

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

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

Your Ref /
Eich Cyf

ur Ref / Ein Cyf ^{COO}

Date / Dyddiad 22/12/2009

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, 05 JANUARY 2010** 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 08/12/2009 (copy enclosed).

3. **DECLARATIONS OF INTEREST**

TO CONSIDER THE FOLLOWING REPORTS

STRATEGIC REPORTS

4. ANNUAL LETTER FLINTSHIRE COUNTY COUNCIL 2008/09
Report of the Chief Executive - Portfolio of the Executive Member for
Corporate Management and Strategy

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5. DRAFT DISABILITY EQUALITY SCHEME 2009-2012
Report of the Chief Executive - Portfolio of the Executive Member for Corporate Management and Strategy
6. 2009 RESIDENTS' SURVEY
Report of the Chief Executive - Portfolio of all Executive Members
7. PHYSICAL TRAFFIC CALMING
Report of the Director of Environment - Portfolio of the Deputy Leader and Executive Member for Environment and Regeneration and Tourism
8. DEESIDE LEISURE CENTRE
Report of the Director of Lifelong Learning - Portfolio of the Executive Member for Leisure and Public Protection and Clean Team Activity and Theatre Clwyd
9. SCHOOL ADMISSION ARRANGEMENTS 2011
Report of the Director of Lifelong Learning - Portfolio of the Executive Member for Education and Youth Services
10. PROPOSED FLINTSHIRE HOUSING PARTNERSHIP
Report of the Director of Community Services - Portfolio of the Executive Member for Housing Management and Function
11. RESIDENTS WARDEN SERVICE IN SHELTERED HOUSING
Report of the Director of Community Services - Portfolio of the Executive Member for Housing Management and Function (report to follow)
12. PLAYGROUPS IN FLINTSHIRE
Report of the Head of Overview & Scrutiny - Portfolio of the Executive Member for Education and Youth Services

OPERATIONAL REPORTS

13. IMPROVEMENT TARGETS REVIEW
Report of the Chief Executive - Portfolio of the Executive Member for Corporate Management and Strategy
14. MID YEAR STRATEGIC PARTNERSHIP PERFORMANCE - SUMMARY
Report of the Chief Executive - Portfolio of the Executive Member for Corporate Management and Strategy
15. REVENUE BUDGET MONITORING 2009/10 (MONTH 7)
Report of the Head of Finance - Portfolio of the Leader and Executive Member for Finance and Asset Management
16. FLINTSHIRE'S PORTFOLIO PUPIL REFERRAL UNIT - DEVELOPMENTS
Report of the Director of Lifelong Learning - Portfolio of the Executive Member for Education and Youth Services
17. NOMINATIONS PROCESSES FOR LEA GOVERNORS
Report of the Director of Lifelong Learning - Portfolio of the Executive Member for Education and Youth Services

18. EXERCISE OF DELEGATED POWERS
Report of the Chief Executive enclosed
19. 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 the Paragraph(s) listed, of Part 1 of Schedule 12A of the Local Government Act 1972 (as amended).
STRATEGIC REPORTS

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

20. NORTH EAST WALES SCHOOLS LIBRARY SERVICE - PROPOSED NEW STAFFING STRUCTURE
Report of the Director of Lifelong Learning - Portfolio of the Executive Member for Education and Youth Services

EXECUTIVE
8TH DECEMBER 2009

Minutes of the meeting of the Executive of Flintshire County Council held at County Hall, Mold on Tuesday 8th December, 2009.

PRESENT: Councillor A. Woolley (Chairman)

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

ALSO PRESENT: Councillors: K. Armstrong-Braun, P.G. Heesom, Ms V. Gay, D.I. Mackie and Mrs D.L. Mackie

IN ATTENDANCE:

Chief Executive, Director of Community Services, Director of Environment, 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. Yale.

183. MINUTES

The minutes of the meeting held on 17th November 2009 were confirmed as a correct record.

184. DECLARATIONS OF INTEREST

Councillor A. Woolley declared an interest in agenda item number 26 being a report of the Chief Executive on Voluntary Sector Funding – Mid Year Review as a Director of the Citizens Advice Bureau. He also indicated that he would be leaving the meeting during the consideration of this item and would ask the Deputy Leader to chair the remainder of the meeting.

185. ORGANISATIONAL CHANGE AND RE-DESIGN PHASE II

The Executive Member for Corporate Management and Strategy introduced the Chief Executive's progress report on the set of reviews commissioned as Phase II of the Organisational Change and Re-design. He drew Members attention to the Appendix to the report which outlined the progress of reviews and referred in particular to the Youth Service Review and asked Members to note that following consideration by the Lifelong Learning Overview and Scrutiny Committee the draft Youth Service Strategy was out to consultation and this had been extended from 30th November 2009 until 31st January 2010.

The Chief Executive emphasised the need for regular updates on the reviews for Members information, which reported that with the Head of Human Resources and Organisational Development he had attended the Welsh Local Government Association at Cardiff the previous week and Flintshire's approach to

Organisational Change and Re-design was generating interest from other Local Authorities.

The report made reference to the outcomes of Job Evaluation under Single Status which had revealed the need for further work on job design and structures in some areas and this could lead to further service reviews being identified and commissioned. In conclusion, the Chief Executive referred to the capacity required to successfully manage and implement reviews.

RESOLVED:

- (a) That the progress of Phase II of the Organisational Re-design Programme be noted; and
- (b) That the requirement for further reviews to be carried out as set out in paragraph 3.03 of the report, be noted.

186. WELSH LANGUAGE SCHEME

The Chief Executive presented a report which advised Members on the review of the Council's Welsh Language Scheme and the actions agreed between the Council and the Welsh Language Board in response to the 2008/09 Monitoring Report.

The Chief Executive reminded Members that the Council had a statutory duty to prepare a Welsh Language Scheme which was proportionate to the needs of the Authority. The Welsh Language Board had responded positively to the scheme and had identified priority improvement areas as set out in section 3.02 of the report.

The Chief Executive responded to a question on Welsh Language training for Councillors. He reported that at this stage no dates had been arranged. He would speak to Members separately on this issue of training which was of language awareness not language learning.

The Leader referred to authors of reports and to the use of initials and acronyms and as reports would be viewed by members of the public emphasised the need for full words to be used in the first instance and then followed by the initials at appropriate stages. The Chief Executive concurred with the views and this particular report was a good example of the use of such abbreviations.

RESOLVED:

That the actions as agreed with the Welsh Language Board be endorsed.

187. INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT) STRATEGY - UPDATE

The Head of ICT and Customer Services presented a report which provided an update on progress with the implementation of the Corporate Information and Communications Technology Strategy. He reminded Members that at the

Executive on 4th August 2009 a new four year ICT strategy had been endorsed. The Executive had agreed that a detailed action plan be prepared and this was in the process of being developed. The action plan had been delayed as work was being undertaken with each Directorate to identify their ICT priorities and aspirations to ensure that these were reflected in the action plan. A detailed analysis of the use of ICT had been undertaken in the Environment Directorate and meetings had been held with all Service Managers to analyse their ICT requirements for the future. Work would now be undertaken with the Directorate Management Team to identify priorities and this exercise would then be repeated with Community Services, Lifelong Learning and Corporate Services. As the plan developed, key priorities for services were being identified and these were set out in section 3.04 of the report. One of the key priorities identified was mobile computing solutions, the pace of implementation was dependent on the Council's securing Welsh Assembly Government Invest to Save funding for the procurement of hardware, software and consultancy services. The procurement and implementation of new telephone system which would enable greater flexibility and integration with email, voicemail and instant messaging to provide a unified communications platform.

In conclusion, the Head of ICT and Customer Services referred to work commissioned by the North Wales Chief Executives to undertake a baseline assessment of ICT across the six North Wales Councils to identify technologies and business systems used the potential for collaboration in providing ICT services.

The Leader of the Council referred to the recognition of the service on a national and international level for the work it had been doing to increase the efficiency and reduce the environmental impact of its data centre operations. He congratulated the Team which had won the European IBM Common Environmental award together with a highly commended award in the UK Local Government ICT Excellence Awards and had also been a finalist in both the Innovation and Environmental categories of the British Computer Society UK IT Industry Awards.

RESOLVED:

- (a) That the progress being made in the implementation of the Council's ICT Strategy be noted and the priorities identified in paragraph 3.04 of the report be endorsed; and
- (b) That the work being undertaken for greater collaboration in ICT Support and Development across North Wales be supported.

188. PROGRESS UPDATE ON THE NORTH WALES RESIDUAL WASTE TREATMENT PARTNERSHIP (NWRWTP)

The Executive Member for Waste Management and Strategy and Function introduced a joint report of the Chief Executive and Director of Environment which provided an update on the progress being made in the North Wales Residual Waste Treatment Partnership. The Executive Member reported that the North Wales Residual Waste Joint Committee was to meet the following day at County Hall and would be hosted by Flintshire County Council. The Joint Committee would be considering the Outline Business Case and once adopted this would then need

to be considered by each of the partner authorities together with an Inter-authority Agreement. Accordingly, further reports to the Executive would be made.

The Director of Environment emphasised the importance of this project and the momentum that had gathered over recent months. He outlined the timetable following the meeting of the Joint Committee on 9th December which would include consideration by the Environment and Regeneration Overview and Scrutiny Committee on 13th January, 2010 and the Executive on 26th January followed by the County Council on 2nd March, 2010.

The Executive Member also paid tribute to Mr Stephen Penny and Mr Steffan Owen, as the Project Director and Project Manager respectively who had made a major impact on the progress of the project.

The Chief Executive expressed his appreciation of the comments made by the Executive Member and Director of Environment and as Lead Officer for this project emphasised the importance of understanding the Outline Business Case which would lead to a major procurement exercise. Once the outlined business case had been agreed by the partner authorities and reported back to the Joint Committee. The procurement process would then begin.

RESOLVED:

- (a) That the report and progress made in developing the Outline Business Case be noted;
- (b) Members continue to be aware of the issues requiring further development around the development of the Outline Business Case; and
- (c) That the timetable as set out in the report be noted.

189. PEOPLE STRATEGY 2009 – 2012 UPDATE

The Head of Human Resources and Organisational Development presented a report the purpose on progress achieved in the implementation of the revised People Strategy for 2009 – 2012 for quarter 2 of 2009/10 following its adoption by the Executive at its meeting of 4th August, 2009.

The Head of Human Resources and Organisational Development referred to the considerations of the report and the reference to the County Council decision on Single Status and to the agreement to nine actions which would provide the framework for the Single Status review and these were set out in paragraph 3.03 of the report. A Single Status Project Board comprising of Elected Members, Trade Union Representatives and Officers had recommenced their meetings and would continue to meet on a regular basis for the duration of the Single Status Project. Regular reports on progress would be made to both the Executive and the People and Performance Overview and Scrutiny Committee.

Workforce information reports on head count, labour turnover, sickness/absence and diversity had been reported to the Executive for the first time during the quarter and regular reports will continue to be made. Five new

employee relation policies had been developed in respect of attendance management, disciplinary and capability, grievance and dignity at work following extensive consultation through focus groups. The next stage would be to report to Corporate Management Team, Departmental Management Teams and Human Resources to implement during January – March 2010.

The Head of Human Resources and Organisational Development referred to the Chief Executive's earlier report on Organisational Change and Re-design Phase II and to an Organisational Design Framework which had been developed for the Council which would support Senior Managers in re-designing their services in accordance with sound organisational design principles. In addition, a training programme for the HR Team and Senior Managers and Organisational Design had been developed during the quarter and had been delivered during October and November 2009. To complement this new approach to organisational design project management training for all Managers had been arranged.

Further significant work had been undertaken on the design of a new Management Development Programme in partnership with Deeside College for Managers. This programme was being based on the Core Behavioural Competencies defined in the Flintshire "Competency Dictionary" for Managers and reflected National Management Standards. It was planned to pilot this with Deeside College early in 2010.

The Chief Executive emphasised to Members the importance of the strategies and the number of intensive projects that were being undertaken and also referred the importance of working with the Trade Unions.

RESOLVED:

That the progress made in relation to the delivery of the revised People Strategy be noted.

190. A STRATEGY FOR FLINTSHIRE'S LIBRARIES 2009-12

The Executive Member for Education and Youth Services introduced the Director of Lifelong Learning's report which sought approval to implement a Strategy for Flintshire Libraries 2009-12. He commended the work of the Library Service and the steps being taken to improve the service even further.

The Director of Lifelong Learning explained to Members that this was the latest of a number of Strategy updates and set the context for the next three years. The Strategy recognised an improving service which was matched by customer satisfaction levels. The Strategy set out a number of practical ways to enhance service provision.

RESOLVED:

That the Strategy be endorsed as the blueprint for the future direction of the Library and Information Service over the next three years and to sanction its publication.

191. QUARTER 2 PERFORMANCE REVIEW 2009-10

The Chief Executive presented a report, on the 2009/10 Quarter 2 Performance Reports produced at the Heads of Service level according to the Council's improved business systems.

RESOLVED:

That the 2009/10 Quarter 2 Performance Reports be endorsed, and referred to the appropriate Overview and Scrutiny Committees for consideration, and the update to the Strategic Risks and Challenges be endorsed.

192. REGULATORY PLAN: MID YEAR REVIEW

The Chief Executive presented a report which provided a periodic mid year review on the management of the Regulatory Plan and advised Members on the change to external audit and inspection arrangements for the auditing period 2009/10.

The Chief Executive referred to the Auditor General for Wales who was responsible for the external audit function provided to public sector bodies across Wales and to the proposed change of external auditors from PricewaterhouseCoopers to the Wales Audit Office. This proposal had been considered by the Audit Committee on 28th September and a response to the Auditor General was set out in paragraph 3.06 of the report. Despite the Council's response, the Auditor General was pursuing the change to audit arrangements and a handover was due to take place.

RESOLVED:

- (a) That the continuing improvement to the management of the Regulatory Plan be endorsed and the progress report against the 2009 Regulatory Plan be noted; and
- (b) That the change in external audit arrangements from PricewaterhouseCoopers to the Wales Audit Office to take effect for the audit period 2009/10 be noted.

193. IMPROVEMENT AGREEMENT – MID YEAR REVIEW

The Chief Executive presented a report, on progress against the actions and targets for 2008/09 contained within the Improvement Agreement with the Welsh Assembly Government.

The Chief Executive referred to a meeting with the Welsh Assembly Government (WAG) and the Wales Audit Office in August to review progress against the 2008/09 actions and targets. At this meeting it was determined that good progress had been made with 79% of targets met and improved trend. A number of amendments had been made and agreed with WAG to reflect the clarity of the Agreement and timescales or targets and these were set out in Appendix 1. It was noted that good progress was also being made against the 2009/10 actions

and a further report identifying final progress against these targets and would be reported to the Executive in late Summer.

The Executive Member for Leisure and Public Protection and Team Clean Activity referred to the Appendix to the report which set out Improvement Agreement monitoring for 2008/09 and expressed his appreciation of the improvements made on housing performance.

RESOLVED:

That the progress in 2008/09 against the Improvement Agreement be endorsed.

194. CENSUS

The Chief Executive presented a report to update the Executive on the proposals of the Office for National Statistics to work with Local Authorities on the Census for England and Wales in 2011 and to endorse the Council's participation.

RESOLVED:

That the report be noted and the Council's participation in the planning and organisation of the 2011 Census be endorsed.

195. REVENUE BUDGET MONITORING 2009/10 (MONTH 6)

The Head of Finance presented a report which provided Members with the most up to date Revenue Budget Monitoring information at month 6 for the General Fund and the Housing Revenue Account in 2009/10.

The Head of Finance, before dealing with the detail of the report referred to the final settlement from the Welsh Assembly Government for the 2010/11 financial year which was expected during the day and would feed into the budget report to be considered by the Executive on 22nd December.

The month 6 Budget Monitoring report showed a net overspend of £0.260m on the General Fund (compared with £0.467m at month 5) and a net overspend of £0.550m on the Housing Revenue Account (compared with £0.571m at month 5). The significant in year projective variances were detailed in the Appendices to the report and particular reference was made to the volatility of the Out of County Placements budget.

The Executive Member for Social Services referred to the efforts made to avoid an overspend on the Out of County Placements and the uncertainty and volatility of this was an issue affecting all Local Authorities and there was a difficulty in being able to predict what budget requirements were needed. She emphasised the importance of the Welsh Assembly Government changing the way in which the budget was determined. In this regard, the Leader referred to a recent WLGA meeting when this had been discussed and it was an issue for all 22 Welsh Local Authorities and the Assembly needed to re-examine its funding mechanism. The Chief Executive referred to the annual discussions on this budget and suggested that through the WLGA the Welsh Assembly Government should recognise the

greater collaboration being undertaken on a regional basis and for the Assembly to create flexible reserves for Councils to support higher demands being placed on the service. He would pursue this through the WLGA.

RESOLVED:

- (a) That the overall report be noted;
- (b) That the General Fund Contingency sum available as at 31st March, 2010 as set out in section 5 of the report be noted; and
- (c) That the projected final level of balances on the Housing Revenue Account as set out in paragraph 6.05 of the report, be noted.

196. CAPITAL PROGRAMME 2009/10 (MONTH 6)

The Head of Finance presented a report which provided Members with the latest Capital Programme information for 2009/10 at month 6. Section 3.00 of the report set out the programme movements, the contractually uncommitted (generally finance) budget and released funding of £1.458m. This uncommitted sum would feed into the Capital Report for 2010/11 to be considered by the Executive at its meeting on 22nd December, 2009.

RESOLVED:

That the report be noted and approved.

197. EMPLOYMENT OF CHILDREN BYE-LAWS

The Head of Legal and Democratic Services presented a report, the purpose of which was for the Executive to recommend that the County Council approve the making of new bye-laws in respect of the employment of children in Flintshire which were attached as an appendix to the report. He explained that this was one of a number of ongoing reviews of the Council's bye-laws.

RESOLVED

That the County Council be recommended to approve the making of the proposed bye-laws in the form attached to the report and that they then be submitted to the Welsh Assembly Government for confirmation.

198. MATRIX CONTRACT UPDATE – (MANAGED AGENCY STAFF SOLUTION)

The Executive Member for Corporate Management and Strategy introduced the Head of Human Resources and Organisational Development's report which provided an update on the contract for the provision of agency workers.

The Leader referred to the recommendations of the report and proposed an addition "and decreasing agency staff numbers to a properly evidenced minima" and this was duly seconded.

The Head of Human Resources and Organisational Development referred to her report which showed the quarter 2 of 2009/10 savings and provided an update on the development of procedures to maximise efficiencies and improve practice in relation to the use of agency workers. It was noted that as a result of the contract, savings were consistently being made. Additional objectives were being applied in respect of the quality of service being provided by Matrix and also to ensure that agency staff were being used in an appropriate manner. A revised process had been implemented for the extension of temporary agency staff beyond six months and this was having a positive impact on reducing number of agency workers in quarter 3, and the early indications were that the number of agency workers during the first month of quarter 3 had reduced by more than 40. The total net saving for quarter 2 was £84,852.63.

The Chief Executive referred to the high profile given to the use of agency staff and this linked to a number of issues particularly in relation to changing organisational structures which would impact on the need for agency staff.

RESOLVED:

- a) That the update be noted;
- b) That the approach has been taken to manage the use of agency workers more closely be endorsed; and
- c) To explore further options for increasing savings for Flintshire and decreasing agency staff number to a properly evidenced minima.

199. LEARNING DISABILITY SERVICE REDESIGN

The Director of Community Services presented a report which sought approval to formalise the existing arrangements for commissioning and contract monitoring arrangements in Learning Disability Services. The recommendation of the report was to seek approval to re-designate the existing Workforce Quality Manager post to Commissioning and Contracts Officer.

RESOLVED:

- a) That approval be given to re-designate the existing Workforce Quality Assurance Manager post to Commissioning and Contracts Officer;
- b) That approval be given to appoint a further Commissioning and Contracts Officer post with the post being ring fenced for recruitment purposes and advertised across the Directorate; and
- c) That the reporting lines for these posts be contained within the revised role of Supporting Living Team Manager post, be approved.

200. TRAINEESHIP PROGRAMME FOR CARE LEAVERS

The Executive Member for Social Services introduced the Director of Community Services report which sought support for the proposed traineeship programme for care leavers.

The Executive Member referred to work undertaken to identify the potential for a County scheme to assist young people leaving care to experience work placement in the Council. This proposal had been developed with support from Members including the Chair of the Social and Health Overview and Scrutiny Committee and Children's Services Forum. The proposal would also progress a key element of the County's corporate parenting. Work had also been undertaken with Deeside College to look at the potential for them to support a traineeship scheme for care leavers. In conclusion the Executive Member thanked the officers involved in Community Services, Human Resources and Deeside College.

The Executive Member for Education and Youth Services welcomed this initiative and also referred to his attendance at the recent launch at the "Best Chances" scheme which had links to the traineeship programme and with the assistance from the private sector this was an excellent scheme.

RESOLVED:

That the traineeship scheme be supported and Directorates be encouraged to participate.

201. LICENSING OF ANIMAL BOARDING ESTABLISHMENTS

The Executive Member for Leisure, Public Protection and Team Clean Activity introduced the Director of Environment's report the purpose of which was to request approval to model licence conditions for the home boarding of dogs and to confirm the proposed licence fee. He also referred to paragraph 3.02 of the report and the reference to domestic property which should read "properties".

RESOLVED:

- a) That 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 to the report be approved and that the licence fee of £61.00 be confirmed; and
- b) That delegated authority be granted to the Director of the 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.

202. OUTCOME OF THE CONSULTATIONS RELATING TO THE PROPOSAL TO AMALGAMATE DEE ROAD INFANTS AND CUSTOM HOUSE LANE JUNIOR SCHOOLS

The Executive Member for Education and Youth Services introduced the Director of Lifelong Learning's report. The purpose of the report was to report on the outcome of the consultation meetings and subsequent responses to the consultations relating to the proposal and to seek approval to publish the statutory notices.

The Director of Lifelong Learning explained that this was the latest report on the process to amalgamate the two schools. He reported that presentation meetings had been conducted at the schools and with the relevant groups of parents, staff and governors who had also been invited and 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 and these were set out in the report. It was noted that the impact of a new school could affect the aspect of those residing in properties adjacent to the field and some local residents have made it clear that they would lodge objections to the proposals under a planning application. It was therefore proposed that before any planning application was submitted there would be an additional opportunity for members of the community to view and discuss the school plans through local presentations and drop-in sessions.

RESOLVED:

That the progression of the proposal to the statutory stage be approved as recommended in the report.

203. PARTNERSHIP AGREEMENT BETWEEN FLINTSHIRE COUNTY COUNCIL AND SCHOOLS

The Executive Member for Education and Youth Services introduced the Director of Lifelong Learning's report which sought approval of the draft partnership agreements between schools and Flintshire County Council.

RESOLVED:

- a) That the draft partnership agreements as outlined in appendices 1 and 2 to the report be approved; and
- b) That the Lifelong Learning Directorate be authorised to carry out consultations with the governing bodies of all schools in Flintshire to complete individual school agreements.

204. 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 - 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 Re-ablement and Telecare service and this post would take forward redesign of older people's services and was funded by the Intermediate Care CHC Grant.
- Approval for the appointment for four additional staff needed to prepare and deliver training for approximately 500 staff from December to March 2010 for the Paris system to deliver the new Social Services business system. This would be funded from the Performance Management Development Fund which was a Welsh Assembly Government specific grant.

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

RESOLVED:

That the press and public be excluded from the remainder of the meeting to allow the consideration of exempt information by virtue of paragraphs 12 and 15 (for Agenda Item 25) and paragraph 14 (for Agenda Item 26) of part 1 of Schedule 12A of the Local Government Act 1972 (as amended).

206. CORPORATE SERVICES BUSINESS DEVELOPMENT AND ADMINISTRATION REVIEW

The Head of ICT and Customer Services introduced the Chief Executive's report which sought agreement to the scope of the review and to the proposals for the future of the Business Development Team within the Legal and Democratic Services division of Corporate Services.

RESOLVED:

- a) That the scope for the review of Corporate Services Business Development and Administration be agreed.
- b) That the disbanding of the Business Development Team within the Legal and Democratic Services Division be agreed; and
- c) That the deletion of the posts of Head of Business Development and Business Development Assistant from the establishment be agreed.

207. VOLUNTARY SECTOR FUNDING – MID-YEAR REVIEW

At this juncture, the Leader of the Council, Councillor A. Woolley, having declared an interest at the commencement of the meeting, left the meeting during the consideration of this Agenda Item. Councillor L.A. Sharps, chaired the remainder of the meeting.

The Chief Executive presented a report the purpose of which was to note the status of the core funding agreements with voluntary organisations; to receive an update on the funding position for voluntary organisations receiving relocation costs following the closure of Ty'r Binwydden or Community Chest Grant and to resolve a grant application procedural issue within the Community Chest Grant Approval process.

The Chief Executive referred to the Community Chest update and to one of the applications for funding support in round 2 was supported by funding by the Officers Grants Panel but had not been endorsed by the Member Grants Panel. As a procedural matter this now needed to be arbitrated by the Executive. He had subsequently spoken to the Chairman and Vice Chairman of the Member Grants Panel and it was proposed to defer consideration of this particular application to allow the Chief Executive and the Executive Member for Corporate Management and Strategy to meet with the Chairman and Vice Chairman of the Member Grants Panel, and for this matter to be subsequently dealt with by the Chief Executive under his existing delegated powers.

RESOLVED:

- a) That the current status of the core funding agreements with voluntary organisations as previously approved by the Executive in October 2008, be endorsed;
- b) That the update of the funding position for voluntary organisations receiving relocation costs following the closure of Ty'r Binwydden or Community Chest Grant be noted; and
- c) That the procedural issue arising from round 2 of the Community Chest as referred to in paragraph 3.14 of the report be deferred for further consideration and to allow the Chief Executive and the Executive Member for Corporate Management and Strategy to meet with the Chairman and Vice Chairman of the Member Grants Panel and for the matter to be dealt with by the Chief Executive under his delegated powers.

208. DURATION OF MEETING

The meeting commenced at 9.30 am and ended at 11.03 am.

209. MEMBERS OF THE PRESS AND PUBLIC IN ATTENDANCE

There was one member of the press in attendance.

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Chairman

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

EXECUTIVE	DATE: 8TH DECEMBER 2009
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MEMBER	ITEM	MIN. NO. REFERS
Voluntary Sector	Councillor A. Woolley Funding – Mid Year Review	207

FLINTSHIRE COUNTY COUNCIL

AGENDA ITEM NUMBER: 4

REPORT TO: **EXECUTIVE**
DATE : **05 JANUARY 2010**
REPORT BY: **CHIEF EXECUTIVE**
SUBJECT : **ANNUAL LETTER FLINTSHIRE COUNTY COUNCIL 2008/09**

1.00 PURPOSE OF REPORT

1.01 To present to Executive the annual letter of the Appointed Auditor and Relationship Manager, which summarises the work of PricewaterhouseCoopers (PwC) and the Wales Audit Office during 2009.

2.00 BACKGROUND

2.01 Under the Code of Audit and Inspection Practice, an annual letter is to be produced summarising the work undertaken by the various regulators. The letter incorporates a summary of the work undertaken by the external auditor (PwC).

3.00 CONSIDERATIONS

3.01 The 2008/09 Annual Letter is attached. It is divided into two sections covering the work undertaken by the various regulators during 2009:

- Appointed Auditor's report; refers to finance and performance audit work; and
- Relationship Manager's report; refers to the work of the Wales Audit Office, ESTYN and Care and Social Services Inspectorate Wales (CSSIW).

3.02 Both sections of the report are positive overall. The Appointed Auditor concludes that *"The Council has complied with financial and performance improvement reporting requirements"* but recognises that there are significant future challenges.

The Relationship Manager concludes that *"Reviews of corporate arrangements and services indicate that the positive developments identified in the previous Annual Letter are continuing, but would benefit from a clearer identification of, and alignment with, the Council's key ambitions."*

3.03 A summary management response to the main issues within the Annual Letter has been prepared by officers and submitted to the Appointed Auditor. This response is attached.

Date: 22/12/2009

- 3.04 The Annual Letter was considered by Audit Committee and the Special County Council on 16 December. Both the Audit Committee and Council noted and accepted the letter.

4.00 RECOMMENDATIONS

- 4.01 The Executive is requested to note this report and consider the management response to the content and recommendations of the Annual Letter.

5.00 FINANCIAL IMPLICATIONS

- 5.01 It is expected that the fees for the 2008-09 work will be as set out in the Regulatory Plan; costing approximately £140,000.

6.00 ANTI POVERTY IMPACT

- 6.01 There are no anti poverty implications explicitly stated in this report.

7.00 ENVIRONMENTAL IMPACT

- 7.01 There are no environmental implications explicitly stated in this report.

8.00 EQUALITIES IMPACT

- 8.01 There are no financial implications explicitly stated in this report.

9.00 PERSONNEL IMPLICATIONS

- 9.01 There are no personnel implications explicitly stated in this report.

10.00 CONSULTATION REQUIRED

- 10.01 Any response from the County Council will be sent to the Wales Audit Office.

11.00 CONSULTATION UNDERTAKEN

- 11.01 The draft report has been considered by Directors and responses made prior to the final report being considered.

12.00 APPENDICES

Appendix 1: Annual Letter for 2008/09.

Appendix 2: Summary Management Response.

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985 BACKGROUND DOCUMENTS

Annual Letter Flintshire County Council 2008/09.

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WALES AUDIT OFFICE
SWYDDFA ARCHWILIO CYMRU

2008-09

November 2009

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Annual Letter for 2008-09

Flintshire County Council

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Status of this report

This document has been prepared for the internal use of Flintshire County Council as part of work performed in accordance with statutory functions, the Code of Audit and Inspection Practice and the 'Statement of Responsibilities' issued by the Auditor General for Wales.

No responsibility is taken by the Wales Audit Office (the Auditor General and his staff) and, where applicable, the appointed auditor in relation to any member, director, officer or other employee in their individual capacity, or to any third party.

In the event of receiving a request for information to which this document may be relevant, attention is drawn to the Code of Practice issued under section 45 of the Freedom of Information Act 2000. The section 45 Code sets out the practice in the handling of requests that is expected of public authorities, including consultation with relevant third parties. In relation to this document, the Auditor General for Wales (and, where applicable, his appointed auditor) is a relevant third party. Any enquiries regarding disclosure or re-use of this document should be sent to the Wales Audit Office at infoofficer@wao.gov.uk.



Summary

1. This Annual Letter (this Letter) sets out the key messages arising from audit and inspection work undertaken over the last 12 months. It draws on published reports of other inspectorates to provide an annual summary of findings and conclusions to Flintshire County Council (the Council).
2. The Appointed Auditor's conclusions on the Council's accounts are generally positive as set out in paragraphs 5 to 23.
3. The Relationship Manager has concluded that reviews of corporate arrangements and services indicate the positive developments identified in the previous Letter are continuing, but would benefit from a clearer identification of, and alignment with, the Council's key ambitions.
4. Appendix 1 sets out the roles of the Appointed Auditor and Relationship Manager.

The Council has complied with financial and performance improvement reporting requirements

The Council had appropriate arrangements to administer and report financial matters and to secure value for money in its use of resources in 2008-09, but faces significant future challenges

5. It is the Council's responsibility to:
 - put systems of internal control in place to ensure the regularity and lawfulness of transactions and to ensure that its assets are secure;
 - maintain proper accounting records;
 - prepare a Statement of Accounts in accordance with relevant requirements;
 - establish and keep under review appropriate arrangements to secure economy, efficiency and effectiveness in its use of resources; and
 - provide Assembly Government/HM Treasury with information required for the production of the Whole of Government Accounts (WGA).
6. The Code of Audit and Inspection Practice (the Code) requires us to:
 - provide an audit opinion on the accounting statements;
 - review the Council's arrangements to secure economy, efficiency and effectiveness in its use of resources; and
 - issue a certificate confirming that we have completed the audit of the accounts.
7. In addition, we review and report upon grant claims and returns, including the WGA Return, prepared by the Council.
8. We issued a certificate confirming that the audit of the accounts has been completed on 30 September 2009.

The Statement of Accounts 2008-09 was prepared in accordance with statutory requirements and presents fairly the financial position and transactions of the Council

9. The Statement of Accounts is an essential means by which the Council demonstrates stewardship of the resources at its disposal and its financial performance in the use of those resources.

10. On 30 September 2009, we issued an unqualified audit opinion on the accounting statements. We submitted an ISA 260 report to the Audit Committee on 28 September 2009 which noted that:
- there were some improvements which could be made to the qualitative aspects of your accounting practices and financial reporting;
 - there were no material uncorrected misstatements; and
 - we did not find any material weaknesses in your internal control.
11. A number of issues were discussed with officers in the course of the audit. The most important were:
- In October 2008, the Council had a deposit of £3.7 million frozen in Landsbanki which went into administration. There is currently no certainty as to whether some, or all, of the balance will be recovered. The 2008-09 accounts include an impairment against this investment of £575,000, a figure based on guidance from CIPFA's Local Authority Accounting Panel.
 - To date, the Council has received a total of 356 claims against it in respect of equal pay claims. However, no case against the Council has been brought before a court. It is not possible to precisely estimate the likelihood of any payments being made in respect of equal pay claims. On this basis, no provision has been made in the 2008-09 accounts.
 - On 28 September 2007, the Council gave notice to terminate its remaining contract with AD Waste Limited by 30 September 2009; following review of various options available, and in view of the pending contract end date, the Council resolved on 29 October 2008 to bring the company's activities in-house. The transfer of the trade and assets of the company is due to be completed on 30 September 2009 with the activity continuing in-house from 1 October 2009. These transactions will be reflected in the financial statement for the year ended 31 March 2010.

The Council had appropriate arrangements in place to secure economy, efficiency and effectiveness in its use of resources in 2008-09 but single status and other topics will present significant challenges in the future

12. The criteria that we used to assess the Council's arrangements for securing economy, efficiency and effectiveness in its use of resources during 2008-09 are set out in Appendix 2. Our report is in Appendix 3. Our assessment covered a number of issues, of which we see establishing the Council's objectives and the financial pressures to which it will be subject as the most significant.
13. The Council's Planning Framework has been further developed and now includes the governance plan, service and directorate plans as well as an annual performance report. Together they set out the Council's ambition, priorities and targets within a governance framework of values, roles and responsibilities.

14. Overall, the Council has done much to understand its needs but clearly articulated and agreed political priorities are required to show leadership and purpose. As a result, the strategic risk assessment is currently focused on high-level organisational issues, which is pragmatic and has whole Council endorsement, but leads to an absence of a clear sense of which priorities are the most significant.
15. The need for such priorities is emphasised by the difficult financial prospects that it and the sector face. The settlement for 2010-11 will present a challenge in setting an appropriate budget, which will be compounded by internal resource issues of which single status is the most notable. We believe that the further development of a robust medium-term financial strategy is an essential preparation.

The Council's Improvement Plan 2009-10 meets statutory requirements and provides a balanced view of its performance in 2008-09

16. The Council is required, by the Local Government Act 1999 (the 1999 Act) and subsequent guidance issued by the Assembly Government, to publish its Improvement Plan by 31 October each year.
17. We are required to consider whether the Improvement Plan is prepared and published in accordance with statutory requirements and guidance, and to report our findings, including those on the completion of the joint risk assessment, our audit of the Council's Performance Indicators (PIs) and on its performance measurement arrangements.
18. Detailed responsibilities, the scope of our work and the audit certificate are set out in Appendix 4. We have prepared a report on these matters for the benefit of officers but do not consider it contains anything that should be drawn to members' attention.
19. As appointed auditors, we are required each year by Section 7 of the 1999 Act, in relation to the Council's Improvement Plan, to recommend whether the Auditor General should carry out an inspection of the Council under Section 10A of the act. We are also required each year to recommend whether the Welsh Ministers should give a direction under Section 15 of the act. We make no such recommendations this year.

We have completed our audit of the Clwyd Pension Fund and have expressed an unqualified opinion

20. We are also responsible for the audit of the Clwyd Pension Fund, whose accounts are incorporated in the financial statements of the Council. Market conditions in the 12 months to 31 March 2009 were of course extremely difficult, and the fund accounts show that the value of total investments due to global market falls resulting from the financial crisis fell from approximately £900 million as at 31 March 2008 to £700 million as at 31 March 2009. The markets have recovered in early 2009-10 and the fund's market value was over £800 million in September 2009, but volatility is expected to continue.

21. Nationally developments in governance continue, led by the Department for Communities and Local Government, with the overall ambition of driving up standards across all funds and enhancing co-operation in such areas as training. Further work is to take place in 2010 across the eight Welsh funds to consider how these ambitions can best be achieved. The governance compliance statement set out in the annual report of the Clwyd Pension Fund identifies a small number of areas where it is not fully compliant with the CLG's view of best practice, which should help set the agenda for the review locally.
22. Our ISA 260 report to the Council contained two more significant issues that relate to the fund:
 - The change to variable employee contributions based on total salary makes it more difficult to prove the accuracy of the deductions made by other bodies. The pension fund should implement appropriate controls in order to satisfy itself that employee contributions are accurate. This issue is to be addressed in the 2009-10 service plan.
 - We noted some technical breaches of the fund's statement of investment policy, which we accept arose from the turbulence in the financial markets. Nevertheless, we believe the statement should be amended to cater for such occurrences, and this is to be done.
23. The fund has published a considerably expanded annual report this year, in compliance with the revised regulations. We have reviewed its financial content, which we believe is consistent with the County's financial statements.

Reviews of corporate arrangements and services indicate that the positive developments identified in the previous Annual Letter are continuing, but would benefit from a clearer identification of, and alignment with, the Council's key ambitions

24. The programme of service and corporate reviews undertaken by the Wales Audit Office and PricewaterhouseCoopers (PwC) was linked to the joint risk assessment undertaken in late 2008. This was based on the Council's Strategic Risk Assessment of October 2008, which we agreed as a sound assessment of the key risks facing the Council and the community. The performance audit and inspection work programme was set out in the 2008-09 Regulatory Plan.
25. The overall conclusions from our work are largely positive and show that the Council is continuing to build on the progress made in recent years. However, we believe that more needs to be done to clarify the Council's priorities and to ensure that resources are aligned with them. This will become increasingly important as the Council faces an increasingly difficult financial climate in the coming years.

Wales Audit Office and PwC reviews of the Council's corporate arrangements identified continuing momentum for undertaking the changes necessary to support improvements in the efficiency and effectiveness of service delivery

The Council is effectively implementing Phase II of the organisational redesign

26. We found that there was a clear and logical basis for the selection of the 40 or so review areas. They vary significantly in scale, from the wide-ranging streetscene project to compact areas such as corporate training. Nevertheless, they all present a clear opportunity for efficiency enhancements, and they relate appropriately to other Council processes such as the strategic risk assessment. More than half the Council's activity by expenditure falls outside the programme, which is the second phase of a continuous programme of organisational redesign. We agree that this represents a sound and practical starting point.

27. Given the varying nature of the reviews the methodology is, by necessity, at a high level and avoids undue prescription. This provides considerable freedom for heads of service, but also requires there to be a strong challenge element and extensive mentoring. So far this is a tension that appears to be well handled. Over time we believe the Council should consider additional guidance, especially for those with more limited experience of alternative means of delivery. It would also be valuable to review how experience is being shared between the directorates. We also agree with the wish of the Chief Executive to consider regional solutions wherever practical, but note that fulfilling this ambition will inevitably involve high-level support.
28. Owing to the nature of the process, the extent of programme management is limited; there is for example no central unit, nor a centrally imposed timetable. While this is pragmatic, given the many demands faced by the senior staff involved, such an approach can also present issues. We consider that it may be helpful to consider strengthening the resources available. In particular, the Council's capacity to deal with change management is limited, and central support in areas such as HR and finance may need careful handling if they are not to become overloaded.
29. To date, there has been a potential conflict between the single status review and the revised structures that emerge through the organisational redesign programme. The recent delay in the Council's single status solution provides an opportunity to avoid such difficulty by ensuring that new structures emerging from organisational redesign work are evaluated prior to the agreement being concluded. That should limit the risk of the programme being seen as a means of inappropriately avoiding any adverse impact of single status.

The Council's vision for HR is developing well

30. The Council has delivered a significant proportion of the first People Strategy 2006-2009 and a new People Strategy has been adopted for 2009-2012. We are pleased to see that this latest strategy recognises the need for further work on embedding recent developments. For example, several key employment policies have been revised as part of the first strategy. The challenge for the Council through the new strategy is to foster an environment in which service managers own and operate these policies. This should lead to service managers relying less on support from HR staff for the day-to-day line management of staff.
31. The Council's HR team is developing an action plan to underpin the delivery of the new strategy. There remains work to be done to identify any outstanding actions that were not delivered in the first strategy, and consider whether they are still relevant and need to be implemented. These residual actions should then be carried forward into the new action plan.

