

Public Document Pack

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Interim Head of Legal and Democratic Services
Pennaeth Dros Dro Gwasanaethau Cyfreithiol a



To: Cllr Arnold Woolley (Leader)

CS/NG

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

21 March 2012

Nicola Gittins 01352 702345
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Dear Sir / Madam

A meeting of the **EXECUTIVE** will be held in the **CLWYD COMMITTEE ROOM, COUNTY HALL, MOLD CH7 6NA** on **TUESDAY, 27TH MARCH, 2012** at **9.30 AM** to consider the following items.

Yours faithfully

Democracy & Governance Manager

AGENDA

- 1 **APOLOGIES**
- 2 **DECLARATIONS OF INTEREST**
- 3 **MINUTES** (Pages 1 - 20)

To confirm as a correct record the minutes of the last meeting.

TO CONSIDER THE FOLLOWING REPORTS

STRATEGIC REPORTS

County Hall, Mold. CH7 6NA
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The Council welcomes correspondence in Welsh or English
Mae'r Cyngor yn croesawau gohebiaeth yn y Cymraeg neu'r Saesneg

- 4 **ORGANISATIONAL REVIEW (FLINTSHIRE FUTURES) AND THE MEDIUM TERM FINANCIAL PLAN 2012-16** (Pages 21 - 24)
Report of Chief Executive - Executive Member for Corporate Management
- 5 **'SHARED PURPOSE - SHARED DELIVERY' - WELSH GOVERNMENT CONSULTATION ON INTEGRATING PLANS AND PARTNERSHIPS** (Pages 25 - 40)
Report of Chief Executive - Executive Member for Corporate Management
- 6 **STRATEGIC EQUALITY PLAN 2012- 2016** (Pages 41 - 110)
Report of Chief Executive - Executive Member for Corporate Management
- 7 **WELSH IN EDUCATION STRATEGIC PLAN FOR FLINTSHIRE 2012-2015** (Pages 111 - 212)
Report of Director of Lifelong Learning - Executive Member for Education
- 8 **NORTH WALES TRUNK ROAD AGENCY** (Pages 213 - 230)
Report of Director of Environment - Deputy Leader and Executive Member for Environment

OPERATIONAL REPORTS

- 9 **QUARTER 3 PERFORMANCE REVIEW 2011/12** (Pages 231 - 248)
Report of Chief Executive - Executive Member for Corporate Management
- 10 **WELSH LANGUAGE SCHEME TARGETS AND TIMETABLE 2012-14** (Pages 249 - 260)
Report of Chief Executive - Executive Member for Corporate Management
- 11 **FLINTSHIRE ARMED FORCES DAY AND THE CREATION OF AN ARMED FORCES COMMUNITY COVENANT** (Pages 261 - 270)
Report of Chief Executive - Leader and Executive Member for Finance and Asset Management
- 12 **CAPITAL PROGRAMME 2011/12 (MONTH 9)** (Pages 271 - 298)
Report of Head of Finance - Leader and Executive Member for Finance and Asset Management
- 13 **REVENUE BUDGET MONITORING 2011/12 (MONTH 9)** (Pages 299 - 360)
Report of Head of Finance - Leader and Executive Member for Finance and Asset Management
- 14 **EARLY RETIREMENT SUMMARY** (Pages 361 - 366)
Report of Head of Human Resources and Organisational Development - Executive Member for Corporate Management
- 15 **WORKFORCE INFORMATION REPORT** (Pages 367 - 406)
Report of Head of Human Resources and Organisational Development - Executive Member for Corporate Management
- 16 **POLICY FOR THE APPROVAL OF PREMISES AS VENUES FOR CIVIL MARRIAGES AND CIVIL PARTNERSHIPS AND PROPOSED FEES** (Pages 407 - 452)

Report of Head of ICT and Customer Services - Executive Member for Corporate Management

- 17 **REVIEW OF THE NEW WASTE COLLECTION SERVICE** (Pages 453 - 486)

Report of Director of Environment - Executive Member for Waste Management

- 18 **BUCKLEY PUBLIC REALM DESIGN** (Pages 487 - 548)

Report of Director of Environment - Executive Member for Regeneration and Tourism

- 19 **ESTYN INSPECTION OF LOCAL AUTHORITY EDUCATION SERVICES FOR CHILDREN AND YOUNG PEOPLE** (Pages 549 - 588)

Report of Director of Lifelong Learning - Executive Member for Education

- 20 **PROVIDING DISABLED ADAPTATIONS IN COUNCIL PROPERTIES** (Pages 589 - 594)

Report of Head of Housing - Executive Member for Housing

- 21 **DELIVERY OF HOUSING RENEWAL SERVICES - 6 MONTHLY UPDATE** (Pages 595 - 604)

Report of Head of Housing - Executive Member for Housing

- 22 **RESULT OF THE CALL IN MEETING TO CONSIDER THE DECISION RELATING TO THE LEA GOVERNORS PANEL** (Pages 605 - 622)

Report of Member Engagement Manager - Executive Member for Education

- 23 **EXERCISE OF DELEGATED POWERS** (Pages 623 - 626)

Report of the Chief Executive enclosed.

FORWARD WORK PROGRAMME - COUNTY COUNCIL, EXECUTIVE, AUDIT AND OVERVIEW & SCRUTINY - FOR INFORMATION

Attached for Information is the Forward Work Programme for March and April 2012.

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

STRATEGIC

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

If the information was disclosed it would prejudice the contract negotiations between the partnership Councils and the preferred bidder to the detriment of the Councils.

- 24 **THE NORTH EAST WALES FOOD WASTE TREATMENT PROJECT** (Pages 627 - 634)

Report of Director of Environment - Deputy Leader and Executive Member for Environment

OPERATIONAL

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).

At the present time disclosure would not be in the public interest as it would prejudice the financial position of AD Waste.

25 **AD WASTE** (Pages 635 - 640)

Report of Director of Environment - Executive Member for Waste Management

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

It is not in the public interest for restructuring proposals to be considered in public contrary to normal HR practice.

26 **COMMUNITIES FIRST** (Pages 641 - 658)

Report of Director of Environment - Executive Member for Regeneration and Tourism

EXECUTIVE **21 FEBRUARY 2012**

Minutes of the meeting of the Executive of Flintshire County Council held at County Hall, Mold on Tuesday, 21 February 2012

PRESENT: Councillor A. Woolley (Chairman)

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

ALSO PRESENT: Councillors: Eng. K. Armstrong-Braun, J. B. Attridge, Q.R.H. Dodd, F. Gillmore and D. I. Mackie

IN ATTENDANCE: Chief Executive, Director of Community Services, Director of Environment, Director of Lifelong Learning, Head of Finance, Interim Head of Legal and Democratic Services, Head of ICT and Customer Services, Head of Human Resources and Organisational Development and Committee Officer. For minute number 215: Mr Stephen Martin, Improvement Assessment Lead, Wales Audit Office, and Ms Karen Lees, Improvement Assessment Co-ordinator, Wales Audit Office

APOLOGY: Councillor L.A. Sharps.

212. MINUTES

The minutes of the meeting held on 24 January 2012 were confirmed as a correct record.

213. DECLARATIONS OF INTEREST

None were declared.

214. ALTERATION TO THE ORDER OF BUSINESS

The Leader and Executive Member for Finance Asset Management advised that there would be a change to the order of business and agenda item numbers 4, 8, 17, 19 and 25 would be considered first.

215. ANNUAL IMPROVEMENT REPORT 2011 BY THE AUDITOR GENERAL FOR WALES

The Executive Member for Corporate Management presented the Council's Annual Improvement Report 2011 published by the Auditor General for Wales, and the Council's response. The Chairman introduced and welcomed Mr Stephen Martin, Improvement Assessment Lead, Wales Audit Office (WAO) and Ms Karen Lees, Improvement Assessment Co-ordinator,

(WAO), to the meeting. Mr. Martin was invited to give a presentation on the Improvement Assessment Report.

Mr. Martin advised that the Annual Improvement Report built on the findings of the Improvement Assessment undertaken by the WAO, plus a retrospective assessment of whether the Council had achieved its planned improvements and a summary on the Council's self assessment of performance as reported in the Council's Annual Performance Report 2010/11. He commented on the key statements in the report and the two formal recommendations and proposals for improvement which had been made. He stated that the Auditor General had determined that there would be no intervention by Welsh Ministers or that any Special Inspections would be conducted although a full Corporate Assessment would be undertaken during 2012-13.

Members expressed a number of concerns on the findings of the report which they felt had not sufficiently reflected the progress which had been made by the Authority. Members cited as examples the significant positive outcomes, despite the current economic climate, which had been achieved around housing, economic development, highways, leisure, children's and adult services.

Councillor M. Wright asked how the Authority's performance had compared to other authorities in Wales in terms of the Report's conclusions. Mr. Martin responded that there was no requirement for urgent action. He commented on the two formal recommendations and the issue of political fragility. He said that the good progress and significant developments that had taken place in certain aspects of service delivery had been acknowledged, however, it was too soon in the process to award the status of "excellent" until further reporting had been undertaken.

The Leader and Executive Member commented on the stance taken by the Authority to be open, transparent and accountable. He welcomed constructive criticism which assisted the Authority to focus on those areas where there was a need for further improvement.

Mr. Martin advised that the Report brought together, with the co-ordination of other inspectorates such as Estyn and the Care and Social Services Inspectorate for Wales (CSSIW) a picture of what the Council was trying to achieve and how this would be done. He conceded that some of the CSSIW context was not as up to date as the WAO would have wished and therefore might not have recognised some of the work recently undertaken.

The Chief Executive stated that the Authority was required to make a formal public response to the recommendations within 30 days of receipt of the Report. He gave an overview of the Authority's response to the two formal recommendations and the proposals for improvement as detailed in the report and reiterated that whilst a number of valid points had been made there was no risk of intervention. The Report would be submitted for further

consideration to the meetings of the Audit Committee on 26 March 2012 and County Council on 27 March 2012.

RESOLVED:

- (a) That the Annual Improvement Report 2011 published by the Auditor General for Wales be received; and
- (b) That the report be noted and the Council's response agreed.

216. IMPROVEMENT PRIORITIES MID YEAR REVIEW

The Executive Member for Corporate Management introduced the report to advise on the mid year position of progress against the Authority's ten corporate Improvement Priorities including the development of Outcomes and Key Targets/Evidence.

Members were advised that the ten primary priorities were supported by the more detailed secondary priorities set out in the three Directorate plans for Community Services, Environment and Lifelong Learning and in the corporate governance plans. The mid-year assessment provided an overview of progress against scheduled activity for each of the secondary priorities and also an assessment against the Authority's level of confidence at this point in time in achieving the outcome for each secondary priority. An assessment summary of the Red Amber Green (RAG) status against progress and outcome had been presented to Executive in January 2012. The updated version which was appended to the report detailed the progress to date, further actions, outcomes and key targets/evidence. It also took account of changing circumstances and identified the priorities which needed to be merged, deleted or refreshed. The final priorities would be referred to within the Improvement Plan for 2012/13 which would be submitted to County Council for endorsement in June 2012.

The Chief Executive commented that the outcomes in the revised document demonstrated significant progress.

RESOLVED:

That the mid year assessment of the Improvement Priorities be endorsed noting the development of Outcomes and Key Targets/Evidence.

217. SINGLE STATUS – PROJECT UPDATE

The Executive Member for Corporate Management introduced the report which provided an update on the progress achieved in moving towards implementation of a Single Status Agreement for Green Book employees across the Council.

The Head of Human Resources and Organisational Development advised that the Single Status Project Board had met in December 2011 and considered the Project Plan and timeframe for completion of phase two of the

project. This included the key milestones and stages of the project through to implementation, together with a proposal for amending the approach for reviewing the final set of jobs resulting from the sore thumb exercise to achieve the Rank Order of jobs for the Council.

The Board fully endorsed the work that had been delivered under the Project and supported the next phase of the Project Plan which included the target implementation date of November 2012. Group Leaders, Trade Union representatives and Senior Management had expressed their collective commitment in ensuring that the project was delivered in accordance with the Project Plan. A communication had been sent to all employees on 8 February 2012. Further information was posted on the Council's Infonet site and on Moodle for schools-based employees to explain the stages of the project in detail.

The Chief Executive commented on the complexity of the project and the need for change. He said that the agreement of all three parties on the Board was essential to proceed forward to the pay and grading modelling.

RESOLVED:

That the progress of the Single Status project and the agreed Project Plan, together with the target implementation date of November 2012 be noted.

218. MATRIX CONTRACT UPDATE (MANAGED AGENCY STAFF SOLUTION)

The Executive Member for Corporate Management introduced the report to provide an update on the contract for the provision of agency workers. The report showed quarter 3 of 2011/12 savings and gave an update on the development of procedures to maximise efficiencies and improve practice in relation to the use of agency workers.

The Head of Human Resources and Organisational Development outlined the key considerations as detailed in the report. She advised that further work was to be undertaken to reduce the number of long term placements across the organisation, however, there had been a reduction of between 15% and 25% in the number of agency placements in each Directorate, apart from Environment, when compared with the last quarter. The rationale for the number of agency placements in Environment was explained.

The total spend and savings on agency workers during the third quarter of 2011/12 were outlined and the net saving achieved for the third quarter was given.

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.

219. COMPLIMENTS, CONCERNS AND COMPLAINTS POLICY

The Executive Member for Corporate Management introduced the report to seek approval for the adoption of the following two Customer Service policies from 1 April 2012:

Policy 1 - Compliments, Concerns and Complaints

Policy 2 – Unacceptable Actions by Complainants

The Head of ICT and Customer Services explained that the proposed Compliments, Concerns and Complaints policy was based on a model policy and guidance issued by the Welsh Government (WG) to all public services in Wales involved in dealing with public service complaints. The policy was open and accessible and designed to deal with complaints in the most efficient and effective way and use the outcome of, and learning from, complaints resolution to inform the delivery of high-quality customer focused services. The policy would replace the existing Compliments, Comments and Complaints policy introduced in 2006.

The Unacceptable Actions by Complainants policy provided formal information and advice to customers and employees on how situations would be managed by the Council if a complainant's behaviour was considered unacceptable. The intention was to implement the two policies with effect from 1 April 2012.

RESOLVED:

- (a) That the implementation of the new Compliments, Concerns and Complaints policy be adopted with effect from 1 April 2012; and
- (b) That the implementation of the new Unacceptable Actions by Complainants policy be adopted with effect from 1 April 2012.

220. REGIONAL SCHOOL EFFECTIVENESS AND IMPROVEMENT SERVICE – FULL BUSINESS CASE

The Executive Member for Education introduced the report which sought approval for the Full Business Case for a new Regional School Effectiveness and Improvement Service (RSEIS). He advised that the report had been favourably received by the Lifelong Learning Overview & Scrutiny Committee at a meeting held on 20 February 2012, and outlined the service, financial and collaborative benefits of the RSEIS.

The Executive Member for Education commented on the governance arrangements for the new service and said that it was a matter of concern that the Host Authority selected should be the best possible for the role. He proposed that an additional recommendation be included to ensure that Members' decision on the identification of a host authority for the RSEIS should be made following full consultation of the business case offered by each potential host which was agreed.

The Director of Lifelong Learning expressed his thanks to Headteachers and teaching colleagues for their input into the development of ideas and protocols and support for the Full Business Case. He reiterated the positive discussions and suggestions which had arisen from consideration of the Outline Business Case and the Full Business Case by the Lifelong Learning Overview & Scrutiny Committee. He also outlined the key considerations for Flintshire as an individual constituent local authority partner.

The Chief Executive commented that the Full Business Case reflected the fair issues around the reasons and benefits for the new RSEIS and why it was believed to be in the best interests of the Authority for financial and service reasons. He reported on the interest expressed by three local authorities for the position of host authority and the need for rigour in the selection process.

RESOLVED:

- (a) That the Full Business Case for a new Regional School Effectiveness and Improvement Service be approved;
- (b) That the Executive is satisfied that the Full Business Case demonstrates the agreement to collaborate is in the best interests of the Council, that there will be service and financial benefits, and any risks of moving to a collaborative model can be managed and mitigated; and
- (c) That Members' decision on the identification of a host authority for the Regional School Effectiveness and Improvement Service should be made following full consultation of the business case offered by each potential host.

221. A COMPACT FOR CHANGE BETWEEN THE WELSH GOVERNMENT AND WELSH LOCAL GOVERNMENT

The Leader and Executive Member for Finance and Asset Management introduced the report to seek approval for the adoption of the Compact between the Welsh Government (WG) and Welsh Local Government Association (WLGA) for referral to and adoption by the County Council.

The Leader advised that the Compact for Change, which followed the recommendation of the Simpson Review, had been agreed and signed up to by the WLGA and the WG on 5 December 2011. Both parties had requested that each of the 22 individual Local Authorities in Wales should also sign up to the Compact to demonstrate commitment to collaboration and national policy. The three Implementation 'Contracts' which underpinned the Compact related to Education, Social Services and other services which set out the actions and outline timetables for the collaborative work. Flintshire had already committed to working in collaboration not only with local authorities but across all public

sector organisations, and a significant number of collaboration programmes were already underway.

The Chief Executive reported that the Compact had been considered by the Corporate Resources Overview & Scrutiny Committee which had recommended that the Authority should be a signatory but with the caveat "That having considered the contents and the implications of the Compact, both for Flintshire and the wider Local Government family and its relationship with the Welsh Government, the Committee recommends that Flintshire should be a signatory, with the following caveat "that this Council's commitment to collaboration with other local authorities and public bodies be re-affirmed, whenever this can either provide existing services more efficiently and/or provide better services at no additional cost, as long as a business case is provided and local sovereignty is protected through appropriate levels of democratic input and scrutiny". He gave an outline of the protocol, based on current practice, which was proposed to strengthen the Compact and address the concerns raised by Overview and Scrutiny and Audit Committee around governance of collaboration and performance monitoring arrangements to protect the interests of Flintshire.

RESOLVED:

- (a) That it be recommended to County Council that Flintshire become a signatory to the Compact for Change subject to sufficient governance arrangements being in place; and
- (b) That the Council reaffirm its commitment to collaboration with other local authorities and public bodies where the interests of Flintshire to protect/improve public services and to achieve efficiencies can be met.

222. NORTH WALES SAFER COMMUNITIES BOARD

The Executive Member for Leisure Services and Public Protection introduced the report to present the recommendation of the North Wales Regional Leadership Board to form a Regional Safer Communities Board and present the underpinning Partnership Agreement for the Board.

The Chief Executive advised that the recommendations of the Project Group set up to propose a Safer Communities Board, were endorsed by the Regional Leadership Board, and were detailed in the report. He commented on the key actions to be undertaken and progress made to date and made reference to the draft Partnership Agreement which set out the remit and function of the Board. The next step was for the formal member organisations of the Board to formally adopt the proposal and agree to nominate members for the new Municipal Year. The first meeting of the North Wales Safer Communities Board would be held no later than July 2012.

RESOLVED:

- (a) That the proposal to create a Regional Safer Communities Board be approved and the organisation fully participate in the Board from July 2012 onwards;
- (b) To agree to appoint to the Board at the Annual General Meeting (if a Local Authority), or through other formal mechanisms if a partner organisation; and
- (c) To endorse the Partnership Agreement which accompanies this report.

223. COUNCIL FUND REVENUE BUDGET 2012/13

The Leader and Executive Member for Finance and Asset Management introduced the report to propose the Council Fund Revenue Budget for 2012/13 and the actions to close the previously reported budget 'gap' following consultation with all Overview & Scrutiny Committees.

He commented that the budget proposals provided a balanced budget which had been formed within the current financial constraints and reflected the Welsh Government (WG) requirements to protect the delivery of Education and Social Services.

The Chief Executive and Head of Finance gave a presentation on the draft Council Fund Revenue Budget 2012/13. It was proposed to recommend the final Council Revenue Fund Budget to Council on 1 March 2012. The Chief Executive advised that there were no significant cuts to services or new job reductions. The key issues arising from Overview and Scrutiny had been helpful in formulating the final budget proposals.

The Executive Member for Education expressed his appreciation to Officers for their hard work in achieving a balanced budget and specifically for the additional investment to support the schools budget.

