

**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 <sup>COO</sup>

Date / Dyddiad 03/03/2010

Ask for / Gofynner am Nicola Gittins

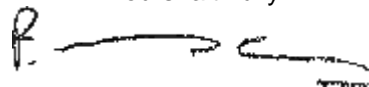
Direct Dial / Rhif Union 01352 702345

Fax / Ffacs

Dear Sir / Madam,

A meeting of the **EXECUTIVE** will be held in the **CLWYD COMMITTEE ROOM, COUNTY HALL, MOLD** on **TUESDAY, 09 MARCH 2010** at **09:30** to consider the following items.

Yours faithfully



Democracy and Governance Manager

### **AGENDA**

1. **APOLOGIES**

2. **MINUTES**

To confirm as a correct record the minutes of the meetings held on 16 February 2010 and 17 February 2010 (copies enclosed).

3. **DECLARATIONS OF INTEREST**

TO CONSIDER THE FOLLOWING REPORTS

**STRATEGIC REPORTS**

4. **RESPONSES TO UDP PROPOSED MODIFICATIONS  
REPRESENTATIONS AND ADOPTION PROCESS**

Report of the Director of Environment - Portfolio of the Executive Member for  
Housing Strategy and Planning

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County Hall, Mold. CH7 6NA  
Tel. 01352 702400 DX 708591 Mold 4  
[www.flintshire.gov.uk](http://www.flintshire.gov.uk)  
Neuadd y Sir, Yr Wyddgrug. CH7 6NR  
Ffôn 01352 702400 DX 708591 Mold 4  
[www.siryfflint.gov.uk](http://www.siryfflint.gov.uk)

5. NORTH WALES ADOPTION SERVICE  
Report of the Director of Community Services - Portfolio of the Executive Member for Social Services
6. SHORTBREAK PROVISION AT AROSFA  
Report of the Director of Community Services - Portfolio of the Executive Member for Social Services
7. THE PRIVATE SECTOR HOUSING RENEWAL & IMPROVEMENT POLICY 2010  
Report of the Director of Community Services - Portfolio of the Executive Member for Housing Strategy and Planning
8. CIVIL PARKING ENFORCEMENT  
Report of the Director of Environment - Portfolio of the Deputy Leader and Executive Member for Environment and Regeneration and Tourism
9. POST 16 EDUCATIONAL PROVISION  
Report of the Director of Lifelong Learning - Portfolio of the Executive Member for Education and Youth Services

**OPERATIONAL REPORTS**

10. QUARTER 3 PERFORMANCE REVIEW 2009/10  
Report of the Chief Executive - Portfolio of the Executive Member for Corporate Management and Strategy
11. CAPITAL PROGRAMME 2009/10 (MONTH 9)  
Report of the Head of Finance - Portfolio of the Leader and Executive Member for Finance and Asset Management
12. 2011 CENSUS  
Report of the Chief Executive - Portfolio of the Executive Member for Corporate Management and Strategy
13. FLINTSHIRE REGISTRATION SERVICE - REVIEW OF FEES  
Report of the Head of ICT and Customer Services - Portfolio of the Executive Member for Corporate Management and Strategy
14. WELSH ASSEMBLY GOVERNMENT (WAG) CONSULTATION "PAYING FOR CARE"  
Report of the Director of Community Services - Portfolio of the Executive Member for Social Services
15. PROPOSED AMALGAMATION OF INFANT AND JUNIOR SCHOOLS - MYNYDD ISA  
Report of the Director of Lifelong Learning - Portfolio of the Executive Member for Education and Youth Services
16. PROPOSED AMALGAMATION OF INFANT AND JUNIOR SCHOOLS - BROUGHTON

Report of the Director of Lifelong Learning - Portfolio of the Executive Member for Education and Youth Services

17. OUT OF COUNTY BUDGET REVIEW

Report of the Director of Lifelong Learning and Director of Community Services - Portfolio of the Executive Member for Education and Youth Services

18. ESTYN INSPECTION REPORT - ACTION PLAN

Report of the Director of Lifelong Learning - Portfolio of the Executive Member for Education and Youth Services

19. LETTINGS CHARGES - YOUTH CENTRES

Report of the Director of Lifelong Learning - Portfolio of the Executive Member for Education and Youth Services

20. EXERCISE OF DELEGATED DECISIONS

Report of the Chief Executive enclosed.

21. FOR INFORMATION

A copy of the Executive Forward Work Programme (months 11/09 to 04/10) together with an update are enclosed for information

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

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

22. SECURITY/CARETAKING SERVICE REDESIGN

Report of the Director of Lifelong Learning - Portfolio of the Executive Member for Education and Youth Services

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).

23. ORGANISATIONAL REDESIGN - HEAD OF CULTURE AND LEISURE

Report of the Director of Lifelong Learning - Portfolio of the Executive Member for Education and Youth Services and Executive Member for Leisure and Public Protection and Clean Team Activity and Theatre Clwyd

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

24. DEESIDE LEISURE CENTRE: APPOINTMENT OF DEVELOPMENT PARTNER

Report of the Director of Lifelong Learning - Portfolio of the Executive Member for Leisure and Public Protection and Clean Team Activity and Theatre Clwyd

**EXECUTIVE**  
**16 FEBRUARY 2010**

Minutes of the meeting of the Executive of Flintshire County Council held at County Hall, Mold on Tuesday, 16 February, 2010.

**PRESENT: Councillor A. Woolley (Chairman)**

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

**ALSO PRESENT:** Councillors: J.B. Attridge, R. Baker, Q.R.H. Dodd, J. Falshaw and D. Mackie

**IN ATTENDANCE:**

Chief Executive, 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, Head of Development and Resources and Head of Committee, Member and Electoral Services.

Mr Stephen Penny, the Project Director for the North Wales Regional Waste Treatment Partnership and Mike Reid of Grant Thornton were present for Agenda Items 19, 20, 21 and 22 (North Wales Residual Waste Treatment Project).

**APOLOGY** – Councillor C. Ellis

The Chief Executive referred to the absence of the Director of Community Services who had been granted extended special leave.

**251 MINUTES**

The minutes of the meeting held on 22<sup>nd</sup> December 2009 and 26<sup>th</sup> January 2010, were confirmed as a correct record.

**252. DECLARATIONS OF INTEREST**

Councillor Arnold Woolley declared a personal non-prejudicial interest in respect of Agenda Items No 19, 20, 21 and 22 (reports of the Director of Environment and the Chief Executive of the North Wales Residual Waste Treatment Project) as a Director of Zero Waste Alliance UK and Councillor Nancy Matthews for the same items as a Member of the Joint Committee of the North Wales Regional Waste Partnership.

Councillor N.R. Steele-Mortimer declared an interest in respect of Agenda Item No. 15 (report of the Director of Environment) on the Rural Development Plan for Wales – Bid for Funding for Regeneration Projects as a representative on the Flintshire Rural Partnership.

## **253. GENERAL FUND REVENUE BUDGET 2010-11**

The Head of Finance presented a joint report with the Chief Executive which proposed a General Fund Revenue Budget for 2010/11 with details of proposals to meet the previously reported budget gap, following consultation with all Overview and Scrutiny Committees and the School Budget Forum. The report also advised on the proposed schools budget to be notified to the Welsh Assembly Government.

The Head of Finance referred to the initial budget proposals for 2010/11 which had been agreed by the Executive on 22<sup>nd</sup> December 2009 and referred to all Overview and Scrutiny Committees for consideration.

The Overview and Scrutiny Committees had met between 18<sup>th</sup> January and 1<sup>st</sup> February 2010 and the Chief Executive and herself with the relevant Director/Corporate Head of Service had made a presentation on the overall budget proposals, together with details of pressures and efficiencies relevant to each individual Committee.

Members had offered comments and asked a number of questions in order to clarify issues and concerns and a summary of these, together with responses of officers, and were set out in Appendix 12 to the report. Most of this information was contained in the report but there were a number of matters which required further review and this information would be sent out to Members later in the week. (Copies were available at the meeting if required by Members.)

The Head of Finance referred to the Overview and Scrutiny consultation process and that the Lifelong Learning Overview and Scrutiny Committee had recommended that the Executive look at providing match funding to Town/Community Councils, as partners, for play facilities in 2010/11. It was therefore proposed to increase the budget by £0.061m on a recurring basis to provide matched funding to facilitate improvement works at an estimated five areas per annum, including recurring maintenance costs.

After including this additional item of expenditure, the projected budget shortfall was £0.447m. This shortfall had now been addressed and it was recommended that the final budget proposals incorporate a number of adjustments.

- A 1% reduction in the price inflation allocation to zero, with the exception of education and commissioned care related expenditure where a 1% allocation had been maintained, this adjustment would reduce price inflation by £0.163m.
- A £0.244m reduction in the central loans and investment account pressure was recommended from £0.695m to £0.451m.
- Additional efficiencies resulting from the cessation of staff catering facilities at County Offices, Flint had totalled £0.040m.

As a result of these changes, the total expenditure now equated to the total funding figure of £278.005m as reported to the Executive on 22<sup>nd</sup> December 2009.

The Chief Executive referred to the thorough budget process and welcomed the consideration by the Overview and Scrutiny Committees. Following the

adjustments made, a balanced budget was now proposed. The revised proposals reflected the increase budget to provide match funding for improvement works at five play areas which had been a direct response to Members concerns. In conclusion, he emphasised the need to give early and urgent consideration to the future budgets considerations as soon as the 2010/11 budget was agreed.

## **RESOLVED**

- (a) That it be recommended to the County Council on 2<sup>nd</sup> March 2010;
- i. that the 2010/11 General Fund Revenue Budget requirement be set at £240,407,500 which was £739,418 below the calculated Standard Spending Assessment (paragraph 3.06);
  - ii. that there be a 3.3% increase in Council Tax at Band D and an assumed 99% collection rate (paragraph 3.07);
  - iii. the inclusion of Improvement Agreement Grants of £1.482m in the budget (paragraph 3.08);
  - iv. that the budget be adjusted to reflect the actual level of specific grant received (paragraph 3.09);
  - v. that items of non-standard inflation are only allocated out to services when the actual increase in cost is known (paragraph 3.12);
  - vi. that the levels of inflation assumed in the budgets (paragraphs 3.10 – 3.13);
  - vii. the amounts included in the budget relating to transfers into and out of the settlement (paragraph 3.14);
  - viii. the inclusion of £8.081m of pressures to be funded from base budget provision (paragraph 3.15 and Appendix 4 a-d);
  - viii. that the practice adopted since 2004/05 continues and that resources to fund new pressures be approved for the purposes set out and any proposals to vary the use of sums allocated, are to be subject of a further report to Executive (paragraph 3.15);
  - x. the inclusion of pressures totalling £0.352m to be funded from the contingency reserve (paragraph 3.16 and Appendix 5);
  - xi. the inclusion of efficiencies of £6.151m in the budget (paragraph 3.18 and Appendix 7 a-b);
  - xii. that if it should become apparent that achievement of any of the savings (in full or in part) is proving to be not as anticipated that this be dealt with corporately, with the Corporate Management Team bringing alternatives to Executive for consideration (paragraph 3.18);

- (b) That the Executive note that the effect of the budget proposals would be to increase the budget requirement by £7.073m over the level in 2009/10 and increase the Band E Council Tax rate by 3.3% on the level in 2009/10.

#### **254. GENERAL FUND CAPITAL PROGRAMME 2010 WEEK 11 TO 2013/14**

The Director of Environment presented a joint report of the Head of Finance, Chief Executive, Director of Community Services, Director of Environment and Director of Lifelong Learning. The report provided details of the proposed General Fund Capital Programme for the period 2010/11 to 2013/14 following consultation with the Corporate Management Overview and Scrutiny Committee.

The Director referred to the proposals for the General Fund Capital Programme 2010/11 to 2013/14 which had been reported to the Executive on 22<sup>nd</sup> December 2009 and were recommended for approval to the County Council on 2<sup>nd</sup> March 2010 subject to consultation with the Corporate Management Overview and Scrutiny Committee. This Committee had met on 26<sup>th</sup> January and a number of comments had been made and a number of questions asked. Details, together with the responses provided, were set out in Appendix B to the report.

During the consultation, concern had been expressed on the level of resources available and there was, therefore, a need to be aware of alternative funding sources.

The Chief Executive referred to national government predictions that capital would reduce by approximately 50% in the public sector and there was, therefore, a need to seek alternative means in raising additional funding to fund priorities and strategies, such as prudential borrowing, and to have strategies available which would meet Welsh Assembly Government funding priorities and guidelines.

#### **RESOLVED**

That the Executive agrees the General Fund Capital Programme 2010/11 to 2013/14 for recommendation to the County Council on 2<sup>nd</sup> March 2010.

#### **255. HOUSING REVENUE ACCOUNT 2010/11**

The Head of Development and Resources presented the report of the Head of Finance and Director of Community Services for the Housing Revenue Account (HRA) budget proposals for the 2010/11 financial year. It included proposed rent and service charge increases, key areas of income and expenditure, and the level of closing balance at the year end. The details followed consultation with the Community and Housing Overview and Scrutiny Committee and needed to be recommended to the Council.

The HRA proposals had been considered by the Executive on 26<sup>th</sup> January and had been referred to the Community and Housing Overview and Scrutiny Committee which had met on 1<sup>st</sup> February 2010. A summary of the questions raised at this meeting and the responses were included at Appendix 5 to the report. The HRA summary, as set out at Appendix 1, remained the same as previously reported to the Executive on 26<sup>th</sup> January.

The Head of Finance referred to the 26<sup>th</sup> January Executive when final determinations on the rent levels from the Welsh Assembly Government were still awaited and reported. These had now been received and there were no changes from the consultation document. The recommendation of the report was to recommend the proposals to the County Council on the 17<sup>th</sup> February which would enable consultation with all tenants over any rent increases which had to take place and must be at least 28 days before any rent increase was due to come into effect.

**RESOLVED**

That it be recommended to County Council on 17<sup>th</sup> February that:

- (a) The proposed HRA budget for 2010/11 as set out in Appendix 1 incorporating the proposals in Appendix 2 and the pressures and efficiencies in Appendix 3;
- (b) That the level of rent and service charges for 2010/11 be as set out in paragraphs 3.01 – 3.03; and
- (c) That the level of projected balances at 31<sup>st</sup> March 2011 of 5% of total expenditure.

**256. HOUSING REVENUE ACCOUNT CAPITAL PROGRAMME 2010/11**

The Head of Development and Resources presented the joint report of the Head of Finance and Director of Community Services which provided details of the proposed HRA Capital Programme 2010/11 following consultation with the Community and Housing Overview and Scrutiny Committee. He referred to the Community and Housing Overview and Scrutiny Committee meeting on 1<sup>st</sup> February 2010 and to a number of comments that had been made and a number of questions asked, details of which together with the responses provided, were included in Appendix B to the report.

The final HRA Capital Programme 2010/11 was proposed on the basis of available funding of £7.871m and details of all programmed schemes were provided in Appendix 8 to the report which had been amended to reflect some adjustments and a copy was tabled at the meeting.

The Head of Finance referred to the adjustments made to take account of comments made at the Overview and Scrutiny Committee and Members were still being consulted on the broad programme.

**RESOLVED:**

That the HRA Capital Programme 2010/11 be agreed for recommendation to the County Council on 17<sup>th</sup> February 2010.



**257. TREASURY MANAGEMENT POLICY AND STRATEGY STATEMENT 2010/11**

The Head of Finance presented a report which sought approval to recommend to the County Council to adopt the CIPFA Treasury Management Code of Practice 2009 and to approve the Treasury Management Policy and Strategy Statement including key indicators, limits and investment strategy for 2010/11.

The Head of Finance referred to the meeting of the Audit Committee on 22<sup>nd</sup> January 2010 which had reviewed the Treasury Management Policy and Strategy Statement and Treasury Management Practices. A training session had been arranged prior to the Committee and had been undertaken by the Council's Treasury Management Advisers.

**RESOLVED**

- (a) That it be recommended to the County Council that it adopts the CIPFA Treasury Management Code of Practice 2009 and as such adopts the clauses in 3.07 of the attached Audit Committee report on financial procedures;
- (b) That it be recommended to the County Council that it approves the Council's Treasury Management Policy and Strategy Statement for 2010/11 which included all Treasury Management indicators and limits required by CIPFA and Welsh Assembly Government; and
- (c) That it be recommended that the new investment strategy be implemented immediately after approval by the County Council.

**258. PRUDENTIAL INDICATORS 2010/11 TO 2012/13**

The Head of Finance presented a report which set out proposals for setting a range of Prudential Indicators in accordance with the Prudential Code for Capital Finance in Local Authorities (the Prudential Code).

The Head of Finance referred to the background to the report and that Local Authorities were required by Regulation to have regard to the Prudential Code when carrying out their duties under Part 1 of the Local Government Act 2003. CIPFA had recently issued a fully revised second edition of the Code (2009) with a refocusing of attention towards capital planning and asset management aspects of capital investment.

**RESOLVED:**

That it be recommended to the County Council on 17<sup>th</sup> February 2010:

- (a) The Prudential Indicators as detailed in section 3 of the report:
  - Capital expenditure (section 3.05)
  - Ratio of financing cost to net revenue stream (section 3.06)

- Incremental impact of capital investment decisions on the Council Tax (section 3.07)
  - Incremental impact of capital investment decisions on Housing Rents (section 3.07)
  - Capital financing requirement (section 3.08)
  - Net borrowing and the capital financing requirement (section 3.10)
  - Authorised limit for external debt (section 3.11 and 3.13)
  - Operational boundary for external debt (section 3.12)
  - Adoption of CIPFA Treasury Management in the public services : Code of Practice and Cross Sectoral Guidance Notes (section 3.14); and
- (b) Delegated Authority for the Head of Finance to effect movements between the separately agreed limits within the authorised limit for external debt and the operational boundary for external debt (sections 3.11 and 3.12)

**259. MINIMUM REVENUE PROVISION 2010/11**

The Head of Finance presented a report which outlined the proposals for the setting up of a prudent minimum revenue provision for the repayment of debt in 2010/11 as required under the Local Authority's (Capital Finance Accounting) (Wales) (Amendment) Regulations 2008.

The report outlined the options for prudent provision which were regulatory methods; capital financing requirements; asset life method and depreciation method.

**RESOLVED:**

That it be recommended to the County Council on 17<sup>th</sup> February 2010:

- (a) Option 1 – (Regulatory Method) be used for the calculation of the minimum revenue provision in 2010/11 for all supported borrowing; this represents a continuation of the approved and adopted Policy for 2009/10; and
- (b) Option 3 (Asset Life Method) be used for the calculation of the minimum revenue provision in 2010/11 for all unsupported (prudential) borrowing; this would also represent a continuation of the approved and adopted policy for 2009/10.

**260. SCHOOL ADMISSION ARRANGEMENTS 2011**

The Executive Member for Education and Youth Services introduced a report of the Director of Lifelong Learning which advised on the outcome of the statutory consultation exercise on the admission arrangements for September 2011 and to recommend submission to the County Council on 17<sup>th</sup> February 2010 for approval.

The Executive Member referred to the Council's Policy on nursery admissions which had been amended by the Council the previous year and would take effect for September 2010 nursery admissions. The impact of the change of policy would be monitored in terms of the number of refusals compared to previous years. He also referred to concerns about the County Council's Transport Policy which, although separate from admissions, could be an influential factor in determining parental preference. The implementation of the Transport Policy was currently being investigated in detail with the Members concerned in order to resolve these issues.

The Director of Lifelong Learning reported that the vast majority of parental preferences were met and the number of appeals in Flintshire was low. There were, however, a number of "hot spots"; these would be addressed through the School Modernisation Strategy and the Transport Policy as referred to by the Executive Member. In regard to the statutory consultees, there had been no specific responses to the Policy.

**RESOLVED:**

That the proposed admission arrangements for September 2010, as attached to the report, be agreed.

**261. REVENUE BUDGET MONITORING 2009/10 (MONTH 9)**

The Head of Finance presented a report which provided the updated Revenue Budget monitoring information at month 9 for the General Fund and the Housing Revenue Account in 2009/10.

The Head of Finance referred to the discussions at the meeting of the Corporate Management Overview and Scrutiny Committee the previous day regarding efficiencies and in-year budget monitoring and that a summary of this would be sent out to all Members.

The projected position at month 9 was a net overspend of £0.208m on the General Fund compared to an overspend of £0.322m at month 7 and a net overspend of £0.100m on the Housing Revenue Account compared with £0.434m at month 7. She explained that the month 8 monitoring report was initially scheduled to be reported to this meeting but officers had been able to finalise the information for month 9 and it was appropriate to report the very latest information to this meeting. The significant in-year projected variances were detailed in the Appendices to the report and reference was made to the severe weather conditions throughout January which had resulted in a number of additional pressures across a range of Council services. At this stage, the additional costs were £0.322m and work was ongoing to identify other costs which had resulted from the severe weather which had impacted on other Council services. Paragraphs 3.05 to 3.08 provided an overview of the movements between month 7 to month 9.

The Head of Finance referred to the Housing Revenue Account and the main reason for the reduced overspend related to the funding of stock option costs. Provision had been made in the 2009/10 HRA budget for potential costs of £0.5m

stock option activities. Based on the previous WAG Housing Transfer Guidelines, such costs could be deemed to be chargeable to the HRA. However, the latest version of the transfer guidelines made it clear that the majority of costs would be reimbursed by WAG. A small amount for statutory consultation costs would be met by the Council but this would be borne by the General Fund. This had resulted in a significant saving to the HRA in 2009/10 and beyond.

The Chief Executive emphasised the importance of this report in relation to the current financial year and also referred to the Corporate Management Overview and Scrutiny Committee of the previous day and the need to manage efficiencies and to identify efficiencies for the next financial year. As a result, continued discipline would be required on budget management for future years.

**RESOLVED:**

- (a) That the overall report be noted;
- (b) That the carry forward of funding in respect of fire risk assessment works (paragraph 3.10) be approved;
- (c) That the General Fund contingency sum available as at 31<sup>st</sup> March 2010 (section 5) be noted; and
- (d) That the projected final level of balances on the Housing Revenue Account (paragraph 6.05) be noted.

**262. WORKFORCE INFORMATION REPORT**

The Head of Human Resources and Organisational Development presented the third quarter Workforce Information reports for head count, establishment, diversity summary and absence.

It was reported that the employee turnover figures which were normally provided as part of this report, had not been included as the data had been adversely impacted by essential cleansing work on “starters” and “leavers” on the Midland Trent system. The figures would, however, be reinstated for the quarter 4 report.

The sickness absence figures had increased for the third quarter and at 3.26 days lost (fte calculation) represented 6.13%, an increase from the previous quarter and an anticipated trend given the time of year. The Council was compared absence rates with other local authorities across North Wales for the first two quarters in 2009/10. A table at paragraph 3.08 of the report provided a comparison with Denbighshire, Gwynedd and Wrexham which indicated that Flintshire was on a par with the other three local authorities.

The Head of Human Resources and Organisational Development referred to the development of an attendance management policy and attendance management strategy as part of the revised People Strategy which had been endorsed by the Corporate Management Team and the implementation process was underway across the organisation. The strategy provided clear guidance as to

the roles and responsibilities of all parties in managing attendance effectively and it was intended that this would be implemented and fully operational by 1<sup>st</sup> April 2010.

The Executive Member of Environment, Regeneration and Tourism sought clarification as to whether there were any targets in mind for reducing absenteeism; the effectiveness of the proposed strategy; the working relationship and assistance with the Trade Unions and suggested that a Member-Officer Workshop be held when further information could be provided on the strategy. He made particular reference on the longer term sickness rates which could distort the overall figures.

In response to the questions raised, the Chief Executive referred to targets to be set for attendance, and to an all Wales discussion on the efficiency savings that could be achieved through reducing sickness and absence rates. The Corporate Management Team was setting a 1-2% improvement in 2010/11 but this would need a concerted approach and manager support. He welcomed the suggestion to hold a Workshop and confirmed the excellent relationships with the Trade Unions who could also be invited to the Workshops. These would be an investment in training and development of Managers in the process and there would be senior management support to Managers in their roles.

The Head of Human Resources and Organisational Development referred to the comparisons with other authorities and whilst the benchmark data provided in the report was a starting point, it would be appropriate to compare Flintshire's performance with the best performing Councils.

#### **RESOLVED:**

That the workforce information for the third quarter, be noted.

#### **263. MATRIX CONTRACT UPDATE (MANAGED AGENCY STAFF SOLUTION)**

The Executive Member for Corporate Management and Strategy introduced the Head of Human Resources and Organisational Development report which provided an update on the contract for the provision of agency workers. This report was an excellent example of collaboration between local authorities and the benefits that could be achieved.

The Head of Human Resources and Organisational Development referred to the report and to the improving position and that there was a steadily decreasing trend from 249 agency workers for October to 172 agency workers for December. The report also provided details of the length of placement of agency workers and whilst the majority of placements were for less than six months and between six and twelve months there were a number that had been placed for over twelve months and work was being undertaken with Directors to address this.

The Head of Human Resources and Organisational Development referred to the financial implications in the report and the projected savings of £217,000 which had been approved for the 2009/10 financial year. The net savings for the third quarter were £90,037.13 which indicated that the Council had already exceeded the projected savings for 2009/10 with a total net savings made for the first three quarters of £232,266.09.

The Chief Executive welcomed the progress being made and referred to the comments made by the Executive Member on collaboration with other authorities. There was a need to promote this project nationally as the Welsh Assembly Government was looking for projects that could be replicated, such as this project.

**RESOLVED:**

That the update be noted and the approaches being taken to manage the use of agency workers more closely and to explore further options for increasing efficiency savings for Flintshire, be endorsed.

**264. RURAL DEVELOPMENT PLAN FOR WALES – BID FOR FUNDING FOR REGENERATION PROJECTS**

The Executive Member for Environment, Regeneration and Tourism introduced the Director of Environment's report which sought Executive approval to submit funding applications to the Welsh Assembly Government's Rural Development programme to support projects in the Flintshire Rural Development area.

The Director of Environment referred to his comments made earlier in the meeting on the need to find alternative funding sources and this report was an example. The Welsh Assembly Government had invited expressions of interest for projects under the Rural Development Plan for Wales programme for delivery in the period 2011/2013 and expressions of interest needed to be made by 1<sup>st</sup> March 2010. It was proposed that formal expressions of interest be submitted in respect of Flintshire Destinations, Linking Flintshire's Communities and the Flintshire Rural Flecsi service and details of each project were contained in the report. If the Welsh Assembly Government support was forthcoming, then a business case for each project would be submitted at a later date.

**RESOLVED:**

That the proposal to submit expressions of interest for the projects, be supported.

**265. COUNTY COUNCIL DIARY OF MEETINGS 2010/11**

The Executive Member for Corporate Management and Strategy presented the Chief Executive's report on the diary of meetings for 2010/11 which was set out as an attached schedule to the report and which was recommended for approval to the County Council.

The Chief Executive referred to the adjustments that had been made to the schedule of meetings and the recommendation to hold Executive on a four weekly cycle which would enable more timely reporting to Overview and Scrutiny Committees. The draft diary had been based on the resolution of the Constitution Committee of 17<sup>th</sup> December 2009 for People and Performance and Corporate Management Overview and Scrutiny Committees to be merged into one Committee called Corporate Overview and Scrutiny Committee. However, the resolution of the

Constitution Committee would not be considered by the County Council until the Annual Meeting and if the recommendation was not adopted, the dates would revert back to meetings for the original Overview and Scrutiny Committees. In addition, and where possible, meetings had been avoided in the main school holidays.

The Chief Executive referred to the cycle of County Council meeting dates and it was recognised that they needed to be reviewed. In drafting the diary, it was suggested that the usual 10 weekly County Council meetings be combined with those meetings required on specific dates for items such as the Statement of Accounts. This was suggested to avoid meetings being held in close proximity. In drafting the diary this way, there were 5 meetings of the County Council scheduled.

In the original draft, a date was included for a County Council meeting in December for receiving the Annual Letter. As this is no longer a requirement in this form, the proposed date for this special Council meeting to consider the Letter was deleted thereby creating the gap between September 2010 and March 2011 as referred to by Members.

At this juncture, the Chairman, referred to the impending retirement of Graham Connah the following week and thanked him for his service to the County Council and offered his best wishes for the future.

**RESOLVED:**

That the draft diary be agreed for adoption by the County Council subject to further consideration of the dates for meetings of the County Council.

**266. 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 - Granting of a 20 year Lease to Northop Hall Bowling and Tennis Club
- Disposal by way of Lease – Land for the provision of a Scout Group Hall with car parking off Church Lane, Gwernaffield
- Community Services - Mental Health Service – Next Steps – Approval to extend the service to people with mild/common mental health problems by increasing the number of support workers from 2 to 3 within the existing budget.

**267. NORTH WALES RESIDUAL WASTE TREATMENT PROJECT – OPTIONS APPRAISAL FOR FLINTSHIRE COUNTY COUNCIL**

The Executive Member for Waste Management, Strategy and Function introduced the joint report of the Director of Environment and Chief Executive which provided an overview of work undertaken to assess how the Council should

approach the treatment of its residual municipal waste in the future specifically as an individual Authority or in collaboration with the North Wales Authorities.

The Executive then received a presentation from Mr Steven Penny, the North Wales Regional Waste Treatment Project Director in relation to this report and the three other waste treatment project reports to be considered on the Agenda. The presentation included an introduction and context, the options appraisal and details of the Welsh Assembly Government targets from 2009/10 through to 2024/25. Information was provided on the Outline Business Case (OBC) reference project identification, the comparison between options and the financial aspects of the reference project or the do nothing option. Finally, reference was made to the inter-authority agreement between the partner authorities which set out the key principles and roles and responsibilities of each partner.

Mr Mike Reed, a representative of Grant Thornton outlined the financial implications and the need for a robust model to be explored.

The Chief Executive referred to the importance of the project, the business reasons for the partnership, and the robust models to be tested for the avoidance of risk, penalties and to conform with the Welsh Assembly Government guidelines. He explained that the other North Wales local authorities who were involved in the partnership were receiving similar reports and presentations in parallel.

**RESOLVED:**

That support for the NWRWTP Regional Partnership be confirmed as the option most likely to deliver best value for money for the Council in the future.

**268. NORTH WALES RESIDUAL WASTE TREATMENT PROJECT – INTER-AUTHORITY AGREEMENT**

The Head of Legal and Democratic Services presented the joint report of the Director of Environment and Chief Executive, the purpose of which was to seek approval of the Inter-Authority Agreement (IAA) between the five authorities collaborating in the North Wales Residual Waste Treatment Project. He explained that the IAA was at an advanced stage of completion by the North Wales Legal Officers but there was still some work to be undertaken to resolve minor details.

**RESOLVED:**

That the Inter-Authority Agreement attached at Appendix 1 to the report be endorsed and that the Head of Legal and Democratic Services be delegated powers to make amendments to the draft, in consultation with the Project Director and Executive Member for Waste Management and Strategy.

**269. NORTH WALES RESIDUAL WASTE TREATMENT PROJECT- OVERVIEW OF THE OUTLINE BUSINESS CASE**

The Executive Member for Waste Management, Strategy and Function introduced the joint report of the Director of Environment and Chief Executive which provided details on the Outline Business Case (OBC) for the North Wales Residual



Treatment Project and noted that the detailed Outline Business Case and appendices were to be considered as exempt agenda items later in the meeting and that specific approval of the Final Business Case would be required of the County Council.

**RESOLVED:**

- (a) That the report, as outlined, be accepted noting that the detailed Outline Business Case was contained within the agenda as a Part 2 exempt item;
- (b) To note that Council approval would be sought for moving to preferred bidder stage of the procurement and that approval of the Final Business Case to the Welsh Assembly Government, following completion of the procurement process and contract award; and
- (c) That the draft OJEU notice attached as appendix 3 to the report, be noted.

**270. 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 the joint report of the Director of Environment and Chief Executive which was considered to be exempt by virtue of paragraph 14 of Part 1 of Schedule 12A of the Local Government Act 1972 (as amended).

**271. NORTH WALES RESIDUAL WASTE TREATMENT PROJECT – OUTLINE BUSINESS CASE**

The Executive Member for Waste Management, Strategy and Function introduced the joint report of the Director of Environment and Chief Executive. The report provided a summary of the financial background information in relation to the Outline Business Case (OBC) for the North Wales Residual Waste Treatment Project and also included a copy of the Outline Business Case.

The Executive received a further presentation from Mr Steven Penny, the NWRWTP Project Director, which provided details on exempt information in relation to costs compared to budget.

**RESOLVED:**

That the recommendations as outlined in Section 4.00 of the report, be approved.

**272. DURATION OF MEETING**

The meeting commenced at 9.30 am and ended at 11.40 am.

**273. MEMBERS OF THE PRESS AND PUBLIC IN ATTENDANCE**

There were two members of the press in attendance.

.....  
Chairman

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

<b>EXECUTIVE</b>	<b>DATE: 16 February 2010</b>
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<b>MEMBER</b>	<b>ITEM</b>	<b>MIN. NO. REFERS</b>
Councillor A. Woolley Councillor N. R. Steele- Mortimer	General Fund Revenue Budget 2010/11	253

**EXECUTIVE**  
**17 FEBRUARY 2010**

Minutes of a Special meeting of the Executive of Flintshire County Council held at County Hall, Mold on Wednesday, 17 February, 2010.

**PRESENT: Councillor A. Woolley (Chairman)**

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

**IN ATTENDANCE:**

Chief Executive, Head of Legal and Democratic Services and Head of Committee, Member and Electoral Services.

**APOLOGIES:** Councillors H.D. Hutchinson and N. Matthews

**274. DECLARATIONS OF INTEREST**

No declarations of interest were made by Members.

**275. CONNAH'S QUAY, SHOTTON AND QUEENSFERRY NEIGHBOURHOOD RENEWAL DECLARATION**

The Chairman referred to the joint report of the Head of Housing and Chief Executive, the purpose of which was to make a formal decision on the Connah's Quay, Shotton and Queensferry neighbourhood renewal area declaration. He referred to the report considered at the County Council earlier in the afternoon by way of consultation and the County Council had supported that the Executive make the decision to approve the declaration of the Deeside renewal area.

**RESOLVED**

- (a) That the declaration of the Deeside renewal area for a period of 10 years (the boundaries of which were shown within the declaration report) be approved;
- (b) That the neighbourhood renewal declaration report be submitted to the Welsh Assembly Government;
- (c) That the proposed budget profile in year 1 (2010/11), take into account the fact that some adjustments may be necessary to address overall pressures within the programme as the initiative developed, be approved.

**276. DURATION OF MEETING**

The meeting commenced at 4.35 pm and ended at 4.45 pm.

**277. MEMBERS OF THE PRESS AND PUBLIC IN ATTENDANCE**

There were no members of the press and public in attendance.

.....  
Chairman

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

<b>EXECUTIVE</b>	<b>DATE: 17 February 2010</b>
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<b>MEMBER</b>	<b>ITEM</b>	<b>MIN. NO. REFERS</b>

## FLINTSHIRE COUNTY COUNCIL

AGENDA ITEM NUMBER: 4

**REPORT TO:**        **EXECUTIVE**  
**DATE :**            **09 MARCH 2010**  
**REPORT BY:**     **DIRECTOR OF ENVIRONMENT**  
**SUBJECT :**        **RESPONSES TO UDP PROPOSED MODIFICATIONS**  
                             **REPRESENTATIONS AND ADOPTION PROCESS**

### **1.00 PURPOSE OF REPORT**

- 1.01 This report presents the outcome of the consultation exercise carried out late in 2009 on the Proposed Modifications to the Emerging Flintshire Unitary Development Plan (EFUDP). The report details recommended responses to all of the representations made and seeks Members' approval for those responses. It also seeks, as a consequence of agreeing responses to representations, agreement to proceed to adopt the EFUDP.

### **2.00 BACKGROUND**

- 2.01 Members will be aware that a detailed report concerning each individual Inspector's recommendation and resulting Proposed Modifications was considered by the Executive and full Council at special meetings held on 14<sup>th</sup> July 2009, where it was resolved to accept the recommendations of the Inspector and publish the Proposed Modifications for consultation. This consultation took place between September and November 2009, and since that date officers have been summarising and considering the final representations made, and preparing recommended responses to be considered at a forthcoming special County Council meeting to be held on 9th March 2010.
- 2.02 Whilst the vast majority of the Modifications were considered by the Council and consulted on as proposed changes to the Plan, and then also considered at the UDP Public Inquiry, it is a requirement of the UDP regulations that all changes to the Deposit UDP are formally advertised as Proposed Modifications. In consulting on these Modifications, it was made clear that representations could only be made to the Modifications themselves, and not to any part of the original deposit Plan. It was also made clear that in considering representations at this late stage in the process, a particular focus for the Council will be to assess whether any new issues or evidence has been raised, which has not been considered before.
- 2.03 The Council received 653 individual representations to the Proposed Modifications, of which 463 (71%) were objections and 190 (29%) in support. Of the objections submitted, the vast majority (427, 92%) were submitted in relation to the housing chapter and within this, to several site specific matters in the Plan (often as multiple repeat objections), with only a relatively small

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Date: 03/03/2010

remaining number submitted to individual policy related Modifications elsewhere in the Plan.

### **3.00 CONSIDERATIONS**

- 3.01 Having carefully assessed the objections submitted to the Proposed Modifications, they are in the main related to housing site specific matters, continuing a trend found by the Inspector within previous stages in the Plan making process. In the vast majority of cases, these objections are focussed on raising detailed matters relating predominantly to the perceived impacts that development of UDP sites will have on the community. In doing so the vast majority are repeat matters already raised and heard at the UDP Inquiry, and are also in many cases strictly outside of the scope of the specific modification objected to. That said, in the interests of fairness and transparency, all representations have been accepted and responded to.
- 3.02 The breakdown of representations is as follows, listing individual sites where 10 or more related objections were submitted and raised the same or similar issues:

<b>Total Representations</b>	<b>653</b>
<b>Supporting Representations</b>	<b>190</b>
<b>Representations of Objection</b>	<b>463</b>
Of these:	
Non housing related objections	37
Total housing related objections	426
Sites with 10 or more objections:	
Bridge Farm, Hope	10
South of Retail Park, Broughton	11
Compound Site, Broughton	18
Rose Lane, Mynydd Isa	30
Fmr Sewage Works, Sychdyn	44
Overlea Drive, Hawarden	60
W of Wrexham Rd, Abermorddu	64
Ash Lane, Mancot	161

- 3.03 The details of each objection and the recommended responses are shown in the appendices to this report. However, to illustrate for Members the nature of the issues raised, the following are examples of points consistently made in representations:

- Lack of housing need;
  - Density of development;
  - Services and infrastructure;
  - Highways access and traffic;
  - Drainage and flooding;
  - Character and community facilities;
  - Wildlife and ecology.
- 3.04 In relation to these issues, they are in the main matters of detail relating to perceived impacts from the development of a particular site, rather than ones which question the planning principles behind its inclusion in the UDP. As such they are more appropriately dealt with at the development control stage, where in response to a planning application, matters relating to the design, density and layout of development, access, drainage, and open space for example, can be considered.
- 3.05 In relation to the responses received to the consultation from Statutory Consultees, Members are asked to note that both Environment Agency Wales and Dwr Cymru Welsh Water did not wish to make any further comments on the Proposed Modifications to the Plan as they were satisfied that previous comments made had been taken into consideration. More fundamentally, the Welsh Assembly Government have stated in correspondence that they are now satisfied that the Plan (as modified) is now fully compliant with national policy and guidance, and look forward to seeing the UDP adopted.
- 3.06 In summary, having assessed all representations received it is clear that in the vast majority of cases, representees have simply sought to reiterate their previous objections, and/or have raised detailed matters that are most appropriately dealt with at the development control stage. In the case of Ash Lane (MOD11/63), which received the greatest number of objections, this was an objection site put forward as an alternative to the deposit housing allocation in Mancot at Lower Ash Farm. It was considered at the Inquiry and the Inspector recommended that it be allocated for housing instead of the deposit allocation (which she recommended for deletion). Objections made to this Modification largely relate to issues that were considered fully by the Inquiry Inspector such as settlement growth, housing need, and adequacy of facilities and services. Other issues raised are considered to be matters of detail that can be adequately addressed through the development control process, for example drainage and highways.
- 3.07 It is considered therefore that the comments made during the Proposed Modifications consultation raise no new issues or evidence which would fundamentally undermine the principle of an allocation or the interpretation of a policy. Objectors have raised no substantive new issues or evidence which would warrant a re-opening of the Inquiry or require further modifications to be made. The recommendations proposed in the appendices to this report



therefore seek to take the Modifications forward to be incorporated into the adopted Plan.

- 3.08 The details of each objection and the recommended responses are shown in the appendices to this report. Appendix 1 comprises a detailed schedule of each individual representation made and is arranged in Plan order, referencing each objector and objection made by their unique identification references. In all cases the reasons for the representation are summarised in appendix 1 along with requested changes (where specified). In most cases where an objection on an individual point is made by only one or a small number of objectors, the response and recommendation is also shown in appendix 1.
- 3.09 In other cases, particularly where there are multiple objections of the same type to the same modification (usually in relation to specific housing sites) a composite response has been prepared to the issues raised by objectors in relation to specific sites (appendices 2-14). Each site's response is shown in a separate appendix with a list of the relevant objections listed on the fly sheet of each appendix. These appendices also contain a recommendation relevant to the objections dealt with for that site.
- 3.10 Should Members approve the recommendations, the next step is to publish a public notice of the Council's intention to adopt the Plan. After 28 days from the publication of this notice, a second notice will be published announcing adoption of the UDP, and this will also contain details of where the Plan is available for inspection, as well as details of the right to make a legal challenge and the timescales within which to do so.
- 3.11 The Council is also required to publish alongside the Plan, a Sustainability Appraisal/Strategic Environmental Assessment post adoption statement, which highlights how the Plan has been improved by the SA/SEA process and how the Plan will be monitored.
- 3.12 Following the above process, the Plan will have been adopted by June 2010, providing a single, up to date set of planning policies for use for development control purposes, and also in time to avoid any issues in relation to Waste Infraction. At this stage it will be possible for the Council to submit an application to the Welsh Assembly for approval to commence the LDP process, which will enable Members to influence the County's strategic land use planning development from 2015.
- 3.13 Members are asked to note that the appendices referred to in this report are extensive and have already been provided to all Members at their request on 2nd March 2010, to accompany the identical UDP report of the same title which is due to be considered at the meeting of the Special County Council also on the 9th March 2010. In the interests of efficiency and the avoidance of duplication, Members are respectfully requested to have available and make reference to those appendices when considering this item.

#### **4.00 RECOMMENDATIONS**

That Members:

- 4.01 Agree the recommended responses to the Proposed Modification representations contained within appendices 1 - 14 previously circulated.
- 4.02 Agree to give public notice of the Council's intention to adopt the Flintshire Unitary Development Plan as soon as possible following this meeting.
- 4.03 Give officers delegated authority to publish a notice of adoption of the UDP after 28 days from publishing the notice referenced in 4.02.
- 4.04 Give officers delegated authority to prepare the final version of the Plan for publication, including the need to address any final minor errors or matters of consistency that may come to light following this meeting.
- 4.05 That the recommendations in 4.01 to 4.04 be recommended for approval at the County Council on 9th March 2010.

#### **5.00 FINANCIAL IMPLICATIONS**

- 5.01 None arising from this stage in the process

#### **6.00 ANTI POVERTY IMPACT**

- 6.01 None

#### **7.00 ENVIRONMENTAL IMPACT**

- 7.01 The plan has been the subject of a detailed Sustainability Appraisal/Strategic Environmental Assessment which has identified improvements to the plan.

#### **8.00 EQUALITIES IMPACT**

- 8.01 None

#### **9.00 PERSONNEL IMPLICATIONS**

- 9.01 None

#### **10.00 CONSULTATION REQUIRED**

- 10.01 Advertisement of Intention to Adopt the Plan

#### **11.00 CONSULTATION UNDERTAKEN**

- 11.01 Throughout the Plan Process

## **12.00 APPENDICES**

- 12.01 Appendix 1 - UDP Proposed Modifications Objections and Responses  
Appendix 2 - Land adj. War Memorial, Gwernymynydd - MOD4/18  
Appendix 3 - Rear of Chester Road, Mancot - MOD4/24  
Appendix 4 - HSG1(25) South of Retail Park, Broughton - MOD11/20 & 11/44  
Appendix 5 - HSG1 Compound Site, Broughton - MOD11/45  
Appendix 6 - Overlea Drive, Hawarden - MOD 11/55  
Appendix 7 - HSG1(39) Bridge Farm, Hope - MOD11/57  
Appendix 8 - HSG1(41) West of Abermorddu School, Abermorddu - MOD11/59  
Appendix 9 - HSG1(41a) West of Wrexham Road, Abermorddu - MOD11/60  
Appendix 10 - Ash Lane, Mancot - MOD11/63  
Appendix 11 - Rose Lane, Mynydd Isa - MOD 11/67  
Appendix 12 - HSG1(49) Connahs Quay Road, Northop - MOD11/70  
Appendix 13 - HSG1(50) Cae Eithin Farm, Northop Hall - MOD11/71  
Appendix 14 - HSG1(53) Former Sewage Works, Sychdyn - MOD 11/74

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

Deposit UDP, UDP Inspectors Report, Reports considered by the Council at its meeting held on 14th July 2009 relating to the UDP

Contact Officer: Andy Roberts  
Telephone: 01352 703211  
E-Mail: andy\_roberts@flintshire.gov.uk

## FLINTSHIRE COUNTY COUNCIL

AGENDA ITEM NUMBER: 5

**REPORT TO:**        **EXECUTIVE**  
**DATE :**             **09 MARCH 2010**  
**REPORT BY:**      **DIRECTOR OF COMMUNITY SERVICES**  
**SUBJECT :**         **NORTH WALES ADOPTION SERVICE**

### **1.00 PURPOSE OF REPORT**

- 1.01 To inform Members of progress in the development of the North Wales Adoption Service.
- 1.02 To seek approval of the policies across Wrexham and Flintshire and the draft Partnership Agreement and the merger of adoption panels.

### **2.00 BACKGROUND**

- 2.01 The six North Wales local authorities have agreed in principle to establish a North Wales Adoption Service (NWAS). This has been progressing under the framework of the Regional Partnership and Collaborative Agenda.
- 2.02 It is acknowledged that adoption has become more complex and demanding over the last decade. The population of children who have become looked after and deemed suitable for adoption has increased. In placing for adoption, the children involved start a stable family life that continues beyond childhood.

This has and will continue to require adopters with a range of skills and knowledge to act as parents for this group and the statutory provisions to ensure that those adopted and those affected by adoption have a range of services to meet their needs.

- 2.03 Since 2005/06, 178 children from within the six North Wales local authorities have been placed for adoption and 86 of these have been placed within the North Wales region under existing consortium arrangements. In effect, this means that standard 'inter-agency fees' arising from placement of children with prospective adopters via other local authorities or voluntary agencies have been avoided in the case of these 86 children with cost savings amounting to approximately £1m. At the same time, further cost savings arising from these children ceasing to be looked after by six North Wales local authorities amounts to a figure in excess of £25m, spread over a period of 12 to 15 years.
- 2.04 Identifying suitable adoptive parents is becoming increasingly difficult, not just within the existing consortium but also nationally, through the National Adoption Register. A concerted effort, beyond the scope and resources of single authorities, is required to promote adoption and recruit more

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Date: 03/03/2010

applicants wishing to provide a child with a permanent family. This will be most effectively achieved on a regional basis and will allow children to retain a sense of cultural identity whilst, at the same time preserving the security of a new family. The North Wales Adoption Service will prioritise the recruitment of prospective adoptive families and make it possible for more children to be placed within the region.

- 2.05 The principle of 'invest to save' forms the basis of the regional service but there is also a clear recognition that, without such a development, all the authorities would find it extremely difficult to meet current regulatory requirements and provide the necessary range of services required in the future. The North Wales Adoption Service, through the reduction of duplicated tasks, will provide an efficient service in a more cost effective manner.
- 2.06 An example of potential efficiencies concerns the requirement to maintain adoption panels. Currently there are six adoption panels in North Wales (one in each local authority area) but regulation permits three adoption agencies to operate one shared panel. With a view to reducing the number of panels over a period of time and achieving greater consistency in decision-making, officers from Wrexham County Borough Council and Flintshire County Council have considered and recommended a merger process as the first step to reducing the number of panels to either two or three.
- 2.07 In order to achieve equitable services throughout the North Wales region, officers of all the local authorities involved have devised a funding formula for the new service based on local authority populations and adoption activity. In the case of Flintshire County Council this would involve a commitment to fund 22% of future service costs, this would represent a total financial commitment of £169k comprising of existing staff members and the re-allocation of service funds to either recruit new posts or meet the costs of service developments.
- 2.08 Work undertaken to establish the NWAS has resulted in the following outcomes:
- Securing ongoing grant aid from a Value Wales (WAG) developmental fund and the appointment of a full-time Project Manager (June 2009).
  - The production of policies and procedures for the regional service.
  - The establishment of regional governance arrangements for the new service and a draft, formal partnership agreement for the six local authorities.
  - A proposed funding formula (see 2.07) based upon the respective adoption activity and populations of the six participating authorities.
  - Contributions to be on the basis of 'cash or kind' with the 'kind' element involving the secondment of staff. Seconded staff will remain within their employing authority but will be managed by and accountable to the regional service.

- Consultation with trade unions in relation to the development of a regional service given the secondee status of the employers.
- As noted (in 2.06) the merging of Flintshire County Council and Wrexham County Borough adoption panels, as an early development in regional partnership.
- As a statutory and regulated body each local authority is subject to a tri-annual inspection by the Care and Social Services Inspectorate (Wales) (CSSIW). Preliminary discussions with the Inspectorate have indicated that in future the regional service will be inspected as part of the host (Wrexham) authority regulatory regime.

### **3.00 CONSIDERATIONS**

- 3.01 It is proposed that Flintshire County Council as part of the regional development seeks to ensure its full and valuable role in the NWAS.
- 3.02 The diagram below indicates that Flintshire as the largest authority in terms of population and adoption activity would make a funding contribution of 22.4%.

<b>Authority</b>	<b>% Population</b>	<b>Contribution (£)</b>
Conwy	16.50	125,151
Denbighshire	14.00	106,189
Flintshire	22.40	169,902
Gwynedd	17.60	133,495
Wrexham	19.40	147,148
Ynys Mon	10.10	76,608
<b>TOTAL</b>	<b>(100%)</b>	<b>(758,493)</b>

- 3.03 An updated set of policies and procedures for the delivery of the service have been approved by the North Wales Heads of Children's Services Group. These have also been presented to the Care and Social Services Inspectorate Wales (CSSIW) during their inspection of Wrexham's adoption service (2009) and have been confirmed as meeting required standards.
- 3.04 A draft partnership agreement will set out the formal commitment of each local authority. This will ensure a consistency of practice, standards, staffing, funding and legal considerations across the new service. This is attached as appendix 1.