32. Senior Council officers acknowledge the improvements in the delivery of the HR service over the life of the last People Strategy. The Council is continuing to modernise the HR service, and two of the OD reviews (HR operations and corporate training) focus on aspects of the HR service. There remain some HR-related challenges for the Council to support making best use of its staff resources in the future, including:
- embedding effective appraisal processes;
 - improving the quality of key HR performance information; and
 - developing effective workforce planning and succession planning.
33. Controlling and budgeting employee costs requires more work. The new payroll system, when fully operational, will provide markedly more employee-based management information. From an audit perspective, it should also strengthen the controls over payments, as the payroll can be matched against HR records. There is, however, some way to go before these advantages are fully realised. Staff issues have meant that there is so far no direct mapping of the establishment to the payroll. Furthermore, there remain inconsistencies in the manner in which employee budgets are developed. Key issues over the next few months will be standardising the vacancy factor – the proportion of posts not filled at any time – and the challenge over posts held unfilled for more than a given period. On the detailed controls, external and internal audit are co-operating to ensure that the necessary checks are fully implemented.
34. We have also looked briefly at the results from the new MASS contract for agency staff. The benefit to the Council is some £300,000 in less than a year, which we believe is an excellent result.

The Council has effective mechanisms for identifying resources but more needs to be done to align resources to corporate priorities

35. The medium-term financial strategy has so far developed a set of principles that have significantly assisted in the logical preparation of the budget for both 2008-09 and 2009-10. A sound model has been developed that summarises the resources available to the Council and contrasts it against the cost of service delivery, appropriately rolled forward. It therefore identifies the budget gap that must be filled. We see that the next stage is to build on this to introduce a model that can:
- clarify the nature of the efficiency savings anticipated;
 - enable the Council to develop a business plan that drives resources to areas of corporate priority, however articulated;
 - integrate capital and revenue planning more completely; and
 - allow the Council to model different scenarios.
36. Key to success is reversing the emphasis. At present, the strategy provides input into the level of funding required, and some ability to manage budget reductions. Ultimately the model must start from Council priorities, allocating to them, in a logical manner, a level of resource that can be infinitely flexed.

37. Such an ambition will not readily be realised. Significant further work is needed on setting out members' aspirations, and the priority each commands, against existing commitments. Secondly, the link between service and corporate financial planning needs strengthening. Thirdly, the process is being asked to deliver efficiency savings at present. Certainly it offers a clear incentive for service managers to identify such opportunities, and there is a need for further emphasis and additional procedures to encourage them to do so.

The asset management strategy is developing well

38. We conducted a review of the Council's approach to asset management as part of our continuing work on Making the Connections. Overall, our conclusions were that:
- the Council has a well-defined Capital Strategy and Corporate Asset Management Plan;
 - there are clear links between the plan and other corporate strategies such as the Capital Strategy;
 - the already sound links between corporate and service aspects will be strengthened by the development and roll-out of the service area asset management plans; and
 - roles and responsibilities for the strategic management of land and buildings have been clearly communicated and are clearly understood.
39. The Council has taken steps to prioritise and rationalise its approach to repairs and maintenance to address the current financial pressures. The ongoing roll-out of conditions surveys will continue to influence this picture. Whilst the representative management group facilitates good service engagement, the Council needs to continue to strengthen the links between the management plans and the service planning process. We also recommend that the Council:
- should continue with its plans to build its base performance data of its land and buildings;
 - needs to ensure that whole-life costing considerations are consistently applied for all projects including repairs and maintenance decisions;
 - needs to ensure that its approach to project management is updated and then consistently applied, and should be proportionate and fit for purpose; and
 - needs to ensure that it sets clearer objectives and targets for the income generation from its land and buildings.

The Council has a strong commitment to reduce carbon emissions and energy costs but the required strategic planning approach across all directorates, although improving, is not yet fully developed

- 40. The Council has a good understanding of the need to manage and reduce its carbon emissions and energy costs. However, the business planning processes necessary to achieve the required outcomes are not yet uniformly applied and existing service and site plans are, consequently, patchy and inconsistent.
- 41. Plans for carbon management and energy reduction need to be further developed and widened to include all of the Council's activities and different ways of working, including partnership working. The Council also needs to build on the good work already undertaken to develop strategic plans for the long-term adaptation needed to prepare for the unavoidable consequences of climate change.

Reviews of the Council's services by the Wales Audit Office, PwC and other review bodies show a mixed picture with improvements and good progress in some areas but less progress in others

The Council has engaged effectively with and provided leadership for the North Wales regional waste partnerships resulting in good progress being made towards procurement of regional waste treatment facilities

- 42. Despite a wide range of strongly performing waste management initiatives, the Council has assessed that there is a high risk that future waste targets will not be achieved unless waste treatment facilities are introduced. In order to address these risks, the Council has entered into two partnerships with other North Wales councils for the treatment and disposal of residual waste, for which Flintshire is the lead authority, and food/green waste.
- 43. The Council has taken a proactive approach in developing and working within waste partnerships within North Wales and has provided effective leadership for the residual waste partnership. Good progress has been made towards procurement of waste treatment facilities that will have a significant influence upon the Council's long-term ability to meet future waste targets.
- 44. Performance management arrangements have been established for the two partnerships, and regular monitoring and reviewing of performance is carried out to ensure critical target dates and budgets are met. Effective procedures are in place to manage, not only the waste partnerships through to procurement, but within the Council's waste management division.
- 45. Overall, the management of risks associated with the waste partnerships is being undertaken comprehensively. An effective monitoring, reporting and decision-making process linked to the risk register has been set up to ensure that the required actions can be taken to mitigate identified risks at an early stage.

46. The two waste partnerships are effectively working towards procurement of the treatment facilities designed to satisfy future waste requirements and assist in meeting targets. However, at the end of the procurement process, decisions will be needed on affordability of the contracts. It is anticipated that significant increases in waste management budgets will be required in future years and this is an area of risk for the Council in the current economic climate.
47. The Council's recycling performance has been steadily improving and the first quarter of 2009-10 shows a rate of 44 per cent, which is above the Welsh average of 41 per cent. If this performance is maintained throughout the year, it will have exceeded the Assembly Government target for 2010 of 40 per cent.
48. As a direct result of initiatives in recycling and composting, as well as other waste minimisation measures, the amount of material the Council sends to landfill has shown a steady decline over the last few years and is currently well within the Landfill Allowance Scheme targets.

The development control function has shown substantial improvement since our original review in late 2007

49. Officer/member relationships appear to be significantly improved; performance has been enhanced by improved procedures and a new scheme of delegation; and the level of transparency has increased. Prospects for further improvement are good, as the UDP is due to be adopted next year and as the wide-ranging restructure takes effect.
50. All of our original recommendations have been considered, and only a handful rejected by members. Little more remains to be done to implement the agreed actions. The only slight note of caution is that the downturn in the economy has removed some pressures from the service in terms of workload but added some in terms of a loss of fees. Overall, however, we applaud the positive manner in which the Council has responded to our report and to the need to develop the service.

A housing strategy to bring properties up to the Welsh Housing Quality Standard was agreed in February 2009 but implementation has been delayed and now demands high priority

51. The Assembly Government expects all local authorities to devise realistic programmes for bringing their stock up to the Welsh Housing Quality Standard by the end of 2012. Following an extensive review of the options, the Council agreed early in 2009 to achieve this through a Large Scale Voluntary Transfer of its housing stock. This requires a ballot of tenants and for the majority to support the transfer of the stock to a new landlord.
52. By adopting this strategy, the Council satisfied the Assembly Government and thus avoided the possibility of the Major Repairs Allowance being withheld. Further steps have now been taken, including increasing officer capacity and resuming the meetings of the Strategy Board.

53. The tenants' ballot will not take place until some time in 2011. We appreciate that there are concrete reasons for the speed of progress, but recommend that swift progress needs to be made. The Assembly Government's ambition is to deliver the Welsh Housing Quality Standard as quickly as practicable but many of Flintshire's tenants will not benefit from these improvements until the strategy is implemented, well after the original target.

The housing maintenance function is improving but has some distance to go

54. Since our initial review in 2007, the Housing Repairs function has shown some improvement in its performance, though the trading account has been in deficit for the last two years, and is budgeted to remain in deficit for 2009-10. In Flintshire's case, the basis of the trading account is not fully comparable over the years due to the introduction of new Schedules of Rates in 2007-08, which reduced the 'prices' charged, coupled with the changes in support cost allocation. Furthermore, a smaller proportion of work was passed to subcontractors from 2007-08 onwards. Despite these issues, we think it is reasonable to conclude that:
- the more demanding Schedule of Rates masks some productivity improvements;
 - the proportion of total costs represented by labour is increasing steadily; and
 - some of the deficit allowed for in the 2009-10 budget can reasonably be attributed to the central costs recharged by the Council, but this should not be used as a reason for such a deficit to persist indefinitely.
55. It is encouraging to see that response times are improving year on year, and that the emergency and non-urgent response times have on average outperformed the Council's target. Further, the number of jobs outstanding stood at 599 at the end of September 2009, a significant drop from a high of over 2,000 in November 2008. However, while these are positive messages, it is also true that nine per cent of emergency work and 55 per cent of urgent jobs were not completed within their respective target times of one and seven days.
56. Our further report is still being finalised with officers. It will, however, contain a number of recommendations amongst other matters for the improvement of productivity, to urge that the depot site be determined as soon as possible, and to assess the options for the future delivery of the Stores function.

The Leisure Services Strategy implementation plans need to provide a clear strategic direction for the Council's leisure provision

57. During 2008-09, we carried out a desktop review of the Council's draft leisure services strategy 'an actif future'. Our review examined whether the strategy presented a clear vision and strategy for the future development of the Council's leisure services based on local and national priorities. The intention was to raise issues about the strategy as a precursor to undertaking further work and to leave the Council in a better position to address the key strategic issues that the service is facing.

58. We concluded that the draft strategy was a useful starting point in raising some key issues about the future of the Council's leisure services. However, it did not provide a clear vision or strategic direction nor clearly assess or articulate what leisure provision is needed for Flintshire in the future. It did, however, provide some useful information that could be used to further develop the strategy.
59. Our report made some recommendations to the Council to assist it in better focusing its strategy. Specifically:
- undertake a robust assessment of the current provision of leisure services in the county;
 - undertake an evaluation of likely future demands for leisure services in the county;
 - consider what type of provision it is prepared to support, identify the 'gaps' between current leisure services and what is required in the future, and explore potential models of delivery;
 - undertake meaningful consultation on the potential models of delivery; and
 - develop a procurement strategy/approach to engage potential providers.

Children's safeguarding arrangements are generally effective but the Local Safeguarding Children Board has made slow progress

60. A review of children's safeguarding arrangements undertaken by the Care and Social Services Inspectorate Wales largely confirms the accuracy of the conclusions drawn by the Council's own audit of its compliance with the Victoria Climbié Inquiry report recommendations and the appropriateness of its action plan. It has drawn generally positive conclusions about its effectiveness in safeguarding and has identified a small number of recommendations that require further work.
61. A separate report on the Flintshire Local Safeguarding Children Board (LSCB) concluded that the LSCB had made slow progress except in recent months. The LSCB now needs to ensure that it has the capacity and the drive to ensure it delivers its objectives and focuses fully on the implementation of a shared approach to suit the local needs and challenges within Flintshire.

An inspection by Estyn and the Wales Audit Office of local education authority services found that good features outweigh shortcomings in most areas and that improvement prospects were generally good but with barriers in some important areas

62. The inspection concluded that good features outweigh shortcomings in strategic management, additional learning needs, access and school organisation, and support services. There were good features and no important shortcomings in promoting social inclusion and wellbeing.
63. Improvement prospects were good, with no major barriers in strategic management and support services. There were some good prospects but barriers in important areas in additional learning needs, access and school organisation, and promoting social inclusion and wellbeing.

64. The inspection found many positive aspects of the Council's education service provision. The report identified positive progress by the Council in developing a corporate approach, capacity and commitment to service improvement. The inspection also recognised areas for further improvement, which were incorporated into an agreed post-inspection action plan. The recommendations were that the Council:
- should reach agreement on the remaining elements of the school modernisation programme so that these can be set out and consulted upon;
 - must consistently evaluate outcomes for pupils with additional learning needs;
 - must ensure value for money by identifying and sharing with schools the full cost of each service provided to or bought by schools, measures of service effectiveness and the alternatives available;
 - ensure senior elected members receive suitably detailed and evaluative data that gives a clear picture of the performance of the directorate and of schools;
 - needs to develop better referral and monitoring systems for training in safeguarding children and young people; and
 - should introduce consistent methods for monitoring pupils' attendance at the portfolio pupil referral units.

Appendix 1

Role of Appointed Auditor and Relationship Manager and fees estimate

This Letter has been written by:

- the Appointed Auditor, PwC LLP; and
- the Relationship Manager on behalf of the Auditor General.

Statute and the Code require the Appointed Auditor to:

- provide an audit opinion on the accounting statements;
- review arrangements to secure economy, efficiency and effectiveness in the use of resources; and
- report whether the Improvement Plan complies with legislative requirements.

In addition, the Appointed Auditor reviews and reports upon grant claims and returns, including the WGA Return, prepared by the Council.

The Relationship Manager works for the Auditor General to seek to ensure that the studies and inspection functions of the Auditor General are co-ordinated with the work of relevant regulators. The Council's Appointed Auditor is PwC LLP. Performance reviews conducted by PwC are reported by the Relationship Manager.

The audit and inspection work planned for the year was set out in the Regulatory Plan 2008-09. More detail on specific aspects of the work undertaken can be found in the separate reports that have been issued during the year.

The fees for 2008-09 are currently expected to be in line with those set out in your Regulatory Plan. Work to certify your grant claims and returns is not complete but at this stage is expected to cost approximately £140,000 plus VAT.

Appendix 2

Criteria for assessing the Council's arrangements during 2008-09 for securing economy, efficiency and effectiveness in its use of resources

Corporate performance management and financial management arrangements	Questions on arrangements
Establishing objectives, determining policy and making decisions	Has the Council put in place arrangements for setting, reviewing and implementing its strategic and operational objectives?
Meeting needs of users and taxpayers	Has the Council put in place channels of communication with users and taxpayers, and other stakeholders including partners, and are there monitoring arrangements to ensure that key messages about services are taken into account?
Compliance with established policies	Has the Council put in place arrangements to maintain a sound system of internal control, including those for ensuring compliance with laws and regulations, and internal policies and procedures?
Managing operational and financial risks	Has the Council put in place arrangements to manage its significant business risks?
Managing financial and other resources	Has the Council put in place arrangements to evaluate and improve the value for money it achieves in its use of resources?
	Has the Council put in place a medium-term financial strategy, budgets and a capital programme that are soundly based and designed to deliver its strategic priorities?
	Has the Council put in place arrangements to ensure that its spending matches its available resources?
	Has the Council reviewed and made changes where appropriate to its treasury management procedures in the light of the economic downturn and the fragility in the banking system?
	Has the Council put in place arrangements for managing and monitoring performance against budgets, taking corrective action where appropriate, and reporting the results to senior management and the Council?
	Has the Council put in place arrangements for the management of its asset base?

Corporate performance management and financial management arrangements	Questions on arrangements
Monitoring and reviewing performance	Has the Council put in place arrangements for monitoring and scrutiny of performance, to identify potential variances against strategic objectives, standards and targets, for taking action where necessary, and reporting to the Council?
	Has the Council put in place arrangements to monitor the quality of its published performance information, and to report the results to Council members?
Proper standards of conduct etc	Has the Council put in place arrangements that are designed to promote and ensure probity and propriety in the conduct of its business?

Appendix 3

Auditor's report on the arrangements for securing economy, efficiency and effectiveness in its use of resources in 2008-09

Conclusion on the Council's arrangements for the year ended 31 March 2009 for securing economy, efficiency and effectiveness in its use of resources	
The Council's responsibilities	
The Council is responsible for putting in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources, and to ensure proper stewardship and governance. The Council is also responsible for regularly reviewing the adequacy and effectiveness of these arrangements.	
Auditors' responsibilities	
We have a responsibility under Section 17(2)(d) of the Public Audit Wales Act 2004, to satisfy ourselves from our examination of the Council's annual accounts and otherwise whether it has made proper arrangements for securing economy, efficiency and effectiveness in its use of resources. For the purposes of our work in this area, we have assessed 'proper arrangements' as principally comprising an organisation's corporate performance management and financial management arrangements, significant elements of which are defined in Paragraph 48 of the Auditor General's Code.	
We report if significant matters have come to our attention that prevent us from concluding that the Council has made such proper arrangements. In carrying out our work, we have not considered whether the arrangements in place represent all those that could be in place. We are also not required to consider, nor have we considered as part of this aspect of our work, the effectiveness of the arrangements in place in securing value for money during the year under review.	
Conclusion	
The following conclusion is based on, and limited to, work carried out as part of our audit of the 2008-09 accounts, together with examination of other information that we have considered relevant. We are satisfied that the Council had proper arrangements in place during the year for securing economy, efficiency and effectiveness in its use of resources. We have also raised various issues with the Council, and made recommendations to improve its arrangements. These matters are further discussed and explained in the Annual Letter.	
PricewaterhouseCoopers LLP Appointed Auditors 30 November 2009	One Kingsway Cardiff CF10 3PW

Appendix 4

Audit of the 2009-10 Improvement Plan

Certificate

We certify that we have audited the Council's Improvement Plan in accordance with Section 7 of the 1999 Act and the Auditor General's Code.

Respective responsibilities of the Council and the auditors

Under the 1999 Act and statutory guidance, the Council is required to prepare and publish a Best Value Performance Plan summarising:

- its long-term strategic objectives;
- its assessments of performance in the previous year;
- the key issues for improvement to be delivered in future years; and
- details of where to find further information, including information concerning business planning.

Under the Assembly Government's guidance, the statutory Best Value Performance Plan is called the Improvement Plan. The guidance requires the plan to be published no later than 31 October of the financial year to which it relates.

The Council is responsible for preparing the plan and for the information and assessments set out within it. The Council's future work programme set out in the plan should connect to the outcomes of the updated risk assessment.

The Council is also responsible for establishing appropriate performance management and internal control systems from which the information and assessments in its plan are derived, and for ensuring that it provides sufficient capabilities and capacity needed to manage change and improvement. The form and content of the plan are prescribed by the Assembly Government's guidance.

As the Council's appointed auditors, we are required under Section 7 of the 1999 Act to carry out an audit of the plan, to certify that we have done so, and to report whether we believe that the plan has been prepared and published in accordance with statutory requirements set out in Section 6 of the 1999 Act and statutory guidance. Where appropriate, we are required to recommend:

- how the plan should be amended so as to accord with statutory requirements; and
- procedures to be followed in relation to the plan.

We are also required to recommend:

- Whether the Auditor General should carry out an inspection of the Council under Section 10A of the 1999 Act.
- Whether the Assembly Government should give a direction under Section 15 of the 1999 Act – for example, directing the Council to amend its plan, carry out a review of a specific function or hold a local inquiry. Details of all possible directions can be found in the 1999 Act.

Scope of the Improvement Plan audit

We planned and performed our work to obtain all the information and explanations that we considered necessary in order to report and make recommendations in accordance with Section 7 of the 1999 Act.

For the purposes of our report, we have interpreted compliance with the statutory guidance issued by the Assembly Government in the document, *Wales Programme for Improvement: Guidance for Local Authorities*, as being sufficient to meet the statutory requirements under Section 6 of the 1999 Act.

We are not required to form a view on the completeness or accuracy of the information, or realism and achievement, of the plan published by the Council. Our work therefore comprised a review and assessment of the plan and, where appropriate, an examination on a test basis of relevant evidence, sufficient to satisfy ourselves that the plan includes those matters prescribed in legislation and statutory guidance and that the arrangements for publishing the plan complied with the requirements of the legislation and statutory guidance.

For the purpose of determining whether or not to make recommendations on procedures to be followed in relation to the plan, our work included:

- a review and assessment and, where appropriate, examination on a test basis of evidence relevant to the adequacy of the systems set in place by the Council for collecting and recording specified performance information; and
- the testing of specific National Service PIs selected on the basis of criteria set out by the Auditor General.

The work we have carried out in order to report and make recommendations in accordance with Section 7 of the 1999 Act cannot be relied upon to identify all weaknesses or opportunities for improvement.

We planned our work so as to collect sufficient evidence to satisfy ourselves that the plan includes those matters prescribed in legislation and statutory guidance, and the arrangements for publishing the plan, complied with the requirements of legislation and statutory guidance.

Other recommendations under the Local Government Act 1999

We make no such recommendations.

Appendix 5

Recommendations to Auditor General and to Welsh Ministers

As appointed auditors, we are required each year by Section 7 of the 1999 Act, in relation to the Council's Improvement Plan, to recommend whether the Auditor General should carry out an inspection of the Council under Section 10A of the act. We are also required each year to recommend whether the Welsh Ministers should give a direction under Section 15 of the act.

We have not identified a need for any statutory inspections in 2008-09, and therefore recommend that the Auditor General should not carry out any inspections of the Council. We also recommend that the Welsh Ministers should not give any direction under Section 15 of the act at this time.



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Annual Letter; Management Response

The Annual Letter is, overall, in the opinion of the senior management of the Council, a fair and balanced summary of the Council's performance and progress over the past year, and of the challenges the Council faces.

The following is a summary of the key points contained within the Letter, and the senior management response.

Accounts and the Financial Position

A further year of the presentation of the Council's annual accounts without qualification by the external auditors illustrates continued prudent and reliable financial governance (para 5-10).

The Council anticipates an 80% plus recovery of its funds invested in Landsbanki which represents a favourable outcome in the circumstances. The Council acknowledges the role of Central Government and the Local Government Association in acting on behalf of the collective local government investment group (para 11).

The continued defence against Equal Pay claims will be a long and protracted process (para 11).

The inward transfer of AD Waste Limited is nearing completion and the financial and other risks of the transfer are being managed (para 11).

Governance, Change and Improvement

The positive commentary on the maturing of the Council's changed approaches to service planning and performance is noted (para 13-14).

We would contend that priorities for change and improvement are clearly set out and are being given priority time and resources with evidence of positive impact. Whether there is a need for more clearly expressed political priorities by the Administration, and the Council, is a question for political comment (para 15 and 35-37).

It should be accepted that the challenges of significant reductions in public sector financing will require clear priorities to be set for investment, and proportionate disinvestment, in public services and employment. The comments about the scale of the financial challenge and the need for the Council's medium/long term financial strategy to be developed (para 35 -37) are fully accepted.

The risks within the pursuit of a legal, acceptable and affordable Single Status Agreement are well documented and resolution of an Agreement remains a

principal priority. The Agreement, once reached, will pose financial and other challenges for the organisation (para 15).

The Improvement Plan was approved by the Council in October and the positive progress made against the priorities and targets set in the Improvement Agreement with the Welsh Assembly Government was reported to the Executive on 8 December (para 16-19).

The positive commentary on the Council's programme of organisational re-design and change (para 26-29) is noted. The programme is ambitious and needs to be. The comments on the pressures on internal capacity (para 28) are fully accepted and additional change programme capacity will be required. The opportunity to further dovetail organisational change with a Single Status Agreement (para 29) are accepted.

The positive commentary on the Council's wholesale approach to reforming Human Resources management and practice, for which the Council has received national recognition, is noted (para 30-34).

Services

The positive commentary on the approaches to Carbon Reduction (para 40-41) and asset management (para 38-39) are noted.

The positive commentary on the leadership of the regional residual waste consortium and local waste strategy (para 42-38) are noted.

The positive commentary on the substantial improvement in the planning development control function (para 49-50) are noted.

The commentary on the housing ballot process (para 51-53) is realistic. Para. 51 is not accurate. The Council in early 2009 agreed to ballot tenants on the options of transfer or retention and has adopted a neutral stance.

The commentary on the progress in the housing maintenance function, and the challenges for accelerated progress (para 54-56) are realistic.

It is accepted that the Leisure Strategy is a developing strategy and the commentary (para 57-59) recognises this.

The cautionary comments over the Local Safeguarding Children Board (para 60-61) are noted and accepted. The governance and performance of the Board are under review.

The Council has adopted a comprehensive action plan in response to the outcomes of the Estyn Inspection as recognised in the Letter (para 62-64).

Clwyd Pension Fund

The position of the Clwyd Pension Fund was reported in full to the last meeting of the Council (para 20 - 23).

Colin Everett
Chief Executive
14/12/09

FLINTSHIRE COUNTY COUNCIL

AGENDA ITEM NUMBER: 5

REPORT TO: **EXECUTIVE**
DATE : **05 JANUARY 2010**
REPORT BY: **CHIEF EXECUTIVE**
SUBJECT : **DRAFT DISABILITY EQUALITY SCHEME 2009-2012**

1.00 PURPOSE OF REPORT

1.01 To present Executive with Flintshire County Council's draft Disability Equality Scheme 2009 to 2012 for approval.

2.00 BACKGROUND

2.01 All public authorities are required to produce a Disability Equality Scheme to comply with the Disability Discrimination Act 2005. The aim of a Disability Equality Scheme is to ensure that disability equality becomes central to Employment, service delivery, procurement and policy development. Putting the scheme into practice will help the Council be citizen centred.

2.02 Flintshire County Council produced its first Disability Equality Scheme in December 2006. The Council is required to report progress made on the implementation of the Scheme on an annual basis followed by a full review by December 2009.

2.03 The Council's Disability Equality Scheme, attached as an appendix to this report, sets out arrangements to meet the duties contained within the Disability Discrimination Act 2005. The duties placed upon public authorities are to:-

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

2.04 Schools will have to review and publish their own Disability Equality Schemes by April 2010.

3.00 CONSIDERATIONS

3.01 The actions within the Disability Equality Scheme (DES) 2006 to 2009 have been reviewed and overall progress has been positive. There are areas

Date: 22/12/2009

where work continues, for example, equality monitoring and equality impact assessments. These processes will be included within Flintshire County Council's Single Equality Scheme which will be finalised in June 2010.

3.02 There have been some areas of progress in disability equality across the Council during the past three years and these are highlighted in the draft Disability Equality Scheme 2009- 2012. These include:-

- working closely and involving with disabled people to identify and address areas of discrimination in service delivery;
- reviewing the website to ensure it is accessible for disabled people;
- making physical alterations to buildings to ensure they are accessible to disabled people; and
- providing information in British Sign Language DVD on the website.

3.03 In addition, progress in promoting equality throughout the Council's activities has been recognised in different national reports.

The Office of Public Management (OPM) in conjunction with the Disability Rights Commission published a report "Beyond Good Intentions A resource for local authorities implementing the Disability Equality Duty". This cited examples of good practice from Flintshire County Council.

The Welsh Assembly Government (WAG) have conducted a survey into the implementation of the Disability Equality. The Welsh Ministers Report on Disability Equality 2009 includes an example of good practice from Flintshire County Council in promoting good relations between disabled people and the local community. This example refers to the pilot project "Citizenship and Disability" undertaken with year 8 pupils from Castell Alun school. The main ideas behind the project were to:

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

3.04 The objectives for the draft Disability Equality Scheme 2009 - 2012 are:-

- Ensure employment practices and processes are fair and develop a workforce that reflects Flintshire communities;
- Develop a greater awareness and understanding of disability and the disability equality duty;

- Improve engagement and consultation with disabled people;
- Ensure access to information and access to appropriate services that meet the needs of our diverse communities, including services provided on behalf of the Council; and
- Promote good community relations.

3.05 These objectives were identified as part of a workshop undertaken with disabled people to review progress to date and to prioritise areas that still need to be addressed. The aim is to incorporate these objectives and actions into the Council's Single Equality Scheme. The Single Equality Scheme will include the race and gender equality priorities as set out in the existing schemes and will also address equality in religion and belief, sexual orientation and age.

3.06 Monitoring the progress of the implementation of the Scheme is essential if the authority is to mainstream disability equality into its employment, service delivery and procurement functions. This will enable the authority to monitor compliance with legislation and target resources where additional support is needed. The Corporate Equalities Review Team will provide the forum to monitor and review progress and compliance.

4.00 RECOMMENDATIONS

4.01 It is recommended that Executive:-

- (i) approve Flintshire's draft Disability Equality Scheme;
- (ii) approve the actions contained within the Disability Equality Scheme; and
- (iii) support robust systems being in place within each Directorate to further the Disability Equality Scheme.

5.00 FINANCIAL IMPLICATIONS

5.01 The financial implications of this report at this stage are difficult to evaluate. A further report will be submitted to the Executive detailing the cost implications of implementing the scheme.

6.00 ANTI POVERTY IMPACT

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

7.00 ENVIRONMENTAL IMPACT

7.01 None identified in this report.

8.00 EQUALITIES IMPACT

- 8.01 The Disability Equality Scheme aims to promote equal opportunities, eliminate discrimination and promote community cohesion to all people – residents, visitors and employees.
- 8.02 To make sure the report is accessible to everyone it will be published bilingually, in English and Welsh. It will also be available in different formats and languages on request.

9.00 PERSONNEL IMPLICATIONS

- 9.01 None identified in this report.

10.00 CONSULTATION REQUIRED

- 10.01 Wider consultation will take place with employees and members of the public. The final scheme will be integrated into the Single Equality Scheme which will be finalised in June 2010.

11.00 CONSULTATION UNDERTAKEN

- 11.01 The Human Resources Senior Policy Officer, Corporate Equalities Review Team and the Disability Equality Scheme core group (comprising disabled employees and disabled members of the public) were consulted in the development of the draft Scheme.

12.00 APPENDICES

- 12.01 Appendix 1 Draft Disability Equality Scheme 2009-2012

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

Report to Executive 21 November 2006
Flintshire County Council's Draft Disability Equality Scheme

Report to Executive 11 March 2008
Disability Equality Scheme Annual Report 2006- 2007

Report to Executive 27 January 2009
Disability Equality Scheme Annual Report 2007-2008

Contact Officer: Fiona Mocko
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Draft Disability Equality Scheme

2009 - 2012

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

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Foreword

Flintshire County Council is committed to delivering better services to disabled people and increased opportunities. We want to give disabled people more choice and a real stake in the community.

Although progress has been made to ensure that disabled people are able to access employment and local services, we know that we still have a long way to go on this journey. We have welcomed the involvement of disabled people in the development of our first Disability Equality Scheme and the monitoring and review. The active involvement of disabled people ensures that the improvements we make are the *right* ones, that will lead to *real* outcomes for disabled residents and employees. We have valued the contributions from everyone who has participated

We have now started to work on a Single Equality Scheme and the core group of disabled people have continued to stay involved and are making a significant contribution to the Single Equality Scheme. The priorities identified in the review of the Disability Equality Scheme will be taken forward into the Single Equality Scheme which will be published in 2010.

Colin Everett
Chief Executive
Flintshire County
Council

Cllr Neville Phillips
Equalities Champion
Flintshire County
Council

Disability Equality Scheme

1. Introduction

1.1 What is the Disability Equality Duty?

Research has shown that disabled people still continue to experience harassment, discrimination and disadvantage in every day life, despite legislation being in place to prevent this. The Disability Discrimination Act (DDA) 2005 requires all Councils to promote disability equality. This means that public authorities must, in carrying out all functions, including employment, services, procurement and partnerships, have due regard to the need to:

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

1.2 The aim is to make sure disabled people can access employment goods, facilities, services, functions and premises. The **specific duty** of the legislation requires public authorities to publish a Disability Equality Scheme by December 2006 and review the scheme every three years. The scheme sets out how we will meet the general duty and promote equality for disabled people.

1.3 What do we mean by disability?

Definition of Disability

The Disability Discrimination Act 1995 defines a disability as: ***“a person has a disability if he/she has a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities”***.

1.4 The Social Model of Disability

Flintshire County Council has adopted the Social Model of Disability which comes from the principle that disability is a social issue and not an individual problem. Impairment causes an individual to be disabled because of the social, attitudinal and environmental barriers that the individual faces. These result in non- inclusive policies and services being designed which do not take into account disabled people.

Our vision for disability equality, developed in conjunction with disabled people is:

Flintshire is an inclusive place where diversity is recognised and all citizens and visitors are treated fairly and with respect

2. Profile of Flintshire

2.1 Flintshire is the north–eastern gateway to Wales, and is bounded by the counties of Wrexham, Denbighshire and Cheshire. Apart from the urban strip along the Dee estuary, much of the County is rural and contains a small number of small towns and villages. The South and West of the county are sparsely populated.

2.2 Community Profile

Census 2001 statistics show that the area supports 148,594 people, making the county the sixth largest in Wales in terms of population.

The population of Flintshire has grown markedly over the past 10 years, along with that of Denbighshire and Wrexham. The growth is higher than elsewhere in the region, across England and Wales as a whole. Tourism brings in a large proportion of the transient population of Flintshire, mainly during the summer months in the north of the County.

2.3 **The Council -Values**

Flintshire County Council has developed a set of core values to describe the way in which we want to work:

- Be accessible, listen and respond
- Act Openly and fairly
- Value and develop our workforce
- Challenge and be more innovative in finding solutions
- Make best use of all our resources
- Work effectively within the council and with our partners

2.4 **Corporate Aims**

Our Corporate aims are:

- Customer Focus – Putting People First
- Safe and Clean neighbourhoods
- Healthy and Caring Communities
- Investing for Tomorrows Generation
- Protecting our Future Way of Life

3. **Objectives of the Disability Equality Scheme**

3.1 The objectives of the Disability Equality Scheme (DES) 2009-2012 are to:

- Ensure employment practices and processes are fair and develop a workforce that reflects Flintshire communities
- Develop a greater awareness and understanding of disability and the disability equality duty.
- Improve engagement and consultation with disabled people.
- Ensure access to information and access to appropriate services that meet the needs of our diverse communities, including services provided on behalf of the Council.
- Promote good community relations

The action plan for meeting these objectives is attached in appendix 1.

3.2 We have developed our approach to involvement with regards to the spirit of the law and not just the letter of the law. A core group consisting of disabled employees, Flintshire Disability Forum, Flintshire Access, MIND, Citizens Advice Bureau, disabled members of the public and Flintshire County Council officers has met regularly to:-

- monitor and review the progress of the DES action plan;
- identify emerging issues; and
- plan, develop and implement initiatives to promote disability equality.

3.3 We have also used feedback from equality monitoring, equality impact assessments, focus groups, training and feedback from employees to identify improvements and review priorities.

3.4 The DES core group reviewed progress and existing priorities; the existing priorities were maintained:

- Access to information and services,
- Awareness training for our staff
- Transport -taxis
- Safety

In addition, one of our aims set out in the Diversity and Equality Policy is to:

“develop a diverse workforce at all levels, which is representative of the population of Flintshire.”

3.5 The DES core group also identified the following as areas where they would like to see improvements:

- Increase involvement of disabled people
- Employment of disabled people
- Promote third party reporting for disability related hate incidents
- Contractors/procurement

3.6 The Disability Equality Scheme is linked to the following County Council documents:-

- Communication Strategy: The aim of this strategy is to ensure the whole Flintshire community can have an understanding and involvement in the running of their Council. The underlying principles state that “communication channels should be inclusive, ensuring the Council engages with all members of society including people from BME backgrounds, young and disabled people”.
- The Community Strategy and other integral strategies: Equalities has been identified as crosscutting theme in the

- strategy. This means that throughout the main themes, the Strategy will address eliminating discrimination, promoting equal opportunities and promoting good community relations.
- The Community Safety Strategy: The overarching aims of the Community Safety Strategy include
 - to adopt a problem solving approach to community safety issues, through the analysis of cross partnership data.
 - to continually monitor and evaluate community safety interventions to capture good practice and encourage continuous improvement.
 - to raise the profile of the Community Safety Partnership and its activities to help reduce the fear of crime in Flintshire
 - to continue the programme of improving public safety.

The key aims of the Joint Action Group which sits under the Community Safety partnership include addressing race and hate crime.

- Corporate Health Standard-The Corporate Health Standard is a national mark of quality endorsed by the Welsh Assembly Government to recognise the commitment demonstrated by employers to promote health and well-being in the workplace. Following an in depth assessment by external auditors, the authority was proud to receive a Gold award in March 2006.
- Diversity and Equality policy: The long-term aim is to be a responsive authority in every aspect of our service activities; providing appropriate, accessible and effective services and facilities to meet the diverse needs of our community.
The aims of the policy for employment are to:
 - i) ensure that no prospective employee or current employee receives less favourable treatment on any grounds which cannot be shown to be justified.
 - ii) develop a diverse workforce at all levels, which reflects the population of Flintshire.
 - iii) ensure difference is recognised and valued to harness individual potential to contribute to the achievement of organisational goals.
- Good Health, Good Care Strategy: The vision for this strategy is “a healthy and caring community where people achieve the best

possible levels of health and well – being. The priorities include Social Inclusion for disabled people.

- The Housing Strategy: The aim of this strategy is “To enable the residents of Flintshire to obtain good quality affordable housing in a healthy and sustainable environment with a degree of choice over location and whether to buy or rent.
- People Strategy: Included in this strategy are the following objectives:
 - Ensuring services are designed to meet the needs of customers;
 - Respecting diversity in aiming to meet the specific needs of individuals or groups of customers or clients;
 - Being a fair employer and respecting diversity.
- Older People’s Strategy: The overall aim is to promote and improve the well- being of older people in Flintshire.
- Procurement Strategy: The aim of this strategy is to ensure procurement planning reflects the Council’s core values and corporate aims and objectives. Equality and Diversity has been identified as core principles within this strategy.

4. Progress made in the implementation of the DES 2006-2009

4.1 Achievements Year one (2006-2007) as set out in the annual report:-

- The website was reviewed to ensure it is fully accessible.
- Following feedback from the Deaf community there was an increase in the range of information provided on the website in BSL DVD format.
- Information on accessibility of leisure centres was included on the website, for example, including information on parking facilities, changing facilities, hoists etc.
- Guidance on using “positive images” was included in corporate guidelines for using images in all documentation.
- The Contract Procedural Rules were revised to ensure officers who purchase goods, facilities, services or works comply with the disability equality duty.

4.2 Achievements Year two (2007-2008) Involvement

- The core group participated in a pilot project called “Citizenship and Disability” with Year 8 pupils as part of their personal and social skills education. The main ideas behind the project were:
- to increase the pupils’ awareness and understanding of disability and disabled people;
- to help to develop a disability friendly school;
- to encourage disabled people to be welcomed, respected and treated with dignity and equality;
- to show that everyone needs to be treated equally so that they can have the same chance at life as others.
- Various services have met with the Deaf community to identify the types of information they would like available in British Sign Language on the website.

Access to information and services:

- Our website is bilingual, English and Welsh, and is developed to Level AA standard. We are working towards achieving level AAA. Features currently on the website include “Readspeaker” which enables users to listen to the website and facilities to increase or reduce text size. We also have information in BSL DVD format on the website.
- Following an equality impact assessment Adult Social Care’s complaints procedure is now available in British Sign Language and plain language DVD.
- **Shotton Extra Care**
This service provides extra care for older people, the building development of the scheme has resulted in more parking spaces, more and bigger lifts, and wider paths with an appropriate surface.
- **Supporting People Operational Plan**
There is a recognised gap in provision/support to people with a sensory impairment. This has been recorded in the plan as requiring further work as part of accommodation needs to identify types of housing and support service required.

- **Leisure Services and Play**
Actif plus one card- The charges for personal assistants supporting disabled people to use leisure services have now been dropped. This resulted from an equality impact assessment undertaken on the charging policy.
- Swimming sessions for children with hearing impairments- all the tutors have attended deaf awareness training provided by North Wales Deaf Association
- Buddying Play Scheme- Buddies are employed as part of a larger play team on site at summer play schemes and provide one to one support (where necessary) for disabled children. This helps remove barriers to enable both disabled and non-disabled children to play together. In 2005 23 disabled children attended the scheme, by the summer of 2008 72 disabled children attended the scheme.
- Provision of one to one and/or one to two swimming sessions for disabled children.
- Active 8-16 programme - this a Physical Activity on Referral Initiative. The main aim of the programme is to provide young people aged 8-16 who experience social, emotional and physical difficulties with an opportunity to take part in physical activity. Young people referred to the programme receive 10 free sessions of a chosen sport or physical activity with an experienced and qualified coach. Young people are encouraged to take part beyond the referral period empowering them to take control of their health and well being.
- **Refuse Collection**-Back door collection of wheelie bins and bin bags is available for disabled people who have difficulty putting their waste out onto the pavement. Fluorescent labels are available to help refuse collectors identify homes where waste needs to be collected from the back door.
- **Contracts**-The Contract Procedural Rules have been revised to ensure officers who purchase goods, facilities, services or

works comply with the disability equality duty. Additional guidance has been prepared for procurement officers. A standard contract clause on disability equality is included in contract terms and conditions.

- Standard questions on equality are included in the Pre Qualification Questionnaire for organisations who submit tenders to the Council.

- **Buildings**-Improvements have been made to the:
 - Search Room in the Records Office to ensure it is accessible for disabled people.
 - County Hall –
 - Entrance number two, reception point at County Hall
 - Two accessible toilets in Phase 4 and in Phase 1 County Hall
 - An additional six Blue Badge parking spaces were made available
 - Hearing loops are available on all reception points

Over 90% of libraries are now accessible.

A rolling programme of physical alterations in schools is in place; this is designed to make all schools, over time, accessible to disabled children:

- all schools have allocated accessible parking spaces;
- some schools have had new front entrances.

