

**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

Our Ref / Ein Cyf ^{CO}

Date / Dyddiad 01/12/2009

Ask for / Gofynner am Graham Connah

Direct Dial / Rhif Union 01352 702336

Fax / Ffacs

Dear Sir / Madam,

A meeting of the **EXECUTIVE** will be held in the **CLWYD COMMITTEE ROOM, COUNTY HALL, MOLD** on **TUESDAY, 08 DECEMBER 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 17/11/2009 (copy enclosed).

3. **DECLARATIONS OF INTEREST**

TO CONSIDER THE FOLLOWING REPORTS

STRATEGIC REPORTS

4. ORGANISATIONAL CHANGE AND RE-DESIGN PHASE II

Report of the Chief Executive - Portfolio of the Leader of the Council and Executive Member for Corporate Management and Strategy

County Hall, Mold. CH7 6NA
Tel. 01352 702400 DX 708591 Mold 4
www.flintshire.gov.uk
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5. WELSH LANGUAGE SCHEME
Report of the Chief Executive - Portfolio of the Executive Member for Corporate Management and Strategy
6. INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT) STRATEGY - UPDATE
Report of the Head of ICT and Customer Services - Portfolio of the Executive Member for Corporate Management and Strategy
7. PROGRESS UPDATE ON THE NORTH WALES RESIDUAL WASTE TREATMENT PARTNERSHIP (NWRWTP)
Joint report of the Chief Executive and Director of Environment - Portfolio of the Executive Member for Waste Management and Strategy and Function
8. PEOPLE STRATEGY 2009 - 2012 UPDATE
Report of the Head of Human Resources and Organisational Development - Portfolio of the Executive Member for Corporate Management and Strategy
9. A STRATEGY FOR FLINTSHIRE'S LIBRARIES 2009-12
Report of the Director of Lifelong Learning - Portfolio of the Executive Member for Education and Youth Services

OPERATIONAL REPORTS

10. QUARTER 2 PERFORMANCE REVIEW 2009/10
Report of the Chief Executive - Portfolio of the Executive Member for Corporate Management and Strategy
11. REGULATORY PLAN: MID YEAR REVIEW
Report of the Chief Executive - Portfolio of the Executive Member for Corporate Management and Strategy
12. IMPROVEMENT AGREEMENT - MID YEAR REVIEW
Report of the Chief Executive - Portfolio of the Executive Member for Corporate Management and Strategy
13. 2011 CENSUS
Report of the Chief Executive - Portfolio of the Executive Member for Corporate Management and Strategy
14. REVENUE BUDGET MONITORING 2009/10 (MONTH 6)
Report of the Head of Finance - Portfolio of the Leader and Executive Member for Finance and Asset Management
15. CAPITAL PROGRAMME 2009/10 (MONTH 6)
Report of the Head of Finance - Portfolio of the Leader and Executive Member for Finance and Asset Management
16. EMPLOYMENT OF CHILDREN BYELAWS
Report of the Head of Legal and Democratic Services - Portfolio of the Executive Member for Corporate Management and Strategy

17. MATRIX CONTRACT UPDATE (MANAGED AGENCY STAFF SOLUTION)
Report of the Head of Human Resources and Organisational Development -
Portfolio of the Executive Member for Corporate Management and Strategy
18. LEARNING DISABILITY SERVICE RE-DESIGN
Report of the Director of Community Services - Portfolio of the Executive
Member for Social Services
19. TRAINEESHIP PROGRAMME FOR CARE LEAVERS
Report of the Director of Community Services - Portfolio of the Executive
Member for Social Services
20. LICENSING OF ANIMAL BOARDING ESTABLISHMENTS
Report of the Director of Environment - Portfolio of the Executive Member for
Leisure and Public Protection and Team Clean Activity
21. OUTCOME OF THE CONSULTATIONS RELATING TO THE PROPOSAL
TO AMALGAMATE DEE ROAD INFANTS AND CUSTOM HOUSE LANE
JUNIORS SCHOOLS
Report of the Director of Lifelong Learning - Portfolio of the Executive
Member for Education and Youth Services
22. PARTNERSHIP AGREEMENT BETWEEN FLINTSHIRE COUNTY
COUNCIL AND SCHOOLS
Report of the Director of Lifelong Learning - Portfolio of the Executive
Member for Education and Youth Services
23. EXERCISE OF DELEGATED POWERS
Report of the Chief Executive enclosed
24. FOR INFORMATION
A copy of the Executive Forward Work Programme (months 11/09 to 04/10)
together with an update are enclosed for information

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

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

25. CORPORATE SERVICES BUSINESS DEVELOPMENT AND
ADMINISTRATION REVIEW
Report of the Chief Executive - Portfolio of the Executive Member for
Corporate Management and Strategy

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

26. VOLUNTARY SECTOR FUNDING - MID YEAR REVIEW
Report of the Chief Executive - Portfolio of the Executive Member for
Corporate Management and Strategy

EXECUTIVE
17TH NOVEMBER 2009

Minutes of the meeting of the Executive of Flintshire County Council held at County Hall, Mold on Tuesday, 17th November 2009.

PRESENT: Councillor A. Woolley (Chairman)

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

PRESENT: Councillors: F. Gilmore and M. Wright were also present for Agenda Item 11 – Improvement Targets Review and Agenda Item No. 18 – Review of Flintshire Bus Service, respectively.

ALSO PRESENT: Councillors: K. Armstrong-Braun, R.B. Attridge, G. Hardcastle, R.G. Hampson, R. Hughes, D. Mackie, Mrs. D. Mackie, A.P. Shotton and Mrs. C.A. Thomas.

IN ATTENDANCE:

Director of Community Services, Director of Lifelong Learning, Head of Legal and Democratic Services, Head of Finance, Head of ICT and Customer Services, Head of Human Resources and Organisational Development and Head of Committee, Member and Electoral Services.

APOLOGIES: Councillor: H.D. Hutchinson and Chief Executive.

160. MINUTES

The minutes of the meeting held on 27th October 2009 were confirmed as a correct record.

161. DECLARATIONS OF INTEREST

No declarations of interest were made by Members

162. COMMUNITY STRATEGY AND LOCAL SERVICE BOARD : MID-YEAR REVIEW

The Director of Lifelong Learning presented the Chief Executive's report, which provided an update on the progress of the Community Strategy, the Community Strategy Work Plan and the Local Delivery Agreements and also sought endorsement of the work of the Flintshire Local Service Board.

The Director referred to the report and to the LSB focussing on four main areas and made particular reference to the consistent and effective governance and performance of strategic partnerships such as the Community Safety Partnership, Health, Social Care and Well-Being Partnership, Children and Young People's Partnership and the Regeneration Partnership. Reference was also made to the Local Delivery Agreement for carbon reduction in Flintshire.

RESOLVED:

That the Executive support and endorse the work of the LSB including:

- The work by the LSB support team on developing the key issues, gaps and solutions that would form the Community Strategy Work Plan.
- The proposed framework for the Strategic Partnership Governance.
- Progress being made on a Local Delivery Agreement on the carbon reduction project

163. NORTH WALES REGIONAL PARTNERSHIP BOARD – VISION

The Leader introduced the Chief Executive's report, the purpose of which was to share the North Wales Regional Partnership Board's vision on collaboration and to seek endorsement for this to be presented to the County Council meeting on 24th November 2009.

The Leader referred to the Partnership Board which comprised the Leaders and Chief Executives of all six North Wales Councils. The vision was to achieve a balance and demonstrate that there was a case for protecting the six democratic councils from re-organisation but with the use of collaboration both at regional and sub-regional levels. The report outlined a number of successful collaboration projects, such as the North Wales Residual Waste Treatment project and also to a number of emerging projects.

The Regional Partnership Board had questioned what opportunities existed for Councillors of the constituent authorities to consider collaboration and each Leader had agreed to take the Vision back to its Executive for Members to express their views and support prior to a presentation of the vision on collaboration being made to the County Council at its meeting on 24th November 2009.

RESOLVED:

That the presentation of the NWRPB Vision on Collaboration, being presented to the County Council at its meeting to be held on 24th November 2009, be endorsed.

164. MAKING THE CONNECTIONS – SPECIALIST PLANNING SERVICES

The Director of Environment presented a report, the purpose of which was to inform Members of the proposals in relation to this project and to secure an in principle agreement to progress the recommendations of the North Wales Planning Officers' Group. This Group consisted of the seven local planning authorities in North Wales which were Anglesey, Conwy, Denbighshire, Flintshire, Gwynedd and Wrexham County Councils and the Snowdonia National Park.

The Director explained that specialist planning service areas were small scale and fragmented and difficulties were experienced because of the small number of offices and the difficulties in covering leave, and vacancies arising out of career progression. The Specialist Planning Services project was initiated by the North Wales Planning Officers' group and represented a good example of collaboration which had been referred to in the previous agenda item. The four specialist planning services were, waste and minerals planning, landscape architecture and tree management, bio-diversity and ecology management and advice and building conservation advice.

The Director referred to the key recommendations of the project which would be to create a single waste and mineral service to serve the region with Flintshire being the lead authority. Secondly, to create a bio-diversity and ecology service on a sub-regional basis and in respect of landscape and trees, it was proposed to seek to develop three sub-regional landscape architecture services whilst leaving tree services as a local service. Building Conservation would work together more formally without changing management structures through joint projects.

The Executive Member for Environment, Regeneration and Tourism, whilst supporting the recommendations of the report and stated that collaboration was in place and gave examples as transport through Taith and the waste strategy but also expressed a note of caution in relation to the financial implications of the report and the necessary funding from the Welsh Assembly Government being maintained.

RESOLVED:

That the Head of Planning be authorised, in working with the North Wales Planning Officers Group, to prepare a proposal to form a Regional Planning Partnership to improve planning services and develop the range of jointly delivered services including the proposed way forward for the four specialist planning services project as described in the report.

165. BUSINESS CONTINUITY MANAGEMENT

The Director of Lifelong Learning presented the Chief Executive's report, the purpose of which was to seek endorsement to the approach taken to improve the consistency and robustness of Business Continuity Management within the Council.

The Director reported that Business Continuity Management was a process that helped manage risks to the smooth running of an organisation or delivery of service, ensuring continuity of critical services in the event of a disruption and effective recovery afterwards. Section 3.02 of the report identified the services which were defined as critical and having to be restored within 24-48 hours and the Business Continuity Management Strategic Plan would be reported to a future Executive meeting.

RESOLVED:

That the approach taken to improve the consistency and robustness of Business Continuity Management within the Council, be endorsed.

166. FLINTSHIRE'S DRAFT MUNICIPAL WASTE STRATEGY

The Executive Member for Waste Management, Strategy and Function introduced a report to enable consideration to be given to the draft Municipal Waste Strategy, to place the Strategy out for consultation and receive feedback and to update, if necessary, and report back on any amendments prior to formal adoption.

The Executive Member referred to the current Waste Strategy which had been adopted in 2005 and to the support for the delivery of a number of initiatives all of which had led to continuously increasing levels of recycling and reducing tonnages of municipal waste to landfill. Once approved the revised Strategy would be submitted for consultation with the wider population of Flintshire, Overview and Scrutiny Committee and Town and Community Councils.

RESOLVED:

- (a) That the revised Municipal Waste Management Strategy, be approved for consultation; and
- (b) That further reports be received following consultation noting areas of amendment, if applicable, in preparation for formal adoption.

167. FOLLOW UP TO THE COUNCIL'S RESPONSE TO THE PENNINGTON REVIEW (ON E.COLI)

The Director of Environment presented a report which provided Members with an updated position in respect of the implementation of the relevant recommendations from the Public Inquiry report published in March 2009 into the South Wales E.Coli 0157 outbreak of September 2005. Secondly, to provide Members with a detailed Improvement Plan relating to the relevant recommendations which required further action by the Local Authority and to seek Members' support and approval to the Improvement Plan circulated with the report.

The Director reminded Members that following publication of the South Wales E.Coli 0157 Public Inquiry report, in March 2009 an Executive report had been submitted to the Executive on 13th May 2009. The report outlined an action plan which detailed the timescales within which the recommendations of the Pennington report would be considered, together with a checklist of the critical questions to be asked. This report described the actions necessary to address the key recommendations and the Director drew Members' attention to the Improvement Plan which showed the Pennington recommendations, the outcomes and actions, the critical questions, the evidence, improvement actions and the date to achieve these actions.

RESOLVED:

That the Improvement Plan be supported and approved.

168. CARBON REDUCTION STRATEGY

The Director of Environment presented a report, the purpose of which was to seek approval to the Carbon Reduction Strategy jointly developed with the Carbon Trust. He referred to the world wide challenge of climate change and this strategy set out Flintshire could respond to the challenge. He also referred to consideration of the previous item on waste strategy and to the Corporate Asset Plan which was to be considered in the New Year and other strategies such as the Regional Transport Plan which were all linked.

The Director referred to the carbon reduction commitment which had now been re-named the CRC Energy Efficiency Scheme and this was a carbon trading scheme that would commence in April 2010 and would require the Council to buy carbon allowances to cover its emissions. After an introductory period of three years, the independent body overseeing the scheme would reduce the number of allowances available in order to encourage energy reduction. The purpose of this being to incentivise larger organisations to invest in energy efficiency projects to reduce their carbon footprint rather than buying allowances at an ever increasing cost.

In conclusion, and following the adoption of the strategy, a revised action plan would be developed to ensure as far as was reasonably practicable, that energy was utilised as efficiently as possible with the absolute minimum of wastage.

RESOLVED:

That the Carbon Reduction Strategy be approved.

169. IMPROVEMENT TARGETS REVIEW

The Leader introduced the report of the Chief Executive and welcomed Councillor F. Gillmore, the Chairman of the People and Performance Overview and Scrutiny Committee who would present the report.

Councillor Gillmore thanked the Executive for the opportunity to present the report and referred to the joint workshop with the Chairs and Vice-Chairs of the other four Overview and Scrutiny Committees held on 5th November 2009. The Workshop's purpose was to review and challenge the classification of targets, review and challenge the 2010 /11 provisional targets and longer term aspirational targets and to review the adequacy of the action plans for all improvement targets. The session provided the opportunity for a greater understanding of the data to enable Members to engage their legitimate role to challenge the data provided by the service areas. In addition it enabled a discussion between Officers and Members to reach a consensus on classification allowing future targets to be set

and to review past performance and rationale to inform the setting of future targets taking into account the most current factors of change.

The Workshop had been successful in that it gave both Members and Officers the opportunity for full and open dialogue regarding individual indicators and help joint understanding of the indicators' context and meanings.

The Head of ICT and Customer Services referred to the approach to target setting which had been under development for some time and expressed his appreciation of the work undertaken by the People and Performance Overview and Scrutiny Committee. He referred to a gap on further targets from Human Resources and once completed this would go through the same process. He also referred to the summary of the outputs from the Workshop and copies of notes from the Workshop would be made available in the Members Library later in the day.

RESOLVED:

- (a) That the Executive endorse:
- Re-classification of targets.
 - The definitive improvement target list.
 - Targets reaffirmed for 2009/10
 - The 2010/11 provisional and aspirational targets
 - The premise that all improvement targets had appropriate action plans
- (b) That the Overview and Scrutiny Committees undertake further detailed consideration of improvement targets and their action plans as appropriate to their forward work programmes.

170. WORKFORCE INFORMATION REPORT

The Head of Human Resources and Organisational Development presented a report which provided an update of the second quarter of 2009/10 Workforce Information reports which contained reports on head count, establishment, turnover summary, diversity summary and absence. She also referred to a data definition document which needed to be read in conjunction with the Work Force Information reports and this was attached as Appendix 2 to the report.

The Head of Human Resources and Organisational Development explained that the report focused on two areas. Firstly, the labour turnover figures which had shown an increase but needed further analysis on the data. Secondly, the sickness absence had reduced from 2.77 days lost in quarter 1 to 2.66 days lost in quarter 2. The Human Resources Team were developing an attendance management strategy as part of the revised people strategy and its aims were set out in paragraph 3.09 of the report but included support for Managers in the identification of trends and issues in order to develop tailored action plans. The development of the proposed strategy would be part of the implementation of the new Attendance Management Policy which would be rolled out between January and March 2010.

Work was also ongoing to cleanse the data held for accurately recording the Council's establishment on the Midland Trent system.

The Executive Member for Environment, Regeneration and Tourism referred to the Attendance Management Strategy that would ensure that employees were treated fairly and consistently in the management of their attendance at work and fully supported this. He also referred to the Council's introduction of healthy eating for staff and the provision of cycles and gym equipment which was intended to improve the overall fitness of the workforce but despite this, the sickness rate was not improving as quickly as he would expect and expressed his disappointment .

The Head of Human Resources and Organisational Development responded to the comment which she noted and referred to the desire of both Managers and Members to see a quicker improvement but emphasised that the outcomes of such strategies needed time to work through but was confident that the figures would improve in 2010.

RESOLVED:

That the Workforce Information Report for the second quarter and the proposals for the development of an Attendance Management Strategy for the Council, be noted.

171. COUNCIL TAX BASE FOR 2010 – 11

The Head of Finance presented a report, the purpose of which was to approve the Council Tax base for the financial year 2010-11. She referred to the setting of the Council Tax base for the next financial year which allowed the County Council, North Wales Police Authority and Town/Community Councils to calculate next years Council Tax charges based on the estimated chargeable properties, expressed as the equivalent number of band "D" properties in the Council's area. Council Tax base was set as at 31st October each year and for 2010-11 needed to be notified to the Welsh Assembly Government by 20th November 2009.

The Head of Finance referred to the considerations of the report and that an assumed collection rate of 99% had been used in the calculation of the tax base which then allowed a 1% allowance for uncollectible debts. This 99% collection rate continued to be one of the highest levels in Wales and demonstrated the ongoing successes in the collection of Council Taxes within Flintshire despite the current economic uncertainty. The Council Tax Base for 2010-11 was 60,528 and the breakdown for each Town/Community Council area was shown in the Appendix to the report.

The Leader referred to the assumed collection rate of 99% which was one of the highest collection rates in Wales and paid tribute to the staff involved and the hard work that had been undertaken to achieve this level and more importantly to maintain the high level.

RESOLVED:

That the tax base of 60,528 chargeable Band 'D' equivalent properties as shown in Appendix A to the report for 2010-11, be approved.

172. CUSTOMER ON-LINE ACCESS TO REVENUES AND BENEFITS INFORMATION

The Head of Finance presented a report, the purpose of which was to inform Members of software developments in the Revenues and Benefits Service that would enable the Council to offer an on-line interactive information service to Council Tax and Business Rate payers and customers in receipt of Housing and Council Tax Benefit.

The Head of Finance referred to the development undertaken in conjunction with IT which was to go live in December. In accordance with the corporate design adopted by the Council's Web Development Group, this product had been re-branded as "My Accounts" and once registered, customers would access the system via a seamless link on the Council's website.

The development had been split into three phases, details of which were set out in the report and at Section 3.00, the Customer Service improvements were summarised.

The Head of ICT and Customer Services welcomed the report which built on the success of the facilities already available on-line. He referred to website developments for contacting the Council and the aspiration that this would be the main source of contact by 2013. He also referred to a number of other on-line services that would come into operation in the near future.

RESOLVED:

That the service enhancement set out in the report be endorsed and supported.

173. FLINTSHIRE REGISTRATION SERVICE REVIEW

The Head of ICT and Customer Services presented a report which informed Members of the outcomes of the review of the Flintshire Registration Service and for Members to consider the proposed changes to the service arising from the review. He referred to the meeting of the County Council on 27th October 2009 which had previously considered this matter. The report outlined the findings of a customer opinion of the service which had been issued to over 200 customers in November 2008. An analysis of the survey had identified that 85% of the customers were extremely pleased and 14% satisfied with the current level of service provided. A further analysis of the suggestions for improvement had been undertaken and the main areas identified for improvement were, longer opening hours and later appointments, improved car parking at the Mold Register Office and telephone access.

In order to respond to customer feedback and to allow an increase in opening hours and provide later appointments, this could only be achieved without increasing costs, by reducing the total opening times across the out stations. The proposals therefore were to close out stations in Caergwrle, Buckley and Flint with effect from 1st November but this had not been implemented as a result of the County Council decision.

In response to the report, the Leader referred to discussions he had had with other Members, many of which had not been aware of the facilities available at out stations and there was therefore a need for a greater awareness of these premises and suggested that any adjustments be put on hold and be re-visited in approximately 12 months. In this regard, the Executive Member for Waste Management, Strategy and Function supported this view and the need for media coverage and for the Council's own publicity to provide information on the availability of the Registration Service out stations.

The Executive Member for Environment Regeneration and Tourism thanked the Officer for a comprehensive report and did not agree with the suggestion that this should be reviewed in 12 months. He paid tribute to the role of the service, particularly in that it provided a local service but agreed the need to provide more publicity particularly in relation to the out stations which would then have an impact on their usage. Other Members spoke in support of the issues raised. There was a general consensus that there was a need for an awareness raising exercise to take place to ascertain whether this would have any affect on the usage figures. Accordingly, it was:

RESOLVED:

- (a) That the status quo remains;
- (b) That greater publicity be given to the existence of the service;
- (c) That the use of the out stations be then reviewed; and
- (d) That a further report be submitted to the Executive for further consideration.

174. SHELTERED HOUSING IMPROVEMENT PROJECT

The Executive Member for Housing Management and Function introduced a report which provided an update on the work of the Members and Officer Working Group aimed at improving the Sheltered Housing and Warden Services and to seek approval for a series of improvement actions recommended by the group.

The Executive Member referred to a number of housing improvement seminars held during July and August 2009 and the Working Group had produced a report on the outcomes from the seminars and this was attached at Appendix 1 to the report.

The membership of the Working Group was set out in the Appendix and this needed to be amended to include Claire Budden, the Head of Housing Services

who had recently taken up her position with the Council. The Executive Member commented on the positive contribution of the Community and Housing Overview and Scrutiny Committee and Members who were part of the Working Group, including the Chairman. The Executive Member commented that the Chair of Community and Housing Overview and Scrutiny Committee could be invited to a future Executive to comment on the contribution of Scrutiny Members to the Improvement Project.

The Executive Member for Social Services referred to the Sheltered Housing Visioning Day held in November 2008 and the work that had been ongoing since then to put forward recommendations for key service improvements.

The Director of Community Services referred to the membership of the Working Group and to Maureen Harkin the temporary Head of Housing Services who would shortly be leaving the Authority. She also referred to the Member Officer Working Group which had accepted a revised and extended terms of reference which would enable the Group to continue to oversee the improvement programme to expand the Warden Support Service and this was reflected in the recommendations of the report.

RESOVLED:

- (a) That the recommendations set out in paragraph 3.01.1-3.01.4 in the report, be approved;
- (b) That the continuation of the Member Officer Working Group to oversee the Sheltered Housing Improvement Project, be supported; and
- (c) That the Executive receive a further report on the service expansion plan as referred to in paragraph 3.01.3 of the report in due course.

175. PASSENGER TRANSPORT IN FLINTSHIRE

The Director of Environment presented a report which detailed progress on a review of the way in which the Council's passenger transport functions operated taking into account collaboration issues and the local and regional efficiencies agenda. He reported that he and the Directors of Lifelong Learning and Community Services were presently reviewing the way in which the Council undertook its passenger transport functions of public, school and social services transport. In addition, the North Wales Procurement Partnership had been promoting collaboration to improve transport administration. This focussed upon the ways in which Authorities could collaboratively reduce administration and the Director of Lifelong Learning was the Regional Project Sponsor. Since April 2009, Flintshire and Denbighshire Councils had collaborated closely on passenger transport and consideration was being given to extending this to include Conwy County Borough Council.

The Director referred to the report and to the diagrams which illustrated that Flintshire's supplier school transport costs were the highest. The illustrations also gave comparisons between school and adult social care between Flintshire and its

neighbours which revealed an imbalance of staff dealing with school transport and inappropriate ratio of staff to contracts/escorts. Flintshire had the highest budget for school transport, the number of contracts and escorts but had the fewest resources. There appeared to be a direct correlation between staff and the quality/control of each authority's respective networks. He explained that releasing savings for a school network review would require additional staff on an "invest to save" basis. This additional staffing resources supported existing staff to undertaken the review would allow a number of issues to be addressed which were outlined in paragraph 3.10 of the report.

The Executive Member for Environment, Regeneration and Tourism supported the report and the invest to save proposals which could be re-invested in service provision.

The Executive Member for Education and Youth Services referred to the higher costs on school transport in Flintshire and welcomed the work that was to be undertaken. He referred to the e-tendering process and to some issues that had been raised which would be looked into but also it was important to reduce costs but maintain the high quality of service that was being provided.

The Director of Lifelong Learning reported that other local authorities were examining similar solutions and confirmed that Flintshire would not want to reduce the quality of service being provided and if possible it would attempt to enhance service provision. He emphasised the importance of procurement and to using tenderers which provided high quality of service.

RESOLVED:

- (a) That the work undertaken to date, particularly in relation to e-tendering, be noted; and the review and implementation be continued;
- (b) That there be continued collaboration with Denbighshire and, as the associated work of the NWPP unfolds under the Director of Lifelong Learning, further areas of collaboration be identified; and
- (c) That the additional staff resource to support colleagues in the Environment, be engaged on an "invest to save" basis, to drive the necessary changes initially on a fixed term appointment.

177. REVIEW OF FLINTSHIRE BUS SERVICE

Councillor M. Wright, as the Chairman of the Environment and Regeneration Overview and Scrutiny Committee presented a report to update the Executive on the outcomes following a review of bus services within Flintshire by a Task and Finish Group set up by the Overview and Scrutiny Committee. He explained that the report represented 12 months work by the Overview and Scrutiny Committee and the Task and Finish Group Members had carried out research through Task Group meetings, workshops, site visits, interviewing external experts, working with senior officers of the Environment Directorate and surveying service users and Town and Community Councils.

The Environment and Regeneration Overview and Scrutiny Committees report had been circulated with the Agenda and its recommendations were set out in section 3.4. He commended these recommendations to the Executive and thanked the Overview and Scrutiny Committee and officers involved for the work undertaken.

The Executive Member for Environment, Regeneration and Tourism thanked the Overview and Scrutiny Committee under the Chairmanship of Councillor Matt Wright for an excellent report and said that the recommendations would be acted upon.

RESOLVED:

- (a) That the 14 recommendations listed, be approved; and
- (b) That in approving the recommendations, the five recommendations within the report identified by the Task and Finish Group and Officers as priorities, be agreed.

178. WELSH PUBLIC LIBRARY STANDARDS – ANNUAL REPORT 2008/09

The Executive Member for Education and Youth Services introduced the report which presented the Council's Welsh Public Library Standards Annual Report for 2008/09 and the response to the Welsh Assembly Government. The Council's submission was attached as Appendix A and the Welsh Assembly Government's response was attached as Appendix B to the report.

The Executive Member referred to the report and that the Council was achieving 8 of the 14 standards but was only partly achieving 3 of the 14 standards. He specifically referred to WPLS5 which related to the number of collection items available for public use, the number of childrens items were met but the number of items for adult use was not met. He explained that space constraints in many of the Council's libraries made it impossible to accommodate the additional 60,000 items required to meet the Wales benchmark. WPLS12 related to expenditure on buildings and their management and included the requirement to undertake an asset/condition/disability survey for service points or internally review such surveys on one occasion in the three year cycle. This would be undertaken as part of the Service Plan Review. The WPLS 14 measured compliance with the citizens entitlement for public library users and the service complied with six of the eight entitlements.

The two outstanding elements were the provision of free reservations for books available anywhere in Wales and arrangements for borrowing and returning books anywhere in Wales. Both of these were under consideration involving a pilot project in North Wales and negotiations with other Library Authorities.

The Executive Member referred to the Council not achieving two of the 14 standards and in respect of WPLS9, this service aim was to be met in the current

year. In the case of WPLS11 in respect of the number of qualified staff, this remained as an identified service budget pressure to be considered as part of the budget building processes.

The Director of Lifelong Learning referred to the recommendations that the Council was providing high standards of service and also referred to the range of PIs on which the Council was assessed but were regarded as less important. He emphasised the importance of having high quality stock and to providing high quality access to ICT facilities which were available.

RESOLVED:

- (a) That the Welsh Public Library Standards Annual report, be approved and the response noted; and
- (b) That the proposals in 3.03, 3.04 and 3.05 of the report, be endorsed.

179. MANAGING UNAUTHORISED ENCAMPMENTS PROTOCOL

The Head of ICT and Customer Services presented the Chief Executive's report which recommended for adoption, following the consultation process, the Flintshire Multi-Agency Protocol for Managing Unauthorised Encampments and secondly, to endorse additional actions to support effective implementation of the Protocol. A copy of the Protocol was available for Members.

The Head of ICT and Customer Services referred to the Protocol which had been circulated to partner agencies, Town and Community Councillors, Assembly Members, Members of Parliament and the Gypsy Council. Workshops had been held with Elected Members, Town and Community Councillors, Tenant and Resident Associations and Employees. Face to face discussions had also taken place with the travelling community, including those on permanent sites and those on unauthorised encampments. The lack of accommodation for gypsy and travellers contributed to the continuation of unauthorised encampments and therefore the Protocol alone would not reduce the number of encampments. He made reference to the considerations in the report and the feedback from consultation events. The Protocol had been revised to take account of the feedback and these changes were highlighted in the report.

It had been suggested that there was a need for a dedicated gypsy and traveller liaison officer to deal with all enquiries relating to unauthorised encampments. This role was currently being undertaken by the Community Cohesion Officer and Policy Officer Equalities and this role would be incorporated within the considerations for the Housing Service redesigned capacities.

In conclusion, it was reported that the Protocol was still to be endorsed by both the North Wales Police and the Betsi Cadwaladr University Health Board.

The Executive Member for Housing Management and Function referred to the officers reference to a dedicated Gypsy and Traveller Liaison Officer being

considered within the Housing Service re-design capacities and would discuss this outside the meeting.

RESOLVED:

- (a) That the multi-agency protocol for managing unauthorised encampments, be adopted; and
- (b) That the following additional actions to support effective implementation of the Protocol, be endorsed:-
 - The Protocol to be endorsed by North Wales Police and Betsi Cadwaladr University Health Board
 - The Chief Executive, Head of Legal and Democratic Services and Head of Housing determine the appropriate capacity for implementation of the Protocol and responding to unauthorised encampments; and
 - That a gypsy and traveller fact sheet is developed and distributed to Elected Members and published in Your Community, Your Council.

180. 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 under delegated powers. The actions taken were as set out below:-

Environment	Renewal of leasehold premises for Communities First, Shotton
Community Services	Approval to 5 temporary specialist support worker posts funded via the intermediate care continuing health grant
	Authorisation to advertise for an accommodation support officer (Youth Justice Service) on a 12 month secondment

181. DURATION OF MEETING

The meeting commenced at 9.30 am and ended at 11.22 am.

182. MEMBERS OF THE PRESS AND PUBLIC IN ATTENDANCE

There were two members of the press in attendance.

.....
Chairman

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

EXECUTIVE	DATE: 17TH NOVEMBER 2009
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MEMBER	ITEM	MIN. NO. REFERS
NO DECLARATIONS WERE MADE		

FLINTSHIRE COUNTY COUNCIL

AGENDA ITEM NUMBER: 4

REPORT TO: **EXECUTIVE**
DATE : **08 DECEMBER 2009**
REPORT BY: **CHIEF EXECUTIVE**
SUBJECT : **ORGANISATIONAL CHANGE AND RE-DESIGN PHASE II**

1.00 PURPOSE OF REPORT

1.01 To provide a progress report on the set of reviews commissioned as Phase II of Organisational Change and Re-Design.

2.00 BACKGROUND

2.01 The Executive has endorsed the commissioning of a set of reviews, of selected service and functional areas, under Phase II of Organisational Change and Re-Design. 36 service reviews were first listed and 3 more were added in May 2009 as follows:

- Occupational Health and Health and Safety
- Corporate Administration and Business Development
- North East Wales Schools Library Service

2.02 The dual purpose of Phase II is to complete organisational change and re-design which arose in Phase I, and to remodel the organisation in the interests of performance and efficiency. It is essential, as part of the business case first presented to Council in late 2007, to support organisational change, that council structures, business processes and practices and working practices are modernised to assure and improve performance in the context of reducing public sector resources.