### **4.00 RECOMMENDATIONS**

- 4.01 That Members note the progress to date in implementing the North Wales Adoption Service.

- 4.02 That Members approve the draft Partnership Agreement.
- 4.03 That Members note the financial contribution required by Flintshire by the new service.
- 4.04 That Members agree to the merger of the Flintshire County Council Adoption Panels and Wrexham County Borough Councils.

**5.00 FINANCIAL IMPLICATIONS**

- 5.01 The total cost of providing the service is estimated to be £758,493 and this will be funded from the 6 North Wales Authorities.

Flintshire's financial contribution to the NWAS will be £169,902 (para 3.02) and this will be met from within the existing Adoption budget within the Family Placement Team.

- 5.02 Further analysis of how this funding will be utilised is shown in the table below:-

<b>Contribution Types</b>	<b>Cost</b>
Staffing costs - adoption social worker posts	125,000
Existing Commissioned Services - adoption support	34,902
Contribution towards current operational NWAS costs - Management administration	10,000
TOTAL	169,902

**6.00 ANTI POVERTY IMPACT**

- 6.01 None noted.

**7.00 ENVIRONMENTAL IMPACT**

- 7.01 None noted.

**8.00 EQUALITIES IMPACT**

- 8.01 Diversity

\_\_\_\_\_ The policies of the North Wales Adoption Service have been equality impact-assessed.

### **9.00 PERSONNEL IMPLICATIONS**

9.01 The NWAS will be staffed by secondments from participating local authorities.

### **10.00 CONSULTATION REQUIRED**

10.01 See 11.00.

### **11.00 CONSULTATION UNDERTAKEN**

11.01 A number of stakeholders meetings involving Practitioners, Managers, Adoption Panel Members and Elected Members have taken place.

Other bodies include the North Wales Heads of Children's Services (acting as the Management Board for this initiative)., North Wales Social Services Improvement Collaborative (NWSSIC), CSSIW, WAG, and Trade Unions.

### **12.00 APPENDICES**

12.01 Appendix 1 - Draft Partnership Agreement

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

None

Contact Officer: Carol Salmon  
Telephone: 01352 702504  
E-Mail: carol\_salmon@flintshire.gov.uk





# NORTH WALES ADOPTION SERVICE

## PARTNERSHIP AGREEMENT

**This AGREEMENT is made                      day of                      2009 BETWEEN :-**

- 1.      WREXHAM COUNTY BOROUGH COUNCIL**
- 2.      FLINTSHIRE COUNTY COUNCIL**
- 3.      DENBIGHSHIRE COUNTY COUNCIL**
- 4.      CONWY COUNTY BOROUGH COUNCIL**
- 5.      GWYNEDD COUNTY COUNCIL**
- 6.      ISLE OF ANGLESEY COUNTY COUNCIL**

Hereinafter referred to as 'the Parties'.

#### **THE PURPOSE OF THE NORTH WALES ADOPTION SERVICE**

To provide a regional adoption service on behalf of the local authority areas of Wrexham, Flintshire, Denbighshire, Conwy, Gwynedd and Isle of Anglesey Councils.

#### **THE AIMS OF THE NORTH WALES ADOPTION SERVICE**

- To develop a robust, regional adoption service for Looked after Children in North Wales.
- Increase the adoptive placements of choice for relinquished and Looked after Children within the North Wales area by establishing and maintaining a pool of approved prospective adopters who also reside in the North Wales area.
- Explore and develop other joint activities that will contribute to improving practice and outcomes for children being adopted and all others entitled to access services provided by an adoption agency.

## 1. DEFINITIONS

In this document, the following expressions have the following meanings:-

- 1.1 **'the Agreement'** means "this Agreement".
- 1.2 **'the Business Plan'** means "the annual business plan of the North Wales Adoption Service".
- 1.3 **'the Co-ordinator'** means "Wrexham County Borough Council"
- 1.4 **'the Host Authority'** means "Wrexham County Borough Council"
- 1.5 **'the Partnership Management Board'** means "a Board established by the Parties to undertake the functions set out in Schedule 2 hereof to which each Party shall send one representative at Head of Children's Services level or an Authorised Representative".
- 1.6 **'the Policy and Procedure Manual'** means "the most up to date Policy and Procedure manual, which has for the time been agreed by the Partnership Management Board".
- 1.7 **'the Premises'** means "the premises where the service is located".
- 1.8 **'the Operational Management Group'** means "a group established by the Parties to undertake the functions in Schedule 2 hereof to which each Party shall send one representative at Head of Service/Service Manager/Operational Manager level or an Authorised Representative".
- 1.9 **'the Service'** means "North Wales Adoption Service"
- 1.10 words importing one gender shall be construed as importing any other gender
- 1.11 words importing the singular shall be construed as importing the plural and vice versa
- 1.12 references to numbered clauses and schedules are references to the relevant clause or schedule in this Agreement.
- 1.13 any obligation on any Party not to do or omit to do anything is to include an obligation not to allow that thing to be done or omitted to be done.
- 1.14 any reference to an enactment includes reference to that enactment as amended or replaced from time to time and to any subordinate legislation or byelaw made under that enactment.

## **2. AGREEMENT**

- 2.1 This Agreement is made under the powers conferred by Section 101 of the Local Government Act 1972, Section 25 of the Local Government (Wales) Act 1994, the Local Authorities (Goods and Services) Act 1970 and all other enabling powers now vested in the Parties.
- 2.2 This Agreement contains the whole agreement between the Parties and supersedes and replaces any prior written or oral agreements, representations or understandings between them.
- 2.3 The Parties confirm that they have not entered into this Agreement on the basis of any representation that is not expressly incorporated into this Agreement. Nothing in this Agreement excludes liability for fraud.

## **3. DURATION**

- 3.1 This Agreement is for a period of 3 years from the commencement date.
- 3.2 The Agreement may be terminated in accordance with the provisions laid down in clause 7 of this Agreement.
- 3.3 Subject to earlier termination, the Agreement may be extended for a further period or period(s) in accordance with clause 5 below.

## **4. PERIOD FOR REVIEW**

- 4.1 There will be an annual review of this Agreement to ensure it is achieving its objectives and the Parties are upholding the spirit and the terms of the Agreement.
- 4.2 If necessary, there will be an interim review if there are any significant policy changes or new legislation that require the Agreement to be updated.

## **5. EXTENSION**

- 5.1 Any of the Parties may, by notice in writing to the remaining Parties not later than 6 calendar months before the date this Agreement would otherwise expire, state the intention to extend the Agreement by a period not exceeding 12 months for the first and subsequent extension.
- 5.2 Any decision to extend this Agreement shall be subject to the review of the financial contribution of the parties.

## **6. VARIATION**

- 6.1 This Agreement cannot be varied without the prior written consent of all the Parties.
- 6.2 Any variation will be annexed to this Agreement.

## **7. TERMINATION**

- 7.1 This Agreement may be terminated for any reason at any time by any Party giving the others not less than twelve months written notice of termination.
- 7.2 If any of the Parties withdraw from the arrangements under this Agreement in accordance with clause 7.1 above, then such Party shall not be released from the obligation to make contributions or financial provision in accordance with Schedule 3 for the period of notice.
- 7.3 In the event of a fundamental breach of agreement, such as absolute failure to deliver the service the parties will be able to terminate with immediate effect.
- 7.4 Notwithstanding the withdrawal of one or more Parties from the arrangements under this Agreement it shall continue in force mutatis mutandis as between the remaining Parties and the term "the Parties" as defined in shall be deemed to refer to the remaining Parties to the Agreement after such withdrawal.

## **8. FINANCIAL ARRANGEMENTS**

Each Party agrees to the financial arrangements set out in Schedule 3 hereof and to make such financial provision as may be required of them under the terms of this Agreement. Each party acknowledges the requirement to include an inflationary uplift each financial year and to review financial arrangements yearly. This review will be the responsibility of the Partnership Management Board (see schedule 2).

## **9. PAYMENT**

- 9.1 Costs will be apportioned on the basis of a formula set out in Schedule 3.
- 9.2 The Year 1 costs of the service have been agreed by the Partnership Board and broken down as follow:-



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- 9.3 Each party acknowledges the requirement to include an inflationary uplift each financial year and to review financial arrangements annually.
- 9.4 Costs (other than in kind) are payable six monthly in July and January upon an invoice being received from the Host authority. Payment must be made within 28 days of receiving the invoice.

## **10. OPERATION OF THE PARTNERSHIP MANAGEMENT BOARD**

- 10.1 Members of the Partnership Management Board shall be made up of representatives of each of the Parties, which will be at Head of Children's Services level or other authorised representative, and in all matters shall act on behalf of the respective Parties.
- 10.2 The Partnership Management Board shall meet at least twice a year. The Board will be chaired by a Head of Children's Services from one of the Parties. The Partnership Management Board will determine its exact terms of reference but in principal the provisions of Schedule 2 will apply.
- 10.3 The Partnership Management Board must provide a review report every 6 months and an annual report and Business Plan which will be available to each of the Parties to ensure accountability to appropriate member forums. These reports will as a minimum detail the following:
- Activity levels
  - Performance data
  - Financial update
  - Staffing update
  - And any other issues deemed appropriate.
- 10.4 Additional exception reports may be submitted to members at the discretion of the Partnership Management Board where major issues arise in relation to service performance failure, personnel or finance.
- 10.5 Any member of the Partnership Management Board may on fourteen days written notice or earlier in cases requiring a more urgent response or as otherwise agreed request the Co-ordinator to convene a meeting of the Partnership Management Board which shall be held within fifteen working days of the receipt of the said written request or such earlier date as is agreed between the members of the Partnership Management Board in respect of urgent matters.
- 10.6 The quorum for all meetings of the Partnership Management Board shall require representation from each of the Parties to be present. Decisions shall be by simple majority of those present except that no decision concerning the level of expenditure or the admission of new members or variations to this Agreement shall be taken except by resolution passed unanimously at a meeting, the notice

of which shall have contained particulars of the proposed resolution, by all members voting personally, or through a representative or by written notice or by proxy.

- 10.7 The Partnership Management Board shall consider the Business Plan of the Service and shall monitor the delivery of the Service in accordance with the Policy and Procedure manual in Schedule 1 and the terms of this Agreement, ensuring adherence to them, and resolving any issues which may arise.
- 10.8 Each Party shall take such steps as are necessary to enable the Partnership Management Board to carry out its duties in accordance with the terms of this Agreement.
- 10.9 The Partnership Management Board will be advised by the chairperson of the Operational Management Group as set out in Schedule 2.

## **11. CO-ORDINATOR**

- 11.1 The Co-ordinator will be Wrexham County Borough Council in the first instance.
- 11.2 The Co-ordinator will be responsible for employing the supervision and deployment of all staff necessary in order to provide the Service referred to in this Agreement. Seconded staff from parties to this agreement will remain within the employ of the seconding authority.
- 11.3 Officer Representatives from each of the Parties shall make up the interview panel to appoint any manager of the Service. The Co-ordinator shall be responsible for appointing any additional staff after such persons have been agreed by the Operational Management Group.
- 11.4 The Co-ordinator shall provide the Service as from April 1<sup>st</sup> 2010 or such other date as shall be agreed between the Parties in accordance with the Policy and Procedure manual in Schedule 1.
- 11.5 The Co-ordinator will be responsible for the provision of administrative support to the Partnership Management Board
- 11.6 The Co-ordinator will be responsible for producing an annual report and a bi-annually statement of accounts. For this purpose, the accounting period shall run from the 1<sup>st</sup> April to the 31<sup>st</sup> of March each year.
- 11.7 Each Party will take such steps as are necessary to enable the Co-ordinator to carry out its duties in accordance with the terms of this Agreement. In addition, the Parties will comply with their obligations and responsibilities under the Policy and Procedures manual set out in Schedule 1.

## **12. HOST AUTHORITY**

12.1 It is agreed between the Parties that for the purpose of the development and operation of the Service the Host Authority shall have authority as from the date of this Agreement to enter into any agreement necessary with any third party in respect of the provision of the Service including:

12.1.1 any agreement relating to the employment of staff (subject to the prior agreement of the Operational Management Group),

12.1.2 the provision of equipment and machinery

12.1.3 the provision of Premises from which the Service shall operate.

12.2 The Parties shall as from the date of this Agreement contribute towards the cost of the provision of the Service in accordance with the terms of this Agreement.

12.3 No party to this Agreement will be permitted to assign the benefit of it to any other third party without the permission of the remaining Parties and the Partnership Management Board.

## **13. ACCESS TO INFORMATION**

13.1 To provide an efficient, safe and high quality service out of hours the Service is dependent upon good information from each of the Parties. The Parties will provide secure electronic access to their client records, together with acceptable back up facilities and support. Each of the Parties will need to provide induction and on going staff instruction regarding any developments to their client databases.

13.2 It is the responsibility of each of the Parties to provide the following to the Service on a regular basis:

- telephone lists
- updates of current service providers
- departmental changes
- staff changes
- any other changes which are considered relevant.

## **14. INFORMATION SHARING**

14.1 The Parties shall follow and comply with all legislation regulations and guidance on information sharing applicable to local authorities in England and Wales (including the Data Protection Act 1998 and other data protection legislation)



14.2 The day to day sharing of information will be done in accordance with the Information Sharing Protocol in Schedule 4 to this Agreement.

## **15. CONFIDENTIALITY**

Except as required by law, each Party agrees at all times during the continuance of this Agreement and after its termination to keep confidential all documents and papers which it receives or otherwise acquires in connection with the other and which are marked with such words signifying that they should not be disclosed.

## **16. FREEDOM OF INFORMATION**

The Parties agree that they will each co-operate with one another to enable any Party receiving a request for information under the Freedom of Information Act 2000 to respond to that request promptly and within the statutory timescales.

## **17. INDEMNITIES AND RESPONSIBILITIES**

17.1 Each Party shall indemnify the other Parties, their officers, employees and agents against any damage, cost, liability, loss, claim or proceedings whatsoever arising in respect of:-

17.1.1 Any damage to property real or personal;

17.1.2 Any personal injury including injury resulting in death;

17.1.3 Any fraudulent or dishonest act of any of its officers, employees, contractors or agents; or

17.1.4 Any service user complaint or investigation by the Public Services Ombudsman for Wales

arising out of or in connection with activities under or in connection with this Agreement in so far as such damage, cost, liability, loss, claim or proceedings shall be due directly or indirectly to any negligent act or omission or any breach of this Agreement by one of the Parties, its officers, employees or agents.

17.2 Where a Party has only contributed partially to the cause of any damage, cost, liability, loss, claim or proceedings, it shall only be liable to indemnify the other Parties for such proportion of the total costs of such damage, cost, liability, loss, claim or proceedings as its contribution bears to the total. Where the Parties are unable to agree any such apportionment, the dispute procedure in clause 22 below shall apply.

17.3 The Parties shall ensure that they maintain policies of insurance to cover the matters referred to in clauses 17.1 and 17.2 including but not limited to employer's liability, public liability and other liabilities to third parties.

17.4 All other losses and expenses will be met equally by the Parties.

## **18. COSTS AND EXPENSES**

Each Party shall bear its own legal costs and other costs and expenses arising in connection with the drafting, negotiation and execution of this Agreement.

## **19. FORCE MAJEURE**

19.1 The Co-ordinator shall not be liable for delay in performing or failure to perform obligations if the delay or failure results from events or circumstances outside or beyond its control by rendering performance impossible.

19.2 Notwithstanding the relief granted to the Co-ordinator by this clause, the Co-ordinator shall nevertheless use its best endeavours in any situation where it has invoked this clause to perform its relevant obligations as soon as possible, especially due to the nature of the service to be provided.

19.3 The Co-ordinator shall not be entitled to relief under this clause in any circumstances where it has caused or substantially contributed to any delay or failure in the performance of its obligations by any default on its part, including (but without limitation), any failure to issue instructions when it ought reasonably to have done so.

19.4 Provided the Co-ordinator shall promptly notify the other Parties in writing of the reasons for the delay and/or non performance and the likely duration of the delay or non performance, the performance of the Co-ordinator's obligations shall be suspended during the period that Force Majeure persists.

19.5 However, any party may, if such delay continues for more than 6 months, terminate this Agreement forthwith on giving notice in writing to the other Parties, in which case neither the Party shall not be liable to the others by reason of such termination save that the Parties shall pay the Co-ordinator a reasonable sum in respect of any work carried out by it prior to such termination.

## **21. FURTHER ASSURANCE**

Each of the Parties to this Agreement shall at the request of any of the others execute and do any deeds and other things reasonably necessary to carry out the provisions of this Agreement or to make it easier to enforce.

## **22. DISPUTES**

- 22.1 All disputes between the Parties on the interpretation of this Agreement and all disputes or differences in any way or at any time arising in respect hereof shall be referred to the Operational Management Group in the first instance.
- 22.2 in the event that the dispute is not resolved the matter will be referred to the Partnership Management Board.
- 22.3 In the event that it remains unresolved, the matter will be referred to some competent arbitrator, such as NWSSIC, to be agreed between the Parties in dispute and failing agreement to an arbitrator appointed on nomination by the President of the time being of the Institute of Arbitrators and the Arbitration Act 1996 or any statutory modification thereof for the time being in force shall apply to any such arbitration.
- 22.4 The responsibility for the cost of the Arbitrator will be determined by the Arbitrator whose decision will be final and binding.

## **23. COMMUNICATIONS AND NOTICES**

- 23.1 Any notice or communication shall be in writing.
- 23.2 Any notice or communication to the relevant Party shall be deemed effectively served if sent by first class post or delivered by hand to the addressee at the address set out below and shall be deemed to be served 48 hours after it was posted.

(a) Wrexham County Borough Council addressee and address:-

Head of Children's Services  
Guildhall  
Wrexham  
LL11 1AY

(b) Flintshire County Council addressee and address:-

Head of Children's Services  
County Hall  
Mold

CH7 6NN

(c) Denbighshire County Council addressee and address:-

Head of Children's Services  
County Hall  
Wynnstay Road  
Ruthin  
LL15 1YN

(d) Conwy County Borough Council addressee and address:-

Head of Children's Services  
Bodlondeb  
Conwy  
LL32 8DU

(e) Gwynedd County Council addressee and address:-

Head of Children's Services  
Council Offices  
Shire Hall Street  
Caernarfon  
LL55 1SH

(f) Isle of Anglesey County Council addressee and address:-

Head of Children's Services  
County Council Offices  
Llangefni  
LL77 7TW

23.3 The addressee shall be the person last notified in writing to the other Parties as being the person to receive communications for the purpose of this Agreement on behalf of that Party.

## **24. THIRD PARTY RIGHTS**

For the purposes of the Contracts (Rights of Third Parties) Act 1999 this Agreement is not intended to, and does not, give any person who is not a party to it any right to enforce any of its provisions.

## **25. SEVERANCE**

25.1 If at any time any provision of this Agreement is found by any court, tribunal or administrative body of competent jurisdiction to be wholly or partly illegal invalid or unenforceable in any respect then if it would not affect or impair the legality, validity or enforceability of any other provision of this Agreement, this Agreement shall continue in full force and effect as if the Agreement had been executed with

the invalid provision eliminated except where it deprives one of the Parties of a substantial part of the benefit to be derived by it from this Agreement without providing any corresponding benefit.

- 25.2 If clause 125.1. shall apply the Parties shall in good faith amend and, if necessary, execute such further assurances in relation to this Agreement to reflect as nearly as possible the spirit and intention behind that illegal, invalid or unenforceable provision to the extent that such spirit and intention is consistent with the laws of that jurisdiction and so that the amended clause complies with the laws of that jurisdiction.
- 25.3 If the Parties cannot agree upon the terms of any amendment or assurance within 6 months of the date upon which the provision was determined to be wholly or partly illegal or unenforceable by any court, tribunal or administrative body then the dispute will be determined in accordance with clause 22.

## **26. WAIVER**

- 26.1 No term or provision of this Agreement shall be considered as waived by any Party unless a waiver is given in writing by the Party and any failure by any of the Parties at any time to enforce any provision of this Agreement or to require performance by any of the other Parties of any of the provisions of this Agreement shall not be construed as a waiver of any such provision and shall not affect the validity of this Agreement or any part thereof or the right of any Parties to enforce any provision in accordance with its terms.
- 26.2 No waiver under clause 26.1 shall be a waiver of a past or future default or breach, nor shall it amend delete or add to the terms conditions or provisions of this Agreement unless (and then only to the extent) expressly stated in the waiver.

**27. GOVERNING LAW AND JURISDICTION**

The validity, construction and performance of this Agreement shall be governed by English Law. Any dispute arising under or in connection with this Agreement shall be subject to the exclusive jurisdiction of the English courts to which the Parties to this Agreement submit.

IN WITNESS whereof the Common Seals of the respective parties were hereunto affixed the day and year first before written.

The Common Seal of WREXHAM  
COUNTY BOROUGH COUNCIL was }  
hereunto affixed in the presence of:-

Authorised Sealing Officer:

The Common Seal of FLINTSHIRE COUNTY  
COUNCIL was hereunto }  
affixed in the presence of:-

Authorised Sealing Officer:

The Common Seal of DENBIGHSHIRE  
COUNTY COUNCIL was }  
hereunto affixed in the presence of:-

Authorised Sealing Officer:

The Common Seal of CONWY  
COUNTY BOROUGH COUNCIL was  
hereunto affixed in the presence of:- }

Authorised Sealing Officer:

The Common Seal of GWYNEDD  
COUNTY COUNCIL was  
hereunto affixed in the presence of:- }

Authorised Sealing Officer:

The Common Seal of ISLE OF ANGLESEY  
COUNTY COUNCIL was  
hereunto affixed in the presence of:- }

Authorised Sealing Officer:

## Service Policy and Procedure Manual

### The Legal Framework for Adoption

#### Equalities “Mission Statement”

#### Section 1:- Statement of Purpose

(NMAAS 2007 s. 1 and 2; TLAAS (W) R 2007 r.3, r.4, r.5)

- 1.1 Statement of Purpose and The Children’s Guide
- 1.2 Policy on the Dissemination of Information on Adoption
- 1.3 General policies of the Adoption Agency

#### Section 2:- Safeguarding, Monitoring and Reviewing Children

(NMAAS 07 s.3; TLAAS(W)R07r.14; TAA(W)R 2005 r. 32-35, r.36-39, TAA(W)R 2005 r.11-19)

- 2.1 The Child and Adoption
- 2.2 Safeguarding, Visiting and Reviewing Requirements in Adoption
- 2.3 Policy on North Wales Adoption Service
- 2.4 Guidance on the National Adoption Register
- 2.5 Indirect Contact including the Letterbox Scheme
- 2.6 Direct Contact including review
- 2.7 Relinquishing a child for adoption

#### Section 3:- Prospective and Approved Adopters

(NMAAS 07 S.4-6; TLAAS (W) R 07 r.8; TAA (W) R 05 r.21-31)

- 3.1 Recruitment and Matching
- 3.2 Procedures for the Assessment and Review of Prospective Adopters
- 3.3 Adoption Support to Adopters, Pre, Post Placement and Post Adoption
- 3.4 Financial support for Adoption
- 3.5 Review of financial support for Adoption
- 3.6 Assessment of Foster Carers as Adoptive Parents
- 3.7 Partner of Parent (formerly Step parent Adoptions)
- 3.8 Adoptions with a Foreign Element
- 3.9 Placement Disruption

#### Section 4:- Birth Parents and Birth Families Intermediary Services

(NMAAS 2007 s.7; TAA (W)R 2005 r.14, 16,19,39)

- 4.1 Adoption Support – Birth Parents and Birth Families
- 4.2 Adoption Support – Adopted Adult and Access to Birth Records,



## **Section 5:- Adoption Panel and Agency Decision**

(NMS s.10 - 13, TLAAS(W)R 07 r.9, TAA(W)R 05 r.3 - 10)

- 5.1 Adoption Panel Procedures
- 5.2 Agency decision making and appeal procedures
- 5.3 Involvement of Birth Parents in the Adoption panel
- 5.4 Involvement of Young People in the Adoption panel

## **Section 6:- Fitness to Manage a Local Authority's Adoption Service**

(NMS s.10 - 13, TLAAS (W) R 07 r.10 -13, 19)

- 6.1 Fitness and Skills to Manage
- 6.2 Policy on Accessing Specialist Advisers and Services
- 6.3 List of Charges

## **Section 7:- Provision and Management of the Local Authority's Adoption Service**

(NMS s.12, TLAAS (W) R 07 r.22 - 26)

- 7.1 Managing Effectively and Efficiently

## **Section 8:- Employment and Management of Staff**

(NMS s.13 - 16, TLAAS (W) R 07 r.15 - 18, 19)

- 8.1 Suitability to Work with Children
- 8.2 Organisation and Management of Staff
- 8.3 Training of Staff

## **Section 9:- Records**

(NMS s.17 - 19, TLAAS (W) R 07 r.6, 20; TAA (W) R 05 r.12, TAA (W) R 05 r.40 - 45)

- 9.1 Case Records - including Storage, Preservation, Confidentiality, Access to and Disclosure and Transfer
- 9.2 Case Records for Managers, Staff and Adoption Panel Members
- 9.3 Case Records for Child
- 9.4 Case Records for Prospective and Approved Adopters
- 9.5 Guidance on Records Keeping

## **Section 10:- Fitness of Premises**

(NMS s.20, TLAAS (W) R 07 r.21)

- 10.1 Fitness of Premises

For further information please access Policies and Procedures Manual on  
[www.northwalesadoption.co.uk](http://www.northwalesadoption.co.uk)

## Schedule 2

### **FUNCTIONS OF THE PARTNERSHIP MANAGEMENT BOARD AND OPERATIONAL MANAGEMENT GROUP**

#### **PARTNERSHIP MANAGEMENT BOARD**

Each party will send one representative to the Partnership Management Board, which will be at Head of Children's Services level or other Authorised Representative. The Partnership Management Board will be chaired by the Designated Director of Social Services nominated by the regional collective.

The Partnership Management Board will ensure that bi-annual reports are provided as set out in Section 107 of this agreement.

The Partnership Management Board will receive an annual Service Improvement and Business Plan presented by chair of the Operational Management Group.

The Partnership Management Board will review expenditure and apportionments during each financial year in accordance with the Memorandum of Agreement and with Financial Arrangements at Schedule 3.

The Partnership Management Board will monitor contract compliance bi-annually, or by exception, in accordance with this agreement and will agree steps to resolve any non-compliance on the part of the co-coordinator /contractor and the parties to the agreement.

The Partnership Management Board are responsible for any future changes to this memorandum of agreement as recommended by the Operational Management Group and where agreed and accepted the service specification and legal agreement will be considered amended accordingly subject to requisite Member approval.

The Partnership Management Board will where necessary consider unresolved issues of complaint from any of the three Parties to this agreement.

#### **OPERATIONAL MANAGEMENT GROUP**

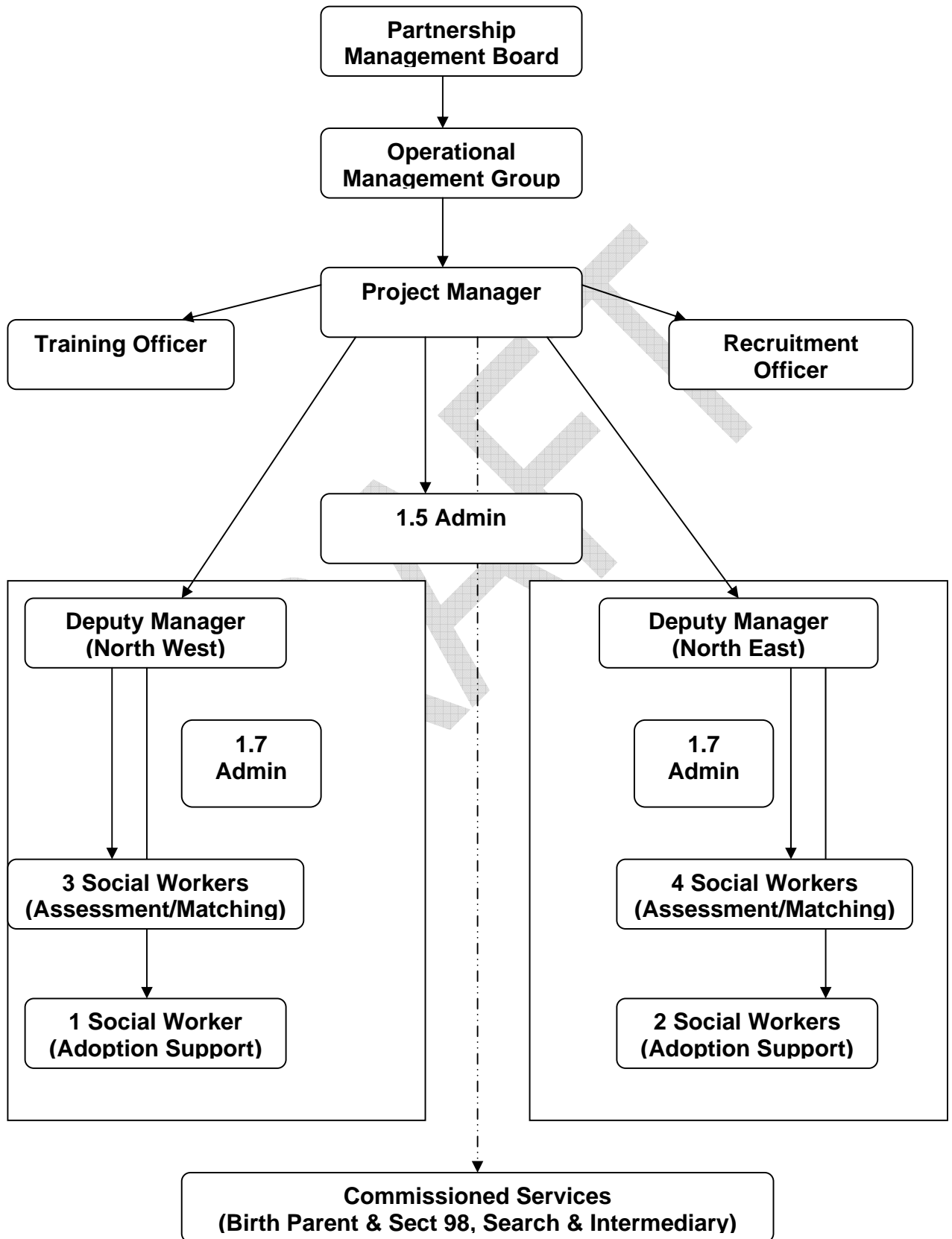
Each Party will send one senior operational manager to Operational Management Group. The Group will be chaired by a senior manager elected from within the Operational Management Group.

The Operational Management Group will be responsible for monitoring the functions and quality of the North Wales Adoption Service in line with the agreed Policy and Procedures manual. They will meet at least 6 times per year and receive reports in writing from the Service Manager.

The Operational Management Group will advise the Partnership Management Board via its chairperson.

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**Structure Chart**



**1. Budget, Financial Records and Open Book Accounting**

- 1.1. The Host Authority shall prepare an annual forecast budget for the agreement of the Partners Parties by the last working day of October each year.
- 1.2. The budget will detail estimated: -
  - 1.2.1. Staffing costs;
  - 1.2.2. Office and establishment costs;
  - 1.2.3. IT and processing costs;
  - 1.2.4. One off costs and proposed investments/improvements;
  - 1.2.5. The Budget will be based on actual spend in the preceding year.
- 1.3. The finances of the Partnership will be managed through the Host Authority's financial systems and processes including the application of the Host Authority's financial regulations and standing orders.
- 1.4. The Host Authority will present detailed financial reports to each of the Partners Parties on their costs and related income in an Excel format on a quarterly basis.
- 1.5. The Host Authority will enable full access to financial and activity records by any of the Partner's Parties' auditors, internal or external.
- 1.6. The Partners Parties will agree their budgeted allocation of costs through their own budget processes.
- 1.7. The Partners Parties will agree their budget allocations by 31<sup>st</sup> December in each year.
- 1.8. The Partnership shall only operate within its budget as supplemented by any additional funding unless otherwise agreed by the Partnership Management Board.
- 1.9. Budgeted operating costs for each Partner Party will be paid by the Partners Parties to the Host Authority six monthly on the first of July and January.
- 1.10. The Partners Parties guarantee to pay the agreed budgeted operating costs throughout the financial year unless otherwise agreed by the Host Authority and all PartnersParties.

- 1.11 The Host Authority is responsible for ensuring that accounting practices applied for the Partnership comply with recognised accounting standards (SORPS) and government accounting regulations .
- 1.12 The initial Budget is set out in paragraph 96.2

## **2. Allocation of Costs, Surpluses and Deficits**

2.1. The budget for operating costs will be allocated to each partner Party on the basis of the following formula:

Conwy	16.5%
Denbighshire	14.0%
Flintshire	22.4%
Gwynedd	17.6%
Wrexham	19.4%
Ynys Môn	10.1%

- 2.2. Surplus amounts shall be identified by the Host Authority and reported to the Partners Parties through the Partnership Board.
- 2.3. The Host Authority and the Parties through the Partnership Management Board may resolve to use all or part of the surplus to invest in improvements to the service delivered by the Partnership.
- 2.4. Surpluses either in whole or part, after application of monies for service improvements, will be distributed on an equal basis
- 2.5. A holding account for surpluses will be managed by the Host authority which will enable any balance agreed for retention by the Partnership board to roll forward to subsequent years

## Personal Information Sharing Protocol

### 1 Introduction

- 1.1 This Information Sharing Protocol forms part of the Information Sharing Agreement designed to facilitate and formalise the exchange of personal information between the partner agencies parties, to ensure effective co-ordination and integration of health and social care services for individuals. The primary purpose for sharing personal information under this Protocol is to support and facilitate the operation of the North Wales Adoption Service.
- 1.2 The Information Sharing Agreement (ISA) includes four tiers:
1. **Wales Agreement to Share Personal Information (WASPI)**
  2. **Personal Information Sharing Protocol (PISP)** – details the specific purpose(s) for information sharing, the group(s) of service users it impacts upon, the relevant legislative powers, what data is to be shared, the consent processes involved and where appropriate, the required operational procedures and the process for review.
  3. **Operational Instructions** - the means of communicating to practitioners the specific operational requirements arising from a PISP.
  4. **Privacy, Confidentiality and Consent** - the range of processes and documentation that will directly impact on service users.
- 1.3 Effective working in partnership is dependent on information being exchanged between agencies in a seamless and consistent manner without compromising the confidentiality and integrity of personal information. The need to develop an information sharing Agreement is therefore paramount.
- 1.4 The Protocol will support the Ppartner agencies ies in providing integrated and co-ordinated services to people in accordance with the principles policies and procedures of the North Wales Adoption service:
- Creating a Unified and Fair System for Assessing and Managing Care WAG (2002);
  - Framework for Partnership Children and Young People’s Framework Planning Guidance. WAG (2002);
  - Mental Health Policy Guidance. The Care Programme Approach For Mental Health Service Users – A Unified and Fair System for Assessing and Managing Care. WAG (2003);
  - Health, Social Care & Well-being Strategies Guidance WAG (2003).

## 2 Scope

- 2.1 The primary purpose of this Protocol is to enable the sharing of person-identifiable information arising from the work of the partner parties agencies in the provision of emergency social work adoption and adoption support service in North East Wales.

The Data Protection Act (1998) distinguishes between “personal” and “sensitive personal” information in the following way:

- *Personal information* relates to data that can be used to identify a person, e.g., name, date of birth, address.
- *Sensitive personal information* is data that relates specifically to the person, e.g., racial or ethnic origin; political opinion; religious or other beliefs; trade union membership; physical or mental health or condition; sexual life; criminal proceedings or convictions.

### **PartnersParties**

- 2.2 The partner agencies ies to the Protocol are:

- Wrexham County Borough Council - Children and Young People Service.
- Flintshire County Council - Social Services Department
- Denbighshire County Council - Social Services Department
- Conwy County Borough Council – Social services Department
- Gwynedd County Council – Social Services Department
- Isle of Anglesey County Council – Social Services Department

Wrexham CBC are the host authority for the EDT service. and as such are the employing authority. However, the Adoption Service is a partnership arrangement between Wrexham CBC, Flintshire County Council, Denbighshire County Council, Conwy CBC, Gwynedd County Council and Isle of Anglesey County Council with each individual authority retaining its statutory duty. It is therefore expected that information collected by the Adoption Service on service users living in partner party authority areas will as a matter of course be shared with the relevant social services team in that local authority.

The Protocol will be reviewed within 12 months of issue and it is intended that this will include extending the scope to include other partners working with the six agencies.



### ***Reporting and auditing***

- 2.4 Data which is not person-identifiable, i.e., is totally anonymous, such as statistics, is not subject to the provisions of the Data Protection Act and may be shared with other organisations for reporting and auditing purposes. Partner organisations should note that information is still identifiable if it contains unique numbers or other keys that allow it to be merged with other information, e.g., names, which in so doing makes it personal information.
- 2.5 The Protocol governs the agreement of sharing of information, satisfies the requirements of the law and guidance, regulates working practices, and provides operational guidelines in both the disclosing and receiving organisations.

### ***Child Protection and Protection of Vulnerable Adults Procedures***

- 2.6 The sharing of information, where there are concerns regarding the safeguarding of children and/or adults, is outside the scope of this document. (See Safeguards)

### ***Other Relevant Documentation***

- 2.7 The Protocol takes into account relevant legislation, as well as guidance issued in the Caldicott Report, by the Welsh Assembly Government and by the Department of Health. It may also be appropriate to refer to other documents in relation to information sharing, such as:
- Confidentiality: Code of Practice for Health and Social Care in Wales
  - Multi Agency Public Protection MAPPA Guidance – National Probation Service 2003
  - The North Wales Multi Agency Public Protection Arrangements prepared by North Wales Police and North Wales Probation Service.
  - An Information Exchange Protocol between Conwy & Denbighshire NHS Trust, North East Wales NHS Trust, North West Wales NHS Trust and the North Wales Crime and Disorder Partnership
  - North Wales Crime And Disorder Chief Officer Group Joint Protocol And Procedure For The Exchange Of Information
  - The Crime and Disorder Act 1998 (Section 115)
  - Data Protection Act 1998
  - Professional Codes of Conduct

## **3 Key Principles**

- 3.1 The key principles of this Protocol are:
- To agree with the person, the information that is to be shared with the partner Party agencies
  - To obtain consent to sharing information, or the action to be taken if consent is withheld or withdrawn
  - To inform people of their rights under this Protocol and associated legislation
  - That each partner Parties' agency must comply with their responsibilities under the relevant legislation
  - That complaints and redress arrangements are swift and effective
  - That each partner Parties' agency will have arrangements for ensuring the security of any recorded information, and who is to be responsible for this within each partner Party agency
  - That stored information will be disposed of in accordance with partner Party agency's record management policy

## 4 Sharing Information

### ***Need to know***

- 4.1 Information should only be shared between agencies when there is a "need to know", i.e., when the information is essential for another professional to undertake their duties effectively, efficiently and safely.
- 4.2 All information collected by the Service will be shared with the relevant social services team in the county where the service user resides.

### ***Consent***

- 4.2 "Processing" of personal and sensitive personal data under the terms of the Data Protection Act 1998 can mean a variety of things - obtaining, recording, holding, using, disclosing (sharing), altering, destroying.
- 4.3 Sharing of such information among partner each of the Parties' agencies is fundamental to providing a comprehensive and effective service
- 4.4 It is generally accepted that obtaining consent before "processing" is a pre-requisite. However there may be circumstance where consent has either been withheld or withdrawn and where "processing" could still be undertaken. In these circumstances, and as Joint Data Controllers, the nominated representatives of the relevant partner Parties' agencies See Appendix 1 will discuss collectively, on a case by case basis, the process to be followed.
- 4.5 If a person has withheld or withdrawn their consent to share information, then an agency cannot override the person's decision not to share information unless the circumstances described in paragraph 4.4 refers. In such circumstances it is

advisable for staff to discuss with their line manager who may wish to refer the matter on to the relevant representative listed in Appendix 1

- 4.6 Consent must always be informed and must never be implied. Informed consent will be obtained wherever possible and practicable and the outcome recorded at the beginning of each episode of care and reviewed at regular intervals.
- 4.7 A person has the right to withdraw consent to the sharing of information at any point. If a person withholds consent to share their information, it must be assumed that a judgment has already been made that they have the capacity to make a decision.
- 4.8 All partner Parties' agencies will ensure that that staff involved in sharing information have obtained consent to do so as outlined in the Operational Instructions.

### **Safeguards**

#### **Incidents of significant harm**

- 4.9 If an incident of significant harm or abuse has occurred or staff are concerned that significant harm or abuse is likely to occur, they must, without delay, follow the All Wales Child Protection Procedures or the Protection of Vulnerable Adults Policy and Procedures for Responding to the Alleged or Confirmed Abuse of Vulnerable Adults. These procedures take precedence over this Protocol.

#### **Health and Safety Risks**

- 4.10 If there is any indication that a health and safety risk may occur (to either the person or others involved in the person's care), as a result of a refusal to consent to share information, then local procedures regarding the management of this risk would be applied following discussion with the line manager. Decisions need to be made following a risk assessment. The person should be informed of the decision and decisions and actions recorded.
- 4.11 Where there is a risk of potential violence from an individual that needs to be 'flagged' on records the guidance on Violent Warning markers must be adhered to see Appendix 3.

#### **Information sharing methods**

- 4.12 The following methods of sharing information are acceptable:
  - Verbal
  - Fax
  - Hard copy, i.e., paper-based - by hand or by post
  - Electronic

### **Verbal**

- 4.13 Where information is shared verbally it is expected that normal confidentiality safeguards are applied.

### **Fax**

- 4.14 The sharing of sensitive personal information by fax should be avoided where possible unless to a designated 'safe haven' fax.

### **Hard copy**

- 4.15 All agencies will agree the statement of privacy and confidentiality to be used on the outside of envelopes to safeguard the confidentiality of the information and make other partner agencies aware of what it is, to safeguard confidentiality.

### **Electronic systems**

- 4.16 The Adoption Service will have authorised access to the electronic social care system of each local authority partner Party, enabling access to personal information. Adoption Service staff accessing the information are required to observe the policies and procedures of the 'host' employing agency.
- 4.17 The use of e-mail to transmit person identifiable information between the partner Parties organisations is **not permitted**, other than on the same network e.g. the Digital All Wales Network (DAWN) ,a Local Authority network adhering to local security policies and procedures or the secure online CHARMS system..
- 4.18 However email alerts to day time teams that only give a file number is acceptable

## **5 Responsibilities of each agency**

### ***Storage and disposal of information***

- 5.1 Each partner will maintain policies and procedures relating to information security, including storage and disposal of information that comply with the Data Protection Act.

### ***Staff***

- 5.2 Adoption Service staff must be made aware of the requirements for sharing information between partners, including access to a copy of this Protocol and associated Operational Instructions.
- 5.3 The host authority will have a means of requiring staff to comply with this Protocol and associated Operational Instructions. These may include policies, confidentiality agreements or clauses staff contracts or terms and conditions.
- 5.4 Each partner will identify a designated information manager(s), e.g. Information Governance Manager, Data Protection Officer, Knowledge Officer, who can provide specialist advice in respect of sharing information under this Protocol.

### ***Publication***

- 5.5 The Protocol will be included in the respective Publication Scheme of each agency, as required under the Freedom of Information Act (2000).

### ***Review and monitoring***

- 5.6 The Operational Management Group will monitor the implementation of the Protocol and will review the Protocol and its implementation at least annually.

## **6 Breaches of the Protocol**

### ***Breaches by an individual***

- 6.1 The host agency must have in place disciplinary procedures which will be invoked if a member of staff is found to have shared information in a manner which does not comply with the ISA. Any individual breaches will be logged and investigated in accordance with the procedures of the employing partner agency and brought to the attention of the agency's representative on the Operational Management Group.

### **Breaches by a partner Party agency**

- 6.2 Where a partner Party agency is in breach of this Protocol, it will be brought to the attention of the Information Sharing Monitoring Group and appropriate action will be considered and recommendation made to the agency concerned.

### **Complaints Procedure**

- 6.3 If a person complains about the information shared about them or the implementation of this Protocol, then it is the responsibility of the receiving agency to initiate an investigation in line with their representation and complaints procedure and respond to the complainant.
- 6.4 If the complaint refers to more than one agency, then the agency receiving the complaint will involve other agencies as appropriate. In these cases, the formal response will be agreed between appropriate representatives of each of the agencies involved.

## **Appendix 1: Glossary of Terms**

<b>Advocate</b>	Any informed person who is authorised to act on behalf of the "person".
<b>Anonymised Information</b>	This is information which does not identify an individual directly, and which cannot reasonably be used to determine identity. Anonymisation requires the removal of name, address, full postcode and any other detail or combination of details that might support identification.
<b>Capacity</b>	Capacity should be assessed for each individual at the relevant time. The test of capacity (or rather incapacity) should be applied in each instance and it is the personal ability of the individual to make the particular decisions that is assessed. "Does the individual understand the nature and likely consequences of the decision?"

<p><b>Carers (Informal)</b></p>	<p>For the purposes of the <i>Carers and Disabled Children Act 2000</i> the term “carer” includes people (age 16 and over) who may or may not be a relative and who may or may not be living with the person for whom they are caring. The 2000 Act excludes from the definition of a carer, paid care workers and volunteers from a voluntary organisation.</p> <p><b>Children as carers</b> Children and young people affected by caring situations should be considered and assessed as children in need under the <b>Children Act 1989</b> using the Framework for the Assessment of Children in Need (2002).</p> <p>The carer is usually a relative or friend who provides care or support on a voluntary basis in excess of that implicit in relationships between family members.</p>
<p><b>Child</b></p>	<p>A person under the age of 18 (Children Act 1989) S105.</p>
<p><b>Confidential Information</b></p>	<p>Information which should not be in the public domain or readily available from another source and that has a degree of sensitivity or value and has been imparted in confidence.</p> <p>A duty of confidence arises when one person shares information with another (e.g. patient to doctor) in circumstances where it is reasonable to expect that the information will be held in confidence (Confidentiality – A Code of Practice for NHS Staff).</p>
<p><b>Disclosure</b></p>	<p>This is the passing on of information.</p>
<p><b>Government</b></p>	<p>The use of the word ‘Government’ in this document includes both the Welsh Assembly Government and Central Government where appropriate.</p>
<p><b>Information Sharing Protocols</b></p>	<p>Documented rules and procedures for the disclosure and use of patient information, between two or more organisations or agencies.</p>

<b>“Need to know”</b>	<p>The "need to know" is interpreted as meaning that members of an organisation should have access to information, if the function or role which they are charged with fulfilling at that particular point in time in relation to a particular person, cannot be achieved without access specified.</p> <p>Violent Warning Markers It may be considered necessary, on occasions, to share information about violent tendencies of a person. To ensure the legality of this process, the relevant Data Protection guidance must be adhered to. A summary of this is contained in Appendix 3.</p>
<b>NWSSIC</b>	North Wales Social Services Improvement Collective
<b>Person Identifiable Information</b>	<p>Key identifiable information includes:</p> <p>Person’s name, address, full postcode, date of birth;</p> <p>Pictures, photographs, videos, audio-tapes or other images of the person;</p> <p>NHS number and local person identifiable codes;</p> <p>Anything else that may be used to identify a person directly or indirectly. For example, rare diseases, drug treatments or statistical analyses which have very small numbers within a small population may allow individuals to be identified.</p>
<b>Person</b>	An individual that is, or has been, subject to the Unified Assessment and Care Management process
<b>Practitioner</b>	A member of staff who is involved in the Unified Assessment and Care Management process
<b>Safe haven fax</b>	A fax in a secure area that can only be accessed by authorised personnel
<b>Social Care</b>	<p>Social care is the support provided for vulnerable people, whether children or adults, including those with disabilities and sensory impairments. It excludes “pure” health care (hospitals) and community care (e.g., district nurses), but may include items such as respite care. There is therefore, no clear demarcation line between health and social care. Social care also covers services provided by others where these are commissioned by CSSRs (Councils with Social Service Responsibilities).</p>



<b>Third Party</b>	For the purposes of this protocol a third party is someone who is not part of one of the partner Party agencies that have signed up to the Protocol
<b>Vulnerable Adults</b>	A person over 18 years of age who is or may be in need of community care services by reason of mental or other disability, age or illness and who is or may be unable to take care of himself or herself, or unable to protect himself or herself against significant harm or serious exploitation.

## Appendix 2: Violent Warning Markers

Summary of Guidance published by the Information Commissioner:

- Decisions about marking an individual as being potentially violent should be made by a nominated person within the organisation according to criteria clearly laid down.
- The individual must be informed that he is considered to be potentially violent, why he is considered to be potentially violent, to whom the information may be passed, and when the inclusion of his details in any list will be reviewed.
- Information indicating that an individual is potentially violent must be kept secure, and only be disclosed to those who need to know.
- Markers indicating an individual is potentially violent should be reviewed regularly according to criteria clearly laid down by the data controller.
- Passing on of details to other bodies must usually only happen on a case-by-case basis where there is a credible risk of an unlawful act.

The full text of this guidance can be found at -

<http://www.ico.gov.uk>

**Schedule 5  
Schedule of Delegation for Decision Making**

To be inserted

DRAFT

**FLINTSHIRE COUNTY COUNCIL**

**AGENDA ITEM NUMBER: 6**

**REPORT TO:**        **EXECUTIVE**  
**DATE :**            **09 MARCH 2010**  
**REPORT BY:**    **DIRECTOR OF COMMUNITY SERVICES**  
**SUBJECT :**        **SHORTBREAK PROVISION AT AROSFA**

**1.00 PURPOSE OF REPORT**

1.01 To advise and seek approval from Members to develop and increase the range of shortbreak provision for children and young people with disabilities at the residential unit (known as Arosfa). Arosfa operated as a children's home until 2006.

**2.00 BACKGROUND**

2.01 It is nationally recognised that for many families with disabled children their greatest priority is access to regular and reliable shortbreaks. There is a recognition that there is unmet need locally and that shortbreak provision for specific groups of children and young people requires development.

2.02 Shortbreaks provide opportunities for disabled children and young people to spend time away from their primary carers. These include day, evening, overnight or weekend activities and take place in the child's own home, the home of an approved carer, a residential or community setting.

2.03 The provision of shortbreak is based on an assessment of the whole family addressing both their personal and social needs. Shortbreaks occur on a regular and planned basis and should be part of an integrated programme of support.

2.04 Shortbreak services are additional services required to support disabled children and their families. This is a service over and above the universal services expected and available to all families.

2.05 There are a number of different types of shortbreak services:

- Shortbreak/Family Link Carers are approved foster carers who receive an allowance each time a child is in placement with them. Flintshire currently have 17 short break carers providing short breaks for 21 children.
- Contract Carers are approved foster carers who provide shortbreaks on a full-time basis and receive a fee throughout the year, even when they do not have a child in placement. They are contracted to provide a specific number of nights per year. Flintshire currently have both part time and full time contract carers providing a total of 386 nights per year.