RESOLVED:

- (a) That Executive recommend to County Council on 1 March 2012:-
 1. That the 2012/13 Council Fund Revenue Budget Requirement be set at £241,201,131 which is £1,738,306 below the calculated Standard Spending Assessment
 2. That there be a 3% increase in Council Tax at Band D and an assumed 99% collection rate
 3. The inclusion of the Outcome Agreement Grant of £1.475M in the budget
 4. That the budget will be adjusted to reflect the actual level of specific grant received
 5. The levels of inflation assumed in the budget

6. That items of non-standard inflation are only allocated out to services when the actual increase in cost is known
 7. The amounts included in the budget relating to transfers into and out of the settlement
 8. The inclusion of £5.145M of pressures in the budget
 9. That the Council's adopted stance continues that resources to fund new pressures be approved for the purpose set out. Any proposals to vary the use of sums are to be the subject of a further report to Executive
 10. The inclusion of estimated one-off costs totalling £0.973M in the budget to be funded from the contingency reserve
 11. The inclusion of efficiencies of £4.716M in the budget
 12. That if it should become apparent that achievement of any of the savings (in full or part) is proving to be not as anticipated that this is dealt with corporately, with the Corporate Management Team bringing alternatives to Executive for consideration; and
- (b) That it be noted that the effect of the budget proposals will be to increase the budget requirement by £1.307M over the level in 2011/12 and increase the Band D Council Tax Rate by 3.0% on the level in 2011/12.

224. COUNCIL FUND CAPITAL PROGRAMME 2012/13 TO 2021/22

The Leader and Executive Member for Finance and Asset Management introduced the report to propose the Council Fund Capital Programme for 2012/13 which provided indicative details for 2013/14 to 2021/22 following consultation with the Corporate Resources Overview and Scrutiny Committee.

He reported that the development of the Capital Strategy and Capital Programme 2012/13 had been considered by Executive on 20 December 2011. He advised that the Corporate Resources Overview and Scrutiny Committee considered the Executive's recommendations at its meeting on 23 January 2012 and a number of key issues had arisen which were detailed in 2.04 of the report. Details of the questions and comments raised by the Committee were outlined in appendix 5 to the report.

The Leader commented on the need to look beyond the immediate year for financial programming and advised that the potential capital spend for the next 10 years as detailed in appendix 2 of the report was a starting point subject to rolling review. He also drew attention to paragraph 3.04 of the report which made reference to the use of unsupported (prudential) borrowing and emphasised the need for clear understanding of the long-term implications of intended prudential borrowing on the Council's future Revenue Budgets.

The Executive Member for Social Services stated that whilst she acknowledged the need to plan ahead she was unable to agree to the recommendation to commit to a 10 year programme.

In response to a question raised by the Executive Member for Housing concerning the list of "needs" identified in appendix 5, the Chief Executive explained that there was no commitment beyond the next financial year. He

advised that the list projected what would need to be addressed from one year to another and did not constitute a commitment.

RESOLVED:

- (a) Taking account of the detail contained in the report to Executive on 20 December 2011 and the positive response from Corporate Resources Overview and Scrutiny Committee, Executive recommend that County Council on 1 March 2012:-
- (a) Note the work which has been undertaken (and continues) to develop a Council Fund Capital Strategy and 10 year capital programme
 - (b) Note the estimated capital funding available over the 10 year period 2012/13 to 2021/22
 - (c) Approve the inclusion in the programme of the core allocations for 2012/13 and the proposed new capital investment schemes 2012/13, noting that some projects had prior approval
 - (d) Note the total Council Fund Capital Programme for 2012/13 which arises from these approvals, and the indicative core programme details for 2013/14 to 2021/22; and
 - (e) Note the further funding being provided by Welsh Government to support highway improvement investment

225. HOUSING REVENUE ACCOUNT 2012/13 AND CAPITAL PROGRAMME 2012/13

The Executive Member for Housing introduced the report which detailed the Housing Revenue Account (HRA) budget following consultation with the Housing Overview & Scrutiny Committee and receipt of the final HRA Subsidy and Item 8 determinations received from Welsh Government (WG) on 1 February 2012. The report also highlighted the revenue budget proposals for the 2012/13 financial year, including proposed rent and service charge changes, key areas of income and expenditure and the level of closing balance at the year end. The budget proposals for the HRA capital programme 2012/13, which was year one of a six year improvement programme, were also outlined.

She advised that the Housing Overview & Scrutiny Committee had welcomed the proposals for the Revenue Account and Capital Programme and no changes had been requested. The Director of Community Services commented on the significant improvement in housing services and gave a presentation on the HRA Budget final proposals, Revenue Account and Capital Programme. Reporting on the WG final determinations he said there had been no change to the consultation stage. He detailed the proposed guideline rent increase and the impact on Flintshire tenants, and heating charges. In summary he outlined future developments budget proposals

The Chief Executive said that the Authority was making the best use of the resources available based on the needs which had been expressed by tenants.

RESOLVED:

That Executive recommend to County Council on 21 February 2012:-

- i The proposed HRA budget for 2012/13 incorporating the Pressures and Efficiencies
- ii The level of rent and service charges for 2012/13 including the communal heating proposals
- iii The level of projected balances at 31 March 2013 of 3.25% of total expenditure; and
- iv The proposed HRA capital programme

226. MINIMUM REVENUE PROVISION 2012/13

The Leader and Executive Member for Finance and Asset Management introduced the report which outlined the proposals for the setting of a prudent minimum revenue provision for the repayment of debt in 2012/13, as required under the Local Authorities (Capital Finance and Accounting) (Wales) (Amendment) Regulations 2008. He explained that local authorities were required each year to set aside some of their revenues as provision for the repayment of debt in respect of capital expenditure financed from borrowing or credit arrangements. The options for prudent provision and the conditions for using the options were detailed in the report.

RESOLVED:

That Executive recommend to County Council on 1 March 2012:-

- (a) Option 1 (Regulatory Method) be used for the calculation of the minimum revenue provision in 2012/13 for all supported borrowing; this represents a continuation of the approved and adopted policy for 2011/12; and
- (b) Option 3 (Asset Life Method) be used for the calculation of the minimum revenue provision in 2012/13 for all unsupported (prudential borrowing); this also represents a continuation of the approved and adopted policy for 2011/12.

227. PRUDENTIAL INDICATORS 2012/13 TO 2014/15

The Leader and Executive Member for Finance and Asset Management introduced the report which detailed the proposals for setting a range of prudential indicators in accordance with the Prudential Code for Capital Finance in Local Authorities (the Prudential Code).

He provided background information and advised that prudential indicators were required to be calculated for the forthcoming financial year and two subsequent financial years which linked in with the development of the Medium Term Financial Strategy. Predictions regarding the levels of future Housing Revenue Account (HRA) funding beyond 2012/13 were pending the outcome of the housing ballot in February and March 2012. He drew attention to the unsupported borrowing needs detailed in the report, and commented on the reassurance also given that there would be no difficulty in meeting CIPFA's requirement. Members were asked to note the detail in the report concerning external debt.

RESOLVED:

That Members approve and recommend to County Council on 1 March 2012:-

- a) The prudential indicators as detailed in Section 3 of the report
 - Capital expenditure
 - Ratio of financing costs to net revenue stream
 - Incremental impact of capital investment decisions on the council tax
 - Incremental impact of capital investment decisions on housing rents
 - Capital financing requirement
 - Net debt and the capital financing requirement
 - Authorised limit for external debt
 - Operational boundary for external debt
 - Adoption of the CIPFA Treasury Management in the Public Services; Code of Practice and Cross-Sectional Guidance Notes; and
- b) Delegated authority be approved 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.

228. TREASURY MANAGEMENT POLICY & STRATEGY STATEMENT 2012/13

The Leader and Executive Member for Finance and Asset Management introduced the report to seek approval for the Treasury Management Policy Statement for 2012/13 to be referred to County Council for adoption.

He provided background information and advised that at a meeting of the Audit Committee on 30 January 2012, the Committee had reviewed the Treasury Management Policy and Strategy Statement for 2012/13 and the Treasury Management Practices. It had been recommended that Executive recommend to Council that it approve the Policy and Strategy Statement for 2012/13 which included all Treasury Management Indicators and limits required by CIPFA and Welsh Government (WG). He commended the Audit Committee for their work.

RESOLVED:

- (a) That Executive recommend to County Council the adoption of The Treasury Management in the Public Services: Code of Practice 2011; and
- (b) That the Treasury Management Policy and Strategy Statement for 2012/13 be approved and recommended to County Council.

229. SOCIAL SERVICES REGIONAL COMMISSIONING HUB

The Executive Member for Social Services introduced the report which detailed the establishment of a Regional Commissioning, Procurement and Monitoring Hub in North Wales for local authorities (education and social services) and Betsi Cadwaladr University Health Board for high cost, low volume residential placements. A decision was required by partners to the establishment of a Regional Commissioning, Procurement and Monitoring Hub for North Wales.

She advised that the Social & Health Care Overview & Scrutiny Committee had considered the issue on a number of occasions and at the meeting on 13 February 2012 had supported the proposal for the establishment of a Regional Commissioning Hub. Members of the Committee had felt that additional items should be considered in the Hub's performance management framework, that the Social & Health Care Overview & Scrutiny Committee should receive annual updates on progress and that the phrase "The apportionment of costs can be reviewed once the hub has begun operating" should be included in the full business case.

The Director of Community Services commented on the financial impact for Flintshire in relation to the anticipated savings which could be achieved and the improved quality of service for service users.

RESOLVED:

- (a) That the establishment of a Regional Commissioning, Procurement and Monitoring Hub in North Wales to serve the six local authorities and Betsi Cadwaladr University Health Board following completion of the Full Business Case be approved;
- (b) That the Executive is satisfied that the Final Business Case demonstrates that agreement to collaborate is in the best interests of the Council, that there will be service and financial benefits, and any risks moving to a collaborative model can be managed and mitigated; and
- (c) That the Executive agrees that the Social & Health Care Overview and Scrutiny Committee should receive annual updates on progress, and that the phrase "The apportionment of costs can be reviewed once the

hub has begun operating” should be included in the Full Business Case.

230. THE COUNCIL’S HIGHWAY ASSET MANAGEMENT PLAN

The Director of Environment introduced the report to seek approval of the Council Highway Asset Management Plan (HAMP) and approval of the Council’s bid to Welsh Government (WG) for highway maintenance funding through their prudential borrowing initiative. Approval was also sought for the continued involvement in the all Wales Highway Asset Management Group and the joint financial contribution to the consultant engaged by the County Surveyors Society (Wales) to advise each authority on HAMP development.

The Director stated that the highway network was key to maintaining the economic and social development within the County and needed to be “fit for purpose” at all times. The WG had announced a new three year initiative to provide additional highway funding to each Council in Wales to assist with current repairs, address long standing maintenance issues and to carry out significant highways improvements. The additional money was to be provided through prudential borrowing with funding for future repayments to be made available by WG. The Director reported that the indicative figure for funding available in Year 1 of the WG initiative was £2.7M and gave an outline of the anticipated level of funding for the future. He advised that details of the bid for Year 2 of the funding would be presented for approval to Executive later in 2012.

The Chief Executive said that the WG initiative on prudential borrowing was to be welcomed.

RESOLVED:

- (a) That the Highway Asset Management Policy (HAMP) be approved;
- (b) That the content of the HAMP as the mechanism for allocating future highway maintenance funding and method of delivering its statutory duty to maintain each individual asset within the Highway infrastructure be approved;
- (c) That the outline bid for the first year of funding from Welsh Government under the Prudential Borrowing initiative be approved; and
- (d) That the continued membership of the all Wales HAMP development group utilising the consultant engaged by the CSS to co-ordinate the development of the HAMP document and ensure national consistency in the format of the current bids to Welsh Government be approved.

231. REVENUE BUDGET MONITORING 2011/12 (MONTH 8)

The Leader and Executive Member for Finance and Asset Management introduced the report which detailed the revenue budget

monitoring information at Month 8 for the Council Fund and the Housing Revenue Account in 2011/12.

Members were asked to note the projected year end position as estimated at Month 8 which was a net underspend of £0.901M on the Council Fund and a net underspend of £0.130M on the Housing Revenue Account. The Head of Finance commented that the report had been favourably received by Members at a meeting of the Corporate Resources Overview & Scrutiny Committee held on 20 February 2012.

Amounts of £0.049M (Project team costs) and £0.070M (HR costs) were currently held by Human Resources & Organisational Development as invest to save costs relating to Flintshire Futures. Approval was given to carry forward funding into 2012/13 to meet those ongoing costs.

RESOLVED:

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

232. ESTYN INSPECTION OF LOCAL AUTHORITY EDUCATION SERVICES FOR CHILDREN AND YOUNG PEOPLE

The Executive Member for Education introduced the report which detailed the outcome of the recent Estyn Inspection into Local Authority Education Services for Children and Young People (LAESCYP).

He said that the Authority had registered concerns about Estyn's judgement of 'adequate' in relation to 'Standards' and commented that the current report did not clearly identify the progress and achievement being made by children, young people and schools in Flintshire. He continued that the narrow interpretation of data by the inspectors, within an inflexible inspection framework, was believed to have been responsible for a doubtful judgement.

The Director of Lifelong Learning commented on the positive performance outcomes for 2010 and 2011 which reflected well on the commitment of learners, families, staff, governors and support services. He reported that Flintshire was one of the top performing education services in Wales. He continued that whilst the Estyn report contained a number of factual inaccuracies, the good progress and performance achieved in the provision of support for additional learning needs, promoting social inclusion

and well-being, access and school places, partnership working and resource management, had been recognised.

The Chief Executive said that the Authority would continue to work with Estyn to resolve the concerns raised about the judgement which the Authority deemed inappropriate.

RESOLVED:

- (a) That the Estyn Report and the conclusions about the Local Authority's Education Services be received and noted;
- (b) That the Director of Lifelong Learning be commissioned to prepare an Action Plan in response to Estyn's recommendations; and
- (c) That the Action Plan be considered by the Lifelong Learning Overview and Scrutiny Committee prior to adoption by the Executive and submission to Estyn.

233. CHILDREN'S FIXED PLAY AREAS – MATCH FUNDING SCHEME 2012/13

The Executive Member for Leisure Services and Public Protection introduced the report which detailed the outcome of the consultation with Town and Community Councils for the 2012/13 Children's Fixed Play Areas Match Funding Scheme.

He said that the Authority had achieved total funding of £1.8M through partnership working for children's play development. The Director of Lifelong Learning advised that the outcome had been a good example of partnership working with all Town and Community Councils across the County and would achieve much needed improvement to widen fixed play provision in a number of communities.

RESOLVED:

That the final outcome be noted and the 2012/13 scheme be supported enabling the Authority and Town and Community Councils, by working in partnership, to improve County wide fixed play provisions through a total investment of £253,000 on the basis of the increase in the allocation of £21,500.

234. SCHOOL ADMISSION ARRANGEMENTS 2013/14

The Executive Member for Education introduced the report which detailed the outcome of the statutory consultation exercise on the admission arrangements for September 2013 and to seek approval for onward submission to County Council.

He advised that there were no changes proposed to the current admissions policy or oversubscription criteria. However, to clarify the process

for offering a place at the next nearest school should the school applied for be full, it was proposed that the following be added after criterion (d) in the oversubscription criteria for primary and secondary and after criterion (f) in respect of junior schools: "If the authority is unable to comply with the parental preference(s) expressed then the parent will be offered a place at the next nearest appropriate school with an available place".

RESOLVED:

- (a) That, for clarification, the following be added to the admissions policy after criterion (d) for primary and secondary and after criterion (f) for junior schools: "If the authority is unable to comply with the parental preference(s) expressed then the parent will be offered a place at the next nearest appropriate school with an available place"; and
- (b) That the proposed admission arrangements for 2013/14, as amended, be approved and recommended to County Council.

235. PANEL FOR THE APPOINTMENT OF LEA GOVERNORS

The Executive Member for Education introduced the report to consider a recommendation that the Panel for the appointment of LEA Governors ceases to exist.

He explained that the Panel was created due to the need for transparency in decision making and to assist in the determination of disputed nominations and to make recommendations in circumstances where a request for the removal of an LEA governor was received. The Panel did not have power to make decisions and could only make recommendations to Executive or the Director of Lifelong Learning. Following consideration of the matter by the Constitution Committee at its meeting on 19 October 2011, the Committee agreed that the existing arrangements be amended as detailed in the report submitted to that meeting. Subsequent to the meeting of the Constitution Committee the Executive Member for Education advised that he had made a further recommendation that the Panel should cease to exist.

RESOLVED:

That the requirement for the Appointments Panel be removed.

236. REVIEW OF THE MANAGED WEEKLY COLLECTION SERVICE

The Executive Member for Waste Management introduced a report to provide an update following a Council Resolution on 31 January 2012. She advised that a commitment had already been given to undertake a review of the new managed weekly collections service which was scheduled to be considered by the Environment Overview & Scrutiny Committee on 21 March 2012. As a result of the resolution by County Council the review had been brought forward and was detailed in the report.

The Director of Environment advised that there was an amendment to the timetable as outlined in the report and the report to County Council would be submitted on 27 March 2012 not 17 April 2012.

RESOLVED:

That the Terms of Reference and Timetable for the Review be approved

237. EXERCISE OF DELEGATED POWERS

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

The actions taken were as set out below:-

Environment	A5014 Warren Bank, Broughton 30/40MPH speed limit
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	A5119/B5126 Northop to Connah's Quay Proposed changes to speed limits
--	--

238. DURATION OF MEETING

The meeting commenced at 9.30a.m. and ended at 1.00p.m.

239. MEMBERS OF THE PRESS AND PUBLIC IN ATTENDANCE

There were 2 members of the press in attendance.

.....
Chairman

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

EXECUTIVE	DATE: 21 FEBRUARY 2012
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MEMBER	ITEM	MIN. NO. REFERS
NONE WERE MADE		

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FLINTSHIRE COUNTY COUNCIL

REPORT TO: **EXECUTIVE**

DATE: **TUESDAY, 27 MARCH 2012**

REPORT BY: **CHIEF EXECUTIVE AND HEAD OF FINANCE**

SUBJECT: **ORGANISATIONAL REVIEW (FLINTSHIRE FUTURES) AND THE MEDIUM TERM FINANCIAL PLAN 2012-2016**

1.00 PURPOSE OF REPORT

To provide an interim report on the development of the Flintshire Futures programme and its projected efficiency targets for 2012-16.

2.00 BACKGROUND

The Council has adopted the Flintshire Futures Programme as its strategy for organisational change and reform to secure efficiencies whilst modernising the way we work and improving local public services. The Council has also adopted an initial Medium Term Financial Strategy for the period 2011-15.

The efficiency dividends from the early stages of the Flintshire Futures Programme from internal service change and reduced internal operating costs have supported a balanced budget for 2012-13 as the incoming financial year (as approved by full Council on 1st March) and have assisted in achieving an in-year underspend for 2011-12 as the closing financial year.

The Flintshire Futures Programme has four sub-programmes:- Corporate Change (e.g. assets, procurement); Services Reviews (e.g. Transforming Social Services for Adults); Regional Collaboration (e.g. School Improvement Service); Local Collaboration (e.g. energy management and carbon reduction).

Officers have reported to Executive and full Council the activity underway to build on the Medium Term Financial Strategy and to develop further the Flintshire Futures Programme.

3.00 CONSIDERATIONS

Officers are on schedule to have completed work for the early summer in readiness for the new Council as follows:-

Flintshire Futures

- ambitious proposals and efficiency targets for the five Corporate Change workstreams of assets, finance, workforce, procurement and customer services
- initial plans and efficiency targets for the newer Corporate Change workstreams of fleet management, organisational design/management costs and administration support across the Authority
- initial plans and efficiency targets for further service reviews
- projections of efficiencies for committed and developing regional collaborative projects
- projections of efficiencies for committed and developing local collaborative projects

Medium Term Financial Planning

- a detailed Medium Term Financial Plan incorporating available funding, financial pressures (demand led) e.g. inflationary, demographic and economic and choices to achieve improvement priorities and organisational change and efficiencies, savings and income maximisation options in 2 stages:
 - 2013/14 to 2014/15
 - 2013/14 to 2017/18
- Proposals for the development of 10 year capital
- Proposals for an updated Medium Term Financial Strategy 2013/14 to 2017/18 which builds on and develops current financial planning and operating principles and which integrates revenue and capital planning.