2.03 At its meeting on 13th May 2009 the Executive received a report setting out a resume of the stage each review had reached. There are now 39 reviews in total and each review follows the following broad stages:

- Stage 1: Selection
- Stage 2: Scoping and initial consultation
- Stage 3: Detailed project planning and resourcing
- Stage 4: Project implementation including staged consultation
- Stage 5: Review of reporting and decision-making

Date: 01/12/2009

- 2.04 The reviews range both in scale and complexity. Some are more urgent than others and some require time-limited external and expert support notably the Finance Function and StreetScene reviews.

3.00 CONSIDERATIONS

- 3.01 The Flintshire County Council 'Guide to Organisational Design for Senior Managers' has been designed using Human Resources expertise from within the organisation. The guide sets out a good practice framework for those completing or participating in any organisational re-design projects. The guide has been developed to ensure flexibility in its approach in order to reflect the varying complexities within each service redesign review. To complement this guide a corporate approach to project management has been also been adopted, with training available to managers. These documents are available on request.
- 3.02 Attached to this report as an appendix is an update on the progress of each of the reviews since the Executive met in May 2009.
- 3.03 The outcomes of Job Evaluation under Single Status have revealed the need for further work on job design and structures in some service areas. This will lead to further service reviews being identified and commissioned. To enable us to implement Single Status these additional service reviews will need to be treated with some urgency which will mean that the total programme of review work will become more challenging in scale, complexity and capacity needs.

4.00 RECOMMENDATIONS

- 4.01 To note the progress of Phase II of the Organisational Re-Design Programme.
- 4.02 To note the requirement for further reviews to be carried out, as set out in paragraph 3.03 above.

5.00 FINANCIAL IMPLICATIONS

- 5.01 The project management costs of the individual reviews are being met within existing resources with several exceptions. External project Management support for the finance, housing and streetscene reviews has been commissioned due to their scale and complexity. The cost of this support is £100,000 which has been allocated from within the contingency reserve. Many of the reviews will generate financial efficiencies, both 'cashable' and 'non-cashable'. Cashable efficiencies have been generated in the service reviews completed thus far.

6.00 ANTI POVERTY IMPACT

6.01 None directly.

7.00 ENVIRONMENTAL IMPACT

7.01 None directly.

8.00 EQUALITIES IMPACT

8.01 None directly.

9.00 PERSONNEL IMPLICATIONS

9.01 Each review requires initial consultation with employee teams and trade unions, according to the standard project approach, and formal and intensive consultation with individual employees affected and 'at risk' due to change proposals which emerge within each review.

10.00 CONSULTATION REQUIRED

10.01 Each review requires initial consultation with elected Members, employee teams and trade unions, according to the standard project approach, and formal and intensive consultation with individual employees affected and 'at risk' due to change proposals which emerge within each review.

11.00 CONSULTATION UNDERTAKEN

11.01 Consultation is being undertaken with elected Members e.g. Overview and Scrutiny Committees at the review scoping stage, employee teams and trade unions, according to the standard project approach and formal and intensive consultation with individual employees affected and 'at risk' due to change proposals which have emerged.

12.00 APPENDICES

12.01 Appendix - Organisational Change and Re-Design Phase II - Progress of Reviews.

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

The background papers are held by the relevant lead officer for each review.

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**ORGANISATIONAL CHANGE AND RE-DESIGN PHASE II
(v2.30th Nov 09)**

Review No	Project Title	Lead	Progress	Review Completion Date	Review Stage
1	Housing Management	Dir of CS	3rd tier posts appointed and managers in post. New Head of Housing Services in post. 4th tier proposals to be ready for consultation by mid December and implementation anticipated Jan 2010. Next tiers will follow.	April 2010	4
2	Housing Maintenance	Dir of CS	Proposals for 4th tier have been developed and first stage consultation with staff/unions undertaken. New Head of Housing Services to develop 5th tier plans. These proposals will be available for consultation in mid December.	June 2010	4
3	Housing Grants, Renewal & Disability Adaptation Grants	Dir of CS	New Housing Renewal Manager started in post November 2009. Plans for structure to be finalised by end December 2009 and implemented by April 2010 taking account of the resource requirements for the delivery of the Renewal Area.	April 2010	4
4	Wardens' Service	Dir of CS	Outline Proposals for improvements to Warden Service reported and agreed by Executive on 17th November. More detailed action plans to be developed.	December 2010	4
5	Children's Services (integration with/from Lifelong Learning)	Dir of CS	Completed as part of the Phase I of structural change and the transfer of Children's Services from Life Long Learning to Community Services (not a formal review)	Summer 2009	5
6	Youth Justice	CEO/ Dir of CS	Stage 1 - Arrangements for line management of Service Manager, Youth Justice agreed Summer 2009. Stage 2 - Review Resource Base as a partnership	Stage 1 - Summer 2009 Stage 2 - April 2010	Stage 1 - 5 Stage 2 - 2

7	Welfare Rights Advice and Advocacy Services	CEO/ Dir of CS	Stage 1 - Internal management arrangements being reviewed as part of Housing restructure Stage 2 - County wide review of advice services in partnership with the voluntary sector and in conjunction with Legal Services Commission reforms	Stage 1 - April 2010 Stage 2 - December 2010	Stage 1 - 2 Stage 2 - 1
8	Street Scene	Dir of Env	Project Manager appointed and Review Scoped. First meeting of the StreetScene Task Group held November 2009.	December 2010	3
9	Regeneration & Economic Development	Dir of Env	Regeneration Strategy complete and adopted; service review now underway.	May 2010	3
10	Business Centres/Support	Dir of Env	Options study on business centres being commissioned; review of business centre/business support services underway.	May 2010	2
11	Car parking facilities & services	Dir of Env	Cross reference with SARC CL 11. Parking Policy is nearing Officer completion. This will cover both on and off street parking. Car park charges to be determined as part of the 2010/11 budget setting process.	April 2010	3
12	Communities First/Communities Next	Dir of Env	Senior Coordinator in post. Meeting held with Board Chairs to consider scoping of review.	May 2010	2
13	Countryside Services	Dir of Env	Scoping Document completed. Now to be included in the Phase 2 review of Planning (Review 15). Review to tiers 3 and 4 complete. Review to be completed by end of Jan 2010. Recruitment into these posts by April 2010.	January 2010	3
14	Public Protection	Dir of Env	Review completed. Draft report produced for submission to Director by end of Nov 09.	End Nov 09	4
15	Planning Service	Dir of Env	Scoping document complete. Review of Tiers 3 and 4 complete as part of structural change in Environment Directorate. Recruitment into these posts by April 2010.	Implementation Stage to be completed May 2010	4
16	Design Consultancy	Dir of Env	Forms part of the Directorate's restructure proposals at third and four tier management level. Structure consulted upon. Consultation to be undertaken then continue review below fourth tier.	May 2010	2

17	Waste Strategy Management	Dir of Env	Currently falls outside of Directorate restructure proposals in part due to taking in-house AD Waste. Links to the StreetScene Review.	November 2010	3
18	Leisure Services Management	Dir of LLL	Initial Leisure Strategy completed. Initial phase of structural design has been undertaken. The next stage will be consultation on new arrangements.	March 2010	3
19	Facilities Management (a) and (b)	Dir of LLL	Manager vacancies identified in the new structure have now been filled by new appointments. New Facilities Manager will take up post at the end of November to conclude the review.	June 2010	3
20	Archives Service	Dir of LLL	Review dependant on the outcomes of a regional collaboration feasibility study. Conclusion of North Wales collaboration feasibility study does not support organisational change and redesign at either the North Wales level or at a sub-regional level. Outcomes are confined to minor operational collaboration.	To be set	1
21	Youth Service	Dir of LLL	Draft Youth Service Strategy out for consultation until 30.11.09. Work can progress following submission of the final version.	March 2010	2
22	Support Services (to Directorates) Phase 1 - Second Tier Review Phase 2 - Details of centralisation	CMT	Phase I completed (complete and actioned with cashable efficiency savings). Phase 2 - Specific directorate support needs, for example, leads of Performance Management have been resolved as part of the 2nd Tier Review. There is also a wider review of support services which is being addressed as part of the overall structural reform in each of the 3 Directorates. Corporate Services - please see Review 38.	On-going	Stage 1 - 5 Stage 2 - 3
23	Emergency Planning	CEO	Review completed and actioned with cashable efficiency savings and an improved service level agreement with Denbighshire County Council as a partner.	Completed	5

24	Payroll Phase I and II	Head of HR & OD	Phase I completed (complete and actioned with cashable efficiency savings) Phase 2 - now merged into 27 above.	Phase 1 completed.	5
25	Finance Function Phase I and II	Head of Finance	Phase I - Senior Management Structure - agreed by Executive 14th July 2009. Assimilation to Clwyd Pension Fund Manager post completed Nov 2009. Recruitment to Corporate Finance Manager and Revenues and Benefits Manager posts in January 2010. Phase 2 - Functional groupings agreed by Executive on 14th July 2009. Planning of Phase 2 scheduled for September 2009 was delayed. Detailed project planning to commence December 2009.	May 2010	3
26	Democratic Services	Head of DS	The implementation of the Democratic Services Review has been delayed due to Single Status. Job descriptions and job evaluation questionnaires have been completed for the new Team Leader posts ahead of the required assimilation exercise.	January 2010	4
27	Human Resources Operations	Head of HR & OD	(incorporating Payroll Phase II - Review No. 24) The scope of this review has altered and will focus on business processes and practices initially. This will support improved ways of working and will result in the re-design of jobs and structure.	June 2010	3
28	Corporate Training	Head of HR & OD	Project Plan completed for Phase I and research on training budgets, training suppliers, historical training plans 2008/09 and forecast training being undertaken. As part of this review the current corporate training provision will be re-designed together with considering a corporate approach to meeting the Council's needs for organisational change support, organisational design and workforce planning.	May 2010	3

29	Policy, performance and Partnership Unit (PPPU)	CEO	Scope agreed; project plan detailed. Unit structure and posts being designed for formal consultation. Posts to be more generic/flexible to provide dual function of (1) policy and (2) business systems support.	March 2010	4
30	Internal (Workforce and Elected Member) Catering Service (19 (b))	Dir of LLL	As in 19 above.	June 2010	3
31	Design and Print	Head of ICT & CS	Stage 1 - Complete and actioned with cashable efficiency savings. Stage 2 - A follow-on review may be required.	Stage 1 - Completed Stage 2 - May 2010	Stage 1 - 5 Stage 2 - 0
32	Community Safety	CEO	Stage 1 - The Line Management responsibility for Community Safety has transferred to the Head of Public Protection. Stage 2 - Work is currently being undertaken to co-locate the Unit.	Stage 1 - completed Stage 2 - Ongoing	Stage 1 - 5 Stage 2 - 1
33	Theatre Clwyd	CEO	Capital/Buildings: Project scope approved by CTC board. Progress report endorsed by CTC Working Party. Project definition workshop arranged for 1st December 2009 to finalise full project plan to Feasibility Stage to be supplemented by a possible review of workforce structures.	May 2010	2
34	Chief Executive and Directorate Management Support Services (incl PA Review)	CEO	Review Scoped. Generic Job Descriptions finalised. Consultation with PAs over generic Job Descriptions underway. Number of posts to be reduced to support new structures.	January 2010	4
35	Customer Contact and Support Services	Head of ICT & CS	Not yet commenced. Dependant upon outcome of Corporate Administration and Business Development Review and the approval of the Customer Services Strategy.		1
36	Contracting Functions	CEO	Scoping as in SARC. Work ongoing. Member Task and Finish Groups to be established.	September 2010	3

37	Occupational Health and Health and Safety	Head of HR & OD	(1) Occupational Health and Safety is under the line management of the Head of HR and OD. Corporate Health and Safety is under the line management of the Head of Public Protection in the Directorate of Environment. (2) Further work is being commissioned to review and modernise current working practices.	Stage 1 - November 2009 Stage 2 - May 2010	4
38	Corporate Administration and Business Development Review	CEO	Scoping document prepared, Membership of the Project Board established, Membership of the Project Team established, Initial communication meeting with staff involved has been held which was represented by the union, regular project team meetings being held, currently analysing data to establish the current position, Project Definition Workshop to be arranged shortly. Proposals for future of Business Development to be submitted to Executive in December 2009.	Business Development 31st December 2009 Admin - to be determined at project planning stage	Business Development - 4 Administration - 2
39	North East Wales Schools Library Service	Dir of LLL	Consultation has begun for re-structure of Service. The first revised organisation structure meeting has taken place.	March 2010	4

FLINTSHIRE COUNTY COUNCIL

AGENDA ITEM NUMBER: 5

REPORT TO: **EXECUTIVE**
DATE : **08 DECEMBER 2009**
REPORT BY: **CHIEF EXECUTIVE**
SUBJECT : **WELSH LANGUAGE SCHEME**

1.00 PURPOSE OF REPORT

1.01 To advise Members of the following:

- the review of the Council's Welsh Language Scheme.
- the agreed actions between the Council and the Welsh Language Board in response to the 2008-09 Monitoring Report.

2.00 BACKGROUND

2.01 The Council submitted its 2008-09 Welsh Language Scheme (WLS) Monitoring Report to the Welsh Language Board (WLB) in July 2009. The WLB requested a meeting to discuss some aspects of the Council's performance which took place in October.

2.02 A Task and Finish Group was established in September to undertake a review of the WLS, with a view to submitting the revised WLS for statutory approval in May 2010. The intention was to use the review process to hasten progress dealing with the improvement areas highlighted in the Monitoring Report. The revised WLS will give more consideration given to both shorter and longer term planning for implementation.

3.00 CONSIDERATIONS

3.01 The WLB congratulated the Council for "submitting a comprehensive report that contains useful information and presents an accurate account of the Council's implementation of its Welsh Language Scheme" for analysing its performance and identifying areas for improvement.

3.02 The WLB concurred with the Council that the areas of weakness / risk identified in the Monitoring Report are the areas that require attention as a matter of priority. Following discussion around these areas the Council agreed to develop and implement a detailed action plan. A six month period has been agreed to undertake this work prior to the review of the WLS. The priority improvement areas are as follows:

- Develop and agree a formal and structured procedure and timetable which ensures that Welsh Language Impact Assessments are undertaken on

Date: 01/12/2009

Council policies, plans and initiatives.

- Draw up a project plan to review the Council's Welsh Language Skills Strategy and its implementation.
- Fully embed the WLS into the Council's Business Planning approach, linking areas for improvement to other Council strategies / initiatives, e.g. Customer Services Strategy, ICT Strategy, customer feedback, etc.
- Develop and agree a formal Monitoring Plan for monitoring/verifying the implementation of the WLS at service and corporate level.
- Develop and implement a programme of compulsory Language Awareness Training sessions for all new recruits, existing members of staff (starting with senior staff) and Councillors.
- Integrate WLS requirements within the Council's funding arrangements with third parties (contracts). It is anticipated that this will be a three year programme.
- Integrate WLS requirements within the Council's grant arrangements.
- IT systems audit to meet where possible the requirements of the WLS.

3.03 The review of the Welsh Language Scheme will therefore progress in the first instance concentrating on the issues above and their implementation.

4.00 RECOMMENDATIONS

4.01 That the Executive endorses the actions as agreed with the Welsh Language Board.

5.00 FINANCIAL IMPLICATIONS

5.01 The day-to-day costs of implementing the Welsh Language Scheme, e.g. translation, are met from individual directorate budgets, although there could potentially be some additional costs around the Language Awareness Training and the Monitoring Arrangements of the plan, and these will need to be quantified and considered as part of the budget process

6.00 ANTI POVERTY IMPACT

6.01 None

7.00 ENVIRONMENTAL IMPACT

7.01 None

8.00 EQUALITIES IMPACT

8.01 The Welsh Language Scheme is an important element of the council's overall commitment to the principle of equality in all aspects of its business.

9.00 PERSONNEL IMPLICATIONS

9.01 There are no direct personnel implications associated with this report. However, the effective implementation of the Welsh Language Scheme is dependent on staff having an awareness of the Scheme, an understanding of how the Scheme impacts on their posts, and the relevant language skills to deliver services in Welsh and English according to customer needs/preference.

10.00 CONSULTATION REQUIRED

10.01 Ongoing consultation will take place with the Directorates to develop the action plan and its implementation.

11.00 CONSULTATION UNDERTAKEN

11.01 Consultation is being undertaken with Directorates in the review of the scheme and its implementation.

12.00 APPENDICES

12.01 None

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

Executive 14 July: Welsh Language Scheme Monitoring Report 2008-9.

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FLINTSHIRE COUNTY COUNCIL

AGENDA ITEM NUMBER: 6

REPORT TO: **EXECUTIVE**
DATE : **08 DECEMBER 2009**
REPORT BY: **HEAD OF ICT AND CUSTOMER SERVICES**
SUBJECT : **INFORMATION AND COMMUNICATIONS TECHNOLOGY**
 (ICT) STRATEGY - UPDATE

1.00 PURPOSE OF REPORT

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

2.00 BACKGROUND

2.01 The Council's ICT Strategy is a four year strategy which defines the use of ICT to support the Council's priorities and services. The strategy is supported by an action plan with key milestones and allocated lead officer responsibility. The annual ICT service plan is informed by (i) the published strategy and (ii) the annual strategic and operational assessment of risks and challenges which sets out priorities for action.

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

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

3.00 CONSIDERATIONS

3.01 At its meeting of the 4th August Executive endorsed the new 4 year ICT Strategy.

3.02 The new strategy is shaped around a 5 C model:

- Change - How can ICT effectively enable and support service and organisational change?
- Customer - Improving services both for the internal customer in delivering high quality and effective ICT, and for the external customer in terms of improved access to the Council and improved service delivery.
- Capacity - Making most effective use of resources and maximising capacity in terms of technology, information and expertise

Date: 01/12/2009

- Consolidation - Consolidating existing resources and good practice to provide an improved ICT service to the organisation
- Collaboration - Using ICT to enable more effective internal and external collaboration. Identifying opportunities to collaborate in the delivery and development of ICT services

3.03 We are currently in the process of developing a detailed action plan for the implementation of the strategy. This has been delayed as we are working with each Directorate to identify their ICT priorities and aspirations so we can ensure these are reflected in the action plan. To date we have undertaken a detailed analysis of the use of ICT in the Environment Directorate and met with all service managers to analyse their ICT requirements for the future. We will now need to work with the directorate management team to identify priorities. this exercise will then need to be repeated with Community Services, Life Long Learning and Corporate Services.

3.04 The key priorities for the service currently are:-

- The completion of the migration project to transfer all Environment Directorate users to the corporate ICT infrastructure giving them access to the full range of ICT services available to other users, this should be completed before the end of December.
- Implementation of a new website mapping solution which will be far more intuitive and easier to use by visitors to the website
- Extending the range of on-line services available on the website including Council Tax and Benefits, Leisure Bookings and License Applications, in line with our 2013 target of making the website the most popular means of accessing the council.
- Flintshire's LLPG (Local Land & Property Gazetteer) has recently integrated with the Electoral Registration System. This project was undertaken in response to a directive from the Lord Chancellor and applies to all LLPG's and Electoral Registration Systems across England and Wales. Flintshire's integration was completed on time and in budget. The implementation of the LLPG with other address-based systems from across the Authority are now being considered. Integration with the LLPG will help centralise address management tasks within the Authority and mean that officers from within each department will no longer need to maintain their own property datasets and reduce the duplication of effort required to do so. Consequently, the LLPG represents an important information source that can play a key role in enabling the Council to modernise and improve the delivery of services to the citizen and deliver efficiency savings.
- The roll out of the Councils Electronic Content Management system to allow documents to be captured and accessed electronically, a key requirement for agile working.
- The implementation of mobile working technologies in several service areas, probably Public Protection, Planning and Housing. The pace of implementation is dependent on us securing WAG Invest to Save funding

for the procurement of hardware, software and consultancy services. We should know the outcome of our bid by the end of the year.

- The implementation of the new Social care system "PARIS" which is scheduled to go live during 2010.
- The procurement and implementation of a new telephone system which again will enable greater flexibility and integration with email, voice-mail and instant messaging to provide a Unified Communications platform.
- A technology refresh of the council's Local Area Network (LAN) infrastructure including a corporate WiFi facility, again enabling greater flexibility and improved access to information.
- ISO 27001 accreditation (the international standard for Information security)

3.05 It is recognised that many of our ICT priorities are shared with other North Wales Councils and we are also using the same technologies and business systems as some of them. The North Wales Chief Executives group have recognised this, and the potential for collaboration in providing ICT services. The Head of ICT and Customer Services is leading on a base line assessment of ICT across North Wales councils to identify potential areas for collaboration both on a regional and sub-regional basis.

3.06 During the past 6 months the Flintshire ICT service has been recognised on a national and international level for the work it has been doing to increase the efficiency and reduce the environmental impact of its data centre operations. The service won the European IBM Common Environmental Award, It won a Highly Commended award in the UK Local Government ICT Excellence Awards and was a finalist in both the innovation and environmental categories of the British Computer Society UK IT Industry awards.

4.00 RECOMMENDATIONS

4.01 That Executive note the progress being made in the implementation of the Council's ICT Strategy, and endorse the priorities identified in 3.04.

4.02 That Executive support the work being undertaken for greater collaboration in ICT support and development across North Wales.

5.00 FINANCIAL IMPLICATIONS

5.01 None directly from this report. Any financial implications identified in the implementation of the strategy will need to be highlighted in business plans and budget considerations.

6.00 ANTI POVERTY IMPACT

6.01 None directly from this report.

7.00 ENVIRONMENTAL IMPACT

7.01 None directly from this report.

8.00 EQUALITIES IMPACT

8.01 None directly from this report.

9.00 PERSONNEL IMPLICATIONS

9.01 None directly from this report.

10.00 CONSULTATION REQUIRED

10.01 None.

11.00 CONSULTATION UNDERTAKEN

11.01 None

12.00 APPENDICES

12.01 None

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

None

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FLINTSHIRE COUNTY COUNCIL

AGENDA ITEM NUMBER: 7

REPORT TO: **EXECUTIVE**
DATE : **08 DECEMBER 2009**
REPORT BY: **CHIEF EXECUTIVE AND DIRECTOR OF ENVIRONMENT**
SUBJECT : **PROGRESS UPDATE ON THE NORTH WALES RESIDUAL
WASTE TREATMENT PARTNERSHIP (NWRWTP)**

1.00 PURPOSE OF REPORT

1.01 To update Members on progress being made over the North Wales Regional Waste Treatment Partnership (NWRWTP).

2.00 BACKGROUND

2.01 As advised in the previous report to Executive the core activity at this moment in time will be the development of the Outline Business Case (OBC).

2.02 Since that report a presentation has been made to the Environment and Regeneration Overview and Scrutiny Committee in relation to a number of specific issues relating to:

- A proposed reference site in Flintshire, one of a number within the partnership areas.
- Gate fee and the overriding principle that there should be a unified gate fee for all partners.
- 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.

2.03 A copy of the presentation to the Environment and Regeneration Overview and Scrutiny Committee is available in the Members library, should Members wish to see it.

3.00 CONSIDERATIONS

3.01 Work on the development of an OBC is well underway and is on target to be considered by the NWRWTP Project Board on the 27th November 2009, followed by the NWRWTP Joint Committee on the 9th December 2009.

If the OBC is approved by the Joint Committee, it will be formerly considered by each partner authority. 'Flintshire County Councils timetable is set out below.

3.02 The OBC will be considered by Flintshire Members at the following meetings:

Date: 01/12/2009

- Environment and Regeneration Overview and Scrutiny Committee - 13th January 2010.
- Executive - 26th January 2010
- Full Council - 2 March 2010

3.03 As part of the process the partnership is identifying sites that could be utilised for a future residual waste treatment solution. The OBC will identify 'reference' sites that are already in the ownership of the partner authorities (or have access to them via leases or other agreements), so that the costs of a potential solution can be estimated. A number of sites have been identified thus far across the partnership area.

3.04 Within Flintshire, a site on Deeside Industrial Park has been identified as a potential location for a facility.

3.05 The Welsh Assembly Government (WAG) have indicated that, on approval of the OBC by each partner authority and WAG, significant financial support will be available to assist the partnership further develop the regional solution.

4.00 RECOMMENDATIONS

4.01 That Members:

4.1.1 Note the report and progress made developing the Outline Business Case.

4.1.2 Continue to be aware of the issues requiring further development around the development of the Outline Business Case.

4.1.3 Note the timetable set out in 3.02.

5.00 FINANCIAL IMPLICATIONS

5.01 None as a direct result of this report.

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.

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 None as a direct result of this report.

11.00 CONSULTATION UNDERTAKEN

11.01 None as a direct result of this report.

12.00 APPENDICES

12.01 None.

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985
BACKGROUND DOCUMENTS

None

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FLINTSHIRE COUNTY COUNCIL

AGENDA ITEM NUMBER: 8

REPORT TO: **EXECUTIVE**
DATE : **08 DECEMBER 2009**
REPORT BY: **HEAD OF HUMAN RESOURCES AND ORGANISATIONAL
DEVELOPMENT**
SUBJECT : **PEOPLE STRATEGY 2009 - 2012 UPDATE**

1.00 PURPOSE OF REPORT

1.01 To report to the Executive on progress achieved in the implementation of the revised People Strategy for 2009 - 2012 for quarter 2 of 2009 / 10.

2.00 BACKGROUND

2.01 The revised People Strategy for 2009 - 2012 replaces the previous People Strategy 2006 - 2009 and has been designed to build upon the foundations already established. The overall aim of the strategy is to achieve more ambitious organisational development and change and people management excellence.

2.02 The new People Strategy focuses on five key themes which reflect the key priorities for the Council and these are Customers, Capacity, Collaboration, Change and Consolidation.

2.03 The People Strategy document describes how the strategy fits in relation to the Council's Planning Framework and Governance Plan and how it links with the wider public sector both regionally and nationally. The strategy will be adapted over the course of its three year lifecycle to reflect and respond proactively to the Council's changing priorities and the constantly changing context of public sector.

2.04 The revised People Strategy is available bilingually on the Council's Infonet. A detailed action plan has now been developed to support the delivery of the revised strategy which also incorporates some actions which were not delivered during the lifecycle of the previous strategy, e.g. a Graduate Recruitment Programme. A revised People Plan will be developed in partnership with directorates which will be linked to Service Plans.

2.05 Updates on the delivery of key actions on the action plan will be provided to Executive and the People and Performance Committee on a quarterly basis.

3.00 CONSIDERATIONS

- 3.01 During this quarter, the negotiations with the trades unions were concluded in relation to Single Status. There are approximately 6000 Green Book employees who are in scope of the project and almost 3000 job evaluation questionnaires have been evaluated. The high level details of the proposals, including the Part III proposals which relate to enhancements, overtime provision, stand-by and on-call, sleep-in payments etc were endorsed by a Special County Council on 24 August 2009. Further arrangements were made in relation to the issuing of individual results letters and employee briefings were planned on the Single Status proposals to take place during early to mid October 2009.
- 3.02 At the time of writing this report, the individual results letters have been issued and there has been significant concern regarding some extreme job evaluation outcomes and possibly inconsistent job evaluation outcomes. Consequently, a special meeting of the County Council was held on 3 November for elected members to review the position on Single Status.
- 3.03 A resolution was passed at the County Council meeting that the implementation of the proposed Single Status Agreement would be delayed pending the review of job evaluation outcomes. The Council agreed that nine actions would provide the framework for this review, the actions were as follows:
- The completion of the next stage of organisation redesign
 - To review the method of job redesign and evaluation
 - To take an overview of the extreme and possible inconsistent job evaluation results
 - To complete individual job maintenance work
 - To review the job evaluation appeals process
 - To explore the introduction of a 'hardship' scheme
 - To draw on advice and support
 - To set a revised Single Status timetable
 - To reconsider the use of Pay Model 33
- 3.04 The Single Status Project Board, comprising elected members, trades union colleagues and officers have recommenced their meetings and will continue to meet on a regular basis for the duration of the Single Status project. Following the completion of the job evaluation review work as detailed above, a project plan setting out the work to be undertaken will be agreed by the Project Board, together with the revised Single Status timetable, and a comprehensive communication will be issued to the workforce. Regular reports on progress will be made to both the Executive and the People and Performance Overview and Scrutiny Committees.
- 3.05 The suite of Workforce Information reports to include Headcount, Labour Turnover, Sickness Absence and Diversity were reported to Executive for the first time this quarter. Directorate management teams have started to receive 'drill down' reports providing the same data but at service level. This will

enable managers to identify the trends and issues in order to develop tailored action plans, for example, for managing attendance at work more effectively.

- 3.06 The five new employee relation policies - Attendance Management, Disciplinary and Capability, Grievance and Dignity at Work have been developed following extensive consultation through focus groups which have consisted of a cross section of managers and trades union colleagues. The approach we are taking as a Council and the policy documents have been endorsed by the Executive this quarter.
- 3.07 An Organisational Design Framework has been developed for the Council which will support senior managers in redesigning their services in accordance with sound organisational design principles. The framework promotes a flexible approach to redesign which takes account of the service area, the culture, systems and capacity of the team to deliver the change. The development of this framework will assist Directorates in taking their Organisational Reviews forward as part of Phase II.
- 3.08 A training programme for the Human Resources team and senior managers on Organisational Design (tailored to Flintshire's requirements and the Organisational Design framework) has been developed during this quarter and will be delivered during October and November 2009.
- 3.09 To complement this new approach to organisational design, we have arranged Project Management training for all managers which has been partly delivered to senior managers during this quarter and will extend to a broader range of managers during quarter 3. This training supports directorates with their Organisational Reviews but also will enable managers to deliver projects / programmes of work using an agreed project management methodology.
- 3.10 Further significant work has been undertaken on the design of a new management development programme in partnership with Deeside College, for first line managers through to service managers. The programme is based on the core behavioural competencies defined in the Flintshire Competency Dictionary for managers and reflects National Management Standards. Further consultation will take place with the corporate management team and Heads of Service during the next quarter to ensure that the programme content will meet the development needs of managers within service areas.
- 3.11 The Corporate Training and Organisational Development review is underway with the key objectives of redesigning the current Corporate Training function, recommending a corporate approach to meeting the Council's needs for organisation change support, organisational design, management development and workforce planning.

- 3.12 The initial phase of the review has been focused on gathering baseline data in relation to the current training and development provisions and arrangements in the Council. This includes the level of expenditure on training and development across the organisation, training suppliers, historical training plans, forecast training plans and training venues. This work will be completed during quarter 3 and will enable the Council to have a greater awareness and control on the Council's current training and development activities in order to plan the next phase of the review.

4.00 RECOMMENDATIONS

- 4.01 That the Executive notes the progress made in relation to the delivery of the revised People Strategy.

5.00 FINANCIAL IMPLICATIONS

- 5.01 None arising directly as a result of this report. All project budgets are monitored and managed separately.

6.00 ANTI POVERTY IMPACT

- 6.01 None.

7.00 ENVIRONMENTAL IMPACT

- 7.01 None.

8.00 EQUALITIES IMPACT

- 8.01 All contained within the People Strategy Action Plan.

9.00 PERSONNEL IMPLICATIONS

- 9.01 All contained within the People Strategy Action Plan.

10.00 CONSULTATION REQUIRED

- 10.01 Ongoing dependent on actions to be delivered under the People Strategy Action Plan.

11.00 CONSULTATION UNDERTAKEN

- 11.01 Completed in relation to the development of the People Strategy.