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- Sitting or Sessional Shortbreaks are usually services provided in the child's home on any day of the week. These services are normally commissioned by the Local Authority from the voluntary organisation Crossroads for individual cases, according to need.
- Befriending or Volunteering Services provide one-to-one relationships that enable a child or young person to access a range of community or leisure activities. The Local Authority has recently employed its first mentor volunteer co-ordinator (commencing February 2010) to develop this service.
- Direct Payments provide the means by which a young person, child or a person with parental responsibility (usually a parent) is given money to purchase their own services rather than accessing these through the Local Authority. Children's Services in Flintshire offer a range of direct payments to families.
- Residential Shortbreaks are normally provided in a purpose built unit, and will include overnight stays and day care. Currently the Local Authority operates its residential unit (Cornel Clyd) through the third sector organisation Action for Children. This is a two-bedded unit providing 240 nights care per year.

2.06 The service provides an effective and high quality care setting (Care and Social Services Inspectorate Wales (2009)). However there are a number of structural and capacity limitations which impact on increasing the number of placements.

- the current provision would have difficulty in matching children with more complex needs to those with less care demands
- the available space does not facilitate access for wheelchair users or those children with other specific equipment needs
- there is a lack of staff facilities to provide further overnight care arrangements within the regulatory framework
- the current commissioned service provides for 240 days/nights of care, whereas our future projected need for care nights is 340 - 350 per year.

2.07 It is known that some key group of children/young people are unable to access shortbreak provision.

- children and young people within the autistic spectrum disorder
- children and young people with complex health needs
- children and young people with moving and handling needs that require equipment and adaptations

- children and young people with challenging behaviour as a result of their impairment
  - other severely disabled young people not included in the above.
- 2.08 This is confirmed in our own record of 'Children Who Wait' (2007-2009) which averages 13 per year.
- 2.09 These children and young people are made up of:
- teenage boys diagnosed with emotional and behavioural disabilities
  - children with complex needs
  - children with challenging behaviours
  - children dependent on complex equipment for their care.
- 2.10 The pressure on families has led to placements out of county with the resultant social isolation and significant financial costs for the Local Authority.
- 2.11 Data provided by the Pupil Level Annual School Census (PLACS) (January 2009) identifies a total cohort of 222 children currently within Flintshire's special schools. A high proportion (122) of this cohort are currently receiving services from the Children's Integrated Disability Service (CIDS)
- 2.12 Some young people receive overnight care at the Ysgol Plas Brondyffryn school in Denbighshire as an adjunct to their educational placement, although such care is restricted to weekdays and term time only. Currently this local authority purchases packages of 2 or 4 night stays for individual pupils. The annual cost for these packages ranges from £30,000 to £41,000 per annum.
- 2.13 Expanding the current in house service could reduce the number of children who wait for placements and provide care packages for children who would otherwise require an out of county placement. It would not be possible to accurately predict the number of children this would provide a service to as needs differ from case to case.
- 2.14 The redesigned unit (Arosfa) would achieve the following outcomes in terms of added value:
- additional resource to provide early interventions to avoid any crisis placements out of county
  - sustaining children and young people's links to their family and local communities, especially important as they approach adulthood
  - improving cross sector working in terms of planning, resource allocation and funding arrangements.

### **3.00 CONSIDERATIONS**

- 3.01 The current provision within our residential unit at Cornel Clyd whilst offering a consistently high level of support and care is insufficient to meet the in future projected needs.
- 3.02 An expanded localised provision would ensure the provision of more flexible care packages and facilitate the proximity of care to the child's social and geographical links without undue disruption to the child's usual routine.
- 3.03 The increase in care provision can be outlined as follows:

#### **Proposed Arosfa**

Nights per Care	350
Maximum number of children at any time	4
<b>Total Hours</b>	<b>1400</b>

when compared with the current provision

#### **Current Cornel Clyd**

Nights per Care	240
Maximum number of children at any time *See Note	2
<b>Total Hours</b>	<b>480</b>

### **4.00 RECOMMENDATIONS**

- 4.01 That Members endorse this opportunity to expand the shortbreak provision we currently provide within Flintshire.
- 4.02 That Members accept our proposal for a tendering and procurement process to be instigated which will seek to test the market for providers interested in operating and managing the unit, under the service specification as set down by the Local Authority. We envisage the current provider, Action for Children, would be interested in re-tendering for the unit.

### **5.00 FINANCIAL IMPLICATIONS**

- 5.01 The move to the Arosfa unit would require the utilisation of the existing Cornel Clyd budget of £262,092 and the existing Arosfa budget of £275,457.
- 5.02 It is estimated that the cost of refurbishment required to accommodate children with disabilities would be in the region of £100,000- £110,000. An

amount of £100,000 has already been set aside from a previous years underspend. Any additional requirement would be met from savings arising from the timing of the commencement of the new operation.

## **6.00 ANTI POVERTY IMPACT**

6.01 None arising from this report

## **7.00 ENVIRONMENTAL IMPACT**

7.01 None arising from this report

## **8.00 EQUALITIES IMPACT**

8.01 The development of appropriate service models need to reflect the known conditions of children with disabilities and the associated impacts these have upon their families.

8.02 The proposed model of shortbreak provision aims to identify service outcomes which are known to offer improvements and links to the themes rehearsed in this paper.

## **9.00 PERSONNEL IMPLICATIONS**

9.01 None noted.

## **10.00 CONSULTATION REQUIRED**

10.01 Consultation will be required with our regulators (CSSIW).

## **11.00 CONSULTATION UNDERTAKEN**

11.01 The following activities have already been undertaken:

- the proposed draft schedule for the adaptations and modifications have been shared with the Head of Development and Resources
- Community Service Finance Officers have received the financial model and implications
- an external consultant has undertaken a review of residential provision in Flintshire
- the Arosfa unit was formally a residential unit for young people aged 10-18 years. During its operational use (2002-2006) the local residents were advised and updated. On its closure information was relayed about its future usage.
- preliminary discussion with the relevant procurement unit has been undertaken to address the process for tendering and the subsequent procurement outcome. Documents are in draft

- events have been held with major stakeholders and with parents to discuss future needs.

## **12.00 APPENDICES**

12.01 None

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

none

Contact Officer: Peter Robson  
Telephone: 01352 701028  
E-Mail: peter\_robson@flintshire.gov.uk



## FLINTSHIRE COUNTY COUNCIL

AGENDA ITEM NUMBER: 7

**REPORT TO:**        **EXECUTIVE**  
**DATE :**             **09 MARCH 2010**  
**REPORT BY:**      **HEAD OF HOUSING**  
**SUBJECT :**         **THE PRIVATE SECTOR HOUSING RENEWAL &  
IMPROVEMENT POLICY 2010**

### **1.00 PURPOSE OF REPORT**

- 1.01 To present the proposed Private Sector Housing Renewal & Improvement Policy to Members for approval. This County wide Policy takes account of the seminar held on 27th January and a subsequent session held on 24th February 2010. The Policy has also been the subject of consultation with key internal stakeholders and Flintshire residents.
- 1.02 To inform future reviews of the Policy the Council will require, in addition to Member and public views, an updated Private Sector Stock Condition and Energy Survey. The report therefore seeks Member approval for the commissioning of this survey. The costs of the survey would be met from existing General Fund Capital resources.

### **2.00 BACKGROUND**

- 2.01 The Regulatory Reform (Housing Assistance) (England & Wales) Order 2002 ("the RRO") gave Local Authorities the power to provide assistance to improve living conditions in their area. This assistance can be in any form and can include such things as advice about property improvements and financial assistance in the form of grants and/or loans. This power cannot be used unless a policy for the provision of such assistance has been adopted. Once adopted, the policy should be monitored, reviewed and amended (if necessary) to take into account changes in local circumstances and government policy. In this way, the policy should evolve over time to meet the needs and aspirations of Flintshire residents. Any significant changes should be subject to consultation prior to being adopted and the public should be notified about any revised policy.
- 2.02 It is best practice to regularly review policy, to take account of emerging good practice, changes in the economic environment, legislation etc. As part of the development of the Renewal Area function, in addition to the Council's traditional functions, it is timely to review and update the current Private Sector Housing Renewal Policy approved in 2007.
- 2.03 On the 17th of July 2007, Executive agreed to adopt the current Private Sector Housing Renewal Policy, which details a range of assistance to

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support property owners. This assistance has been used to assist residents throughout the County.

2.04 The current Policy contains the following forms of financial assistance:

- Disabled Facilities Grants
- Home Repair Grants
- Renovation Grants
- Empty Homes Grants

2.05 Other forms of assistance are provided through advice and signposting to external services, including Flintshire Care & Repair and the Houseproud Equity Loan Scheme.

2.06 As it is now nearly 3 years since the adoption of the previous Policy and in recognition of that and the fact Flintshire has declared its first Renewal Area it is necessary to review and update the Policy. It is acknowledged that the revision must consider the need for assistance across the County, to ensure that vulnerable persons are able to access it.

### **3.00 CONSIDERATIONS**

3.01 The existing policy offers financial assistance in a number of forms. The requirement on the Council to provide Disabled Facilities Grants is contained within the Housing Grants, Construction and Regeneration Act 1996. The Council has no discretion in the provision of these Grants and no changes to this Grant will be contained within the proposed Policy. Disabled Facilities Grants are means tested.

3.02 Members should note that Government has increased the upper limit for a Disabled Facilities Grant from £30,000 to £36,000 and this places extra pressure on the General Fund Capital programme. To date, although the current guidance allows for it Flintshire, has never reclaimed any grant when an adapted property is sold on. The Welsh Assembly Government has given General Consent to Councils to reclaim monies above £5,000, up to the level of £10,000 if the property is sold or transferred within 10 years. Implementation of this condition has been included within the revised policy.

3.03 The other forms of assistance provided, which include Home Repair and Renovation Grants were developed in consideration of the Private Sector Stock Condition Survey, commissioned by the Council in 2005. At that time it was felt that these forms of assistance were the most appropriate to address some of the immediate needs of vulnerable owner occupiers, within the levels of funding the Council could provide.

3.04 The Council also offers Empty Homes Grants with the aim of reducing the numbers of problematic vacant properties and Council housing waiting lists (through acquiring nomination rights on the renovated properties).

- 3.05 County wide assistance to vulnerable and/or disabled homeowners remains within the new Policy. However, the Council has considered whether there are new forms of assistance it can provide and the manner that assistance should take, given the limited resources available. In consideration of Member feedback and good practice, the new policy therefore includes some loan assistance in the form of zero interest charges, registered against the equity of the property concerned.
- 3.06 Welsh Assembly Government guidance on Renewal Policies is set out in WAG Circular 20/02. It is very specific about what local authorities must include in their Housing Renewal Policy. Circular 20/02 specifically states that local authorities should include the types and levels of resources that they will make available for the various types of assistance they intend to offer.
- 3.07 The priority areas for County wide assistance in the current policy remain. These are:-
- The reduction of Category 1 Hazards
  - The increase of properties occupied by vulnerable homeowners which meet the Welsh Housing Quality Standard
  - Supporting independent living (providing Disabled Facilities Grants)
  - Reducing the number of empty homes.
- There is £2.8M to support County wide assistance to address the above.
- 3.08 Area based renewal and the group repair of properties are proposed and will be piloted initially in the Renewal Area. A Group Repair scheme involves the external improvement of a group of properties, such as terraced block, and is organised by the Council. Owners participating in the scheme receive grant aid, typically towards 75% of the costs of the works and then make a contribution to or pay the remaining 25% based on a test of resources. Private landlords are required to pay 25%.
- 3.09 Through the consultation process Members were asked to consider, in what form any financial assistance should take, as we develop plans to achieve a more intensive approach to neighbourhood renewal. It is clear that large increases in resources from the General Fund Capital Programme whilst desirable, with other budgetary pressures and competing demands, will not be possible in the short to medium term.
- 3.10 The use of targeted loans would allow the Council to recycle the income from re-paid loans, back into renewal activity. This would, over the longer term, provide additional resources to the service and would increase the level of activity the Council could undertake. Given this situation Members were supportive of introducing loans in the form of zero interest equity charges placed on properties, provided limited grant support for those unable to

access this route would be made available. This feedback was considered and is contained within the proposed Policy.

- 3.11 Grants remain available for Disabled Facilities works. Grant is also available, subject to means testing, for those with no or little free equity in their property and for funding a minimum of 75% of group repair costs.
- 3.12 The Policy makes provision for the relocation of households or business premises as a result of statutory or non statutory clearance schemes within the Renewal Area. It also allows for the making of strategic acquisitions to reduce the number of empty homes, support any clearance and to assist with improving access to home ownership, again initially within the Renewal Area.
- 3.13 To ensure the Council is not prejudiced in any negotiations, it is requested that delegated authority be provided to the Head of Housing (in consultation with the Executive Member) to acquire land or property within the Renewal Area, utilising existing resources in the form of Specific Capital Grant (Renewal Area Money) and General Fund Capital programme (Empty Homes Resources).
- 3.14 The requested purchase limit, without the need for further reports is £150k, excluding homeloss, loss and disturbance payments. Acquisitions above this limit, or those involving operational businesses (with no potential or actual domestic accommodation) would be the subject of a report to Executive for approval to purchase.
- 3.15 To ensure that the Council's audit requirements are met, all such acquisitions would be negotiated through the Valuation and Estates Team or another appropriately qualified organisation, (where service pressures might dictate the need to seek external support), working to the council's financial regulations.. It is proposed that to support financial control and governance, that a report be submitted to Executive annually confirming any property acquisitions made and the reasons for those acquisitions taking place. This detail will be contained as part of an information report, charting progress within the Renewal Area.
- 3.16 As previously highlighted it is good practice to keep the Private Sector Housing & Improvement Policy under review. The proposed Policy has been formulated based on Member and Officer views, along with members of the public and limited stock condition data. However, it is 5 years since the Council has undertaken a Private Sector Stock Condition Survey. The previous Survey does not take full account of legislative changes which took place in 2006. Since that time the manner in which properties are assessed has changed substantially and this means that some of the data captured then is now inadequate. Significant energy efficiency investment by the Council and other organisations has also meant that this data is now out of date.

- 3.17 It is therefore essential to commission a new Survey which will inform Member's and Officer's of areas where the Policy might require development in the future. The cost of this survey is estimated to be £60k and will be funded from existing resources within the General Fund Capital programme.
- 3.18 Appendix A contains the full Private Sector Housing Renewal & Improvement Policy 2010, for which approval is sought.

#### **4.00 RECOMMENDATIONS**

- 4.01 That Members approve the revised Private Sector Housing Renewal & Improvement Policy for implementation on 1st April 2010.
- 4.02 That Members approve the acquisition of land and property within the Renewal Area on the terms set out in this report.
- 4.03 That Members approve the comissioning of a Private Sector Stock Condition and Energy Survey, as detailed in this report.

#### **5.00 FINANCIAL IMPLICATIONS**

- 5.01 The funding of the revised policy will be from a WAG Specific Capital Grant of £900K (Renewal Area monies). The General Fund Capital resources, which total £2.8M and are available County wide for 20010/11.

#### **6.00 ANTI POVERTY IMPACT**

- 6.01 The revised Policy targets the majority of financial assistance towards low income households. Those applicants deemed to have the ability to afford improvements by other means will be sign-posted accordingly.

#### **7.00 ENVIRONMENTAL IMPACT**

- 7.01 Members should note that the current Policy already includes measures to minimise environmental impact, however, it is considered that there is scope to improve the policy further in this area. The use of renewable energy technolgy's e.g. solar water heating/power, will be explored over the next 12 months.

#### **8.00 EQUALITIES IMPACT**

- 8.01 The revised Policy recognises that there are a proportion of vulnerable owners whom, for whatever reason, will not have sufficient resources to maintain their homes. The revised Policy makes provision for such owners and residents, should they approach the Council for assistance.
- 8.02 Service delivery of the revised Policy will be routinely monitored in relation to equality and diversity.

## **9.00 PERSONNEL IMPLICATIONS**

- 9.01 There will be personnel implications as a result of the Council choosing to declare a Renewal Area. It is intended that any additional support in the implementation of this Policy will be drawn from within the Council wherever possible. However, if additional employee resource is required above the level of the current revenue budget, further approval may need to be sought.

## **10.00 CONSULTATION REQUIRED**

- 10.01 The Policy revisions have been subject to public consultation via the Council's website and local press. Residents and other stakeholders have been invited to make comments. Following the consultation period and the Member Briefings, the revised policy is now submitted for approval and should, subject to approval, come into force on 1st April 2010.

## **11.00 CONSULTATION UNDERTAKEN**

- 11.01 Member Briefing sessions, outlining the proposed Policy have been held on 27th January & 24th February 2010. This gave all Members an opportunity to comment and assist in its development. The Policy has also been the subject of public consultation with Flintshire residents.

## **12.00 APPENDICES**

- 12.01 Improvement Policy 2010.

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

Private Sector Housing Renewal Policy 2007

Contact Officer: Clare Budden  
Telephone: 01352 703800  
E-Mail: [clare\\_budden@flintshire.gov.uk](mailto:clare_budden@flintshire.gov.uk)



# **PRIVATE SECTOR HOUSING RENEWAL & IMPROVEMENT POLICY**

**(Revised April 2010)**

Directorate of Community Services  
County Offices  
Flint  
Flintshire  
CH6 5BD

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## **FLINTSHIRE PRIVATE SECTOR HOUSING RENEWAL & IMPROVEMENT POLICY**

### **INTRODUCTION**

**The main focus of this policy is to support vulnerable individual owner occupiers across the County, who without the support of the local authority would not be able to maintain their homes to good standards and to address health and safety hazards.**

This policy supports Flintshire's vision, "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."

The Flintshire Housing Strategy Action Plan 2008-2013 has the following strategic housing priorities, which reflect both national and local priorities, as follows: -

- To increase the supply and choice of new affordable accommodation in locations throughout Flintshire in accordance with housing need and aspiration
- To aim to ensure that all homes within the County are of a good quality
- To seek to prevent homelessness and provide a wide range of accommodation for homeless people when homelessness is unavoidable
- To provide a range of housing based support for vulnerable people and to maximise independence
- To improve the quality of life of our communities through joint approaches to community safety, physical and social regeneration
- To ensure that housing provision in the County is in line with our economic aspirations
- To promote the health and wellbeing of communities by improving the quality and design of homes and the environment in which they live
- To improve the environmental and energy performance of housing through construction, education and maintenance
- To seek to meet the housing needs and aspirations of our diverse communities
- To make the case for housing in Flintshire

The assistance provided through this policy will support the delivery of the above priorities.

## **FLINTSHIRE PRIVATE SECTOR HOUSING RENEWAL & IMPROVEMENT POLICY**

### **CONTEXT**

The majority of housing stock in Flintshire is privately owned and owners must be encouraged to take responsibility for maintaining their own homes. However, assistance may be offered to vulnerable and/or low income households. The legislative context for addressing poor housing conditions in the private sector and supporting vulnerable homeowners is contained in the Regulatory Reform (Housing Assistance) (England & Wales) Order 2002 (referred to as the Regulatory Reform Order). In accordance with Article 3 of the Regulatory Reform Order, financial assistance may be offered by Flintshire County Council (otherwise known as “the Council”) in accordance with this policy for:

- The improvement, repair or adaptation of living accommodation including mobile homes and houseboats.
- The demolition of buildings comprising of or including living accommodation as part of a renewal scheme.
- The acquisition of alternative living accommodation where the existing home is unsuitable for improvement, repair or adaptation.

The Council may specify in detail the purposes for which applications for assistance are to be invited and occasionally may specify different purposes when necessary to reflect current priorities and budgetary constraints.

The assistance given may be in any form including, but not restricted to, grants, loans, legal charges, advice, carrying out works, re-housing and/or statutory enforcement.

Assistance will be targeted towards vulnerable persons, who for the purposes of this policy are defined as:-

- Individuals or groups who are in receipt of one or more of the principal, income related benefits:
  - Households in receipt of Pension Credit
  - Households in receipt of either working tax credit which includes a disability element, or child tax credit, if they have a relevant income of less than £15,050 (this limit is irrelevant if they receive other eligible benefits).
  - Households in receipt of Income Support or Income Based Job Seekers Allowance, which includes a disability premium.

Housing based regeneration activity can involve non-housing uses, including operational businesses; however the main focus of Flintshire’s Policy is to support vulnerable homeowners. Under Part 1 of the Local Government Act 2000 the Council has the power to give financial assistance to any person in order to promote the economic, social and environmental well being of an area.

Should the Council be made aware of a situation that warrants statutory enforcement action, such action will be considered.

This policy will continue to be reviewed on an annual basis.

**The Private Sector Housing Renewal & Improvement Policy for implementation from 1st April 2010 is summarised as follows:-**

### **3.0 RENOVATION ASSISTANCE**

#### **3.1 GROUP REPAIR SCHEMES**

A Group Repair Scheme involves the external improvement of a group of properties and is organised and managed on behalf of or directly by the Council. Owners fully participating in the scheme will be required to make a contribution of up to 25% of the costs of the works, subject to a means test. As this is a discretionary scheme, where a property owner refuses to fully participate, the scheme allows for minimal 'keying in' works to be undertaken by the Council. These works cannot exceed 5% of the total scheme costs.

##### Eligibility

All owners of properties within the defined boundary of the Group Repair Scheme

##### Conditions

The formal application must be accompanied by a certificate of owner-occupation, or in the case of a landlord, a certificate of intended letting.

If an owner of the premises to which the application relates makes a relevant disposal before the certified date of completion of the works then the owner must repay the costs of the works to the Council.

If an owner makes a relevant disposal within a 5 year period after the completion date an owner will be required to repay the cost of the works, less any contribution made, reduced by one fifth for each complete year which has elapsed after the completion date. An owner is required to notify the Council in writing of his/her intention to make a relevant disposal and to give the Council any information reasonably requested by them in connection with this.

The cost of the works, less any contribution made, is registered as a land charge with the Land Registry when the original approval is issued by the Council.

Any breach of conditions, recovery of costs and consideration of waivers is dealt by the Head of Housing.

Landlords participating in a Group Repair Scheme will be encouraged to join the All Wales Landlord Accreditation Scheme and accept nominations from Flintshire County Council.

The means test makes provision for 3 options, as follows:

1. Applicant elects to pay 25% of the works without being assessed in detail
2. Applicant elects to be assessed using the recognised test of financial resources as applied to the Statutory Disabled Facilities Grant
3. Landlords (including owners of vacant houses where there is an intention to let) must pay 25% of the cost of the works

##### Method of application

Formal applications are made by completion of a prescribed form (provided on request by the Private Sector Housing Renewal Team)

##### Advice available

Verbal and written advice is available from the Private Sector Housing Renewal Team (see Section 8.9 Contact Details)

#### **3.2 HOME IMPROVEMENT LOAN**

A home improvement loan is discretionary assistance designed to help properties reach the Decent Homes Standard (the standard adopted by Flintshire County Council).

This assistance will only be made available in conjunction with a Flintshire Group Repair Scheme.

The level of loan will be a maximum of £5,000 subject to a minimum of 20% free equity. Householders can borrow up to 80% of the free equity in the property, when the value of the loan is added to any existing secured loan up to the maximum Home Improvement Loan level. They must have at least sufficient equity to cover the cost of the works plus a further 20 % free equity in their property where there is an existing secured loan.

The purpose of this loan is to allow for the following internal works to be carried out: -

- Works to ensure a high thermal performance as determined by the Council, having regard to property age, construction and the feasibility and viability of executing improvements
- To remove elements of serious disrepair in the opinion of the Council's professional surveyors
- To provide reasonable kitchen and bathroom facilities and related services (only such facilities over 20 years old will be considered)
- To remove Category 1 Health and Safety Rating System hazards (In respect of Excess Cold and elderly applicants, eligibility will be limited to those who cannot expediently access a HEES Grant from the Welsh Assembly Government).

### Eligibility

Eligibility will be determined by the Council. The assessment undertaken by the Council takes account of the criteria listed below:

The applicant must:

- Be aged 18 or over on the date of the application
- Live in the dwelling as their main residence
- Have an owner's interest
- Be defined as a vulnerable person as follows :-
  - Households in receipt of pension credit
  - Households in receipt of either working tax credit, which includes a disability element, or child tax credit, if they have a relevant income of less than £15,050 (this limit is irrelevant if they receive other eligible benefits).
  - Households in receipt of Income Support or Income Based Job Seekers Allowance which includes a disability premium.

### Conditions

The assistance given will be placed as a Financial Charge registered with the Land Registry against the property.

The amount of the loan includes the cost associated with setting up the loan and includes professional fees. Should the loan not proceed because the applicant has turned down a loan offer then these costs will be still be added as a financial charge against the property. In cases where the Council is not in a position to offer the loan due to findings of the valuation or other investigations, these charges will be met by the Council.

Only one application for a Home Improvement Loan can be made and this must be received whilst the Group Repair Scheme involving your property is ongoing.

Applicants in receipt of this loan must address any Category 1 Hazards identified by the surveyor, as a condition of loan acceptance.

Applicants for this loan will not be able to access assistance under Home Repair Loans or any similar successor product for 10 years.

There are no repayments on the assistance, until the client or executor sells the property, or until the client decides to repay, in one lump sum.

The formal application must be accompanied by a certificate of owner-occupation.

Any breach of conditions, recovery of costs and consideration of waivers is dealt with by the Head of Housing.

### Method of application

A preliminary enquiry is made by telephone, e-mail or in writing and an informal application is made by completing a prescribed form.

### Advice Available

Verbal and written advice is available from the Private Sector Housing Renewal Administration Team (see Section 8.9 Contact Details)

## **3.3 CESP (COMMUNITY ENERGY SAVING PROGRAMME) TOP UP LOAN**

The Government's CESP programme places an obligation on energy suppliers and electricity generators to meet a CO2 reduction target by providing energy efficiency measures to households. A condition placed on this assistance is that it must be provided to households in areas with low incomes. The programme aims to offer these measures as a package, to deliver a whole house approach.

The purpose of the CESP Top Up Loan is to bridge the gap between the CESP contribution and the cost of the eligible works, minus any owner contribution.

### Eligibility

CESP Top Up Loans are available in any area where the Council has reached an agreement with an Energy Generator or Supplier subject to funding being available. There are likely to be between 5 and 10 CESP schemes supported in Wales

### Eligible Works

The following works are eligible and applications will be prioritised as detailed below (applicants aged 60 and over will be prioritised over younger applicants): -

- Priority 1: Fuel Switching from Coal to Mains Gas or potentially a heat pump system where mains gas cannot be brought to a property & provision of new central heating system
- Priority 2: Fuel Switching from electric storage heaters or electric room heaters to Mains Gas or potentially a heat pump system where mains gas cannot be brought to a property & provision of new central heating system
- Priority 3: Replacement of 'G' Rated Boilers and improvements to heating systems as well as other energy efficiency improvements which are eligible under CESP
- Priority 4: Contribution towards insulation of solid walls and other build types where cavity wall insulation is unsuitable.

### Conditions

Those householders accessing the initial CESP Scheme must contribute £300 towards the cost of the work. *(Please note the owner contribution may differ slightly on a scheme by scheme basis, depending upon the amount of funding available through CESP).*

In cases where CESP is providing a new central heating system, the scheme allows for the provision of a new Boiler and 6 new radiators. If the applicant wishes to have additional radiators they will be required to cover any additional cost.

All work is arranged through the Council's managing agent, who appoints a contractor and oversees the work.

In the case of fuel switching, the householder will be issued with a voucher for a free Gas connection. This voucher is time limited and it is the responsibility of the property owner to submit the voucher in good time.

The assistance given will be placed as a Financial Charge registered with the Land Registry against the property.

There are no repayments on the loan, until the client or executor sells the property, or until the client decides to repay, in one lump sum. At the time of settlement the client repays the same amount equal to the original value of the loan.

Only one application for a CESP Top Up Loan can be made.

Retrospective claims for assistance cannot be made.

#### Method of Application

Preliminary enquiries can be made by telephone, e-mail or in writing and formal application is by completion of a prescribed form.

#### Advice Available

Verbal and written advice is available from the Private Sector Housing Renewal Team and the North Wales Energy Advice Centre (See Section 8.9 Contact Details).

### **3.4 RENOVATION LOAN**

Renovation Loans enable owner-occupiers to fund repairs/improvements to their homes using available equity.

#### Eligibility

Renovation Loans are available to owner-occupiers in connection with applications for Home Repair Loans (HRL's) exceeding £5,000 (see 3.5 below).

This assistance is not available in conjunction with Group Repair

Eligibility will be determined by the Council. The assessment undertaken by the Council takes account of the criteria listed overleaf:

The applicant must:

- Be aged 18 or over on the date of the application
- Live in the dwelling as their main residence
- Have an owner's interest
- Be defined as a vulnerable person as follows :-
  - Households in receipt of pension credit
  - Households in receipt of either working tax credit, which includes a disability element, or child tax credit, if they have a relevant income of less than £15,050 (this limit is irrelevant if they receive other eligible benefits).
  - Households in receipt of Income Support or Income Based Job Seekers Allowance which includes a disability premium.

Applicants in receipt of this loan must address any Category 1 Hazards identified by the surveyor, as a condition of loan acceptance.

The level of loan will be between a minimum £5,000 and maximum of £30,000 subject to minimum of 20% free equity. Homeholders can borrow up to 80% of the free equity in the property, when the value of the loan is added to any existing secured loan up to the maximum Renovation Loan level. They must have at least sufficient equity to cover the cost of the works plus a further 20 % free equity in their property where there is an existing secured loan.

Where there is no existing secured loan or mortgage on the property, 50% of the equity in the property can be borrowed up to the maximum Renovation Loan limit.

The Head of Housing has delegated authority to increase the loan above the £30,000 limit, to a maximum of £40,000, in cases where unforeseen works are encountered, in order to ensure the completion of works on site to a satisfactory standard, subject to the agreement of any mortgagor. Should the mortgagor not agree the Head of Housing can consider the use of a non-means tested grant to enable the completion of the works.

#### Eligible works

Clients can have the following works undertaken:

- Works to the Decent Homes Standard (the standard adopted by Flintshire County Council)
- Energy efficiency works and works in connection with improving the environmental sustainability of the building

### Conditions

The cost of works is calculated and this is registered as a Legal Charge against the property with the Land Registry.

The amount of the loan includes the cost associated with setting up the loan and includes professional fees. Should the loan not proceed because the applicant has turned down a loan offer then these costs will be still be added as a financial charge against the property. In cases where the Council is not in a position to offer the loan due to findings of the valuation or other investigations, these charges will be met by the Council.

There are no repayments on the loan, until the client or executor sells the property, or until the client decides to repay, in one lump sum. At the time of settlement the client repays the same amount equal to the original value of the loan.

The Head of Housing will approve loan applications

Appeals and complaints regarding Renovation Loans will be considered through the procedures set out in the Council's corporate complaints procedure.

Dealing with any breach of Loan conditions and recovery of the Loan is undertaken the Council.

### Method of Application

Preliminary enquiries can be made by telephone, e-mail or in writing and formal application is by completion of a prescribed form.

### Advice Available

Verbal and written advice is available from the Private Sector Housing Renewal Team (See Section 8.9 Contact Details).

## **3.5 HOME REPAIR LOAN**

A Home Repair Loan is discretionary assistance designed to provide help with small- scale emergency works of repair and improvement to a dwelling. The dwelling may be a building of traditional construction, a houseboat or a mobile home .This form of assistance will be given in the form of a financial charge equal to the cost of any works on a property including associated reasonable fees. The maximum assistance available is £5,000

### Eligibility

This assistance is not available in conjunction with Group Repair

The applicant must:

- Be aged 18 or over on the date of the application
- Live in the dwelling as their main residence
- Have an owner's interest
- Be defined as a vulnerable person as follows :-
  - Households in receipt of pension credit
  - Households in receipt of either working tax credit, which includes a disability element, or child tax credit, if they have a relevant income of less than £15,050 (this limit is irrelevant if they receive other eligible benefits).
  - Households in receipt of Income Support or Income Based Job Seekers Allowance which includes a disability premium.
- Or provide written proof from their bank and /or mortgagor that they have been refused a loan to undertake the necessary works.

The maximum assistance available is £5000, except in the case where unforeseen works are found to be necessary to complete Home Repair works. In such, cases any excess costs will be kept to an absolute minimum.

Applicants in receipt of this loan must address any Category 1 Hazards identified by the surveyor, as a condition of loan acceptance.

If the cost of removing the defects to a dwelling exceeds £5000, a Renovation Loan (see 3.4) may be offered instead of a Home Repair Loan, subject to an assessment by the Council.

Discretionary home repair assistance is allocated to dwellings affected by the following: -

- Category 1 Health and Safety Rating System hazards (In respect of Excess Cold and elderly applicants, eligibility will be limited to those who cannot expediently access a HEES Grant from the Welsh Assembly Government).

Or Category 1 and Category 2 Hazards from the following list, if the surveyor feels that works should be undertaken due to the occupier's vulnerability:

- Risk of electric shock or fire as a result of a defective electrical installation.
- Risk of carbon monoxide poisoning from a gas appliance. Any remedial works will be limited to the removal of the defective appliance, and the replacement of an equivalent specification.
- Risk of imminent structural collapse of part of the building or structure.
- Dampness considered so pervasive as to be prejudicial to the health of the occupant(s)
- The repair or replacement of a domestic water heating appliance in accommodation occupied by elderly people or young children.
- Properties with collapsed drains causing surcharge of effluent, where remedial works are not covered by property insurance.

#### Conditions

The assistance given will be placed as a Financial Charge registered with the Land Registry against the property.

The amount of the loan includes the cost associated with setting up the loan and includes professional fees. Should the loan not proceed because the applicant has turned down a loan offer then these costs will be still be added as a financial charge against the property. In cases where the Council is not in a position to offer the loan due to findings of the valuation or other investigations, these charges will be met by the Council.

No further applications for Home Repair Assistance can be made within a period of three years.

There are no repayments on the assistance, until the client or executor sells the property, or until the client decides to repay, in one lump sum.

The formal application must be accompanied by a certificate of owner-occupation

Any breach of conditions, recovery of costs and consideration of waivers is dealt with by the Head of Housing.

#### Method of application

A preliminary enquiry is made by telephone, e-mail or in writing and an informal application is made by completing a prescribed form.

#### Advice Available

Verbal and written advice is available from the Private Sector Housing Renewal Administration Team (see Section 8.9 Contact Details)



## **4.0 ASSISTANCE FOR OLDER AND/OR DISABLED PERSONS**

### **4.1 FLINTSHIRE CARE AND REPAIR**

Flintshire Care and Repair is a not-for-profit, locally based organisation that assists vulnerable homeowners or private sector tenants who are elderly, disabled or on low income to repair, improve, maintain or adapt their home. By improving people's living conditions, the agency enhances their quality of life and enables them to remain in their home in greater comfort and security. They also offer a wide range of services and provide advice to clients in addition to sign posting clients to appropriate support.

#### Eligibility

Applicants must be at least 60 years of age or disabled

Applicants must be living in Flintshire

#### Conditions

Where an applicant is 75 or over, they will be referred to the Agency for a project management service (in relation to a Disabled Facilities Grant and to Home Repair or other similar products). No Project Management fee is charged for this client group.

#### Method of application

An enquiry can be made by telephone, e-mail, in writing or in person

#### Advice available

Verbal and written advice is from the Private Sector Housing Renewal Team who makes any referral (see Section 8.9 Contact Details)

### **4.2 FLINTSHIRE CARE & REPAIR HANDYPERSON SERVICE**

This service assists clients who are elderly, vulnerable or disabled, to remain in their homes in a reasonable degree of comfort and security by providing a low cost repair service. There is a nominal charge for this service. The service will arrange for the Handyperson to visit people in their home and provide an estimate for the work required. The Handyperson Service will also offer advice on a wide range of repairs available and will arrange to carry out the works with the minimum amount of fuss.

#### Eligibility

Applicants must be at least 60 years of age or disabled

Applicants must be living in Flintshire

Applicants can be from any tenure (with the exception of Council tenants), but tenants will need to obtain landlords consent before any work is carried out. Tenants must also make sure that it is their responsibility to carry out the works. The Handyperson will not do works that are the responsibility of the landlord.

The Council is currently exploring the possibility of offering the Care & Repair Handyperson's Service to Council tenants and may revise the policy accordingly.

#### Conditions

None

#### Method of application

A preliminary enquiry is made by telephone, e-mail, in writing or in.

### Advice available

Verbal and written advice is from both the Private Sector Housing Renewal Team and Care & Repair Agency (see Section 8.9 Contact Details)

### **4.3 DISABLED FACILITIES GRANTS**

Disabled Facilities Grants are a mandatory grant available to eligible disabled people to assist with adaptations works.

*See Housing Grants, Construction and Regeneration Act 1996 Sections 19-24 as amended by Schedule 3 of the Regulatory Reform (Housing Assistance)(England & Wales) Order 2002*

In considering housing conditions and provisions in the area, the Council must have regard to the special needs of chronically sick and disabled people in the context of their wider lifestyle and desired activities. For further advice about this grant please contact the Council's Social Services Duty Team on 01352 701307.

#### Additional Condition

*The Housing Grants, Construction and Regeneration Act 1996 Disabled Facilities Grant (Conditions relating to approval or payment of Grant) General Consent 2008*

Financial assistance above £5,000 to a maximum of £10,000 must be repaid in full if sale or transfer of the property occurs within 10 years of certified completion of the scheme. This amount will be placed as a Local Financial Charge against the property. The consent does allow for a waiver of this amount to be granted in certain limited circumstances, the detail of which will be advised when the Grant is completed.

Any breach of conditions, recovery of costs and consideration of waivers is dealt with by the Head of Housing

### **4.4 DFG DISCRETIONARY TOP UP LOAN**

This loan will be considered in very exceptional circumstances where the required expenditure to provide a disabled adaptation is above the statutory limit (currently £36,000). It will only be provided to owner occupiers and the loan amount registered as a financial charge against the property at the Land Registry.

Eligibility for this assistance and the amount will be determined firstly, by a case review involving the OT, housing professionals and the client, to see if the scheme can be revised to bring it within the statutory limit or if finance can be accessed from another source to fund the works. If the scheme cannot be altered to fit the statutory limit, the case would be referred to the Council's Finance Panel (set up for this purpose), which will consider all relevant circumstances to determine whether a loan secured against the property is appropriate.

The level of loan will be agreed by the Finance Panel in consideration of the cost of the works. Householders can borrow up to 80% of the free equity in the property, when the value of the loan is added to any existing secured loan. They must have at least sufficient equity to cover the cost of the works plus a further 20 % free equity in their property where there is an existing secured loan.

#### Conditions

The assistance given will be placed as a Financial Charge registered with the Land Registry against the property.

The amount of the loan includes the cost associated with setting up the loan and includes professional fees. Should the loan not proceed because the applicant has turned down a loan offer then these costs will be still be added as a financial charge against the property. In cases where the Council is not in a position to offer the loan due to findings of the valuation or other investigations, these charges will be met by the Council.

No further applications for a DFG Discretionary Top Up Loan can be made within a period of ten years.

There are no repayments on the assistance, unless the client or executor sells the property, or until the client decides to repay, in one lump sum.

The formal application must be accompanied by a certificate of owner-occupation

Any breach of conditions, recovery of costs and consideration of waivers is dealt with by the Head of Housing

#### **4.5 DFG DISCRETIONARY TOP UP GRANT**

This grant will be considered in very exceptional circumstances where the required expenditure to provide a disabled adaptation is above the statutory limit (currently £36,000). It will only be provided to applicants who rent from a private or social landlord, or owner occupiers where there is insufficient equity within the property to cover the cost of the works, plus a further 20 % free equity where there is an existing secured loan.

Eligibility for this assistance and the amount will be determined firstly, by a case review involving the OT, housing professionals and the client, to see if the scheme can be revised to bring it within the statutory limit or if finance can be accessed from another source to fund the works. If the scheme can not be altered to fit the statutory limit, the case would be referred to the Council's Finance Panel (set up for this purpose), which will consider all relevant circumstances to determine whether a grant is appropriate.

The level of grant will be agreed by the Finance Panel in consideration of the cost of the works.

##### Conditions

No further applications for a DFG Discretionary Top Up Grant can be made within a period of ten years.

Any breach of conditions, recovery of costs and consideration of waivers is dealt with by the Head of Housing

##### Method of application

A preliminary enquiry is made by telephone, e-mail or in writing and a formal application is made by completing a prescribed form

##### Advice Available

Verbal and written advice is available from the Social Services Duty Team and the Private Sector Housing Renewal Team (see Section 8.9 Contact Details)

#### **4.6 FLINTSHIRE DISCRETIONARY ADAPTATIONS GRANT (DAG)**

The purpose of the grant is to enable expedited access to a wide range of non complex adaptations which would otherwise be slowed by the legal constraints of the mandatory scheme. Adaptations not requiring planning permission may be considered under this grant. The maximum assistance available is £5,000. Requests for adaptations under £1,000 will be made through the Social Services Minor Adaptations route.

##### Eligibility

Any applicant defined as vulnerable under the Council's current Housing Renewal & Improvement Policy will be eligible for assistance. Additionally, any person not defined as vulnerable but has been considered by the Director of Community Services on welfare grounds as requiring assistance may also receive a grant under this scheme.

Where the applicant is identified as vulnerable by the Head of Housing, or as eligible on welfare grounds by the Director of Community Services, a 100% non means tested grant will be available.

All referrals for this grant must be made through Flintshire County Council's Occupational Therapy Team, or an independent OT who is commissioned by FCC Social Services for Adults and Children.

In cases of unforeseen works the grant limit may be increased by the Housing Renewal Manager, providing it does not exceed £750. Works above this limit will be referred through the mandatory DFG regime.

### Conditions

The assistance given will be placed as a Financial Charge registered with the Land Registry against the property.

The grant is repayable if the property is sold, transferred or otherwise disposed of within 10 years of the certified date of completion.

The Head of Housing will approve Grant applications

Appeals and complaints regarding the Discretionary Adaptations Grant will be considered through the procedures set out in the Council's corporate complaints procedure.

Any breach of the Discretionary Adaptations Grant conditions and recovery of the Grant is undertaken by the Council.

### Method of application

A preliminary enquiry is made by telephone, e-mail or in writing and a formal application is made by completing a prescribed form

### Advice Available

Verbal and written advice is available from the Social Services Duty Team and the Private Sector Housing Renewal Team (see Section 8.9 Contact Details)

## **4.7 FLINTSHIRE DISABILITY RELOCATION GRANT**

The purpose of this Grant is to assist disabled residents of the County to buy and adapt a home which is suitable for their needs or can be adapted to meet their needs. This assistance will only be considered where the current property cannot be adapted or not adapted at a reasonable cost to meet their needs.

Grant assistance will be available to meet Estate Agent fees, conveyance costs, stamp duty, removal expenses, redecoration and to deal with any Category 1 Hazards. It can also be utilised for adapting the property.

### Conditions

No applications for discretionary top up will be considered in conjunction with this scheme.

The maximum assistance available under this Grant is £36,000.

The dwelling to be purchased must be located within Flintshire's boundary, unless a waiver to this condition is granted by the Head of Housing. Such a waiver may be granted if the disabled occupier needs to relocate closer to family due to their disability.

### Eligibility

The applicant must qualify for assistance under the mandatory Disabled Facilities Grant regime to submit an application for this Grant.

### Method of application

A preliminary enquiry is made by telephone, e-mail or in writing and a formal application is made by completing a prescribed form

### Advice Available

Verbal and written advice is available from the Private Sector Housing Renewal Team (see Section 7.9 Contact Details)

#### **4.8 HOUSE PROUD SCHEME**

House Proud offers affordable equity release loans for housing repair, improvement and adaptation through the Home Improvement Trust.

The scheme is supported by Welsh Assembly Government and Flintshire County Council. The Home Improvement Trust is a 'not for profit' organisation.

Applicants for housing assistance who do not meet the criteria as vulnerable persons or who need extra help beyond that available under a mandatory Disabled Facilities Grant, may be signposted to this organisation. The Home Improvement Trust will also accept self referral to this scheme.

##### Conditions

Available upon request from the Home Improvement Trust

##### Eligibility

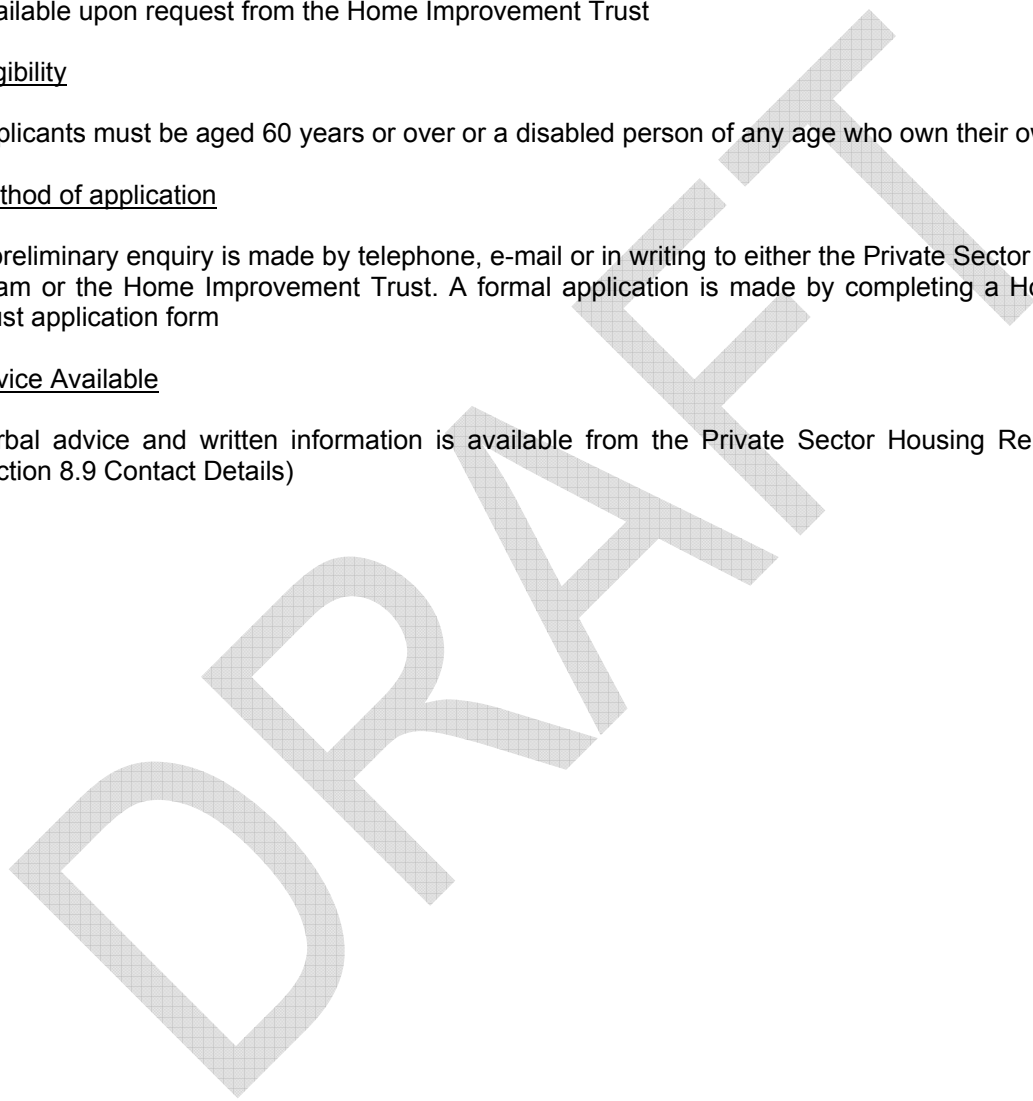
Applicants must be aged 60 years or over or a disabled person of any age who own their own home.

##### Method of application

A preliminary enquiry is made by telephone, e-mail or in writing to either the Private Sector Housing Renewal Team or the Home Improvement Trust. A formal application is made by completing a Home Improvement Trust application form

##### Advice Available

Verbal advice and written information is available from the Private Sector Housing Renewal Team (see Section 8.9 Contact Details)



## **5.0 ASSISTANCE FOR EMPTY PROPERTIES**

A range of empty property assistance is available to tackle the problem of empty properties within the County. This assistance is largely administered by the Council's Empty Homes Development Officer.

### **5.1 EMPTY PROPERTY GRANT**

Financial assistance, up to a maximum of £20,000, provided to support the renovation of strategically located vacant properties. Assistance is conditional upon the property being brought back into use.

This assistance is not available in conjunction with Group Repair

#### Eligibility

Applicants must have an owner's interest in the vacant property and it must be located within the Renewal Area.

Applications will be considered from the following who have owned a long term vacant property for more than 3 years:

- (i) Property owners who are landlords accredited with the All Wales Accreditation Scheme
- (ii) Property owners invited to apply by the Council, as reoccupation of their property will assist with strategic area based renewal.
- (iii) Applications will also be considered from First Time Buyers, who, if successful, must reside in the premises for at least 3 years

The Council will manage the works and ensure that it is renovated to at least the Decent Homes Standard (the standard adopted by Flintshire County Council), as assessed by the Council

#### Conditions

Applicants must agree to accept tenant nominations from the Council and make the property available for letting for a minimum period of 5 years (unless they are 1<sup>st</sup> time buyers who choose to reside in the property). With the exception of first time buyer applicants, the property must be managed by the Council's partner Registered Social Landlord (RSL), for which a fee will be payable to the RSL.

The formal application must be accompanied by a certificate of intended letting (excluding first time buyer applicants).

The Head of Housing will approve loan applications

Appeals and complaints regarding Empty Property Assistance will be considered through the procedures set out in the Council's corporate complaints procedure.

Any breach of the Empty Property Assistance conditions and recovery of the Grant is undertaken by the Council.

#### Method of application

A preliminary enquiry is made by telephone, e-mail or in writing and a formal application is made by completing a prescribed form

#### Advice Available

Verbal and written advice is available from the Empty Homes Development Officer (see Section 5.9 Contact Details)

### **5.2 EMPTY PROPERTY LOAN**

Financial assistance, up to a maximum of £10,000, provided to support the renovation of strategically located vacant properties. Assistance is conditional upon the property being brought back into use.

This assistance is not available in conjunction with Group Repair

Applicants must have an owner's interest in the vacant property and must agree to accept tenant nominations from the Council. Applicants must also make the property available for letting for a minimum of 5 years and until such time as the loan is settled in one lump sum thereafter.

Applications will be considered from the following:

- (i) Flintshire Developers registering an interest in renovating empty properties with The Council's Empty Homes Development Officer (subject to becoming an accredited landlord)
- (ii) Property owners who are landlords accredited with the All Wales Accreditation Scheme
- (ii) Property owners invited to apply by the Council, as reoccupation of their property will assist with strategic area based renewal (subject to becoming an accredited landlord).

Applicants must renovate the property to at least the Decent Homes Standard (the standard adopted by Flintshire County Council), as assessed by the Council

#### Conditions

The applicant must agree to a Land Charge being registered against the property with the Land Registry, equal to the value of the assistance given.