As the programme develops more schools will have improved entrances completed, and more schools will have accessible toilets.

- **Transport**-Through the Taith Consortia Flintshire County Council is investing in its public transport infrastructure to achieve standards consistent with the Disability Discrimination

Act and providing a 'quality' inclusive mobility transport service. Typical measures already implemented include:

- **Installation of real time information displays** -Realtime uses satellite technology to electronically track buses giving an accurate prediction of the next bus arrival time. The bus stop displays show the service number of the bus, the operator, its destination and the time in minutes of the next bus arrival at the stop. This information can also be accessed through a mobile phone.
- **Introduction of low-floor buses**-National government has set a target for 50% of bus operator fleets to be low floor by 2010. Flintshire County Council has exceeded this target with over 60% of its fleet with low floor entrances. Low floor buses offer better access to all passengers, including wheelchair users, people with walking aids, partially sighted people and parents with pushchairs. Timetable leaflets show which routes operate a low floor bus.
- **Installation of Raised Kerbs**-The Raised Kerb provides a seamless gap free join between low-floor buses and the pavement. It provides faster, easier and safer passenger access, particularly for the disabled and visually impaired.
- **Introduction of Bus Boarders**-Bus Boarders are being installed at locations where cars are parked on the inside lane of a road. The bus boarders help prevent the obstruction of bus stops by parked vehicles.
- **Upgrading of existing bus stops**-Poles, flags and information cases, detailing bus timetables, route numbers and mapping, are being provided at various bus stop locations that do not have a bus shelter.
- **Railway Station Improvements**- The introduction of cycle lockers at railway stations and new roadside signs making it easier to locate more rural Railway Stations. Flintshire is also in the process of producing new posters at railway stations to enable passengers to find out all the information they require regarding rail replacement buses, connecting local bus services, including up to the minute mms (mobile phone) text alerts for Bus and Train Time Arrival Information.

Safety

- There were no reports of hate related incidents between January 2008 and December 2008.

Employment

- Information on the Disability Equality scheme is available for all employees and this includes information on reasonable adjustments.
- We have successfully maintained the “Positive about Disabled People, Two Ticks” initiative.
- An additional six Blue Badge parking spaces were made available in County Hall

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

4.3 Achievements Year three (2008-2009)

Access to information and services

Equality impacts have been undertaken on the following:

- Complaints Procedure for Adults- prepared DVD that explains the procedure and involved adults with learning disabilities
- Transition project- Annual Transition event to promote adult services to disabled young people.
- Housing Strategy
- Rest Centres – actions arising from the EIA include
 - Designated centres that conform to DDA 1995
 - Identified Special areas in centre for Faith/ cultural needs
 - Guidance for Vulnerable / Disabled/ Children/Mental Health issues.
 - Guidance for language (covers bi- lingual signs and leaflets/ access to interpreters/ deaf, deafened, hard of hearing, visually impaired, deaf/blind etc)

- Rest Centre Workshops and Exercises to raise awareness of the specific needs of different groups.
 - Level 1 training programme provided by JEPU includes access/ disabled and religion and cultural awareness.
- Community Equipment Service-
 - Develop Equality monitoring data collection to reflect all the different groups.
 - Ensure all staff that work for the Equipment Service attend equality and diversity training.
 - Regular monitoring of equipment requests and ensure effective communication to all partners.
 - Look at the referral form to ensure prompts for any relevant equality issues to be recorded e.g. cultural practices etc.
 - To consult the Service User Group on equality issues
- Transport Services (Social Services for Adults)
 - Explore driver training to include facets on equality issues
 - Train the trainer programme to deliver equality training to staff.
 - Audit the Transport service against elements of the self assessment checklists produced by the Audit Commission that promote equality.
 - Develop a communication framework which operators and staff sign up to.
- Supporting People (Eligibility Criteria)
 - Ongoing equality monitoring of those using Supported People.
 - Ensure Supporting People Team undertake diversity training
 - Annual monitoring of the Eligibility Criteria (every April) by the Supporting People Planning Group
- Supporting People Operational Plan
 - Further investigation of need planned for women in rural areas, older people at risk of domestic violence, people with a sensory impairment, young offenders and people who substance misuse.
 - Ensure that any review of services funded by Supporting People include a standard on Equality.
 - Ensure Supporting People Team undertake diversity training.

- Gypsy and Traveller Protocol
 - Ensure information is available in different formats
- Leisure Services Strategy
 - Look at the physical accessibility of Leisure Centres / Sports Centres / Swimming Pools for disabled people.
 - Ensure that monitoring is more effective to include age and ethnicity
 - Easy read signage to be provided in all leisure centres
 - Ensuring hoists are available and easily seen.

Buildings

The following buildings have been altered to ensure that they are now fully accessible:

- Connah's Quay Sports Centre
- Greenfield Youth and Community Centre
- Saltney Youth Club

In County Hall the following alterations have been made:-

- Two additional unisex accessible toilets
- Conference Room 1 and waiting area was made more accessible with redecoration, installation of a loop system, carpeting, new doors, signage and accessible toilet.
- Handrails on car parking area
- Refurbished reception area in Benefits
 - New handrails fitted to external stairway (a wheelchair lift is also provided).
 - New reception layout provides for wheelchair access throughout.
 - An oversize interview booth provides sufficient space for two wheelchair users.
 - Seating is now provided in a designated waiting area (previously there was standing room only).
 - All customer seating now has arm rests to help facilitate sitting down / standing up for those with mobility problems.
 - A dual height (DDA compliant) reception desk has been installed.
 - Mobile loop systems have been provided to assist the hard of hearing.

Schools

Rhos Helag Rhosesmor

- New accessible toilet / changing facility (next to girls toilet's).
- Created a new secured room

Bryn Gwalia Mold

- New sound system in the hall

Alun High School Mold

- New sound system in the hall

Ysgol Y Foel Cilcain

- New accessible toilet / shower / changing facility with ceiling track hoist (near to staff room)
- Alter internal access door into nursery toilet area

Saltney Ferry CP

- Alterations to main entrance doors
- Alterations to emergency exit door (from nursery area)
- Alterations to internal door into Junior craft area
- New accessible toilet/ changing facility with ceiling track hoist (in junior craft area)

Sealand CP

- New ramped entrance into foundation phase

Bryn Deva

- New ramped entrance (from play group exit)

Ysgol Pen coch

This is a new school for children with additional needs. It is fully accessible and also has a hydrotherapy pool.

All schools have an Accessibility Plan in place.

Transport

- Improvements to Shotton Railway station- painting including hi-visibility, surface work for the footways, automatic ticket machines

5.0 Challenges

- 5.1 While we have made good progress in taking forward most of the actions set out in our Scheme for 2006-2009, we recognise there are still challenges that we will need to address:-

- reaching out to engage and consult with a wider range of disabled people, in particular young disabled people and children. Involving more disabled people will contribute to identifying inclusive priorities and will help us to develop services that meet diverse needs.
- capturing and using data from equality monitoring more effectively to understand our customer profile and identify and address areas of potential or actual inequality in both employment and services. Using equality monitoring data will contribute to evidence based decision making in policy making, service delivery and identifying priorities.
- embedding equality impact assessments in the business planning process to ensure that they are undertaken across services and on new and revised policies and that they lead to improvements for disabled people.

6.0 Meeting the Council's Disability Equality Scheme objectives for 2009-2012

6.1 Objective 1 Ensure employment practices and processes are fair and develop a workforce that reflects Flintshire communities

We monitor whether our employees are disabled or not and publish annual reports. The employment areas that we monitor are:-

- all employees and their grade;
- applicants for jobs;
- people who are short listed;
- people who are appointed; and
- people who leave the organisation.

The results of monitoring for employment are:-

Table 1: Profile of employees by grade (April 2006)

Grade	Female		Male		Disabled (from data available)		Disability Not Declared	
	No.	%	No.	%	No.	%	No.	%
Up to Scale 1	2239	77.69	643	22.31	61	2.17	928	32.20
Scale 1-4	867	83.21	175	16.79	25	2.40	134	12.86
Scale 4-SO2	1203	68.35	557	31.65	43	2.44	342	19.43
M1 –M5	898	71.73	354	28.27	17	1.36	224	17.89
M6 and above	166	44.86	204	55.14	13	3.51	41	11.08
Total	5373	72.94	1993	27.06	159	2.16	1669	22.66

Table 2: Profile of employees by grade (August 2009)

Disabled	Blank (no contractual hours)	Up to Scale 1	Scale 1 to 4	Scale 5 to SO2	M1 to M5	M6 and above	Totals
Unknown	556	28	2039	628	538	42	3831
No	80	0	2356	1125	1278	178	5017
Yes	1	0	62	36	24	3	126
Totals	637	28	4457	1789	1840	223	8974

Overall, it would appear that the number of disabled people employed by the Council has reduced from 159 disabled employees in 2006 to 126 disabled employees in 2009. An improvement target has been set to increase the number of disabled employees from 1.40% to 1.75% by March 2010. It should be noted that over 40% of diversity data on employees is not available.

Applicants selected for interview appointed

Table 3: Applications, Short listed, Appointed (April 2006)

	Applications		Selected for interview		Appointments	
	Number	% of total	Number	% of total	Number	% of total
Female	1465	43.41	452	43.71	85	39.90
Male	911	26.99	269	26.01	37	17.37
Unknown	999	29.60	313	30.27	91	42.72
Disabled	62	1.83	23	2.22	2	1.0
Total Number	3375		1034		213	

Table 4: Applications, Short listed, Appointed (August 2009)

	Applied	%	Selected for Interview	%	Appointed	%
Not Disabled	144	2.76%	41	3.16%	5	1.74%
Disabled	230	4.41%	53	4.09%	7	2.44%
Unknown	4836	92.82%	1203	92.75%	275	95.82%
Totals	5210		1297		287	

In 2006 1.0% of all appointments were appointments of disabled people. In 2009 disabled people made up 2.44% of appointments.

Table 5: Profile of disabled employees leaving the authority (April 2006).

By Disability		%
Disabled	16	1.60
Not Disabled	474	47.30
Disability – Not Declared	512	51.10
Total	1002	

Table 6: Profile of disabled employees leaving the authority (August 2009).

Disabled	Total	%
Unknown	483	42.69%
No	352	55.91%
Yes	9	1.40%
Total	844	

In 2006 disabled employees made up 1.6% of all leavers, this figure was reduced to 1.4% in 2009.

We have met with the Disability Equality Advisor to review the Positive about Disabled People's scheme. We have undertaken equality impact and have put in place actions to maintain the standards set out in this scheme.

What we will do next: -

- implement an integrated Human Resource Management System, which will ensure that all areas of employment practices can be monitored by disability, gender and ethnicity. This will provide more robust quantitative data which will enable more reliable and valid analysis to take place.
- work towards achieving a 90% profile of the workforce by December 2011.
- analyse employee monitoring data on a quarterly basis and investigate any underlying differences.
- use the results of these investigations to inform Directorate improvements and Corporate improvement targets.
- work towards increasing the percentage of disabled employees to 1.75% by March 2011.
- continue the rolling programme of equality impact assessments on all employment policies and review and amend policies if there is found to be adverse impact on any specific groups.
- analyse the results of the Employee Opinion survey for 2009 to inform improvements.
- implement the biennial employee opinion survey in 2011.
- pilot a rehabilitation programme with the aim of reducing long term absence. This will be undertaken in line with National Institute of Continuing Care (NICE) guidance, which will involve

tailored packages to reintroduce employees back into the work place to their original post or new post.

6.2 Objective 2 Develop a greater awareness and understanding of disability and the disability equality duty.

The following is currently in place:

- diversity and equality training is compulsory for every employee;
- disability equality training is part of the Member Development Programme;
- resources on disability are included on the intranet and in guidance notes for managers

What we will do next:-

- provide specific training for staff involved in impact assessments; and
- provide more resources on disability on the intranet
- promote specific initiatives to increase awareness on disability, for example, the International Day of Disabled People
- implement the revised HR policies and provide training for managers.

6.3 Objective 3 Improve engagement and consultation with disabled people.

We have set up a Disability Equality Scheme core group who contributed to the development and review of the 2006-2009. This group has now become part of the Single Equality Scheme involvement group. The members have also contributed to equality impact assessments undertaken by services. We also consult with disabled employees through the UNISON self organised group. We recognise that these groups do not reflect the diversity of Flintshire communities or disabled people. Involvement and consultation toolkits are available for employees who are required to involve /consult with employees and/or members of the public.

We have incorporated into the contract with the research organisation who carries out consultation with the public on our behalf is the requirement to consult with people from all equality

strands. They are also required to use different mechanisms to ensure they reach these groups and meet their needs.

We have developed a consultation data base so that services can share results from consultation, avoiding repeating consultation exercises and consultation fatigue.

What we will do next:-

- monitor the make up of the Single Equality Scheme involvement group to identify areas of under representation and take targeted action to reach these groups.
- monitor the number of disabled people who respond to consultations and equality impact assessments and support services to find alternative ways to consult when response rates are low.

6.4 Objective 4 Ensure access to information and access to appropriate services that meet the needs of our diverse communities, including services provided on behalf of the Council.

Systems to monitor the make up of customers by disability have been set up for:-

- Corporate complaints
- Benefits
- Housing
- Adult Social Care
- Children's Services
- Education
- Consultation exercises
- Satisfaction surveys

The qualitative and quantitative information gathered will be used to:

- identify any urgent areas of action
- help assess impact of policies and procedures;
- review services;
- monitor the Disability Equality Scheme;
- identify new actions and
- identify areas that have improved and areas of good practice.

What we will do next:

- set timescales to provide information in different formats.
- use standard wording on every public document which states that the information is available in different languages and formats on request.
- analyse equality monitoring data to
 - identify any urgent areas of action
 - help assess impact of policies and procedures;
 - review services;
 - monitor Disability Equality Scheme;
 - identify new actions;
 - identify areas that have improved and areas of good practice; and
 - set targets to improve customer satisfaction and increase access to services for specific groups.
- monitor service progress to undertaking equality impact assessments and incorporating actions into service plans and the business planning process.

6.5. Objective 5 Promote good community relations

There have been no reports of disability related hate crime to the Council, however the North Wales Police received seven reports for their Eastern division which covers both Wrexham and Flintshire boundaries. We will work with North Wales Police to increase reporting and tackle incidents.

What we will do next:-

- Review hate incident reporting system
- Relaunch system and promote throughout Flintshire
- Set up Community Cohesion tension monitoring meetings with North Wales Police to review reports and identify further actions.

7.0 Implementing the Scheme- Roles and Responsibilities**Chief Executive**

The Chief Executive has overall responsibility for the implementation of the Disability Equality Scheme.

The Executive Member Corporate Strategy

The Executive Member Corporate Strategy is the 'champion' for equality. This means that they have responsibility for:

- promoting equality;
- challenging discriminatory and offensive comments and behaviour;
- making sure we take account of equality in everything we do; and
- setting a positive example and promoting good practice.

Elected Member responsibility

- All members have an integral role for ensuring disability equality is incorporated in to all Council business.
- All councillors have an essential role and responsibility for:
- making sure we take account of disability equality in everything we do;
 - promoting good community relations;
 - identifying and preventing discrimination;
 - challenging discriminatory practices; and
 - setting a positive example.

Directorate responsibility

Chief Officers will have responsibility for implementing the Disability Equality Scheme within their Directorate and for monitoring progress through the performance management framework.

Chief officers in each Directorate will have responsibility for:

- putting the disability equality scheme into practice within their directorate;
- including the disability equality action plan in the service plan;
- monitoring progress;
- challenging discriminatory behaviour and practices;
- setting a positive example for all employees;
- promoting good practice;
- identifying discriminatory practice and promoting rights and responsibilities; and
- developing a culture in which individuals are treated with dignity and respect, and offensive and discriminatory behaviour, images, language and harassment are not accepted.

Managers

All managers have responsibility for implementing the Disability Equality Scheme and take an active role in identifying and challenging discriminatory practice and promoting equality.

All managers and supervisors have responsibility for:

- putting into practice the disability equality scheme;
- promoting equality;
- tackling inequality and discrimination;
- identifying and challenging discriminatory practices and behaviour;
- acting as a positive example;
- developing a culture in which individuals are treated with dignity and respect, and offensive and discriminatory behaviour, images, language and harassment are not accepted;
- using language and images that promote positive attitudes of disabled people;
- ensuring staff attend relevant training and understand their responsibilities as set out in this Scheme; and
- setting equality targets in service plans

Directorate equality representatives

Directorate equality representatives:

- advise and support directorates to meet the disability and equality scheme;
- reporting on progress being made within their Directorate
- set a positive example and promote good practice within the directorate;
- challenging discriminatory language and behaviour; and
- act as a link between the corporate equalities review team and the directorate.

Individual responsibility

For this policy to be successful, every individual must take responsibility for promoting disability equality. By promoting equality, we mean:

- identifying and reporting discrimination and inequality;

- treating people, customers and colleagues, with dignity and respect;
- attending relevant training;
- removing offensive images;
- using positive language and images to describe disabled people;
- promoting rights and responsibilities.

Schools

Schools have responsibility to produce and publish and report on their own Disability Equality Schemes.

8. Equality Impact Assessments

- 8.1 To meet the duty all public authorities are required to set out the methods of impact assessments on policies and practices. This is to ensure that the needs and concerns of disabled people are taken into consideration. An initial screening exercise was undertaken to decide whether a full impact assessment is required. This activity involved disabled people. We have published our timetable for impact assessments.
- 8.2 Impact assessments are undertaken by a cross section of employees nominated by Directorates. Each impact assessment will be “signed off” by the relevant Directorate and will be forwarded to the Corporate Equalities Review Team. The aim of this is to monitor consistency of equality impact assessments and to identify and share good practice
- 8.3 All reports to Committee have an “Equality Impact” section, which has to be completed. The responsibility for completing this lies with the author of the report. Guidance has been developed to support those people who write committee reports.
- 8.4 A summary of the equality impact assessments are published on our website.

9. Monitoring and Review

- 9.1 The Council will monitor progress of the Disability Equality Scheme action plan at each Corporate Equalities Review Team and Board meeting. Each Directorate will be required to

complete monitoring forms to identify progress being made, any areas of non-compliance, and any barriers so that appropriate support can be given.

- 9.2 Progress reports will be provided to the Executive on an annual basis. Internal audit will monitor the progress of the actions identified in the scheme.
- 9.3 The Disability Equality Scheme will be incorporated into the Council's Single Equality Scheme in June 2010. The Single Equality Scheme will cover Age, Disability, Gender, Race, Religion and Belief and Sexual Orientation.
- 9.4 Achievement of the action plan will also be reviewed at each meeting of the Corporate Equalities Review Team and Board. This will be updated and published annually.

10. Annual Reporting

- 14.1 Annual reports will be presented to the Executive and will be published for the public and for employees. The annual report will identify which actions that we have been able to achieve and the actions that we did not achieve. Any new actions arising out of involvement and consultation will be included in the annual report.

11. Publishing the Scheme

- 11.1 This section sets out how we will publish the scheme both to the public and our employees.
- 11.2 We will publish the scheme and produce a summary. These will be available on our website and in libraries in both Welsh and English and Easy Read. These will also be circulated to the people and organisations who were involved in developing the scheme. It will be available in different languages and formats. A British Sign Language version of the summary will be available on our website.
It will also be promoted through press releases including
 - Local media, including Welsh language newspapers and Talking newspapers

- Flintshire Local Voluntary Council
- Flintshire Disability Forum
- Flintshire Access
- Service User Planning Groups
- Council newsletter to the community
- Tenant Newsletter
- Young Peoples Website

11.3 To promote the scheme to our employees we will use:

- The intranet
- Team briefings
- Flintshire Focus (internal magazine)
- Induction
- Customer Care training
- Staff guidance

11.4 To ensure our staff have the knowledge, skills and attitude to meet the general and specific duty, we will

- Incorporate awareness into the diversity and equality training
- Continue developing specific training related to disability.
- Develop initiatives to promote awareness around areas such as Mental Health.
- Place guidance notes on the intranet

12. Complaints Procedure

12.1 Complaints about how the Council is meeting its duties under the Act and complaints about Disability Equality can be made through the Council complaints procedure.

12.2 Each Directorate has their own complaints officer and complaints should be forwarded to the relevant Directorate in the first instance. If the complaint is not resolved at this stage, the corporate complaints procedure, “Compliments, Comments and Complaints” can be used.

12.3 The Complaint procedure is available

- In local offices
- libraries
- on Flintshire County Council website

- from Flintshire County Council Mobile office

Or alternatively through directly contacting the Customer Services Team telephone 01352 703020

12.4 The monitored complaints will be reported to:

- The Corporate Equalities Review Board on a six monthly basis
- Annually to the Executive

12.5 Employees, who feel that the Council is not meeting its employment duties under the Disability Discrimination Act, will be able to make a complaint through the grievance procedure.

Disability Equality Scheme Action Plan 2009 – 2012 Appendix 1

Objective: Ensure employment practices and processes are fair and develop a workforce that reflects Flintshire communities (Meets the General Duty 1, 2, 3,4, 6)				
What we will do	Who	Time scale	Measure	Outcome
Monitor, analyse and report on the diversity of the workforce and set targets for improvement	Workforce Information Manager & HR Policy Officer	Quarterly reports presented at Corporate Equalities Review Team	Diversity data on 90% of the workforce is known by December 2011	Employment practices are fair.
		Annual reports published in 2010, 2011 and 2012	90% of equality monitoring forms on job applications are completed by December 2010	Disabled people are represented at all levels of the organisation
			Base line data established for reports of harassment and grievances by December 2010.	Disabled employees are treated with dignity courtesy and respect
			Base line data established for	

			profile of employees leaving the Council by December 2010.	
Develop action plan to increase the number of disabled employees	Workforce Information Manager & HR Policy Officer	March 2010	An increase in the percentage of disabled employees from 1.4% to 1.75% of employees by March 2011	Increase in the number of disabled employees
Undertake biennial Employee Opinion Survey and set targets and actions for improvement based on the findings	Corporate Communications Officer	October 2011	Base line data established for job satisfaction levels of disabled employees	The culture of the organisation respects diversity and promotes equality
Introduce a pilot project to reduce long term sickness absence	HR Policy Officer and Occupational Health	April 2010	Base line data established on the number of employees who have to leave because of a disability by December 2010.	Increased opportunities in employment for disabled employees

			Base line data established on the profile of requests and acceptances for flexible working by December 2010.	
Maintain “Two Ticks Positive about Disabled People” and ensure all information for job applicants promotes Two Ticks and encourages requests for reasonable adjustments as part of the selection process.	HR Policy Officer	December 2011	<p>100% of correspondence to job applicants promotes Two Ticks Symbol.</p> <p>100% correspondence to job applicants encourages people to request reasonable adjustments.</p> <p>Baseline data established on the number of requests made for reasonable</p>	The Council is seen as an “Employer of Choice” Disabled people have equal access to employment.

			adjustments by job applicants.	
Objective: Develop a greater awareness and understanding of disability and the Disability Equality Duty. (Meets the General Duty 1, 2, 3,4, 6)				
Undertake promotional activities for International Day of Disabled People and develop resources for the intranet and In house magazine	Assistant Policy officer Equalities and Social Policy	December 2010. December 2011 December 2012	Number of activities held Number of resources developed Number of magazine articles published	Disabled customers receive accessible services
Continue implementing diversity and equality training	Corporate Training Manager/ Policy Officer Equalities	December 2009	Number of employees attending training Base line data established on the number of disability related complaints from customers by December 2010. Base line data	Disabled customers receive accessible services All employees and elected members understand their role under equality legislation.

			established on the number of disability related grievances and harassment by December 2010	
Implement revised HR policies and provide training for managers	HR Policy Officer	April 2010	Baseline data established on grievances related to HR policies and their application	Disabled employees are treated fairly
Objective: Improve engagement and consultation with disabled people. (Meets the General Duty 3, 4, 5)				
Ensure disabled people are involved in equality impact assessments and have equal access to corporate and Directorate consultations	Policy Officer Equalities Directorate equality representatives	December 2012	Number of disabled people involved in consultations Number of equality impact assessments involving disabled people	Disabled people have equal access to corporate and Directorate consultations. Services are accessible and meet the needs of disabled customers. HR Policies are fair

Ensure disabled people are involved in the development of the Single Equality Scheme	Policy Officer Equalities Community Cohesion Officer	December 2009	Number and diversity of disabled people involved in the Single Equality Scheme core group	Services are accessible and meet the needs of disabled people
Objective: Ensure access to information and access to appropriate services that meet the needs of our diverse communities, including services provided on behalf of the Council. (Meets the General Duty 1, 3, 4, 5)				
Ensure all Council publications are available in accessible formats	Policy Officer Equalities Directorate Equality Representatives	Spot checks to be undertaken in: September 2010 September 2011 September 2012	100% of public documents have standard wording to state that they are available in alternative formats Target met to meet requests for alternative formats in 10 working days	Disabled people have equal access to information.
Continue to review and prioritise, with disabled people, and implement the rolling programme of physical	Assistant Policy Officer Equalities Corporate Property Maintenance Manager	Annually September 2010 September 2011 September 2012	Annual work programme for physical alterations is met.	Disabled people have equal access to buildings and services

alterations to Council property				
Provide information to both the public and employees on facilities and services for disabled people on both the website and intranet.	Assistant Policy Officer Equalities Directorate Equalities Representatives	Updates annually: July 2010 July 2011 July 2012	Information on accessible Council meeting rooms available on the intranet Information on access provision to all Council buildings is available to the public	Employees are aware of accessible Council meeting rooms. Disabled people are aware of current access provision.
Ensure equality impact assessments are undertaken	Policy Officer Equalities Directorate Equalities Representatives	Quarterly reports presented to Corporate Equalities Review Team	Target met for equality impact assessments undertaken in each Directorate Service plans identify equality improvements and targets.	Disabled people receive accessible services which meet their needs

			Base line data established for the profile of customers for each Directorate.	
Ensure all contractors comply with equality duties	Policy Officer Equalities Directorate Equalities Representatives	Sampling undertaken in September 2010 September 2011 September 2012	100% of a random sample of contracts and service level agreements contain equality specifications where relevant. 100% Contracts with taxi companies are reviewed	Disabled people receive accessible information from organisations which provide a service on behalf of the Council.
Provide equality training for the Local Strategic Partnership Board.	Policy Officer Equalities Partnerships Manager	December 2012	Number of participants who receive training	Local Service Boards deliver accessible services that meet the priorities and needs of disabled people.
Objective: Promote good community relations (Meets the General Duty 1, 2, 4)				
Review, re launch and promote hate	Senior Neighbourhood	July 2010	Increase in the number of reports of	Disabled people are aware of, and know

incident reporting system	Warden		disability hate crime Number and range of promotional activities undertaken	how to report. Hate incidents Flintshire is a safe place where disability related harassment and hate crime is not tolerated a
Ensure hate crime is monitored and results reviewed and actioned at the multi agency Community Cohesion tension monitoring group,	Community Cohesion Officer Neighbourhood Wardens Policy Officer Equalities	Hate incidents analysis reports presented quarterly to the Corporate Equalities Review Team and to Flintshire Community Safety Partnership starting January 2010	Number of reports of disability related hate incidents Number of case conferences held Range of actions taken to reduce incidents	Disabled people feel confident in reporting incidents Disabled people do not experience disability related hate crime.
Implement Scheme				
Publish the scheme using a variety of formats and mechanisms to— website, intranet, libraries, mobile	Policy Officer Equalities Assistant Policy Officer – Equalities	January 2010	Number of formats in which the scheme is published	Employees and members of the public are aware of the schemer

office, Single Equality Scheme core group, Disability Equality Scheme network				
Incorporate the objectives and action plan within the Single Equality Scheme	Single Equality Scheme Involvement Group	June 2010		Disabled people's priorities are reflected in the Single Equality Scheme
Monitor implementation of the scheme	Policy Officer Equalities	Quarterly starting April 2010 as part of the Corporate Equalities Review Team and through the Single Equality Scheme Involvement Group	Number of measures that are met.	Improvements are made that benefit disabled people.

FLINTSHIRE COUNTY COUNCIL

AGENDA ITEM NUMBER: 6

REPORT TO: **EXECUTIVE**
DATE : **05 JANUARY 2010**
REPORT BY: **CHIEF EXECUTIVE**
SUBJECT : **2009 RESIDENTS' SURVEY**

1.00 PURPOSE OF REPORT

1.01 To present Members with the findings of the 2009 Residents' Survey.

2.00 BACKGROUND

2.01 Earlier this year BMG Research, an independent research company, carried out the Council's residents survey. The Council commissions this survey every two years and the last survey was held in 2007.

2.02 The aim of the survey was to gauge satisfaction levels with Flintshire as a place to live and to compare to the "benchmarks" set in 2007.

2.03 3500 questionnaires were dispatched to residential addresses using Royal Mail's Postal Address File and a random sampling approach was used to ensure equal coverage across five Neighbourhood Service Areas (see page 7 of the extract of BMG's Residents' Survey Report).

3.00 CONSIDERATIONS

3.01 BMG Research have now analysed the data and a full report of their findings has been produced. A summary extract of the report is attached.

3.02 1285 questionnaires were returned to BMG Research achieving a 37% response rate, compared to 35% in 2007.

3.03 Satisfaction with living in Flintshire remains unchanged since 2007 with 75% of residents being satisfied. However, it should be noted that the top rating of 'very satisfied' has increased from 26% in 2007 to 35% in 2009.

3.04 The things people felt needed most improvement were the removal of dog fouling, the physical condition of roads and pavements and the provision of more council litter bins.

3.05 When asked about waste and recycling collection services, 88% of residents are either very or fairly satisfied with the collection of their household waste; satisfaction with kerbside recycling ranges from 71% for brown bin collection, 77% for blue bag collection and 80% for blue box collection.

Date: 22/12/2009

- 3.06 88% of residents feel either fairly or very safe outside in their neighbourhood during the day compared to 65% outside at night.
- 3.07 The survey also asked residents for their perceptions of how good they believe the council is at dealing with its customers. Overall 66% felt the Council is either fairly good or very good, which is an improvement on the 62% recorded in 2007. More importantly those people awarding the top rating of very good has risen from 9% in 2007 to 15% in 2009. Dissatisfaction levels have also gone down from 22% in 2007 to 19% in 2009.

This improvement is further demonstrated when considering the following specific questions posed:

	2007	2009
The attitude of staff	72%	84%
The ability of staff to direct the enquiry to the right area	67%	77%
The ease of contact with the Council	77%	84%

- 3.08 When asked how well the Council keeps residents informed about services, 65% say they are either very or fairly well informed compared against 59% in 2007.
- 3.09 In 2009 the Council changed the format of its household newsletter 'Your Community, Your Council'. The survey gauged people's reaction to those changes. 72% of those responding who read the newsletter said the new format was an improvement; 90% believe it is clear and easy to read; 82% say the articles are informative.
- 3.10 The outcomes of the 2009 survey are very encouraging with a number of satisfaction ratings providing positive responses and endorsing the work of the Council in improving the services it provides.
- 3.11 The detailed results of this survey provide valuable information and data that will now be considered in greater detail to more accurately target areas for future improvement.

4.00 RECOMMENDATIONS

- 4.01 That Members receive the findings of the report by BMG Research.

5.00 FINANCIAL IMPLICATIONS

- 5.01 Full costs of the 2009 Residents' Survey have been met through the 2009/10 Corporate Consultation budget.

5.02 Cost implications of any action planning as a result of the findings will be met from those service areas identified as responsible for specific tasks.

6.00 ANTI POVERTY IMPACT

6.01 No identifiable impact.

7.00 ENVIRONMENTAL IMPACT

7.01 No identifiable impact.

8.00 EQUALITIES IMPACT

8.01 Participants of the survey were randomly selected via the Royal Mail's Postal Address File and were stratified across 5 neighbourhood service areas, ensuring that the views and opinions of a wide cross section of Flintshire's population were invited and included.

9.00 PERSONNEL IMPLICATIONS

9.01 No identifiable implications.

10.00 CONSULTATION REQUIRED

10.01 The outcomes of the survey need to be made available publicly and feedback provided to all those who participated.

11.00 CONSULTATION UNDERTAKEN

11.01 None to date, other than the Residents' Survey itself.

12.00 APPENDICES

12.01 A summary extract of the Flintshire Residents Survey Report 2009 is attached. The full report is available in the Members' Library and on the Council's website www.flintshire.gov.uk.

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

2007 Residents' Survey Summary Report
2009 Residents' Survey Report
both of which are available via the Council's website
www.flintshire.gov.uk

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Research Report



Flintshire Residents Survey
Prepared for: Flintshire County Council



Flintshire Residents Survey

Prepared for: Flintshire County Council

Prepared by: Steve Handley, Account Manager

November 2009



Produced by BMG Research

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1 Introduction

1.1 Background and method

In spring 2009 Flintshire County Council commissioned BMG Research to conduct a survey among Flintshire residents. The aim of this research was to quantify how satisfied residents are with Flintshire as a place to live. Building on the benchmarks set by a similar survey in 2007 this research also sought to provide perceptions data on a number of key issues such as neighbourhood cleanliness, community cohesion, and crime and safety so that progress on these issues in the last two years could be measured. In addition this survey was designed to assess the strengths and weaknesses of the Council's own service provision, looking in particular at the way in which it communicates with residents.

1.2 Methodology

The questionnaire used in this survey was developed in partnership by Flintshire County Council and BMG Research. 3,500 paper questionnaires were sent to randomly selected Flintshire residential addresses. The questionnaire was available in both English and Welsh so that residents could complete the survey in their language of choice.

The 3,500 residential addresses that were sent a questionnaire were randomly selected from the Royal Mail's Postal Address File (PAF), which is the most complete sampling frame available for this type of research. Each address had an equal chance of being selected. In 2009 a stratified random sampling approach was used to ensure responses were returned from each of the five Neighbourhood Service Areas within Flintshire.

Figure 1: Neighbourhood area definitions



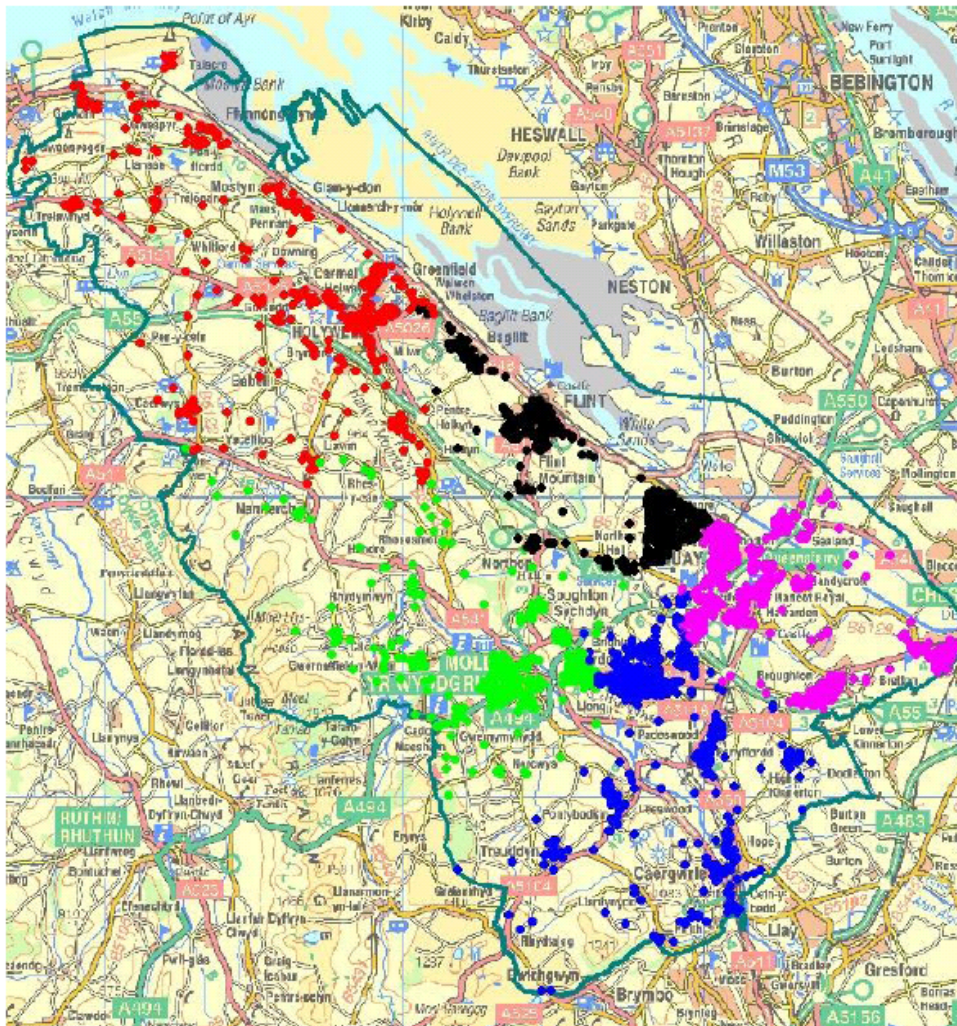
Using the postcode definitions of the five Neighbourhood Service Areas and the population estimates for each area provided by Flintshire County Council, the addresses were drawn at random and proportional to the resident population as shown in the table below.

Table 1: Sampling proportions

Neighbourhood Service			
Area	Pop estimate	%	Sample despatched
1	24455	16%	576
2	21605	15%	509
3	31042	21%	731
4	35374	24%	833
5	36117	24%	851
Total	148593	100%	3500

The result of this sampling approach is shown on the map below, with each coloured dot representing a unique addresses per Neighbourhood Sampling area to which a questionnaire was despatched.

Figure 2: Sampling of neighbourhood areas



The questionnaires were despatched in June 2009. Three weeks after this initial mailing, those who had not returned their questionnaire were sent a further copy of the questionnaire and a reminder letter.

In total 1285 paper questionnaires were returned to BMG Research by the deadline date. The total of 1285 completed surveys means that a response rate of 37% was achieved compared to the 35% achieved in 2007.

The sample size of 1285 is subject to a maximum standard error of +/-2.7% at the 95% confidence level on an observed statistic of 50%. This means that if the total Flintshire population had completed the survey and a statistic of 50% was observed, we can be 95% confident that the response lies between 47.3% and 52.7%. The returns per Neighbourhood Service Area are shown in the table below.

Table 2: Sample sizes per Neighbourhood Service Area and associated confidence intervals

Neighbourhood Service Area	Sample base	Confidence Interval on observed statistic of 50%
1	199	+/-6.9
2	232	+/-6.4
3	271	+/-6.0
4	279	+/-5.9
5	284	+/-5.8

As BMG Research had no control over who would respond to this survey, the data collected has been weighed to eliminate any influence on the data caused by differing response rates. Data was weighted so that it is representative in terms of age, gender and Neighbourhood Service Area.

1.3 Reporting and analysis

The data report that has been produced for this study sets out the findings in tables, and analyses them according to a number of cross tabulations. These include:

- Neighbourhood Service Area;
- Time in area;
- Gender;
- Age;
- Broad Ethnicity;
- Disability;
- Employment status;
- Household composition;
- Tenancy;
- Satisfaction with neighbourhood as a place to live; and,
- Satisfaction with Flintshire as a place to live.

Where tables and graphics do not match exactly to the text in the report this occurs due to the way in which figures are rounded up (or down) when responses are combined. Results that differ in this way should not have a variance any larger than 1%.

Unless otherwise stated the percentages in this report are based on all respondents, meaning that those who have said don't know or have not provided a response at a particular question have been retained in the sample and percentages have been calculated accordingly.

2 Key Findings

The key findings from the 2008 survey are as outlined below.

2.1 Neighbourhood Perceptions

2.1.1 General Perceptions

When considering their neighbourhood as a place to live, approaching eight in ten residents (78%) are satisfied with it to some extent (either very or fairly satisfied). In 2007, 78% of residents were also satisfied with their neighbourhood, but within this there have been some positive shifts, as the proportion who give the top rating of very satisfied has increased by 9-percentage points from 26% in 2007 to 35% in 2009. Analysis by Neighbourhood Service Area shows notable variations in neighbourhood satisfaction as while over nine in ten (94%) of those in Neighbourhood Service Area 2 are satisfied with their neighbourhood, in areas 4 and 5 this proportion is significantly lower at 67%.

Factors such as a sense of belonging, a sense of community and local cleanliness appear to have an influence on the perceptions residents have of their neighbourhood. Indeed this appears to begin to explain the spatial variations in satisfaction, as those in Neighbourhood Service Area 5 are least likely to agree that their area has a strong sense of community (34%), followed by those in Neighbourhood Service Area 4 (46%). Likewise residents of these areas are also least likely to feel part of their community (42% in Area 5 and 47% in Area 4).

When asked to judge whether their neighbourhood as a place to live has changed in the last 12 months, over seven in ten (73%) state that it has stayed the same. However, that the proportion who feel it has got worse (20%) exceeds the proportion who feel it has got better (5%).

When considering the general cleanliness of their neighbourhood, i.e. the highways, footways, grass verges, parks, play areas and public open spaces, six in ten (61%) are satisfied. Those in Service Area 5 are least likely to give this response (46%), with 43% of residents living there dissatisfied with the general cleanliness of their area.