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: 9

REPORT TO: **EXECUTIVE**
DATE : **08 DECEMBER 2009**
REPORT BY: **DIRECTOR OF LIFELONG LEARNING**
SUBJECT : **A STRATEGY FOR FLINTSHIRE'S LIBRARIES 2009-12**

1.00 PURPOSE OF REPORT

- 1.01 To seek the approval of the Executive to implement A Strategy for Flintshire's Libraries 2009-12

2.00 BACKGROUND

- 2.01 In 2002 the Welsh Assembly Government introduced three-year frameworks of Welsh Public Library Standards, measuring specific aspects of service delivery it requires public library authorities to work towards and achieve.
- 2.02 As part of the frameworks for 2002-05 and 2005-08 authorities were required to submit, at the outset of each, a three year Library Plan detailing its library service aims and objectives, its targets for achieving the Standards, its local priority service areas, and a brief self-assessment. The third Framework 'Achieving Higher Standards:a performance measurement and assessment framework for public libraries in Wales 2008-11 does not require prior submission of a Library Plan.
- 2.03 This Strategy for Flintshire's Libraries 2009-12 aims to fill the gap created by the change in WAG requirements, and explain the future direction for Flintshire's libraries over the next three years, up to the end of 2012.

3.00 CONSIDERATIONS

- 3.01 In 2004, the Executive of the County Council approved 'A Vision for Flintshire's Libraries', which set out the strategic aim and policy objectives for the service, and advocated tailoring library service to community size. This Strategy builds upon, and updates, the principles contained in that report.
- 3.02 Following consideration by Lifelong Overview and Scrutiny on 1st July 2009, a draft Strategy was published for public consultation. Twenty four responses were received from individuals and organisations, many of which were supportive of the service. Constructive comments and suggestions for inclusion have been incorporated into the revised Strategy as appropriate.

4.00 RECOMMENDATIONS

Date: 01/12/2009

- 4.01 Executive is requested to endorse the Strategy as the blueprint for the future direction of the Library and Information Service over the next three years, and to sanction its publication.

5.00 FINANCIAL IMPLICATIONS

- 5.01 None arising directly as a result of this report. Any financial implications relating to proposed actions will be reported to Members through the budget setting process.

6.00 ANTI POVERTY IMPACT

- 6.01 The Strategy includes aims which seek to address issues of access and affordability.

7.00 ENVIRONMENTAL IMPACT

- 7.01 None.

8.00 EQUALITIES IMPACT

- 8.01 The Strategy includes aims which seek to address equality issues.

9.00 PERSONNEL IMPLICATIONS

- 9.01 None arising directly as a result of this report.

10.00 CONSULTATION REQUIRED

- 10.01 No further consultation required, though stakeholders' views on the way in which library services are delivered will continue to be sought and acted upon where appropriate during the lifetime of this Strategy.

11.00 CONSULTATION UNDERTAKEN

- 11.01 A wide ranging public consultation exercise was undertaken during August and September 2009.

12.00 APPENDICES

- 12.01 A Strategy for Flintshire's Libraries 2009-12.

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985 BACKGROUND DOCUMENTS

Achieving Higher Service Standards: a performance measurement and assessment framework for public libraries in Wales 2008-11.
A Vision for Flintshire's Libraries, 2004.

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**Directorate of Lifelong Learning
LIBRARY AND INFORMATION SERVICE**

A Strategy for Flintshire's Libraries 2009-12

Flintshire Library and Information Service
A Strategy for Flintshire's Libraries 2009-12

1. Introduction

- 1.1 Library and information services in Flintshire are delivered through a network of sixteen library buildings, two mobile libraries, and a service for housebound readers, all managed and supported from a central Headquarters on the County Hall campus. Each of the county's communities receives a level of service relative to its size and needs, from libraries which are open for up to 51.5 hours per week, fortnightly mobile library visits to rural and isolated urban communities, and a personalised delivery every five weeks to housebound customers. Library users are able to access a growing range of online resources electronically, both in libraries and remotely from their homes and workplaces.
- 1.2 Library services are available for everyone to use, and we are working increasingly in partnership with other library services in Wales and across the UK to make the best use of our resources. Flintshire's libraries are grouped geographically, with small teams of frontline staff who directly deliver the service being led by professional librarians with expertise in stock management, reader development, children's services, information resources, local studies, ICT applications and community outreach.
- 1.3 The purpose of this Strategy is to set out the key outcomes, objectives and priorities for the service over the next three years, which will be underpinned by an annual Action Plan. The Action Plan will detail specific goals and targets, identifying those actions which can be achieved within existing budgets, and costing proposed additional activity before implementation.

2. Statutory background and drivers

- 2.1 The delivery of public library services in the UK is statutory, governed by the Public Libraries and Museums Act of 1964, which requires local authorities to deliver 'a comprehensive and efficient service'.
- 2.2 Since 2002, the Welsh Assembly Government, through CyMAL, its division for museums, archives and libraries, has set three-year Frameworks of Welsh Public Library Standards (WPLS). These measure specific aspects of service delivery which WAG requires public library authorities to work towards and achieve. Flintshire Library and Information Service has made steady progress in achieving increasing numbers of Standards in each successive Framework, and will endeavour to do so within the 2008-11 Framework.
- 2.3 CyMAL has also set out its wider aspirations for library services in Wales in its strategic development programme 'Libraries for Life: delivering a modern library service for Wales 2008-11' which focuses on the key themes of capital investment in library buildings, partnership working, developing ICT facilities, delivering a national Marketing Strategy, implementing an entitlement to library services across Wales, and workforce development.
- 2.4 Reference has been made throughout this Strategy to the relevant underpinning corporate and directorate objectives, and it will continue to take account of the emerging themes of the Community Strategy 2009-2019.

3. The Strategy

- 3.1 The strategic aim for the Library and Information Service, as agreed by the County Council, is
- to develop and improve the Library and Information Service to ensure an accessible, responsive and effective resource base for lifelong learning, economic activity, personal development and recreation
- 3.2 This Strategy is built on the six objectives which underpin this strategic aim. Within each, current activity is briefly outlined, followed by what we aim to achieve over the next three years, with links to the relevant Corporate and Directorate aims identified.

4. Performance Measurement

- 4.1 A range of measures are used to monitor performance internally and against the national Performance Indicators for Leisure and Culture - Libraries, and the Welsh Public Library Standards framework. These are reported through the County Council's performance monitoring framework, to the Chartered Institute of Public Finance and Accountancy, and in a WPLS Annual Report to the WAG.
- 4.2 Library use is increasing year on year – loans in 2008-09 totalled almost 790,000, and there were 808,000 visits to libraries. 40% of Flintshire's population are library members, compared with an average 43% across Wales.
- 4.3 Overall customer satisfaction with library services is consistently high – in 2007 96% of adults in an externally validated Public Library User Survey rated the library service as 'good' or 'very good'. The percentage of under-16s rating the library service as 'good' in a similar survey rose from 81% in 2005 to 87% in 2008. These surveys are undertaken at three year intervals, and both will be repeated during the current WPLS 2008-11 framework.

5. Consultation

- 5.1 We would like to acknowledge the assistance of library users, Flintshire residents and other interested groups and individuals in the development of this Strategy. Their comments and constructive criticism have been incorporated where appropriate in this final document.

OBJECTIVE 1

To provide suitable and appropriate access to library services for Flintshire's communities

What we currently do:-

- deliver static and mobile library services in relation to community size
- deliver a dedicated service to housebound users based on their expressed interests and needs
- use what customers say about our buildings to inform and assist our own judgment of how we can improve their internal and external presentation and condition
- consult communities on the opening hour patterns that they would find convenient for their local library, and, within available budgets, implement the findings
- work in partnership with other council departments and outside organisations to make effective use of our buildings, for example, museum collections in Buckley and Mold libraries, direct access JobCentrePlus phones in selected libraries, a Registrars' Service delivered from Holywell Library, and a Tourist Information Centre in Mold Library

What we aim to do:-

- develop the corporate asset management review of library buildings and link with school modernisation area reviews
- seek opportunities for appropriate and sustainable external and partnership funding to address library buildings condition
- complete the options appraisal for a permanent replacement building for Saltney Library
- improve virtual and remote access to library services
- make better use of customer and residents feedback to improve services
- market services more effectively
- achieve compliance with the Welsh Public Library Standards relating to access, buildings and community satisfaction

Links to Directorate and Corporate Aims:-

- Customer focus – putting people first
- Healthy and caring communities
- Progress the (Directorate) plan to improve buildings and accommodation
- Contribute to ongoing departmental and county-wide initiatives

OBJECTIVE 2

To provide and promote a broad range of appropriate resources sufficient to meet the needs of Flintshire's communities.

What we currently do:-

- work within a regularly reviewed Stock Selection and Maintenance Policy to provide the customers of each of Flintshire's libraries with an appropriate range of stock
- through a formal partnership with Denbighshire County Council, provide Flintshire residents with equal access to the stocks of both library services
- select stock from specialist library suppliers, working within the Wales Purchasing Consortium to secure best value
- participate in regional and national interlibrary lending schemes to provide access to books which are out of print or otherwise difficult to obtain
- regularly review and edit stock to ensure users are presented with relevant, up to date collections in good physical condition
- provide stocks of books in standard and large print at all libraries, with larger libraries holding collections of talking books on cassette and CD, DVDs, and music on CD, from which taster selections are provided for smaller libraries
- promote new and themed stock through displays in libraries
- provide residential homes, nurseries and playgroups with collections of stock which are changed regularly
- work in partnership with other organisations to provide additional services, for example funding and administering the RNIB's talking books service, and delivering the Welsh Assembly Government Books on Prescription Scheme, whereby health professionals 'prescribe' specific self-help books for collection from patients' local libraries

What we aim to do:-

- explore the use of supplier selection, in which the expertise of library suppliers is used to release professional staff for more direct customer contact
- make more effective use of readers' feedback in stock selection
- extend our holdings of stock in alternative formats to more libraries
- upgrade the library management system to improve the information available to users about stock holdings, and enhance library users' ability to access the library catalogue and manage their loans remotely
- investigate radio frequency tagging of stock to enhance our stock management capabilities and facilitate self service for those customers who wish to use it, enabling staff to provide more assistance to those who need it
- develop access to collections in languages other than English and Welsh in response to demand
- achieve compliance with the Welsh Public Library Standards relating to stock acquisition and holdings

Links to Directorate and Corporate Aims

- Customer focus – putting people first
- Healthy and caring communities
- Investing for tomorrow's generation
- Helping everyone achieve their lifelong learning potential

OBJECTIVE 3

To provide people in Flintshire with the information and knowledge they need for self development and active participation in society, promoting local heritage and cultural diversity

What we currently do:-

- work within a regularly reviewed ICT Strategy to ensure the service keeps up with, and takes advantage of, developments in ICT facilities and services for library users
- stock, and subscribe to, a range of print based and electronic information resources, including newspapers and magazines at all libraries
- provide an enquiry service at all libraries, led and supported by the specialist staff and resources of the @nswers centre in Mold Library and Museum
- provide free access to computers and the internet in libraries
- provide accessible hardware and software on the computers in libraries, for users with additional needs
- deliver library-based cultural events, directly and with partners, including book launches and an annual poetry writing competition
- offer exhibition and display facilities for local artists and community groups, encouraging children and adults to express themselves creatively
- assist people whose first language is not English or Welsh in accessing services, for example migrant workers using internet and e-mail access to keep in touch with home
- provide activities and resources reflecting the history and heritage of the county
- provide local businesses with access to information resources

What we aim to do:-

- improve the libraries section of Flintshire County Council's website to make more information and services available remotely
- investigate how we can extend Wi-fi access in Flintshire's libraries whilst maintaining the integrity of corporate website security
- develop the range and take up of e-resources
- enhance our provision for users with additional needs
- review services to migrant communities and travellers
- build on and expand the cultural events programme
- achieve compliance with the Welsh Public Library Standards relating to information provision and ICT

Links to Directorate and Corporate Aims

- Customer focus – putting people first
- Investing for tomorrow's generation
- Helping everyone achieve their lifelong learning potential

OBJECTIVE 4

To assist people of all ages in identifying and achieving their lifelong learning goals

What we currently do:-

- work independently and with other organisations to provide lifelong learning activities in libraries, for example local studies, creative writing
- offer assistance to computer users, and deliver a programme of ICT taster sessions in selected libraries, directly and in partnership with Deeside College
- provide access to learning opportunities delivered by learning providers in the Library Learners' Centres at Flint and Holywell libraries
- signpost and refer learners to the opportunities offered by learning providers both within and beyond Flintshire

What we aim to do:-

- identify and act upon any opportunities to improve customer service presented by the current WAG review of adult and community learning in Wales
- strengthen existing partnerships with FE colleges and other adult and community learning providers to improve access to information about learning opportunities, and seek to deliver further taster sessions in libraries
- develop on-line learning activities in libraries, including access to 'learndirect', Wales' e-learning network aimed at enhancing basic, ICT and business skills
- seek further opportunities to develop libraries as community learning centres
- review the Library and Information Service against CyMAL's Inspiring Learning template

Links to Directorate and Corporate Aims

- Customer focus – putting people first
- Investing for tomorrow's generation
- Helping everyone achieve their lifelong learning potential

OBJECTIVE 5

To encourage children, young people and adults in the enjoyment of books and reading, and to develop their literacy skills

What we currently do:-

- participate in and promote national and regional reading initiatives, such as the National Year of Reading, the annual Summer Reading Challenge, Read a Million Words Wales and the North East Wales Schools Books Quiz
- deliver and support pre-school library activities such as Rhymetime and Chatterbox sessions, and, in partnership with local health visitors, the national Bookstart scheme
- deliver a programme of library activities during school holidays
- work with schools to encourage children and young people's take up of public library facilities
- set up and support adult reading groups
- train all staff in supporting readers through the nationally recognised Frontline reader development training programme

What we aim to do:-

- develop stronger links between libraries and their local schools, and between public libraries and the North East Wales Schools Library Service
- target the pre-school and primary years to foster the library habit amongst children at an early age
- increase individual and schools' participation in reading initiatives
- work with secondary schools to increase young people's awareness of the range of books and reading available to them
- introduce dedicated computers in children's libraries where possible, and develop library web pages for children and young people
- work in partnership with other library authorities to increase the opportunities for adults to share their reading experiences

Links to Directorate and Corporate Aims:-

- Customer focus – putting people first
- Investing for tomorrow's generation
- Helping everyone achieve their lifelong learning potential

OBJECTIVE 6

To ensure consistently high levels of customer service from an appropriately trained, courteous and knowledgeable workforce

What we currently do:-

- recruit, develop and manage our workforce to meet customer needs, and in accordance with corporate policies
- provide new starters with an induction programme appropriate to the needs of their posts
- operate the corporate appraisal process to identify and deliver, within available budgets, staff development and training needs
- deliver service specific training, independently and in partnership with other library authorities
- hold regular team and workplace meetings to promote effective communication

What we aim to do:-

- review staffing structures in the specialist support areas of reference and information and lifelong learning to better meet changing customer needs
- seek to improve career progression, to retain staff in whom we have invested training and development
- seek opportunities to improve staffing budgets to enhance library users' experience, and to keep pace with growing customer demands
- achieve compliance with the Welsh Public Library Standards relating to workforce

Links to Directorate and Corporate Aims

- Customer focus- putting people first
- Helping everyone achieve their lifelong learning potential
- Contribute to ongoing departmental and council-wide initiatives

FLINTSHIRE COUNTY COUNCIL

AGENDA ITEM NUMBER: 10

REPORT TO: **EXECUTIVE**
DATE : **08 DECEMBER 2009**
REPORT BY: **CHIEF EXECUTIVE**
SUBJECT : **QUARTER 2 PERFORMANCE REVIEW 2009/10**

1.00 PURPOSE OF REPORT

- 1.01 To consider the 2009/10 Quarter 2 performance reports produced at the Heads of Service level according to the Council's improved business systems.
- 1.02 To note the six monthly update of the Strategic Assessment of Risks and Challenges.

2.00 BACKGROUND

- 2.01 The new approach to quarterly performance reporting seeks to provide the reader with the 'narrative' of quarterly performance, putting into context key areas of overall performance. In effect these reports are a quarterly review of service plans. This is the second quarter that the new approach has been used.

3.00 CONSIDERATIONS

- 3.01 Quarterly performance reports are prepared by Heads of Service within the three Directorates and by Corporate Heads of Service.
- 3.02 Copies of the Quarter 2 (July to September) performance reports are available in the Members' Library and on request. Members will receive respective reports when circulated with the Overview and Scrutiny Committee agendas.
- 3.03 Appendix 1 of the report contains a schedule of all the Improvement Targets which are reported on a quarterly basis. This schedule details the Red, Amber, Green (RAG) status for each of the Improvement Targets as generated by our performance management system, Ffynnon.

The RAG status works as follows:

- those which are on the intervention level or worse will be Red;
- those which are in between the target and intervention level will be Amber;
- indicator values which meet or exceed target are Green;

Where target and intervention levels have not been recorded in Ffynnon a status cannot be generated.

The Improvement Targets will alter in Quarter 3 as a result of the recent target setting review as reported to the Executive on 17 November.

- 3.04 Appendix 2 is the Performance Indicator Glossary, this explains the referencing systems for both national and local Performance Indicators.
- 3.05 Each quarterly performance report contains an update of each of the relevant strategic risks and challenges. The most comprehensive update for all the strategic risks and challenges up to 30 September is available on the Infonet and on deposit in the Member's Library. This update has been provided by each of the lead responsible officers and is available for comment and review. A summary position of the present Red, Amber, Green status for all the strategic risks and challenges is provided as Appendix 3.

4.00 RECOMMENDATIONS

- 4.01 That Executive consider the 2009/10 Quarter 2 performance reports produced by the Heads of Service and recommend any specific issues which they consider may require management action and/or referral to the appropriate Overview and Scrutiny Committees for consideration.
- 4.02 That members endorse the update to the Strategic Risks and Challenges.

5.00 FINANCIAL IMPLICATIONS

- 5.01 All financial implications are identified within the individual performance reports.

6.00 ANTI POVERTY IMPACT

- 6.01 There are no specific anti-poverty implications within this report.

7.00 ENVIRONMENTAL IMPACT

- 7.01 There are no specific environmental implications within this report.

8.00 EQUALITIES IMPACT

- 8.01 There are no specific equalities implications within this report.

9.00 PERSONNEL IMPLICATIONS

- 9.01 There are no specific personnel implications within this report.

10.00 CONSULTATION REQUIRED

10.01 Overview & Scrutiny committees will continue to receive quarterly reports for all relevant indicators as part of their regular considerations.

11.00 CONSULTATION UNDERTAKEN

11.01 All Directorates have been consulted with regarding the reporting of relevant information.

12.00 APPENDICES

12.01 Appendix 1 - Schedule of Improvement Target Data - in Library

Appendix 2 - Performance Indicator Glossary

Appendix 3 - Strategic Assessment of Risks and Challenges Red, Amber, Green Summary - under separate cover and in Library

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985
BACKGROUND DOCUMENTS

None

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Key	Item Name	Direction of positive performance	Unit of measure	Quarter 1 Acutal	Quarter 2				Comment	Owner	Improvement Agreement?
					RAG	Actual	Target	Intervention			
Housing - Landlord Services											
Q - HLS 010a	Q - HLS 010a - Av. No. of calendar days taken to complete emergency repairs	↓	Calendar days	1.07	Red	0.65	0.50	0.60	As predicted in the last quarter performance in this category has improved, this is due to the number of job tickets awaiting processing being significantly reduced.	Clare Budden / Maureen Harkin	✓
Q - HLS 010b	Q - HLS 010b - Av. no. of calendar days taken to complete urgent repairs	↓	Calendar days	13.14	Green	10.49	12	13	The number of out of target job tickets continues to adversely affect the performance in this category, however, the indicator reflects the increased effort to improve performance made by the operatives and supervision.	Clare Budden / Maureen Harkin	✗
Q - HLS 010c	Q - HLS 010c - Av. no.of calendar days taken to complete non-urgent repairs	↓	Calendar days	52.05	Red	60.64	45	50	The drop in performance in this category is disappointing and will be partly due to the completion of out of target job tickets. Increased efforts will be made to improve performance as the year progresses.	Clare Budden / Maureen Harkin	✓
Q - HLS 014	Q - HLS 014 - Av. No.of calendar days taken to let lettable units of permanent accomm during the financial year	↓	Calendar days	112.63	Red	119.88	89	96	Approx 25% of properties let were difficult to let resulting in longer times to find suitable applicants. Approx 21% of the properties required major work over £3000 at an average cost of £5000 resulting in long repair times. A Void Project Manager has been appointed to address the weaknesses in the Voids procedure and working methods with a view to a longer term improvement in turnover.	Clare Budden / Maureen Harkin	✓
Planning and Regulatory Services - Planning											
Q - PLA 004b	Q - PLA 004b - The percentage of minor planning applications determined during the year within 8 weeks	↑	Percentage	71.90	Green	66.37	50	45	Continuing to hold and improve on the target figure	Andrew Farrow	✗
Q - PLA 004d	Q - PLA 004d - The percentage of all other planning applications determined during the year within 8 weeks	↑	Percentage	91.67	Green	91.67	75	65	Although the figure is well above target, this category is difficult to maintain if 'other' types of development increase within the category	Andrew Farrow	✗
Q - PLA 005	Q - PLA 005 - The percentage of enforcement complaints resolved during the year within 12 weeks of receipt	↑	Percentage	58.97	Red	39.29	65	60	This return reflects the staffing issues in the Enforcement Team whereby two of the Enforcement /Compliance officers had left the authority. Contingencies are now in place and the vacant posts are being filled during Quarter 3	Andrew Farrow	✗
Housing - Private Sector Renewal											
Q - PSR 002	Q - PSR 002 - The average number of calendar days taken to deliver a Disabled Facilities Grant	↓	Calendar days	343.78	Green	314.94	400	500	This PI includes DFGs for children. Performance continues to improve.	Maureen Mullaney	✓
Q - PSR 003	Q - PSR 003 - Timing of adaptations not funded by a Disabled Facilities Grant. The average number of calendar days taken to deliver an adaptation for a local authority tenant where the Disabled Facilities Grant process is not used	↓	Calendar days	15.33	Green	13.80	20	22	The Welsh average performance indicators include the time from receipt of referral to the Occupational therapist, not solely the time with the repairs team. Improved management of the adaptation process is enabling the Team to consistently improve its performance in this category.	Clare Budden / Maureen Harkin	✓
Q - PSR 006	Q - PSR 006 - The average number of calendar days taken to deliver low cost adaptation works in private dwellings where the disabled facilities grant is not used	↓	Calendar days	113.88	Green	75.83	100	185	This PI includes minor private sector adaptations for children. Performance continues to improve.	Maureen Mullaney	✓

Key	Item Name	Direction of positive performance	Unit of measure	Quarter 1 Acutal	Quarter 2				Comment	Owner	Improvement Agreement?
					RAG	Actual	Target	Intervention			
Social Care - Adult Services											
Q - SCA 007	Q - SCA 007 - The percentage of clients with a care plan at 31st March whose care plans should have been reviewed that were reviewed during the year	↑	Percentage	79.77	Amber	80.15	85	75	Resources are targeted on the service users with most complex needs who are reviewed more frequently (on a 6 week, 3 month and 6 month basis) than the WAG statutory minimum of 3 months for an initial review and afterwards review annually. Data is not available for substance misuse service users.	Maureen Mullaney	✓
Q - SCA 010	Q - SCA 010 - The rate per 1,000 adult clients assessed during the year who are provided with electronic assistive technology as part of a package of care	↑	Rate per 1,000 adults	109.39	Green	105.14	105	90	Data for Substance Misuse completed assessments is now included but was not available in Q1	Maureen Mullaney	✗
Q - SCA 017	Q - SCA 017 - The rate per 10,000 adult clients (aged 18+) supported in the community who receive a direct payment	↑	Rate per 10,000 adults	369.03	Amber	373.03	435	300	This PI relates to adults only.	Maureen Mullaney	✗
Q - SCA 018a	Q - SCA 018a - The percentage of carers of adult service users who were offered an assessment in their own right during the year	↑	Percentage	76	-	78.65	-	-	This PI has been revised and now includes new carers and carers receiving reviews/reassessments. 2009/2010 will act as a baseline year.	Maureen Mullaney	✗
Q - SCA 018c	Q - SCA 018c - The percentage of carers of adult service users who were assessed in their own right during the year who were provided with a service	↑	Percentage	67.35	-	57.55	-	-	Only services provided directly to carers are counted in this PI. Additional services provided to service users, such as respite or day care, are not included even though they result from the carer's assessment. This is in accordance with LGDU guidance.	Maureen Mullaney	✗
Social Care - Children's Services											
Q - SCC 007a	Q - SCC 007a - The % of referrals that proceed to allocation for initial assessment during the year which are allocated to a social worker for initial assessment.	↑	Percentage	64.56	Green	70.56	65	40	Performance is above target but below last year's outturn. Of those referrals that did progress to assessment, the proportion allocated to a qualified social worker has increased in Quarter 2.	Carol Salmon	✗
Q - SCC 007b	Q - SCC 007b - The % of referrals that proceed to allocation for initial assessment during the year which are allocated to someone other than a social worker for initial assessment	↓	Percentage	20.39	Green	9.44	30	60	Performance is above target but below last year's outturn. Of those referrals that did progress to assessment, the proportion allocated to a qualified social worker has increased in Quarter 2.	Carol Salmon	✗
Q - SCC 011b	Q - SCC 011b - The % of initial assessments that took place during the year where there is evidence that the child has been seen alone by a Social Worker	↑	Percentage	41.1	Green	58.12	53	30	The percentage of children seen alone by a social worker improved in Quarter 2. We will need to sustain this improvement in the second half of the year in order to meet the end of year target.	Carol Salmon	✗
Q - SCC 013aai	Q - SCC 013aai - The percentage of open cases of children with an allocated social worker where the child is receiving a service in each of the following groups: Children looked after	↑	Percentage	100	Red	81.72	100	99.00	The allocation of looked after children is prioritised for allocation to qualified social workers. Team Managers report that sickness and capacity have affected performance. This issue is being addressed by the Senior Management Team.	Carol Salmon	✗
Q - SCC 013bii	Q - SCC 013bii - The percentage of open cases of children allocated to someone other than a social worker where the child is receiving a service in each of the following groups: Children looked after	↓	Percentage	0	Green	18.28	10	0	The allocation of looked after children is prioritised for allocation to qualified social workers. Team Managers report that sickness and capacity have affected performance. This issue is being addressed by the Senior Management Team.	Carol Salmon	✗
Q - SCC 020	Q - SCC 020 - The % of looked after children who have had their teeth checked by a dentist during the year	↑	Percentage	86.57	Red	64.18	85	65	Performance for dental visits has significantly declined in Quarter 2. Work is continuing with the Looked After Children nurse to determine the reasons for dental visits occurring late.	Carol Salmon	✗

Key	Item Name	Direction of positive performance	Unit of measure	Quarter 1 Actual	Quarter 2				Comment	Owner	Improvement Agreement?
					RAG	Actual	Target	Intervention			
Q - SCC 024	Q - SCC 024 - The % of children looked after during the year with a Personal Education Plan within 20 school days of entering care or joining a new school in the year ending 31 March	↑	Percentage	60	Green	85.71	85	50	One Personal Education Plan was not completed within timescales in Quarter 2.	Carol Salmon	✘
Q - SCC 025	Q - SCC 025 - The % of statutory visits to looked after children due in the year that took place in accordance with the regulations	↑	Percentage	86.32	Green	92.62	90	70	Better monitoring and scrutiny has meant that performance in statutory visits is improving and the target is achievable.	Carol Salmon	✔
Q - SCC 028	Q - SCC 028 - The % of children looked after who had a fully completed and updated assessment and action record at their third review	↑	Percentage	84.62	Red	0	75	55	No Assessment and Progress Records were completed within timescales. The reason given was social worker illness.	Carol Salmon	✘
Q - SCC 030a	Q - SCC 030a - The % of young carers known to Social Services who were assessed.	↑	Percentage	80	Amber	62.5	70	60	Not all our young carers wish to receive services from Social Services, but can be referred directly to Barnardo's. Three young carers were referred to Barnardo's without a prior Social Services assessment.	Carol Salmon	✘
Q - SCC 030b	Q - SCC 030b - The % of young carers known to Social Services who were provided with a service	↑	Percentage	80	Amber	25	70	20	Not all our young carers wish to receive services from Social Services, but can be referred directly to Barnardo's. Two out of eight young carers identified in the Quarter are receiving a service from Social Services.	Carol Salmon	✘
Q - SCC 033a	Q - SCC 033a - The % of young people formerly looked after with whom the authority is in contact with at the age of 19	↑	Percentage	100	Green	100	95	80	Performance is consistent at 100%. The Leaving Care Team consistently keeps in contact with all our care leavers, even when the young people refuse our services.	Carol Salmon	✘
Q - SCC 033b	Q - SCC 033b - The % of young people formerly looked after with whom the authority is in contact, who are known to be in suitable, non-emergency accommodation at the age of 19	↑	Percentage	100	Red	50	90	60	1 young person is in custody. Under the definition of the performance indicator, custody is always regarded as "unsuitable" accommodation.	Carol Salmon	✘
Q - SCC 039	Q - SCC 039 - The % of health assessments for looked after children due in the year that have been undertaken	↑	Percentage	67.12	Amber	52.73	70	50	Performance for statutory health assessments has fallen in Quarter 2. Work is continuing with the Looked After Children nurse to determine the reasons for health assessments occurring late.	Carol Salmon	✘

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: 11

REPORT TO: **EXECUTIVE**
DATE : **08 DECEMBER 2009**
REPORT BY: **CHIEF EXECUTIVE**
SUBJECT : **REGULATORY PLAN: MID YEAR REVIEW**

1.00 PURPOSE OF REPORT

- 1.01 To provide a periodic mid year review on the management of the Regulatory Plan.
- 1.02 To advise members of the change to external audit and inspection arrangements for the auditing period 2009/10.

2.00 BACKGROUND

- 2.01 The Regulatory Plan for 2008/09 is prepared as a result of the Joint Risk Assessment for 2008/09 for work to be carried out during 2009/10. It was approved by the Executive in February 2009. The plan comprises external audit, performance audit and inspection work by the Wales Audit Office, PricewaterhouseCoopers, Estyn, Care and Social Services Inspectorate for Wales. The plan also includes national reports commissioned by the Auditor General for Wales in which the Council is expected to participate.
- 2.02 The work programme of the Regulatory Plan is monitored on a regular (usually bi-monthly) basis by the Wales Audit Office's Relationship Manager and the Chief Executive. The Executive will receive a monitoring report twice a year, with details of full reports and actions planned within three months of receipt of a final report. The role of Audit Committee is to:
- review the external auditor's proposed audit scope and approach for the current year; and
 - receive all audit reports, and the Relationship Manager's Annual Letter and ensure that all agreed recommendations are implemented.
- 2.03 The Auditor General for Wales (AGW) is responsible for the external audit function provided to public sector bodies across Wales including the Health Service and Local Government. In August 2008 the AGW proposed a change from Pricewaterhouse Coopers to the Wales Audit Office to take effect from the regulatory work for 2009/10. This proposal was considered by the council's Audit Committee on 28 September.