The availability of this work from July will inform the new Council to:-

- review and refresh the recently adopted Council Priorities and the allocation of people and financial resources to Priorities
- commission ambitious plans for change under Flintshire Futures
- review the Council's capacity needs to achieve those plans
- ensure that robust programme governance and progress reporting arrangements are in place
- plan ahead for the 2013-14 annual budget and future years.

4.00 RECOMMENDATIONS

To note the report and the timetable for further work with the new Council.

5.00 FINANCIAL IMPLICATIONS

None directly associated with this report.

6.00 ANTI POVERTY IMPACT

None directly associated with this report.

7.00 ENVIRONMENTAL IMPACT

None directly associated with this report.

8.00 EQUALITIES IMPACT

None directly associated with this report.

9.00 PERSONNEL IMPLICATIONS

None directly associated with this report.

10.00 CONSULTATION REQUIRED

None directly associated with this report.

11.00 CONSULTATION UNDERTAKEN

None directly associated with this report.

12.00 APPENDICES

None.

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

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FLINTSHIRE COUNTY COUNCIL

REPORT TO: **EXECUTIVE**

DATE: **27 MARCH 2012**

REPORT BY: **CHIEF EXECUTIVE**

SUBJECT: **'SHARED PURPOSE – SHARED DELIVERY' –
WELSH GOVERNMENT CONSULTATION ON
INTEGRATING PLANS AND PARTNERSHIPS**

1.00 PURPOSE OF REPORT

- 1.01 To provide an overview of the consultation on the proposed statutory guidance produced by the Welsh Government on integrating plans and partnerships 'Shared Purpose - Shared Delivery'.
- 1.02 To endorse the responses to the consultation.

2.00 BACKGROUND

- 2.01 In June 2011, the Welsh Government agreed to the rationalisation of plans and partnerships. In July, the Minister for Local Government and Communities challenged local authority leaders and partners to reduce their local partnerships.
- 2.02 Following this the "building blocks" of a proposed new policy were endorsed by local government leaders at the Partnership Council. These included:

A **robust evidence base** from which to determine the greatest priorities for action at a local level.

A **single integrated plan**, based on an outcomes methodology, owned by the Local Service Board (LSB). This will build on and replace the separate statutory plans which are now in place – Children and Young People, Health Social Care and Well-Being, Community Safety and the Community Strategy.

A **significant rationalisation of partnerships**, including potential merger of adjacent LSBs, in the context of more widespread regional collaboration.

Strengthened accountability and scrutiny including robust performance management.

2.03 A copy of the document Shared Purpose - Shared Delivery can be found via the following link:

English: <http://wales.gov.uk/consultations/improving/shareddelivery/?Lang=en>

Welsh: <http://wales.gov.uk/consultations/improving/shareddelivery/?Lang=cy>

Copies are also available in the Members' Library.

2.04 The main reasons for changing present arrangements are:

- Greater clarity on the role of local service boards including in relation to emerging regional configurations.
- Reducing the cost of complexity and duplication.
- Improving outcomes and delivery.
- Strengthening accountability, performance management and scrutiny.

Partnership Working in Flintshire

2.05 In October 2009, the Flintshire LSB signed off the Community Strategy as a 'County Vision' for Flintshire 2009 to 2019. This vision is used to not only shape the local authority's financial and business planning processes but also those of its community planning partners, and is based on five priority areas:

- Economic prosperity
- Health improvement through everything we do
- Learning and skills for life
- Living sustainably
- Safe and supportive communities

2.06 The LSB was established in 2009 and under its Terms of Reference has five principal roles:

- Effective and trusting partnership relationships as a set of local leaders.
- Discharging the responsibilities of the LSB – this includes producing a meaningful and fit for purpose Community Strategy.
- Consistent and effective governance and performance of strategic partnerships, e.g. Community Safety Partnership (CSP), Health, Social Care and Well Being Partnership (HSCWBP), Children and Young People's Partnership (CYPP) and Regeneration Partnership.
- Identifying common issues as public bodies/employers.
- Promote collaboration in the design and provision of local public services to make best economic use of local partner's resources, such as people, money, assets and technology.

2.07 Working alongside the Flintshire LSB are eight key Strategic Partnerships:

- Children & Young People's Partnership and 'Making a Positive Difference' Plan (2011 to 2014)
- Community Safety Partnership and Strategic Plan (2008 to 2011)
- Flintshire Housing Partnership
- Health, Social Care and Well-being Partnership and the Good Health, Good Care Strategy (2011 to 2014)
- Flintshire and Wrexham Local Safeguarding Children Board Strategic Plan (2011 to 2014)
- Regeneration Partnership
- Voluntary Sector Compact
- Youth Justice Plan and Board

2.08 The Strategic Partnerships exist for a number of reasons:

- Statutory provision i.e. Children and Young People's Partnership; Community Safety Partnership; Health, Social Care and Well-being Partnership; Local Safeguarding Children Board, Youth Justice Service.
- National agreement e.g. Voluntary Sector Compact
- Local agreement to ensure a more strategic and integrated approach, e.g. Regeneration Partnership, Housing Partnership.

North Wales Partnership Review

2.09 In 2010, a review of partnerships across North Wales was commissioned by the six North Wales local authorities, North Wales Police, Betsi Cadwaladr University Health Board, North Wales Fire and Rescue Service and the Welsh Ambulance Service.

2.10 The aim of the Review was to set a vision for partnership working across North Wales supported by clear outcomes, performance measures and a positive commitment to saving management time and improving governance and accountability by reducing the number of meetings and proposing more regional working.

2.11 The partnerships that were included in the review were:

- Local Service Boards
- Youth Justice Service
- Children and Young People's Partnerships
- Health, Social Care and Well-Being Partnerships
- Local Safeguarding Children Board

2.12 The review arose as the current system was unsustainable:

- i. The reductions in funds for public services mean that there will have to be fewer priorities, underpinned by fewer meetings and

- ii. in some areas, less funding to support partnership employees.
- ii. Some grants enabling local authorities to provide functions to support certain partnerships have been reduced.
- iii. Reductions in funding available to statutory partners, e.g. the Police and the Health Board impacts on their capacity to support the current volume of partnerships at a local level.

2.13 In addition, it was recognised that there was a degree of duplication in the content, delivery and production of statutory plans.

2.14 Changes have been implemented as a result of the review.

The introduction of a new North Wales Regional Leadership Board (RLB) in January 2011 to:

- Build on the good examples of leadership and collaboration at a regional level, the North Wales Leadership Board will promote more partnership working.
- Draw on the National Work Programme to improve public service performance.
- Co-ordinate and lead the process of negotiating further rationalisation of partnerships and monitor progress in the regional merger of other 'strategic' partnerships. The establishment of a Safer Communities Board will enable the testing and evaluating of a regional approach that could be applied to partnerships, such as the Children and Young People's or Health, Social Care and Well Being.

A move to a regional Safer Communities Board by April 2012:

- This Board will take responsibility for governance, regional commissioning and formal accountability and oversight of operational delivery arrangements of CSP's and Youth Justice Services.
- The Board is supported by sub-regional groups, as defined by local needs. These groups are operational and require service integration at a sub-regional level to ensure consistency in delivery across the region.

2.15 Phase 2 of the review provides the potential to move to regional Boards to encompass the governance, regional commissioning and formal accountability and oversight of operational delivery arrangements of HSCWB and CYPP's.

3.00 CONSIDERATIONS

3.01 The Welsh Government (WG) published, for consultation, statutory guidance on integrating plans and partnerships called 'Shared Purpose - Shared Delivery'.

3.02 The aim of the guidance is to **strengthen the role and accountability of Local Service Boards** in Wales.

3.03 The Welsh Government proposes that the Local Service Board (LSB) should lead on:

- Agreeing strategic priorities for multi-agency working to support the broad agenda set out in the National Programme for Government and responding to clearly evidenced local needs.
- Ensuring appropriate systems are in place to achieve improvements and that managers and front line staff across agencies are working together effectively, and that agreed priorities are reflected in individual organisations' corporate plans.
- Ensuring partnership and delivery structures are fit for purpose and accountable.
- Challenging where there is underperformance or coasting and implementing changes that reflect evidenced best practice to improve outcomes for the local population.
- Reviewing and reporting annually on progress to the public, Welsh Government, democratically elected members, and LSB member organisations.

3.04 The proposal also includes replacing the four existing statutory plans with a **single integrated plan** which will be driven by the Local Service Board. The Plan would be used to meet statutory responsibilities in relation to the development of plans and strategies under the following legislation:

- Local Government (Wales) Measure 2009 - Part 2: Community Strategies and Planning (Ss 37-46).
- Children Act 2004 (Part 3: S26) (which includes plans required in accordance with the Children and Families (Wales) Measure 2010 (S2) and the Mental Health (Wales) Measure 2010 (Part 1)).
- Childcare Act 2006 (Ss 22 and 26).
- NHS (Wales) Act 2006 (Part 3: S40).
- Crime and Disorder Act 1998 (Part 1: S6).

3.05 This would currently incorporate:

- Flintshire County Vision - 2009 to 2019.
- Making a Positive Difference Plan - 2011 to 2014 (Children & Young People's Partnership).
- Community Safety Strategic Plan - 2011 to 2014.

- Good Health, Good Care Strategy - 2011 to 2014 (Health, Social Care and Well-being Partnership).
- 3.06 This guidance would replace:
- Local Government (Wales) Measure 2009 - Part 2: Community Strategies and Planning.
 - Stronger Partnership for better outcomes - Guidance on local cooperation under the Children Act 2004 – issued August 2006 and subsequent guidance on the Children and Young People’s Plan.
 - Health Social Care and Wellbeing Strategy Guidance 2011/12 to 2012/13.
- 3.07 The expectation is that the single plan would be based on a comprehensive **single needs assessment**, use an outcomes based methodology, and pay attention to the needs of the whole population in the local area but with a specific focus on groups who are disadvantaged, vulnerable or at risk of becoming vulnerable.
- 3.08 The consultation highlights that the development of a single integrated plan and the process partners must undertake to produce it must be underpinned by an understanding that in order to improve delivery:
- Welsh Government and its partners must have a shared understanding of the priority outcomes. The Programme for Government provides this framework.
 - The most pressing outcomes require different partners to work together: they cannot be solved from service silos. The LSB has a strategic role in providing local collaborative leadership.
 - Sustainable improvements can only be achieved through prevention and early intervention, based on analysis of need not demand. The LSB will need to be supported by a much stronger corporate and multi-agency focus on needs analysis.
 - Improved outcomes require more strategic commissioning and delivery, and a willingness to rethink, redesign and implement system wide changes. Engaging citizens and the workforce is essential.
- 3.09 The proposals also refer to the Local Government (Wales) Measure 2011 which places a new requirement on local authority scrutiny committees to scrutinise designated public service providers in their area. A Ministerial Order will set out which service providers are to be so designated and therefore will be subject to local government scrutiny. In practice, this will mean that the local authority scrutiny committee(s) will have a strengthened role in relation to the scrutiny of the LSB and partner organisations where they are designated as being public service providers by the Ministerial Order and consequently in scrutinising delivery against the single integrated plan.

- 3.10 The 12 week consultation period set by the Welsh Government ends on 30th March 2012. The LSB's response to the consultation on behalf of LSB Partners and the eight Strategic Partnerships is attached at Appendix 2.
- 3.11 In response to these proposals, my professional view supported by our LSB and the strategic partnerships in Flintshire in summary is as follows:
- By majority we do not support the proposal to make LSB's a statutory body. (some partners support the proposal)
 - We do support reasonable extension of partnership rationalisation.
 - We do support the special proposals for ways of making partnership rationalisation work, for example, the Single Integrated Plan.
 - We want local freedom in the number of partnerships that exist in Flintshire without the need for prescriptive and intrusive statutory guidance that defines the way in which partnerships must operate.
 - We believe that LSB's should have the freedom to act and prioritise allowing for local decision.
 - From the outset, the Flintshire LSB has had a role of overseeing and coordinating the strategic partnerships. Strategic Partnerships have had freedom over their approach to delivery. By giving the LSB's more control, this may have a negative impact as partners may become protective over sovereignty.
- 3.12 The Community Profile and Partnerships Overview and Scrutiny Committee considered the consultation document and its impact at its meeting on the 5th March. The following observations were made:
- The consultation document was difficult to understand and included inappropriate terminology;
 - There appeared to be a lack of consistency about the Scrutiny arrangements; page 17 of the document refers to a designated person being scrutinised but on page 18 the text refers to the Scrutiny of the LSB "as a whole";
 - There was concern around the "joint scrutiny committees" underpinning the compact particularly around assurances of local level accountability;
 - There appeared to be some confusion about the "intent" from Welsh Government;
 - Clearer guidance was required around how Scrutiny Committees could respond to regional issues that may be different to local issues;

- The Committee felt that the Welsh Government role to deliver the Programme for Government was being placed upon the LSB.

As detailed in the report to Executive on the 15th February 2012, the Protocol adopted by Council supporting the Compact between Welsh Government and Welsh Local Government adds and provides assurances around the role of Overview and Scrutiny in addressing the governance of collaboration and performance arrangements.

In addition, regular reports to Overview and Scrutiny and the Executive are made on a regular basis at two levels - 1) partnership activity and performance, and 2) service issues.

4.00 RECOMMENDATIONS

- 4.01 That the Executive support the comments outlined in 3.11 - 3.12 above and the basis for a consultation response to Welsh Government.

5.00 FINANCIAL IMPLICATIONS

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

6.00 ANTI POVERTY IMPACT

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

7.00 ENVIRONMENTAL IMPACT

- 7.01 There are no environmental impacts directly associated with this report.

8.00 EQUALITIES IMPACT

- 8.01 There are no equalities impacts directly associated with this report.

9.00 PERSONNEL IMPLICATIONS

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

10.00 CONSULTATION REQUIRED

- 10.01 None.

11.00 CONSULTATION UNDERTAKEN

- 11.01 Consultation with Local Service Board partners and the Strategic Partnerships has been undertaken.

11.02 An overview of the consultation was presented to the Community Profile and Partnerships Overview and Scrutiny on the 5th March 2012.

12.00 APPENDICES

12.01 Appendix 1: LSB Response to Consultation Questions, March 2012.

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

None.

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CONSULTATION RESPONSE FORM

We are consulting on new statutory guidance which is intended to simplify local service planning, simplify partnership working, and strengthen the strategic role and accountability of the local service board (LSB).

The Guidance is intended to replace existing statutory guidance deriving from a number of pieces of legislation: Community Strategies (Local Government (Wales) Measure 2009), Children and Young People's Plans (Children Act 2004, Children and Families Measure 2010), and Health Social Care and Well-being Strategies (NHS Wales Act 2006). Community Safety planning is non-devolved (Crime and Disorder Act 1998) so the guidance is advisory.

How to respond

Please submit your comments using the online response form or e-mail them to LSBCONSULTATION@wales.gsi.gov.uk

Press 'Tab' to move through fields

Consultation Response Form

Your name: Flintshire Local Service Board

Organisation (if applicable):

email/telephone number:

Your address: Flintshire County Council
County Hall
Mold
CH7 6NB

1. Does this guidance make clear what is expected and does it provide a sufficiently robust framework for LSB partners to work within?

Comment:

- Flintshire Local Service Board (LSB) welcomes the publication of the draft statutory guidance 'Shared Purpose - Shared Delivery' and the flexibility provided to LSB's in exercising their statutory responsibilities as required by existing legislation.
- Although the guidance is clear in its expectations of LSB's in undertaking integrated planning, it is not too prescriptive in its approach allowing many factors to be determined locally at the discretion of partners. This is crucial given that LSB's work in different ways across Wales.
- The role of the LSB is to lead on local priorities in response to local need based on robust evidence and needs assessment. It is acknowledged that Single Integrated

Plans will inevitably contribute towards the delivery of the Welsh Government's (WG) Programme for Government, however it is not the purpose of the LSB to deliver the Programme for Government priorities. LSB's are not delivery agents for the Welsh Government.

2. Are there any parts of the guidance that require clarification?

Comment:

- The guidance states that the Welsh Government will consider each single integrated plan and provide feedback. Welsh Government should provide the specific criteria on which the plans will be considered across Wales and the basis upon which any judgements will be made. This should also provide for the identification and sharing of best practice/models. Additionally, clarity on the framework to be used for the inspections/reviews referred to in the consultation should also be provided. This should include clear criteria upon which judgements as to robustness of single plans, for example, will be determined.
- It is important that the new statutory guidance is clearly communicated to the regulators to ensure that the changing partnership landscape is understood.
- Greater clarity is required on the requirement for annual reporting as the Consultation does not provide clarity on what is required or how the information will be used.
- In the section on scrutiny, reference is made to the Local Government (Wales) Measure 2011 which gives new powers to local authority scrutiny committees to scrutinise other public service providers in their area in addition to Council services. The Measure also contains provision for setting up joint scrutiny committees with other Councils. It is difficult to fully respond to proposals regarding scrutiny of partnerships as contained in consultation document until further guidance is issued on the Measure.
- As local authorities and its partners develop new sub regional and/or regional collaborative arrangements, there will need to be clarity about the scope, extent and structure of scrutiny arrangements and how these fit with local arrangements.
- If the future arrangements put in place to replace the Outcome Agreement mean that the grant is linked to the Single Integrated Plan, a guarantee would be sought from the Welsh Government that the grant would continue to be provided to the Local Authority and that the Local Authority would not be penalised by non-delivery of partners.
- It is not clear whether there will be an expectation for Local Authorities to identify a Lead Director and Elected Member for Health, Social Care and Well-being and Children and Young People.
- Some confusion is caused by the use of language which is not always consistent with the wider policy agenda. In particular, the guidance refers to "neighbourhoods" without clarifying what that means. A greater level of planning is now moving into

localities and it is important that there is a consistency of approach in order to avoid the creation of additional “layers” or further fragmentation which, in turn may affect current work to rationalise the planning structures used across the partnership.

- The guidance refers to the role of Local Safeguarding Children Boards (LSCB’s) and includes reference to the changes which lie ahead in the form of the expected Social Services (Wales) Bill. The guidance needs to include further clarification on the role of the LSB and the LSCB in relation to responsibility, communication and reporting and scrutiny on matters that concern child protection and safeguarding. Whilst it is acknowledged that this may be difficult to establish given the awaited Social Services (Wales) Bill and the potential changes it will bring for LSCB's it is crucial that the roles and responsibilities of the LSB and the LSCB in relation to monitoring the effectiveness of work that is undertaken to protect and safeguard children and holding agencies to account for their work are clearly set out within this guidance or within the Social Services (Wales) Bill itself. This is of particular importance given the possibility that LSCB's will become regional bodies in the future rather than local adding further emphasis to the requirement for clear roles and responsibilities in respect of these two bodies.

3. Is there anything that is impractical or should be modified or deleted from the guidance?

Comment:

- The guidance outlines that ‘the role of the LSB is to lead change’ Whilst we agree with this, it is important to clarify that the LSB should only be considering issues which require involvement due to the scale or potential impact . It is important that the LSB retain its focus on:
 - Effective and trusting partnership relationships as a set of local leaders.
 - Discharging the responsibilities of the LSB - this includes producing a meaningful and fit for purpose Single Integrated Plan.
 - Consistent and effective governance and performance of strategic partnerships.
 - Identifying common issues as public bodies/employers.
 - Promoting collaboration in the design and provision of local public services to make best economic use of local partner’s resources, such as people, money, assets and technology.

At the local level, senior managers and identified responsible officers should remain accountable for resolving many of the issues as part of ‘business as usual’.

We also acknowledge that there will remain the need for local, sub-regional or regional specialists / professionals to inform the decision making process and to take decisions.

- In addition, as strategic partnership working arrangements develop some decisions will be made at a sub-regional or regional level. For example, the Community Safety Partnership would link into the LSB and participating in all activities such as joint needs assessments, consultation, etc, but the strategic decisions would be taken at a regional level (informed by local dynamics).