When asked to rate the general condition of highways pavements, walkways and thorough fares within their neighbourhood, just over half of Flintshire residents (54%) are satisfied. Approaching three in ten (28%) gave the opposing view, indicating that they are dissatisfied with these surfaces within their neighbourhood area. Spatial variation on this issue is less pronounced.

2.1.2 Street Priorities

In order to ensure Council resources are targeted at the street issues that are seen as most crucial by residents, all respondents to this survey were asked to choose up to five issues that are most important to them from a list of nineteen. In response, the issues residents most commonly deem as important are removal of litter and waste accumulations (65%), the physical condition of roads and pavements and thorough fares (54%), and the removal of dog fouling (44%).

When asked to consider which of these issues most need improving in their own street/road, the top three responses were subtly different. The most common response was that the removal of dog fouling needs to be improved (44%), while the next common response was that the physical condition of surfaces needs to be improved (37%). The third most common response was that the number of available Council litter bins should be improved, which was a priority for 35% of residents.

2.1.3 Waste Collection

The perceptions Flintshire residents hold in relation to the Council's waste collection service are largely positive. Approaching nine in ten (88%) residents are satisfied with the collection of their household waste (59% very satisfied and 30% fairly satisfied), with just 5% expressing any level of dissatisfaction. However, it should be noted 16% of residents indicate they have had a waste collection missed in the last three months.

Predominantly positive opinions are also evident for the recycling services the Council provides with the highest satisfaction apparent for the blue box collection service (80% satisfied including, 48% who are very satisfied) closely followed by the blue bag collection (77% including, 49% who are very satisfied).

2.2 Neighbourhood Safety

When considering how safe they feel when outside in their local area after dark over six in ten (63%) feel safe, including 16% who feel very safe. In contrast one in five (21%) feel unsafe in their local area after dark. Those living in Area 2 most commonly feel safe in their local area after dark (83%), a proportion that is significantly higher than all four other areas. Residents of Areas 4 and 5 are most likely to state the opposite (26% and 32% respectively feel unsafe in their local area after dark).

Linked to this issue there is a clear consensus that street lights being left on in neighbourhoods during the night is important. In total, 78% feel this is important to some extent, including 47% who state this is very important. The proportion who feel this is important rises to 84% among females, which is significantly higher than among male residents (74%).

When presented with eight particular anti-social behaviour issues the majority of Flintshire residents describe each as either not a very big problem or not a problem at all. The issues most commonly described as a problem to any extent are people being drunk or rowdy in public places (30%) and people using drugs (27%).

Just over half (53%) agree to some degree that local public services seek people's views about anti-social behaviour. This includes 27% who strongly agree this is the case. Conversely a quarter (26%) of residents disagree that their views are being sought on anti-social behaviour issues, suggesting there is scope for residents to be further engaged in this process.

Following on from this, a third (34%) of Flintshire residents agree that the police and other local public services are successfully dealing with ASB issues in the local area. Two in five residents (41%) answer neutrally on this issue saying neither agree nor disagree, while 24% disagree.

2.3 Town Centres

All residents were asked which town or shopping centre they are most likely to visit for each of five different activities. These activities are a main weekly grocery shop, other shopping, accessing personal services such as banks, accessing transport and dining and social activities. For two of these five activities, i.e. to access transport links and for dining and social activities, residents are most likely to state they leave the county and go to Chester (17% and 21% of residents respectively).

The town centres most commonly visited overall for shopping and personal services is strongly influenced by geography and the proximity of these towns. In Neighbourhood Service Area 1 the most commonly visited town is Holywell (57%), while in Area 2 it is Mold (80%). Indeed, in each Neighbourhood Service Area the town most commonly visited for personal services is different (Buckley in Area 3 - 35%, Queensferry in Area 4 - 24% and Flint in Area 5 - 32%).

When considering the one town centre they visit most often for shopping and personal services 93% feel safe walking there in the day. This includes 50% who feel very safe. However, at night the proportion who feel safe walking within their favoured town centre drops to 54%, with 27% stating that they feel unsafe.

Analysis by town centre can only be reported tentatively due to the differing number of residents who visit each town centre, but those who visit Shotton (59%), Holywell (59%) and Flint (54%) are most likely to state they feel unsafe walking there at night. Those who most commonly visit Chester (75%) and Broughton (71%) are most likely to feel safe walking in these town centres after dark.

2.4 Council Leisure/Sports Centres

All respondents were asked how frequently they visit a Council leisure/sports centre in order to participate in physical activity. In response over half (51%) state that they never use Council owned leisure sports centres and 21% do so less often than once a month. At the other end of the scale, 7% of residents indicate they use such facilities three or more times a week.

All those who do not visit a Council run leisure/sports centre at least once per week were asked what prevents them from doing so, by giving up to three reasons. The most common explanation given is a preference for outdoor leisure pursuits, such as walking or cycling (19%), a lack of time (18%) and health problems (10%). Thus the top three reasons given by residents for non-use of leisure centres are ones the authority is not able to directly influence, with the possible exception of a lack of time, which could be related to current opening times.

In seeking to raise usage of Council run sports and leisure facilities, Flintshire Council should seek to communicate the high levels of satisfaction that appear to exist among current users. When asked how satisfied they are with the range of facilities and the programme of activities provided by these centres, 87% of those who use such facilities at least weekly are satisfied. This includes 42% who gave the most positive response of very satisfied.

2.5 Council Contact and Communication

2.5.1 Customer Service

All residents were asked to state how good they believe Flintshire County Council is at dealing with their customers, based on their own experience and anything they may have seen or heard. In response, two thirds (66%) state that the Council is good, which is a slight increase from the 62% observed in 2007. Encouragingly, the proportion giving the top rating of very good has risen from 9% to 15%. The proportion who perceives the authority as being poor at dealing with customers is 19%, down from 22% in 2007.

When residents were asked which method they would use to contact Flintshire County Council, 77% chose the telephone and therefore this would appear to be the key channel through which customer service excellence will need to be delivered. Further research such as mystery shopping calls to key numbers could be used to identify particular strengths and weaknesses of the services residents currently receive by telephone.

The importance of the telephone is further emphasised by the fact that 75% of those who have contacted the Council in the last 12 months did so by telephone. This was also the case in 2007, when seven in ten (70%) used the telephone to contact the Council in the last year. In 2009 the next most common means of contacting the council was in person (8%).

In order to find the correct telephone number for the Council service they required three in ten (30%) would call the main switchboard number (752121), while 24% would refer to the A-Z booklet of Council services and 23% would use the Council website. A further one in five (19%) would seek the correct number in the BT phone directory.

Among those who have contacted the Council in the last 12 months, the ease of contacting the Council (84%), the attitude of staff (84%) and the ability to communicate in a preferred language (83%) are the aspects that the highest proportion of residents described as either fairly or very good. The time taken to deal with the enquiry was most frequently described as poor (19% of those who made contact).

When making an overall assessment of their last contact with the Council, seven in ten (71%) were satisfied with the way their enquiry was dealt with. This includes 37% who were very satisfied. However, a significant minority of 19% were dissatisfied with how their call was dealt with. This is despite the largely positive (and improving) perceptions of the contact experience noted above.

2.5.2 Keeping residents informed

So that Flintshire County Council can successfully target its communications and deliver key messages it is important to be aware of how residents tend to find out about the Council. From the seven options listed in the questionnaire the highest proportion (41%) indicates that they find out information about the Council via 'Your Community, Your Council' the council newsletter. This is followed by 30% who use the A-Z booklet of Council services and 25% who use the Council website.

When asked to consider how well informed the Council keeps residents regarding the services and benefits it provides, approaching two thirds of residents state they are either very or fairly well informed (65%). This represents a 6-percentage point increase from the 58% who felt informed in 2007. To further emphasise the importance of 'Your Community, Your Council' it should be noted that those who read all or some of this publication are significantly more likely to feel informed about Council services and benefits (81%) than those who read some of it (56%), those who do not read it (56%) and those who don't receive it (39%).

Three quarters of residents (76%) indicated they received the April edition of 'Your Community, Your Council,' 22% indicated that they did not and 2% did not provide an answer. In Neighbourhood Service Area 4 the proportion of residents who did not receive this newsletter (33%) was significantly higher than in all of the other four areas, something that merits further investigation.

All those who had read most or at least some of the April newsletter were asked to comment upon five aspects of it. Overall perceptions of the newsletter appear to be positive. Nine in ten (90%) believe it is clear and easy to read, that the articles are informative (82%) and that the layout and design is attractive (80%).

FLINTSHIRE COUNTY COUNCIL

AGENDA ITEM NUMBER: 7

REPORT TO: **EXECUTIVE**
DATE : **05 JANUARY 2010**
REPORT BY: **DIRECTOR OF ENVIRONMENT**
SUBJECT : **PHYSICAL TRAFFIC CALMING**

1.00 PURPOSE OF REPORT

1.01 To seek member approval for a policy on the provision of new physical traffic calming schemes, and also a method of dealing with concerns raised regarding existing traffic calming schemes.

2.00 BACKGROUND

2.01 Between 1998 and 2004, the Authority installed a wide range of physical traffic calming schemes. These were nearly always on a match funded basis, where the costs were shared between the Community/Town Council and the County Council.

2.02 The Community/Town Councils were instrumental in identifying which roads in their areas were to be calmed, and the scale of the proposal, generally dependent on the budget available. There was no formal assessment regarding the anticipated benefits of the traffic calming.

2.03 Initially, the majority of the schemes were reliant on yellow thermoplastic road humps (thumps). These were generally pre-formed thermoplastic 'shapes', bonded to the road surface, and then covered with yellow mastic.

2.04 Later schemes used other forms of traffic calming, including:

- In-situ thumps, which gave a smoother ride to the pre-formed type;
- Traffic calming cushions, which allow vehicles to straddle the cushion, thus reducing the impact;
- chicanes, reliant on horizontal changes in alignment to reduce speeds.

2.05 Unfortunately, complaints have been received on a regular basis with regard to some of these traffic calming schemes and generally relate to:

- noise/vibration issues raised by residents whose properties are in close proximity to a traffic calming feature.
- damage to buses and discomfort to passengers.

Date: 22/12/2009

- general complaints that the traffic calming causes damage to vehicles, invariably to the suspension.
- 2.06 The Executive on the 11th February 2004, agreed that no new further physical traffic calming schemes should be prepared, except that those outstanding schemes already funded and approved should be completed. The Executive also recommended that no new traffic calming schemes be installed, pending the resolution of the complaints received, and to await any further guidance from the Department for Transport on any new traffic calming measures that may be appropriate.
- 2.07 A further report to Executive on the 3 April 2007 agreed to the lifting of the moratorium on physical traffic calming schemes , to enable a limited number of installations to be provided to address casualty reduction and speed reduction targets. Some 20 mph zones were introduced, and the Police would only support them if physical traffic calming was installed to ensure compliance without enforcement.
- 2.08 The Welsh Assembly Government (WAG) is supportive of 20 mph speed limits being introduced as part of the campaign to meet casualty reduction targets. The WAG has recently published a new document titled "Setting Local Speed Limits in Wales", which states that 20 mph speed limits should only be used for individual roads or for small networks of roads. It also states that research indicates that 20 mph speed limits should only be used where mean vehicle speeds are 24 mph or below or where traffic calming measures are planned as part of the speed management strategy.
- 2.09 It is proposed to collaborate with our neighbouring Authorities to ensure consistent application of these guidelines across North Wales, recognising that one or two priority sections of roads are in need of urgent review.
- 2.10 The financing of a limited number of future traffic calming schemes could be met from a special annual grant received from WAG specifically to reduce road casualties. Such schemes may involve the introduction of mandatory 20 mph limits outside schools and other localised areas.

3.00 CONSIDERATIONS

- 3.01 Statistics for all injury accidents on roads in Flintshire show that in 1998 there were 686 recorded injury accidents and by 2008 this had reduced to 461, a reduction of nearly 33% over the 10 years. Also pedestrian casualties on all roads, urban and rural, have reduced by 40 % from 104 down to 62 over the same ten year period.
- 3.02 Many different factors contribute to the reduction in injuries. A major factor in this is likely to be the installation of the previous physical traffic calming schemes, and it is therefore considered that the authority should proactively

assess the introduction of some new schemes. To do this in a consistent and cost effective manner, it is necessary to adopt a new policy which will include an assessment process. This policy aims to reduce road casualties and minimise the adverse effects of motorised traffic by the introduction of traffic calming techniques. (New Policy is attached to this report as Appendix A).

- 3.03 Currently the authority receives no more than 5 requests per year for new traffic calming installations. Some of the requests are for installations outside schools. Traffic calming measures can adversely affect emergency vehicles and bus operations and inconvenience local residents. Schemes should therefore only be progressed where it can be demonstrated that the potential benefits outweigh these disadvantages and that there is a positive contribution to road safety.
- 3.04 All new proposed traffic calming schemes will be subject to an assessment against the set of criteria contained within the Policy, including: consideration of reported accidents; speed of traffic; vehicle flow on the highway; pedestrian generators and difficulty crossing the road including the percentage of vulnerable pedestrians (children and elderly). The recorded injury accident data currently supplied by the Police will be used in the assessment and it contains extensive information for each accident, including weather conditions, directions of travel for vehicles and pedestrians, times of incident, number of casualties and their severity.
- 3.05 It is the intention that schemes reaching a certain level against the criteria will be put on to a list of schemes awaiting funding approval. The priority schemes would be subject to consultation on the proposals. Any consultations will need to involve Local Members, the Community/Town Council, North Wales Police, and members of the public.
- 3.06 Following the Executive reports on 11th February 2004 and 3rd April 2007, the Authority is committed to reviewing those schemes for which complaints have been received, and to consider if any changes can be recommended with regard to the traffic calming features and layout at particular sites. The new assessment process will also be used in this review and any proposed changes will be the subject of the prioritisation and consultation processes as above.
- 3.07 Where an existing traffic calming scheme is removed, e.g. as a result of major resurfacing works, any replacement scheme will be assessed against the criteria. There may not be a like for like replacement, but any alternative will provide an appropriate, effective and acceptable road safety solution.

4.00 RECOMMENDATIONS

- 4.01 That Members approve the adoption of the new Traffic Calming Policy, and that the existing traffic calming schemes, which give rise to complaints, are re-assessed.

5.00 FINANCIAL IMPLICATIONS

- 5.01 The financing of a limited number of new traffic calming schemes could be met from the WAG grant provided to promote works that reduce road casualties. Currently the authority receives approximately £420,000 from WAG, of which a minimum 20% must be spent on road safety education, publicity and training. Therefore a proportion of the balance could be used for physical traffic calming. Any accident cluster sites which become evident in the annual appraisal of accidents, would be a priority on this funding stream for accident reduction measures.
- 5.02 The implementation of other schemes, including any agreed changes to existing layouts will have to be the subject of a capital application, prioritised with all other applications for the Council's limited available funding stream. Any Town/Community Council match funding would be included in the detail of the relevant application.

6.00 ANTI POVERTY IMPACT

- 6.01 None

7.00 ENVIRONMENTAL IMPACT

- 7.01 The provision of physical traffic calming can improve the general safety for all road users, reducing vehicle speeds and casualty numbers.
- 7.02 Any changes to existing schemes may improve conditions for those residents adjacent to the features with a reduction in noise/vibration, but may have a negative impact with respect to traffic speeds.

8.00 EQUALITIES IMPACT

- 8.01 None

9.00 PERSONNEL IMPLICATIONS

- 9.01 None

10.00 CONSULTATION REQUIRED

- 10.01 The proposed consultation will include elected representatives, the Police, Ambulance and Fire Services, public transport services, and the general public.

11.00 CONSULTATION UNDERTAKEN

11.01 None to date.

12.00 APPENDICES

12.01 Traffic calming policy.

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985
BACKGROUND DOCUMENTS

None

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FLINTSHIRE COUNTY COUNCIL
ENVIRONMENT DIRECTORATE

TRAFFIC CALMING POLICY

PURPOSE OF POLICY

To reduce road casualties and minimise the adverse effects of motorised traffic by the introduction of traffic calming techniques.

SPECIFIC POLICIES

1. Sites will only be considered for traffic calming when there are personal injury accidents on the proposed roads.
2. Sites that are to be considered will be prioritised using an approved assessment procedure that takes into account factors such as accidents, speeds, traffic flow, through traffic, pedestrian and cycle generators, schools, development and severance.
3. Before detailed investigations of priority sites are commenced, an initial review will be undertaken. This will aim to determine whether there is a problem that might be solved by engineering measures and if so, whether a general lowering of speeds associated with traffic calming is an appropriate solution. A scheme will only be progressed where there are likely to be identifiable benefits.
4. Where traffic calming a route could displace traffic onto equally unsuitable routes an area-wide study will be undertaken.
5. Proposals to impose or change speed limits as part of a traffic calming scheme should follow the principles contained in the Welsh Assembly Government Guidance - Setting Local Speed Limits in Wales.
6. Where possible and beneficial, traffic calming measures will be considered as part of highway, traffic management, safety, structural maintenance and development schemes.
7. Sites that are externally funded may be progressed irrespective of their priority on the County Council's programme, provided they are acceptable in highway terms and satisfy the assessment criteria
8. Before any physical traffic calming is installed in residential roads a public consultation will be carried out. This will be through a letter drop to all affected properties. Only residents immediately adjacent to the proposed calming will be consulted.

ASSESSMENT OF TRAFFIC CALMING PROPOSALS WITHIN FLINTSHIRE COUNTY COUNCIL

There is a proven benefit in road safety terms for all road users by the installation of traffic calming in certain locations. This assessment process aims to be data led to ensure that only schemes which provide proven benefits are installed using the available funding. This data led approach aims to ensure value for money. The assessment process utilises site specific data to highlight, prioritise and evaluate schemes that require treatment. This will ensure that schemes with high accident rates are given a higher priority. It is proposed that a trigger level will be set before any schemes are taken forward to consultation and construction. In general, A and B class and other strategic urban roads would not be subject to conventional physical traffic calming.

ASSESSMENT PROCESS

The assessment process will produce, after detailed surveys and analysis, a list of priority sites to be taken forward to implementation. It is likely that all sites assessed will have an accident history that may demonstrate a need for traffic calming or another form of road safety engineering works.

It is recognised that the number of sites to be implemented will be influenced by the available budgets. It is considered sufficient to take steps to highlight and prioritise schemes for inclusion in a five year programme as part of this assessment.

The criteria used to assess each scheme will be: -

- Accidents
- Speed
- Vehicle Flow
- Pedestrian generators (potentially hazardous locations within scheme area)
- Severance (the number and category of pedestrians crossing the road)

A score for each scheme will be formulated, using the above criteria, to generate a prioritised list of schemes.

Pedestrian and vehicular traffic counts together with speed measurements will be obtained for each site.

Detailed accident statistics will be used in this assessment. The data should show extensive information for each of the accidents including: -

- Weather conditions
- Directions of travel for vehicles/pedestrians
- Descriptions of accident
- Time of incident
- Number of casualties and severity

It may be proved when investigating each site at this stage, that traffic calming is not the most suitable option or the site is unable to accommodate traffic calming. In these circumstances, the site should be considered for inclusion in an alternative programme for implementing road accident reduction measures and removed from this assessment.

On completion of the assessment at this stage, each site will be ranked in order of priority.

As discussed previously, there should be a threshold below which it is difficult to demonstrate that a measurable road safety benefit can be obtained.

This threshold has been set following due consideration of data gathered relating to previous traffic calming schemes implemented by Flintshire County Council, and also taking account of the Welsh Assembly Government targets for accident reduction. The threshold has been established at a score of 75 points. The effect of this, is that priority schemes with a priority score above 75 would go forward for implementation in line with available budgets. When schemes with a priority score below 75 come to the top of the list for implementation then a new assessment would be triggered. This threshold may require reviewing following the Welsh Assembly Governments anticipated road safety strategy for Wales, and will also be reviewed on a regular basis.

Before any physical traffic calming is installed, a full consultation will be carried out including the Police, Local Members, Town and Community Councils and the general public including residents of the affected roads.

Criterion utilised to assess Traffic Calming Schemes

Criterion	Range	Priority Factor
1. Vehicle speed (85th percentile) Desirable speeds 20 mph Residential - speed limit other roads	0-5	10
	6-10	15
	11-15	20
	16-20	25
2. Vehicle Flow veh/hour Per 100 vehicles for peak hours	per 100	1
	over 1000	10
3. Accident level, vehicle occupants (personal injury accidents/km Over 10 year study period)	fatal	x6
	serious	x4
	slight	x2
Accident level, vulnerable road users (personal injury accidents/km over 10 year study period)	fatal	x7
	serious	x5
	slight	x3
4. Pedestrian generators (this list is not exclusive)	school entrances	6
	bus stops	3
	community centres	3
	doctor surgeries	3
	elderly, nursing homes,	3
	hospitals,	3
	elderly lunch clubs,	3
	nurseries, play groups etc.	
5. Severance (Difficulty crossing the road) Waiting time	0-20 second wait	0
	20-60 second wait	5
	over 60 sec wait	10
% vulnerable pedestrians (child/elderly)	over 10%	5

Note:

If a proposed scheme achieves a score above the threshold, following the traffic assessment shown above, an additional 15 points may be added to the score should match funding be available from Town and Community Councils.

Example of Assessment at a site.

Stage 1

A request has been received for a section of a Flintshire road to be assessed for physical traffic calming. The road is currently subject to a 30 mph limit and is in a heavily built up area.

The information for a stage 1 assessment is as follows:-

9 serious and 21 slight accidents are recorded for the 10 year study period.

The road is 1100m long

The Accident per Kilometre rate is calculated as $\frac{30 \times 1000}{1100} = 27.27$

This level of accident per kilometre rate when judged against other roads in the county is considered to need further investigation for traffic calming. It is therefore proposed to carry out a full assessment.

Stage 2

The factors to be used for assessment are shown below.

Factor	Data	Score
85% percentile speed	36	15
Vehicle flow	2750	10
Accidents vehicle occupants	7 serious	28
	17 slight	34
Accidents vulnerable road users	2 serious	10
	4 slight	12
Pedestrian generators	bus stop x2	6
	doctor	3
	elderly home	3
Total Score for Site		121

This figure would then be compared against other requests for traffic calming schemes under consideration. This example is likely to be a priority for the council.

FLINTSHIRE COUNTY COUNCIL

AGENDA ITEM NUMBER: 8

REPORT TO: **EXECUTIVE**
DATE : **05 JANUARY 2010**
REPORT BY: **DIRECTOR OF LIFELONG LEARNING**
SUBJECT : **DEESIDE LEISURE CENTRE**

1.00 PURPOSE OF REPORT

1.01 To update members on the present position regarding Deeside Leisure Centre and the actions taken to seek a Development Partner.

2.00 BACKGROUND

2.01 The Executive meeting on 6 October 2009 agreed to proceed with a procurement process for a Development Partner to commence 16 October 2009 with the placement of the OJEU notice.

2.02 The notice invited expressions of interest and those respondents would be sent a Pre Qualification Questionnaire (PQQ) for completion and return by 23 November 2009.

3.00 CONSIDERATIONS

3.01 The OJEU notice produce twelve expressions of interest and all were sent a PQQ. However, only five completed returns were received by the due date and, of these, one failed to meet the financial threshold. The original procurement strategy was that the PQQ's would be analysed and scored with the top five advancing to the next stage. In the event the next stage of the process will consist of four companies.

3.02 The second stage involves the initial interview of these 'long listed' companies by representatives of Finance, Design Services, Procurement and Leisure Services. The interviews are scheduled to be completed by Wednesday 9 December 2009, and will be geared around a substantiation of the information provided in the PQQ. Following these interviews, the initial scoring will be completed, with the top two companies being invited to proceed to the next stage of detailed dialogue with officers. This will enable the preparation of proposals by the companies describing 'How' they intend to deliver the requirements set out in an Output Performance Specification prepared by officers in advance and sent to these two companies at the time of their identification.

3.03 The final stage of the process will be the presentation by each of the companies of their proposals to a meeting of members and officers. On the basis of the timeline attached to this report, it is suggested that these

Date: 22/12/2009

presentations be held on 21 January 2010. The presentations would be evaluated thereafter; discussed at the Project Board; and a report would then be prepared for determination at Executive early in March 2010. A Development Partner should be identified and contracted by late March 2010.

4.00 RECOMMENDATIONS

4.01 Members are invited to receive the report and approve the procurement process leading up to the identified presentations on 21 January 2010.

5.00 FINANCIAL IMPLICATIONS

5.01 None at this stage; fuller details will emerge at the later stage in the procurement process.

6.00 ANTI POVERTY IMPACT

6.01 None at this stage.

7.00 ENVIRONMENTAL IMPACT

7.01 None at this stage.

8.00 EQUALITIES IMPACT

8.01 None at this stage.

9.00 PERSONNEL IMPLICATIONS

9.01 There has been some personnel implications in the additional work load of those officers directly concerned in the preparations and assessment of documents in the procurement process.

10.00 CONSULTATION REQUIRED

10.01 None at this stage.

11.00 CONSULTATION UNDERTAKEN

11.01 None at this stage.

12.00 APPENDICES

12.01 Tender Timeline.

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985 BACKGROUND DOCUMENTS

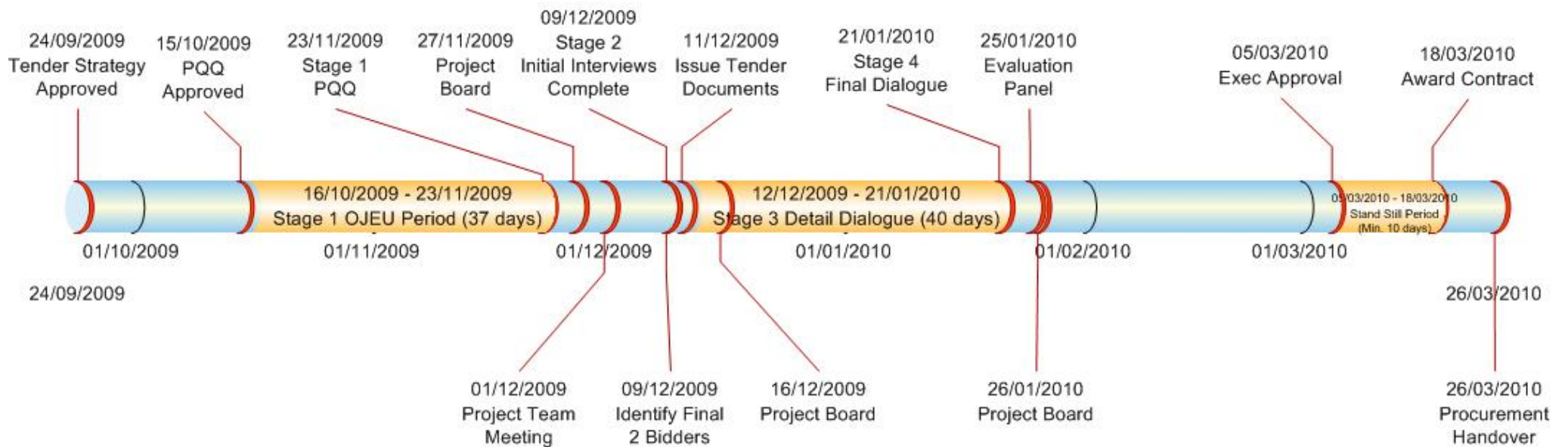
None.

Contact Officer: Mike Hornby
Telephone: 01352 702452
E-Mail: mike_hornby@flintshire.gov.uk

Friday, December 04, 2009



Flintshire County Council FP 2927 – Appointment of Development Partner for Leisure Services with in the County



FLINTSHIRE COUNTY COUNCIL

AGENDA ITEM NUMBER: 9

REPORT TO: **EXECUTIVE**
DATE : **05 JANUARY 2010**
REPORT BY: **DIRECTOR OF LIFELONG LEARNING**
SUBJECT : **SCHOOL ADMISSION ARRANGEMENTS 2011**

1.00 PURPOSE OF REPORT

1.01 To seek authority to commence the statutory annual consultation on the admission arrangements to apply from September 2011.

2.00 BACKGROUND

2.01 Members will be aware that the local authority is required each year to undertake a statutory consultation exercise on its admission arrangements for the following year. For September 2011, the authority must have determined its arrangements by 15 April 2010 and the statutory consultation must be concluded by 1st March 2010. Statutory consultees are the governing bodies of all schools, admission authorities for all other maintained schools in the area, the Diocesan authorities and neighbouring authorities.

2.02 There is a requirement to include "Admission Numbers" in the statutory consultation, as these will determine the number of pupils to be admitted to a school. Admission Numbers are derived from the capacity of a school and are included in Appendix B.

2.03 The Council's policy regarding nursery admissions was amended by the Council last year to enable parents to express a preference for the nursery of their choice, with oversubscription criteria applied if necessary if there are more applications than there are places available. This will take effect for September 2010 nursery admissions and the impact of the change of policy will be monitored in terms of the number of refusals compared to previous years.

3.00 CONSIDERATIONS

3.01 The current admission arrangements provide for pupils to be offered a place at their nearest school in accordance with the criteria set out in Appendix A. Under these arrangements, the vast majority of parental preferences are met and the number of appeals in Flintshire is low. For example, for September 2008 secondary school admissions there were 36 appeals out of a total 1609

Date: 22/12/2009

admissions (ie 2.2%) and the figures for September 2009 were 28 appeals for a total of 1616 admissions (1.7%).

- 3.02 The present arrangements have been in place since 2003 and were implemented to address significant overcrowding in some schools and to increase occupancy in others so that there was a more balanced intake across the authority's schools. As well as these known and anticipated pressures at that time, the outcome of a study by District Audit on the management of school places highlighted key issues requiring action, in particular the need to analyse surplus places and overcrowding and to establish a programme to rationalise school places. Following intensive work to examine such issues as pupil projections, housing and economic development growth, demographics, etc, the school admissions policy was changed from a "feeder school" system to one based on geography, ie attendance at the school nearest to a pupil's home address. Those pupils first admitted under the "new" policy in 2003 have now finished their statutory education.
- 3.03 The current level of surplus places in Flintshire schools is 15.8% in the primary phase and 12.55% in the secondary phase. In respect of Year 7 admissions to schools in September 2009, 3 secondary schools were oversubscribed, and 10 primary. The School Modernisation Strategy will seek to address issues of over and under supply of school places in areas of Flintshire.
- 3.04 Some members have raised concerns recently about the County Council's transport policy, which although separate from admissions can be an influential factor determining parental preference. The implementation of the transport policy is currently being investigated in detail with the members concerned in order to resolve these issues.

4.00 RECOMMENDATIONS

- 4.01 That the proposed admission arrangements for September 2010, as attached to this report, be used as the basis for consultation.
- 4.02 That a report on the outcome of the consultation is presented to the Executive and subsequently to the County Council in order that the admission arrangements are determined by 15 April 2010.

5.00 FINANCIAL IMPLICATIONS

- 5.01 None.

6.00 ANTI POVERTY IMPACT

- 6.01 None.

7.00 ENVIRONMENTAL IMPACT

7.01 The capacity assessments at every school ensure that the use of teaching space is accurately and consistently calculated and provides useful information relating to surplus places or overcrowding, which feeds in to the School Modernisation Strategy.

8.00 EQUALITIES IMPACT

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

9.00 PERSONNEL IMPLICATIONS

9.01 None.

10.00 CONSULTATION REQUIRED

10.01 The statutory consultation exercise must be completed by 1 March 2010.

11.00 CONSULTATION UNDERTAKEN

11.01 None.

12.00 APPENDICES

12.01 Appendix A - Admission Arrangements
Appendix B - Admission Numbers

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985
BACKGROUND DOCUMENTS

School Admissions Code

Contact Officer: Gill Yates
Telephone: 01352 704187
E-Mail: gill_yates@flintshire.gov.uk

Flintshire Schools

Policy and Process for Admissions to Schools

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

The LA will comply with statutory requirements and will give full recognition to the expression of parental preference, and, in the case of sixth form admissions, to the expression of a preference by a young person, in the context of its duty to ensure the provision of effective education and the efficient use of education resources. The LA will admit pupils up to the Admission Number and will not refuse applicants for a particular school unless that school has reached its Admission Number.

The Admission Number for each school relates to the number of children that can be admitted to each year group during the school year. The Admission Number for each school is indicated on the '**Schools List**' (see centre pages).

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

Admissions Procedure

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

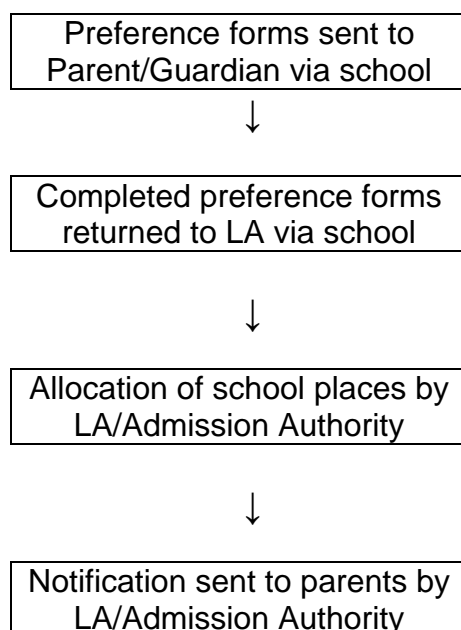
- Publication of the 'Guide to Education Services'.
- Arrangements to enable parents to express a preference for a school they wish their child/children to attend, and, in the case of sixth form admissions, expression of a preference by a young person.
- Consideration of preferences in accordance with the admissions criteria, up to the Admission Number for each school.

Please Note

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

apply the oversubscription criteria for allocating places as set out in this Guide.

Admissions Process September 2011



For entry to school in 2011 children must have reached the required age for each sector as set out below by 31st August 2010.

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

Admissions Timetable

Currently under discussion with neighbouring authorities

Admission Stages	Admission forms available to parents by:	Parental consideration period:	Parents return completed forms to schools/LEA closing date:	Allocation of places period:	LEA to inform parents by:
Secondary					
Reception, Infants to Juniors					
Nursery					

Please note administration dates of neighbouring counties may be different to those above but Flintshire LA will work closely with neighbouring LAs to coordinate admission arrangements. If the school, for which you wish to express a preference, is in another county, please contact the respective LA to ensure you do not miss the closing date.

Denbighshire County Council
Directorate of Lifelong Learning
Council Offices
Wynnstay Road
Ruthin
Denbighshire
LL15 1AT
Tel: 01824 712621

Wrexham County Borough Council
Children and Young People Service
16 Lord Street
Wrexham
LL11 1LG
Tel: 01978 298810 / 298812/ 298813

Cheshire West & Chester Council
School Admissions
Northwich Office
Watling Street
Northwich
Cheshire
CW9 5ET
Tel: 0300 123 8123

Admissions Criteria

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

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

Admissions Policy for Early Entitlement to Education

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

Children born in...	Entitled to...
Autumn Term	2 terms of educational provision (Spring and Summer)
Spring Term	1 term of educational provision (Summer)
Summer Term	These children receive their

	education entitlement in the school nursery classes in the Autumn term after their 3 rd birthday.
--	--

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

<p>Notes:</p> <ol style="list-style-type: none"> 1. Admission to an Early Entitlement setting at a particular school does not guarantee subsequent admission to nursery at that school. 2. No transport is provided.

For further information on approved settings please contact:
The Early Years Advisor, Tel: 01352 704104.

Nursery

Criteria to be applied by the Authority for Nursery Admissions

A child becomes eligible for a place at a nursery class in the September following the child's 3rd birthday. Nursery education is not compulsory and parents have no right of appeal regarding nursery admissions under the School Standards and Framework Act 1998.

Nursery schooling in all schools/units will be provided on the basis of 5 x 2.5 hour sessions per week for each child.

Parents may express a preference for any nursery irrespective of where the child's home is in relation to the school. However, expressing a preference does not guarantee a place at that nursery.

In the event of oversubscription, applications for nursery places will be dealt with by applying the admissions criteria in respect of primary schools as set out in this Guide.

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

Application forms for nursery school admission are available from headteachers at all nursery/infant/primary schools. The forms will be available according to Admissions timetable as set out in this Guide.

Notes:

- 1. Admission to a nursery class at a particular Infant or Primary School does not guarantee subsequent admission to reception class at that school.**
- 2. No transport is provided.**

Primary

Admission to Primary Schools in Flintshire

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

Admission is the responsibility of the Director of Lifelong Learning and will be based on the criteria listed below.

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

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

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

Nursery, Infant and Primary Schools:

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

If there are more applicants than places in any of the above categories,

priority will be given to applicants living nearest the school, measured from the child's home address to the recognised main entrance of the school.

Junior School

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

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

Secondary

Admission to a Secondary School in Flintshire

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

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

It should be noted that transport will only be provided in accordance with the Transport Policy.

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

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

- a) the LA will consider the needs of a 'looked after child' (child in care) and pupils with a statement of special educational needs which includes a named school
- b) pupils for whom the preferred school is the nearest appropriate school to the pupil's home address
- c) where a preference is expressed for a school other than the nearest to a pupil's home address, where an older brother or sister is registered and will still be attending when the younger sibling will be starting, the younger sibling will be admitted to that school.
The 'sibling rule' will only be applied for the statutory period of education i.e. between the Years 7-11 to enable the Local Authority to plan the provision of school places. Where an older sibling is continuing to attend the same secondary school for their Post-16 courses, the Authority will look to apply the 'sibling rule' in the case of the younger child
- d) where a preference has been expressed for a school other than the nearest to a pupil's home address and there is no brother or sister attending that school, pupils will be admitted in order of proximity to that alternative school and up to its Admission Number.

If there are more applicants than places in any of the above categories, priority will be given to applicants living nearest the school, measured from the child's home address to the recognised main entrance of the school.

The nearest appropriate school is interpreted as:

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

Admissions to schools other than those maintained by the LA

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

Waiting Lists

If a parent is refused a place for their child at their preferred school during the normal admissions round, the LA will, in agreement with the parent, place the child's name on a waiting list until 31 August in the school year in which they apply. If additional places become available while the waiting list is in operation, and before any appeals are heard, they will be allocated to applicants on the waiting list in accordance with the oversubscription criteria and not according to the date the application was submitted. Placing a name on a waiting list, however, is not a guarantee of an eventual place at the school applied for and also does not affect the parent's right of appeal.

Admission of Pupils from outside Flintshire

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

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

Schools in Flintshire have an agreed protocol for transfers from one nominated school to another other than at the normal transition point. A parent seeking such a transfer should initially speak to the headteacher of the child's current school to discuss the reasons for that transfer. If, following this discussion, the parent wishes to continue the process, contact should then be made with the headteacher of the new school. Headteachers will refer parents to an officer of the Local Authority, particularly in cases where pupil numbers in the new school have exceeded the Admission Number in the appropriate year group. In such circumstances admission to the new school may be refused. Parents who are dissatisfied with this may give notice of appeal, as outlined below.

Admissions other than at normal entry point

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

Appeals Procedure

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

The request for the appeal (which shall be sent to the Director of Lifelong Learning) must be in writing giving the reasons for the appeal. The Authority

will initiate the appeals procedure of the School Standards and Framework Act 1998. The parents, or parent accompanied by a friend if desired, will be given an opportunity to appear before an independent Appeal Panel. **The decision of the Independent Appeal Panel will be final.** Details describing the appeals procedure is outlined in a leaflet which is available on request.

Provision for Children with Additional Needs

The Authority, with the schools it maintains, makes appropriate and relevant provision for pupils with additional needs. Schools will have regard to the Code of Practice for Special Educational Needs when identifying, assessing and providing for children who have these needs. Some children may require special educational provision which is over and above that which a mainstream school could reasonably be expected to provide. The Authority will assess the needs of such pupils in accordance with the guidelines laid down by the Code of Practice. Where the assessment indicates this to be necessary, it will arrange for extra provision to be made for them. This provision will be included in a statement of special educational need for the child concerned. This document is negotiated with parents and schools. It states the child's needs and how and where those needs will be met.

All Governing Bodies have a Governor with responsibility for the Special Needs Policy, which parents are entitled to see. Each school has an Additional Needs Co-ordinator who oversees the day to day operation of the policy. Parents who wish to discuss any aspect of their child's additional educational needs should first contact his or her Headteacher. The Authority also has a Special Needs Policy, a copy of which is available for interested parents.

