths and ethnic communities have been distributed to customer facing staff in Community Services Directorate and are circulated as part of the Diversity and Equality training.

- information on race equality issues, for example, different religions, facts and figures about Asylum Seekers and Refugees and Gypsies and Travellers is available on the equality pages on the intranet.

Attendance on diversity and equality training is monitored through the Corporate Equalities Review Team.

9.00 Employment

This section relates to our strategic aim:

Be a fair and equal opportunities employer, through monitoring our employment functions and policies and by working towards employing a workforce that reflects the local community at all levels of the organisation.

9.01 A profile of the ethnic make up of the workforce is set out in Table 1.

Table 1: Profile of employees by ethnic background as at 24th July 2009

Ethnic Origin	Total%
Unknown	39.48%
Any Other Asian Background	0.06%
Any Other Background	0.03%
Any Other Black Background	0.02%
Any Other Mixed Background	0.03%
Bangladeshi	0.01%
Caribbean	0.02%
Chinese	0.01%
Indian	0.02%
Pakistani	0.01%
White And Asian	0.01%
White And Black Caribbean	0.02%
White British	12.58%
White British English	16.55%
White British Other	0.16%
White British Scottish	0.49%
White British Welsh	29.99%
White Irish	0.17%
White Other	0.33%
Total	100.00%

9.02 The full workforce information report and action plan is available in a separate report. A new Human Resource database is being implemented; this will support the Council to produce more detailed reports on all aspects of employment.

9.03 An Employee Survey was undertaken in 2007, as a result of the feedback, the Corporate Management Team identified 5 improvement themes:

1. Communicating the vision and priorities for Flintshire County Council
2. Demonstrating our values more effectively
3. Valuing and developing our workforce
4. Considering ways to reduce red tape
5. Improving manager satisfaction

9.04 A new Employee Survey is being undertaken in 2009, a comparison of the results between the 2007 and 2009 survey will be undertaken. This will contribute towards identifying progress made and identifying improvement areas.

9.05 The following policies have been revised and equality impact assessments undertaken:-

- Dignity at Work
- Managing Attendance
- Disciplinary and Capability
- Grievance

9.06 Future actions:

- A priority for the next 12 months is to set up employee forums which will support the Council to engage and consult more effectively with employees from a BME background.
- We will continue to expand the consultation mechanisms used to ensure we consult with a wider group of stakeholders.
- The content of the Workforce Information report will be reviewed in order to develop more meaningful reports and undertake effective analysis.

10.00 Procurement

10.01 The Contract Procedure Rules have been reviewed to incorporate specific statements on the equality duties.

- 10.02 Specific race equality actions are being included in some contracts. Race equality requirements are part of the criteria for awarding grants.
- 10.03 Guidance has been prepared for procurement officers on meeting the race equality duty.
- 10.04 Future actions:-
- Develop guidance for contractors on the Council's commitment to equality and expectations of contractors; and
 - Develop a workshop for contractors on how to incorporate equality into employment and the provision of goods, works and services.

11.00 Partnerships

11.01 The Local Service Board (LSB) for Flintshire has developed a draft Community Strategy 2009- 2019 for Flintshire. The Community Strategy will be used to not only shape the local authority's financial and business planning process but also those of our community planning partners.

The Community Strategy vision for the whole County has been drafted on a basis of partnership and negotiation to:

- Provide a statement of intent and priorities for the Local Service Board, collectively as a Partnership but also as individual organisations.
- Support and complement the vision and priorities in the other Strategic Partnership Plans.
- Be the foundation for the Community Strategy Action Plan.
- Be used to influence partnership working, build and demonstrate unity amongst Partners.
- Be used as a lobbying tool for funding and influencing purposes.

The LSB has identified the values that will run through all the work they do; these include:

“We will value diversity and promote equality of opportunity”.

Equality is also incorporated within all the themes of the strategy:

- Economic Prosperity
- Living Sustainably
- Health and Well Being
- Learning and Skills for Life

- Safe and Supportive Communities

Further work is being implemented to finalise the strategy and set out the steps that will be taken to achieve the visions of each theme.

11.02 The inaugural meeting of the LSB took place in June 2008, since then a strategy group has been formed with agreed terms of reference

- Effective Partnership relationships
- Producing a meaningful and fit for purpose Community Strategy
- Good governance of Strategic Partnerships
- Identify common issues as partners

11.03 In addition it is proposed that an LSB Consultation Forum/ Network be formed which will draw on existing mechanisms for consultation and engagement.

12.00 Schools

12.01 Progress

Two teachers went on a study visit to Poland to find out more about the Education system in Poland and Polish culture. They have cascaded their learning with key officers in the Council to increase cultural awareness and understanding of migrant workers and their families.

12.02 Monitoring of the ethnic background of pupils is undertaken annually. A profile of all school pupils and educational achievement and ethnic background for key stage 2 pupils is attached in Appendix 2.

12.03 The North East Wales Education For Sustainable Development Global Citizenship (ESDGC) Forum has held training and awareness raising events which have included cultural diversity:

- 22nd May 2009 ESDGC in the Foundation Phase
- 12th November 2008 Showcase of good practice in Primary Schools
- 27th February 2009 Conference for Young People
- Secondary Quality Circles for teachers leading ESDGC
- 30th April 2009 Festival of Youth Sport had the theme: Show Racism the Red Card (schools made banners for a

competition and paraded round the track at Deeside College)

13.00 Conclusion

13.01 We have made progress but are aware that we need to continue making changes and taking action to ensure race equality becomes central to the way we work. However there are some challenges that need to be addressed which will support further improvement. The main challenges are:

- lack of information about the profile of customers applying for and receiving services; this affects the ability to undertake effective equality impact assessments and to be able to monitor services and policies for potential or actual discrimination;
- the lack of robust mechanisms to engage and consult effectively with all our diverse communities;
- ensuring we communicate effectively with the entire workforce, particularly those who are not office based, so that they understand the requirements of the legislation and are equipped with the skills, knowledge and attitudes to meet our statutory obligations.

The priorities for the next three years are:-

- improve engagement and consultation with the BME community.
- Revise the equality impact assessment tool kit and re-launch this to embed equality impact assessments into policy and decision making.
- undertake more robust equality monitoring which will inform equality impact assessments and will help identify areas of potential and actual inequality.

13.02 To support the Council to monitor the Race Equality Scheme and action plan more effectively, the action plan will be incorporated into the pan Wales performance management system, "Ffynon". This will enable progress to be monitored more effectively at different levels, individual, service, Directorate and corporate.

13.03 We will also develop a Single Equality Scheme during 2010, covering all equality strands, as we recognise that some groups of people experience multiple discrimination.

13.04 If you have any comments about this report or about the progress we are making in promoting race equality we would welcome your views. Please contact us

In writing:-

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Appendix 1

Results of equality monitoring

Results for Social Services for Adults

Table 1: Referrals and Assessments

	Ethnicity	Referrals	% Referrals by Client Group	Completed Assessments	%Completed Assessments
Older People	BME	5	0.33	5	0.37
	Any other White background/Other European	5	0.37	8	0.60
	White British	1361	100.00	1184	88.29
	White Irish	0	0.00	2	0.15
	Not Given	144	9.57	0	0.00
Total Older People		1515		1341	
Learning Disabilities	Not Given	10	32.26	5	9.80
	Any other White background/Other European	0	0.00	1	1.96
	White British	31	75.61	45	88.24
Total Learning Disabilities		41		51	
PDSI/Vulnerable Adults	Any other White background	2	0.77	2	0.87
	Not Given	23	8.85	26	11.26
	White British	235	90.38	203	87.88
Total PDSI		260		231	
Mental Health		Data not available for 2008/2009			

Substance Misuse		Data not available for 2008/2009			
Occupational Therapy	BME	2	0.20	1	0.10
	Any other White background/Other European	3	0.30	1	0.10
	Not Given	85	8.59	84	8.37
	White British	899	90.81	915	91.23
	White Irish	1	0.10	2	0.20
Total Occupational Therapy		990	100.00	1003	100.00

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Based on data for 2008/09 'White British' meet/ exceed the profile for Flintshire. All other ethnic groups are under represented with exception of 'White & Asian', which exceeds the Flintshire profile (same as 2007/2008)

- **Older people** – With exception of 'White British' all ethnic groups are under represented, with the exceptions of 'Indian' in relation to referrals and assessments, 'White and Asian' in relation to referrals, and 'White & Black African' in relation to assessments and any other mixed in relation to assessments.
- **Learning Disabilities** – With exception of 'White British' all ethnic minority groups are under represented with the exception of 'Any other white background' in relation to assessments.
- **PDSI** – With exception of 'White British' all other ethnic groups are under represented.
- **OT** – With exception of 'White British' all other ethnic groups are under represented, with exception of 'any other Asian Background' in relation to referrals and assessments.

Services and Reviews

For the whole of the 2008/09 period

'White British' meet/ exceed the Flintshire profile in all services areas and for all services with the exception of direct payments to people with learning disabilities and Residential Independent Sector (same as 2007/08).

The following ethnic groups meet / exceed the Flintshire profile:

- **Older People**
 - 'Any other ethnic background' – domiciliary care, residential LA
 - 'Indian' - Dom care, equip adaptations
 - 'Any other mixed' – domiciliary care
 - 'Any other white background' – day care, nursing
 - 'White and Asian' – day care, nursing
 - 'Chinese' – nursing, reviews
- **Learning Disabilities**

'Any other mixed' – domiciliary care, day care, direct payments and reviews.

'Any other white background' – residential, reviews

- **PDSI**

'White and Asian' – domiciliary care, reviews

- **OT (services only)**

'Any other Asian background'

'Any other black'

'Indian'

DRAFT

Results of equality monitoring Social Services for Children

Table 2: Profile of Referrals in Social Services for Children by ethnic background

Ethnic origin	Total	%
BME	1	0.4
White English	133	53.41
White Welsh	16	6.43
Any other White background	2	0.80
Not given	97	38.96
Grand Total	249	100.00

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Table 3: Profile of completed assessments in Social Services for Children, by ethnic background

Ethnic Origin	Adult % Foster Carers	Children in need%	Child Protection %	Occupational Therapy %
BME		1.08		
White English	64.71	15	48.39	60.00
White Welsh	23.53	15	4.3	2.86
Any other White background	5.88		1.08	2.24
Not given	5.88	70	45.16	37.14
Grand Total	100.00	100.00	100.00	100.00

Analysis

Ethnicity

Of the 249 referrals received by the Department, 133 were White English (53%). 16 of those referred (6%) were Welsh.

In terms of assessments completed by the Department, again there is a high percentage of children in need who were White English (48%). This is repeated with children in need of protection (63%).

In terms of the 20 foster carer assessments, there is an equal split between White English and White Welsh (15% each). 14 foster carers (70%) chose not to give this information but it does need following up as there is no reason why this shouldn't be recorded during assessment.

Appendix 3 Equality Monitoring Results for the Directorate of Lifelong Learning

Table 4: Profile of school pupils by ethnic background

Secondary Schools		
Ethnic Background	Total	%
BME	131	1.25
White British	10068	96.75
Any Other White Background	112	1.08
Info Not Obtained	58	0.56
Info Refused	37	0.36
Total	10406	100

Primary Schools		
Ethnic Background	Total	%
BME	284	2.13
White British	12576	94.37
Any Other White Background	168	1.26
Info Not Obtained	20	0.15
Info Refused	38	0.29
Not Recorded By School *	240	1.80
	13326	100

Special Schools		
Ethnic Background	Total	%
BME	3	1.41
White British	204	96.23
Any Other White Background	3	1.42
Not Recorded	2	0.94
	212	100

Table 5: Educational achievement at Key Stage 2 by ethnic background

				% gaining *CSI
Ethnic background	No	Yes	Total	
BME	4	26	30	86.66
White British	381	1340	1721	77.86
Any Other White Background	11	9	20	45.00
Info Not Obtained	2	2	4	50.00
Info Refused	2	5	7	71.43
Not Recorded	2	10	12	83.33
	402	1392	1794	77.59

*The CSI (Core subject indicator) is attained when children reach Level 4 in English / First language Welsh and Maths and Science in combination

FLINTSHIRE COUNTY COUNCIL

AGENDA ITEM NUMBER: 5

REPORT TO: **EXECUTIVE**
DATE : **16 SEPTEMBER 2009**
REPORT BY: **DIRECTOR OF ENVIRONMENT**
SUBJECT : **PROGRESS UPDATE - NORTH WALES RESIDUAL WASTE
TREATMENT PARTNERSHIP -**

1.00 PURPOSE OF REPORT

- 1.01 To update Members on progress being made over the North Wales Regional Waste Treatment Partnership (NWRWTP) and to provide advance notice of critical decision making steps.

2.00 BACKGROUND

- 2.01 In developing this project there has always been an agreement that a dedicated project team (Director and Manager) would be required with nominated lead and advisor officers in the partner authorities with retained expert external advisors.
- 2.02 As progress is made, periodical update reports will be brought to Executive, and in some cases full council, to advise and seek authorisation of collective regional decisions at key stages. The project team met with its expert advisors and local authority partners for the first time on 20th August 2009.
- 2.03 The extended Project Team, comprising officers from all partner authorities have managed the procurement of the expert technical, financial and legal advisors. Ynys Mon led the procurement of the Technical Advisors, Flintshire the Legal Advisors, and Conwy the Financial Advisors.
- 2.04 The technical advisors were procured via the Official Journal of the European Union (OJEU) route. The financial advisors via the Office of Government Commerce (OGC) under the Multi Disciplinary Consultancy Framework Agreement, Legal advisors via the OGC under a competitive procurement process using the OGC framework as a guide to selection.
- 2.05 The advisors appointed to the roles of Financial and Legal have a dual role in that they are also advising the food waste project, comprising Conwy, Denbighshire and Flintshire (the North Wales Hub). The technical advisors for the food waste hub are different from those appointed for the residual project, due to the different timescales for the two parallel projects.

3.00 CONSIDERATIONS

- 3.01 Details of the professional, external, expert advisors are set out below:

Date: 09/09/2009

3.01.1 Legal

Legal consultants Pinsent Masons have now been appointed for the residual and food waste treatment projects for the duration of both projects.

3.01.2 Financial

Financial consultants, Grant Thornton have now been appointed for the residual and food waste treatment projects for the duration of both projects.

3.01.3 Technical

Technical Advisors, Entec have now been appointed for the residual project only, with Hyder being appointed for the Food WASTE Treatment project.

3.02 Project Manager

A competitive interview process was held for this post. Steffan Owen, of Gwynedd County Council has been appointed to support the Regional Project Director (Stephen Penny).

3.03 As part of the development of the OBC and to enable the partner authorities officers to meet with the professional advisor teams, a seminar was held on 20 August to build the team and to plan ahead. There are a number of critical issues which the five Authorities will need to reach an understanding to support decision making on an outline business case (OBC) which will be used to define the needs, objectives and restrictions of the consortium to the market.

3.04 Gate Fee

The overriding principle for the gate fee is that there should be a unified gate fee for all partners. There will need to be detailed reflection as part of the OBC process over the treatment facilities and whether the costs of the transport should be borne by the individual authorities or through a unified gate fee.

3.05 Transfer Stations

Transfer stations will require greater development and understanding as part of the OBC process. The need to understand the transportation methodology ie road or rail and the location of any transfer stations, together with the responsibility for building, management and ongoing maintenance is a matter for the OBC. Early consideration will be given to how project costs will be allocated to reflect the fact that some partner authorities have already invested in the construction of waste transfer stations and others may require new waste transfer stations to be constructed in their County.

3.06 Site allocation/Reference Solution

As part of the creation of the OBC a reference solution will be developed on which bidders will base their proposals. It is far too early to determine whether this will be a one or two site solution, however, a solution which satisfies the needs of all the partners and meets all financial parameters is

critical. The tender submissions by prospective contractors will be measured against the reference solution. That is not to say that the site location is finalised. The market may have other more cost effective solutions such as existing sites/plants, however, the basis of initial consideration of tenders will be the reference solution.

3.3.6 Timetable

The residual waste project is now entering a very important stage and the timetable set out below will assist in clarifying some of the key areas for the development of the OBC.

<u>NWRWTP - Outline Business Case Timetable</u>			
	Project Board	Joint Committee	Key Decisions
	3 rd Sept		Offer support to partner authorities for internal approvals process
		17 th Sept	Offer support to partner authorities for internal approvals process
2009	27 th Nov		OBC, Joint Working Agreement (JWA) and OJEU approval
		9 th Dec	OBC, Joint Working Agreement (JWA) and OJEU approval
	Circa January		Make amendments required as a result of any issues from internal approval process
2010	Circa February	Early March	Approve any amendments from January / February PB meetings
	Circa March		Provisional in case additional discussion required prior to submission to WAG
	April		Submission of OBC to WAG
	May		OBC approval and consider any comments from WAG

4.00 **RECOMMENDATIONS**

4.01 That Members:

4.1.1 Note the report and progress made in bringing together the advisors team.

4.1.2 Be aware of the issues requiring further development around the development of the OBC.

4.1.3 Note the timetable for the development and approval of the OBC.

4.1.4 Provide an update to Environment and Regeneration Overview and Scrutiny Committee of progress.

5.00 FINANCIAL IMPLICATIONS

5.01 None as a direct result of this report. Members will be advised on the implications flowing from the OBC once developed.

6.00 ANTI POVERTY IMPACT

6.01 None as a direct result of this report.

7.00 ENVIRONMENTAL IMPACT

7.01 None as a direct result of this report, but the project is geared to divert residual waste away from landfill and in this respect any impacts should be positive.

8.00 EQUALITIES IMPACT

8.01 None as a direct result of this report.

9.00 PERSONNEL IMPLICATIONS

9.01 None as a direct result of this report.

10.00 CONSULTATION REQUIRED

10.01 A consultation strategy will be developed as part of the project.

11.00 CONSULTATION UNDERTAKEN

11.01 Ongoing and regular consultation with Members through Joint Committee, Newsletter and various committees.

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 : 16 SEPTEMBER 2009
REPORT BY: DIRECTOR OF ENVIRONMENT
SUBJECT : RURAL DEVELOPMENT PLAN ELIGIBLE AREA

1.00 PURPOSE OF REPORT

1.01 A large part of Flintshire is identified by the Welsh Assembly Government (WAG) as being 'rural', giving access to funding support for a range of projects via the Rural Development Plan Programme. WAG is now reviewing the Flintshire Rural Development Plan area and Member approval is sought to request that WAG re-classifies the wards of Holywell Central, Holywell East and Holywell West from service centre wards to rural wards, thereby giving access to the full Rural Development Plan programme.

2.00 BACKGROUND

2.01 In 2005 the Welsh Assembly Government (WAG) undertook a ward level statistical analysis of all local authorities in Wales in preparation for the Rural Development Plan 2007 -2013.

2.02 The analysis used the Office of National Statistics (ONS) classification of settlement patterns to split settlements into 'sparse' or 'less sparse' categories and then sub divided these according to whether the areas were large towns, small towns or 'other'.

2.03 Once the settlements had been split, each area type was reviewed and awarded a classification as follows:

- Rural Ward - *"a ward with a solely or predominantly 'Rural' or 'Small Town' Output Area population profile or where non-statistical evidence provided by the Local Authority supports the rural nature of the ward."*RDP projects can be located in a rural ward with the full benefits arising from the project accruing to it.
- Service Centre Ward - *"a ward with a predominantly 'Small Town' or 'Large Town' Output Area population profile with either some 'Rural' Output Area population or with strong links to the surrounding rural areas supported by non-statistical evidence provided by the Local Authority."*RDP projects can be located in the ward with up to 30% of the benefits arising from the project accruing to the ward but with the balance accruing to the surrounding rural area.

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- Host Ward - *"a ward with only a 'Large Town' Output Area population profile where the Local Authority has provided non-statistical evidence that the ward plays a key role in the rural area."*Projects can be located in the ward for practical/operational reasons but none of the benefits arising from the project can accrue to the ward itself.
 - Ineligible Ward - *" a ward with only a 'Large Town' Output Area population profile that has no/limited links with rural areas or where the Local Authority's view is that there are no rural elements/significant interaction with rural areas."*These wards are regarded as exclusively urban in nature and no activity supported under the RDP can take place in them.
- 2.04 The map included in Appendix 1 and the list of wards in Appendix 2 illustrate those wards which have been classified as either being rural or service centre wards. Flintshire does not have any host wards and the non-shaded or non-listed wards have been classed as ineligible by WAG for any RDP support.
- 2.05 With the initial classification in 2005, the Whitford ward was deemed to be ineligible. The statistical analysis carried out by WAG classified the Whitford ward as being 'large town' and 'less sparse'. The definition of the rural area was based on the use of 'Lower Super Output Areas' which brought Holywell together with large areas of the Whitford ward, which resulted in a population of 11,533. This automatically excluded Whitford from eligibility, since the population limit for a rural ward is 10,000. Following an explanation by the County Council of the rural characteristics and nature of the ward, WAG amended this and re-classified the Whitford ward as rural.
- 2.06 The County Council also requested that the Holywell wards should be classed as rural, as Holywell is a market town like Mold, in that it supports a wide rural hinterland, with a strong interrelationship between the town and the surrounding rural communities. This argument was rejected by WAG and Holywell still remains a service centre.

3.00 CONSIDERATIONS

- 3.01 In June this year, the Welsh Assembly Government invited Local Partnerships and Local Action Groups to review their Local Development Strategies. In Flintshire, the Local Partnership is the Flintshire Rural Partnership, the Local Action Group is Cadwyn Clwyd and the Local Development Strategy is the Rural Development Strategy for Flintshire.
- 3.02 As part of this review, WAG is allowing Local Partnerships to request changes to the RDP eligible wards, providing they can provide robust supporting evidence for the change.

3.03 The County Council's Rural Development Officer has held discussions with the Head of Rural Policy Unit at WAG, to obtain further clarification on WAG's stance on this re-classification and to explore the opportunity to re-designate Flintshire's wards. WAG's views on the re-classification is as follows:

- The total rural population for the county must not exceed 150,000.
- This is a refinement of the rural area, it is not a wholesale re-write of the area.
- The original statistical analysis and statistical basis (as outlined in 2.03) is still applicable and therefore a re-classification on statistical grounds cannot be argued.
- WAG will consider a review of how non-rural wards function in relation to the eligible rural wards and their relationship with those rural wards. Non-rural wards would need to demonstrate strong rural characteristics for the whole of the ward. For example the presence of a country park is not a strong enough justification.
- It is extremely unlikely that the current ineligible wards will be re-classified as rural. In order for this to happen there must have been a significant change in the characteristics and function of these wards since the initial classification in 2005.
- There is more opportunity for wards with some rural dimension to them, such as service centre wards, to be re-classified as rural if they can provide sufficient evidence.

3.04 The review of the Local Development Strategy and the re-classification of the rural area was discussed at the Flintshire Rural Partnership meeting on 13/07/09. The decision of the Partnership was to request WAG to re-designate the three Holywell wards from service centre wards to rural wards. The basis for the decision is as follows:

- The Rural Development Plan projects have been running for over 12 months now. Experience has shown that the previous decision not to designate the Holywell Wards rural has been detrimental to Holywell and the surrounding hinter land, for example , activities and events that rural residents and communities could have benefited from have not been able to proceed if most of the benefit had accrued to the Holywell wards.
- Holywell acts as an important service centre to a large rural hinterland, particularly for employment, retail, public transport, education facilities, health services, professional services, recreational and cultural facilities.

- Holywell has a different relationship with the rural communities to those of other towns such as Buckley, Flint, Connah's Quay and Shotton.
- Buoyant local centres such as Holywell and Mold are an absolute prerequisite towards regenerating Flintshire's rural communities and for the purposes of the RDP Holywell should be awarded the same designation as Mold.
- Given WAG's views regarding the classification of the ineligible wards it is highly improbable that these wards display significant rural characteristics to demonstrate a strong enough case to be reclassified as rural.

3.05 The Partnership has requested that the County Council writes to WAG on its behalf, to present the case for the Holywell wards to be re-classified as rural.

3.06 The review of the Local Development Strategy, including the revision of eligible wards, must be completed and submitted to WAG by no later than the 16th October 2009.

4.00 RECOMMENDATIONS

4.01 It is recommended that Members approve a request to the Welsh Assembly Government to re-classify the wards of Holywell Central, Holywell East and Holywell West as rural.

5.00 FINANCIAL IMPLICATIONS

5.01 Business Plan 1, which covers the period June 2008 - February 2011, comprises twelve projects with an approximate total funding of £3.9 million. This comprises Rural Development Plan funding and match funding from private, public and voluntary sector funds.

5.02 Business Plan 2 will cover the period March 2011 - December 2013 and will provide a similar opportunity for rural areas to benefit from support. The RDP provides up to 80% funding support and therefore gives a very high return on funding invested in new services and activities in rural Flintshire. There will be no further burden over and above the existing Flintshire County Council budget provision of £18k per annum.

6.00 ANTI POVERTY IMPACT

6.01 The measures under the RDP have been identified to assist rural areas, address deprivation and weaknesses such as low productivity, employment, local economic activity rates, the existence of pockets of social exclusion and poor access to services. The programme and the Business Plan projects will therefore make an important contribution towards sustaining the communities in rural Flintshire.

7.00 ENVIRONMENTAL IMPACT

- 7.01 Support will be given to rural areas where projects come forward which help to conserve and make the best use of the area's natural and built environment. Environmental sustainability is one of the cross-cutting themes for the programme and all projects and contracts will need to integrate this into their design and delivery and their impact will be monitored.

8.00 EQUALITIES IMPACT

- 8.01 The RDP has measures which aim to increase participation in community life, assist in establishing and expanding community-led initiatives and maximise the contribution to the economic, social, environmental and cultural regeneration of rural areas. Equal opportunities and social inclusion are cross-cutting themes for the RDP and all projects and contracts will need to integrate this into their design and delivery and their impact will be monitored.
- 8.02 The Welsh language is also a cross-cutting theme for the RDP and all projects and contracts will need to integrate this into their design and delivery and their impact will be monitored.

9.00 PERSONNEL IMPLICATIONS

- 9.01 The administration and management role of the RDP requires considerable staff time to ensure robust programme and project management. Funding is available from the RDP to provide additional staff resources to the County Council to enable it to manage the programme.

10.00 CONSULTATION REQUIRED

- 10.01 The Welsh Assembly Government has asked Local Partnerships and Local Action Groups to review their Local Development Strategies. Local Partnership representatives will be required to contribute to the review. The County Council, acting on behalf of the Flintshire Rural Partnership, will submit the revised Local Development Strategy.

11.00 CONSULTATION UNDERTAKEN

- 11.01 The Flintshire Rural Partnership and Cadwyn Clwyd (Local Action Group) discussed the re-classification of eligible wards at the Partnership meeting on 13/07/09. The wider review of the Rural Development Strategy for Flintshire as a whole is ongoing.
- 11.02 The recommendation of the Partnership was discussed with the Executive Member for Regeneration, Tourism and Property, who has endorsed this approach.

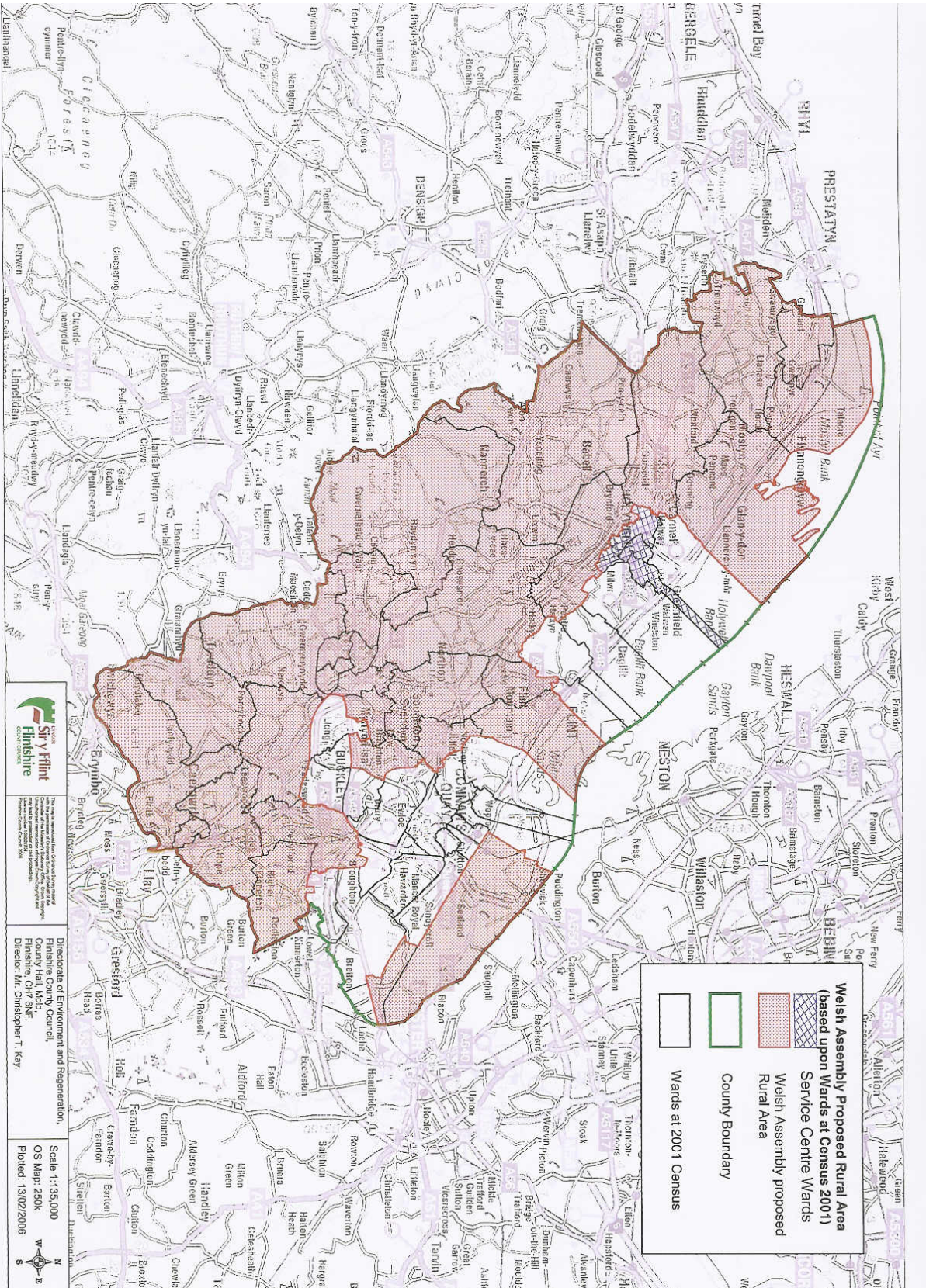
12.00 APPENDICES

- 12.01 Appendix 1 - Map of the Rural Area
Appendix 2 - List of Rural and Service Centre Wards

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

Rural Development Plan for Wales 2007-2013 (WAG)
Rural Development Strategy for Flintshire
Letter from WAG dated 22/06/09 inviting a review of Local Development Strategies

Contact Officer: Sharon Barlow
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Welsh Assembly proposed Rural Area
 (based upon Wards at Census 2001)

Service Centre Wards

Welsh Assembly proposed Rural Area

County Boundary

Wards at 2001 Census



Sŵn y Ffinitie
 The Regional Office of the Welsh Assembly
 10th Floor, 100, The Hayes, Cardiff, CF10 1AA
 Tel: 0300 2000 200
 Fax: 0300 2000 201
 Email: info@ffinitie.gov.wales

Directorate of Environment and Regeneration,
 Ffinishe County Council,
 County Hall, Mold,
 Ffinishe, CH7 9NF.
 Director: Mr. Christopher T. Kay.

Scale 1:135,000
 OS Map: 250K
 Potted: 13/02/2006



Flintshire's Rural Development Plan Area

Eligible Rural Wards

Brynford	Mold Broncoed
Buckley Mountain	Mold East
Caergwrle	Mold South
Caerwys	Mold West
Cilcain	Mostyn
Ffynnongroyw	New Brighton
Flint Oakenholt	Northop
Flint Trelawny	Northop Hall
Gronant	Penyffordd
Gwernaffield	Saltney Mold Junction
Gwernymynydd	Sealand
Halkyn	Trelawnyd and Gwaenysgor
Higher Kinnerton	Treuddyn
Hope	Whitford
Leeswood	
Llanfynydd	

Eligible Service Centre Wards

Holywell Central	Holywell West
Holywell East	

(only 30% of the benefits arising from Rural Development Plan projects can accrue to service centre wards and the rest must accrue to the eligible surrounding rural wards)

FLINTSHIRE COUNTY COUNCIL

AGENDA ITEM NUMBER: 7

REPORT TO: **EXECUTIVE**
DATE : **16 SEPTEMBER 2009**
REPORT BY: **DIRECTOR OF COMMUNITY SERVICES**
SUBJECT : **REGIONAL LEARNING DISABILITY PROJECT**

1.00 PURPOSE OF REPORT

- 1.01 To seek the support of Members for Phase I of a regional collaboration in services for adults with learning disability.
- 1.02 To enable the views of the Regional Partnership Board to be reflected back to each authority for consideration.

2.00 BACKGROUND

- 2.01 In January 2008 external consultants (Mobius UK) were commissioned to carry out a regional review of learning disability services in North Wales. The work was funded by Welsh Assembly's Making the Connections Improvement Fund.
- 2.02 The project was overseen by North Wales Social Services Improvement Collaborative (NWSSIC), which brings together the six Directors of Social Services in North Wales.
- 2.03 Services for adults with learning disabilities in Wales have a positive history arising from the 'All Wales Strategy'. However, there has been increasing recognition of the need for change in response to a series of different factors that include demographic, financial and capacity pressures alongside the changing expectations/aspirations of service users and their carers.

3.00 CONSIDERATIONS

- 3.01 The greatest challenge to financially sustainable services for people with learning disabilities stems from the demographic changes that are leading to substantial growth in demand for services. The planning period used in this report is the 12 years from now to 2021. In that period the general population across the six Councils will grow by around 11%.

However, analysis suggests that there will be a 44% increase in people with learning disabilities across the Region in the same period. If current need and service responses grow incrementally to match that growth there would have to be a 38% increase in budgets – an increase of over £20.3m across North Wales.

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The challenges are essentially the same across all Councils – substantial increases in the numbers of people needing support in the future; considerable financial pressures; the need to transform services so that they are based on good outcomes and are as efficient as possible; and can reflect the citizenship agenda.

- 3.02 If the collaborative approach developed by the external consultants is adopted there will still need to be significant increases in budget to reflect the increasing demand but the adoption of a collaborative approach would help to ensure more efficient service procurement and delivery, thus avoiding future cost increases.
- 3.03 The report’s recommendations are contained in appendix 1. The recommendations include the need for a whole council response to ensuring people with learning disabilities are full citizens – as well as improvements to the delivery of social care services. Thus it is recommended that all councils in the region should use all their services, notably Lifelong Learning and Leisure, to provide services for this client group as part of a sustainable solution.

The Collaboration Proposal

- 3.04 The Mobius UK report sets out a model for future service provision and subsequent work by managers across the region has identified what might best stay local and what could be best achieved by working collaboratively at a regional (or sub regional) level. It is clear that some services would lend themselves to regional commissioning and procurement and others would not, as set out in the following table:

<p>Services fully commissioned regionally</p>	<ul style="list-style-type: none"> § Complex placements § Complex Community Living schemes § Complex services to people with severe challenging behaviour § Certain advocacy services
<p>Services where needs are identified and commissioning plans are developed locally but are commissioned by regional unit to be delivered locally</p>	<ul style="list-style-type: none"> § Community Living services § Homecare services § Respite services (<i>could be at each level</i>) § Complex day services

<p>Services commissioned and delivered locally but according to regional standards and direction</p>	<ul style="list-style-type: none"> § Work Opportunity services § Day services § Care management and assessment § Some locality advocacy services § User and carer involvement
------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Phase 1

- 3.05 It is proposed that an incremental phased approach is taken to the development of collaborative planning and commissioning of services. Eventually, it may be desirable to put in place a wide-ranging Regional Partnership for Learning Disability Services, complementing local service delivery, but it is acknowledged that this may take a significant period of time, perhaps 4 / 5 years.
- 3.06 At this stage, Councils are being asked only to commit to Phase 1, the steps outlined in paras 3.07 - 3.18 below. Directors across the region are unanimous in their support for this and believe these steps are compatible with maintaining the best of local service delivery.
- 3.07 An initial focus will be on the **procurement of high cost external care home placements**. This will build on work already underway in South West Wales where significant efficiency savings have been identified by taking a regional approach. We currently spend £26m across North Wales on residential placements for people with learning disability. One of the South Wales authorities involved in the regional approach is projecting annual savings of 3% as the result of collaborative procurement. If we achieved the same level of savings here, this would amount to savings of approximately £0.75m across the region.
- 3.08 The proposed collaborative work would also include **shared contract monitoring and market development and management**. Discussions have been held with the North Wales procurement Partnership (NWPP) in order that this work can be taken forward jointly with the NWPP.
- 3.09 The proposal is to **establish a Regional Commissioning Unit**, with a brief **to take forward the procurement of complex care packages**. It is agreed that a **Service Manager appointment** is needed, initially for two years, to take this work forward with the urgency the financial risks imply. The post can be funded using Social Services Improvement Agency (SSIA) resources together with a modest contribution of £7k per authority per year. A job description, person specification and job evaluation have been developed.

- 3.10 As well as progressing the commissioning/procurement work, **the Service Manager would also be charged with developing and implementing a project plan for the medium-term joint working**, including crystallizing the nature of joint working arrangements across local authorities (accepting that there will be a phased development path). **The manager would be expected to provide support for any sub-regional collaborative developments** and the “lead” roles referred to in 3.13 below. Development of a North Wales user/carer assembly would also be part of the brief.
- 3.11 A North Wales Learning Disability Project Team has been established to oversee and manage the implementation programme. Membership comprises Learning Disability Service managers across the six North Wales authorities. Denbighshire has agreed to be the lead authority, employing the Service Manager and with the Head of Adult Services for Denbighshire County Council chairing the Project Team. The Director of Social Services and Housing also currently acts as Project Sponsor.
- 3.12 In terms of wider collaboration, there clearly is potential over time to extend activity to other services which could be most effectively commissioned and procured regionally (as shown in the table above.)
- 3.13 In addition, good practice across the region was identified in the Mobius UK report, with councils having strengths in different areas. Councils have already agreed informally to provide leadership in a specific service areas, (for example Self Directed Support, or Continuing Health Care), to make best use of resources and avoid the need for six councils to have specialist expertise in all areas. Flintshire has informally agreed to lead on Transition, (Young people moving from Children's Services to Adults).
- 3.14 Any learning disability collaboration must include partnership with the NHS. The current NHS reorganisation provides risks, but also an important window of opportunity to shape future service development across sectors. A regional network is being established, involving local government and the NHS, and coordinated by local government. This would mirror developments in Mental Health services which are being coordinated by the NHS.

The NHS have indicated that they will support this proposed approach, and it is already clear that they share many of the challenges facing social care services for people with learning disability (for example service delivery for those with complex needs, financial pressures).

An added advantage of the collaborative approach outlined above is that it enables local government across North Wales to signal its ability to work together. This will undoubtedly enhance credibility and leverage with the new Betsi Cadwalader University Local Health Board.

Finally, a major advantage of the regional approach is the emphasis on all the council's services provided for people with learning disability, including lifelong learning, leisure, housing, public protection etc.

4.00 RECOMMENDATIONS

- 4.01 It is recommended that Members support the Phase I of a regional collaboration in services for adults with learning disabilities, with a focus on regional commissioning and procurement, as set out in paras 3.07 – 3.18
- 4.02 It is recommended that The North Wales Social Services Improvement Collective (NWSSIC) report on progress and the definition of a further phase of improvement and collaboration in response to the report and the establishment of a Learning Disability Partnership in January 2010

5.00 FINANCIAL IMPLICATIONS

- 5.01 The external report estimates that changing the pattern of services and working collaboratively may save approximately £7.7million across the region through cost avoidance.
- 5.02 Each council will be expected to contribute £7k towards the post of a regional service manager. This will be match funded from the SSIA regional fund. It is anticipated that council contributions will be found; from within existing budgets.

6.00 ANTI POVERTY IMPACT

- 6.01 People with learning disabilities are economically disadvantaged. It is envisaged that taking a cross council and regional approach to service development it will enhance opportunities for people to be socially included and economically active.

7.00 ENVIRONMENTAL IMPACT

- 7.01 None arising from this report.

8.00 EQUALITIES IMPACT

- 8.01 The Vision underpinning the regional approach in this report is based on ensuring that services for people with learning disabilities are citizen centred.

9.00 PERSONNEL IMPLICATIONS

- 9.01 Appointment of a regional Development Manager on a fixed term contract / secondment basis

10.00 CONSULTATION REQUIRED

- 10.01 Consultation is required with NHS managers and service providers on the proposed approach to commissioning and procurement.