The amount of the loan includes the cost associated with setting up the loan and includes professional fees. Should the loan not proceed because the applicant has turned down a loan offer then these costs will be still be added as a financial charge against the property. In cases where the Council is not in a position to offer the loan due to findings of the valuation or other investigations, these charges will be met by the Council.

There are no repayments on the assistance, until the client or executor sells the property, or until the client decides to repay, in one lump sum, or if there is non compliance with the terms of the tenant nomination.

The formal application must be accompanied by a certificate of intended letting.

The Head of Housing will approve loan applications

Appeals and complaints regarding Empty Property Assistance will be considered through the procedures set out in the Council's corporate complaints procedure.

Any breach of the Empty Property Assistance conditions and recovery of the Loan is undertaken by the Council

#### Method of application

A preliminary enquiry is made by telephone, e-mail or in writing and a formal application is made by completing a prescribed form

#### Advice Available

Verbal and written advice is available from the Empty Homes Development Officer (see Section 8.9 Contact Details)

### **5.3 HOME OWNERSHIP USING SUSTAINABLE EMPTY DWELLINGS ('HOUSED')**

HOUSED involves the Council purchasing, improving and selling empty properties within the Renewal Area to eligible owner-occupiers, as affordable and decent homes. Properties are improved to a high standard and sold at a 10% discount off the market value.

#### Eligibility

Applicants for the HOUSED scheme must have an annual salary as follows:

Single applicants between £13,000 and £25,000

Joint applicants between £18,000 and £35,000

All applicants can be:

- Residents in the County who need to move urgently
- Applicants living and working in the County
- Applicants working in the County, but living elsewhere
- Owner-occupiers living in clearance areas
- All other applicants living in clearance areas

#### Conditions

If the applicant sells the property within 5 years of acquiring the house or, moves out and rents to a third party, they will be liable to repay the 10% discount given by the Council.

The discount is calculated and this is registered as a Legal Charge against the property with the Land Registry for 5 years.

Applicants must be listed on the Council's Affordable Home-Ownership Register.

The Head of Housing will make the final decision as to who is offered the property.

Appeals and complaints regarding HOUSED will be considered through the procedures set out in the Council's corporate complaints procedure.

Dealing with any breach of the HOUSED scheme and recovery of the discount is undertaken by the Council

#### Method of application

A preliminary enquiry is made by telephone, e-mail or in writing and a formal application is made by completing a prescribed form

#### Advice available

Verbal and written advice is available from the Empty Homes Development Officer (see Section 8.9 Contact Details)



## 6.0 RELOCATION ASSISTANCE

### 6.1 RELOCATION LOAN

Relocation Loans can be made available to owner-occupiers moving home because of statutory and non-statutory housing clearance programmes, subject to sufficient funding being available. The loan is designed to fund the gap between an applicant's financial means (including capital and compensation received for the existing home) and the cost of purchasing a similar alternative home. The loan is registered as a charge, with the Land Registry, against the market value of the new property. A minimum of 20% free equity must remain available after the loan has been made, taking account of the value of any outstanding mortgage. When the property is sold or transferred the loan is repaid out of the proceeds of the sale. The amount repayable is the same amount as the value of the original loan.

#### Eligibility

Relocation Loans are available to owner-occupiers in housing demolition schemes who cannot reasonably afford to gain access to commercial loans.

Eligibility will be determined by the Council which will take account of the criteria listed below:

- Applicant cannot obtain a sufficient commercial mortgage at a reasonable rate (i.e. three times their income and no more than 3% above the Bank of England Interest Base Rate). Evidence of refusal from a commercial lender will be required.
- Applicant purchased the property before the date when clearance was proposed, except under special circumstances.

The eligible amount of loan will be defined as the gap between:

- The compensation paid for existing home (including Homeloss, but excluding Disturbance Payments);
- PLUS
- Any savings/other capital above a level of £12,000 (Applicants may appeal to the Head of Housing if savings over £12,000 are needed for a specific purpose
- LESS
- The amount of existing secured loans (if applicable)
- AND
- An independent assessment of the value of the similar replacement home (the cost of which can be incorporated into the loan)
- LESS
- The amount of the new commercial mortgage (if applicable)

Subject to a normal maximum of £15,000, however, the Head of Housing can in certain circumstances approve a loan up to £20,000

Examples that can be considered by the Head of Housing include:

- the household requires a larger home due to overcrowding;
- special requirements arising from disabilities of household members;
- other specific hardships which require an increased loan.

#### Conditions

The maximum loan is also subject to the rules of the lender about the amount of security required.

Repayment of the loan must be made upon the sale or transfer of the property and is subject to other conditions applied by the Council which will be detailed on the loan offer document and the land charge registered at the Land Registry. Principally, these are that the property owner should ensure the building is kept in a good state of repair and must be adequately insured to cover the loan amount. At the time of settlement the client repays the same amount as the original value of the loan.

The submission of a loan application must be approved by the Head of Housing.

Appeals and complaints regarding Relocation Loans will follow the Council's Corporate Complaints procedure

Breaches of loan conditions and recovery of the loan will be undertaken by the Council.

#### Method of Application

Preliminary enquiries are made by telephone, email or in writing. A formal application is by completion of a prescribed form.

#### Advice Available

Verbal and written advice is available from the Private Sector Housing Renewal Team (See Section 8.9 Contact Details).

### **6.2 HOME LOSS/LOSS PAYMENTS AND DISTURBANCE ALLOWANCES**

Ex-Gratia Payments equivalent to statutory Home Loss Payments, Loss Payments and Disturbance Allowances will be paid in non – statutory Clearance and Demolition Schemes in connection with Strategic Acquisitions within a declared Renewal Area. An exception to this will be that in non – statutory schemes were the level of Home Loss Payments awarded to private tenants will be capped at £1500.

All payments are available to residential occupiers and businesses proprietors, if they are moving as direct result of the acquisition of a property occupied by them by the Council.

#### Eligibility

Ex-Gratia Home Loss Payments are available to owner-occupiers and tenants of residential premises involved in housing clearance schemes. Applicants must have been in occupation at least 12 months prior to the date of sale to the Council.

Ex-Gratia Loss Payments are available to non-residential owners/occupiers of premises involved in housing based clearance schemes. Applicants must have had a legal interest in the relevant premises for at least 12 months prior to the date of sale to the Council.

Ex-Gratia Payments for Disturbance Allowances are available for all occupiers of premises involved in housing based clearance schemes.

#### Conditions

Documentary proof will be required to support claims for both Disturbance Allowance and Home Loss and Loss Payments

#### Method of Application

Claim forms are available from the Private Sector Housing Renewal Team

#### Advice Available

Verbal and written advice is available from both the Private Sector Housing Renewal Team and the Valuation and Estates Team (see Section 7.9 Contact Details)

### **6.3 INDEPENDENT FINANCIAL ADVICE**

Owner-occupiers moving from housing clearance areas have the option of receiving Independent Financial Advice to assist in the moving process. The fees incurred in receiving such advice will be paid by the Council as part of the Disturbance Allowance. An appropriately qualified Independent Financial Advisor (IFA) should be sought and a maximum cost of £300 will be payable on production of a valid invoice.

#### Eligibility

Applicants for Independent Financial Advice must be owner-occupiers residing in private sector housing based clearance schemes.

## Conditions

All Independent Financial Advice is deemed to be independent of Flintshire County Council, even if fees are paid for or reimbursed by the Council

## Method of Application

Owner occupiers should seek out their own appropriately qualified Independent Financial Advisor (IFA).

## Advice Available

**NO** financial advice will be provided the Council.

## **6.4 RELOCATION GRANTS**

Relocation grants assist people whose homes are in a statutory Clearance Area or a non-statutory Clearance Scheme including privately owned houses where the Council is an active partner and who wish to purchase a replacement home within the locality. The purpose of this assistance is to help bridge the gap between the cost of a replacement home and the amount of money which the applicant has available, taking into account compensation received for the loss of their home and the maximum Relocation Loan (currently £20,000)

## Eligibility

- Relocation Grant Assistance will only be available in cases where an applicant has to raise the maximum level of gap funding through a Relocation Loan and is still unable to move. It may only be used in such circumstances as the need to move to larger accommodation to alleviate over-crowding or to be near to family members for care purposes. Such cases will be determined by the Head of Housing.
- The original dwelling must be located in a statutory Clearance Area or a non-statutory Clearance Scheme involving privately owned houses, where the Council is an active partner.
- A qualifying person must have an owner's interest or an interest which on the acquisition date was greater than a tenancy for a year and the original dwelling must have been his/her main or only residence 12 months prior to the acquisition date.
- The dwelling to be purchased must be located within Flintshire's boundary.

## Grant conditions

The value of the property associated with the grant will be determined by a professional Valuer, appointed by the Council. The grant, when combined with the compensation and maximum Relocation Loan cannot exceed this valuation.

If the qualifying dwelling is sold within a ten year period of the original purchase date, the relocation grant must be paid back in full.

The submission of a grant application must be approved by the Head of Housing.

Appeals and complaints regarding Relocation Grants will follow the Corporate Complaints procedure

Breach of Grant conditions and recovery of Grant is dealt with by the Head of Housing.

## Allocation policy

The maximum Relocation Grant available is £5,000.

## Method of application

Formal applications are made by completion of a prescribed form (provided on request by the Private Sector Housing Renewal Team) and upon submission of new property details.

Advice available

Verbal and written advice is available from the Private Sector Housing Renewal Team (see Section 8.9 Contact Details)

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## **7.0 OTHER FORMS OF ASSISTANCE**

The Council has mechanisms to assist grant and loan applicants and will signpost to other partners as appropriate: -

### **7.1 FLINTSHIRE AGENCY SCHEME**

Flintshire County Council will administer a grant/loan application on behalf of an applicant. A fee is charged for the service and this is added to any grant/loan available. Agency fees for loans will be deducted from the overall amount, but will not be registered as a financial charge against the property.

Grant & Loan administration will help an applicant: -

1. Complete the Grant/Loan Application Form
2. Gather any necessary financial evidence for a means test or to prove entitlements to benefits
3. Undertake a preliminary means test
4. Complete any certificated necessary to support an application
5. Show proof of title
6. Draw up schedules of dilapidations
7. Appoint architects and surveyors
8. Provide assistance and advice throughout the application process
9. Liaise with architects and surveyors following approval of assistance and attend on site as necessary to aid the smooth and satisfactory completion of works.
10. An applicant may elect to use Flintshire County Council to supervise the undertaking of the work instead of appointing a private architect or surveyor. If this is the case a separate fee will apply.
11. Current fee rates are as follows:
12. Grant Administration: 6% plus £80.00 excluding VAT
13. Supervision of Works: 8.5%.

The Agency service can also be offered to 'non vulnerable households' who require assistance, even if they are not eligible for a grant or loan (in this circumstance only stages 6-13 would apply).

### **7.2 FUEL POVERTY AND ENERGY EFFICIENCY**

All householders will be eligible for consideration of energy efficiency grants and advice and will be directed through the Council's Energy Efficiency Manager to access mainstream energy efficiency grants. Such as EEC grants, HEES and Health through Warmth. All vulnerable grant applicants will receive an energy efficiency package on top of the standard grant eligible works. Energy efficiency measures available will top up standards of insulation and heating and help to make domestic fuel consumption more efficient. All energy efficiency measures will be tied into the undertaking of wider works of improvement.

Flintshire County Council is developing its approach to providing assistance for renewable energy sources. Where any application for a Discretionary Home Renovation Loan is made on the grounds that a house is too cold and the household is a vulnerable household, consideration will be given to the introduction of renewable energy technologies including the provision of solar heating systems and ground source heat pumps.

### **7.3 CRIME PREVENTION**

All householders will be eligible to receive crime prevention advice and will be directed through the Council's Crime Prevention Partnership for the provision of advice, assistance and other crime prevention services. All vulnerable grant applicants will receive a target hardening package in addition to the standard grant eligible works. Target hardening will improve window locks and door locks.

### **7.4 HOME ACCIDENT PREVENTION**

All householders will be eligible to receive information, advice and assistance with respect to the prevention of accidents in the home. Discretionary grants will be specifically available to remove safety hazards in and around the home and the Council will work with ROSPA, the Fire Service and other service providers to develop home accident prevention packages which may be available for vulnerable applicants in addition to standard eligible works.

## **8.0 GENERAL**

### **8.1 NOTIFICATION**

The Council will notify an applicant whether any application for financial assistance is approved or refused. The notification will be in writing as soon as is reasonably practicable, and, in any event, not later than six months after the date of the full application concerned.

If the application is approved the notification will also specify the works which are eligible for assistance. If the application is refused, the Council will at the same time explain the reasons for the refusal.

In all cases where the primary means of assistance is a Loan, consideration will be given to topping up with Grant Assistance to complete a scheme of works. This will only apply in cases where there is insufficient equity to fund the eligible works (subject to the rule that 20% free equity must remain available) once the loan and any other charged secured against the property is taken into account.

### **8.2 SUPERVISION & DELIVERY OF RENOVATION WORKS**

It is a requirement of the following Grants and Loans that the applicant utilises the Council's Housing Design Agency Service:-

- Group Repair Grant
- Home Improvement Loan
- Renovation Loan
- Home Repair Loan
- Disabled Facilities Grant
- Discretionary Adaptations Grant
- Empty Property Grant
- House Proud Loan Scheme

The responsibility for supervision of works rests with the Council's Housing Design Agency for these forms of assistance. The Agency will ensure that the following is achieved: -

- Value for Money – Ensuring that contractors are from the Council's approved list and are regularly monitored in terms of their competitiveness.
- Monitoring Works in Progress – Ensuring works in progress are of a high standard and meet any other requirements in terms of Planning and Building Control which might apply.
- Ensuring Satisfaction Upon Completion – Inspecting the completed works to ensure that they are of a high standard and therefore the Grant or Loan is suitable for payment.

### **8.3 PAYMENTS IN RELATION TO RENOVATION WORKS**

Assistance may be paid in whole after the completion of eligible works or in part by instalments as work progresses and the balance after completion.

The assisted work must be completed within 12 months from the date of approval or such further period as the Council may allow for unforeseen works to be completed.

The assisted works must be carried out in accordance with such specification as the Council determine and executed to the satisfaction of the Council.

The Council must be provided with an acceptable invoice, demand or receipt regarding payment for eligible works and professional fees or other charges, which has not been given by the applicant or a member of his/her family.

The assisted works must be carried out by one of the contractors whose estimates accompanied the application.

The Council will normally pay assistance direct to the contractor.

Assistance will not be paid without the completion of a certificate of satisfaction with the works by the applicant unless the completion certificate is unreasonably withheld.

Where assistance is payable, but the assisted works have not been executed to the satisfaction of the applicant, the Council may at the applicants request withhold payment from the contractor.

#### **8.4 GENERAL CONDITIONS RELATING TO FINANCIAL ASSISTANCE**

If an application for financial assistance is approved but it subsequently appears that the applicant is not entitled to that assistance, the Council may demand the full amount to be repaid with interest or demand repayment of instalments made.

When the Council has the right to demand repayment of financial assistance, they may determine not to demand repayment of the full amount, or to demand a lesser amount, where they are satisfied they fall into one or more of the cases referred below. The cases below are complaint with the Human Rights Act 1998. The right to waive repayment does not apply to all financial products.

##### **1) FINANCIAL HARDSHIP**

Following a change in financial circumstances if an applicant can prove that he/she would suffer hardship if all or part of the assistance was repaid (this would need to be proven by producing all the relevant facts for consideration)

##### **2) EMPLOYMENT**

When a person needs to change his place of employment (if it was out of the area it would be reasonable to consider if they need to move and buy a house elsewhere)

##### **3) HEALTH AND WELL BEING**

Reasons connected with the physical or mental health, or well being of the relevant person (this could also include spouse, children)

##### **4) PROVISION OF CARE**

To enable a person to live with or near any person (any person who is in need of care (disabled or infirm) and care will be provided by one or the other)

##### **5) SUITABILITY FOR THE NUMBER OF OCCUPANTS**

To enable a move to larger or smaller accommodation which is more suitable for the number of occupants

Each case would be considered on individual merit and the facts of the case would need to be presented to the Head of Housing

All applicants must be EU Citizens or have indefinite leave to remain and recourse to public funds.

#### **8.5 APPEALS AND COMPLAINTS**

Complaints will be dealt with in line with the Council's Corporate Complaints Policy, a copy of which is available upon request.

Appeals regarding provision of any assistance should be made initially to the officer dealing with your application

#### **8.6 CUSTOMER SATISFACTION**

To assist service improvements and develop the policy into the future all residents receiving assistance will be asked to complete and return a customer satisfaction survey form. The Council aims to achieve high levels of customer satisfaction and will report on performance on an annual basis at the next review.

#### **8.7 ENVIRONMENTAL RESPONSIBILITY**

The implementation of this policy incorporates measures to limit the impact on the environment, where possible. Over the next 12 months the policy will be reviewed to ensure that all assistance given takes into account environmental responsibility.

#### **8.8 RESOURCES**

All assistance provided under this policy will be subject to the resources available to the Council.

## 8.9 CONTACT DETAILS

Address:

Private Sector Housing Renewal Team  
Community Services  
Flintshire County Council  
County Offices  
Flint  
Flintshire  
CH44 8ED

Website address: <http://www.flintshire.gov.uk>

Telephone numbers:

Private Sector Housing Renewal General Enquiries	01352 703434
Empty Homes Development Officer	01352 703398
The Estates and Valuation Team	01352 703100
Social Services Duty Team	01352 701307
North Wales Energy Advice Centre	0800 512 012 (Freephone)
Flintshire Care & Repair Agency	01352 758700
Flintshire County Council Allocations	01352 703777
Housing Options Team	01352 703815 or 703164
Home Improvement Trust	0115 934 9511
Clwyd Alyn Housing Association	01745 536800
Wales & West Housing Association	0800 052 2526
Tai Clwyd Housing Association	0345 230 3140

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## FLINTSHIRE COUNTY COUNCIL

AGENDA ITEM NUMBER: 8

**REPORT TO:**     **EXECUTIVE**  
**DATE :**           **09 MARCH 2010**  
**REPORT BY:**   **DIRECTOR OF ENVIRONMENT**  
**SUBJECT :**       **CIVIL PARKING ENFORCEMENT**

### **1.00 PURPOSE OF REPORT**

- 1.01 The purpose of the report is to seek approval for the introduction of Civil Parking Enforcement in Flintshire, and that the application to the Welsh Assembly Government for a Civil Enforcement Area within the County, with the exception of Trunk Roads and associated slip roads, be progressed as soon as practicable.

### **2.00 BACKGROUND**

- 2.01 Currently, within Flintshire, all on-street parking enforcement is the responsibility of North Wales Police, whereas all off-street public car parking enforcement is administered by Flintshire County Council.
- 2.02 In recent years, throughout North Wales, Police enforcement of on-street parking regulations has been reduced, as it is considered a lower priority than other offences. As a result, every North Wales County Council, with the exception of Flintshire, has taken over the responsibility, from the Police, for on-street parking enforcement. This has been done through the adoption of Decriminalised Parking Enforcement (DPE), now known as Civil Parking Enforcement (CPE) with the implementation of the Traffic Management Act 2004.
- 2.03 The Traffic Management Act was introduced in 2004 to tackle congestion and disruption of the highway network. The Act places a duty on local Traffic Authorities to ensure the expeditious movement of traffic on their road network and those networks of surrounding authorities. The Act gives Authorities additional tools to better manage parking policies, moving traffic enforcement and the coordination of streetworks.
- 2.04 Part 6 of the Traffic Management Act 2004 provides for the civil enforcement of traffic contraventions. The provisions in Part 6 build on the strength of civil enforcement, including parking, introduced by the Road Traffic Act 1991. Harmonised legislation under the Traffic Management Act enables authorities outside of London to enforce on-street parking, as well as some moving traffic contraventions, such as yellow box junctions, one way streets and bus lanes.

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Date: 03/03/2010

- 2.05 Part 7 of the Traffic Management Act also includes a power to be able to inspect Blue Badges.

### **3.00 CONSIDERATIONS**

3.01 The Welsh Assembly Government can require a Traffic Authority to apply for the necessary powers to introduce CPE, if it is considered necessary. Parking policy, including the control and management of on-street parking regulations, is an essential part of the duty authorities have to enable compliance with the Traffic Management Act 2004 and the responsibility to tackle congestion. It is therefore essential that Flintshire, like all other North Wales authorities, applies to the Welsh Assembly Government for powers of CPE.

3.02 Effective enforcement of on-street parking regulations is essential for:

- Road safety
- Traffic flow
- Bus operations
- The local economy
- Availability for disabled motorists to park
- Local residents parking

3.03 Any application for CPE has to be associated with an overall parking policy and Business Case. It is considered necessary that a temporary 12 month post must be advertised to provide the required capacity to deliver this initiative.

3.04 The County Council receives many requests for the provision of residents parking schemes and the provision of blue badge residents' parking bays on-street. Neither of these could effectively be introduced until on-street parking enforcement is undertaken in an expedient manner, as it would be with the introduction of CPE.

### **4.00 RECOMMENDATIONS**

4.01 That Members approve the introduction of Civil Parking Enforcement in Flintshire, excluding the trunk roads and associated slip roads, and that an application for a Civil Enforcement Area within Flintshire is developed, including an appropriate business case, and submitted to the Welsh Assembly Government. A target implementation date has been provisionally set as June 2011, with update reports to the Executive at appropriate points in the process.

4.02 That Members approve the creation of a temporary 12 month post to deliver 4.01.

## **5.00 FINANCIAL IMPLICATIONS**

- 5.01 It is estimated that the initial set up costs for Civil Parking Enforcement will be £186,000. However, allocations of £61,000 from previous years, £75,000 in the current year and £50,000 in 2010/11 are available to fund the project. Thereafter it is envisaged to be self financing, with potentially a small surplus which could be used in accordance with the regulations for transport and highway related improvements.

## **6.00 ANTI POVERTY IMPACT**

- 6.01 The proposals, if implemented, would improve traffic management within the County's urban centres, improving and enhancing these business centres. This should sustain existing businesses and encourage their expansion, as well as the development of further businesses, with the associated job creation.

## **7.00 ENVIRONMENTAL IMPACT**

- 7.01 The traffic management implications of managing off-street parking and enforcing on-street parking, through Civil Parking Enforcement, would have a beneficial environmental impact upon town centre streets and shopping/business areas, by reducing congestion and providing a safer more conducive environment for all highway users, including pedestrians.

## **8.00 EQUALITIES IMPACT**

- 8.01 Civil Parking Enforcement, if introduced, controls indiscriminate parking in contravention of the Traffic Regulation Orders, providing safer and more available on-street parking for people with disabilities, who possess a 'Blue Badge'.

## **9.00 PERSONNEL IMPLICATIONS**

- 9.01 The introduction of Civil Parking Enforcement would necessitate the employment directly or indirectly of Civil Enforcement Officers to enforce on-street parking. It may have implications for additional support within the Car Park Management Office, to deal with the increased number of Penalty Charge Notices the office would have to process. However, the latter could be mitigated by collaborative working with other authorities, which will be considered within the business case.

## **10.00 CONSULTATION REQUIRED**

- 10.01 Full consultation with all statutory consultees would be required as part of the submission of a Civil Enforcement Area application to the Welsh Assembly Government, which is necessary for the introduction of Civil Parking Enforcement.

**11.00 CONSULTATION UNDERTAKEN**

11.01 No recent consultation has been undertaken.

**12.00 APPENDICES**

12.01 None.

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

None

Contact Officer: Derek R Kirby  
Telephone: 01352 704605  
E-Mail: derek\_r\_kirby@flintshire.gov.uk

## FLINTSHIRE COUNTY COUNCIL

AGENDA ITEM NUMBER: 9

**REPORT TO:**     **EXECUTIVE**  
**DATE :**           **09 MARCH 2010**  
**REPORT BY:**   **DIRECTOR OF LIFELONG LEARNING**  
**SUBJECT :**       **POST 16 EDUCATIONAL PROVISION**

### **1.00 PURPOSE OF REPORT**

- 1.01 To commission a review of post 16 educational provision in Flintshire in line with the School Modernisation Strategy.
- 1.02 To develop a plan for post 16 structures in Flintshire that promotes high quality provision and is both viable and sustainable.

### **2.00 BACKGROUND**

- 2.01 The Welsh Assembly Government through its Transformation programme has prioritised modernisation of learning delivery across Wales, so that it works more efficiently and effectively. Their aim is transformation across the system to benefit children, young people and adults, through the School Effectiveness Framework and the Quality and Effectiveness Framework for post-16 learning. The aim is to deliver the highest quality learning opportunities for all, access to learning choice, improvements to learning delivery and enhancements to the environment of learning. The Welsh Assembly Government also recognises that there remains substantial scope for local authorities to plan and organise schools more efficiently and effectively, to raise standards and to provide improved buildings for pupils of all ages.
- 2.02 The national rationale for post 16 transformation is based upon:
- widening the options available for students at 14-19 in a way that prepares young people for a comprehensive range of learning and skills pathways, that remain accessible and open to them and that reflects different learning styles of students;
  - reducing unnecessary duplication of provision by increased levels of collaborative working and organisation, particularly in the area of curriculum planning and delivery, and specifically in respect of 14-19 and 16-18 provision.
  - moving to excellence across all provider networks, building on good progress made by individual providers in raising the quality of institutional management and students' learning experience.

The principles agreed locally by providers include:

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Date: 03/03/2010

- learners' needs are central;
- collaboration and partnership will be formalised through more robust governance arrangements;
- there will be a learner entitlement to a wider choice of pathways;
- buildings, learning facilities, accommodation and environment will be fit for purpose, including teaching, learning, curriculum and technology related requirements;
- 14-19, post 16 and related provision will be part of the school and education provision modernisation strategy and will benefit from an Asset Management Plan and removal of surplus places;
- equality of provision and cost; and
- changes must lead to improvement (standards, range of choice, participation rates)

The strategic programme for the development and transformation of 14-19, Post 16, including FE and HE related provision, is an integral part of the wider School Modernisation Strategy of Flintshire County Council which has political and funding engagement by the Council, and strategic planning engagement with key partners. It is important to locate the 14-19 strategy in this planning context which seeks to approach modernisation of education and learning within the principles of the Welsh Assembly Government guidance such as 21<sup>st</sup> Century Schools, Delivering Skills that Work for Wales and 14-19 Transformation guidance.

Important transformation questions Flintshire and partners are thinking through to translate the vision into practice include:

- Do we need to rationalise the number of locations for educational provision we have? If so, how?
- How will we commission the best provision? Can we achieve fit for purpose provision on existing sites? Will new provision be required?
- How do we maximise the strategic input from experienced leaders and partners in the modernisation process? Are federations, collaborations, school place planning areas, partnerships, required as part of the strategic method?
- How will we secure area-wide provision, ground rules and governance so that between schools and colleges we offer more appropriate, cost effective, personalised and modernised provision?
- How do we deploy children's services into schools and post 16 provision, community locations and federations and so strengthen the provider role in delivering children service outcomes?

The Flintshire transformation strategy key principles comprise several key aims:

- that we ensure our provision is fit for purpose to deliver a first class education to children, young people, students and lifelong learners in the 21<sup>st</sup> century;

- that we locate the right provision, at the right time in the right locations and formulation to best serve our learning, social and geographical communities;
- that we optimise the use of resources for learning and for creating and locating fit for purpose provision including ensuring efficiency and sustainability is achieved;
- that we collaborate closely in our planning and implementation of change for 14-19, Post 16, FE and HE related dimensions of provision to ensure we achieve the best arrangements possible for learners, teachers and provider organisations in Flintshire.

In its quest to achieve its vision, Flintshire County Council will approach the development and implementation of a new 14-19 and Post 16 strategy through a programme of partnership planning and project working including contributions from the following key partners currently involved in 14-19, Post 16, FE and HE organisation and provision, as follows:

- Alun School, Mold
- Argoed High School \*\*
- Castell Alun High School
- Connah's Quay High School
- Deeside College (including provision at both Deeside & Northop campuses)
- Diocese (Church in Wales and RC)
- Elfed High School
- Flint High School
- Flintshire County Council
- Glyndwr University
- Hawarden High School
- Holywell High School
- John Summers High School
- St. David's High School
- St. Richard Gwyn Catholic High School
- Work based learning providers including North Wales Training (NWT) and Deeside College
- Ysgol Maes Garmon
- Ysgol Maes Hyfryd

\*\* With the exception of the Argoed High School (11-16 only) all Flintshire secondary schools are 11-18.

- 2.03 Key stakeholders including the Secondary Heads Federation and the Lifelong Learning Overview and Scrutiny Committee recognise the need to make rapid progress in addressing the positive challenges of the Learning and Skills Measure and heightened increasing pressures from the national Post 16 Funding Mechanism.

- 2.04 Review work will be undertaken by a key county wide group representing key partners. This work will be supported by two area groups representing providers in North and South Flintshire, considering localised issues.

Progress will be reported to both the Executive and Lifelong Learning Overview and Scrutiny Committee.

- 2.05 Liaison will be maintained with national teams developing Transformation and 21st century Schools Programmes to plan shared capital and revenue investment responsibilities.

### **3.00 CONSIDERATIONS**

- 3.01 The process of review will have three key stages:

- Stage 1: options development and visioning;
- Stage 2: consultation with stakeholders; and
- Stage 3: establishing the vision and implementation plan.

Stage 3 may lead to formal change proposals in accordance with the process outlined in the School Modernisation Strategy.

#### **Stage 1: Options development and visioning:**

An initial baseline study has been commissioned (see Appendix 1). This provides a range of information relating to the current strengths and areas of challenge relating to learning and skills. Based on this information the first phase of the review will be to develop options and a new vision for the future of learning and skills across the area. Providers and other stakeholders will be invited to work with us to identify possible future development areas and key aspects for the area vision/plan. This work will take place in early 2010.

This will include considering:

- opportunities for more effective joint planning and the development of more clearly-signposted pathways across providers;
- new approaches to the key challenges across the area (e.g. non-participation and NEET) and the scope for a more effective and concerted response to these challenges;
- opportunities for joint marketing and promotion of the shared post 16 offer;
- analysis of viability and sustainability of providers;
- opportunities to maximise capital investment through the development of a shared capital plan; and
- opportunities to offer better outcomes for young people in the area through reconfiguration of the existing provision.

#### **Stage 2: Consultation with stakeholders**



During the Summer and Autumn 2010 consultation with learners, community representatives, Councillors, stakeholders and partners will be undertaken to consider the proposed vision and options for development of learning and skills in the area.

**Stage 3: Establishing the vision and implementation plan**

Finalising the vision and supporting implementation plan for the future development of post-16 provision in Flintshire. This stage will take into account the outcomes of the option development and consultation and will lead to a plan for the future development of learning and skills in the area. It will also involve statutory proposals where appropriate. This phase will take place from Autumn 2010, with organisational changes phased from 2012.

**4.00 RECOMMENDATIONS**

4.01 That Executive commission the Post 16 provision review for Flintshire.

That Executive commission the Lifelong Learning Overview and Scrutiny Committee to monitor and evaluate progress of the review.

**5.00 FINANCIAL IMPLICATIONS**

5.01 A full financial appraisal is part of detailed analysis of individual change proposals required as part of the School Modernisation Strategy.

**6.00 ANTI POVERTY IMPACT**

6.01 A full community and equalities impact appraisal is part of detailed analysis of individual change proposals required as part of the School Modernisation Strategy.

**7.00 ENVIRONMENTAL IMPACT**

7.01 A full sustainability impact appraisal is part of detailed analysis of individual change proposals required as part of the School Modernisation Strategy.

**8.00 EQUALITIES IMPACT**

8.01 A full equalities impact appraisal is part of detailed analysis of individual change proposals required as part of the School Modernisation Strategy. As 5.01 but (equalities impact instead of financial and Welsh language impact).

**9.00 PERSONNEL IMPLICATIONS**

9.01 None directly arising from this report.

**10.00 CONSULTATION REQUIRED**

10.01 A full consultation appraisal is part of detailed analysis of individual change proposals required as part of the School Modernisation Strategy.

**11.00 CONSULTATION UNDERTAKEN**

11.01 A full consultation appraisal is part of detailed analysis of individual change proposals required as part of the School Modernisation Strategy.

**12.00 APPENDICES**

12.01 Appendix 1 - Background Information

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

None.

Contact Officer: Ian Budd  
Telephone: 01352 704010  
E-Mail: [ian\\_budd@flintshire.gov.uk](mailto:ian_budd@flintshire.gov.uk)

## **Appendix 1: Background Information**

### **1. STRATEGIC CONTEXT**

#### **1.1 Demographic Background**

Flintshire is situated in the north-east corner of Wales and is made up of coastal, rural and urban areas. The county has six major settlements: Deeside, Buckley, Flint, Holywell, Mold and Saltney. Two-thirds of the population lives in these six areas.

The Welsh Index of Multiple Deprivation indicates that, overall, Flintshire has a lower level of deprivation than two-thirds of other areas in Wales. However, there are small pockets of high deprivation in both urban and rural areas. Higher Shotton and Greenfield are among the 10% most deprived wards in Wales.

Flintshire is one of the most industrial areas of Wales. Over recent years the local economy has remained buoyant. However, partners continue to work to mitigate the impact of the local economic downturn. Manufacturing accounts for 38% of all jobs, with agriculture, construction and retail also making a significant contribution. The unemployment rate of 1.8% is low when compared with the rest of Wales. However, 16% of residents are in low-skilled, low-paid occupations and the county has a low number of people with degree equivalent qualifications.

The overall population of Flintshire has been increasing over recent years and is now about 150,000. Flintshire has a predominantly white population, with a very low representation of residents from minority ethnic communities. Just over 1% of pupils in schools in Flintshire are from minority ethnic backgrounds. There has been a recent increase in the number of people coming from Poland and other new European Union countries to live and work in Flintshire. At the time of the last census (2001), just over 21% of the population had some knowledge of Welsh, compared with the average of 29.4% for Wales.

#### **1.2 Employment Patterns and Skills Set**

##### **Employment**

In 2006, Flintshire had the highest employment rate of any county in Wales (78.5% compared to 71.1% for Wales) and high levels of economic activity (81% compared to 75.1% for Wales). Flintshire has relatively few people with no qualifications (13.5% compared to 16.6% for Wales) and has relatively high average earnings (£492 per week compared to £476 per week for Wales).

However, the county has a lower level of higher education attainment below the rest of Wales (NVQ4+ 22.8% compared to 24.0% for Wales and 26.3% for England).

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Employment in Flintshire is dominated by manufacture and construction, which, including the self-employed account for 32,100 jobs (42% of Flintshire's total). This puts Flintshire in a high risk position, with a very large proportion of its workforce employed in a nationally declining sector. In addition, a considerable number of people are employed by a small number of very large employers such as Airbus and Toyota, increasing the area's vulnerability.

Flintshire has the highest employment rate of any county in Wales.

- The highest employment rate (for working age) for Flintshire lies in the 35-49 year old age category.
- The lowest employment rate (for working age) for Flintshire lies in the 16-19 year old category.

**Table 1 - Rate of Employment by age in Flintshire compared to Wales 2006**

Employment Rate (Years)	Flintshire %	Wales %	Rank (Among 22 Welsh counties)
Working age	<b>78.5</b>	<b>71.1</b>	1
16-19	<b>57.1</b>	<b>43.7</b>	1
20-24	<b>82.3</b>	<b>65.3</b>	1
25-34	82.2	77.8	4
35-49	<b>86.5</b>	<b>81.6</b>	2
50-retirement age	<b>70.8</b>	<b>64.6</b>	3
Over retirement age	11.4	8.7	4

### **Economy**

Flintshire has the highest economic activity rate out of the 22 counties in Wales in the 16+ age group.

Flintshire has a higher economic activity rate than Wales in every age group. This varies considerably across the County, from an economic activity rate of only 62.9% in Holywell Central to 82.4% in Broughton South, indicating pockets of relative deprivation in the County.

**Table 2 - Rate of economic activity by age in Flintshire compared to Wales 2006**

Economic Activity Rate (Years)	Flintshire %	Wales %	Rank (among 22 Welsh counties)
16+	<b>65.6</b>	<b>58.6</b>	1
Working age	<b>81</b>	<b>75.1</b>	2
16-19	<b>65.7</b>	<b>53.6</b>	2
20-24	<b>86.7</b>	<b>73.5</b>	3
25-34	82.8	82.2	10
35-49	<b>88.3</b>	<b>84.2</b>	1
50-retirement age	<b>72.8</b>	<b>66.6</b>	4
Over retirement age	11.9	8.9	4

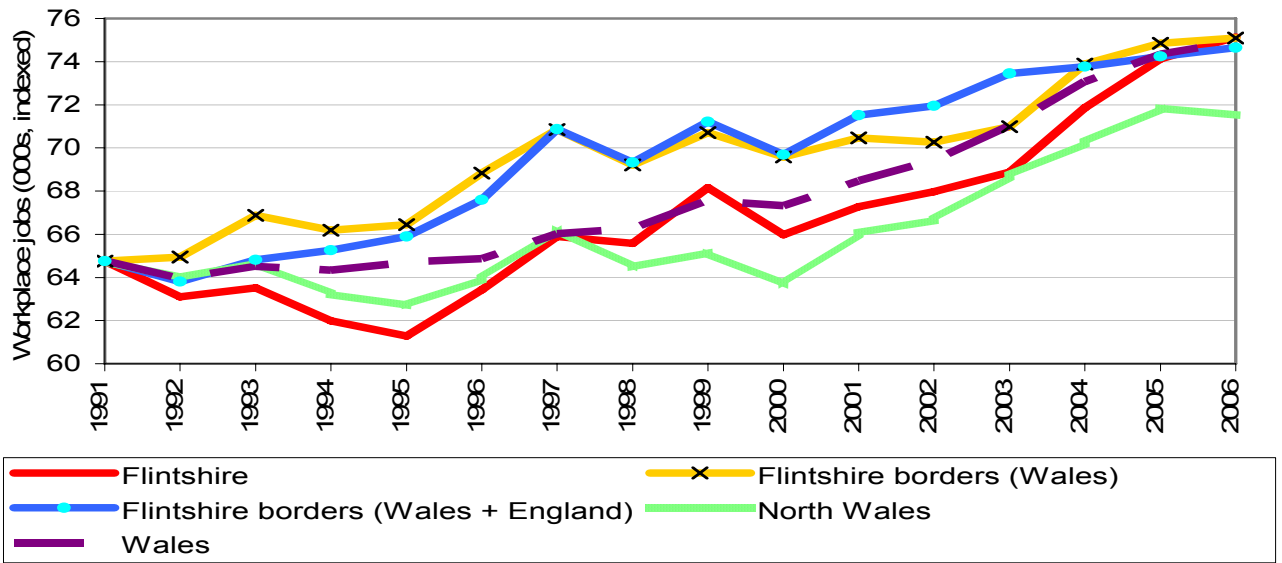
### **Work Place Jobs**

The number of workplace jobs in Flintshire has risen from 64,800 in 1991 to 75,100 in 2006.

Despite a loss of jobs in the first half of the nineties, recent growth has meant that Flintshire has grown at roughly the same rate as its neighbours and Wales as a whole between 1991-2006.

The number of jobs in Flintshire has however grown more rapidly than North Wales since 1997; this difference amounts to 3,600 additional jobs in Flintshire than if it had grown at the same rate as North Wales.

**Chart 1 - Growth of jobs in Flintshire if growth rate was the same as comparables 1991 – 2006**



**Table 3 - Amount of jobs in different industries within Flintshire 2006**

	Workplace Jobs 2006	Share %	Location Quotient	Differential amount	Change from 1995	Change (%)
Agriculture/ Extraction	1,100	1.4	0.89	-100	-1,000	-46.9
Manufacture: hi-tech metal	8,300	11.0	11.71	7,600	4,600	123.8
Manufacture: trad metal	4,600	6.0	1.81	2,100	-1,300	-22.0
Manufacture: chemicals	3,400	4.4	2.71	2,100	-400	-10.0
Manufacture (other)	8,300	10.9	2.58	5,100	500	6.1
Utilities	1,000	1.4	2.01	500	400	59.7
Construction	7,600	10.0	1.45	2,400	3,100	67.6
Motor vehicle sale	2,400	3.1	1.41	700	800	48.1
Wholesale	2,400	3.2	0.84	-400	800	52.5
Food retail	3,400	4.5	1.11	300	300	8.2
Other retail	3,800	5.0	0.77	-1,200	1,400	57.3
Hotels, bars	4,800	6.3	0.97	-100	1,400	41.3
Transport	2,900	3.8	0.62	-1,700	700	34.9
Financial services	800	1.0	0.28	-2,000	200	26.6
Property, renting	1,200	1.5	0.65	-600	300	39.4
Computing, R&D	600	0.8	0.39	-1,000	300	106.1
Prof. business serv.	3,200	4.2	0.65	-1,700	1,500	85.6
Oth. business serv.	2,500	3.3	0.51	-2,400	1,100	74.7
Public admin & defence	1,700	2.2	0.45	-2,000	-1,900	-53.7
Education	5,800	7.7	0.89	-700	2,900	97.3
Health, care	4,300	5.6	0.49	-4,500	-400	-8.3
Other services	2,100	2.7	0.47	-2,300	-200	-9.2
<b>Total</b>	<b>75,900</b>	<b>100.0%</b>	<b>1.00</b>	<b>0</b>	<b>15,000</b>	<b>24.6%</b>

Source: Annual Business Inquiry to 2006, Annual Population Survey  
/ Labour Force Survey to 2006, Census of Population to 2001,  
ONS;

The profile of occupations in Flintshire differs from its neighbours and from Wales in several ways. The table above shows that, compared to Wales, Flintshire has:

- More managerial and senior occupations
- Less professional and technical occupations
- More jobs in sales and customer service occupations.
- This also varies across the County, from only 2.9% employed as managers and senior officials in Flint Castle, up to 16.2% in Cilcain.

**Table 4 - Breakdown of job types in Flintshire 2005**

	Flintshire %	Flintshire borders (Wales) %	Flintshire borders (Wales & England) %	North Wales %	Wales %
Managers and senior officials	15.4	12.1	13.3	13.1	12.6
Professional occupations	11.5	12.8	15.5	12.6	13.0
Associate professional and technical occupations	11.5	17.5	16.4	14.5	15.5
Administrative and secretarial occupations	12.5	12.5	12.4	12.4	14.3
Skilled trades occupations	5.8	5.0	4.2	6.2	4.9
Personal service occupations	12.1	12.0	10.4	12.7	11.2
Sales and customer service occupations	12.1	10.8	11.0	10.3	10.7
Process; plant and machine operatives	4.8	4.4	4.2	4.4	4.8
Elementary (unskilled) occupations	14.2	13.0	12.4	13.8	13.1
Total	100	100	100	100	100

The partners acknowledge that there is further work needed to match employment and skills needs to training opportunities. Our strategic programme will include specific action involving partners to address this critical dimension of the transformation process.



As part of renewing the County's Community strategy, we recognise that education and skills are essential for maintaining the economic prosperity of Flintshire. A commitment to lifelong learning will help the county to adapt to changing economic conditions and the changing demand for different occupations and industrial sectors.

Working, whether paid or voluntary, is generally linked with better quality of life, more active lifestyles, improved well-being, a greater sense of social inclusion and better income. People with low skills levels can be at increased risk of income poverty. Maintaining people's skills whether they are in the workplace or retired can bring benefits not only to the employer but to an individual's mental and physical health. We want people to be able reach their potential and to access more high value jobs.

Helping people to reach their potential is important to us but we realise that learning potential and / or need will differ from person to person. For some it may be about increasing employability, for others it may be to develop vocational skills to do well in workplace or social / life skills.

There are significant numbers of people who are economically inactive in Flintshire and do not share the prosperity of the county as a result. People who are economically inactive already face multiple barriers to engaging with the labour market whether that be through employment, learning or volunteering.

The challenge for Flintshire is even greater in providing support and training for those who want to work. We will provide locally based solutions to local needs and to recognise the need for soft skills development, volunteering and the gradual steps towards activity that are required before entering accredited training or mainstream employment.

In terms of skills we aim to:

- Develop locally based approaches to local employment skills needs through regeneration initiatives such as Communities First and other similar programmes.
- Encourage an increase in skill levels within the county and foster a culture of lifelong learning and continuous personal development in partnership with colleges and training providers.
- Work with employers to facilitate the development of employees and increase the availability of opportunities for employment thereby promoting the availability of a skilled and flexible workforce.
- Work with employers to support the transition of young people from school to the world of work.
- As partners, we also aim to be model employers ourselves, facilitating access to appropriate continuing development and training opportunities for staff which will result in staff feeling more valued, which benefits our customers in turn.

We want Flintshire to be a place where secondary schools, further and higher education are closely integrated equipping people with the skills and qualifications they need to secure productive, rewarding and high value employment in a modern economy. We want to be a learning county that is at the forefront of new technology in our schools, homes, local businesses and organisations.

Without appropriate job training, workers' skills can become obsolete. Moreover, in the absence of flexible working arrangements it may be difficult for some people to combine work with their caring responsibilities.

As model employers, we will also seek to enable people to reach their potential by:

- Ensuring sufficient high performing staff are recruited, trained and retained.
- Supporting flexible working opportunities that can benefit everyone - employers, employees and their families.
- Designing pay and reward structures that attract, retain and develop a skilled and flexible workforce, while achieving value for money and fairness.
- Developing workforce skill and capacity to address both current and future skills needs
- Developing leadership capacity.

We will encourage other employers in Flintshire to create the right conditions to encourage people to work and improve peoples working lives through ways of working that recognise equality and diversity, and support investment in workforce development and training – in and out of the workplace, flexible working arrangements, staff involvement, and a 'healthy' and safe workplace.

The proportion of older people in Flintshire is growing. As people get older it is important to enable them to develop their skills so that they can adapt to their changing role, employment or industry demands.

We will develop policies and initiatives to enable the over 50's to continue to work, learn, volunteer and care, making an active contribution for as long as they wish and ensure that they do not live in poverty by providing support to:

- the recruitment and retention of older workers and increase economic activity by improving access to jobs for the over 50s, including the disabled and those who have experienced ill health.
  - Enable older employees to re-train and upgrade their skills and, in addition, pass on their skills and experience, in part through intergenerational learning in the workplace.
  - The development of flexible working practices to accommodate carers and develop programmes to ensure gradual transitions to retirement.
  - Encouraging volunteering programmes
-

### 1.3 Summary of Current Provision

In delivering the transformation strategy the partnership within Flintshire is mindful of the following challenges:

- Building on the good quality of existing provision
- Building on the developing federated/collaborative arrangements to improve the efficiency and effectiveness of delivery, including developed governance models e.g. in terms of post 16 delivery
- Increasing the vocational offer available for all learners across the County to secure the WAG entitlement without introducing any further unnecessary duplication of provision
- Engaging employers to secure access to Work-Based and apprenticeships
- Developing commissioning arrangements that improve efficiency in delivery
- Equal (and enhanced) access to educational provision through the medium of Welsh

In 2008, 79.7% of Flintshire students continued in Education either in the school Sixth Forms or in Further Education at the age of 16 (figures provided by Careers Wales NE). This compares with the all Wales rate of 79.2%.

The principal opportunities for continuing education for 16 year olds in Flintshire are provided at Deeside College (at its Deeside and Northop campuses) and eleven high schools. We do closely analyse movement to and from provision in neighbouring areas as part of our planning methodology.

Deeside College is the major provider of vocational course opportunities and also offers a number of general course options, including substantial AS/A2 level provision. The college merged with the former Welsh College of Horticulture in August 2009 as part of the programme of wider 16-19 transformation in North Wales. Specialist land-based courses at the Northop campus have been maintained as a result of this merger.

We are aware of transformation proposals for further education provision in North East Wales including a planned merger between Coleg Llysfasi and Deeside College linked to developing a strategic partnership with Yale College. Furthermore we are aware of proposals being submitted by Yale College and Wrexham Borough Council.

The eleven mainstream high schools offering courses to post 16 learners are shown below. Number of learners on January 2009 PLASC return in brackets.

- Elfed High School, Buckley (109)
  - Connah's Quay High School (109)
  - John Summers High School, Queensferry (47)
-

- Flint High School (62)
- St Richard Gwyn Catholic High School, Flint (128)
- Hawarden High School (184)
- Holywell High School (103)
- Castell Alun High School, Hope (216)
- Alun School, Mold (503)
- Ysgol Maes Garmon (Welsh Medium) (82)
- St David's High School, Saltney (67)

Additionally, Ysgol Maes Hyfryd is a recently opened Special School with pupils from age 11 to 19, catering for learners with the full spectrum of additional learning needs.

Furthermore, Deeside College has over 2500 full-time learners (at 1 Nov 2009), of whom approximately 2300 are aged 16-19, and approximately 300 are completing A' Level or vocational Levels.

Collaborative working has long been a feature of post 16 provision in some areas of Flintshire. The Deeside Consortium (Connah's Quay High School, John Summers High School, St David's High School and Flint High School) have shared 6<sup>th</sup> form offer which involved learners moving in between centres to access their courses.

At present Deeside College is not included in post 16 collaborative arrangements for AS/A2 level provision but is keen to become involved through transformation proposals.

Elfed High School, Hawarden High School and Castell Alun High School have in recent years offered three subjects (Music, Welsh and German) through a partnership arrangement.

Ysgol Maes Garmon has sought partnerships with Welsh Medium providers in other authorities and has used Video Conferencing to support partnership delivery. There is good use of distance learning evident within the County.

Flintshire schools and college provision have responded to the requirements of the Learning and Skills Measure and associated regulations and all will meet the requirements for the curriculum offer to Year 10 learners in 2009. This has been supported by additional partnership working in two new collaborative groupings of schools, one group from the north of the county and the other from the south. Both groups are offering new courses to Year 10 learners, which will be delivered collaboratively at the Learning Core Centre and other specialist facilities at Deeside College.

However, in ensuring that we have a sustainable, efficient and outstanding 14-19 offer for the future, there are significant challenges that need to be met. They are challenges that are recognised at Section 4 in this document and which need to be addressed through the transformation business plan.

A key challenge arises from demographic change and the increasing presence of small sixth forms. Any collaborative framework needs to be capable of dynamically addressing pupil number changes in individual institutions and specific barriers arising from the presence of surplus places and small group sizes. The latter point is a significant issue at the A2/Year 13 stage, where there is significant duplication of unviable provision as a result of attrition rates from marginally viable AS/Y12 cohorts, becoming even less viable. It is recognised that changes to address this issue must involve the full range of providers in Flintshire and are not solely viewed as transforming school provision.

The collaborative framework and network of provision needs to recognise the reality of available resources now and over forthcoming years. There are current providers who already need to use other resources to support 16-18 learning.