- A key concern relates to the timescale proposed within the guidance for publication of a single plan. To meet the requirement for a 12 week consultation period, it would be necessary for a draft plan to be published for consultation by October 2012. Critical challenges exist for local authorities as a key member of LSB's in meeting this deadline including:
 - Any impact resulting from the Local Elections.
 - Being in a transition period for Communities First until September 2012.

It is essential that sufficient time is given to undertaking a robust needs assessment which is different to creating a profile of the population and far more demanding in terms of data analysis and engagement within the public. A performance management framework will also need to be developed as part of the plan.

It is therefore proposed that the 2013 implementation date is inappropriate. An implementation date of 2014 would be in line with the current life of recently 'signed off' partnership strategies.

- Our Partnership Framework in Flintshire and across North Wales has been reviewed and rationalised. Most of our partnerships work well and are a key vehicle for engagement and endorsement. There is some concern therefore of the need to reduce partnerships when there may not actually be a need to do so. For example, one of the measures in the Programme for Government to review progress relate to the number of local authorities that rationalise their partnership structures.
- It may be particularly challenging to pinpoint the extent to which the specific actions of the LSB contribute to population and performance outcomes – given that these are affected by numerous factors.

4. Is anything not covered in the guidance that you think should be?

Comment:

- A view on how Single Integrated Plans will be used to inform Welsh Government policy and strategy would be helpful.
- A success measures stated in the guidance relates to 'the number of statutory plans required by the WG from public service partners and produced by 2014'. Further guidance on the strategies required by Welsh Government and a view on further rationalisation would be helpful.
- The guidance does not refer to expectations that are currently placed on partnerships which currently fall under the HSCWB agenda including:
 - Creating an Active Wales
 - Talk to Me
 - Families First
- It would be helpful to highlight the range of national plans and policies which would also need to be fully taken into account in the development of the single plan where

it is likely that these will previously have been overseen by existing partnerships.

- The relationship, role and responsibilities of the LSB and the LSCB in relation to monitoring the effectiveness of work undertaken to protect and safeguard children and young people.
- No mention of regeneration and little of the economy as a whole. The integrated plans should be looking at how they can link to these agendas – the needs of the people being served are hugely influenced by the economy and their place in it and the integrated plan has a key role to play in helping people to improve their economic situation.

5. Are there any policy issues in the guidance that you disagree with?

Comment:

- The guidance refers to the need for 'LSB's to submit their plans to the Welsh Government for comment and feedback'. Plans should not be subject to approval by Welsh Government as the Plans are owned and managed by the LSB's as the local accountable body.
- The consultation refers to a Joint Assessment Framework. This may cause confusion as a joint assessment framework is a term used to assess the needs of an individual child, young person and their family. In the document it is referred to as the format for the needs assessment for the integrated plan.

6. Do you think putting LSB's on a statutory footing would help to deliver the policy objectives?

Comment:

- Flintshire LSB does not believe that by putting LSB's on a statutory footing this would help to deliver policy objectives. It is felt that this is not the significant factor in making a difference – there is already a strong and increasing imperative to work in partnership. The need for strong leadership is the most critical factor.
- Many of the existing partnership arrangements have been based on a statutory requirement. It is our view that the successes of our partnerships are based on effective working relationships and not an enforced requirement to work together.
- Regardless, Welsh Government must emphasise the importance of LSB's in public service reform and encourage all partners to engage as appropriate. To enable this to happen more effectively, Welsh Government should ensure that strategic planning cycles, commissioning and performance management are aligned.

7. Do you have any other comments or questions?

Comment:

- The consultation refers to the benefits of an '*outcome based approach including a shift in focus from process and outputs to impact on wellbeing*'. Evidencing a partnerships impact on outcomes is a challenging area of work for all partnerships, as detailed in the recent review of LSCB's in Wales.
- The guidance suggests that LSB's '*invest time in developing thorough evaluation frameworks....*' Has consideration been given to developing a national evaluation framework to support LSB's to assess their effectiveness? (e.g. LSCB SAIT tool).
- It is reassuring to see the inclusion of a specific section for children and young people in chapter 5 – 'Principles of integrated planning'. In particular, that the single plan should build on the work undertaken to date in ensuring that the needs of children and young people are recognised and the appropriate services provided. The fact that the guidance states that the single plan should maintain a strong focus on outcomes for all children and young people is particularly important given that children's issues can often be subsumed within the adult agenda. It will be an expectation that each LSB single plan will be equality impact assessed – has consideration been given to a specific Child Impact Assessment – used in some areas across England to identify the impact of decision making, policy making and planning on children and young people.

Responses to consultations may be made public - on the internet or in a report. If you would prefer your response to be kept confidential, please tick here:

FLINTSHIRE COUNTY COUNCIL

REPORT TO: **EXECUTIVE**

DATE: **TUESDAY, 27 MARCH 2012**

REPORT BY: **CHIEF EXECUTIVE**

SUBJECT: **STRATEGIC EQUALITY PLAN 2012- 2016**

1.00 PURPOSE OF REPORT

- 1.01 To agree the Council's set of equality objectives as a basis for the Strategic Equality Plan (SEP) 2012- 2016.
- 1.02 To advise Executive of the requirements to ensure compliance with the public sector equality duties of the Equality Act 2010.

2.00 BACKGROUND

- 2.01 All devolved public authorities in Wales are required by the public sector equality duties of the Equality Act 2010 to identify and publish equality objectives and produce a Strategic Equality Plan (SEP), every four years, and report annually on progress. The equality objectives need to be published by 2 April 2012.
- 2.02 Executive received a report in July 2011 outlining the provisions of the Equality Act 2010 and the public sector equality duty. There are two parts to the public sector equality duty – the general duty and specific duty. The statutory (specific) duties require listed bodies in Wales to:
- Draw up a strategic equality plan by April 2012
 - Prepare and publish equality objectives by 2 April 2012
 - Publish objectives and action plan to address pay differences
 - Publish a statement setting out the steps it has taken or intends to take to meet the objectives and how long it expects to take to meet each objective
 - Produce an annual report on progress
 - Produce by 31 March each year an annual report detailing specified employment information, including information on training and pay
- 2.03 The aim of these duties is to ensure the delivery of positive outcomes for customers, employees and potential employees through evidenced based objectives. The Strategic Equality Plan sets out how the Council will meet the general duty and achieve the equality objectives. The Strategic Equality Plan is attached as Appendix 1. It provides evidence supporting the Council's approach to its content.

- 2.04 The general duty and specific duty also apply to the governing body of an educational establishment maintained by a Welsh local authority; therefore, schools are responsible for producing their own Strategic Equality Plans. Workshops have been held with schools to raise awareness of the requirements of the legislation. "Fact Files" for Governors have also been circulated by the Equality and Human Rights Commission and the Welsh Local Government Association has also provided support material.
- 2.05 The Equality Act 2010 does not include Welsh language. The Welsh language and bilingual commitments are addressed through the Council's Welsh Language Scheme and Welsh Language Skills Strategy.
- 2.06 All public authorities are responsible for meeting the general and specific duties of the Act; the responsibility lies with the groups or individuals who are legally responsible for the authority's acts or failures to act. Failure to implement the Strategic Equality Plan and meet the requirements of the specific duties may lead to the Council being served a compliance notice.

3.00 CONSIDERATIONS

3.01 The Equality Act 2010 describes the protected groups as:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnerships
- Pregnancy and maternity
- Race
- Religion and belief
- Sex
- Sexual orientation

Our equality objectives aim to address inequalities in outcomes to these groups.

3.02 Regional and local equality objectives were developed by working in partnership with other public bodies across North Wales and working with local stakeholders. Activities undertaken to identify objectives include:-

- Circulation of a questionnaire to local stakeholders and employees
- Research of national and local data
- Workshops with local stakeholders
- A regional consultation event with both regional and national stakeholders

- Involvement of Directorate equality representatives

3.03 The following key equality objectives have been identified for North Wales:

- Reduce **Health** inequalities
- Reduce unequal outcomes in **Education** to maximise individual potential
- Reduce inequalities in **Employment**
- Reduce inequalities in personal **Safety**
- Reduce inequalities in **Representation and Voice**
- Improve **Access** to information, services, buildings and the environment

Details of the regional objectives and research are available in the Member's library.

3.04 The outcomes from both regional and local engagement activities are consistent and have highlighted similar areas of inequality. However very limited quantitative data has been available and this remains a key action that will contribute to the objectives.

3.05 Flintshire County Council's contribution to the regional objectives is demonstrated through setting local equality objectives, actions and measures. These are contained within our Strategic Equality Plan action plans (included within Appendix 1) and will be published on our website. The Council's Equality Objectives are:

Health

Service users from all protected groups make healthy lifestyle choices

Adults with a learning disability have a health check

Looked After Children have access to health care

Older people who receive social care are treated with dignity and respect

Transgender and Lesbian, Gay and Bisexual people are treated with dignity and respect when receiving social care

Education

The gap in educational attainment levels of boys and girls at all key stages is reduced

Young people access increased opportunities for employment

The educational attainment levels of Looked After Children improves

Vulnerable young people i.e. NEETS (Not in education, employment

or training) and young offenders have access to increased opportunities for training and skills development

Children and Young People feel safe at school

Employment

Improve the quality and quantity of workforce data relating to protected characteristics

Employees demonstrate an awareness of diversity and equality issues and the public sector equality duties

There is no pay gap between men and women employed by the Council

Personal Safety

People do not experience hate related harassment or crime in the community.

The LGBT community, disabled people, older people and people from a black and minority ethnic (BME) community feel confident in reporting domestic abuse

Repeat incidents of domestic violence are minimised across all protected characteristics

Representation and Voice

The profile of people who participate in public life and representative bodies, for example, school governors, schools councils, tenants and residents associations and service user planning groups better reflects the make up of the local community.

Protected groups are represented in consultation activities and equality impact assessments

Access to information and services

Customers with protected characteristics can easily access information

Customers with protected characteristics have equality of access to services, transport, the built environment and open spaces which the Council provides or manages.

Monitoring and Review

Monitoring the progress of the implementation of the Plan enables the authority to meet its statutory duties and improve outcomes in employment and services. This ensures that the authority monitors compliance with legislation and targets resources where additional support is needed. To assist with monitoring Directorates will incorporate relevant objectives within their business planning

approaches. The Corporate Management Team will also monitor progress and compliance. An annual report will be presented to Executive for review and endorsement.

4.00 RECOMMENDATIONS

4.01 That Executive approves the local equality objectives for publication and the Strategic Equality Plan 2012-2016.

4.02 That Executive note the requirements of the specific duties of the Equality Act 2010.

5.00 FINANCIAL IMPLICATIONS

5.01 There are financial implications for rolling out a training programme to ensure employees have the skills and knowledge for the Council to meet its statutory duties. A budget for equalities training is held by the Corporate Training Manager and the costs of associated training will be met from this budget. It is difficult to assess the cost of implementing the plan. The costs (if any) of any initiatives undertaken or proposed by Directorates will be expected to be met from existing resources.

6.00 ANTI POVERTY IMPACT

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

7.00 ENVIRONMENTAL IMPACT

7.01 None identified.

8.00 EQUALITIES IMPACT

8.01 The purpose of the Strategic Equality Plan is to ensure the Council is meeting its statutory duty to promote equality, eliminate discrimination and foster good community relations for people who live in, work and visit Flintshire.

8.02 The Strategic Equality Plan will be published bilingually, in English and Welsh, and in Easy Read. It will also be available in different formats and languages on request.

9.00 PERSONNEL IMPLICATIONS

9.01 None identified in this report.

10.00 CONSULTATION REQUIRED

10.01 All public bodies are required to engage and involve people from the protected groups in the development of the equality objectives and SEP.

11.00 CONSULTATION UNDERTAKEN

11.01 A regional consultation event has been facilitated with public bodies across North Wales to develop a more co-ordinated and efficient way of engaging and consulting with stakeholders.

11.02 In addition involvement activities have been undertaken with local stakeholders and with services.

12.00 APPENDICES

12.01 Appendix 1 Strategic Equality Plan 2012-2016.

LOCAL GOVERNMENT (ACCESS TO INFORMATION ACT) 1985 BACKGROUND DOCUMENTS

Report to Executive February 2010 Equality Act 2010

Report to Executive July 2011 Annual Equality Report 2010-2011

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Strategic Equality Plan

2012 -2016



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

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Flintshire County Council

Strategic Equality Plan

2012 – 2016

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Appendices

1. Action Plan

2. Regional Objectives Available in the
Members' Library

3. Regional Research Available in the
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Foreword

Welcome to Flintshire County Council's first Strategic Equality Plan. We are pleased to publish this plan which details the objectives, actions and targets that will be undertaken during the next four years and identifies the evidence base and rationale on which the objectives are based. For the first time we have worked in partnership with all the public bodies across North Wales and have identified high level regional as well as local equality objectives. Working in partnership to identify common equality objectives and focus activity on tackling specific areas of inequality will benefit all sections of the North Wales Community. Our objectives are based on the following:-

- Health
- Education
- Employment
- Personal Safety
- Representation and Voice
- Access to information, services and environment

In producing this plan we will meet our statutory Public Sector Equality Duties under the Equality Act 2010 to advance equality, eliminate unlawful discrimination, victimisation and harassment, and foster good community relations in our employment, policy, procurement and service delivery functions.

The Strategic Equality Plan replaces and builds upon the progress we have made through the previous Equality Schemes. The Strategic Equality Plan alongside the Diversity and Equality Policy and Welsh Language Scheme sets out the Council's commitment to equality. The Strategic Equality Plan is integrated across the ten Council improvement priorities.

Involving a wide range of people from diverse backgrounds in the development of this Plan has been critical in helping us to identify the changes that we need to implement to make a real difference to the people who live, work and visit Flintshire. We have valued the contributions from everyone who has participated.

If you would like to become involved and contribute to continuing to identify priorities that will reduce inequalities in Flintshire, please contact us.

Colin Everett
Chief Executive

Cllr Arnold Woolley
Leader, Flintshire County
Council

Flintshire County Council - Strategic Equality Plan 2012-2016

1. Introduction

1.1 Legislation

The Equality Act 2010 brought together existing equality legislation and introduced protected characteristics of:-

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

The Act introduced the public sector equality duty which places a General Duty on public bodies to have due regard to the need to:

- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act;
- (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
And
- (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

Devolved public bodies in Wales have specific duties which include setting and publishing equality objectives and developing a Strategic Equality Plan (SEP). This is Flintshire County Council's first Strategic Equality Plan setting out regional equality objectives and local equality objectives and the steps we will take to achieve them. The purpose of the plan is to address inequalities to make a real difference to the lives of people across the protected characteristics who live and work in Flintshire. Welsh language is addressed through the Council's Welsh Language Scheme.

1.2 Community Profile

Flintshire is a semi-rural Welsh county in North East Wales. It borders Cheshire to the East, Wrexham to the South and Denbighshire to the West. According to the Annual Mid Year Population Estimates, the population of Flintshire has grown from 142,036 in 1991 to 149,709 in 2010.

Age

The Welsh Assembly Government's Statistical Directorate 2006 based local authority populations projections for 2009-2031 indicate that in 2015 there will be a population of 153,677 and of that 62,232 will be aged 50 plus, which equates to approximately 40% of the total population. These projections also indicate that there will be 42,616 people aged 24 and under, equivalent to approximately 28% of the population.

Disability

Disability is defined in the Equality Act 2010 as a physical or mental impairment which has a long term and substantial effect on their ability to carry out normal day to day activities. This also includes severe disfigurement. The exact numbers of disabled people living in Flintshire is not known; the following tables provide some limited information.

Table 1 Flintshire Disability Register 2004/05

Persons deaf with speech	88
Persons deaf without speech	50
Persons hard of hearing	292
Persons blind	391
Persons partially sighted	349
Persons in general classes	4,264
Total number of persons	5,416

Source: WLGA Data Unit (as at 31 March 2005)

Table 2: Flintshire: Register of persons with learning disabilities on 31st March 2005

Total persons aged 16-64	410
Total persons aged 65+	20
Total persons	430

Source: WLGA Data Unit (March 2005)

Race

There is a low percentage of people from a non-white background (this has grown from 0.5% in 1991 to 0.8% in 2001 as identified in the 2001 Census).

There is a small but regular group of Romany Gypsies and Irish Travellers living in the area. There is one Council owned permanent site and three privately owned sites for the Travelling community. Another privately owned site has been granted temporary planning permission for five years. A profile of unauthorised encampments has highlighted the frequency and pattern of stopping off points.

Although an Irish community is identified in the Census (0.6%) there are also established Italian and Polish communities not identified in the Census. In addition, since 2004 more people from Eastern Europe are coming to work and live in Flintshire. These tend to be based in the Deeside and Flint areas

and are employed in specific sectors, for example, food industry and the social care sector. The main group of migrant workers are Polish. Data is available on migrant workers from the Worker Registration Scheme and National Insurance Number applications, however it is recognised that this is not an accurate representation.

Languages

A joint audit with partner agencies has established that over 30 different languages are spoken in Flintshire, in addition to British Sign Language, English and Welsh.

Welsh Language

The 2001 census showed that 21.4% of the Flintshire population possessed at least one Welsh language skill, 17.01% of residents regarded themselves as Welsh speaking and a further 4.4% reported that they understood Welsh.

Table 3: Ethnic profile of Flintshire.

Ethnic Groups	Number	%
White British	145,158	97.7%
White Irish	884	0.6%
White Other	1,358	0.9%
Mixed (White & Black Caribbean or African, White and Asian, Other)	526	0.3%
Asian (Indian, Pakistani, Bangladeshi, Other)	271	0.2%
Black (Caribbean, African, Other)	97	0.1%
Chinese (Chinese, Other)	300	0.2%
Total population	148, 594	

Source: Office of National Statistics – Census 2001

Welsh Identity

According to the 2009 Annual Population Survey, 44.6% of Flintshire residents consider themselves as Welsh compared to 65.1% for Wales as a whole.

Religion

Flintshire is a largely Christian community, with only small groups of other identified religions represented within the population. 79.2% of the population are Christian, which is considerably above the Welsh average (71.9%) and the UK average (71.6%).

Muslims form 0.1% of the population compared to 0.3% in North Wales, 0.7% in Wales as a whole, 3.0% in England and Wales and 2.7% in the UK. Buddhists are the other major religion recognised in Flintshire forming 0.1% of the population. (Census 2001)

Sex

The Local Government Data Unit (30 June 2010) reported that 49% of the population in Flintshire is male and 50.7% are female.

Sexual Orientation

The Census 2001 did not collect details of sexual orientation of UK residents, however, Government actuaries estimate 6% of the population is lesbian, gay or bisexual (LGB). A social group for the Lesbian Gay Bisexual Transgendered (LGBT) community meets regularly in Flintshire. Membership is drawn from across North Wales

Number of civil partnerships

The number of civil partnerships formed in the UK by same-sex couples was 6,385 in 2010 compared with 6,281 in 2009. This represents a very small increase of 1.7 per cent between 2009 and 2010. The total number of civil partnerships formed in the UK since the Civil Partnership Act came into force in December 2005, up to the end of 2010, is 46,622. Details of Civil Partnership (CP) Ceremonies conducted in Flintshire are below:-

	Number of CP ceremonies conducted	Notice of CP
2008/09	5	12
2009/10	10	15
2010/11	7	23

Gender Reassignment

Data is not available on the numbers of transgendered people in Flintshire. However, a social group for the LGBT community is based in Flintshire and is well attended. In addition a support group, Unique, has been established for several years to support the trans community from across North Wales. This group meets on a regular basis in the county of Conwy.

1.3 The Council

Flintshire County Council has 70 Councillors that represent 57 electoral divisions in Flintshire and are democratically elected every four years. Of the elected members 49 are male, 21 are female. There has been an increase in female elected members; prior to 2008 elections there were just 13 female elected members.

The Council employs 8,569 people delivering services from various sites around the county with the main administrative centre at County Hall, Mold. Services include arts, council tax, education, housing, leisure, libraries, planning, refuse services, social services, trading standards and transport.

Profile of workforce

The following tables provide a more detailed breakdown of the Council's workforce.