11.00 CONSULTATION UNDERTAKEN

- 11.01 Two stakeholder events have been held at Abergele, (2nd July 2008 and 26th January 2009) as part of the project, which included people with disabilities, their carers, staff and service providers, as well as senior NHS staff.
- 11.02 There has been widespread consultation between the officers of each council at a number of levels of seniority with regard to the recommendations of the project and how to progress constructively.

12.00 APPENDICES

- 12.01 Mobius Report Learning Disability Report Recommendations

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

Mobius UK Report - Developing Citizen Centred Services for People with Learning Disabilities.

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Mobius Learning Disability Report Recommendations

1. The Vision for Citizenship and its implications for the future of services for people with Learning Disabilities should be agreed and promoted by the six Councils.
2. The wider implications of this report with its focus on Citizenship should be considered within each of the six Councils in order that all Council services and workings take full account of the abilities and needs of their citizens who have a Learning Disability.
3. Councils need to build agreements and 'speak with one voice' about the common challenges they face and their regional approach to responding to these. This should address the 'Citizenship' agenda referred to above and the future implications for services and finances. Their responses to these challenges need to be publicised in ways that demonstrate both collective commitment and recognition of specific local differences.
4. A significant agenda within the above recommendation is the need to recognise the major change for Health and the challenge to forge stronger connections in pursuit of joint Regional strategies.
5. Councils should adopt collaborative approaches to commissioning both within and across the Region. This needs to be based on more robust approaches, ensuring value for money by 'managing the market' and commissioning services from the independent sector - moving with them toward partnership approaches based upon a shared vision and shared long term strategies. Specifics within this approach need to include:
6. Detailed discussion of costs with some providers identified paying particular attention to those 'high cost' providers whose services are being purchased by two or more Councils and other providers dealing with three or more Councils.
7. The development of agreements across the Region relating to the commissioning of specialist Health services. This should take account of current inconsistencies re. continuing care and delegated Health tasks.
8. Regional approaches should address the development of a workforce strategy that ensures future developments are supported by appropriate staffing arrangements; skills, teams and structures.
9. The option appraisal concerning the possible structural change should be used to inform a way forward. The recommended key stages and timescales can be used as a tool for deciding which option to choose.
10. The approach to involvement of users and needs to be developed to reflect the greater Region wide approach to service development. The scope and focus of existing advocacy services should be extended to include planning work and a model "User/Carer Assembly" should be developed. This should be discussed in the forthcoming workshop with stakeholders.
11. The themes and proposals set out in the outline Region wide Business Plan should be agreed and used to establish detailed and specific local Business Plans in each Council.

FLINTSHIRE COUNTY COUNCIL

AGENDA ITEM NUMBER: 8

REPORT TO: **EXECUTIVE**
DATE : **16 SEPTEMBER 2009**
REPORT BY: **DIRECTOR OF COMMUNITY SERVICES**
SUBJECT : **FLINTSHIRE AFFORDABLE HOUSING DELIVERY
STATEMENT 2009-2011**

1.00 PURPOSE OF REPORT

- 1.01 To present for approval the Flintshire Affordable Housing Delivery Statement 2009-2011

2.00 BACKGROUND

- 2.01 Members will be aware of the Welsh Assembly Government requirement for each local authority to prepare an Affordable Housing Delivery Statement (AHDS). The purpose of the AHDS is to strengthen the response by local authorities and partners to local housing pressures and incentivise efficient and effective delivery of affordable housing. The aim of the AHDS is to provide a clear statement of how the council intends to deliver affordable housing as part of its strategic housing and planning function.

3.00 CONSIDERATIONS

- 3.01 A seminar was held on the 9th June which was attended by 31 Members. Feedback from the seminar will play an important role in developing the council's affordable housing strategy.
- 3.02 Key issues raised in the workshop sessions are listed below:
- > Encourage adoption of innovative approaches to construction of affordable homes;
 - > Establish a clear and positive image for affordable housing in Flintshire;
 - > Establish robust methods to monitor the implementation, impact and effectiveness of Section 106 agreements;
 - > Review the way in which council land is released for affordable housing;
 - > Conduct a survey of housing developers based, or active in Flintshire;
 - > Examine closely the density of homes constructed on sites designated as affordable; and,

Date: 09/09/2009

- Consider the establishment of Flintshire affordable housing design standards.

- 3.03 This initial AHDS is very much a starting point in the development of a shared understanding of what is involved in tackling the need for affordable housing in Flintshire. In considering the points listed above, and the broad range of related matters raised in the seminar and workshops, it may be appropriate to consider the establishment of a dedicated affordable housing strategy to expand on the AHDS and to incorporate the points raised by Members in the seminar workshops.
- 3.04 The AHDS is attached as Appendix 1 to this report.
- 3.05 In order to assess demand for affordable housing in the county the Housing Strategy Unit has been carrying out work in connection with the establishment of a Flintshire Affordable Housing Register. This will allow residents to register interest in accessing affordable housing. The housing strategy unit has been **considering** a register based on a format currently being used by Wrexham, Denbighshire and Conwy Councils which is administered on behalf of the partner authorities by Cymdeithas Tai Clwyd. The proposed register will play a key role **in** establishing a clear picture of the demand for affordable housing in Flintshire.

4.00 RECOMMENDATIONS

- 4.01 That the Executive approves the AHDS for submission to the Welsh Assembly Government.
- 4.02 That the Executive supports further work on the development of an Affordable Housing Strategy, building on the AHDS.
- 4.03 That the Executive endorses the establishment of a Flintshire Affordable Housing Register.

5.00 FINANCIAL IMPLICATIONS

- 5.01 None

6.00 ANTI POVERTY IMPACT

- 6.01 None

7.00 ENVIRONMENTAL IMPACT

- 7.01 None as a direct result of the work carried out to date

8.00 EQUALITIES IMPACT

8.01 None

9.00 PERSONNEL IMPLICATIONS

9.01 None

10.00 CONSULTATION REQUIRED

10.01 On going consultation will be carried out.

11.00 CONSULTATION UNDERTAKEN

11.01 Members and officers have been involved in commenting on the draft AHDS and a member seminar/workshop was held on the 9th June. In addition the AHDS has drawn upon the detailed consultation undertaken as part of the Unitary Development Plan process.

12.00 APPENDICES

12.01 Appendix 1 - Affordable Housing Delivery Statement

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985
BACKGROUND DOCUMENTS

Report to Community and Housing Overview and Scrutiny - Housing Strategy 22nd April 2009

Report to Community and Housing Overview and Scrutiny - Flintshire Affordable Housing Delivery Statement 1st July 2009

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Flintshire County Council

**Affordable Housing Delivery
Statement**

2009– 2011

July 2009

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Reference List of Acronyms Used

AHDS	Affordable Housing Delivery Statement
CLT	Community Land Trust
FCC	Flintshire County Council
FTB	First Time Buyer
HMA	Housing Market Area
HRA	(see Table in Section 7)
LDP	Local Development Plan
LHA	Local Housing Authority
LHMA	Local Housing Market Assessment
LHS	Local Housing Strategy
LPA	Local Planning Authority
NEWHMA	North East Wales Housing Market Assessment
RSL	Registered Social Landlord
PPW	Planning Policy Wales
SHG	Social Housing Grant
SYNIAD	Registered Social Landlord Consortium
TAN	Technical Advice Note
UDP	Unitary Development Plan
UNDOD	Registered Social Landlord Consortium
WAG	Welsh Assembly Government

Foreword

A key policy goal for the Welsh Assembly Government is to increase the supply of affordable housing. This position has been expressed in One Wales – a progressive agenda for the government of Wales as a commitment to increase the supply of affordable housing by at least 6,500 over the period 2007-11.

Flintshire County Council has identified increasing both the supply and the quality of affordable housing as a key priority. Flintshire County Council believes that everyone has the right to an affordable home whether as owner, part owner or tenant. An adequate stock of good quality homes is the foundation of thriving local communities across the whole County.

One Wales places a requirement upon Local Authorities and National Park Authorities to prepare an Affordable Housing Delivery Statement (AHDS). Local authorities, through their strategic housing and planning teams should adopt a partnership approach when preparing their AHDS.

This Affordable Housing Delivery Statement is for the Flintshire County Council Planning Authority area and has been prepared in collaboration with key stakeholders from the housing sector in Flintshire.

The Flintshire County Council Affordable Housing Delivery Statement will be consulted upon with key partners during June/July 2009. Consideration will be given to the comments received as part of this consultation, with revisions made to the document where applicable. It will subsequently be presented for endorsement by Flintshire County Council.

Signed by

Executive Member for Housing
Executive Member for Planning

1. Purpose

1.1 The purpose of the Flintshire County Council (FCC) Affordable Housing Delivery Statement (AHDS) is to provide a clear statement of how the Council intends to deliver affordable housing within Flintshire over the period 2009-2011. Specifically the AHDS will:

- Reinforce the commitment of FCC to enabling the provision of additional affordable homes in Flintshire.
- Provide local strategic direction for partner agencies
- Outline the scale of need for affordable homes in Flintshire
- Identify how many affordable homes have been delivered.
- Establish targets of how much additional affordable housing should be provided over the next two years.
- Provide the Welsh Assembly Government (WAG) with the means to inform decisions regarding the allocation of Social Housing Grant funding to the Council in the 2009/10 and 2010/11 bidding rounds.

2. The Flintshire Housing Market

- 2.1 Flintshire County Council has undertaken extensive work in assessing the Flintshire Housing Market to identify and plan for the County's housing needs. In 2005 Flintshire launched its Housing Needs Assessment which was undertaken by the consultancy Fordhams (see Appendix 1 for summary of the Fordhams Study). This study identified the need for 808 affordable dwellings each year, for a period of five years depending on the continued strength of the housing market. Clearly the housing market has changed significantly since 2004/05 and consequently the scale of demand indicated by the Fordhams study has changed.
- 2.2 In 2008 the draft North East Wales Market Housing Assessment (NEWHMA) was released (see Appendix 1 for summary of NEWHMA study). The NEWHMA STUDY is a joint study which has been undertaken in partnership with Denbighshire CC. and Wrexham CBC.. Whilst Flintshire has not taken the step to formally approve the NEWHMA study it is recognised that this study is in the public domain and does reflect the most up-to-date source of affordable housing data for Flintshire.
- 2.3 The NEWHMA study concluded similarly to the Fordhams study that there are significant unmet housing needs in Flintshire. To meet identified housing needs the NEWHMA study recommended that 480 new homes be built within Flintshire every year up to the year 2021. NEWHMA recommends that 38% of all new housing built in Flintshire be dedicated affordable homes, and that there is greater variation in the types and tenures of all homes provided to meet the needs of lower income households, single and two person households as well as elderly and disabled households.
- 2.4 In addition to the specialised housing need assessments undertaken for Flintshire the County Council maintains a housing waiting list and documents the number of homeless individuals/families who need to be housed at public expense. For the past seven years these two key data sources have indicated the existence of a significant housing need which has been exacerbated by the national housing boom. In this regard it is important to note that whilst house prices have fallen across the UK in recent months and whilst further falls are expected, there remain fundamental difficulties for housing providers to meet current and projected housing demand because of significant shortages in available affordable housing stock.
- 2.5 The AHDS represents an opportunity for Flintshire County Council and its external partners to publicly express what will be done to deliver affordable housing over the next two years. As such to retain the clarity and focused purpose of this paper deliberate efforts have been made

to reduce duplication with other related research materials, plans and strategies. However for convenience the documents quoted within the AHDS are listed as weblinks to allow easy access to these online documents, these can be found in Appendix 2.

- 2.6 The following section examines housing stock, housing tenure and affordability of properties in Flintshire both to buy and rent.

3. Homes, Tenure and Affordability in Flintshire

Homes

- 3.1 According to the 2001 Census Survey Flintshire had around 62,036 homes in 2001 by 2006 the number of homes in the County is estimated to have risen to 63,500. Table X below shows the proportions of different types of homes in Flintshire as at 2001 (no corresponding data exists for 2006). In examining the figures it is useful to consider Flintshire against the Welsh Average, indeed by doing so it is clear that Flintshire contains far fewer terraced and apartment homes and it appears that the Flintshire housing market is has a high proportion of detached and semi-detached homes in comparison with elsewhere.

Table 1: Flintshire Homes by Type

	Detached		Semi-detached		Terraced		Flat/Apartment		TOTAL	
	No.	%	No.	%	No.	%	No.	%	No.	%
Flintshire	23,378	38%	25,804	42%	9,119	15%	3,735	6%	62,036	101%
Wales Av.	-	27%	-	32%	-	30%	-	11%	-	100%

Source: NEWHMA, 2008

- 3.2 In considering housing needs it is important to assess whether the current housing stock is fit for the needs of the local population. Nationally household sizes are falling and there is a growing number of single and two person households whose needs can be met through the provision of smaller properties. There are clear advantages to meeting this housing demand through the provision of smaller homes since such homes would be more affordable and it would be possible to maximise the development potential of land to deliver more homes. It is clear from Table 1 above that the current stock of smaller properties (terraces and apartments) is limited and it should be a key target to increase the supply of smaller homes to meet current and projected demand.

Tenure

- 3.3 Of the Flintshire homes shown in Table 1 above, 12% were rented from Flintshire County Council, 4% were rented from registered social landlords, and 84% were owner-occupied, privately rented and other tenures. Whilst it is evident the vast majority of homes in Flintshire are owner occupied it is apparent from closer examination of the NEWHMA that there are significant concentrations of dwelling types and tenure types across the County and it is reasonable also to conclude that affordability of housing will also change from community to community. In this manner it should be noted that there is no “one size fits all” solution to the affordability problem facing Flintshire.

Affordability

- 3.4 In examining affordability of homes it is necessary to consider both affordability to rent as well as to purchase.

Affordable Property to Buy

- 3.5 The median average household income in Flintshire is about £26,000 per annum (NEWHMA, 2008) and it is estimated that of the 63,000 households in Flintshire 50% of these earn significantly less than the median average household income. In comparing household incomes together with the loan finances required to purchase a new home it is clear that 87% of all households could not afford to purchase a home (at current prices) in Flintshire unless they possessed additional capital. This situation poses a real affordability challenge to low income families and to first time buyers who have no existing property equity. Table X below illustrates the key affordability difficulty posed for accessing capital from national mortgage lenders to finance the purchase of a home in Flintshire.

Table 2: Affordability to Buy at Current House Prices

Number of Bedrooms	Average Prices by Dwelling & Size	Affordability - As a Loan to Value Ratio*
1	1 Bedroom Flat - £82,100	3.16
2	2 Bedroom Flat - £113,000	4.3
2	2 Bedroom House - £116,900	4.5
3	3 Bedroom House - £154,300	5.9
4	4 Bedroom House - £236,600	9.1

* These Loan to Value Ratios have been calculated by comparing median average income (i.e. £26,000 pa) to average house prices (2009).

Source: Property Sales Data taken from HomeTrack Housing Intelligence System 2009

- 3.6 National mortgage lenders have traditionally offered loan packages up to 3.5 times the income of the borrower, although for a time during the housing boom mortgage lenders did offer up to 4.5 times a borrowers income. However since the onset of the economic crisis which has been caused because of “bad debts”, mortgage lenders have returned

to the 3.5 loan to value ratio loan but added the requirement for larger deposits (e.g. 10-25% of property value). Examining Table 2 and the loan to value ratios it is clear that under the current circumstances the median average household income (i.e. £26,000 pa) is insufficient to gain finance to purchase a property in Flintshire especially given the added deposit now required.

- 3.7 Given the scale of the challenge faced and the widespread impact of current housing prices it is important to ensure that any affordable housing delivered can meet the needs of the intended recipients. As such in identifying thresholds for new affordable housing it must be clear that these thresholds reflect a maximum of what could be considered affordable given the imperative need to meet the housing needs of households who earn significantly less than £26,000 per year.
- 3.8 The NEWHMA study recommends that whilst there is considerable potential for variation across Flintshire the core affordability threshold should therefore be the average income multiplied by 3.5 which reflects the traditional lenders ratio. In this respect the core threshold for the provision of affordable housing is £91,000, this figure will vary from location to location and will vary in regards the size of the property. This figure is considered to be a maximum level of affordability for any type of dedicated affordable property.

Affordable Property to Rent

- 3.9 In seeking to secure dedicated affordable rental accommodation it will be important to ensure that any new accommodation is affordable in the context of the support available through Local Housing Allowance (LHA). Rents for dedicated affordable housing which exceed LHA will need to be sufficiently justified to the satisfaction of the Council. The LHA figures quoted below in Table 3 are subject to change but should be considered as being inclusive of all normal rental accommodation costs.

Table 3: Local Housing Allowance rates 2008/09

Number of Bedrooms	£ Min allowance per week	£ Max allowance per week
1	80.62	109.62
2	103.85	126.92
3	126.92	150.01
4	152.89	206.54

Source: Local Housing Allowance Rates (relevant for the period 01/05/09 to 31/05/09)

- 3.10 An important and additional consideration is the capacity offered by existing social housing stock which is available for rent. Lettings data over the last three years shows that each year around 400 new households on the housing register have been found homes by using existing housing stock. Whilst this data in itself does not mean that new

supply has been created it clearly shows that there is a continuing natural turnover of supply which offers significant capacity to meet affordable rental housing needs.

4. Key Delivery Mechanisms

- 4.1 The challenge presented by this Affordable Housing Delivery Statement is to build a strong partnership with the Council's external partners whilst improving the co-ordination between internal departments to ensure resources are co-ordinated and targeted to best effect to deliver affordable housing.

The Flintshire Local Housing Strategy

- 4.2 Flintshire's Local Housing Strategy is based on the results from a housing needs survey (Fordhams Study), stock condition survey and market assessment (NEWHMA) conducted in the period up to early 2008. This provided an understanding of what the housing issues were in Flintshire and where the authority's priorities should be in relation to meeting housing need. The existing Flintshire Local Housing Strategy is currently being reviewed in the light of new data and the impact the changing economic situation is having on the housing market. The vision encompassed by the 2007 Local Housing Strategy is however still relevant to the current situation.

"To ensure that existing and future residents of Flintshire can access quality housing that is affordable and meets diverse needs and aspirations within safe, healthy and sustainable communities"

- 4.3 In conducting the mid-term review of the Local Housing Strategy it is hoped that the partnerships established to draft the original strategy in 2007 will be able to play a similar role in ensuring that the revised strategy will play a key part in meeting the targets set out in the Affordable Housing Delivery Statement.

The Flintshire Unitary Development Plan 2000-2015

- 4.4 The Unitary Development Plan (UDP) is the basis upon which FCC makes land use planning decisions. The UDP includes policies, land allocations and designations which seek to guide development to appropriate locations, protect environmental assets whilst also ensuring that sufficient land is available to meet the economy's needs. In this respect it is important to note that the only role of both the Planning Authority and the UDP is to facilitate development. As such if there are no proposals for development coming forward from either the public or private sectors then it will not be possible to implement the policies of the UDP.
- 4.5 The main thrust of the UDP is to facilitate 7,400 new homes during the plan period 2000-2015, which equates to 493 homes each year. In considering proposals for new housing development FCC will:

- Seek the provision of affordable homes on private development schemes through the use of Policy HSG10 (see Appendix 3) and detailed guidance contained in the Local Planning Guidance Note No.8 Affordable Housing (see Appendix 4)
 - Seek to secure new affordable homes through the use of Policy HSG11 on rural exception schemes sited in appropriate locations immediately adjacent to defined rural settlements.
- 4.6 FCC will also seek to use UDP policies to secure smaller dwellings, this may not in itself result in dedicated affordable properties however the provision of smaller homes will ultimately be less expensive than larger homes and would be more appropriate for one and two person households.

The Flintshire Empty Property Strategy

- 4.7 The Flintshire Empty Property Scheme is aimed at bringing empty and derelict domestic properties back into use. In addition, non-domestic properties suitable for conversion may also be considered. The scheme is a partnership between Flintshire County Council, the property owner and Clwyd Alyn Housing Association. To date, 29 empty properties have been renovated. Upon completion of a property the Council will have nomination rights for a period of five years, ensuring that families on the council's housing register are given priority.

Social Housing Grant

- 4.8 Social Housing Grant (SHG) is a key source of funding targeted at the delivery of affordable housing through Registered Social Landlords. Flintshire County Council will continue to work closely with the UNDOD and SYNIAD Consortia and the Flintshire and Wrexham Rural Housing Enabler. The aim will be to develop a programme of affordable housing schemes targeted at maximising Social Housing Grant investment secured from the Assembly Government to fund general needs and extra care housing.
- 4.9 Flintshire County Council will also work with Registered Social Landlords (RSLs) to try and provide affordable housing outside of the SHG process. There is potential for affordable housing schemes to be facilitated through the development of FCC owned land and this will be investigated with the Planning Authority to identify suitable candidate sites.
- 4.10 Over the period 1999-2008 67 households succeeded in purchasing a home under the Homebuy scheme administered by Cymdeithas Tai Clwyd and funded by Social Housing Grant. The scheme was however suspended by the Assembly Government in April 2008. At the time of writing the Assembly Government was consulting on the introduction of a revised SHG funded Homebuy scheme. Flintshire County Council believes the Homebuy Scheme will continue to play an important role in

meeting affordable housing need within the County and, should the scheme be re-introduced by the Assembly Government, the Council will continue to promote the scheme to Flintshire residents.

5. Affordable Housing Secured & Delivered

- 5.1 Flintshire County Council (FCC) and its partners have been seeking to address the difficulties posed by rising house prices since around 2002. Unfortunately like many other local authorities across the United Kingdom, FCC has struggled to cope with the unprecedented demand for affordable housing which accompanied the boom in house prices 2000-2008. Even today in the wake of World economic recession and falling house prices there remains significant affordability challenges in the housing market.
- 5.2 In reviewing built affordable housing schemes together with outstanding commitments for new affordable properties the data has been tabulated below. In summary Table 4 shows those outstanding commitments which have been secured by planning condition/legal agreement but have yet to be implemented, whilst Table 5 shows those units which have been physically delivered.

Table 4: No. of Affordable Dwellings Secured in Flintshire 2004-2009

With/Without Social Housing Grant	
Section 106 Commitments	148 Dwellings
Scheme Approved but S 106 yet to be signed	64 Dwellings
TOTAL	212 Dwellings

Table 5: No. of Affordable Dwellings Delivered in Flintshire 2000-2009

With Social Housing Grant	
General Needs including Homebuy	310 dwellings
Vulnerable Households & Extra Care	40 dwellings
Mortgage Rescue	7 dwellings
Rural Exception Sites	0 dwellings
Empty Property Initiatives	29 dwellings
Without Social Housing Grant	
Section 106 New Build Commitments	149 dwellings
Section 106 New Build Windfalls	? dwellings
Rural Exceptions Policy (exc. CLT)	25 dwellings
Empty Property Initiatives	0 dwellings
TOTAL	

6. Identifying a Realistic Target

The Projected Need for Affordable Housing 2009-2011

- 6.1 The NEWHMA recommends that to satisfy housing demands Flintshire County Council should seek to plan for a growth rate of 480 new homes each year over the period 2003-2021 which is equivalent to 8,160 new homes. Considering the AHDS is a delivery plan for two years (2009-2011) it is reasonable to indicate a need for 960 homes over this period. The NEWHMA recommends that in meeting affordable housing needs it will be important to ensure 38% of all new houses built are dedicated affordable homes. Applying the 38% NEWHMA recommendation to the homes required over the period 2009-2011 (i.e. 960) indicates a projected quantified need of 365 which is equivalent to 183 affordable homes per year.

Delivering Affordable Housing

- 6.2 The Unitary Development Plan sets the strategic context for meeting quantitative housing needs across the County and whilst the plan is unadopted it has been prepared to an advanced stage. As such even unadopted, there will be few if any issues of prematurity preventing the LPA from considering planning applications on UDP housing allocations in 2009. As such there is potential for UDP housing allocations to make a contribution to the housing target over the period 2009-2011.
- 6.3 The UDP makes provision for an annual rollout of 493 new homes each year for the period 2000-2015 equating to 7,400 new homes, and it is estimated that the plan could deliver at least 1,150 affordable homes. However there are serious fundamental difficulties in the current housing market which have significantly constrained finance availability and as a result UK house building has slowed considerably. Given the current financial difficulties and market challenges facing developers in constructing new homes it is unlikely that the NEWHMA target of 183 affordable units per annum could be physically delivered over the period 2009-2011.
- 6.4 Fortunately there are other mechanisms which will deliver affordability both in terms of supply and accessibility. Most notably are the Empty Homes Scheme and the Mortgage Rescue Scheme. The Empty Homes Scheme will make existing empty homes available for use to those in housing need and thereby increasing the supply of social housing. The Mortgage Rescue scheme will help existing households remain in their current home and thereby avoid the potential for increasing demand for new social housing.

Defining a Suitable Target

- 6.5 It is considered that the AHDS target be practicable and there must be a reality check in adopting any target set, however there is also an urgent need to increase housing supply. In this regard whilst it should be accepted that a target based on the NEWHMA could not be achieved over the next two years an alternative more practicable target for the AHDS would be 90 affordable housing units per year. The identified target is more practicable than the NEWHMA target but it will still prove difficult to achieve and it will require considerable co-ordination of resources between FCC and its partners to deliver.

Delivering the Target

- 6.6 It is apparent from the examination of past performance that little significant affordable housing has been delivered in Flintshire. Indeed even the targets set for the next two years appear insufficient considering the scale of the housing demand that exists. However the release of the UDP and the potential for a significant number of new sites provides the opportunity to meet housing needs in the County. The challenge for FCC and its external partners is to target resources effectively and deliver housing which is fit for purpose for the needs of Flintshire despite the ongoing economic crisis.

7. Affordable Housing Delivery Targets

7.1 The County Council's affordable housing targets for 2009-2011 are detailed in Table X below. It must be noted that the targets quoted are subject to market conditions and the availability of financial funding from public and private sources.

Table 6: Affordable Housing Targets for Flintshire 2009-2011

Delivery Mechanism	2009/10	2010/11	TOTAL
With Social Housing Grant			
General Needs including Homebuy	10	70	80
Vulnerable Households & Extra Care	7	8	15
Mortgage Rescue	2	3	5
Rural Exception Sites	10	10	20
Strategic Capital Investment Fund	0	0	0
Empty Property Initiatives	5	5	10
Without Social Housing Grant			
Section 106 New Build Commitments	10	10	20
Section 106 New Build Windfalls	10	10	20
Rural Exceptions Policy (exc. CLT)	0	0	0
Empty Property Initiatives	0	0	0
Other Measures	5	5	10
TOTAL			180

8. Monitoring and Review of AHDS

- 8.1 Flintshire County Council will adopt arrangements to monitor its Affordable Housing Delivery Statement in accordance with the Assembly Government's AHDS monitoring guidance mechanism. Monitoring of the AHDS will enable the Authority and its partners to closely assess whether policies are achieving their objectives; any unintended consequences of the policies and the need for early review; and whether the policies are having the desired effect and to the scale required.
- 8.2 There are a number of obstacles and constraints which have the potential to deter the aim of improving the provision of affordable housing in Flintshire. As part of the AHDS monitoring process, it will be an important consideration to both identify these risks to delivery and how these problems should be overcome.
- 8.3 Specifically the risks anticipated to the AHDS are as follows:
- The delivery of Assembly Government Social Housing Grant funded schemes is dependant on the annual cash based allocation.
 - Impact of the uncertainty of the house building sector to deliver under volatile market/financial conditions
 - Housing Sites with planning permission, housing allocations or projected 'windfall' sites may not come forward over the plan period
 - Developers may challenge the amount of affordable housing provision on-site or commuted payment figure, thereby extending lead-in times and causing delays.
 - Landowners reluctance to sell to developers below full market value
 - Reduced credit availability from lending institutions
- 8.4 To overcome the above identified risks it will be necessary to employ regular monitoring to ensure that where risks are encountered they are identified early enough to minimise any potential delay in delivering the AHDS targets. This process will require continuous monitoring and review of the AHDS and regular communication with partner organisations.
- 8.5 It is recognised within the AHDS that there are other key mechanisms to delivering affordable housing, for example the Empty Homes Strategy. The Housing Strategy Unit will work closely with its partners to ensure regular monitoring and review is undertaken of relevant plans and strategies and to ensure useful information is disseminated to all relevant partner bodies.

Appendix 1 – Web-Links to Online Research, Guidance, Schemes and Plans/Strategies

[Affordable Housing Delivery Plans: Welsh Assembly Guidance](#)

[Flintshire Housing Needs Survey 2005 – Full Study](#)

[Flintshire Housing Strategy 2008-2013](#)

[Flintshire Unitary Development Plan 2000-2015 – 2003 Deposit Version](#)

[Flintshire Empty Homes Scheme](#)

[North East Wales Housing Market Assessment 2008 – Executive Summary](#)

[North East Wales Housing Market Assessment 2008 – Full Study](#)

Appendix 2 - Flintshire Unitary Development Plan Affordable Housing Policies

HSG10 Affordable Housing within Settlement Boundaries

Where there is a lack of affordable housing and a proven need established, the Council will seek the provision of this housing. Affordable housing includes both low cost market and subsidised housing, available to people who cannot afford to access housing generally available on the open market. This is generally housing for rent or sale, whether provided by a Registered Social Landlord (RSL) or otherwise. The principle aim is to assist applicants on the Council Housing Register or those who are in a weak position in the housing market or who are unable to meet their needs at a price they can afford.

In support of the Council's Local Housing Strategy and to establish the exact nature and demand for affordable housing required at a particular location, the Council commissioned a Local Housing Needs Survey. The results of the study, which was approved by Executive on 20th September 2005 will assist in producing supplementary planning guidance on affordable housing to support the implementation of this and associated policies. The Council will develop its affordable housing policies further based on the results of this survey, but the study results have demonstrated that a level of need exists across the County to justify the Council requirement of at least 30% affordable housing on sites with a minimum size threshold of 1.0 hectare or 25 dwellings. This rate is in line with currently accepted best practice, and developers will have to demonstrate why they cannot meet this provision. The precise nature and scale of affordable housing provision will be the subject of early negotiations between the Council and the applicant.

The definition of local need will be a key output of the Local Housing Needs Survey, but as a general guide people will qualify as being in local need if they have been resident in the area for at least five years and/or they are on the Council's Housing Register or Housing Association's local waiting list for housing.

It is an essential part of the policy that the future occupation of affordable housing is retained for those in local need from the area. This will be achieved through a planning condition or section 106 agreement covering the management of the scheme by an appropriately regulated RSL or similar body. A condition may also be applied to the planning permission for a housing site to ensure that a specified proportion of the market-price housing on the site cannot be occupied until the affordable element has been built and allocated.

The affordable housing element of any residential scheme should be well designed and integrated both with the overall scheme and the wider townscape and landscape of the locality. This will have important environmental and social benefits.

Other Key Policies:

- IMP1 Planning Conditions and Planning Obligations

HSG11 Affordable Housing in Rural Areas

Affordable housing is particularly important in rural areas where building rates are lower and houses are generally more expensive. However, in these areas it is likely that there are insufficient housing sites available to provide an element of affordable housing within larger developments. This policy is an exception to the general principle that new housing will not be permitted outside settlement boundaries, and makes special provision to release small housing sites in rural areas outside village settlement boundaries, which would not otherwise be allocated in the UDP, and where there is a proven local need. For the purposes of this policy, “villages” are those category B and C settlements that lie within Flintshire’s rural area as defined by Flintshire’s Cadwyn Leader+ area and/or the area defined under the Article 33 Rural Areas Initiative maintained by the Welsh Assembly Government.

Sites must be located immediately adjacent to the edge of the village and respect the physical appearance and design characteristics of surrounding properties. It is not envisaged that the scale of provision on these sites will be large or out of balance with the character, form and function of the village or the existing pattern of settlements in Flintshire.

The definition of affordable housing outlined in para 11.62 applies equally to this policy, and proposals must demonstrate that there is a genuine need for this type of housing in the local area. Applicants must submit supporting evidence of need with any proposal.

This policy is intended to apply to housing schemes that can remain affordable in perpetuity, and does not apply to proposals by local people for individual self-build dwellings where satisfactory proposals cannot be made to ensure that the dwelling remains affordable in the same way. It is an essential part of the policy that occupation of the dwellings can be controlled in the long term so that successive occupants can benefit. The most practical way this can be achieved is by involving an organisation such as the County Council, a housing association or by the formation of a local trust. The organisation or the developer will be expected to enter into a section 106 agreement to ensure homes remain affordable.

Appendix 3 - Flintshire Local Planning Guidance Note No.9 – Affordable Housing

LOCAL PLANNING GUIDANCE NOTE NO.9 AFFORDABLE HOUSING

Background

In recent years rising house prices across the United Kingdom generally have put properties beyond the reach of lower income households and many first time buyers. The problem has been exacerbated by the decline in the supply of council housing over the past two decades and, in Flintshire, by the inward migration of commuters who are often better able to pay higher prices. A Housing Needs Survey (HNS) undertaken for Flintshire County Council by consultants in 2004/05 demonstrates that **the affordability of homes has become an acute problem for Flintshire communities**. The social and economic problems generated by a lack of affordable homes manifest themselves in several ways including: the county's limited capacity to accommodate additional households in social housing; annually increasing costs for the County Council to house households in temporary accommodation; overcrowding in existing households; housing being wanted to meet special needs (such as physical disability and sensory impairment); and local people being priced out of their local communities and being forced to find cheaper accommodation elsewhere. **Appendix 4 provides more information on the Survey.**

The County Council wishes to secure the provision of affordable housing within large residential development schemes, and for this to remain available for as long as it is required by the community, in other words for as long as there is a local need for the affordable accommodation. This Local Planning Guidance Note (LPG) provides detailed information for developers, landowners, Registered Social Landlords (RSL), and the public on how the Council's planning policy on affordable housing will be delivered in practice, with the aim of alleviating the housing needs problem in the short, middle and long term.

Policy

The justification for seeking the provision of affordable housing via the planning system is provided by the Welsh Assembly Government's **Ministerial Interim Planning Policy Statement 01/2006 Housing** which states that "a community's need for **affordable housing is a material planning consideration** which must be taken into account in formulating UDP policies. It is also an essential element in contributing to community regeneration and strengthening social inclusion. It is desirable in planning terms that **new housing development in both rural and urban areas should incorporate a reasonable mix and balance of house types and size to cater for a range of housing needs.**"

The Assembly's **Technical Advice Note 2 Planning and Affordable Housing (TAN2)** of June 2006 also provides a context for seeking affordable homes as part of new residential development.

In Flintshire, the **Unitary Development Plan (UDP)** recognises as a strategic issue the **need for "the provision of a range of housing including affordable and special needs housing"** in **Policy STR4 Housing**, supplemented by two key policies in relation to the provision of affordable housing, reproduced in **Appendix 1**. Where there is a local need for affordable housing, **Policy HSG10 requires the provision of affordable homes as part of large residential developments within settlement boundaries**; that is, within the confines of the towns and larger villages as defined for planning purposes. A list of these settlements is provided in **Appendix 2**. **Within settlement boundaries where there is demonstrable need for affordable housing to meet local needs, the Council will take account of this as a material consideration when assessing large housing proposals, namely those for 25 or more units or occupying one hectare or more.** (Note that such sites in total comprise below half of the county's housing land requirements for 2000-2015, as set out in the UDP.) **Where this need exists the Council will negotiate with developers to provide 30% affordable housing in suitable appropriate schemes within defined settlement boundaries.** It will not be acceptable to deliberately sub-divide or phase the total development in an attempt to avoid the provision of affordable housing.

Policy HSG11 allows affordable housing outside of these settlement boundaries under specified circumstances where rural exceptions can be justified. The localities to which this exceptions policy applies are listed in **Appendix 3**. TAN2 makes it clear that the case for releasing such sites is a matter for local judgement and that it is not envisaged that the scale of provision will be large or such as to unbalance the pattern of settlements in the county. In line with national policy, there may be a few additional localities such as some brownfield sites where affordable housing may be acceptable.

What is affordable housing, who is it for and how is affordability measured?

Affordable housing is defined as dwellings which meet the needs of those people in the local community whose income does not enable them to buy or rent property suitable for their needs in the open market, for as long as they are required within the community. The different types of affordable housing are described later. "Affordable" does not mean built to low standards: the housing should incorporate low cost maintenance and energy efficiency measures, and meet current building regulations.

Affordable housing should be provided to meet the genuine needs of local people. **"Local people" are defined as households of which at least one adult occupant either works within Flintshire or has had his/her only or principal home within Flintshire for a continuous period of five years.** (Five years can be made up in part by living, and in part by working in Flintshire.)

The **affordability** of any particular household depends on the relationship between the amount that the household is able to afford and the cost of appropriate local housing. It is considered that **a household is not eligible for a mortgage if it has a gross household income less than one third its mortgage requirement, and it is unable to afford private rented accommodation if renting privately would take up more than 30% of its net disposable household income.**

Options for affordable housing provision

Whilst all types of affordable housing provision are needed in the county, the Council will require the applicant to consider the type of homes to be provided in a **cascading order of preference**, as follows:

1. **Social Rented** - through an RSL, such as a housing association.
2. **Shared Ownership** - through an RSL or other bona fide management organisation.
3. **Subsidised Market Homes** - provided as low cost discounted housing for sale.
4. **Private Rented** - provided as low cost rented accommodation.

Working through the order of preferences the applicant should consider the feasibility of including each type of housing within their proposed development scheme and provide justification for their final approach. Whilst the Council appreciates the need for schemes to be viable, it will stress the need for affordable homes to meet local community needs, and will negotiate accordingly with applicants. **Applications which provide a form of affordable housing which is not considered to best meet the needs of the local community will be regarded less favourably.**

Whilst certain types of affordable homes are more preferable than others, the Planning Authority considers that there is sufficient scope for negotiation to ensure a reasonable mix of tenures are provided to meet the different types of affordable housing need. (See **Appendix 4**).

Types of affordable dwellings

Working from the above list, these are:

- **Social rented housing on site** provided by the developer and transferred at a discount to an RSL approved by the Council. The maximum sales values will be set according to the formula of the Welsh Assembly Government's Acceptable Cost Guidance Levels minus the associated level of social housing grant that would have been available. The developer's financial contribution will equal the social housing grant.
- **Shared ownership on site.** This may appeal to households who can afford a mortgage but who are not able to afford to buy a property outright. Shared ownership costs will vary according to the market value, interest rates and the percentage of equity sold. Onsite shared ownership housing provided by the developer will be transferred to an RSL or other bona fide management organisation approved by the

Council. Schemes similar to “Homebuy” may be acceptable if affordability of the units can be preserved in perpetuity.

- **Onsite subsidised/discounted market rate housing and privately rented housing.** The standard, size and type of such housing must satisfy needs and accord with local planning and housing policies. Discounted market rate housing must be affordable in perpetuity. As such, the Council will require landowners and developers to enter into covenants which will also bind future owners to ensure that affordability is maintained. In order to make such housing to buy affordable its price will be established with reference to income levels for households unable to buy in the County. Values for discounted market rate housing to buy will be restricted to a maximum of three times the average household income. Values for discounted market rate housing for rent will equal the rent charged by a regulated organisation on a similar sized property in the locality.

Exceptionally, consideration may be given to:

- **Offsite provision** If in exceptional circumstances it can be justified by the applicant that none of the previous affordable housing options nor combinations of those options can be accommodated onsite then it will be important to consider the potential for offsite provision. Where exceptions are made alternative off-site provision will be required in the vicinity of, and at the same time or prior to the completion of, the facilitating residential development.

Only as a last resort, **not making a provision for affordable housing** will be considered where:

- The case for off-site provision has been satisfactorily made but no viable or suitable site has been identified or secured, in which case a commuted sum will be payable.
- Previous planning history makes it unreasonable to require affordable housing.
- The proposal meets an over-riding approved regeneration aim/project in which the introduction of affordable housing would seriously prejudice the project.

Rural exceptions sites

In the rural areas it is likely that there are insufficient housing sites of a sufficient size available within settlement boundaries to provide an element of affordable housing. Thus, **Policy HSG11** is an exception to the general principle that new housing will not be permitted outside settlement boundaries. For the purposes of this policy, “**villages**” are those **settlements listed in Appendix 3.**

Sites must be located immediately adjacent to the edge of the village and respect the physical appearance and design characteristics of surrounding properties. It is not envisaged that the scale of provision on these sites will be large or out of balance with the character, form and function of the village or the existing pattern of settlements in Flintshire, and will take account of landscape and other environmental considerations.

This policy does not apply to proposals by local people for individual self-build dwellings where satisfactory proposals cannot be made to ensure that the dwelling remains affordable in the same way. It is an essential part of the policy that occupation of the dwellings can be controlled in the long term so that successive occupants can benefit. The most practical way this can be achieved is by involving an organisation such as the County Council, a housing association or the formation of a local trust. The organisation or the developer will be expected to enter into a **Section 106 agreement** (see below) to ensure homes remain affordable.

Planning matters

Pre-application discussions

Discussion with the appropriate officer in the Development Control Section, Planning Services, County Hall, Mold, CH7 6NF, is advisable before making the planning application in order to understand fully the Council's affordable housing requirements. **Initial contact** should be with one of the Planning Support Officers from that Section, on 01352 703234.