3.00 CONSIDERATIONS

Regulatory Plan review

Date: 01/12/2009

- 3.01 The Regulatory Plan for 2009 is progressing in general according to the agreed timescales. A detailed progress report is provided as Appendix 1. Some delays in receipt of reports by the Wales Audit Office are being noted and will form part of an informal assessment of the regulatory activities.
- 3.02 The scheduled regulatory activities are subject to a detailed and inclusive scoping (issues analysis) meeting to reach agreement over the detail of the work to be undertaken and timescales.
- 3.03 During the past year there have been a number of changed ways of working which have better informed our regulatory programme and strengthened the ways in which we manage and are accountable for the plan. These include:
- production of the strategic assessment of risks and challenges;
 - nominated senior project sponsors to lead, be accountable for and manage the regulatory work;
 - scrutiny processes being developed to be more aligned to the Regulatory Plan; and
 - the strengthening of the Executive Forward Work Programme to be more aligned with the regulatory work.
- 3.04 The improved processes for self-regulation and a reduction in the amount of regulatory work identified should contribute to a continued reduction in regulatory fees, provided that the Council demonstrates that risks are mitigated through its actions. The regulators are also being encouraged to identify efficiency savings from within their work programmes and also to be transparent in indicating the number of work days and costs of each piece of regulatory work. This information should provide the organisation with a better understanding of the cost and value of regulatory work.

Change to external auditor

- 3.05 The council's Audit Committee was asked to consider the concerns of officers in relation to the proposed change to external auditor. These concerns related to a lack of consistency at a time of corporate and organisational complex change and potential loss of specialist expertise from both Wales and England. A deferral of the handover to 2011/12 was recommended by officers.
- 3.06 The Audit Committee endorsed the rationale for the response to the Auditor General. The draft minute of 28 September states:

"That the professional views of the Officers as identified in paragraph 3.05 of the report be supported and that the Auditor General be advised that the Council feel that Pricewaterhouse Coopers should be retained as the Council's external auditors for the foreseeable future and that no change be made until a transitional plan has been agreed with the Auditor General that the earliest start date being 2011/12."

- 3.07 Despite the council's response the Auditor General is pursuing the change to audit arrangements and handover meetings are due to take place.
- 3.08 In addition the council will also be subject to further changes to regulation arrangements as the Wales Audit Office respond to requirements contained within the Welsh Assembly Government's Local Government (Wales) Measure. The changes to be implemented include the replacement of the council's current WAO Relationship Manager with an Improvement Assessment Lead who will work regionally with Denbighshire and Wrexham.
- 3.09 Executive are to receive a report in response to the consultation guidance for the Measure in the new year.

4.00 RECOMMENDATIONS

- 4.01 Executive members to endorse the continuing improvement to the management of the Regulatory Plan and note the progress report against the 2009 Regulatory Plan.
- 4.02 Members to be advised of the change in external audit arrangements from Pricewaterhouse Coopers to the Wales Audit Office to take effect for the audit period 2009/10.

5.00 FINANCIAL IMPLICATIONS

- 5.01 Efficiencies in regulatory fees for the 2009 plan have been noted previously.

6.00 ANTI POVERTY IMPACT

- 6.01 There are no direct anti poverty implications within this report.

7.00 ENVIRONMENTAL IMPACT

- 7.01 There are no direct environmental implications within this report.

8.00 EQUALITIES IMPACT

- 8.01 There are no direct equalities implications within this report.

9.00 PERSONNEL IMPLICATIONS

- 9.01 There are no direct personnel implications within this report.

10.00 CONSULTATION REQUIRED

- 10.01 Consultation with the relevant Directorates will be undertaken as the regulatory work programme progresses.

11.00 CONSULTATION UNDERTAKEN

11.01 Consultation with relevant Directorates has taken place as part of the regulatory work programme.

12.00 APPENDICES

12.01 Appendix 1: 2009 Regulatory Plan Summary

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

Regulatory Plan 2007/08

Contact Officer: Karen Armstrong
Telephone: 01352 702740
E-Mail: karen_armstrong@flintshire.gov.uk

2008/09 REGULATORY PLAN SUMMARY

The 2008/09 Regulatory Plan refers to work identified in 2008/09 but which is carried out during 2009/10

2008/09 REGULATORY PLAN (work undertaken in 2009/10)	
PRICEWATERHOUSE COOPERS	
Housing Repairs	Significant progress made. Draft report received.
VFM Conclusion	Favourable report nearing completion.
Medium Term Financial Strategy	Draft report received.
Wales Programme for Improvement	Work completed; the Improvement Plan meets its statutory requirements and provides a balanced view of its performance in 2008-09.
Development Control	Draft report received.
WALES AUDIT OFFICE	
Streetscene	WAO working with Project Manager. Agreed phased approach to work into 2010.
Reduction in Energy Usage	Draft report imminent. Drawing Conclusions meeting held 13 October.
Social Services – PARIS – To include Conwy CBC and Denbighshire CC	This inspection has been cancelled.
Leisure	Advice note received in relation to the draft Leisure Strategy August 09.
Waste Management	Local issues are being reported to each respective council. Regional issues ; feedback format to be determined.
Implementation of Regulators' Recommendations	Outcomes from summer 08 field work to be included in the Good Governance Diagnostic as part of the Auditor General Wales – Local Government Studies Programme.

2008/09 REGULATORY PLAN SUMMARY

JOINT WALES AUDIT OFFICE/PRICEWATERHOUSE COOPERS	
Housing Strategy and Stock Options	The establishment of the Flintshire Housing Partnership will assist with the council's strategic housing role.
Joint Risk Assessment and including Improvement Agreements	2008 JRA completed Jan 09 with round table meeting and Relationship Manager's sign off letter to Council Audit of the Council's Improvement Agreement for 2008/09 nearing completion.
Human Resources Strategy/Organisational Change and Design – Phase 2	Main findings/conclusions agreed with council October 09.
Adult Mental Health Services – WAO Mandated Study	Local field work complete. Local reports planned October 09.
AUDITOR GENERAL WALES – LOCAL GOVERNMENT STUDIES PROGRAMME - NATIONAL REPORTS	
Good Governance	Surveys and meetings with both senior officers and members undertaken November. Feedback format to be determined.
Making and Delivering the Connections 2 Asset Management (Phase 2) – Buildings Management	Complete.
Good Practice: Smarter Ways of Working	Input provided into draft Managers Guides to revised HR policies – nearing completion.
AUDITOR GENERAL WALES – FORWARD WORK PROGRAMME – NATIONAL REPORTS	
Housing and Council Tax Benefits – Review of Overpayments – All Councils	Complete and awaiting National report.
Child and Adolescent Mental Health Services	National report planned November/December 09.
Sustainable Development – Business Decision-Making	National report planned – September 09.

2008/09 REGULATORY PLAN SUMMARY

Management of Coastal Erosion and Tidal Flooding Risks in Wales	National report planned – October 09.
Capital Investment in Schools	National report planned – November 09.
Education of Looked After Children	National report planned – Spring 2010.
Emergency Planning – Civil Contingencies Act	National report planned – Summer 09.
Communities First	National report planned – Late 09/early 2010.
Major Transport Projects	National report planned – Spring 2010.
Delayed Transfers of Care – follow-through Based on Cardiff and Gwent Health Communities	No information.
Affordable Housing	No information.
Roll-Out of the 2007-2013 Funding Round	No information.
Nutrition in Schools	No information.
Waste Management – Follow-up	No information.
CARE AND SOCIAL SERVICES INSPECTORATE FOR WALES (CSSiW)	
Care Homes Inspection - Provider Services	Unannounced visits.
Registered Domiciliary Agency Inspection	Unannounced visits.
Fostering Inspection	Field work planned November - January 2010.
Annual Performance Evaluation	To be replaced by new annual reporting framework.
Adoption Inspection	Fieldwork April – May 2010.
IRO (Independent Reviewing Officer) – Follow-up	As advised in letter to council 28 August.
Children’s Safeguarding – Follow-up	As advised in letter to council 28 August.
Protection of Vulnerable Adults	As advised in letter to council 28 August.

2008/09 REGULATORY PLAN SUMMARY

Eligibility – Postal Survey and Fieldwork in 8 authorities	As advised in letter to council 28 August.
Local Children’s Safeguarding Boards – Jointly with other inspectorates	As advised in letter to council 28 August.
National Service Framework for Older People – Fieldwork in some authorities	No information available.
OUTSTANDING WORK FROM 2007/08 PROGRAMME (work undertaken in 2008/09)	
PRICEWATERHOUSE COOPERS	
Contractor Functions	Detailed report received by Executive and Audit Committee January 09. To be considered by appropriate Overview and Scrutiny Committees as part of their Forward Work Programme starting with People and Performance Joint Scrutiny meeting June 09. Executive to receive response to report in July 09. Incorporated within the council’s Strategic Risks and Challenges document.

FLINTSHIRE COUNTY COUNCIL

AGENDA ITEM NUMBER: 12

REPORT TO: **EXECUTIVE**
DATE : **08 DECEMBER 2009**
REPORT BY: **CHIEF EXECUTIVE**
SUBJECT : **IMPROVEMENT AGREEMENT - MID YEAR REVIEW**

1.00 PURPOSE OF REPORT

1.01 To receive an update of progress against the actions and targets for 2008/09 contained within the Improvement Agreement with the Welsh Assembly Government.

2.00 BACKGROUND

2.01 All Councils were required to agree an Improvement Agreement with the Welsh Assembly Government during 2008/09 to access the national Improvement Agreement Grant. The detailed contents of this agreement was endorsed by the Executive at its 2 June meeting.

2.02 The Improvement Agreement Grant replaces the former Performance Incentive Grant and attracts a special grant of £1,497M per year over a three year period.

2.03 Each Improvement Agreement contains the following:

- the four over-arching strategic themes of the One Wales policy document
- each strategic objective being aligned with a number of broad outcomes
- each broad outcome drawing on a number of sources of evidence which describe progress towards that outcome.

2.04 The Improvement Agreement was developed on the basis of the outcomes determined by the Executive at its meeting on 6 January 2009 following consultation with the respective Overview and Scrutiny Committees in November.

2.05 As part of the assurance process, the Wales Audit Office (WAO), Estyn and CSSIW also reviewed the document and made observations. WAO commented upon the reasonableness, rigour and the coherence with the priorities within the Strategic Assessment of Risks and Challenges of the Agreement and gave a letter of endorsement. This resulted in full payment of the Improvement Agreement grant in year 1 (2008/09).

2.06 In order to receive the Improvement Agreement grant in year 2 (2009/10) progress is reviewed of the targets and actions delivered during 2008/09.

Date: 01/12/2009

The WAG and Wales Audit Office both have an input into this process; WAG providing a general overview of the progress made and WAO undertaking a more detailed audit.

3.00 CONSIDERATIONS

- 3.01 A meeting with WAG and the Wales Audit Office was held in August to review progress against the 2008/09 actions and targets to determine the payment of the grant. Progress is indicated on the appended document which is in its final stage of audit by the Wales Audit Office prior to endorsement of the payment by WAG.
- 3.02 At this meeting it was determined that good progress had been made and the following analysis is provided for the 2008/09 targets and actions:
- Green: Target met and improved trend - 79%
 - Amber: Target not met and improved trend - 18%
 - Red: Target not met and downward trend - 3%
- 3.03 A number of amendments have been made and agreed with WAG to reflect the clarity of the Agreement in timescales or targets. These are logged at the back of the Agreement on Appendix 1.
- 3.04 It should be noted that good progress is also being made against the 2009/10 actions. A further report identifying final progress against the 2009/10 targets and actions will be reported to the Executive in the late summer.
- 3.05 Targets within the Improvement Agreement have been included within the agreed improvement targets and incorporated within service and directorate plans. Progress is reported on a quarterly basis as part of the regular performance reporting arrangements.

4.00 RECOMMENDATIONS

- 4.01 Executive is asked to endorse progress in 2008/09 against the Improvement Agreement.

5.00 FINANCIAL IMPLICATIONS

- 5.01 The achievement of targets will determine the full payment or otherwise of the grant in 2009/10 and 2010/11.

6.00 ANTI POVERTY IMPACT

- 6.01 There are no direct anti poverty implications within this report.

7.00 ENVIRONMENTAL IMPACT

7.01 There are no direct anti poverty implications within this report.

8.00 EQUALITIES IMPACT

8.01 There are no direct environmental implications within this report.

9.00 PERSONNEL IMPLICATIONS

9.01 There are no direct personnel implications within this report.

10.00 CONSULTATION REQUIRED

10.01 No further consultation is required.

11.00 CONSULTATION UNDERTAKEN

11.01 Strategic Management Team, the Wales Audit Office, Estyn and CSSIW have been involved in the formulation of the contents of the Agreement.

12.00 APPENDICES

12.01 Appendix 1: Improvement Agreement Monitoring 2008/09

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985
BACKGROUND DOCUMENTS

Executive report 29 October 2008

Contact Officer: Karen Armstrong
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Flintshire County Council Improvement Agreement

Improvement Agreement Outcome	A Healthy, Fair and Just Society - Adults Helped to Live in the Community	Reference	IA 1.1
Primary Lead	Director of Community Services Susan Lewis	Tel: 01352 702500 Email: susan.lewis@flintshire.gov.uk	
Secondary Lead	Head of Social Services – Adults Maureen Mullaney	Tel: 01352 702502 Email: maureen.mullaney@flintshire.gov.uk	
Executive Member	Executive Member for Social Services Cllr. Carol Ellis	Tel: 01244 544906 Email: carol.ellis@flintshire.gov.uk	
The Improvement Imperative	<p><i>What are we trying to improve?</i></p> <ul style="list-style-type: none"> Improve general health and wellbeing of those eligible for social services as well as promoting and maintaining their independence. 		
Current Strengths	<ul style="list-style-type: none"> Key Ring Initiative – supporting people funded housing related support for adults with learning disabilities. Number of days taken to deliver equipment. Rate of delayed transfers of care. Reablement 		
Areas for Improvement and Key Risks	<p><i>Based on our Strategic Assessment of Risks and Challenges</i></p> <ul style="list-style-type: none"> Demographic profile of Flintshire – increase of older people in the community, those with profound and multiple disabilities and complex health needs, people with mental illness and substance misuse issues. SARC - CL05 - Social Care for Older People Carers are acknowledged, recognised and provided with appropriate services SARC - CD25 - Direct Payments 		
Improvements Planned	<i>Planned actions and key milestones:</i>		
1. Key Milestones	<p>Establish the baseline of the number of people accessing meaningful occupation (under 65's only).</p> <p>Increase the number of people in accommodation with support from 110 to 172.</p> <p>Complete the self directed support pilot.</p> <p>Implementation of specialist dementia pilot.</p> <p>Opening of Resource Centre for younger people with dementia. Service is open and supporting 22 people.</p> <p>Opening of first extra care scheme for older people in Shotton. Resource opened February 2009 with full tenant occupancy by May 2009. Official opening w/c 27th July 2009.</p>	<p>2008/09</p> <p style="color: green;">November 2008</p> <p style="color: green;">February 2009</p>	<p>2009/10</p> <p style="color: grey;">May 2009</p> <p style="color: grey;">December 2009</p> <p style="color: grey;">December 2010</p> <p style="color: grey;">September 2009</p>

	Develop plans for second extra care scheme for older people in Mold.		<i>November 2009</i>	
	Commence pilot of mainstreaming of the Reablement Service within West Flintshire.		<i>April 2009</i>	
	Baseline audit of customer satisfaction surveys.		<i>September 2009</i>	
Improvements Planned	<i>Key indicators and targets:</i>	Baseline 2007/08	Year 1 2008/09	Year 2 2009/10
2. Key Indicators	<p>SCA/007 - The percentage of clients with a care plan on 31 March whose care should have been reviewed that were reviewed in the year.</p> <p>Local Indicators</p> <p>IA1.1L1 - The rate of people with a learning disability clients aged 18 to 64 who are supported in the community during the year per 1000 population aged 18-64.</p> <p>IA1.1L2 - The rate of people with a physical disability and/or sensory impairment (PDSI) aged 18 to 64 who are supported in the community during the year per 1000 population aged 18-64.</p> <p>IA1.1L3 - The rate of people with mental health illness aged 18 to 64 who are supported in the community during the year per 1000 population aged 18-64.</p> <p>IA1.1L4 - Increase the number of people using direct payments from 100 to 120 (March 2009) and to 144 by March 2010 (20% per year).</p> <p>IA1.1L5 - The number of new carers identified in the period who were offered an assessment in their own right.</p>	78%	80% (82%)	85%
		3.4	3.5 (3.55)	3.6
		4.2	4.3 (4.56)	4.4
		2.3	2.5 (2.58)	2.6
		100	120 (119)	144
				<i>Baseline</i>
Signposts	<p><i>Key strategies</i></p> <ul style="list-style-type: none"> • National Strategic Framework for Older People • Health Social Care & Well Being • Supporting People operational plan • Carers Strategy 			
Executive Approval	Date		Primary Lead Signature	

Flintshire County Council Improvement Agreement

Improvement Agreement Outcome	1. A Healthy, Fair and Just Society - Adults Provision of Facilities at Home	Reference	IA 1.2
Primary Lead	Director of Community Services Susan Lewis	Tel: 01352 702500 Email: susan.lewis@flintshire.gov.uk	
Secondary Lead	Head of Housing Maureen Harkin	Tel: 01352 703800 Email: maureen.harkin@flintshire.gov.uk	
Executive Member	Executive Member for Housing Strategy & Planning Executive Member for Social Services Carol Ellis	Tel: Email: Tel: 01244 544906 Email: carol.ellis@flintshire.gov.uk	
The Improvement Imperative	<p><i>What are we trying to improve?</i></p> <ul style="list-style-type: none"> • Enabling independence and improving quality of life through the delivery of adaptations and equipment. • Establish the Telecare Service as a mainstream service. • Improve the way we support people in the community. 		
Current Strengths	<ul style="list-style-type: none"> • Joint working arrangements between housing and social services in relation to assessment services and contractor arrangements. • Clarity of vision in relation to service development as a result of recent restructuring of the Council. • Service has a high profile with elected Members. • Progress made in the improvement of delivery of adaptations. • Implementation and roll out of Telecare in operational services. 		
Areas for Improvement and Key Risks	<p><i>Based on our Strategic Assessment of Risks and Challenges</i></p> <ul style="list-style-type: none"> • Delivery of DFGs and minor adaptations. • Ability to respond to the demand. • SARC – CD26 – Disabled Facilities Grants 		
Improvements Planned	<i>Planned actions and key milestones:</i>		
1. Key Milestones	Agreement of Committee to introduce £5,000 limit on discretionary grant on a pilot basis for one year. This is designed to improve the time taken to approve and carry out work resulting in shorter waiting times for completion.	2008/9	2009/10
	Improve performance management of external contractors in the delivery of grants by setting targets for starting of grant works, (commence work within 8 weeks of approval for non urgent applications and 4 weeks for urgent applications).		<i>April 2009</i>
			<i>April 2009</i>

	<p>External audit of telecare assessment and effectiveness of equipment provided. Pre-audit undertaken by Insight Certification Limited in January 2009, gap analysis report produced.</p> <p>Achieve TSA (Telecare Services Association) accreditation in the Carelink Service</p> <p>Merge of Telecare and Carelink Services</p> <p>Reduce 'perceived' disparity in delivery of adaptations to local authority tenants and private dwellings by assessing and consolidating measurement techniques. (see # below – PSR/003 and PSR/006)</p>	<p>January 2009</p>	<p>March 2010</p> <p>March 2010</p> <p>August 2009</p>															
<p>Improvements Planned 2. Key Indicators</p>	<p><i>Key indicators and targets:</i></p> <p>PSR/002 The average calendar days taken to deliver a Disabled Facilities Grant.</p> <p>PSR/003 The average number of calendar days taken to deliver an adaptation for a local authority tenant where the DFG process is not used. #</p> <p>PSR/006 The average number of calendar days taken to deliver low cost adaptation works in private dwellings where the DFG process is not used. #</p> <p>Local Indicators</p> <p>IA1.2L1 - Reduce the time taken to complete a DFG Application. (This PI relates solely to the application part of the DFG process and is measured using median figures).</p> <p><i>* Includes Improvement Targets as categorised by FCC</i></p>	<table border="1"> <thead> <tr> <th>Baseline 2007/08</th> <th>Year 1 2008/09</th> <th>Year 2 2009/10</th> </tr> </thead> <tbody> <tr> <td>607 calendar days</td> <td>500 (444) calendar days</td> <td>400 calendar days</td> </tr> <tr> <td>31.68 calendar days</td> <td>25 (23) calendar days</td> <td>20 calendar days</td> </tr> <tr> <td>184 calendar days</td> <td>140 (127) calendar days</td> <td>100 calendar days</td> </tr> <tr> <td>N/A</td> <td>67.2 (67.21) days (median)</td> <td>61 days (median)</td> </tr> </tbody> </table>	Baseline 2007/08	Year 1 2008/09	Year 2 2009/10	607 calendar days	500 (444) calendar days	400 calendar days	31.68 calendar days	25 (23) calendar days	20 calendar days	184 calendar days	140 (127) calendar days	100 calendar days	N/A	67.2 (67.21) days (median)	61 days (median)	
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N/A	67.2 (67.21) days (median)	61 days (median)																
<p>Signposts</p>	<p><i>Key strategies</i></p> <ul style="list-style-type: none"> • Private Sector Renewal Strategy • Health Social Care & Well Being Strategy • Telecare Strategy • National Service Framework for Older People 																	
<p>Executive Approval</p>	<p>Date</p>		<p>Primary Lead Signature</p>															

Flintshire County Council Improvement Agreement

Improvement Agreement Outcome	A Healthy, Fair and Just Society - Children Improving Educational Attainment	Reference	IA 2.1
Primary Lead	Director of Lifelong Learning Ian Budd	Tel: 01352 704010 Email: ian.budd@flintshire.gov.uk	
Secondary Lead	Head of Development & Resources Tom Davies	Tel: 01352 704011 Email: tom.davies@flintshire.gov.uk	
	Head of School Services Elwyn Davies	Tel: 01352 704012 Email: elwyn.davies@flintshire.gov.uk	
Executive Member	Executive Member for Education & Youth Cllr. Nigel Steele-Mortimer	Tel: 01745 854452 Email: nigel.steele-mortimer@flintshire.gov.uk	
The Improvement Imperative	<p><i>What are we trying to improve?</i> Directly and indirectly improve attainment and the experiences of children in Flintshire Schools by:</p> <ul style="list-style-type: none"> • completion of the Education Asset Management Plan (EAMP) ensuring compliance with our Statutory Duty and the creation of improved database of school condition and suitability for the School Modernisation Strategy; • improving special school provision, fit for future and appropriate teaching and curriculum needs for future cohorts of special school children; and • providing direct support to schools. 		
Current Strengths	<ul style="list-style-type: none"> • Good progress being achieved on EAMP; • On target to complete and open two new Special Schools by September 2009; • Compendium of School Support; and • Primary and Secondary Strategies for School Improvement. 		
Areas for Improvement and Key Risks	<p><i>Based on our Strategic Assessment of Risks and Challenges</i></p> <ul style="list-style-type: none"> • SARC - CD20 - School Buildings • SARC - CD21 - School Modernisation 		

Improvements Planned 1. Key Milestones	<i>Planned actions and key milestones:</i> Completion of the FCC Education Asset Management Plan (including submission to Welsh Assembly Government) and FCC Fit for Purpose Guidance for use in development of a draft School Modernisation Strategy covering short and longer term capital investment into educational establishments. To carry out consultation on the draft School Modernisation Strategy in 2009. Implementation of the compendium of school support to aid school improvement. Milestone complete		2008/09	2009/10	
	To develop and implement an action plan to address recommendations made relating to management and accommodation following PRU Inspection, resulting in endorsement of PRU Inspection Action Plan by Estyn.		November 2008	First review to be completed September 2010 July 2009	
	Investment in Special School provision through the completion of two new special schools build, resulting in children and staff successfully transferred to their new sites.			September 2009	
	Completion and submission to the Welsh Assembly Government of the Education Asset Management Plan in 2009 and completion of the draft School Modernisation Strategy, consultation period and reporting of findings to FCC Executive in 2009.			May 2010	
Improvements Planned 2. Key Indicators	<i>Key indicators and targets:</i> EDU/011 – The average point score for pupils aged 15 as at the preceding 31 st August, in schools maintained by the local authority. EDU/009a – The average number of school days that permanently excluded pupils did not receive an offer of full time appropriate education provision during the academic year. <i># It is known that the 30 school days target set for 2008/09 is unlikely to be achieved and therefore the 30 day target is to be carried over for 2009/10.</i> <i>* Includes Improvement Targets as categorised by FCC</i>		Baseline 2007/08	Year 1 2008/09	Year 2 2009/10
			329.8	356 (348)	356-381
		33.4 School Days	30 (7.3) School Days	30 School Days #	
Signposts	<i>Key strategies</i> <ul style="list-style-type: none"> School Modernisation Strategy Primary and Secondary Strategies for School Improvement 				
Executive Approval	Date		Primary Lead Signature		

Flintshire County Council Improvement Agreement

Improvement Agreement Outcome	A Healthy, Fair & Just Society - Children Provision of Care	Reference	IA 2.2
Primary Lead	Director of Community Services Susan Lewis	Tel: 01352 702500 Email: susan.lewis@flintshire.gov.uk	
Secondary Lead	Head of Children's Services Carol Salmon	Tel: 01352 702504 Email: carol.salmon@flintshire.gov.uk	
Executive Member	Executive Member for Social Services Carol Ellis	Tel: 01244 544906 Email: carol.ellis@flintshire.gov.uk	
The Improvement Imperative	<p><i>What are we trying to improve?</i></p> <ul style="list-style-type: none"> To improve the timeliness of assessment and review processes for children and young people. Improve the care management of Looked After Children 		
Current Strengths	<ul style="list-style-type: none"> Service access arrangements. Some improvements in assessment practice. Some improvements in care management and review. Improved performance monitoring and scrutiny process. An increased range of options and choices for service users and carers. The amalgamation of the Family Support and Adolescent Strategy Teams. 		
Areas for Improvement and Key Risks	<p><i>Based on our Strategic Assessment of Risks and Challenges</i></p> <ul style="list-style-type: none"> SARC - CD23 - Children out of County Care & Education 		
Improvements Planned 1. Key Milestones	<p><i>Planned actions and key milestones:</i></p> <p>Improvement Objective A Review, revise and implement effective systems for improving the timeliness of initial assessments within the Children's Integrated Disability Service.</p> <p>ICS compliant documents for the recording of Children in Need Plans and Reviews used in all service areas.</p> <p>Following the implementation of the new Social Care Client Information System (PARIS), ensure that systems are in place to enable team managers to effectively monitor the timely completion of Children in Need Plan Reviews.</p> <p>Following a response by the CSSIW to the All Wales Review of Safeguarding Arrangements, develop an action plan to implement any recommendations.</p> <p>Complete a consultation on alternative structural delivery models for front line services in Social Services for Children.</p> <p>Improvement Objective B</p>	2008/09	2009/10
			30/06/09
			31/04/09
			30/09/09
			31/03/10
			31/03/10

	<p>Following the implementation of the new Social Care Client Information System (PARIS), ensure that systems are in place to enable Fieldwork Team Managers to effectively monitor the timely completion of statutory visits.</p> <p>Undertake a consultation with parents of looked after children to inform the planning of further improvements in the care management of looked after children.</p> <p>Develop a listening and learning approach to the outcomes of placement disruption meetings. This will involve the analysis and reporting of the outcomes of disruption meetings on a quarterly basis and development of an improvement action plan.</p> <p>Review and revise the processes for undertaking exit interviews with looked after children at the end of a placement.</p> <p>Hold an open day to provide students undertaking a social work degree with information on career opportunities within Social Services for Children.</p>		30/09/09	
			30/09/09	
			30/09/09	
			31/03/10	
			31/03/10	
Improvements Planned	<i>Key indicators and targets:</i>	Baseline 2007/08	Year 1 2008/09	Year 2 2009/10
2. Key Indicators	SCC/008a - The percentage of initial assessments completed within 7 working days.	77.5%	85% (84.2%)	87%
	SCC/008b - The average time taken to complete initial assessments that took longer than 7 working days.	14.8 Days	12 (14) Days	11 Days
	SCC/025 - The percentage of visits to Looked After Children due in the year that took place in accordance with regulations.	77.6%	85% (82.20%)	90%
	* Includes Improvement Targets as categorised by FCC			
Signposts	<i>Key strategies</i>			
	Improvement Objective A			
	<ul style="list-style-type: none"> Children and Young People's Plan 2008 – 11 Social Services for Children Business Improvement Plan 2007 – 2009 			
	Improvement Objective B			
	<ul style="list-style-type: none"> Children and Young People's Plan 2008 – 11 Corporate Parenting Strategy Social Services for Children Business Improvement Plan 2007 – 2009 			
Executive Approval	Date		Primary Lead Signature	

Flintshire County Council Improvement Agreement

Improvement Agreement Outcome	Sustainable Communities Reducing our Carbon Footprint	Reference	IA 3.1
Primary Lead	Director of Environment Carl Longland	Tel: 01352 704500 Email: carl.longland@flintshire.gov.uk	
Secondary Lead	Head of Technical Services Neal Cockerton	Tel: 01352 703169 Email: neal.cockerton@flintshire.gov.uk	
Executive Member	Executive Member for Environment Cllr. Tony Sharps	Tel: 01244 830109 Email: tony.sharps@flintshire.gov.uk	
The Improvement Imperative	<p><i>What are we trying to improve?</i> Reducing our Carbon (CO₂) Emissions in:</p> <ul style="list-style-type: none"> i.) Our Council Buildings ii.) Council Housing Stock iii.) Private Housing Stock 		
Current Strengths	<ul style="list-style-type: none"> • Strong Member support, including Policy and Resources Scrutiny Committee Task & Finish Groups on climate change impacts of Council buildings • Energy Policy. • Environment Policy that requires the Authority to manage carbon. • Attainment of Green Dragon Level 3 – for which carbon needs to be reported on annually. • Council commitment to achieve 60% carbon reduction by 2021. • Installation of renewables at Council Sites: <ul style="list-style-type: none"> ○ Air Source Heat Pump ○ Ground Source Heat Pumps ○ Solar Thermal (hot water) system • Photo-voltaic arrays. 		
Areas for Improvement and Key Risks	<p><i>Based on our Strategic Assessment of Risks and Challenges and Audit /Inspection</i></p> <ul style="list-style-type: none"> • Challenges associated with climate change including increasing energy costs. • Improvement to energy / CO₂ monitoring and reporting systems to meet challenges of Carbon Reduction Commitment and carbon trading. • Climate Change Strategy being developed under Community Plan. • Aiming to become an Energy Efficiency Accredited Authority (May/June 09). • Pilot project for Changing Climate, Changing Places Adaptation Plan • Embed energy awareness and energy reduction throughout the Authority • SARC - CL08 - Climate Change & Flood Risk Management • SARC – CD01 Energy 		

Improvements Planned 1. Key Milestones	<i>Planned actions and key milestones:</i> Our Council Buildings Display Energy Certificates (DECs) for all appropriate Council buildings with floor area > 1,000 m ² Complete – DEC's displayed in all qualifying buildings, new DEC's have been produced and will be distributed by 07/08/09.		2008/09	2009/10	
	<p>Improve energy efficiency, where targeted investment is made to ensure a minimum 15% improvement in building's energy performance (i.e. move up a band on DECS)</p> <p>Implementation of monitoring system within County Buildings from 120 to 150 in year 2</p> <p>Council Housing Stock Improve energy efficiency of the Council Housing stock by increasing the number of homes with:</p> <ul style="list-style-type: none"> Loft insulation by 350 in year 1, and complete all remaining in year 2 – Completed. Successfully exceeded year 1 target. Installed 553 lofts (full and top ups), remaining properties identified and awaiting installation by contractor. Cavity wall insulation by 250 in year 1 and complete all remaining in year 2 – Commenced, 180 properties have received cavity insulation and the remaining known properties have been identified and details sent to a contractor. <p>Solid Wall properties Identify solid wall properties in year 2 and assess and develop a strategy to address the insulation of these properties in by March 2011.</p> <p>All Council owned properties will have loft insulation and, where appropriate cavity wall insulation. As above</p>		31.03.09	31.03.10 31.03.10	
Improvements Planned 2. Key Indicators	<i>Key indicators and targets:</i>		Baseline 2007/08	Year 1 2008/09	Year 2 2009/10
	<p>IA3.1L1 - Increase the average SAP rating in the council housing stock.</p> <p>IA3.1L2 - 3% Reduction in carbon emissions from Flintshire County Council public buildings.</p> <p><i>* Includes Improvement Targets as categorised by FCC</i></p>		59.96	61.51 (61.72)	62.76 <i>Quantify Baseline</i>