Table 4: Profile of workforce by gender as at 31st December 2011

Gender	Total	%
Female	6,404	74.73%
Male	2,163	25.24%
unspecified	2	0.02%
Total	8,569	

Table 5: Profile of workforce by disability as at 31st December 2011

Disabled	Total	%
No	4,830	56.37%
Not known	3,554	41.48%
Yes	185	2.16%
Total	8,569	

Table 6: Profile of workforce by ethnicity as at 31st December 2011

Ethnicity	Total	%
BME	28	0.33%
Not recorded	3,281	38.29%
Not stated	3	0.04%
White	5,257	61.35%
Total	8,569	

Table 7 Profile of workforce by age as at 31st December 2011

Age	Total	%
16-24	657	7.67%
25-34	1,419	16.56%
35-44	2,052	23.95%
45-49	1,230	14.35%
50-54	1,116	13.02%
55-59	1,067	12.45%
60-64	695	8.11%
65-69	246	2.87%
70-74	52	0.61%
75 and over	35	0.41%
Total	8,569	

2.0 Equality Objectives

2.1 The statutory equality duties require public bodies to set equality objectives in relation to the protected groups. Objectives should be evidenced based and outcome focussed to address the most significant areas of inequality leading to improvements for both employees and customers. The equality objectives should meet the three parts of the general duty. We must also publish an objective to address gender pay difference. The action plan to meet our equality objectives is set out in Appendix 1.

We developed our objectives using a variety of approaches:-

- Working collaboratively with other public sector bodies across North Wales to undertake regional and national research and consult with stakeholders on regional objectives
- Working with local stakeholders from protected groups to identify key issues for them
- Identifying local issues through reviewing data and involving services

2.2 **Regional Equality objectives** - Flintshire County Council worked with other public bodies across North Wales to develop regional equality objectives. The public bodies included:-

- Six North Wales Local Authorities
- Betsi Cadwaladr University Health Board (BCUHB)
- North Wales Fire & Rescue Service
- Welsh Ambulance Service NHS Trust
- National Parks Authority and
- North Wales Police

Appendices 2 and 3 describe the approach and research that was undertaken to identify regional equality objectives. (These are available in the Members' library and on the Council's website).

The regional objectives are:-

1. Reduce Health inequalities
2. Reduce unequal outcomes in Education to maximise individual potential
3. Reduce inequalities in Employment and Pay
4. Reduce inequalities in Personal Safety
5. Reduce inequalities in Representation and Voice
6. Reduce inequalities in access to information, services, buildings and the environment

Each objective is underpinned by specific action areas; individual organisations are responsible for identifying the action areas to which they will contribute. The action areas that Flintshire County Council will contribute to are set out in our action plan. We have also set more specific local equality objectives which link to the high level regional objectives.

2.3 Developing local equality objectives

Involving stakeholders and people from across the protected characteristics

In developing the Strategic Equality Plan and to assist in the identification of equality objectives, an involvement group had been established. This comprises members of:-

- Encompass (a community LGBT group)
- Flintshire Disability Forum
- Unique (North Wales Transgender group)
- Lesbian, Gay, Bisexual and Transgender Employee Network (LGBT)
- Older Peoples Network
- Women's Employee Network

Other members included individuals from across the protected characteristics:-

- Disabled people
- Gypsy/Travellers
- Older people
- Men/Women
- Transgendered community

This group was involved in developing a questionnaire which was distributed to a wider network of individuals and groups from across the protected characteristics.

In addition to the questionnaire two workshops were facilitated with the involvement group to identify priorities. Similar priorities were identified through both workshops.

Information Gathering

We also reviewed the data we held on the profile of Council employees and customers. We found limited data was available about the profile of customers and employees and where available did not cover all of the protected characteristics.

A review of local and national assessments and reports included:-

- Attainment levels of pupils
- Census 2001
- Flintshire Community Safety Partnership Strategic Assessment
- Data Unit Wales
- Hate crime figures for Flintshire
- Needs Assessments

- Reports from Equality and Human Rights Commission

2.4 The priorities identified locally are as follows:-

- Access to services- all members of the community can access services, in particular housing.
- Training - all staff and elected members are trained in order to meet the equality agenda
- Contractors and service providers who deliver service goods and works on behalf of Flintshire County Council adhere to the equality agenda
- Employment – there is pay equality for men and women and the make up of employees reflect the local community
- Voice - opportunities for all staff to have a voice in the workplace and customers to be involved in shaping services
- Hate Crime - greater numbers of people reporting incidents and reduction in incidents

Our specific local equality objectives to meet these priorities are set out in the next section. There are a number of objectives relating to children and young people reflecting the Council's duty and commitment to its corporate parenting role.

3. Meeting our objectives

3.1 Objective 1- Reduce Health inequalities.

Steps we have already taken to achieve this objective:-

- Implemented a Managing Unauthorised Encampments Protocol- visits are undertaken to all unauthorised Traveller encampments; information about the specialist Health Visitor is circulated and if requested arrangements are made for the Health Visitor to visit the site. Travellers on permanent sites are supported by officers to register with a local GP if assistance is needed.
- Promoted gender specific sports to both men and women and provided “taster” sessions to increase take up of non –traditional sports activities, for example, women’s football
- Service users and support staff are encouraged to attend Health Promotion events, for example, Motiv8 for people with Mental Health and substance misuse problems.
- Through using person centred / recovery approaches in the care plan and service delivery plan service users are encouraged to follow better lifestyle choices. Examples of this include male service user joining slimming world and making significant improvement to their food choices and necessary weight loss,
- Introduced the Actif Plus 1 card, which allows a service user to be supported to access Leisure Services without being charged admission.
- Training is in place in Social Services for Children to support independent living/ nutrition for care leavers.
- Learning Disability services work closely with secondary services such as opticians to improve access. Produced a leaflet for **Accessible Dentists in Flintshire** (this was shared in draft for comment with the Learning Disability Planning Group before being finalised).
- Joint drug and alcohol team is now operating satellite clinics in G.Ps across Flintshire which has enabled this group of service users to have better access to their GP.
- Mental Health service now offers a service to Deaf people and offer prompt joint assessments with Health visitors to new mothers who are depressed.
- Targeted work with the Polish community has resulted in improved access to our Mental Health and Substance Misuse services.

Our local equality objectives:-

- Service users from all protected groups make healthy lifestyle choices
- Adults with a learning disability have a health check
- Looked After Children have access to health care
- All older people who receive social care are treated with dignity and respect
- All Transgender and Lesbian, Gay and Bisexual people are treated with dignity and respect when receiving social care

3.2 Objective 3 - Reduce unequal outcomes in Education to maximise individual potential

Steps we have already taken to achieve this objective:-

- Addressed the underachievement of boys in both primary and secondary schools improvement plans.
- Pre-admission meetings are held with families of new pupils who need English as a Second Language (EAL) support to gather information on the child's background before they start school. A working party was set up to develop protocols for working with children from the English as a Second Language Service who may need additional support from other services.
- Introduced "Respecting Others" guidance on anti bullying for schools.

Our local equality objectives:-

- The gap in educational attainment levels of boys and girls at all key stages is reduced
- Young people access increased opportunities for employment
- The educational attainment levels of Looked After Children improves
- Vulnerable young people i.e. NEETS (Not in education, employment or training) and young offenders have access to increased opportunities for training and skills development
- Children and Young People feel safe at school

3.3 Objective 3 - Reduce inequalities in employment

Steps we have already taken to achieve this objective:-

- Gained and maintained Two Ticks Positive About Disability Two Ticks is a recognition given by Jobcentre Plus to employers who have agreed to take action to meet five commitments regarding the employment, retention, training and career development of disabled employees.
- Joined the Stonewall Diversity Champion Programme
- Information on Keeping in Touch Days (KIT) and employee rights are circulated to employees when they notify Human Resources that they are pregnant or will be adopting. They are circulated with the vacancy bulletin whilst on maternity leave to ensure they do not miss out on any job opportunities. In case of those employees whose partner is pregnant or is the nominated partner, they are also provided with information about their rights and entitlements.
- Offer a Childcare Voucher scheme which enables staff to sacrifice salary in return for child care vouchers, which can then be used to pay childcare costs. Staff benefit because the amount they pay is exempt from tax and national insurance, therefore reducing the costs of childcare.
- Extended the flexible and agile working periods available to staff to allow for greater flexibility in working times, thus improving employee's ability to manage their work / life balance responsibilities outside of the workplace. We are also running a pilot project removing core hours in the "Revenues and Benefits" service to inform policy development and enable more agile working. We have also promote flexible retirement.
- Offer Springboard workshops to female employees; Springboard is a Women's personal development workshop.
- Offer reasonable adjustments in the workplace to enable Disabled employees undertake their roles effectively.
- Have put in place a detailed Single Status project plan which will

Our local equality objectives are:-

- Improve the quality and quantity of workforce data relating to protected characteristics
- Employees demonstrate an awareness of diversity and equality issues and the public sector equality duties
- There is no pay gap between men and women employed by the Council

3.4 Objective 4 - Reduce inequalities in Personal Safety

Steps we have already taken to achieve this objective:-

- Delivered a series of training and awareness raising seminars including
 - “Building Safe Relationships” workshop to year 10 school pupils across five secondary schools. The “Building Safe Relationships” workshop aims to help young people develop “healthy” relationships.
 - “Freedom Programmes” to support women who have experienced abuse to increase their awareness of abusive behaviour and to identify unacceptable in a relationship.
 - “Butterflies – Right to be Safe’ Programme for children and teenagers who have experienced domestic abuse.
 - “Caring Dads” programme. Caring Dads is an NSPCC parenting programme which also challenges the abuse of fathers against their partners.
 - “Choose 2 change” programme for perpetrators of domestic abuse. Delivered “Choose2Change” Young Persons Pilot Project – working with groups of young people between the ages of 11 – 18 who are displaying abusive behaviours (or who are deemed at risk of using abusive behaviours).
- Flintshire Healthy Schools Scheme officers in partnership with North Wales Police Liaison officers deliver training to teachers on Internet and Mobile Phone safety.
- Developed a leaflet, with Age Concern, to inform older service users of where to seek help.
- Flintshire County Council’s Neighbourhood Wardens provide a target hardening service to all victims of domestic violence to keep survivors safe and to reduce the need to relocate. HomeSafe/Caveo Alarms- Caveo alarms are given to high risk victims of domestic abuse. These are monitored 24/7 by Carelink and are linked into North Wales Police control room.
- Set up MARAC meetings which is a forum for agencies to meet monthly to review high risk domestic abuse cases. This approach has led to a reduction in repeat incidents.
- A multi agency Domestic Abuse Project has been established under the Flintshire Community Safety Partnership. This project aims to raise the

profile of domestic abuse and develop and implement a co-ordinated response.

- Provided funding to Safer Wales; Flintshire County Council is a Third Party reporting centre for Hate Crime. Flintshire Community Safety Partnership receives quarterly reports on hate crime and takes action to reduce incidents
- Flintshire Community Safety Partnership is funding via Welsh Assembly Government Community Cohesion grant a Tension Monitoring system which will be managed by Flintshire Neighbourhood Watch. Training has been provided to employees from across the Council and partner agencies in the how to identify and report community tensions.

Our local equality objectives are:-

- People do not experience hate related harassment or crime in the community.
- The LGBT Community, Disabled people, older people and people from a Black and minority ethnic (BME) feel confident in reporting domestic abuse
- Repeat incidents of domestic violence are minimised across all protected characteristics

3.5 Objective 5 - Reduce Inequalities in Representation and Voice

Steps we have already taken to achieve this objective:-

- Established employees networks-a Women's Forum and Lesbian Gay Bisexual Employee Forum (LGBT) to ensure their views are represented in design and review of policies.
- Established a group of stakeholders from arrange of protected characteristics to review and inform Equality Impact Assessments.
- Representatives from Services regularly attend Flintshire Deaf Forum meetings to hear their views.
- Service user planning groups have been established in Social Services and a Tenants and Residents Association has been set up in Housing. The Learning Disability Planning Group has been involved in the production of a hospital chart which will help people gain an idea/ concept of the time of their stay in hospital (**My Stay in Hospital**). This has been tested by a member of the Planning Partnership when she was admitted into hospital earlier this year.

- Membership on the participation groups in Social Services for Children consist of looked after children and care leavers. These groups are for hard to reach groups. Group membership representative of age and gender. Alongside the groups regular 'Speak Out' events to which all looked after children and care leavers are invited.
- Equality monitoring takes place with all new members of the tenant's participation group, data is collected on age, gender, ethnicity and disability. Support needs are identified to enable involvement. Those who have volunteered to join are representative, the majority are older people which is representative of our housing stock which is 40% sheltered. As part of the **Customer Involvement Strategy** for Housing there are a number of actions and campaigns to target younger people.
- The Community Cohesion Officer regularly attends Encompass (LGBT Community group); Open Door Project- One Community Project –a project to support new communities, and meets regularly with the Muslim community.
- Each school has a governing body that represents their local community and a Schools Council on which young people are represented.
- Local Travellers have been supported to attend a national Traveller Forum.
- Established a corporate list of groups /individuals from protected groups who wish to be involved in engagement and consultation activities.

Our local equality objectives are:-

- The profile of people who participate in public life and representative bodies, for example, school governors, Schools Councils, Tenants and Residents Associations and service user planning groups better reflects the make up of the local community.
- All protected groups are represented in consultation activities and equality impact assessments

3.6 Objective 6 - Reduce inequalities in access to information and services, buildings and the environment

Steps we have already taken to achieve this objective:-

- Provide single sex swimming session to encourage attendance by women and women from ethnic minority backgrounds.
- Provide single sex mental health sessions to increase attendance by men.

- A corporate budget is in place to make sure that information is available in different formats and languages on request. A contract is in place with North Wales Deaf Association to provide a British Sign language Interpretation Service.
- Backdoor collections for bin bag/wheelie bin/ blue bags for any customers who have difficulty leaving refuse in the requested place.
- Mobile library service for people who have difficulties visiting libraries.
- The Shaw Trust reviewed our website to ensure that it is accessible.
- A standard criteria on accessibility is included in all contracts for computer software packages.
- Welcome Packs” for children and young people arriving in care have been revised and are age and gender appropriate; specific packs are now available for children, for teenage girls and a pack for teenage boys.
- Planning applications are reviewed by a member of Flintshire Disability Forum and comments on accessibility made on applications made to individual Planning Officers.
- A regional Gypsy and Traveller accommodation needs assessment has been undertaken to ascertain the future need for Travellers.
- Offered a six hour UK accredited course for coaches, play leaders and instructors who provide sport or physical activity opportunities for disabled children or adults to increase knowledge on how to adapt sessions to include disabled people.
- A rolling programme of physical alterations to Council property continues. During the past 12 months the following buildings have undergone works to increase accessibility:-
 - Mold Town Hall
 - Broughton Youth Club
 - Bryn Garth Youth Club
 - Mold Leisure Centre (main entrance)

Our local equality objectives are:-

- Customers with protected characteristics can easily access information
- Customers with protected characteristics have equality of access to services, transport, the built environment and open spaces which the Council provides or manages.

4. Implementation

4.1 Arrangements for identifying, collate and publishing information

Employment

We currently monitor the profile of employees by age, disability, ethnicity, religion, sex and sexual orientation. Reports are published annually on our website and include profiles of:-

- the workforce
- levels of pay
- applicants submitted for jobs,
- applicants selected for interview
- successful appointments
- leavers
- incidents of bullying and harassment
- disciplinary action

Schools

We also collate data on the profile of school pupils by age, ethnicity, gender, language, in relation to:-

- attainment (key stages 2, key stage 3, 4 and 5)
- attendance
- exclusions
- free school meal entitlements

Data on attainment at specific key stages is published in the annual equality report. The data is collated as part of Pupil Level Annual School Census (PLASC) and published by the Welsh Government.

Services

A profile of customers is collated by Social Services for Adults, Social Services for Children, Housing and Customer Services through the Council's complaints and comments system. This information is published in the annual equality report on our website. Residents' surveys, satisfaction surveys and consultation exercises also capture equality information.

All services have been asked to undertake a review of the equality information they collate and where it is published.

4.2 Arrangements for assessing impact

To meet the specific duty all public authorities are required to set out the methods of impact assessments on policies and practices. This is to ensure that the needs and concerns of all protected groups are taken into consideration.

An equality impact assessment (EIA) screening tool and template for a full impact assessment have been developed. Rolling programmes of workshops to support Directorates undertake EIAs have been implemented. Each impact assessment will be endorsed by the relevant Directorate. A group of stakeholders representing protected characteristics from both employees and members of the public review EIAs and provide feedback to authors. Actions from EIAs are included within Service Plans where they will be monitored. Summaries of EIAs which have a significant impact as agreed by the stakeholder group are published on our website.

All reports to Committee have an "Equality Impact" section, which has to be completed. The responsibility for completing this lies with the author of the report.

4.3 Arrangements for promoting knowledge and understanding and identify training needs of employees in relation to public sector duties

This section sets out the Council's arrangements for ensuring employees have the knowledge, skills and attitudes to meet the general and specific duty. We recognise that some awareness raising/training will be generic which all employees will need to be aware of and other training will be more specifically related to individual job roles and will support them to implement the SEP.

Specific activities to support these arrangements include:-

- Provision of generic Diversity and Equality training course for all employees, which includes community visitors from across protected characteristics. Diversity and equality is included in the induction programme.
- Specific workshops on Equality Impact Assessments and are providing specialist training to HR on topics such as Transgender awareness, dealing with homophobic bullying. We also provide training to support initiatives such as Deaf Awareness Week.
- Employees have also been circulated with two employees' briefings on the Equality Act 2010 and one on the public sector equality duties.
- Resources are available on the Council's intranet including guidance for working with people from the protected groups.
- Pilot of an e-learning initiative to promote wider understanding
- To ensure employees are aware of the Strategic Equality Plan a series of employee briefings will be held in June and July 2012. This will outline the public sector equality duties.
- Training needs in relation to the public sector equality duties will be identified as part of the appraisal process managers will be provided with guidance as set out in the action plan under objective 3.

4.4 How we will incorporate equality into Procurement

When procuring works, goods or services from other organisations a public body in Wales must:-

- have due regard to whether it would be appropriate for the award criteria for that contract to include considerations to help meet the general duty
- have due regard to whether it would be appropriate to stipulate conditions relating to the performance of the contract to help meet the three aims of the general duty.

In some contracts equality will be a core requirement and this will be set out in detail within the contract. The Flintshire County Council Procurement Policy states its commitment to:-

- Users of all services
- Council core and policy objectives
- Compliance with service aims and objectives
- Continuous improvement
- Quality and equality
- Operational efficiency

Our Contract Procedure Rules include all the protected characteristics into the pre qualification questionnaire (PQQ) for tenders. Guidance is available for employees on the inclusion of equality considerations into specific contracts. Draft guidance is also available for contractors on what we expect from them when they provide goods, services, and works on our behalf. We will also be holding briefings for contractors to increase their awareness of our expectations regarding equality and contracts.

5 Monitoring and review

Directorates will incorporate objectives and actions into their service plans to ensure actions are monitored at a service and Directorate level. A report describing progress to meeting the equality objectives will be published annually; relevant equality information will be published in this report. Progress will be monitored through the Corporate Equality Team, Stakeholder Group, Corporate Management Team, Executive and relevant Overview and Scrutiny Committees.

The Strategic Equality Plan will be reviewed / re-published by April 2016 or earlier if monitoring indicates that the equality objectives need to be revised.

6. Publication

The Strategic Equality Plan will be published on our website and will be available in English, Welsh and Easy Read. A summary will be available in British Sign Language DVD. Other formats and languages will be available on request.

Information on the profile of the workforce is published annually.