Detailed matters for consideration

In considering proposals for affordable housing it will be important to ensure:

- The **design and layout** of the proposed affordable housing, both in terms of the site and individual housing units, will be in character with the locality and should be

designed to ensure that the proposed affordable units and existing housing and proposed market housing blend together. The affordable housing should be dispersed across the site, and phased into the development of the site as a whole because the Council seeks to create mixed and balanced communities.

- The **size of individual dwellings** should be suitable to meet the established need and not too large, or it may become unaffordable. A condition removing permitted development rights may be appropriate, so that they are not extended and thereby become unaffordable.
- The provision of affordable homes does not substitute the need for the developer to make provision for **other reasonable planning requirements**. For example, where there is a requirement for public open space this will be in addition to requirements for affordable homes.
- Any homes provided under the guise of affordable housing are subject to a **Section 106 Agreement** to ensure affordability for as long as there is a need within the community.
- Where an RSL is required for the scheme, the **RSL must be involved from the outset** of the scheme.

Conditions and Section 106 Agreements

Under Policy HSG10 it is essential that the future occupation of affordable housing is retained for those in local need. This will be achieved through a planning condition or Section 106 agreement covering the management of the scheme by an appropriately regulated RSL or similar body. **LPG Note 22 Planning Obligations** in this series provides more detailed information.

A **phasing condition** may also be applied to the planning permission for a housing site to ensure that a specified proportion of the market price housing on the site cannot be occupied until the affordable element has been built and allocated to a household in need of affordable housing.

In negotiating the provision of affordable homes the LPA will seek to secure a **legal agreement** with the applicant, with the following legal expectations:

- a. Where it is anticipated that a RSL will be involved in the scheme that they be a signatory to the legal agreement between the LPA and the developer.
- b. The type and quantity of affordable housing provision will be specified within the legal agreement.
- c. The location of affordable housing will be shown by the inclusion of a map within the legal agreement.
- d. The legal agreement will contain provisions to ensure the completion of affordable units before the completion and occupation of the remainder of the development.
- e. The legal agreement should explicitly state how the properties will be maintained in an affordable state to meet future housing need within Flintshire.
- f. To ensure that affordable homes are allocated to local households in genuine housing need it will be important that the legal agreement shows how households in affordable housing need will be assessed.
- g. The legal agreement should include criteria which determine initial sale prices together with a protection mechanism for future re-sales and the terms under which re-sales will be subject to. Provisions should also be included to calculate initial rents together with future rental increases which should be restricted to inflationary rises only.
- h. The legal agreement will specify the appropriate trigger during the development when the ownership of affordable homes should be transferred to the care of an RSL or other specified management body.
- i. That the legal agreement make provision for alternative means of securing affordable housing to allow for those unforeseen instances where efforts to secure RSL funding fails.

Appendix 1: The relevant UDP policies

Policy HSG10 Affordable Housing within Settlement Boundaries

Where there is a demonstrable need for affordable housing to meet local needs, the Council will take account of this as a material consideration when assessing housing proposals.

Where this need exists the Council will negotiate with developers to provide 30% affordable housing in suitable or appropriate schemes within settlement boundaries.

Policy HSG11 Affordable Housing in Rural Areas

Outside village settlement boundaries, proposals to develop affordable housing in rural areas will only be permitted in exceptional circumstances, where:

- a. there is evidence of genuine local need for such provision;
- b. there are no suitable alternative sites or properties within settlement boundaries to meet the need;
- c. schemes abut settlement boundaries and form logical extensions to settlements, avoiding ribbon and fragmented development and incorporates suitable boundary treatment and landscaping measures;
- d. the scale, design, and layout of the proposed development are sympathetic and appropriate to the size and character of the settlement and its landscape setting, and reflects the scale of need identified;
- e. houses will remain affordable in perpetuity for those in need, managed by a housing association, the County Council, a bona fide trust or similar organisation.

Appendix 2: Settlements to which Policy HSG10 applies

Afonwen	Holywell
Alltami	Hope, Caergwrle, Abermorddu, Cefn y Bedd
Bagillt	Leeswood
Bretton	Lixwm
Broughton	Llanasa
Brynford	Llanfynydd
Buckley	Mold
Cadole	Mostyn
Caerwys	Mynydd Isa
Carmel	Nannerch
Cilcain	Nercwys
Coed Talon & Pontybodkin	New Brighton
Connah's Quay	Northop
Cymau	Northop Hall
Deeside Settlements*	Pantymwyn
Dobshell	Pen- y- ffordd
Drury & Burntwood	Pentre Halkyn
Ewloe	Penyffordd & Penymynydd
Ffrith	Pontblyddyn
Ffynnongroyw	Rhes- y- cae
Flint	Rhewl Mostyn & Phorthladd Mostyn Port
Flint Mountain	Rhosesmor
Gorsedd	Rhydymwyn
Greenfield	Saltney
Gronant	Soughton
Gwaenysgor	Talacre
Gwernaffield	Trelawnyd
Gwernymynydd	Trelogan & Berthengam
Gwespyr	Treuddyn
Halkyn	Whitford
Hawarden	Ysceifiog
Higher Kinnerton	

* - Deeside Settlements comprises Aston, Garden City, Mancot, Pentre, Queensferry, Sandycroft and Shotton.

Note that, for all settlements, it is necessary to view the Proposals Map of the UDP, which shows in detail the considered boundaries of each settlement, in order to understand the planning situation in any particular settlement.

Appendix 3: Settlements to which Policy HSG11 (rural exceptions) applies

Afonwen	Gronant	Mostyn	Rhydymwyn
Brynford	Gwaenysgor	Nannerch	Sychdyn
Cadole	Gwernaffield	Nercwys	Talacre
Caerwys	Gwernymynydd	Northop	Trelawnyd
Carmel	Gwespyr	Northop Hall	Trelogan & Berthengam
Cilcain	Halkyn	Pantymwyn	Treuddyn
Coed Talon & Pontybodkin	Higher Kinnerton	Penyffordd	Whitford
Cymau	Hope, Caergwrle, Abermorddu, Cefn y Bedd	Pentre Halkyn	Ysceifiog
Ffrith	Lixwm	Rhes y Cae	
Fynnongroyw	Llanasa	Rhewl Mostyn	
Gorsedd	Llanfynydd	Rhosesmor	

These are villages of Category B and C settlements according to the UDP and which fall within the rural area as defined by the Cadwyn Leader+ area and/or the area defined under the Article 33 Rural Areas Initiative maintained by the National Assembly for Wales.

Appendix 4: The Housing Needs Survey

In June 2005 Fordham Research presented their Housing Needs Survey (HNS) to their client Flintshire County Council, based on work undertaken from October 2004 onwards. Their Executive Summary report can be viewed on the website. This Appendix summarises the Survey.

The Survey concludes that there is an affordable housing need in Flintshire, with a **significant shortfall in the number of available and affordable smaller properties**. 91% of the identified need is for one and two bedroom dwellings. The report explicitly states that to meet affordable needs within the County “**as much affordable housing as possible should be sought on new residential developments.**” It also indicates the type of affordable homes, in terms of size, tenure and affordability, required to meet identified shortfalls in affordable housing provision. Fordham Research considers that as there are wide variations in household income across Flintshire, this makes it difficult to identify a “one size fits all” solution to the problem of affordable housing provision. As such there is a need to consider both social housing (that is, rented housing provided at below market cost by either the Local Authority or an RSL) and intermediate housing (that is, housing providing for households who cannot afford market priced starter homes but can afford more than social rents) to satisfy local housing need.

The HNS analysis of affordable housing need concludes that the majority of those households able to afford intermediate homes could only afford the cheapest ‘intermediate’ housing (prices close to social rents) and so traditional options such as shared ownership may be of little benefit in meeting large quantities of housing need. The report goes on to state, “**it is likely that most of the new affordable housing provision will need to be social rented housing if it is to meet much of the need in Flintshire.**”

The Survey indicates that there is significant need for affordable dwellings to be provided at the cheaper end of the pricing spectrum, as shown in Table 1.

Numbers of households					
Size Requirement	Social Housing	Cheapest Intermediate Housing	2 nd	3 rd	Most Expensive
Single Bed	501	116	135	98	0
Two Bed	235	58	88	16	45
Three Bed	40	36	43	0	0
Four + Bed	21	11	0	0	69

In order to meet identified affordable needs properties should be priced in the mortgage bands shown in Table 2. The prices shown should ideally include both mortgage repayment and any additional payments required, for example ground rent.

Approximate outgoings (£/week)				
Size Requirement	Cheapest Intermediate Housing	2 nd	3 rd	Most Expensive
Single Bed	£46-£59	£60-£74	£75-£89	£90-£103
Two Bed	£48-£65	£66-£82	£83-£100	£101-£118
Three Bed	£54-£77	£78-£101	£102-£125	£126-£149
Four + Bed	£66-£103	£104-£141	£142-£178	£179-£216

Appendix 5: Useful Contacts

The following are local **Registered Social Landlords**:

Pennaf Housing Association
Unit 14
Ffordd Richard Davies
St Asaph Business Park
St Asaph,
Denbighshire
LL17 OLJ

Cymdeithas Tai Clwyd
54 Strd y Dyffryn, (Vale Street),
Dinbych
Denbighshire
LL16 3BW

Cymdeithas Clwyd Alyn
46-54 Stryd y Dwr, (Water Street),
Rhyl
Denbighshire
LL18 1SS

Wales and West Housing Association
Unit 2 Acorn Business Park
Aber Road
Flint
Flintshire
CH6 5YN

In addition to the above it may be useful to approach **Flintshire County Council's Housing Manager** at Flint Offices, Flint, Flintshire CH6 5BD. (Telephone 01352 703800)

Appendix 4 – Summary of Findings from the Housing Needs Survey and the Local Housing Market Survey

The Fordhams Housing Needs Survey (2005)

- 7.1 In 2005 Fordhams undertook a survey of Housing Needs to identify housing needs within the County. The survey was largely based on available national statistics including Census Data and supplemented with a survey of 1,500 Flintshire households which was undertaken in October 2004. The study and its findings are available on the Flintshire County Council website.
- 7.2 The key headline findings of the Survey are as follows:
- i. Property prices in Flintshire are low when compared with both national figures but are comparable to prices in Wales as a whole. Recent price rises in Flintshire have been similar to regional equivalents.
 - ii. The survey calculated average net weekly household income (including non-housing benefits) which is estimated to be £412.
 - iii. Two alternative methodologies, the BNAM (Basic Needs Assessment Model) and the BHM (Balancing Housing Markets) analyses, suggest that there will be a large shortage of affordable housing in the future.
 - iv. It was estimated using the Governments Basic Needs Assessment Model that there is currently a shortfall of affordable housing across the Flintshire County Council are of 808 units per

- annum over the next five years, representing nearly two times the planned yearly supply of all types of housing in the County.
- v. A high target of affordable housing of up to 50% on development sites would therefore be perfectly justified (in terms of the needs) and other methods for securing affordable housing should be investigated, for example through RSL's or empty properties.
 - vi. Affordable provision should mainly consist of social rented housing.
 - vii. Site size thresholds below the current 25 dwellings (see UDP policy HSG10) should be considered.
 - viii. The scale of need for new affordable housing in Flintshire is below the UK average but higher than for some neighbouring Authorities.
 - ix. 17% of all the County's households contain special needs members – higher than average. Physically disabled is the largest special needs category.
 - x. A large proportion of special needs households stated problems with maintaining their homes; a large proportion of these are currently living in the owner-occupied sector, suggesting considerable scope for 'care and repair' and 'staying put' schemes.
 - xi. 22% of households in Flintshire contain older persons only, and a further 9% contain a mix of both older and non-older persons. Three fifths of older person-only households contain one person, providing implications for the future provision of care.
 - xii. 15% of key worker households (1,232) households cannot afford market housing.
 - xiii. 1.8% of all households are overcrowded and 38% under-occupy their dwelling.

7.3 Following the production of the Housing Needs Survey (2005) newly released guidance from WAG required that in identifying housing needs local authorities should assess housing need in relation to a broader housing market area which is not necessarily contiguous with a local authority boundary, for example the Fordhams Housing Needs Survey focused only on Flintshire. Where housing market's were found to extend beyond a local authority boundary then those affected local authorities should undertake joint Local Housing Market Assessments (LHMA). As a direct consequence Flintshire embarked in partnership with Wrexham and Denbighshire to undertake a Local Housing Market Assessment which was completed in 2008.

The North East Wales Housing Market Assessment (2008)

- 7.4 GVA Grimley Ltd. undertook a joint Local Housing Market Assessment (LHMA) on behalf of Flintshire County Council, Denbighshire County Council, and Wrexham County Borough Council in 2008.
- 7.5 The North East Wales Housing Market Assessment (NEWHMA) identified that whilst strong linkages existed between the study area

(i.e. Flintshire, Denbighshire and Wrexham) with Chester, Ellesmere Port and Conwy the study area was found to be sufficiently self contained and therefore reflective of a functional housing market area. In this manner the study area is considered to be a suitable study area from which robust and reliable data can be drawn to indicate housing need including affordability.

- 7.6 The NEWHMA is structured to answer four key questions, the findings and recommendations of the NEWHMA are summarised below in that same structure.

Q1. Where are we now ?

- i. Given the close spatial relationships between Denbighshire, Wrexham and Flintshire the authorities should work in partnership to develop complementary housing policy through their respective development plans and housing strategies.
- ii. The housing market has been consistently strong across the three authority areas with market house price increases over the last five years. House prices have risen exponentially in line with national market house prices, the mean average house price within the area has risen from £74,753 to £155,032 between 2001 and 2006.
- iii. House price increases have followed national trends but have also been driven through market pressures exerted from across the Welsh border particularly in relation to the housing market in Chester. This high level of demand is reflected in low levels of vacancy leaving limited capacity to absorb new and additional demand using existing stock.
- iv. There is a strong reliance on local authorities to provide social housing through the use of existing social housing stock. Across the three authority areas 82% of housing stock is private sector housing and just 18% social housing. Of the 18% social housing, 14% is managed and provided by local authorities whilst only 4% is provided by RSL's.
- v. The existing housing stock across the three authorities represents a relatively balanced offer although there is an above average level of detached and semi-detached houses and a below average proportion of terraced and flats/maisonettes when compared to national averages. Recent developments have not contributed to re-addressing this balance with the new build stock profile skewed towards the delivery of medium sized family properties (e.g. 3 bed mews or semi-detached properties).

Q2. How did we get there ?

- i. North East Wales is not a self contained economy. Over time strong labour force and business links have been developed with the North West of England particularly Chester, Ellesmere Port and Neston, and Wirral.

- ii. These related areas have emerged as strong economic drivers in the NW Economy and inter alia of great importance to NE Wales.
- iii. This economic growth has contributed to household demand, rising house prices and increasing competition for housing.
- iv. Over time the influence of these economies together with a national housing market boom has extended demand for housing over a wider area with commuting patterns increasing between NE Wales and bordering areas.
- v. Between 1985 and 2005 the population of NE Wales grew by 8.7% with migration playing a major role in this growth. Migratory pressures have been driven in part by pressure from the overheating housing market in Chester.
- vi. Employment growth has significantly reduced unemployment with the economy almost reaching full employment which has proved to be an additional draw for inward migrants.
- vii. The continuing transition from a manufacturing dominated economy to a service sector economy has had significant implications on the income of employees and consequently reduced their ability to purchase housing which has been exacerbated by the national housing boom. In Flintshire the “income to house price ratio” is around 4.3.
- viii. Across the three authorities in the period 2000-2004 3,392 social homes were lost to ‘Right to Buy’ sales, whilst in the same period only 307 affordable units were developed by RSL’s. This has compounded rising housing need driven by house prices which have outstripped increases in household income.

Q3. Where are we going and what are the implications ?

- i. It is recommended that the three authorities (Flintshire, Denbighshire and Wrexham) plan jointly to deliver future growth which is informed by longer term trends in household growth and the strong likelihood that housing demand is likely to remain high. In this respect it is proposed that Flintshire aims to deliver 480 new dwellings each year over the period 2003 -2020 which is equivalent to 8,160 new dwellings.
- ii. Future housing provision should be distributed to ensure that the supply of housing addresses identified housing needs, including needs in rural sub-markets.
- iii. There is significant undersupply of affordable housing which together with increases in house prices, the reduction in the amount of available social rented housing and the current lack of development activity to bring forward new affordable housing, have culminated to create a significant housing demand which is beyond the ability of existing social housing stock to satisfy.
- iv. 38% of new households in Flintshire are likely to require affordable housing in the period 2003-2021.
- v. The average annual household income in Flintshire in 2006 was £26,000 however average income as measured at a ward level was found to vary considerably requiring differing levels of

affordability and discounts to allow households to gain access to housing.

- vi. Analysis of the current social housing stock together with the housing waiting list indicates a significant shortage of one and two person accommodation in Flintshire. The data indicates that within Flintshire 59% of housing demand could be met through the provision of one bedroom dwellings; 34% through the provision of two bedroom dwellings; 4% through the provision of three bedroom dwellings; and 2% through the provision of four and above bedroom dwellings.

Q4. How do we get there ?

- i. Joint working for the future provision of housing across the three authorities is required.
- ii. Secure greater levels of affordable housing as part of market housing developments.
- iii. The need to protect existing stock of social rental housing.
- iv. The need to deliver a greater range of homes in terms of both size (e.g. one bedroom homes) and tenureship to boost the stock of affordable homes.
- v. The need to increase social rented housing stock in Flintshire with emphasis on smaller homes (e.g. flatted or small townhouses) and a greater mix of housing on new developments.
- vi. Meet the indigenous housing needs of rural areas by maximising the delivery of affordable housing on potential housing sites and surplus public land.

FLINTSHIRE COUNTY COUNCIL

AGENDA ITEM NUMBER: 9

REPORT TO: **EXECUTIVE**
DATE : **16 SEPTEMBER 2009**
REPORT BY: **HEAD OF OVERVIEW & SCRUTINY**
SUBJECT : **INTEGRATED TRANSPORT DELIVERY**

1.00 PURPOSE OF REPORT

- 1.01 To advise the Executive of the recommendation from the Lifelong Learning Overview and Scrutiny Committee to request that the Executive ensures that Directorates are committed to working together on transport arrangements for service users.

2.00 BACKGROUND

- 2.01 At the Lifelong Learning Overview and Scrutiny Committee on the 4th September 2008 it was agreed that a working group be established to look at school and college transport issues. One of the elements Members were keen to review was complementary planning and integration of transport arrangements for service users across directorates.
- 2.02 The Learning & Social Care Overview and Scrutiny Facilitator met with David Faulkner, Head of Highways and Transportation and David Blainey to compare Terms of Reference for the internal corporate review with those of the Task Group, so as to avoid potential duplication of work. As a result the working group agreed to defer further consideration of the 'integration of transport arrangements for service users' until the Corporate Review had been completed.
- 2.03 The Head of Highways and Transportation has kept the working group informed of developments corporately and an update report on Integrated Transport Delivery was received at the meeting on Monday 6th July 2009 (attached as Appendix 1). The working group agreed to report to the Lifelong Learning Overview & Scrutiny Committee on the 30th July 2009.
- 2.04 At the Lifelong Learning Overview & Scrutiny Committee held on 30 July 2009, Members considered a report of the Learning & Social Care Overview & Scrutiny Facilitator on Integrated Transport Delivery which included a recommendation from the School & College Transport Sub-group urging directorates to work together and to consider new ways of working. The Lifelong Learning Overview & Scrutiny Committee unanimously agreed to make a recommendation to the Executive Committee as outlined in 4.01.

Date: 09/09/2009

3.00 CONSIDERATIONS

- 3.01 Integrated Transport Delivery has been the subject of ongoing consideration within Flintshire County Council. The Executive received a report in April 2007 informing them of the results of a study of the potential to integrate transport services in Local Authorities in North Wales. The study was carried out by consultants, Elan PTC, involving officers from Education, Social Services and Transport departments across North Wales. A number of workshops were held and data was gathered focusing on home and social service transport movements. The consultant's report made detailed recommendations and indicated that significant cost savings could be made by introducing their recommendations and advocated a 2 year time scale.
- 3.02 A cross departmental project group on School and Transport Improvements was set up in November 2007 to determine the feasibility of implementing joint working transport policies and working arrangements across the Authority and to implement the agreed new transport network framework.
- 3.03 The quarterly risk review of the Strategic Assessment of Risk and Challenges document (March 2009) identified CD06 Transport Arrangements for Service Users as 'RED'.
- 3.04 Appendix 1 gives an update on a number of related issues including the Regional School Transport procurement Project that Flintshire is leading on.
- 3.05 Integration of school and social transport provision has been discussed for a long time and Members of the Lifelong Learning Overview & Scrutiny Committee are keen to see outcomes being delivered. They emphasised that good communication within Flintshire between directorates was vital to the success of improving the way transport is delivered across Flintshire.
- 3.06 The Committee unanimously resolved to recommend to the Executive that they ensure that Directorates are committed to working together on transport arrangements for service users.

4.00 RECOMMENDATIONS

- 4.01 That the Executive ensures that Directorates are committed to working together on transport arrangements for service users and are open to new ways of working to ensure the best possible outcomes for the citizens of Flintshire.

5.00 FINANCIAL IMPLICATIONS

- 5.01 None arising directly from this report, although integrated transport delivery has the potential to deliver significant savings.

6.00 ANTI POVERTY IMPACT

6.01 None arising directly from this report.

7.00 ENVIRONMENTAL IMPACT

7.01 None arising directly from this report, although integrated transport delivery has the potential to reduce environmental impact.

8.00 EQUALITIES IMPACT

8.01 None arising directly from this report.

9.00 PERSONNEL IMPLICATIONS

9.01 None arising directly from this report.

10.00 CONSULTATION REQUIRED

10.01 None required.

11.00 CONSULTATION UNDERTAKEN

11.01 Publication of this report constitutes consultation.

12.00 APPENDICES

12.01 Appendix 1 - Integrated Transport update

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985
BACKGROUND DOCUMENTS

Making The Connections - The Potential for Further Integration of
Transport Services Jan 2007
Executive Report 24 April 2007 - Making The Connections: School
Transport
Strategic Assessment of Risks and Challenges

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Integrated Transport Delivery

Corporate Directors have now met on two occasions to discuss a way forward in improving the way in which officers deliver passenger transport across the authority. There is a further meeting before planned for September 2008. This gives time to finalise and circulate a draft report well beforehand that will look at all aspects of passenger transport service delivery within the County, for example:

- Staffing,
- Contract management,
- Employment of passenger assistants,
- Policies, where appropriate
- Appropriateness of location within the Council structure

The data for this report is complete and includes some benchmarking with neighbouring authorities. In terms of Flintshire, a number of differences in delivery have emerged and these will be addressed for the September draft report.

Meanwhile, in tandem with this process, there are a number of related issues to bring to members' attention.

1. As a result of this exercise, officers in both Environment & Social Service are beginning to share good practice. This includes health & safety matters, differences in the tender process and ways of improving quality. In fact, this goes wider in that such information is also being shared with Denbighshire.
2. Also in tandem, the Director of Education is the Project Sponsor for the regional school transport procurement project organised by the North Wales Procurement Partnership with the interim manager in Transportation acting as an advisor. The outcome of this process will have a bearing on the Flintshire review. This, for example, will see both Flintshire & Denbighshire acting as a pilot for an e-auction of school transport tenders.
3. Members also need to be aware that the way in which officers deliver public transport is also subject to scrutiny and the next meeting of that committee will consider a report on making the service more customer focused, addressing change that members feel might be beneficial to the public. The public transport process cannot be undertaken in isolation.
4. Denbighshire & Conwy have begun a process to see if their passenger transport functions might work better together. This may have a positive impact on Flintshire as, currently, the interim manager covers both Denbighshire & Flintshire. Working more collaboratively across two or even three authorities may strengthen the way in which all parties can deliver passenger transport while retaining local delivery and accountability.

PD
2/7/09

FLINTSHIRE COUNTY COUNCIL

AGENDA ITEM NUMBER: 10

REPORT TO: **EXECUTIVE**
DATE : **16 SEPTEMBER 2009**
REPORT BY: **HEAD OF OVERVIEW & SCRUTINY**
SUBJECT : **NEW SPECIALIST SCHOOL SITE VISITS**

1.00 PURPOSE OF REPORT

1.01 To advise the Executive of the recommendations from the Lifelong Learning Overview & Scrutiny Committee including a request that funding be made available for completion of the additional work required.

2.00 BACKGROUND

2.01 At the meeting of the Lifelong Learning Overview & Scrutiny Committee held on the 30th July 2009, Members considered a report of the Director of Lifelong Learning on the outcome of the site visits to the new specialist schools.

2.02 On the 18 June 2009 twelve Members of the Lifelong Learning Overview & Scrutiny Committee visited Ysgol Maes Hyfryd, the newly built specialist secondary school and Flint High School, the attached established mainstream school.

2.03 Nine Members of the Committee visited Ysgol Pen Coch, the newly built primary school and Ysgol Gwynedd the attached mainstream school on the 9th July 2009.

2.04 The attached mainstream schools were also visited by Members as they will provide key opportunities for the integration of pupils into mainstream education and social activities.

3.00 CONSIDERATIONS

3.01 Members were very impressed with the inside of the new facility at Ysgol Maes Hyfryd which will provide high quality provision for the pupils of Flintshire with the highest level of special educational needs.

3.02 Members were concerned that some of the key integration areas have not been completed within Flint High School due to financial constraints and could not meet the specialist needs of pupils from Ysgol Maes Hyfryd. These include the dining area, Physical education changing rooms and drama studios.

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- 3.03 Members were unanimous in their concerns that the link between the two schools which consists of a covered walkway with open sides was not fit for purpose. Members felt that it was not in keeping with the rest of the school, a security hazard and could be detrimental to integration opportunities for pupils. Members also recognised that many areas had already been adapted including design and technology, ICT and a science laboratory.
- 3.04 Members were very pleased to see the joint entrance at Ysgol Pen Coch and Ysgol Gwynedd which included new offices, a computer room and a meeting room. Ysgol Pen Coch offers state of the art facilities including a therapy pool.
- 3.05 Some of the concerns highlighted by Members included the height of sinks and the vulnerability of the sprinkler system in the new hall.
- 3.06 During the visit, a Member referred to a joint governors meeting where the vision for the new schools had been presented and clear commitments had been given which had not materialised, including repairs to the roof of the main hall and replacement fire doors at Ysgol Gwynedd. Governors were aggrieved with the authority that clear commitments had been given but had not been delivered.
- 3.07 For future projects Members emphasised the importance of headteacher involvement earlier in the planning and design of new buildings.
- 3.08 The Committee recognise the considerable achievement of building two new schools which offer excellent facilities and represent exceptional value for money. Committee also recognises many of the outstanding issues would be remedied as part of the snagging process. The Committee feel it is imperative that the other outstanding issues need to be resolved as quickly as possible and urge the Executive to made additional funds available for this purpose.
- 3.09 The Committee were very impressed with the excellent new facilities at both of the new schools which will provide high quality provision for the pupils of Flintshire with the highest level of special educational needs. The enthusiasm and dedication of the Headteachers and their staff to working together was very evident during the visits and bodes well for the future.

4.00 RECOMMENDATIONS

- 4.01 To consider the following recommendations of the Lifelong Learning Overview & Scrutiny Committee:
- That additional funding be made available for the completion of outstanding work;

- Headteachers should be involved in the planning and design of new buildings at an earlier stage; and
- A report on the operation of the new specialist schools shall be presented to the Lifelong Learning Overview & Scrutiny Committee in Autumn 2010.

5.00 FINANCIAL IMPLICATIONS

- 5.01 A financial appraisal needs to be carried out to ascertain the additional funding needed to enable outstanding work to be completed.

6.00 ANTI POVERTY IMPACT

- 6.01 None arising directly from this report.

7.00 ENVIRONMENTAL IMPACT

- 7.01 None arising directly from this report.

8.00 EQUALITIES IMPACT

- 8.01 The completion of the outstanding issues will enable DDA compliance and offer equal access to all.

9.00 PERSONNEL IMPLICATIONS

- 9.01 None arising directly from this report.

10.00 CONSULTATION REQUIRED

- 10.01 None arising directly from this report.

11.00 CONSULTATION UNDERTAKEN

- 11.01 The Director of Lifelong Learning has been consulted.

12.00 APPENDICES

- 12.01 None

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

Minutes of the Lifelong Learning O & S Committee 30 July 2009

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FLINTSHIRE COUNTY COUNCIL

AGENDA ITEM NUMBER: 11

REPORT TO: **EXECUTIVE**
DATE : **16 SEPTEMBER 2009**
REPORT BY: **CHIEF EXECUTIVE**
SUBJECT : **TARGET SETTING REVIEW**

1.00 PURPOSE OF REPORT

1.01 To endorse the way in which targets are set and used to measure the performance of services against performance indicators.

2.00 BACKGROUND

2.01 The performance targets reported to the Executive and considered by the Overview and Scrutiny Committees comprise the following:-

- National Indicators as prescribed by Welsh Assembly Government (WAG) and;
- Local Indicators set by the council as meaningful to monitor performance over and above the prescribed measures.

2.02 The categorisation of targets (described below) has been applied to these indicators.

- an **improvement target** where performance is currently unsatisfactory;
- an **incremental target** where a marginal improvement in performance is sought as a business objective where performance is currently satisfactory; and
- a **maintenance target** where performance is currently good and needs to continue.

2.03 In addition the Council has entered into an Improvement Agreement with the Welsh Assembly Government which includes some additional targets for improvement.

2.04 This report builds on those presented to Executive on 2 June and 7 October 2009 and also considered by Overview and Scrutiny Committees.

3.00 CONSIDERATIONS

3.01 Target setting and reporting is based on a number of principles:

- targets will be set once each year and included in service plans;
- the review and categorisation of targets will take place in November by

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Executive when the previous financial year's national data is available. No alterations will be made to classifications outside of this time;

- consistent referencing will be used in all reports (i.e the national references supplemented by a separate referencing system for local measures.) This referencing is attached as Appendix 1 and will be included as a glossary in all quarterly performance reports;
- all targets set will be supported by an action plan; some targets may be grouped together within the same action plan e.g. where the same set of actions will deliver improvements in performance to a 'set' of indicators;
- all quarterly performance reports will include progress against the 'Improvement' targets including listing those that are only reported annually; and
- any changes to national data sets will be reported to Executive as soon as practicable after WAG have published the sets, (usually each year).

3.02 The review of targets in November will include consideration of the 'in-year' target for 2009/10, a provisional target for 2010/11, and a longer-term 'aspirational' target where applicable, such as for national standards. A few model action plans will also be available for consideration.

3.03 The review of the categorisation of targets will be undertaken by Heads of Service. Internal challenge of these proposals will be undertaken within separate sessions by Overview and Scrutiny members prior to endorsement by Executive.

3.04 The specific timings for these activities to conclude with the endorsement by Executive in November are as follows:

- September -Managers and Heads of Service review all targets
- October -Challenge by CMT
- November -Joint Scrutiny session to consider targets and model action plans
- November -Endorsement of targets and their classification by Executive.

4.00 RECOMMENDATIONS

4.01 That Executive endorse this systematic and disciplined approach to target setting and reporting.

5.00 FINANCIAL IMPLICATIONS

5.01 None directly related to this report.

6.00 ANTI POVERTY IMPACT

6.01 None directly related to this report.

7.00 ENVIRONMENTAL IMPACT

7.01 None directly related to this report.

8.00 EQUALITIES IMPACT

8.01 None directly related to this report.

9.00 PERSONNEL IMPLICATIONS

9.01 None directly related to this report.

10.00 CONSULTATION REQUIRED

10.01 Consultation within Directorates and internal and member challenge has been built into the process.

11.00 CONSULTATION UNDERTAKEN

11.01 Directorates have had an input into the methodology and timing.

12.00 APPENDICES

12.01 Appendix 1: Performance Indicator Glossary

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985
BACKGROUND DOCUMENTS

Executive reports 2 June and 7 October 2008

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PERFORMANCE INDICATOR REFERENCE GLOSSARY

National Performance Indicators (PIs)

References for these PIs are generated by the Welsh Assembly Government in accordance with their established naming convention. The letters refer to service areas as can be seen below and numbers are allocated in sequence taking account of amendments (additions or deletions of PIs) to each set; (sets are based on the service areas).

For example – CHR/001 = Corporate Human Resources, Indicator 1

CHR	Corporate Health – Human Resources
CFH	Corporate Health – Financial Health
CAM	Corporate Health – Asset Management
EDU	Education
SCA	Social Care – Adult’s Services
SCC	Social Care – Children’s Services.
SCY	Social Care – Youth Justice
HHA	Homelessness and Housing Advice
HLS	Housing Landlord Services.
PSR	Private Sector Renewal.
SPP	Supporting People
EEF	Energy Efficiency
BNF	Housing Benefit and Council Tax Benefit
WMT	Waste Management
STS	Street Scene
THS	Transport and Highways
CMT	Countryside Management
PLA	Planning
PPN	Public Protection
BCT	Building Control
LCS	Leisure - Sport and Recreation
LCL	Leisure - Libraries

Improvement Agreement Measures

These Performance Indicators (also known as measures) are a combination of national PIs (please see previous section) and locally derived PIs. For consistency the national references have been used for any national PIs. For local measures a separate naming convention has been developed.

- IA stands for Improvement Agreement
- The number i.e. 1.1 refers to the section within the Improvement Agreement
- L refers to the fact that it is a local measure which is then followed by a number which shows it's 'position' as a non-National measure in that section.

For example IA1.1L1 stands for Improvement Agreement, section 1.1, **Local** Measure 1. The numbering *does not* refer to the overall position of the measure or any priority either.

IA1.1	Healthy, Fair and Just Society - Adults - Helped to Live in the Community
IA1.2	Healthy, Fair and Just Society - Adults - Provision of Facilities at Home
IA2.1	Healthy, Fair and Just Society - Children - Improving Educational Attainment
IA2.2	A Healthy, Fair & Just Society - Children - Provision of Care
IA3.1	Sustainable Communities - Reducing our Carbon Footprint
IA3.2	Sustainable Communities - Housing Matters
IA4.1	A Prosperous, Cultural & Diverse Society - Ensuring a High Skills Base
IA4.2	A Prosperous, Cultural & Diverse Society - Supporting Local Businesses

Local Indicators

Are referenced in accordance with the naming conventions established within the Directorate / Service area, this is to ensure consistency with other documents i.e. Service Plans and will be developed over time.

FLINTSHIRE COUNTY COUNCIL

AGENDA ITEM NUMBER: 12

REPORT TO: **EXECUTIVE**
DATE : **16 SEPTEMBER 2009**
REPORT BY: **HEAD OF FINANCE**
SUBJECT : **REVENUE BUDGET MONITORING 2009/10 (MONTH 3)**

1.00 PURPOSE OF REPORT

1.01 To provide members with the most up to date revenue budget monitoring information (Month 3) for the General Fund and the Housing Revenue Account in 2009/10.

1.02 INDEX OF CONTENTS

Section 2	Executive Summary
Paragraph 3.01	General Fund Summary Table
Paragraph 3.05	Risks and Assumptions
Section 4	Non Standard Inflation / Central Contingencies
Section 5	Unearmarked Reserves
Section 6	Housing Revenue Account
Appendix 1	Community Services - Variances Summary
Appendix 2	Environment - Variances Summary
Appendix 3	Lifelong Learning - Variances Summary
Appendix 4	Corporate Services - Variances Summary
Appendix 5	Central & Corporate Finance - Variances Summary
Appendix 6	General Fund Unearmarked Reserves Summary
Appendix 7	Housing Revenue Account - Variances Summary

2.00 EXECUTIVE SUMMARY

2.01 Members are requested to note the projected position at Month 3 which is :

- General Fund - Net underspend of £0.380m
- Housing Revenue Account - Net overspend of £0.267m

3.00 CONSIDERATIONS

GENERAL FUND

3.01 The table below shows a projected in-year underspend of £0.380m.

TOTAL EXPENDITURE AND INCOME	Original Budget	Revised Budget	In-Year Over / (Under) spend		Non Ring-fenced		Ring-fenced	
			Previous Month	Month 3	Previous Month	Month 3	Previous Month	Month 3
	£m	£m	£m	£m	£m	£m	£m	£m
Direct Services								
Community Services	53.957	53.067	-	(1.001)	-	(0.765)	-	(0.236)
Environment	31.777	31.007	-	1.074	-	0.819	-	0.255
Lifelong Learning	106.821	106.764	-	0.563	-	0.374	-	0.189
Corporate Services	17.113	17.467	-	0.115	-	0.115	-	-
Total Services	209.668	208.305	-	0.751	-	0.543	-	0.208
Central and Corporate Finance	25.389	26.752	-	(1.131)	-	(1.131)	-	-
Total	235.057	235.057	-	(0.380)	-	(0.588)	-	0.208

3.02 The Original Budget column reflects the budget approved by Council on the 3rd March 2009. The Revised Budget column reflects in-year virements which have been approved in compliance with Financial Procedure Rules.

3.03 The format of the monthly monitoring report has been revised to reflect a sharper focus on the key projected balance figures and significant in-year variances.

3.04 The significant in-year projected variances to date are detailed in Appendices 1 - 5 (General Fund), and Appendix 7 (HRA), and in addition to giving the reasons for the variances, the actions required to address each variance is provided.

RISKS / ASSUMPTIONS

3.05 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
 - Projections based on current client numbers / care packages
 - Demand led services susceptible to changes outside the Directorate's control e.g. severity of winter, flu epidemics
 - Local Health Board income cannot be guaranteed at the levels assumed
- Development & Resources
 - Domiciliary and Property client income is dependent on individual client circumstances
 - Wider economic recession may have an impact

- Social Services for Children - Out of County Placements
 - Length of current placements uncertain - court led timeframes
 - Number of new placements difficult to predict - needs led
 - Uncertainty of income level from Local Health Board
- Family Placement
 - Service dependent on sufficient numbers of carers being attracted and retained
- Other Residential - Care for Children with Disabilities
 - Timing of new service at Arosfa becoming operational - delays would impact on the projected outturn position

2. Environment

- Winter Maintenance
 - Assumed 60 turnouts within projection, but the actual number of turnouts may vary

3. Lifelong Learning

- Out of County Placements
 - Uncertainty of lengths of current placements
 - Difficult to predict number of new placements
 - Varying income levels from Local Health Board
- Pupil / Student transport
 - Uncertainty as to whether savings assumed from new contracts will be achieved - contracts due to be finalised in October
- Youth Service
 - Delay to deletion of a post to achieve efficiency saving
 - Organisational redesign project is currently looking at all staffing structures within the service

- Primary and Secondary Non-Delegated budgets
 - Costs of redundancies arising from budget reductions due to the economic downturn may exceed central contingency budget

4. Corporate Services

- All Service Areas
 - Pay Award is assumed to be settled at 1.1 % (net overall effect)
 - Work relating to the budgetary effect of Organisational Redesign currently being finalised (will impact on Contingency Reserve)
- Finance / Legal & Democratic / Former Corporate Strategy
 - Salaries budgets are under provided due to a past budget saving to reflect a 2 % vacancy provision
 - A future pressure will emerge if not corrected
 - A budget pressure item will need to be considered as part of the 2010/11 budget process - See Appendix 4

4.00 NON STANDARD INFLATION/CENTRAL CONTINGENCIES

NON STANDARD INFLATION

- 4.01 Included in the budget was an amount of £0.137m in respect of energy and £0.106m in respect of increased fire levy. Due to the stabilisation of anticipated energy costs the £0.137m energy budget was subsequently removed from the budget as part of the efficiency programme reported to Executive on 21st April 2009. The fire levy increase has been allocated to meet the additional known costs. Therefore, there is no centrally held non standard inflation available for 2009/10.

CENTRAL CONTINGENCIES

- 4.02 The budget for 2009/10 included £1.025m in respect of Central Contingencies. It was agreed that these items be held centrally and only allocated out to services when the actual increase in cost is known. The allocation of these items will be reported through future monitoring reports.

5.00 UNEARMARKED RESERVES

- 5.01 The 2008/09 final outturn reported to Executive on 4th August showed unearmarked reserves at 31st March 2009 (above the base level of £5.112m) of £2.146m, after the setting aside of funding for 2009/10 one-off pressures of £2.097m and increasing the base level of reserves by £0.157m.