<p>Signposts</p>	<p><i>Key strategies</i></p> <p><u>Wales</u></p> <ul style="list-style-type: none"> • One Wales • Wales Environment Strategy • Sustainability Action Plan • Welsh Housing Quality Standard <p><u>Flintshire</u></p> <ul style="list-style-type: none"> • Community Plan • Strategic Assessment of Risks and Challenges • Improvement Plan • Green Dragon –EMS (Environmental Management System) • Environment Policy • Energy Policy • Asset Management Plan 			
<p>Executive Approval</p>	<p>Date</p>		<p>Primary Lead Signature</p>	

Flintshire County Council Improvement Agreement

Improvement Agreement Outcome	Sustainable Communities Housing Matters	Reference	IA 3.2
Primary Lead	Director of Community Services Susan Lewis	Tel: 01352 702500 Email: susan.lewis@flintshire.gov.uk	
Secondary Lead	Head of Housing Strategy and Services Maureen Harkin	Tel: 01352 703305 Email: maureen.harkin@flintshire.gov.uk	
Executive Member	Executive Member for Housing Cllr. Helen Yale Executive Member for Housing Strategy & Planning	Tel: 01352 703305 Email: helen.yale@flintshire.gov.uk Tel: Email:	
The Improvement Imperative	<p><i>What are we trying to improve?</i> Improve the performance of core housing functions in relation to:</p> <ul style="list-style-type: none"> • allocations and empty (void) properties • housing repairs and maintenance 		
Current Strengths	<ul style="list-style-type: none"> • New senior management appointed to service area giving clarity of purpose and direction • Void budget established and well resourced at £3,500 per property • Maintained investment in Flintshire County Council's housing stock aimed at improving quality of council homes with a focus on improving fuel efficiency and thereby sustaining tenancies in high deprivation areas. • Diagnostic reporting implemented December 2008 • Implementation of new schedule of rates – phase 1 complete. 		
Areas for Improvement and Key Risks	<p><i>Key Risks</i></p> <ul style="list-style-type: none"> • Amend operational procedures to ensure a consistent approach to void management • Ability to effectively manage performance in relation to void management, including development of appropriate monitoring systems <ul style="list-style-type: none"> • SARC - CD12a - Housing Strategy • SARC - CD12b - Housing Management • SARC - CD12c - Housing Repairs and Maintenance Services 		

Improvements Planned 2. Key Indicators		Baseline 2007/08	Year 1 2008/09	Year 2 2009/10
	<ul style="list-style-type: none"> • HLS/014 (was HLS/009a) - Reduction in void turnaround time from 103.6 to 64 calendar days by 2011. • HLS /010a – The average number of calendar days taken to complete emergency repairs. • HLS /010c – The average number of calendar days taken to complete non urgent repairs. • IA3.2L1 – The number of void properties achieving zero defects on work undertaken (baseline 2009/10) 	<p><i>103.6 Calendar Days</i></p>	<p><i>96 (104.5) Calendar Days</i></p>	<p><i>89 Calendar Days</i></p>
		<p><i>0.92 Calendar Days</i></p>	<p><i>1 (0.8) Calendar Days</i></p>	<p><i>0.5 Calendar Days</i></p>
		<p><i>88.94 Calendar Days</i></p>	<p><i>50 (41.5) Calendar Days</i></p>	<p><i>45 Calendar Days</i></p>
		<p><i>N/A</i></p>	<p><i>N/A</i></p>	<p><i>Baseline</i></p>
Signposts	<p><i>Key Strategies</i></p> <ul style="list-style-type: none"> • Local Housing Strategy • Homelessness Strategy • Private Sector Housing Renewal policy • Flintshire Regeneration Strategy • Empty Homes Strategy 			
Executive Approval	Date		Primary Lead Signature	

Flintshire County Council Improvement Agreement

Improvement Agreement Outcome	A Prosperous, Cultural & Diverse Society Ensuring a High Skills Base	Reference	IA 4.1
Primary Lead	Director of Lifelong Learning Ian Budd	Tel: 01352 704010 Email: ian.budd@flintshire.gov.uk	
Secondary Lead	Head of School Services Elwyn Davies	Tel: 01352 704012 Email: elwyn.davies@flintshire.gov.uk	
Executive Member	Executive Member for Education & Youth Cllr. Nigel Steele-Mortimer	Tel: 01745 854452 Email: nigel.steele-mortimer@flintshire.gov.uk	
The Improvement Imperative	<p><i>What are we trying to improve?</i> Improve educational attainment through:</p> <ul style="list-style-type: none"> • increasing the number of learners achieving Level 1 & 2 thresholds, (Level 1 Threshold = equivalent of 5 A*- C grade GCSE's, Level 2 Threshold = equivalent of 5 A*- G grade GCSE's and • decreasing the number of school leavers leaving education without a formal qualification. 		
Current Strengths	<ul style="list-style-type: none"> • Secondary Strategy for School Improvement. 		
Areas for Improvement and Key Risks	<p><i>Based on our Strategic Assessment of Risks and Challenges</i></p> <ul style="list-style-type: none"> • SARC - CL12 - Skills Needs of Employers • SARC - CL09 - Economic Regeneration Strategy 		
Improvements Planned 1. Key Milestones	<i>Planned actions and key milestones:</i>		2008/09
	Completion of Transformation Education and Training Provision in Wales – Delivering Skills that Work for Wales Outline Strategic Plan and progression made on implementation and attainment of Band C, with progression outlined to reach Band A by 2012. Ensuring that training and education is delivered through a fully integrated partnership between schools, Further Education Institutions, Higher Education Institutions and other post -16 providers.		2009/10
	Assist Schools to make an informed decision about the potential introduction to the Welsh Baccalaureate Qualification (WBQ) for all pupils.		All schools offering 24 courses by September 2009 All schools informed by September 2009
	We will prepare a Regeneration Strategy for Flintshire, which will include actions to address economic inactivity, low skills and areas of deprivation.		31/03/10
We will support the submission of a minimum of 6 bids for European funding that aim to assist people in: becoming economically active; accessing training; and entering and sustaining employment.		31/03/10	

Improvements Planned 2. Key Indicators	<i>Key indicators and targets:</i>			Baseline 2007/08	Year 1 2008/09	Year 2 2009/10	
	<p>EDU/002bi - The percentage of all pupils in any local authority maintained school, who attain the age of 16 during the school year and leave compulsory education, training or work based learning without an approved external qualification.</p> <p>EDU/011 – The average points score for pupils aged 15 as at the preceding 31st August, in schools maintained by the local authority.</p> <p><i>* Includes Improvement Targets as categorised by FCC</i></p>			1.53	0.92 (1.04)	0.50	
					329.8	356 (348)	356 - 381
Signposts	<i>Key strategies</i>						
<ul style="list-style-type: none"> • Secondary Strategy for School Improvement • 14-19 Annual Network Development Plan 							
Executive Approval	Date		Primary Lead Signature				

Flintshire County Council Improvement Agreement

Improvement Agreement Outcome	A Prosperous, Cultural & Diverse Society Supporting Local Businesses	Reference	IA 4.2
Primary Lead	Director of Environment Carl Longland	Tel: 01352 704500 Email: carl.longland@flintshire.gov.uk	
Secondary Lead	Head of Public Protection Paul McGreary	Tel: 01352 703413 Email: paul.mcgreary@flintshire.gov.uk	
	Head of Regeneration Dave Heggarty	Tel: 01352 703203 Email: dave.heggarty@flintshire.gov.uk	
Executive Member	Executive Member for Environment Cllr. Tony Sharps	Tel: 01244 830109 Email: tony.sharps@flintshire.gov.uk	
	Executive Member for Leisure & Public Protection Cllr. Dennis Hutchinson	Tel: 01244 543907 Email: dennis.hutchinson@flintshire.gov.uk	
The Improvement Imperative	<p><i>What are we trying to improve?</i></p> <ul style="list-style-type: none"> The small business sector in Flintshire is too small, relative to the size of our economy. We need to increase both the rate of small business start up and of SME survival to a level nearer the national average (Flintshire rate of business start up is 32 per 10,000 population against a UK figure of 44). To do this we will provide a high quality and comprehensive business support service, focusing on new business start-ups and existing SMEs which reduces regulatory burdens, improves business competitiveness and compliance and promotes higher standards of trading in the fields of community, health and environmental protection. This will be done by building on our existing philosophy of a 'one stop shop' approach, where local business can access the widest range of Council and other advisory services. We will develop methodology for measuring and improving satisfaction rates for businesses using the service. 		
Current Strengths	<ul style="list-style-type: none"> We have a substantial portfolio of commercial property, together with a large number of business tenants. The Council's regulatory and business advocacy roles bring it into regular contact with the local business community and it possesses a high level of local economic intelligence. Whilst excellent services are provided by Public Protection and Regeneration services, there is greater scope to develop a more coherent, integrated and holistic and multi-agency/service approach to business support and regulatory compliance. High levels of skills and knowledge exist within the business support functions of Public Protection and Regeneration which could be used to provide a range of innovative, high quality services to new businesses, in particular bringing together traditional business support with help to reduce the impact of complex regulation, increasing the birth rate of businesses and expansion of SMEs. Flintshire aspires to be a 'Business Friendly County'. 		
Areas for Improvement and Key Risks	<p><i>Based on our Strategic Assessment of Risks and Challenges</i></p> <ul style="list-style-type: none"> Opportunities exist for developing web-based business briefing material targeted at specific business sectors, reducing the need for businesses to source material from a range of different agencies and services. Improving access to specialist advice and support can help businesses 'get things right first time', reducing operating costs and supporting business efficiency. Improving access to advice and response times would also deliver significant benefits to new and existing businesses. SARC - CL09 - Economic Regeneration Strategy SARC - CL10 - County Town Network Regeneration & Protection 		

Improvements Planned 1. Key Milestones	Planned actions and key milestones: Develop and publish web-based business briefing material in September 2009.		2008/09	2009/10	
	Consultation exercise to identify levels of service expectation and measurement of baseline satisfaction levels to commence November 2009. Programme of events with Business Studies students at High Schools and colleges to encourage entrepreneurial activity and raise awareness of business support services to future potential entrepreneurs. Event held 19/11/08. Approval of Knowledge Transfer Partnership (KTP) bid for the Small Business Strategy to be prepared over a two year period in partnership with Manchester Business School Define a project plan for the KTP to include a review the efficiency and effectiveness of current business support.		November 2008	September 2009 November 2009 November 2009 March 2010 September 2009	
Improvements Planned 2. Key Indicators	Key indicators and targets:		Baseline 2007/08	Year 1 2008/09	Year 2 2009/10
	IA4.2L1 - Increased attendance at Flintshire Business Week. <i>(The objective of Flintshire Business Week is to engage better with the business community in Flintshire to develop supportive relationships across the range of businesses in Flintshire, both large and small employers and further and higher education.)</i> IA4.2L2 - Identify baseline expectations for key business sectors utilising SERVQUAL methodology to assess satisfaction levels of support to businesses and reduce consumer risks 2009/10. IA4.2L3 - Develop targets for increasing satisfaction levels over by 5% per year over baseline identified in 2009/10 * Includes Improvement Targets as categorised by FCC		301 SME Delegates	1091 SME Delegates	1400 SME Delegates Quantify Baseline Quantify Baseline
Signposts	Key strategies <ul style="list-style-type: none"> Flintshire Economic Regeneration Strategy (in preparation) Small Business Strategy (Awaiting approval of bid) Public Protection Service Strategy and Outcomes Framework 				
Executive Approval	Date		Primary Lead Signature		

LOG OF AMENDMENTS TO THE ORIGINAL AGREEMENT

1) IA1.1L5 (The number of new carers identified in the period who were offered an assessment in their own right) - was originally to be baselined in 2008/09, however this measure has only been based for quarters 1 and 2 of 2009/10 to date.

2) IA2.1 Key Milestone (Completion of the FCC Education Asset Management Plan To carry out consultation on the draft School Modernisation Strategy in 2009.)

The completion date should have been March 2010, not March 2009.

3) IA2.1 Key Milestone (Completion and submission to the Welsh Assembly Government of the Education Asset Management Plan in 2009 and completion of the draft School Modernisation Strategy, consultation period and reporting of findings to FCC Executive in 2009).

This is linked to IA2.1 Key Milestone 1 and therefore the completion date should have been May 2010, not May 2009.

4) IA4.1 Key Milestone (Completion of Transformation Education and Training Provision in Wales Ensuring that training and education is delivered through a fully integrated partnership between schools, Further Education Institutions, Higher Education Institutions and other post -16 providers).

The milestone target was '*All schools offering 24 courses by September 2009*', this should have been in the 2009/10 achievement column, not the 2008/09 achievement column.

5) IA4.1 Key Milestone (Assist Schools to make an informed decision about the potential introduction to the Welsh Baccalaureate Qualification (WBQ) for all pupils).

The milestone target was '*All schools informed by September 2009*', this should have been in the 2009/10 achievement column, not the 2008/09 achievement column.

6) IA4.2 Key Milestone (Approval of Knowledge Transfer Partnership (KTP) bid for the Small Business Strategy to be prepared over a two year period in partnership with Manchester Business School).

The milestone target was March 2009 and was in the 2009/10 achievement column; this should have read March 2010.

FLINTSHIRE COUNTY COUNCIL

AGENDA ITEM NUMBER: 13

REPORT TO: **EXECUTIVE**
DATE : **08 DECEMBER 2009**
REPORT BY: **CHIEF EXECUTIVE**
SUBJECT : **2011 CENSUS**

1.00 PURPOSE OF REPORT

- 1.01 To update Executive on the proposals of the Office for National Statistics (ONS) to work with Local Authorities on the Census for England and Wales in 2011 and to endorse the Council's participation.

2.00 BACKGROUND

- 2.01 The Office for National Statistics (ONS) is responsible for producing economic and social statistics. It undertakes a census of the population in England and Wales every 10 years to provide a benchmark from which annual mid year population estimates are produced.

- 2.02 The Census provides facts on :

Population - An accurate count of the population in each local area which aids the Government to calculate the the size of grants it allocates to each local authority and health authority.

Health - data on the age and socio economic make up of the population and, more specifically on general health and long-term illness which enables the Government and Local Authorities to plan health and social services, and to allocate resources.

Housing - Information on housing and its occupants measures inadequate accommodation which, with information about the way we live as households, indicates the need for new housing.

Employment - the census shows how many people work in different occupations throughout the country aiding Government, Local Authorities and businesses to plan jobs training policies and to make informed investment decisions.

Transport - Information collected on travel to and from work, and on the availability of cars, which contributes to the understanding of pressures on transport systems and and to the planning of roads and public transport.

- 2.03 The next Census is due to be held on March 27th 2011. ONS wishes to learn lessons from the last Census in 2001 where response rates varied between

Date: 01/12/2009

64% and 99% according to the local authority area and to work more closely with local authorities to maximise the census return.

3.00 CONSIDERATIONS

- 3.01 At the end of October 2009 ONS issued further guidance setting out in greater detail how they intend to work with Local Authorities in Phase 1 - the Developing and Planning Phase which will run from January 2009 until July 2010 and in Phase 2 - the Local Implementation Phase which will run from August 2010 until March 2011.
- 3.02 A network of Census Regional Champions has been established for England and Wales which comprises ten senior representatives of Local Authorities. The Regional representative for Wales is Bryn Parry-Jones, Chief Executive of Pembrokeshire County Council.
- 3.03 Each Local Authority has been asked to nominate officers to undertake the roles of Census Liaison Managers and Assistant Census Liaison Managers. The former role is primarily intended to keep elected members and senior officers informed together with coordinating activities across the authority. In 2011 it is intended to post out 95% of census questionnaires based on a comprehensive and up to date national address register. ONS are developing this with the help of Local Authorities through comparisons of the National Land and Property Gazetteer (NLPG) and the Royal Mail and Ordnance Survey national address products.
- 3.04 ONS has identified seven strands of partnership working in which they are seeking local authority support:

- Developing the national address register
- Developing enumeration intelligence
- Developing community liaison contacts
- Promoting the Census in the local area
- Recruiting local Census field staff
- Supporting local census field operations
- Providing data for quality assurance

ONS has provided the Council with a list of properties within Flintshire over which they have address queries. Council officers with responsibility for Flintshire's Land and Property Gazetteer are currently checking these queries and will respond to ONS before February 28th 2010.

- 3.05 To date there have been two regional meetings in Wales to discuss the organisation of the 2011 Census, another two meetings have been arranged in December 2009 and January 2010 to further discuss and progress Census preparation. The next significant development for the Council will be the publication of the " Local Authority Communications Toolkit " by ONS in January 2010.

4.00 RECOMMENDATIONS

- 4.01 Members are requested to note the report and endorse the Council's participation in the planning and organisation of the 2011 Census.

5.00 FINANCIAL IMPLICATIONS

- 5.01 There are no financial implications implicit in this report. However the population of an area is taken into account by Welsh Assembly Government when calculating grants provided to Local Authorities.

6.00 ANTI POVERTY IMPACT

- 6.01 There are no anti poverty implications in this report. However the 2011 census will provide useful data to enable the County Council to seek to combat poverty within Flintshire in future years.

7.00 ENVIRONMENTAL IMPACT

- 7.01 There are no environmental impacts implicit in this report. However, the 2011 Census will provide data on Housing, Transportation and Travel which will have environmental implications.

8.00 EQUALITIES IMPACT

- 8.01 There are no equalities impacts implicit in this report. However, the 2011 Census will provide a variety of demographic and other data which will have equalities implications.

9.00 PERSONNEL IMPLICATIONS

- 9.01 There are no personnel implications implicit in this report.

10.00 CONSULTATION REQUIRED

- 10.01 None required.

11.00 CONSULTATION UNDERTAKEN

- 11.01 Not applicable.

12.00 APPENDICES

- 12.01 There are no appendices.

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

ONS "Local Authority Partnership Guidance"

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FLINTSHIRE COUNTY COUNCIL

AGENDA ITEM NUMBER: 14

REPORT TO: **EXECUTIVE**
DATE : **08 DECEMBER 2009**
REPORT BY: **HEAD OF FINANCE**
SUBJECT : **REVENUE BUDGET MONITORING 2009/10 (MONTH 6)**

1.00 PURPOSE OF REPORT

1.01 To provide members with the most up to date revenue budget monitoring information (Month 6) 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 6 which is :

- General Fund - Net overspend of £0.260m (Overspend of £0.467m at Month 5)
- Housing Revenue Account - Net overspend of £0.550m (£0.571m at Month 5)

3.00 CONSIDERATIONS

GENERAL FUND

3.01 The table below shows a projected in-year overspend of £0.260m.

TOTAL EXPENDITURE AND INCOME	Original Budget	Revised Budget	In-Year Over / (Under) spend		Non Ring-fenced		Ring-fenced	
			Month 5	Month 6	Month 5	Month 6	Month 5	Month 6
	£m	£m	£m	£m	£m	£m	£m	£m
Directorates								
Community Services	53.957	53.088	(0.435)	(0.576)	(0.500)	(0.887)	0.065	0.311
Environment	31.777	31.020	1.351	1.334	0.946	0.929	0.405	0.405
Lifelong Learning	106.821	106.794	1.102	1.172	0.469	0.485	0.633	0.687
Corporate Services	17.113	17.643	0.083	(0.166)	0.083	(0.166)		
Total Directorates	209.668	208.545	2.101	1.764	0.998	0.361	1.103	1.403
Central and Corporate Finance	25.389	26.512	(1.634)	(1.504)	(1.634)	(1.504)		
Total	235.057	235.057	0.467	0.260	(0.636)	(1.143)	1.103	1.403

3.02 The Original Budget column reflects the budget approved by Council on the 3rd March 2009. The Revised Budget column reflects changes approved by Executive and in-year virements for items less than £0.075m as set out in the Council's Financial Procedure Rules.

3.03 The two most significant changes in revised budget to date are the directorate effect of holding pay inflation centrally pending the outcome of the national pay negotiations (£1.543m), and the directorate effect of measures taken to achieve the efficiency target (£0.905m). These items were reported to Executive on 4th August 2009 and 21st April 2009 respectively. Directorates will be allocated the relevant budgetary provision in line with the actual pay award, which has now been agreed, and this will be reported in the month 7 report..

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
 - o Projections based on current client numbers / care packages
 - o Demand led services susceptible to changes outside the Directorate's control e.g. severity of winter, flu epidemics
 - o Local Health Board income cannot be guaranteed at the levels assumed

- Development & Resources
 - 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 - autumn/spring contracts yet to be finalised . The route rationalisation programme will however continue to make savings in 2010/11 and future years.
- Youth Service

- o Delay to deletion of a post to achieve efficiency saving
- o Organisational redesign project is currently looking at all staffing structures within the service
- Primary and Secondary Non-Delegated budgets
 - o Costs of redundancies arising from budget reductions due to the economic downturn may exceed central contingency budget

4. Corporate Services

- All Service Areas
 - o Work relating to the budgetary effect of Organisational Redesign being finalised (may impact on Contingency Reserve)
- Finance / Legal & Democratic / Former Corporate Strategy
 - o Salaries budgets are under provided due to a past budget saving to reflect a 2 % vacancy provision
 - o A future pressure will emerge if not corrected
 - o 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 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 estimated amount currently available in the Contingency Reserve is £1.769m. 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.

6.04 Appendix 7 details an in-year projected overspend of £0.550m and the reasons for significant variances and the actions planned to deal with them.

6.05 The net effects of the revised balance brought forward and the projected overspend of £0.550m is that there would be balances in hand at the end of the year of £0.729m (budget £1.292m) which at 3.2% of budgeted expenditure is greater than the minimum level of 3% recommended by the Head of Finance.

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 6 Monitoring Papers

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COMMUNITY SERVICES

Budget Monitoring 2009/10 (Month 6)

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	7.162	0.541	0.516	<ul style="list-style-type: none"> • Increase in complexity of need for clients supported to live at home • Reduction in the numbers of people entering residential care • Increase in client numbers contributing towards increase in income within Development & Resources 	<ul style="list-style-type: none"> • Living Well Dementia team being established • Realignment of budget from Residential Services to be taken forward • Consider showing income against related expenditure in 2010/11
Residential Services (Services for Older People)	9.802	8.972	(0.830)	(0.898)	<ul style="list-style-type: none"> • Significant reduction in the number of clients currently being supported in residential care • Offset by the increase in the number of clients supported at home. • Movement relates to additional staff costs within Residential Services to maintain statutory staffing levels 	<ul style="list-style-type: none"> • Budget Realignment (see above), and forward planning regarding future Extra Care Expansion as part of the 2010/11 budget process

COMMUNITY SERVICES

Budget Monitoring 2009/10 (Month 6)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Living Well	0.148	0.093	(0.055)	(0.057)	<ul style="list-style-type: none"> Delay in approving and establishing the Living Well Dementia Team 	<ul style="list-style-type: none"> The service is likely to underspend in 2009/10 but this is temporary and the budget will be fully spent in future years
Extra Care	0.436	0.351	(0.085)	(0.087)	<ul style="list-style-type: none"> Projection reflects impact of the timing of settling residents into the Shotton Extra Care scheme and filling the vacancies to support them 	<ul style="list-style-type: none"> Further review of the Extra Care budget to be undertaken
Professional Support (Services for Older People)	2.457	2.582	0.125	0.125	<ul style="list-style-type: none"> Additional agency costs needed to cover staffing issues within the hospital Social Work Team Additional costs of EDT have also contributed to overspend 	<ul style="list-style-type: none"> Recruit to vacant post. Position will continue in the current year until position resolved
Domiciliary Support (PDSI)	1.524	1.453	(0.071)	(0.084)	<ul style="list-style-type: none"> Lower hourly rates for Direct Payments have reduced costs 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

COMMUNITY SERVICES

Budget Monitoring 2009/10 (Month 6)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
						current client numbers, which may increase due to WAG initiatives or an increase in demand as Direct Payments are expected to expand
Professional Support (PDSI)	1.398	1.456	0.058	Nil	<ul style="list-style-type: none"> • Overspend in respect of outstanding activity following referrals made as part of the Occupational Therapy Initiative in 2008/09 • Overspend in relation to the use of a third party provider to cover specialist manual handling duties due to a vacancy within the service 	<ul style="list-style-type: none"> • Complete outstanding action from referrals • Recruit to vacant post
Ringfenced Budgets (LD & Mental Health)	1.040	0.710	(0.330)	(0.363)	<ul style="list-style-type: none"> • Movements out of service, and cost reductions for two clients resulting from reduction in care delivery • Additional client 	<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. • To be considered as part of the 2010/11 efficiency

COMMUNITY SERVICES

Budget Monitoring 2009/10 (Month 6)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
					reflected within LD service for month 6	savings
Community Living (LD) (includes Independent Purchasing, Care Management, Supported Living and Short Term Care)	8.042	7.830	(0.212)	(0.061)	<ul style="list-style-type: none"> • Underspend on Independent Sector Purchasing Residential Care (£0.040m), Block Contracts (£0.050m) and Domiciliary (£0.059m) due to reviewed packages and renegotiated fees • Overspend due to additional staff costs to cover rotas • Additional cost of scheme taken over from Independent Sector • Staff vacancies of whilst a service redesign in one element of the service is being considered (£0.060m) • Vacancy for a Service Manager post (£0.030m) • Additional WAG income of £0.053m has been confirmed in respect of 	<ul style="list-style-type: none"> • Keep under review as health income may be reduced if service users are re-assessed by NHS • An increase in demand for Short Term Care placements is likely to begin to impact towards the end of 2009/10. An analysis of options is currently being undertaken to meet this pressure • This is contributing to short term vacancy savings in 2009/10

COMMUNITY SERVICES

Budget Monitoring 2009/10 (Month 6)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
					Bryn y Neuadd resettlement infrastructure, this has reduced the projected overspend for the scheme	
Strategy & Regulation	(0.100)	0	0.100	0.100	<ul style="list-style-type: none"> Corporate efficiency target 	<ul style="list-style-type: none"> Ongoing identification of vacancy savings Awaiting decision on identification of vacancies which will be reflected in month 7
Family Placement (Children's Services)	1.507	1.690	0.183	0.196	<ul style="list-style-type: none"> Additional adoption allowances payable to secure permanency for a sibling group of 4 (£0.079m) National Foster Carer recommended rates increasing above the level budgeted for in 2009/10 (£0.038m) Specialist family placements - additional carers to provide 	<ul style="list-style-type: none"> This option is 50% cheaper than previous Out of County Arrangement This budget pressure will be considered as part of the 2010/11 budget process The number of carers and the placement needs of children will be reviewed and costs controlled where possible Further work is needed to ensure a sustainable budget

COMMUNITY SERVICES

Budget Monitoring 2009/10 (Month 6)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
					teenage foster placements and short breaks for disabled children have been identified and if these arrangements are put in place, this would result in a projected overspend of approx £0.066m	to meet the growth in demand. However, a cap on in-house placements will lead to additional pressure on the Out of County budget
Other Residential (Children's Services)	0.634	0.427	(0.207)	(0.207)	<ul style="list-style-type: none"> This funding is currently earmarked to commission additional short breaks for children with disabilities to be based at Arosfa 	<ul style="list-style-type: none"> Work is progressing on finalising proposals to bring forward to Executive
Out of County Pooled Budget (Children's Services)	2.931	3.737	0.806	0.565	<ul style="list-style-type: none"> Current position based on existing clients and duration of packages of care Increase in month 6 reflects the projected costs for the 6 months from Sept for 4 additional placements 	<ul style="list-style-type: none"> Review in progress to revise key processes for budget management Potential volatility due to changes in client numbers and demands Consider future funding needs/controls in light of Out of County Review

COMMUNITY SERVICES

Budget Monitoring 2009/10 (Month 6)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Carelink	0.154	0.229	0.075	0.073	<ul style="list-style-type: none"> Staff salaries to cover for sickness (£0.020m) Equipment maintenance contract - past increases significantly above inflation (£0.045m) 	<ul style="list-style-type: none"> Steps being taken to manage absence Pressure bid submitted for maintenance contract as part of 2010/11 budget process
Resident Wardens	0.924	0.812	(0.112)	(0.096)	<ul style="list-style-type: none"> Significant underspend due to 9 Resident Warden vacancies Reduced rent abatement costs due to vacant former warden properties Corresponding pressure reflected in the HRA until properties let 	<ul style="list-style-type: none"> Future realignment of budget is needed as part of Sheltered Housing Improvement Project
Homelessness (Ringfenced)	0.291	0.126	(0.165)	(0.137)	<ul style="list-style-type: none"> Reduced B&B placements reflects effective service provision/prevention Projections revised on monthly basis 	<ul style="list-style-type: none"> Volatile area which could experience pressure due to economic climate- maintain review

COMMUNITY SERVICES

Budget Monitoring 2009/10 (Month 6)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Business Services Income	(3.034)	(3.495)	(0.461)	(0.204)	<ul style="list-style-type: none"> • Increase in clients and changes relating to clients under 60 has resulted in an increased projection • Clients previously funded through Supporting People are now subject to assessment and charging • Further increase in client numbers in period 6 has led to an additional projection of £0.097m • Review of property income projections relating to Financial Assessment information has resulted in an increase of £0.160m 	<ul style="list-style-type: none"> • Consider reporting in conjunction with related expenditure in future years • Potential efficiency for 2010/11 budget
Family Support	0.283	0.377	0.094	0.093	<ul style="list-style-type: none"> • Increase in sessional workers and their travel costs due to current demand of the service 	<ul style="list-style-type: none"> • Approval awaited on third lease car to offset/reduce mileage costs • Hold placed on new packages of support other

COMMUNITY SERVICES

Budget Monitoring 2009/10 (Month 6)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
						than for court ordered supervision contact and child protection packages
Children's Training / Flintshire Meeting Services	0.191	0.123	(0.068)	Nil	<ul style="list-style-type: none"> The underspend relates to a team manager vacancy Further underspend in relation to the transfer of the costs of a team member who is currently undertaking duties in another team 	<ul style="list-style-type: none"> Review structure to meet operational requirements Recruit to vacancy to meet service needs
Other variances (aggregate)	17.839	17.877	0.038	0.091		
Total :	53.088	52.512	(0.576)	(0.435)		

ENVIRONMENT

Budget Monitoring 2009/10 (Month 6)

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	0.405	<ul style="list-style-type: none"> • Base budget provision is insufficient to meet the fixed costs of Winter Maintenance (£0.600m) 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	0.100	0.100	0.100	<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 charges 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 a sustainable budget in the future
Environment and Conservation	0.329	0.229	(0.100)	(0.100)	<ul style="list-style-type: none"> • Vacancy savings in Planning Service Area 	<ul style="list-style-type: none"> • See comments below

ENVIRONMENT

Budget Monitoring 2009/10 (Month 6)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Planning Control	0.230	0.525	0.295	0.275	<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
Industrial Units	(1.624)	(1.695)	(0.071)	(0.069)	<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

ENVIRONMENT

Budget Monitoring 2009/10 (Month 6)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Civic Amenity Sites	1.587	1.899	0.312	0.307	<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 • Efficiency payment is due to be made to AD Waste for the achievement of recycling targets, costing the authority an extra £0.115m 	<ul style="list-style-type: none"> • Take AD Waste in-house and realign Waste Service budgets
Design Services	(0.091)	(0.007)	0.084	0.087	<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	(0.308)	(0.113)	0.195	0.201	<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

ENVIRONMENT

Budget Monitoring 2009/10 (Month 6)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Property Holdings	0.138	0.222	0.084	0.082	<ul style="list-style-type: none"> Properties which are vacant such as Warren Hall, Broughton and Terrig House, Mold are incurring NNDR charges as well as leaving shortfalls in rental income 	<ul style="list-style-type: none"> Seek to let vacant properties at earliest opportunity Submit budget pressure bids for change in legislation and unachievable rental income as part of 2010/11 budget setting process
Waste Collection	2.752	2.810	0.058	0.060	<ul style="list-style-type: none"> Projected overspend on domestic collections due to historical under funding for the number of properties in the County (64,735 rather than 66,442) Internal skip hire projecting a shortfall in revenue 	<ul style="list-style-type: none"> Budget pressure bid for 2010/11 detailing the number of increasing domestic properties to provide a sustainable budget Realign Waste budgets to reflect Skip Hire income which is now being shown under the Waste Trading Account

ENVIRONMENT

Budget Monitoring 2009/10 (Month 6)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Administration Buildings	1.278	1.365	0.087	0.087	<ul style="list-style-type: none"> • NNDR costs above budget • Overspend on cleaning services following a review of charges 	<ul style="list-style-type: none"> • Review cost apportionment corporately as part of 2010/11 budget process • Consider realignment of NNDRs • Apply the new rate to cleaning of buildings
Valuations and Estates	0.519	0.448	(0.071)	(0.072)	<ul style="list-style-type: none"> • Various vacancies 	<ul style="list-style-type: none"> • Vacancies to be filled from Dec 09. • Interim/Agency proposals not deemed appropriate
Other variances (aggregate)	25.715	25.671	(0.044)	(0.012)		
Total :	31.020	32.354	1.334	1.351		

LIFELONG LEARNING

Budget Monitoring 2009/10 (Month 6)

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	2.293	0.687	0.633	<ul style="list-style-type: none"> One new placement has been identified at a projected cost of £54k through the the end of the financial year. The recharges and income to/from Other Local Authorities are currently based on estimates as we are yet to agree the recharges. 	<ul style="list-style-type: none"> Following consideration of the interim project report, the officer task and finish group is developing a detailed action plan, led by Lifelong Learning and Community Services Heads of Service. The plan concentrates on changes in relation to key workstreams with allocated leads and implementation dates (see separate report on this agenda)
Youth and Community	1.275	1.327	0.052	0.052	<ul style="list-style-type: none"> Recurring pressure regarding Holywell InfoShop. The aim was for the ongoing revenue costs to be part funded by partner organisations, however a shortfall has now been identified 	<ul style="list-style-type: none"> The service is looking at options to fund some of this pressure within service budgets in 2009/10 A paper has been commissioned to identify the future operational sustainability of the InfoShop

LIFELONG LEARNING

Budget Monitoring 2009/10 (Month 6)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Leisure Centres and Pools	2.583	2.704	0.121	0.104	<ul style="list-style-type: none"> • Net loss of income due to centre closure for essential works; <ul style="list-style-type: none"> ○ Deeside Leisure Sports Hall – 4 weeks (£0.006m) ○ Replacement pool hall roof at Flint Pavilion – 7 weeks (£0.019m) ○ Mold Sports Hall – 5 weeks (£0.012m) ○ Artificial turf pitch on Elfed High School Campus – full year (£0.013m) ○ Part year effect of decision to remove sun beds from leisure facilities (£0.009m) • Staffing costs in relation to the downsized centres at Connah's Quay, Hope and Saltney (£0.054m). The staffing model was amended, following member recommendations on lone working at the end of the downsizing process in August 2007, which resulted in an 	<ul style="list-style-type: none"> • Similar pressures have occurred in recent years, but have been funded 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 2010/11 budget process to allow for a sustainable rolling programme of remedial works to existing assets • Under the Leisure Strategy the County Council is due to consider future operational models for these sites. • Options could include delegation or changed staffing arrangements.