Admissions to Special Schools

Special Schools will normally only admit pupils with a statement of special educational need issued under the 1996 Education Act. In exceptional circumstances, they will admit pupils, who are being assessed under the 1996 Education Act. The statementing procedure is administered by the Inclusion Service at County Hall. (Telephone: 01352 704028/704029)

PRIMARY SCHOOLS - ADMISSION NUMBERS

APPENDIX B

School Name	Capacity including Nursery	Planned Admission Number
Abermorddu Juniors and Infants C.P.	234	29
Bagillt (Merllyn C.P.)	196	25
Bagillt (Ysgol Glan Aber C.P.)	104	13
Broughton Infants C.P.	210	60
Broughton Juniors C.P.	240	60
Brynford C.P.	58	8
Buckley (Mountain Lane C.P.)	409	58
Buckley (Southdown C.P.)	382	54
Buckley (Westwood CP)+	247	32
Caerwys (Ysgol yr Esgob Aided)	97	12
Carmel (Ysgol Bro Carmel C.P.)	180	25
Cilcain (Ysgol y Foel C.P.)	95	12
Connah's Quay (Bryn Deva C.P.)	283	40
Connah's Quay (Custom House Lane Juniors C.P.)	224	56
Connah's Quay (Dee Road Infants C.P.)	136	45
Connah's Quay (Golftyn C.P.)	404	57
Connah's Quay (Wepre Lane C.P.)	307	43
Drury C.P.	136	17
Ewloe Green C.P.	349	49
Ffynnongroew (Ysgol Bryn Garth C.P.)	131	17
Flint (St.Mary's R.C.)	327	43
Flint (Ysgol Croes Atti C.P.)	235	29
Flint Cornist C.P.	289	41
Flint Gwynedd C.P.	511	70
Flint Mountain (Ysgol Maes Edwin C.P.)	76	10
Greenfield C.P.	228	32
Gronant C.P.	153	20
Gwernaffield (Ysgol y Waun C.P.)	121	15
Gwernymynydd C.P.	88	11
Gwespyr Picton (Ysgol Gymraeg Mornant C.P.)	119	15
Hawarden (Cross Tree Lane Infants C.P.)	180	60
Hawarden (Rector Drew Juniors Aided)	240	60
Hawarden (Ysgol Penarlag C.P.)	220	28
Higher Kinnerton	190	27
Holywell (Perth y Terfyn Infants C.P.)	110	36
Holywell (St.Winefride's R.C.)	206	26
Holywell (Ysgol Gwenffrwd C.P.)	278	36
Holywell (Ysgol y Fron Juniors C.P.)	194	48
Hope (Ysgol Estyn C.P.)	249	30
Leeswood (Ysgol Derwenfa C.P.)	154	19

Lixwm C.P.	77	9
Llanfynydd C.P.	86	11
Mold (St.David's R.C.)	158	20
Mold (Ysgol Bryn Coch C.P.)	599	85
Mold (Ysgol Bryn Gwalia C.P.)	252	33
Mold (Ysgol Glanrafon C.P.)	281	35
Mostyn (Ysgol Bryn Pennant C.P.)	111	14
Mynydd Isa (Wat's Dyke Infants C.P.)	193	64
Mynydd Isa Juniors C.P.	276	69
Nannerch Controlled	114	15
Nercwys Controlled	51	6
Northop (Ysgol Owen Jones C.P.)	147	19
Northop Hall C.P.	222	30
Pentrobin Aided	98	12
Penyffordd (Abbots Lane Infants C.P.)	124	37
Penyffordd Juniors C.P.	150	37
Queensferry C.P.	180	25
Rhesycae Controlled	65	8
Rhosesmor (Rhos Helyg C.P.)	158	20
Saltney (St.Anthony's R.C.)	171	21
Saltney (Wood Memorial C.P.)	231	30
Saltney Ferry C.P.	252	33
Sandycroft C.P.	354	48
Sealand C.P.	223	30
Shotton (St.Ethelwold's Aided)	107	15
Shotton (Taliesin Juniors C.P.)	198	49
Shotton (Venerable Edward Morgan R.C.)	297	40
Shotton Infants C.P.	163	50
Sychdyn C.P.	177	25
Trelawnyd Aided	121	15
Trelogan C.P.	80	10
Treuddyn (Ysgol Parc y Llan C.P.)	117	15
Treuddyn (Ysgol Terrig C.P.)	103	13
Whitford Aided	115	15
	14641	

SECONDARY SCHOOLS - ADMISSION NUMBERS

APPENDIX B

School Name	Capacity	Admission Number
John Summers High School	565	104
Holywell High School	1075	186
Ysgol Maes Garmon	711	120
Flint High School	840	151
Elfed High School	1037	175
St. David's High School	687	117
Argoed High School	580	116
Connah's Quay High School	1102	198
St. Richard Gwyn High School	1000	173
Hawarden High School	1145	195
Castell Alun High School	1240	211
Alun High School	1768	250
	11750	

FLINTSHIRE COUNTY COUNCIL

AGENDA ITEM NUMBER: 10

REPORT TO: **EXECUTIVE**
DATE : **05 JANUARY 2010**
REPORT BY: **DIRECTOR OF COMMUNITY SERVICES**
SUBJECT : **PROPOSED FLINTSHIRE HOUSING PARTNERSHIP**

1.00 PURPOSE OF REPORT

1.01 To update Executive on the proposed establishment of a Flintshire Housing Partnership

2.00 BACKGROUND

2.01 Executive Members have identified the need for a partnership to be established to assist the Executive in the strategic housing field and asked for further work to be done to enable a report to be submitted to a future Executive. The proposed Flintshire Housing Partnership would have a key role in assisting the work of the Executive in relation to the Council's strategic housing role.

2.02 The establishment of a Flintshire Housing Partnership is a key gap in partnership arrangements in place across the County and the formation of a partnership would assist both the County Council and the wider Local Service Board (LSB) to meet their responsibilities.

3.00 CONSIDERATIONS

3.01 The establishment of a Flintshire Housing Partnership would create a forum for consultation on a broad range of strategic housing matters including the provision of affordable homes, housing renewal and regeneration and would provide opportunities for constructive dialogue with key representatives of the housing and related sectors active in Flintshire.

3.02 As noted in 2.02 above the establishment of a Flintshire Housing Partnership would support the County Council and the LSB in meeting its broader responsibilities. The partnership will provide the forum for the housing and related sectors to participate in broader strategic issues ensuring that the approaches adopted are inclusive.

3.03 Key roles of the Flintshire Housing Partnership will be establishing a consultative forum for strategic housing matters, and providing direction for the Flintshire Local Housing Strategy. In doing so the Partnership will support the vision for housing in Flintshire as contained within the Council's current Local Housing Strategy

Date: 22/12/2009

"..to ensure that existing and future residents of Flintshire can access quality homes that are affordable and meet diverse needs and aspirations within safe, healthy and sustainable communities"

- 3.04 In order to achieve this the membership of the Flintshire Housing Partnership must therefore be extended to include the key representatives of the housing sector within Flintshire. Consideration should therefore be given to including the following within the partnership's core membership:
- Executive Members for Housing and Environment
 - Community Services and Environment Directorates of Flintshire County Council
 - Representative of Registered Social Landlords active within Flintshire
 - Representative body of private sector house builders and developers
 - Representative of the private rented sector in Flintshire
 - Representative of Estate Agents located in Flintshire
- 3.05 The foregoing membership should not however be considered as exclusive. Consideration of specific topic areas may require participation from other appropriate organisations where particular expertise may be required. These may include representation from the voluntary sector, education and training providers or the Chamber of Commerce etc.
- 3.06 The establishment of a Flintshire Housing Partnership would assist the Council significantly in fully undertaking its role as the strategic housing authority and ensure that the county's housing strategy is well informed, collectively owned and based on shared knowledge and information. It will also help to ensure that the housing sector contributes effectively to the development of a range of integrated plans and strategies relating to housing in Flintshire.
- 3.07 As pressure to increase the provision of more affordable, market and sustainable homes increases, the need for the housing and related sectors to work together effectively and efficiently to deliver the Council's objectives is imperative. The establishment of a Flintshire Housing Partnership will contribute to improving the delivery of strategic outcomes between partner organisation and sectors.
- 3.08 A draft terms of reference is attached at appendix 1.

4.00 RECOMMENDATIONS

- 4.01 That Executive supports the establishment of the Flintshire Housing Partnership.

5.00 FINANCIAL IMPLICATIONS

5.01 None at this time

6.00 ANTI POVERTY IMPACT

6.01 The establishment of the Housing Partnership will contribute towards developing solutions aimed at addressing housing and accommodation related poverty issues

7.00 ENVIRONMENTAL IMPACT

7.01 There are no specific environmental issues to this report

8.00 EQUALITIES IMPACT

8.01 There are no specific equalities issues to this report

9.00 PERSONNEL IMPLICATIONS

9.01 None at this time

10.00 CONSULTATION REQUIRED

10.01 Further consultation will be required with all potential stakeholders

11.00 CONSULTATION UNDERTAKEN

11.01 Consultation has been undertaken with the Council's Policy, Performance and Partnerships team

12.00 APPENDICES

12.01 Appendix 1 Terms of Reference

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985
BACKGROUND DOCUMENTS

None

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FLINTSHIRE COUNTY COUNCIL

OUTLINE TERMS OF REFERENCE FLINTSHIRE HOUSING PARTNERSHIP

1. Role

The role of the Flintshire Housing Partnership is to provide a consultative forum for strategic housing matters, and provide direction to the Flintshire Local Housing Strategy.

2. Purpose and Objective

The Flintshire Housing Partnership exists to:

- provide direction to the Flintshire Local Housing Strategy to enable the council to fully undertake its role as the strategic housing authority.
- ensure that the county's housing strategy is well informed, collectively owned and based on shared intelligence.
- develop and implement a cross tenure approach to address Flintshire's housing needs.
- ensure that the housing sector contributes effectively to the broad range of visions, plans and strategies relating to Flintshire and the region.
- work effectively and efficiently to deliver clear housing objectives to the highest standards and ensure that where appropriate, the housing sector fully contributes to the delivery of appropriate housing and related programmes across the county.
- improve coordination of strategic planning in housing and housing related disciplines
- promote and share good practice

In doing so the Flintshire Housing Partnership will support the vision for housing in Flintshire:

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

3. Flintshire Housing Partnership Responsibilities:

The Flintshire Housing Partnership provide direction, identify priorities and have responsibility for the functioning of the following sub-groups:

- **A strategy development group** that reviews and drafts strategies by undertaking research and interpreting intelligence, and addresses shortfalls and weaknesses in the partnership's intelligence base;
- **A network of interested partners and organisations** that share good practice, information and serve as a general consultative forum via a range of tools such as bulletins and web-links; and
- **Short-term expert reference groups** (drawn from appropriate organisations) set up to test deliverability and the impact of specific proposals.

4. Accountability

The Flintshire Housing Partnership will be accountable to the Executive of the Flintshire County Council or other such body established by the Council to oversee the work of the Partnership.

5. Membership

The Flintshire Housing Partnership is open to housing bodies and other organisations that have an interest in Flintshire's housing sector.

Core membership will include:

- Executive members for Housing and Environment
- Directors of Community Services and Environment Directorates or nominated senior of lead officers
- Representative of Registered Social Landlords active within Flintshire
- Representative of the private house building sector within Flintshire
- Representative of the private rented sector within Flintshire
- Representative of Estate Agents located in Flintshire

Further participants may be invited to join the housing partnership from time to time where specific expertise may be required on a task and finish basis i.e. to become involved in short-term expert reference groups.

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FLINTSHIRE COUNTY COUNCIL

AGENDA ITEM NUMBER: 12

REPORT TO: **EXECUTIVE**
DATE : **05 JANUARY 2010**
REPORT BY: **HEAD OF OVERVIEW & SCRUTINY**
SUBJECT : **PLAYGROUPS IN FLINTSHIRE**

1.00 PURPOSE OF REPORT

1.01 To present the findings and recommendations of the Playgroup Funding Task Group to the Executive.

2.00 BACKGROUND

2.01 At the Lifelong Learning Overview & Scrutiny Committee on 11 November 2008, Members agreed to establish a task and finish group to investigate if playgroups in Flintshire are available to all those wishing to use them, and are sustainable financially and in terms of appropriate staff and buildings.

2.02 As a result of comments made by contributors, the group also considered the impact of healthy eating directives on playgroups.

3.00 CONSIDERATIONS

3.01 The findings and recommendations of the Playgroup Funding Task Group were presented to the Lifelong Learning Overview & Scrutiny Committee on 23 November 2009. Members unanimously accepted the recommendations within the report.

3.02 Members welcomed the offer from the Director of Lifelong Learning to look at the match between supply and demand of places in playgroups as part of the School Modernisation Strategy area reviews.

4.00 RECOMMENDATIONS

4.01 That Executive approve the 12 recommendations within the report.

5.00 FINANCIAL IMPLICATIONS

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

6.00 ANTI POVERTY IMPACT

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

Date: 22/12/2009

7.00 ENVIRONMENTAL IMPACT

7.01 None as a direct result of this report.

8.00 EQUALITIES IMPACT

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

9.00 PERSONNEL IMPLICATIONS

9.01 None as a direct result of this report.

10.00 CONSULTATION REQUIRED

10.01 N/A

11.00 CONSULTATION UNDERTAKEN

11.01 N/A

12.00 APPENDICES

12.01 Draft Playgroups in Flintshire report.

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985
BACKGROUND DOCUMENTS

Notes of task group meetings and minutes of Lifelong Learning Overview & Scrutiny Committees. Documents as listed in project plan.

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Flintshire County Council



Playgroups in Flintshire

**A report by the Lifelong Learning
Overview & Scrutiny Committee's
Playgroup Funding Task Group**

October 2009

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1. Introduction



This has been a very useful and I hope productive effort by the task group in producing this report on what is a very discreet yet important area of education and child development.

In our investigation we have drawn on evidence from the officers of the Council and of the providers of child care in the private sector, many of whom completed our detailed questionnaire. I would wish to convey my thanks to all concerned, but specially to those who came to committee to give their evidence first hand.

It became apparent early in our investigation that there is compelling evidence to support the claim that children who attend nurseries and have access to early years provision do better when reaching the 'admission' year in school and this continues throughout their education. This is recognised by the Welsh Assembly Government and is an important element in their 'social justice policy'.

While in our conclusion we make recommendations as to how we in Flintshire can take significant steps to improve the provision and continuity of playgroups within the limited resources at its disposal, it cannot go unrecorded that wide differences in provision do exist and that the continuity of provision is a continuing anxiety in the private sector.

I hope this report is received as a positive contribution in the development of this important area of child development in Flintshire and serves as evidence in making the case for greater universal support from the Welsh Assembly Government.

Councillor Peter Macfarlane

Chair of Task & Finish Group

Chair of Lifelong Learning Overview & Scrutiny Committee

Councillors: Veronica Gay
Fred Gillmore
Ray Hughes
Carolyn Thomas

2. Summary of Recommendations

- (i) The Authority should be actively involved in maximising opportunities for playgroups to be based within LEA premises as part of the School Modernisation Strategy and community focused school developments.
- (ii) The Authority should endeavour to support playgroups to find suitable accommodation and give due consideration to playgroups when reviewing charges for County owned buildings including Youth Centres.
- (iii) The Authority should undertake a risk assessment to identify the level of risk to the Authority and additional funding required to mitigate against the risks identified.
- (iv) The Authority should monitor the effect of the new Nursery Admissions Policy on playgroup provision when introduced in 2010.
- (v) The Family Information Service Flintshire (FISF) should continue to develop innovative solutions and work with playgroups and partner agencies to raise awareness of playgroups and how they can be accessed in both rural and urban areas of Flintshire.
- (vi) The Authority should lobby the Welsh Assembly Government to raise awareness of the difficulties encountered by playgroups in funding the Autumn term due to Early Entitlement terms and conditions. It would be fairer if all children were entitled to Early Entitlement money and not subject to being winners or losers depending on the month in which they were born.
- (vii) The Authority should work in partnership with the Flintshire Local Voluntary Council, Mudiad Ysgolion Meithrin and Wales Pre-School Playgroups Association to develop more effective information sharing opportunities and to provide more robust advice and guidance to playgroups for accessing grants available to playgroups.
- (viii) The Children & Young People's Partnership work with playgroups to ensure they can and do provide healthy snacks and explore possible funding streams to support the extra costs involved in providing 'healthy' alternatives where necessary.
- (ix) Mudiad Ysgolion Meithrin (MYM)/Wales Pre-School Playgroups Association (WPPA)/Early Entitlement Team (EE) work together with volunteers and leaders to develop suitable training packages for volunteers to maximise opportunities for volunteers to access training.
- (x) WPPA/MYM work with playgroups to ensure that any concerns regarding support/communication are addressed.

- (xi) WPPA and MYM operate a more formalised local training package for playgroup committee members to assist them in their role.
- (xii) WPPA and MYM provide playgroups with a list of ideas for fundraising activities with projected profits to maximise fundraising opportunities.

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3. The scope of the review and how the topic was selected

The Playgroup Funding Task Group was set up following a request from Councillor Carolyn Thomas to the Lifelong Learning Overview & Scrutiny Committee to review playgroup funding in Flintshire, and was chaired by Councillor Peter Macfarlane, Chair of Lifelong Learning Overview & Scrutiny Committee.

At the Lifelong Learning Overview & Scrutiny Committee on 11 November 2008, Members agreed to establish a Task & Finish group to investigate if playgroups in the county of Flintshire are available to all those wishing to access them, and are sustainable financially and in terms of appropriate staff and buildings.

Objectives

The objectives agreed by Members of the group were:-

- To examine if playgroups, once established, can be sustained financially in both rural and urban areas.
- To investigate if playgroups are accessible to all.
- To consider the effect of rates of pay on sustainability and continuity of staffing.

The group also considered the impact of healthy eating directives on playgroups as a result of comments made by contributors.

The Project Plan is attached at Appendix 1.

4. Considerations

Playgroups/Cylchoedd Meithrin cater for children from 2½ years to 4 years of age, although some are registered to take 2 year olds, usually for 2 to 3 hours in the morning or afternoon and mainly during term-time. Some playgroups/Cylchoedd Meithrin are also approved settings with the LEA to deliver Early Education Entitlement for 3 year olds, which gives 10 hours of free early years education a week.

They offer a safe and stimulating environment in which children can play, learn and socialise with other children from their local community. Children are encouraged to learn Welsh in Cylchoedd Meithrin. Parents/carers are encouraged to play an active role in the running of the group.

Playgroups running for more than 2 hours must be registered with CSSIW and at least half of the staff must hold a relevant childcare qualification. Groups are encouraged to belong to either MYM or Wales PPA, both of which offer advice, support, and training as well as referral schemes to integrate children with additional needs into local playgroups.

Registered sessional care delivered by playgroups provides a significant service which enables the Authority to meet its statutory duties.

The Children Act 2004 places a statutory duty on the Authority to plan and deliver services for children, young people and their families. Flintshire's Children and Young People Plan is based on the United National Convention on the Rights of the Child and the Welsh Assembly Government's 7 Core Aims.

Core Aim 1 within the Plan is **'To ensure that the children and young people of Flintshire have a flying start in life'**

Research shows that the best possible start in life has significant long-term positive impacts for individual children and society in general.

Local Authorities have a statutory responsibility to ensure the availability of a good quality part-time education place for all three year olds.

The Children Act 2006 places a statutory duty on Flintshire County Council to ensure that there are sufficient childcare places available to enable parents/carers to engage in training and/or employment. This process is called the Assessment of Childcare Sufficiency. The table below shows the requirement for registered playgroup places within the county, together with availability. Although these figures represent a healthy supply of places, it does not necessarily mean that all local demands are being met.

	Demand	Supply
Number of sessional care places	1,083	1,125

Source: Melyn Consulting

The Family Information Service Flintshire provides free, confidential and impartial advice on childcare and early education places within Flintshire. A key feature of the service is to help families access funding such as help with childcare costs. A comprehensive database holds details of CSSIW registered nurseries, playgroups and childminders, and details are regularly checked to ensure they are always up-to-date.

The following is an extract from One Wales - A progressive agenda for the government of Wales.

'We are determined that very young children will have every opportunity to develop and grow in a happy, healthy and supportive environment'

The Flintshire Health, Social Care & Wellbeing partnership is the key local delivery mechanism for bringing about sustainable health improvement in our communities.

The population of 0-19 year olds in Flintshire is projected to decline 12.5 percent from 2007 to 2031. (Population of 0-19 year olds in Wales from 1991 to 2031). Population projections provide estimates of the size of the future population, and are based on assumptions about births, deaths and migration.

(Source: WAG National Statistics for Wales)

The table below shows the population of 0-4 year olds in Flintshire in 2008.

As at mid year 2008					
0	1	2	3	4	Total
1807	1717	1641	1730	1698	8593

Children and Families (Wales) Measure

The draft Children and Families (Wales) Measure will attempt to improve the quality of life and equality of opportunity for disadvantaged children and families across Wales.

The draft Measure was laid before the National Assembly for Wales on Monday 2 March 2009 with a view to becoming law early in 2010.

Some of the key elements of the Measure include:

- placing a duty on specific Welsh public bodies to prepare and publish a strategy to assist in the goal of eradicating child poverty by 2020;
- placing a duty on local authorities to ensure sufficient opportunities for play are available for children in Wales (as far as is reasonably practicable);

- enabling Welsh Ministers to place a duty on local authorities to secure free, high quality and targeted childcare in line with One Wales commitments.

All Wales Baseline Assessment

The Welsh Assembly Government will be implementing an All Wales Baseline Assessment in 2011 which will result in a change to the point of entry into the Foundation Phase. This will have implications for registered childcare providers, and the Early Entitlement team have raised concerns about the extra administrative burden placed on playgroups in completing the assessment.

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5. Findings and Recommendations

A questionnaire was circulated to the 58 playgroups in Flintshire and a total of 26 were completed and returned. An analysis of responses is shown at Appendix 3.

The responses highlighted the vast difference in charges for room hire and it was evident from the responses that high charges are making it difficult for some playgroups to stay open. Additionally, in some areas the number of children are falling.

Of those who responded, the majority of those playgroups using a school building did not have to pay a fee or only paid a nominal fee, and it seems unfair that this arrangement was not available to all groups. The committee is aware that every school has an individual lettings policy.

Playgroups held in youth club buildings are charged in accordance with the Youth Service Charging Policy. The charging policy is due to be reviewed as part of the operational delivery element once the draft Strategy for the Youth Service has been agreed following the consultation period.

Most playgroups seem to be accessible to all, although the ability to pay for sessions means that not all children are able access sessions and some children are unable to attend extra sessions due to the costs involved.

The group has found that one of the biggest challenges facing playgroups in Flintshire is suitable accommodation. Some are already in accommodation which is not in good repair, and others do not have suitable outdoor play facilities. Some groups have already had to vacate buildings or are under threat of having to leave their current premises over the next 12 months.

The CSSIW have advised that they are aware of two groups which have closed since September. They acknowledge that Flintshire are fortunate to have a good number of groups who are supported through being part of the Early Entitlement project and therefore receive extra funding. However, they are also aware that the groups who struggle are those who have to rely on fees from parents and fundraising: the increase in minimum wage and holiday entitlement has had an impact on groups. The officers are aware that staff have reported that some groups on youth club premises are now having to pay rent which has not always been the case and others struggle because the rent has increased.

The statements in boxes throughout the report are extracts from the returned questionnaires from playgroups.

“The building is an old church hall which is not kept in the best of repair. Long term we may have to seek alternative premises.”

“We have recently had to vacate a school classroom due to increase of numbers attending the school. We are now situated at Flint Sports & Social Club.”

"At the moment there is some pressure on the (Mold) Cylch to find a permanent home. We have moved from the old location to the chapel which is far from perfect for running Cylch sessions. We realise that without the chapel, the Cylch would have closed which would be a huge loss to the local area."

"Can't use the school as a base"

"We are currently looking for funding or new premises for Sept 2010 as the church are selling the hall and playroom which we run from" We have been declined help from the lottery. Please contact us, we are desperate."

"As long as the school don't need the room we rent."

The following are extracts from comments made by Flintshire Councillors:

"No playgroup in Holywell East. The problem is that there is no suitable venue since Moriah Chapel closed down."

"There is generally an encouragement for outdoor play facilities. An area outside the hall is at present grass, it needs a tarmac surface for tricycles etc. The owners of the hall could not contribute to such a cost. It could only progress with a grant."

The above comments clearly demonstrate the fragility of some playgroups in Flintshire, and the need for the Authority to look for innovative ways that can provide long-term secured accommodation for playgroups.

Recommendation 1 - The Authority should be actively involved in maximising opportunities for playgroups to be based within LEA premises as part of the School Modernisation Strategy and community focused school developments.

Recommendation 2 - The Authority should endeavour to support playgroups to find suitable accommodation and give due consideration to playgroups when reviewing charges for County owned buildings including Youth Centres.

From the evidence gathered, the vulnerability of playgroups in the current climate poses a significant risk to the Authority's responsibility to deliver part-time educational places to the youngest children in Flintshire in the event of playgroup closures. The extra burden placed on playgroups as a result of the introduction of the All Wales Baseline Assessment in 2011 may be a further risk.

Recommendation 3 - The Authority should undertake a risk assessment to identify the level of risk to the Authority and additional funding required to mitigate against the risks identified.

Nursery Admissions Policy

Concerns have been expressed that the changes to the Nursery Admissions Policy adopted by the Executive in January 2009 could impact on playgroups, particularly in rural areas. The Nursery Admissions Policy has been amended to enable parents to express a preference for a nursery of their choice. The current policy regarding nursery admissions is to offer a place at a nursery which is nearest to the child's home address. The amended policy will take effect from September 2010.

Recommendation 4 - The Authority should monitor the effect of the new Nursery Admissions Policy on playgroup provision when introduced in 2010.

Family Information Service

The Family Information Service provides free, confidential and impartial advice on childcare and early education places within Flintshire. It has a comprehensive database which holds details of CSSIW registered nurseries and playgroups in the area. Groups are working individually to raise awareness and encourage use of playgroups. It is suggested that a collaborative approach to marketing and publicity could be of benefit.

"We need people power and good marketing to keep us going now."

"We're trying our best to keep open (advertising etc) but being part of a small community where families are not able to afford to move into affects the group."

"Always the worry there will be limited children to enable Playgroup to be cost effective to run – already mail shot, advertised places and fliers sent out within local area."

Recommendation 5 - The Family Information Service Flintshire (FISF) should continue to develop innovative solutions and work with playgroups and partner agencies to raise awareness of playgroups and how they can be accessed in both rural and urban areas of Flintshire.

Early Entitlement

As part of the Early Entitlement Scheme, playgroups receive £360 per child per term (with a maximum of two terms) attending the setting.

Each playgroup receives a minimum of funding for five places, regardless of whether five children attend or not, so this supports smaller groups, often in rural areas.

Groups also receive an additional lump sum from the scheme each year which is dependent on the take up of places and flexibility within the budget, but is generally around £1,800 per group per year. It is recommended to groups that this money is used to support staffing costs, particularly in the Autumn term when there is no Early Entitlement provision.

Playgroups receive regular and very high quality training via the Early Entitlement Team, free of charge.

Groups are also supported with the purchase of new furniture where it is needed via the Early Entitlement scheme.

Children who have their 3rd birthday after the Easter cut-off date miss out, which causes problems for playgroup sustainability.

"When Early Entitlement children receive money in January, staff have to wait till then to receive wages due at Christmas."

"When the EE funding is not in place (Sept-Dec) we really struggle to keep the group open."

"Funding is always a concern."

Recommendation 6 - The Authority should lobby the Welsh Assembly Government to raise awareness of the difficulties encountered by playgroups in funding the Autumn term due to Early Entitlement terms and conditions. It would be fairer if all children were entitled to Early Entitlement money and not subject to being winners or losers depending on the month in which they were born.

Grants

From comments made, there needs to be a strengthening of the support provided to playgroups in both making them aware of grants available, and advice and guidance in completing applications to maximise their chances of being successful. Some playgroups are far more successful than others in accessing grants.

Playgroups are able to apply for capital grants to purchase equipment. However, these are not to be used to pay for running costs or staff wages, which seem to be the main problem areas for those playgroups who responded to the questionnaire.

“Do you happen to know of any other grants we could apply for?”

Recommendation 7 - The Authority should work in partnership with the Flintshire Local Voluntary Council, Mudiad Ysgolion Meithrin and Wales Pre-School Playgroups Association to develop more effective information sharing opportunities and to provide more robust advice and guidance to playgroups for accessing grants available to playgroups.

Healthy Snacks

Playgroups are all keen to provide healthy snacks for the children but it is clear that this can add an extra financial burden.

“Health snacks (fruit, yoghurts, etc) are not available as we would like, due to the cost.”

“Yes, we always try to provide healthy snacks but this can be expensive, putting more pressure on our funds.”

“Yes we do – this costs more money than just giving a biscuit”

“Yes, very costly”

“Yes, costs a lot more to provide”

“Yes, costs more”

“Milk and fruit – costs money”

Recommendation 8 - The Children & Young People’s Partnership work with playgroups to ensure they can and do provide healthy snacks and explore possible funding streams to support the extra costs involved in providing ‘healthy’ alternatives where necessary.

Staff Training

Overall, all staff training needs are met through WPPA, MYM, EE and the Children & Young People’s Partnership. However some staff pay for training. Where training is free, some staff attend in their own time as no funds are available to pay for their time.

A large majority of the playgroups who responded rely on help from parents or committee members which enables them to comply with adult/child ratio requirements. However the majority of parents/committee members who help do not receive training. Some groups inform parents/committee members about training as it becomes available, and others offer appropriate training. However, the responses

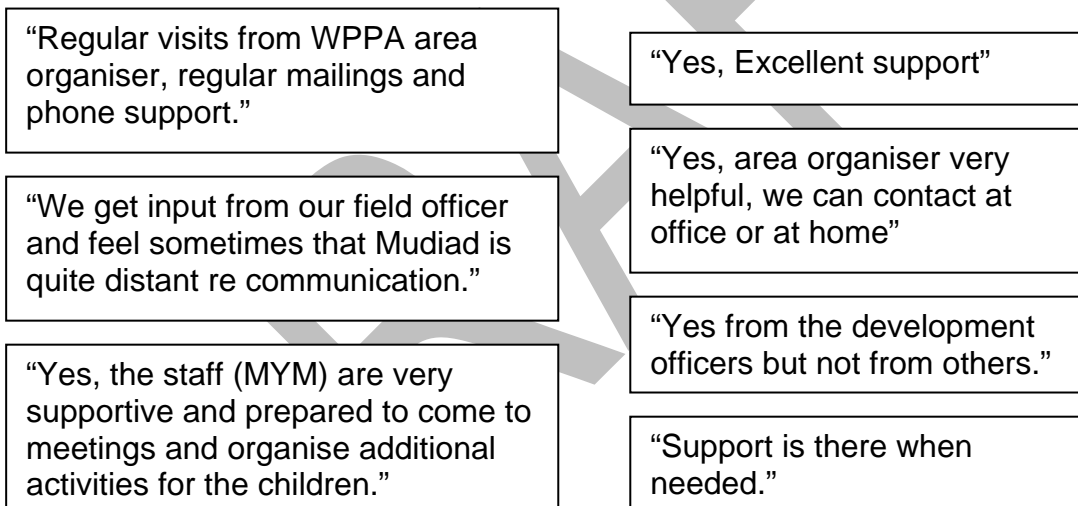
suggest that take up of training is low, as the volunteers are busy people with work and family commitments.

(Not all groups are Members of WPPA or MYM)

Recommendation 9 - MYM/WPPA/EE work together with volunteers and leaders to develop suitable training packages for volunteers to maximise opportunities for volunteers to access training.

Umbrella organisations

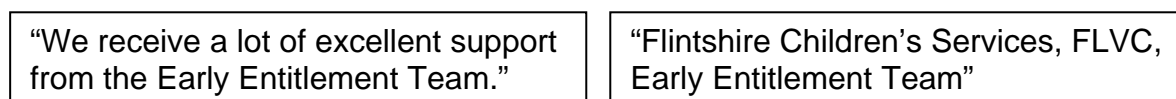
The response regarding support received from WPPA/MYM on the whole is very positive and Members recognise the excellent support network provided by both umbrella organisations to playgroups/Cylchoedd Meithrin in Flintshire. There are a couple of comments which the organisations may wish to address. An additional issue identified by Members of the group was difficulty accessing the WPPA website. We have been in contact with Wales PPA who have confirmed that the new website will be available shortly.



Recommendation 10 - WPPA/MYM work with playgroups to ensure that any concerns regarding support/communication are addressed.

Support from other recognised bodies

Comments in the returned questionnaires were very complimentary about the support received from the Early Entitlement Team. Other organisations recognised as providing support included CSSIW, Flintshire Children’s Services, Flying Start and Flintshire Voluntary Services Council.



CSSIW = Care & Social Services Inspectorate Wales
EE = Early Entitlement

MYM = Mudiad Ysgolion Meithrin
WPPA = Wales Pre-School Playgroups Association

"Yes - Early Entitlement team - Fantastic"

"Flying Start"

"Yes, inspector at CSSIW. If problems occur, our inspector helps advise the group."

"We receive input from the Education Dept which is very valuable."

Committee Support

The majority of the groups who responded have a supportive committee, although as committee members change each year the support varies and can cause problems with continuity and knowledge transfer: for example, with regard to grant applications. The comments below suggest that there is a need for organisations to work together and offer additional support if necessary to support committees to work effectively.

"Sometimes we have a supportive committee, but some years it can be difficult"

"New committee elected each year – some more supportive than others. Current committee very supportive."

"No. Very supportive treasurer, no other committed members."

"Yes the committee is supportive and active although there are only a small number who attend regularly."

"Variable"

"No"

"As the committee changes every year it can be hit and miss. Sometimes we have a supportive committee but some years it can be very difficult."

"Currently very supportive committee but the demands of being registered people and paperwork scare people away!. The fact they are volunteers, often with little knowledge of playgroups and change yearly can make continuity and progression very difficult."

"The only problem for us occasionally is with the committee. We have had some problems which have affected staff morale."

Recommendation 11 - WPPA and MYM operate a more formalised local training package for playgroup committee members to assist them in their role.

Fundraising

Many of the playgroups are dependent on fundraising activities to enable them to continue to operate. The sustainability of playgroups in Flintshire would appear to be dependent in some cases on fundraising.

"All fundraising activities help with the everyday costs of running the group, however they have not been very successful due to lack of support from the community."

"Very necessary, but parents reluctant to help or give money as they believe Early Entitlement paying so they shouldn't have to."

"Yes, the playgroup nearly closed in the past, but last year parents did a lot of fundraising. With the recession this year this has proved to be more difficult."

"Yes, to top up fees, to keep open."

"It is essential and more successful fundraising needed to enable the Cylch to continue."

"Depending on number of children each term, is necessary to fundraise often to pay wages, resource bills to keep Playgroup going."

"Yes! Every term asking mums/staff to help, need to fundraise to keep afloat (wages, rent, etc.)"

"Raffles, sponsored events, photographs (commission based on numbers bought). Have been fairly good fundraisers, but due to credit crunch, unemployment, figures have dropped dramatically - no money available for this type of fundraising now."

Recommendation 12 - WPPA and MYM provide playgroups with a list of ideas for fundraising activities with projected profits to maximise fundraising opportunities.

Staff Turnover

Staff turnover does not appear to be a problem from the responses received and discussions held. Initially the group had been concerned regarding the effect of the Foundation Phase as there had been an anticipation that staff may leave to work in schools in newly created posts to support the Foundation Phase in primary schools. However, to date this has not happened.

"No, always have people interested in working."

"We have experienced staff who enjoy their work."

"We are fortunate that we have active, committed staff."

"No, we have 3 staff and work as a team."

"No, but lack of funds – unable to employ more staff to cover children ratios – depend on parent helpers who often don't turn up."

FLINTSHIRE COUNTY COUNCIL**OVERVIEW & SCRUTINY COMMITTEE****PROJECT PLAN REVIEW OF PLAYGROUP FUNDING**

<p>SCOPE THE REVIEW <i>Be clear as to what is, and, as importantly, what is not, included in the topic</i></p>	<p>To investigate if playgroups in the County of Flintshire are available to all those wishing to access them and are sustainable financially, in terms of appropriate staff and buildings.</p>
<p>TERMS OF REFERENCE <i>Set specific objectives</i></p>	<ul style="list-style-type: none"> • To examine if playgroups, once established can be sustained financially in both rural and urban areas • To investigate if playgroups are accessible to all • To consider the status of pay for playgroup staff and the effect on sustainability and continuity of staffing
<p>EVIDENCE GATHERING</p> <p>➤ Documents <i>What? Why?</i></p>	<p>Playgroup Leaders Childcare Partnerships</p> <p>Briefing Note August 2008 Childcare Strategy for Wales – Childcare is for Children, Nov 05 Childcare Act 2006 Guidance 2008 Foundation Phase Guidance 2007 Flying Start Guidance 2006 Children & Young People’s Planning Guidance 2007 CSSIW Inspections Estyn Inspections HSCWB Strategy – Healthy snacks Children & Young People Plan One Wales</p>

<p>➤ Internal Contributors <i>(Both Members and officers.) Who? Why?</i></p> <p>➤ External Contributors <i>(e.g. Service users, community representatives, key stakeholders, recognised experts, other organisations etc.) Who? Why?</i></p> <p>➤ Site Visits <i>Where? Why?</i></p> <p>➤ Consultation/Research/Other Methods <i>Why? What? Who?</i> <i>Does the Committee wish to publicise its review and invite views?</i></p>	<p>Gill Harrison – Children & Young People’s Partnership Phil Wilson – Charging Policy review Kim Garcia (or relevant officer) FCC Voluntary Orgs grant co-ordinator</p> <p>Wales Preschool Playgroup Association Mudiad Ysgolion Meithrin Flintshire Voluntary Services Council CSSIW</p> <p>Visits to Playgroups</p> <p>Consultation with Children via School Councils & Flintshire Youth Forum</p>
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<p>FORMAT OF MEETINGS</p>	
<p>➤ Venue of Meetings <i>Can they be held in the community?</i></p> <p>➤ Frequency of Meetings</p> <p>➤ Co-options <i>Does the Committee wish to co-opt members onto the Committee for the review? If so, who and why?</i></p>	<p>Consider holding meeting at Youth Centre</p> <p>Monthly</p>

<p>➤ Member Involvement <i>Full Committee, task and finish working group or individual or paired Members to drive the review.</i></p>	<p>Task & Finish working group</p>
<p>TIMESCALES FOR REVIEW <i>Realistic and achievable timescale. Establish a commencement date and set a target date for issue of final report to the full Committee.</i></p>	<p>Jan 2009 ></p>
<p>PROJECT TEAM <i>Named Officer support and, if appropriate, lead Member(s).</i></p>	<p>Cllr Peter Macfarlane, Chair Cllr C. A. Thomas Cllr V. Gay Cllr F. Gillmore Cllr R. Hughes Rita Price Rebecca Stark Gill Harrison Margaret Parry-Jones</p>
<p>CONCLUSIONS/RECOMMENDATIONS</p>	
<p>FOLLOW UP <i>What happens next? Monitoring/progress reports?</i></p>	

Please note that during the course of the review, the Facilitator will update this document when necessary.