- 5.02 The opening balance of unearmarked reserves is an increase of £1.281m on the £0.865m anticipated when the 2009/10 budget was approved. The reasons for the movement were due to an improved overall position at final outturn of £1.289m, offset by additional net allocations of £0.004m.
- 5.03 Executive on 2nd June approved an amount of £0.082m to allow for two staff members to be on duty at all times at the CCTV Control Room.
- 5.04 Appendix 6 details the movements to date on unearmarked reserves and the level of contingency sum available for allocation by the Executive. As a result of these movements, the amount currently available in the Contingency Reserve is £2.444m. The Contingency Reserve is set aside to meet :
- Organisational re-design and modernisation of services
 - Invest to Save initiatives
 - Additional costs on ringfenced and / or volatile budgets

6.00 HOUSING REVENUE ACCOUNT

- 6.01 On 17th February, 2009, the Council approved a Housing Revenue Account budget for 2009/10 of £22.886m.
- 6.02 The budget provided for a closing balance at 31st March, 2010 of £1.292m which at 5.65% of total expenditure satisfies the prudent approach of ensuring a minimum level of 3%.
- 6.03 The 2008/09 final outturn reported to Executive on 4th August showed a closing balance at the end of 2008/09 of £0.890m (subject to audit) which was £0.416m higher than the estimate of £0.474m when the 2009/10 budget was set. This had the effect of increasing the opening balance for 2009/10 by the same amount. At a Special Meeting of the County Council on 23rd July, 2009 it was resolved to increase the amount of CERA contribution by £0.430m from the original budgeted amount of £1.252m to £1.682m, in recognition of the improved 2008/09 closing balance position.
- 6.04 Appendix 7 details the reasons for significant variances occurring to date and the actions planned to deal with them.
- 6.05 The net effects of the revised balance brought forward and the projected outturn is that there would be balances in hand at the end of the year of £1.012m (budget £1.292m) which at 4.4% of budgeted expenditure is greater than the minimum level of 3% recommended by the Head of Finance. The projected year end balance of £1.012m is £0.280m less than was assumed when the 2009/10 HRA budget was finalised.

7.00 RECOMMENDATIONS

7.01 Members are recommended to:-

- a) Note the overall report.
- b) Note the General Fund Contingency Sum available as at 31st March 2010. (Section 5).
- c) Note the projected final level of balances on the Housing Revenue Account. (para 6.05)

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 General Fund Variances - Appendices 1 - 5
General Fund - Movements on unearmarked reserves - Appendix 6
Housing Revenue Account Variances - Appendix 7

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985 BACKGROUND DOCUMENTS

Month 3 Monitoring Papers

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Budget Monitoring 2009/10 (Month 3)

COMMUNITY SERVICES

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Domiciliary Support (Services for Older People)	6.621	7.108	0.487	Nil	<ul style="list-style-type: none"> • Increase in complexity of need for clients supported to live independently. • Service redesign needed for Dementia Services 	<ul style="list-style-type: none"> • Implement service redesign for Dementia Services alongside budget re-alignment from reduction in Residential Care as reported below.
Residential Services (Services for Older People)	9.950	8.835	(1.115)	Nil	<ul style="list-style-type: none"> • Significant reduction in the number of clients currently being supported in residential care which is linked to the increase in Domiciliary Support 	<ul style="list-style-type: none"> • Part of overall budget re-alignment within Older People Services, and further consideration along with forward planning regarding future Extra Care Support as part of the 2010/11 budget process

Budget Monitoring 2009/10 (Month 3)

COMMUNITY SERVICES

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Domiciliary Support (PDSI)	1.524	1.442	(0.082)	Nil	<ul style="list-style-type: none"> • Lower hourly rates for Direct Payments. • Suspension of payment to one high cost client. 	<ul style="list-style-type: none"> • Review budget requirements as part of 2010/11 budget process whilst bearing in mind that the projected underspend is based on current client numbers which may increase due to WAG initiatives or an increase in demand as Direct Payments are expected to expand.
Community Living (LD)	7.721	7.617	(0.104)	Nil	<ul style="list-style-type: none"> • Additional income from HSC contributions (£44k) • Reduction in some placement costs. • Staff vacancies (£60k) 	<ul style="list-style-type: none"> • Keep under review as health income may be reduced if service users are re-assessed by NHS. • This is contributing to short term vacancy savings in 2009/10. • Potential staffing efficiencies will be considered as part of the budget process.

Budget Monitoring 2009/10 (Month 3)

COMMUNITY SERVICES

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Ringfenced Budgets (LD & Mental Health)	1.039	0.683	(0.356)	Nil	<ul style="list-style-type: none"> • Movements out of service, and cost reductions for two clients resulting from reduction in care delivery 	<ul style="list-style-type: none"> • Keep under review • Potential volatility due to changes in client numbers and demands at short notice from prison or courts
Strategy & Regulation	(0.100)	Nil	0.100	Nil	<ul style="list-style-type: none"> • Corporate efficiency target 	<ul style="list-style-type: none"> • Work being undertaken to identify vacancy savings
Family Placement (Children's Services)	1.583	1.803	0.220	Nil	<ul style="list-style-type: none"> • Increases in national foster care rates, higher than budgeted inflation • Increase in the number of special foster carers 	<ul style="list-style-type: none"> • Review demand for special foster carers • Consider future impact to inform the 2010/11 budget process and Out of County Review
Other Residential (Children's Services)	0.634	0.446	(0.188)	Nil	<ul style="list-style-type: none"> • Reflects the anticipated timing of the new service at Arosfa becoming operational 	<ul style="list-style-type: none"> • Keep under review as work progresses on finalising the business plan

Budget Monitoring 2009/10 (Month 3)

COMMUNITY SERVICES

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)	2.931	3.176	0.245	Nil	<ul style="list-style-type: none"> Current position based on existing clients and duration of packages of care 	<ul style="list-style-type: none"> Keep under review - potential volatility due to changes in client numbers and demands. Consider future funding needs/controls in light of Out of County Review
Carelink	0.154	0.218	0.064	Nil	<ul style="list-style-type: none"> Staff salaries to cover for sickness Equipment maintenance contract - past increases significantly above inflation 	<ul style="list-style-type: none"> Regionalisation agenda to be considered. Pressure bid submitted for maintenance contract for 2010/11 budget
Resident Wardens	0.922	0.821	(0.101)	Nil	<ul style="list-style-type: none"> Significant underspend due to 9 Resident Warden vacancies. Reduced rent abatement costs - vacant former warden properties - corresponding pressure reflected in the HRA 	<ul style="list-style-type: none"> Future realignment of budget is needed as part of Sheltered Housing Improvement Project

Budget Monitoring 2009/10 (Month 3)

COMMUNITY SERVICES

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Homelessness	0.352	0.227	(0.125)	Nil	<ul style="list-style-type: none"> Reduced B&B placements reflects effective service provision/prevention 	<ul style="list-style-type: none"> Volatile area which could experience pressure due to economic climate- maintain review
Other variances (aggregate)	19.736	19.690	(0.046)	Nil		
Total :	53.067	52.066	(1.001)	Nil		

Budget Monitoring 2009/10 (Month 3)

ENVIRONMENT

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Winter Maintenance	0.495	0.900	0.405	Nil	<ul style="list-style-type: none"> • Base budget provision is insufficient to meet the fixed costs of Winter Maintenance (£600k) or any call outs. • Variance reflects the fixed and variable costs of an average winter based on an estimated 60 call-outs. 	<ul style="list-style-type: none"> • Put forward a pressure bid to inform the 2010/11 budget setting process to provide a budget which meets average winter requirements.
Fleet Services	(0.002)	0.058	0.060	Nil	<ul style="list-style-type: none"> • Non standard inflation cost increases for fuel, parts etc. have not been reflected in cost increases for service provision. 	<ul style="list-style-type: none"> • Review costs of service and uplift changes for remainder of 2009/10 financial year. • Put forward a Non-Standard Inflation pressure bid to inform the 2010/11 budget setting process to ensure sustainable budget in the future.

Budget Monitoring 2009/10 (Month 3)

ENVIRONMENT

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Environment and Conservation	0.328	0.228	(0.100)	Nil	<ul style="list-style-type: none"> • Vacancy savings in Planning Service Area 	<ul style="list-style-type: none"> • See comments above
Planning Control	0.227	0.482	0.255	Nil	<ul style="list-style-type: none"> • The economic downturn has reduced the number of applications being received, particularly from housing developers and the minerals sector. • The total number of applications processed in 2008/09 fell by 381 to 1,337 compared with 1,718 in 2007/08, a 22 % year on year drop in volume, but a 36 % drop in actual income. • Only 286 applications were received in the first quarter of 2009/10, a 29 % year on year decrease in volume. 	<ul style="list-style-type: none"> • Continue to monitor number and size of applications received and update financial projections. • Seek cost reductions where opportunities arise. e.g. staff vacancies; address efficiency savings through service review and restructuring. • Exploit external funding opportunities and appropriate income generation initiatives.

Budget Monitoring 2009/10 (Month 3)

ENVIRONMENT

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Civic Amenity Sites	1.587	1.826	0.239	Nil	<ul style="list-style-type: none"> • Efficiency savings have been taken for Waste Disposal and the closure of Saltney CA site, which remains open due to the Sandycroft site being deferred. • Inflation increases on the management contract with AD Waste have been greater than standard inflation increases. 	<ul style="list-style-type: none"> • Take AD Waste in-house and realign Waste Service budgets.
Industrial Units	(1.624)	(1.721)	(0.097)	Nil	<ul style="list-style-type: none"> • Focused management of the Industrial Estate portfolio during the economic downturn has enabled the Council to maximise letting potential and charges during this period. 	<ul style="list-style-type: none"> • Keep under review – continue to monitor potential bad debts closely and maximise lettings.

Budget Monitoring 2009/10 (Month 3)

ENVIRONMENT

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Design Services	(0.094)	0.004	0.098	Nil	<ul style="list-style-type: none"> Uncertainties over the capital programme make it difficult to project volume of work and scale of fees at the present time. 	<ul style="list-style-type: none"> Continue to monitor the fee earning position and update the financial situation regarding the Trading Account. Historically, trends would suggest that this position can be recovered.
Waste Collection - Trading A/c	(0.315)	(0.217)	0.098	Nil	<ul style="list-style-type: none"> Service costs have risen above standard inflation e.g. fuel and parts 	<ul style="list-style-type: none"> Review operational costs and scope to increase trade waste customer base. Review to inform the 2010/11 budget process.
Other variances (aggregate)	30.405	30.521	0.116	Nil		
Total :	31.007	32.081	1.074	Nil		

Budget Monitoring 2009/10 (Month 3)

LIFELONG LEARNING

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Out of County Pooled Budget (Special Education)	1.606	1.795	0.189	Nil	<ul style="list-style-type: none"> Increased number of children and an increase in the costs of individual placements. 	<ul style="list-style-type: none"> Officer Task and Finish group established to take forward the issues identified in the Executive Report of 29th October 2008. Detailed Action Plan prepared that will concentrate on three discrete workstreams with allocated leads and end dates.
Leisure Centres and Pools	2.583	2.687	0.104	Nil	<ul style="list-style-type: none"> Net loss of income due to the following Centre closures for essential works: <ul style="list-style-type: none"> (i) Deeside Leisure Sports Hall - 4 weeks (£0.006) (ii) Replacement pool hall roof at Flint Pavilion - 7 weeks (£0.019) (iii) Mold Sports Hall - 5 weeks (£0.012) 	<ul style="list-style-type: none"> Similar pressures have occurred in recent years, but have been paid for from year-on-year increases in income. However since the beginning of the recession this has not been possible. A bid has been submitted as part of the 10/11 budget process to allow for a sustainable rolling programme of remedial work to existing assets.

Budget Monitoring 2009/10 (Month 3)

LIFELONG LEARNING

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
					<p>(iv) Artificial turf pitch on Elfed High School Campus - full year (£0.013)</p> <ul style="list-style-type: none"> Staffing costs in relation to the downsized centres at Connah's Quay, Hope and Saltney (£0.054). Staffing model amended at the end of the downsizing process which resulted in an unachievable efficiency saving. 	<ul style="list-style-type: none"> Leisure Strategy to consider future operational models for these sites.
Facilities Services	1.266	1.406	0.140	Nil	<ul style="list-style-type: none"> Increased costs of central support costs following phase 1 review. Projection based on last years year-end charge plus inflationary rise of 1.5%. 	<ul style="list-style-type: none"> Phase 2 of the review due to be completed in-year.

Budget Monitoring 2009/10 (Month 3)

LIFELONG LEARNING

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Youth and Community	1.275	1.327	0.052	Nil	<ul style="list-style-type: none"> Recurring pressure regarding the funding for the Holywell InfoShop. Set up costs and initial revenue funding were grant funded. Aim was for the ongoing revenue costs to be part funded by partner organisations, however a shortfall of £52k has now been identified. 	<ul style="list-style-type: none"> The service is looking at ways to fund some of this pressure within service budgets in 09/10. A report has been commissioned to identify the future operational feasibility of the InfoShop.
Other variances (aggregate)	100.034	100.112	0.078	Nil		
Total :	106.764	107.327	0.563	Nil		

Budget Monitoring 2009/10 (Month 3)

CORPORATE SERVICES

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Finance / Legal & Democratic / Former Corporate Strategy					<ul style="list-style-type: none"> • There is a shortfall in the Corporate Services salary budget as a result of an assumption of 2% vacancy savings which was originally made and surrendered in 2006/07 • This shortfall would have placed pressure on the budget if all posts were filled. • The position in the current year is mitigated by a number of posts being held vacant pending service reviews. • Had no vacancies occurred there would have been a pressure of £205k, made up of Finance £75k, Legal & Democratic Services £18k, Human Resources & Organisational Development £29k, 	<ul style="list-style-type: none"> • It is recommended that the base budget is rectified during the 2010/11 budget process.

Budget Monitoring 2009/10 (Month 3)

CORPORATE SERVICES

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
					<p>Occupational Health & Safety £12k, Policy, Performance & Partnership £16k, ICT & Customer Services £55k.</p> <ul style="list-style-type: none"> The budget position for each of the Corporate Services is summarised below. 	
Chief Executive	0.788	0.790	0.002	Nil	<ul style="list-style-type: none"> Minor variances 	
Finance	3.053	3.120	0.067	Nil	<ul style="list-style-type: none"> Salary shortfall (£75k) Housing Benefits (HB) reduction in subsidy due to delays in processing claims (£55k) Additional costs of senior staff interim cover and essential additional resources (£140k) 	<ul style="list-style-type: none"> The HB position is being closely monitored. The backlog of claims due to an increase in caseload numbers has reduced since the start of the year and it is hoped that the shortfall can be reduced by the end of the financial year.

Budget Monitoring 2009/10 (Month 3)

CORPORATE SERVICES

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
					<ul style="list-style-type: none"> • Various vacancy savings (£142k) • Reduced running costs (£61k) 	
Legal & Democratic Services	3.934	3.915	(0.019)	Nil	<ul style="list-style-type: none"> • Salary shortfall (£18k) • Various vacancy savings (£20k) • Reduced running cost (£17k) 	
Human Resources & Organisational Development	1.679	1.692	0.013	Nil	<ul style="list-style-type: none"> • Salary shortfall (£29k) • Vacancy savings (£39k) • Interim Senior Management Arrangements overspend (£21k) • Greenfield Business Centre overspend (£2k) 	

Budget Monitoring 2009/10 (Month 3)

CORPORATE SERVICES

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Occupational Health & Safety	0.742	0.743	0.001	Nil	<ul style="list-style-type: none"> • Salary Shortfall (£12k) • Vacancy Savings (£13k) • Staff Travel Expenses overspend (£2k) 	
ICT & Customer Services	4.547	4.593	0.046	Nil	<ul style="list-style-type: none"> • Salary Shortfall (£55k) • Vacancy Savings of £88k includes vacancy for Welsh Translator (see pressure below) • Transport Costs pressure (£2k) • External Welsh Translators pressure covering vacant post (£30k) • Projected Design & Print Deficit (£47k) 	

Budget Monitoring 2009/10 (Month 3)

CORPORATE SERVICES

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Policy, Performance & Partnerships	1.698	1.703	0.005	Nil	<ul style="list-style-type: none"> • Salary Shortfall (£16k) • Vacancy Savings (£11k) 	
Clwyd Theatr Cymru	1.026	1.026	Nil	Nil		
Total :	17.467	17.582	0.115	Nil		

Budget Monitoring 2009/10 (Month 3)

CENTRAL & CORPORATE FINANCE

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Central Loans & Investment Account	13.414	13.730	0.316	Nil	<ul style="list-style-type: none"> • Net reduction in interest / principal / debt management expenses of £78k and a net reduction in temporary investment and other interest income of £394k. • Largely attributable to the fall in Bank Rate (from 1% to 0.5%) on 5th March, 2009. 	<ul style="list-style-type: none"> • Continue to monitor closely
Financing & Funding (insurance, banking etc.)	2.610	2.156	(0.454)	Nil	<ul style="list-style-type: none"> • Windfall income of £439k relating to refunds of VAT overpaid and underclaimed following recent House of Lords decisions (Fleming and Conde Nast Publications Ltd.) • Anticipated underspend in external audit fees of £15k. 	<ul style="list-style-type: none"> • Continue to monitor closely

Budget Monitoring 2009/10 (Month 3)

CENTRAL & CORPORATE FINANCE

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Corporate Other	7.626	6.645	(0.981)	Nil	<ul style="list-style-type: none"> • Decrease in Non Standard Inflation costs of £22k. • Projected underspend in pay of £930k (due to the pay offer being an increase of 1.1% {on average} as compared to a budgeted increase of 2.3%) • Decrease in Senior Management Restructure costs of £29k. 	<ul style="list-style-type: none"> • Continue to monitor closely
Other variances (aggregate)	3.102	3.090	(0.012)	Nil	<ul style="list-style-type: none"> • Projected underspend in Coroners' fees of £12k. 	<ul style="list-style-type: none"> • This service is managed and monitored by Wrexham C.B.C.
Total :	26.752	25.621	(1.131)	Nil		

APPENDIX 6

Movements on General Fund Unearmarked Reserves

	£m	£m
Un-earmarked Reserves as at 1 April 2009		7.415
Less - Base Level (Includes increase as per budget report 2009/10)		<u>5.269</u>
Amount Available for Delegation to Executive		2.146
Less Staffing CCTV Control Room (Exec 2 nd June)	(0.082)	
Add Projected Underspend as at 31 st March 2010	<u>0.380</u>	<u>0.298</u>
Level of Contingency Reserve at 31 st March 2010 (above base level of £5.269m)		2.444

Budget Monitoring 2009/10 (Month 3)

HOUSING REVENUE ACCOUNT

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Income - Capitalised Salaries	(0.453)	(0.270)	0.183	Nil	<ul style="list-style-type: none"> • Significant under spend on Capitalised Salaries due to a large number of vacancies being carried due to reduced Capital Programme 	<ul style="list-style-type: none"> • Review of budget and vacancies held within Capitalised Salaries as part of Housing Restructure
Rents	(23.247)	(22.910)	0.337	Nil	<ul style="list-style-type: none"> • Voids rent loss (£248k) • Overspend on Council Tax (£30k) • Right to buy sales (£59k) 	<ul style="list-style-type: none"> • Dedicated voids project manager and member / officer working group to be appointed in Sept 09. • Revision of Rent budget 2010/11. • Report to CMT on debt policy to be produced reflecting the impact on rent collection and claw back of Housing Benefit and Council Tax debts.

Budget Monitoring 2009/10 (Month 3)

HOUSING REVENUE ACCOUNT

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Housing Management	1.224	1.118	(0.106)	Nil	<ul style="list-style-type: none"> • Significant under spend due to vacancies within Anti Social Behaviour and 3 Area Offices. • Currently recruiting to 3 Area Office posts. 	<ul style="list-style-type: none"> • Review as part of Housing restructure
Repairs & Maintenance	7.972	7.736	(0.236)	Nil	<ul style="list-style-type: none"> • Significant under spend on Capitalised Salaries due to a large number of vacancies 	<ul style="list-style-type: none"> • Review of budget and vacancies held within Capitalised Salaries as part of Housing Restructure
Policy & Management	0.891	0.965	0.074	Nil	<ul style="list-style-type: none"> • Unbudgeted Home Loss Disturbance for Jasmine Crescent which could not be finalised in 2008/2009 (£25k) • £38k overspend due to agency costs under Senior Management Team (£38k) 	<ul style="list-style-type: none"> • One off expenditure to be managed within existing budgets

Budget Monitoring 2009/10 (Month 3)

HOUSING REVENUE ACCOUNT

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Other variances (aggregate)	13.224	13.239	0.015	Nil		
Total :	(0.389)	(0.122)	0.267	Nil		

FLINTSHIRE COUNTY COUNCIL

AGENDA ITEM NUMBER: 13

REPORT TO: **EXECUTIVE**
DATE : **16 SEPTEMBER 2009**
REPORT BY: **HEAD OF FINANCE**
SUBJECT : **PROCUREMENT STRATEGY 2008/09 TO 2010/11**

1.00 PURPOSE OF REPORT

- 1.01 To update the Executive on progress made with the Procurement Strategy 2008/09 to 2010/11, and in particular those actions to be worked on during 2009/10, including some which have scheduled completion dates during the year.
- 1.02 To report on staff resources available to take the actions forward.

2.00 BACKGROUND

- 2.01 The Procurement Strategy 2008/09 to 2010/11 was approved by Executive on 18th November 2008, following input from the Procurement Board and Corporate Management Overview and Scrutiny Committee. It was agreed that quarterly updates would be provided to the Executive and Corporate Management Overview and Scrutiny via the Procurement Board.
- 2.02 The Strategy provides a three year framework for improving procurement within the Council
- 2.03 The Council's vision for Procurement which is reflected in the strategy is to deliver value for money for all procured goods, works and services, through smarter, sustainable and commercial and procurement practice which is strategically managed and maximises opportunities for sustainability, collaboration, partnering and exploitation of technology to support the aims and objectives of Flintshire County Council and the wider Welsh Assembly Government agenda.
- 2.04 The Procurement Strategy sits alongside the Council's Medium Term Financial Strategy 2007/08-2010/11 which identifies the need for a corporate approach to procurement linked to the drive for efficiencies and also responds to the risks identified in the Strategic Assessment of Risks and Challenges.

3.00 PROGRESS

- 3.01 One of the key aspects listed within the aims of the agreed strategy was to develop a detailed Action Plan to deliver the visions and aims of the strategy. This detailed Action Plan has been reported to the Board previously.

Date: 09/09/2009

- 3.02 The Procurement Service Plan for 2009/10 sets out those actions to be worked on during 2009/10, including some which have scheduled completion dates during the year. A copy of the 2009/10 Action Plan as reported at the end of June (Q1) is attached as Appendix 1.
- 3.03 It can be seen from Appendix 1 that the work has been developed into 5 main project areas as detailed below;
- Procurement Strategy
 - Efficiency Savings
 - Increase Procurement Awareness
 - Sourcing Strategy
 - Technology Development
- 3.04 Details of progress will be discussed at the Board meeting. Particular progress in Q1 is highlighted in the document in green. Progress has been made in the following areas;
- Procurement Strategy
 - The approved Strategy is in place
 - Discussions have taken place with all directorates to establish areas of potential savings
 - Efficiency Savings
 - A process has been developed to identify a baseline assessment of costs prior to tendering exercises being carried out. This will now be being piloted as a next step in Q2.
 - Procurement efficiencies contributed to the £1m efficiency savings achieved in 2009/10.
 - Representatives have been identified for each of the Customer User Groups for the North Wales Procurement Partnership work and are being supported by the Procurement Team.
 - Increase Procurement Awareness
 - A training programme has been developed so that procurement is now included as part of Flintshire County Council Induction Training Programme to increase awareness and accuracy.

- Sourcing Strategy
 - Supported local business by hosting 3 local supplier events in conjunction with the Business Development Team.
 - Development of a Corporate Supplier Database and procurement presence on the FCC Internet.
 - Development of a Sourcing Strategy focusing on Local, Regional and National sourcing.
 - Reviewing Financial Vetting procedures.
 - Technology Development
 - Upgrading the PASS system with CPU controlled contracts and procurement internet presence
- 3.05 There are a small number of areas in the 2009/10 Action Plan which are now scheduled for later than was originally set out in the Procurement Strategy Action Plan. These are highlighted in Appendix 1 in blue. In the main, the reasons for this are linked to staff resources (Sections 3.06 and 4.00 below)
- 3.06 In addition, to work set out in the Procurement Strategy Action Plan, members of the Procurement Team have been involved in supporting additional areas of work, which have had an effect on resources available to progress items in the strategy.
- Procurement support to the North Wales Waste Treatment Partnership (NWWTP).
 - During the first quarter, the North Wales Waste Treatment Partnership has been undertaking three separate tendering exercises for Legal, Financial and Technical Consultants to support the work of the NWWTP. As Flintshire is the lead authority for the partnership, the procurement process for the consultants needed to follow Flintshire's arrangements and so needed detailed input and assistance from Flintshire's Procurement Team
 - Leading the procurement strand of the Out of County Placements Project
 - A project is being undertaken, led by the Director of Lifelong Learning, to look into five particular strands of the Council's spend on Out of County Placements in the light of significant budget pressure experienced in this area in 2008/09 and which continues in 2009/10. The Head of Procurement is leading one strand of this work, looking at procurement processes. This is a specific piece of work which has required significant resource to be dedicated to it. However, being very specific, it does fit with the aims of the procurement strategy.
 - Financial Vetting of Contractors
 - This is an extension to the supplier vetting work in the Procurement Strategy which has identified further work needed in relation to

financial vetting of contractors. The further work now needs to be scoped and resourced.

- Car Leasing Scheme
 - As a result of a pilot staffing arrangement which was put into place in 2008, responsibility for administering the Council's Car Leasing scheme is within the Procurement Unit. Work has been carried out to establish details of the scheme, costs, benefits, and numbers of users etc. to enable a report to come forward for a policy decision to be taken on the future of the scheme. The position has been made more difficult since the resignation of the officer who dealt with the car leasing (see 4.00 below).

4.00 STAFF RESOURCES

- 4.01 In updating on the Procurement Strategy and its implementation, it is relevant to update on the staff resources available to take the necessary actions forward.
- 4.02 As part of the Finance Division, staff resources within the Procurement Team will be reviewed as part of the Finance Function Review (FFR), which was agreed by Executive on 14th July 2009
- 4.03 As has been reported to the Board previously, pending the FFR, a number of staff positions within the Team are of a temporary nature providing cover for established positions which have become vacant. There has been some turnover in the temporary staffing arrangements in the first quarter, but new staff are now in place. In recognition of the ongoing work which is needed on the NWWTP (see 3.06) above and to undertake planned work which had to be put on hold whilst the NWWTP work took place, an additional temporary resource has been brought in for 2 months. The costs of this will be charged to the NWWTP.
- 4.04 Since the last Procurement Board, the Head of Procurement has tendered his resignation and will leave the Council at the end of August. Arrangements are being made to fill this post on an Interim basis, with a permanent replacement being appointed as part of the Finance Function Review.

5.00 RECOMMENDATIONS

- 5.01 Executive are requested to:
- (a) note the report
 - (b) provide any feedback on the report and action plan update

6.00 FINANCIAL IMPLICATIONS

6.01 None directly as a result of this report.

7.00 ANTI-POVERTY IMPACT

7.01 None directly as a result of this report.

8.00 ENVIRONMENTAL IMPACT

8.01 None directly as a result of this report.

9.00 EQUALITIES IMPACT

9.01 None directly as a result of this report.

10.00 PERSONNEL IMPLICATIONS

10.01 Staff resources are as set out in Section 4.00.

11.00 CONSULTATION REQUIRED

11.01 None.

12.00 CONSULTATION UNDERTAKEN

12.01 None.

13.00 APPENDICES

13.01 Procurement Strategy Action Plan

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

Procurement Strategy 2008/09 to 2010/11
Procurement Strategy Action Plan 2008/09 to 2010/11
Procurement Service Plan & Action Plan 2009/10

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Corporate Procurement Unit Action Plan 2009/10

Appendix 1

Action No. 2009/10	Key Action	Project	Measure	Audit / Inspection ref.	Target Quarter for Completion	Comments	Lead Section	Lead Officer	Q1	Q2	Q3	Q4	Result in Strategy Action Plan (S.A.P) change
CP1	Develop a strategy in conjunction with the Medium Term Financial Strategy and Budget process, to deliver value for money and efficiency savings and to identify opportunities for cashable savings of £ X M per annum	Procurement Strategy	Approved Procurement Strategy in place.		Q1	Approved strategy is completed in place and will continue to drive Procurement activity over following year		SD	Approved Strategy in Place	Continue to implement			No
			Achievement of efficiency savings target		Q4	Efficiency savings are established for Q1 but will continue to look for opportunities to generate efficiencies		SD	Establish areas of potential savings with strategic directors	Work with Directorates to achieve savings	Link potential savings to 2010/11 budget plans	Calculate total savings (including NWPP savings)	No
CP2	Define the roles of procurement functions across the council through consultation, communication, training and awareness.	Procurement Strategy	Structure review designed to deliver the procurement strategy and be in line with the organisational restructure		Q2 Q4	Pending the outcome of the Finance Function Review		SD				CPU Restructure as a result of Finance Function Review	Was scheduled in s.a.p. for Jan but delay is corporate due to link with F.F.R
CP3		Increasing Procurement Awareness/ Compliance	Staff to have an increased awareness of CPU and authority's procurement practices		Q4	Induction training programme established. CPU to continue to deliver training on request of Corporate Training		SD	Develop a training programme, designed to increase awareness and accuracy	Carry out training (induction and adhoc)	Review induction training and update		No
CP4	To develop a procurement training and development plan for all officers involved in procurement (central and devolved) based on appropriate competences.	Increasing Procurement Awareness/ Compliance	Staff to have an increased awareness of CPU and authority's procurement practices		Q4			SD			Commence research phase and agree implementation target		No
CP5	Develop a process to improve accuracy of end user invoice coding practices.	Increasing Procurement Awareness/ Compliance	Increased cost code accuracy throughout the authority		Ongoing	CPU ensures that all cost code information and advice given is to the best of their knowledge and will work with the relevant departments to implement new cost code structure once review has commenced		SD	To be included as part of training, and all finance practices				No
					TBA	To confirm timescales of Accountancy Project		SD					Originally scheduled to start reviewing Jan- Mar 09, however this project is subject to project timescales
	Develop a process to improve the gathering of information on suppliers and expenditure	Increasing Procurement Awareness/ Compliance	Establish a robust process for the gathering of information		TBA	Will link to cost code review (above)		SD					
CP6	Develop a process to establish the baseline position from the outset of a project.	Efficiency Savings	Baseline assessment done before any tender exercise		Q4	Process has been created to monitor baseline. Look to Q2 to trial with department		SD	Embed Baseline exercise and pilot	Work with Service Areas to establish baseline	Rollout		No
CP7	Update C.P.R's & F.P.R's in line with modern framework agreement thinking.	Increasing Procurement Awareness/ Compliance	C.P.R and F.P.R's brought into line with modern procurement practices		Q4			SD			Contribute to Annual Review		No

CP8	Develop the PASS system into a user friendly "Procurement Best Practice Site".	Technology Development	Increase number of staff using the site		Q1	Infonet site is complete		SD	Update PASS with CPU contracts	Monitor and Update		Update PASS with department led contracts	No	
CP9	Proactively contribute towards the work of the North Wales Procurement Partnership and other purchasing consortia.	Efficiency Savings	Ensure that FCC is represented on every Customer User Group (CUG)		Q1			SD	Identify representatives for CUG's throughout the Authority, based on NWPP schedule				No	
					Ongoing	CPU has and will continue to establish CUG representatives within the council to support the NWPP		SD	Continue Represent at CUG's and provide info and support when required				No	
CP10	Develop a sourcing plan and selection strategy, in conjunction with the Welsh Assembly sourcing strategy	Sourcing Strategy	Establish a sourcing strategy that considers social, economic and environmental procedures for procuring										Delayed - not due to changes in service action plan but resource issues	
CP11	Develop a supplier management strategy for the council.	Sourcing Strategy			Q3	Strategy outline is in place		SD	Create strategy outline	Take outline to Flintshire Integration Tool panel	Approval and Rollout			
CP12	Develop a corporate Contract Award Criteria Weighting that consistently reflects the councils support for local SME's in conjunction with the Opening Doors Charter.	Sourcing Strategy												
CP13	Develop a mechanism for ensuring all suppliers used by the council have been through a standard vetting process.	Sourcing Strategy	Number of used suppliers who have been vetted		Q4						Commence research phase and agree implementation on target			
CP14	Develop a corporate contact list to ensure applications received from new suppliers are dealt with efficiently by relevant service areas.	Sourcing Strategy	List in place & recognised throughout the authority		Q4				Approach I.T. Department for development	Work with I.T. Department to create database		Implement database	Delayed - not due to changes in service action plan but resource issues	
CP15	Develop an electronic means of accurately recording and analysing procurement spend data	Technology Development	Implement Xchange Wales eProcurement system										Was scheduled in s.a.p. for Jan but delay is corporate due to link with FFR	
CP16	Develop an in-house team to assess how the xChange Wales system will integrate with Flintshire systems	Technology Development	Implement Xchange Wales eProcurement system		Q4						Agree how to take forward. Links to Finance Function Review (see CP2)			
CP17	Evaluate the extended use of P-cards as part of the xChange Wales project.	Technology Development	Implement Xchange Wales eProcurement system											

	Develop a Sustainable Procurement policy, focusing on the three disciplines of Environmental, Economic and Social.										
	Embed the principles of the Procurement Strategy throughout the council		Expand the Procurement Board to reflect the new directorate structure	Q1			SD	CMT recommend officers for May 2009	Nominees to champion Procurement within directorates		
	Establish potential for efficiency savings		Efficiency savings to report to the centre	Q4			SD/AA	Establish areas of potential savings with strategic directors	Work with Directorates to achieve savings		Calculate total savings (including NWPP savings)
	Increase Procurement awareness/ compliance through training		Improved compliance levels	Q4				Awareness Training Sessions	Roadshows / Directorate presentations		Evaluate impact on compliance levels
	Create a sourcing strategy to incorporate SRM and Sustainable Procurement		Established social, economic and environmental procedures for procuring	Q3				Research similar strategies	Create strategy and consultation period	Implementation	
	Utilise technology available to CPU as an informative and useful communication platform		Increased visits to PASS and culture realises as a helpful tool	Q4				Maintain monthly checks to ensure information is up to date	Include in awareness training and market as a staff tool		Evaluate usage

FLINTSHIRE COUNTY COUNCIL

AGENDA ITEM NUMBER: 14

REPORT TO: **EXECUTIVE**
DATE : **16 SEPTEMBER 2009**
REPORT BY: **HEAD OF FINANCE**
SUBJECT : **ANNUAL TREASURY MANAGEMENT REPORT 2008/09**

1.00 PURPOSE OF REPORT

- 1.01 To present to Members the Annual Treasury Management Report for 2008/09.
- 1.02 To provide Members with information to assist with the document and to set the context for it, with the difficulties faced during the year in financial markets.
- 1.03 To recommend a response to a consultation being carried out by CIPFA on a revised Treasury Management Code and Guidance Notes.

2.00 BACKGROUND

- 2.01 The CIPFA Code of Practice on Treasury Management introduced in 1996 and revised in 2001 requires local authorities to agree a Treasury Management Policy & Strategy Statement, together with an annual report on the performance of the Treasury Management function.
- 2.02 The Treasury Management Policy Statement for 2008/09 was approved by the Council on 4 March 2008. In accordance with the Prudential Code for Capital Finance, the Policy Statement included key indicators and limits for 2008/09 and in addition included an Investment Strategy which is a requirement of the Welsh Assembly Government.
- 2.03 Financial Procedure Rule 14: Treasury Management, requires that The Head of Finance will produce an annual report on Treasury Management in line with Treasury Management Practices for presentation to the Executive.
- 2.04 This report provides members with a review of the Treasury Management function in 2008/09.

3.00 CONSIDERATIONS

- 3.01 The Annual Report for 2008/09 is attached as Appendix A.
- 3.02 The Treasury Management Outturn document is a technical document so the commentary below is intended to assist Members.

Date: 09/09/2009

- 3.03 In most years since 1996 the Outturn Report demonstrated that the Council had been successful in managing its cash flow. The strategy and treasury management practices in place to manage the balance between return and risk had enabled the Council to achieve a good cash return compared with other authorities and the bank base rate, whilst maintaining the security of the cash invested.
- 3.04 At the time of writing the Treasury Management Policy Statement for 2008/09, in March 2008, the extent of the financial and economic events during the year were not envisaged either by Council Officers or Advisors. Failure of financial institutions and the UK bank rate falling from 5.25% to 0.5% during the year would make a mockery of any strategy set in early 2008.
- 3.05 The most significant treasury management event during the year was the Icelandic Bank collapse where the Council still has £3.7m at risk with Landsbanki. A detailed report was made to Council in October 2008 and subsequently the Audit Committee which is now being kept informed of progress being made by the Local Government Association to recover these monies. The method of accounting determined by CIPFA for these monies at risk avoided a significant impact on Council finances while attempts continue to recover the monies.
- 3.06 The Council has made changes to its Treasury Management Policy Statement during the year. The counterparty limit was increased from £5m to £7m because of the reduction in counterparties which meet the credit rating criteria and the limit of investments with the Government's Debt Management Office was increased from 20% to 100%. The counterparties now need to meet the high credit rating criteria of both FITCH and Moody's.
- 3.07 Although the changes in Policy have not been major the current implementation of the Policy is very different and aimed at minimising risk. Although the Outturn Statement reflects the position as at 31st March 2009 the following relates to the position in August 2009.
- There are no investments with overseas banks (unless UK incorporated).
 - There have been no investments over 365 days since May 2008.
 - There are 13 counterparties remaining on the lending list. Four are banks and nine are building societies (3 with credit ratings).
 - Of the four banks, two are on negative ratings watch hence the limit for investment is £3m. Two of the potential bank counterparties are HSBC and Standard Chartered but neither is usually in the market for the level of Council investment. Names such as Lloyds TSB and RBS do

not currently meet the Council's credit rating criteria.

- The option to invest up to £7m is not being used. Individual limits are now £5m or £3m if on negative credit rating watch. For example, if HSBC would accept £7m at a competitive rate this limit could then be used.
- At the time of writing DMO investments are 25% of the total, 60% in Building Societies and 15% in banks.

- 3.08 Details of the latest investment schedule will be provided to the Audit Committee at its meeting on 28th September 2009.
- 3.09 Although changes in policy have the effect of minimising risk it does have an impact on investment returns that can be achieved and this has been reported in budget and budget monitoring reports. The Council has historically undertaken a periodic review of its Treasury Management Function. In the light of the spotlight which has been put on Treasury Management in the last year, the Council's advisors, Sterling Consultancy Services, have been asked to undertake a full review of the Treasury Management function. The findings will be reported to Members and training arranged, if required. Any changes will be implemented in the 2010/11 Treasury Management Policy Statement (or reported before if deemed necessary).
- 3.10 In conclusion, it has been a difficult time for those involved with treasury management over the last 12 months, however, at all times the Treasury Management Function has operated within the statutory and local limits detailed in the 2008/09 Treasury Management Policy Statement. A review of the policy and hopefully the continued thawing of the financial markets will combine to return the function back to some normality.

CIPFA Consultation

- 3.11 There have been two national reports on the operation of Treasury Management by Councils, one by the Audit Commission and the other by the Department of Communities and Local Government. Neither report suggested that the current arrangements within Councils were fundamentally flawed, though both made recommendations for improvement. It is important that the lessons learned in local government are applied across all sectors of the public service, therefore, following the publication of the revised Treasury Management Code it is intended to update the guidance notes for all sectors. CIPFA was already in the process of updating its local government guidance at the time of the Icelandic banking collapse.

It is intended that the revised Code and cross-sectoral guidance notes will be published in the autumn. In order to inform that revision, CIPFA has launched a period of consultation on the proposed changes.

- 3.12 A copy of the consultation document is attached at Appendix B, with the proposed key changes shown in the table on page 3.

It is recommended that Flintshire County Council supports:-

- a. The proposed changes to the CIPFA Treasury Management Code.
 - b. In principle that responsibility for scrutiny of the Treasury Management Strategy and Policies be vested in the Audit Committee, which will make any recommendations which it has to the Executive for resolution. A further report will be brought back to Executive on this when the definitive guidance from CIPFA is received.
- 3.13 This would fit with the Audit Committee's responsibilities for matters of governance, control, risk management and the work it has been developing on Treasury Management over recent months.

4.00 RECOMMENDATIONS

- 4.01 That the Annual Report for 2008/09 be noted.
- 4.02 That Executive supports the proposed changes to the CIPFA Treasury Management Code and authorises the Head of Finance to respond accordingly by the response date of 18th September 2009.
- 4.03 That Executive supports in principle:-
- a. The proposed changes to the CIPFA Treasury Management Code.
 - b. In principle that responsibility for scrutiny of the Treasury Management Strategy and Policies be vested in the Audit Committee, which will make any recommendations which it has to the Executive for resolution. A further report will be brought back to Executive on this when the definitive guidance from CIPFA is received.

5.00 FINANCIAL IMPLICATIONS

- 5.01 As detailed in the Annual Report.

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 Sterling Consultancy Services as Treasury Management Advisers.

11.00 CONSULTATION UNDERTAKEN

11.01 Sterling Consultancy Services as Treasury Management Advisers

12.00 APPENDICES

12.01 Appendix A - Treasury Management Annual Report 2008/09
Appendix B - CIPFA Consultation on a Revised Treasury Management Code.