#### 1.4 Curriculum Access, Coverage, Gaps and Areas for Development

##### Numbers on Roll, Capacity Assessments and Pupil Number Projections

School	No on roll 2009			Capacity assessment	Projected numbers 2009-2028		Projected surplus places 2009-2028	
	Yr 7-11	Post 16	Total		Lowest	Highest	Lowest	Highest
Elfed	633	109	742	1037	703	916	121	334
Connah's Quay	950	109	1059	1102	931	1059	43	171
John Summers	404	47	451	565	357	451	114	208
Flint	612	62	674	840	549	674	166	291
St. Richard Gwyn	810	128	938	1000	882	1001	-1	118
Hawarden	907	184	1091	1145	1037	1125	20	108
Holywell	663	103	766	1075	647	804	271	428
Castell Alun	1014	216	1230	1240	1118	1230	10	122
Alun	1220	503	1723	1768	1491	1723	45	277
Ysgol Maes Garmon	467	82	549	711	491	567	144	220
Argoed	564	0	564	580	539	645	-65	41
St. David's	551	69	620	687	482	637	50	205

In the table above, numbers on roll in 2009 are taken from January PLASC returns. Capacity assessments are calculated using the Welsh Assembly

Government methodology and are agreed by Governing Bodies of all Schools. Projected numbers have been calculated using a wide and comprehensive range of factors (but assuming no change to the age range of any school) and the Surplus Place predictions are the difference between the current capacity calculation and the top and low point of number on roll for the school.

As schools reach their highest and lowest point for number on roll the above table cannot be used to calculate the high and low points of surplus places in Flintshire Secondary schools as a whole. The sum of the current capacity figures is 11750, the highest total number of learners projected on roll is 10436 (in 2009/10) and the lowest is 9516 (in 2016/17). The lowest projected number of surplus places in Flintshire secondary schools is therefore 1314 (11.2%) in 2009/10 and the highest is 2234 (19.0%) in 2016/7. By 2028 the surplus places projection would reduce again to 13.3%.

#### **Key Stage 4 Curriculum**

In planning to meet the requirements of the Learning & Skills Measure for 2009-10 Flintshire was placed in Band C, requiring each school to offer a choice of 24 courses to learners and meet the requirement for 3 Level 2 vocational courses.

The 14-19 Network has supported the development of collaborative working in curriculum delivery for a number of years and have invested in extended opportunities for learners from schools in partnership with Deeside College, former Welsh College of Horticulture, North Wales Training, Flintshire Youth Service and Flintshire Local Voluntary Council (FLVC). All schools have participated in this curriculum enhancement and all 11 English medium High schools have developed an Asdan qualification pathway to accompany it. Ysgol Maes Garmon were involved in the early years, but have since developed alternative pathways under a BTEC framework.

In 2008, the existing Deeside Consortium offered courses to learners in year 10 at the four schools, which would be taught at the Learning Core Centre and in other facilities at Deeside College. Courses are generally taught by staff from the schools, who travel to the college with the learners. In 2009, this collaboration was extended to all six schools in the north of the county, i.e. St David's High School in Saltney, John Summers High School in Queensferry, Connah's Quay High School, Flint High School, Holywell High School and St. Richard Gwyn Catholic High School, Flint. Learners from all of these schools will be attending "North Flintshire Consortium" courses at the Learning Core Centre and Deeside College in September 2009.

In the south of the county, Castell Alun High School in Hope, Hawarden High School and Elfed High School in Buckley have worked collaboratively in developing courses for learners from the three schools and taught by specialist providers at Deeside College. Elfed High School and Argoed High School in Mynydd Isa have also offered a collaborative option in Health and Social Care. In 2009 learners from these four schools and the Alun School in Mold had within their curriculum offer courses run by the "South Flintshire Consortium" and taught at the Learning Core Centre, by staff from the consortium schools.

The Network offers only a small amount of support towards the teaching costs of these courses, but does support transport costs. However, these are kept to a minimum through the timetabling of collaborative courses at the one site and on one half day per week for each consortium group.

Additionally to the North and South Flintshire Consortiums, a Principal Learning group has been formed, offering the Principal Learning and WBQ option in Engineering at Level 2 in 2009. The initial partnership is Deeside College, Alun School, Argoed High School, Connah's Quay High School and Elfed High School, with learners from each of the schools attending Deeside College for one full day per week, as well as undertaking additional Engineering work at school.

All Flintshire high schools met the 2009 requirements of the Learning and Skills Measure for the number of general and vocational courses offered, the range across the domains of learning and for the points associated with this delivery. The table below identifies the number of learners in year 10 in each school (January 2009 PLASC) and gives a summary of the number of general and vocational courses on offer to the learners.

#### **Year 10 in Flintshire Schools, September 2009, Curriculum Offer**

School	No. on roll Yr 10	Course Choices			Points Score		
		General	Vocational	Total	General	Vocational	Total
Elfed	132	28	8	36	650	280	930
Connah's Quay	188	28	6.5	34.5	610	390	1000
John Summers	89	25	4	29	560	600	1160
Flint	108	19.5	9	28.5	400	340	740
St Richard Gwyn	155	19	5	24	410	200	610
Hawarden	181	27	9	36	560	400	960
Holywell	133	19.5	5	24.5	400	220	620
Castell Alun	217	21	9	30	440	300	740
Alun	252	32	10	42	690	500	1190
Ysgol Maes Garmon	96	23.5	5.5	29	490	200	690
Argoed	127	26.5	6	32.5	620	400	1020
St David's	116	24	6	30	520	420	940

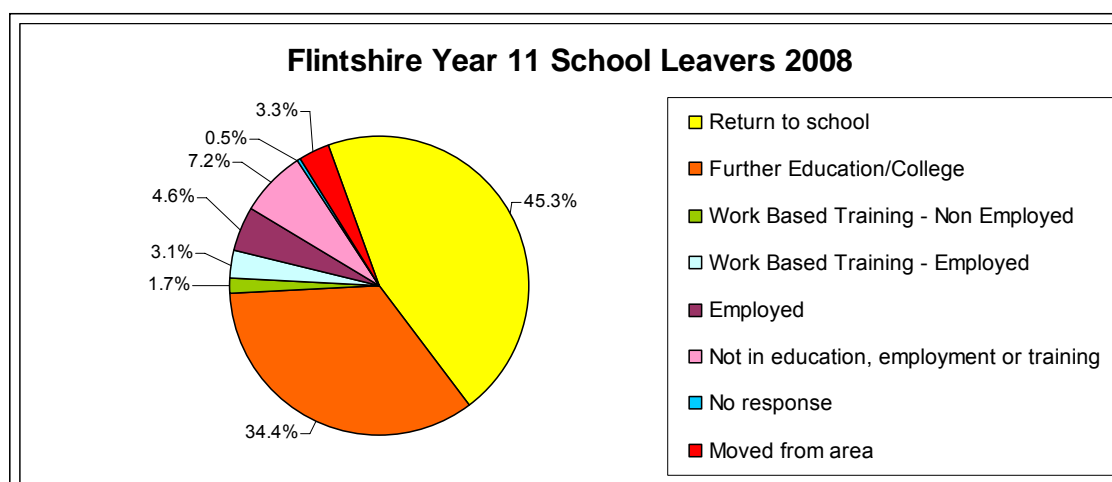
Through a portfolio pupil referral unit (PPRU), Flintshire offers access to a key stage 4 curriculum for learners not attending mainstream school or the new

specialist school. This includes a provision for school refusers. One element of the PPRU is a base within Deeside College which acts as a bridge to progression into further education.

Through Flintshire's Youth Access initiative, learners are able to access full time vocational courses at both Deeside College sites in Year 11. The Youth Access initiative supports learners at key stage 4 in accessing education and making the transition into education, employment or training through a team which includes Youth Workers, staff from Careers Wales North East (CWNE) and Flintshire Local Voluntary Council (FLVC).

A thorough tracking system helps maintain the relatively low level of NEET (young people not in education, employment or training) in Flintshire.

### Learner destinations for 16 year olds



### Outcomes for 16 year olds

At Key Stage 4 Flintshire LEAs average attainment of 5 or more A\*-C passes at GCSE (57% in 2008) was 1% higher than the Wales average. However there was a wide range of achievements between schools, ranging from 38.1% to 76.1%. These figures suggest a need to continue to extend the 14-16 curriculum to meet a greater range of needs, together with greater choice and flexibility post 16.

	5A*-C or Level 2 Threshold					
	2007		2008		2009	
	No	%	No	%	No	%
Alun School	166	63.1%	159	64.1%	177	73.4%
Argoed High School	100	70.4%	95	76.0%	93	78.8%
Castell Alun High School	156	70.0%	133	64.9%	145	74.4%
Connah's Quay High School	84	47.2%	117	60.0%	109	59.9%
Elfed High School	78	51.3%	82	57.7%	90	65.2%
Flint High School	56	38.4%	46	38.3%	53	44.9%
Hawarden High School	125	65.4%	130	69.9%	132	73.7%



Holywell High School	46	32.6%	52	36.1%	48	37.8%
John Summers High School	27	29.7%	26	25.5%	34	41.5%
St David's High School	62	59.0%	74	64.3%	61	68.5%
St. Richard Gwyn RC High School	108	67.9%	114	65.1%	122	74.8%
Ysgol Maes Garmon	40	59.7%	67	60.4%	64	74.4%
<b>Flintshire LEA</b>	<b>1048</b>	<b>56.4%</b>	<b>1095</b>	<b>58.6%</b>	<b>1126</b>	<b>65.5%</b>

	5A*-G or Level 1 Threshold					
	2007		2008		2009	
	No	%	No	%	No	%
Alun School	245	93.2%	240	96.8%	229	95.0%
Argoed High School	139	97.9%	124	99.2%	118	100.0%
Castell Alun High School	221	99.1%	194	94.6%	184	94.4%
Connah's Quay High School	168	94.4%	181	92.8%	180	98.9%
Elfed High School	149	98.0%	136	95.8%	135	97.8%
Flint High School	133	91.1%	107	89.2%	114	96.6%
Hawarden High School	187	97.9%	169	90.9%	175	97.8%
Holywell High School	113	80.1%	116	80.6%	114	89.8%
John Summers High School	67	73.6%	85	83.3%	75	91.5%
St David's High School	99	94.3%	108	93.9%	79	88.8%
St. Richard Gwyn RC High School	155	97.5%	170	97.1%	161	98.8%
Ysgol Maes Garmon	64	95.5%	107	96.4%	84	97.7%
<b>Flintshire LEA</b>	<b>1740</b>	<b>93.6%</b>	<b>1737</b>	<b>93.0%</b>	<b>1647</b>	<b>95.9%</b>

	CSI					
	2007		2008		2009	
	No	%	No	%	No	%
Alun School	118	44.9%	131	52.8%	125	51.9%
Argoed High School	84	59.2%	82	65.6%	85	72.0%
Castell Alun High School	144	64.6%	127	62.0%	140	71.8%
Connah's Quay High School	59	33.1%	80	41.0%	82	45.1%
Elfed High School	60	39.5%	72	50.7%	79	57.2%
Flint High School	42	28.8%	38	31.7%	50	42.4%
Hawarden High School	91	47.6%	102	54.8%	111	62.0%
Holywell High School	33	23.4%	37	25.7%	39	30.7%
John Summers High School	14	15.4%	20	19.6%	26	31.7%
St David's High School	51	48.6%	47	40.9%	51	57.3%
St. Richard Gwyn RC High School	74	46.5%	90	51.4%	97	59.5%
Ysgol Maes Garmon	31	46.3%	53	47.7%	53	61.6%
<b>Flintshire LEA</b>	<b>801</b>	<b>43.1%</b>	<b>879</b>	<b>47.1%</b>	<b>930</b>	<b>54.1%</b>

### **Post 16 Courses**

Access to the curriculum varies between 11-18 schools and between these schools and the provision available at Deeside College.

The table below shows the number of general and vocational level three courses across the eleven high schools and the similar courses available at Deeside College in 2008-9.

The table also illustrates the average number of learners per course at each learning centre; the range varies from 6.9 students to 24.5 students in year 12 and from 3.7 students to 21.0 in year 13. Many of the courses are currently taught to very small groups. Indicative funding for the next few years shows that the current provision is not sustainable and will not allow further diversification except through some form of collaborative arrangement.

### Level 3 Courses Years 12/13 2008/09

	Alun	Castel Alun	Hawarden	Elfed	Ysgol Maes Garmon	Deeside Consortium	Holywell	St. Richard Gwyn	Deeside College
<u>Year 12</u> General	28	25	23	20	19	25	22	14	20
Vocational	9	0	0	1	2	6	2	3	9
Year 12 Average No. of Learners Per Course	24.5	17.1	21.3	11.7	6.9	19.3	7.4	16.8	24.1
<u>Year 13</u> General	27	24	21	19	21	22	19	17	19
Vocational	3	0	0	2	1	4	1	2	4
Year 13 Average No. of Learners Per Course	19.8	11.8	21	5.1	3.7	7.3	4.8	7.3	13.9

The Table below illustrates the range of subject areas available at GCE Advanced level (AS) within post 16 settings in Flintshire or a vocational equivalent. The figures relate to the academic year 2008-9 and the Deeside Consortium (4 schools) is represented as one centre. Deeside College Courses are included only if they are similar to courses offered in one or more schools. Deeside College has a range of other vocational courses not shown in the table.

#### Post 16 subject provision at AS level or vocational equivalent (Year 12)

Subject area	Number of centres offering		Number of learners following	
	General A2 course	Applied A2 or vocational equivalent	General A2 course	Applied A2 or vocational equivalent
Art	9*	3*	121	60
Biology	9*		227	

Business	4	5*	101	112
Chemistry	9*		151	
CCLD		1*		36
Computing/ICT	7*	3*	129	73
Dance	1		3	
Design/Technology	8		127	
Drama/Theatre Sts	6		75	
Economics	3*		52	
Electronics	1		12	
Engineering		2*	22	
English Language	3*		110	
English Literature	9*		213	
Film Studies	2*		37	
Food Technology	2		10	
French	6		48	
Geography	7		106	
Geology	1		12	
German	6		38	
Health & Social Care	2	4	22	57
History	9*		154	
Home Economics	1		5	
Law	7*		112	
Mathematics	9*		262	
Mathematics (Further)	4*		23	
Media Studies	5	2	135	29
Music	6		26	
Music Technology	2		20	
Performing Arts	3	1	33	14
Photography	1*		15	
Physical Education	8*		85	
Physics	9*		159	
Politics	7*		76	
Production Arts	1		7	
Psychology	8*		303	
Public Services		1*		39
Religious Studies	5		82	
Science (Applied)		2		32
Sociology	6*		86	
Sports Studies		4*		87
Textiles	1*		10	
Welsh First Lang	1		2	
Welsh 2 <sup>nd</sup> Lang	5		20	

\* includes a course at Deeside College

The Table below illustrates the range of subject areas available at GCE Advanced level (A2) within post 16 settings in Flintshire or a vocational

equivalent. The figures relate to the academic year 2008-9 and the Deeside Consortium (4 schools) is represented as one centre. Deeside College Courses are included only if they are similar to courses offered in one or more schools. Deeside College has a range of other vocational courses not shown in the table.

### Post 16 subject provision at A2 level or vocational equivalent (Year 13)

Subject area	Number of centres offering		Number of learners following	
	General A2 course	Applied A2 or vocational equivalent	General A2 course	Applied A2 or vocational equivalent
Art	9*	2*	89	24
Biology	9*		118	
Business	4	5*	47	49
Chemistry	9*		95	
Computing/ICT	7	1*	87	2
Design/Technology	8		73	
Drama/Theatre Sts	4		25	
Early Years		1*		36
Economics	2*		12	
Electronics	1		8	
Engineering		1		11
English Language	3*		47	
English Literature	9*		134	
Film Studies	2*		16	
Food Technology	1		5	
French	7		35	
Geography	8		65	
Geology	1		9	
German	7		21	
Health & Social Care	3*	2	33	17
History	9*		112	
Home Economics	1		2	
Law	7*		69	
Leisure & Tourism	1		2	
Mathematics	9*		137	
Mathematics (Further)	3		13	
Media Studies	4		63	
Music	6	1	28	13
Performing Arts	3	1	24	10
Photography	1*		2	
Physical Education	8		47	
Physics	9*		90	
Politics	6*		54	
Psychology	7*		139	

Public Services		1*		28
Religious Studies	4		34	
Science (Applied)		2		13
Sociology	6*		30	
Sports Studies		1*		23
Welsh First Lang	1		2	
Welsh 2 <sup>nd</sup> Lang	5		27	

\* includes a course at Deeside College

In addition to the range of subjects in the tables above, six centres (Alun School, Castell Alun, Deeside College, Deeside Consortium, Hawarden and Ysgol Maes Garmon) will be offering learners doing Level 3 courses the opportunity to follow the WBQ from September 2009.

Figures above demonstrate that groups in year 12 are much more viable than in year 13. This would be expected as many learners complete four As courses in year 12, but reduced to three AS courses in year 13. Others decide that the one year of study is sufficient for them and complete their studies with the AS level grades.

Using figures for 2009-10, the average number of learners taking a course in a Flintshire School in Year 12 (AS or equivalent) was 15.7. The average number of learners taking an A2 course or equivalent was 9.2. If a viable group size on current funding levels were to be 13 learners (see section 2.6) then 48.2% of subject choices at AS or equivalent attracted more than this number, whereas only 22.8% of A2 or equivalent courses have more than this number of learners.

**NB The tables do not include any data on level 3 programmes in Animal Care, Equine, Horticulture or Floristry available at former WCoH now DC.**

	Percentage of 17 year old pupils entering a volume equivalent to 2 A Levels who achieved the Level 3 threshold	Average wider points score for pupils aged 17	Percentage of 17 year old pupils entering a volume equivalent to 2 A Levels who achieved the Level 2 threshold	Average wider points score for pupils aged 17
Hawarden High School	99	719	98	713
Alun School	93	569	96	584
Elfed High School	98	616	93	660
Holywell High School	94	477	85	430
St David's High School*	-	-	-	-
Castell Alun High School	95	684	96	694
Ysgol Maes Garmon	86	647	100	647
John Summers High School*	-	-	-	-
Flint High School	69	408	88	314
Connah's Quay High School*	-	-	-	-
St Richard Gwyn High School	91	647	91	615
Deeside Consortium	93	509	82	374
<b>Flintshire</b>	<b>93</b>	<b>586</b>	<b>94</b>	<b>576</b>
<b>Wales</b>	<b>94</b>	<b>619</b>	<b>94</b>	<b>631</b>

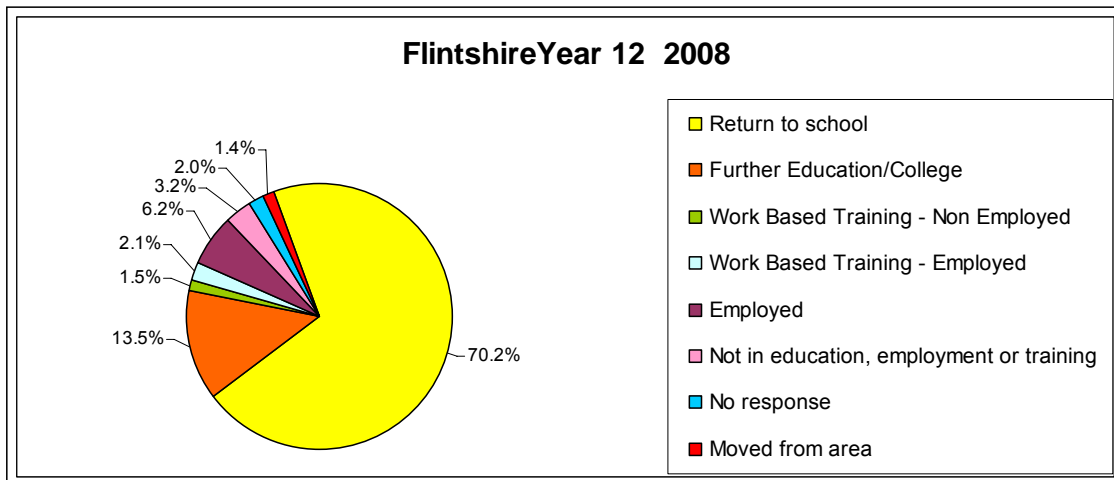
\*Schools in Deeside Consortium

Within all secondary schools, there is ongoing development to deliver vocational courses, partly delivered in-house but also through collaborative Key Stage 4 provision supported by the 14-19 network. The capacity of 11-18 schools to offer vocational courses is limited. The current model of curriculum provision across the county does not best meet the range of learners needs. It involves an element of duplication and it is particularly inefficient in the delivery of minority subject options. As is frequently the case, AS groups are often more cost effective than A2 groups, many of which are small in size. Any further expansion of choices will be difficult to achieve and will, with the present model of delivery, inevitably result in even smaller 6<sup>th</sup> form classes.

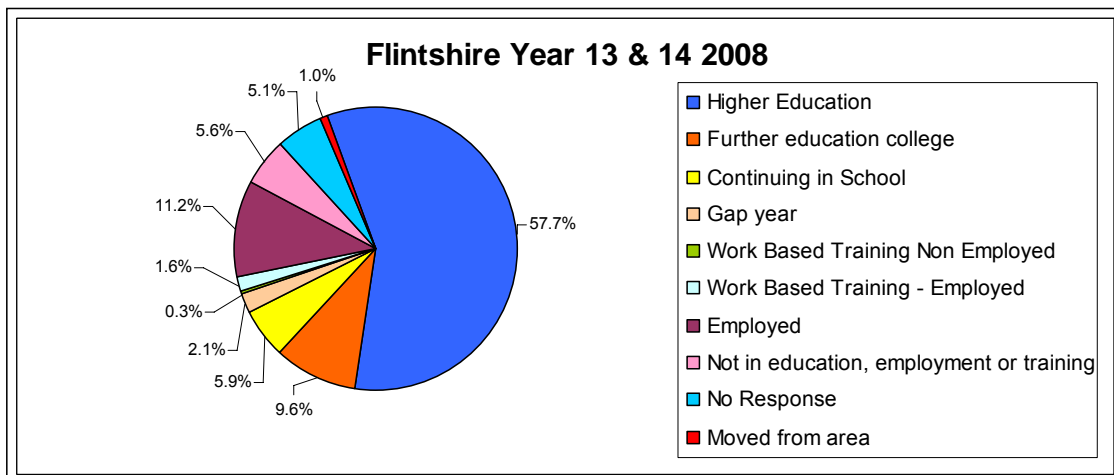
The future options for post 16 will need to ensure: -

- Greater equality of entitlement to an expanded range of courses
- That further duplication of both general and vocational provision is avoided
- Increased flexibility in choices and combinations
- Provision meets the criteria set out in the Learning and Skills Measure for Wales

## Learner destinations for Year 12



## Learner destinations for Year 13



## Learner Views of Post 16 Provision in Flintshire

During the Autumn Term 2009 a series of meetings with learners were organised to gather a sample of learner views on the provision of opportunities they had experienced. This was coordinated and undertaken by an experienced teacher, who had been a Deputy Headteacher in a Flintshire school. In the course of the research meetings were held with 27 groups of learners from Flintshire institutions – 2 from each of the eleven 11-19 schools, 1 from the 11-16 school, 2 from College, 1 from the Training Agency and 1 group who had chosen to study at a school other than their parent school.

In total, 189 learners were involved with an age range 15-21. 69 were studying at KS4, 96 in school Sixth Forms (including 6 who had previously studied at College), 20 were following College courses and 3 were in workplace training.



The purpose of the research was briefly outlined to each group including the principles of Flintshire County Council's 14-19 strategy and possible future options for delivery e.g. :

- learner needs are central
- learner entitlement to a wider range of pathways
- change must lead to improvement.

Possible future options for the delivery of Post 16 education were outlined i.e.:

- To extend collaborative working
- To reduce the number of Post 16 providers
- To have one Post 16 provider

The discussions provided opportunities for learners to share their perceptions, aspirations and experiences of Post 16 education. The vast majority responded enthusiastically and professionally, quickly grasping the key issues and clearly appreciating the opportunity to express their views.

The discussion focused on 4 key areas :

- Information received by students regarding their Post 16 pathways
- Rationale for subject choice
- Expectations/perceptions of the Post 16 educational experience
- Learner attitudes to collaborative arrangements.

Each discussion lasted between 30 – 60 minutes. Groups were selected by the institutions who attempted to choose a representative balance of age, gender and course profiles. The majority of students were studying or intending to study Advanced level subjects with approximately 20% considering or following vocational courses.

Learners were forthright in their views. Many were well informed and had given considerable thought to their Post 16 pathways, often linked to their career aspirations.

### **Information Received by Students Regarding their Post 16 Pathways**

Learners were complimentary about the range and quality of advice they had received in their parent schools. For many, their futures had been regularly discussed throughout KS4 and especially Year 11 in a relatively structured way through Tutor groups, Head of Year, Head of Sixth Form, and PSHE sessions, complemented by informal discussions with teachers. Several learners were aware of teacher bias towards their own subject and/or institution but learners were confident in their own ability to make their own choices.

Meetings with school leaders and assertive mentoring had proved popular and learners appreciated attempts by schools to take their views into account by providing early access to potential subject availability/option columns/consortium arrangements and questionnaires to ascertain their subject preferences.

Similarly Open Evenings were considered very important and were most appreciated when they occurred early in the academic year followed by subject

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taster sessions – although several learners pointed out that with hindsight these had been used as marketing tools for institutions (e.g. “fun” lessons) rather than be a true reflection of the greater rigour of Advanced level study.

Visits and experiences provided by outside sources were well received e.g.: Army Days. NHS days and entrepreneurs provided within the Dynamo project. Work Experience had also proved important to some in both positive and negative ways. All learners reported they had received regular information regarding workplace opportunities, apprenticeships etc and also welcomed early access to Higher education information. A number of students had participated in direct experiences e.g. : Manchester Higher Education Convention, the More Able and Talented visit to Oxford University and also subject based visits with languages and engineering groups to Universities.

Learners were generally well aware of the greater range of options available at College. Some had received information through postal/e-mail links and others were aware through college advertisements. The majority had received information regarding College Open Days from their schools.

College Open days had been well attended by members of the focus groups. These were appreciated by the majority although some students expressed resentment to what they regarded as “excessively pushy” marketing, reporting they were pressurised into signing application forms and paying an enrolment fee to secure their place.

Information received from Careers Agencies was held in high esteem – the vast majority considering the advice to be impartial and objective. In all schools there is a structured system and all were aware of the potential availability of Advisors who provide a range of options for consideration, The value of employment suitability tests was questioned by some but learners clearly trusted the advice they received – usually outlining the advantages/disadvantages of certain career paths, the positive nature of individual ‘Career Plans’ and the opportunities provided by, for example, the Youth Gateway programme. All students had been informed of School/College Open Days

A significant number of students had actively added to institutional advice by undertaking personal research via web sites, prospectuses and showed an awareness of, for example, institutional and subject examination results, class sizes and ethos. Discussions with family and friends were also a factor for most learners in reaching their decision.

### **Rationale for Post 16 Subject Choice**

The majority of students had approached or were approaching their Post 16 education in a professional manner, believing themselves to be well informed about the wide range of options available at different institutions. The choices of the majority of learners (65%) were focused on their future career e.g. education, health, law, engineering, ICT, design, sport, dance, forensics and in most cases students were prepared to move institutions to facilitate these aspirations. Many stated they had been professionally advised of potential pitfalls e.g. : employers

perceptions of certain subjects, poor employment prospects and the high grades required for entry into some Higher Education courses.

For others, a desire to study subjects they enjoyed and in which they had been successful took priority although a minority wished to remain in friendship groups or with teachers with whom they had good relationships. In these instances learners often expressed a desire for a broader based education in the belief that many employers/universities valued a less focused approach and appreciated for example a combination of arts/science subjects. Keeping their options open was a key factor for these students.

A large number expressed disappointment that many subjects were unavailable in their parent school or offered on a Distance Learning basis or through collaboration. Popular options, often unavailable in schools, included English Language, Film Studies, Law, Media, Photography, Politics, Psychology, Spanish and a wide range of vocational options. In the majority of cases KS4 students intended to study at College to facilitate these choices and this decision would override their initial desire to remain in school Sixth Forms.

### **Expectations/perceptions of the Post 16 Educational Experience**

Given the context of the research most learners were already aware of the difficulties faced by many schools in meeting learner needs in Post 16 education. In all schools learners were extremely positive about the education they had received pre 16 and welcomed the efforts many had made to make inter school arrangements for some subjects e.g. Welsh, Music, Politics.

In an ideal world, 85% of the sample expressed a desire to remain or to have remained in their parent school, regarding such an opportunity as a natural progression. The majority perceived there were advantages in studying in a smaller institution with smaller class sizes and greater academic discipline. Most expressed a pride in their school and an appreciation of its collective ethos and spirit. This was even more noticeable in faith and Welsh medium schools.

Learners perceived an advantage in remaining in familiar surroundings with students of a similar age and the reassurance of remaining in a “comfort zone”, gaining support from friendship groups and what several students referred to as a “special bond” with their Year group – indeed learners in 3 schools made reference to a “family atmosphere”. School ethos was important and there was recognition for the advice, encouragement and support they had received over 5 years.

A continuation of positive relationships with teachers was important and learners anticipated this would develop further. They spoke highly of teachers who knew their learning styles and who had proved their enthusiasm, care and commitment through ‘positive pressure’ which included pastoral support, after-school revision classes and extra curricular activities.

Several learners in KS4 expressed an aspiration to become Sixth Formers. This was based on an admiration for the role models amongst past and present Sixth Formers and they confidently expected they would themselves be treated in a

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more adult and professional manner by the school. Indeed many appreciated the increased opportunities they had already been given, particularly in KS4, to become more involved in the overall life of the school. They were excited by the prospect of developing this further in the Sixth Form, not least 'to give something back' through, for example, the prefect or House systems, membership of the School Council, involvement with Lower School pupils through initiatives such as Buddy Reading, Peer Group mentoring and additional need support. They also believed the Sixth Form would offer opportunities to develop their skills and enhance their CV through extra curricular activities such as Young Enterprise, Duke of Edinburgh Award, Debating, Sport and Drama – all of which it would be easier to become involved with in a smaller institution. Students who had moved to other school Sixth Forms also commented on this.

Despite this positivity most accepted that college based provision could be exciting – not least the opportunity to have a fresh start and to meet new people in a more independent and different environment. They valued a wider choice of courses ( 50% of Sixth Formers admitting they had to compromise over at least one A level subject). They believed College to be more relaxed and they would be treated as adults who would be expected to take responsibility for their own learning, unburdened by what were regarded by some as the stricter rules and regulations of a school Sixth Form

Yet there was a lack of self confidence amongst many who expressed doubts as to whether they were 'ready to grow up so quickly'. Some were concerned about taking such a 'big step' and feared they would be 'overwhelmed' and 'intimidated' by a large unfamiliar environment with some learners being a different age to themselves. Anecdotal evidence was rife - leading to a fear of less support, less monitoring and a lack of discipline but the main fear was that the learners themselves did not believe they would have the self discipline to cope with the greater freedom and independence involved within a college based education.

The views of College learners provided a different perspective. They generally recognised and had shared the perceptions of school based learners but had discovered these to be exaggerated or unfounded. They valued the extra freedom, independence and individuality of College life, believing it to encourage extra professionalism and many expressed praise for the welcome they had received and especially the induction arrangements before and at the start of their course.

College learners were impressed by target setting arrangements, the support they were receiving and the new friends they had made. Several also commented that the change they had made was a good preparation for the change to Higher Education in the future.

Subject choice had been the main reason for enrolment with the majority of the College sample studying vocational courses or minority subjects such as Psychology, Film, Photography alongside more established 'A' levels. However, others simply welcomed the opportunity for a "fresh start".

The positive aspects of Sixth Form life mentioned above were regarded in a negative manner by a number of College learners e.g. they did not wish to be 'used' as role models to Lower school learners and were critical of the "petty rules and regulations" they associated with schools. Some expressed opposition to what they regarded as the overly inclusive nature of smaller institutions, others resented the compulsory elements of some Sixth Forms notably Welsh Baccalaureate and/or Key Skills whilst others did not wish to participate in consortium arrangements or compromise with their subject options. BTEC students in particular welcomed the opportunity to participate in part-time employment in their non contact time.

The vast majority of College learners had no problems with personal motivation, enjoyed the social scene of College and expressed very positive views about the overall experience.

### **Learner Attitudes towards Collaborative Arrangements**

Within the sample 23 learners were already studying within consortium arrangements, 10 had experienced collaborative study within their KS4 curriculum, 4 had taken advantage of school links for minority subjects and one had made her own arrangements to study Spanish at College alongside Sixth Form provision.

Of those with no experience of collaborative work 12% were against the concept, e.g. "it defeats the object" but the majority were relatively open minded to the idea if it resulted in them being able to remain at their parent school especially if only one subject was to be studied elsewhere.

Concerns were expressed on a range of issues notably with regard to transport, lunch and break time arrangements, and potential problems arising from a lack of shared ethos with different rules, regulations and general fear of "a lot of hassle" which would add to stress levels. Other issues such as double/treble lessons, late arrival at lessons (buses) and arriving to find a teacher was absent were raised and in one school several learners admitted to a "snobbish" attitude regarding collaboration i.e. "it depends who we are collaborating with!"

However those learners already experiencing collaborative work were generally positive in their responses, valuing the greater choice it offered. This enabled them to remain within a school environment retaining the support and the other commonly held advantages of Sixth Forms as perceived by school students in the section above.

Most admitted to some trepidation at the beginning of the course but had found the experience to be enjoyable and challenging. There were few complaints about transport arrangements. Many commented on the advantages of working alongside students in other institutions, having new teachers, making new friends and having access to a variety of experiences whilst retaining the sense of security in their parent school.

All learners stated they had quickly adapted to collaborative arrangements and far from the anticipated "hassle" enjoyed "different school cultures". Some

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learners were effusive in their praise. Several were only studying one subject in their parent school and one studied ALL her subjects in other schools but was delighted to be based at her parent school because of the support it had offered in the past. As a consequence she wished to be a positive role model to Lower school pupils in a school that “has given me so much”.

Most had been particularly impressed with the consortium induction programme. One learner stated that as a result “we don’t think of it as a consortium, we all mix in together. It’s the perfect half-way house between school and college”

The support of school leaders was greatly appreciated during the course of the research and their genuine concern to offer the best opportunities for their learners whether at their own school, college or workplace was clearly evident and regularly acknowledged by learners in the focus groups.

The learners involved in the research were articulate, confident and generally enthusiastic often having strong views as to what was best for them, having researched their courses and institutions in some detail. Ideally the preference of a large majority was for Sixth Form study, as learners across all schools showed a strong loyalty and pride in their schools and often moved to college with reluctance.

However, for those students who are now studying or training in a new environment whether full time or in consortium arrangements, there was a very positive reaction to the education they were receiving and an acknowledgement that initial negative perceptions had been unfounded.

Learner satisfaction levels were very high in ALL institutions. Learners appreciated the diversity of choice within the county to allow them to choose a Post 16 education best suited to their individual needs and interests

## **1.5 Arrangements for learning network/e-learning**

### **E-learning arrangements**

Videoconferencing – arrangements have been put in place over several years to equip each Secondary School and Deeside College with a fully equipped Video Conferencing studio comprising of a Tandberg codec, 3 display screens and a full sound system, alongside a PC and visualiser. For ease of use by the teacher, all equipment can be controlled from one AMX remote unit allowing for seamless switching between all AV devices. Each ‘video teaching’ suite has cost approximately £20-25,000 to install. Each school or setting has received training in how to use the equipment and a best practice / pedagogy event run by the LEA was held in one of the schools. Schools have all been registered with the JANET Video Conference Booking Service (JVCS) allowing easy access to booking information. Schools within each consortium have been asked to look at using the hardware to deliver some aspects of the curriculum, but this area still needs further development. The most successful use of the equipment has been between 3 schools in the delivery of Welsh Language at post 16.

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Virtual Learning Environments – each secondary school has a Moodle Virtual Learning Environment (VLE) which is maintained by a technician funded from the 14-19 Network. The servers and the software required to use them (approx. £50,000) have been purchased by the Education ICT Unit and sit in the Corporate IT infrastructure. Many schools have a Moodle / VLE coordinator to maintain and develop use of Moodle in each of the schools. Training has been provided by a variety of mechanisms to all schools from formal subject based training days offered to all schools, to informal one to one sessions with individual teachers. There is also a community or hub space which can be used for schools to share resources with each other. Projects have included the development of e-learning resources to populate this shared area with digital content and it is to be hoped that schools will contribute more over time. Each school is at a different point in their development of using Moodle ranging from hardly used to being a focus of activity within the school. Currently, the potential for collaborative use of the VLE is being built as the schools and teachers themselves gain confidence in understanding what the VLE can offer them. Schools seem reluctant to share their resources with each other directly.

Partnerships – Across North Wales, bi-lingual digital resources are being produced by all 14-19 Networks which will be shared by all schools via Moodle. These, and further resources produced by LEAs in the past are also expected to be shared between all learning partners via a new Moodle hub being developed with colleagues in Wrexham and Cynnal. Flintshire and Wrexham 14-19 Networks are initially hoping to pilot Moodle Networking across both authorities which would allow access to resources from other schools outside of the home LEA.

## **1.6 14-19 Funding**

Funding for post -16 education in mainstream schools is by direct grant from the Welsh Assembly Government. The NPFS (National Planning and Funding System) funding model applied by WAG provides for a common funding formula across FE and Schools based on the volume of learner activity rather than number of learners.

The funding for the financial year for individual schools is determined by the September PLASC return sent by each school in the preceding year with retrospective adjustments in the following financial year for any changes in the volume of learning. In effect this means that any growth in activity in the September of the current financial year will not be funded until the following year, although the curriculum offer will have to be provided.

The NPFS methodology was predicated on the basis that all learner activity would be funded; however, in 2009/10 because of WAG budgetary constraints the funding was cut which resulted in not all activity being funded. The arbitrary nature of the reduction in funding has led to uncertainty about future levels of funding making those schools operating on the margins of viability particularly vulnerable.

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As the budget is not based on the actual activity (for 2 terms) within the financial year the cost of the provision delivered/required may not be affordable within the budget available.

Individual School budgets are derived by WAG and passported direct to school by the LEA after a top slice of 0.70% to cover centrally provided services and a retrospective adjustment to cover the additional central costs for the provision of music tuition.

The individual school budgets are detailed below for 2009/10:

2009/10 delegated budget	NPFS allocation	retained	2008/09 music costs	delegation
2009/10		0.70%	0.89%	
Elfed	378,972	2,665	3,372	372,935
Connah's Quay	360,109	2,532	3,204	354,373
John Summers	216,587	1,523	1,927	213,137
Flint	138,529	974	1,233	136,322
St Richard Gwyn	468,813	3,296	4,172	461,345
Hawarden	705,444	4,960	6,277	694,207
Holywell	310,749	2,185	2,765	305,799
Castell Alun	713,027	5,013	6,345	701,669
Mold Alun	1,844,337	12,968	16,411	1,814,958
Maes Garmon	234,260	1,647	2,084	230,528
St David's	248,371	1,746	2,210	244,414
	5,619,197	39,510	50,000	5,529,687

The budget is allocated as a lump sum to each school and as such does not provide a breakdown of the elements it is expected to cover. It is up to schools to determine the actual costs of post 16 provision and ensure its affordability within the grant. On average the assumed split between staffing and non staffing costs is deemed to be 89:11(although this will vary from school to school). Schools have the flexibility to show this allocation against teaching staffing costs, although



if other staffing costs are also considered it would be reasonable to assume that approximately 77% of the allocation would be spent on teaching.

Funding is based on CEUs (Credit Equivalence Units) and all courses have a basic CEU value and weighting attributed to them. This is then topped up by additional CEUs for Completion, Learning Development, Welsh language, Deprivation and Sparsity. Sparsity offers little to schools in Flintshire, but the additionality of Deprivation can range from between 1% and 9% of budget. Courses taught through the medium of Welsh receive an uplift of an additional 25%.

In 2009/10 one CEU = £24.67

An A level course (weighted 1, as most are) has a basic CEU value of 27 which equates to £666 with an additional 15% for completion and attainment. This additional amount is paid in the following year, although with the funding system now in full operation, if learner numbers remain consistent the effect is annual. In effect this means that a centre receives £766 per learner, per course, per year if all learners complete their courses successfully..

The average teacher cost in Flintshire for 2009/10 is estimated to be £44,000 and at 80% contact time means that the average cost of one teaching hour per year is £2,200. An A level at 5 hours tuition would therefore cost £11,000 per annum and this is the most common time allocation within Flintshire schools. However, we are aware that in some areas of Wales teacher/tuition time has been reduced to approximately 4 hours per week which still takes the student above the 135 funded hours after just 34 weeks. With this allocation of teacher time the cost of an A level course would become £8,800 per annum.

On 89% of post 16 allocation on teaching costs and 5 hours per week of tuition the number of learners required to make a group viable with no cross subsidy would be:

$$11,000 / (0.89 \times 766) = 16.1 \text{ students.}$$

On 89% of post 16 allocation on teaching costs and 4 hours per week of tuition the number of learners required to make a group viable with no cross subsidy would be:

$$8,800 / (0.89 \times 766) = 12.9 \text{ students.}$$

On 77% of post 16 allocation on teaching costs and 5 hours per week of tuition the number of learners required to make a group viable with no cross subsidy would be:

$$11,000 / (0.77 \times 766) = 18.6 \text{ students.}$$

On 77% of post 16 allocation on teaching costs and 4 hours per week of tuition the number of learners required to make a group viable with no cross subsidy would be:

$$8,800 / (0.77 \times 766) = 14.9 \text{ students.}$$

On the assumptions within the above model the number of learners required to make a group viable in 2009-10 is between 12.9 and 18.6 students if all complete the course successfully.

However, for individual schools these figures can be reduced by between 1% and 9% for the additional funding received for deprivation. For Welsh Medium delivery figures should be considered in light of the additional 25% uplift of funding.

In 2009-10 a total of 197 level three course offers were available to Year 12 Flintshire learners in seven school sixth forms and the Deeside Consortium. Of these 197 courses, 102 (51.8%) had fewer than 13 registered learners in December 2009. 47 courses (23.9%) had between 13 and 19 registered learners and 48 courses (24.4%) had 20 or more registered learners. The average number of learners per subject offer was 15.7.

In Year 13 in 2009-10 a total of 193 level three course offers were available to Flintshire learners in the seven school sixth forms and the Deeside Consortium. Of these 193 courses, 149 (77.2%) had fewer than 13 registered learners in December 2009. 21 courses (10.9%) had between 13 and 19 registered learners and 23 courses (11.9%) had 20 or more registered learners. The average number of learners per subject offer was 9.2.

## **1.7 14-19 Transport**

The Education Act 1996 (as amended) sets out the law for the attendance of pupils at school and the Learner Travel (Wales) Measure sets out related provisions for learner transport.

Under the Measure, the provision of transport for learners of compulsory school age remains statutory, and entitlement for post 16 learners remains discretionary. However, Welsh Ministers now have the powers to make regulations about travel arrangements for post 16 learners, which in the future could result in similar provisions as those for learners of compulsory school age.

There is a requirement to treat all learners of the same age equally. Therefore, if free transport is provided for a learner aged 17 attending a maintained school, the same arrangements must be made for a similarly aged learner attending an FE Institution. An LA must not discriminate between different categories of learners.

The entitlement includes travel between home and a “relevant place” other than the one where the learner is a registered pupil, thus taking in to account the fact that some learners could attend different places on different days. However, this entitlement does not include learners travelling during the day between different places or between different sites of the same institution.

LAs can not charge for transport provided for learners of compulsory school age, but can charge for discretionary transport such as post 16.

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## Flintshire County Council's Transport Policy (Summary)

### **The minimum (statutory) provision**

The LA provides free transport for children of compulsory school age (i.e. 5-16yrs) where a child receiving primary education lives over two miles from the nearest appropriate school; where a child receiving secondary education lives over three miles from the nearest appropriate school.

### **Extensions beyond the minimum (statutory) provision**

The LA provides free transport for pupils of statutory school age

- where a child whose parents are in receipt of Income Support or Working Tax Credit, resides more than 2.5 miles from the nearest appropriate school;
- to the nearest Welsh medium or Voluntary school under the criteria identified above;
- where the route to school is considered to be hazardous by the LA in consultation with the Environment Directorate;
- where a child requires transport on medical grounds and no suitable public transport exists;
- where transport to a named school is identified in a pupil's Statement of Special Educational Needs. This would normally be on medical or educational grounds and would be deemed essential in the context of other criteria identified in this policy.

### **Post-16 Transport**

The LA provides free transport for young people aged 16 years and over, living in Flintshire who are in full time education and who live over 3 miles from the nearest appropriate educational establishment (school, college, etc). The LA will assess whether a school or college provides a reasonable range of courses suitable to the abilities, aptitudes and requirements of an individual student. Transport will only be provided to an educational establishment which is not the nearest if, in the judgement of the LA, there is a considerable variation between the student's course and the course on offer at the nearer institution. The courses should be at a higher level than the previous one: for example GCSE retakes would not normally qualify for assistance.

### **Free transport after the age of 19**

Free transport is provided to eligible students who have reached 16 years of age and have not yet reached the age of 19 on 1<sup>st</sup> September of the academic year. The free transport will be maintained for students for the length of their initial course even if they reach their 19<sup>th</sup> birthday before the end of that course.

### **School/colleges outside Flintshire**

Young people will be provided with free transport to a school or college outside Flintshire if:

- the school or college is nearer to their home address than a school/college in the County and is more than three miles from their home address, or
- the course the young person wishes to follow is not provided by the nearest school/college or another school/college within the County that is nearer to the learners home than the one applied for.

The LA may provide concessionary transport on some routes, where a pupil/student does not qualify on the above criteria but can be placed on an existing contract transport route which has empty seats

### **Pupils/students with learning difficulties/disabilities**

Specialised transport will be provided for pupils/students with learning difficulties and/or disabilities when specified in the statement of SEN.

The LA is not responsible for the cost of transport:

- where parental preference results in a pupil being placed in a school or facility other than the nearest appropriate school;
- to schools maintained by other Authorities where admission to those schools is a result of parental preference, unless that school is the nearest school.
- The Authority operates arrangements with neighbouring authorities for Flintshire pupils whose nearest appropriate school is outside the Flintshire County boundary;
- of pupils who reside outside Flintshire but who receive their education in Flintshire schools.

### Current Issues relating to transport

In the absence of specific options, the transport implications of which could be more accurately estimated, the following general issues are relevant:

- There will inevitably be an increase in transport costs, some of which may not be easily identifiable until e.g. the number and location of collaborative courses on offer is finalised, the location of viable numbers of students is known, use of taxis (relatively expensive) is known, etc.
  - The high costs of transporting learners between sites and the nature of some journeys involving relatively small numbers, could prove expensive.
  - Implications for future transport policy
  - Could staff travel rather than groups of learners?
  - Consideration of acceptable additional journey time for learners e.g. 30 mins?
  - To what extent can existing transport be used – i.e. double running?
  - Can Institution's own vehicles be used if a driver was provided?
-

- Could mileage allowances be paid to staff to transport small numbers of learners?

It is essential that in order to support access to learning, transport continues to be an integral part of the planning process to assess the likely impact on learners, and on costs, of increased travel.

#### Current post 16 transport costs

Annual estimate for post 16 transport costs to schools (including local bus services)	£1,224,975.23
College transport costs 2009/10 (budget)	£404,196

**TOTAL** £1,629,171.23

#### Notes

- There are 325 post 16 students travelling on local bus services and 671 on school contracts (total 996).
- Data extracted from ONE system on 23.09.09, updated 10.11.09
- Figure includes an estimate for some “uncosted” routes
- Figure does not generally include transport to specialist schools or units
- College transport projection 2009/10 is £449,838 (at period 7).

## **2. PRIORITIES FOR TRANSFORMATION**

### **2.1 Issues and Planning Factors**

Generic issues, planning factors and evidence to be addressed in planning transformation for 14-19 and post 16 within Flintshire may be summarised as follows: -

- a) Meeting requirements of Legislation, Regulations and Transformation
  - b) Provision of high quality learning opportunities
  - c) Social and geographical issues
  - d) Pastoral care and learner support
  - e) Welsh medium/bilingual and denominational provision availability
  - f) Perceptions and resistance to change (political, parental, learner)
  - g) Transport (costs in time and money) and environmental issues
  - h) Technology development (ICT, use of video conferencing etc.)
  - i) Establishing short, medium and long term goals in provision for young people
  - j) Developments in FE provision and collaborative working
  - k) Preparation for: World of work/local economy needs and University entrance
  - l) The 'pull' of institutions external to Flintshire
  - m) Development of skills
  - n) Support for learners and additional needs
  - o) Lifelong (including Community and Adult) Learning
  - p) Academic, vocational and work based pathways for young people
  - q) Cultural development
  - r) Cost effectiveness (including the need to address unnecessary duplication of provision in post 16 provision)
  - s) Management and governance arrangements
-

## **2.2 Learner Outputs and Outcomes**

The intention of Flintshire's transformation work is that it will lead to: -

- a) An improvement in levels of basic skills
- b) An increase in the rate of participation in education, training and employment of 16 to 18 year olds
- c) An increase in the rate of participation in education, training and employment of 19 to 24 year olds
- d) An increase in overall learner success rates, reflecting higher levels of learner completion as well as the achievement of qualification aims
- e) An increase in success rates in Level 2 and 3 qualifications
- f) An increase in success rates in Level 4 qualifications; and
- g) An increase in progression to higher level learning or higher level employment

### **3. OPTIONS FOR DEVELOPMENT OF THE POST 16 DELIVERY STRUCTURE**

Discussions with stakeholders within numerous forums have identified that there are many and varied opinions as to the best way forward in meeting the needs of Post 16 learners within Flintshire. Generally, however, the opinions fall within the three options identified below, particularly if additional consideration is then given to the strategies for provision of Welsh medium and faith based learning.

All stakeholders agreed with the principles identified earlier in this document and, in particular, that the outcome should achieve the best for learners in providing and extending on the breadth of opportunity required by the Learning and Skills Measure, and ensuring quality of delivery.

#### **Option 1 – Extending collaborative working**

**This option would maintain sixth forms in most or all of the existing 11-18 schools with extended collaboration between schools, and with the inclusion of Deeside College in collaborative arrangements. Partners would continue to deliver viable courses in the most “local” possible location whilst the overall offer to learners is enhanced through shared provision. Centres may develop specialisms in delivery of curriculum provision.**

Key issues:

- Flexibility and choice would be enhanced by building on existing partnerships (Deeside Consortium, North and South Flintshire consortiums, etc) with provision made locally wherever this makes viable group sizes possible.
- All participating providers would have to agree on the common timetable arrangements, length of teaching periods, timing of the learning day, course entry requirements, choice of syllabus for each subject and joint (or coordinated) delivery of courses by staff from more than one centre.
- There would have to be equality of opportunity for learners, with all centres meeting the requirements of the Learning and Skills Measure, and a development of common learner support structures in all centres.
- There would be more travelling between sites than at present. Strategies to be considered to reduce this would include longer (but less frequent) teaching sessions, extending the teaching day, use of e-learning and video conferencing, delivery at the most local level where viable group sizes can be achieved.
- Management and governance of post 16 delivery would have to be considered and an appropriate structure agreed.