Membership of the group and meetings held

Cllr Peter Macfarlane (Chair)
 Cllr Veronica Gay
 Cllr Fred Gillmore
 Cllr Ray Hughes
 Cllr Carolyn Thomas

Mrs Rita Price - to April 2009
 Rebecca Stark - to April 2009

Officers:

Gill Harrison - Children's Partnership Coordinator
 Claire Homard - Early Years Officer

Margaret Parry-Jones - Overview & Scrutiny Facilitator

Meetings (2009):

<i>12 January</i>	Task Group only
<i>9 February</i>	Task Group only
<i>17 March</i>	Marion Antrobus, Development Officer for Flintshire, Mudiad Ysgolion Meithrin Moya Williams, Regional Executive Officer, Wales Pre-School Playgroups Association
<i>27 April</i>	Amy Roche, Community Development Dietician, North Wales NHS Trust Janet Smith and Elizabeth Griffiths, Busy Bees playgroup, Flint Philippa Bennett, Gwernaffield playgroup
<i>3 June</i>	Pete Wynne, Information Manager, Family Information Service
<i>7 September</i>	Task Group only
<i>22 October</i>	Consideration of draft report
<i>16 November</i>	Last meeting of Task Group to finalise report

Responses to Questionnaires to Playgroups (26 out of 58 received back)

APPENDIX 3

Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8
Building used/ room charge per session	Charge per session	% of funding derived from grants/fees/ fundraising	Sources of funding & how successful	Are fundraising activities necessary?	Provision of healthy snacks and implications	Is the playgroup accessible to all	Staff turnover a problem / hourly rate of pay
School N/A	£3.50	100% of funding from grants & fees	Awards for All Wales, lottery grant; FLVC	Dependent on if we receive any grant applications	Yes, cost more but children respond well & enjoy tasting new fruit	Yes, however as it is a secure unit, prior notice of visits is req'd	No Min wage
School £1.50	Cymorth funded - free to parents	100% - Cymorth	Cymorth - successful	Some fund-raising - treats for the children (eg trips)	Yes, parents contribute to buying this	Playgroup plus - children from local nursery attend	No ?
School N/A	£6 for children who stay after nursery (3½ hrs) No charge for EE	A third. Up to 16 nursery pupils & up to 10 EE = 24 per session	N/A	No	Yes, pupils are encouraged to try a variety of snacks - cost varies, taken from fees	Yes, but no pupils with problems other than dietary	No
Privately owned £7.00	£3.50	All	See Q3	Yes, enables us to replace & improve our equipment & resources	Yes, cost - provide a selection of fresh fruit daily as well as a healthy savoury	Yes, each year we have accepted children with various physical disabilities	No £6 per hour
Privately owned £15.00	£4.00	-	Raffles, sponsored events, photographs (commission based on nos bought). Have been fairly good fundraisers but due to credit crunch, unemployment, figures have dropped dramatically - no money available for this type of fundraising now.	Yes, every little helps	Healthy snacks (fruit, yoghurts etc) are not available as we would like, due to the cost	Yes	No 2 x long-term employees over 10 years' experience at same setting, NVQ3 trained, First Aid, Child Protection, Food Hygiene, H&S £8.70 per hour
Privately owned ?	£6.00	75%	Early Entitlement, Flying Start	No	Yes	Yes	No £6.20 qualified

Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8
Building used/ room charge per session	Charge per session	% of funding derived from grants/fees/ fundraising	Sources of funding & how successful	Are fundraising activities necessary?	Provision of healthy snacks and implications	Is the playgroup accessible to all	Staff turnover a problem / hourly rate of pay
Community centre £12 per session	£3.50 No charge to EE children	EET has paid to fund a minimum of 5 children per term even if we don't have 5 children	Local businesses & organisations have been involved in donating money to the group & this has been reasonably successful	All fundraising activities help with the everyday costs of running the group, however they have not been very successful due to lack of support from the community	Yes, to promote healthy eating and introduce a variety of healthy snacks	Assisted places funding towards PG fees available to parents on low income, building is accessible to users with disabilities, can source extra help for children with additional needs	Limited room for expansion (4 x 2½ hr sessions pw) - not in a position to pay a full-time wage due to low numbers Staff paid minimum wage
Chapel - private £22.80	From Sept 2009 price goes up from £4.50 to £5.00	It depends on the no of children but the group is quite dependent on EY entitlement	We've received some grants this year and have been quite successful	Without the EY entitlement it would be essential for us to fundraise	Only snacks are available -water/ milk & something healthy/ fresh each day. The children have accepted everything so far.	Yes, I suggest to any parents from outside the area that they need to consult with their local school to ensure they can be accepted. No problem re disabilities. We try to offer financial help, eg assisted place if needed.	No, we have experienced staff who enjoy their work. The only problem for us occasionally is with the committee. We have had some problems which have affected staff morale this year.
Community centre £4 p/hour £14 p/session	£3.50 We will be putting the fee up to £4 from Sept 09	EY entitlement 2/3	Community Chest, Sustain Grant, Communities First. We failed to get a grant to fence off our outside area from 'Awards For All Wales'.	We used to do a lot of fund-raising before we received the Early Year Entitlement, we only do a little now.	Yes, fruit etc more expensive than toast or plain biscuits.	Yes, possible barrier could be cost.	No £6.41
Church £10.00	£5.00	100%	EE, fees, grants (Community Chest, Sustainability FCC)	Very - without fundraising, wd not be able to buy new equip. All EE & fees pay for rent, wages & insurance	Yes, we offer 1 fruit, dairy, bread each week with hot snack & cookery done alternate weeks.	Yes, we offer 1 to 1 support & help with fees, spread payments, EET & grants	No, always have people interested in working Supervisor £6.72 Other £5.72

Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8
Building used/ room charge per session	Charge per session	% of funding derived from grants/fees/ fundraising	Sources of funding & how successful	Are fundraising activities necessary?	Provision of healthy snacks and implications	Is the playgroup accessible to all	Staff turnover a problem / hourly rate of pay
Youth club £17	£4.00	50%	No recent grants been approved	Yes, fundraising necessary - 10%	Yes, provided - cost implications	Yes, accessible to most - cost implications to families on low income	No ?
Community centre (2 mornings pw) £7.50 per session	£4.00 from Sept but may have to be put up	Fees 90% Grant 10% Not registered for 3 yr funding as committee some years back decided to let the local school join	Sustainability grant £350.00 Do you happen to know of any other grants we could apply for?	Yes, but with only a few children attending, committee haven't raised money from fundraising, parents enthusiastic but when time comes not interested in activities.	Yes we do - this costs more money then just giving a biscuit but we feel it necessary that children given healthy snacks, including variety of fruit.	Yes, accessible to everyone, we are members of Wales PPA who are able if family entitled to offer help with session costs until their grant money runs out!	Staff work hard for wages, not paid for paperwork & other activities they do to make sessions enjoyable for children - in their own time at home (no funds). Supervisor £6.15 Assistant £5.75 3 hrs per session
Community centre £5 per hour (term time)	£7.00 12-3pm	None - new committee, just starting to fundraise again	Children's fees	Yes, as we are self- funded	Yes - with no implications	2-4 year olds	No Supervisor £6.85 Assistant £6.00
Youth club £9.50 (increasing Sept 09)	£4.50	100% - presently fees 50% early years 50%	Local authorities & charities - none forthcoming, no grants received	Very necessary but parents reluctant to help or give money as they believe EE paying so they shouldn't have to.	Yes, very costly	Yes - WPPA provide scheme for low income and special needs	No, all our staff have worked here 10, 19 & 21 years Session fee = 2½ hours = £24

Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8
Building used/ room charge per session	Charge per session	% of funding derived from grants/fees/ fundraising	Sources of funding & how successful	Are fundraising activities necessary?	Provision of healthy snacks and implications	Is the playgroup accessible to all	Staff turnover a problem / hourly rate of pay
School No charge	£3.20	50%	Community Chest and local fundraising	Not always - tops up bank balance	Yes assorted snacks available, encourages children to take care what they eat and try assorted variety other than unhealthy foods.	Grants/aid available to help with costs (parent able to apply in confidence). Facilities/ resources can be adapted to suit child/ren.	No £7 per hour
School £5.00 (may go up in Sept)	Going up from £4.50 to £5.00 in Sept	Changes from yr to yr with funding/ grants/fees & fundraising	Fundraising events held in school but stall paid for out of fundraising. We don't know how successful till after the event.	Depending on no of children each term, is necessary to fundraise often to pay wages/ resources/bills to keep the PG open	We have 4 weekly snack rota which we try to keep to a budget for the shopping of snacks we give. Parents are happy with what we provide.	Yes, we have disabled access & a bus stop outside the school. We're part of the wrap- around service in the school - helps with our numbers but we are still a separate concern from the school.	No, we have 3 staff and work as a team From minimum wage to £7.26 ph
Youth club £8.50	£4.50	All	Fundraising (quite good), writing to local companies (usually nil), donations from Fire Station etc if successful	Yes! Every term asking mums/staff to help, need to fundraise to keep afloat (wages, rent, etc)	Yes	Everyone welcome, special needs, culture, etc.	Not at this moment, but usually req'd is NVQ Level 3 but they usually want longer hours. £7 £6.50 £6
School ?	£7.00	About 10%	Main income from charges for sessions	Coffee mornings & selling raffle tickets on occasion.	Yes	Yes	No ?
School Regular donations	£5.00	Approx 80% fees; 15% fundraising; 5% grants	Grants; FLVC; Awards for Wales; Local Council	Yes, they provide funds for extras (eg equipment, trips).	Yes, the children are trying new food	Yes, we support the assisted places for those who qualify	No £7 per hour x 3 staff

Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8
Building used/ room charge per session	Charge per session	% of funding derived from grants/fees/ fundraising	Sources of funding & how successful	Are fundraising activities necessary?	Provision of healthy snacks and implications	Is the playgroup accessible to all	Staff turnover a problem / hourly rate of pay
School N/A	£4.50 (Cylch) £6.50 (Meithrin) £1.50 (Ti a Fi)	Grants 38.07% Fees 57.80% Fundraising 4.13%	Apply for grants & funds to any org - 75% success rate for the last financial year	Yes, fundraising contributes to difference between fees & costs. It is essential & more successful fund-raising needed to enable the Cylch to continue.	Milk and fruit - costs money	Cylch open to all. Cost is a problem for some who'd like to send their children to more sessions but can't afford. We also like to have a parents rota some days as we can't afford extra staff. Not all parents are able to help which puts pressure on some individuals.	No, we are fortunate that we have active, committed staff. But this could be a problem as the number of sessions fluctuate from term to term depending on the number of children.
Youth club £8.50	£4.50	60% fees 10% fundraising 30% grants (varies each year)	-	Yes, the PG has nearly closed in past but last yr parents did a lot of fundraising. With the recession this yr this has proved to be more difficult.	Yes, we always try to provide healthy snacks but this can be expensive, putting more pressure on our funds.	Yes, our policy is to offer the PG to everyone - children with additional needs have been supported in the past by help from WPPA Referral Scheme. The building has access for wheelchairs, disabled toilet.	The expectations of paperwork, observations, Estyn inspections, achieving QA, introduction of Foundation Phase - expectations from parents, is putting pressure on staff. Qualified staff are moving into schools due to low pay in playgroups £6.50 for qualified supervisor £6.25 for qualified assistant £6.00 unqualified

Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8
Building used/ room charge per session	Charge per session	% of funding derived from grants/fees/ fundraising	Sources of funding & how successful	Are fundraising activities necessary?	Provision of healthy snacks and implications	Is the playgroup accessible to all	Staff turnover a problem / hourly rate of pay
County owned Pay for all bills ourselves	£3.00 £3.50 in Sept	85%	Grants and fundraising	Yes, to top up fees & grants to keep open	Yes, cost a lot more to provide	Yes	No ?
County owned Pay all running costs ourselves	£7.00 £8.00 in Sept	5%	Grants - successful this year	Yes, to top up fees, to keep open	Yes, cost more to provide	Yes	No ?
Community centre ?	£4 (Mon, Wed, Th) £6 (Tues, Fri)	All funded	Fundraiser (eg disco - sponsors etc)	Yes	Yes, we have a Flintshire Healthy Community Initiative	Yes	No 1 x £8.50 1 x £7.50 1 x £6.50
Youth club £8.00	£4.00	Different each year, depends on no of children. Early Entitlement, Sustainability grant & fundraising (if parents take part)	County Hall - usually successful Community Chest - unsuccessful	Yes, constantly needed to remain open	Yes, costs more	Yes	No, but lack of funds - unable to employ more staff to cover children ratios - depend on parent helpers who often don't turn up.
Community centre £10.00	£5.50	50% fee income 36% Early Years 7% other grants 7% fundraising	Early Years, FCC, Sustainability, FLVC, lottery funding - all successful last year except lottery	Yes, approx 7% of income is due to fundraising & we must fundraise for any unexpected expense	Provide v. healthy snacks & include a wide range of different fruits & carbohydrates to give variety	Assisted places on offer funded by FCC for families on low income	Team leader £7.87 Supervisor £5.92 Assistants £5.73 for academic year 08-09

Q9	Q10	Q11	Q12	Q13	Q14	Q15
Are all staff training needs met?	Rely on help from parents/ ctte members	Adequate support from WPPA/MYM	Support from other recognised bodies	Happy with level of guidance received	Do you have a supportive committee?	Any mitigating circumstances which may affect the long-term operation - what support needed
Yes	Yes	Yes	Yes	Yes	Yes	The Awards For All grant expires 31/7/09. If further applications are not successful, alternative funding may be required.
Yes, via Wales PPA/EE	Rota parents involved to support group with session, eg story reading, play (no training necessary)	Wales PPA - excellent support	CSSIW Inspectors	Yes	Managed group	Withdrawal of Cymorth funding.
Yes, where possible	No	Yes	School/EET	Yes	Yes	No
Yes	Yes	Yes	Yes, CSSIW and Early Entitlement Team	Yes	Yes	Funding is always a concern. The building is an old church hall which is not kept in the best of repair. Long-term we may have to seek alternative premises.
Yes	No	Yes	Early Years Entitlement Scheme	Yes	Yes	We have recently had to vacate a school classroom due to increase of numbers attending the school. We are now situated at the local sports & social club. Building old, help needed financially to update the room.
Yes	No	Yes	Flying Start	Yes	N/A	-

Q9	Q10	Q11	Q12	Q13	Q14	Q15
Are all staff training needs met?	Rely on help from parents/ ctte members	Adequate support from WPPA/MYM	Support from other recognised bodies	Happy with level of guidance received	Do you have a supportive committee?	Any mitigating circumstances which may affect the long-term operation - what support needed
Yes	Parents/committee informed about training as it becomes available. Committee members req'd to have current CRB certificate	Yes, regular visits from WPPA area organiser, regular mailings & phone support	Flintshire Children's Services, FLVC, Early Entitlement Team	Yes	New committee elected each year - some more supportive than others. Current ctte v.supportive	Numbers have been low over last few years which may cause PG to close. Current supervisor won't be returning after end of current school year, current Assistant also leaving in November, this coupled with dwindling ctte mbrs is going to make it very difficult to keep PG running. We need more members with passion & a keen interest to keep PG going. However, feel we have had fantastic financial support/help in the past but without supportive staff & ctte members there is no PG. We need people power & good marketing to keep us going now & I unfortunately cannot see this as being enough, as we also do not have enough numbers of children either. The local school is in a similar position & is talking closely with us to take on the EET funding & taking children from the age of 3 but I don't think there are enough children of this age group in the local community to sustain even the school. It is a very sad & difficult time for the PG and school, and between us we will do whatever is needed to keep both going, hopefully with the help of CSSIW & PPA.
We attend courses regularly.	No, it's essential for the committee to receive some kind of training	We get input from our Field Officer and feel sometimes that Mudiad is quite distant re communication.	We receive input from the Education Dept which is very valuable.	We're happy with input from the Field Officer and especially help from the Education Dept but we feel that MYM must offer more assistance to committees.	As the committee changes every year it can be a bit hit & miss. Sometimes we have a supportive committee but some years it can be very difficult.	Getting more difficult each year to find mums prepared to take on the responsibilities of being on the committee - because the job can be hard work & eats into their time. They all have small children/babies or are expecting a baby, and some of them are working too. At the moment there is some pressure on the Cylch to find a permanent home. We have moved from the old location to the chapel which is far from perfect for running Cylch sessions. We realise that without the chapel, the Cylch would have closed which would be a huge loss to the local area.
Yes	We have a 'mum/ dad on duty' - no training received	Yes from Wales PPA through Area Organiser	Early Years Entitlement Team	Yes	No	-

Q9	Q10	Q11	Q12	Q13	Q14	Q15
Are all staff training needs met?	Rely on help from parents/ ctte members	Adequate support from WPPA/MYM	Support from other recognised bodies	Happy with level of guidance received	Do you have a supportive committee?	Any mitigating circumstances which may affect the long-term operation - what support needed
Yes	Yes, fundraising mainly. Training when appropriate is offered.	Yes	Yes	Yes	Yes	Yes, we are currently looking for funding or new premises for Sept 2010 as the church are selling the hall & playroom which we run from. Any help is gratefully received as we do not want to close. We have been declined help from the lottery. Please contact us, we are desperate.
Yes	No	Yes (Wales PPA)	Yes, EET	Yes	Yes	Financial support is needed. When the EET funding is not in place (Sept-Dec) really struggle to keep the group open. High rent & staff costs are not covered by parents' fees alone. Grants only available for equipment are of no use to us. Have had to close the group during Sept-Dec in previous years due to no funds.
Ctte looking into grants for training, otherwise staff pay for own & not paid to attend (no funds)	Yes, have a committee who are police cleared & have access to a WPPA area organiser who is on hand to help with queries	Yes, area organiser very helpful - we can contact at office or at home	Yes, inspector at CSSIW. If problems occur, our inspector helps advise the group.	Yes, both from Wales PPA & CSSIW.	At the moment yes - new ctte starting in Sept - have said fundraising will take place to help group stay open	Definitely lack of funds/grants to help with wages & rent - we're trying our best to keep open (advertise etc) but being part of small community where families are not able to afford to move into affects the group. Children from outside the village do attend the group but numbers v.low. Our bank reserves will not last much longer!
Limited training available	Yes, committee members have been given opportunity to attend course	Not a member	No	N/A	Just recently	If we do not have many children attending, as their fees pay the wages and rent. Need support with these costs.
Yes, mainly by EE or Wales PPA	Yes, parent helpers during the session. Ctte day-to-day running, bills etc. No training taken up, although offered by WPPA	Yes from Wales PPA	Support from Early Entitlement Team	Yes, very	No. Very supportive Treasurer, no other committed members. The staff have to cover nearly all of their roles.	Staff wages and holiday pay. We find grants will cover supplies & furniture but not wages or rent. When EE children receive money in January, staff have to wait till then to receive wages due at Xmas. If we have only a few EE children we have to open 4 sessions and the cost is too much out of the budget given to us per term. This year we have opened 5 sessions, due to funds we will only be able to open 2 next year.
Yes	N/A	Yes	Yes - Early Entitlement Team - fantastic!	Yes - brilliant!	Yes	Always the worry there will be limited children to enable PG to be cost effective to run - already mail shot, advertised places and fliers sent out within local area.

Q9	Q10	Q11	Q12	Q13	Q14	Q15
Are all staff training needs met?	Rely on help from parents/ ctte members	Adequate support from WPPA/MYM	Support from other recognised bodies	Happy with level of guidance received	Do you have a supportive committee?	Any mitigating circumstances which may affect the long-term operation - what support needed
Yes, currently one is on NVQ3, another has done NVQ3 and another is signed up for Sept to do NVQ3 as just done WPPA Cache 3.	Yes, rota mums for rota basis when needed. No parents have any training, only what we provide as an induction to our setting.	Yes, we have support from WPPA.	Only Early Entitlement	Yes, thank you	Yes, we have just changed committees and they are very supportive	As long as the school don't need the room we rent or we can get the numbers of children into the setting to cover costs (as funded children are low this next year so far) and we can get help if needed from third parties, there should be no mitigating circumstances which may affect the long-term operation of the group.
Mostly	Committee/parents stay when asked or if needed. Training not needed for rota parent.	Yes	Early Years	Yes	Yes	Wages and rent costs. We have been open for 40 years and the last 2-3 years we have had a very hard struggle to keep the group open financially.
Yes	No, some time sick cover but not this year yet	Yes	Yes	Yes	Yes	-
Yes, and are continuous	Yes, ctte members are parents - none have received any training	Yes by means of the AO	No	Yes	Very supportive	A new school year brings new committee members (none trained). Training for these would be ideal.
They receive training through MYM and Early Years	We depend on help from parents - they do not receive training	Yes, the staff are very supportive and prepared to come to meetings and organise additional activities for the children	Early Years	Yes	Yes, the ctte is supportive and active although there are only a small number who attend regularly	Losing staff; number of children falling; lack of funds; can't use the school as a base; more basic financial support towards pay would reduce the pressure on the committee and staff.

Q9	Q10	Q11	Q12	Q13	Q14	Q15
Are all staff training needs met?	Rely on help from parents/ ctte members	Adequate support from WPPA/MYM	Support from other recognised bodies	Happy with level of guidance received	Do you have a supportive committee?	Any mitigating circumstances which may affect the long-term operation - what support needed
Staff at our PG attend all EE training, WPPA training & have attended 3 day Flintshire Foundation Phase training	All training is offered to parents & committee, but as volunteers not many (if any at all) take up the offer. However on our committee we do have a childminder who has attended many courses. We do rely on parents to be on parent rota to comply with adult/child ratios. All parents on rota are CRB checked.	Yes, the WPPA are very helpful - their AO makes frequent visits to the group and can be contacted easily. We have worked towards & achieved their QA award.	We are registered with Estyn so have Early Entitlement funding and regular support from a teacher who visits the group fortnightly.	Yes at present - a qualified teacher is currently a supervisor at the group, which has helped with paperwork, observations & Foundation Phase requirements.	Currently very supportive committee but the demands of being registered people, paperwork scare people away! The fact they are volunteers, often with little knowledge of PG and change yearly can make continuity & progression difficult.	Group has been lucky in the past due to enthusiastic & committed parents & staff. Low wages & higher expectations on staff mean that qualified staff are looking for employment elsewhere due to the constant fear of whether the PG will have enough money to pay their wages each month. The committee is under pressure to ensure they can pay rent which is our other main problem. We've had to raise our session fees from £4.20 to £4.50 making it difficult for some parents who have reduced the no of sessions their children attend. Being a small village sometimes the no of children attending each session can be a problem, however over the last couple of years we have become very busy and this at present is less of an issue. Trying to find parents willing to be on the ctte & fundraise can be a problem as they are volunteers. A reduction in the rent or some grants which are easy to obtain or a leaflet produced to show ctte members where to obtain grants would be helpful. Funding therefore as always is the main problem. PG should now be viewed in a different light.
Yes	Yes, committee don't have any training	Yes, from the dev officer but not others	Early Years Entitlement and Flying Start	Yes	Mostly	Made aware of more grants available.
Yes	Yes, committee have no training	Yes, from dev officer	No	Yes	Mostly	Would be useful to be made aware of grants available to us.
Yes	Yes	Yes	Early Entitlement	Yes	Yes	No
Yes, through Early Years (unpaid, give up own time)	Yes. No training given - no funds.	Yes	Early Entitlement	Yes - more help with grant & lottery forms wd be appreciated	Yes	Ideally another member of staff is needed and funding to support this.
Yes	Parents/committee members do assist, they're shown around on their child's intro session & there are guidelines on noticeboard.	Support is there if needed	We receive a lot of excellent support from the Early Entitlement Team	Yes	Variable	No

Comments from Members:

CIlr S R Baker: No playgroup in Holywell East and really the only issue raised by members of the public is that they would like one. The problem is that there is no suitable venue since Moriah Chapel closed down. The Abbott's Arms is now the only building in the ward with enough space to hold any public gathering and perhaps it's not really suitable for a playgroup! We have land 'earmarked' for a new community centre but the raising of funds to get it built is a little slow. Most of those eligible for playgroups now will be drawing their pensions by the time we get the building done.

CIlr Q R Dodd: Only playgroup in New Brighton is Woodland Imps, meeting at the WI hall in Chambers Lane, Mynydd Isa. They are essentially very content with the County support. They recognise their duty to help themselves. There is generally an encouragement for outdoor play facilities in all seasons. In their case, an area outside the hall is at present grass. It needs a tarmac surface for tricycles etc. The owners of the hall could not even contribute to such cost. It could only progress with a grant. I am putting down a marker at this stage.

CIlr C Hinds: Truly invaluable. Need to do everything possible to make sure playgroups stay.

DRAFT

FLINTSHIRE COUNTY COUNCIL

AGENDA ITEM NUMBER: 13

REPORT TO: **EXECUTIVE**
DATE : **05 JANUARY 2010**
REPORT BY: **CHIEF EXECUTIVE**
SUBJECT : **IMPROVEMENT TARGETS REVIEW**

1.00 PURPOSE OF REPORT

- 1.01 That Executive endorse the review of targets by:
- re-classifying targets to reset our Improvement Targets
 - endorsing the targets set for 2009/10
 - endorsing the 2010/11 provisional and aspirational targets
 - ensuring that all Improvement Targets have appropriate action plans.
- 1.02 That Executive endorse the re-set Improvement Targets.
- 1.03 That Executive support the further consideration of Improvement Targets performance and action plans by Overview and Scrutiny Committees in their Forward Work Programmes.
- 1.04 That Executive endorse the outstanding targets for other classifications.

2.00 BACKGROUND

- 2.01 Executive endorsed a new approach to reviewing targets at its meeting on 16 September 2009.
- 2.02 The performance targets reported to the Executive and considered by the Overview and Scrutiny Committees comprise:-
- National Indicators as prescribed by Welsh Assembly Government (WAG); and
 - Local Indicators set by the council as meaningful to monitor performance over and above the prescribed measures.
- 2.02 The categorisation of targets (described below) has been applied to these indicators.
- an **improvement target** where performance is currently unsatisfactory;
 - an **incremental target** where a marginal improvement in performance is sought as a business objective where performance is currently satisfactory; and
 - a **maintenance target** where performance is currently good and needs to continue.

Date: 22/12/2009

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

3.00 CONSIDERATIONS

3.01 Executive endorsed the following target setting and reporting principles at its meeting on 16 September:

- targets will be set once each year and included in service plans;
- the review and categorisation of targets will take place in November by Executive when the previous financial year's national data is available. No alterations will be made to classifications outside of this time;
- consistent referencing will be used in all reports (i.e the national references supplemented by a separate referencing system for local measures.) This referencing is attached as Appendix 1 and will be included as a glossary in all quarterly performance reports;
- all targets set will be supported by an action plan; some targets may be grouped together within the same action plan e.g. where the same set of actions will deliver improvements in performance to a 'set' of indicators;
- all quarterly performance reports will include progress against the 'Improvement' targets including listing those that are only reported annually; and
- any changes to national data sets will be reported to Executive as soon as practicable after WAG have published the sets, (usually each year).

3.02 The review of targets includes consideration of the 'in-year' target for 2009/10, a provisional target for 2010/11, and a longer-term 'aspirational' target where applicable, such as for national standards. Outline action plans have also been prepared for proposed Improvement Targets.

3.03 The review of the categorisation of targets has been undertaken by Heads of Service with management input. Internal challenge of these proposals has been undertaken by Overview and Scrutiny members at a session held on 5 November. However, a small number of targets were not reviewed, these are attached as appendix 3 and as stated in paragraph 1.04. Members are requested to endorse these targets.

3.04 The format of the workshop, its outcomes and successes were discussed in the Improvement Targets Review report presented to Executive on 17th November 2009.

3.05 The next steps for this piece of work is to ensure full integration of Improvement Targets and their action plans into service and resource planning and monitoring through the quarterly performance reports.

- 3.06 Overview and Scrutiny Committees will undertake further detailed consideration of Improvement Targets and their action plans during monitoring and review.

4.00 RECOMMENDATIONS

- 4.01 That Executive endorse:
- the re-classification of targets
 - the definitive Improvement Target list
 - the targets re-affirmed for 2009/10
 - the 2010/11 provisional and aspirational targets
 - the outstanding targets not reviewed as part of the workshop on 5th November
 - that all Improvement Targets have appropriate action plans.
- 4.02 That Overview and Scrutiny Committees undertake further detailed consideration of Improvement Targets and their action plans in their Forward Work Programmes.

5.00 FINANCIAL IMPLICATIONS

- 5.01 None directly related to this report.

6.00 ANTI POVERTY IMPACT

- 6.01 None directly related to this report.

7.00 ENVIRONMENTAL IMPACT

- 7.01 None directly related to this report.

8.00 EQUALITIES IMPACT

- 8.01 None directly related to this report.

9.00 PERSONNEL IMPLICATIONS

- 9.01 None directly related to this report.

10.00 CONSULTATION REQUIRED

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

11.00 CONSULTATION UNDERTAKEN

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

12.00 APPENDICES

- 12.01 Appendix 1: Scrutiny Workshop 05/11/09 format
- Appendix 2: Improvement Targets
- Appendix 3: Outstanding Targets
- Appendix 4: Performance Indicator Glossary

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

Executive reports 2 June 2008, 7 October 2008 and 16 September 2009.

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OVERVIEW & SCRUTINY TARGET SETTING WORKSHOP OUTLINE 5TH NOVEMBER – 10AM

Objective of Session:

Review and challenge of:

- classification/re-classification of targets;
- 2010/11 and 'aspirational' (longer term) targets; and
- Improvement Target action plans

Attendance:

Attendance from the P&P O&S Committee Members and the Chairs and Vice Chairs of all the other O&S Committees.

Members sent information (listed below) on 23rd October and asked to send any questions or comments to the appropriate O&S Facilitator by noon 30th October. The questions/comments reviewed so that only those relevant to the workshop were brought forward. The Facilitators sought responses to ensure that all questions could be addressed at the Workshop. All other queries would be dealt with separately.

Information contained (split by O&S Committee):

- Target classification list contain current classifications and proposed reclassifications; 2009/10 and 2010/11 targets with comments/justification for the targets
- Proposed improvement targets with their action plans

Workshop Exercise:

Members split by the O&S Committees, firstly to consider the classifications/reclassifications and secondly to consider the targets and action plans.

The groups facilitated by Performance (Karen Armstrong and Vicki Howson) and the O&S Facilitators. The Chief Executive was also in attendance.

The workshop was attended by appropriate staff from the three Directorates and Corporate Services.

Member's Challenge Role:

In challenging the proposals the focus was on the classification of targets and the appropriateness of the targets proposed for 2010/11 and 'aspirational' targets.

To assist you with challenging the proposals we ask you to consider the following:

- How did we perform during 2008/09 – did we improve or downturn on the previous year's performance?
- How did we perform during 2008/09 – did we achieve, exceed or miss our target?

- Does the commentary justify the classification / reclassification of targets for 2009/10?
 - an **improvement target** where performance is currently unsatisfactory;
 - an **incremental target** where a marginal improvement in performance is sought as a business objective where performance is currently satisfactory; and
 - a **maintenance target** where performance is currently good and needs to continue.

- Does the current year's target indicate a direction of improvement?

- How did our 2008/09 performance compare against welsh median¹ – were we above or below average and does this appear to have been considered as part of the target setting process?

- How did our 2008/09 performance compare with the best in Wales? This should be taken into account especially in respect of the aspirational targets set.

- Does the commentary justify the targets set for 2010/11 and aspirational targets?

- Have action plans been produced for Improvement Targets which clearly outline how targets are to be achieved?

Next Steps:

- Comments and challenges are to be noted on the report and any disputed items are to be resolved at Executive.
- The final draft version of the target setting report is to be collated by the Performance Team, taking into account the comments and challenges.
- Final version of the report to be made available to members via Member services.
- Presentation of the target setting report to Executive for endorsement 17th Nov 2009.
- Longer term this information will feed the service planning process for 2010/11.

¹ Median - The midpoint of a range of numbers that are arranged in order of value. In certain cases, the median can be a good way to determine an approximate average, especially when dealing with a set of numbers that could otherwise be skewed by outliers.

Ref.	Short Description	Direction of Positive Performance	Value 2008/09	Target 2009/10	Target 2010/11	Aspirational Target	Target Classification (current)	Target Classification (proposed)	Comments
A full record of the 05.11.09 Scrutiny Workshop comments is lodged with Members' Services. This includes trend and comparative data and rationales for targets, alongside the Scrutiny Members' comments.									
COMMUNITY & HOUSING OVERVIEW & SCRUTINY COMMITTEE									
HHA/002	Average number of working days between homeless presentation & discharge of duty for households found to be statutorily homeless.	Lower	228.67 Working days	365 Working days	335 Working days	180 Working days	Maintenance	Improvement	NEW IMPROVEMENT TARGET Target is not challenging enough considering previous values. The Aspirational target of 180 is higher than achieved in 07/08. Agree improvement classification.
HHA/013	The percentage of all potentially homeless households for whom homelessness was prevented for at least 6 months.	Higher	87.08%	80%	90%	95%	Improvement	Incremental	REMOVE FROM IMPROVEMENT TARGET LIST Accepted by Scrutiny
ADAPTATIONS									
PSR/002	The average number of calendar days taken to deliver a Disabled Facilities Grant.	Lower	297 days	400 days	350 days	320 days by 2015 Dependent upon resources, recruitment and retention.	Improvement	Improvement	
PSR/003	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	Lower	23.18 days	20 days	18 days	15 days by 2011/12	Improvement	Improvement	
PSR/006	The average number of calendar days taken to deliver low cost adaptation works in private dwellings where the Disabled Facilities Grant process is not used.	Lower	127 days	100 days	90 days	65 days by 2015 Dependent upon resources, recruitment and retention.	Improvement	Improvement	

Ref.	Short Description	Direction of Positive Performance	Value 2008/09	Target 2009/10	Target 2010/11	Aspirational Target	Target Classification (current)	Target Classification (proposed)	Comments
IA1.2L1	Reduce the time taken to complete a Disabled Facilities Grant (DFG) Application (This PI relates solely to the application part of the DFG process and is measured using median figures).	Lower	66.53 days	61 days	55 days	42 days	Improvement	Improvement	
HOUSING									
Local PI	Reduce the average re-let times for all council homes, excluding hard to let and special circumstances properties from 80 days in 2007 to 42 days by 2010	Lower	104.47 days	89 days	80 days	49 days	Improvement	Duplicate	REMOVE FROM IMPROVEMENT TARGET LIST Duplicates national indicator HLS/014
HLS/010a	Average number of calendar days taken to complete emergency repairs.	Lower	0.76 days	0.5 days	0.5 days	0.5 days	Improvement	Maintenance	REMOVE FROM IMPROVEMENT TARGET LIST
HLS/010b	Average number of calendar days taken to complete urgent repairs.	Lower	14.41 days	12 days	10 days	7 days	Improvement	Improvement	
HLS/010c	Av. no.of calendar days taken to complete non-urgent repairs.	Lower	41.47 days	45 days	35 days	28 days	Improvement	Improvement	
HLS/014	Average number of calendar days taken to let lettable units of permanent accom during the financial year.	Lower	104.47 days	89 days	80 days	49 days	Improvement	Improvement	
Local PI (was A3.2M4a)	Increase the percentage of: Emergency repairs completed within 1 calendar day from 89.82% in 2006 to 99% by 2010.	Higher	91.44%	95%	97%	99%	Improvement	No longer to be reported	REMOVE FROM IMPROVEMENT TARGET LIST Duplicates national indicator HLS/010a
Local PI (was A3.2M4b)	Increase the percentage of: Urgent repairs completed within 7 calendar days from 53.91% in 2006 to 99% by 2010.	Higher	45.81%	65%	80%	99%	Improvement	No longer to be reported	REMOVE FROM IMPROVEMENT TARGET LIST Duplicates national indicator HLS/010b
Local PI (was A3.2M4c)	Increase the percentage of: Non-urgent repairs completed within 50 calendar days from 38.60% in 2006 to 75% by 2010.	Higher	73.71%	75%	80%	96%	Improvement	No longer to be reported	REMOVE FROM IMPROVEMENT TARGET LIST Duplicates national indicator HLS/010c

Ref.	Short Description	Direction of Positive Performance	Value 2008/09	Target 2009/10	Target 2010/11	Aspirational Target	Target Classification (current)	Target Classification (proposed)	Comments
Local PI	Percentage of gas safety checks completed (cumulative).	Higher	98.00%	Not provided	Not provided	Not provided	Improvement	Improvement	
IA3.2L1	The number of void properties achieving zero defects on work undertaken.	Higher	-	New – baseline to be established after 09/10	-	-	Improvement	Improvement	
CORPORATE MANAGEMENT OVERVIEW & SCRUTINY COMMITTEE									
FINANCE									
CFH/006	The percentage of undisputed invoices which were paid within 30 days	Higher	86.7%	90%	92%	-	Maintenance Target	Improvement Target	NEW IMPROVEMENT TARGET Accepted by Scrutiny
ENVIRONMENT OVERVIEW & SCRUTINY COMMITTEE									
PLANNING									
PLA/003bi	The percentage of these determined appeals that upheld the authority's decision, in relation to planning application decisions	Higher	59.5%	75%	80%	85%	Improvement	Improvement	
PLA/004b	The percentage of minor planning applications determined during the year within 8 weeks	Higher	47.3%	60%	65%	70%	Improvement	Improvement	
PLA/004d	The percentage of all other planning applications determined during the year within 8 weeks.	Higher	80.90%	81%	81%	81%	Improvement	Maintenance	REMOVE FROM IMPROVEMENT TARGET LIST
PLA/005	The percentage of enforcement cases resolved during the year within 12 weeks of receipt	Higher	52.5%	70%	73%	90%	Improvement	Improvement	
PUBLIC PROTECTION									
BCT/004	Percentage of Building control 'full plan' applications checked within 15 working days during the year	Higher	93.8%	90%	90%	96%	Improvement	Maintenance	REMOVED FROM IMPROVEMENT TARGET LIST

Ref.	Short Description	Direction of Positive Performance	Value 2008/09	Target 2009/10	Target 2010/11	Aspirational Target	Target Classification (current)	Target Classification (proposed)	Comments	
TECHNICAL SERVICES										
EEF/002a	Percentage reduction in carbon dioxide emissions in the non domestic public building stock	Higher	Not comparable	4%	4%	Cumulative total of 60% by 2021 set in Carbon Reduction Strategy.	Improvement	Improvement		
IA3.1L1	(Improvement Agreement 3.1) Increase the Standard Assessment Procedure (SAP) Rating in Council housing stock	Higher	62.92%	64.01%	64.25%		65%	Improvement	Improvement	
IA3.1L2	3% reduction in carbon emissions from Flintshire County Council public Buildings	-	-	3%	3%		-	Improvement	Improvement	
REGENERATION										
IA4.2L1	Increased attendance at Flintshire Business Week. (The objective of Flintshire Business Week is to engage better with the business community in Flintshire)	-	1091	-	-	-	Improvement	Improvement		
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. (Stage 1)	-	N/A	N/A	-	-	Improvement	Improvement		
IA4.2L3	Develop targets for increasing satisfaction levels over by 5% per year over baseline identified in 2009/10. (Stage 2)	-	N/A	N/A	-	-	Improvement	Improvement		

Ref.	Short Description	Direction of Positive Performance	Value 2008/09	Target 2009/10	Target 2010/11	Aspirational Target	Target Classification (current)	Target Classification (proposed)	Comments
LIFELONG LEARNING OVERVIEW & SCRUTINY COMMITTEE									
EDUCATION									
EDU/002ai	The number of pupils (including those in local authority care) in any local authority maintained learning setting, who attain the age of 16 during the school year and leave full-time education, training or work based learning without an approved external qualification	Lower	20	16 pupils	Not Set	10 pupils by 2012/13	Improvement	Improvement	
EDU/002aii	The number of pupils in local authority care in any local authority maintained learning setting, who attain the age of 16 during the school year and leave full-time education, training or work based learning without an approved external qualification	Lower	1	4 pupils	3 pupils	0 pupils bag 2011	Improvement	Improvement	
EDU/002bi	The percentage of all pupils (including those in local authority care) in any local authority maintained learning setting, who attain the age of 16 during the school year and leave full-time education, training or work based learning without an approved external qualification	Lower	1.04	1%	Not Set	0.6% by 2012/13	Improvement	Improvement	

Ref.	Short Description	Direction of Positive Performance	Value 2008/09	Target 2009/10	Target 2010/11	Aspirational Target	Target Classification (current)	Target Classification (proposed)	Comments
EDU/002bii	The percentage of pupils in local authority care in any local authority maintained learning setting, who attain the age of 16 during the school year and leave full-time education, training or work based learning without an approved external qualification	Lower	27.27	50%	25%	0% by Sept 2011	Improvement	Improvement	
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 year	Lower	7.3	30 School Days	20 School days	10 School Days by Sept 2011	Improvement	Improvement	
EDU/011	The average external qualifications point score for 16 year olds, in learning settings maintained by the local authority	Higher	348	356-381	367	381 points by Aug 2012	Improvement	Improvement	
EDU/015a	The percentage of final statements of special education need issued within 26 weeks, including exceptions	Higher	69.2	90%	94%	100% by end of August 2012	Improvement	Improvement	
EDU/015b	The percentage of final statements of special education need issued within 26 weeks, excluding exceptions	Higher	90	90%	98%	100% by end of August 2012	Improvement	Improvement	
Local PI (was A4.2M4c)	The percentage of eligible pupils determined by teacher assessment achieving level 4 in Key Stage 2 Mathematics from 82% in 2006 to 83.7% by September 2009	Higher	84%	Not Applicable	Not Applicable	Not Applicable	Improvement	No longer to be reported	REMOVE FROM IMPROVEMENT TARGET LIST Agreed by Scrutiny that given the changes in key stage 2 assessments there is no need to continue reporting against this Performance Indicator.