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985
BACKGROUND DOCUMENTS

Treasury Management Policy & Strategy Statement 2008/09
Schedule of temporary investment transactions 2008/09
List of approved banks and building societies at 31st March 2009

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FLINTSHIRE COUNTY COUNCIL

TREASURY MANAGEMENT

ANNUAL REPORT 2008/09

FLINTSHIRE COUNTY COUNCIL
TREASURY MANAGEMENT
ANNUAL REPORT 2008/09

1.00 INTRODUCTION

1.01 The purpose of this report is to review 2008/09 Treasury Management operations.

2.00 BACKGROUND

2.01 The Council adopted the Chartered Institute of Public Finance and Accountancy (CIPFA) Treasury Management in the Public Services Code of Practice 2001 from 1 April 2002.

2.02 The Code of Practice required the inclusion of five clauses under financial procedure rules. These are as follows:-

- (i). The Council is responsible for approving the Treasury Management Policy Statement. The Policy Statement is proposed to the Council by the Executive, on the advice of the Chief Finance Officer. The Chief Finance Officer has delegated responsibility for implementing and monitoring the statement and managing the Council's Borrowing Portfolio in accordance with the statement.
- (ii). All Council monies, as defined in the Policy Statement for Treasury Management, shall be aggregated for the purposes of Treasury Management, and shall be under the control of the Chief Finance Officer on behalf of the Council.
- (iii). All Executive decisions on authorised borrowing, investment or financing such monies shall be delegated to the Chief Finance Officer, who is required to act in accordance with CIPFA's Code of Practice for Treasury Management in Public Services and the Council's Treasury Management Policy Statement and Strategy.
- (iv). The Chief Finance Officer will produce an annual report on treasury management, in line with Treasury Management Practices, for presentation to the Executive and will report to the Executive a proposed Treasury Management Strategy for the coming financial year before the start of each financial year.
- (v). The Chief Finance Officer will report promptly to the Executive any exceptional circumstances where the provisions of the Code of Practice are not met in the activities of the Treasury Management Operation.

- 2.03 The Treasury Management Policy & Strategy Statement for 2008/09 was approved by Council on 4 March, 2008. In accordance with the Prudential Code for Capital Finance, the Policy Statement included key indicators and limits for 2008/09 and in addition included an Investment Strategy which is a requirement of the Welsh Assembly Government. It sets out the Authority's policy concerning all of its funding or borrowing from external sources and the lending or investment of surplus balances.
- 2.04 The Authority's current policy is to appoint external advisers to advise on its Treasury Management function. The external adviser is Sterling Consultancy Services.

3.00 TREASURY MANAGEMENT ACTIVITIES

- 3.01 Treasury Management comprises the management of the local authority's cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.
- 3.02 The total long term debt outstanding, brought forward into 2008/09 totalled £173.6 million (m) of which £154.7m was at fixed rate and £18.9m was variable in the form of LOBO's (Lender's Option, Borrower's Option).
- 3.03 During the year the Authority acted both as a borrower and as a lender and was a net borrower over the year in question. The maximum investments the Authority had on deposit at any one time was £85.05m and the maximum long-term borrowing at any one time was £173.6m. In the management of its debt and investment activities, the Authority was advised by Sterling Consultancy Services.

4.00 TEMPORARY BORROWING

- 4.01 There were no temporary borrowing transactions made during 2008/09.

5.00 INVESTMENTS

- 5.01 Investment transactions totalled £389.5m in 2008/09 with interest earned amounting to £3.1m. A full list of transactions undertaken during the year is available in the background papers. All investments were made in accordance with the Treasury Management Policy & Strategy Statement 2008/09.
- 5.02 The maturity of investments is reviewed on a weekly basis with the aim of maximising returns whilst managing the risk of future interest rate movements.

5.03 The Annual Investment Strategy sets a limit of £40 million for non-specified investments. Non-specified investments are limited to investments over 364 days, including forward deals with counterparties which meet the credit rating criteria and investments with non-rated Building Societies with assets greater than £1 billion.

As at 31 March 2009, the maturity of investments is shown in the table below:

Maturity Due	%
< 1 month	52.89
1-2 months	27.07
> 12 months	12.40
Icelandic Investments	7.64

As part of the above strategy, the following 'longer term' investment was made during 2008/09:

Amount (£)	Date From	Date To	Period (Days)	Interest Rate (%)
4,000,000	06.05.2008	06.05.2013	1826	6.20

5.04 Cash balances in relation to the Pension Fund, Insurance Fund and School balances were utilised in the year and interest was paid on the basis of the average seven day rate calculation. It is Council policy to minimise daily cash flow balances. However, on certain occasions it is uneconomic to deal (below £200,000) and therefore, the balance is kept in the bank account.

6.00 LANSBANKI INVESTMENTS

6.01 On 7th October 2008, Landsbanki was placed in receivership. At that time Flintshire had £3.7 million of Council monies invested with the UK subsidiary. The investments were made as follows –

£1.2 million maturing 17th October 2008 (invested on 22nd July 2008)
 £1.5 million maturing 14th November 2008 (invested on 1st September 2008)
 £1.0 million maturing 18th November 2008 (invested on 8th September 2008)

- 6.02 There are three leading credit ratings agencies which rate the financial standing of financial institutions. These are Fitch, Moody's and Standard & Poor's. In October last year, the Council used Fitch as specified in the Treasury Management Policy Statement. The Council were advised on 30th September 2008 that Landsbanki's credit ratings had been downgraded by Fitch, short term from F1 to F3 and Long Term from A to BBB.
- 6.03 As a result of the difficulties being experienced in the money markets, officers had been taking daily advice from the Council's Treasury Management Advisors, Sterling. On advice, the strategy being adopted was (and still is) for investments to be kept shorter-term (under 3 months). The investments in Landsbanki were all made prior to 30th September 2008, they were all made shorter-term and at the time Landsbanki met the Council's credit ratings criteria.
- 6.04 Landsbanki was placed into receivership which gives it temporary protection from payment of debts and obligations as they fall. To date, none of the investments have been repaid (see paragraph 6.07)
- 6.05 Flintshire is one of 9 Welsh Councils to be caught up in the collapse of the Icelandic Banking System along with 3 Police Authorities and 3 Universities in Wales with investments totalling £70 million. Across England and Wales the total investment is £860 million.
- 6.06 Council Officers have been and continue to provide information to assist the Local Government Association (LGA), Welsh Local Government Association (WLGA) and other bodies who are seeking to recover all investments.
- 6.07 No announcements have yet been made about recovery rates for Landsbanki investments. The LGA remains confident in its legal advice that local authorities are preferential creditors under Icelandic law. Claims for Landsbanki must be submitted by 30th October and although the Winding-up committees do not expect to make payments prior to the end of the claims period, the LGA will continue to push for early repayment for priority creditors.
- 6.08 The 2008/09 accounts have been closed taking account of the guidance from the Wales Audit Office and CIPFA.

7.00 LONG TERM BORROWING

- 7.01 The Authority's long term debt portfolio was as follows:

	<u>01/04/08</u>	<u>31/03/09</u>
Total debt outstanding	£173.6m	£173.6m

7.02 There were no long term borrowing requirements for 2008/09, as reported in the 2008/09 Treasury Management Policy & Strategy Statement.

7.03 The Council's overall borrowing rate was 5.65%.

7.04 The debt maturity profile as at 31 March 2009 is shown on page 11. This shows a debt maturity profile in line with CIPFA's recommendations of having no more than 10% of the debt portfolio maturing in any one future year. In fact, no more than 6.23% of the Council's portfolio matures in any one year.

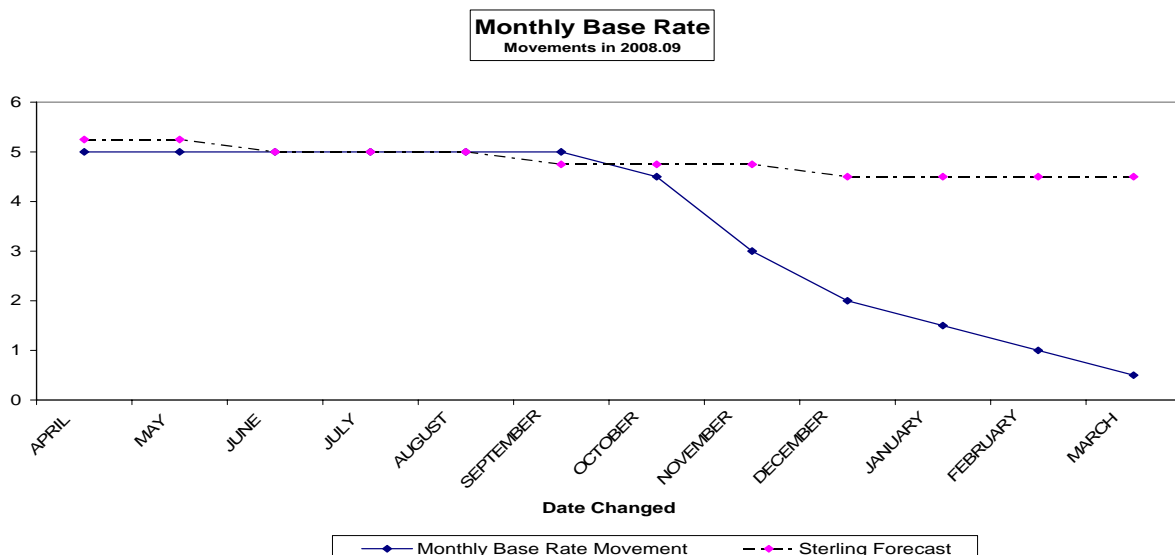
8.00 ECONOMIC & INTEREST RATE REVIEW 2008/09

8.01 The financial year started with the UK base rate at 5.25%, decreasing by 0.25% in April, 0.50% in October, 1.50% in November, 1.00% in December and 0.50% in January, February and March to close the financial year at 0.50%.

8.02 The 2008/09 maximum and minimum PWLB rates for fixed maturity loans were:

Period	Maximum	Minimum	31/03/2009
4 to 5 years	5.60%	2.90%	2.42%
9 to 10 years	5.49%	3.04%	3.38%
10 to 15 years	5.47%	3.18%	3.88%
15 to 25 years	5.38%	3.65%	4.28%

8.03 The graph below shows the movement in U.K. base rate during 2008/09 and Sterling's forecast for 2008/09 upon which the Strategy was based.



8.04 Annual Review 2008/09

Inflation was the major concern at the start of the year as oil, food and commodity prices rose sharply. Oil prices eventually peaked in July at a record \$147 per barrel, pushing up retail energy and petrol prices.

The Governor of the Bank of England, Mervyn King, wrote a series of letters to the Chancellor explaining why the Consumer Price Index (CPI) measure of inflation was more than 1% over the 2% target. CPI eventually peaked at 5.2% in September.

Rising inflation meant that the Monetary Policy Committee (MPC) was reluctant to reduce interest rates from 5% to provide a buffer against the expected credit crunch induced recession.

The high level of Bank Rate did not help financial institutions that, throughout the year, struggled to source funding due to higher perceived levels of credit risk. This was largely due to uncertainty and mistrust. Institutions were more inclined to hoard cash than lend to other institutions that might be exposed to losses on sub-prime mortgages or other forms of toxic debt.

The Bank of England pumped short-term cash into the money markets and eased liquidity problems, but as the economy weakened, attention turned to capital levels. Banks that were over-exposed to higher risk loans and toxic debt lost the confidence of investors and lenders.

In the tougher market conditions and the slowing economy, financial institutions aggressively de-leveraged, restricting lending to companies and households. This exacerbated the slump in both domestic and global trade and economic activity.

On 15th September, the situation perceptibly worsened when the US Treasury allowed Lehman Brothers to file for bankruptcy. Confidence in the worldwide banking system plummeted, further increasing the pressure on other financial institutions.

Shortly afterwards, the UK government encouraged a merger between Lloyds TSB and HBOS. At the same time banks in Europe, including Dexia, Fortis and Hypo Real Estate had to be rescued by their respective governments to avoid outright failure. The Icelandic banks also experienced problems, but were too big to be rescued by the Icelandic government. The banks were put into receivership in an effort to protect them from creditors.

In early October the UK government was effectively forced to step in and support the Royal Bank of Scotland and Lloyds TSB/HBOS by taking a stake in each bank. The move helped to steady the nerves in financial markets. The government also announced various plans to stimulate the UK economy, most notably a year-long VAT cut.

Other world governments followed suit, implementing both bank rescue measures and fiscal stimulus plans. By the turn of the year confidence in financial markets began to return, reflecting the fact that governments appeared to be reluctant to allow banks to fail.

However, the problems in the banking sector, on-going restricted lending and the slump in the housing market caused sharp falls in both company and household confidence. Spending fell in response, the fall exacerbated by rising unemployment. The UK economy contracted 2.4% in quarter four of 2008/09, following a 1.6% decline in quarter three.

The sharp economic contraction along with significant falls in commodity prices raised the spectre of deflation. In order to avoid this outcome and meet its 2% CPI target, the Bank of England reduced Bank Rate to 0.5% and implemented a policy of quantitative easing in the second half of the year.

The true impact of these actions has yet to be seen, but the Bank will be hoping that the significant amount of economic stimulus from various sources is enough to enable the UK economy to recover from recession in 2010.

9.00 TREASURY MANAGEMENT CREDIT RATING CRITERIA

- 9.01 Until October 2008, the Council used ratings assigned by Fitch in isolation, since then both Fitch and Moody's ratings have been used. A list of Counterparties and their ratings are sent monthly by the Council's Treasury Management Consultants, Sterling. They also provide immediate notification of any changes in ratings which may affect the Council's Counterparties. If a Counterparty's ratings with either Fitch or Moody's no longer meet the required criteria, then no further investments will be made with that Counterparty.
- 9.02 When funds are invested in banks, building societies or Money Market Funds, that financial institution must meet the ratings criteria specified in the table below. This shows that the Council is lending to financial institutions of "best quality grade". These criteria have been discussed and agreed with Sterling (the Council's Treasury Management Advisers). The approved counterparty lending list, based on the above criteria is available in the background papers.

Rating Type	FITCH			MOODY'S		
	UK & Overseas Banks	Rated Building Societies	Money Market Funds	UK & Overseas Banks	Rated Building Societies	Money Market Funds
Short term	F1+ & F1	F1+, F1 & F2	AAA	P1	P1 & P2	AAA
Long Term	AAA, AA+, AA, AA-, A+ & A	AAA, AA+, AA, AA-, A+, A & A-	AAA	Aaa, Aa1, Aa2, Aa3 to A1 & A2	Aaa, Aa1, Aa2, Aa3, To A1, A2 & A3	AAA
Individual (Fitch), BFSR (Moody's)	A, A/B, B, & B/C	A, A/B, B, & B/C	AAA	To C-	To C-	AAA
Support	1, 2, 3 & 4	1, 2, 3 & 4	AAA	N/A	N/A	AAA
Sector Limit	100% UK 25% Overseas	60%	20%	100% UK 25% Overseas	60%	20%

9.03 The exceptions to this are Building Societies which are not rated as above, but have an asset size in excess of £1 billion which were added to the Council's approved lending list in order to increase investment return. These are classed as non-specified investments in the Annual Investment Strategy.

9.04 The 'credit crunch' resulted in many changes in the ratings for Banks and Building Societies. However, all investments made during 2008/09 met the credit rating criteria.

10.00 PERFORMANCE

10.01 The weighted average temporary investment rate obtained in the year was 4.95% compared with the seven day LIBID rate of 3.69%.

10.02 The long term debt portfolio average borrowing rate as at 31 March 2009 was 5.65%.

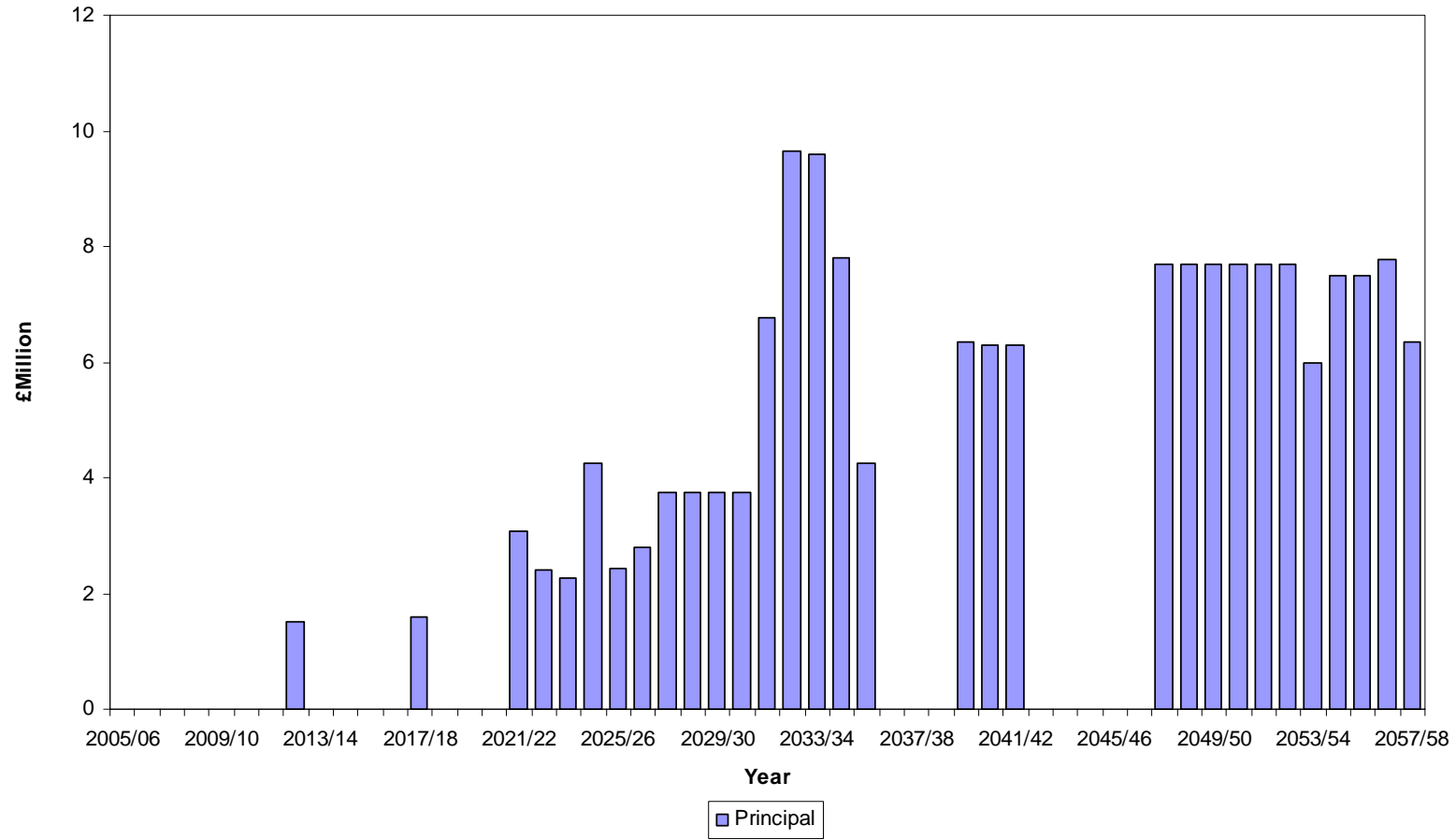
10.03 Flintshire County Council is a member of the CIPFA Treasury Management and Debt Management Benchmarking Clubs. In 2008/09 the Council was compared with 127 other authorities. The data provided showed that the weighted average long term borrowing rate for Flintshire of 5.65% was slightly above the benchmarking group average of 5.30%. The reason for this difference reflects the Council's historic borrowing. The weighted average investment rate was 4.95% compared with the benchmarking group average of 5.22%.

- 10.04 The performance of external cash managers is monitored by Sterling Consultancy Services and if it is considered appropriate in the future to appoint such a manager, then a recommendation will be made to Executive. However, results from the CIPFA Benchmarking Club showed that on average, External Manager Investment returns were lower than that achieved by the Council.
- 10.05 The Council measured its performance against 8 other Welsh Unitary Authorities for 2008/09. For that period, the Council achieved a return slightly lower than the group average of 5.12%.

11.00 CONCLUSION

- 11.01 The Treasury Management function has operated within the statutory and local limits detailed in the 2008/09 Treasury Management Policy Statement. The collapse of the Icelandic Banking system has resulted in some changes to Policy and the reducing of risk has had an effect on the return of investments.

Long Term Debt Maturity Profile



CIPFA Revised Treasury Management Code Consultation

Public services, especially local authorities, have had a turbulent time following the collapse of the Icelandic Banks. There have been two national reports as a consequence, one from the Audit Commission¹ and the second from the Communities and Local Government Select Committee². Neither report suggested that the current system was fundamentally flawed, though both made recommendations for improvement. It is important that the lessons learned in local government are applied across all sectors, therefore, following the publication of the revised Treasury Management Code it is intended to update the guidance notes for all sectors. CIPFA was already in the process of updating its local government guidance at the time of the collapse.

It is intended that the revised Code and cross-sectoral guidance notes will be published in the autumn. In order to inform that revision, CIPFA is launching this period of consultation on the proposed changes. This is the second period of consultation; in response to its Treasury Management Bulletin in March 2009, CIPFA sought feedback and is grateful for the comments received at that time. It has taken those comments received into account in either the revised Code or the revised guidance notes.

The key changes to the Code are as follows:

1. Enhancement of the role of scrutiny of treasury management strategies and procedures. It will be a public body's responsibility to identify an appropriate body or individual to have responsibility for the scrutiny function which may be a committee such as a finance scrutiny committee or audit committee. This reflects the increased prevalence of Audit Committees and Scrutiny functions across the public services.
2. Currently the Treasury Management Strategy must be approved by full board or council and this is typically done as part of the approval of the budget. The revised Code will allow approval from a relevant committee. Where approval is not by full board or council, the decisions made must be reported to full council. This reflects the evolving political structures within Local Government and ensures that public bodies consider treasury management away from the focus of the budget.
3. The requirement for ensuring that staff are appropriately qualified and trained is already contained within the existing Code. The revised Code will require training to be available for relevant board / Council members with responsibility for treasury management. This is to ensure that all those responsible for treasury management are aware of their responsibilities and have access to suitable training.

¹ Risk and Return, English local authorities and the Icelandic Banks, March 2009
² Communities and Local Government, Local authority Investments, 11 June 2009

4. The existing Code requires the Treasury Management Strategy to be approved prior to the start of the financial year and a report presented after the end of the financial year detailing operational activity throughout the year. The revised code will also require an interim or mid-year operational report.

The key changes to the cross-sectoral guidance notes are as follows:

1. The emphasis that organisations should not solely rely on credit ratings when choosing a counterparty, but should use all available market information.
2. That a sound diversification policy will include country, sector and group limits.
3. Clarification that officers involved in treasury management must follow the treasury management policies and procedures.

The following table provides the detail of the changes to the Code. CIPFA welcome comments all the proposed changes, especially where there may be practical implementation issues.

There are some areas raised in the national reports which are not appropriate for the Code, but will be addressed either in the revised guidance notes or in a Treasury Management Bulletin. Revised guidance is planned for all sectors.

The deadline for responses to the consultation is **Friday 18th September 2009**. Please send your responses to:- mandy.bretherton@cipfa.org.uk

Proposed Key Changes to CIPFA Revised Treasury Management Code

Area	Proposed Amendment
1. Scrutiny	The organisation will be expected to name the individual/group of individuals or committee to be responsible for ensuring effective scrutiny of the Treasury Management Strategy and policies.
2. Approval Process	The annual strategy can be approved by a named relevant committee and does not have to be approved by full board/council. Where approval of the annual strategy is taken by a body other than full board/council, the annual strategy should be reported to full board/council.
3. Training of Board / Council members	The responsible officer should ensure that all board/council members tasked with treasury management responsibilities, including those responsible for scrutiny, have access to training relevant to their needs and those responsibilities.
4. Reporting	In addition to the Annual strategy and year end operation report, a mid year report will be required. This should be presented to full board/council or relevant committee.

FLINTSHIRE COUNTY COUNCIL

AGENDA ITEM NUMBER: 15

REPORT TO: **EXECUTIVE**
DATE : **16 SEPTEMBER 2009**
REPORT BY: **HEAD OF FINANCE**
SUBJECT : **BUSINESS RATES - DEFERRED PAYMENT SCHEME 2009-10**

1.00 PURPOSE OF REPORT

1.01 To provide members with an update on the introduction of a Assembly Government scheme to defer part of this years annual increase in business rates.

2.00 BACKGROUND

2.01 In response to the difficulties faced by many businesses, the Welsh Assembly Government has now introduced, from the 28th August 2009, a new scheme to enable businesses to defer part of the increased element in the 2009-10 business rate bills over the next two financial years.

2.02 The main purpose of this scheme is to give businesses more flexibility to help manage their rate bills in the current economic climate and provide a smoother profile of business rates payments over the next three years, giving them the chance to pay a lower increase in 2009-10 and make up the payments in the following two years.

2.03 A letter was sent to members on the 7th April 2009 giving the details of the scheme in it's draft format. The scheme that has now been introduced is identical to that of the initial draft .

3.00 SUMMARY OF THE DEFERRED PAYMENT SCHEME

3.01 This Deferred Payment Scheme will enable businesses to choose to defer payment of part of the 5% annual increase in their business rate bills for 2009-10. In reality this only equates to approximately 3% of the overall bill amount. Businesses will still need to repay the amount that is deferred but this will be split half into 2010-11 and half in 2011-12.

3.02 For most businesses, especially those with a low rateable value, the value of the deferred amount is likely to be small. For example, if a business has a rateable value of £2,000 and is receiving the normal 50% Small Business Rate Relief, then the normal rates bill for 2009-10 would be £489. Of this, only £14 could be deferred over the next two financial years at the rate of £7 per year. For larger businesses, for example a business with a rateable value of £10,000 the normal rates bill would be £4,890. Of this £140 could be deferred over the next two years at the rate of £70 per year.

Date: 09/09/2009

3.03 In line with the Assembly Government guidance, there are only two instances under the regulations where a business may **not** be granted deferral :

- When they have already paid their 2009-10 business rates bill in full or by virtue of their chosen instalment plan, are due to pay their bill in full within 21 days of any application for deferment being received, this condition may apply only in a small number of cases, for example to those ratepayers who pay by half yearly instalments with the second instalment being due on the 30th September 2009.
- When they are in default with their normal payments and have already lost the right to pay by instalments by the time the Council receives an application for deferment.

3.04 The number of business properties that may qualify for deferment, based on current estimates, are as follows :-

Deferment Values	Number of Business Properties
£0	1,500
£10 - £50	1,285
£50 -£100	631
£100 -£500	1,147
£500 - £1,000	187
£1,000 - £5,000	177
£5,000 - £10,000	23

3.05 A further analysis of potential qualifiers suggests that if every business 'opts-in' then the total value of deferments is likely to be £1.04m. In comparison, the total amount collectable for business rates (after allowing for exemptions, discounts and reliefs) is currently £52.5m

3.06 On the 21st August 2009, the Council wrote to all businesses that may qualify under this scheme giving a personalised calculation of the potential deferment that could be offset over the next two years. A copy of the information pack sent to businesses was also circulated to members for information purposes. Applications are now being processed as a matter of urgency in order to assist businesses.

4.00 RECOMMENDATIONS

4.01 That members note the introduction of this scheme.

5.00 FINANCIAL IMPLICATIONS

- 5.01 There have been additional software development costs of £4,000 which are necessary to successfully implement the new scheme. The Assembly Government has provided a small grant, estimated to be £1,000, which will only cover the cost of postage in sending out further information to all businesses that may qualify.

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 The introduction of the deferred payment scheme was introduced as a direct result of a similar announcement in England by the Chancellor of the Exchequer as part of the national Budget proposals. The introduction of the scheme, on this occasion, was not subject to the normal Assembly Government consultation process.

12.00 APPENDICES

- 12.01 None

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985
BACKGROUND DOCUMENTS

Non Domestic Rating (Deferred Payments) (Wales) Regulations 2009

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FLINTSHIRE COUNTY COUNCIL

AGENDA ITEM NUMBER: 16

REPORT TO: **EXECUTIVE**
DATE : **16 SEPTEMBER 2009**
REPORT BY: **HEAD OF FINANCE**
SUBJECT : **MAKING THE CONNECTIONS - MAKING THE MOST OF OUR RESOURCES**

1.00 PURPOSE OF REPORT

1.01 To provide Executive with details of the efficiency gains achieved in 2008/09, as set out in the 'Making the Connections' Agenda.

2.00 BACKGROUND

2.01 The Welsh Assembly Government (WAG) is committed to maximising value for money in order to deliver better quality services in Wales.

2.02 WAG has set a target to save a cumulative 1% a year across the public sector for the five year period 2005/06 to 2009/10, which equates to £600 million.

2.03 The target set for the Authority is £2.150m per annum and is based on the Authority's share of the Standard Spending Assessment. As the target is cumulative, the total efficiency gains to be achieved by the Authority are:

	Annual Target £m	Cumulative Annual Target £m	Cumulative Target £m
2005/06	2.150	2.150	2.150
2006/07	2.150	4.300	6.450
2007/08	2.150	6.450	12.900
2008/09	2.150	8.600	21.500
2009/10	2.150	10.750	32.250

2.04 Efficiency gains must consist of genuine and sustainable changes to business practices which either yield cash savings or allow more or better services to be provided for the same resource input. Efficiency gains do not represent cuts in budgets.

2.05 Under the Wales Programme for Improvement, authorities must report on efficiency gains in their Improvement Plan. The Authority's 2008/09 Annual Performance Report will be presented to Executive on 27th October 2009.

Date: 09/09/2009

3.00 CONSIDERATIONS

- 3.01 A report to Executive on 7th October 2008 stated that the Authority had achieved cumulative efficiency gains of £14.012m in the three years 2005/06 to 2007/08.
- 3.02 The value of efficiency gains achieved in 2008/09 is £8.452m, as detailed in Appendix A. Whilst this is £0.148m below the Year 4 target, the cumulative actual for the four-year period, £22.464m, is £0.964m over target. The declared efficiency gains include items relating to the HRA, General Fund Capital Programme and Pension Fund.
- 3.03 As part of the 2010/11 budget process, Directorate budgets will be amended to reflect those efficiency gains which have not been accounted for under previous budget rounds.
- 3.04 Based on rolling forward the 2008/09 efficiency gains, together with incorporating additional items identified during the 2009/10 budget process, the initial projection indicates that the Authority will achieve efficiency gains of £10.760m in 2009/10, £0.010m above the annual target.

This projection will be revisited during the year as Phase 2 of Organisational Redesign progresses.

4.00 RECOMMENDATIONS

- 4.01 That Executive notes the efficiency gains achieved by the Authority.

5.00 FINANCIAL IMPLICATIONS

- 5.01 None directly as a result of the report.

6.00 ANTI POVERTY IMPACT

- 6.01 None directly as a result of the report.

7.00 ENVIRONMENTAL IMPACT

- 7.01 None directly as a result of the report.

8.00 EQUALITIES IMPACT

- 8.01 None directly as a result of the report.

9.00 PERSONNEL IMPLICATIONS

- 9.01 None directly as a result of the report.

10.00 CONSULTATION REQUIRED

10.01 None.

11.00 CONSULTATION UNDERTAKEN

11.01 Finance Officers' Group

12.00 APPENDICES

12.01 Appendix A - Efficiency Gains

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985
BACKGROUND DOCUMENTS

2008/09 Efficiency Gains - Working papers
Making the Connections, Delivering Better Services for Wales - October
2004
Delivering the Connections - June 2005

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E-Mail: kerry_feather@flintshire.gov.uk

Efficiency Gains

	2005/06 Actual	2006/07 Actual	2007/08 Actual	2008/09 Actual					Cumulative Actual	2009/10 F'cast
	Total £'000	Total £'000	Total £'000	Total £'000	Gen. Fund Cashable £'000	HRA Cap Cashable £'000	Pension Cashable £'000	Efficiency Non Cash £'000	Total £'000	Total £'000
1 RECURRING EFFICIENCY GAINS										
Smarter Procurement	564	1,043	1,201	1,569	983	219	317	50	4,377	1,817
Streamlining Support Functions										
Programme for Change		900	941	941	941				2,782	941
Other Staff Savings / Vacancy Savings		223	317	439	439				979	673
Non Staff Efficiencies		122	172	364	364				658	424
Sub-Total		1,245	1,430	1,744	1,744				4,419	2,038
Shaping Public Services										
Programme for Change		921	1,055	1,055	1,055				3,031	1,055
Other Staff Savings / Vacancy Savings		219	294	563	563				1,076	708
Non Staff Efficiencies		1,049	1,823	2,820	2,820				5,692	4,342
Capital Receipts	165	269	422	575	575				1,431	675
	165	2,458	3,594	5,013	5,013				11,230	6,780
Making Better use of Staff Time, Skills	17	34	39	39	5			34	129	39
TOTAL - RECURRING EFFICIENCY GAINS	746	4,780	6,264	8,365	7,745	219	317	83	20,155	10,674
2 NON RECURRING EFFICIENCY GAINS										
Smarter Procurement	212	1,526	484	79				79	2,301	78
Streamlining Support Functions				8	8				8	8
TOTAL - NON RECURRING EFFICIENCY GAINS	212	1,526	484	87	8			79	2,309	86
GRAND TOTAL	958	6,306	6,748	8,452					22,464	10,760
TARGET	2,150	4,300	6,450	8,600					21,500	10,750
OVER TARGET/(SHORTFALL)	(1,192)	2,006	298	(148)					964	10

FLINTSHIRE COUNTY COUNCIL

AGENDA ITEM NUMBER: 17

REPORT TO: **EXECUTIVE**
DATE : **16 SEPTEMBER 2009**
REPORT BY: **DIRECTOR OF LIFELONG LEARNING**
SUBJECT : **PROPOSED AMALGAMATION OF DEE ROAD INFANTS AND
CUSTOM HOUSE LANE JUNIORS - APPROVAL TO
CONSULT WITH RELEVANT GROUPS**

1.00 PURPOSE OF REPORT

- 1.01 To seek approval of members for officers to undertake consultation meetings related to the above proposal

2.00 BACKGROUND

- 2.01 The amalgamation of Dee Road Infant School and Custom House Lane Juniors has been proposed by Governors of the schools, and officers have been involved with a series of meetings with Governors and local members relating to progressing the proposed amalgamation.

The proposed amalgamation would involve the technical closure of the two existing schools, and the opening of a new purpose built, all through Primary school on the same site. The existing schools would be demolished once the new school was commissioned and the area converted to extra parking and play areas.

It is recognised that the amalgamation of Infant and Junior Schools brings benefits both in terms of teaching and learning, but also provides financial savings that can be put towards the improvement of the learning environment.

The part-funding of the proposal, amounting to £3.million has previously been approved by the Council, and a successful competitive bid to the Welsh Assembly Government (transitional SBIG [School Buildings Improvement Grant] has resulted in the granting of an additional £4.5million to complete the proposed new school building.)

3.00 CONSIDERATIONS

- 3.01 There is a national trend towards amalgamating infant and junior schools into all-through primary schools. All-through primary schools are able to provide children with a continuity of education, thus removing the disruption that can be caused by moving schools at an early age. With the implementation of the Foundation Phase replacing Key Stage 1 in Wales there is now a greater need to minimise disruptive transition to Key Stage 2. Amalgamating infant

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and junior schools into all-through schools is the best way to achieve a smooth transition.

All-through primary schools provide the following benefits:

- an opportunity for stability, consistency and ease of progression between Key Stages, particularly considering the impact of the Foundation Phase, and the emphasis on learning through play;
- an increased range of staff expertise;
- interaction with a wider range of age groups for children;
- the ability to foster long-term relationships with parents.

- 3.02 Establishing a new school is subject to the process of adequate consultation with relevant groups, and the subsequent publication of statutory notice. The Assembly Government attaches great importance to the consultation process, which should take into consideration the views of consultees.

Following the consultations, a report is prepared for members of the Executive to consider, and to decide if the proposal should be progressed to the Statutory stage.

The publication of the Statutory Notice is followed by a period of two months when anyone can lodge a written (formal) objection to the proposal.

The receipt of objections will mean that the proposal be referred to the Assembly Minister for Children, Education, Lifelong Learning and Skills (DCELLS) for determination. In the event of no formal objections being received, the Council will be responsible for determining if the proposal is progressed or not

4.00 RECOMMENDATIONS

- 4.01 That members approve that Infant and Junior Schools are considered for future amalgamation, and that individual reports will be brought to the Executive for consideration when an amalgamation is considered appropriate.

That members approve for officers to consult with the relevant groups of Staff, Governors and Parents of both Dee Road Infant and Custom House Lane Juniors the outcome of which will be reported back to the Board.

5.00 FINANCIAL IMPLICATIONS

- 5.01 The report sets out that there is funding in place to fulfil the envisaged Capital Scheme.

6.00 ANTI POVERTY IMPACT

- 6.01 A significant building project sustains and provides employment during the development and construction period.

7.00 ENVIRONMENTAL IMPACT

- 7.01 New school construction requires high standards of sustainability practice, in accordance with BREEAM (Environmental Assessment Method) standards

8.00 EQUALITIES IMPACT

- 8.01 New school construction requires careful consideration of inclusion and access issues.

9.00 PERSONNEL IMPLICATIONS

- 9.01 General staffing issues relating to the proposed amalgamation to be discussed as part of the consultation process

10.00 CONSULTATION REQUIRED

- 10.01 As outlined in the report there is a statutory process of consultation and decision making to be undertaken in relation to school organisational change.

11.00 CONSULTATION UNDERTAKEN

- 11.01 members are requested to commission consultation with stakeholders.

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 : 16 SEPTEMBER 2009
REPORT BY: DIRECTOR OF LIFELONG LEARNING
SUBJECT : SPORT FLINTSHIRE - QUEST ACCREDITATION AWARD.

1.00 PURPOSE OF REPORT

- 1.01 To inform Members of the outcome of the submission made by Sport Flintshire to the Quest Accreditation National Award for continuous improvement in Sports Development.

2.00 BACKGROUND

- 2.01 Quest is a performance management and continuous improvement tool, designed primarily for the management of sports development and leisure facilities. Quest defines industry standards and good practice and encourages their ongoing development and delivery within a customer focused management framework. The model used for sports development accreditation is aimed at the management of any team which provides or facilitates participation in an activity; public, private, trust and voluntary sectors. Each of the areas identified within the key Quest criteria has both a self-assessment improvement programme, and an independent objective external assessment.
- 2.02 The Sport Flintshire team embarked upon obtaining the Quest Accreditation in 2002. The service implemented ongoing improvement plans for the development, efficiency and effectiveness of the service. Over a number of years, there were inspection visits and advice received relating to areas for improvement within the service. The full inspection of the service was arranged for January 2009.

3.00 CONSIDERATIONS

- 3.01 The Sport Flintshire service was inspected over a two day period in January 2009. The outcome of this inspection resulted in the Sport Flintshire team becoming Quest Accredited with a score of 74%. This falls within the 'commended' category, only 1% away from the 'highly commended'. This accreditation is registered for two years and will be due for renewal on 22nd January 2011.
- 3.02 The Sport Flintshire team are the only team in North Wales with Quest Accreditation and are one of only three teams in Wales with this prestigious award.

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- 3.03 Recommendations from the assessment are being addressed through the County Council's Service Planning Framework. Marketing recommendations, for example match closely with the outcomes of the Leisure Strategy review.

4.00 RECOMMENDATIONS

- 4.01 Members are invited to note the successful outcome of the inspection and assessment with the achievement of the Quest Accreditation for the Sport Flintshire service.

5.00 FINANCIAL IMPLICATIONS

- 5.01 Upon renewal of the accreditation there will be a budgetary implication for the 2011-2012 budget of approximately £950, inclusive of the annual maintenance visit and the full two day inspection.

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 other than the monitoring work involved in maintaining the improvement process.

10.00 CONSULTATION REQUIRED

- 10.01 None

11.00 CONSULTATION UNDERTAKEN

- 11.01 Various discussions with stakeholder interests.

12.00 APPENDICES

- 12.01 Quest Assessment Result for Sport Flintshire - Report.

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985 BACKGROUND DOCUMENTS

None

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Mrs Sian Williams
Sports Development Manager
Flintshire County Council
Sport Flintshire
Phase 3
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Mold
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CH1 6ND

11/02/2009

QAR1851

Dear Mrs Williams

Quest Assessment Result for Sport Flintshire

I am writing to confirm the results of the Quest Assessment on 15 January 2009, 16 January 2009. Your organisation is categorised as:

Commended

Your Quest percentage score is 74%.

Congratulations on achieving Quest registration! Your period of registration will run from 23 January 2009 to 22 January 2011.

Please read your attached Assessment Improvement Report and use the report, along with your Quest Pack, as a basis for your continuous improvement programme. If you are dissatisfied with your Quest percentage score, an appeal system is available. Please contact the Quest team for further details.

Your continuous improvement programme will be monitored over the next two years through a further On-Site Assessment at about month 12 after registration, Please supply us with a purchase order number now and then an invoice will be forwarded in the next few months. A member of the Quest team will be in contact with you to arrange this Maintenance Visit.

We would also be grateful if you could take the time to complete the enclosed feedback form and return it to Quest.

Thank you for your involvement in Quest. We hope that it has assisted you in the continual improvement of your service. Good luck for the future.