<p>Regional Equality Objective: 1</p>	<p>Reduce Health inequalities Action area 1.1 The number of people, in underrepresented groups, choosing healthy lifestyles</p>
<p>Local Equality Objective: Meets aim and of General Duty 1 and 2</p>	<p>Service users from all protected groups make healthy lifestyle choices</p>
<p>Issues</p>	<p>People with mental health problems are more likely to smoke and consume alcohol which significantly contributes to a reduced life expectancy. In line with the Health, Social Care Wellbeing Strategy and the Local Public Health Strategic Framework tobacco control and consumption of alcohol within recommended guidelines will be a key area of focus. We will respond positively when Public Health Wales/ Betsi Cadwaladr University Health Board (BCUHB) offers brief intervention training for frontline staff working with people with long term mental health problems.</p> <p>There is a need to develop PARIS system (multi disciplinary social and health recording system) so that we can measure ‘improved physical health’ and ‘improved and maintained mental health and well being’ for all service users/ protected characteristics.</p> <p>Employees who provide direct care services need to be informed and skilled to be able to positively influence and actively support all protected groups to choose healthy lifestyles. We are awaiting the outcome of a Continuing Health Care Bid, if successful care staff in care homes will be trained in the nutritional needs of older people. We will respond positively when Public Health Wales/ BCUHB offers brief intervention training for frontline staff working with people with long term mental health problems.</p> <p>It is known that there are health inequalities within Communities First areas as shown by the Welsh Index of Multiple Deprivation (WIMD). Action will be taken to introduce and maintain health improvement activities within these areas.</p> <p>It is not known whether detailed records of number of children and young people attending After School</p>

	Clubs, particularly in under-represented groups, are kept. We need to investigate what data is recorded and ensure that systems are in place to capture relevant data on the attendance of under-represented groups to analyse whether the numbers of children and young people with a protected characteristic are disproportionately low. We will focus on disability, race and sex.
Evidence Ref:	
1.1.1	Number /% of people with protected characteristics who are supported to make a health promoting change to their lifestyle
1.1.2	Number /% of staff completing brief interventions training across Mental Health teams
1.1.3	% of participants by protected characteristic on Community Development Programmes in Communities First areas
1.1.4	Number of children and young people, by protected characteristic, attending After School Clubs (ASCs) for physical activities and nutrition
1.1.5	% of children and young people attending ASCs for physical activities or nutrition by protected characteristics (disability, race, sex)
1.1.6	% of participants by protected characteristic attending leisure centres

Evidence	Direction of Improvement	2010/11	2011/12	2012/13	2015/16 Aspirational Target
1.1.1	Higher	N/A	N/A	Establish baseline	To be confirmed
1.1.2	Higher	N/A	N/A	Establish baseline	To be confirmed
1.1.3	Higher	N/A	N/A	Will be set March 2012	To be confirmed
1.1.4	Higher	N/A	N/A	Establish baseline	To be confirmed

1.1.5	Higher	N/A	N/A	Establish baseline	To be confirmed	
1.1.6	Higher	To be confirmed	To be confirmed	To be confirmed		
Action				Lead Officer / Partner	Time frame	Related Evidence
Community Services						
Embed outcome focussed care planning, with a focus on health promoting lifestyles.				Service Managers	To be reviewed March 2013	1.1.1
Work with PARIS and teams to record outcomes				Business Manager	2013	1.1.1
Await results of CHC bid for care staff training in care homes – the action would be to respond to the outcome of the bid. If successful, we will support it, if not we will seek further opportunities to ensure that this work takes place				Older Peoples' (OP) Provider Service Manager and Well Being & Development Officer.	Completion date Dec 2012	1.1.1 1.1.2
Include brief intervention training when available within workforce development opportunities for appropriate front line staff				Workforce Development Manager	To Be Confirmed	1.1.1 1.1.2
Environment						
Hold Community Development Programmes Themed : Health Improvement Activities:- <ul style="list-style-type: none"> • Healthy Eating • Cooking Skills • Walking • Cycling 				Communities First Manager	ongoing	1.1.3
Monitor attendance by protected characteristic				Communities First Manager	April 2012	1.1.3

Identify action to increase participation of protected groups who are underrepresented	Communities First Manager	May 2012	1.1.3
Lifelong Learning			
Review reporting mechanism for attendance at ASCs	To be confirmed		1.1.4. 1.1.5 1.1.6
Review the data we currently hold and establish baseline data	To be confirmed		1.1.4. 1.1.5 1.1.6
Establish a system for recording accurate data	To be confirmed		1.1.4. 1.1.5 1.1.6
Identify action to increase participation of those protected who are underrepresented	To be confirmed		1.1.4. 1.1.5 1.1.6

Regional Equality Objective: 1	Reduce Health inequalities Action area 1.2 The number of people, in under represented groups, accessing health care services
Local Equality Objective: Meets aim and of General Duty 1 and 2	1.2 (i) Adults with a learning disability have a health check 1.2. (ii) Looked After Children have access to health care
Issues	<p>In Learning Disability Services - Health Action Plans (The Blue Book) have been developed. The Blue Books were tested in 2010 to make sure they work. Everyone in Flintshire Supported Living and Health Community Living should now have one. The Health Liaison Team is now giving them to people who live with their families. The target for this year is another 20%. People should take them to their G.P. when they have their Welsh Health Check every year. The doctor will write in the book to tell the person what they need to do to keep healthy. In July 2011 the Health Liaison Nurse attended service user “Speak Up Groups” in Day Opportunities to talk about the Blue Book and Health Checks and a number of people said that they had not received their Blue Book yet. GP Annual Health Checks are monitored through GP contracts and reports produced. Note in 2010 – 2011 G.P.s completed 253 Welsh Annual Health Checks. This is up 9%. The BCUHB Primary Care Clinical Programme Group is looking at how well the health checks are made.</p> <p>A workshop relevant to both Healthy Lifestyles and Access to Health Services was held in October by Social Services. Shared learning on the afternoon by bringing together staff responsible for assessment, care planning and service delivery (in house and independent providers). The table exercises included “how to improve support to people in making Healthy Life Choices”, and “How to support people to Access Health Services”. An action plan was produced and agreed at the Learning Disability Planning Partnership and Team Managers meeting. The action plan will be reviewed in July by the Planning partnership and the Team managers. Participants made personal commitments some of which were specific to the 2 topics and these will be monitored through supervision and follow up contact from the</p>

	Planning Officer. We will be monitoring outcomes rather than targets. Social Services for Children deliver on a number of Welsh Government (WG) performance indicators that relate to Looked after Children accessing health assessments and dentists. We need to explore if we can measure this by protected characteristics.
Evidence Ref:	
1.2.1	% of health assessment appointments for adults with a learning disability offered within timescales
1.2.2	% of health assessments for LAC due in the year that have been undertaken
1.2.3	% of LAC in the period who were registered with a GP within 10 working days of placement start
1.2.4	% of LAC, by age, who have been continuously looked after for 12 months who have had their teeth checked by a dentist during the year

Evidence	Direction of Improvement	2010/11	2011/12 (Target)	2012/13	2015/16 Aspirational Target
1.2.1	Higher	N/A	N/A	To be confirmed	To be confirmed
1.2.2	Higher	51.5%	75.0%	To be confirmed	To be confirmed
1.2.3	Higher	100%	95%	To be confirmed	To be confirmed

1.2.4	Higher	52.2% Note- recording issue	88%	To be confirmed	To be confirmed	
Action				Lead Officer / Partner	Time frame	Related evidence
Community Services						
Continue to support all service users/ protected groups to access health services				Performance Manager & Team Managers	May 2012	1.2.1 1.2.2 1.2.3 1.2.4
Follow up on October workshop commitments in relation to promoting access and choosing healthy lifestyles.				Learning Disability (LD) Service Manager	ongoing	1.2.2
Continue to deliver on WG performance indicators in relation to LAC and rectify recording issues in relation to dentist checks.				Service Managers	ongoing	1.2.4
Follow up on October workshop commitments in relation to promoting access and choosing healthy lifestyles.				Planning Officer	March 2012	1.2.2
Record profile of LAC by protected characteristic				Team Manager Children	ongoing	1.2.1 1.2.3 1.2.4

Regional Equality Objective: 1	Reduce Health inequalities Action area 1.3 The care of older people is improved to ensure they are treated with dignity and respect
Local Equality Objective: Meets aim and of General Duty 1 and 2	Older people who receive social care are treated with dignity and respect
Issues	<p>Community Services Directorate have already put in place actions to address this objective:-</p> <ul style="list-style-type: none"> • Flintshire and Wrexham Dignity Champion Network established. General awareness raising has taken place including articles in general press. Awareness raising with homecare staff and Reablement training includes theme of dignity. In response to a questionnaire a localised action plan for the network is to be developed within the next 6 months. • All future training commissioned by Workforce Development team will stipulate that theme dignity is included. • Feedback Questionnaire is now sent out at review which asks older people if they were treated with dignity and respect. <p>In addition the Community Services Directorate intends to:</p> <ul style="list-style-type: none"> • Respond and deliver on BCUHB plan produced in response to report by Older People Commissioner 'Dignified Care? The experiences of older people in hospital in Wales. • Deliver on Regional Dignity in Care Action Plan to be produced April 2012.

Evidence Ref:	
1.3.1	Number /% of older people by protected characteristic who said they were treated with dignity and respect

Evidence	Direction of Improvement	2010/11	2011/12	2012/13	2015/16 Aspirational Target	
1.3.1	Higher	N/A	N/A	Establish base line	To be confirmed	
Action				Lead Officer / Partner	Time frame	Related evidence
Community Services						
Support delivery on BCUHB Action Plan				Partnerships Manager	Review 2013	1.3.1
Regional Dignity in Care Action Plan				Partnerships Manager	Completed by July 2012	1.3.1
Develop and deliver on local Dignity Champion Network Action Plan				Partnerships Manager	Review 2013	1.3.1
Workforce team to commission training with dignity theme				Workforce Development Manager	ongoing	1.3.1
Ongoing awareness raising				Partnerships Manager	Review 2013	1.3.1
Monitor feedback questionnaires and address issues				OP Service Managers	ongoing	1.3.1

Regional Equality Objective: 1	Reduce Health inequalities Action area 1.5 Transgender and Lesbian, Gay and Bisexual people are treated with dignity and respect when receiving care
Local Equality Objective: Meets aim and of General Duty 1 and 2	Transgender and Lesbian, Gay and Bisexual people are treated with dignity and respect when receiving social care
Issues	Although we are increasingly asking the question in all satisfaction / customer feedback questionnaires if people were treated with dignity and respect we currently do not equality monitor responses by Transgender and Lesbian, Gay and Bisexual. In response to need and findings of Equality Impact Assessments (EIAs) specialist training has been provided such as Transgender. We implement an Outcome focussed/ Person Centred care planning approach which increases focus on the individual needs of the person. There is a need to ensure all employees undertake diversity and equality training.
Evidence Ref:	
1.5.1	Number of employees who have undertaken diversity and equality training
1.5.2	% of complaints that relate to dignity

Evidence	Direction of Improvement	2010/11	2011/12	2012/13	2015/16 Aspirational Target
1.5.1.	Higher	80			
1.5.2	Lower	N/A	N/A	To be confirmed	To be confirmed

Action	Lead Officer / Partner	Time frame	Related evidence
Community Services			
Ongoing response to need, for example, specialist training.	Workforce Dev. Manager	ongoing	1.5.1 1.5.2
Ongoing promotion of diversity and equality training	Workforce Dev. Manager	ongoing	1.5.1
EIA completion on all new policies/ services etc.	Service Managers	ongoing	1.5.1 1.5.2
Respond to and address complaints regarding dignity	To be confirmed		1.5.2

Regional Equality Objective: 2	Reduce Unequal Outcomes in Education to maximise individual potential Action area 2.1 The educational attainment gap between different groups reduces
Local Equality Objective: Meets aim and of General Duty 1 and 2	2.1. (i) The gap in educational attainment levels of boys and girls at all key stages is reduced 2.1 (ii) Young people access increased opportunities for employment 2.1 (iii) The educational attainment levels of Looked After Children (LAC) improves 2.1 (iv) Vulnerable young people i.e. NEETS (Not in education, employment or training) and young offenders have access to increased opportunities for training and skills development
Issues	Data on educational attainment by boys and girls is held by the local authority. There is a lack of links between young people and business community leads to low levels of appropriate skills and qualifications among school/college leavers particularly in vocational areas
Evidence Ref:	
2.1.1	Attainment between boys and girls at all key stages
2.1.2	% of school leavers employed by local businesses
2.1.3	% of engagement events in school/colleges
2.1.4	% of businesses sponsoring events
2.1.5	Attainment levels between LAC compared to other groups at all key stages
2.1.6	Number / % of young people not in education, employment or training
2.1.7	Number/% of young offenders not in education, employment or training

Evidence	Direction of Improvement	2010/11	2011/12	2012/13	2015/16 Aspirational Target
2.1.1	Lower				
2.1.2	Higher	N/A	N/A	Establish baseline	To be confirmed

2.1.3	Higher	N/A	N/A	Establish baseline	To be confirmed	
2.1.4	Higher	N/A	N/A	Establish baseline	To be confirmed	
2.1.5						
2.1.6	Lower	3%	To be confirmed			
2.1.7	Lower	To be confirmed				
Action				Lead Officer / Partner	Time frame	Related evidence
Environment						
Raise ambitions and confidence amongst young people				Business and Economic Dev. Manager	Ongoing	2.1.2
Develop Flintshire Schools Business Week				Business and Economic Dev. Manager	December 2013	2.1.3
Earlier engagement with schools/colleges				Business and Economic Dev. Manager	April 2013	2.1.2 2.1.3
Work with providers of education/skills training to target priority groups				Business	Ongoing	2.1.2

	and Economic Dev. Manager		
Lifelong Learning			
Review teaching strategies in light of Estyn Report 'Closing the Gap Between Boys and Girls Attainment in Schools'	To be confirmed		2.1.1
Liaise with the local authority to establish a standard way to gather and record attainment information for groups of pupils who share protected characteristics.	To be confirmed		2.1.1
Continue to monitor and analyse attainment levels by protected characteristic to identify significant differences and areas for improvement	To be confirmed		2.1.1

Regional Equality Objective: 2	Reduce Unequal Outcomes in Education to maximise individual potential Action area 2.2 Identity based bullying in Schools reduces
Local Equality Objective: Meets aim and of General Duty 1, 2 and 3	Children and Young People feel safe at school
Issues	Research shows records have not indicated the types of bullying according to protected characteristics but documents have now been shared with schools to record and report identity based bullying.
Evidence Ref:	
2.2.1	Number of reported cases of identity based bullying (disability race, religion, sex, transphobic and sexual orientation).

Evidence	Direction of Improvement	2010/11	2011/12	2012/13	2015/16 Aspirational Target	
2.2 .1	Higher initially as reporting increases Lower as action is taken to reduce incidents	N/A	N/A	Establish baseline	To be confirmed	
Action				Lead Officer / Partner	Time frame	Related evidence
Lifelong Learning						
Record and report to the local authority and Flintshire Community Safety Partnership incidents of identity based bullying across all protected characteristics.				To be confirmed		2.2.1
Collect and analyse the data.				To be confirmed		2.2.1
Take action to support schools reduce incidents				To be confirmed		

Commission Stonewall to deliver training for schools on “Dealing with homophobic bullying in schools”	Personal, Social and Health Education Schools Co-ordinator	To be confirmed	2.2.1
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Regional Equality Objective 3	Reduce Inequalities in Employment Action area 3.1: Inequalities within employment are reduced.
Local Equality Objective: 3 Meets aim 1, 2 and 3 of General Duty	3.1(i) Improve the quality and quantity of workforce data relating to protected characteristics 3.1(ii) Employees demonstrate an awareness of diversity and equality issues and the public sector equality duties
Issues	<p>No records are kept in relation to gender identity and currently iTrent (Human Resource Management Information System) does not record gender identity. A request is in with MidlandHR to have this incorporated within iTrent and Self Service.</p> <p>The Equal Ops database, Employee Monitoring Information (EMI) form and the website require amending to incorporate additional protected characteristics.</p> <p>A Change request has been submitted to amend the Equal Ops Database and the paper EMI form has been amended and a Welsh version created. This is currently under review and an additional change request will be submitted to have the Flintshire English and Welsh websites updated. Revised EMI form to be published and distributed.</p> <p>A promotion of Employee Self Service (ESS) is required to increase employee understanding of ESS and trust around privacy / availability and use of data. Currently there is very little organisational/employee understanding around why we capture data around protected characteristics and what we do with this information.</p> <p>The increased distribution of reporting on Religion or Belief, Sexual Orientation, Marital Status, Gender Identity and Pregnancy and Maternity would be demonstrated by incorporating in the Corporate Workforce Information (WI) Report.</p>
Evidence Ref:	
3.1.1	% of data held against gender identity
3.1.2	% of data held against all other protected characteristics
3.1.3	Reports on Gender Identity designed and created
3.1.4	Reports on Pregnancy and Maternity designed and created

3.1.5	Increase in number the protected characteristics reported within Corporate WI Report
3.1.6	Data published
3.1.7	% employees who attend diversity and equality training

Evidence	Direction of improvement	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16 Aspirational Target
3.1.1		To be confirmed	To be confirmed	To be confirmed	To be confirmed	To be confirmed	To be confirmed
3.1.2		To be confirmed	To be confirmed	To be confirmed	To be confirmed	To be confirmed	To be confirmed
3.1.3							
3.1.4							
3.1.5		To be confirmed	To be confirmed	To be confirmed	To be confirmed	To be confirmed	To be confirmed
3.1.6		To be confirmed	To be confirmed	To be confirmed	To be confirmed	To be confirmed	To be confirmed
3.1.7	Higher	90	To be confirmed	To be confirmed	To be confirmed	To be confirmed	To be confirmed
Action					Lead Officer / Partner	Time Frame	Related evidence
All Directorates							
Ensure diversity and equality training needs are identified within appraisal process					Heads of Service	To start 1.04.12	3.1.7
Human Resources							
Continue dialogue with MidlandHR, iTrent Wales user group					Human	To be	3.1.1

and EHRC regarding the capture of gender identity		Resources Operational Manager	confirmed	
The Equal Ops database, Employee Monitoring Information form and the website require amending to incorporate additional protected characteristics.		Workforce Information Manager	To be confirmed	3.1.1 3.1.2
Design and Create reports on Gender Identity		Workforce Information Manager	To be confirmed	3.1.3
Design and Create reports on Pregnancy and Maternity		Workforce Information Manager	To be confirmed	3.1.4
The increased distribution of reporting on Religion or Belief, Sexual Orientation, Marital Status, Gender Identity and Pregnancy and Maternity		Workforce Information Manager / Senior HR Advisors (HRA) and HR Managers via Corporate Workforce Information Reports	To be confirmed	3.1.5
Interpretation of all of the above to identify any problem areas and define next steps.		Workforce Information Manager/Senior HRA's	To be confirmed	
Publish annual report on detailed employment information as set out in the specific duties		To be confirmed	To be confirmed	3.1.6

Support managers develop equality objectives for inclusion within appraisals		HR Managers	To be completed by 1.04.12	3.1.7
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Regional Equality Objective: 3	Reduce inequalities in employment and pay Action area 3.2: Any pay gaps between different protected characteristics are identified and addressed
Local Equality Objective:3 Meets aim 1, 2 and 3 of General Duty	There is no pay gap between men and women employed by the Council
Issues	<p>Equal Pay is being addressed through Single Status; the Single Status Agreement was struck between employers and recognised Joint Trade Unions in 1997, and seeks to achieve the following:-</p> <ul style="list-style-type: none"> i) harmonise terms and conditions for all employees irrespective of grade ii) modernise those employment policies i.e. ensure terms and conditions support the wider aims of the Council to be a modern and customer serving public organisation iii) facilitate equality in the workplace so that policies are inclusive and discrimination free. <p>Comparisons of pay by gender will be collated and analysed as part of the equality impact assessment on the pay and grading structure.</p>
Evidence Ref:	
3.2.1	Number of men receiving a bonus compared to number of women who receive a bonus
3.2.2	% Pay gap between men and women

Evidence	Direction of Improvement	2010/11	2011/12	2012/13	2015/16 Aspirational Target	
3.1		N/A	N/A	Establish baseline	To be confirmed	
3.2	Lower	N/A	N/A	Establish baseline	To be confirmed	
Action				Lead Officer / Partner	Time frame	Related evidence
Human Resources						
Deliver Single Status which is intended to harmonise terms and conditions of employment across the whole workforce –irrespective of protected characteristic				Head of HR and Organisational Design	December 2012	3.2.1 3.2.2
Design and implement a new equal pay compliant pay and grading structure via process of job evaluation				Head of HR and Organisational Design	December 2012	3.2.1 3.2.2
Complete EIA on pay model				Head of HR and Organisational Design	December 2012	3.2.1 3.2.2
Maintain pay and grading structure (i.e. avoid drift) via annual review to identify further pay gaps between protected groups				Head of HR and Organisational Design	2013 onwards	3.2.1 3.2.2