Ref.	Short Description	Direction of Positive Performance	Value 2008/09	Target 2009/10	Target 2010/11	Aspirational Target	Target Classification (current)	Target Classification (proposed)	Comments
Local PI (was A4.2M4b)	The percentage of eligible pupils determined by teacher assessment achieving level 4 in Key Stage 2 English from 82% in 2006 to 83.7% by September 2009	Higher	81.9	Not Applicable	Not Applicable	Not Applicable	Improvement	No longer to be reported	REMOVE FROM IMPROVEMENT TARGET LIST Agreed by Scrutiny that given the national development there is no need to continue reporting against this Performance Indicator.
SCC/023b	The average number of days spent out of school on fixed-term exclusions for children looked after who were excluded in the year 1 April - 31 March	Lower	13.5	5	4 days	2 days	Maintenance	Improvement	NEW IMPROVEMENT TARGET
SCC/035	The percentage of looked after children eligible for assessment at the end of Key Stage 2 achieving the Core Subject Indicator, as determined by Teacher Assessment	Higher	0	60%	50%	75% by Sept 2012	Maintenance	Improvement	NEW IMPROVEMENT TARGET
LIBRARIES									
LCL/001	The number of people using Public Library Services during the year per 1,000 population	Higher	5519	5575	5630	Not Set	Incremental	Improvement	NEW IMPROVEMENT TARGET
LCL/002b	The percentage of available computer hours in use	Higher	41.26	41.67%	42.09%	Not Set	Incremental	Improvement	NEW IMPROVEMENT TARGET
LCL/004	The number of library materials issued, during the year, per 1,000 population.	Higher	5249.5	5302	5355	Not Set	Not Categorised	Improvement	NEW IMPROVEMENT TARGET
PEOPLE & PERFORMANCE OVERVIEW & SCRUTINY COMMITTEE									
HUMAN RESOURCES									
CHR/001	The percentage of employees (including teachers and school based staff) who leave the employment of the local authority, whether on a voluntary or involuntary basis	Lower	12.25%	9.50%	9.30%	9%	Improvement	Improvement	

Ref.	Short Description	Direction of Positive Performance	Value 2008/09	Target 2009/10	Target 2010/11	Aspirational Target	Target Classification (current)	Target Classification (proposed)	Comments
CHR/002	The number of working days/shifts per full time equivalent (FTE) local authority employee lost due to sickness absence	Lower	10.66 Days	11 Days	10.80 Days	10.25 Days	Improvement	Improvement	
CHR/004	The percentage of local authority employees from minority ethnic communities	Higher	0.38%	0.30%	0.32%	0.50%	Improvement	Improvement	
CHR/005	The percentage of local authority employees declaring that they are disabled under the terms of the Disability Discrimination Act 2005	Higher	1.7%	1.50%	1.75%	2%	Improvement	Improvement	
REM3	Increase the percentage of employees receiving an annual appraisal with Individual Development Plan to 100% by 2009	Higher	N/A	100%	100%	100%	Improvement	Improvement	

SOCIAL & HEALTH OVERVIEW & SCRUTINY COMMITTEE

SOCIAL CARE FOR ADULTS

SCA/007	The percentage of clients with a care plan at 31 March whose care plans should have been reviewed that were reviewed during the year.	Higher	82%	85%	88%	95%	Improvement	Incremental	REMOVE FROM IMPROVEMENT TARGET LIST It was agreed with Scrutiny that the classification could be changed to incremental given the current good performance being achieved.
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.	Higher	84.21 Rate per 1,000	105 Rate per 1,000	Not Set	120 Rate per 1,000	Improvement	Improvement	

Ref.	Short Description	Direction of Positive Performance	Value 2008/09	Target 2009/10	Target 2010/11	Aspirational Target	Target Classification (current)	Target Classification (proposed)	Comments
SCA/016biii	Of the adult protection referrals completed during the year, the percentage: Where the client or their property is no longer at risk.	Higher	62.70%	90%	92%	92%	Improvement	Incremental	REMOVE FROM IMPROVEMENT TARGET LIST It was agreed with Scrutiny that the classification could be changed to incremental given the current good performance being achieved.
SCA/017	The rate per 10,000 adult clients (aged 18+) supported in the community who receive a direct payment.	Higher	295.16 Per 10,000 Clients	435 Per 10,000 Clients	500 Per 10,000 Clients	600 Per 10,000 Clients	Improvement	Improvement	
SCA/018a	The percentage of carers of adult service users who were offered an assessment in their own right during the year.	Higher	90.20%	Performance being baselined in 2009/10 due to changes in the PI definition	Not Applicable	Not Applicable	Improvement	Improvement	
SCA/018c	The percentage of carers of adults who were assessed or reassessed in their own right during the year who were provided with a service.	Higher	39.40%	Performance being baselined in 2009/10 due to changes in the PI definition	Not Applicable	Not Applicable	Improvement	Improvement	
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 1,000 population aged 18-64.	Higher	3.55 Rate per 1,000	3.7 Rate per 1,000	3.8 Rate per 1,000	No aspirational target – aim to empower people to manage independently wherever possible	Improvement	Improvement	
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 1,000 population aged 18-64	Higher	4.56 Rate per 1,000	5 Rate per 1,000	5.5 Rate per 1,000	No aspirational target – aim to empower people to manage independently wherever possible	Improvement	Improvement	

Ref.	Short Description	Direction of Positive Performance	Value 2008/09	Target 2009/10	Target 2010/11	Aspirational Target	Target Classification (current)	Target Classification (proposed)	Comments
IA1.1L3	The rate of people with mental health illness aged 18 to 64 who are supported in the community during the year per 1,000 population aged 18-64.	Higher	2.58 Rate per 1,00	2.6 Rate per 1,000	Not Set	No aspirational target – aim to empower people to manage independently wherever possible	Improvement	Improvement	
IA1.1L4	Increase the number of people receiving a direct payment to 144 by 31/03/2010.	Higher	119 People	144 People	150 People	Not Set	Improvement	Improvement	
IA1.1L5	The number of new carers of adult services users who were offered an assessment	Higher	New	New PI	Not Applicable	Not Applicable	Improvement	Improvement	

SOCIAL CARE FOR CHILDREN

SCC/001b	The percentage of looked after children whose second review (due at 4 months) produced a plan for permanence at the due date.	Higher	87.90%	90%	95%	100% by 2012	Incremental	Improvement	NEW IMPROVEMENT TARGET Accepted by Scrutiny
SCC/007a	The percentage of referrals received in the year, that were allocated to a social worker for initial assessment.	Higher	74.80%	65%	65%	65% by 2012	Improvement	Maintenance	REMOVE FROM IMPROVEMENT TARGET LIST It was agreed with Scrutiny that the classification could be changed to maintenance given that all children are risk assessed and those most in need are prioritised to see a social worker, however there are only a limited number of social workers.
SCC/007b	The percentage of referrals received in the year that were allocated to someone other than a social worker for initial assessment.	Lower	10.20%	below 30%	below 30%	below 30% by 2012	Improvement	Maintenance	REMOVE FROM IMPROVEMENT TARGET LIST It was agreed with Scrutiny that the classification could be changed to maintenance. Less complex cases are given to non-social workers.

Ref.	Short Description	Direction of Positive Performance	Value 2008/09	Target 2009/10	Target 2010/11	Aspirational Target	Target Classification (current)	Target Classification (proposed)	Comments
SCC/011b	The percentage of initial assessments that took place during the year where there is evidence that the child has been seen alone by a qualified Social Worker.	Higher	51.40%	53%	54%	55% by 2012	Improvement	Incremental	REMOVE FROM IMPROVEMENT TARGET LIST Accepted by Scrutiny
SCC/013aaii	The percentage of open cases of children looked after who have an allocated social worker.	Higher	96%	100%	100%	100% by 09/10	Improvement	Maintenance	REMOVE FROM IMPROVEMENT TARGET LIST Accepted by Scrutiny
SCC/013bii	The percentage of open cases of children looked after who are allocated to someone other than a social worker where the child is receiving a service in accordance with their plan.	Lower	4.00%	0%	0%	0.00%	Improvement	Maintenance	REMOVE FROM IMPROVEMENT TARGET LIST Accepted by Scrutiny
SCC/016	The percentage of reviews of child in need plans carried out in accordance with the statutory timetable.	Higher	58.20%	60%	70%	80% by 2012	Improvement	Improvement	
SCC/020	The percentage of Looked After Children who have been continuously looked after for 12 months who have had their teeth checked by a dentist during the year	Higher	67.00%	85%	88%	90% by 2012	Improvement	Incremental	REMOVE FROM IMPROVEMENT TARGET LIST Accepted by Scrutiny that children cannot be forced to attend the dentist and therefore to some extent this Performance Indicator is outside the control of the Authority.
SCC/024	The percentage of young people looked after to have a Personal Education Plan within 20 school days of entering care or joining a new school.	Higher	82.40%	85%	90%		Improvement	Improvement	

Ref.	Short Description	Direction of Positive Performance	Value 2008/09	Target 2009/10	Target 2010/11	Aspirational Target	Target Classification (current)	Target Classification (proposed)	Comments
SCC/025	The percentage of statutory visits to looked after children due in the year that took place in accordance with regulations	Higher	82.20%	90%	92%	100% by 2012	Improvement	Improvement	
SCC/028	The percentage of Looked After Children who had a fully completed and updated Assessment and Progress Record at their third review.	Higher	68.20%	75%	80%	82% by 2012	Improvement	Improvement	
SCC/030a	The percentage of young carers known to social services who were assessed in the period.	Higher	58.30%	70%	75%	80% by 2012	Improvement	Improvement	
SCC/030b	The percentage of young carers known to social services who were provided with a service in the period.	Higher	29.20%	70%	75%	80% by 2012	Improvement	Improvement	
SCC/033a	The percentage of young people formerly looked after with whom the authority is in contact at the age of 19.	Higher	92.90%	95%	95%	95% by 2012	Improvement	Maintenance	REMOVE FROM IMPROVEMENT TARGET LIST Accepted by Scrutiny
SCC/033b	The percentage of young people formerly looked after with whom the authority is in contact at the age of 19, and known to be in suitable accommodation.	Higher	92.30%	94%	95%	95% by 2012	Improvement	Maintenance	REMOVE FROM IMPROVEMENT TARGET LIST Accepted by Scrutiny
SCC/033c	The percentage of young people formerly looked after with whom the authority is in contact at the age of 19, and known to be engaged in education, training or employment at the age of 19.	Higher	53.80%	65%	70%	75% by 2012	Maintenance	Improvement	NEW IMPROVEMENT TARGET Accepted by Scrutiny

Ref.	Short Description	Direction of Positive Performance	Value 2008/09	Target 2009/10	Target 2010/11	Aspirational Target	Target Classification (current)	Target Classification (proposed)	Comments
SCC/039	The percentage of health assessments for Looked After Children due in the year that have been undertaken.	Higher	63.20%	70%	75%	80% by 2014	Improvement	Improvement	
SCC/042a	The percentage of initial assessments completed within 7 working days.	Higher	84.20%	87%	88%	90% by 2013	Improvement	Incremental	REMOVE FROM THE IMPROVEMENT TARGET LIST Accepted by Scrutiny
SCC/042b	The average time taken to complete initial assessments that took longer than 7 working days	Lower	13.6 Days	12 Days	11 Days	11 Days	Improvement	Incremental	REMOVE FROM IMPROVEMENT TARGET LIST Accepted by Scrutiny Agreed by Scrutiny that the aspirational target would be changed from 90% to 92% given to be closer to the 08/09 best in Wales figure.
SCC/043a	The percentage of core assessments completed within 35 working days.	Higher	89.90%	80%	83%	85% by 2012	Improvement	Improvement	
SCC/043b	The average time taken to complete those required core assessments that took longer than 35 days.	Lower	44.9 Days	45 Days	45 Days	45 Days	Improvement	Maintenance	REMOVE FROM IMPROVEMENT TARGET LIST Accepted by Scrutiny Scrutiny agreed that the aspirational target should be set at 45 days. Initially an aspirational target had not been set.

Ref.	Short Description	Direction of Positive Performance	Value 2007/08	Target 2008/09	Value 2008/09	Wales Average 2008/09	Best in Wales Value	Target 2009/10	2009/10 Target Rationale (What is the thinking behind/reasons for setting the target at that level)	Target 2010/11	2010/11 Target Rationale (What is the thinking behind/reasons for setting the target at that level)	Aspirational Target	Target Classification (current) 2008/09	Target Classification (proposed) 2009/10 onward	Classification Rationale (Reason for changing the target classification or for keeping it the same as 2008/09)	Action Plan For Improvement Targets (Include details of what, by when and who is accountable)
OUTSTANDING TARGETS (Not presented to Overview & Scrutiny)																
SPP/001i	The average number of units of floating support, per 1,000 head of population	Higher	3.6 (per 1,000 Head of Population)	3.6 (per 1,000 Head of Population)	2.2 (per 1,000 Head of Population)	3.2 (per 1,000 Head of Population)	13.7 (per 1,000 Head of Population)	Management Information - Not Setting Targets	This indicator is not performance related so a target cannot be set. However, as management information, we can give an indication as to whether it will go up or down depending on our commissioning plans. We have commissioned more Floating Support recently and will be commissioning more in 2010-11 so this indicator will go up.	N/A	It is proposed that the target is no longer reported corporately. In addition, as part of the consultation on the national PIs it is being proposed that this PI be deleted from the national set for 2010 - 11 onward.	N/A	Maintenance	N/A	It is proposed that the target is no longer reported corporately. In addition, as part of the consultation on the national PIs it is being proposed that this PI be deleted from the national set for 2010 - 11 onward.	Not Applicable (N/A)
SPP/001ii	The average number, per 1,000 head of population, of bed spaces in direct access	Higher	0.3 (per 1,000 Head of Population)	0.3 (per 1,000 Head of Population)	0.3 (per 1,000 Head of Population)	0.3 (per 1,000 Head of Population)	1 (per 1,000 Head of Population)	Management Information - Not Setting Targets	This indicator is not performance related so a target cannot be set. However, as management information, we can give an indication as to whether it will go up or down depending on our commissioning plans. The Draft Supporting People Plan proposes the development of some additional Direct Access Units between 2010 and 2012.	N/A	It is proposed that the target is no longer reported corporately. In addition, as part of the consultation on the national PIs it is being proposed that this PI be deleted from the national set for 2010 - 11 onward.	N/A	Maintenance	N/A	It is proposed that the target is no longer reported corporately. In addition, as part of the consultation on the national PIs it is being proposed that this PI be deleted from the national set for 2010 - 11 onward.	Not Applicable (N/A)
SPP/001iii	The average number, per 1,000 head of population, of bed spaces in temporary residential accommodation	Higher	0.5 (per 1,000 Head of Population)	0.5 (per 1,000 Head of Population)	0.5 (per 1,000 Head of Population)	0.6 (per 1,000 Head of Population)	1.3 (per 1,000 Head of Population)	Management Information - Not Setting Targets	This indicator is not performance related so a target cannot be set. However, as management information, we can give an indication as to whether it will go up or down depending on our commissioning plans. There was an increase of 13 units in 2009/10. This was a result of Supporting People commissioning 5 units of Supported Lodgings, 6 units of Doorstop and increasing Supporting People funding for Greenbank Villas by 2 units. There is a proposal in the Draft Supporting People Plan to commission 6 units of temporary accommodation for domestic abuse and 6 units of temporary accommodation for young people.	N/A	It is proposed that the target is no longer reported corporately. In addition, as part of the consultation on the national PIs it is being proposed that this PI be deleted from the national set for 2010 - 11 onward.	N/A	Maintenance	N/A	It is proposed that the target is no longer reported corporately. In addition, as part of the consultation on the national PIs it is being proposed that this PI be deleted from the national set for 2010 - 11 onward.	Not Applicable (N/A)
SPP/001iv	The average number, per 1,000 head of population, of bed spaces in permanent residential accommodation	Higher	0.5 (per 1,000 Head of Population)	0.5 (per 1,000 Head of Population)	0.5 (per 1,000 Head of Population)	0.9 (per 1,000 Head of Population)	1.6 (per 1,000 Head of Population)	Management Information - Not Setting Targets	This indicator is not performance related so a target cannot be set. However, as management information, we can give an indication as to whether it will go up or down depending on our commissioning plans. This PI is made up of the Learning Disability Group Homes. The number of units has not changed in the last year and the number of units will not change for 2010/11 or 2011/12.	N/A	It is proposed that the target is no longer reported corporately. In addition, as part of the consultation on the national PIs it is being proposed that this PI be deleted from the national set for 2010 - 11 onward.	N/A	Maintenance	N/A	It is proposed that the target is no longer reported corporately. In addition, as part of the consultation on the national PIs it is being proposed that this PI be deleted from the national set for 2010 - 11 onward.	Not Applicable (N/A)

Ref.	Short Description	Direction of Positive Performance	Value 2007/08	Target 2008/09	Value 2008/09	Wales Average 2008/09	Best in Wales Value	Target 2009/10	2009/10 Target Rationale (What is the thinking behind/reasons for setting the target at that level)	Target 2010/11	2010/11 Target Rationale (What is the thinking behind/reasons for setting the target at that level)	Aspirational Target	Target Classification (current) 2008/09	Target Classification (proposed) 2009/10 onward	Classification Rationale (Reason for changing the target classification or for keeping it the same as 2008/09)	Action Plan For Improvement Targets (Include details of what, by when and who is accountable)
SPP/001v	The average number, per 1,000 head of population, of bed spaces in sheltered accommodation for older people	Higher	19 (per 1,000 Head of Population)	19 (per 1,000 Head of Population)	10.9 (per 1,000 Head of Population)	8.4 (per 1,000 Head of Population)	18.1 (per 1,000 Head of Population)	Management Information - Not Setting Targets	This indicator is not performance related so we cannot set a target. However, as management information, we can give an indication as to whether it will go up or down depending on our commissioning plans. This PI is made up of the actual number of units Supporting People pays for sheltered housing. This will increase and decrease slightly depending on numbers in receipt of housing benefit at any time. The outcome of the needs assessment process and/or any future plans to expand the Sheltered Housing Service would affect this indicator.	N/A	It is proposed that the target is no longer reported corporately. In addition, as part of the consultation on the national PIs it is being proposed that this PI be deleted from the national set for 2010 - 11 onward.	N/A	Maintenance	N/A	It is proposed that the target is no longer reported corporately. In addition, as part of the consultation on the national PIs it is being proposed that this PI be deleted from the national set for 2010 - 11 onward.	Not Applicable (N/A)
SPP/001vi	The average number, per 1,000 head of population, of community alarm services	Higher	Not Available	Not Available	0.41 (per 1,000 Head of Population)	8.7 (per 1,000 Head of Population)	22.8 (per 1,000 Head of Population)	Management Information - Not Setting Targets	This indicator is not performance related so a target cannot be set. However, as management information, we can give an indication as to whether it will go up or down depending on our commissioning plans. This PI details the number of community alarms funded (not including those as part of a sheltered warden service). Flintshire has a low number as all our funded alarms with Flintshire are linked to a sheltered warden service. If Supporting People develop a telecare contract and fund the carelink alarm monitoring for individuals in the community then this PI would increase substantially.	N/A	It is proposed that the target is no longer reported corporately. In addition, as part of the consultation on the national PIs it is being proposed that this PI be deleted from the national set for 2010 - 11 onward.	N/A	Maintenance	N/A	It is proposed that the target is no longer reported corporately. In addition, as part of the consultation on the national PIs it is being proposed that this PI be deleted from the national set for 2010 - 11 onward.	Not Applicable (N/A)
SCC/036	The percentage of looked after children eligible for assessment at the end of Key Stage 3 achieving the Core Subject Indicator, as determined by Teacher Assessment	Higher	25%	16.70%	12.50%	20.81%	57.14%	57%	Based on current Looked After Children population (7 children in cohort 3 with Special Educational Needs)	31%	Based on current Looked After Children population (13 children in cohort - 4 with Special Educational Needs)	%	Not Categorised	Not Categorised	Based on current Looked After Children cohort 2010/11 - children have greater additional needs. The Looked After Children population does increase / decrease over time but respite care tends to be a long term commitment to providing services until the child reaches 19 years of age.	

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: 14

REPORT TO: **EXECUTIVE**
DATE : **05 JANUARY 2010**
REPORT BY: **CHIEF EXECUTIVE**
SUBJECT : **MID YEAR STRATEGIC PARTNERSHIP PERFORMANCE -
SUMMARY**

1.00 PURPOSE OF REPORT

1.01 For Executive to receive a mid year overview of:

- the progress of the Strategic Partnerships and;
- the priorities for each of the Strategic Partnerships and the key milestones for the year ahead.

2.00 BACKGROUND

2.01 Flintshire's Strategic Partnerships are critically important in contributing towards the quality of life for the County of Flintshire. It is important that members are aware of each of the partnerships' priorities and work programmes.

2.02 Working alongside the Flintshire Local Service Board (LSB) are five key Strategic Partnerships:

- Children & Young People's Partnership and Plan (2008 to 2011)
- Community Safety Partnership and Strategic Plan (2008 to 2011)
- Health, Social Care and Well-being Partnership and the Good Health, Good Care Strategy (2008 to 2011)
- Regeneration Partnership
- Voluntary Sector Compact

Collectively, the LSB and these Strategic Partnerships are known as 'Flintshire in Partnership'. As reported to Executive in November 2009, in 2010 the Flintshire Housing Partnership will be established as a further component of 'Flintshire in Partnership'. (see elsewhere on the agenda).

2.03 The Strategic Partnerships exist for a number of reasons:

- statutory provisions i.e. Children and Young People's Partnership; Community Safety Partnership; Health, Social Care and Well-being Partnership;
- national agreement e.g. Voluntary Sector Compact; and

- local agreement to ensure a more strategic and integrated approach, e.g. Regeneration Partnership, Housing Partnership.
- 2.04 The Community Strategy for Flintshire has now been finalised by the Local Service Board. The Strategy provides a 'County Vision' drafted through partnership and negotiation.
- 2.05 The last summary on strategic partnership performance was reported to Executive in June 2009.

3.00 CONSIDERATIONS

3.01 Children & Young People's (CYP) Plan – 2008 to 2011

Requirement for the Strategy

The Local Authority has a statutory duty to publish a plan setting out its strategy for discharging its functions for children and young people as required by Section 26 Children Act 2004. The current Plan was developed by the Children and Young People's Partnership, in consultation with stakeholders. A comprehensive needs assessment and public engagement and consultation were also undertaken to inform the Plan.

This Plan was approved by the Executive, Flintshire Local Health Board, North East Wales NHS Trust in June/July 2008, and was adopted by the County Council in July 2008.

How and When the Strategy will be Reviewed

A mid term review of the plan has been completed in October 2009. This review has enabled the CYP to update priorities.

Current Key Priorities

- Support Parenting
- Reduction of behaviour and /or conditions that put children and young people at risk
- Supporting vulnerable individuals and groups in their access to services
- Safeguarding children and young people
- Raising children and young people's attainment in learning settings
- Inclusion of **all** children and young people
- Reducing the impact of poverty and deprivation through:
 - Financial literacy
 - Employment (access and support)
 - Affordable and suitable housing
 - Good and safe transport links

- Workforce development
- Information to be more available and accessible to all

The above are being delivered via a partnership and collaborative approach. Some of the above are recognised, as joint priorities with other key strategies for Flintshire and national drivers will directly influence them, e.g., with National Service Framework, the Local Safeguarding Partnership, Health, Social Care & Well-Being Partnership ('Good Health – Good Care' Strategy).

The emerging changes that may influence delivery includes:

- The emerging Children and Families Measure.
- Changes to the CYMORTH funding system.
- The proposed learning and skills (Wales) Measure 2008.
- The developing strategy for Youth Service in Flintshire.

Progress Made in the Last 6 Months

1. The Ffynnon performance management system has been further developed to monitor progress and outcomes of the CYP Plan.
2. Young people fully engaged in recruitment process for the new full time coordinator appointed in July 2009 .
3. Mid term review of the CYP Plan completed October 2009, which will inform the development of the future plan.
4. An applied theatre production was devised, scripted and performed by young people to evaluate the current CYP Plan and inform the future planning process.
5. The further development of the Young Flintshire website and the information systems which are bilingual and children and young people friendly.
6. Parenting Strategy – building on the delivery of existing parenting programmes.
7. Workforce development - development of collaborative approaches.

Key Milestones for the Year Ahead

- Advocacy – take forward the advocacy model for Flintshire
- Obesity in children and young people – National Public Health Service (NPHS) lead
- Develop robust systems to engage with new Health Board
- Workforce development – develop a workforce development plan in line with other strategies.
- Further development of the Childcare action plan.
- Parenting – further delivery and development of the parenting strategy
- Sustain strong effective links with Youth Service to implement the emerging review of Youth Service in Flintshire.
- Assess the CYP's equality commitments together with the Councils race, gender and disability schemes and Welsh Language Scheme.

- Introduce a results based accountability performance management system.

3.02 **Community Safety Strategic Plan – 2008 to 2011**

Requirement for the Strategy

The 1998 Crime and Disorder Act, and the subsequent amendments by the 2002 Police Reform Act and 2006 Police and Justice Act, place a statutory duty on the local authority, police authority, police service, local health board and fire service to work together for community safety.

Collectively, these bodies make up the Community Safety Partnership, along with the Probation Service and Voluntary Sector Representatives, and each year they are required to produce a 'Strategic Assessment' and a Strategic Plan.

How and When the Strategy will be Reviewed

The current Strategic Plan was approved by the Executive in October 2009. It is reviewed on an annual basis.

Current Key Priorities

- Violent Crime
- Domestic Abuse
- Serious Acquisitive Crime
- Anti Social Behaviour
- Alcohol Related Crime
- Community Reassurance
- Road Safety
- Prolific and Other Priority Offenders

Progress Made in the Last 6 Months

1. Completion of Strategic Assessment, 2008/09 - April 2009
2. Completion of Strategic Plan 2008/11 - September 2009
3. Community Safety Public Meeting – March 2009
4. On-going consultation with the community
5. Review and co-location of Community Safety Team - Ongoing
6. Doorstep Crime Conference – January 2009
7. Production of Community Fact Sheet – August 2009
8. Communities that Care Survey - November 2009
9. Review of CSP funded projects - April 2009
10. 'Hidden Crimes' Domestic Abuse Conference - November 2009
11. Review of Domestic Abuse Action Plan - October 2009
12. Review of Substance Misuse Action Plan - November 2009

Key Milestones for the Year Ahead

- Co-location of Community Safety Team
- Development of Substance Misuse Commissioning Framework
- Revision of the Strategic Plan
- Dissemination of 'Communities that Care' findings
- Naloxone Training
- Agreement of Community Cohesion Expenditure Plan

3.03 Good Health, Good Care Strategy – 2008 to 2011

Requirement for the Strategy

The Health, Social Care and Well-Being (HSCWB) Strategy is a statutory requirement in accordance with the 'Health, Social Care & Well-being Strategies (Wales) (Amendment) Regulations 2007' and associated guidance from the Welsh Assembly Government (WAG).

The guidance states that there is a statutory requirement for a partnership between the Local Authority and the Local Health Board to formulate a local Health, Social Care and Well-Being Strategy for their area. This includes collectively developing strategic approaches to improve the health, social care and well being of the local population in partnership with other organisations in the voluntary, private and public sector.

How and When the Strategy Will Be Reviewed

The strategy is operational until 31st March 2011. The Welsh Assembly Government has indicated that Health, Social Care and Well-being Strategies will continue to be required at a local authority level after that date.

Guidance is awaited to support the development of the next strategy which will (according to the current position) need to be developed from early 2010.

A mid term review of the strategy by the Partnership Board began on 4th November, and will conclude at the January 2010 meeting.

Current Key Priorities

- Health improvement and protection
- Social inclusion – people with a disability
- Carers
- Older people with a mental health problem
- Chronic conditions
- Access to services

Shared priorities with Children and Young People's Partnership

- Mental health of children and young people
- Transition for young people into adult services

Progress Made in the Last 6 Months

Over the last 6 months, progress has continued against actions defined within a number of the priority areas and these have been reported to the Partnership Board as part of the performance management process.

During the last 6 months, organisational changes and demands placed upon lead officers from a number of partner organisations have been significant. Therefore, it has been necessary to focus on maintaining and sustaining existing activity in many areas rather than seeking further developments.

Key Milestones for the Year Ahead

- To continue and conclude the mid term review by spring 2010.
- To review outcome and performance measures against priorities.
- To respond to guidance issued by WAG on the development of the next strategy to be effective from 2011.
- To renew/develop effective partnership and working relationships with appropriate senior management and colleagues within the newly formed Betsi Cadwaladr University Health Board.

3.04 Regeneration Partnership

Requirement for the Strategy

The Flintshire Regeneration Partnership was established in September 2005 to bring together the wide range of organisations and initiatives involved in regeneration to ensure a more strategic and integrated approach.

The Strategy is of particular importance at a time of economic uncertainty. It sets out those actions that will be taken to facilitate recovery, to ensure that Flintshire is prepared for the challenges to be faced as the economy emerges from recession and to ensure that a focused and coordinated approach brings together the actions and resources of all relevant partners for maximum local benefit. The Flintshire Regeneration Strategy was approved by the Executive in October 2009.

How and When the Strategy Will Be Reviewed

Progress in delivering the Strategy will be reported to the Regeneration Partnership on a quarterly basis and the Strategy itself will be reviewed annually.

Current Key Priorities

The current priorities for the Regeneration Partnership in taking forward the Strategy are:

- Propose, discuss, prioritise and agree strategic direction to enable delivery of the Regeneration Strategy, including the allocation of resources as required and if available;
- Identify and agree opportunities for joint working, joint commissioning and formal partnership agreements;
- Identify and secure resources to implement regeneration activities in Flintshire and coordinate bids for resources;
- Monitor progress to ensure that processes operate effectively and assess the success of action plans in addressing the priorities identified in the Regeneration Strategy; and
- Report on activities undertaken and raise issues and opportunities and recommend changes to the wider strategic frameworks.

Progress Made in the Last 6 Months

- Hosted third Flintshire Business Week (September 2009) – more than 3861 attendees;
- Town Partnerships formed in Buckley, Connah's Quay, Flint, Holywell, Mold, Queensferry and Shotton. Partnerships currently developing Town Action Plans; and
- Projects in the town centres worth £475,000 under development.

Key Milestones for the Year Ahead

- Maximise the value to Flintshire of investments at Warren Hall and Northern Gateway (ongoing);
- Development of Towns Action Plans for seven main towns (August 2010);
- Implementation of Town Action Plan projects (September 2010);
- Submit Rural Development Plan 2nd Business Plan (June 2010);
- Complete masterplan for Talacre / Gronant (March 2010); and
- Complete masterplan for Connah's Quay / Shotton (August 2010).

3.05 Voluntary Sector Compact

The Compact is a way to supporting collaboration between statutory bodies and the voluntary (or third) sector. It was originally established as a national agreement between central government and the voluntary and community sector in 1998. In 2008, the Flintshire Compact agreed a rolling forward work programme.

Current Key Priorities

- Developing a strategic approach to advice provision in Flintshire; and
- Maximising external funding opportunities

Progress Made in the Last 6 Months

- Re-introduction of the Voluntary Sector Forum - first meeting in early December 2009; and
- Support to review of Grants Management

Key Milestones for the Year Ahead

Work will continue on the above workstreams.

3.06 **Housing Partnership**

The establishment of a Flintshire Housing Partnership is a key gap in partnership arrangements in place across the County. This is the subject of a report on the 'Proposed Flintshire Housing Partnership' also on this Executive agenda.

4.00 **RECOMMENDATIONS**

- 4.01 That Executive note the mid year review of the Strategic Partnerships and support the key priorities and the work programmes to achieve them.

5.00 **FINANCIAL IMPLICATIONS**

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

6.00 **ANTI POVERTY IMPACT**

- 6.01 The needs assessments that underpin the Strategic Plans include a consideration of poverty and deprivation and its impact on the population.

7.00 **ENVIRONMENTAL IMPACT**

- 7.01 There are no environmental impacts directly associated with this report.

8.00 **EQUALITIES IMPACT**

- 8.01 The Strategic Plans will be subject to an Equalities Impact Assessment and its findings will be used to inform their implementation.

9.00 PERSONNEL IMPLICATIONS

- 9.01 The on-going coordination and implementation of the Strategic Plans and Partnership Work Programmes will be taken forward by designated officers within the relevant Partnership teams.

10.00 CONSULTATION REQUIRED

- 10.01 None required.

11.00 CONSULTATION UNDERTAKEN

- 11.01 None required.

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: 15

REPORT TO: **EXECUTIVE**
DATE : **05 JANUARY 2010**
REPORT BY: **HEAD OF FINANCE**
SUBJECT : **REVENUE BUDGET MONITORING 2009/10 (MONTH 7)**

1.00 PURPOSE OF REPORT

1.01 To provide members with the most up to date revenue budget monitoring information (Month 7) 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 3.04	Programme of Efficiencies
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
Appendix 8	Efficiencies Analysis

2.00 EXECUTIVE SUMMARY

2.01 Members are requested to note the projected position at Month 7 which is :

- General Fund - Net overspend of £0.322m (Overspend of £0.260m at Month 6)
- Housing Revenue Account - Net overspend of £0.434m (£0.550m at Month 6)

3.00 CONSIDERATIONS

GENERAL FUND

3.01 The table below shows a projected in-year overspend of £0.322m.

TOTAL EXPENDITURE AND INCOME	Original Budget	Revised Budget	In-Year Over / (Under) spend		Non Ring-fenced		Ring-fenced	
			Month 6	Month 7	Month 6	Month 7	Month 6	Month 7
	£m	£m	£m	£m	£m	£m	£m	£m
Directorates								
Community Services	53.957	53.343	(0.576)	(0.370)	(0.887)	(0.719)	0.311	0.349
Environment	31.777	31.210	1.334	1.162	0.929	0.757	0.405	0.405
Lifelong Learning	106.821	106.979	1.172	1.204	0.485	0.473	0.687	0.731
Corporate Services	17.113	17.792	(0.166)	(0.134)	(0.166)	(0.134)		
Total Directorates	209.668	209.324	1.764	1.862	0.361	0.377	1.403	1.485
Central and Corporate Finance	25.389	25.733	(1.504)	(1.540)	(1.504)	(1.540)		
Total	235.057	235.057	0.260	0.322	(1.143)	(1.163)	1.403	1.485

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 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.

PROGRAMME OF EFFICIENCIES

3.04 The 2009/10 budget contained a number of specific efficiencies and an unspecified £1.0m efficiency target. Appendix 8 shows the progress made against the achievement of all of these efficiencies. The total amount of efficiencies identified is £4.441m, of which £4.046m have either already been achieved or are projected to be achieved at this stage. From the remaining efficiencies of £0.395m (highlighted in Appendix 8), £0.274m have been included as a pressure in the budget proposals reported to Executive on 22nd December 2009, with the remaining £0.121m of efficiencies deemed achievable in 2010/11 through service reviews and other management action.

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 North Wales Health Board income cannot be guaranteed at the levels assumed
- Development & Resources
 - o Domiciliary and Property client income is dependent on individual client circumstances
 - o Wider economic recession may have an impact
- Social Services for Children - Out of County Placements
 - o Length of current placements uncertain - court led timeframes
 - o Number of new placements difficult to predict - needs led
 - o Uncertainty of income level from North Wales Health Board
- Family Placement
 - o Service dependent on sufficient numbers of carers being attracted and retained
- Other Residential - Care for Children with Disabilities
 - o Timing of new service at Arosfa becoming operational - delays would impact on the projected outturn position

2. Environment

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

3. Lifelong Learning

- Out of County Placements
 - o Uncertainty of lengths of current placements
 - o Difficult to predict number of new placements
 - o Varying income levels from North Wales Health Board
- Pupil / Student transport
 - o 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
 - Delay to deletion of a post to achieve efficiency saving
 - Organisational redesign project is currently looking at all staffing structures within the service
- Primary and Secondary Non-Delegated budgets
 - Costs of redundancies arising from budget reductions due to the economic downturn may exceed central contingency budget

4. Corporate Services

- All Service Areas
 - Ongoing work relating to the budgetary effect of Organisational Redesign. (will impact on Contingency Reserve)
- Finance / Legal & Democratic / Former Corporate Strategy
 - Salaries budgets are under provided due to a past budget saving to reflect a 2 % vacancy provision
 - A future pressure will emerge if not corrected
 - A budget pressure item will need to be considered as part of the 2010/11 budget process - See Appendix 4.

4.00 NON STANDARD INFLATION/CENTRAL CONTINGENCIES

NON STANDARD INFLATION

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

CENTRAL CONTINGENCIES

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

5.00 UNEARMARKED RESERVES

- 5.01 The 2008/09 final outturn reported to Executive on 4th August showed unearmarked reserves at 31st March 2009 (above the base level of £5.112m) of £2.146m, after the setting aside of funding for 2009/10 one-off pressures of £2.097m and increasing the base level of reserves by £0.157m.
- 5.02 The 2009/10 Budget report to Executive on 17th February 2009 approved that all initial costs in relation to Organisational Redesign be met from the contingency reserve to enable the effect of efficiencies to be reflected from year 1 within the overall base budget.
- 5.03 The work on the financial effects of Phase 1 of Organisational Redesign has now been completed, and has resulted in an additional requirement of £0.091m from the contingency reserve.
- 5.04 Work has been undertaken to assess the initial impact on the phase 2 reviews that are underway. Based on current information to date the one-off costs identified total £0.888m. The efficiencies resulting from these one-off costs will be built into the overall base budget from 2010/11 and beyond (para 5.02 refers)
- 5.05 It is recommended that an allocation of £0.025m is made to enable a feasibility study to be undertaken in relation to the Clwyd Theatr Cymru Service Review.
- 5.06 An amount of £0.015m was brought forward into 2009/10 as a contingency against a shortfall in funding for Community Strategy review work. Funding from Welsh Assembly Government has been secured so the amount of £0.015m can now be transferred back to the contingency reserve.
- 5.07 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 £0.718m. 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 £0.434m 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 £0.434m is that there would be balances in hand at the end of the year of £0.845m (budget £1.292m) which at 3.7% 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) Approve the allocation of £0.025m in respect of the Clwyd Theatr Cymru Review (para 5.05)
 - c) Note the General Fund Contingency Sum available as at 31st March 2010. (Section 5).
 - d) 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 7 Monitoring Papers

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COMMUNITY SERVICES

Budget Monitoring 2009/10 (Month 7)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Domiciliary Support (Services for Older People)	6.648	7.246	0.598	0.541	<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"> • 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)	9.817	8.986	(0.831)	(0.830)	<ul style="list-style-type: none"> • Reduction in the number of clients currently being supported in residential care • Offset by the increase in the number of clients supported at home. • 	<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
Living Well	0.148	0.093	(0.055)	(0.055)	<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

COMMUNITY SERVICES

Budget Monitoring 2009/10 (Month 7)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Extra Care	0.452	0.356	(0.096)	(0.085)	<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"> A further review of the budget for Extra Care has been undertaken utilising information relating to the first 6 months operation of the scheme and analysing the actual level of support required. The results of this are currently being evaluated.
Professional Support (Services for Older People)	2.476	2.614	0.138	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	1.463	(0.061)	(0.071)	<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 current client numbers, which may increase due to WAG initiatives or an increase in demand as

COMMUNITY SERVICES

Budget Monitoring 2009/10 (Month 7)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
						Direct Payments are expected to expand
Community Living (LD) (includes Independent Purchasing, Care Management, Supported Living and Short Term Care)	8.084	7.904	(0.180)	(0.212)	<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 7)

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	
Ringfenced Budgets (LD & Mental Health)	1.040	0.710	(0.330)	(0.330)	<ul style="list-style-type: none"> • Movements out of service, and cost reductions for two clients resulting from reduction in care delivery 	<ul style="list-style-type: none"> • Keep under review - potential volatility due to changes in client numbers and demands at short notice from prison or courts. • To be considered as part of the 2010/11 efficiency savings
Business Services Income	(3.034)	(3.471)	(0.437)	(0.461)	<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 	<ul style="list-style-type: none"> • Consider reporting in conjunction with related expenditure in future years • Potential efficiency for 2010/11 budget • The review of financial assessment information relating to property charges has now been improved.