LIFELONG LEARNING

Budget Monitoring 2009/10 (Month 6)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
					<p>unachievable efficiency saving from the 2007/08 budget strategy.</p> <ul style="list-style-type: none"> The budgeted deficit position has not been readjusted since 2007/08 resulting in an ongoing structural cost due to the extra staffing. 	
Facilities Services	1.314	1.454	0.140	0.140	<ul style="list-style-type: none"> Increased costs of central support costs following phase 1 review. Projection based on previous years charge plus inflationary rise of 1.5% 	<ul style="list-style-type: none"> Phase 2 of the Central Support costs review is due to be completed in year
Other variances (aggregate)	100.016	100.188	0.172	0.173		
Total :	106.794	107.966	1.172	1.102		

CORPORATE SERVICES

Budget Monitoring 2009/10 (Month 6)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Chief Executive	0.788	0.790	0.002	0.002	<ul style="list-style-type: none"> • Minor variances 	
Finance	3.157	2.962	(0.195)	(0.005)	<ul style="list-style-type: none"> • Salary shortfall (£0.075m) • The Housing Benefits (HB) situation has now reversed, with the authority not losing out on subsidy due to backlogs, but in fact achieving subsidy due to the reduction in penalty areas. (£0.180m) • Additional HB Admin Grant received (0.057m) • Continuing use of Voice Recognition Analysis VRA within HB in current year (0.027m) • Additional costs of senior staff interim cover and essential additional resources (£0.85m) • Various vacancy savings (£0.165m) • Increased running costs (£0.020m) 	<ul style="list-style-type: none"> • The HB position is being closely monitored

CORPORATE SERVICES

Budget Monitoring 2009/10 (Month 6)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Legal & Democratic Services	3.934	3.896	(0.038)	(0.008)	<ul style="list-style-type: none"> • Salary shortfall (£0.018m) • Various vacancy savings (£0.026m) • Agency cover for Waste Partnership and Maternity cover (£0.036m) • Reduced running costs (£0.005m) • Reduction in Members' Allowances payable (£0.040m) • Recharge to Waste Partnership (£0.021m) 	
Occupational Health & Safety	0.742	0.710	(0.032)	(0.001)	<ul style="list-style-type: none"> • Salary shortfall (£0.012m) • Vacancy savings (£0.047m) • Transport Costs Pressure (£0.005m) • Minor Pressure (£0.002m) • Additional Consultancy Income (£0.004m) 	

CORPORATE SERVICES

Budget Monitoring 2009/10 (Month 6)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Human Resources & Organisational Development	1.802	1.818	0.016	0.014	<ul style="list-style-type: none"> • Salary shortfall (£0.029m) • Vacancy savings (£0.040m) • Greenfield Business Centre overspend (£0.002m) • External Training pressure using salary savings above (£0.015m) • Income shortfall Payroll (£0.010m) 	
ICT & Customer Services	4.533	4.603	0.070	0.071	<ul style="list-style-type: none"> • Salary shortfall (£0.055m) • Vacancy savings of £0.115m includes vacancy for Welsh Translator (see pressure below) • Transport costs pressure (£0.003m) • External Welsh Translators pressure covering vacant post (£0.056m) • Phased implementation of the Design & Print service review (£0.071m) 	<ul style="list-style-type: none"> • Continue to implement improvements as per service review outcome • Explore options for reducing the amount of work sent to external printers • Staged implementation and training requirements for remaining employees may mean that the service will not cover its costs during 2009/10. The service aims to be on target to cover all costs by 2010/11

CORPORATE SERVICES

Budget Monitoring 2009/10 (Month 6)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Policy, Performance & Partnerships	1.661	1.672	0.011	0.010	<ul style="list-style-type: none"> • Salary shortfall (£0.016m) • Vacancy savings (£0.003m) • Minor savings (£0.002m) 	
Clwyd Theatr Cymru	1.026	1.026	0.000	Nil		
Total :	17.643	17.477	(0.166)	0.083		

CENTRAL & CORPORATE FINANCE

Budget Monitoring 2009/10 (Month 6)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Central Loans & Investment Account	13.414	13.863	0.449	0.316	<ul style="list-style-type: none"> • Net increase in interest / principal / debt management expenses (£0.060m) • Net reduction in temporary investment and other interest income of £0.389m, 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.)	2.590	2.079	(0.511)	(0.511)	<ul style="list-style-type: none"> • Windfall income of £0.439m relating to refunds of VAT overpaid and underclaimed following a recent House of Lords decision (Fleming and Conde Nast Publications Ltd) • Anticipated underspend in external audit fees of £0.015m • Write off income of £0.001m 	<ul style="list-style-type: none"> • Continue to monitor closely

CENTRAL & CORPORATE FINANCE

Budget Monitoring 2009/10 (Month 6)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Corporate Other	7.622	6.195	(1.427)	(1.427)	<ul style="list-style-type: none"> • The efficiency programme reported to Executive on 21st August identified efficiencies of £1.638m compared to the revised target of £1.169m • Decrease in Non Standard Inflation costs of £0.022m • An anticipated underspend in pay of £0.930m (due to the pay offer being an increase of 1.1% {on average} as compared to the budgeted increase of 2.3%) • Decrease in Senior Management Restructure costs of £0.029m 	<ul style="list-style-type: none"> • Continue to monitor closely

CENTRAL & CORPORATE FINANCE

Budget Monitoring 2009/10 (Month 6)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Other variances (aggregate)	2.886	2.871	(0.015)	(0.012)	<ul style="list-style-type: none"> • Anticipated underspend in Coroners' fees of £0.009m • £0.006m underspend due to less-than-anticipated requests for rate relief 	<ul style="list-style-type: none"> • This service is managed and monitored by Wrexham C.B.C. • Continue to monitor closely
Total :	26.512	25.008	(1.504)	(1.634)		

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 allocations previously reported		<u>(0.117)</u>
Revised Total		2.029
Less Projected Overspend as at 31 st March 2010		<u>(0.260)</u>
Level of Contingency Reserve at 31 st March 2010 (above base level of £5.269m)		1.769

HOUSING REVENUE ACCOUNT

Budget Monitoring 2009/10 (Month 6)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Income - Capitalised Salaries	(0.453)	(0.243)	0.210	0.212	<ul style="list-style-type: none"> • Significant under spend on Capitalised Salaries due to a large number of vacancies being carried 	Review of budget and vacancies held within Capitalised Salaries as part of Housing Restructure
Rents	(23.247)	(22.979)	0.268	0.260	<ul style="list-style-type: none"> • £204k over spend to budget on Voids rent loss. • £30k over spend on Council Tax and £82k under recovery of rental income due mainly to unbudgeted Right to Buy Sales. • Large reduction to the Bad Debt provision of £48k based on current levels now partly offsets the projected overspend. 	Dedicated project manager for voids and member & officer working group both to be appointed in Sept. 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. Monitor closely the Bad Debts.
Housing Management	1.224	1.077	(0.147)	(0.116)	<ul style="list-style-type: none"> • Significant under spend due to vacancies held in ASB and 3 area offices. Currently recruiting 3 Area Office posts. • Revised projections for court costs based on current levels of 	Review as part of Housing restructure

HOUSING REVENUE ACCOUNT

Budget Monitoring 2009/10 (Month 6)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
					expenditure have increased underpend by £23k	
Repairs & Maintenance	7.972	7.760	(0.212)	(0.226)	<ul style="list-style-type: none"> • Significant under spend on Capitalised Salaries due to a large number of vacancies being carried. 	Review of budget and vacancies held within Capitalised Salaries as part of Housing Restructure
Policy & Management	0.891	1.027	0.136	0.118	<ul style="list-style-type: none"> • £29k Home Loss Disturbance for Jasmine Crescent which could not be finalised in 08-09 • £36k over spend due to agency costs under Senior Management Team • £45k SMT redundancy costs • Approx £30k court costs relating to housing issues have increased overspend in period 	Investment in short term improvement project to assist restructuring and revise key processes.
Building Maintenance Trading Account	0.400	0.581	0.181	0.176	<ul style="list-style-type: none"> • £100k over spend due to an increased projection on Purchases Direct in line with 08/09 outturn. • £75k Demolition costs 	Careful monitoring and controls in place to try and absorb within existing budget. Demolition cost to be considered for a 'one-off –

HOUSING REVENUE ACCOUNT

Budget Monitoring 2009/10 (Month 6)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
					for an unsafe building at Canton depot.	emergency service critical item' which should not have an adverse effect on the trading account.
Housing Subsidy	6.357	6.423	0.066	0.066	<ul style="list-style-type: none"> The eligible Capital Financing charges within the original budget figure was incorrect. This has resulted in £0.066m less eligible Capital Financing charges than anticipated. 	Discussions between Directorate and Corporate Finance Teams to improve projections for 2010/11.
Other Variances (aggregate)	6.467	6.515	0.048	0.081		
Total :	(0.389)	0.161	0.550	0.571		

FLINTSHIRE COUNTY COUNCIL

AGENDA ITEM NUMBER: 15

REPORT TO: **EXECUTIVE**
DATE : **08 DECEMBER 2009**
REPORT BY: **HEAD OF FINANCE**
SUBJECT : **CAPITAL PROGRAMME 2009/10 (MONTH 6)**

1.00 PURPOSE OF REPORT

1.01 To provide Members with the latest capital programme information for 2009/10.

2.00 BACKGROUND

2.01 The Council approved a General Fund capital programme for 2009/10 of £28.860m at its meeting of 9th June 2009, and a Housing Revenue Account capital programme of £5.787m at its meeting of 23rd July 2009.

3.00 CONSIDERATIONS

3.01 Programme - Movements

3.01.1 The table below sets out how the programme has changed during 2009/10.

	General Fund	Housing Revenue Account (HRA)	Total
	£m	£m	£m
Council 09.06.09. and 23.07.09. (HRA)			
Original Capital Programme	28.860	5.787	34.647
Executive 06.10.09.			
Revised Capital Programme	34.103	8.362	42.465
Latest Monitoring			
As previously reported	34.103	8.362	42.465
Change this Period	(0.690)	0	(0.690)
	33.413	8.362	41.775
Contractually Uncommitted	(1.458)	0	(1.458)
Identified Savings	(0.168)	0	(0.168)
Revised Programme	31.787	8.362	40.149

Date: 01/12/2009

3.01.2 From the table it can be seen that the previously reported programme total of £42.465m has decreased to £40.149m; this net reduction of £2.316m arises by way of -

	£m
Net reduced General Fund schemes, as detailed in Section 3.02 (£0.091m increase in Corporate Services, £0.085m increase in Community Services, £0.986m reduction in Environment, and a £0.120m increase in Lifelong Learning)	(0.690)
Contractually uncommitted General Fund scheme adjustments, as detailed in Section 3.03	(1.458)
Identified General Fund savings, as detailed in Section 3.04	(0.168)
	(2.316)

3.01.3 Detailed cumulative information relating to each programme area is provided in Appendix A, and summarised below -

REVISED PROGRAMME	Original Budget	Rollover (from 2008/09)	Movements	Contractually Uncomm'd	Rollover (to 2010/11)	Savings	Revised Budget
	£m	£m	£m	£m	£m	£m	£m
Corporate Services	0.550	0.034	0.091	0	0	0	0.675
Clwyd Theatr Cymru	0.136	0.033	0	0	0	0	0.169
Community Services	4.733	1.512	0.085	(0.739)	0	0	5.591
Environment	15.299	3.009	(4.026)	(0.719)	0	0	13.563
Lifelong Learning	8.142	3.187	0.628	0	0	(0.168)	11.789
General Fund Total	28.860	7.775	(3.222)	(1.458)	0.000	(0.168)	31.787
Housing Revenue Account	5.787	2.575	0	0	0	0	8.362
Programme Total	34.647	10.350	(3.222)	(1.458)	0.000	(0.168)	40.149

3.01.4 The capital receipts position continues to be closely monitored in the light of the continuing economic downturn; as at the end of month 6, anticipated receipts have fallen by £0.514m from the budgeted level, which will be taken into account in ongoing budget management and in bringing together 2010/11 capital programme funding totals.

3.01.5 Work continues within directorates in 'stage profiling' all programme schemes i.e. assessing at what stage each scheme is at in terms of readiness for letting contracts and commencing works. This information together with the 'time profiling' of all anticipated funding resources, feeds related discussion at meetings of the Corporate Asset Management Group (CAMG), and assists the capital monitoring and reporting processes.

3.02 Movements During This Period

3.02.1 The Corporate Services programme increase (£0.091m) takes account of -

	£m
Information Technology - The installation of a new electronic time recording system at County Hall, funded from earmarked reserves (as agreed at Executive 17 th February 2009).	0.048
Policy, Performance & Partnership - Home Office funded grant to Flintshire Community Safety Partnership for the Crime Reduction & Anti-Social Behaviour National Resource.	0.043
	<u>0.091</u>

The Clwyd Theatr Cymru total remains unchanged during the period.

3.02.2 The Community Services programme increase (£0.085m) reflects -

	£m
Depots – The demolition of a dangerous building within the grounds of Canton Depot (and associated works) – unbudgeted expenditure, with funding to be provided from the 2009/10 General Funding total (as agreed at CAMG 11th November 2009).	0.085
	<u>0.085</u>

The programme also includes a net movement of £0.023m from Renovation Grants to Special Initiatives which includes the Care and Repair funding requirement.

3.02.3 Environment's net programme decrease (£0.986m) takes account of -

	£m
Administrative Buildings – Essential health and safety works to the concrete chimney at the Phase 2 entrance County Hall - unbudgeted expenditure, with funding to be provided from the 2009/10 General Funding total (as agreed at CAMG 11th November 2009).	0.070
Sustainable Waste – The acquisition of skips funded through prudential borrowing in place of leasing for which revenue cover exists; on this occasion operating leasing funding was inappropriate for the required purpose.	0.016
Engineering - Reduced programme pending the outcome of related WAG grant funding bids.	(3.000)
General Environmental Enhancement - Confirmed WAG grant entitlement at reduced level.	(0.231)
Highways – WAG Grant funded improvement works at Warren Bank Interchange.	2.000
Planning Grant Schemes – Tree planting works funded by way of Section 106 monies (Castle Cement)	0.011
Regeneration – Town Centres – Additional funding support for the Town Action Plan Initiative, with funding provided from General Funding ‘ headroom’ resources (as agreed at Executive 6 October 2009).	0.148
	<u>(0.986)</u>

3.02.4 The Lifelong Learning programme increase of £0.120m reflects -

	£m
Leisure Centres - The acquisition of ice rink equipment funded through prudential borrowing in place of leasing for which revenue cover exists; on this occasion operating leasing funding was inappropriate for the required purpose.	0.067
Education (General) - The acquisition of equipment also funded through prudential borrowing in place of leasing for which revenue cover exists	0.040
Early Years – Play area works at Ysgol Pen Coch, Flint funded by way of CERA*	0.013
	<u>0.120</u>

*CERA = Capital Expenditure funded from Revenue Account

The Lifelong Learning programme also reflects the movement of budget from Education General (£2.868m) to Primary Schools (£2.188m) and Secondary Schools (£0.680m), to provide funding for the now specifically programmed backlog repair works.

3.02.5 The Housing Revenue Account (HRA) programme remains unchanged at £8.362m. Right to Buy [RTB] sales now stand at 4 for the year-to-date, producing a usable capital receipts total of £75k (against a budgeted figure of £20k).

3.03 Contractually Uncommitted (Generally Financed) Budgets

3.03.1 Latest budget monitoring information indicates that a General Fund total of £1.458m funded by way of general (non-specific) financing resources (unhypothecated supported borrowing/general capital grant/capital receipts) will be available for alternative/future capital programme funding purposes, as detailed below -

RELEASED FUNDING	
	£m
Community Services	
Grants - Renovation Grants	0.739
Environment	
Administrative Buildings - Roof Renewal Phase 3, County Hall	0.126
General Environmental Enhancement - Empty Homes Scheme	0.318
Highways - Access Bridge to Mostyn Docks	0.275
Total Released Funding	1.458

3.04 Identified Savings

3.04.1 Savings totalling £0.168m have been identified within Lifelong Learning's programme during the quarter, being £0.158m in respect of roof renewal works at Croes Atti Primary School, Flint, and £0.010m in respect of artificial turf pitch renewal works at Buckley.

3.05 Financing

3.05.1 The capital programme is financed as summarised below.

FINANCING RESOURCES			
	General Financing	Specific Financing	
	Supported Borrowing / General Capital Grant / Capital Receipts	Grants & Contributions / CERA /Reserves/ Prudential Borrowing	Total Financing
	£m	£m	£m
Latest Monitoring			
General Fund	20.985	12.260	33.245
Housing Revenue Account	1.473	6.889	8.362
	22.458	19.149	41.607
Contractually Uncommitted			
General Fund	(1.458)	0	(1.458)
Housing Revenue Account	0	0	0.0
	(1.458)	0.000	(1.458)
Rephasing			
General Fund	0	0	0.000
Housing Revenue Account	0	0	0.000
	0.000	0.000	0.000
Total Financing Resources	21.000	19.149	40.149

3.05.2 That element of the General Fund total financed from general (non-specific) financing resources - unhypothecated supported borrowing, general capital grant and capital receipts (£20.985m) - relies on total general fund capital receipts of £4.175m. The capital receipts position continues to be closely monitored as part of the overall monitoring of the capital programme.

3.06 Capital Expenditure

3.06.1 Recorded capital expenditure across the whole programme stands at just £10.684m at month 6 (and £12.751m at month 7). The low year-to-date spends means that expenditure in excess of £27m is required during the remaining 5 months of the year, in order to achieve full budget spends i.e. 68.24% of the revised budget total of £40.149m.

EXPENDITURE	Revised Budget	Cumulative Expenditure Month 7	Spends (%)
	£m	£m	%
Corporate Services	0.675	0.110	16.30
Clwyd Theatr Cymru	0.169	0.055	32.54
Community Services	5.591	2.203	39.40
Environment	13.563	3.214	23.70
Lifelong Learning	11.789	4.861	41.23
General Fund Total	31.787	10.443	
Housing Revenue Account	8.362	2.308	27.60
ProgrammeTotal	40.149	12.751	31.76

4.00 RECOMMENDATIONS

4.01 The Executive is requested to note and approve the report.

5.00 FINANCIAL IMPLICATIONS

5.01 As set out in sections 2 and 3 of the report.

6.00 ANTI POVERTY IMPACT

6.01 None.

7.00 ENVIRONMENTAL IMPACT

7.01 Many of the schemes in the programme are designed to improve the environment, infrastructure and assets of the Authority.

8.00 EQUALITIES IMPACT

8.01 None.

9.00 PERSONNEL IMPLICATIONS

9.01 None.

10.00 CONSULTATION REQUIRED

10.01 None.

11.00 CONSULTATION UNDERTAKEN

11.01 None.

12.00 APPENDICES

12.01 Appendix A : Capital Programme - Movements

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985
BACKGROUND DOCUMENTS

Capital Programme Monitoring Papers 2009/10

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CAPITAL PROGRAMME - MOVEMENTS

	Original Budget	Rollover from 2008/09	Adjustments (Previous)	Adjustments (Current)	Revised Budget	Contractually Uncomm'd	Rollover to 2010/11	Revised Budget	Projected Outturn	Savings
	£m	£m	£m	£m	£m	£m	£m	£m	£m	£m
General Fund :										
Corporate Services										
Information Technology	0.350	0.034	0	0.048	0.432	0	0	0.432	0.432	0
Policy, Performance & Partnership	0	0	0	0.043	0.043	0	0	0.043	0.043	0
Corporate Finance	0.200	0	0	0	0.200	0	0	0.200	0.200	0
	0.550	0.034	0.000	0.091	0.675	0.000	0.000	0.675	0.675	0.000
Theatre										
Clwyd Theatr Cymru	0.136	0.033	0	0	0.169	0	0	0.169	0.169	0
	0.136	0.033	0.000	0.000	0.169	0.000	0.000	0.169	0.169	0.000
Community Services										
Childrens' Services	0.042	0	0	0	0.042	0	0	0.042	0.042	0
Services to Older People	0	0.048	0	0	0.048	0	0	0.048	0.048	0
General	0.050	0	0	0	0.050	0	0	0.050	0.050	0
Learning Disability	0	0.070	0	0	0.070	0	0	0.070	0.070	0
Mental Health	0	0.005	0	0	0.005	0	0	0.005	0.005	0
Physical & Sensory Disability	0.222	0.898	0	0	1.120	0	0	1.120	1.120	0
Depots	0.735	0	0	0.085	0.820	0	0	0.820	0.820	0
Grants (Housing General Fund)	3.134	0.484	0	(0.023)	3.595	(0.739)	0	2.856	2.856	0
Special Initiatives (Housing General Fund)	0.550	0.007	0	0.023	0.580	0	0	0.580	0.580	0
	4.733	1.512	0.000	0.085	6.330	(0.739)	0.000	5.591	5.591	0.000

Adjustments : Previous = cumulative as at previous quarter. Current = this quarter

CAPITAL PROGRAMME - MOVEMENTS

	Original Budget	Rollover from 2008/09	Adjustments (Previous)	Adjustments (Current)	Revised Budget	Contractually Uncomm'd	Rollover to 2010/11	Revised Budget	Projected Outturn	Savings
	£m	£m	£m	£m	£m	£m	£m	£m	£m	£m
Environment										
Administrative Buildings	0.705	0.513	0.090	0.070	1.378	(0.126)	0	1.252	1.252	0
Agricultural Estates	0.030	0.169	0	0	0.199	0	0	0.199	0.199	0
Cemeteries	0	0.919	0	0	0.919	0	0	0.919	0.919	0
Markets	0	0.008	0	0	0.008	0	0	0.008	0.008	0
Industrial Units	0	0.040	0	0	0.040	0	0	0.040	0.040	0
Public Conveniences	0	0.128	0	0	0.128	0	0	0.128	0.128	0
Sustainable Waste Management	0	0.217	0	0.016	0.233	0	0	0.233	0.233	0
Capitalised Maintenance	0	(0.012)	0	0	(0.012)	0	0	(0.012)	(0.012)	0
Engineering	3.275	0.228	0	(3.000)	0.503	0	0	0.503	0.503	0
General Environmental Enhancement	0.556	0.239	0	(0.231)	0.564	(0.318)	0	0.246	0.246	0
Highways	3.218	0.158	0.118	2.000	5.494	(0.275)	0	5.219	5.219	0
Planning Grant Schemes	0	0	0	0.011	0.011	0	0	0.011	0.011	0
Ranger Services	0	0.005	0	0	0.005	0	0	0.005	0.005	0
Regeneration	0.445	0.128	0	0.148	0.721	0	0	0.721	0.721	0
Transportation	7.070	0.269	(3.248)	0	4.091	0	0	4.091	4.091	0
	15.299	3.009	(3.040)	(0.986)	14.282	(0.719)	0.000	13.563	13.563	0.000

CAPITAL PROGRAMME - MOVEMENTS

	Original Budget	Rollover from 2008/09	Adjustments (Previous)	Adjustments (Current)	Revised Budget	Contractually Uncomm'd	Rollover to 2010/11	Revised Budget	Projected Outturn	Savings
	£m	£m	£m	£m	£m	£m	£m	£m	£m	£m
Lifelong Learning										
Leisure Centres	0	0.295	0	0.067	0.362	0	0	0.362	0.362	0
Swimming Pools	0	0.014	0	0	0.014	0	0	0.014	0.014	0
Learning Pathways 14-19 Network	0.113	0.041	0	0	0.154	0	0	0.154	0.154	0
Recreation Grounds	0	0.013	0.175	0	0.188	0	0	0.188	0.178	(0.010)
Play Areas	0	0.167	0.214	0	0.381	0	0	0.381	0.381	0
Libraries	0.036	0.310	0.316	0	0.662	0	0	0.662	0.662	0
Education - General	4.940	0.030	(1.641)	(2.828)	0.501	0	0	0.501	0.501	0
Primary Schools	0.100	1.344	1.000	2.188	4.632	0	0	4.632	4.474	(0.158)
Community Youth Clubs	0	0.025	0.100	0	0.125	0	0	0.125	0.125	0
Secondary Schools	0	0.481	0	0.680	1.161	0	0	1.161	1.161	0
Special Education	0	0.004	0.696	0	0.700	0	0	0.700	0.700	0
New Opportunities Funding	0	0.002	0	0	0.002	0	0	0.002	0.002	0
School Improvement	1.650	0.087	(0.352)	0	1.385	0	0	1.385	1.385	0
Minor Works, Furniture & Equipment	0.080	(0.005)	0	0	0.075	0	0	0.075	0.075	0
Early Years	0.174	0	0	0.013	0.187	0	0	0.187	0.187	0
Schools - Additional Funding	1.049	0.379	0	0	1.428	0	0	1.428	1.428	0
	8.142	3.187	0.508	0.120	11.957	0.000	0.000	11.957	11.789	(0.168)

CAPITAL PROGRAMME - MOVEMENTS

	Original Budget	Rollover from 2008/09	Adjustments (Previous)	Adjustments (Current)	Revised Budget	Contractually Uncomm'd	Rollover to 2010/11	Revised Budget	Projected Outturn	Savings
	£m	£m	£m	£m	£m	£m	£m	£m	£m	£m
Housing Revenue Account :										
Housing Revenue Account Programme	5.787	2.575	0	0	8.362	0	0	8.362	8.362	0
	5.787	2.575	0.000	0.000	8.362	0.000	0.000	8.362	8.362	0.000

Totals :

General Fund	28.860	7.775	(2.532)	(0.690)	33.413	(1.458)	0	31.955	31.787	(0.168)
Housing Revenue Account	5.787	2.575	0	0	8.362	0	0	8.362	8.362	0
Grand Total	34.647	10.350	(2.532)	(0.690)	41.775	(1.458)	0.000	40.317	40.149	(0.168)

FLINTSHIRE COUNTY COUNCIL

AGENDA ITEM NUMBER: 16

REPORT TO: EXECUTIVE
DATE : 08 DECEMBER 2009
REPORT BY: HEAD OF LEGAL AND DEMOCRATIC SERVICES
SUBJECT : EMPLOYMENT OF CHILDREN BYELAWS

1.00 PURPOSE OF REPORT

1.01 To recommend that the County Council approve the making of new byelaws in respect of the employment of children in Flintshire as attached to this report.

2.00 BACKGROUND

2.01 The control of employment of children under the statutory school leaving age is exercised through a combination of primary legislation and local byelaws.

2.02 The system aims to provide that children can work, but only to the extent that their health and educational development are not jeopardised.

2.03 The proposed byelaws seek to control the nature of employment of children, by prohibiting certain types of employment absolutely and prescribing the type of work children are entitled to carry out depending on their age.

3.00 CONSIDERATIONS

3.01 The attached byelaws are based on a model provided by the Department of Health and the Welsh Assembly Government have agreed to the proposed byelaws in the form attached to this report which as Members will see contain:

1. A list of permitted jobs for 13 year olds.
2. A list of prohibited jobs for all children under the statutory school leaving age.
3. Permission for children to work before school hours.
4. The procedure for obtaining an employment permit and notification requirements for employers of children.

3.02 Once the byelaws have been made, they will then have to be submitted to the Welsh Assembly Government for confirmation.

4.00 RECOMMENDATIONS

4.01 That the County Council is recommended to approve the making of the

Date: 01/12/2009

proposed byelaws in the form attached to this report, and that they then be submitted to the Welsh Assembly Government for confirmation.

5.00 FINANCIAL IMPLICATIONS

5.01 No provision has been made for any additional costs associated with the publication and subsequent administration of the byelaws. Those costs will be met within existing resources.

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 No further consultation required.