Advantages

- This option would increase the curriculum choices available to learners in most settings.
  - Can build on existing partnerships and good relationships.
-



- There would be a reduction in the number of small, or non-viable, teaching groups, releasing resources which will be used to broaden the curriculum offer with new subjects.
- There would remain a “local community” element of delivery, with learner travel at the start and end of the day reduced to a minimum.
- This expanded curriculum may attract more learners to stay in education and increase the activity per student.
- There would be minimal change to the existing character of 11-18 schools and their current pattern of provision. The nearest solution to matching current staffing levels and requirements. This may be seen as a politically acceptable solution.
- Learners and their parents continue to be offered a choice of local or other post 16 provision, including the choice between school and college.
- Collaborative working and sharing of resources, expertise, etc. can be mutually beneficial for centres and beneficial for learners.
- There is potential to develop the strengths of each centre by the development of specialisms in curriculum areas where the staff and resources are the strongest available within the collaborative grouping.
- This option would largely make use of existing facilities, reducing the potential need for capital investment.

#### Disadvantages and risks

- Some classes, particularly in minority subjects, may still be small. There may still be some “duplication”, particularly if there are a number of collaborative groups of centres.
  - Small groups can limit the scope and quality of learning styles available in these classes.
  - There may be a need for learners to undertake A2 courses in a different venue to AS.
  - Expanding the subject offer may make some subjects which have been “viable”, become no longer viable, particularly in the smaller sixth forms.
  - Schools may fear that learners will register at centres where most learning takes place. The LA would have to review post 16 transport policy.
  - Conversely, learners may not choose the options they really wanted to avoid the transport.
  - There would be pressure to have longer, but less frequent, teaching sessions.
  - Teachers are not always available on site if learners have problems with their work.
  - Schools may see an increase in the constraints put on other year groups within the timetable.
  - There would have to be a greater level of agreement on the common structure of the learning day, than has currently been achieved. This would include schools and colleges.
  - There would have to be a greater level of agreement on a common approach to course entry requirements than has currently been achieved. This would especially apply if increased collaboration between existing Consortium schools and Deeside College was to be achieved.
-

- There would have to be a greater degree of consistency in learner support structures and reporting on progress.
- The travel arrangements could be complex and time consuming, especially if each centre develops specialisms, which require learners from other settings to travel to it.
- Costs of transport could be high, with some journeys involving small numbers, being relatively expensive per learner.
- There may be a need for refurbishment of existing accommodation and facilities to provide suitable provision for the increased choices.

## **Option 2 – Reducing the number of Post 16 providers**

**This option would reduce the number of sixth forms to those which currently have and are projected to remain at a number of post 16 learners above a selected threshold. All other schools would become 11-16 providers.**

Key issues:

- How big should the threshold be?
- Flexibility and choice would be enhanced by building partnerships between these providers, with provision made locally wherever this makes viable group sizes possible. However, collaborative working between these larger centres would still be an expectation.
- All participating providers would, therefore, have to agree on the common timetable arrangements, length of teaching periods, timing of the learning day, course entry requirements, choice of syllabus for certain subjects and joint (or coordinated) delivery of these courses by staff from more than one centre.
- There would have to be equality of opportunity for learners, with all centres meeting the requirements of the Learning and Skills Measure, and a development of common learner support structures in all centres.
- Larger learner numbers in each centre would create a higher proportion of viable groups. An increase in learner travel at the start and end of the day, but a potential decrease in travel during the learning day, when compared to Option 1. Development of e-learning and video conferencing and an extension of the learning day could reduce travel needs during the day even further.
- Management and governance of post 16 delivery would have to be considered and an appropriate structure agreed.
- Whilst this option uses existing centres, the potential increase in learner numbers in some settings and reductions in others, would necessitate a revue of facilities and admissions numbers.

Advantages

- This option appears to offer learners and parents, particularly those who are from the immediate area of the continuing 11-18 schools, a choice of establishment for post 16. education.
  - Cost effectiveness of provision would be increased.
-

- Reduction of duplication of provision.
- May allow a greater focus on achieving excellence.
- Having fewer non-viable groups would release resources to invest in curriculum development. A wider curriculum offer spread out in areas of the county could attract more learners to stay in education.
- Reduction in number of small groups. Increase in proportion of viable groups, which create a more productive environment for teaching and learning.
- Transport during the day reduced compared to option 1.
- Transport at start and end of day reduced. Particularly as larger sixth forms are in the south of the county, from where the length of journey to Deeside College is the greatest.
- Smaller number of centres could work together to coordinate options and curriculum structure.
- Uses existing schools and college.
- Areas of specialism could be developed at this smaller number of centres.
- Opportunity to develop certain vocational pathways at these centres.
- Uses existing staff expertise in 11-18 schools and maintains opportunity for staff in the schools sector to deliver post 16 courses.
- Allows new smaller 11-16 schools to concentrate on improving standards at KS3 and KS4 without the distraction (curriculum and financial) of a small sixth form with the consequent removal of the need to cross subsidise post-16 provision in these settings.
- Learners from the current 11-16 school transfer successfully to sixth forms in other schools at present.
- An opportunity for the LA to assess future school place needs across the county and potentially to coordinate centres on a Federal model.

#### Disadvantages and risks

- Could be seen as creating a two-tier system, with 11-18 schools perceived as more attractive to learners and parents than their 11-16 neighbours. A politically difficult choice?
- May result in fewer learners staying in education in Flintshire because the local option is not available in all areas. These learners may discontinue their education or look outside Flintshire.
- Schools may argue that the removal of sixth form role models will have a detrimental effect on the school.
- Can the smaller number of post 16 sites accommodate all the learners? Particularly in the north of the county where sixth forms are generally small and result could be a concentration in one area.
- Increase in journeys at the start and end of the learning day.
- Major short term issues in reorganising staffing in schools and college.
- Some schools may become small, to the position where viability is questioned. Closing and/or re-designating secondary schools as 11-16 is a complex, lengthy and politically sensitive process that would be subject to challenges.

- Would 11-18 schools have admissions criteria and limits? Would increase in post 16 numbers create a reduction in year 7 places and threaten the viability of future sixth form provision.

### **Option 3 – One Post 16 provider**

**This option would deliver post 16 opportunities through a tertiary system and would result in the redesignation of schools as 11-16 providers.**

Key issues:

- Would provide common entitlement to all learners, but removes any element of choice of post 16 provider from the learner.
- There would be no “local” provision in many areas of the county.
- The provision of enrichment activities for post 16 learners would be changed.
- There would be a substantial reduction in the number of less viable groups especially in Year 13/A2 provision.
- Removal of all need for learner travel during the learning day (unless the provider worked on two sites). A large increase on learner travel at the start and end of the learning day.

Advantages

- The best opportunity to benefit from the advantages of scale in organising viable sized teaching groups and maximising the subject offer.
- Greater offer may result in increased numbers of learners staying in education.
- All learners have equity of access to the same range of pathways and levels of provision.
- Reduction of duplication of provision.
- Learners choice is not affected by factors related to travel or venue.
- Academic and vocational routes under one roof.
- Removal of travel requirements during the learning day.
- Start and end of day travel can build on existing services to all parts of the county.
- Deeside College has potential to develop at its Northop campus
- An opportunity for major review of 11-16 provision in Flintshire.

Disadvantages and risks

- Removes the choice of location of post 16 education for learners and parents.
  - Likely to be initially unpopular with many learners and parents who believe that sixth forms offer a different, and for them more suitable, learning experience to a large college. Flintshire is made up of a set of distinct communities, who all have a strong local pride in their school. A politically difficult choice?
  - May result in fewer learners staying in education in Flintshire because the local option is not available. These learners may discontinue their education or look outside Flintshire.
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- Schools may argue that the removal of sixth form role models will have a detrimental effect on the school.
- Can one site accommodate a tertiary college?
- Loss of the “inter school” element of curriculum enrichment activities.
- Large increase in journeys at the start and end of the learning day. Deeside College is not central within Flintshire.
- Advantages of reduction of transport needs during the day are partially lost if the provider works on two sites.
- Major short term issues in reorganising staffing in schools and college.
- Some schools may become small, to the position where viability is questioned. Closing and/or re-designating secondary schools as 11-16 is a complex, lengthy and politically sensitive process that would be subject to challenges.

### **Provision of Welsh medium learning opportunities**

**Welsh medium and/or bilingual learning will be provided through a number of strategies involving collaboration and partnership between providers within Flintshire and in partnership with providers in other authority areas across North Wales.**

Key issues:

- The continuation of post 16 provision within Ysgol Maes Garmon, with the need to meet the requirements of the Learning and Skills Measure.
- Expansion of Welsh medium/bilingual opportunities at Deeside College to meet the linguistic needs of learners from a range of backgrounds.
- The potential for enhanced partnership working with Ysgol Morgan Llwyd and other Welsh medium/bilingual providers in North East Wales.
- The wider Welsh medium Network across North Wales would form an important part of the strategy for increasing subject choices (e.g. by the use of e-learning, video conferencing).

### **Post 16 faith based learning**

**The current opportunity for learners to choose to undertake post 16 education within a faith based learning community should be maintained, whilst creating the partnership arrangements which must ensure that these learners have access to the entitlement of curriculum choice identified within the Learning and Skills Measure.**

Key issues:

- Under all three options identified above, consideration should be given to the continuation of post 16 provision at St Richard Gwyn Catholic High School, irrespective of the number of learners identified as the “threshold” number in Option 2.
  - As the school would be unlikely to be able to provide the full range of choice expected by the Learning and Skills Measure, then collaborative working with other providers would be a requirement. The key issues identified in Option 1 and Option 2 become relevant here.
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#### **4. SUMMARY**

Options for development of the Post 16 Delivery Structure will need to be analysed and appraised on both a local area and County-wide basis in order to ensure that they deliver:

- compliance with the Learning and Skills Measure;
- quality;
- viability;
- sustainability.

## FLINTSHIRE COUNTY COUNCIL

AGENDA ITEM NUMBER: 10

**REPORT TO:**        **EXECUTIVE**  
**DATE :**             **09 MARCH 2010**  
**REPORT BY:**      **CHIEF EXECUTIVE**  
**SUBJECT :**         **QUARTER 3 PERFORMANCE REVIEW 2009/10**

### **1.00 PURPOSE OF REPORT**

- 1.01 To consider the 2009/10 Quarter 3 service performance reports produced at the Heads of Service / Divisional level under the adopted business model of the Council.
- 1.02 To note the update of the Strategic Assessment of Risks and Challenges contained within the performance reports.

### **2.00 BACKGROUND**

- 2.01 The adopted quarterly performance reporting seeks to provide the reader with the 'narrative' of quarterly performance, which gives the context for overall performance. These reports are a quarterly review of service plans. This is the third quarter that this new approach has been used.

### **3.00 CONSIDERATIONS**

- 3.01 Quarterly performance reports are prepared by Heads of Service within the three Directorates and by Corporate Heads of Service.
- 3.02 Copies of the detailed Quarter 3 (October to December) performance reports are available in the Members' Library and on request. Members will receive respective reports when circulated with the Overview and Scrutiny Committee agendas.
- 3.03 Appendix 2 of the report contains a schedule of all the Improvement Targets which are reported on a quarterly basis. This will have changed since Quarter 2 to incorporate the revised list of improvement targets endorsed by Executive on 5th January, following the target setting work undertaken mid way through Quarter 3.
- 3.04 Each quarterly performance report contains an update of each of the relevant strategic risks and challenges. This update has been provided by each of the lead responsible officers and is available for comment and review. A summary position of the present Red, Amber, Green status for all the strategic risks and challenges is provided as Appendix 3.

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Date: 03/03/2010

Additional SARC risks and challenges which are not included within a Quarter Performance report are incorporated on the Summary and are on deposit in the Member's Library. These risks do not fall within any one Head of Service's remit. They include:

- CL02 Flintshire in Partnership
- CL03 Voluntary Sector
- CD19 Gypsies and Travellers
- CD30 Contractor Functions
- CG02 Performance Management / Business Planning
- CG03 Strategic Policy
- CG04 Risk Management
- CD32 Business Continuity

#### **4.00 RECOMMENDATIONS**

4.01 That Executive consider the 2009/10 Quarter 3 performance reports and recommend any specific issues which may require management action and/or referral to the appropriate Overview and Scrutiny Committees for consideration.

#### **5.00 FINANCIAL IMPLICATIONS**

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

#### **6.00 ANTI POVERTY IMPACT**

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

#### **7.00 ENVIRONMENTAL IMPACT**

7.01 There are no specific environmental implications within this report.

#### **8.00 EQUALITIES IMPACT**

8.01 There are no specific equalities implications within this report.

#### **9.00 PERSONNEL IMPLICATIONS**

9.01 There are no specific personnel implications within this report.

#### **10.00 CONSULTATION REQUIRED**

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



## **11.00 CONSULTATION UNDERTAKEN**

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

## **12.00 APPENDICES**

12.01 Appendix 1 - Quarter 3 Performance Reports (copies in the Members' Library)

Appendix 2 - Schedule of Improvement Target Data

Appendix 3 - Strategic Assessment of Risks and Challenges Red, Amber, Green Summary

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

None

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

Key	Item Name	Quarter 2 Actual	Quarter 3		Comment	Owner
			Actual	Target		
<b>Corporate Health - Financial Health</b>						
Q - CFH 006	Q - CFH 006 - The percentage of undisputed invoices which were paid in 30 days	89.05	87.89	92	Performance in quarter 2 improved by 2% on that achieved in quarter 1 with all directorates achieving the 92% target in quarter 2 with the exception of Lifelong Learning (78.9%), Legal (91.6%) and Community Services (91%). We continue to do all that we can to drive up performance but as this function is devolved we are somewhat limited.	Gareth Evans
<b>Corporate Health - Human Resources</b>						
Q - CHR 001	Q - 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	3.03	0	-	-	Helen Stappleton
Q - CHR 002	Q - CHR 002 - The number of working days/shifts per full-time equivalent (FTE) local authority employee lost due to sickness absence	2.34	3.26	2.8	1) Improved workforce information, will be available to support managing attendance 2) New policy will support improved working practices for managers and Human Resources, e.g. planned intervention for long term absences, to encourage employees to return to work earlier.	Helen Stappleton
Q - CHR 004	The percentage of local authority employees from minority ethnic communities	0.23	0.23	0.3	-	Helen Stappleton
Q - CHR 005	The percentage of local authority employees declaring that they are disabled under the terms of the Disability Discrimination Act 2005	1.31	1.26	1.5	-	Helen Stappleton
Q - REM3	Increase the percentage of employees receiving an annual appraisal with Individual Development Plan to 100%.	-	-	100	-	Helen Stappleton
<b>Housing - Homelessness &amp; Housing Advice</b>						
Q - HHA 002	Q - HHA 002 - Av. no. working days between h/less presentation & discharge of duty for households found to be statutorily homeless	241.5	138.22	365	This figure has decreased due to only 20 households with a full homeless duty qualifying for permanent accommodation, from temporary accommodation, compared with 36 households in the last quarter	Gill Conway

Key	Item Name	Quarter 2 Actual	Quarter 3		Comment	Owner
			Actual	Target		
<b>Housing - Landlord Services</b>						
Q - HLS 010a	Q - HLS 010a - Av. No. of calendar days taken to complete emergency repairs	0.65	0.47	0.5	As predicted in the last quarter performance in this category has improved, this is due to the number of job tickets awaiting processing being significantly reduced.	Mike Bernard
Q - HLS 010b	Q - HLS 010b - Av. no. of calendar days taken to complete urgent repairs	10.49	8.29	12	The number of out of target job tickets continues to adversely affect the performance in this category, however, the indicator reflects the increased effort to improve performance made by the operatives and supervision.	Mike Bernard
Q - HLS 010c	Q - HLS 010c - Av. no. of calendar days taken to complete non-urgent repairs	60.64	63.77	45	The drop in performance in this category is disappointing and will be partly due to the completion of out of target job tickets. Increased efforts will be made to improve performance as the year progresses.	Mike Bernard
Q - HLS 014	Q - HLS 014 - Av. No. of calendar days taken to let lettable units of permanent accomm during the financial year	119.88	147.8	89	Approx 25% of properties let were difficult to let resulting in longer times to find suitable applicants. Approx 21% of the properties required major work over £3000 at an average cost of £5000 resulting in long repair times. A Void Project Manager has been appointed to address the weaknesses in the Voids procedure and working methods with a view to a longer term improvement in turnover.	Gill Conway
Q - HPMM7	Q - Percentage of gas safety checks completed (cumulative).	96.21	86.99	100	All properties have been visited and where possible the Landlords check has been carried out, however, there are a number of properties that we are unable to gain access to. Such properties are subject to a series of letters and actions by various officers and if necessary should access continue to be denied access can be gained via a court order. It is anticipated that 100% of appliances will receive a Landlords Check, but due to access difficulties it may run into the new financial year.	Mike Bernard
<b>Planning and Regulatory Services - Planning</b>						
Q - PLA 003bi	The percentage of the determined appeals that upheld the authority's decision in relation to planning application decisions	57	55	75	-	Andrew Farrow
Q - PLA 004b	Q - PLA 004b - The percentage of minor planning applications determined during the year within 8 weeks	66.37	47.66	50	Continuing to hold and improve on the target figure	Andrew Farrow
Q - PLA 005	Q - PLA 005 - The percentage of enforcement complaints resolved during the year within 12 weeks of receipt	39.29	28.96	65	This return reflects the staffing issues in the Enforcement Team whereby two of the Enforcement / Compliance officers had left the authority. Contingencies are now in place and the vacant posts are being filled during Quarter 3	Andrew Farrow
<b>Housing - Private Sector Renewal</b>						
IA1.2L1	IA1.1L2 - The rate of people with a physical disability and/or sensory impairment aged 18-64 who are supported in the community during the year per 1000 population	-	5.83	-	There has been a reduction in the number of equipment and adaptation services provided which has led to a decrease in the out-turn for the PI.	Jo Taylor
Q - PSR 002	Q - PSR 002 - The average number of calendar days taken to deliver a Disabled Facilities Grant	314.94	366.71	400	This PI includes DFGs for children. Performance continues to improve.	Jo Taylor
Q - PSR 003	Q - PSR 003 - Timing of adaptations not funded by a Disabled Facilities Grant. The average number of calendar days taken to deliver an adaptation for a local authority tenant where the Disabled Facilities Grant process is not used	13.8	14.79	20	The Welsh average performance indicators include the time from receipt of referral to the Occupational therapist, not solely the time with the repairs team. Improved management of the adaptation process is enabling the Team to consistently improve its performance in this category.	Mike Bernard
Q - PSR 006	Q - PSR 006 - The average number of calendar days taken to deliver low cost adaptation works in private dwellings where the disabled facilities grant is not used	75.83	89.75	100	This PI includes minor private sector adaptations for children. Performance continues to improve.	Jo Taylor

Key	Item Name	Quarter 2 Actual	Quarter 3		Comment	Owner
			Actual	Target		
<b>Social Care - Adult Services</b>						
Q - SCA 007	Q - SCA 007 - The percentage of clients with a care plan at 31st March whose care plans should have been reviewed that were reviewed during the year	80.15	79.14	85	Resources are targeted on the service users with most complex needs who are reviewed more frequently (on a 6 week, 3 month and 6 month basis) than the WAG statutory minimum of 3 months for an initial review and afterwards review annually. Data is not available for substance misuse service users.	Maureen Mullaney
Q - SCA 010	Q - SCA 010 - The rate per 1,000 adult clients assessed during the year who are provided with electronic assistive technology as part of a package of care	105.14	92.2	105	Data for Substance Misuse completed assessments is now included but was not available in Q1	Susie Lunt
Q - SCA 017	Q - SCA 017 - The rate per 10,000 adult clients (aged 18+) supported in the community who receive a direct payment	373.03	401.04	435	This PI relates to adults only.	Maureen Mullaney
Q - SCA 018a	Q - SCA 018a - The percentage of carers of adult service users who were offered an assessment in their own right during the year	78.65	85.62	-	This PI has been revised and now includes new carers and carers receiving reviews/reassessments. 2009/2010 will act as a baseline year.	Maureen Mullaney
Q - SCA 018c	Q - SCA 018c - The percentage of carers of adult service users who were assessed in their own right during the year who were provided with a service	57.55	46.09	-	Only services provided directly to carers are counted in this PI. Additional services provided to service users, such as respite or day care, are not included even though they result from the carer's assessment. This is in accordance with LGDU guidance.	Maureen Mullaney
IA1.1L1	IA1.1L1 - The rate of people with a learning disability, aged 18-64, supported in the community during the year per 1000 population aged 18-64	3.72	3.72	3.7		Maureen Mullaney
IA1.1L2	IA1.1L2 - The rate of people with a physical disability and/or sensory impairment aged 18-64 who are supported in the community during the year per 1000 population	6.2	5.83	-	There has been a reduction in the number of equipment and adaptation services provided which has led to a decrease in the out-turn for the PI.	Jo Taylor
IA1.1L3	IA1.1L3 - The rate of people with mental health illness aged 18-64 who are supported in the community during the year per 1000 population	2.85	2.66	2.6		Vicky Forman
IA1.1L4	IA1.1L4 - Increase the number of people using direct payments from 100 - 120 (Mar 09) and to 144 by Mar 10 (20% per year)	122	127	144		Jo Taylor
IA1.1L5	IA1.1L5 - The number of new carers identified in the period who were offered an assessment in their own right	173	150	-	New: baseline to be established this year	Maureen Mullaney

Key	Item Name	Quarter 2 Actual	Quarter 3		Comment	Owner
			Actual	Target		
<b>Social Care - Children's Services</b>						
Q - SCC 001b	Q - SCC 001b - For those children looked after whose 2nd review (due at 4 months) was due in the year, the % with a plan for permanence at the due date	100	100	90	All plans for permanence were completed on time in Quarter 2. We are on track to meet the revised target at year end.	Carol Salmon
Q - SCC 016	Q - SCC 016 - The % of reviews carried out within the statutory timetable	52.5	61.11	60	Better monitoring and scrutiny has meant that some improvement has been achieved since last Quarter but further work needs to be done to achieve the target.	Carol Salmon
Q - SCC 024	Q - SCC 024 - The % of children looked after during the year with a Personal Education Plan within 20 school days of entering care or joining a new school in the year ending 31 March	85.71	0	85	One Personal Education Plan was not completed within timescales in Quarter 2.	Carol Salmon
Q - SCC 025	Q - SCC 025 - The % of statutory visits to looked after children due in the year that took place in accordance with the regulations	92.62	94.69	90	Better monitoring and scrutiny has meant that performance in statutory visits is improving and the target is achievable.	Carol Salmon
Q - SCC 028	Q - SCC 028 - The % of children looked after who had a fully completed and updated assessment and action record at their third review	0	77.78	75	No Assessment and Progress Records were completed within timescales. The reason given was social worker illness.	Carol Salmon
Q - SCC 030a	Q - SCC 030a - The % of young carers known to Social Services who were assessed.	62.5	60	70	Not all our young carers wish to receive services from Social Services, but can be referred directly to Barnardo's. Three young carers were referred to Barnardo's without a prior Social Services assessment.	Carol Salmon
Q - SCC 030b	Q - SCC 030b - The % of young carers known to Social Services who were provided with a service	25	40	70	Not all our young carers wish to receive services from Social Services, but can be referred directly to Barnardo's. Two out of eight young carers identified in the Quarter are receiving a service from Social Services.	Carol Salmon
Q - SCC 033c	Q - SCC 033c - The % of young people formerly looked after with whom the authority is in contact, who are known to be engaged in education, training or employment at the age of 19	50	40	75	1 young person is in custody, and is therefore not in education, training or employment.	Carol Salmon
Q - SCC 039	Q - SCC 039 - The % of health assessments for looked after children due in the year that have been undertaken	52.73	84.51	70	Performance for statutory health assessments has fallen in Quarter 2. Work is continuing with the Looked After Children nurse to determine the reasons for health assessments occurring late.	Carol Salmon
Q - SCC 042a	Q - SCC 042a - The % of initial assessments completed within 7 working days	81.97	83.23	87	Progress against target continues to be a challenge. Reasons for all late assessments have been collated, and mostly relate to a delay in allocation of the referral, or family resistance.	Carol Salmon
Q - SCC 042b	Q - SCC 042b - The average time taken to complete initial assessments that took longer than 7 days to complete	16.64	12.46	11	Progress against target continues to be a challenge. Reasons for all late assessments have been collated, and mostly relate to a delay in allocation of the referral, or family resistance.	Carol Salmon
Q - SCC 043a	Q - SCC 043a - The % of required core assessments completed within 35 working days	65.38	100	80	All Core Assessments were completed within timescales. This performance will need to be sustained in quarter 4.	Carol Salmon

## Strategic Assessment of Risks &amp; Challenges' RAG Summary

Risk Reference	Risk Title	Period									Predictive Green/Amber eg. Mar 2010
		2007/08	2008/09				2009/10				
		Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3		
	<b>Community Leadership</b>	Mar 08	June 08	Sep 08	Dec 08	Mar 09	June 09	Sep 09	Dec 09		
CL02	Flintshire In Partnerships									Mar 2010	
CL03	Voluntary Sector Compact and Grants Review									Mar 2009	
CL04	Affordable Housing									Mar 2011	
CL05	Social Care For Older People									TBC	
CL06	Older People Independent Sector Care Market									Mar 2011	
CL07	Public Health & Primary Health Care									TBC	
CL08	Climate Change & Flood Risk Management									Dec 2009	
CL09	Economic Regeneration Strategy									Sep 2009	
CL10	County Town Network Regeneration & Protection									Dec 2009	
CL11	Integrated and Public Transport Infrastructure (External)									Oct 2010	
CL12	Skills Needs of Employers	---	---	---	---					Apr 2012	
CL13	NHS Restructuring	---	---	---	---					Mar 2011	
	<b>Council Delivery</b>	Mar 08	June 08	Sep 08	Dec 08	Mar 09	June 09	Sep 09	Dec 09	Predictive Green/Amber	
CD01	Energy									Dec 2009	
CD02	Streetscene									Dec 2010	
CD03	Transition from UDP to LDP									Dec 2009	
CD04	Planning Protocol									Mar 2010	
CD05	Highways Infrastructure									TBC	
CD06	Transport Arrangement For Service Users									Oct 2009	
CD07	Depot Provision									Dec 2010	
CD08	Shotton & Deeside Renewal Area									Dec 2009	
CD09	Cemetery Provision									Nov 2009	
CD10	Leisure - Future Provision									Apr 2010	
CD11	Community Facilities Stock									Feb 2010	
CD12a	Housing Strategy									June 2009	
CD12b	Housing Management									Oct 2009	
CD12c	Housing Repairs and Maintenance Services									Mar 2010	
CD12d	Homelessness									Mar 2010	
CD12e	Sheltered Housing									Mar 2011	
CD14	Housing Stock Options									TBC	
CD18	Supporting People									Mar 2011	
CD19	Gypsies and Travellers									TBC	
CD20	School Buildings									Apr 2018	
CD21	School Modernisation									Apr 2018	
CD22	Learning & Development									2010	
CD23	Children Out Of County Care & Education									TBC	
CD24	Social Care Recruitment and Retention of Staff									Mar 2011	
CD25	Direct Payments									Mar 2011	
CD26	Disabled Facilities Grants									Mar 2011	
CD27a	Waste Management (Strategy)									2012/2013	
CD27b	Waste Management (Operations)									Sep 2009	
CD27c	Waste Management (Participation)									Dec 2009	
CD27d	Waste Management (AD Waste)	---	---							Jan 2010	
CD30	Contractor Functions									TBC	
CD32	Business Continuity									Apr 2011	
	<b>Council Governance</b>	Mar 08	June 08	Sep 08	Dec 08	Mar 09	June 09	Sep 09	Dec 09	Predictive Green/Amber	
CG01	Corporate Project Management									Dec 2009	
CG02	Performance Management/Business Planning									Apr 2010	
CG03	Strategic Policy									Jan 2010	
CG04	Risk Management									Apr 2010	
CG05	Asset Management									Nov 2009	
CG06	Medium Term Financial Strategy (Previously CG06a, b, c, d, f)									TBC	
CG07	Financial Management and Control									TBC	
CG08	Information and Communications Technology (ICT Strategy)									Dec 2009	
CG09a	Information Management Strategy									Mar 2011	
CG09b	Information Security, Governance and Sharing									Sep 2010	
CG10	Human Resources and Management									Mar 2009	
CG11	Terms & Conditions of Employment									TBC	
CG12	County Hall Campus Management									Mar 2010	
CG13	Customer Focus									Mar 2010	
CG14	Code of Corporate Governance									Mar 2009	
CG16	Management Change, Organisational Instability and Sucession Planning				TBC					Mar 2010	
CG17	Health & Safety Strategy Management				TBC					Jan 2011	
CG18	Procurement (Previously CG06e)							TBC		TBC	

# FLINTSHIRE COUNTY COUNCIL

AGENDA ITEM NUMBER: 11

**REPORT TO:** **EXECUTIVE**  
**DATE :** **09 MARCH 2010**  
**REPORT BY:** **HEAD OF FINANCE**  
**SUBJECT :** **CAPITAL PROGRAMME 2009/10 (MONTH 9)**

## **1.00 PURPOSE OF REPORT**

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

## **2.00 BACKGROUND**

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

## **3.00 CONSIDERATIONS**

### **3.01 Programme - Movements**

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

	<b>General Fund</b>	<b>Housing Revenue Account (HRA)</b>	<b>Total</b>
	<b>£m</b>	<b>£m</b>	<b>£m</b>
<b>Council 09.06.09. and 23.07.09. (HRA)</b>			
Original Capital Programme	28.860	5.787	34.647
<b>Executive 06.10.09.</b>			
Revised Capital Programme	34.103	8.362	42.465
<b>Executive 08.12.09.</b>			
Revised Capital Programme	31.787	8.362	40.149
<b>Latest Monitoring</b>			
As previously reported	31.787	8.362	40.149
Change this Period	0.402	0	0.402
	<b>32.189</b>	<b>8.362</b>	<b>40.551</b>
Rephasing/Rollover to 2010/11	(1.472)	(1.800)	(3.272)
Identified Savings	0	0	0
<b>Revised Programme</b>	<b>30.717</b>	<b>6.562</b>	<b>37.279</b>

Date: 03/03/2010

3.01.2 From the table it can be seen that the previously reported programme total of £40.149m has decreased to £37.279m; this net reduction of £2.870m arises by way of -

	£m
Net reduced <b>General Fund</b> schemes, as detailed in Section 3.02 (£0.060m reduction in Corporate Services, £0.389m net reduction in Community Services, £0.824m increase in Environment, and a net increase of £0.027m in Lifelong Learning)	0.402
Rephased <b>General Fund</b> schemes, as detailed in Section 3.03	(1.472)
Rephased <b>HRA</b> schemes, as detailed in Section 3.03	(1.800)
	(2.870)

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

REVISED PROGRAMME	Original Budget	Rollover (from 2008/09)	Movements	Contractually Uncomm'd	Rollover (to 2010/11)	Savings	Revised Budget
	£m	£m	£m	£m	£m	£m	£m
Corporate Services	0.550	0.034	0.031	0	(0.303)	0	0.312
Clwyd Theatr Cymru	0.136	0.033	0	0	0	0	0.169
Community Services	4.733	1.512	(0.304)	(0.739)	(0.635)	0	4.567
Environment	15.299	3.009	(3.202)	(0.719)	(0.330)	0	14.057
Lifelong Learning	8.142	3.187	0.655	0	(0.204)	(0.168)	11.612
<b>General Fund Total</b>	<b>28.860</b>	<b>7.775</b>	<b>(2.820)</b>	<b>(1.458)</b>	<b>(1.472)</b>	<b>(0.168)</b>	<b>30.717</b>
<b>Housing Revenue Account</b>	<b>5.787</b>	<b>2.575</b>	<b>0</b>	<b>0</b>	<b>(1.800)</b>	<b>0</b>	<b>6.562</b>
<b>Programme Total</b>	<b>34.647</b>	<b>10.350</b>	<b>(2.820)</b>	<b>(1.458)</b>	<b>(3.272)</b>	<b>(0.168)</b>	<b>37.279</b>

3.01.4 The capital receipts position continues to be closely monitored in the light of the continuing economic downturn; as at the end of month 9, receipts are £0.930m below the budgeted level, but the shortfall will be recouped in 2010/11 at no detriment to the overall planned capital programme.

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



### 3.02 Movements During This Period

3.02.1 The Corporate Services programme decrease (£0.060m) takes account of the movement of budget to relevant programme areas for Health and Safety related works.

- Rephasing into 2010/11 of £0.303m has been identified in respect of Information Technology programme works.

The Clwyd Theatr Cymru total remains unchanged during the period.

3.02.2 The Community Services net programme decrease (£0.389m) reflects -

	£m
Learning Disability – Transfer from the Corporate Services Health and Safety provision (see 3.02.1 above).	0.005
Mental Health – Transfer from the Corporate Services for Health and Safety works provision (see 3.02.1 above).	0.006
Housing Grants – Removal of Welsh Assembly Government (WAG) Renewal Area funding, which is not required for 2009/10 financing purposes – to be reintroduced into 2010/11 programme.	(0.400)
	<u>(0.389)</u>

- Rephasing into 2010/11 of £0.635m has been identified in respect of Housing Renovation Grants/Special Initiatives.

3.02.3 Environment's programme increase (£0.824m) takes account of -

	£m
Administrative Buildings – Transfer from the Corporate Services Health and Safety provision (see 3.02.1 above).	0.041
Sustainable Waste – WAG Regional Capital Access Fund (RCAF) grant funding for works at Sandycroft Civic Amenity Site (£0.238m), and the acquisition of a skip funded through prudential borrowing (£0.004m) in place of leasing for which revenue cover exists; on this occasion operating leasing funding was inappropriate for the required purpose.	0.242
Highways – Residual WAG grant funding for works at Hawarden Park, Broughton (£0.128m), and the acquisition of a column lift also funded through prudential borrowing (£0.013m) for which revenue cover exists.	0.141
Transportation– Introduction of Regional Transport Plan funding.	0.400
	0.824

- Rephasing into 2010/11 of £0.330m has been identified in respect of Administrative Buildings (£0.100m), the Agricultural Estate (£0.090m) and Highways (Bridge Assessment) works (£0.140m).

3.02.4 The Lifelong Learning net programme increase of £0.027m reflects -

	£m
Play Areas - The introduction of specific funding by way of developers' contributions.	0.016
Community Youth Clubs - Transfer from the Corporate Services Health and Safety provision (see 3.02.1 above).	0.008
Minor Works, Furniture and Equipment – Introduction of WAG Schools Target Hardening Grant.	0.016
Early Years – Reversal of previously included play area works at Ysgol Pen Coch, Flint funded by way of CERA*	(0.013)
	0.027

\*CERA = Capital Expenditure funded from Revenue Account

- Rephasing into 2010/11 of £0.204m has been identified in respect of Education - General (Upgrading of Electronic Communications in Schools).

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

- Rephasing into 2010/11 of £1.800m has been identified, a figure influenced by the delayed 2009/10 programme approval (July 2009). The £1.800m includes (amongst the more significant items) - Void works (£0.800m), Kitchens and Bathrooms (£0.225m), Central Heating - Planned Replacement (£0.160m), Boundary Walls, Paths and Fencing (£0.153m), Block Window/UPVC Door Replacement (£0.138m) and Renewable Energy Systems (£0.135m).

### **3.03 Contractually Uncommitted (Generally Financed) Budgets**

3.03.1 Latest budget monitoring information indicates that a General Fund total of £1.458m funded by way of general (non-specific) financing resources (unhypothecated supported borrowing/general capital grant/capital receipts) will be available for alternative/future capital programme funding purposes (unchanged from the position noted in the month 6 report).

### **3.04 Identified Savings**

3.04.1 Total identified savings remain at £0.168m (unchanged from the figure reported as at month 6).

### **3.05 Financing**

3.05.1 The capital programme is financed as summarised below.

<b>FINANCING RESOURCES</b>			
	<b>General Financing</b>	<b>Specific Financing</b>	
	<b>Supported Borrowing / General Capital Grant / Capital Receipts</b>	<b>Grants &amp; Contributions / CERA /Reserves/ Prudential Borrowing</b>	<b>Total Financing</b>
	<b>£m</b>	<b>£m</b>	<b>£m</b>
<b>Latest Monitoring</b>			
General Fund	20.985	12.662	33.647
Housing Revenue Account	1.473	6.889	8.362
	<b>22.458</b>	<b>19.551</b>	<b>42.009</b>
<b>Contractually Uncommitted</b>			
General Fund	(1.458)	0	(1.458)
Housing Revenue Account	0	0	0.0
	<b>(1.458)</b>	<b>0.000</b>	<b>(1.458)</b>
<b>Rephasing</b>			
General Fund	(1.472)	0	(1.472)
Housing Revenue Account	(1.473)	(0.327)	(1.800)
	<b>(2.945)</b>	<b>(0.327)</b>	<b>(3.272)</b>
<b>Total Financing Resources</b>	<b>18.055</b>	<b>19.224</b>	<b>37.279</b>

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

### 3.06 Capital Expenditure

3.06.1 Recorded capital expenditure across the whole programme stands at £17.708m at month 9 (and £18.826 at month 10). The low year-to-date spends means that expenditure in excess of £18m is required during the final two months of the year, in order to achieve full budget spends i.e. 49.50% of the revised budget total of £37.279m.

<b>EXPENDITURE</b>	<b>Revised Budget</b>	<b>Cumulative Expenditure Month 10</b>	<b>Spends (%)</b>
	<b>£m</b>	<b>£m</b>	<b>%</b>
Corporate Services	0.312	0.135	43.27
Clwyd Theatr Cymru	0.169	0.162	95.86
Community Services	4.567	2.987	65.40
Environment	14.057	5.583	39.72
Lifelong Learning	11.612	6.313	54.37
<b>General Fund Total</b>	<b>30.717</b>	<b>15.180</b>	
<b>Housing Revenue Account</b>	<b>6.562</b>	<b>3.646</b>	<b>55.56</b>
<b>ProgrammeTotal</b>	<b>37.279</b>	<b>18.826</b>	<b>50.50</b>

#### **4.00 RECOMMENDATIONS**

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

#### **5.00 FINANCIAL IMPLICATIONS**

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

#### **6.00 ANTI POVERTY IMPACT**

6.01 None.

#### **7.00 ENVIRONMENTAL IMPACT**

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

#### **8.00 EQUALITIES IMPACT**

8.01 None.

#### **9.00 PERSONNEL IMPLICATIONS**

9.01 None.

#### **10.00 CONSULTATION REQUIRED**

10.01 None.

**11.00 CONSULTATION UNDERTAKEN**

11.01 None.

**12.00 APPENDICES**

12.01 Appendix A : Capital Programme - Movements

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

Capital Programme Monitoring Papers 2009/10

Contact Officer: Ian LI Jones  
Telephone: 01352 702207  
E-Mail: [ian\\_ll\\_jones@flintshire.gov.uk](mailto:ian_ll_jones@flintshire.gov.uk)

## CAPITAL PROGRAMME - MOVEMENTS

	Original Budget	Rollover from 2008/09	Adjustments (Previous)	Adjustments (Current)	Revised Budget	Contractually Uncomm'd	Rollover to 2010/11	Revised Budget	Projected Outturn	Savings
	£m	£m	£m	£m	£m	£m	£m	£m	£m	£m
<b>General Fund :</b>										
<b>Corporate Services</b>										
Information Technology	0.350	0.034	0.048	0	0.432	0	(0.303)	0.129	0.129	0
Policy, Performance & Partnership	0	0	0.043	0	0.043	0	0	0.043	0.043	0
Corporate Finance	0.200	0	0	(0.060)	0.140	0	0	0.140	0.140	0
	<b>0.550</b>	<b>0.034</b>	<b>0.091</b>	<b>(0.060)</b>	<b>0.615</b>	<b>0.000</b>	<b>(0.303)</b>	<b>0.312</b>	<b>0.312</b>	<b>0.000</b>
<b>Theatre</b>										
Clwyd Theatr Cymru	0.136	0.033	0	0	0.169	0	0	0.169	0.169	0
	<b>0.136</b>	<b>0.033</b>	<b>0.000</b>	<b>0.000</b>	<b>0.169</b>	<b>0.000</b>	<b>0.000</b>	<b>0.169</b>	<b>0.169</b>	<b>0.000</b>
<b>Community Services</b>										
Childrens' Services	0.042	0	0	0	0.042	0	0	0.042	0.042	0
Services to Older People	0	0.048	0	0	0.048	0	0	0.048	0.048	0
General	0.050	0	0	0	0.050	0	0	0.050	0.050	0
Learning Disability	0	0.070	0	0.005	0.075	0	0	0.075	0.075	0
Mental Health	0	0.005	0	0.006	0.011	0	0	0.011	0.011	0
Physical & Sensory Disability	0.222	0.898	0	0	1.120	0	0	1.120	1.120	0
Depots	0.735	0	0.085	0	0.820	0	0	0.820	0.820	0
Grants (Housing General Fund)	3.134	0.484	(0.023)	0	3.595	(0.739)	(0.595)	2.261	2.261	0
Special Initiatives (Housing General Fund)	0.550	0.007	0.023	(0.400)	0.180	0	(0.040)	0.140	0.140	0
	<b>4.733</b>	<b>1.512</b>	<b>0.085</b>	<b>(0.389)</b>	<b>5.941</b>	<b>(0.739)</b>	<b>(0.635)</b>	<b>4.567</b>	<b>4.567</b>	<b>0.000</b>

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

**CAPITAL PROGRAMME - MOVEMENTS**

	<b>Original Budget</b>	<b>Rollover from 2008/09</b>	<b>Adjust- ments (Previous)</b>	<b>Adjust- ments (Current)</b>	<b>Revised Budget</b>	<b>Contrac- tually Uncomm'd</b>	<b>Rollover to 2010/11</b>	<b>Revised Budget</b>	<b>Projected Outturn</b>	<b>Savings</b>
	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>
<b>Environment</b>										
Administrative Buildings	0.705	0.513	0.160	0.041	1.419	(0.126)	(0.100)	1.193	1.193	0
Agricultural Estate	0.030	0.169	0	0	0.199	0	(0.090)	0.109	0.109	0
Cemeteries	0	0.919	0	0	0.919	0	0	0.919	0.919	0
Markets	0	0.008	0	0	0.008	0	0	0.008	0.008	0
Industrial Units	0	0.040	0	0	0.040	0	0	0.040	0.040	0
Public Conveniences	0	0.128	0	0	0.128	0	0	0.128	0.128	0
Sustainable Waste Management	0	0.217	0.016	0.242	0.475	0	0	0.475	0.475	0
Capitalised Maintenance	0	(0.012)	0	0	(0.012)	0	0	(0.012)	(0.012)	0
Engineering	3.275	0.228	(3.000)	0	0.503	0	0	0.503	0.503	0
General Environmental Enhancement	0.556	0.239	(0.231)	0	0.564	(0.318)	0	0.246	0.246	0
Highways	3.218	0.158	2.118	0.141	5.635	(0.275)	(0.140)	5.220	5.220	0
Planning Grant Schemes	0	0	0.011	0	0.011	0	0	0.011	0.011	0
Ranger Services	0	0.005	0	0	0.005	0	0	0.005	0.005	0
Regeneration	0.445	0.128	0.148	0	0.721	0	0	0.721	0.721	0
Transportation	7.070	0.269	(3.248)	0.400	4.491	0	0	4.491	4.491	0
	<b>15.299</b>	<b>3.009</b>	<b>(4.026)</b>	<b>0.824</b>	<b>15.106</b>	<b>(0.719)</b>	<b>(0.330)</b>	<b>14.057</b>	<b>14.057</b>	<b>0.000</b>



## CAPITAL PROGRAMME - MOVEMENTS

	Original Budget	Rollover from 2008/09	Adjustments (Previous)	Adjustments (Current)	Revised Budget	Contractually Uncomm'd	Rollover to 2010/11	Revised Budget	Projected Outturn	Savings
	£m	£m	£m	£m	£m	£m	£m	£m	£m	£m
<b>Lifelong Learning</b>										
Leisure Centres	0	0.295	0.067	0	0.362	0	0	0.362	0.362	0
Swimming Pools	0	0.014	0	0	0.014	0	0	0.014	0.014	0
Learning Pathways 14-19 Network	0.113	0.041	0	0	0.154	0	0	0.154	0.154	0
Recreation Grounds	0	0.013	0.175	0	0.188	0	0	0.188	0.178	(0.010)
Play Areas	0	0.167	0.214	0.016	0.397	0	0	0.397	0.397	0
Libraries	0.036	0.310	0.316	0	0.662	0	0	0.662	0.662	0
Education - General	4.940	0.030	(4.469)	0	0.501	0	(0.204)	0.297	0.297	(0)
Primary Schools	0.100	1.344	3.188	0.008	4.640	0	0	4.640	4.482	(0.158)
Community Youth Clubs	0	0.025	0.100	0	0.125	0	0	0.125	0.125	0
Secondary Schools	0	0.481	0.680	0	1.161	0	0	1.161	1.161	0
Special Education	0	0.004	0.696	0	0.700	0	0	0.700	0.700	0
New Opportunities Funding	0	0.002	0	0	0.002	0	0	0.002	0.002	0
School Improvement	1.650	0.087	(0.352)	0	1.385	0	0	1.385	1.385	0
Minor Works, Furniture & Equipment	0.080	(0.005)	0	0.016	0.091	0	0	0.091	0.091	0
Early Years	0.174	0	0.013	(0.013)	0.174	0	0	0.174	0.174	0
Schools - Additional Funding	1.049	0.379	0	0	1.428	0	0	1.428	1.428	0
	<b>8.142</b>	<b>3.187</b>	<b>0.628</b>	<b>0.027</b>	<b>11.984</b>	<b>0.000</b>	<b>(0.204)</b>	<b>11.780</b>	<b>11.612</b>	<b>(0.168)</b>

## CAPITAL PROGRAMME - MOVEMENTS

	Original Budget	Rollover from 2008/09	Adjustments (Previous)	Adjustments (Current)	Revised Budget	Contractually Uncomm'd	Rollover to 2010/11	Revised Budget	Projected Outturn	Savings
	£m	£m	£m	£m	£m	£m	£m	£m	£m	£m
<b>Housing Revenue Account :</b>										
Housing Revenue Account Programme	5.787	2.575	0	0	8.362	0	(1.800)	6.562	6.562	0
	<b>5.787</b>	<b>2.575</b>	<b>0.000</b>	<b>0.000</b>	<b>8.362</b>	<b>0.000</b>	<b>(1.800)</b>	<b>6.562</b>	<b>6.562</b>	<b>0.000</b>

### Totals :

General Fund	28.860	7.775	(3.222)	0.402	33.815	(1.458)	(1.472)	30.885	30.717	(0.168)
Housing Revenue Account	5.787	2.575	0	0	8.362	0	(1.800)	6.562	6.562	0
<b>Grand Total</b>	<b>34.647</b>	<b>10.350</b>	<b>(3.222)</b>	<b>0.402</b>	<b>42.177</b>	<b>(1.458)</b>	<b>(3.272)</b>	<b>37.447</b>	<b>37.279</b>	<b>(0.168)</b>

## FLINTSHIRE COUNTY COUNCIL

AGENDA ITEM NUMBER: 12

**REPORT TO:**      **EXECUTIVE**  
**DATE :**            **09 MARCH 2010**  
**REPORT BY:**    **CHIEF EXECUTIVE**  
**SUBJECT :**        **2011 CENSUS**

### **1.00 PURPOSE OF REPORT**

- 1.01 To update Executive on the Council's participation in the planning and organisation of the 2011 Census.

### **2.00 BACKGROUND**

- 2.01 Executive on 8th December 2009 considered a report outlining the background to the 2011 Census and identifying seven areas of Census related work in which the Office of National Statistics (ONS) were intending to work in partnership with local authorities to maximise the Census return. Executive endorsed the Council's participation in these various work streams.

### **3.00 CONSIDERATIONS**

- 3.01 Since December work has progressed in a number of areas. ONS provided the Council with a list of 270 properties over which they had address queries. Officers with responsibility for Flintshire's Land and Property Gazetteer have since checked these queries and have responded to ONS.
- 3.02 The second Regional Meeting for Wales Local Authorities was held on 18th January 2010 to consider an overview of census preparation, including feedback from the Census rehearsal which was conducted in a number of areas in England and Wales in October 2009.
- 3.03 ONS will be recruiting up to 35,000 staff across England and Wales to work from local communities to support the 2011 Census. They are keen to attract current and former local government staff particularly those with experience of electoral canvassing. Recruitment started in January 2010 and there will be a succession of recruitment campaigns through to January 2011. This has been communicated to the Council's workforce.
- 3.04 In January 2010 ONS published the " Local Authority Communications Toolkit " containing detailed advice and guidance as to how local authorities can best raise awareness of the 2011 Census in their local area to maximise the Census return. Flintshire's Census Area Coordinator will be appointed by August 2010. He/she will liaise closely with the Authority's Corporate Communications Team to maximise publicity.

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Date: 03/03/2010

#### **4.00 RECOMMENDATIONS**

4.01 Members are requested to note the report.

#### **5.00 FINANCIAL IMPLICATIONS**

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

#### **6.00 ANTI POVERTY IMPACT**

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

#### **7.00 ENVIRONMENTAL IMPACT**

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

#### **8.00 EQUALITIES IMPACT**

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

#### **9.00 PERSONNEL IMPLICATIONS**

9.01 There are no personnel implications implicit in this report.

#### **10.00 CONSULTATION REQUIRED**

10.01 None required.

#### **11.00 CONSULTATION UNDERTAKEN**

11.01 Not applicable.

#### **12.00 APPENDICES**

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

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ONS "Local Authority Communications Tool Kit"

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

Local Authority Partnership Guide

Contact Officer: Peter Kane  
Telephone: 01352 702126  
E-Mail: peter\_kane@flintshire.gov.uk

**FLINTSHIRE COUNTY COUNCIL**

**AGENDA ITEM NUMBER: 13**

**REPORT TO:**        **EXECUTIVE**  
**DATE :**             **09 MARCH 2010**  
**REPORT BY:**      **HEAD OF ICT AND CUSTOMER SERVICES**  
**SUBJECT :**         **FLINTSHIRE REGISTRATION SERVICE - REVIEW OF FEES**

**1.00 PURPOSE OF REPORT**

1.01 To seek Member approval to revise the fees charged by Flintshire County Council for the registration of premises in accordance with the principles set out in the European Services Directive and for the attendance of staff at premises licensed as a venue for civil marriages and civil partnerships.

**2.00 BACKGROUND**

2.01 The European Services Directive (the Directive) was implemented on 28 December, 2009 to break down barriers for cross border trade in services. The directive will make it easier for service providers, particularly small and medium sized enterprises, to set up or offer their services anywhere in the EEA. The directive aims to ensure that any licence applications, authorisations or administrative procedures that must be followed in order to establish a business are transparent and keep any burden on the business to a minimum.