COMMUNITY SERVICES

Budget Monitoring 2009/10 (Month 7)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
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 Work has been completed to identify savings and this has gone to DMT for evaluation of options.
Family Placement (Children's Services)	1.508	1.692	0.184	0.183	<ul style="list-style-type: none"> Additional adoption allowances payable to secure permanency for a sibling group (£0.079m) National Foster Carer recommended rates increasing above the level budgeted for in 2009/10 (£0.040m) Specialist family placements - additional carers to provide 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 	<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 to meet the growth in demand. However, a cap on in-house placements will lead to additional pressure on the Out of County budget

COMMUNITY SERVICES

Budget Monitoring 2009/10 (Month 7)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Family Support	0.285	0.371	0.086	0.094	<ul style="list-style-type: none"> • Increase in sessional workers and their travel costs due to current demand of the service • Reduction in period reflects impact of measures taken. 	<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 than for court ordered supervision contact and child protection packages
Other Residential (Children's Services)	0.631	0.358	(0.273)	(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 • Movement in month 7 reflects revised date for implementation of proposals which is now likely to be effective from 2010/11 	<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	3.780	0.849	0.806	<ul style="list-style-type: none"> • Current position based on existing clients and duration of packages of care • Increase in month 7 reflects additional cost relating to a new 	<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

COMMUNITY SERVICES

Budget Monitoring 2009/10 (Month 7)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
					placement from October.	needs/controls in light of Out of County Review
Carelink	0.156	0.232	0.076	0.075	<ul style="list-style-type: none"> Staff salaries to cover for sickness (£0.021m) 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	0.930	0.809	(0.121)	(0.112)	<ul style="list-style-type: none"> Underspend due to Resident Warden vacancies of £0.111m Reduced rent abatement costs of £0.017m 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	0.121	(0.170)	(0.165)	<ul style="list-style-type: none"> Reduced B&B placements reflects effective service provision/prevention 	<ul style="list-style-type: none"> Volatile area which could experience pressure due to economic climate- maintain review

COMMUNITY SERVICES

Budget Monitoring 2009/10 (Month 7)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Other variances (aggregate)	19.556	19.709	0.153	0.028		
Total :	53.343	52.973	(0.370)	(0.576)		

ENVIRONMENT

Budget Monitoring 2009/10 (Month 7)

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	0.007	0.107	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
Traffic Services	0.534	0.434	(0.100)	0	<ul style="list-style-type: none"> • Additional income with regard to the Management Fee from the Speed Awareness Scheme received based on a percentage of an 	<ul style="list-style-type: none"> • Contract to manage the scheme has just been awarded to a Private Sector Provider. Therefore, this revenue

ENVIRONMENT

Budget Monitoring 2009/10 (Month 7)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
					increasing amount of Course Fees.	stream will not be available beyond the current financial year.
Regeneration	0.313	0.400	0.087	0	<ul style="list-style-type: none"> Impact of economic downturn on income and occupancy levels at Greenfield and Deeside Business Centres together with reduced Grant funding for various business projects. 	<ul style="list-style-type: none"> Closely monitor occupancy levels and attempt to maximise grant funding opportunities.
Environment and Conservation	0.332	0.232	(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
Planning Control	0.239	0.544	0.305	0.295	<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% 	<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

ENVIRONMENT

Budget Monitoring 2009/10 (Month 7)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
					<p>drop in actual income</p> <ul style="list-style-type: none"> Only 286 applications were received in the first quarter of 2009/10, a 29% year on year decrease in volume 	<p>opportunities and appropriate income generation initiatives</p>
Civic Amenity Sites	1.587	1.901	0.314	0.312	<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"> Investigate corporately the possibility of reinstating the budget efficiency for Saltney site. Bring AD Waste in-house from January 2010 and realign the Waste Service budgets.
Industrial Units	(1.698)	(1.788)	(0.090)	(0.071)	<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
Design Services	(0.084)	(0.012)	0.072	0.084	<ul style="list-style-type: none"> Uncertainties over the capital programme make it difficult to project volume of work and 	<ul style="list-style-type: none"> Continue to monitor the fee earning position and update the financial

ENVIRONMENT

Budget Monitoring 2009/10 (Month 7)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
					scale of fees at the present time	situation regarding the Trading Account <ul style="list-style-type: none"> Historically, trends would suggest that this position can be recovered
Property Holdings	0.212	0.218	0.006	0.084	<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"> Submit budget pressure bids for change in legislation and unachievable rental income as part of 2010/11 budget setting process Pressure bid has been released from HPU to reduce the effects of economic downturn in year.
Waste Collection	2.766	2.820	0.054	0.058	<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) Removal of 3% RPI increase projection has reduced the overspend in the current month. 	<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

ENVIRONMENT

Budget Monitoring 2009/10 (Month 7)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
					<ul style="list-style-type: none"> Internal skip hire projecting a shortfall in revenue 	Trading Account
Waste Collection - Trading A/c	(0.286)	(0.143)	0.143	0.195	<ul style="list-style-type: none"> Annual RPI increase has been projected at 3% over the first half of the year, this has now been re-profiled to 0%. Although this has a positive effect on client accounts it has an adverse effect on the trading account. Recent information regarding the number of domestic properties serviced has also had a detrimental effect on income. 	<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
Administration Buildings	1.279	1.359	0.080	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

ENVIRONMENT

Budget Monitoring 2009/10 (Month 7)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Valuations and Estates	0.523	0.454	(0.069)	(0.071)	• Various vacancies	<ul style="list-style-type: none"> • Vacancies not being filled in this financial year. • Interim/Agency proposals not deemed appropriate
Other variances (aggregate)	24.991	24.946	(0.045)	(0.044)		
Total :	31.210	32.372	1.162	1.334		

LIFELONG LEARNING

Budget Monitoring 2009/10 (Month 7)

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	2.337	0.731	0.687	<ul style="list-style-type: none"> One new placement has been identified at a projected cost of £44k through 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. A report is now ready for the December reporting cycle.
Leisure Centres and Pools	2.617	2.738	0.121	0.121	<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 	<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

LIFELONG LEARNING

Budget Monitoring 2009/10 (Month 7)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
					<p>– full year (£0.013m)</p> <ul style="list-style-type: none"> ○ 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 unachievable efficiency saving from the 2007/08 budget strategy. • The budgeted deficit position has not been readjusted since 2007/08 resulting in an ongoing structural cost due to the extra staffing. 	<ul style="list-style-type: none"> 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.
Facilities Services	1.368	1.508	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 	<ul style="list-style-type: none"> • Phase 2 of the Central Support costs review is due to be completed in year

LIFELONG LEARNING

Budget Monitoring 2009/10 (Month 7)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
					charge plus inflationary rise of 1.5%	
Youth and Community	1.285	1.337	0.052	0.052	<ul style="list-style-type: none"> This is a recurring pressure regarding the funding for the Holywell InfoShop. The set up costs and initial revenue funding were grant funded. The aim was for the ongoing revenue costs to be part funded by partner organisations, however a shortfall has now been identified. The shortfall is currently estimated at £52k. 	<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
Other variances (aggregate)	100.103	100.263	0.160	0.172		
Total :	106.979	108.183	1.204	1.172		

CORPORATE SERVICES

Budget Monitoring 2009/10 (Month 7)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Chief Executive	0.792	0.794	0.002	0.002	<ul style="list-style-type: none"> • Minor variances 	
Finance	3.142	2.973	(0.169)	(0.195)	<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 (£0.085m) • Various vacancy savings (£0.141m) • Increased running costs (£0.022m) 	<ul style="list-style-type: none"> • The HB position is being closely monitored

CORPORATE SERVICES

Budget Monitoring 2009/10 (Month 7)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Legal & Democratic Services	3.973	3.949	(0.024)	(0.038)	<ul style="list-style-type: none"> • Salary shortfall (£0.018m) • Various vacancy savings (£0.014m) • Agency cover for Waste Partnership and Maternity cover (£0.036m) • Reduced running costs (£0.003m) • Reduction in Members' Allowances payable (£0.040m) • Recharge to Waste Partnership (£0.021m) 	
Occupational Health & Safety	0.750	0.720	(0.030)	(0.032)	<ul style="list-style-type: none"> • Salary shortfall (£0.012m) • Vacancy savings Occupational Health Physician (£0.045m) • Transport Costs Pressure (£0.005m) • Minor Pressure (£0.002m) • Additional Consultancy Income (£0.004m) 	

CORPORATE SERVICES

Budget Monitoring 2009/10 (Month 7)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Human Resources & Organisational Development	1.817	1.834	0.017	0.016	<ul style="list-style-type: none"> • Salary shortfall (£0.029m) • Vacancy savings (£0.047m) • Greenfield Business Centre overspend (£0.002m) • External Training (Project Management) pressure using salary savings above (£0.017m) • HR Corporate Subscriptions pressure (£0.006m) • Minor pressures (£0.001m) • Income Shortfall due to current economic climate Payroll (£0.009m) 	
ICT & Customer Services	4.570	4.659	0.089	0.070	<ul style="list-style-type: none"> • Salary shortfall (£0.055m) • Vacancy savings of (£0.152m) includes vacancy for Welsh Translator (see pressure below) • Transport costs pressure (£0.005m) • External Welsh translators 	<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

CORPORATE SERVICES

Budget Monitoring 2009/10 (Month 7)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
					<p>pressure covering vacant post (£0.065m)</p> <ul style="list-style-type: none"> • Pressure HRMIS software maintenance (£0.010) • Additional recharge income (£0.004m) • Phased implementation of the Design & Print service review & reduction in internal Design & Print recharge income (£0.110m) 	<p>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.</p> <ul style="list-style-type: none"> • The projected deficit assumes a similar support costs recharge to 2008/09. The support costs review will impact on this. • A reduction in internal recharge income suggests that Directorates are making efficiency savings on their printing budgets. Corporate Finance to investigate whether savings are being declared.
Policy, Performance & Partnerships	1.712	1.693	(0.019)	0.011	<ul style="list-style-type: none"> • Salary shortfall (£0.016m) • Vacancy savings (£0.010m) • Savings – unallocated Core Funding Agreements (£0.021m) • Minor savings (£0.004m) 	

CORPORATE SERVICES

Budget Monitoring 2009/10 (Month 7)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Clwyd Theatr Cymru	1.036	1.036	0.000	0.000		
Total :	17.792	17.658	(0.134)	(0.166)		

CENTRAL & CORPORATE FINANCE

Budget Monitoring 2009/10 (Month 7)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Central Loans & Investment Account	13.414	13.819	0.405	0.449	<ul style="list-style-type: none"> • Net increase in interest / principal / debt management expenses (£0.053m). • Net reduction in temporary investment and other interest income of £0.352m, 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	2.082	(0.508)	(0.511)	<ul style="list-style-type: none"> • Net windfall income of £0.419m made up of £0.439m of refunds of VAT overpaid and underclaimed following a recent House of Lords decision (Fleming and Conde Nast Publications Ltd) and a shortfall in anticipated vehicle rebates of £0.020m. • 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 7)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
					<ul style="list-style-type: none"> • Anticipated underspend in insurance premiums of £0.056m. This underspend is a consequence of the recent re-tendering process. • Anticipated underspend in bank charges of £0.017m. 	
Corporate Other	6.892	5.470	(1.422)	(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 £1.049m (due to the pay offer being an increase of 1.1% {on average} as compared to the budgeted increase of 2.3%). 	<ul style="list-style-type: none"> • Continue to monitor closely • A budget pressure submission of £100k has been made for financial year 2010/11.

CENTRAL & CORPORATE FINANCE

Budget Monitoring 2009/10 (Month 7)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
					<ul style="list-style-type: none"> • Increase in the MASS – Matrix contract rebates of £0.042m. • Non-realisation of Staff Recruitment Advertising efficiency savings of £0.160m. 	
Other variances (aggregate)	2.837	2.822	(0.015)	(0.015)	<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 :	25.733	24.193	(1.540)	(1.504)		

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 Phase 1 Organisational Redesign (para 5.03)	(0.091)	
Less Phase 2 Reviews (para 5.04)	(0.888)	
Less Clwyd Theatr Cymru Review (para 5.05)	(0.025)	
Add back contingency brought forward (para 5.06)	0.015	
Less Projected Overspend as at 31 st March 2010	<u>(0.322)</u>	
		<u>(1.311)</u>
Level of Contingency Reserve at 31 st March 2010 (above base level of £5.269m)		0.718

HOUSING REVENUE ACCOUNT

Budget Monitoring 2009/10 (Month 7)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Income - Capitalised Salaries	(0.453)	(0.258)	0.195	0.210	<ul style="list-style-type: none"> 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)	(22.966)	0.281	0.268	<ul style="list-style-type: none"> £216k 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. 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	1.045	(0.179)	(0.147)	<ul style="list-style-type: none"> Significant under spend due to vacancies held in Anti Social Behaviour of £80k and 3 area offices of £76k. Currently recruiting 3 Area Office posts. Neighbourhood manager posts have now 	<ul style="list-style-type: none"> Review as part of Housing restructure. To consider efficiency saving for 2010-11 budget from Court costs which will be used to contribute towards pressures elsewhere within the HRA.

HOUSING REVENUE ACCOUNT

Budget Monitoring 2009/10 (Month 7)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
					<p>been recruited to.</p> <ul style="list-style-type: none"> • Savings for first 5 months are still contributing to the overall under spend. • Court costs have been further reduced from period 6 leading to an improvement of £23k. 	
Repairs & Maintenance	7.972	7.792	(0.180)	(0.212)	<ul style="list-style-type: none"> • Under spend of £195k on Capitalised Salaries due to a number of vacancies being carried. • Movement from period 6 relates to consultancy cost of £30k for Stores review. 	Review of budget and vacancies held within Capitalised Salaries as part of Housing Restructure
Policy & Management	0.891	1.010	0.119	0.136	<ul style="list-style-type: none"> • £29k Home Loss Disturbance for Jasmine Crescent which could not be finalised in 08-09 • £39k over spend due to agency costs • £45k redundancy costs • £31k for recharge of Locum Solicitor. 	Investment in short term improvement project to assist restructuring and revise key processes.

HOUSING REVENUE ACCOUNT

Budget Monitoring 2009/10 (Month 7)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
					<ul style="list-style-type: none"> The above are offset by a reduction in a recharge of salary costs of £25k. 	
Building Maintenance Trading Account	0.400	0.528	0.128	0.181	<ul style="list-style-type: none"> £534k projected over spend on supplies based on current levels of expenditure. This is partly due to insufficient budget and partly due to more work being undertaken in house. This is offset by a significant reduction in the projected subcontractor spend of £400k. Demolition costs have been removed at period 7 as this has now been submitted as a Capital pressure bid. 	Careful monitoring and controls in place to try and absorb within existing budget. Demolition cost to be considered for a 'one-off – emergency service critical item' which should not have an adverse effect on the trading account.

HOUSING REVENUE ACCOUNT

Budget Monitoring 2009/10 (Month 7)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Stock Options Appraisal	0.554	0.500	(0.054)		<ul style="list-style-type: none"> Removal of salary costs incorrectly reflected within HRA 	
Housing Subsidy	6.357	6.423	0.066	0.066	<ul style="list-style-type: none"> The capital financing figure provided by Corporate Finance for budget has been changed. This has resulted in £1m less eligible capital financing than anticipated which in turn has had an adverse variance on the Housing Subsidy projection. 	Discussions between Directorate and Corporate Finance Teams to improve projections for 2010/11.
Other Variances (aggregate)	5.913	5.971	0.058	0.048		
Total :	(0.389)	0.045	0.434	0.550		

GENERAL FUND BUDGET

Efficiencies Monitoring (Month 7)

Efficiency Description	Amount (£m)	Current Position
STAFF RELATED (APPENDIX 5a)		
<i>Community Services</i>		
Vacant Designated Warden Accommodation	0.044	This efficiency has been achieved.
<i>Environment</i>		
Reduction in Hours - Markets	0.010	This efficiency has not been achieved due to issues around sickness absence. It is intended to implement the changes required in 2010/11.
<i>Lifelong Learning</i>		
Youth Service Restructure	0.030	This has not yet been achieved due to HR issues relating to the specific post. Vacancy management within the service has, however meant that the outturn for this element of the Youth Service is not projected to be adversely affected.
<i>Corporate Services</i>		
HR/Payroll Review	0.031	The Payroll manager post was deleted to reflect this efficiency (net of additional staffing costs). However, workload issues in-year have meant that further additional staffing costs have been required, resulting in this efficiency not being achieved.
Emergency Planning Review	0.031	The Senior Emergency Planning Officer post has been deleted. However, the recharge to Denbighshire had not been finalised when the 2009/10 budget was set and a reduction in this has resulted in a small pressure on this budget.

GENERAL FUND BUDGET

Efficiencies Monitoring (Month 7)

Efficiency Description	Amount (£m)	Current Position
<i>Corporate Financing</i>		
Employer's Pension Contributions	0.071	This efficiency has been achieved.
MASS	0.217	This efficiency has been achieved.
Recruitment Advertising	0.160	Unlikely to be achieved this year due to impact of economic climate, Organisation Re-design and changes to the way vacant posts are advertised e.g. more FCC Internet use.
TOTAL	0.594	
NON STAFF RELATED (APPENDIX 5b)		
<i>Community Services</i>		
Additional Income Financial Assessments	0.100	Achieved in 2009/10 and further increase considered as part of budget process for 2010/11.
<i>Environment</i>		
Countryside Service Review	0.005	This efficiency has been achieved.
Depot Rationalisation	0.037	This efficiency has not been achieved as the vacant floorspace at Alltami depot cannot be filled for health and safety reasons. This pressure has being included as part of the 2010/11 budget process.
Fuel Usage Improvements	0.030	This efficiency has not been achieved due to the lack of provision in the 2009/10 budget for driver training. This shortfall will be considered when undertaking the Service Review.

GENERAL FUND BUDGET

Efficiencies Monitoring (Month 7)

Efficiency Description	Amount (£m)	Current Position
<i>Lifelong Learning</i>		
Special Needs School Transport	0.100	This service area continues to be monitored closely as the latest round of contracts have yet to be finalised. However, early indications are that this will be achieved.
School Transport Routeing	0.075	This service area continues to be monitored closely as the latest round of contracts have yet to be finalised. However early indications are that this will be achieved.
School Playing Fields - Grounds Maintenance Contract	0.096	This efficiency has been achieved.
School Transport - Non Standard Inflation	0.290	This efficiency has been achieved.
<i>Corporate Services</i>		
Removal of Housing Benefit BACS Remittance Notices	0.007	It is currently projected that this efficiency will be achieved.
Supplies and Services - Legal	0.007	This efficiency has been achieved.
Telephone Recharge	0.011	It is currently projected that this efficiency will be achieved.
Regulatory Fees	0.030	It is currently projected that this efficiency will be achieved.
<i>Corporate Financing</i>		
Efficiencies Programme		See separate analysis below for further information.
Central Support Costs - Chargeable to HRA	0.373	The outcomes of the Support Services Review currently being undertaken will determine the achievability of this saving.
Supporting People	0.125	This efficiency has been achieved.
Xchangewales	0.032	This initiative is being progressed and the saving is offset by an additional pressure budget of £32k i.e. cost neutral.
Coroners	0.030	This efficiency has been achieved
TOTAL	1.348	

GENERAL FUND BUDGET

Efficiencies Monitoring (Month 7)

Efficiency Description	Amount (£m)	Current Position
DEMOGRAPHIC CHANGE (APPENDIX 5c)		
<i>Community Services</i>		
Reduction in Preserved Rights	0.022	Achieved in 2009/10 with further reduction considered as part of budget process 2010/11.
<i>Lifelong Learning</i>		
Demographic downturn	0.519	This efficiency has been achieved.
TOTAL	0.541	
INCREASES IN INCOME (APPENDIX 5d)		
New Fees and Charges		
<i>Environment</i>		
Additional Agricultural Rent Income	0.004	It is currently projected that the additional agricultural rent income will be achieved.
Telecommunications Mast Recharge	0.017	It is currently projected that this efficiency for the Telecommunications Mast recharge will be achieved.
<i>Corporate Financing</i>		
Passing on Credit Card Charges to Clients	0.020	It is currently projected that this efficiency will be achieved.
TOTAL	0.041	
Fees and Charges Increased Above Standard Inflation		
<i>Community Services</i>		
Charging Policy Changes - Increased Hourly Charge for Homecare	0.196	Achieved in 2009/10 with further increase considered as part of budget process 2010/11.
<i>Environment</i>		
Trade Waste Fees	0.020	It is currently projected that this efficiency will be achieved.
Cemetery Fees	0.013	Cemetery Fees increased by £10% from 1st April 2009.
<i>Corporate Services</i>		
Admin Grant Increase	0.050	Increased grant being received
TOTAL	0.279	

GENERAL FUND BUDGET

Efficiencies Monitoring (Month 7)

Efficiency Description	Amount (£m)	Current Position
EFFICIENCY PROGRAMME		
<i>Community Services</i>		
Legislative Payments	0.037	This reflects a budget for legislative payments to resident wardens to cover increased salary costs which was a one off requirement in 2008/09. The efficiency has therefore been achieved in 2009/10 with no adverse effect on the salaries budget.
Non Essential Vacancy Management	0.100	Vacancies are reviewed on an ongoing basis and reflected in budget monitoring. The £100k efficiency for 2009/10 has been met and a number of options detailing specific vacancies across the Directorate have been submitted to DMT for their consideration.
Care Home Placements	0.050	The service area relating to this efficiency is projected to underspend by £421k . This is contributing to the overall projected underspend within Older People of £292k. This is an integral part of the work being undertaken for the 2010/11 budget process regarding identification of future efficiencies and pressures.
<i>Lifelong Learning</i>		
Non-Essential Vacancy Management	0.100	This has been achieved through temporary vacancy management within year (e.g. delaying recruitment).

GENERAL FUND BUDGET

Efficiencies Monitoring (Month 7)

Efficiency Description	Amount (£m)	Current Position
<i>Environment</i>		
Border Transport	0.036	An amount of £60k was included in the 2009/10 budget for an anticipated grant reduction. Shortfall was later confirmed as £24k and this payment has been made to Border Transport.
Landfill Tax	0.300	It is currently projected that this efficiency will be achieved.
Non-Essential Vacancy Management	0.100	It is currently projected that this efficiency will be achieved.
Budget Realignment	0.073	This has been achieved.
UDP	0.097	This efficiency has been achieved.
<i>Corporate Services</i>		
Cash in Transit	0.012	This efficiency has been achieved.
Non-Essential Vacancy Management	0.100	Efficiencies have been achieved throughout Corporate Services.
<i>Corporate Financing</i>		
Energy 09/10 (Electricity)	0.071	This efficiency has been achieved.
Energy 09/10 (Fuel Oil)	0.066	This efficiency has been achieved.
Energy 08/09	0.300	This efficiency has been achieved.
Central Loans & Investments Account (CLIA)	0.077	Due to the current economic climate this will not be achieved.
Vehicle Rebates (CPU)	0.067	Current rebate levels suggest that only £47k of this efficiency will be achieved.
Consortia Rebates (CPU)	0.020	This efficiency will be achieved.
NWPP (CPU)	0.032	Progress is being monitored through the Operational Board
TOTAL	1.638	

FLINTSHIRE COUNTY COUNCIL

AGENDA ITEM NUMBER: 16

REPORT TO: **EXECUTIVE**
DATE : **05 JANUARY 2010**
REPORT BY: **DIRECTOR OF LIFELONG LEARNING**
SUBJECT : **FLINTSHIRE'S PORTFOLIO PUPIL REFERRAL UNIT -
DEVELOPMENTS**

1.00 PURPOSE OF REPORT

1.01 To consider recent and future developments within the structure and management of Flintshire's Portfolio Pupil Referral Unit (PPRU).

2.00 BACKGROUND

2.01 Flintshire's Portfolio Pupil Referral Unit was inspected in December, 2008.

2.02 The inspection report made a number of recommendations which are being addressed.

2.03 The committee report focuses on two recommendations:

Recommendation 1: Address overall leadership and management issues.

The report stated 'There is a lack of co-ordination in aspects of overarching management, which restricts a unified strategic direction at the Portfolio Pupil Referral Unit.

Recommendation 6: Address the shortcomings in the accommodation.

The 'inconsistencies in the quality of accommodation' identified by the inspection team were a result of the closure of the Llwyn Onn site in Holywell and the PRUs temporary relocation to Arosfa Mold and the inadequacies of the room hired at the Daniel Owen Centre, Mold.

2.04 The closure of Flintshire's Special Schools and the opening of two new Specialist Schools meant that the sites of the three schools that were closed became empty. Ysgol Belmont was declared surplus to requirements. the site of Ysgol y Bryn needs to be considered as part of a Shotton area education review. Ysgol Delyn is relevant to the current report.

2.05 The elements of the Portfolio Pupil Referral Unit known as Llwyn Onn and the Daniel Owen Centre have now been temporarily relocated to the site of the now closed Ysgol Delyn, Mold, pending the PRU commissioning strategy envisaged in the wider School Modernisation Strategy.

Date: 22/12/2009

- 2.06 Basing elements of the Portfolio Pupil Referral Unit at the Ysgol Delyn site gives opportunity for full review of Flintshire's provision of pupils with Additional Learning Needs described as being Education Otherwise Than At School.

3.00 CONSIDERATIONS

- 3.01 The report of the Lifelong Learning Directorate with regard to the use of the Ysgol Delyn site as an element of Flintshire's Portfolio Pupil Referral Unit is attached at Appendix A.

4.00 RECOMMENDATIONS

- 4.01 To consider the report submitted by the Lifelong Learning Directorate with regard to the temporary use of the Ysgol Delyn site as an element of Flintshire's Portfolio Pupil Referral Unit, pending completion of the wider PRU commissioning strategy, as attached at Appendix A.

5.00 FINANCIAL IMPLICATIONS

- 5.01 As a result of this report there may be an opportunity to save on the overall combined budgets for the Portfolio Pupil Referral Unit and Home Tuition.

6.00 ANTI POVERTY IMPACT

- 6.01 None as a result of this report.

7.00 ENVIRONMENTAL IMPACT

- 7.01 None as a result of this report.

8.00 EQUALITIES IMPACT

- 8.01 None as a result of this report.

9.00 PERSONNEL IMPLICATIONS

- 9.01 Appointment of an overall manager of the PPRU. Appointment of full-time staff to the PPRU to replace supply staff employed in the PPRU and as home tutors.

10.00 CONSULTATION REQUIRED

- 10.01 None as a result of this report.

11.00 CONSULTATION UNDERTAKEN

11.01 Consultation has taken place with the Inclusion Service Management Team and the Inclusion Service Steering Group.

12.00 APPENDICES

12.01 Appendix A - Ysgol Delyn 2009

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

Inspection of Flintshire's Portfolio Pupil Referral Unit - Estyn - December, 2008.

Report on the Lifelong Learning Overview & Scrutiny Committee on the Review of School Exclusions submitted to the Executive on 14th December, 2004.

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Appendix A

Developments within the structure and management of Flintshire's Portfolio Pupil Referral Unit.

Introduction

Flintshire's Portfolio Pupil Referral Unit (PPRU) was inspected in December 2008. Inspectors were highly critical of the accommodation of two of the PRU sites; the PRU known as Llwyn Onn based in Arosfa in Mold and the PRU based at Daniel Owen Community Centre in Mold. The Inspection also highlighted the need to review the management arrangements for the PPRU. Inspectors praised the links with Flintshire's 14-16 Achievement Support Programme working with young people not engaging with education and 14-19 Network Team working to reduce the number of young people classified as NEET.

This document sets out how usage of the Ysgol Delyn site can:

1. lead to improved accommodation for two PRUs.
2. further strengthen the close working with the 14-16 and 14-19 teams.
3. provide a more efficient and effective service with cost savings by combining PRU staffing and home tutors.
4. move forward a management restructure of the PPRU.
5. have future potential as a meeting / conference centre.

1. PPRU Accommodation

The Ysgol Delyn site can provide greatly improved accommodation for the PRU known as Llwyn Onn and the PRU based at the Daniel Owen Centre.

Elements of the PPRU are deliberately located for purpose and can not / should not be relocated. (Bryn Tirion, Learning Centre, Young Persons Education Centre, Alun Unit, Flint Library and Links.)

The PPRU would then be:

PRU	Purpose	Suitability of accommodation
Ysgol Delyn site, Mold	<ol style="list-style-type: none">1. A KS3 'revolving door' PRU with dual registration at mainstream schools.2. A KS4 PRU supporting pupils not accessing mainstream school to gain formal qualifications.	As a former school the Ysgol Delyn site is suitable as a PRU and suitably located.. There is a need to improve electrical sockets and networking for internet access. Some refurbishment such as decorating and carpeting is desirable but not essential.

Bryn Tirion, Shotton	A KS3 & 4 PRU accommodating pupils with high levels of Behavioural, Emotional and Social Difficulties (BESD) who are unlikely to reintegrate into mainstream school.	Suitably located away from mainstream settings. The accommodation remains good generally although the kitchen is in need of refurbishment.
Learning Centre, Shotton	A KS3 & 4 PRU accommodating pupils who are school refusers. (Those who feel anxious in the mainstream setting as opposed those who truant.)	Very suitable accommodation with excellent facilities.
Alun Unit, Alun Campus, Mold	A KS3 PRU accommodating pupils who are described as BESD but it is anticipated would make progress towards reintegration into mainstream at KS4.	Suitably located on a mainstream site with some maintenance work necessary.
Young Persons Education Centre, Deeside College	A KS4 PRU accommodating pupils who have lost their place in mainstream school but are not ready to access full-time education within the college setting.	Currently suitably located within the college. The accommodation is suitable for purpose.
Flint Library, Flint	A KS4 PRU concentrating on helping pupils not accessing mainstream school to gain formal qualifications.	Suitable accommodation. The location is important and appropriate. (pupils travel with bus passes)
Links Project, Hawarden	A KS3 & 4 PRU for pupils attached to the YJS but not accessing mainstream.	Suitable location. Accommodation is adequate.

Within the Ysgol Delyn site there is suitable space to accommodate pregnant schoolgirls and young mothers as a future development. There is an area that is suitable for delivering life skills and formal education would be available via the adjoining space to be occupied by the KS4 provision.

It is anticipated that the cost of running the site will be met from the existing budget for premises for Llwyn Onn and the rental of the Daniel Owen Centre, which for 08/09 was £3 900 p.a.

COST: No additional cost is anticipated in maintaining the property but electrical work is currently being costed.

2. The 14-16 & 14-19 teams.

These teams already work with some of the pupils attending the PPRU including the pupils currently taught at Daniel Owen and some pupils from Llwyn Onn when they progress into KS4.

The two teams comprise 5 staff (two Careers Wales secondments, two Youth Service secondments and one secondment from FLVC). The teams have no common base and hire rooms for activities.

Relocating the 14-19 team from unsuitable office accommodation at Nant Mawr gives the team a base for liaison with the 14-16 team and the close proximity to PRU pupils will be beneficial.

There is adequate space at the Delyn site to carry out activities with small groups with all the advantages of having a base to work from.

COST; No additional cost. Small savings might be made if small group work is carried out at the centre as opposed to hired premises.

3. Staffing – PPRU and Home Tutors

Currently Home Tutors and some PPRU staff are paid on supply. We are fortunate that the staff involved are experienced professionals but as supply staff;

- they could terminate their work with us at any time.
- it is difficult to arrange meetings etc.
- there is duplication of skills because all centres teach core subjects and that means specialists at each site.

Employing staff to the PPRU with a job description expecting them to teach at any one of the PPRU sites and as a Home Tutor would be advantageous in terms of the curriculum we can offer and allow responsibility for curriculum areas to be rationalised.

The PPRU currently employs the equivalent of 4.2 staff on a supply basis. Home tutors (based on June 2009 data) delivered 126 hours tuition per week. This is equivalent to 5.0 full-time staff. Combined this is a total of 9.2 full-time equivalent staff. Employing full-time staff should lead to a staffing level of 7.0 full-time equivalent. A cost saving of 2.2 full time equivalent staff.

Home Tutors do not currently have a base. If we are to employ staff on contracts then they would have an entitlement to planning and preparation (PPA) time etc. They would also need a resource base with access to photocopier and internet.

COST: There is a potential for a cost saving of 2.2 staff i.e. approx. £55 000

4. Restructuring the management of the PPRU

The PPRU is currently managed by the Principal Learning Advisor Inclusion. The PPRU was previously managed by the Behaviour Improvement Service Manager. This post has not been refilled.

The proposal is to appoint a Head of the PPRU with responsibility for:

- all PPRU elements
- the Delyn site
- Home tuition

This would be a positive step forward in the restructuring of the service and pull together opportunities for performance management. The role reflects developing practice in other authorities in effectively defining a 'Headteacher' for PRU provision.

COST No additional cost.

5. Potential use of the Ysgol Delyn site for meetings/conferences.

Carrying out all the proposals above there would be two rooms vacant which have potential for meeting/conference space for groups of up to 25 people.

There are obvious advantages to Lifelong Learning having such a facility. Already within the Inclusion Service we have similar facilities available at the Nant Mawr Inclusion Centre which are heavily used.

There would be a need to redecorate, carpet and purchase suitable furniture.

The site already employs caretaking and cleaning staff but there would be a potential on cost in terms of administration time to organise bookings, catering etc.

The drawback is parking. There exists a perennial parking problem in the vicinity of the Delyn site. If the meeting/ conference idea is to be pursued then we could explore the possibility of using the rear playground as a car park. This would involve:

- removing play equipment
- ensuring the area could support traffic
- laying access from the side of the building to the rear for vehicles

COST: To be explored but could be considered as part of a future 'invest to save opportunity' with future savings on the bookings of venues by the Directorate.

FLINTSHIRE COUNTY COUNCIL

AGENDA ITEM NUMBER: 17

REPORT TO: EXECUTIVE
DATE : 05 JANUARY 2010
REPORT BY: DIRECTOR OF LIFELONG LEARNING
SUBJECT : NOMINATIONS PROCESSES FOR LEA GOVERNORS

1.00 PURPOSE OF REPORT

1.01 To consider the nomination processes for LEA Governor appointments to schools.

2.00 BACKGROUND

2.01 In all schools, the power of nomination to LEA Governor vacancies is with the member of the Ward where the school is situated as confirmed by County Council policy (November 2008).

2.02 An LEA Governor Panel has been established which has the responsibility for ratifying the nominations of the LEA Ward members and considering disputes.

2.03 The Panel has 5 Members, 2 Independent, 1 Labour 1 Liberal Democrat and 1 Conservative, nominated by the respective Group Leaders.

2.04 The Ward member is asked to consider any skills gaps identified within the governing body of the school in considering who they should nominate to a vacant governorship. This may involve a discussion with the school's headteacher and/or chair of governors.

2.05 The Ward member is also asked to consider the following attributes when choosing his/her nomination: -

- nominee has a commitment to raising standards in the school to ensure the best possible education for its pupils;
- nominee understands accountability for the use of funding to ensure value for money;
- nominee has an attitude of fairness and an ability to act without prejudice and in accordance with statutory requirements;
- nominee has a commitment to attend regularly and to update their skills and knowledge on all aspects relating to their role.

2.06 For Church Aided, Welsh Medium and Secondary Schools consultation by the Ward member with neighbouring ward members is carried out prior to

Date: 22/12/2009

ratification by the Panel. The LEA provides administrative support for this consultation process.

- 2.07 For Community Primary Schools the requirement to consult neighbouring Ward members is removed where more than 75% of pupils at the school come from within the Ward.
- 2.08 The Panel considers any disputes arising from nominations requiring consultation with neighbouring Wards, and makes recommendations to the Executive with regard to dispute resolution.
- 2.09 The Panel also hears any request made to them to remove an LEA Governor in accordance with paragraph 27 of the Government of Maintained School (Wales) Regulations 2005; and makes a recommendation to the Director of Lifelong Learning accordingly.
- 2.10 Governors normally serve a 4 year term of office.
- 2.11 The Panel has met on 4 occasions during the period January to September 2009 and has ratified 79 LEA Governor nominations to schools.
- 2.12 Casework undertaken by the panel has revealed that for secondary schools the ward location of the building does not correlate with the wards from which pupils travel to attend the school.

3.00 CONSIDERATIONS

- 3.01 That the nomination process for LEA governorships be amended to reflect representation to secondary schools from the principal wards from which children attend the school, rather than prioritising wards in which the school is located, as follows:-
- 3.02 Secondary schools
LEA Governorship to be allocated in rotation to Flintshire Ward Members whose Wards admit the highest numbers of pupils to the secondary school starting with the Ward with the highest number of pupils.
- 3.03 Where there are two Members in a Ward, two nominations are allocated to the Ward and Members are asked to agree who is nominated to the first available vacancy. Where there is no agreement, the LEA Governors Panel will consider and adjudicate.
- 3.04 In the event of even numbers from two or more Wards, the nomination right goes to the Ward closest the school.
- 3.05 If a feeder Ward Member is ineligible (by virtue of holding a maximum of 2 LEA Governorships) or does not wish to be allocated a secondary school

LEA governorship, then the vacancy can be offered to the feeder Ward Member with the next highest number of pupils.

- 3.06 If the process at **3.05** is exhausted, the Ward Member in whose Ward the school is situated can nominate to the vacancy.
- 3.07 Primary schools
The right of nomination to remain with Ward Member(s) in whose Ward the school is situated with consultation required with feeder Ward Member(s) if 25% or more pupils are admitted from a feeder Ward(s).
- 3.08 Primary Welsh Medium and Diocesan schools and the specialist schools
The right of nomination to remain with Ward Member(s) in whose Ward the school is situated but consultation required with Ward Member(s) of those Wards who admit more than 25% of pupils.
- 3.09 Confirmation at **3.02** by Director of Lifelong Learning and reported for information to next meeting of the LEA Governors Panel.
- 3.10 Nominations at **3.07** and **3.08** to be ratified by the LEA Governors Panel who shall consider and adjudicate on any objections arising from consultation or disputed nominations.
- 3.11 Pupil numbers by Ward to be revised following County Council elections.
- 3.12 The proposed changes, if approved, will allow for a disputed nomination to LEA Governorship vacancies at St. David's High School Saltney to be resolved.

4.00 RECOMMENDATIONS

- 4.01 That the existing policy be amended to allow for representation from Ward Members whose Wards admit the highest numbers of pupils to the secondary schools starting with the Ward with the highest number of pupils.

5.00 FINANCIAL IMPLICATIONS

- 5.01 None.

6.00 ANTI POVERTY IMPACT

- 6.01 None.

7.00 ENVIRONMENTAL IMPACT

- 7.01 None.

8.00 EQUALITIES IMPACT

8.01 None.

9.00 PERSONNEL IMPLICATIONS

9.01 None.

10.00 CONSULTATION REQUIRED

10.01 None.

11.00 CONSULTATION UNDERTAKEN

11.01 LEA Governors Panel at their meeting scheduled for 4 December 2009.

12.00 APPENDICES

12.01 Appendix 1 - Allocation of LEA Governorships by feeder wards to secondary schools excluding St Richard Gwyn and Maes Garmon in schools.

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985
BACKGROUND DOCUMENTS

The School Standards & Framework Act 1998
The Code of Practice on LEA/school relations 1999
The Government of Maintained Schools (Wales) Regulations 2005

Contact Officer: Ian Budd
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APPENDIX 1

ALLOCATION OF LEA GOVERNORSHIPS BY FEEDER WARDS TO SECONDARY SCHOOLS

SCHOOL	LEA GOVERNORSHIPS AS PER INSTRUMENT OF GOVERNMENT	FEEDER WARDS ALLOCATED LEA GOVERNORSHIP
BUCKLEY ELFED	5	BISTRE WEST
		BISTRE WEST
		BUCKLEY PENTROBIN
		BUCKLEY PENTROBIN
		BUCKLEY BISTRE EAST
CONNAHS QUAY	5	CONNAHS QUAY GOLFTYN
		CONNAHS QUAY GOLFTYN
		CONNAHS QUAY SOUTH
		CONNAHS QUAY SOUTH
		CONNAHS QUAY CENTRAL
JOHN SUMMERS	4	SHOTTON HIGHER
		SEALAND
		SHOTTON EAST
		QUEENSFERRY
FLINT	4	FLINT COLESHILL
		FLINT COLESHILL
		FLINT TRELAWNY
		FLINT TRELAWNY
HAWARDEN HIGH	5	EWLOE
		EWLOE
		ASTON
		ASTON
		MANCOT
HOLYWELL HIGH	5	GREENFIELD
		HOLYWELL WEST
		MOSTYN
		HOLYWELL EAST
		HOLYWELL CENTRAL
CASTELL ALUN	5	PENYFFORDD
		PENYFFORDD
		HOPE
		LEESWOOD

		HIGHER KINNERTON
MOLD ALUN	5	MOLD SOUTH
		MOLD BRONCOED
		MOLD WEST
		NORTHOP
		MOLD EAST
ARGOED	4	NEW BRIGHTON
		ARGOED
		BUCKLEY BISTRE WEST
		BUCKLEY BISTRE WEST
SALTNEY	4	SALTNEY STONEBRIDGE
		BROUGHTON SOUTH
		BROUGHTON SOUTH
		BROUGHTON NORTHEAST

DRAFT

FOR INFORMATION

FLINTSHIRE COUNTY COUNCIL

REPORT TO: EXECUTIVE
DATE: 5th JANUARY, 2010
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

<u>Directorate</u>	<u>Subject</u>
Chief Executive	Approval of applications to the Community Chest 2009/10 – Round 2
Lifelong Learning	Greenfield Valley Heritage Park – charges for 2010 season.
Community Services	Approval of a temporary post of Accounts Payable and Received Officer to undertake duties arising from the transfer of responsibilities from the former Education, Children's Services and Recreation Directorate. (Temporary post pending the outcome of the corporate Finance Review).

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:-

Human Resources and Organisational Development Update

- HRMIS Update
(Phase 2 of HRMIS has not been embarked on because of other competing priorities. An update report will be provided on planned steps during the early part of 2010)

Environment Update

- Response to Representations on the Proposed Modifications to the UDP
(This report requires a special Executive and County Council to consider it. These will take place early in the new year)
- ERDF Shotton Station
(Deferred until 26 January. The report is being re-drafted following notification from W.E.F.O that the bid was unsuccessful)

Lifelong Learning Update

- School Modernisation
(Deferred until 26 January as consultation period was extended)

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 	Strategic	Housing Strategy and Planning
		<ul style="list-style-type: none"> ○ ERDF Shotton Station 	Operational	Environment, Regeneration & Tourism
	Lifelong Learning	<ul style="list-style-type: none"> ○ School Admission Arrangements 2011 	Strategic	Education & Youth Services
		<ul style="list-style-type: none"> ○ School Modernisation 	Strategic	Education & Youth Services
26 January 2010	Chief Executive	<ul style="list-style-type: none"> ○ Single Equality Scheme Proposals 	Strategic	Corporate Management & Strategy
		<ul style="list-style-type: none"> ○ Local Government Measure: Consultation Response 	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) ○ Capital Programme 2009/10 (Month 9) ○ Prudential Indicators 2010/11 ○ Minimum Revenue Provision 2010/11 ○ Procurement Strategy Update 	Operational	Finance & Asset Management
			Operational	Finance & Asset Management
			Operational	Finance & Asset Management
			Operational	Finance & Asset Management
			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: 05 January 2010

AGENDA ITEM NO: 20

REPORT OF: (Director of originating Department)

Director of Lifelong Learning

SUBJECT:

NORTH EAST WALES SCHOOLS LIBRARY SERVICE - PROPOSED NEW STAFFING STRUCTURE

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

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

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* 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: NORTH EAST WALES SCHOOLS
LIBRARY SERVICE - PROPOSED NEW
STAFFING STRUCTURE

AUTHOR: Lawrence Rawsthorne

**MEETING AND DATE
OF MEETING:** Executive on 05 January 2010

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 with the authority as dealing with new staffing 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: 27/11/2009