11.00 CONSULTATION UNDERTAKEN

11.01 Welsh Assembly Government have been consulted and the proposed byelaws approved.

12.00 APPENDICES

12.01 Proposed Employment of Children Byelaws.

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

None

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FLINTSHIRE COUNTY COUNCIL



EMPLOYMENT OF CHILDREN

BYELAWS

Flintshire County Council

BYELAWS

Made
Coming into force

Flintshire County Council, in exercise of the powers conferred on it by section 18(2) of the Children and Young Persons Act 1933¹, hereby makes the following Byelaws:

Citation and commencement

1. These Byelaws may be cited as the Flintshire County Council Byelaws on the Employment of Children [2007] and shall come into force on [200]

Interpretation and extent

2. In these Byelaws, unless the context otherwise requires:

“the authority” means Flintshire County Council;

“child” means a person who is not yet over compulsory school age as defined in section 8 of the Education Act 1996;

“employment” includes assistance in any trade or occupation which is carried on for profit, whether or not payment is received for that assistance;

“light work” means work which, on account of the inherent nature of the tasks which it involves and the particular conditions under which they are performed –

a) is not likely to be harmful to the safety, health or development of children: and

b) is not such as to be harmful to their attendance at school, their participation in work experience in accordance with section 560 of the Education Act 1996, or their capacity to benefit from the instruction received or, as the case may be, the experienced gained;

“parent” includes any person who has for the time being parental responsibility for a child within the meaning of section 3 of the Children Act 1989

“risk assessment” means an assessment carried out in accordance with the requirements of the Management of Health and Safety at Work

¹1933 c.12

Regulations 1999(S.I. 1999/2348) requiring employers specifically to assess risks to persons under the age of 18 years and to inform parents of children under the age of 16 years of the outcome of such assessments

“year”, except in expressions of age, means a period of twelve months beginning with 1st January.

Prohibited Employment

3. No child of any age may be employed –
- (a) in a cinema, theatre, discotheque, dance hall or night club, except in connection with a performance given entirely by children²;
 - (b) to sell or deliver alcohol, except in sealed containers;
 - (c) to deliver milk;
 - (d) to deliver fuel oils;
 - (e) in a commercial kitchen;
 - (f) to collect or sort refuse;
 - (g) in any work which is more than three metres above ground level or, in the case of internal work, more than three metres above floor level;
 - (h) in employment involving harmful exposure to physical, biological or chemical agents;
 - (i) to collect money or to sell or canvass door to door, except under the supervision of an adult;
 - (j) in work involving exposure to adult material or in situations which are for this reason otherwise unsuitable for children;
 - (k) in telephone sales;
 - (l) in any slaughterhouse or in that part of any butcher's shop or other premises connected with the killing of livestock, butchery, or the preparation of carcasses or meat for sale;

² This does not prevent children taking part in performances under the provisions of a licence granted in accordance with the Children and Young Persons Act 1963, and the associated Regulations.

- (m) as an attendant or assistant in a fairground or amusement arcade or in any other premises used for the purpose of public amusement by means of automatic machines, games of chance or skill or similar devices;
- (n) in the personal care of residents of any residential care home or nursing home unless under the supervision of a responsible adult.

Permitted employment of children aged 14 and over

4. A child aged 14 or over may be employed only in light work.

Permitted employment of children aged 13

5. A child aged 13 may not be employed except in light work in one or more of the following specified categories:
- (a) agricultural or horticultural work;
 - (b) delivery of newspapers, journals and other printed material, and collecting payment for same, subject to the provisions of byelaw 3(i);
 - (c) shop work, including shelf stacking;
 - (d) hairdressing salons;
 - (e) office work;
 - (f) car washing by hand in a private residential setting;
 - (g) in a café or restaurant;
 - (h) in riding stables; and
 - (i) domestic work in hotels and other establishments offering accommodation.

Employment before school

6. Subject to the other provisions of these byelaws, children may be employed for up to one hour before the commencement of school hours on any day on which they are required to attend school.

Additional condition[s]

7. No child may be employed in any work out of doors unless wearing suitable clothes and shoes.

Notification of Employment, employment permits and child identification photo card

8. Within one week of employing a child, the employer must send to the authority written notification stating:
 - (a) his own name and address;
 - (b) the name, address and date of birth of the child;
 - (c) the hours and days on which the child is to be employed, the occupation in which the child is to be employed, details of the task involved and, if different from (a) above, the place of employment;
 - (d) a statement of the child's fitness to work, and of approval for the child to be employed, completed by the child's parent;
 - (e) details of the school at which the child is a registered pupil;
 - (f) a statement to the effect that an appropriate risk assessment has been carried out by the employer: and
 - (g) two recent passport type photo of the child signed on the rear by both the child and the employer.
9. Where, on receipt of a notification and the passport type photos mentioned in 8 (g) above, the local authority is satisfied that:
 - (a) the proposed employment is lawful;
 - (b) the child's health, welfare or ability to take full advantage of his education would not be jeopardised; and
 - (c) the child is fit to undertake the work for which he is to be employed,

it will issue the employer with an employment permit, which the employer must keep securely at the place of employment and produce for inspection when required to do so by an authorised officer of the authority or a police officer, and it will issue to the child an identification photo card which will contain the child's name and photograph and date of issue.

10. Before issuing an employment permit a local authority may require a child to have a medical examination.

11. The employment permit will state:
 - (a) the name, address and date of birth of the child;
 - (b) the hours and days on which the child is to be employed, the occupation in which the child is to be employed, details of the task involved and the place of employment;
 - (c) that the child must not work for more than twelve hours in any week in which he is required to attend school.
12. A child may be employed only in accordance with the details shown on his employment permit.
13. A local authority may amend a child's employment permit from time to time on the application of an employer.
14. A local authority may amend a child's employment permit if it has reasonable grounds to believe
 - (a) that the child is being unlawfully employed, or
 - (b) that his health, welfare or ability to take advantage of his education are suffering or likely to suffer as a result of the employment.
15. A child must produce his identification photo card for inspection when required to do so by an authorised officer of the authority or a police officer.

Revocation

16. The Byelaws with respect to the employment of children [and street trading] made by Flintshire County Council on the _____ day of _____ and confirmed by the National Assembly for Wales on the day of _____ are hereby revoked.

THE COMMON SEAL of FLINTSHIRE COUNTY COUNCIL
 was affixed to these Byelaws on _____ 200_____
 in the presence of:

Signed
 These Byelaws are hereby confirmed by
 the National Assembly for Wales
 on _____ 200____ and
 shall come into operation on 200_____

Signed

FLINTSHIRE COUNTY COUNCIL

AGENDA ITEM NUMBER: 17

REPORT TO: **EXECUTIVE**
DATE : **08 DECEMBER 2009**
REPORT BY: **HEAD OF HUMAN RESOURCES AND ORGANISATIONAL
DEVELOPMENT**
SUBJECT : **MATRIX CONTRACT UPDATE (MANAGED AGENCY STAFF
SOLUTION)**

1.00 PURPOSE OF REPORT

1.01 This report provides an update on the contract for the provision of agency workers. The report shows quarter 2 of 2009/10 savings and provides an update on the development of procedures to maximise efficiencies and improve practice in relation to the use of agency workers.

2.00 BACKGROUND

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

3.00 CONSIDERATIONS

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

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

3.03 The Housing Revenue Account (HRA) savings will be transported back to the HRA, which equates to the sum of £10,700.37 for quarter 2 of 2009 /10.

3.04 A revised process has now been implemented for the extension of temporary agency staff beyond 6 months. This process requires managers to seek the approval of their Head of Service to extend an agency worker beyond six months and to gain approval from HR Managers to extend beyond 12 months, which will only occur in exceptional circumstances.

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- 3.05 Managers are having further opportunities to be trained on the Matrix system so that they can maximise the functionality of the system, enabling them to produce management information reports on numbers of agency workers being used and levels of expenditure. There is an expectation that managers will closely monitoring the use of agency workers within their service areas.
- 3.06 Further options to reduce the cost of agency workers are currently being explored by the three local authorities. The proposal under consideration would be to move suppliers from a percentage mark-up profit margin to a fixed pence profit margin. This would mean that suppliers would receive the same profit level irrespective of the pay rate of the agency worker. If this proposal was implemented, it would represent further potential savings for all three local authorities.

4.00 RECOMMENDATIONS

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

5.00 FINANCIAL IMPLICATIONS

- 5.01 The figures shown below have been generated by the Matrix system and have been reconciled with the general ledger accounts. The tables show the spend and savings on agency workers during quarter 2 of 2009 /10. The management fee for Matrix SCM and the agency margin has already been deducted from these figures.
- 5.02 Projected savings of £217,000 were approved for the financial year 2009 / 10. The net savings for quarter 2 are £100,053 which indicates that the Council is exceeding the projected savings for 2009 / 10.
- 5.03 From the savings of £100,053, there are two further figures that need to be deducted, i.e. Flintshire's share of the cost of the Contract Manager at £4,500 per quarter and the savings achieved for the Housing Revenue Account which must be passported back to that account. This will give a total net saving for quarter 2 of £84,852.63. The total net savings made for quarters 1 and 2 are £157,480.63.
- 5.04 The figures show that the use of agency workers has been quite static, with some minor fluctuations on a month by month basis. The average number of agency workers has increased from 279 to 282 when comparing quarter 1 and quarter 2 figures. However, the impact of the new extension process (as described in paragraph 3.04 of this report) will start to have a positive impact on reducing numbers of agency workers in quarter 3. At the time of writing this report, early indications are that the number of agency workers used

during the first month of quarter 3, i.e. October 2009, has reduced by more than 40 workers as a result of the implementation of the extension process. The impact of procedure over the full quarter will be reflected in the update report for quarter 3 of 2009 /10.

- 5.05 Further work will be undertaken to support the steady reduction in the use of agency workers. In addition, the trend in the average usage of agency workers will continue to be monitored over the coming months to understand if seasonal factors are affecting the trend.

Month	Spend £	Net Savings £	Net Savings %	Average number of agency workers
July	424,249	34,223	8.00	279
Aug	441,570	36,728	8.00	285
Sept	358,103	29,102	8.00	282
Sub-total	1,223,923	100,053	8	282

6.00 ANTI POVERTY IMPACT

- 6.01 None

7.00 ENVIRONMENTAL IMPACT

- 7.01 None

8.00 EQUALITIES IMPACT

- 8.01 None

9.00 PERSONNEL IMPLICATIONS

- 9.01 The Council has an objective to reduce the numbers of agency workers and the length of their placements by ensuring that the procurement of agency workers is properly managed and that agency workers are being used only in appropriate circumstances. The new process for the approval of extension of placements at 6 and 12 months will support the Council in meeting this objective.

10.00 CONSULTATION REQUIRED

- 10.01 None

11.00 CONSULTATION UNDERTAKEN

- 11.01 None

12.00 APPENDICES

- 12.01 No appendices

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 : **08 DECEMBER 2009**
REPORT BY: **DIRECTOR OF COMMUNITY SERVICES**
SUBJECT : **LEARNING DISABILITY SERVICE RE-DESIGN**

1.00 PURPOSE OF REPORT

1.01 To seek Executive approval to formalise the existing arrangements for commissioning and contract monitoring arrangements in Learning Disabilities Services.

2.00 BACKGROUND

2.01 Learning Disability Services currently commissions and contracts with a range of providers in both domiciliary and residential services at an annual cost of £5m. The services are evaluated and monitored using the recognised BILD (British Institute of Learning Disabilities) outcome based measuring tool and ensure service user involvement.

2.02 Interim arrangements have been in place over the past 12 months to ensure risks were being managed in relation to contracts, quality, and effective outcomes for service users for learning disability services. External commissioning of the contract monitoring function was considered. However the market was tested and it was felt to be cost prohibitive. Recent work undertaken confirms that this is the case.

2.03 No additional posts were required to undertake these interim arrangements. An existing Workforce Quality Assurance Manager post and a Senior Administrator post were utilised with additional honorarium payments to support these arrangements.

2.04 A review of the interim arrangements was undertaken in July 2009 and it was recommended that a monitoring service with a wider remit be established to support continuing review of the learning disability budget. Part of the remit would be to discuss the cost of care packages with the independent sector and where safe to do so in line with service user need, to reduce these.

2.05 To effectively deliver on the outcomes of the Learning Disability Service Plan and improve outcome focused service delivery with contracted and commissioned providers, therefore, a service redesign is required of the existing arrangements to support the service in shaping the market and the expectations of the providers in the market. This is currently being achieved on an interim basis under the arrangements set out in 2.04.

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- 2.06 During the period of the interim arrangements, the regional procurement and the North Wales Learning Disability Collaborative, informed by the Mobius report was underway. This was reported to the Executive on 16 September 2009. The redesigned Learning Disability Service in Flintshire County Council needs to reflect the interface required with this important new initiative. Specifically, capacity needs to be in place to work on collaboration and business relations with partners and providers.

3.00 CONSIDERATIONS

- 3.01 In moving from the interim existing arrangements to formal arrangements, the role of Commissioning and Contracts Officer will further develop the monitoring and reporting mechanisms currently being established to reflect outcomes and efficiencies within commissioned and contracted services. It is recommended that two posts are established to work in a range of environments with partners both internal and external and within a collaborative framework which will provide a key link with procurement.
- 3.02 The Commissioning and Contracts Officers will work alongside service users and their representatives on innovative ways to produce meaningful feedback and outcomes, which take account of cost and provide value for money for the Council, particularly focussing on high cost care packages.

4.00 RECOMMENDATIONS

- 4.01 To seek Executive approval to redesignate the existing Workforce Quality Assurance Manager post to Commissioning and Contracts Officer.
- 4.02 To seek Executive approval to appoint for a further Commissioning and Contracts officer post. This post to be ring fenced for recruitment purposes and advertised across the directorate.
- 4.03 To seek Executive approval for the reporting lines for these posts to be contained within the revised role for Supported Living Team Manager post.

5.00 FINANCIAL IMPLICATIONS

- 5.01 The assimilation of the Workforce Quality Assurance Manager into the Commissioning and Contracts post is cost neutral.
- 5.02 £39k has been identified from the existing Learning Disability service budget to fund the establishment of the second Commissioning and Contracts Officer post. These are :
- £20k has been identified from the Service Principles budget.
 - £19k been identified from Short Term Care management review.

- 5.03 The Learning Disability Service will not require any additional funding to deliver the post changes required to deliver the new approach to Commissioning and Contracts.

6.00 ANTI POVERTY IMPACT

- 6.01 Not applicable.

7.00 ENVIRONMENTAL IMPACT

- 7.01 Not applicable.

8.00 EQUALITIES IMPACT

- 8.01 The recruitment of the second Commissioning and Contracts Officer will be advertised internally across the Directorate.

9.00 PERSONNEL IMPLICATIONS

- 9.01 Deletion of the Workforce Quality Assurance Manager post.
- 9.02 Assimilation of the Workforce Quality Assurance Manager into the Commissioning and Contracts Officer role.
- 9.03 Creation of a new Commissioning and Contracts Officer post.
- 9.04 Confirm the changing role of the existing Team Manager to reflect management of domiciliary and residential services and collaboration and business relations.

10.00 CONSULTATION REQUIRED

- 10.01 Discussion will take place with HR and Trade Unions to formalise the arrangements.
- 10.02 Discussion will take place with the existing Workforce Quality Assurance Manager.
- 10.03 Discussion will take place with the Team Manager, Supporting Living regarding change of role.

11.00 CONSULTATION UNDERTAKEN

- 11.01 The interim arrangements have been in-situ since October 2008. These have been reviewed by the Service Manager and agreement has been reached that the service redesign is required to deliver on the requirements of the Learning Disability Business Plan as well as the Social Services for Adults Plan.

11.02 Discussion has taken place with Human Resources about how the structure can be achieved and a process has been agreed.

11.03 Discussion has taken place with Finance staff and a budget has been identified within the Learning Disability service with the scheme being cost neutral.

12.00 APPENDICES

12.01 None

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

1. Learning Disability Service Plan
2. Externally Commissioned Report
3. Report to Executive (16th September) – Regional Learning Disability Project
4. Person Specification – Commissioning & Business Officer
5. Job Description – Commissioning & Business Officer
6. Organisational Chart

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FLINTSHIRE COUNTY COUNCIL

AGENDA ITEM NUMBER: 19

REPORT TO: **EXECUTIVE**
DATE : **08 DECEMBER 2009**
REPORT BY: **DIRECTOR OF COMMUNITY SERVICES**
SUBJECT : **TRAINEESHIP PROGRAMME FOR CARE LEAVERS**

1.00 PURPOSE OF REPORT

- 1.01 To seek Executive support for the proposed traineeship programme for care leavers.

2.00 BACKGROUND

- 2.01 Work has been undertaken to identify the potential for a county scheme to assist young people leaving care to experience work placements in the Council. This proposal has been developed with support from Members, including the Executive Member, Social and Health Scrutiny Chair and Children's Services Forum. The proposal would also progress a key element of the County's Corporate Parenting.
- 2.02 A working group was established and work has been undertaken on progressing the proposal, jointly by Social Services for Children and Human Resources.
- 2.03 The Corporate Parenting Strategy and Action Plan states *"the corporate parenting commitment should be realised through quality of care and range of opportunities that lead to measurable improvements in the life chances of looked after children - enabling them to succeed in line with their peers."* It is recognised that the life experiences and life chances of many young people leaving care will have been affected adversely.
- 2.04 Evidence suggests there is an increased risk of social exclusion for young people leaving care. They are often more likely to have poor educational qualifications; be homeless; be young parents; have higher levels of unemployment; have higher levels of offending behaviour and experience increased mental health problems.
- 2.05 In April 2005, Flintshire County Council established the Children's Services Forum. Elected Members and senior officers work together with looked after young people themselves, to ensure that the interests of looked after children and care leavers come first. The Forum receives regular reports on issues which impact upon the whole 'child in need' population in Flintshire. Regular reports are submitted on fostering and residential care; education and health; leaving care services and cases of special interest. The Forum has followed the development of these proposals with interest and have requested a report as soon as possible on what can be achieved.

Date: 01/12/2009

3.00 CONSIDERATIONS

3.01 The Leaving Care Team in Flintshire currently works with 58 young people. There are currently 14 young people in Flintshire who are potential candidates for, and would benefit from a traineeship scheme. An initial discussion has taken place with these young people and 6 of them have expressed a definite interest in this scheme.

3.02 The aim is for Flintshire County Council to develop their own scheme based on the award winning format at Rhonda Cynon Taff who have developed a scheme directly aimed at children leaving care. The aim is to provide this group with skills for employment or further education via work placement opportunities within the Authority and via qualifications at college.

3.03 Work has been undertaken with Deeside College to look at the potential for them to support a traineeship scheme for care leavers. The college is prepared to deliver a bespoke programme for our cohort of care leavers as part of a "Skills Build" scheme. This is a funded scheme targeted at supporting young people into training, education and employment.

3.04 In partnership with Deeside College, the proposed Flintshire model is as follows:

Weeks 1-6	College Induction
Weeks 7-12	First work placement
Weeks 13-16	College review/ preparation for 2 nd work placement
Weeks 17-22	Second work placement
Weeks 22-26	Review of scheme Applications for jobs/college placements

3.05 The content of the college induction will include:

- Assertiveness
- Confidence Building
- Basic numeracy and literacy
- Team working
- Health and Safety at work
- Equalities
- Customer Services
- First Aid
- Manual Handling
- Communication
- Interpersonal skills
- CV Building

Interview Skills

- 3.06 The success of the scheme will depend in part on how successfully the young people and the work placement providers can be supported. Support for the trainees on the scheme will be provided by the Leaving Care Team, and support for the work placement provider (manager within the County Council) will be provided by Human Resources. The Leaving Care Team staff, the work placement provider and HR will need to work closely together to ensure that the needs of the young person are met, and the service benefits from their contribution.

It is acknowledged that the young people involved are likely to have difficulties based on their family history.

Personal details which may impact on the work placement will be shared on a strictly “need to know” basis and the Leaving Care Team and HR will be available to support the work placement provider where necessary.

- 3.07 There is no doubt that a traineeship scheme has many benefits for both Flintshire Local Authority and the trainees. Flintshire will develop sustainable employment and training delivered through the traineeship scheme. This is possibly one of the most effective ways of bringing about real positive change to the lives of young people in these harsh economic times, preparing them for long term employment. It will offer an insight into work ethic, facilitate the development of new skills, provide work experience and boost confidence while they gain essential and useful qualifications.

- 3.08 A move on strategy will be considered for each young person as there is no guaranteed job or college placement at the end of the traineeship. Courses will be made available of the following:

Writing a CV and covering letters

Where to look for published jobs

Preparing for an interview

Interview skills

This would take place towards the end of the traineeship.

- 3.09 Presentations are being made to Team Talk in November/ December to inform Senior Managers of the programme and seek offers of work placements. The programme would commence in January with the initial college induction, and the first work placement would commence in mid February. The hours “worked” on placements could be part time and will be negotiable based on individual needs and the placements offered. An important part of the programme will be to monitor motivation and commitment of the young people.

- 3.10 The Leaving Care Team is already responsible for administering the Leaving Care Support Allowance to care leavers, as part of a national targeted income support scheme, and this is set at £50.95 per week. It is proposed to increase this by £30.00 per week for each trainee who attends the scheme. This would

be a discretionary, motivational payment to encourage “hard to reach” young people to pursue the programme. It would be regarded as additional income support rather than payment for work.

- 3.11 These proposals are intended to provide a modest, manageable scheme which can be delivered for a small number of young people within a 26 week timeframe. The scheme will be monitored and evaluated to determine whether it can/should be expanded to provide a wider range of opportunities. These may be: involving other employers; providing longer work placements; providing access to more vocational training.

4.00 RECOMMENDATIONS

- 4.01 That Executive supports the traineeship scheme, and encourages Directorates to participate.

5.00 FINANCIAL IMPLICATIONS

- 5.01 Additional payments to care leavers over and above the existing Maintenance Allowance can be met from the corporate parenting budget which is within existing resources.

6.00 ANTI POVERTY IMPACT

- 6.01 None arising from this report

7.00 ENVIRONMENTAL IMPACT

- 7.01 None arising from this report

8.00 EQUALITIES IMPACT

- 8.01 None arising from this report

9.00 PERSONNEL IMPLICATIONS

- 9.01 The implementation of the scheme will rely on contributions from staff of HR and Directorates who provide work placements.

10.00 CONSULTATION REQUIRED

- 10.01 None

11.00 CONSULTATION UNDERTAKEN

- 11.01 Young people are being consulted via the Children's Services Forum.

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 : **08 DECEMBER 2009**
REPORT BY: **DIRECTOR OF ENVIRONMENT**
SUBJECT : **LICENSING OF ANIMAL BOARDING ESTABLISHMENTS**

1.00 PURPOSE OF REPORT

1.01 To request that the Executive approves Model Licence Conditions for the Home Boarding of Dogs and confirms the proposed licence fee.

2.00 BACKGROUND

2.01 The Animal Boarding Establishments Act 1963 states that no person shall keep a boarding establishment for animals except under the authority of a licence granted in accordance with the provisions of the Act.

2.02 Keeping a boarding establishment for animals relates to the carrying on at any premises (including a private dwelling) of a business of providing accommodation for other people's animals. Animal means any dog or cat.

2.03 The Act describes a series of physical welfare related matters that it intends to secure, eg. suitable size and construction of accommodation; adequate food, water and exercise; means to prevent spread of disease; action to be taken in the event of emergency, etc.

2.04 In 1996 Flintshire County Council adopted a set of Model Licence Conditions that were intended to provide clarity and consistency of approach in relation to the these welfare matters.

3.00 CONSIDERATIONS

3.01 The original Model Conditions which were published by the Chartered Institute of Environmental Health and the British Veterinary Association were designed for the larger scale commercial dog and cat boarding establishments and are still effective and relevant.

3.02 In recent years, and in line with the opportunities for advertising on the internet, there has been an increase in smaller scale 'dog sitting' and 'home boarding' services. This takes place in domestic property as opposed to the larger scale purpose designed commercial boarding premises. The existing Model Conditions do not readily reflect the domestic situation.

3.03 In response to this rising demand for a consistent application of the Act the Local Authorities Co-ordinators of Regulatory Services organisation (Lacors)

Date: 01/12/2009

have produced Model Licence Conditions for Home Boarding of Dogs. These have been slightly modified to reflect the situation in Flintshire and are shown in the Appendix 1.

- 3.04 It is the view of both the Department of Environment, Food and Rural Affairs (DEFRA) and the Feline Advisory Bureau that the home boarding of cats is not to be encouraged. Flintshire will therefore decline to licence this activity.
- 3.05 The Animal Boarding Establishments Act 1963 allows the local authority to determine a fee for the grant of a licence. It is proposed that this fee is £61.00 which will meet the Council's costs in terms of administration and a premises inspection.
- 3.06 It is unclear at present how many applications will be made per year but twelve is a realistic estimate.

4.00 RECOMMENDATIONS

That the Executive:

- 4.01 Approves the adoption of Licence Conditions for use in Flintshire based upon the Lacors Model Licence Conditions for the Home Boarding of Dogs as detailed in Appendix 1 and confirms the licence fee of £61.00
- 4.02 Delegates authority to the Director of Environment following consultation with the Executive Member for Leisure and Public Protection, to amend the fee in the future to take account of inflation and other relevant pressures.

5.00 FINANCIAL IMPLICATIONS

- 5.01 As indicated in the body of the report.

6.00 ANTI POVERTY IMPACT

- 6.01 Not applicable

7.00 ENVIRONMENTAL IMPACT

- 7.01 The licence conditions include restrictions on the numbers of dogs that can be kept at any one time and preclude the external construction of buildings, cages or runs. These controls will reduce environmental impact from noise and odour.

8.00 EQUALITIES IMPACT

- 8.01 Not applicable

9.00 PERSONNEL IMPLICATIONS

9.01 Not applicable

10.00 CONSULTATION REQUIRED

10.01 None

11.00 CONSULTATION UNDERTAKEN

11.01 None

12.00 APPENDICES

12.01 See above

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985
BACKGROUND DOCUMENTS

Animal Boarding Establishments Act 1963
LACORS Model Licensing Conditions for Home Boarding of Dogs

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Model Licence Conditions for Home Boarding (Dogs) Animal Boarding Establishments Act 1963

1. Introduction

- 1.1 Unless otherwise stated, these conditions shall apply to all buildings and areas to which dogs have access and / or which are used in association with the boarding of dogs.
- 1.2 Planning consent may be required for the home boarding of animals on the basis of change of use from domestic to commercial activity. Potential applicants are recommended to contact Flintshire's Planning Services Division before proceeding.
- 1.3 The Licensee must ensure that the establishment is covered by adequate and suitable public liability insurance and, where necessary, adequate and suitable employers liability insurance.
- 1.4 Dogs registered under the Dangerous Dogs Act 1991 must not be accepted for home boarding.
- 1.5 Dog hybrids registered under the Dangerous Wild Animal Act 1976 (eg. Wolf Hybrids) are not to be accepted for home boarding.
- 1.6 Entire males and bitches in season or bitches due to be in season during the boarding, must not be boarded together or boarded with resident dogs. Puppies under 6 months of age must not be boarded with other dogs including resident dogs.

2. Licence Display

- 2.1 A copy of the licence and its associated conditions must be suitably displayed to the public in a prominent position in, or about the premises or made available to each dog owner.

3. Numbers of Animals

- 3.1 The maximum number of dogs to be kept at any one time is (enter number).
- 3.2 Only dogs from the same household may be boarded at any one time. Dogs must not be boarded with any cat, unless they normally live together in the same household. Flintshire County Council does not otherwise licence premises for the boarding of cats on the advice of the Department of the Environment, Food and Rural Affairs (Defra).

- 3.3 Where there is a resident dog or cat kept at the household, written consent from the owners of the boarded dog must be gained following a trial familiarisation session.
- 3.4 The Licensee will be required to make an assessment of the risks of home boarding to include the risk to or caused by children who are likely to be at the property.

4. Construction

- 4.1 Dogs must live in the home as family pets. There must be no external construction of buildings, cages or runs.
- 4.2 The premises shall have its own entrance and must not have shared access eg. communal stairs.
- 4.3 There must be adequate space, light, heat and ventilation for the dogs.
- 4.4 As far as reasonably practicable all areas / rooms within the home to which boarded dogs have access, must have no physical or chemical hazards that may cause injury to the dogs.
- 4.5 There must be sufficient space available to be able to keep the dogs separately if required.
- 4.6 If a collection and delivery service is provided, a suitable vehicle with a dog guard or cage in the rear must be provided.

5. Management

5.1 Training

- 5.1.1 A written training policy for staff must be provided. Systematic training of staff must be demonstrated to have been carried out.

5.2 Cleanliness

- 5.2.1 All areas where the dogs have access to, including the kitchen etc. must be kept clean and free from accumulations of dirt and dust and must be kept in such a manner as to be conducive to maintenance of disease control and dog comfort.
- 5.2.2 All excreta and soiled material must be removed from all areas used by dogs at least daily and more often if necessary. Appropriate disposal facilities for animal waste must be provided.
- 5.2.3 All bedding areas must be kept clean and dry.
- 5.2.4 Facilities must be provided for the proper reception, storage and disposal of all waste. Particular care should be taken to segregate clinical waste arising from

the treatment and handling of dogs with infectious diseases. The final route for all such waste shall comply with current waste regulations.

- 5.2.5 Measures must be taken to minimise the risks from rodents, insects and other pests within the premises.

5.3 Food and Water Supplies

- 5.3.1 All dogs shall have an adequate supply of suitable food as directed by the client.
- 5.3.2 Fresh drinking water must be available at all times (unless advised otherwise by a veterinary surgeon) and the drinking vessel cleaned daily. The water must be changed at least twice a day.
- 5.3.3 Clients must be encouraged to provide each dog with its own bedding, bowls, grooming materials etc. These items must be cleaned regularly to prevent cross-infection. The Licensee however should also be able to provide extra bedding material.
- 5.3.4 Where necessary, eating and drinking vessels must be provided. They must be capable of being easily cleansed and disinfected to prevent cross-contamination. They must also be maintained in a clean condition. Feeding bowls must be cleaned or disposed of after each meal and each dog must be provided with its own bowl.

5.4 Kitchen Facilities

- 5.4.1 Airtight containers must be provided for the storage of dry foods. Uncooked food and the remains of opened tins must be stored in covered, non-metal, leak proof containers in a refrigerator.
- 5.4.2 All bulk supplies of food shall be kept in vermin proof containers.

5.5 Disease Control and Vaccination

- 5.5.1 Adequate precautions must be taken to prevent and control the spread of infectious and contagious disease and parasites amongst the dogs, staff and visitors.
- 5.5.2 Proof must be provided that boarded and resident dogs have current vaccinations against Canine Distemper, Infectious Canine Hepatitis (Canine adenovirus), Leptospirosis (*L. canicola* and *L. icterohaemorrhagicae*) and Canine Parvovirus and other relevant diseases. The course of vaccination must have been completed at least four weeks before the first date of boarding or in accordance with manufacturers instructions. A record that this proof has been supplied must be kept on-site throughout the period that the dog is boarded.
- 5.5.3 Advice from a veterinary surgeon must be sought in case of signs of disease, injury or illness. Where any dog is sick or injured, any instructions for its treatment, which have been given by a veterinary surgeon, must be strictly followed.

- 5.5.4 A well-stocked first-aid kit suitable for use on dogs must be available and accessible on site.
- 5.5.5 The Licensee must be registered with a veterinary practice that can provide 24 hour help and advice. The clients own veterinary practice must be known and consulted if necessary.
- 5.5.6 Precautions must be taken to prevent the spread of fleas, ticks, intestinal parasites and other parasites in both boarded and resident dogs. Proof must be maintained of all routine and emergency treatment for parasites.
- 5.5.7 The premises shall be regularly treated for fleas and parasites with a veterinary recommended product.
- 5.5.8 Veterinary advice must be sought in relation to cleaning substances so that they or their fumes cannot be harmful to an animal.

5.6 Isolation and Contagious Disease Outbreak

- 5.6.1 Dogs showing signs of any disease or illness shall be isolated from any other dogs until veterinary advice is obtained. There must be sufficient facilities within the licensed premises to ensure effective separation of any sick animal.
- 5.6.2 The Licensee must inform the Licensing Authority on the next working day if a dog develops an infectious disease.
- 5.6.3 Following an episode of infectious disease during any stay, the premises must undergo a reasonable quarantine period before new boarders are admitted. This period will be specified by the Licensing Authority as agreed with their authorised veterinary surgeon.
- 5.6.4 The Licensing Authority must be informed of any animal death on the premises. The Licensee must make arrangements for the body to be stored at a veterinary surgeons premises until the owners return.