Regional Equality Objective: 4	Reduce inequalities in personal safety Action area 4.1: The reporting of hate crime and harassment increases and steps are taken to reduce hate crime and harassment
Local Equality Objective:4 Meets aim 2 and 3 of General Duty	People do not experience hate related harassment or crime in the community
Issues	<p>Profile of hate motivated incidents across Flintshire as reported to North Wales Police</p> <p>The Flintshire Community Safety Partnership's shared priorities for 2011/12 include:</p> <ul style="list-style-type: none"> • Reduce the levels of violent crime including domestic and sexual violence • Tackle hate related crime and disorder and encourage reporting <p>Details of evidence to support these priorities can be found in the Flintshire and Wrexham Community Safety Strategic Assessment</p>
Evidence Ref:	
4.1.1	Report presented to Corporate Management Team
4.1.2	To be confirmed

Evidence	Direction of Improvement	2010/11	2011/12	2012/13	2015/16 Aspirational Target	
Action				Lead Officer / Partner	Time frame	Related evidence
Environment						
To be confirmed						
Policy and Performance						
Review Equality and Human Rights Commission Report on Disability Related Harassment and prepare report for Corporate Management Team (CMT) identifying key actions for the Council				Policy and Performance	April 2012	4.1.1

Regional Equality Objective: 4	Reduce inequalities in personal safety Action area 4.2: The reporting of domestic abuse increases and action is taken to reduce domestic abuse
Local Equality Objective: 4 Meets aim 2 and 3 of General Duty	4.2.(i) The Lesbian, Gay Bisexual and Transgender (LGBT) community, disabled people, older people and people from a Black and minority ethnic (BME) background feel confident in reporting domestic abuse 4.2. (ii) Repeat incidents of domestic violence are minimised across all protected characteristics.
Issues	A variety of initiatives to promote the domestic abuse agenda and improve agency response have been in place in recent years. Reporting in this area has now reached a plateau although there are limited reports relating to domestic abuse in LGBT groups and from people from a BME background. No records are kept in relation to domestic abuse and all protected characteristics other than MARAC (Multi Agency Risk Assessment Conference). In relation to repeat incidents of high risk domestic abuse, evidence shows that approx. 65% of cases discussed at MARAC do not report further incidents to partner agencies. A detailed multi agency domestic abuse and sexual violence 3 year action plan is in place to address:- <ul style="list-style-type: none"> • Perpetrator Accountability • Improving response to reports of domestic violence by Health services, Criminal justice agencies, Statutory and Voluntary organisations. • Prevention through education and awareness raising
Evidence Ref:	
4.2.1	% of reports of high risk domestic abuse from people from BME background
4.2.2	% reports of high risk domestic abuse from older people
4.2.3	% of repeat high risk cases brought back to MARAC
4.2.4	% referrals from non police agencies into MARAC

4.2.5	% of reports of high risk domestic abuse within same sex relationships
4.2.6	Workplace domestic abuse policy endorsed

Evidence	Direction of Improvement	2010/11	2011/12	2012/13	2015/16 Aspirational Target	
4.2.1	Higher	To be confirmed	To be confirmed	To be confirmed		
4.2.2	Higher	To be confirmed	To be confirmed	To be confirmed		
4.2.3	Lower	To be confirmed	To be confirmed	To be confirmed		
4.2.4	Higher	To be confirmed	To be confirmed	To be confirmed		
4.2.5	Higher	To be confirmed	To be confirmed	To be confirmed		
Action				Lead Officer / Partner	Time frame	Related evidence
Community Services						
Social Services for Adults use standard risk assessment tool to identify high risk victims (DASH –Domestic Abuse Stalking and Harassment)				Service Managers	Review June 2012	4.2
Environment						
Implement domestic abuse and sexual violence action plan				To be confirmed		4.1 4.2 4.3 4.4 4.5

Human Resources			
Workplace Domestic Abuse policy agreed and implemented	Head of HR and OD	Sept 2012	4.6

Regional Equality Objective: 5	Reduce inequalities in Representation and Voice Action area 5.1: Decision making bodies become more representative of the communities they serve
Local Equality Objective: Meets aim and of General Duty 1, 2 and 3	The profile of people who participate in public life and representative bodies, for example, school governors, Schools Councils, Tenants and Residents Associations and service user planning groups better reflects the make up of the local community.
Issues	<p>The planning groups in Social Services for Adults (SSA), by their very function are representative of the protected characteristic of disability and the service user group. We do collect data on those that use our services, in relation to age, gender and ethnicity. We recognise in SSA and Social Services Children (SSC) that there are gaps in relation to the recording of ethnicity with the migration over to our new business system but we are looking to address gaps via our review process in SSA and case transfer in SSC. Similarly we acknowledge that gaps also exist in relation to the recording of ethnicity and protected characteristics in Housing Services. We are actively addressing these gaps in information through revising our data collection and monitoring procedures. Equality monitoring takes place with all new members of the tenant's participation group, data is collected on age, gender, ethnicity and disability. Support needs are identified to enable involvement. Those who have volunteered to join are representative, the majority are older people which is representative of our housing stock which is 40% sheltered accommodation.</p> <p>In an attempt to be fully inclusive in all our involvement activities we dedicate time and resources to ensure that our ways of involvement are responsive to need e.g. hearing loops, accessible venues, briefing and debriefing etc.</p> <p>For many of our service users 'having a voice' can be via questionnaire/ survey route. When consulting on a particular service development we do consider respondents feedback by protected characteristics such as gender, age and ethnicity, but this practice could become more consistent. A review of all our questionnaires will take place as part of our Community Services 5 Point Involvement Action Plan.</p>

	<p>Research shows that schools have not had access to local and regional information about the profile of their communities to enable them to identify whether the profile of School Governors reflect the local community. The full diversity profile of School Governors and School Councils is not known- the composition of these two groups is only known by gender.</p> <p>Elected member profile of Flintshire County Council is 21 females 49 males, no information is held on other protected characteristics.</p>
Evidence Ref:	
5.1.1	% 'of unknowns' for service users' ethnicity in SSA and SSC
5.1.2	% of younger people on Tenant Participation Group
5.1.3	% of customer satisfaction Questionnaires which include an equality monitoring request
5.1.4	EIA completed on Community Services 5 Point Involvement Action Plan
5.1.5	Diversity profile of School Governors
5.1.6	Diversity profile of pupil representatives on School Councils

Evidence	Direction of Improvement	2010/11	2011/12	2012/13	2015/16 Aspirational Target
5.1.1	Lower	To be confirmed	To be confirmed	To be confirmed	
5.1.2	Higher				
5.1.3	Higher	N/A	N/A	Establish base line	To be confirmed
5.1.4					
5.1.5	Higher	N/A	N/A	Establish base line	To be confirmed

5.1.6	Higher	N/A	N/A	Establish base line	To be confirmed	
Action				Lead Officer / Partner	Time frame	Related evidence
Community Services						
Address gaps in recording ethnicity in SSA via Review process and in SSC via Case Transfer process				Service Managers	March 2013	5.1.1
Implement Customer Involvement Strategy (Housing).				To be confirmed		5.1.2
Review all satisfaction questionnaires in use in relation to equality monitoring data, and when in use ensure analysis disaggregates findings by protected characteristics				Partnership Manager	June 2012	5.1.3
Undertake an Equality Impact Assessment on our Community Services 5 Point Involvement Action Plan.				Partnership Manager	2012	5.1.4
Lifelong Learning						
Review the data we currently hold on School Governors and School Councils and establish baseline data				To be confirmed		5.1.5 5.1.6
Establish a system for recording accurate data				To be confirmed		5.1.5 5.1.6
Identify protected groups who are underrepresented as School Governors and on School Councils and take targeted action to increase representation				To be confirmed		5.1.5 5.1.6

Regional Equality Objective: 5	Reduce inequalities in Representation and Voice Action area 5.2: Consultation and Engagement is improved through strengthening links between the Public Sector and local and national groups representing people from all protected groups
Local Equality Objective: Meets aim and of General Duty 1, 2 and 3	All protected groups are represented in consultation activities and equality impact assessments
Issues	Different forums and networks have been established across the County which enable Council officers to consult and engage with employees and customers from protected groups as described in section 3. 5 of the Strategic Equality Plan. A list of local and regional groups is available for employees to access; however we also recognise that there are some protected groups, for example, Travellers and people from different faiths where we need to strengthen engagement. We are also concerned about the need to avoid “consultation fatigue” and avoid duplication, such as repeating consultation exercises that have been undertaken by other public sector organisations and appreciate the opportunity to work collaboratively across North Wales.
Evidence Ref:	
5.2.1	Number of EIAs that are presented to EIA QA group
5.2.2	number of consultation exercises that include equality monitoring form
5.2.3	Regional stakeholder group established
5.2.4	Number of protected groups in the community available for consultation

Evidence	Direction of Improvement	2010/11	2011/12	2012/13	2015/16 Aspirational Target
5.2.1	Higher	N/A	14	To be	To be confirmed

				confirmed		
5.2.2	Higher	N/A	N/A	To be confirmed	To be confirmed	
5.2.3						
5.2.4	Higher	N/A	6		To be confirmed	
Action				Lead Officer / Partner	Time frame	Related evidence
All Directorates						
Monitor the make up of responses to consultation exercises by protected characteristic and use different mechanisms such as focus groups to consult with protected groups under or not represented				Directorate Equalities Rep	On going	5.2.2
Ensure EIAs submitted to EIA QA group				Directorate Equalities Rep	On going	5.2.1
Policy and Performance						
Work with public sector organisations to identify opportunities for establishing a regional equality stakeholder group with whom public bodies can engage				Policy and Performance Team	December 2013	5.2.3
Continue to make links between individuals/protected groups and support services to engage with all protected groups				Policy and Performance Team	On going	5.2.4

Regional Equality Objective: 6	Reduce Inequalities in Access to information, services, buildings and the environment Action area 6.1: Access to information and communications and the customer experience improve
Local Equality Objective: Meets aims 1 and 2 of General Duty	Customers with protected characteristics can easily access information
Issues	A Council wide Communication Strategy is in place supported by guidance on Plain Language and how to access interpretation and translation facilities. Community Services Directorate has developed a Communication Strategy and any leaflets produced by this Directorate are considered by a readers' panel. Although information may be held on customers preferred method of communication through the medium of English or Welsh, information is not always captured in relation to alternative formats of other languages. A key area of improvement is to increase the amount of data held on the profile of customers and use complaints and compliments and satisfaction surveys to identify inequalities in the provision of information and communication.
Evidence Ref:	
6.1.1	Number of requests for information in different languages and provision of information in alternative formats recorded by Customer Services
6.1.2	Number of services who record diversity profile of customers
6.1.3	Number of telephone calls to new Streetscene contact number
6.1.4	Number of website hits
6.1.5	Number of customers reporting issues through the website
6.1.6	Footfall in Reception and future Flintshire Connects
6.1.7	% of complaints by protected characteristic and by nature of complaint e.g. equality/discrimination/access

Evidence	Direction of Improvement	2010/11	2011/12	2012/13	2015/16 Aspirational Target	
6.1.1	Higher	55 language, 41 alternative formats	73 language, 17 formats	To be confirmed	To be confirmed	
6.1.2	Higher	N/A	N/A	To be confirmed	To be confirmed	
6.1.3	Higher	N/A	N/A	To be confirmed	To be confirmed	
6.1.4	Higher	N/A	N/A	To be confirmed	To be confirmed	
6.1.5	Higher	N/A	N/A	To be confirmed	To be confirmed	
6.1.6	Lower County Hall Higher Flintshire Connects	N/A	N/A	To be confirmed	To be confirmed	
Action				Lead Officer / Partner	Time frame	Related evidence
All Directorates						
Support Customer Services with ongoing promotion of language line and information in different formats				Directorate Equalities Rep	On going	6.1.3
Ensure equality impact assessments on all new policies, services, decisions etc and actions are embedded in service plans				Directorate Equalities Rep	On going	6.1.7
Community Services						
PARIS system to produce data reports on service uptake by protected characteristic for				Performance	June 2012	6.1.2

new services such as Reablement	Team Manager		
Undertake Equality Impact Assessment on the Communication Strategy	Business Manager	Completed by May 2012	6.1.7
Equality Impact Assessments to involve the EIA Quality Assurance Group	Service Managers	ongoing	6.1.7 (5.2.1) (6.2.5)
Bespoke EIA training workshops delivered to key staff.	Directorate Equalities Rep & Corporate Equality Officer	June 2012	6.1.7 (5.2.1) (6.2.5)
Environment			
Introduce Streetscene contact number and ensure accessible for Deaf customers	Customer Services Manager	To be confirmed	6.1.5
Monitor number of contacts through Streetscene number and satisfaction levels of customers by protected characteristic	Customer Services Manager	To be confirmed	6.1.5
Improve accessibility of Directorate web pages	Electronic Services Officer	December 2012	6.1.6 6.1.7
Monitor website usage to update information for low usage areas	Electronic Services Officer	December 2012	6.1.6 6.1.7
Monitor complaints to inform service improvement	Directorate Support and	Ongoing	6.1.7

	Performance Manager		
Work with Flintshire Connects Project Manager to enhance services, for example, concessionary travel passes, access to planning duty officer.	Directorate Support and Performance Manager	Lean Projects Completed	6.1.7
ICT and Customer Services			
Promote interpretation and translation service to both customers and employees	Customer Services Officer	On going	6.1.3
Explore the potential with North Wales Deaf Association to introduce remote British Sign Language interpretation service within Flintshire Connects	Project Manager Flintshire Connects	Start Date March/April 2012	6.1.5 6.1.7
Explore the potential to increase accessibility of website for Deaf customers and for people with visual impairment	Customer Services Officer	Start Date March/April 2012	6.1.4
Ensure the new Customer Relationship Management (CRM) System captures preferred method/format for communication of customers	Customer Services Manager	September 2012	6.1.1 6.1.7
Collate and analyse reports on complaints and identify areas for improvement	To be confirmed	To be confirmed	6.1.7
Lifelong Learning			
To be confirmed			
Policy and Performance			
Promote "Equality and You" document across the Council	Assistant Policy Officer	01.05.12	6.1.3

Provide equality awareness session to contractors as part of Procurement Seminars	Policy and Performance	Complete by April 2013	6.1.7
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Regional Equality Objective: 6	Reduce Inequalities in Access to information, services, buildings and the environment
Local Equality Objective: Meets aim and of General Duty	Physical access to services, transport, the built environment and open spaces improve Customers with protected characteristics have equality of access to services, transport, the built environment and open spaces which the Council provides or manages
Issues	<p>Limited data is available on the profile of customers and service users across the whole Council; where it is held the profile of all protected characteristics is not captured. Therefore it is difficult to use this data to identify potential or actual inequalities.</p> <p>A reception survey was undertaken in all our public reception areas to ensure equality of access to people with protected characteristics of disability and race. Gaps were identified and some were rectified, for example the display of the language line poster. A rolling programme of physical alterations to public buildings and schools is in place.</p> <p>Equality Impact Assessments and consultation with protected groups are undertaken and there are examples of positive changes as a result of findings. For example, in building the Extra Care facility in Shotton, older men had some clear ideas for interior design, type of chairs etc, i.e. preference for single chairs over settees.</p> <p>A service option that promotes independence, where people have the opportunity to take control and make their own arrangements to meet their assessed needs is Direct Payments or Citizen Directed Support. An improvement priority was to increase the number of people taking up these opportunities. We are pleased to report that through ongoing awareness raising and staff training the numbers have increased with 180 people now using direct payments which compares to 156 for 2010. We are encouraged by the rise in the number of older people, which was identified by CSSIW as an area we needed to develop, in 2010 there were 15 older people now in 2011 there are 23.</p>
Evidence Ref:	
6.2.1	Number of Council owned buildings that are accessible to disabled people

6.2.2	Number of people accessing Direct Payments
6.2.3	Waiting times for applicants requiring adapted accommodation compared to other applicants
6.2.4	Diversity profile of customers who use libraries, leisure centres and youth services is available
6.2.5	Number of EIAs completed and summaries published
6.2.6	% of residents over 60 who hold a concessionary travel pass

Evidence	Direction of Improvement	2010/11	2011/12	2012/13	2015/16 Aspirational Target	
6.2.1	Higher	36	40	To be confirmed	To be confirmed	
6.2.2	Higher	To be confirmed				
6.2.3	Lower	To be confirmed				
6.2.4	Higher	To be confirmed				
6.2.5	Higher	7	To be confirmed	To be confirmed	To be confirmed	
6.2.6	Higher	N/A	N/A	78%	82%	
Action				Lead Officer / Partner	Time frame	Related evidence
All Directorates						
Directorates have in place systems to monitor the profile of customers by protected characteristic; results analysed to identify over/under representation and actions for improvements incorporated in service plans				Directorate Equalities Rep	September 2012	6.1.2
Community Services						
Review Reception Surveys and rectify gaps				Directorate Equalities Rep	July 2012	6.2.1
Ongoing expansion of the Direct Payment scheme and Citizen Directed Support				Physical	Ongoing	6.2.2

	Disability and Sensory Impairment & LD Service Managers	Reviewed annually as per SSA plan	
Disaggregate complaints received by protected characteristics to inform service improvements	Partnerships Manager	April 2012 onwards Reviewed annually	6.1.7
Environment			
Continue rolling programme of physical alterations to Council buildings involving disabled people in the prioritisation of improvements	Corporate Property Maintenance Manager	On going	6.2.1
Promotion of concessionary travel passes	Transportation Manager	Ongoing	6.2.6
Lifelong Learning			
Implement phase 2 of the rolling programme of physical alterations to schools to ensure pupils with physical and/or sensory impairments have full access to the curriculum	To be confirmed		6.2.1
Explore the opportunity to include "Changing Places " facilities at swimming pools across the County	Principal Leisure Services Officer/ Assistant Policy Officer	April 2013	6.2.1
Ensure all newly refurbished leisure facilities are fully accessible for disabled customers.	To be confirmed		6.2.1

FLINTSHIRE COUNTY COUNCIL

REPORT TO: **EXECUTIVE**

DATE: **27 MARCH 2012**

REPORT BY: **DIRECTOR OF LIFELONG LEARNING**

SUBJECT: **WELSH IN EDUCATION STRATEGIC PLAN FOR
FLINTSHIRE 2012 - 2015**

1.00 PURPOSE OF REPORT

1.01 To seek Executive approval of the draft Welsh in Education strategic plan for Flintshire Local Authority.

2.00 BACKGROUND

2.01 The Welsh-medium Education Strategy was published by the Welsh Government in April, 2010 and sets out the national strategic direction for Welsh-medium education.

2.02 Central to the national planning system is the Welsh in Education Strategic Plan (WESP) which will be prepared by each local authority and submitted to the Department for Education and Skills (DfES). The Framework for the WESP was published in July 2011, with a timetable for completion in draft by December 2011.

2.03 WESPs are required to demonstrate the progress made by local authorities against the national targets set out in the Welsh-medium Education Strategy.

2.04 The targets include the following: -

- more seven-year old children being taught through the medium of Welsh as a percentage of the Year 2 cohort;
- more learners continuing to improve their language skills on transfer from primary schools to secondary schools;
- more learners studying for qualifications through the medium of Welsh;
- more learners aged 16 – 19 studying Welsh and subjects through the medium of Welsh; and
- more learners with improved skills in Welsh.

2.05 Each Welsh in Education Strategic Plan will contain four main sections: -

- Section 1 – Vision and Aim for Welsh-medium education in Flintshire

- Section 2 – The Action Plan (strategy to meet seven outcomes)
- Section 3 – Commentary and further notes
- Section 4 – Appendices inclusive of data

2.06 The timetable for establishing the framework for preparing, submitting and monitoring of the Welsh in Education Strategic Plans is as follows: -

Action	Responsibility	Timetable
LAs to submit their first Welsh in Education Strategic Plans	LAs	December 2011
Plans in operation	LAs	1 April 2012
DfES officers to hold monitoring meetings with each LA	DfES/LAs	Annually
LAs to submit their updated Plans	LAs	April 2013

3.00 **CONSIDERATIONS**

3.01 Following a report presented in September to the Lifelong Learning Overview and Scrutiny Committee, a forum has been formulated to strategically plan, monitor and evaluate Flintshire Local Authority's Welsh in Education Strategic Plan.