2.02 The directive also applies to the fees charged by local authorities for approving licence applications, authorisations or other administrative processes. Where a local authority is granting an approval to carry out a service then the amount charged and the process for charging a fee must comply with the requirements of the directive. The principles of Article 13(2) of EC Directive 123/2006 mean that any fees charged for establishing a service that falls within the scope of the directive can only be based on cost recovery and cannot be set at an artificially high level to deter specific service sectors from an area.

2.03 The authority is responsible for setting registration fees in pursuance of Section 26(1)(bb) of the Marriage Act, 1949 (as amended by the Marriage Act, 1994) and the Marriage (Approved Premises) Regulations, 1995. On 1 April, 2008 the fees were reviewed and set as follows:

Application for premises to be licensed and approved as a venue for civil marriages and civil partnerships	£814.00
Review of application	£814.00

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**Date: 03/03/2010**

Attendance of registration staff at an approved venue to conduct a civil marriage or civil partnership:	
Monday to Friday	£217.00
Saturday	£261.00
Sunday and Bank Holidays	£306.00
Celebratory Services:	
Monday to Friday	£137.00
Saturday	£158.00
Sunday and Bank Holidays	£190.00
	<i>All subject to VAT</i>

### **3.00 CONSIDERATIONS**

- 3.01 The fee charged by Flintshire County Council for premises to be licensed and approved as a venue for civil marriages and civil partnerships is affected by the services directive. The fee is subject to review to ensure that it is reasonable and proportionate to the cost of the approval procedures and formalities.
- 3.02 The fees charged for attendance of staff at a civil marriage or civil partnership held at premises licensed as a venue for civil marriages and civil partnerships and for celebratory services held at the Register Office or premises licensed for civil marriages and civil partnerships are also due to be revised to take in to consideration salary costs since the last review in 2007.

### **4.00 RECOMMENDATIONS**

- 4.01 Members are asked to agree the following revised registration fees from 1 April, 2010:

Application for new premises to be licensed and approved as a venue for civil marriages and civil partnerships	£930.00
Renewal application for premises to be licensed and approved as a venue for civil marriages and civil partnerships	£824.00
Attendance of registration staff at an approved venue to conduct a civil marriage or civil partnership:	
Monday to Friday	£222.00

Saturday	£267.00
Sunday and Bank Holidays	£313.00
Celebratory Services:	
Monday to Friday	£140.00
Saturday	£162.00
Sunday and Bank Holidays	£194.00
	<i>All subject to VAT</i>

**5.00 FINANCIAL IMPLICATIONS**

5.01 The recommended revised rates will cover the actual costs of these services and is based on a salary increase of 2.25% over the past two years.

**6.00 ANTI POVERTY IMPACT**

6.01 None.

**7.00 ENVIRONMENTAL IMPACT**

7.01 None.

**8.00 EQUALITIES IMPACT**

8.01 None.

**9.00 PERSONNEL IMPLICATIONS**

9.01 None.

**10.00 CONSULTATION REQUIRED**

10.01 None.

**11.00 CONSULTATION UNDERTAKEN**

11.01 None.

**12.00 APPENDICES**

12.01 None.

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



LACORS Licence Fee Guidance (Guidance on how the EC Services Directive impacts councils setting and administering fees within the service sector).

Contact Officer: Rebecca Jones  
Telephone: 01352 702413  
E-Mail: rebecca\_jones@flintshire.gov.uk

**FLINTSHIRE COUNTY COUNCIL**

**AGENDA ITEM NUMBER: 14**

**REPORT TO:**        **EXECUTIVE**  
**DATE :**             **09 MARCH 2010**  
**REPORT BY:**      **DIRECTOR OF COMMUNITY SERVICES**  
**SUBJECT :**         **WELSH ASSEMBLY GOVERNMENT (WAG) CONSULTATION**  
                              **"PAYING FOR CARE"**

**1.00 PURPOSE OF REPORT**

1.01 To inform Executive about the Welsh Assembly Government (WAG) Green Paper "Paying for Care in Wales: creating a fair sustainable system" and to agree a Flintshire response.

**2.00 BACKGROUND**

2.01 In 2008, WAG undertook a public consultation about the options for paying for the care for older people and other vulnerable groups prior to the publication of the UK Government's Green Paper "Shaping the Future of Care Together". Members and officers contributed to a Flintshire response to the consultation.

2.02 WAG have now produced a Green Paper "Paying for Care in Wales: creating a fair and sustainable system". A summary of the Green Paper is attached at Appendix 1.

**3.00 CONSIDERATIONS**

3.01 The Green Paper sets out five options for the future funding of care: pay for yourself; taxation; partnership; insurance; comprehensive. The first three options have now been rejected by the Deputy Minister for Social Services.

3.02 The Green Paper also sets out WAG's proposals for changes to charging for non-residential care services such as home care and day care. These proposals would set a maximum charge of £50 per week, which would potentially benefit 430 people in Flintshire. This would reduce the Council's income by approximately £500K, but WAG have indicated that it will make up the shortfall through the cessation of the Joint Working Grant. Possible fluctuations in demand / cost to FCC and the long term sustainability of WAG's funding policy would need to be assured including meeting fluctuating demand led costs.

3.03 The Green Paper covers a number of issues in addition to how care should be funded in the future, such as WAG's vision for Social Services and its intention to establish a Commission on the future of social services in Wales.

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Date: 03/03/2010

3.04 The Social and Health Overview and Scrutiny Committee have considered the options for the future funding of care in the UK and WAG's proposed changes to charging for non-residential care services.

3.05 The Green Paper sets out a number of consultation questions and officers have prepared a Flintshire response including comments from the Social & Health Overview & Scrutiny Committee. This is attached at Appendix 2.

#### **4.00 RECOMMENDATIONS**

4.01 That Executive endorses the consultation response to be made on behalf of the Council.

#### **5.00 FINANCIAL IMPLICATIONS**

5.01 The proposed changes to charging for non-residential care could potentially reduce the amount Flintshire collects in income by approx £500k. However, initial indications are that the WAG would compensate authorities for the income foregone through the cessation of the Joint Working Special Grant (JWSG). The estimated loss of income is based on current care packages so may be subject to change.

#### **6.00 ANTI POVERTY IMPACT**

6.01 Both of the options for "paying for care" are perceived as fair in that people who were less well-off would be protected from high care costs by getting more funding from the state.

6.02 The WAG proposal to set a maximum charge of £50 for domiciliary care will benefit people who are better off.

#### **7.00 ENVIRONMENTAL IMPACT**

7.01 None arising from this report.

#### **8.00 EQUALITIES IMPACT**

8.01 None arising from this report.

#### **9.00 PERSONNEL IMPLICATIONS**

9.01 None arising directly from this report.

#### **10.00 CONSULTATION REQUIRED**

10.01 Individuals can make their views known directly through the WAG website: [www.payingforcareinwales.net](http://www.payingforcareinwales.net).

## **11.00 CONSULTATION UNDERTAKEN**

11.01 The Social and Health Overview and Scrutiny Committee have been consulted about the options for paying for care and WAG's proposed changes to charging for non-residential care services.

## **12.00 APPENDICES**

12.01 Appendix 1 - Paying for Care Summary  
Appendix 2 - Consultation Response

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

none

Contact Officer: Alan Butterworth  
Telephone: 01352 702510  
E-Mail: alan\_butterworth@flintshire.gov.uk

# SUMMARY

## Paying for Care in Wales

### Green Paper consultation on options for reform

Any of us may need care and support at some point in our lives. But how should we pay for it?

The current system of paying for care for older and disabled people is over 60 years old, and needs to change if we are to meet increasing demand and higher expectations. We want to create a system that is simpler, fairer and more affordable for individuals, their families and government.

The Welsh Assembly Government wants to know your views on how we should pay for care in the future.

‘Paying for Care in Wales: creating a fair and sustainable system’ was published on 16 November 2009. It sets out a number of options for reforming the current system, and sets out the main advantages and disadvantages of each. You have until 28 February 2010 to comment on these options and tell us which model you think will work best in Wales.

To find out more, and have your say, visit [www.payingforcareinwales.net](http://www.payingforcareinwales.net) or e-mail [payingforcare@wales.gsi.gov.uk](mailto:payingforcare@wales.gsi.gov.uk)

## **Background**

### **What is care and support?**

Care and support means getting help with things like personal care and day-to-day tasks, so that you can continue to live independently.

Some care is provided in residential or nursing homes, but most is provided in people's own homes. Much care and support is provided informally by families, friends and neighbours.

### **How is it paid for?**

This depends. Long term healthcare is paid for by the NHS. But social services have to be paid for, and your local council decides how much you have to pay based on your income and savings. If you have to go into residential care the council will also take into account the value of any property you own. There are also welfare benefits that people can claim.

### **Why does this need to change?**

Because more of us are living longer and there are less people of working age who can contribute through their taxes. We also have higher expectations and demand services of a higher quality so that we can live more independent and fulfilled lives. This means that more money will be needed for care in the future.

### **What is the role of the Welsh Assembly Government?**

The Welsh Assembly Government is responsible for the social care system in Wales, and social services are delivered at the local level by local authorities (councils).

The Assembly Government has developed a distinctive strategy to improve social services in Wales, including new legislation to achieve more consistency in the charges made by local authorities for social services provided in the home, and to help carers.

The Assembly Government has set up a Commission on the future of Social Services in Wales, which will look at how social services might meet the challenges of the next decade. The Commission has been asked to consider the findings from this Green Paper consultation in making its recommendations to the Assembly Government about the future direction of social services in Wales. The Commission will report on these by autumn 2010.

Although the Assembly Government is responsible for social care in Wales, the levers to change the system for paying for care are largely the responsibility of the Westminster (UK) Government, and the existing legal framework covers England as well as Wales. The options set out in the Green Paper have been developed by the UK Government (which is running a separate consultation in England). The Welsh Assembly Government will need to consider the implications of these proposals for Wales, and express a clear preference from Wales about what the new system should look like. We want to try and reach a consensus across society on the preferred option, which is why your views are so important.

### **Paying for care in Wales: the debate so far**

Last year, the Welsh Assembly Government held a major consultation and engagement programme on the general direction that reform should take. The results of that consultation have helped to shape the Assembly Government's position on the proposals set out in the Green Paper.

There were two events for stakeholders; in Cardiff and Llandudno. There were opportunities for the general public to respond by post, e-mail, or at events organised by local stakeholders.

The Assembly Government also established a Stakeholder Advisory Group to consider policy options for establishing fairer and more sustainable arrangements for paying for care. The Advisory Group included organisations and individuals representing a range of stakeholder interests, including disabled people, service users and carers, local government and health, care home owners, and older people.

The Advisory Group drew up the following set of principles, which have been endorsed by the Assembly Government.

‘We believe that any new system of paying for care needs to:

- be explicit about human rights;
- support the individual at the time when she or he needs the support;
- ensure that decisions about provision of care are made on the needs of the individual and not on the individual’s financial resources or other assets or those of relatives;
- be simple, i.e. easily understood and operated by users and providers;
- promote social inclusion and independence;
- promote fair and equitable treatment;
- promote the participation and empowerment of the individual;
- ensure that providers are accountable and that those receiving the service can express views and complaints; and



- be affordable and financially sustainable, and demonstrate probity in the use of public funds.’

How far does each of the options for reform set out in this Green Paper reflect the underpinning principles recommended by the Wales Stakeholder Advisory Group?

## Transforming Social Services

The Welsh Assembly Government's vision for social services in Wales is based on the belief that we need to develop distinctively Welsh solutions to Welsh challenges. Social services in Wales will continue to be rooted in local government, and are based on the idea of an integrated, family-based service that promotes independence, prevention and earlier intervention so that safe, high quality and flexible services are available for those who need them.

### Strategy for social services in Wales

The Welsh Assembly Government's strategy for social services in Wales, *Fulfilled Lives, Supportive Communities*, was published in 2007.

The main themes of the strategy are:

- the need for social services to have **strong accountable leadership** politically, professionally and managerially;
- developing the capacity to effect change and **strengthen the workforce** for modern needs;
- making the **voice of the user and carer** really count;
- streamlining **performance management** by focusing on outcomes, improving performance management and information, sharpening scrutiny, and reviewing regulation;
- promoting **stronger partnerships** that work across organisational boundaries and which put the citizen at the centre;

- using **collaboration** as a means of **gaining greater efficiency** and effectiveness in delivering services; and
- working to **strengthen communities**.

The strategy sets out some key principles that support our position:

- social services will remain **the responsibility of local government** working with others to champion the vulnerable and promote inclusion;
- adults' and children's social services will **retain a single professional lead** so that families are properly supported;
- services need to be **re-balanced towards prevention and earlier intervention**, rather than simply concentrating on those with the highest care needs
- local authorities should remain both purchasers and providers of services. However, commissioners must take a more active role in **helping to shape the mixed market** of private, public and voluntary care;
- the strategy acknowledges the need for a diverse workforce to deliver the new models of service but which retains **social work as a highly trained and skilled occupation** supported by a range of roles; and
- **social services must work closely with other sectors** such as housing services, and especially with the NHS.

Do you agree with our vision for social services in Wales?  
 Should it be strengthened or amended in any way?  
 Have we identified all the key issues?  
 Are there any we should add, or give more weight to?

## Welsh solutions for Welsh challenges

The Welsh Assembly Government is developing a distinctive and innovative legislative programme to improve social services in Wales, within the powers contained in the Government of Wales Act 2006. This includes:

- A Carers Legislative Competence Order to provide the necessary powers to bring forward legislation in this area, and an Assembly Measure on Carers to address issues of importance to carers.
- A Children and Families Measure setting a clear direction for the Welsh Assembly Government's aim of improving quality of life and equality of opportunity for disadvantaged children and families across Wales.
- An Assembly Measure which will give Welsh Ministers the power to make regulations ensuring more consistency and fairness in charging for non-residential social services across Wales.

Through these charging regulations, the Assembly Government will introduce an initial First Steps Improvement Package of actions. The package will include regulations:

- setting out a **maximum weekly charge of £50**;
- requiring local authorities to **disregard certain disability-related benefits** provided to those with high levels of disability when assessing the ability to pay a reasonable charge;
- **preventing authorities from charging for transport to day centres**; and
- requiring authorities to introduce a **procedure for reviewing charges**.

The Prime Minister announced on 29 September 2009 that in England new arrangements would be introduced so that personal care in the home would be free to all those adults who have the highest level of care needs. The policy of the Welsh Assembly Government has been to secure fairer and more consistent charging for those receiving care at home and in the community. This has been applied across the board to all those receiving services. The policy has secured improvements particularly for those on low incomes. If our new legislation is agreed we will introduce a £50 per week maximum charge across Wales as well as other requirements to secure more consistency. We believe that our approach is fairer and more beneficial to a wider number of service users than just focusing on those with the highest care needs.

What are your views on the approach to charging for non-residential social care services which the Welsh Assembly Government has adopted? How does this compare to the Prime Minister's proposals for England?

## **Improving service delivery**

We are improving the delivery of social services in Wales in a variety of ways, including:

- Developing a framework to ensure better delivery of services for older people. This will be completed in 2010 and will provide a context within which local services can be planned and implemented to reflect local need.
- Examining how the six weeks free home care scheme can be made more consistently available

and effective in helping people regain their independence and other intermediate care services.

- Working with partners to develop a common care needs assessment framework so that it properly reflects the principles of person-centred care and leads to good outcomes for service users.
- Encouraging local authorities to further develop their own information strategies for social services, using best practice from around Wales.
- Working with partners to develop distinctive person-centred care policy approaches to meet the needs of service users in Wales.
- Considering what further work needs to be undertaken to protect vulnerable adults, including whether any further primary legislation is needed.

Do you have any comments on what is proposed?

## **Key challenges for social services in Wales**

The main challenges and opportunities that confront us as we continue to aim for excellence and continuous improvement of social services in Wales include:

- ensuring that the progress made over the last ten years is sustained;
- tackling the unacceptable practice and variations in performance that continues to exist in too many places ;
- being clear about local responsibility for service improvement;
- reviewing the framework for regulation, and national minimum standards;
- extending and strengthening joint working;

- more person-centred care that supports independence;
- clear professional leadership;
- embracing a mixed economy for social care;
- developing and valuing the workforce; and
- sustaining and improving services in a difficult public sector financial climate.

Have we identified the right challenges?

### **Commission on the Future of Social Services in Wales**

The Assembly Government has announced its intention to establish a Commission on the future of Social Services in Wales, to look at how social services meet the challenges of the next decade. This will look at how we can, amongst other things:

- provide a vision for the delivery of services;
- support the further development of professional practice;
- build inclusive social services based on the contribution of all partners who work in social care;
- improve collaboration between partners; and
- ensure the achievement of integrated social services capable of meeting the needs of children, young people and adults and older people in the most effective way.

It is expected that the Commission will report its findings by autumn 2010.

We will ask the Commission to consider our findings from this consultation and to take account of them in making its recommendations to the Assembly Government about the future direction of social services in Wales.

What issues would you want to see the Commission address?



## **A New Model for Funding Care**

### **What is the Government proposing?**

#### **Costs for people who are disabled early in their lives**

People who are disabled at birth or early in their lives are likely to have lower incomes, and are currently therefore likely to have their care and support funded by the state. The UK Government proposes that this will continue under a new system.

Do you think it is right that most people who are disabled early in their lives should continue to have their care and support funded by the state?

#### **Help for everyone who qualifies for care and support**

In England, the UK Government wants to use the money that is in the care system to make sure that everyone who qualifies for care and support will get some help with paying for their care.

Do you think this is the right starting point in Wales?

#### **Disability benefits**

The UK Government has suggested that there is a case for integrating some disability benefits, such as Attendance Allowance, into the care and support system. The social care and disability benefits systems have developed separately over the past 60 years, and are

allocated on different bases. The Government believes that this can lead to inconsistent and unfair outcomes. It wants to bring the two systems together so that state funding can be used more effectively.

What do you think about the possibility of merging disability benefits, such as Attendance Allowance, into the social care funding system?

### **Bringing new money into the system**

As well as making sure that all the money currently in the system is used as effectively as possible, we also need to find new ways of bringing more money into the system.

The UK Government thinks that the new way to pay for care should be based on the idea of partnership between the individual and the Government.

This means that everyone who qualifies for care and support would have a proportion of their costs paid for by the Government, but they would have to make up the rest themselves. The amount that people would have to contribute would depend on how much they could afford.

The basic choice is whether we should leave it up to people to decide whether they want to protect themselves against high care costs, or whether we should insist on them being part of a scheme that would protect them.

The Wales Advisory Group set up by the Assembly Government to consider paying for care recommended that contributions should be compulsory for all people in paid work, and saw a central role for Government in guaranteeing the effective running of the scheme.

What do you think is the right approach to partnership between the state and the individual in Wales? Do you agree with the conclusion of the Wales Advisory Group that there is a central role for the state? Or do you think people in Wales would want more freedom to make their own arrangements to protect themselves from high care costs?

### **The five main funding options**

The UK Government has considered the advantages and disadvantages of five funding options.

What are your views on the various funding options? How far do you think they fit with the principles recommended by the Wales Advisory Group, and with the aims set out at the beginning of this chapter?

### **Option 1: Pay for Yourself**

Under this option, you would be responsible for paying for your own care and support as and when you need it. This has been ruled out because it would leave many people without the care and support they need, and is fundamentally unfair because people cannot predict what care they will need.

We have agreed to rule out the Pay for Yourself option. Do you agree?

## **Option 2: Taxation**

Under this option, care costs would be met from general taxation. This has been ruled out because it would require a significant increase in the tax people already pay (because tax would fund all care, including the parts that people currently pay for themselves when they need it). It would also put a large part of the burden of paying for care and support on people who are working.

Do you agree that meeting the full cost of all care and support from taxation is not a viable option for the future?

## **Option 3: Partnership**

This option forms the foundation of the UK Government's three preferred options for a new funding system. Everybody, regardless of their wealth, who was assessed as having a care need, would be entitled to have a share of their costs paid for by the state. For example, everyone might have a quarter or a third of their care costs paid for by the state. Above that amount, people would pay towards their costs directly from their own income and assets, as they do now.

The Partnership option alone would not fully protect people against the risk of having to pay high costs towards their care. But people who are less well-off would have more care paid for, and the least well-off people would continue to get all their care for free.

Do you think that the Partnership option on its own would be sufficient to reform the system in a fair and sustainable way?

The final two options build upon the Partnership option. They consist of the ways in which people could make up the remainder of their care costs (i.e. the proportion that they would have to fund themselves).

#### **Option 4: Insurance**

People could choose to take out insurance in case they needed care in the future. When they needed care, the Government would pay a proportion of the costs under the Partnership option, and the insurance would pay for the rest. People could either pay into private insurance schemes, or into a government-backed insurance scheme. People could pay in several different ways, before or after retirement, or after their death if they preferred.

People of working age who could not afford to take out insurance would receive free care and support.

Do you think that the Insurance option would work well for Wales when combined with the Partnership option? What are the advantages and disadvantages of this option?

#### **Option 5: Comprehensive**

Under this option, everyone over retirement age who had the resources to do so would be required to pay into a state insurance scheme. Care and support would then be free when people needed it.

The amount people had to pay could vary according to what they could afford. Or there could be a set amount so that people knew how much they had to save for. People might choose to pay this sum during their working life, as

a lump sum or in instalments during their retirement, or even from their estate after their death. People who could not afford to pay into the system would have their contribution paid for by the state.

Because everyone would be in the system, people would be able to pay less than their likely average costs.

Do you think that the Comprehensive option would work well for Wales when combined with the Partnership option? What are the advantages and disadvantages of this option?

The Government could look at providing a lower rate for couples because the costs for two people can be very high and many couples support each other and provide care for each other. However, if we did this, we would need to make the contributions higher for single people.

If the Comprehensive option were adopted, do you think that couples should be given a lower payment charge?

## **Ways to contribute**

There are various ways in which people could pay their contribution, either for the Insurance option or for the Comprehensive option. People could choose how to pay according to what suited them.

If someone had savings, they might prefer to pay their contribution as a lump sum when they have retired. If someone was able to delay their retirement, they might decide to defer their State Pension for a few years and

use the money to pay into the scheme. People could pay in affordable instalments throughout their retirement. If people didn't want to have to pay anything during their lifetimes, they could defer the whole payment until they died, and then pay it from their estate. Or we could combine these options so that people could pay partly as a lump sum from their pension and partly in instalments throughout their retirement.

We know that many people would like to be able to start to prepare before they retire. So, as the system develops, we would look to introduce options which give people greater flexibility to make their contribution during their working lives.

Are there any other ways in which people could pay into this system? How would it be easiest for people to pay?

### **Accommodation costs**

It is important to note that the options the UK Government has put forward consider only the costs of people's care. Accommodation costs for those people in residential care are not paid for by the state. This includes such things as the costs of food and lodging, the costs of cleaning the room, providing food and doing laundry. This is because these costs are a normal part of everybody's life, regardless of whether they have a care need or not. At the moment, people in Wales who have savings or own a house worth more than £22,000, and whose partner or spouse is not living in their home, have to contribute to the costs of their accommodation.

The UK Government is proposing a universal deferred payment mechanism for residential care and

accommodation costs. This means that when someone chooses to go into a care home, they will not have to pay the full costs immediately. Deferred payments are already offered by many local authorities as a way for people to allow the cost of care and accommodation in a care home to be charged upon their estate when they die, rather than having to sell their home immediately.

The Assembly Government believes that the option to defer payment for care and accommodation costs should be available to everybody. This is an issue on which the Welsh Assembly Government could decide to introduce legislation tailored to the circumstances of Wales.

Would it be a priority for the people of Wales to have a right to defer care and accommodation cost payments in residential care?

### **Being fair to people who have saved**

We know that people feel strongly about the idea that they have to pay more if they work hard and save than if they choose to spend all their money and don't bother to save.

How might we balance a system which helps everyone who needs it (regardless of how well-off they are) with one that supports people who have worked hard and saved?

### **A nationally or locally determined funding system**

One of the main questions we need to resolve is whether people should get the same level of financial help with their care and support wherever they live in Wales, or



whether it is acceptable for people in different parts of Wales to get different amounts of assistance even if they have the same needs.

Most people in Wales who replied to our earlier consultation told us that they want a national (all-Wales) system, but that there needs to be a degree of flexibility to allow local authorities and others to design services locally. In this way they can respond to what people need in an area, reflect local circumstances and encourage innovative approaches to service delivery.

One option would be for the Assembly Government, or the UK Government, to decide centrally how much funding people should get. A system could be set up where everyone who had the same level of need received exactly the same funding wherever they lived in Wales. Or we could have a national system that gave people slightly different amounts depending on where they lived in Wales to take account of the different costs of care and support across the country.

Do you think there should be an all-Wales system for deciding who gets what levels of help? How do you think this would fit with the responsibilities of local government (working with other agencies) in planning and commissioning services in Wales?

Do you think the same system should apply in both England and Wales, or should there be a stand-alone system in Wales? What issues do you think arise from these options?

## **Responding to this consultation**

### **Further copies and accessible formats**

Further hard copies of the consultation document can be obtained by e-mailing [payingforcare@wales.gsi.gov.uk](mailto:payingforcare@wales.gsi.gov.uk) or by telephoning 029 2082 5681.

If you need this document in an alternative format, please contact the Paying for Care team on the above number.

If you would like a hard copy please contact the Paying for Care team on the above number.

### **How can my organisation get involved?**

We will be holding three national consultation events for stakeholders during the consultation period. Invitations to these have been sent to all 22 local authorities in Wales, and authorities have been asked to send a representative group of delegates from their local area. Invitations have also been sent to national organisations with an interest in paying for care.

If you are a member of an organisation or an interest group, you might wish to contribute to its own debate on the Green Paper options.

### **What will happen next?**

The Welsh Assembly Government will consider all responses it receives during this consultation. A consultation report, summarising the responses received, will be published on this website a few weeks after the consultation closes.

Welsh Ministers will then have further discussions with the UK Government, and with Ministers in Scotland and Northern Ireland, to come to a common view on what works best for citizens across all parts of the UK.

When a decision is taken on the best way forward, there will be a White Paper setting out proposals for the future. Because this would be a major reform, the changes would need to be phased in gradually over a number of years.

### **How will my comments be used?**

Your comments will only be used to shape the Welsh Assembly Government's and the UK Government's plans to change the system of paying for care. The plans will eventually form the proposals set out in a White Paper. Responses will be summarised in the consultation report, which will be published on the website. No comments will be attributed to individuals.

## Appendix 2

Flintshire County Council Response to the consultation on the WAG Green Paper “Paying for Care”.

### **Do you agree with our vision for social services in Wales?**

**Should it be strengthened or amended in any way?**

**Have we identified all the key issues?**

**Are there any we should add, or give more weight to?**

Most key issues appear to have been addressed, though not enough weight is given to how the vision will be achieved in a period of significant reductions in resources.

### **What are your views on the approach to charging for non-residential social care services which the Welsh Assembly Government has adopted?**

The proposal for a maximum charge is regressive in that it assists better off people, rather than those service users on low incomes. However, the proposal would provide a consistent approach across Wales.

It is estimated that Flintshire CC will lose approximately £500K. income and there are no clear proposals about how this shortfall will be addressed. If the shortfall is met from the cessation of the Joint Working Grant, then this will impact adversely on service delivery.

The proposal to exempt transport from charging is sensible and consistent with the free travel passes for older people.

The proposal to introduce a procedure for individuals to have their charges reviewed is welcomed. Flintshire already has a waiver procedure to enable this, but a consistent approach across Wales would be sensible. It is suggested that this is linked to the Social Services Complaints Procedure.

### **Is it a sustainable policy for WAG in the financial context?**

### **How does this compare to the proposals made by the Prime Minister for England?**

The English proposal appears to encourage dependency and to be in contradiction to other policies, such as re-ablement, that encourage people to maintain their independence.

## **Service delivery Improvements**

### **Do you have any comments on what is proposed?**

The Framework of Services for Older People is welcomed. However, there is very little detail about improvements to front line service delivery.

## **Key challenges for social services in Wales**

### **Have we identified the right challenges?**

All the major challenges appear to have been addressed.

## **Commission on social services**

### **What issues would you want to see the Commission address?**

The present remit for the Commission appears sufficient.

### **Do you think it is right that most people who are disabled early in their lives should continue to have their care and support funded by the state?**

This could be perceived as age discriminatory and assumes that younger disabled people will be dependent on the state when they may be economically active and able to contribute to the cost of their care.

In England, the Government wants to use the money that is in the care system to make sure that everyone who qualifies for care and support will get some help with paying for their care. Do you think this is the right starting point in Wales?

## **Disability benefits**

### **What do you think about the possibility of merging disability benefits such as Attendance Allowance into the social care funding system?**

Service users value the independence that these benefits provide.

However, a merger into the social care funding system could reduce bureaucracy and provide a one-stop shop for people. People could still have control over the money through direct payments. It would require a transfer of resources from central government to local authorities.

### **Bringing new money into the system**

What do you think is the right approach to partnership between the state and the individual in Wales?

**Do you agree with the conclusions of the Wales Advisory Group that there is a central role for the state, or do you think people in Wales would want more freedom to make their own arrangements to protect themselves from high care costs?**

A central role for the state does not preclude people being able to opt out and make their own arrangements.

### **Different funding options**

**What are your views on the various funding models? How far do you think they fit with the principles recommended by the Wales Advisory Group, and with the aims set out at the beginning of this chapter?**

See below against each option

**We have agreed to rule out the 'Pay for Yourself' option. Do you agree?**

Yes, as the alternative appears to be a return to a pre Welfare State position.

**Do you agree that meeting the full cost of all care and support from taxation is not a viable option for the future?**

This option has now been ruled out by the UK Government.

**Do you think that the Partnership option on its own would be sufficient to reform the system in a fair and sustainable way?**

No, it appears to be only a minor change from the existing position. It commits the Government to increased costs, which would need to be met from taxation, therefore unsustainable long-term.

**Do you think that the Insurance option would work well for Wales when combined with the Partnership solution? What are the advantages and disadvantages of this option?**

We agree with the advantages and disadvantages outlined in the report.

In addition, a disadvantage could be that some people could be excluded because of pre-existing medical conditions or lifestyle choices.

In relation to the aims set out in the document:

It would not be universal as it's an opt-in approach.

There is insufficient detail to determine whether it is affordable and sustainable.

It gives people more control and certainty about how they will fund their care.

In relation to the underpinning principles recommended by the Wales Stakeholder Advisory Group:

explicit about human rights? - the impact on human rights is unclear

support the individual at the time when she or he needs the support? - yes, but no more than present arrangements

ensure that decisions about provision of care are made on the needs of the individual and not on the individual's financial resources or other assets or those of relatives? - yes, but no more than present arrangements

be simple, i.e. easily understood and operated by users and providers? - insufficient information to reach a conclusion

promote social inclusion and independence? - no more than present arrangements

promote fair and equitable treatment? - yes, but no more than present arrangements

promote the participation and empowerment of the individual? - no more than present arrangements

ensure that providers are accountable and that those receiving the service can express views and complaints? - the proposals make no reference to this

be affordable and financially sustainable, and demonstrate probity in the use of public funds? - it appears to be more expensive than the present arrangements, so its financial viability is questionable.

**Do you think that the Comprehensive option would work well for Wales when combined with the Partnership solution? What are the advantages and disadvantages of this option?**

We agree with the advantages and disadvantages outlined in the report.

In addition, a disadvantage could be that some people could be excluded because of pre-existing medical conditions or lifestyle choices.

In relation to the aims set out in the document:

It would be a universal service.

It appears to be more costly than present arrangements, but there is insufficient detail to determine this with any certainty.

It gives people more control and certainty about how they will fund their care.

In relation to the underpinning principles recommended by the Wales Stakeholder Advisory Group:

explicit about human rights? - the impact on human rights is unclear

support the individual at the time when she or he needs the support? - yes, and guarantees

ensure that decisions about provision of care are made on the needs of the individual and not on the individual's financial resources or other

assets or those of relatives? - care would be provided equally to all, but greater costs would still fall on those people with greater resources

be simple, i.e. easily understood and operated by users and providers? - insufficient information to reach a conclusion

promote social inclusion and independence? - no more than present arrangements

promote fair and equitable treatment? - yes, greater costs would still fall on those people with greater resources

promote the participation and empowerment of the individual? - no more than present arrangements

ensure that providers are accountable and that those receiving the service can express views and complaints? - the proposals make no reference to this

be affordable and financially sustainable, and demonstrate probity in the use of public funds? - it appears to be more expensive than the present arrangements, so its financial viability is questionable.



### **Ways to contribute**

**Are there any other ways in which people could pay into this system?  
How would it be easiest for people to pay?**

All options appear to have been covered.

**Would it be a priority for the people of Wales to have a right to defer care and accommodation cost payments in residential care?**

It is not clear whether this relates only to property, which is already covered by the deferred payments scheme. If people are permitted to defer other payments, then guarantees would be needed that the payments would be made.

**How might we balance a system which helps everyone who needs it (regardless of how well-off they are) with one that supports people who have worked hard and saved?**

It is probably impossible to find a system that everyone regards as fair unless all care is funded by general taxation and this has already been ruled out. However, this statement implies that people without savings have not worked hard.

### **A nationally or locally determined funding system**

**Do you think there should be an all-Wales system for deciding who gets what levels of help?**

There is no necessity for Wales to have a separate system per se.

**How do you think this would fit with the responsibilities of local government (working with other agencies) in planning and commissioning services in Wales?**

There is insufficient information to make an informed response.

**Do you think the same system should apply in both England and Wales, or should there be a stand-alone system in Wales? What issues do you think arise from these options?**

Wales needs a solution which recognises Welsh issues, but there is no necessity for Wales to have a separate system per se.

## FLINTSHIRE COUNTY COUNCIL

AGENDA ITEM NUMBER: 15

**REPORT TO:** **EXECUTIVE**  
**DATE :** **09 MARCH 2010**  
**REPORT BY:** **DIRECTOR OF LIFELONG LEARNING**  
**SUBJECT :** **PROPOSED AMALGAMATION OF INFANT AND JUNIOR SCHOOLS - MYNYDD ISA**

### **1.00 PURPOSE OF REPORT**

- 1.01 To seek the approval of the Executive for officers to carry out a series of consultations relating to the proposed amalgamation of Mynydd Isa Wat's Dyke Infant School and Mynydd Isa Junior School.

### **2.00 BACKGROUND**

- 2.01 As a result of a request from the Headteacher at Mynydd Isa Junior School, and the knowledge that the Headteacher of the Infant School had indicated her wish to retire at Easter 2010, officers liaised with both Headteachers and Chairs of the respective Governing Bodies to discuss the short term arrangements relating to the management of the Infant School and the possibilities of proposing amalgamation.

Interim arrangements for managing the Infant school have now been completed, and it has been agreed by both Governing Bodies that the Headteacher of the Junior School will take overall responsibility for the two schools from the beginning of the Summer term. Appropriate internal staffing arrangements have been made to ensure strong and positive leadership to maintain standards in the schools in the meantime.

Subsequent meetings with the full Governing bodies of the schools and with Staff indicated that there was general support for an amalgamation of the Infant and Junior Schools to form an all-through Primary school, which would occupy the existing accommodation.

This proposal could be effected by September 2011 (as only one Headteacher is in post). It has been considered that this is an appropriate time to propose the amalgamation.

### **3.00 CONSIDERATIONS**

- 3.01 Members approved the policy for considering the amalgamation of Infant and junior schools when appropriate, at their meeting on the 16th September 2009.

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Date: 03/03/2010

The proposed amalgamation would formalise the arrangements in place from the beginning of the Summer term 2010, for a single Headteacher to manage the through Primary School, providing one ethos and vision for both Key Stage one and Key Stage Two. The proposed new School would be managed by one Governing Body. Until the Welsh Assembly disaggregation of School Governing Bodies in 1999, the two schools had previously been managed by one Governing Body.

Establishing a new school is subject to the process of adequate consultation with the relevant groups, and the subsequent publication of a statutory notice, where any objection to the proposal may be lodged over a two month period.

In the event of formal (written) objections, the matter will be determined by the Welsh Assembly Minister for Children, Education, Lifelong Learning and Skills (DCELLS). When no formal objections have been received in this period, the Council may determine the matter locally.

#### **4.00 RECOMMENDATIONS**

- 4.01 That members approve a period of consultation with Staff, Governors and Parents of both Mynydd Isa Wat's Dyke Infant School and Mynydd Isa Junior School in relation to the proposed amalgamation, the outcome of which will be related back to the Executive in a subsequent report.

#### **5.00 FINANCIAL IMPLICATIONS**

- 5.01 None at the consultation stage.

#### **6.00 ANTI POVERTY IMPACT**

- 6.01 No implication at this stage.

#### **7.00 ENVIRONMENTAL IMPACT**

- 7.01 None.

#### **8.00 EQUALITIES IMPACT**

- 8.01 The proposal would not alter the requirement for schools to comply with the relevant legislation.

#### **9.00 PERSONNEL IMPLICATIONS**

- 9.01 The consultation would not affect staffing.

#### **10.00 CONSULTATION REQUIRED**

10.01 With the relevant groups as detailed in the report.

**11.00 CONSULTATION UNDERTAKEN**

11.01 Initial informal consultation with both schools.

**12.00 APPENDICES**

12.01 None.

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

None

Contact Officer: Tom Davies  
Telephone: 01352 704180  
E-Mail: tom\_davies@flintshire.gov.uk

## FLINTSHIRE COUNTY COUNCIL

AGENDA ITEM NUMBER: 16

**REPORT TO:** **EXECUTIVE**  
**DATE :** **09 MARCH 2010**  
**REPORT BY:** **DIRECTOR OF LIFELONG LEARNING**  
**SUBJECT :** **PROPOSED AMALGAMATION OF INFANT AND JUNIOR  
SCHOOLS - BROUGHTON**

### **1.00 PURPOSE OF REPORT**

- 1.01 To seek the approval of the Executive for Officers to carry out a series of consultations relating to the proposed amalgamation of Broughton Infant and Junior Schools

### **2.00 BACKGROUND**

- 2.01 At the request of the Chairs of Governors from both Infant and Junior Schools, officers liaised with both Headteachers and Chairs of the respective Governing Bodies to discuss the proposal to consider the amalgamation of the two schools to provide an all-through Primary School.

The schools presently have one permanent Headteacher based in the Infants School. The Junior school is currently led by an acting Headteacher. Subsequent meetings with the full Governing bodies of the schools and with Staff indicated that there was general support for an amalgamation of the Infant and Junior Schools to form a through Primary school, which would occupy the existing accommodation.

The existing schools are physically linked via a corridor, which is currently used by the public lending library, and as a consequence, is secured from the existing schools by locked doors.

Proposals to re-configure some of the public lending library and school accommodation would enable the linking corridor to be used, and minimise any building works that would be necessary to provide a co-located Key Stage One and key Stage Two provision.

This proposal could be effected by September 2011 as only one Head teacher would be in post). It has been considered that this is an appropriate time to propose amalgamation.

### **3.00 CONSIDERATIONS**

- 3.01 Members approved the policy for considering the amalgamation of Infant and

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junior schools when appropriate, at their meeting on the 16th September 2009

The proposed amalgamation would provide for a single Headteacher to manage the through Primary School, providing one ethos and vision for both Key Stage One and Key Stage Two. The proposed new School would be managed by one Governing Body. (Until the Welsh Assembly disaggregated School Governing Bodies in 1999, the two schools had been managed by one Governing body).

Establishing a new school is subject to the process of adequate consultation with the relevant groups, and the subsequent publication of a statutory notice, where any objection to the proposal may be lodged over a two month period.

In the event of formal (written) objections, the matter will be determined by the Welsh Assembly Minister for Children, Education, Lifelong Learning and Skills (DCELLS). When no formal objections have been received in this period, the Council may determine the matter locally.

#### **4.00 RECOMMENDATIONS**

- 4.01 That members approve a period of consultation with Staff, Governors and Parents of both Broughton Infant and Junior Schools in relation to the proposed amalgamation, the outcome of which will be related back to the Executive in a subsequent report.

#### **5.00 FINANCIAL IMPLICATIONS**

- 5.01 None at the consultation stage

#### **6.00 ANTI POVERTY IMPACT**

- 6.01 No implications at this stage

#### **7.00 ENVIRONMENTAL IMPACT**

- 7.01 None

#### **8.00 EQUALITIES IMPACT**

- 8.01 The proposal would not alter the requirement for schools to comply with the relevant legislation

#### **9.00 PERSONNEL IMPLICATIONS**

- 9.01 The consultation would not affect staffing

**10.00 CONSULTATION REQUIRED**

10.01 With the relevant groups as detailed in the report

**11.00 CONSULTATION UNDERTAKEN**

11.01 Initial informal consultation with both schools

**12.00 APPENDICES**

12.01 None

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

None

Contact Officer: Tom Davies  
Telephone: 01352 704180  
E-Mail: tom\_davies@flintshire.gov.uk

## FLINTSHIRE COUNTY COUNCIL

AGENDA ITEM NUMBER: 17

**REPORT TO:**        **EXECUTIVE**  
**DATE :**             **09 MARCH 2010**  
**REPORT BY:**      **DIRECTOR OF LIFELONG LEARNING AND DIRECTOR OF**  
                                 **COMMUNITY SERVICES**  
**SUBJECT :**         **OUT OF COUNTY BUDGET REVIEW**

### **1.00 PURPOSE OF REPORT**

1.01 To present Members with a copy of a draft action plan based upon the findings of the Out of County Placement Budget Review Group.

### **2.00 BACKGROUND**

2.01 Elected Members commissioned a review of the Out of County activity within Social Care for Children and Lifelong Learning. The review consisted of three sub groups: -

- Budget allocation and monitoring;
- Procurement and future scoping; and
- Placement, decision making and contract monitoring.

It was based upon a High Cost Placement Audit Tool developed by the Department for Children, Schools and Families in England. The tool assists authorities in asking:

- What are the characteristics of the children and young people requiring high-cost placements?
- What is the pattern of their placement and service histories?
- Which services are being used to meet their needs?
- Where are these services located?
- How much do they cost?
- Which agencies and organisations are providing placement services for them?
- Is this what is required for the children and young people?
- Is it meeting their needs?

2.02 In June this year a paper was presented to CMT suggesting the consideration of the following as a way forward: -

- o The Council needs to consider strategies for reversing the trend for the Out of County placement costs to be driven by the market.

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Buying power at Flintshire and across the wider North Wales authorities should have sufficient leverage to reverse this trend and create a more competitive market place. Some work has already commenced in Social Services for Children in relation to a major foster care provider.

- o A standardised options appraisal tool needs to be adopted at the point of initial consideration. Packages of care need to be defined with clear framework specifications and broken down into modules. From this negotiated prices can be agreed for each module and corporate fixed price lists provided for all officers to use on a day to day basis. This will eliminate the spot buy situation we currently adopt and give us better understanding of package costs and better control of spend and budget going forward.
- o Ensure framework arrangements and suppliers are monitored for cost, equality and service delivery on an ongoing basis, accessing relevant inspection reports and using CCSR database in appropriate cases.
- o Commissioning of care is reactive to the market, which makes planning and budget management difficult. As this trend is unlikely to change in the near future and demands more likely to increase consideration may need to be given to the criteria used to sanction commissioning, in particular whether a "super" panel of senior officers needs to meet to consider very high packages of care over a specific cost level and/or predicted placement duration.
- o Evidence indicates that investment in preventative services results in a reduction in the demand for residential and high cost placements. Further investment in this area should result in a reduction in the Out of County spend.
- o There is readily accessible information across all partner agencies in relation to future need e.g. children born with complex needs known to midwifery, health visiting and paediatric services would provide a good indicator of packages which would be required 5, 10 and 15 years down the road and if collated could be useful for future service design.
- o Evaluation of placements requires more attention. There is limited information available across the piece on whether placements are actually meeting need and even less evaluation from the end user's or carer's perspective.
- o Corporate Procurement has a strategic role to play in the management of contracts and suppliers. This will allow the commissioning officers to concentrate fully on delivering the services.
- o These actions will enable us to demonstrate 'best practice' with regard to 'Out of County' placements. However, there also remains a task to ensure that relevant budgets across Social Services, Lifelong

Learning and Health are set at the right level to address known pressures.

- 2.04 Upon receipt and acceptance of the 'Out of County Review' Paper, Members Commissioned Officers to complete an action plan to address the findings.

### **3.00 CONSIDERATIONS**

- 3.01 In response to Members' requests, the 'Out of County Budget Review Group' has produced a draft action plan (see Appendix 1).

- 3.02 The plan attempts to address three key aspects: -

- a) budget allocation and monitoring
- b) procurement and future scoping
- c) decision making, placement and contract monitoring

### **4.00 RECOMMENDATIONS**

- 4.01 Members are requested to consider and approve the draft action plan.
- 4.02 Members receive reports twice yearly on the progress of actions undertaken within the plan.
- 4.03 Following the Lifelong Learning Overview and Scrutiny meeting a seminar for all County Councillors will be arranged to consider the range of needs and services across the client group.

### **5.00 FINANCIAL IMPLICATIONS**

- 5.01 Strategic Procurement initiatives can help reduce spending on the Out of County activity and support service delivery.

### **6.00 ANTI POVERTY IMPACT**

- 6.01 None.

### **7.00 ENVIRONMENTAL IMPACT**

- 7.01 None.

### **8.00 EQUALITIES IMPACT**

- 8.01 None.