Yours sincerely

Tori Evans
Quest Administrator

Quest
Assessment Improvement Report

Sport Flintshire

Operated by

Flintshire County Council



1. Introduction

This report results from a Quest On-site Assessment carried out on 15 and 16 January 2009 by Elly McFahn. Sian Williams, Sports Development Manager, hosted the Assessment.

The Assessments are based on the best practice principles in the Quest Manager's Guidance Pack (Issue 3) – SD framework.

2. Scope of Assessment

The Assessment covers all of the activities and processes involved in the delivery of the services at Sport Flintshire. The services include:

- Strategic Planning and co-ordinated working
- Increasing levels of Physical Activity and Sport
- Partnership working
- Community Development with targeted groups
- Coach and Volunteer education development
- Improving the Health and Wellbeing of the Flintshire Community
- Communication and Marketing

3. Sample

The Assessment cannot, in the time available, confirm every activity affecting service delivery. Every effort has been made to identify a realistic picture of the organisation through the method and format of the Assessment. However, by sampling, the report and findings cannot be taken as unequivocal endorsement of safe and effective operation.

4. Result

The overall score for **Sport Flintshire** is **74%**.

Congratulations – **Sport Flintshire** will be registered under the UK Quality Scheme for Sport & Leisure within the Category

Commended.

The Registration is subject to the Team subscribing to the Scheme Maintenance Requirements.



5. Executive Summary

The Assessor appreciates the co-operation and assistance provided during the Assessment and has summarised the results of the process below. The Assessor has scored each of the 92 Best Practice Principles on a 1-4 basis, judging evidence on the basis of Poor, Fair, Good or Excellent respectively. To add further value, the Assessor has made suggestions, which could be considered by the Team to help it improve further.

This is the Team's first Quest Assessment. It has been working with the Quest Principles for four years and has derived significant benefit.

During the Assessment process the Assessor identified, along with others in this report, the following key strengths and examples of good practice:

- Ongoing strategic development of services through the inception of the LAPAs has enabled the Team to identify gaps and drive forward targeted areas of work.
- Leadership was clear and focused, and, as a result of internal re-structuring, the Team had a clear understanding of the direction of the Council, and the role it played within this.
- The continued development of partnership working has delivered some key national and local initiatives, and has drawn down rationalised funding. Partners recognised the continued improvements in joint working, and perceived the Team in a very positive light.
- A significant amount of work has been undertaken in the Team's commitment towards continuous improvement, including the implementation of Improvement Plans, and a number of SAQs prior to application. This has resulted in a very commendable first score.

There are also areas which could be considered for improvement. Some key suggestions, along with others identified in the report, include:

- Processes; systems and documents are changing as the Team evolves. Consideration could be given to ensuring a structured review and update of these is managed to effectively deliver future services and activities.
- The Team has increased significantly in size, and this has resulted in increased delivery; it may wish to consider how it can communicate its many achievements to users, non-users and partners to demonstrate the impact their work has had.
- The Team may wish to consider how it collects trend analysis in a number of areas, and for what purpose in light of developments so that strategy targets are achieved and realignment takes place if required.
- The Team was currently implementing a three year Marketing Plan; consideration may wish to be given as to how the longer term effectiveness is measured in delivering and promoting services across their demographic make up and target groups

The Team is to be commended on its achievement.



6. How your Quest Management Issues are scored

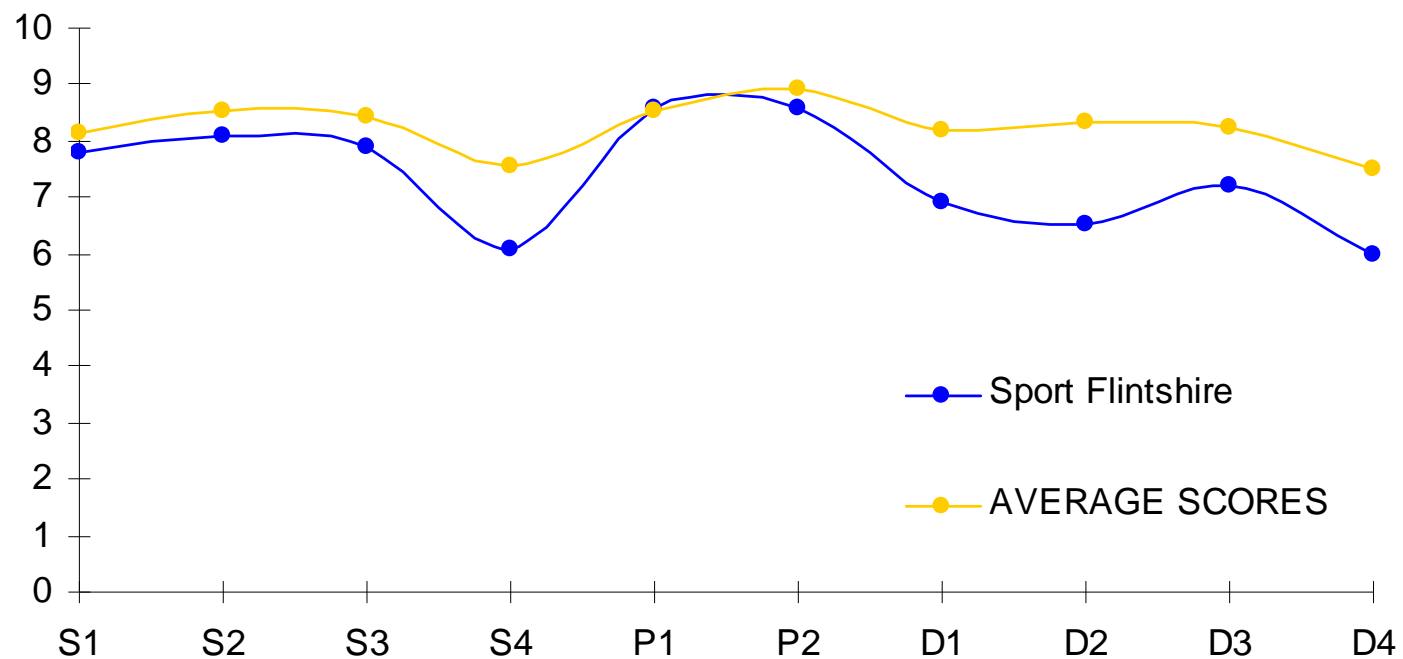
Your own Self Assessment score for each Management Issue is recorded in the table below – column C. In column D, the Assessor has also assessed each principle on a 1 – 4 rating and then calculated a total score for that Management Issue. This score is then converted into a score out of 10 for direct comparison between Management Issues.

Management Issues		Your SAQ Score	Assessor's Scoring	
		Col C	Col D	Col E
			Best practice principles	Assessment score (out of 10)
S1	Research and Community Engagement	22	25	7.8
S2	Planning	38	39	8.1
S3	Partnerships	21	22	7.9
S4	Continuous Improvement	21	22	6.1
<hr/>				
P1	Management Support and Leadership	35	38	8.6
P2	People Management and Development	36	38	8.6
<hr/>				
D1	Delivery Planning and Procedures	21	25	6.9
D2	Health and Safety Management	23	26	6.5
D3	Customer Relations	23	23	7.2
D4	Marketing	29	29	6.0
Total Percentage score				74%

Organisations should aim to score at least 6 out of 10 for each issue, and use the assessment of each Best Practice Principle (both by the Assessor and Self Assessment) as the guide to developing further action plans. Planning how to improve the Best Practice Principles, followed by implementation, and some form of review will facilitate continuous improvement. This process will lead to higher scoring.

7. Statistical Analysis

Chart One



This chart depicts your Team's scores in each of the Quest management issues in relation to the average scores from of all the Quest registered Sports Development Team's for each of the issues.



STRATEGY

Management Issue S1: Research and Community Engagement

Quest Best Practice:

- There is a clear understanding of the sporting needs and expectations of targeted customers and the community.
- There is a clearly defined approach to formal and informal research.
- An awareness of National and Regional policies, initiatives and trends is developed to assist in meeting the needs of targeted customers and the community.

Particular Strengths

To meet the strategic needs of the organisation, the Team uses a range of primary research data, including:

- the 5-60 feedback through the Secondary Schools Consortium
- the customer comments and complaints system
- consultation with partners
- KPI evaluation from Dragon Sport
- the internal online questionnaire of Flintshire County Council.

The Team retains an awareness of local demographics, which is highlighted in the Flintshire Profile Summary 2008. This is challenged through an increasing non-English/Welsh community, the travelling community and young carers. The Team has taken this data on board, and is using this to drive targets down through the business planning and marketing routes.

Research has led to the ongoing development of the Sport Flintshire Festival of Youth Sports with the inclusion of mountain biking, cheerleading and street dance for this forthcoming year, based on feedback from children in schools. The County Council's internal Staff questionnaire has resulted in the securing of an 'Active Lifestyle' capital grant and the subsequent refurbishment of a room within County Hall to deliver lunchtime and after-work exercise classes for employees.

Secondary research is collated through a number of regular and one-off sources including Youth Justice, Barnardo's, schools and Higher Education (HE) establishments. As a result of this, further programmes have been developed, a good example being 'Activ8-16', and the Bike maintenance programme.

The Team can also demonstrate how it has effectively engaged with the corporate agenda through its contribution to a number of internal strategies, including the Community Strategy, and the Unitary Development Plan (UDP), which has also been able to raise the profile of its work.

BPP No Score	Best Practice Principles	Assessor's suggested Areas for Improvement
1 Score 3	A current programme of regular, primary research is developed and implemented to identify the needs of users and non users.	<i>The Team could consider the implementation of a research plan which would identify the purpose and establish the value of what is undertaken and gathered, and demonstrate any gaps where additional research may be of benefit.</i>
2 Score 3	The Team develops and maintains awareness and understanding of current demographic, cultural and socio-economic factors affecting the provision of its services.	<i>Consideration could be given to future research requirements to build their knowledge base, as there has been a recent rise in demographics which will affect the Team's working with both migrant workers and the travelling community.</i>
3 Score 3	Appropriate secondary research is used regularly to identify the needs of users and non users.	<i>The Team could consider how to best collect data from non-user groups that it is aiming to engage with, following a review of programme delivery.</i>
4 Score 4	Research and community engagement shapes strategic planning and delivery	
5 Score 3	An awareness of relevant national, regional, county and local policies, initiatives and trends is developed and maintained.	<i>The Team is in the process of collecting data on both Welsh and English initiatives, given its location. Consideration as to how both countries' processes can best be utilised and dovetailed where applicable would enable the most robust delivery programmes.</i>
6 Score 3	Corporate research/consultation is influenced and effectively used by the Team.	<i>The Team could consider how all corporate consultation can be informed by its own agenda in the longer term. This process has already started within the last 8 months.</i>



7 Score 3	As a result of community engagement, delivery and outcomes have become more effective.	<i>The implementation of a research plan and subsequent review would enable the identification of effective delivery.</i>
8 Score 3	Examples of quantitative and qualitative research are used to demonstrate the effectiveness of outcomes.	<i>The Team's focus is very specific around young people and families, and, whilst it understands that its demographics encompass the wider population, the priority has been targeted here. Consideration as to how the other key groups are included will be required when responding to research from the Flintshire Profile Summary 2008.</i>



Management Issue S2: Planning

Quest Best Practice:

- There is a clear and documented approach to planning the service
- The planning reflects the needs of the identified community/customers, and agenda at all appropriate levels
- The planning achieves desired outcomes.

Particular Strengths

The Team's work is focused very clearly around a range of internal and external strategies and plans. These include:

- The Welsh Assembly Government Strategy for Sport and Physical Activity 2005 (followed by Climbing Higher, next steps 2006)
- Action Plans for Good Health in Flintshire 2007-2009
- Flintshire Children and Young Peoples' Plan 2008-2011
- Flintshire's Strategy for Improving Health, Social Care and Wellbeing 2008 – 2011
- Local Service Board Community Strategy
- Sport Flintshire Strategic Vision 2008-2011.

This has resulted in the Sport Flintshire Improvement Action Plan, and the linkage between this and their strategies is evident. KPIs are in place which the Team works to, good examples being the Dragon Sport targets for Flintshire; '5 x 60' targets and PESS targets, where the Team has demonstrated its compliance and over-achievement in some areas. More detailed work programmes demonstrate periodic monitoring and some programmes data is collected and uploaded directly into the Sports Council for Wales (SCW) database, so that it forms part of the national picture.

Ongoing reports with both partner organisations and internal documentation through monitoring enables the Team to plan and review its position; good examples of this include the report to the Head of School Services for the development of Rugby Union, and the Flintshire Local Education Authority School Improvement Report 2007. Partnership agreements also provide a structure for monitoring and reporting; the Local Authority Partnership Agreement Reporting Structure for Flintshire County Council encompasses this.

Structured reporting mechanisms operated internally as part of the performance review process, and enable the Team to most effectively draw down funding and allocate or realign resources on an annual basis. This is supported through Away Days which it uses to review and plan against key strategies and policies.

Successes through the expansion of Team members in conjunction with partner funded posts, including the Senior Active People Coordinator, Physical Activity coordinator and the Rugby Development Officer demonstrate the very positive impact this work has against strategic targets.

Equity is evidenced through compliance with the All Wales Child Protection Procedures 2008 and within the delivery programmes of Disability Sport Wales Officer. This is supported by the Council's own internal equality processes.

BPP No Score	Best Practice Principles	Assessor's suggested Areas for Improvement
1 Score 3	There is an overall strategy, supported by plans providing clear direction for the service.	<i>The Team recognises the value that the creation of its LAPAs have; consideration as to how these embed fully with partners to develop identified shared priorities in the longer term is key, and it could consider an annual Away Day for monitoring and review.</i>
2 Score 3	The strategy and plans have a clear rationale	<i>The Team may wish to consider how its work programmes and direction can link as effectively as possible with the Leisure Services Team, who has identified the need to ensure development is at the heart of its service delivery through operational sites, and is currently reviewing its Strategy.</i>
3 Score 3	The strategy and plans encompass and promote equity principles.	<i>The Team could add further value to plans through the breadth of its working relationships, especially with travellers and migrant workers.</i>
4 Score 4	There is a child welfare policy which meets national standards.	
5 Score 3	Continuous improvement is incorporated into the strategy and plans.	<i>As the new LAPA's are evaluated and monitored, the Team could consider the inclusion of continuous improvement targets.</i>
6 Score 4	The strategy and plans complement the corporate aims of the wider organisation.	

<p>7 Score 4</p>	<p>The strategy and plans are linked to national, regional and county priorities.</p>	
<p>8 Score 3</p>	<p>Targets within the strategy and plans are informed by local and national policy, past performance and performance of similar teams.</p>	<p><i>The Team could consider the inclusion of its position against KPIs within its Service Plan summary document to evidence its achievements, and in some cases over-achievements to raise the profile of what it does. This could be linked to marketing opportunities, and shared with partners in due course.</i></p>
<p>9 Score 3</p>	<p>The strategy and plans have specific, measurable outcomes, designed to ensure development and sustainability.</p>	
<p>10 Score 3</p>	<p>The strategy and plans are developed through consultation with relevant stakeholders</p>	<p><i>The Team may wish to consider hosting a stakeholder event to share strategies and develop work plans and programmes.</i></p>
<p>11 Score 3</p>	<p>The strategy and plans are effectively communicated to all stakeholders</p>	<p><i>Whilst key partners demonstrated their knowledge and understanding of the Team's plans, the Team may wish to consider how smaller groups and stakeholders can be involved in this process.</i></p>
<p>12 Score 3</p>	<p>The Team can demonstrate it is having a positive impact against its identified strategic outcomes</p>	<p><i>The Team may wish to use customer feedback systems more specifically to establish documented clarification of the positive impact the service has.</i></p>



Management Issue S 3: Partnerships

Quest Best Practice:

- The Team actively seek to develop, work with and maintain partnerships with appropriate public, private and voluntary sector bodies.

Particular Strengths

At a strategic level, the Team works with a number of key partners, these include:

- Sports Council for Wales (SCW)
- Flintshire Sports Council
- Children and Young People Partnership
- Youth Justice Service
- Voluntary organisations for Sport in Flintshire
- Primary/Secondary Schools and Higher Education Institutes.

A Local Authority Partnership Agreement (LAPA) was introduced in April 2008 to consolidate separate funding pots made to a number of key organisations into one location. Partnership Agreements are now in place to deliver the objectives of the LAPA board, through a Management and Partnership Forum. Whilst still early in their inception, plans are in place for monitoring, review and evaluation of the process, and a driver to establish 'core' SCW programmes in the forthcoming year.

Local partnership working is perceived as an integral approach to the delivery of services. Local partners include:

- Wales Council for Voluntary Action
- Outdoor Centres
- Glyndwr University
- Urban Fusion Street Dance
- Flintshire Play Unit.

A volunteering programme has been a very specific development in conjunction with Glyndwr University, and has resulted in more than 50 volunteers completing 200 hours. The Team has estimated this benefit to the value of £75,000, and further volunteering expansion is underway, both with University undergraduates, and youngsters in their acquisition of Leaders Awards and coaching opportunities.

In recent years, the Team has expanded significantly through access to partner funding and a number of posts are either part or wholly funded via this approach, these include funding from:

- Sports Council Grants
- National Governing Bodies for Rugby; Football and Hockey
- Community Focus Schools
- Federation of Disability Sport Wales (FDSW).

Partner funding is used effectively, a good example being the arrangement with Airbus UK to deliver the Festival of Youth Sport and the Sports Personality of the Year Awards events. The partner funding attracted has also been match funded to maximise the benefits over a three year package.

The Team is working within key programmes and with national objectives in the delivery of activities, good examples being the work through 'Dragon Sport' with SCW and Volunteering Counts with FDSW.

Partners interviewed described the Team as having 'embraced change', being a 'proactive & positive' authority, and 'leaders' in their field of work. Confident that it is approachable and willing to move forward as activities and priorities evolve was evident.

BPP No Score	Best Practice Principles	Assessor's suggested Areas for Improvement
1 Score 4	The Team actively seeks partnerships with relevant formal and informal groups and organisations.	
2 Score 3	The Team works with partners to achieve its strategy and plans.	<i>The Team could consider how to convey its strategy and plans in the most informative manner. Partners could be involved in an Away Day or information sharing session to build up shared learning.</i>
3 Score 3	The Team communicates regularly with relevant partners.	<i>The Team could consider the formal mechanisms it wishes to use to ensure the most effective interaction between all partners, and that it doesn't become a 'middle man' between partners who could develop their own relationships in due course.</i>



<p>4 Score 3</p>	<p>The Team is committed to resolving any differing agendas with partners</p>	<p><i>Challenges in the future surround the higher strategic influence the Team can provide in shaping corporate agendas, both within the Authority and that of partner agencies. A review of other partnerships through Quest benchmarking could be of benefit.</i></p>
<p>5 Score 3</p>	<p>The Team regularly participates in networks to exchange information and improve relationships with partners.</p>	<p><i>The Team's relationships have matured with a number of key partners, however the longer term consideration of outputs beyond some existing partnership agreements could be reviewed in order that mechanisms can be put in place to meet any gaps.</i></p>
<p>6 Score 3</p>	<p>The Team regularly reviews and evaluates the effectiveness of their partnership working</p>	<p><i>The Team could consider operating feedback sessions, in particular to work through the monitoring and evaluation of the LAPA projects.</i></p>
<p>7 Score 3</p>	<p>There are documented partner agreements defining roles, responsibilities and outcomes</p>	<p><i>Whilst a number of solid and robust agreements are in place, The Team could consider the establishment of all partner agreements, which would include a review of the benefits of each partnership, and clarify responsibility.</i></p>



Management Issue: S 4 Continuous Improvement

Quest Best Practice

- The Team shows a commitment to continuous improvement through regular planned system and service reviews .
- The team utilises relevant performance Indicators and performance management to demonstrate improvements to the service.

Particular Strengths

The Team has made a long term commitment to the process of continuous improvement and commenced its preparatory work in 2004, by undertaking an initial internal self assessment. This has been further developed through two Quest reviews in 2005 and 2006. The Team has followed this on with embedding the recommendations from both of these reviews, and has involved both Staff and partners throughout the SAQ process in establishing their position to date. Partners involved in this process include:

- Sports Council for Wales
- Head of Leisure Services
- Secondary schools
- Higher Education establishments.

Benchmarking has been used and included as good practice comparisons within the Sport Flintshire Improvement Action Plan 2007; with Kent Sports Development and other Quest accredited Local Authorities used following the attendance at annual Away Days. Specific programmes of activity are benchmarked, including the Cheer Oldham Project in the development of cheerleading sessions.

The Team also regularly works with the other five North Wales Local Authorities in reviewing service delivery. The Development Manager sits on the National All Wales Benchmarking Group.

The Team has received external recognition for its work through Flintshire PE & School Sport, receiving a Box 1 Grading, demonstrating 'good with outstanding features'.

The Team monitors work programmes and updates these on a monthly basis in order to review developments and compliance with set targets in conjunction with its Line Managers. A number of programmes had evidenced over-achievement of targets, and, where appropriate, these had been increased to become more challenging.



BPP No Score	Best Practice Principles	Assessor's suggested Areas for Improvement
1 Score 4	A regular programme of self-assessment against the Quest Best Practice Principles is implemented.	.
2 Score 2	Regular reviews are implemented to identify the relevance and effectiveness of strategy and plans.	<i>The inclusion of a continuous improvement plan would ensure a baseline to evaluate their effectiveness. The Team is planning to undertake this following receipt of this report, as this is its first Assessment.</i>
3 Score 2	Regular monitoring of performance indicators is used to improve the Service.	<i>The Team could consider the inclusion of additional local performance indicators in areas of work under development to easily demonstrate successes; this could prove useful with pilot programmes.</i>
4 Score 2	Regular reviews are conducted to assess customer, Staff, stakeholder and partner satisfaction with the standards of service provided.	<i>The Team is considering a structured review process with Glyndwr University as the ongoing evolution of the volunteering partnership becomes further established. This will enable both partners to deliver ongoing effective service provision in the future.</i>
5 Score 2	Comparison of quantitative performance indicators is undertaken.	<i>Some performance indicator data is still early in its inception, and has not yet been collected. Consideration could be given to a suite of indicators across existing programmes, and for new activities which would provide a baseline for comparison against standards and targets set within the new strategy, and subsequent work plans.</i>
6 Score 2	Process benchmarking is used to improve the service.	<i>The Team could consider how it can expand its benchmarking with other Quest accredited Teams and Leisure Family Groups.</i>
7 Score 3	Improvement Plans are developed and implemented to improve service and processes as a result of the reviews and self-assessment.	<i>The Team could consider including the successes of each annual plan on the website highlighting improvements.</i>



8 Score 3	Any improvements are communicated throughout the Team, the Organisation and to all stakeholders.	<i>Whilst KPIs are effectively conveyed to partners and stakeholders, the Team may wish to consider how all of its improvements are communicated, especially the 'softer' achievements which place the Team in a very good light.</i>
9 Score 2	The Team actively tracks its results and undertakes trend analysis	<i>The Team could consider a reporting mechanism for all information to be collected for trend analysis.</i> <i>A review of the elements of activity programmes which could be trend analysed could be considered in line with key corporate and partner priorities in order to demonstrate the impact their service provides, and which could then be married up against the investment put in.</i>



PEOPLE

Management Issue: P1 Management Support and Leadership

Quest Best Practice

- Managers provide support and leadership to team members to meet the needs and objectives of the organisation
- Managers seek to maximise the performance of their Team through empowerment, direction and example
- Managers create a positive culture within the Team.

Particular Strengths

A key strength of the Team is the level of understanding of strategies, plans and corporate Council policies at all levels. This is undertaken through Away Days on an annual basis and supported throughout the year with a structured meeting schedule, including monthly Team meetings and 1:1's. Established agendas operate and include marketing, staffing and funding, all as regular items.

With outreach groups, a range of Staff Support Meetings take place. Staff members meet on a regular basis with their Line Manager, and a review of work programmes, deadlines and successful ideas and priorities is included. This leads on to the formation and amendment of work programmes.

The Team also sits on a number of partnership meetings, including the Sports Flintshire and Local Authority Partnership Agreement Management Forum, where strategic issues are considered and the Team is able to influence change and direction.

An open door policy exists and the Team felt valued for the work it delivers and the role it plays. Several members of the Team outlined occasions when they had reviewed service delivery or had ideas which they felt could be progressed, and which had been taken on board.

The operation of a Quest Away Day and subsequent evaluation of its benefits with members of the Team has evidenced the value Management place on Team inclusion and involvement to service delivery improvements. Away Days occur on a regular basis, and Managers use this as an opportunity to both review aspects of their service, and to build on Team morale through activity participation, good examples being a mountain biking session and a fun quiz.

BPP No Score	Best Practice Principles	Assessor's suggested Areas for Improvement
1 Score 4	Managers are positive advocates for the Team's strategy and plans.	
2 Score 3	Managers are committed to developing partnerships with other organisations and individuals involved in delivering the service.	<i>The Team could consider more formally documenting some of the very good work that is in an ongoing development stage, this will help when developing further relationships with new partners and stakeholders.</i>
3 Score 3	Managers communicate the strategy and plans effectively to the Team, the wider organisation, partners, customers and the community.	<i>The Team could consider surveying partners and the community to establish how effective its existing distribution methods are in conveying its work plans, to obtain the most successful engagement.</i>
4 Score 3	Managers are committed to customer satisfaction.	<i>Customer satisfaction is already high, however the Team could consider how it uses this data to raise the profile of the very good work it delivers to engage with non-users of its services.</i>
5 Score 3	Managers are results and outcomes orientated, are committed to continuous improvement and allocate appropriate resources to implement improvements.	
6 Score 3	Managers align the Team's structure and resources to implement the strategy and plans.	<i>The Team's ongoing expansion and establishment of the LAPA may require additional resources in the longer term. Consideration as to what this may entail and how best to highlight need to the relevant organisation would be of benefit to continue the provision of expanded services.</i>
7 Score 4	Managers encourage and empower the Team to identify, plan and initiate service improvements using self-assessment and action planning.	



8 Score 3	Managers encourage innovation and creativity in the team	
9 Score 4	Managers ensure best practice and knowledge is shared.	
10 Score 4	Managers recognise and reward achievements of individuals and teams within the Team.	
11 Score 4	Managers effectively contribute to and influence the corporate agenda to ensure the Team's work is understood and recognised.	



Management Issue: P 2 People Management and Development

Quest Best Practice

- Management processes are designed to support the development of Staff in the delivery of the service
- There is a commitment to developing the people involved in the delivery of the service
- Staff are suitably developed, trained and /or qualified
- All employment legislation and statutory regulations are adhered to.

Particular Strengths

All Staff follow the Council's corporate recruitment and selection procedures and a range of corporate training is identified along with service specific training.

An annual appraisal process is in place, with the Team delivering its own internal appraisals for all members of Staff. Where gaps are identified in service delivery, the Team works within budget to ensure that future needs are met, good examples of this being the support provided to 5-60 Coaches, in developing their additional coaching skills range, and the support to the Development Manager in undertaking a masters degree.

The Team has also recently been registered to deliver training through the Central YMCA Qualification (CYQ) which will enable it to train others in activities including exercise to music and fitness qualifications. It intends to use this to upskill a number of the Team in the imminent future.

The Team is empowered to take ownership of its programmes of work, and recommends changes and adaptations to programmes via its personal 1:1 meetings.

The PE & School Sport (PESS) programme of activity delivers training in partnership with the schools, and a schedule of shared CDP training has recently occurred.

The Team is in the process of working up proposals with the corporate Human Resources Team to establish the best way of retaining seasonal coaching Staff within the parameters of the employment protocols of the Council. A recruitment database has been devised to ensure Coaches and their qualification details are retained centrally.

The volunteering programme within the service offers a range of benefits including Criminal Records Bureau (CRB) checks, and support to further training and accreditation. Volunteers are recruited through interview to ensure the right people are supported and developed to meet service need. Volunteers are also recognised through the Sports Personality of the Year Awards event.

BPP No Score	Best Practice Principles	Assessor's suggested Areas for Improvement
1 Score 3	Key roles, responsibilities and competencies for all staff are documented, and reviewed and updated regularly.	<i>The cascade of the Council's new corporate appraisal scheme in due course will establish that the relevant documentation is produced for all personnel.</i>
2 Score 3	All staff have the necessary skills, knowledge and experience to carry out their roles.	
3 Score 3	A staff development/appraisal scheme is implemented on at least an annual basis.	<i>The Team intends to undertake a volunteer appraisal, which would enable both parties to gain the best outcomes, and help shape any future changes or re-alignment of the volunteer programme development.</i>
4 Score 2	Training needs are identified regularly and are appropriate to the strategy and plans	<i>The Team recognises the need to link training very specifically to gap analysis and future developments, and intends to work this into its future programme and budget allocation within each activity project.</i>
5 Score 4	Training is programmed, conducted, reviewed and evaluated.	
6 Score 3	An induction programme is in place for all new staff and volunteers.	<i>The Team could consider the revision and document control of the current induction programme, and consult outreach Staff in its development in future. The recently recruited volunteers could add very practical advice to this process.</i>
7 Score 4	All staff working directly with children and young people and vulnerable adults are screened and provided with appropriate training.	
8 Score 4	Recruitment is implemented in accordance with equal opportunities policy and employment law.	



9 Score 4	The recruitment and selection process is thorough and designed to ensure the right appointment.	
10 Score 4	Managers support professional development and lifelong learning amongst all staff.	
11 Score 4	Regular reviews are conducted to assess staff satisfaction	



DELIVERY

Management Issue: D 1 Delivery planning and procedures

Quest Best Practice

- Processes and systems involved in the delivery of the service are identified, planned, implemented, reviewed and improved upon regularly
- Documented and formalised systems are in place to ensure key elements of the service are managed and controlled.

Particular Strengths

The Team operates to a wide range of internal corporate and service based policies and procedures which outline processes. These include the:

- Customer Care Policy
- Health and Safety Policy
- Child Protection Policy
- Race and Equality Policy
- Complaints Procedure
- Sickness Absence Policy
- Sport Flintshire Volunteer Policy.

All of the above outline roles and responsibilities and management attendance and adherence to processes. These are supported by procedures which all Staff, including casual employees and volunteers, follow, a good example being the Sport Flintshire Induction Pack. Policies are reviewed annually and amended where applicable.

The Team was able to demonstrate at all levels clarity of understanding of its roles and responsibilities and reporting mechanisms, which was supported by work plans and programmes. Key documents outlined Management responsibilities. Flow charts demonstrate process management, including the LAPA Planning model.

The Team operates clear budget monitoring processes, and provides reporting feedback to a number of key partners who part fund activity and posts. A handle on all incoming invoices for expenditure is overseen by the Administration Team, who checks off the position of the budget and raises any concerns directly with the section. Internal financial support is provided corporately to the Team and, where appropriate, these processes inform a review of funding, a good example being the internal directorate submission for further funding to support ongoing CPD and administration in light of the increased size and work programme of the Team.

The recent implementation of two data management systems has been built in partnership with the ICT Unit, to ensure that the most effective processes operate to use and maintain data.

BPP No Score	Best Practice Principles	Assessor's suggested Areas for Improvement
1 Score 3	Responsibilities for co-ordinating, monitoring and reviewing delivery of the service are clearly defined at all levels of the Team.	
2 Score 3	All master policies, key processes and procedures are documented, kept up to date and made available to staff.	<i>The Team could consider a review of which policies and procedures are subject to document control in order to ensure the most up to date versions are always used.</i>
3 Score 4	Financial processes are designed and managed to ensure efficiency and effectiveness	
4 Score 2	Administration procedures are effectively implemented.	<i>The Team could consider the review of internal administration procedures and documentation, to establish the purpose and best use, an example being how the evaluation feedback from Gold Card users could be used in other ways to promote and expand service delivery.</i>
5 Score 3	The Team has a documented approach to child welfare which is implemented effectively by all staff	<i>The Team members are all aware of their responsibilities. Consideration of the management and document control of updated processes to outreach Staff, and volunteers in the longer term, will retain robust management processes.</i>



6 Score 2	Service standards are clearly defined and are effectively implemented.	<i>The Team could consider including a suite of service standards to complement the existing corporate processes so that user and non-user groups understand and know what to expect.</i>
7 Score 4	The Team make effective use of ICT (electronic solutions) for delivery planning and procedures.	
8 Score 4	The Team have back up systems for ICT in place	
9 Score 3	Appropriate staff are trained in the relevant processes and have developed the necessary skills to implement them.	<i>Process management is continually developing and the Team is identifying new ways of documenting changes to ensure Staff are upskilled accordingly. Consideration could be given to how processes are documented and reviewed where programme changes are implemented to establish any Staff training needs.</i>



Management Issue: D 2 Health and Safety Management

Quest Best Practice

- Health and Safety is well managed and delivered
- Staff/Team members and partners understand their role in management and delivery of health and safety
- Customer and Staff safety is a priority.

Particular Strengths

Corporately the Council has a clear documented policy and procedure on all areas of Health and Safety. The Council provides core training on Risk Assessment and Health and Safety to all employees. There is a Directorate contact point within the Health and Safety Team who advises changes to corporate systems. This is then cascaded down through internal training programmes. Testing evidenced that all interviewed Staff had attended this training, and were aware of their responsibilities.

There is a service-based information booklet for all new employees, the Sport Flintshire Induction Pack; this details all key procedures relating to Health and Safety, including accident reporting, first aid and emergency evacuation.

During the Assessment, a number of Risk Assessments were reviewed. The paperwork was comprehensive and covered all highlighted hazards, and outlined risk reduction action plans where appropriate. The Team is empowered to undertake Risk Assessments where applicable, and when delivering activity out of partner sites, to informally review the situation and, if required, request a review of the position. Partner sites provide the more formal Risk Assessments, including schools and Leisure Centres.

Accident reporting is undertaken using the site accident procedures, and this is then fed back into the relevant reporting system. The Team outlined that there had only ever been one accident within any of their activity sessions in the past.

Document control has been introduced in some areas, including in Coach Induction Packs.

BPP No Score	Best Practice Principles	Assessor's suggested Areas for Improvement
<p>1 Score 3</p>	<p>The Team has a current and documented health and safety policy and a planned approach to health & safety management.</p>	<p><i>The Team has a number of documented policies which individuals are trained against, however consideration as to some longer term issues around safety, for example outdoor pursuit activities, and the transportation to venues could be reviewed within a Health and Safety planning session.</i></p>
<p>2 Score 3</p>	<p>Responsibilities for health & safety are defined, including the competent person for managing the health & safety programme.</p>	
<p>3 Score 2</p>	<p>Staff are trained to carry out health & safety responsibilities.</p>	<p><i>The Team could consider training one internal member to be the 'Risk Manager' for its operation. This person would have direct links to the corporate process to advise where updates and changes are required.</i></p>
<p>4 Score 2</p>	<p>Formal risk assessments are carried out for all activities, and are regularly reviewed</p>	<p><i>Risk Assessments were not all document controlled, or review dates established. The Team could consider the structured review of its management of this process, in particular where partner agencies are the main risk assessor and facility provider.</i></p>
<p>5 Score 2</p>	<p>Risk reduction actions have been planned and implemented where appropriate.</p>	<p><i>Risk reductions could be encompassed through the process of a holistic review of all Risk Assessments to ensure gaps are highlighted and duplication avoided.</i></p>
<p>6 Score 3</p>	<p>There is a process for the Team to be updated on new requirements/developments in health and safety.</p>	<p><i>The Team could consider the inclusion of Health and Safety as a regular agenda item in all internal meetings to ensure that nothing is overlooked.</i></p>
<p>7 Score 4</p>	<p>Supervision, instruction levels and work practices are based upon legislation, industry guidelines and facilitate a safe service.</p>	



8 Score 3	Accident and emergency procedures are documented and tested.	
9 Score 2	Independent health & safety audits are conducted.	<i>The Team could consider an independent audit, and this could be done through the benchmarking groups set with the other LAs in North Wales, or via a 'critical friend' in the Leisure Services Operational Team. This could also assist with Staff development.</i>
10 Score 2	The Team regularly review health and safety data and act upon any trends identified	<i>The Team could consider the year on year comparison of trend analysis review, and use this to inform training and development and a review of Risk Assessments if relevant.</i>



Management Issue: D 3 Customer Relations

Quest Best Practice

- Customer satisfaction is a priority
- The Team manages customer relations positively to provide a friendly, professional and informative service
- Feedback is encouraged, collected and used to improve the service.

Particular Strengths

Customer service standards are identified on the web specific to the service, outlining timeframes to reply to correspondence, e-mail and telephone calls. The Team identified its understanding and compliance with these procedures. The Team feeds any service-based comments and complaints directly into the corporate system, and refers issues and queries to the member of Staff concerned, who will respond directly. This was backed up through mystery testing, where telephones in the department were answered promptly with the correct corporate dialogue used, or went directly to ansaphone.

All members of the Team demonstrated a professional and corporate image, with outreach Staff wearing uniform and a badge where appropriate. The website demonstrated a number of links to other partner organisations, and the list of contacts within the Team.

Customer feedback is collected through a variety of methods; direct feedback via 5-60 Officers, customer evaluation forms for the Gold Card and through general telephone and e-mail enquiries. Staff collect data through 1:1 meetings during sessional delivery and Team meetings. Front line Coaches were also able to demonstrate knowledge of customer feedback, including verbal feedback, passed back to the Managers.

The Staff briefing process ensures all members of the Team are kept up to date with current initiatives.

Customer data is held in a number of databases managed within the Team, and is securely protected; these include Community Chest, Gold Card and Holiday Scheme attendees. This information is then only passed to relevant partner agencies or internal Team members. Customers sign consent forms, and registers are then maintained throughout the course duration, with key data such as medical conditions retained by the Coach, and logged on the system.

BPP No Score	Best Practice Principles	Assessor's suggested Areas for Improvement
1 Score 3	A current customer care policy exists and is effectively implemented.	
2 Score 3	Up to date records of customers are used effectively and meet legislative requirements.	<i>The Team uses the corporate management system to log and record customer comments and complaints. Consideration could be given as to how localised data such as letters received, or evaluation from Gold Card customers could be collected and analysed to demonstrate the high levels of satisfaction which already exist.</i>
3 Score 2	Staff are trained in customer care skills.	<i>Core training against the Council's corporate policy is in operation, however there may be value in exploring further training to support potential new client groups, such as the travelling community, who are a target group for future inclusion.</i>
4 Score 4	Staff representing the Team present a professional and personable image.	
5 Score 3	Systems are in place to encourage, collect and react to customer feedback.	<i>The Team could consider how best to log and evaluate data and include it within performance monitoring processes, as this would also inform future development needs.</i>
6 Score 2	The Team amend their feedback mechanisms accordingly to accommodate the different needs of customers.	<i>The Team could consider how its feedback mechanisms will best collect the most appropriate data from some of its hard to reach customers, and future client groups. E-mail; texting and personal contact may all be considered to complement paper collection processes, tailored to needs.</i>
7 Score 3	Staff deal with customer feedback promptly	<i>The Team could consider how its feedback could be translated into measurable outcomes, for example the Gold Card evaluation data has been very positive, and this could be used to market and promote the scheme in the longer term to increase usage.</i>



8 Score 3	Staff have access to relevant and up to date information about the Team's initiatives and programmes, so that customer enquiries can be dealt with effectively	<i>The Team could consider how it can effectively maintain up to date information to casual coaching Staff who are not currently included in Team briefing sessions on a regular basis. This would help the promotion of other aspects of its services.</i>
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Management Issue: D 4 Marketing

Quest Best Practice

- Marketing planning and delivery is used to maximise promotional opportunities of the work done by the Team
- Marketing activity is used positively and to ensure equity of opportunity
- Information is communicated effectively to all relevant parties.

Particular Strengths

A three year Marketing Plan 2007-2010 is in place, and outlines key target markets and strategies to deliver against. Local partners who can facilitate this are also listed, including local media and businesses. A marketing working group has been established internally to drive the process forward. SCW have been consulted on a review of the Marketing Plan.

Some very eye-catching literature exists, a good example being the Sports Personality of the Year Awards poster. A significant amount of press coverage is gained, both directly through the Team's work programmes, and also indirectly through partner working. Local media is used, including the Flintshire Chronicle. Partner publications, including the 'Evening Leader' with University Education in Wrexham, are also used to raise the profile of its work through specific avenues.

The Team has trialled radio advertising in the last year with 'Marcher radio' Group to promote some key messages, and to expand on its previous marketing techniques and avenues for reaching non-users of its services.

Value for money is gained through the production of a calendar which is free of charge to the Team in return for the sale of advertising space within it. Further examples of this include the use of Deeside College press department to produce shared documentation.

The Children and Young Peoples Plan and Summary document has been produced in DVD format for more effective distribution. Schools are also used to promote services, through fliers, internal TV's, notice boards, posters and e-mails. A calendar for Physical Education and School Sport is also produced annually.

The North Wales Gold Card scheme operates to support elite athletes in their chosen discipline with access to training activity and venues, and is a partnership venture with the six Counties of North Wales. This is promoted widely, and the database of participants used to be put forward for the annual awards event, along with promotion of this to their Clubs and Coaches, where individual awards are available.