5.7 Register

- 5.7.1 A register must be kept of all dogs boarded. The information kept must include the following:
- Date of arrival
 - Name of dog, any identification system such as microchip number, tattoo
 - Description, breed, age and gender of dog
 - Name, address and telephone number of owner or keeper
 - Name, address and telephone number of contact person whilst boarded
 - Name, address and telephone number of dog's veterinary surgeon
 - Anticipated and actual date of departure
 - Proof of current vaccinations, medical history and requirements
 - Health, welfare nutrition and exercise requirements.

- 5.7.2 Such a register is to be available for inspection at all times by an officer of Licensing Authority or veterinary surgeon.
- 5.7.3 The register must be kept readily available for a minimum of 2 years and kept in such a manner as to allow an authorised officer easy access to such information.
- 5.7.4 If medication is to be administered, this must be recorded.
- 5.7.5 Where records are computerised, a back-up copy must be kept. The register must also be available to key members of staff of the establishment at all times.

5.8 Supervision

- 5.8.1 A fit and proper person with relevant experience must always be present to exercise supervision and deal with emergencies whenever dogs are boarded at the premises. This person must not have any convictions or formal cautions for any animal welfare related offence.
- 5.8.2 Dogs must be visited at regular intervals, as necessary for their health, safety and welfare, and must not be left unattended for longer than 3 hours at a time and then not on a regular basis.
- 5.8.3 No home where there are children under 5 years of age will be licensed.
- 5.8.4 Only people over 16 years of age are allowed to walk the dogs in public places.

5.9 Exercise

- 5.9.1 Dogs must be exercised in accordance with their owner's wishes. If dogs are taken off the premises, they must be kept on leads unless with the owners written permission.
- 5.9.2 There must be direct access to a suitable outside area. The area / garden must only be for use by the homeowner (not shared with other residents). The area must be kept clean.
- 5.9.3 The exercise / garden area of the premises and any other area to which the boarded dogs may have access, must be totally secure and safe. Fencing must be adequate to offer security to prevent escape and be safe, with no dangerous sharp objects or protrusions. Gates must be able to be locked.
- 5.9.4 If there is a pond, it must be covered to avoid drowning.
- 5.9.5 Dogs must wear a collar and identity tag during their time in boarding. The tag must display the name, address and telephone number of the boarding premises.
- 5.9.6 The Licensing Authority must be informed on the next working day if a dog is lost.

5.10 Fire / Emergency Precautions

- 5.10.1 Appropriate steps must be taken for the protection of the dogs in case of fire or other emergencies.
- 5.10.2 The occupier of the property must be aware of the location of the dogs in the property at all times.
- 5.10.3 Careful consideration needs to be given to the sleeping area for dogs to ensure that they can be easily evacuated in the event of a fire, without putting the occupants of the property at risk.
- 5.10.4 A fire warning procedure and emergency evacuation plan – including details of where dogs are to be evacuated to in the event of a fire or other emergency – must be drawn up, brought to the attention of those involved in the home boarding arrangements and / or displayed in a prominent place on the premises. The Licensee must have suitable arrangements for the temporary boarding of dogs in the event that the licensed premises is rendered uninhabitable.
- 5.10.5 Fire detection equipment must be provided in accordance with general advice given by North Wales Fire and Rescue Service. The home must have at least 2 working smoke detectors located at the top and bottom of the staircase, or appropriate location.
- 5.10.6 All doors to rooms must be kept shut at night.
- 5.10.7 All electrical installations and appliances must be maintained in a safe condition. No dog must be left in a room with loose or trailing cables or wires.
- 5.10.8 All heating appliances must be free of risk as far as is reasonably practicable. There must be no use of freestanding gas or oil appliances.
- 5.10.9 A relative, friend or neighbour within 5 minutes travelling time must have a spare set of keys and access to the premises in case of an emergency. These details must be made available to the Licensing Authority.

FLINTSHIRE COUNTY COUNCIL

AGENDA ITEM NUMBER: 21

REPORT TO: **EXECUTIVE**
DATE : **08 DECEMBER 2009**
REPORT BY: **DIRECTOR OF LIFELONG LEARNING**
SUBJECT : **OUTCOME OF THE CONSULTATIONS RELATING TO THE
PROPOSAL TO AMALGAMATE DEE ROAD INFANTS AND
CUSTOM HOUSE LANE JUNIORS SCHOOLS**

1.00 PURPOSE OF REPORT

- 1.01 To report on the outcome of the consultation meetings and subsequent responses to the consultations relating to the above proposal, and to seek approval to publish the statutory notices.

2.00 BACKGROUND

- 2.01 The Governing Bodies of the two existing schools requested that the schools be considered by the Authority for amalgamation, and also proposed the replacement of the existing buildings with a new, all through Primary school building.
- 2.02 The Executive, at their meeting of the 16th September 2009, approved a recommendation that officers consult on the proposed amalgamation, and report back on the responses.
- 2.03 A series of five presentation meetings were arranged to discuss the issues with stakeholders, and the outcomes are detailed in this report.
- 2.04 This report seeks the approval of members to move forward to the statutory stage for publication of the proposal, and the establishment of the two month period for written objections.
- 2.05 If no objections are received in this period, the proposal can then be determined locally by Flintshire Councillors. However, if an objection is raised, the proposal will be called in and considered by the Minister for Children, Education, Lifelong Learning and Skills at the Welsh Assembly.

3.00 CONSIDERATIONS

- 3.01 The presentation meetings were conducted at the schools, and the relevant groups of Parents, Staff and Governors were invited. Members of the local community were also present at two meetings.

The presentations generally met with the approval of stakeholders, although there were issues raised, including the following:

Date: 01/12/2009

Staffing matters , particularly the legal requirement to advertise nationally the post of Headteacher for the new school, and that of any Deputies if included in the staffing structure. The regulations relating to this requirement are currently under national consideration.

There were also issues relating to the future employment of part-time staff. They would have the same degree of protection in a new school as they enjoy at the present

Governance issues, particularly in relation to the continuation of the existing Governing Bodies until such time as the existing schools were discontinued.

Questions were also asked in relation to the setting up of the Temporary Governing Body, which would have the responsibility in preparing for the new school, drafting the job description, advertisement and appointing the new Head Teacher, and subsequently appointing other senior staff to the new school.

Parent issues, particularly relating to the location of the proposed new building, transition and what would happen to the existing school buildings.

Reassurance was given in relation to access, quality of provision, the transfer of existing staff to the new school and the arrangements to ensure the education of the children in the existing schools was not disrupted by the building work.

In meetings held principally for the Parents, some local residents raised objections not to the proposal to amalgamate as a primary school, but instead to the proposal to build the new school on the existing school field.

The impact of a new school would undoubtedly affect the aspect of those residing in properties adjacent to the field. Some local residents made it clear that they would lodge objections to the proposals under a planning application.

It was made clear at the meetings that whilst the object of the current consultations was to discuss the principle of amalgamations, comments made in relation to the site implications would be reported, and in addition, if the proposal came to the point of seeking planning approval, all residents would be contacted by the planning authority and given the opportunity to lodge objections on planning grounds.

The two month statutory period for formal objections in relation to the proposal would also be available to anyone who wished to lodge an objection to the proposed school amalgamation.

It was agreed at the meetings that an additional opportunity for members of the community to view and discuss the school plans would be provided at the time of a planning application.

- 3.02 There were four written responses to the outline consultation on amalgamation of the two schools. The two governing bodies to expressed their support for the amalgamation proposal. Two other correspondents wrote to express concern at the possible construction of the new building on the school playing field.

4.00 RECOMMENDATIONS

4.01

- i) That members consider the issues raised in the consultation process
- ii) That members approve the progression of the proposal to the statutory stage, which would lead to the publication of the proposal, and establish the two month period for written objections.

5.00 FINANCIAL IMPLICATIONS

- 5.01 The cost of the publication in a local newspaper

6.00 ANTI POVERTY IMPACT

- 6.01 N/A

7.00 ENVIRONMENTAL IMPACT

- 7.01 N/A

8.00 EQUALITIES IMPACT

- 8.01 There will be no negative environmental impact arising from amalgamation of two schools on the same site. A new building would bring environmental benefits through compliance with Bream approaches and standards.

9.00 PERSONNEL IMPLICATIONS

- 9.01 Staffing protocols with trade unions are in place to manage school organisational change transition.

10.00 CONSULTATION REQUIRED

- 10.01 Further responses can be made in relation to the school reorganisation issues following the issue of statutory proposals. Representatives related to site planning can be addressed through statutory planning processes.

11.00 CONSULTATION UNDERTAKEN

11.01 Consultations relating to the proposals as detailed above in the main report.

12.00 APPENDICES

12.01 Draft notice for publication.

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

None

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**STATUTORY NOTICE TO DISCONTINUE DEE ROAD INFANTS SCHOOL
AND CUSTOM HOUSE LANE JUNIOR SCHOOL AND TO ESTABLISH A
NEW COMMUNITY PRIMARY SCHOOL**

FLINTSHIRE COUNTY COUNCIL

NOTICE IS HEREBY GIVEN in accordance with Sections 28(1)(a) and 29(1)(a) of the Schools Standards and Framework Act 1998 and the Education (School Organisation Proposals) (Wales) Regulations 1999 (SI1999/1671) as amended, that Flintshire County Council of County Hall, Mold, having consulted such persons as appeared to them to be appropriate, propose to:-

- Discontinue Dee Road Infants School
- Discontinue Custom House Lane Junior School
- Establish a newly built 360 + 30 Nursery place community school for boys and girls aged 3 – 11 years at the adjoining school field site of the above former two schools, being Mold Road, Connah's Quay, Deeside, Flintshire, CH5 4QL

It is proposed to implement the proposals to discontinue the above two schools on the 31st August 2012 and to implement the proposal to establish the new school on the 1st September 2012.

It is proposed that all pupils registered at Dee Road Infants School and Custom House Lane Junior School as at 31st August 2012 may attend the new school due to be established on the 1st September 2012.

The proposed new school will be a Community Primary School. Admission arrangements will be dealt with in line with the LEA's Admission Policy. No provision will be made for either selection by aptitude or pupil banding.

Transport of pupils shall be dealt with by reference to the LEA's Home to School Transport Policy.

The number of pupils to be admitted to the new school at age four years in the first school year of which the proposals have been implemented is 51. Flintshire County Council as the LEA will be the admission authority.

Within a period of two months after the date of publication of these proposals, that is to say by 18th February 2010 any person may object to the proposals. Objections should be sent to the Director of Lifelong Learning, Flintshire County Council, County Hall, Mold, Flintshire, CH7 6ND.

The Authority will send copies of any such objections made (and not withdrawn in writing) within the objection period, together with their observations thereon, to the Welsh Assembly Government within the period of one month after the end of the objection period.

The proposals will (unless withdrawn) require the approval of the Welsh Assembly Government if :-

- (a) Within two months after a copy of them is sent to the Assembly it gives notice that they require such approval; or

- (b) Objections have been made within the objection period and have not been withdrawn during that period.

Where proposals do not require such approval, Flintshire County Council acting as LEA will decide whether to implement them within 4 months of the copy of the published proposals having been sent to the Welsh Assembly Government.

Signed

Director of Lifelong Learning

Dated 18th December 2009

EXPLANATORY NOTE

This is not part of the notice but is intended to explain its general purpose.

Flintshire County Council acting as the Local Education Authority intends to amalgamate Dee Road Infants School and Custom House Lane Junior School, making a new all through community primary school with a single headteacher and a single governing body. In order to do so the LEA must publish proposals to discontinue both existing schools and establish a new school.

It is intended that the newly built school will be established on the school field site of the present Custom House Lane Junior School. The existing schools will continue until 31st. August 2012

Pupils already registered at Dee Road Infants and Custom House Lane Junior Schools as at 31st August 2012 will automatically be offered a place at the new school.

Further information about the proposals may be obtained from the Director of Lifelong Learning, Flintshire County Council, County Hall, Mold, Flintshire, CH7 6ND (Tel No. 01352 704010)

7. For schools providing secondary education and agreement must include:
 - a. The exercise by the County Council and governing body of functions that will promote high standards and secure effective transition from key stage 2 to 3 and key stage 3 to 4.
 - b. County Council target setting in relation to Children and Young People's Plans and governing body target setting in relation to absence.
8. For schools providing primary education and agreement must include:
 - The exercise by the County Council and governing body of functions that will promote high standards and secure effective transition from key stage 2 to 3.
 - County Council target setting in relation to Children and Young People's Plans and governing body target setting in relation to pupil performance and absence.

2.04 County Councils and governing bodies can decide voluntarily to include non-statutory functions and what those functions are. The following list is not exhaustive:

1. Targets for exclusions,
2. Data and information about out how the County Council develops and maintains effective information systems with schools and how schools maintain, update and use data,
3. The circumstances where the school will seek County Council advice on complaints and disciplinary matters,
4. How schools and County Councils will manage transition for pupils from Key Stage 4 to Post 16 provision,
5. How schools and County Councils will manage transition from nursery school to primary school,
6. Policy for additional learning needs provision and
7. Communication and consultation arrangements with a view to minimising bureaucratic burdens on schools (and to assess the impact of proposals on schools).

2.05 The partnership between Flintshire County Council and its schools is based on the following principles:

- The County Council and its schools have raising standards of achievement as a key aim.
- Schools are self managing.
- County Council intervention is determined by need.
- When the County Council and schools work in partnership they will have the most powerful impact on raising standards of achievement.
- Failure to raise standards of achievement.
- Schools and the County Council should always aim to deliver value for money.
- Unnecessary bureaucracy should be avoided.

3.00 CONSIDERATIONS

3.01 In considering the legal and policy aspects of the Welsh Assembly Government's guidance the draft documents of the partnership agreements within Appendices 1 and 2 include statements in the following areas: -

- (i) Information management.
- (ii) Agreeing targets.
- (iii) Monitoring, challenge, support and intervention.
- (iv) Policy for additional learning needs provision.
- (v) Governing Bodies.
- (vi) Health and Safety Matters.
- (vii) Control of school premises and community use of premises.
- (viii) The responsibilities of schools and the County Council for maintenance and repairs.
- (ix) Defrayment of school expenses of maintaining schools (County Council duties).
- (x) The role of the school and the County Council to develop effective transition of pupils between key stages.
- (xi) County Council target setting in relation to Children and Young People's plans and governing body target setting in relation to pupil performance and absence.
- (xii) Complaints and disciplinary matters.

3.02 The partnership agreement is intended to last for three years. Regulations require that it should be reviewed within three years of it being set-up and at intervals of no more than three years after that. The Welsh Assembly recommends that the review should begin six months before the expiry date.

3.03 Under Schedule 2 of the regulations, a review of the agreement can be triggered automatically if:

1. A school goes into special measures or significant improvements are required following inspection,
2. The County Council uses its powers to appoint additional governors,
3. The Welsh Ministers direct closure of a school,
4. The Welsh Ministers confirm proposals to restructure the provision of sixth form education,
5. Statutory proposals are made and come into effect leading to:
 - a. amalgamation of infant and junior schools,
 - b. changes to SEN provision,
 - c. introduction of permitted pupil selection arrangements (pupil banding),
 - d. alteration from single sex to co-education or vice versa,
 - e. change of language medium of the school,
 - f. introduction of boarding provision and

- g. where an Authority makes, or Minister approves school re-organisation which could mean the establishment, alteration or discontinuance of schools or
- h. the County Council uses its power to suspend the governing body's right to a delegated budget.

3.04 The final draft partnership agreement, in appendices 1 and 2, contain additional information on three matters as recommended by the Lifelong Learning Overview and Scrutiny Committee. The three areas are: -

- Parental access to information;
- Diocesan schools; and
- Pupils missing from education.

3.05 Upon approval, by Members, of the final draft partnership agreement the Lifelong Learning Directorate will consult with the Governing Body of each individual school for the purpose of securing an endorsement.

3.06 Production of a specific draft agreement for special schools has been delayed until next term. This is to allow the Chairs and Headteachers of the new special schools to be consulted about its content on the same basis as for all other schools. The special school agreements will be broadly identical to the phase mainstream schools but will differ in the sections dealing with agreeing targets and children with additional needs.

4.00 RECOMMENDATIONS

4.01 Members are requested to: -

- a) Approve the draft partnership agreements outlined in Appendices 1 and 2.
- b) Authorise the Lifelong Learning Directorate to carry out consultations with the Governing Bodies of all schools within Flintshire to complete individual school agreements.

5.00 FINANCIAL IMPLICATIONS

5.01 There are no financial implications arising directly from this report.

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 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 arising directly from this report.

11.00 CONSULTATION UNDERTAKEN

11.01 Consultation has been undertaken with:

- (i) Chairs of Governors Forum
- (ii) School Governing Body Conference
- (iii) Primary Schools Headteachers' Federation
- (iv) Secondary Schools Headteachers' Federation
- (v) Education Management Group
- (vi) Lifelong Learning Overview and Scrutiny Committee

12.00 APPENDICES

12.01 A copy of the Partnership Agreements are available in the Members' library.

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985
BACKGROUND DOCUMENTS

The Maintained Schools (Partnership Agreements) (Wales) Regulations
2007 No.3066 (W.263)

Contact Officer: Ian Budd
Telephone: 01352 704010
E-Mail: ian_budd@flintshire.gov.uk

FOR INFORMATION

FLINTSHIRE COUNTY COUNCIL

REPORT TO: EXECUTIVE
DATE: 8th DECEMBER, 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

Environment

Transfer of 5 Dale Road, Higher Shotton to Flintshire County Council.

Acquisition of lease of premises at Church Street, Flint for use by Communities First, Flint.

Community Services

Approval for a temporary part time Clerical Assistant to work within the Reablement and Telecare Service. This post will take forward redesign of Older Peoples services and is funded via the Intermediate Care CHC grant

Approval for the appointment of four additional staff needed to prepare and deliver training to approx. 500 staff from December to March 2010 for the Paris system to deliver the new Social Services Business System. This will be funded from the Performance Management Development Fund which is a WAG specific grant.

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

EXECUTIVE FORWARD WORK PROGRAMME **MONTHS 11/09 to 04/10**

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

- Strategic Partnerships: Mid Year Review
(Deferred until January. Work is being undertaken by the LSB on partnership governance review work including forming a new strategic housing partnership and improving the LSCB. Two of the strategic partnerships (HSCWB & CYPP) have been reviewing their priorities/progress)

ICT and Customer Services Update

- Organisational Redesign Programme – Corporate Services Business Development and Administration Review
(Deferred until January. Issues are currently under consideration and a position statement will be more appropriate in January)

Human Resources and Organisational Development Update

- HR Policies Implementation Plan Update
(Deferred until January owing to changing priorities in the service)

Finance Update

- Procurement Strategy Update
(Deferred. An interim Head of Strategic Procurement is due to commence on 30 November. A Procurement Board will be set up as soon as possible after that and an update will be reported to Executive)

Community Services Update

- Review of Children's Safeguarding
(This report will be available for Executive after discussion by Overview and Scrutiny and an Action Plan is available)

Environment Update

- Local Delivery Plan – Programme for Delivery
(Deferred until January. The UDP modifications consultation finished on 6 November (3-4 weeks later than envisaged). Consideration will now be given to a realistic LDP Programme. Once the remaining UDP issues are known, discussions can take place with WAG and a possible Member workshop will be arranged on how to proceed)
- Corporate Asset Management Plan
(Deferred until January as the final drafting of the document is still being undertaken)

- Traffic Calming
(Deferred until January. The options for assessment criteria are still being investigated)
- Highways Asset Management Plan
(Deferred until February. The document is being finalised with the consultants)
- Car Parking Management Study
(Deferred until January. Awaiting survey results to inform the report)

FORWARD WORK PROGRAMME ITEMS – NOVEMBER 2009 – APRIL 2010

MEETING DATE	DIRECTORATE / DIVISION	TOPIC	REPORT TYPE (Strategic / Operational)	PORTFOLIO
17 November 2009	Chief Executive	<ul style="list-style-type: none"> ○ Community Strategy and Local Service Board: Mid Year Review ○ Gypsies and Travellers Unauthorised Encampment Protocol - Final ○ Improvement Targets Review ○ Business Continuity ○ Clwyd Theatre Cymru Annual Report 	<ul style="list-style-type: none"> Strategic Operational Operational Operational Operational 	<ul style="list-style-type: none"> Corporate Management & Strategy Corporate Management & Strategy Corporate Management & Strategy Corporate Management & Strategy Leisure, Public Protection and Clean Team Activity
	HR and Organisational Development	<ul style="list-style-type: none"> ○ People Strategy ○ Workforce Information Quarterly Report 	<ul style="list-style-type: none"> Strategic Operational 	<ul style="list-style-type: none"> Corporate Management & Strategy Corporate Management & Strategy
	Finance	<ul style="list-style-type: none"> ○ Council Tax Base for 2010/11 ○ Local Taxation Policies 2010/11 	<ul style="list-style-type: none"> Operational Operational 	<ul style="list-style-type: none"> Finance & Asset Management Finance & Asset Management

	Community Services	<ul style="list-style-type: none"> ○ Respite Care for Children with Disabilities 	Strategic	Social Services
	Environment	<ul style="list-style-type: none"> ○ Making the Connections – Specialist Planning Services ○ Food Waste Project Update Report ○ Highways Asset Management Plan ○ Municipal Waste Strategy ○ Carbon Reduction Strategy ○ E-Coli Action and Audit Checklist ○ ERDF Bid Shotton/Travel Plan ○ Environmental Conditions at Hawarden 2 Cemetery 	<p>Strategic</p> <p>Strategic</p> <p>Strategic</p> <p>Strategic</p> <p>Strategic</p> <p>Operational</p> <p>Operational</p>	<p>Housing Strategy & Planning</p> <p>Waste Management, Strategy & Function</p> <p>Environment, Regeneration & Tourism</p> <p>Waste Management, Strategy & Function</p> <p>Finance & Asset Management</p> <p>Leisure, Public Protection and Team Clean Activity</p> <p>Environment, Regeneration & Tourism</p> <p>Leisure, Public Protection & Team Clean Activity</p>
	Lifelong Learning	<ul style="list-style-type: none"> ○ Welsh Public Library Standards 2009-2012 ○ Deeside Leisure Centre Progress Report 	<p>Operational</p> <p>Operational</p>	<p>Education & Youth Services</p> <p>Leisure, Public Protection and Team Clean Activity</p>

8 December 2009	Chief Executive	<ul style="list-style-type: none"> ○ Welsh Language Scheme 2009 – 2012 ○ Organisational Redesign Phase 2 Review ○ Improvement Agreement: Mid Year Review ○ Strategic Partnerships: Mid Year Review ○ Q2 Performance Reports ○ Regulatory Plan Update ○ Voluntary Sector Grant Management Mid Year Review ○ Census 2011 	Strategic	Corporate Management & Strategy
	ICT and Customer Services	<ul style="list-style-type: none"> ○ Organisational Redesign Programme – Corporate Services Business Development and Administration Review 	Operational	Corporate Management & Strategy
	HR and Organisational Development	<ul style="list-style-type: none"> ○ HR Policies Implementation Plan Update 	Operational	Corporate Management & Strategy
	Finance	<ul style="list-style-type: none"> ○ General Fund/Housing Revenue Account Revenue Budget Monitoring 09/10 (Month 6) 	Operational	Finance & Asset Management

		<ul style="list-style-type: none"> ○ Capital Programme 2009/10 (Month 6) ○ Procurement Strategy Update 	Operational	Finance & Asset Management
			Operational	Finance & Asset Management
	Community Services	<ul style="list-style-type: none"> ○ Review of Children's Safeguarding 	Operational	Social Services
	Environment	<ul style="list-style-type: none"> ○ Local Development Plan – Programme for Delivery ○ Progress Update - NWRWTP ○ Corporate Asset Management Plan ○ Traffic Calming ○ Highways Asset Management Plan ○ Car Park Management Study 	Strategic	Housing Strategy and Planning
			Strategic	Waste Management, Strategy & Function
			Strategic	Finance & Asset Management
			Strategic	Environment, Regeneration & Tourism
			Strategic	Environment, Regeneration & Tourism
			Strategic	Environment, Regeneration & Tourism
	Lifelong Learning	<ul style="list-style-type: none"> ○ A Strategy for Flintshire Libraries 	Strategic	Education & Youth Services
22 December 2009	Finance	<ul style="list-style-type: none"> ○ Final Settlement and Draft Budget Proposals (Excluding HRA) 2010/11 	Operational	Finance & Asset Management

5 January 2010	Chief Executive	<ul style="list-style-type: none"> ○ Disability Equality Scheme ○ Annual Letter 2009/10 	Strategic	Corporate Management & Strategy
			Strategic	Corporate Management & Strategy
	HR and Organisational Development	<ul style="list-style-type: none"> ○ HRMIS Update 	Operational	Corporate Management & Strategy
	Finance	<ul style="list-style-type: none"> ○ General Fund/Housing Revenue Account Revenue Budget Monitoring 09/10 (Month 7) 	Operational	Finance & Asset Management
	Environment	<ul style="list-style-type: none"> ○ Response to Representations on the Proposed Modifications to the UDP ○ ERDF Shotton Station 	Strategic	Housing Strategy and Planning
			Operational	Environment, Regeneration & Tourism
	Lifelong Learning	<ul style="list-style-type: none"> ○ School Admission Arrangements 2011 ○ School Modernisation 	Strategic	Education & Youth Services
			Strategic	Education & Youth Services
26 January 2010	Chief Executive	<ul style="list-style-type: none"> ○ Single Equality Scheme Proposals ○ Local Government Measure: Consultation Response 	Strategic	Corporate Management & Strategy
			Strategic	Corporate Management & Strategy
	ICT and Customer Services	<ul style="list-style-type: none"> ○ ICT Strategy Progress Report 	Strategic	Corporate Management & Strategy

	Finance	<ul style="list-style-type: none"> ○ Budget Proposals 2010/11 (HRA) 	Operational	Finance & Asset Management
	Community Services	<ul style="list-style-type: none"> ○ Phase 3 Housing Restructure 	Operational	Social Services
	Environment	<ul style="list-style-type: none"> ○ Regional Transport Plan – Outcome 2010-11 ○ Update Report – Progress in Relation to Food Waste ○ Progress Update - NWRWTP 	Strategic Strategic Strategic	Environment, Regeneration and Tourism Waste Management, Strategy and Function Waste Management, Strategy and Function
16 February 2010	Chief Executive	<ul style="list-style-type: none"> ○ Regulatory Plan 2010/11 ○ Governance Plan 	Operational Operational	Corporate Management & Strategy Corporate Management & Strategy
	ICT and Customer Services	<ul style="list-style-type: none"> ○ Organisational Redesign Programme – Customer Services Review 	Operational	Corporate Management & Strategy
	HR and Organisational Development	<ul style="list-style-type: none"> ○ Workforce Information Quarterly Report 	Operational	Corporate Management & Strategy
	Finance	<ul style="list-style-type: none"> ○ General Fund/Housing Revenue Account Revenue Budget Monitoring 09/10 (Month 8) ○ Final Budget Proposals 2010/11 	Operational Operational	Finance & Asset Management Finance & Asset Management

		<ul style="list-style-type: none"> ○ Treasury Management Policy & Statement 2010/11 	Operational	Finance & Asset Management
	Community Services	<ul style="list-style-type: none"> ○ Review of Adult Safeguarding 	Operational	Social Services
	Lifelong Learning	<ul style="list-style-type: none"> ○ School Admission Arrangements 2011 (Post Consultation) 	Strategic	Education & Youth Services
9 March 2010	Chief Executive	<ul style="list-style-type: none"> ○ Q3 Performance Reports 	Operational	Corporate Management & Strategy
		<ul style="list-style-type: none"> ○ Census 2011: Update 	Operational	Corporate Management & Strategy
	Finance	<ul style="list-style-type: none"> ○ General Fund/Housing Revenue Account Revenue Budget Monitoring 09/10 (Month 9) 	Operational	Finance & Asset Management
<ul style="list-style-type: none"> ○ Capital Programme 2009/10 (Month 9) 		Operational	Finance & Asset Management	
<ul style="list-style-type: none"> ○ Prudential Indicators 2010/11 		Operational	Finance & Asset Management	
<ul style="list-style-type: none"> ○ Minimum Revenue Provision 2010/11 		Operational	Finance & Asset Management	
<ul style="list-style-type: none"> ○ Procurement Strategy Update 		Operational	Finance & Asset Management	
	Community Services	<ul style="list-style-type: none"> ○ Neighbourhood Renewal Area 	Strategic	Housing Management and Function
		<ul style="list-style-type: none"> ○ Adoption Inspection 	Operational	Social Services

30 March 2010	Chief Executive	<ul style="list-style-type: none"> ○ Business Continuity 	Strategic	Corporate Management & Strategy
	Finance	<ul style="list-style-type: none"> ○ General Fund/Housing Revenue Account Revenue Budget Monitoring 09/10 (Month 10) 	Operational	Finance & Asset Management
	Environment	<ul style="list-style-type: none"> ○ Parking Strategy – Update ○ Property Review of the Agricultural Estate ○ Progress Update - NWRWTP 	Strategic Strategic Strategic	Environment, Regeneration and Tourism Finance & Asset Management Waste Management, Strategy and Function
	Lifelong Learning	<ul style="list-style-type: none"> ○ School Modernisation Update 	Strategic	Education & Youth Services
20 April 2010	ICT and Customer Services	<ul style="list-style-type: none"> ○ North Wales Procurement Partnership Annual Report ○ North Wales Regional Collaboration ○ Organisational Redesign Programme – Design and Print Review Progress Report 	Strategic Strategic Operational	Corporate Management & Strategy Corporate Management & Strategy Corporate Management & Strategy
	Community Services	<ul style="list-style-type: none"> ○ Annual Council Reporting Framework – Annual Report 2007/08 	Operational	Social Services
	Environment	<ul style="list-style-type: none"> ○ Update Report – Progress in Relation to Food Waste 	Strategic	Waste Management, Strategy & Function

FLINTSHIRE COUNTY COUNCIL - EXEMPT INFORMATION SHEET

COMMITTEE: Executive

DATE: 08 December 2009

AGENDA ITEM NO: 25



REPORT OF: (Director of originating Department)

Chief Executive

SUBJECT:

Corporate Services Business Development and Administration Review

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: Corporate Services Business Development
and Administration Review
AUTHOR: Denise Naylor
**MEETING AND DATE
OF MEETING:** Executive on 08 December 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: 27/11/2009

Signed:



Post: Head of Legal and Democratic Services

I accept the recommendation made above.



Proper Officer

Date: 30/11/2009

FLINTSHIRE COUNTY COUNCIL - EXEMPT INFORMATION SHEET

COMMITTEE: Executive

DATE: 08 December 2009

AGENDA ITEM NO: 26


REPORT OF: (Director of originating Department)

Chief Executive

SUBJECT:

Voluntary Sector Funding - Mid Year Review

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: Voluntary Sector Funding - Mid Year Review
AUTHOR: Yvonne Tonks
MEETING AND DATE OF MEETING: Executive on 08 December 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:

Paragraph 14.

Factors in favour of disclosure:

Transparency.

Prejudice which would result if the information were disclosed:

The report contains details of the financial and business affairs of voluntary sector bodies whose financial viability and credit worthiness could be adversely effected by disclosure. The report also contains details of payments made by other partner bodies and the relationship with them would be prejudiced if their payments were disclosed.

My view on the public interest test is as follows:

That the public interest in disclosing the report is outweighed by the need to observe confidentiality.

Recommended decision on exemption from disclosure:

That the report be exempt from disclosure.

Date: 16/11/2009

Signed:



Post: Head of Legal and Democratic Services

I accept the recommendation made above.



Proper Officer

Date: 16/11/2009