### **9.00 PERSONNEL IMPLICATIONS**

9.01 None.

**10.00 CONSULTATION REQUIRED**

10.01 None.

**11.00 CONSULTATION UNDERTAKEN**

11.01 None.

**12.00 APPENDICES**

12.01 Appendix 1 - Draft Action Plan

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

Various

Contact Officer: Elwyn Davies  
Telephone: 01352 704012/702503  
E-Mail: elwyn\_davies@flintshire.gov.uk  
carol\_salmon@flintshire.gov.uk

**Appendix 1**

**Draft Action Plan**

**Out of County Placements / Budget**

# GLOSSARY

<u>POSTS / LEAD OFFICERS</u>	<u>TERMINOLOGY</u>
DLL - Director Lifelong Learning	OOC - Out of County
DCS - Director Community Services	FCA - Foster Care Associates
HSSC - Head of Social Services for Children	WAG - Welsh Assembly Government
SSCMR - Social Services for Children Manager (Resources)	TSLBF - Towards a Stable Life and a Brighter Future
SALLL - Senior Accountant Lifelong Learning	
RMLLL - Resources Manager Lifelong Learning	BCULHB - Betsi Cadwalader University Local Health Board
PLAIS - Principal Learning Advisor Inclusion Service	
SMCSF - Service Manager for Children's Services Fieldwork	YPB - Ysgol Plas Brondyffryn
SMCIDS - Service Manager for CIDS	CCSR - Children's Commissioning Support Resource
SLAA - Senior Learning Advisor Autism	DCSF - Department for Children, School and Families
LALAC - Learning Advisor Looked After Children	
HSSA - Head of Social Services for Adults	
CCCMLHT - Continuing Care Commissioning Manager Local Health Trust	
APO - Assistant Planning Officer	
LAISI - Learning Advisor Inclusion Service Information	
HOF - Head of Finance	
HOFP - Head of Financial Planning	
CFM - Corporate Finance Manager	
HSS - Head of Schools Services	

<b>Area for Improvement:</b>		
Out of County Placements / Budget		
Planned Outcome (what do we want to achieve): Ysgol Plas Brondyffryn offering different packages of respite care		
Responsibility	Lead Officer(s):	
WHAT (we will do):	WHO (will do it, hours):	WHEN (it will be done):
1. Review the "Short Breaks Toolkit" to ensure that it is fit for purpose.	1. SSCMR/PLAIS	1. January 2010
2. Comparison of care provided by YPB with that assessed via the short break toolkit	2. SSCMR/PLAIS	2. March 2010
3. Negotiations with YPB be instigated with a request to offer respite care in a different way based on the application of the Toolkit.	3. DLL/DCS	3. On-going, interim report April 2010
4. Continue to investigate the provision of respite care within County including negotiations with Domiciliary Care Providers to expand in county respite provision and continuing negotiations with Crossroads regarding respite.	4. Community Services/HSSC/SMCIDS	4. On-going, interim report April 2010
5. YPB Flowchart (07.03.08) to be reviewed and amended.	5. SSCMR/PLAIS	5. January 2010
6. Conduct a review of placement breakdowns at YPB to establish any lessons learnt.	6. HSS/PLAIS/SLAA	6. February 2010
7. Work currently being conducted for North Wales Heads of Children's Services on Short Breaks to be logged for discussion.	7. HSSC	7. January 2010
8. Consider use of disruption meetings for educational placement breakdowns	8. HSSC/HSS/PLAIS/SSCMR	8. January/ February 2010

<b>Area for Improvement:</b> Out of County placements / budget		
Planned Outcomes (what do we want to achieve): A clear and standardised report which can be presented to CYPFB. Clear financial procedures and improved monthly monitoring reports to members.		
<b>Responsibility</b>	<b>Lead Officer(s):</b>	
<b>WHAT</b> (we will do):	<b>WHO</b> (will do it, hours):	<b>WHEN</b> (it will be done):
1. Review current practice in reporting on OOC placements.	1. SMCSF/SSCMR/HSSC/PLAIS/HSS	1. February 2010
2. Collate data on the past three years for OOC placements	2. LAISI/SALLL/SSCMR	2. February 2010
3. Identify any trends that emerge from above data.	3. SMCSF/SSCMR/HSSC/PLAIS/HSS	3. March 2010
4. Review current reporting arrangements (internal) to ensure timely updates to budget projection and accurate onward reporting to members.	4. SALL/RMLL	4. December 2009
5. Agree the content and level of information to be reported on a regular basis.	5. SMCSF/SSCMR/HSSC/PLAIS/HSS	5. February 2010
6. Revisit Pooled Budget Protocol (2006) and amend then secure Health sign up.	6. PLAIS/SSCMR/CCMLHT/RMLL	6. March 2010
7. Report to all providers, in conjunction with Health, the percentage uplift decided by Corporate Finance.	7. SSCMR/PLAIS/HOF	7. Annually in November
8. Establish new finance links with BBCULHB	8. RMLL/SALL/BBCULHB	8. April 2010
9. Liaise with BBCULHB to establish how birth information can predict future need.	9. HSSC	9. December 2009

<b>Area for Improvement:</b>		
Out of County Placements / Budgets		
Planned Outcome (what do we want to achieve): Clear protocols for practitioners when working with clients as part of the needs assessment process.		
Responsibility	Lead Officer(s):	
WHAT (we will do):	WHO (will do it, hours):	WHEN (it will be done):
1. Within their services Education and Services for Children agree the protocols for practitioners when working with parents & carers and at multi-agency meetings.	1. SMCSF/SSCMR/HSSC/PLAIS/HSS	1. February 2010
2. Senior Managers communicate the protocols to all other managers.	2. SMCSF/SSCMR/HSSC/PLAIS/HSS	2. April 2010
3. Share protocols with health practitioners/ managers and other partners.	3. SSCMR/CCCMLHT	3. July 2010
4. Information booklet for parents/carers and practitioners outlining processes and procedures be prepared ( c.f. 'It has to go to Moderation – What does that mean?' )	4. To be arranged	4. September 2010
5. Consider a Practitioners 'Event' to emphasise the importance of the protocols. ( Ref OOC 7 )	5. SMCSF/SSCMR/HSSC/PLAIS/HSS	5. September 2010



<b>Area for Improvement:</b>		
Out of County Placements / Budget		
Planned Outcome (what do we want to achieve): Improved joint monitoring of OOC placements		
Responsibility	Lead Officer(s):	
WHAT (we will do):	WHO (will do it, hours):	WHEN (it will be done):
1. Benchmarking work with other Local Authorities whose good practice has been recognised. (Carmarthenshire/ Swansea).	1. HSSC	1. November 2009
2. Explore possible 'checks' that could be built into the system to allow on-going monitoring and review of placements which would be reported to the Senior Managers Group.	2. SMCSF/SSCMR/PLAIS/SLAA/ LALAC	2. March 2010
3. Establish who would perform the 'checks'	3. HSSC/HSS	3. April 2010
4. Consider utilising checklist/ feedback alongside contract specification for monitoring purposes and unannounced visits and revisit DCSF model for content usage on above task.	4. HSSC/HSS	4. January 2010
5. Commence discussions via Task & Finish Group to elicit end user views (parents and children) on placements.	5. SSCMR/SMCIDS/PLAIS/SLAA/APO	5. March 2010
6. Investigate the feasibility of an 'invest to save' initiative to employ a contract monitoring officer	6. RMLL/HOFP/PLAIS/SSCMR	6. March 2010

<b>Area for Improvement:</b>		
Out of County Placements / Budget		
Planned Outcome (what do we want to achieve): Establish joint procedures for signing and monitoring contracts and agreeing high cost placements		
Responsibility	Lead Officer(s):	
WHAT (we will do):	WHO (will do it, hours):	WHEN (it will be done):
1. Identify and share current practice within Services for Children and Education for signing and monitoring contracts.	1. SMCSF/SSCMR/PLAIS/SLAA	1. January 2010
2. Establish a Senior Managers Group with responsibility for signing ( when appropriate) and monitoring contracts (on a bi-monthly basis.)	2. SMCSF/SSCMR/PLAIS	2. January 2010
3. Establish a 'Super Panel' which will agree high cost placements.	3. HSS/HSSC/DLL/DCS/HOF	3. January 2010
4. Establish a cost limit above which individual cases must be referred to the 'Super Panel'	4. HSS/HSSC/DLL/DCS/HOF	4. January 2010
5. Consider usage of CCSR by Lifelong Learning.	5. HSSC/HSS	5. January 2010
6. Ensure Child Care Panel and placement compliance with WAG expectations and TSLBF.	6. SSCMR/PLAIS	6. December 2009

<b>Area for Improvement:</b>		
Out of County Placements / Budget		
Planned Outcome (what do we want to achieve): Ensure best use of resources		
Responsibility	Lead Officer(s):	
WHAT (we will do):	WHO (will do it, hours):	WHEN (it will be done):
1. Continue with procurement work with FCA and use this to inform negotiations with Education providers where high usage exists e.g. New Options.	1. HSSC/SSCMR/HSS/PLAIS	1. Jan 2010 and ongoing
2. Discuss with Social Services for Adults how they manage their Commissioning Procurement and Monitoring arrangements.	2. HSSC/HCC/HSSA/Corporate Procurement Unit	2. February 2010
3. Develop a Commissioning, Procurement and Monitoring Strategy with corporate procurement unit	3. CFM/PLAIS/SSCMR /Procurement Officer	3. April 2010
4. Look at spend to save model for Commissioning Procurement and Monitoring post	4. HSSC/HSS/DLL/DCS	4. Jan 2010
5. Continue with procurement work with FCA and use this to inform negotiations with Education providers where high usage exists e.g. New Options.	5. HSSC/SSCMR/HSS/PLAIS/ Procurement Officer	5. Jan 2010 and ongoing

<b>Area for Improvement:</b>		
Out of County Placements / Budgets		
Planned Outcome (what do we want to achieve): To develop a robust Options Appraisal process.		
<b>Responsibility</b>	<b>Lead Officer(s):</b>	
<b>WHAT</b> (we will do):	<b>WHO</b> (will do it, hours):	<b>WHEN</b> (it will be done):
1. Identify and share current practice within Services for Children and Education.	1. SLAA/SSCMR/SMCSF/PLAIS	1. March 2010
2. Draft a new Options Appraisal	2. SLAA/SSCMR/SMCFS/PLAIS	2. June 2010
3. Consult with practitioners	3. All	3. July 2010
4. Present to OOC budget review group	4. OOC Review Group	4. August 2010
5. Launch Options Appraisal with key staff in Education & Services for Children	5. OOC Review Group	5. September 2010
6. Discuss and negotiate use of model with Health	6. SSCMR/PLAIS/CCMLHT	6. Prior to launch

## FLINTSHIRE COUNTY COUNCIL

AGENDA ITEM NUMBER: 18

**REPORT TO:**      **EXECUTIVE**  
**DATE :**            **09 MARCH 2010**  
**REPORT BY:**    **DIRECTOR OF LIFELONG LEARNING**  
**SUBJECT :**        **ESTYN INSPECTION REPORT - ACTION PLAN**

### **1.00 PURPOSE OF REPORT**

1.01 To consider progress in implementation of the action plan following the 2009 ESTYN inspection.

### **2.00 BACKGROUND**

2.01 Estyn have a statutory duty to undertake Local Authority inspections under section 38 of the Education Act 1997 and Section 51 of the Children Act 2004 from April 2006. Under this legislation Estyn agree with each Local Authority a programme of inspections that cover all or most of the Authority's education functions over a period of six years. School Improvement Services were inspected in 2007. Following a number of discussions it was agreed that the following areas would be inspected during January 2009: -

- Additional Learning Needs (including More Able and Talented)
- Access;
- Promoting Social Inclusion and well-being of learners;
- Strategic Management; and
- Support Services for schools and other services.

2.02 The inspection was based on the Local Authority's Self-Evaluation and Action Planning process. This includes reporting against a number of Key and Local performance indicators and performance in previous inspections.

### **3.00 CONSIDERATIONS**

3.01 The inspection report provided a full analysis of the Authority's current performance in key service areas, and prospects for improvement. Many positive and encouraging comments have been made relating to the Authority's service delivery and strategic leadership. There is appropriate recognition for the enthusiasm, experience and dedication of staff across the Council's services.

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- 3.02 The report recognised the positive progress being made by the Council in developing a corporate approach, capacity and commitment to service improvement. Many positive and encouraging comments have been made relating to the authority's strategic management. The report recognises that there is a new corporate approach to addressing strategic issues such as risk management, financial and asset management. The report finds, however, that there is further work to do to ensure that school delegation arrangements and their resourcing models match excellent practice.
- 3.03 The report recognised the Council's work on Social Inclusion and Wellbeing as having good features and no important shortcomings. There are effective procedures in place for the local authority to meet its statutory responsibilities as a corporate parent. School attendance is recognised as being very good in secondary schools and good in primary schools. There is further work to be undertaken to ensure that data is appropriately used to commission and decommission services.
- 3.04 The authority is recognised as providing good quality advice and support for children and young people with additional learning needs. Generally, pupils in all age ranges make good progress in standards, learning and behaviour. There is further work needed to develop commissioning and evaluation arrangements. As recognised by the Scrutiny Panel, there is an ongoing need for the Council to monitor compliance with statutory processes.
- 3.05 The inspection report stated that the authority had made substantial progress towards the modernisation of special school provision which includes the two new specialist schools in Flint. The authority is recognised as committed to producing the school modernisation programme for its primary and secondary provision for consultation in the Summer of 2009. The report recognises that appropriately the authority has identified the condition, suitability of school buildings as a high priority. School admissions are assessed as being managed effectively and the Council is recognised as having a clear plan for delivering a good quality nursery provision.
- 3.06 The report recognises that schools are very positive about the support services they receive from the Council, with Human Resources, Governance and ICT support identified as of particularly high quality. Commissioned further work will include clarifying trading arrangements and service level agreements.
- 3.07 Specific recommendations for further improvement included that the local authority:
- o should reach agreement on the detailed changes to the school modernisation programme so that these can be set out and consulted upon;
  - o must consistently evaluate outcomes for pupils with Additional Learning Needs;

- o 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;
- o ensure senior elected members receive suitably detailed and evaluative data that gives a clear picture of the performance of the directorate and of schools;
- o needs to develop better referral and monitoring systems for training in safeguarding children and young people; and
- o should introduce consistent methods for monitoring pupils' attendance at the Portfolio Pupil Referral Units.

3.08 The current monitoring report on progress with the post-inspection Action Plan is set out in Appendix 1.

#### **4.00 RECOMMENDATIONS**

4.01 Executive is asked to note progress in implementation of the post-inspection Action Plan.

#### **5.00 FINANCIAL IMPLICATIONS**

5.01 Financial options and implications from specific projects will need to be considered as part of developing revenue and capital programmes for 2010/11 and future years.

#### **6.00 ANTI POVERTY IMPACT**

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

#### **7.00 ENVIRONMENTAL IMPACT**

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

#### **8.00 EQUALITIES IMPACT**

8.01 Currently there are no foreseen direct implications that would have any direct equalities impact, however, it should be noted that a full Equalities Impact Assessment will be undertaken on any Services within the scope of the Inspection that have been identified previously as being High Priority under the Authority's Race Equalities Scheme.

#### **9.00 PERSONNEL IMPLICATIONS**

9.01 None.

**10.00 CONSULTATION REQUIRED**

10.01 Consultation had been undertaken in developing the Action Plan.

**11.00 CONSULTATION UNDERTAKEN**

11.01 Consultation had been undertaken in developing the Action Plan.

**12.00 APPENDICES**

12.01 Appendix 1: Post Inspection Action Plan Monitoring Report.

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

Lifelong Learning Directorate - Estyn Inspection Report - Action Plan  
(Executive 4th August 2009).

Contact Officer: Ian Budd  
Telephone: 01352 704010  
E-Mail: [ian\\_budd@flintshire.gov.uk](mailto:ian_budd@flintshire.gov.uk)



Ref	Item Name	RAG	Baseline End	Comment
<b>4.1</b>	<b>Recommendations</b>			
	<b>R1 - Should reach agreement on the remaining elements of the school modernisation programme so that these can be set out and consulted upon</b>			
4.1.1	1. Collect relevant data - primary and secondary	Green	31/07/2009	WAG spreadsheet completed in relation to pupil numbers, capacity and surplus places
4.1.1	2. Consult on school data for verification (this process will inevitably require revisions to forecasts to add local factor)	Green	30/09/2009	WAG spreadsheet completed and returned in relation to numbers on roll, capacity and surplus places. Review of School Capacity data is an on-going function
4.1.1	3. Complete School Modernisation Strategy for Change Document	Green	30/09/2009	School Modernisation Strategy approved on the 26th January 2010
4.1.1	4. Consult on draft document with schools and service partners	Green	31/10/2009	Responses to be incorporated into Executive report seeking final approval of strategy.
4.1.1	5. Executive Report - approval of final document	Green	31/10/2009	Final document approved by Executive on 26 January 2010.
4.1.1	6. Circulation of report	Green	30/11/2009	Report circulated following approval by Executive in January
4.1.1	7. Production of final EAMP	Green	30/11/2009	Executive approved the Asset Management Plan on 6th October 2009
4.1.1	8. The Final Education Asset Management Plan will need to be regularly assessed against latest forecasts - rerun twice yearly to reflect new census data from schools, Office of National Statistics etc.	Amber	31/12/2010	Future forecasting arrangements under review following good progress to Oct 2009
	<b>R2 - must consistently evaluate outcomes for pupils with ALN</b>			
4.1.2	1. Establish links with other projects in other local authorities	Green	31/07/2009	Regular meetings of project leaders across Wales now established.
4.1.2	2. Refine Flintshire's primary renewed and secondary school model (in line with 1 above) and extend model to PRU provision and pilot it in selected representative schools	Amber	30/04/2010	Pilot schools identified and meetings held
4.1.2	3. Develop refinement of model for special schools	Amber	31/07/2010	To be completed by July 2010
4.1.2	4. Conference to launch new model for both phases	Amber	31/07/2010	To be arranged.
4.1.2	5. Develop new Aspects in ONE Pulse for Cognitive Ability Tests and existing Travelling Together	Amber	31/05/2010	Created new Aspects for storing Travelling Together assessments and continuing to use existing LEA CATS Aspects. Requested CATS test supplier to work with ONE pupil database supplier to develop National Aspects for new format CAT data (ie incorporating new Assembly predictors)
4.1.2	6. Import Data to ONE Pulse	Green	31/05/2010	Ongoing - majority CATs 2009 data imported. Travelling Together imports scheduled Summer 2010.
4.1.2	7. Establish management and consultation group	Green	30/09/2009	Management group meeting regularly and reporting to ISSG in March 2010.
4.1.2	8. Hold the next round of outcomes meeting in schools	Green	31/03/2010	Completed
4.1.2	9. Analyse data for pupil contexts - those receiving additional support and those not receiving support	Amber	30/06/2010	To be commenced after more complete contextual information collected electronically from schools and imported to central system. Also waiting for new Estyn inspection framework advice. The original planned start date of May 2010 rescheduled to July 2010. (The current ALN Monitoring Outcomes project uses the existing pupil database information supplemented by data recorded onto spreadsheet during school visits.)
4.1.2	10. Analyse the data and report results to the reference group and research reasons why children are progressing in the most effective schools: disseminate that information	Green	30/04/2010	Report prepared including data analysis. Dissemination started by ISMT.
4.1.2	11. Identify schools which are a cause for concern under the renewed framework and begin to support those schools	Amber	31/03/2010	Schools have been identified. Management group and ISMT to discuss best way forward in terms of support schools.
4.1.2	12. Build up portfolio of good practice and summative conference for all schools	Amber	31/03/2010	Good practice identified. Conference date to be arranged.
	<b>R3 - 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.</b>			
4.1.3	1. Initiate review programme of traded services	Green	31/10/2009	Programme in place
4.1.3	2. Develop SLAs for traded services with schools	Red	30/11/2009	Traded services group is assessing required revisions to SLAs - to be completed September 2010
4.1.3	3. Review of recharges-traded services	Red	30/11/2009	Review of central support costs has been initiated by Corporate finance - outcomes anticipated by March 2010 .
	<b>R4 - ensure senior elected members receive suitably detailed and evaluative data that gives a clear picture of the performance of the directorate and of schools.</b>			
4.1.4	1. 2009-10 Forward Work Programme of Member briefings and meetings	Amber	30/09/2009	Fortnightly Briefings with Exec Members, pre meetings with Scrutiny Chair and School Performance meeting in place. Detailed thematic forward work programme in development.
4.1.4	2. Revised statistics for elected Members	Green	30/09/2009	Reports made to Members by Primary and Secondary Officers
4.1.4	3. Produce statistics for elected Members	Green	31/12/2009	Overview for KS 1 to KS5 produced showing LEA % trends from 2006, ranked position out of 22 LEAs and targets. Used by Secondary and Primary Phase Officers in reports to Members. Schools' targets up to 2012 being collected during Spring 2010 and will be used to update summary.
4.1.4	4. Performance Planning Seminar for senior officers	Green	31/07/2009	Performance Planning Seminar held on 20 Oct for 2/3 Tier officers.
4.1.4	5. Member briefings and seminar programmes in place on key development themes	Green	31/12/2010	Arrangements in place. Seminars already held for School Budgets, School Modernisation Strategy and plans for OOC Budgets.
	<b>R5 - needs to develop better referral and monitoring systems for training in safeguarding children and young people.</b>			
4.1.5	1. Inform the LSCB of the need to improve monitoring of staff attendance at safeguarding training and seek support and advice	Green	31/10/2009	Informed LSCB of the need to improve monitoring of new staff attending safeguarding training, Executive were asked to advise on this subject.
4.1.5	2. Liaise with HR teams and Performance Information Manager to explore over a renewed central database of staff training, including consideration of protocols to maintain the database	Amber	31/07/2010	To be completed by September 2010.
4.1.5	3. Direct all schools to inform the manager of the IWS, promptly, of all new staff appointments in order that safeguarding training can be arranged.	Green	30/09/2009	Task completed. All schools communicated with.
	<b>R6 - should introduce consistent methods for monitoring pupils' attendance at the PPRU.</b>			
4.1.6	1. Detailed analysis of Portfolio PRU attendance by individual PRU to include authorised and unauthorised attendance by numbers, age group, numbers of pupils, ethnicity, gender and reason for non attendance	Green	30/09/2009	Task completed. Arrangements in place.
4.1.6	2. Improve reporting by individual centres to a central point within the service so that attendance can be monitored more frequently	Green	30/09/2009	Task completed, arrangements in place
4.1.6	3. Establish clearer protocols between centres and the Inclusion Welfare Service for supporting centres, parents/carers and pupils on issues of attendance	Green	31/10/2009	4.1.10 Discussed protocols re: pupil attendance with all PRU centre managers agreed systems of monitoring.
4.1.6	4. Report attendance termly to the Portfolio PRU Management Committee and annually to Inclusion Service Steering Group	Amber	31/12/2010	Meeting of PRU Management Committee and ISSG to be held in March 2010.

4.1.6	5. Produce pupil level annual school census data for children educated other than at school from ONE Exclusions module for WAG	Green	30/06/2010	Staff identified and trained in production of this new statutory return. On target for Assembly deadline of 26th Feb 2010.
4.1.6	6. Explore introducing SIMS (Schools Information Management System) to the portfolio PRU or direct capture to LEA central pupil database (ONE)	Green	31/01/2010	Software supplier solution to Assembly EOTAS return requirements based on LEA central pupil database.
4.1.6	7. Implement new system and review progress in improving attendance	Amber	30/09/2010	To be reviewed in September 2010. Software checked and capable of recording and reporting attendance against hours of provision at PRU and other EOTAS. Data collection systems to be reviewed.
<b>4.2</b>	<b>Strategic Management:</b>			
	<b>Improving Senior and Middle Management Development</b>			
4.2.1	1. Carry out appraisals for all senior and middle managers	Green	31/07/2009	All appraisals for 2nd and 3rd tier completed.
4.2.1	2. Identification of training and development needs for senior and middle managers following outputs from appraisal and clarification of roles and responsibilities exercise.	Red	30/09/2009	Project management and Organisational development training has been identified and steps taken to provide this, however a fuller review of development needs identified through appraisals has not been made by Heads of Service with HR. Propose to review outputs from mid-year appraisals to identify training and development needs with a revised timescale for March 2010. This would feed into LLD's Development planning for 2010 - 2011
4.2.1	3. Develop Directorate development and seminar programme-performance planning, budget planning, safeguarding	Amber	31/12/2009	Staff conferences, safeguarding and performance planning seminars completed. Organisational redesign and project mgt training also delivered. Budget building Seminar - TD/GEM to action. Further development/seminars to be established following training needs analysis.
4.2.1	4. Implement Directorate development & seminar programme	Amber	31/03/2010	Budget Building seminar/development required and any further requirements for 2010.
4.2.1	5. Agree and publish Flintshire County Council People Strategy	Green	05/08/2009	People strategy has been agreed and published in August 2009. Work underway on a more detailed People Strategy Action plan.
4.2.1	6. Develop and agree Lifelong Learning People Plan	Green	30/09/2009	Planning grids from LLD People Plan 2009-10. Planning grids will be incorporated into Service Plans for 2010-11.
4.2.1	7. Develop senior and middle management development programme e.g. project management, organisational redesign	Green	31/03/2010	Training on Org Design and project mgt provided to senior and middle mgrs in Jun, Oct and Nov. Launch of Leadership seminar/meetings for all HoS, first session has taken place in Jan 2010. Proposals developed for a corporate Management Development programme for middle managers and undergoing consultation prior to a pilot taking place. Propose Linked to action point for no. 2. Ensure managers are identified to be nominated to participate in corporate mgt development prog. Project Management/Organisational Redesign for 2/3 Tier undertaken in 2009. Further development following training needs analysis.
4.2.1	8. Mid year appraisal and performance review of senior and middle managers	Red	30/11/2009	Second tier appraisal reviews complete. Review of 3rd Tier appraisals complete by March 2010.
4.2.1	9. Commission further directorate development and seminar programme following analysis and development outcomes	Amber	31/12/2009	Will follow from training needs analysis of appraisals and establishment of system for identification of training. This is due to follow completion of mid year year review. Expected end of February 2010. Linked to Action Point 2 and 7
4.2.1	10. Evaluate improvements and monitor progress of the improvement theme	Amber	31/12/2010	Not yet due.
	<b>Improving Workforce Management and Development</b>			
4.2.2	1. Review and implement approach to identifying and planning recruitment	Red	31/08/2009	Limited progress made due to re-prioritisation of Estyn Action Plan. Base line information about vacancies shared with Finance team for vacancy management process. Propose further work takes place to review vacancy data and current practice to provide recommendations for an approach.
4.2.2	2. Manage the impact of implementation of single status on employees, including risk assessment for key roles	Amber	31/12/2009	Results letters sent out October 2009. Time out period set up and full review of all outcomes and their risk assessment carried out by DMT. Proposals have been made for managing the impact of Single Status, which is due to be announced by end of January 2010. Propose next steps is communication of proposals and implementation of proposals. February onwards.
4.2.2	3. Monitor delivery of recruitment plans	Green	31/03/2010	Arrangements in place.
4.2.2	4. Review local induction arrangements and design a standard LLD induction for new staff, role changers and returners e.g. maternity	Red	30/09/2009	Not started as re-prioritisation of Estyn Action Plan.
4.2.2	5. Identification of training and development needs from outputs of appraisal process	Amber	31/03/2010	Not started as re-prioritisation of Estyn Action Plan. Propose to revisit this action after mid-year reviews completed end of January 2010.
4.2.2	6. Review Lifelong Learning's arrangements for managing training and development to develop a revised approach	Amber	31/03/2010	Corporate Training and Development review currently underway to examine local arrangements within Directorates for managing training and development. Propose review progress with Training Manager (project manager for the Corporate training and development review) of his findings for LLD, to identify local improvements to be made in 2009 - 2010.
4.2.2	7. Review attendance management within Lifelong Learning to develop a renewed approach	Amber	31/03/2010	Progress - Agreed approach with DMT for review of attendance Oct 2009. Monitoring of long term attendance data by LLD Director on a monthly basis. A selection of LLD managers participated in pilot workshops for attendance policy Nov 2009. CMT agreement for launch of revised Attendance Policy in March 2010, which will lead to reviews of attendance data to identify targeted improvement
4.2.2	8. Evaluate improvements and monitor progress of the improvement theme	Green	31/03/2010	
	<b>Improving Organisational Structures to Align Resources with Services to be delivered</b>			
4.2.3	1. Identify training needs for organisational redesign and management of change (corporate approach being developed)	Green	31/08/2009	Training identified corporately for 2nd Tier Managers.
4.2.3	2. Carry out training and development for organisation redesign and management of change	Green	31/03/2010	Corporate training held in 2009 for 1/2 Tier Officers.
4.2.3	3. Review 3rd tier roles and responsibilities and develop project to implement potential organisational restructure	Amber	31/03/2010	Commissioning. Documentation drafted process not yet completed.
4.2.3	4. Implement revised school improvement structures	Green	31/03/2010	Original task completed. Further work to be undertaken in Inclusion Service following retirement of one officer and promotion of another.
4.2.3	5. Develop project plans for organisational redesign programmes:- Youth & Community Strategy, Facilities Management, Records Management, School Library Service, Leisure	Amber	31/08/2009	All complete except Facilities due to recent appointment of a new manager who will conclude the redesign. Facilities project plan is currently being drafted.
4.2.3	6. Implement organisational redesign programmes :- Youth and Community Strategy, Facilities Management, Records Management, Schools Library Service, Leisure	Amber	31/03/2010	Ongoing and on target for Summer 2010.
4.2.3	7. Evaluate improvements and monitor progress of the improvement theme.	Green	31/03/2010	As part of this process.
	<b>Increasing Shared Understanding of Deployment of Resources across Officers, Elected Members, Headteachers and Governors</b>			
4.2.4	1. School budget forum away day training programme (inc. headteacher, governor and elected member representatives	Green	30/06/2009	Completed.

4.2.4	2. Training sessions for primary headteachers, secondary headteachers, and chairs of governors	Green	31/12/2009	Training sessions for all primary and Secondary heads to understand the formula budget were held in June 2009. A finance session is a regular part of Kim's Governor training programme - next finance session is in Feb 2010. A finance session has been booked for the Flintshire Governors association in March 2010.
4.2.4	3. Agreement of future school budget forum work programme on formula development and delegation	Amber	31/07/2009	Formula review group has been constituted and will report back to Forum on progress in March 2010
4.2.4	4. Interim formula changes implemented	Green	28/02/2010	Completed
4.2.4	5. Further delegation and formula changes implemented	Amber	28/02/2011	Not yet due
4.3	<b>Additional Learning Needs</b>			
	<b>Clarifying the role of the Local Authority in Challenging &amp; Supporting Schools</b>			
4.3.1	1. Commence regional review of school improvement services	Green	30/06/2009	Review now underway. Director in regular meetings with other ADEW members of North Wales.
4.3.1	2. Complete partnership agreements with each governing body	Green	31/12/2009	All draft Partnership Agreements have been sent to each Governing Bodies.
4.3.1	3. Implement revised school improvement structures and	Amber	30/09/2010	Possible implementation from April 2012.
	<b>Measuring &amp; Evaluating Learning Outcomes for Students with Additional Learning Needs</b>			
4.3.2	1. Service managers to be informed of the data available to them.	Amber	30/09/2009	Ongoing process. Existing data range reviewed and suggested improvements re data capture discussed with Behaviour Support Team Manager. Meeting being arranged with newly appointed Inclusion Manager. Continued ongoing support to Inclusion Welfare Manager and to Learning Adviser (Data and Information) Three reports scheduled for Education Management Group covering : Achievement of Disadvantaged Groups, ONE pupil database overview, LEA/School Data Transfer
4.3.2	2. Extend range of pupil contextual data by widening data transfer from schools	Amber	30/10/2009	A draft revised LEA/ Schools Data Transfer Agreement produced. Consultation with LEA colleagues completed. Heads Federations to consider revised agreement in March 2010.
4.3.2	3. Service managers to report the potential use of data within individual services to evaluate performance to head of service	Green	30/11/2009	Monthly reports on exclusions annual reviews and statutory assessments go to service managers and head of service.
4.3.2	4. Individual services to analyse their data to measure the impact of their service, based on predefined management information reports developed in ONE Pulse module	Amber	28/02/2010	Following the major ONE SEN software migration (July 2009 to Oct 2009) and underlying data structure changes - existing management information reports had to be rewritten. Most reports have now been recreated. Need to supply further training in accessing reports. To be discussed with newly appointed inclusion Manager.
4.3.2	5. Individual services to then judge the cost effectiveness of their service and therefore the inclusion service as a whole	Amber	31/03/2010	ONE SEN and Exclusions central pupil database records provision and forecast annual costs. Range of expenditure reports to be discussed with newly appointed Inclusion Manager before April 2010
4.3.2	6. Report the findings of cost evaluation to inclusion service steering group and children's integrated disability service project management board	Amber	31/05/2010	Report to be completed in May 2010.
	<b>Increasing Availability and Access to Welsh Medium Specialist Support</b>			
4.3.3	1. Undertake an audit of the Welsh speaking 1 to 1 support and specialist advice in the inclusion service.	Red	30/10/2009	Audit has commenced. Now to be completed by April 2010
4.3.3	2. Identify specialist resources not available.	Red	30/11/2009	To be completed by 2010
4.3.3	3. Address issues through possible purchasing from / or joint partnership with neighbouring authorities	Red	31/03/2010	Dependent upon completion of Audit.
	<b>Statutory Compliance with Statementing &amp; Annual Reviews</b>			
4.3.4	9. Monthly reports to Principal Educational Psychologist, Learning Advisors, Inclusive Assessment and Inclusion Service Management Team on timelines.	Green	31/03/2010	Now embedded
4.3.4	10. EP service to meet statutory timelines in at least 95% of cases.	Green	31/03/2010	Up to December 2009, there were 3 pieces of Statutory Advice which were late. In one case the lateness was caused by the need to attend a tribunal. In another, the Summer School holiday was a contributing factor. The service continues to monitor advice closely and is working hard to achieve the 95% target.
4.3.4	11. Identify the causes of non compliance and report to inclusion service management team and inclusion service strategy group.	Green	31/03/2010	Monthly report goes to service manager and head of inclusion service. He then takes it to it to the other groups.
4.3.4	12. Remind all headteachers, additional learning needs co-ordinators and portfolio pupil referral unit centre managers of their duties with regard to holding annual reviews.	Amber	30/09/2009	Task complete for PPRU and Secondary headteacher further correspondence to be sent to Primary Schools
4.3.4	13. Use ONE SEN annual review timeline to manage workflow and ensure deadlines.	Green	30/09/2009	Following the major ONE SEN software migration (July 2009 to Oct 2009) and underlying data structure changes - existing timelines had to be rewritten and new annual review timeline created
4.3.4	14. Implement ONE CSS module	Amber	31/12/2009	Module being implemented. Expect to complete implementation of operational system during April 2010. Thereafter the requirements for Management information reports to be finalised with newly appointed Chief Education Psychologist
4.3.4	15. Termly reports on progress towards this target to inclusion service strategy group and annually to the children's integrated disability service project management board.	Amber	30/10/2009	Reports prepared and will be reported to ISSG in March and CIDS in April
	<b>Out of County Placements</b>			
4.3.5	1. Promote manager use of out of county provision cost reports to review current and forecast spend.	Green	31/12/2009	Resources Manager produces bi-monthly reports for officer monitoring meetings.
4.3.5	2. Lifelong Learning & Social Services to children to continue to review and action plan Out of County Placements:- a) budget allocation & monitoring b) decision making progress c) procurement & future scoping d) placement & contract monitoring	Amber	30/09/2009	Completion of Action Plan completed. Group now in the process of addressing actions identified. Seminar being commissioned for elected members
4.3.5	3. Report on outcomes & review to CMT inclusive of recommendations which will establish a strategic procurement solution for the commissioning of Out of County Activity & stronger links between budget management & service delivery	Green	29/10/2009	Report and OOC Action Plan been to CMT/LSG/Exec/LLOSC
4.3.5	4. Implement & monitor the solution.	Amber	31/03/2010	Ongoing as part of this process.
4.4	<b>Inclusion</b>			
	<b>Increasing Understanding of the Behaviour Strategy in Schools</b>			
4.4.1	1. Continue the promotion of the service to NQTs and newly appointed headteachers.	Green	31/03/2010	Service manager delivers training to NQTs and newly appointed Headteacher
4.4.1	2. Reinforcement of the service BST can offer at staff meetings in schools, Additional Needs Co-ordinator's meetings and senior staff with responsibility for behaviour in secondary schools.	Green	31/03/2010	Embedded
4.4.1	3. Officially launch Flintshire's recently written Behaviour and Attendance Policy.	Green	30/10/2009	Widely circulated and shared with LSCB

4.4.1	4. Prepare an information sheet for all schools on the training that can be provided by the inclusion service for behaviour and attendance.	Green	29/10/2009	All Schools Informed
4.4.1	an individual basis and report to inclusion service management team.	Amber	31/03/2011	Monitoring has taken place. Report to ISMT in March 2010
<b>Reduction in Fixed Term Exclusions</b>				
4.4.2	1. Detailed analysis of f/t exclusions to include: by school, number of exclusions, number of pupils, average length, reason for exclusion, gender and ethnicity.	Green	30/09/2009	Completed
4.4.2	2. Report the anonymised analysis to Scrutiny Committee	Green	30/09/2009	Report presented to Scrutiny
4.4.2	3. Report the analysis to secondary headteachers - by Nov 2009.	Amber	30/11/2009	Presentation to Secondary Headteachers by April 2010
4.4.2	4. Report analysis to Inclusion SMT, service strategy group (anonymised), welfare service, educational psychology service, behaviour support team, secondary senior staff with responsibility for behaviour & PRU staff by Nov 2009.	Amber	30/11/2009	Reports presented to majority of groups and to ISSG March 2010
4.4.2	5. Fixed term exclusions to be an outcome to be discussed at school improvement focus visits.	Amber	30/06/2010	To be completed by June 2010
4.4.2	6. Promote use of ONE Exclusion information reports by managers.	Amber	30/09/2010	ONE Exclusions database holds a very wide range of reports to support analysis by school, type of exclusion etc. These reports used by Inclusion Welfare Manager and will be discussed with newly appointed Inclusion Manager before April 2010
4.4.2	service management team and termly to inclusion service strategy group.	Green	31/03/2010	Monthly report on exclusions is provided to IWO service manager and head of inclusion service and they take it to the other groups.
<b>Addressing Recommendations of the Portfolio Pupil Referral Unit Inspection</b>				
4.4.3	1. Address overall leadership and management issues	Green	31/05/2010	Complete appointment of overall manager of PPRU
4.4.3	2. Raise standards in the four subject areas where short comings were identified.	Amber	30/09/2010	Manager of PPRU overseeing liaison with curriculum advisers
4.4.3	3. Ensure that the portfolio pupil referral unit reflects welsh assembly gov priorities with regard to bilingualism, healthy schools, sustainable development & global citizenship.	Amber	31/12/2010	Activity ongoing
4.4.3	4. Introduce formal opportunities for learners to be consulted.	Amber	30/09/2010	To be completed by October 2010
4.4.3	5. Introduce new commissioning document setting out numbers and types of placements required.	Amber	30/09/2010	Ongoing development work being devised by PPRU Manager
4.4.3	6. Address the shortcomings in accommodation.	Amber	31/03/2011	Interim accommodation arrangements are in place.
4.4.3	7. Attendance (see overall Estyn Inspection Recommendation 6)	Green	30/09/2010	Task completed
<b>ICT Access for Traveller Education</b>				
4.4.4	1. Ensure all peripatetic gypsy and traveller teachers have adequate access to ICT, mobile broadband for children education other than at school (min 2 laptops = £1200 & 2 x mobile broadband = £600) by Oct 2009.	Amber	30/10/2009	Current Peripatetic Teacher has a laptop. Discussions taken place with IT regarding accessing broadband and safety of Flintshire access using mobile broadband. All EOTAS traveller pupils will be provided with alternative educational opportunities at Delyn from Feb 2010. These rooms will contain 2 PCs with broadband but appropriate funding still needs to be identified.
4.4.4	2. Identify funding for purchase of suitable ICT hardware, software and mobile broadband access by Oct 2009.	Red	30/10/2009	100% complete by April, 2010
4.4.4	3. Provide training to peripatetic staff in using ICT hardware, software and mobile broadband by Nov 2009.	Red	30/11/2009	No training has yet been delivered.
4.4.4	4. Monitor usage, review & share good practise where appropriate.	Amber	29/10/2010	Unable to be monitored until appropriate hardware is in place. Good practise with regards to use of IT with GNT pupils in other LEA has been researched. Most Welsh LEA's enable access at an Educational Base (such as interim arrangements at Ysgol Delyn).
<b>4.4 Support Services</b>				
<b>Developing Broadband Links</b>				
4.5.1	1. Investigate all possible solution providers and identify clearly all costs and technical issues	Red	30/06/2009	Still working with Corporate ICT to finalise solution costs and to identify affordable options and potential cost savings over the long term of the project. Current estimate £2,500,000 required over 5 years. Corporate ICT are still in discussions with WAG PSBA team in terms of network design and affordability, options for a North Wales Neighbourhood Broadband network are also being developed which could potentially provide an affordable solution.
4.5.1	2. Identify funding possibilities to cover required initial Capital investment, ongoing revenue costs and staffing requirement	Red	30/06/2009	Still working with Corporate ICT to finalise solution costs and to identify affordable options and potential cost savings over the long term of the project. Current estimate £2,500,000 required over 5 years. Corporate ICT are still in discussions with WAG PSBA team in terms of network design and affordability, options for a North Wales Neighbourhood Broadband network are also being developed which could potentially provide an affordable solution.
4.5.1	3. Agree use of funding with Primary and Secondary Headteacher Federations	Red	30/09/2009	Still working with Corporate ICT to finalise solution costs and to identify affordable options and potential cost savings over the long term of the project. Current estimate £2,500,000 required over 5
4.5.1	4. Initiate roll out of improvements to infrastructure across the County	Amber	30/09/2010	Not yet commissioned.
<b>4.5 Access</b>				
<b>Transport Costs &amp; Integration with other Authorities</b>				
4.6.1	1. Implement Flintshire Route Rationalisation Project	Amber	30/04/2010	Data address cleansing (geocoding) completed. Supplier (Capita) has supplied enhancements to the software to allow use of live data early in 2010 and route rationalisation of those contracts that include journeys by SEN and children with special transport needs, has commenced. This will produce savings. Need to evaluate software for mainstream transport during 2010.
4.6.1	2. Scope regional collaborative project	Green	30/06/2009	Complete
4.6.1	3. Undertake regional collaborative project	Amber	31/08/2010	Regional Project underway.
4.6.1	4. Consider transport policy recommendations arising from 14-19 and wider Schools Modernisation Programmes	Amber	31/07/2010	To be completed by Aug 2010.
4.6.1	5. Install Route Optimisation Software	Amber	30/04/2010	Route rationalisation of contracts (that include journeys by SEN and children with special transport needs) has commenced. This will produce savings. Need to evaluate the additional software for mainstream transport during 2010.
4.6.1	6. Extend collection of address (via Business to Business data transfer to include all secondary schools by end July 2010	Amber	01/05/2010	A draft revised LEA/ Schools Data Transfer Agreement produced. Consultation with LEA colleagues completed. Heads Federations to consider revised agreement in March 2010.
4.6.1	7. Produce half termly reports (and maps) of mainstream bus routes	Amber	30/09/2010	Original start date was Sep 2010 - this will need reviewing in July 2010 (dependent on staff secondment )
<b>Welsh Medium Training Support for Early Years</b>				

4.6.2	1. Continue to provide all Foundation Phase training materials bilingually	Green	31/03/2011	Welsh Headteachers offered welsh medium training in Foundation Phase national modules by attending courses in Denbighshire. Offer refused as Heads preferred model and quality of training being provided by Flintshire team. Welsh Medium schools given all core training materials in Welsh for Early Years teachers, were able to use Welsh in discussion and feedback times but had training delivery in English. All agreed they were happy with this. Materials for Year 1/2 currently in translation.
4.6.2	2. Any consortium meeting regarding Foundation Phase to be attended by member of the Foundation Phase Team to ensure quality of delivery. Headteachers to be advised of this requirement	Amber	31/03/2010	No request from Welsh Consortium to attend meetings to provide further information on Foundation Phase. Reminder to be sent that this features on ESTYN action plan.
4.6.2	3. Extend the use of Welsh speakers in the Early Entitlement Team in the delivery of Foundation Phase training modules	Green	31/03/2010	Nature of training modules being delivered to Year 1&2 teachers and few numbers of welsh medium teachers makes it not viable economically to deliver to Welsh medium separately. Agreed to join English medium groups so no requirement for support from Early Entitlement team.
4.6.2	Effectiveness Framework) to provide welsh medium training on future training requirements eg Baseline Assessment, Physical skills	Green	31/07/2010	Flintshire County Council has recruited a Welsh speaking teacher to be trained to deliver Play to Learn to welsh medium schools. PESS tutors recruited to support the programme also include welsh speakers
4.6.2	5. Prioritise the appointment of a Welsh speaker to the Foundation Phase Team if vacancy occurs in the future.	Amber	31/03/2011	There have been no vacancies within the LEA Foundation Phase team to recruit any welsh speakers.

## FLINTSHIRE COUNTY COUNCIL

AGENDA ITEM NUMBER: 19

**REPORT TO:**     **EXECUTIVE**  
**DATE :**           **09 MARCH 2010**  
**REPORT BY:**    **DIRECTOR OF LIFELONG LEARNING**  
**SUBJECT :**       **LETTINGS CHARGES - YOUTH CENTRES**

### **1.00 PURPOSE OF REPORT**

1.01 To seek approval to increase lettings charges for Youth Centres with effect from 1 April 2010.

### **2.00 BACKGROUND**

2.01 Current lettings charges have remained unchanged since 1 September 2007. The current rates are:

- For organisations where the client group is aged 11-25 : £7.00 per session (equates to £2.33 per hour);
- For organisations where the client group is outside of this age group : £8.50 per session (equates to £2.83 per hour);
- For profit-making groups : £17.00 per session (equates to £5.67 per hour);
- Hire on Saturdays : £28.50 per session (equates to £9.50 per hour);
- Hire on Sundays : £36.00 per session (equates to £12.00 per hour).

### **3.00 CONSIDERATIONS**

3.01 Whilst recognising the endeavour of the Authority to support community groups, including playgroups, in relation to accommodation the current scheme of charges creates the effect of subsidising community groups from the Youth Service budget. For the purposes of illustration, the following costs will be incurred for a letting:

- A playgroup hires a Centre, and pays £8.50 for a session. To arrange opening and closing of the Centre, and any cleaning, the Youth Service will pay £22.00 in Caretaker costs (including employee on-costs). Estimated heating, lighting and cleaning materials costs of £7.00 brings the cost of the letting to £29.00. This creates a subsidy per letting of £20.50. If this hirer has a regular session, say one session per week for 40 weeks, then this subsidy amounts to £820 per year.
- The scenario described above, replicated at 12 Youth Centres, creates a subsidy of £9,840 per year, based on one user group's hirings for a year.

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Date: 03/03/2010

- Many Youth Centres have more than one regular letting per week, so the above figure could easily be multiplied by four, as a reasonable average. On this basis, the Youth Service is subsidising community use of Youth Centres in the region of £40,000 per year.

3.02 The Lifelong Learning Overview and Scrutiny Committee has been analysing Playgroup funding pressures in recent months. The recommendations from this work were reported on 23 November 2009, need to be considered along with the proposals set out here.

#### **4.00 RECOMMENDATIONS**

4.01 That a programme of incremental increases to Youth Centre lettings charges be implemented from 1 April 2010 as follows:

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With effect from 1 April 2010

- For organisations where the client group is aged 11-25 : £9.00 per session (equates to £3.00 per hour);
- For organisations where the client group is outside of this age group : £10.50 per session (equates to £3.50 per hour);
- For profit-making groups : £20.00 per session (equates to £6.67 per hour);
- Hire on Saturdays : £29.50 per session (equates to £9.83 per hour);
- Hire on Sundays : £38.00 per session (equates to £12.67 per hour).

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With effect from 1 April 2011

- For organisations where the client group is aged 11-25 : £10.00 per session (equates to £3.33 per hour);
- For organisations where the client group is outside of this age group : £12.50 per session (equates to £4.17 per hour);
- For profit-making groups : £22.00 per session (equates to £7.33 per hour);
- Hire on Saturdays : £30.00 per session (equates to £10.00 per hour);
- Hire on Sundays : £39.00 per session (equates to £13.00 per hour).

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With effect from 1 April 2012

- For organisations where the client group is aged 11-25 : £11.00 per session (equates to £3.66 per hour);
- For organisations where the client group is outside of this age group : £14.50 per session (equates to £4.83 per hour);

- For profit-making groups : £24.00 per session (equates to £8.00 per hour);
- Hire on Saturdays : £31.00 per session (equates to £10.33 per hour);
- Hire on Sundays : £40.00 per session (equates to £13.33 per hour).

4.02 That lettings charges be applied on a "per hour" basis instead of "per session" as is the current practice.

## **5.00 FINANCIAL IMPLICATIONS**

5.01 It is recognised that the subsidy referred to in section 3 above cannot be eliminated through a single increase in charges; such a move would be prohibitive to community groups. The recommendations set out in section 4 would however begin to reduce the subsidy in a phased manner.

## **6.00 ANTI POVERTY IMPACT**

6.01 The proposed increases in charges would still represent achievable rates for user groups, and the proposed 2012 rates still compare favourably with other organisations' charges.

## **7.00 ENVIRONMENTAL IMPACT**

7.01 None arising from this report.

## **8.00 EQUALITIES IMPACT**

8.01 No adverse equalities impact arising from this report.

## **9.00 PERSONNEL IMPLICATIONS**

9.01 None arising from this report.

## **10.00 CONSULTATION REQUIRED**

10.01 Information letters to all user groups would be sent out, explaining the rationale for the increases.

## **11.00 CONSULTATION UNDERTAKEN**

11.01 None.

## **12.00 APPENDICES**

12.01 None

## **LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985**



**BACKGROUND DOCUMENTS**

None

Contact Officer: Rob Edwards  
Telephone: 01352 704031  
E-Mail: rob\_edwards@flintshire.gov.uk

**FOR INFORMATION**

**FLINTSHIRE COUNTY COUNCIL**

**REPORT TO:** EXECUTIVE  
**DATE:** 9 MARCH, 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 31<sup>st</sup> 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>
Environment	<p>Disposal of the former garaging site at the head of Park Crescent, Penyffordd for the provision of affordable housing.</p> <p>Disposal of land adjacent to “Brooklea”, 2 Chester Road, Saltney for the land to be acquired to be fenced off to provide access security to St David’s High School.</p> <p>Disposal of six square metres of land adjacent to 23, St Cynfarch’s Avenue, Hope to assist with local traffic management.</p> <p>Unresolved objections to Traffic Regulation Orders associated with the installation of pedestrian/cycle facilities in Mostyn and Ffynnongroyw, as part of the All Wales Coastal Path and also the Dee Coastal Path and to confirm the Executive Members delegated decision to overrule the objections.</p> <p>Unresolved objection following the public advertisement for the installation of waiting restrictions on the B5125, between the Post Office and the roundabout by St David’s Park, and to recommend that the Executive Member overrules the objection.</p>
Lifelong Learning	<p>Fees and Charges (Libraries) – proposed amendments 2010-11</p> <p>Appointment of a temporary Principal Museums Officer – Maternity Cover</p>

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:-

### Finance Update

- General Fund/Housing Revenue Account Revenue Budget Monitoring 09/10 (Month 9)  
(Reported to Executive on 16 February 2010)
- Prudential Indicators 2010/11  
(Reported to Executive on 16 February 2010)
- Minimum Revenue Provision 2010/11  
(Reported to Executive on 16 February 2010)
- Procurement Strategy Update  
(Deferred. The Procurement Board is due to meet on 16 March which will inform this report)

### Community Services Update

- Neighbourhood Renewal Area  
(Reported to Executive on 17 February 2010)
- Adoption Inspection  
(Deferred as the final report has not been received from CCSIW)

**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"> <li>○ Community Strategy and Local Service Board: Mid Year Review</li> <li>○ Gypsies and Travellers Unauthorised Encampment Protocol - Final</li> <li>○ Improvement Targets Review</li> <li>○ Business Continuity</li> <li>○ Clwyd Theatre Cymru Annual Report</li> </ul>	<ul style="list-style-type: none"> <li>Strategic</li> <li>Operational</li> <li>Operational</li> <li>Operational</li> <li>Operational</li> </ul>	<ul style="list-style-type: none"> <li>Corporate Management &amp; Strategy</li> <li>Corporate Management &amp; Strategy</li> <li>Corporate Management &amp; Strategy</li> <li>Corporate Management &amp; Strategy</li> <li>Leisure, Public Protection and Clean Team Activity</li> </ul>
	HR and Organisational Development	<ul style="list-style-type: none"> <li>○ People Strategy</li> <li>○ Workforce Information Quarterly Report</li> </ul>	<ul style="list-style-type: none"> <li>Strategic</li> <li>Operational</li> </ul>	<ul style="list-style-type: none"> <li>Corporate Management &amp; Strategy</li> <li>Corporate Management &amp; Strategy</li> </ul>
	Finance	<ul style="list-style-type: none"> <li>○ Council Tax Base for 2010/11</li> <li>○ Local Taxation Policies 2010/11</li> </ul>	<ul style="list-style-type: none"> <li>Operational</li> <li>Operational</li> </ul>	<ul style="list-style-type: none"> <li>Finance &amp; Asset Management</li> <li>Finance &amp; Asset Management</li> </ul>

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

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



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

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

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

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

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

## FLINTSHIRE COUNTY COUNCIL - EXEMPT INFORMATION SHEET

COMMITTEE: Executive

DATE: 09 March 2010

AGENDA ITEM NO: 22



REPORT OF: (Director of originating Department)

Director of Lifelong Learning

SUBJECT:

Security/Caretaking Service Redesign

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

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

### PLEASE TICK APPROPRIATE BOX

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

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

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

**REPORT:** Security/Caretaking Service Redesign  
**AUTHOR:** Jane Evans  
**MEETING AND DATE OF MEETING:** Executive on 09 March 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 within the authority as dealing with such redesign 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:** 17/02/2010

**Signed:**



**Post:** Head of Legal and Democratic Services

I accept the recommendation made above.



Proper Officer

Date: 17/02/2010

## FLINTSHIRE COUNTY COUNCIL - EXEMPT INFORMATION SHEET

COMMITTEE: Executive

DATE: 09 March 2010

AGENDA ITEM NO: 23



REPORT OF: (Director of originating Department)

Director of Lifelong Learning

SUBJECT:

Organisational Redesign - Head of Culture and Leisure

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

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

### PLEASE TICK APPROPRIATE BOX

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

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



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

**REPORT:** Organisaional Redesign - Head of Culture and Leisure  
**AUTHOR:** Ian Budd  
**MEETING AND DATE OF MEETING:** Executive on 09 March 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 within the authority as dealing with such redesign 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:** 17/02/2010

**Signed:**



**Post:** Head of Legal and Democratic Services

I accept the recommendation made above.



Proper Officer

Date: 26/02/2010

## FLINTSHIRE COUNTY COUNCIL - EXEMPT INFORMATION SHEET

COMMITTEE: Executive

DATE: 09 March 2010

AGENDA ITEM NO: 24


REPORT OF: (Director of originating Department)

Director of Lifelong Learning

SUBJECT:

Deeside Leisure Centre: Appointment of Development Partner

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

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

### PLEASE TICK APPROPRIATE BOX

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

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

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

**REPORT:** Deeside Leisure Centre: Appointment of  
Development Partner  
**AUTHOR:** Mike Hornby  
**MEETING AND DATE** Executive on 09 March 2010  
**OF MEETING:**

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

**Exemptions applying to the report:**

Paragraph 14.

**Factors in favour of disclosure:**

Transparency.

**Prejudice which would result if the information were disclosed:**

Disclosure could undermine negotiations, weaken Council's negotiating position or result in potential partners withdrawing.

**My view on the public interest test is as follows:**

The risk through disclosure of business affairs outweighs the advantage of transparency at this stage of the process.

**Recommended decision on exemption from disclosure:**

To treat the information and report as exempt.

**Date:** 17/02/2010

**Signed:**



**Post:** Head of Legal and Democratic Services

I accept the recommendation made above.



Proper Officer

Date: 17/02/2010