BPP No Score	Best Practice Principles	Assessor's suggested Areas for Improvement
1 Score 3	A current plan for marketing the Team's activities is implemented.	<i>The Team could consider the further development of the existing Marketing Plan to evidence who its customer base is, and link to the work allocated in target areas in order to justify expenditure and resources.</i>
2 Score 2	Responsibilities for implementation of the plan are clearly defined.	<i>The Team could consider the inclusion of responsibilities for each aspect of its marketing delivery and ensure this is fed back through its meeting process in order to determine whether marketing schemes have been financially beneficial, or where joint working could be further developed.</i>
3 Score 3	Appropriate imagery is used in promotional materials.	
4 Score 3	Accurate, up to date, comprehensive and effective promotional material is produced.	<i>The Team may wish to consider ensuring all literature is produced in the corporate format, as some information is produced via schools and desktops. This would identify to the Team very specifically all its users and non-users.</i>
5 Score 3	The team effectively communicate information through a variety of relevant methods	<i>Techniques such as texting young people could be used. The Team could consider the requirements of new customers in the future, and the most suitable mechanism for reaching non-users, as there are some very specific targets groups outlined in the Marketing Plan. Partner agencies may be better placed to provide these services at reduced cost and time.</i>
6 Score 2	Opportunities for marketing in partnership with other organisations are maximised.	<i>The Team could consider how to maximise sharing marketing campaigns with partners, and how to use partner resources for distribution and outreach to target groups in future. This could be added to the Marketing Plan in due course, and, where successful, documented via Team meetings for future review. Flintshire Focus could also be a useful tool to reach non-user groups.</i>

<p>7 Score 2</p>	<p>National, regional and local publicity campaigns are used in conjunction with local programmes, when appropriate.</p>	<p><i>The Team is undertaking key work with a number of governing bodies, and with national schemes; it could consider how these programmes could be aligned to include and maximise coverage of local and regional publicity in local events and promote its successes via the website as well as local media.</i></p>
<p>8 Score 2</p>	<p>Pricing policies are regularly challenged to ensure equity</p>	<p><i>Review and feedback could ensure that customers and partners are consulted on pricing, so that chargeable activities can be implemented and sustained where relevant. This could enable an affordable transition to full paying activities, and that funding could be realigned or sourced for activities and client groups who require it most.</i></p>
<p>9 Score 2</p>	<p>The effectiveness of promotional activity is evaluated regularly</p>	<p><i>The Team could consider the inclusion of the evaluation of effectiveness of all literature in its Marketing Plan.</i></p>
<p>10 Score 2</p>	<p>The Team develop, promote and maintain an effective website highlighting the services they provide.</p>	<p><i>The Team has recently updated the website within the parameters of its operation. Consideration could be given to involving community groups in its future development and also engaging with key groups such as young people and partners to shape its future design.</i></p>
<p>11 Score 2</p>	<p>The Team's achievements are effectively promoted to raise their profile at all levels</p>	<p><i>The Team could consider how it can raise its profile in the wider community to demonstrate its success more effectively. It could consider placing a value on the press coverage it receives to demonstrate value for money in free advertising for the Council as a whole.</i></p>
<p>12 Score 3</p>	<p>Communication methods are appropriate to the Team's structure, strategy and plans and customer base.</p>	<p><i>The Team could consider building into its Marketing Plan the range of communication methods it uses for each programme, which can then be formally reviewed for effectiveness in due course.</i></p>

FLINTSHIRE COUNTY COUNCIL

AGENDA ITEM NUMBER: 19

REPORT TO: **EXECUTIVE**
DATE : **16 SEPTEMBER 2009**
REPORT BY: **DIRECTOR OF LIFELONG LEARNING**
SUBJECT : **TECHNICAL SUPPORT OFFICER - ICT**

1.00 PURPOSE OF REPORT

- 1.01 To create a post of an additional Technical Support Officer for ICT. In effect, this employee would be working for the Flintshire 14-19 Network in supporting key developments in Flintshire schools.

2.00 BACKGROUND

- 2.01 One of the main developments for Flintshire schools in recent years has been the introduction of Virtual Learning Environments. This allows for schools to deliver learning beyond the traditional boundaries of the school day, with the idea that schools can work together more collaboratively in the future by sharing courses and resources. This technology requires a full time technical support officer to maintain the systems for the schools on servers purchased by the Education ICT Unit. The implications for schools would be huge if this support was removed from them. As a 14-19 Network partner, Deeside College had employed the Technical Support officer who was then released on Secondment to the ICT Unit in County Hall.
- 2.03 This post has been fully funded from the Flintshire 14-19 Learning Pathways Annual Network Development Plan for the last two years and is funded in the Plan for 2009-2010, and will be funded in the Plan for 2010-2011.

3.00 CONSIDERATIONS

- 3.01 The current postholder has now moved on to another position leaving a vacancy for which there is still a recognised need, and for which there is committed funding until March 2011. Deeside College who had employed the previous postholder for the last 2 years feel that they have fulfilled their part as one of the 14-19 Network partners, and that it is now the responsibility of the local authority to fill this position on behalf of the 14-19 Network.
- 3.02 The new postholder would be based within the Education ICT Unit, County Hall, reporting to the Principal Learning Officer for ICT via the Head of Technical support. When the post comes to an end (currently due to end March 2011), there may be redundancy implications, which is dependent on the length of local government service of the appointed employee, and the opportunities available for redeployment elsewhere within Flintshire County Council. Should there be a requirement for redundancy, the costs of this are

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included in the 14-19 Network Plan requiring no additional funding implications for the local authority.

4.00 RECOMMENDATIONS

4.01 A new fixed term appointment post would be created for remaining 18 months of the funding to replace the seconded position. Any cost implications for the termination of the fixed term appointment would be met from the 14-19 Network.

5.00 FINANCIAL IMPLICATIONS

5.01 None – post is fully funded by WAG via the 14-19 Network grant. It is expected that if there are any cost implications due to redundancy, these would be met from the 14-19 Network.

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 There is a requirement to carry out a recruitment exercise to appoint to the fixed term appointment. At the end of the funding for this post there will be a requirement to end the fixed term appointment appropriately and this would be managed within the normal processes, including the Council's redundancy procedures if required.

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: 20

REPORT TO: **EXECUTIVE**
DATE : **16 SEPTEMBER 2009**
REPORT BY: **DIRECTOR OF LIFELONG LEARNING**
SUBJECT : **GREENFIELD VALLEY TRUST LTD - ACCOUNTS FOR 2008**

1.00 PURPOSE OF REPORT

1.01 To submit to the County Council the accounts of the Greenfield Valley Trust Ltd. for the period 1 January - 31 December, 2008.

2.00 BACKGROUND

2.01 The Greenfield Valley Trust Ltd. is a company limited by guarantee with charitable status. It is established to promote, for the benefit of the public, the restoration, improvement and preservation of land and buildings of historic, industrial, environmental and agricultural interest in the Greenfield Valley Heritage Park.

2.02 The County Council is the owner of the land and buildings at the Heritage Park, and the Trust manages the premises under a management agreement.

3.00 CONSIDERATIONS

3.01 Under the terms of the Management Agreement, the Trust must submit to the Council an audited year end set of accounts.

3.02 The audited accounts for the financial year 1 January - 31 December, 2008 are available for inspection in the Members' Library.

4.00 RECOMMENDATIONS

4.01 That Members receive the report.

5.00 FINANCIAL IMPLICATIONS

5.01 None arising directly from this report.

6.00 ANTI POVERTY IMPACT

6.01 None

7.00 ENVIRONMENTAL IMPACT

7.01 None

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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 None

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

None

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FLINTSHIRE COUNTY COUNCIL

AGENDA ITEM NUMBER: 21

REPORT TO: **EXECUTIVE**
DATE : **16 SEPTEMBER 2009**
REPORT BY: **DIRECTOR OF ENVIRONMENT**
SUBJECT : **HIGHWAY SWEEPING AND GULLY EMPTYING POLICY AND**
 HIGHWAY INSPECTIONS POLICY

1.00 PURPOSE OF REPORT

1.01 To seek Member approval for formal adoption of the Council's Highway Sweeping and Gully Emptying policy and for the frequency of the formal Highway Inspections.

2.00 BACKGROUND

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

2.02 It is the duty of all Highway Authorities to reasonably maintain and repair the highway and to keep the surface of the road free from anything which might otherwise obstruct it or prevent its safe use.

3.00 CONSIDERATIONS

3.01 Regular maintenance of the highway infrastructure is essential to maintain the asset in a safe condition and to prolong its life. Whilst the Highways/Neighbourhood Service presently undertakes maintenance operations to set frequencies, these have not received formal approval by Members. A recent audit of the service by the Wales Audit Office reported this lack of approved policies.

3.02 The Code of Practice for Highway Maintenance was first published in 2001 and was developed in partnership with officers of UK national, and devolved, Local Government and the Audit Commission. The current 2005 edition was amended to take account of significant changes in legislation, policy and practice over the past few years.

3.03 The Code recognises the particular relevance of best value to highway maintenance, a highly valued and visible service, with the potential to contribute significantly to the wider corporate objectives of Local Authorities. It was developed to follow closely the principle that services should be designed to meet the needs of users and the community, rather than the convenience of service providers and was designed to facilitate the conduct of fundamental service reviews to support continuous improvement.

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- 3.04 The Code was developed with the intention that it should be applied throughout the United Kingdom and reflects, where appropriate, any key differences that exist in the devolved administrations. It also seeks to reconcile and harmonise maintenance practice on local and strategic road networks where this is practicable and consistent with the expectations of users, whilst retaining scope for local discretion and diversity.
- 3.05 During recent legal cases against Local Authorities, the Code of Practice 2005 has been cited by Highway experts and claimants solicitors as the correct way to maintain their highway infrastructure. Most Authorities have adopted the recommendations within the Code and where they have varied them, they have recorded the reasons for doing so, enabling a robust defence to Third Party Claims.

Gully Emptying/Watercourse Grating Inspection/Cleansing

- 3.06 The Code recommends that the minimum standard (i.e. in low risk situations) is for all gullies to be emptied once a year. In areas that are susceptible to flooding, or where the impact of drainage system failure will be higher (e.g. high speed roads), a schedule of gullies requiring increased frequency of emptying should be built up by experience and known trouble spots included. Where the risk is greatest the Authority should develop local standards to ensure that the drainage systems are free of obstructions at all times.
- 3.07 The following frequencies comply with the recommendations set out in the code:-

Road Type	Frequency
Urban Unclassified	Once per annum
High risk	Site specific but twice per annum minimum
All other roads	Twice per annum

The following frequencies comply with the recommendations for watercourse grating inspection/cleaning:-

Risk	Winter	Summer
High	Fortnightly	Monthly
Medium	Fortnightly	3 Monthly
Low	2 Monthly	As resources permit

Highway Sweeping

3.08 The following highway sweeping frequencies will ensure the Council is compliant with the requirements of the Environmental Protection Act 1990 and the associated Code of Practice on litter and refuse and with the Clean Neighbourhood and Environment Act 2005. Regular sweeping is required to remove debris and silt which builds up on the carriageway and the channels down the sides of the highway and upon footways. If debris is allowed to accumulate, weeds will grow in the silt and highway gullies will become blocked. The Environmental Protection Act 1990 and the code of practice on litter and refuse together with the Clean Neighbourhood and Environment Act 2005 place a duty on this Authority to keep land and highways clear of litter and debris.

3.09 The following frequencies comply with the above criteria:-

Road/Footway Type	Occasions Per Annum
Rural Principal and Quarry Routes	4
Rural Non-Principal	2
Rural Narrow	1
Urban Principal	4
Urban Non-Principal	4
Rural Footways	1
Urban Footways	4
Town Centres	Daily
Tourist Destinations	Weekly (during the summer months)
Leaf Fall Areas	As required

3.10 The above frequencies are applied to the Council's highway infrastructure presently and they have been refined over many years. The Code of Practice for Highway Maintenance 2005 permits Councils to develop a strategy in this way based largely on fitness for purpose balanced against the risk of failure i.e. unsafe and untidy roads and footways.

Highway Inspections

3.11 Highway inspections are undertaken on a set routine of scheduled routes in order to pro-actively identify defects within the highway. This action is taken so that defects can be identified at the earliest possible time and then scheduled for remedial works. This action endeavours to reduce the risk of injury or accident to highway users and reduce the possibility of third party claims against the Authority.

3.12 The Code of Practice sets out recommendations and good practice for the frequency of highway inspections. The code states that inspections are

designed to identify all defects likely to cause danger or serious inconvenience to users of the network and the wider community.

- 3.13 The Code advises that although the category within the road hierarchy, in combination with traffic use, will be the main determinant of inspection frequency, other factors should be taken into account in deciding whether consideration should be given to increasing or decreasing the frequency.
- 3.14 The table attached as Appendix A shows the frequencies recommended in the Code and those being adopted by the Authority.
- 3.15 The Authority's inspection schedule exceeds the recommended frequencies of inspection in the Code for footway inspections. However it is below those recommendations for Secondary Distributors and Rural Link Road carriageways. These inspection regimes are being undertaken by the Authority at the moment and are believed to adequately meet the requirements of the Code by reducing risk to all highway users, having been developed over several years.
- 3.16 During inclement weather conditions, an ad hoc 'inclement weather' inspection can be implemented at the discretion of the Head of Service. This ensures that defects are identified at an earlier stage and can therefore be addressed and further reduce danger and inconvenience to highway users.
- 3.17 Efficiencies are being made by the introduction of new technology to capture and record defects observed during inspections and by using a new software package to store and facilitate the production of works tickets. These efficiencies have been translated into other 'detailed' inspections to assist in the development of the Highways Asset Management Plan.

4.00 RECOMMENDATIONS

- 4.01 That Members approve the gully emptying, highway sweeping and inspection frequencies set out in paragraphs 3.07, 3.09 and Appendix A respectively.

5.00 FINANCIAL IMPLICATIONS

- 5.01 None at present since budgets are presently matched to these frequencies.

6.00 ANTI POVERTY IMPACT

- 6.01 Not relevant

7.00 ENVIRONMENTAL IMPACT

- 7.01 Some of the resulting material is recycled, as agreed with the Environment Agency Wales. Any resulting hazardous waste is disposed of at an approved licensed waste facility.

8.00 EQUALITIES IMPACT

8.01 Not relevant

9.00 PERSONNEL IMPLICATIONS

9.01 None as a result of this report.

10.00 CONSULTATION REQUIRED

10.01 None required.

11.00 CONSULTATION UNDERTAKEN

11.01 None required.

12.00 APPENDICES

12.01 Appendix A - Inspection Frequencies

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

None

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APPENDIX A
INSPECTION FREQUENCIES

Safety Inspection Frequency					
Feature	Description	Category	Code Freq.	FCC Freq.	
Carriageway	Strategic Route - Class A	2	1 month		1 month
	Main Distributor - Class B	3(a)	1 month		1 month
	Secondary Distributor - Class C	3(b)	1 month	U:	3 months*
				R:	6 months*
	Link Road - U/C	4(a)	3 months	U:	3 months
			R:	6 months*	
	Local Access - U/C	4(b)	1 year	U:	3 months**
				R:	6 months**
Footways	Prestige Area	1(a)	1 month		1 month
	Primary Walking Route	1	1 month		1 month
	Secondary Walking Route	2	3 months		3 months
	Link Footway	3	6 months		3 months**
	Local Access Footway	4	1 year		3 months**
Cycle Route	Part of Carriageway	A	As for rds		As for rds.
	Remote from Carriageway	B	6 months		
	Cycle Trails	C	1 year		

U = Urban
R = Rural
U/C = Unclassified

FCC frequencies outside Code of Practice	*
Fcc frequencies exceeding Code of Practice	* *

FLINTSHIRE COUNTY COUNCIL

AGENDA ITEM NUMBER: 22

REPORT TO: **EXECUTIVE**
DATE : **16 SEPTEMBER 2009**
REPORT BY: **DIRECTOR OF ENVIRONMENT**
SUBJECT : **SPONSORSHIP OF HIGHWAY ROUNDABOUTS**

1.00 PURPOSE OF REPORT

1.01 To establish a policy with regard to the sponsorship of and advertising on adopted highway roundabouts.

2.00 BACKGROUND

2.01 For many years, requests have been received by organisations to either sponsor the maintenance of a roundabout or advertise their business on a roundabout. To date, all such requests have been refused on highway safety grounds.

2.02 A well-managed highway roundabout sponsorship scheme can provide an opportunity to promote local businesses, with real potential to strengthen links with these local businesses, as well as improving the environment, particularly in 'gateways' and town centres. These opportunities need to be carefully balanced against the associated risks and sensitivities, but the signs usually find favour with road users, residents and businesses.

2.03 The Welsh Assembly Government do not permit sponsorship of roundabouts on their own Trunk Road network. Within Flintshire, the four roundabouts on the Mold By-Pass are on the Trunk Road network. However, there are 20 roundabouts on the County Road network as follows:

A548 Talacre to Deeside Industrial Park	7
Mold Town Centre	2
A550 Dobshell / Penyffordd	3
A5151 Lloc	1
Manor Lane, Hawarden	3
Queensferry / Ewloe	2
A5104 (Broughton - maintained by Retail Park)	2

3.00 CONSIDERATIONS

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- 3.01 Signs to be erected in the adopted highway require the permission of the Local Highway Authority (LHA), who are deemed to own the authorised signs. The signs that the LHA authorises are either described in the Traffic Signs Manual and General Directions 2002 or are special one-off signs requiring permission from Welsh Assembly Government.
- 3.02 Sponsorship signs are not provided for in the General Directions and Welsh Assembly Government will not authorise them. Without authorisation, signs within the adopted highway are deemed an illegal obstruction of the highway and some of the associated risks to the Authority are outlined below:
- the Authority may not be able to defend a third-party claim arising either from collision with the sign or an accident attributable to the presence of the sign, e.g. driver distraction;
 - the Authority may be viewed as favouring a particular organisation who sponsors a roundabout/verge;
 - increase in visual clutter on the highway;
- 3.03 Whilst it will be possible to minimise some of the potential risks to the Council, there are always likely to be residual issues which cannot be resolved, associated within the above bullet points. However, Members will have observed a number of adjacent Councils and many others across the UK who permit roundabout sponsorship and the associated signs, indeed Flintshire County Council already has some planting boxes in Northop.
- 3.04 It is important to understand the difference between sponsorship and advertising. Sponsorship normally applies where the sponsoring organisation is asked to contribute, in whole or in part, to the on-going revenue costs associated with the maintenance of the roundabout. It could also be a one-off payment to undertake environmental improvements which enhance the location, together with annual maintenance costs. The organisation would also fund in whole the costs associated with the supply and installation of the signs.
- 3.05 It would seem appropriate that Members approve a single size of sign which would be used at each roundabout location. An example is shown in Appendix 1 and a suggested reference to the County Council would assist in the perception that the scheme is a partnership between the sponsor and the Council. All other types of signs erected in the public highway would continue to be enforced against by the County Council.
- 3.06 Should Members wish to agree a policy of sponsorship then Officers would undertake the following actions to ensure consistency of application:-
- administer the scheme from a single service point;
 - develop a standard agreement for annual (or potentially longer) renewal;

- provide guidance notes for potential sponsors;
- investigate the transfer of the risks associated with potential third-party claims involving the signs to the sponsoring organisation;
- ensure any costs associated with a change of sponsoring organisation (or premature ending of the agreement) are not borne by the Council.

3.07 As part of the sponsorship process, Members may also wish to consider the approval of works of art or similar features on roundabouts, subject to the usual planning regulations, which organisations may also wish to promote and sponsor.

3.08 The Head of Legal & Democratic Services has undertaken some research into the proposals introduced by a number of other local authorities across the County. Whilst in certain cases concern had been expressed relating to the safety aspects of signs on roundabouts, there had been a lack of any conclusive evidence that this was the case. In some cases the advertisers had been required to enter into legally binding agreements indemnifying the Authority against any claims made and this is clearly a sensible precaution to take. In addition, the requirements of the Town and Country Planning (Control of Advertisements) Regulations will need to be taken into account. In considering applications for Advertisement Consent, the Local Planning Authority must take into account the amenity of the site (the general characteristics of the locality, including the presence of any features of historic interest, architectural, cultural or similar interest) and public safety.

4.00 RECOMMENDATIONS

4.01 That Members consider all issues surrounding the sponsorship of highway roundabouts and agree to the implementation of an associated policy.

5.00 FINANCIAL IMPLICATIONS

5.01 The additional income to the Council would support the revenue costs associated with the maintenance of roundabouts. It could be a source of potential external capital investment to enhance the environment in the difficult financial period ahead.

5.02 The present economic situation may influence the number of organisations who would want to participate.

6.00 ANTI POVERTY IMPACT

6.01 None identified.

7.00 ENVIRONMENTAL IMPACT

7.01 The adoption of this policy could environmentally enhance strategic locations on the adopted highway network.

8.00 EQUALITIES IMPACT

8.01 None identified.

9.00 PERSONNEL IMPLICATIONS

9.01 None identified.

10.00 CONSULTATION REQUIRED

10.01 None required.

11.00 CONSULTATION UNDERTAKEN

11.01 None required.

12.00 APPENDICES

12.01 Appendix 1 Signface designs.

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

None

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Sponsor's Section



Size Proposed: 1200mm x 500mm Overall
 Mounting Height: 500mm
 To underside of sign.



CARL LONGLAND
 Director of Environment
 Cynnyddwr yr Amgylchedd
 County Hall, Mold, CH7 9NF
 Maud y Sir, Trwyddigau, CH7 9NF

TRAFFIC

BASED UPON VARIOUS COVERAGE STATES WITH THE PERMISSION
 OF THE CONTROLLER OF THE STATIONARY OFFICE. CROWN COPYRIGHT
 RESERVE LICENSE NUMBER LA 10002398L. FLINTSHIRE COUNTY
 COUNCIL, COUNTY HALL, WOLD.

DRAWN BY:	NGW	PRELIMINARY	AMENDMENTS:	CONSTRUCTION	DATE
CHECKED BY:	LJ				
SCALE:	N/T'S @ A3				
NAT. GRID REF:	3000000				
	3000000				

Roundabout Sponsorship Sign
 05/08/2009
 Typical Sign Detail
 (Sheet 1 of 1)
 DRAWING NUMBER
 HT/09/0000 101 P1

FLINTSHIRE COUNTY COUNCIL

AGENDA ITEM NUMBER: 23

REPORT TO: **EXECUTIVE**
DATE : **16 SEPTEMBER 2009**
REPORT BY: **DIRECTOR OF COMMUNITY SERVICES**
SUBJECT : **PROPOSAL FOR IMPROVEMENT WORKS AT GLAN-Y-MORFA COURT**

1.00 PURPOSE OF REPORT

- 1.01 To seek Executive approval for a proposal to undertake improvement works to the Glan-y-Morfa sheltered housing scheme.

2.00 BACKGROUND

- 2.01 The Sheltered Housing Member and Officer Working Group was established in May 2009 to design and deliver ten Sheltered Housing Improvement Seminars that will be held at various locations throughout Flintshire during the summer of 2009. The improvement seminars will focus upon various aspects of the sheltered housing service, including an assessment of whether the physical aspects of some sheltered housing schemes affect their suitability as accommodation for older or vulnerable people.
- 2.02 Within the context of the work of the Member and Officer Working Group, however, it is considered appropriate to recognise that there are a number of factors at play that will influence decision-making. More importantly, some of those factors suggest that not all decisions on the future of the sheltered stock can be left until the work of the group is concluded.
- 2.03 One particular factor is the current level of void or empty properties within certain sheltered schemes and the loss of rental income from these units that has an impact on the housing revenue account. Within the context of empty properties and the loss of rent across sheltered housing, one scheme in particular raises concerns and this is Glan- y- Morfa Court in Connah's Quay.

3.00 CONSIDERATIONS

- 3.01 Glan-y-Morfa Court is a purpose built sheltered housing complex comprising forty-four bed-sits and twelve bungalows. The scheme has a resident warden and there are substantial communal facilities on site. The bed-sits are in two storey buildings, which do not have the benefit of a lift. Presently, twenty-two of the forty-four bed-sits are empty and although a number of new tenants are due to move in shortly, this situation has been ongoing for some considerable time. It is worth noting that there are no void properties among the bungalows, and that turnover of tenancies is low, with only three of these becoming available for re-letting over the last five years.

Date: 09/09/2009

- 3.02 Amongst the bed-sit accommodation, fifteen of the void properties have been empty for more than one year, and six have been empty for more than three years. The net rent loss of empty bed-sit at Glan-y-Morfa Court (excluding water rates and heating charges) is currently in excess of £1,200 per week or £60,000 per year. From available records the total rent loss has been estimated at approximately £200k.
- 3.03 Empty properties are regularly offered to potential tenants, who are looking for sheltered housing in this area, but most offers are refused, and overwhelmingly, the reason given is that the bed-sit units are too small and the configuration of living space and sleeping area being in the same area does not meet the expectations of older people any more.
- 3.04 The layout at Glan-y-Morfa Court bed-sits comprises one large block with thirty-two units and a separate annexe block containing twelve units. Those properties currently empty are not evenly distributed, and within the smaller annexe block, there are nine currently empty. The properties in this annexe block have the added problem of an old and expensive electric heating system, whereas the main block has communal heating with tenants paying a weekly service charge.
- 3.05 The future of the annexe block was considered some years ago and consideration given to conversion of the bed-sits to one-bedroom flats. Plans were drawn and costed but were never followed up.
- 3.06 Taking into account all the features of Glan-y-Morfa Court, not least of which are its location and setting, the Member and Officer Working Group considers that this scheme has the potential to be one of the Councils more popular sheltered housing schemes. This is, however, dependent on some major improvement works being carried out at the scheme primarily a commitment to convert the stock from bed-sits to one-bedroom flats.
- 3.07 Plans already exist for the conversion of the twelve bed-sits in the annexe to eight one-bedroom flats. These plans remain valid today and the costings have been revised for 2009 prices. Plans include the installation of lifts to the first floor and an upgraded heating system. It is also possible within the same budgets to install a lift to the first floor of the main block, as this would make those properties more accessible and more popular
- 3.08 If these properties could be converted, new tenants would be much easier to identify and the current losses in rental income could be reduced dramatically. The estimated costs for this work is £400,000 and such a sum is available in the 2009/2010 Housing Capital Programme. This money could be committed and the work would likely be completed during this current year.

4.00 RECOMMENDATIONS

- 4.01 That Executive approves the proposal within this report for major improvement works to be undertaken at Glan-y- Morfa Court.

5.00 FINANCIAL IMPLICATIONS

- 5.01 The estimated costs for the conversion of the twelve bed-sits within the annex block to eight one-bedroom flats and the installation of a lift within the annex and the main block is £400,000. This would be met from the 2009/10 HRA Capital programme which was approved by County Council on 23rd July.

6.00 ANTI POVERTY IMPACT

- 6.01 The proposed works to convert the bed-sits into one-bedroom flats and increase the accessibility to the accommodation within the annex and the main block , will have a potential positive impact upon the quality of life of current tenants, and upon those who will have opportunity to become tenants at Glan-y-Morfa Court following the completion of the work.

7.00 ENVIRONMENTAL IMPACT

- 7.01 The upgrading of the heating systems in the accommodation units within the annex will ensure that the council is enabling its tenants to become more energy efficient and reducing the likelihood of tenants experiencing fuel poverty.

8.00 EQUALITIES IMPACT

- 8.01 Increasing the letting potential of the sheltered housing accommodation within Glan-y-Morfa Court will provide a potential benefit across all of Flintshire's diverse communities who meet the eligibility criteria for accessing sheltered housing accommodation.

9.00 PERSONNEL IMPLICATIONS

- 9.01 None directly associated with this report.

10.00 CONSULTATION REQUIRED

- 10.01 Tenants and local Ward Members are aware of the proposal. Further consultation will be undertaken with tenants, Ward Members and sheltered housing staff via the local improvement seminars and on an individual basis where appropriate..

11.00 CONSULTATION UNDERTAKEN

11.01 The proposal was discussed and supported by the Sheltered Housing Member and Officer Working Group at their meeting held on the 22 June 2009.

11.02 The proposal was supported by the Community and Housing Overview and Scrutiny Committee when a similar report to this was considered at its meeting on 1st July 2009.

12.00 APPENDICES

12.01 None.

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

Housing Revenue Account (HRA) Capital Programme 2009/10- County Council 23rd July 2009

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FLINTSHIRE COUNTY COUNCIL

AGENDA ITEM NUMBER: 24

REPORT TO: **EXECUTIVE**
DATE : **16 SEPTEMBER 2009**
REPORT BY: **DIRECTOR OF COMMUNITY SERVICES**
SUBJECT : **NATIONAL SERVICE FRAMEWORK FOR OLDER PEOPLE IN WALES - PROGRESS REPORT 2009**

1.00 PURPOSE OF REPORT

- 1.01 To inform the Executive of Flintshire's progress in relation to the National Service Framework (NSF) for Older People.

2.00 BACKGROUND

- 2.01 The NSF for Older People was published in March 2006, as a 10 year Strategy, and is a set of 10 standards for health and social care services for older people in Wales. There is an expectation that the actions within the NSF are addressed by a partnership approach and Flintshire have a Local Implementation Team (LIT) which consists of representation from Flintshire County Council, Flintshire Local Health Board, Betsi Cadwaladr University Health Board, Countess of Chester Foundation Trust and the voluntary sector.
- 2.02 Progress on the 10 NSF standards (11 in addition to 'Workforce Development') is measured using a Self Assessment Audit Tool (SAAT). The SAAT scores progress from 1-6 with 6 showing that the action has been fully implemented.

Local Implementation Team (LIT) partners can view SAAT reporting of other authorities and benchmark their position on each of the standards against the remainder of Wales. Flintshire's overall position is in the top quartile of authorities in Wales.

- 2.03 As required by the Welsh Assembly Government (WAG) reports have been provided at the end of March 2009 and July 2009. As required Flintshire has now produced a Locally Sensitive Interim Action Plan in regards to identifying how key outstanding actions will be progressed to achieve a full implementation score by the end of March 2010. A copy of this is attached as appendix A.

3.00 CONSIDERATIONS

- 3.01 Progress with the 11 NSF standards for Flintshire has remained positive. Through the self assessment process LIT lead officers have scored 7 standards largely achieved (5)

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4 standards fully implemented (6)
 Benchmarking shows Flintshire are in a good position and can evidence progress.

Standard		Scoring									
		1	2	3	4	5	6				
1	Rooting Out Age Discrimination	Largely achieved (5)									
2	Person Centred Care	Largely achieved (5)									
3	Promotion of Health & Wellbeing	Action fully achieved (6)									
4	Challenging Dependency	Largely achieved (5)									
5	Intermediate Care	Largely achieved (5)									
6	Hospital Care	Largely achieved (5)									
7	Stroke	Largely achieved (5)									
8	Falls & Fractures	Action fully achieved (6)									
9	Mental Health in Older People	Largely achieved (5)									
10	Medicines in Older People	Action fully achieved (6)									
11	<i>Workforce Development</i>	Action fully achieved (6)									

- 3.02 The NSF is currently being reviewed in detail on a joint basis by Health Inspectorate Wales (HIW) and Care & Social Services Inspectorate for Wales (CSSIW) This joint review will provide a robust basis for the continued implementation of the NSF across Wales, with the final report anticipated during the later part of 2010.
- 3.03 2009 – 2010 is a year of consolidating the progress made during phase 1 of the NSF. WAG are indicating that in light of the above review the interim arrangements planned for 2009 – 2010 will now be extended by a further year until end of March 2011.
- 3.04 In order to ensure the interim years are progressed within a structured framework, WAG have now introduced an extension of the NSF existing scoring system of 1 - 6 with scores of 7 -10 being introduced as follows:
- 7 – Phase 1; progress has been maintained and consolidated in 2009/ 2010
 - 8 – Further progress on this action point has been achieved in 2009 / 2010
 - 9 – Phase 1; progress has been maintained and consolidated in 2010 / 2011
 - 10 – Further progress on this action has been achieved in 2010 / 2011.
- 3.05 Improvements are being continuously monitored by WAG via the interim action plan and half yearly SAAT reports, ending the interim period in April 2011. Phase 2 of the NSF will then commence.

- 3.06 The Interim Action Plan details the current position and further partnership action needed for the seven standards not fully implemented. The action plan was considered by senior partners and signed off in July. The following information is a brief summary of Flintshire's current reporting to WAG.

Rooting out Age Discrimination

- 3.07 Progress to date includes: establishing a joint Local Authority & Voluntary Sector Age Discrimination scrutiny group which has prepared a draft action plan for consideration by senior managers. Equality Impact Assessments (EIA) will now include 'age' as a specific consideration. Flintshire has hosting a pilot project in connection with WLGA Equality Improvement Framework (EIF). The aim of the EIF is to promote, manage and improve equality within Local Government.
- 3.08 A bid to the Equalities and Human Rights fund has been submitted by Age Concern to finance an independent advocacy service for older people. The outcome will be known in September 2009. Securing ongoing commitment for funding an independent advocacy service would be a significant achievement and would also maintain a high score in this standard.

Person Centred Care

- 3.09 Flintshire is Health, Social Care and Wellbeing Partnership Board signed off the overarching Joint Commissioning Strategy in March 2009.
- 3.10 Progress in relation to promoting Dignity in Care has been slow in the absence of national standards, but has now gained momentum. A new regional and local Dignity in Care group is in place linked to the national group to share learning across organisations to inform developments.
- 3.11 The Unified Assessment Partnership Group action plan is in place to take steps forward to address identified gaps across Flintshire.

The promotion of Health and Well-being in Older Age

- 3.12 All key actions have been achieved on this standard. A specific request from elected Members was made in relation to an update on progress, on any actions to promote the sexual health of older people. Part of the draft Flintshire Sexual Health action plan includes tasks to address the needs of the 50+ age group.

Challenging Dependency

- 3.13 Agreement for the Community Equipment Service as a joint provision with Wrexham and the NHS is on target for completion.

- 3.14 The Local Health Board has developed a 3 year Service Improvement Plan with Wrexham and the NHS for chronic conditions management.

Intermediate Care

- 3.15 A 3 year Intermediate Care Strategy was agreed by Health & Social Care partners in June 2009.

Hospital Care

- 3.16 Three key actions are largely achieved. The NHS have work ongoing to fully implement the standard by March 2010.
- 3.17 Further progress is anticipated when the new Holywell hospital becomes fully operational.

Stroke

- 3.18 Work continues across Flintshire to try and ensure stroke services are accessible to Flintshire residents.

Falls and Fractures

- 3.19 All key actions have been achieved on this standard.

Mental Health in Older People

- 3.20 Considerable work has been achieved with this standard, although 3 key actions require further development and joint investment. Members of the Flintshire Implementation Group (FIG) are progressing with the Elderly Mental Health (EMH) action plan. The development and success of dementia services to date include:

The Extra Care schemes – Llys Eleanor and plans for Mold.
The 'Old Brewery' a service for younger people with dementia.
The 'Living Well' project, - to be launched on a trial basis in the Deeside area,
to enable people who are living with dementia to remain at home for longer.

Medicines and Older People

- 3.21 This standard is complete.

Workforce Development

- 3.22 This standard is complete.

4.00 RECOMMENDATIONS

- 4.01 That the Executive notes the progress of Flintshire County Council and partners in relation to the NSF for Older People.
- 4.02 That the Executive supports the for Interim Action Plan to address areas for further development.

5.00 FINANCIAL IMPLICATIONS

- 5.01 The majority of Standards will be met from within existing resources from the Council and from the Betsi Cadwalader University Health Board. Budget pressures are highlighted with regards to the Mental Health standard.

6.00 ANTI POVERTY IMPACT

- 6.01 None directly arising from this report.

7.00 ENVIRONMENTAL IMPACT

- 7.01 None directly arising from this report.

8.00 EQUALITIES IMPACT

- 8.01 The NSF contains actions aimed at addressing age discrimination.
- 8.02 The Equality Impact Assessments should identify any areas of age discrimination which need addressing.

9.00 PERSONNEL IMPLICATIONS

- 9.01 None directly arising from this report.

10.00 CONSULTATION REQUIRED

- 10.01 Implementation of the NSF requires the involvement of older people and their carers. This is being taken forward through the structures in place to support the Strategy for Older People.

11.00 CONSULTATION UNDERTAKEN

- 11.01 None directly arising from this report

12.00 APPENDICES

- 12.01 Appendix A Interim NSF Older People Action Plan.

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

BACKGROUND DOCUMENTS

All standard NSF chart
Flintshire Draft Sexual Health Action Plan

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**National Service Framework
Flintshire Local Implementation Team
Locally Sensitive Interim Action Plan
2009 -2010**

Flintshire Local Sensitive Interim Action Plan 2009 – 2010

Standard 1: Rooting Out Age Discrimination

Ensure that organisational policies and practices do not discriminate on the basis of age.

Key Action 2.2 An audit of existing policy and practice will be undertaken and an action plan agreed by the Cabinet / Board, implemented and monitored, to ensure the phasing out of any age discrimination.

Current Score	Progress to Date	Risk	Action Required	Time frame	Resp. Officer	Expected score
4	<ol style="list-style-type: none"> 1. Established Age Discrimination scrutiny group with representation from the Local Authority (L.A.), Health & the 3rd sector: <ul style="list-style-type: none"> • Final Draft Action Plan waiting for sign off. • Formal reporting methods to Corporate Equality Review Team (CERT) & Local Implementation Team (LIT) 2. The Council Directorates are working through their policies & services to undertake equality impact assessments (EIA), which will include age this year. 	<p style="color: blue;">Reconfiguration of Health Service and current capacity within the 3rd sector proposes a significant threat to progress of actions.</p>	<ol style="list-style-type: none"> 1. Age Discrimination Scrutiny group to Agree Final Draft Action Plan. <ul style="list-style-type: none"> • Submit plan to appropriate cabinet / board • Implement Action Plan • Reporting to CERT & LIT 2. Health Service – Agree Age Discrimination Action Plan <ul style="list-style-type: none"> • Implement • Reporting 	<ol style="list-style-type: none"> 1. <ul style="list-style-type: none"> Nov 2009 March 10 March 10 March 10 2. <ul style="list-style-type: none"> Nov 2009 March 10 March 10 	<ol style="list-style-type: none"> 1. Age Disc scrutiny group / L A / Health / 3rd sector providers. 2. Health Deputy Directorate General Manager (Wxm) 	<p>March 2010</p> <p>6</p>

Standard 1: Rooting Out Age Discrimination

Advocacy services for older people are available, publicised and accessed when appropriate

Key Action: 4.1 Independent advocacy services for older people are commissioned, publicised and accessed.

Current Score	Progress to Date	Risk	Action Required	Time frame	Resp. Officer	Expected score
5	<ol style="list-style-type: none"> 1. 1st stage Outline bid from the Equalities and Human Rights funding stream has been successful. Pending outcome of 2nd stage, funds for a 3 year Generic Advocate post, serving Wrexham & Flintshire, managed by ACNEW will be advertised. 2. Specialist advocate in place for further 18 months with secured funding to support people who are more vulnerable. New funding will be explored by ACNEW to secure continuation of service provision. 3. Carers advocate has ceased as from March 09. No new bids submitted by 3rd sector for further services provision. 	Funding stability effects progress of actions / score	<ol style="list-style-type: none"> 1. Submit Business Plan for 2nd stage bid; Outcome due – Sep 09. NSF LiT group to resubmit past audit of need to Adult Partnership group (A.P.G) to explore funding options if 2nd stage bid is unsuccessful. 2. ACNEW to pursue new funding stream. 3. Prompt / support Independent sector to bid for Carers Advocate 	<ol style="list-style-type: none"> 1. Sep 09 2. 2009/10 3. ongoing 	<ol style="list-style-type: none"> 1. ACNEW Chief Officer ./ LiT / A.P.G 2. ACNEW 3. FLVC 	Based on successful bid 5

Standard 2: Person Centred Care

The care provided to older people at the end of their life promotes their dignity, privacy and personal preferences

Key Action

6.1 Implementation of the All Wales Care Pathway for the Dying for all older people being cared for at the end of their life.

Current Score	Progress to Date	Risk	Action Required	Time frame	Resp. Officer	Expected score
5	<ol style="list-style-type: none"> 1. The L.A. residential & home care - End of life care policy and procedures have recently been reviewed and revised to reflect and compliment the All Wales Care Pathway and the principles of Dignity in Care. Further work required:- 2. Ensure Palliative care training is accessible for L.A. staff & Independent providers. 3. A North East Wales Dignity in Care steering group established with representation on the Regional Dignity in Care group. <ul style="list-style-type: none"> • Draft Standards in consultation • Draft Action Plan in consultation 4. Review existing Service Level Agreements and Contracts to include Dignity in Care. 	Reconfiguration of the Health Service proposes a significant threat to progress of actions.	<ol style="list-style-type: none"> 1. The L.A. will work with the LHB and Independent sector – residential & nursing care home providers, to develop a care pathway for the dying across Flintshire which will standardise practice across the care home sector. Approve Final policy & Implement across provider services. 2. Increase % of staff training re palliative care for the LA & Independent provider services in partnership with LHB. 3. Finalise standards. Agree & implement N.E.Wales Action Plan in line with Regional group Action plan. 4. Ensure new contracts / service Level agreements include Dignity in Care values. 	<ol style="list-style-type: none"> 1. March 2010 2. March 2010 3. March 2010 4. March 09 - 2011 	<ol style="list-style-type: none"> 1. LA Service Manager / Team Managers / Planning Officer 2. Training Officer 3. Dignity In Care steering group 4. Service Managers / commissioners 	All March 2010 6

Standard 2: Person Centred Care

Ensure effective and whole systems implementation of the Unified Assessment and Care Management guidance.

Key Action 9.1 Partner health and social care organisations ensure that sufficient steps are identified and taken to implement the Unified Assessment process effectively, and to evaluate its outcomes.

Current Score	Progress to Date	Risk	Action Required	Time frame	Resp. Officer	Expected score
5	<ul style="list-style-type: none"> ○ There has been strong partnership working In NE Wales that has resulted in significant progress being made to develop a common assessment tool which has enabled information sharing across agencies. ○ This partnership has also worked to identify an electronic solution to sharing information, as the current paper systems are time consuming and create unnecessary duplication for practitioners. ○ The proposed changes within the NHS this year pose a significant threat to the progress of local developments as roles, personnel and structures in health change. ○ In the longer term the NHS changes could help to standardise UA processes across N Wales. The need for one NHS organisation to work with and agree UA processes with 6 LAs may be a threat to future developments. ○ There are significant opportunities to embed UA processes into practice to support other policy initiatives e.g. the management of chronic conditions, access Intermediate Care Services, reduction in demand on CHC funding. 	<p>Reconfiguration of the Health Service proposes a significant threat to progress of actions.</p>	<p>A number of key priorities are identified by NE Wales UA Partnership group. An action plan is being developed to take forward:</p> <ol style="list-style-type: none"> 1. To develop more efficient, robust and safe methods of sharing information. A business case has already been developed outlining a solution but this still needs to be agreed and supported by partner agencies, including the funding. 2. To create a culture that is more person centred, outcome focussed and less risk averse. Further work is needed to change the approach to assessment and care planning, which will be supported by the tools jointly agreed. 3. To review and fully implement the remaining aspects of the '12 steps'. Some steps have been partially implemented but step 7 has not and links closely to chronic disease management and care pathways. 4. To engage wider stakeholders in future UA developments. UA developments have focussed on a relatively small group of staff, but who are large in number e.g. SW, DNs nursing staff in hospital. Greater involvement in the UA process is required from other agencies and disciplines that help to maintain independence. 	<p>2 years</p> <p>2 years</p> <p>2 years</p> <p>2 years</p>	<p>U.A. Project Manager & UA Implementation Group</p>	<p>March 2010 5</p> <p>when all complete</p> <p>March 2011 6</p>

Standard 4: Challenging Dependency

To ensure that evolving national policy on the development of community based health and social services is adopted and reflected at a local level

Key Actions

14.2 Each local health and social care community will implement their planned integrated process for the provision of aids and equipment.

Current Score	Progress to Date	Risk	Action Required	Time frame	Resp. Officer	Expected score
5	<ol style="list-style-type: none"> 1. Joint stores and section 33 agreement between Flintshire LA, Wrexham LA & NHS partners agreed and signed off by exec. 2. Implementation process commenced:- <ul style="list-style-type: none"> ○ The procurement of a new single site to replace 2 LA current sites secured. ○ Achieved a joint management structure and the pooled budget will commence by Dec 09. 		<ol style="list-style-type: none"> 1. Completed 2. Implementation process: <ul style="list-style-type: none"> ○ Identified building will be purchased, made fit for purpose. Envisaged officially open December 09. ○ Joint Management structure in place & Commence Pool budget 	<p>Dec 09</p> <p>Dec 09</p>	<p>Commissioning manager LHB</p> <p>/</p> <p>Service Manager P.D.S.I.</p>	6

Standard 4: Challenging Dependency

Effective management of older people with long term and chronic conditions within the community.

Key Actions

16.1 Ensure that implementation of integrated care pathways in line with national policy for the management of long term and a chronic condition applies to older people.

Current Score	Progress to Date	Risk	Action Required	Time frame	Resp. Officer	Expected score
5	<ol style="list-style-type: none"> 1. Work continues on developing integrated care pathways that are inclusive of all ages. Pathways currently being used are <ul style="list-style-type: none"> o Care Pathway for the Dying o The Bladder & Bowel pathway o Diabetes pathway o COPD pathway. 2. Flintshire LHB has developed a 3 year Service Improvement Plan for chronic condition management. This is to ensure a consistent and equitable approach to the management of disease specific chronic conditions. 3. All elements of the plan have been incorporated into the North Wales Local Delivery Plan which will enable a consistent approach to be adopted. 4. A local and a North Wales leads group have been established to drive forward stated aims within the agreed timescales. 	<p>Reconfiguration of the Health Service proposes a significant threat to progress of actions.</p>	<p>Delivery of the 3 year plan</p>	<p>2008 To 2011</p>	<p>Director of Nursing (Job Title may change in reconfiguration)</p>	<p>March 2010 5</p> <p>March 2011 6</p>

Standard 5: Intermediate Care - Ensure a strategic & integrated approach to the planning and development of local intermediate care services

Action 18.2 Services provided within Intermediate Care are commissioned and provided to: help older people to maintain their independence and manage chronic conditions within the community; make optimum use of available diagnostic and therapeutic technologies;

1. Offer a rapid community based assessment and response when health or social needs arise;
2. Provide mechanisms to ensure prompt access to specialist, diagnostic and/or emergency services when required;
3. Provide timely transfer from the acute hospital setting to home or other appropriate setting, with a focus on rehabilitation and independence;
4. Respond to individuals' changing social and clinical needs. Services must offer:
5. A single and easily available point of access and clear referral processes integrated teams or co-ordinated networks, supported by sound network governance

Current Score	Progress to Date	Risk	Action Required	Time frame	Resp. Officer	Expected score
5	<p>An Intermediate Care strategy has been agreed by health and social care partners in Flintshire which has mapped the range of provision already available and has identified a number of key priorities to take forward.</p> <p>The proposed changes within the NHS this year pose a significant threat to the progress of these as roles, personnel and structures in health change.</p> <p>In the longer term the NHS changes could help to provide a more standardised and integrated approach to Intermediate Care.</p>	Reconfiguration of the Health Service proposes a significant threat to progress of actions.	<p>1. Implement Intermediate Care strategy:-</p> <ul style="list-style-type: none"> o <u>Key Priorities</u> :- o Identify the need for multi disciplinary assessment and interventions in response to a crisis at evenings and weekends. o Identify gaps in services available to support safe discharge at the weekend. o Identify the need for access to equipment at evening and weekend. o Create greater efficiency and better use of resources through effective coordination of assessment and care planning process to reduce duplication and service deficits. o Introduce contingency planning as part of the assessment and care planning process to support carers and manage predictable situations more effectively. o Improve ease of access to information, assessment of need and services by streamlining current access arrangements. o Agree a standardised and robust way of measuring the effectiveness of services. o Embed a culture of reablement and empowerment in organisations and the public at large which promotes and values independence and self reliance. o Develop services to meet identified demand. 	<p><i>As of July'09</i></p> <p>6 months</p> <p>6 months</p> <p>6 months</p> <p>1-2 yrs</p> <p>1-2 yrs</p> <p>1-2 yrs</p> <p>1-2 yrs</p> <p>1-2 yrs</p> <p>2-3 yrs</p>	<p>For all actions:</p> <p>Intermediate Care Manager & Intermediate Care Planning & Commission Group</p>	<p>March 2010</p> <p style="text-align: center;">5</p> <p>March 2012</p> <p style="text-align: center;">6</p> <p>After 3 yr strategy</p>

Standard 6: Hospital care

NHS Trusts take a strategic, coordinated approach to the management of hospital services to older people

Key Actions

19.1 Using a review tool to be provided, NHS Trusts undertake a review of the effectiveness of the total patient journey for older people through their acute services, including: the interface with primary, community, intermediate, social and long term care;

- emergency access (including alternatives to A&E);
- elective care;
- clinical and non-clinical aspects of in-patient care;
- management of risk;
- the care of older people in general hospitals with mental health needs;
- rehabilitation; - discharge and transfer of care planning.

Current Score	Progress to Date	Risk	Action Required	Time frame	Resp. Officer	Expected score
5	<p>See SAAT entry,</p> <ul style="list-style-type: none"> • KSF standards and PI used in Wrexham - Maelor Hospital & Glan Clwyd Hospital - Denbighshire. • The Countess of Chester Hospital Older Peoples Services follows English NSF and NHS standards. <p>Wrexham HIW visit taken place and scores adjusted accordingly. In the 'League Table' for Wales, the NEW Trust came top in 2007. On reflection of this entry Flintshire have now moved to a 6.</p>		Review tool to be developed and launched by WAG	COMPLETED	Deputy Directorate General Manager (Wxm)	6

Standard 6 Hospital care

NHS Trusts take a strategic, coordinated approach to the management of hospital services to older people

Key Action

19.2 In light of the above review, NHS Trusts regularly monitor key indicators and seek to achieve continuous improvement in their services to older people.

Current Score	Progress to Date	Risk	Action Required	Time frame	Resp. Officer	Expected score
5	<p>See SAAT entry</p> <p>1. The North Wales NHS Trust monitors key indicators under the Healthcare Standards framework. This is currently being updated across both East and Central areas.</p>	Reconfiguration of the Health Service proposes a significant threat to progress of actions.	<p>Review tool to be developed and launched by WAG to meet standard score 6</p> <ul style="list-style-type: none"> Ongoing work to implement. 	2010	Deputy Directorate General Manager (Wxm)	5

Standard 6: Hospital Care

NHS Trusts assess and manage risks associated with the hospitalisation of older people

Key Action:

21.2 Older people with incontinence undergo a thorough assessment to identify the cause, and access appropriate specialist services, treatment and care.

Current Score	Progress to Date	Risk	Action Required	Time frame	Resp. Officer	Expected score
4	<p>See SAAT</p> <p>1. NWT- Central - Education pathway ongoing, to be audited on an all Wales basis.</p>	<p>Reconfiguration of the Health Service proposes a significant threat to progress of actions.</p>	<p>1. NWT – Central / Social Care Policy for Continence in draft, move to final draft.</p>	March 2010	Deputy Directorate General Manager (Wxm)	5

Standard 6: Hospital Care

NHS Trusts assess and manage risks associated with the hospitalisation of older people

Action

21.3 All NHS Trusts take action to reduce falls amongst older people within hospital settings in line with the forthcoming All Wales Framework for the Prevention and Management of Patient Falls.

Current Score	Progress to Date	Risk	Action Required	Time frame	Resp. Officer	Expected score
5	<p style="text-align: center; color: green;">See SAAT</p> <ol style="list-style-type: none"> 1. Countess of Chester- work ongoing for reducing inpatient falls- in line with the 'All Wales Framework for the Prevention and Management of Patient Falls' 2. NWT East – established pathway. 3. NWT Central - work ongoing for reducing inpatient falls- in line with the 'All Wales Framework for the Prevention and Management of Patient Falls' 	<p>Reconfiguration of the Health Service proposes a significant threat to progress of actions.</p>	<ul style="list-style-type: none"> • Ongoing work to implement. 	March 2010	Deputy Directorate General Manager (Wxm)	6

Standard 7: Stroke

Details Documents Quarterly progress Benchmarking integrated stroke care pathways are developed and implemented to support the prevention of stroke and the effective treatment, care and rehabilitation of those who have a stroke

Key Action

22.1 Each local health and social care community to design and have in place a care pathway for stroke care from prevention through to rehabilitation and long term support so that all patients have access to appropriate treatment including a multi-disciplinary stroke team. Care pathways must incorporate preventive action and active management within primary care of those at risk;

- effective referral mechanisms to specialist assessment and treatment for those with suspected TIA or stroke;
- prompt access to specialist acute stroke services in accordance with RCP guidelines;
- access to multidisciplinary rehabilitation; - co-ordinated longer term services, support and advice.

Current Score	Progress to Date	Risk	Action Required	Time frame	Resp. Officer	Expected score
5	<ol style="list-style-type: none"> 1. GP Quality and Outcome Framework (QOF) have 2 new indicators for Primary Prevention of Cardio Vascular Disease. 2. Each trust has TIA and Stroke written guidelines for primary care. North Wales Trust East guidelines available on Flintshire LHB's Intranet site. 3. Stroke Outreach Team based at North Wales Trust East provides a service to some Flintshire patients but not all and only limited community rehabilitation services are currently available. 4. Flintshire LHB funded the Warwick Stroke in Primary Care Diploma module, which commenced March 09. 5. 'Hospice at Home' will admit stroke patients onto their caseload. 6. Stroke patients can access day hospital therapy at all community hospitals in Flintshire but not specialist clinics. 	Reconfiguration of the Health Service proposes a significant threat to progress of actions.	<ul style="list-style-type: none"> ○ Stroke Forum to develop final clinical pathway representative of optimum model of care as it develops across North Wales. ○ Supported discharge into the community and access to specialist stroke community rehab services. Stroke Forum / stakeholders to agree assessment of level of need and developmental change with agreed implementation plan. ○ Thrombolysis currently only available for to residents of Flintshire admitted to Chester. Stroke Forum / stakeholders to assess the environments likely to administer thrombolysis with agreement of implementation plan in each acute site and agreed target dates for achievement. ○ Access to specialist services (inc psychology) to be identified and an implementation plan for delivery agreed. 	<p>2015</p> <p>October 2009</p> <p>Ongoing</p> <p>October 2009</p>	Chronic Disease Management Nurse	5

Standard 9: Mental Health

Comprehensive and integrated mental health services for older people, and services for younger adults with dementia, are commissioned and provided

Key action 26.2 A range of comprehensive and integrated statutory, independent and voluntary sector services are provided for older people with mental health problems which, as appropriate:

- support people to maintain their independence within the community;
- help avoid or minimise crisis;
- provide specialist advice and treatment
- provide long term care.

Current Score	Progress to Date	Risk	Action Required	Time frame	Resp. Officer	Expected score
5	<p>Additional information see: <i>Flintshire Older People Mental Health Action plan 2009 held in docs / SAAT & Appendix 1 section of Older Peoples Service Plan 2009-10.</i></p> <ol style="list-style-type: none"> 1. Shotton Extra Care Service established fully operational. 2. 2nd Extra Care funding / build agreed – see Appendix 1 further details/ timescales 3. Reviewed Day services in West Flintshire. 	<p>Reconfiguration of the Health Service proposes a significant threat to progress of actions.</p>	<p>As Older Peoples Mental Health Action Plan</p> <ol style="list-style-type: none"> 1. Lessons learnt from Shotton Extra Care 2. 2nd Extra Care: Plans and contracts scheduled for further development. 3. Further develop Day services in West Flintshire – see appendix 2 further details / timescales. 	<p>As Plan</p> <ol style="list-style-type: none"> 1. Nov 09 2. Dec 09 3. March 2010 	<p>As in OPS MH Action Plan</p> <ol style="list-style-type: none"> 1. Project Manager 2. Project Manager 3. OPS Service Managers 	5

Standard 9: Mental Health

Comprehensive and integrated mental health services for older people, and services for younger adults with dementia, are commissioned and provided

Key Actions

26.3 A range of specialist services and support is provided for younger people with dementia and their families.

Current Score	Progress to Date	Risk	Action Required	Time frame	Resp. Officer	Expected score
5	Additional information see: <i>Flintshire Older People Mental Health Action plan 2008-09 held in docs / SAAT & Appendix 1 section of Flintshire Social Services Older Peoples Service Plan 2009 - 10.</i>	Reconfiguration of the Health Service proposes a significant threat to progress of actions.	As Older peoples Mental Health Action Plan	As Plan	As Dictated in OPS MH Action Plan	5

Standard 9. Mental Health

Comprehensive and integrated mental health services for older people, and services for younger adults with dementia, are commissioned and provided

Key Actions

26.4 Diagnostic and referral pathways and protocols are developed between primary care, secondary care, community care and voluntary services, for:

- Older people with depression, anxiety and other functional mental illness;
- older people with dementia;
- younger people with dementia.

Current Score	Progress to Date	Risk	Action Required	Time frame	Resp. Officer	Expected score
5	<p>Additional information see: SAAT / Flintshire Older People Mental Health Action plan 2008-09 / & Appendix 1 section of Older Peoples Service Plan.</p> <ol style="list-style-type: none"> 1. Funding has been secured for a Hospital based Liaison service for older persons based at the Wrx Maelor Hospital. The team will provide in-reach care to general wards for older people who are suffering mental ill health. 2. The model will be based on good practice developments and ensure there is a clear pathway for the management of users of the service, with clear identification of Support services. 3. Liaison service to develop audit framework to ensure the efficiency of the service 4. The development of the audit will include the identification of key hotspots for the service e.g. <ul style="list-style-type: none"> • Revolving door admissions • GP referrers • Referrals from care homes 5. The analysis of this data will inform the development of the primary care services and ensure appropriate direction of staffing team. 	Reconfiguration of the Health Service proposes a significant threat to progress of actions.	<p>Continuation of Flintshire Older Peoples Mental Health Action Plan.</p> <ol style="list-style-type: none"> 1. As Older Peoples Mental Health Action Plan 2. Staff recruitment in progress for Liaison team 3. Development of pathway 4. Identification of designated areas for the management of delirium with appropriate support – shared care model 5. Development of training strategy for service 	<p>As Plan</p> <p>1. Sept 09</p> <p>2. Oct 09</p> <p>3. Jan 10</p> <p>4. Dec 09</p> <p>5. Dec 09</p>	All Actions As Dictated in Action Plan	5

Standard 11: Workforce

Staff recruitment, training and performance management policies and practices reflect the need for staff competence in caring for older people

Key Actions

31.1 For staff employed to work with older people, appropriate competencies are reflected within:

KSF outlines and Personal Development Plans - for NHS staff;

Job descriptions, person specifications and development plans - for non-NHS staff.

Current Score	Progress to Date	Risk	Action Required	Time frame	Resp. Officer	Expected score
5	<ol style="list-style-type: none"> 1. Job Descriptions & Person Spec reflects appropriate competencies for FCC staff. All FCC staff has an annual development plan, linked to appraisal. Commissioned services in the independent sector contribute to the workforce development plans. 2. These development plans are collated and form the basis of the workforce development plan for the following year. 3. FCC Contract monitoring Team monitor providers against LA service specification / contract. This includes checking Job descriptions & person spec is still current. Training standards are set to NVQ Care level 3 and above. It is unlikely we will achieve a 100% target of training all provider staff to the minimum requirements due to: <ul style="list-style-type: none"> o Staff retention / move on rate o Releasing staff / balance of service needs o Amount of training available/offered 4. All nursing staff has KSF outlines completed by March 2009. The diploma module Stroke in Primary Care has been offered to clinical staff working in community care: e.g. nursing homes / clinical support teams. 		COMPLETE		LA Training Officer & partnership lead officers	6

Flintshire Local Authority Older Peoples Service Plan 2009 -2010 cont:-

Area for Improvement	1. Further develop & Improve specialist services, working in partnership with NHS and voluntary sector			
Objectives	<ul style="list-style-type: none"> ▪ 1.2 Further develop specialist services for people with dementia 			Improvement Lead: Service Managers
Target / standard to be achieved	<ul style="list-style-type: none"> ▪ Increase dementia care services & Support networks ▪ Increase training opportunities to improve understanding of dementia care. ▪ Staff will be competent and trained to complete strength & risk assessments 			
Resources to be deployed to effect this improvement:	Within existing resources / Continuing health care funding / WAG Independence and Wellbeing grant funding			
Key Activities	By When?	By Whom?	Progress (link to Section 4)	RAG Status
<ul style="list-style-type: none"> • Promote mental wellbeing and community involvement of older people and their carers who are living with dementia. • Develop specialist Living well dementia service. <ul style="list-style-type: none"> • Specialist tools developed / piloted • Staff recruited • Policies / Procedures in place • Pilot Carers assessment tool • Specialist staff training designed / delivered • Pilot commenced in Deeside • Evaluation framework / tools designed • First evaluation report received • Alzheimer's café established • Web based support for carers promoted • Re-focus Flintshire Sounds in 2 areas of Flintshire and promote for further year. <ul style="list-style-type: none"> • Co-ordinator recruited • Flintshire Sound Team Inducted • Venue & Individual risk assessment • Sessions underway • User & Carer feedback 	<p>March 2010</p> <p>Aug 09 Aug 09 Aug 09 Sep 09 Aug /Dec Aug 09 Aug 09 March 10</p> <p>Aug 09 Sep 09</p> <p>Aug 09 Sep 09 Sep 09 Oct 09 Dec 09</p>	<p>Service Managers & Living-Well Manager</p> <p>Alzheimer's Manager</p> <p>Living Well Manager</p>		

Area for Improvement		Further develop & Improve specialist services, working in partnership with NHS and voluntary sector			
Objectives		<ul style="list-style-type: none"> 1.3 Develop 'Extra Care' specialist care provision 			Improvement Lead: Service Manager
Target / standard to be achieved		<ul style="list-style-type: none"> Improve community services for Older People with additional support & care needs 			
Resources to be deployed to effect this improvement:		Social Housing Grant Possible budget pressure for 10/11 for service delivery.			
Key Activities		By When?	By Whom?	Progress (link to Section 4)	RAG Status
<ul style="list-style-type: none"> Develop management structure of Project Board and Design and Services Teams, agreeing vision, responsibilities and project timeline before Identify and attract capital funding for a specialist build - approx £8m Ear mark revenue funding for housing management, care and support service of approx £850k per annum by Develop and agree a design brief that can meet the needs of older people and the service by Develop and agree a contracting framework for the delivery of housing management, catering, domestics, gardening and outcome focused integrated care and support functions, links to health providers and the wider community Agree architects outline design at Project Board Relocate tenants from identified land and complete sale to housing provider by 		July 2009 April 2009, Dec 2009. June 2009 Dec 2009. Oct 2009 Sept 2009	Extra Care / Telecare Project Manager Service Managers		

Flintshire Local Authority Older Peoples Service Plan 2009 -2010

Area for Improvement	2. Provide resources to help to keep people living in their communities for as long as possible.			
Objectives	2.5 Develop Daytime activities in West Flintshire (Holywell) in partnership with other agencies			Improvement Lead: Service Managers
Target / standard to be achieved	<ul style="list-style-type: none"> Increase day time activity choices for people residing in west Flintshire 			
Resources to be deployed to effect this improvement:	In partnership with NHS colleagues explore financial opportunities			
Key Activities	By When?	By Whom?	Progress (link to Section 4)	RAG Status
<ul style="list-style-type: none"> Develop Holywell EMH project for assessment & day services in partnership with NHS. Explore opportunities for move-on in consultation with the University of the third Age. <ul style="list-style-type: none"> Establish a working group to take forward joint project for establishing jointly funded Day service for people Agree a Service model Confirm venue & agree budget arrangements. 	<p>March 10</p> <p>March 10</p> <p>March 10</p> <p>Dec 09</p> <p>Dec 09</p>	<p>Service Managers / Day Service Manager Operation Manager</p> <p>Lead Officer U3A / Service / Team Managers</p>		

EXECUTIVE FORWARD WORK PROGRAMME **MONTHS 05/09 to 10/09**

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

Chief Executive Update

- Housing Options – Update Report
(The Project Board is in the process of being established therefore there is no new information to report)
- Changing Climate, Changing Places
(The information for the project is under analysis and will be reported on 6 October)
- Gypsies and Travellers – Unauthorised Encampments Protocol - Final
(Deferred until 17 November as the consultation process is still ongoing)

HR & Organisational Development Update

- Workforce Information Report Second Quarter – July to September
(Deferred until 17 November as the data will not be available until the beginning of October)
- People Strategy
(The People Strategy Action Plan is being prepared during early September and the first report will be available to be reported to Executive on 17 November)

Community Services Update

- Mental Health Substance Misuse Service Integration
(The Mental Health Integration Project is moving forward through a multi-agency project board. Progress is ongoing and a report will be submitted in the coming months following further work on key documents)

Environment Update

- Regional Transport Plan
(Submitted to Executive on 14 July 2009)
- Streetscene
(Deferred as the appointment of the Project Manager was delayed)
- Car Parking Management Study
(Deferred as the information is being examined)

Lifelong Learning Update

- School Modernisation: Phase 1 Outline Proposal
- School Modernisation: Personnel and Staffing Protocols
(Merged into one report (School Modernisation) which will be reported to Executive on 6 October)

FLINTSHIRE COUNTY COUNCIL
EXECUTIVE FORWARD WORK PROGRAMME
May 2009 to October 2009

MEETING DATE	DIRECTORATE/DIVISION	TOPIC	REPORT TYPE	PORTFOLIO
13 May 2009	Chief Executive	❖ Community Strategy	Strategic	Corporate Governance & Strategy
		❖ Organisational Redesign Phase II Update	Strategic	Corporate Governance & Strategy
	Finance	❖ Capital Programme 2009/10 to 2012/13	Operational	Finance & Asset Management
		❖ GF/HRA Revenue Budget Monitoring 08/09 (Month 11)	Operational	Finance & Asset Management
	ICT/Customer Services	❖ Customer Service Strategy Update	Strategic	Corporate Governance & Strategy
	HR & Organisational Development	❖ Workforce Information Report – Full Year 2008-09	Operational	Corporate Governance & Strategy
	Community Services	❖ Homelessness/Affordable Housing	Strategic	Estate Management
		❖ Housing Renewal Policy	Strategic	Housing Strategy
		❖ Community Equipment Service Integration	Operational	Social Services
		❖ Housing Repair Service Update	Operational	Estate Management
		❖ Welfare Benefits	Operational	Housing Strategy
	Environment	❖ Taith Transport Grants – Update	Strategic	Environment
		❖ Implications for FCC of the Public Inquiry Report Chaired by Professor Hugh Pennington into the	Strategic	Leisure & Public Protection

		<p>September 2005 Outbreak of E.Coli 0157 in South Wales</p> <ul style="list-style-type: none"> ❖ Update on Depot Relocation ❖ Cardboard Collection Pilot – Update and Way Forward ❖ Appointment of Deputy Manager for Wales Road Casualty Reduction (WAG Funded) 	<p>Operational</p> <p>Operational</p> <p>Operational</p>	<p>Finance & Asset Management</p> <p>Waste Strategy & Management</p> <p>Environment</p>
	Lifelong Learning	<ul style="list-style-type: none"> ❖ Deeside Leisure Centre 	<p>Strategic</p>	<p>Leisure & Public Protection</p>
2 June 2009	Chief Executive	<ul style="list-style-type: none"> ❖ Strategic Assessment of Risks and Challenges (SARC) Quarterly Review (Jan – March) ❖ Target Setting – Improvement Targets ❖ Directorate Planning Overview – Summary of 3 Directorate Plans as part of Council’s Business Planning Arrangements 	<p>Strategic</p> <p>Operational</p> <p>Operational</p>	<p>Corporate Governance & Strategy</p> <p>Corporate Governance & Strategy</p> <p>Corporate Governance & Strategy</p>
	Finance	<ul style="list-style-type: none"> ❖ MTFS and Budget Planning 2010/11 ❖ Procurement Strategy Update ❖ Efficiency Programme Update 	<p>Strategic</p> <p>Strategic</p> <p>Operational</p>	<p>Finance & Asset Management</p> <p>Finance & Asset Management</p> <p>Finance & Asset Management</p>
	Community Services	<ul style="list-style-type: none"> ❖ Affordable Housing Delivery Statement 	<p>Strategic</p>	<p>Housing Strategy</p>

		<ul style="list-style-type: none"> ❖ Learning Disability Service Integration ❖ National Services Framework Children's Services 	Operational Operational	Social Services Social Services
	Environment	<ul style="list-style-type: none"> ❖ New National Waste Targets ❖ Advertising on Roundabouts ❖ Highways Maintenance Policies ❖ Food Service Plan 2009/10 	Strategic Operational Operational Operational	Waste Strategy & Management Environment Environment Leisure & Public Protection
	Lifelong Learning	<ul style="list-style-type: none"> ❖ Education Asset Management Plan ❖ Leisure Strategy 	Strategic Strategic	Education & Youth Leisure & Public Protection
23 June 2009	Chief Executive	<ul style="list-style-type: none"> ❖ Governance Framework ❖ Strategic Partnership Performance – Summary ❖ Regulatory Plan Mid-Year Review ❖ 2008/09 Performance Reporting 	Strategic Operational Operational Operational	Corporate Governance & Strategy Corporate Governance & Strategy Corporate Governance & Strategy Corporate Governance & Strategy
	Finance	<ul style="list-style-type: none"> ❖ GF/HRA Revenue Budget Monitoring 08/09 (Month 12) 	Operational	Finance & Asset Management
	ICT/Customer Services	<ul style="list-style-type: none"> ❖ Revised ICT Strategy 	Strategic	Corporate Governance & Strategy
	HR & Organisational Development	<ul style="list-style-type: none"> ❖ Revised People Strategy ❖ HRMIS Phase 2 Progress 	Strategic Operational	Corporate Governance & Strategy Corporate Governance & Strategy

	Environment	<ul style="list-style-type: none"> ❖ Holywell Communities First Outcome Fund Regeneration Project ❖ Enforcement Against Dog Fouling ❖ Air Quality Review 	Operational Operational Operational	Regeneration & Tourism Leisure & Public Protection Leisure & Public Protection
	Lifelong Learning	<ul style="list-style-type: none"> ❖ 14 – 19 Strategy Submission ❖ LEA Estyn Inspection Report (Jan 09) 	Strategic Strategic	Education & Youth Education & Youth
14 July 2009	Chief Executive	<ul style="list-style-type: none"> ❖ Equalities Schemes Annual Reports ❖ Welsh Language Schemes – Annual Reports 	Strategic Strategic	Corporate Governance & Strategy Corporate Governance & Strategy
	HR & Organisational Development	<ul style="list-style-type: none"> ❖ New Employee Relations Policies ❖ Workforce Information Report First Quarter 2009 – April to June 	Operational Operational	Corporate Governance & Strategy Corporate Governance & Strategy
	Community Services	<ul style="list-style-type: none"> ❖ Fostering Inspection 	Operational	Social Services
	Environment	<ul style="list-style-type: none"> ❖ ERDF Priority 4 Bid ❖ Flintshire Regeneration Strategy ❖ Asset Management Plan and Capital Strategy ❖ UDP Progress Report ❖ Food Waste Project – Update 	Strategic Strategic Strategic Strategic Strategic	Regeneration & Tourism Regeneration & Tourism Finance & Asset Management Housing Strategy & Planning Waste Strategy & Management

	Lifelong Learning	<ul style="list-style-type: none"> ❖ Youth Service Strategy ❖ School Modernisation: Post Consultation Report 	Strategic Strategic	Education & Youth Education & Youth
4 August 2009	Finance	<ul style="list-style-type: none"> ❖ Medium Term Financial Strategy & Budget Planning for 2010/11 ❖ Procurement Strategy Update ❖ GF/HRA Revenue Final Outturn ❖ GF/HRA Interim Revenue Budget Monitoring 09/10 (Month 2) ❖ Capital Programme Final Outturn 2008/09 ❖ Efficiency Programme Update ❖ Prudential Indicators Actual 2008/09 	Strategic Strategic Operational Operational Operational Operational Operational	Finance & Asset Management Finance & Asset Management Finance & Asset Management Finance & Asset Management Finance & Asset Management Finance & Asset Management Finance & Asset Management
16 September 2009	Chief Executive	<ul style="list-style-type: none"> ❖ Housing Options – Progress Report ❖ Update on North Wales Waste Treatment Partnership (joint report) ❖ Changing Climate, Changing Places ❖ Gypsies and Travellers – Unauthorised Encampments Protocol - Final 	Strategic Strategic Operational Operational	Housing Strategy and Strategy Waste Strategy and Management Corporate Governance & Strategy Corporate Governance & Strategy
	Finance	<ul style="list-style-type: none"> ❖ GF/HRA Revenue Budget Monitoring 09/10 (Month 3) 	Operational	Finance & Asset Management

		❖ Treasury Management Outturn 2008/09	Operational	Finance & Asset Management
	HR & Organisational Development	❖ People Strategy Quarterly Progress ❖ Workforce Information Report Second Quarter – July to September	Strategic Operational	Corporate Governance & Strategy Corporate Governance & Strategy
	Community Services	❖ Housing Strategy ❖ Mental Health Substance Misuse Service Integration	Strategic Operational	Housing Strategy Social Services
	Environment	❖ Car Parking Management Study ❖ Regional Transport Plan ❖ StreetScene Update	Strategic Strategic Strategic	Environment Environment Environment
	Lifelong Learning	❖ School Modernisation: Phase 1 Outline Proposal ❖ School Modernisation: Personnel & Staffing Protocols	Strategic Strategic	Education & Youth Education & Youth
6 October 2009	Chief Executive	❖ Q1 Performance Reporting	Operational	Corporate Governance & Strategy
	Finance	❖ Medium Term Financial Strategy and Budget Planning for 2010/11 ❖ Procurement Strategy Update ❖ GF/HRA Budget Monitoring 2009/10 (Month 4) ❖ Capital Programme Monitoring 2009/10 (Month 4) ❖ Making the Connections Return 2008/09 and 2009/10	Strategic Strategic Operational Operational Operational	Finance & Asset Management Finance & Asset Management Finance & Asset Management Finance & Asset Management Finance & Asset Management

		❖ Efficiency Programme Update	Operational	Finance & Asset Management
	ICT/Customer Services	❖ Customer Services Strategy Update	Strategic	Corporate Governance & Strategy
	HR & Organisational Development	❖ HRMIS Phase 2 Progress	Operational	Corporate Governance & Strategy
	Environment	❖ Update on Depot Relocation	Operational	Finance and Asset Management
	Lifelong Learning	❖ School Modernisation: Phase 1 Detail Project Proposal	Strategic	Education & Youth
27 October	Chief Executive	❖ Organisational Redesign Phase II – Update ❖ Annual Performance Report 2008/09	Strategic Strategic	Corporate Governance & Strategy Corporate Governance & Strategy
	Finance	❖ Provisional Welsh Local Government Settlement 2010/11 ❖ GF/HRA Budget Monitoring 2009/10 (Month 5)	Strategic Operational	Finance & Asset Management Finance & Asset Management
	ICT/Customer Services	❖ ICT Strategy Update	Strategic	Corporate Governance & Strategy
	Environment	❖ Food Waste – Update ❖ Town Action Plans	Strategic Operational	Waste Strategy & Management Regeneration & Tourism

FOR INFORMATION

FLINTSHIRE COUNTY COUNCIL

REPORT TO: EXECUTIVE
DATE: 16 SEPTEMBER, 2009
REPORT BY: CHIEF EXECUTIVE
SUBJECT: EXERCISE OF DELEGATED POWERS

1.00 PURPOSE OF REPORT

1.01 To inform Members of action taken under delegated powers.

2.00 BACKGROUND

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

3.00 RECOMMENDATION

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

4.00 FINANCIAL IMPLICATIONS

4.01 As detailed in each report.

5.00 ANTI-POVERTY IMPACT

5.01 As detailed in each report.

6.00 ENVIRONMENTAL IMPACT

6.01 As detailed in each report.

7.00 EQUALITIES IMPACT

7.01 As detailed in each report.

8.00 PERSONNEL IMPLICATIONS

8.01 As detailed in each report

9.00 CONSULTATION REQUIRED

9.01 Not applicable

10.00 CONSULTATION UNDERTAKEN

10.01 Not applicable

11.00 APPENDICES

11.01 Summary of Decisions taken under Delegated Powers.

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

Background documents: See individual report.

Contact Officer: See individual report.

APPENDIX 1

EXERCISE OF DELEGATED POWERS – DECISIONS TAKEN

Directorate

Subject

Community Services

Declaration as surplus to requirements and disposal of Jasmine Crescent, Mold to enable the construction of an Extra Care Scheme.

Management review of the infrastructure required for the provision of short-term care services for people with a learning disability

Continuing Health Care Grant Funded Posts

Corporate Services

Application for Hardship Rate Relief

Establishment Control – Redesign of an existing position

New temporary fixed term positions to create a new team to implement the Single Status agreement.

Additional temporary post of Pension Officer to enable pensioner payroll to merge with pensions administration.

Additional temporary post of Pension Officer to assist with the reduction of backlogs within the Pension Section and training of more junior staff.

Environment

Disposal of 15 Sq.metres of land at the head of Maes -y - Dre Avenue, Flint to enable the developer to comply with the requirements of highways/planning and the construction of a cul-de-sac.

Proposed Traffic Signals A550/B5373 Hope Junction

FLINTSHIRE COUNTY COUNCIL - EXEMPT INFORMATION SHEET

COMMITTEE: Executive

DATE: 16 September 2009

AGENDA ITEM NO: 27

REPORT OF: (Director of originating Department)

Director of Environment

SUBJECT:

AD Waste transfer update

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	<input checked="" type="checkbox"/>
Information likely to reveal the identity of an individual *	13	
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	<input checked="" type="checkbox"/>
Legal professional privilege	16	<input checked="" type="checkbox"/>
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	
<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: AD Waste transfer update
AUTHOR: Harvey Mitchell
MEETING AND DATE OF MEETING: Executive on 16 September 2009

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 12, 14, 15 & 16.

Factors in favour of disclosure:

To demonstrate transparency.

Prejudice which would result if the information were disclosed:

The issues in the report are still subject to agreement and disclosure resulting in media attention could undermine the process.

My view on the public interest test is as follows:

That the possible prejudice outweighs the need to demonstrate transparency.

Recommended decision on exemption from disclosure:

That the report be exempt.

Date: 19/08/2009



Post: Head of Committee, Members and Electoral Services

I accept the recommendation made above.



Proper Officer

Date: 19/08/2009

FLINTSHIRE COUNTY COUNCIL - EXEMPT INFORMATION SHEET

COMMITTEE: Executive

DATE: 16 September 2009

AGENDA ITEM NO: 28

REPORT OF: (Director of originating Department)

Director of Community Services

SUBJECT:

MORTGAGE RESCUE SCHEME - APPLICATION TO WAIVER
REPAYMENT OF DISCOUNT CHARGE

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	<input checked="" type="checkbox"/>
Information likely to reveal the identity of an individual *	13	
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	
(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: MORTGAGE RESCUE SCHEME -
APPLICATION TO WAIVER REPAYMENT
OF DISCOUNT CHARGE

AUTHOR: Carol Higgins

**MEETING AND DATE
OF MEETING:** Executive on 16 September 2009

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 12 and 14.

Factors in favour of disclosure:

Transparency.

Prejudice which would result if the information were disclosed:

Potential infringement of data protection principles and potential breach of the right to privacy of information contrary to the Human Rights Act and Directive.

My view on the public interest test is as follows:

On balance the public interest test favours non-disclosure.

Recommended decision on exemption from disclosure:

That the report be exempt from disclosure.

Date: 08/09/2009

Signed:



Post: Head of Legal and Democratic Services

I accept the recommendation made above.



Proper Officer

Date: 08/09/2009

FLINTSHIRE COUNTY COUNCIL - EXEMPT INFORMATION SHEET

COMMITTEE: Executive

DATE: 16 September 2009

AGENDA ITEM NO: 29



REPORT OF: (Director of originating Department)

Director of Community Services

SUBJECT:

Housing Services Restructure Phase 2

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	
<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: Housing Services Restructure Phase 2
AUTHOR: Maureen Harkin
MEETING AND DATE OF MEETING: Executive on 16 September 2009

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 12 and 15.

Factors in favour of disclosure:

Transparency.

Prejudice which would result if the information were disclosed:

Disclosure would be likely to undermine labour relations within the authority as dealing with such re-organisation proposals in public would be contrary to good human relations practice.

My view on the public interest test is as follows:

That the balance is in favour of treating the information as exempt to ensure confidence in the consultation process.

Recommended decision on exemption from disclosure:

To treat the information and report as exempt.

Date: 08/09/2009

Signed:



Post: Head of Legal and Democratic Services

I accept the recommendation made above.



Proper Officer

Date: 08/09/2009

FLINTSHIRE COUNTY COUNCIL - EXEMPT INFORMATION SHEET

COMMITTEE: Executive

DATE: 16 September 2009

AGENDA ITEM NO: 30



REPORT OF: (Director of originating Department)

Head of Legal and Democratic Services

SUBJECT:

REVIEW OF DEMOCRATIC SERVICES

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	
<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: REVIEW OF DEMOCRATIC SERVICES
AUTHOR: Amanda Haslam
MEETING AND DATE OF MEETING: Executive on 16 September 2009

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 12 and 15.

Factors in favour of disclosure:

Transparency

Prejudice which would result if the information were disclosed:

Disclosure would be likely to undermine labour relations within the authority as dealing with such re-organisation proposals in public would be contrary to good human relations practice.

My view on the public interest test is as follows:

That the balance is in favour of treating the information as exempt to ensure confidence in the consultation process.

Recommended decision on exemption from disclosure:

To treat the information and report as exempt.

Date: 08/09/2009

Signed:



Post: Head of Legal and Democratic Services

I accept the recommendation made above.



Proper Officer

Date: 08/09/2009