3.02 The forum membership consists of the following representatives: -

- Menter Iaith
- Mudiad Ysgol Meithrin
- Parent Representative - Rhag/SYFFFLAG
- Senior Learning Adviser - Foundation Phase
- Children and Young People's Partnership
- Athrawon Bro
- Secondary School – Headteacher
- Primary School – Headteacher
- Principal Learning Adviser – Secondary
- Inclusion Service - Principal Learning Advisor
- Head of Development and Resources
- Principal Learning Adviser – Primary
- Senior Learning Adviser – Primary
- Governor Representative
- Pupil Support Services – Manager
- Head of Schools Services
- Trade Unions/Undebau
- College Representative
- Council Members

3.03 The remit of the forum, as per its terms of reference is: -

- to agree, implement and review a co-ordinated approach that best delivers the requirement of the Welsh Government's Welsh-medium Education Strategy within Flintshire
- to be responsible for the delivery of the action plan incorporating seven key outcomes
- to monitor, evaluate and consider the impact of the delivery of the action plan in raising standards in Welsh first and second language
- forum representatives are expected to consult with and feedback to their respective associate stakeholders

3.04 During the past six months the forum met on the following dates: -

- 23 September 2011
- 20 October 2011
- 14 November 2011
- 2 December 2011
- 8 December 2011
- 3 February 2012

3.05 In addition to forum meetings, numerous working group meetings have been held linked to the specific outcomes within the plan.

3.06 The draft Strategic Plan (please refer to Appendix 1 and 2) was submitted to the Department for Education and Skills in December, 2011.

3.07 Members are reminded of a Members' Workshop session which was held on 31st January, 2012.

3.08 At the time of writing this Executive Committee Paper the Authority had not received feedback from the Department of Education and Skills (DfES).

4.00 RECOMMENDATIONS

4.01 Executive is requested to note the progress made in the drafting and production of the Welsh in Education Strategic Plan (WESP) for Flintshire.

4.02 Executive is requested to consider the approval of the draft strategic plan pending feedback from the Department of Education and Skills (DfES).

5.00 FINANCIAL IMPLICATIONS

5.01 From April 2012, a three-year augmented Welsh in Education Grant (WEG) incorporating the former grant administered by the Welsh

Language Board to support the Athrawon Bro Service will be established to support the objectives of the planned WESPs. This will be administered by DfES and will be separate from the School Effectiveness Grant.

6.00 ANTI POVERTY IMPACT

6.01 None arising directly from this report.

7.00 ENVIRONMENTAL IMPACT

7.01 None arising directly from this report.

8.00 EQUALITIES IMPACT

8.01 None arising directly from this report.

9.00 PERSONNEL IMPLICATIONS

9.01 None arising directly from this report.

10.00 CONSULTATION REQUIRED

10.01 Consultation has been undertaken with key stakeholders via the representatives on the Welsh in Education Forum.

10.02 Consultation was undertaken on 31st January 2012 with Council Members via a Workshop session and as an agenda item on the Lifelong Learning Overview and Scrutiny Committee on 22nd March 2012.

11.00 CONSULTATION UNDERTAKEN

11.01 None undertaken.

12.00 APPENDICES

12.01 Appendix 1 and 2 – Draft Welsh in Education Strategic Plan for Flintshire 2012 – 2015.

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

None

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Welsh in Education Strategic Plan for Flintshire 2012-2015

Section 1: Flintshire's Vision and Aim for Welsh-medium Education

Flintshire County Council endeavours to **increase** the number of fluent Welsh speakers within its boundaries, with the aim of creating an increasingly bilingual county and country.

Flintshire County Council is committed to supporting, expanding and promoting Welsh-medium education within the whole community, increasing the number and percentage of pupils receiving Welsh-medium education in compliance with the Welsh Government's Welsh-Medium Education Strategy of developing learners who are fully bilingual (i.e. fluent in both English and Welsh).

[Flintshire County Council understands and accepts the definition in the Welsh-Medium Education strategy document page 8 2.12, 2.13 and 2.14-2.18, please refer to appendix 1]

Flintshire County Council, working in partnership with schools, stakeholders and other providers will: -

- provide parents with full information and understanding of the advantages of Welsh-medium education and the opportunities which exist within Flintshire; explaining clearly that
 - (a) there is no need for parents to be Welsh speakers for their children to take advantage of this opportunity
 - (b) only by receiving education in a designated Welsh-medium school will pupils become fully bilingual.
 - (c) there are intellectual advantages to being equally fluent in two languages
- work with stakeholders to increase significantly the number of pupils who receive their education through the medium of Welsh in the current designated Welsh-medium schools in the County (5 primary and 1 secondary in 2011) and enhancing this through: -
 - (a) increasing the provision i.e. Welsh-medium schools from Nursery to post-14, post-16 education.
 - (b) developing a more effective immersion system
 - increasing numbers in Y7 by 100% by 2013;
 - increasing numbers in Y2-Y6 by establishing an immersion unit for primary pupils.
- work with schools to develop the CPD programme among the education workforce which will increase the number of potential practitioners within the Welsh-medium sector. This will also ensure:
 - equal opportunity within INSET for practitioners within the Welsh-medium sector
 - a wealth of expertise in curriculum and managerial areas to support the development of Welsh-medium education

- work with schools to raise standards, as required by the National Literacy Programme and the School Effectiveness Framework
 - in the Welsh-medium sector (Welsh First Language and subjects taught through the medium of Welsh across the curriculum)
 - in the English-medium sector (where Welsh is taught and promoted as a second language)
- renew the schools/LA partnership agreement setting priorities for Welsh-Medium education and the roles that all stakeholders can fulfil in developing provision
- ensure elected Members, officers, headteachers and governors (Welsh-medium and English-medium) have full knowledge and understanding of the nature of Welsh-medium education – and that this message permeates through all aspects of the council's work.
- safeguard and increase the current provision, ensuring that any developments in the School Modernisation Programme benefit the Welsh language and Welsh-medium education.

Section 2: The Action Plan

Outcome 1: More seven-year-old children being taught through the medium of Welsh <i>(Please refer to Appendix 2)</i>			
A. Objective	B. Current performance (Questions to be answered)	C. Timetable of future plans	D. Progress report
1.1 Increase the number of seven-year-old children taught through the medium of Welsh	<p>5.7% of seven-year-old children in Flintshire are currently taught through the medium of Welsh.</p> <p><i>It is recognised that the percentage of children taught through the medium of Welsh is too low and action is required to increase this level through partnership working with various agencies. Greater encouragement is required for parents to engage early with providers of Welsh-medium pre-school provision, in order to double the % by 2015.</i></p> <p><i>It is also recognised that school place provision needs to be accessible, with additional places provided where no provision exists.</i></p> <p><i>Furthermore, it is acknowledged that there is a need 'to raise an awareness of Welsh-medium education' through: -</i></p> <ul style="list-style-type: none"> <i>• promotional materials.</i> <i>• ensuring that essential information is made available to Elected Members to make informed decisions relating to Welsh-medium education.</i> <i>• Partnership working with the Menter Iaith to produce a multi-agency pamphlet to convey the advantages of a Welsh-medium education to parents in the wider community, and that their</i> 	<p><i>To organise a workshop for elected members to share information on:-</i></p> <ul style="list-style-type: none"> <i>a) Welsh-medium education</i> <i>b) Welsh in Education Strategic</i> 	

	<p><i>ability to speak Welsh is not a requirement for choosing a Welsh-medium education for their children.</i></p> <p><i>There is no current marketing strategy targeting pre-school age children. (Please see actions under Objective 1.7)</i></p>	<p><i>Plan (January 2012)</i></p> <p><i>To inform Members annually of the progress of the Welsh in Education Strategic Plan.</i></p> <p><i>To involve Members in decisions relating to enhanced Welsh-medium education in Flintshire.</i></p>	
<p>1.2 Adopt systematic processes for measuring the demand for Welsh-medium childcare and Welsh-medium statutory educational provision. Act promptly on the findings of parental surveys.</p>	<p><i>The majority of Welsh-medium childcare is provided by Meithrin or Meithrin Mwy. At the present time there are 7 'cylch Meithrin' providing sessional care for 2.5 hours Of these there are 5 providers of early entitlement and 2 provide Dechrau'n Deg. 6 of the 'cylch' provide more extensive provision referred to as Meithrin Mwy. Mudiad provides the care for the remaining hours. There are currently 5 registered Welsh-Medium settings providing the funded places for three year olds in Flintshire – Cylch Meithrin Terrig, Cylch Meithrin Y Fflint, Cylch Meithrin Yr Wyddgrug, Cylch Chwarae Treffynnon & Cylch Meithrin Mornant.</i></p> <p><i>To date, all requests for a funded place in a Welsh-Medium setting have been met.</i></p>	<p><i>Based on the outcome of the most recent Welsh Medium childcare provision survey, any deficiency in future places would need to be met by negotiating with the Welsh medium groups to increase capacity. This may involve reviewing premises, staffing levels and CSSIW registration. It may also include setting</i></p>	

	<p><i>The most recent survey of demand by ORS was in April, 2009. This was a survey of parents with children aged 2 or younger.</i></p> <p><i>22% of the respondents would be likely to send their children to an existing Welsh-medium provision whilst 33% would be likely to access it if within 2 miles of the home.</i></p> <p><i>Main areas of positive response was in those areas where there is existing provision, but some respondents are in areas not well served by a provision e.g. Shotton area. This would suggest the need for extra provision in that area, which would match the changes which will be brought about by the Flintshire School modernisation Strategy.</i></p>	<p><i>up completely new provision in another geographical location.</i></p> <p><i>To plan and develop nursery and statutory Welsh-medium education in the Shotton, Deeside area. (September 2014)</i></p> <p><i>To undertake further research for 'the demand for Welsh-medium education' in conjunction, where possible, with any Welsh Government initiative in this area. (2012 / 2013)</i></p> <p><i>To seek opportunities for the enhanced provision of Welsh-medium education based on research findings above. (Possible Buckley</i></p>	
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		area) (2013 onwards)	
<p>1.3 Ensure that proposals for 21st Century Schools include full consideration of Welsh-medium education.</p>	<p><i>The 21st Century Schools Programme is based on the reduction of surplus places and increase in efficiency of provision. Provision in existing schools is to be maintained with capital investment to enhance learning environments.</i></p> <p><i>Additional provision, where a need has been identified, could be by the use of some capacity currently in use in the English-medium sector being brought into use for Welsh-medium provision, possibly under the management of existing local provision. The Flintshire School modernisation Programme provides for the amalgamation of schools, and the release of some existing facilities.</i></p> <p><i>Flintshire School Modernisation programme will: -</i></p> <ul style="list-style-type: none"> <i>(i) Protect all Welsh-medium schools (primary and secondary)</i> <i>(ii) Utilise existing provision to increase the percentage of Welsh-Medium education</i> <i>(iii) Secure new provision in existing or new build accommodation</i> <p><i>Submission of proposals for the amalgamation programme and the consequent release of school buildings are part of the Flintshire programme, and are funded in part by the Welsh Government tranche 3 funding stream.</i></p> <p><i>Individual proposals submitted to the WG for funding under the 21Century Schools programme will be accompanied by a Welsh Language impact assessment,</i></p>	<p><i>Action to achieve additional provision will include:-</i></p> <p><i>Preparation of the new provision in 2012-13 ready for the 2014 start.</i></p>	

	<p><i>which will include an appraisal of the number of existing places in provision, and a response to the need to provide in areas that currently do not have provision.</i></p> <p><i>21st Century Schools funding announcements not yet made but should come on stream post 2014.</i></p>		
1.4 Ensure collaborative working through consortia.	<p><i>Headteachers of Welsh-medium primary schools are eager to work on a regional basis.</i></p> <p><i>Mudiad Meithrin currently have representation on a sub-group of the Children and Young People Partnership and on the Early Years parenting and strategy group.</i></p> <p><i>Mudiad have expressed their willingness to work regionally and can appreciate the advantages in sharing best practise with neighbouring Authorities.</i></p> <p><i>The emerging Families First approach will encourage and enable more cross boundary approaches.</i></p>	<p><i>Working Group within the Forum to meet to formulate a strategy for collaborative working in partnership with Agencies, Authorities Consortium etc., which embraces all aspects of Welsh in Education. (April 2012).</i></p>	
1.5 Increase the ability to take advantage of Welsh-medium provision through immersion education schemes and centres for latecomers.	<p><i>Immersion provision is already in place in Ysgol Maes Garmon, (Yr. 7). This is a successful programme and we assess that it can be increased by 100% in size.</i></p> <p><i>This is an area of provision that is recognised as being in need of enhancement.</i></p>	<p><i>To develop a strategy and practical methods for the provision of immersion in the Welsh Language for latecomers. (2012 / 2013).</i></p>	
1.6 Establish a Welsh-medium Education Forum and	<p><i>Appendix 4 illustrates the terms of reference for Welsh-medium education forum.</i></p>		

<p>establish links with the Children and Young People's Plan. Ensure considerations for resources and finance for Welsh-medium provision within early years.</p>	<p><i>Headteachers of the Welsh medium schools and the representatives of various agencies including Governors Mudiad, Menter Iaith and Welsh medium interest groups are members of the forum which has helped in the development of the Authority's strategy.</i></p> <p><i>The CYPP have also been engaged in the development of the plan as the CYPP plan 2011 – 2014 "making a positive difference" has a commitment to recognise and value the Welsh language and culture and is mindful of this in the delivery of the outcomes within the plan.</i></p>	<ul style="list-style-type: none"> • <i>The Forum will ensure that Welsh medium Headteacher representation in the developments with officers and members to share their specialist knowledge of the requirements to provide Welsh medium education.</i> • <i>The Forum will monitor the progress of the Flintshire's Welsh in Education Plan as per its terms of reference within Appendix 4 (once per school term).</i> • <i>The Forum will establish working groups linked specifically to</i> 	
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		<p><i>the seven outcomes within the strategic plan. (February 2012).</i></p>	
<p>1.7 Provide information for parents/carers</p>	<p><i>The forum has received and agreed a 'vision' and aim for Welsh-medium education in Flintshire.</i></p> <p><i>Admission booklet outlining procedures for admittance is issued bilingually in accordance with Council policy.</i></p> <p><i>Any model letters produced by LA team designed for use with parents re FP are sent bilingually.</i></p> <p><i>Menter Iaith and Mudiad are producing new booklet to promote Welsh-medium education to catch parents earlier – likely to be using health visitors, clinics etc to promote option to access Welsh-medium education sooner.</i></p>	<p><i>To seek County Council approval of the vision and aim. (Spring 2012).</i></p> <p><i>Effective marketing strategy needs to be developed by the forum.</i></p> <p><i>Future admissions documentation for admission in 2013 to reflect more clearly the distinction between Welsh-medium and English- medium schools and time language outcomes of learners in both settings.</i></p> <p><i>To formulate a working party to:-</i></p> <p><i>a) produce a pamphlet re access to Welsh-medium</i></p>	

	<p><i>Parents receive a guide to School Admissions giving information on transfer from Nursery to Reception. Information about Secondary immersion and contact details are currently given in the Guide.</i></p>	<p><i>education b) agree marketing strategy targeted at pre school age children c) formulate methods of communication re advantages of Welsh-medium education (2012 onwards).</i></p> <p><i>Schools' admissions to be produced bilingually with: - (i) Input from Headteachers (ii) Circulated to Headteachers prior to distribution to parents Review how Flintshire County Council website promotes Foundation Phase and its delivery in both English and Welsh medium schools and</i></p>	
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	<p><i>Information currently sent to parents as part of the admissions process to nursery and reception does not include the likely language competence of pupils as a result of the Welsh-medium provision.</i></p> <p><i>The CYPP have an input into providing information for parents and carers and the Family Information Service can also be crucial to ensuring accurate information is available.</i></p>	<p><i>provides links to Welsh Government website for Foundation Phase – check accessibility via Flintshire County Council Infopoints. (Summer 2012).</i></p> <p><i>To be included in future information from 2012-2013.</i></p>	
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Outcome 2: More learners continuing to improve their language skills on transfer from primary school to secondary school (Please refer to Appendix 3)			
A. Objective	B. Current position (Questions to be answered)	C. Timetable of future plans	D. Progress report
2.1 Increase the percentage of Year 9 learners who are assessed in Welsh (First Language)	<i>All learners who attend YMG are assessed in Welsh (First Language) in Year 9. In 2011, 108 learners were assessed. This is a high number compared to an average year and reflected 6.6% of Flintshire learners. Actions to increase this percentage would be those aimed at increasing the proportion of learners undertaking Welsh-Medium Education on transfer to the Secondary Sector.</i>	<p>Actions for development are: -</p> <ol style="list-style-type: none"> 1. Maintain 100% assessment in Welsh 1st Language at YMG. 2. Strengthen liaison activities between YMG and Welsh-medium primary schools. 3. Continue to promote year 7 "learners group". 	
2.2 Develop more effective transfer between the funded non-maintained provision to maintained school provision, between Key Stage 2 and 3 and Key Stage 3 and 4.	<p>What are the rates of progression between:</p> <ul style="list-style-type: none"> • non-maintained Welsh-medium childcare settings for children under 3 and maintained Welsh-medium/bilingual schools delivering the Foundation Phase; • non-maintained Welsh-medium childcare settings for children under 3 and funded non-maintained Welsh-medium settings delivering the Foundation Phase; • funded non-maintained Welsh-medium settings and maintained Welsh-medium/bilingual schools; • non-maintained Welsh-medium childcare 		

	<p>settings for children under 3 and funded non-maintained Welsh- medium settings delivering the Foundation Phase and subsequently maintained Welsh-medium/bilingual schools;</p> <ul style="list-style-type: none"> • Foundation Phase and Key Stage 2 <p>• Key Stages 2 and 3 <i>Flintshire Welsh Medium learners transfer to YMG or Ysgol Glan Clwyd for secondary education. In the years 2009 to 2011, 97% of learners in Welsh Medium Primary schools in Flintshire transferred to one of these schools.</i></p> <p><i>Transition arrangements between YMG and the Welsh Medium consortium of schools are well developed:-</i></p> <ul style="list-style-type: none"> • <i>Year 5 pupils are invited to spend a day at YMG during the summer term to take part in PE, Art and D&T lessons</i> • <i>Year 5 and 6 pupils are invited to the Open Evening in October every year</i> • <i>Year 6 pupils spend 2 days at YMG after their Llangrannog visit</i> <ul style="list-style-type: none"> • Key Stage 3 and 4 <i>Generally, all learners who are registered in Welsh Medium provision at the end of KS3 continue into KS4. Exceptions would be due to individual circumstances.</i> 	<p><i>Continue to develop liaison activities within the Welsh Medium consortium of schools.</i></p>	
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2.3 Promote a higher proportion of Welsh-medium provision within bilingual schools.	<i>Not Applicable – Flintshire has no bilingual schools.</i>		
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Outcome 3: More learners aged 14-16 studying for qualifications through the medium of Welsh Outcome 4: More learners aged 16-19 studying subjects through the medium of Welsh in schools, colleges and work-based learning <i>(Please refer to Appendix 4)</i>			
A. Objective	B. Current position (Questions to be answered)	C. Timetable of future plans	D. Progress report
3.1 Increase the percentage of learners aged 14-16 studying for qualifications through the medium of Welsh	<p><i>All KS4 learners at YMG follow a Learning Pathway aimed at 5 or more qualifications. In 2011 98.9% of the cohort achieved the Level 1 Threshold and over 90% of learners have done so in each of the last eight years. In 2011 the 91 learners in Year 11 at YMG were 5.1% of the Flintshire year group.</i></p> <p><i>All YMG learners follow a Learning Pathway which includes at least five accredited courses. This cannot be increased. Numbers of learners failing to achieve the Level 1 Threshold are small, e.g. just one learner in 2011. YMG has introduced new vocational options into the KS4 curriculum, meeting the requirements of the Learning and Skills Measure and benefiting from partnership working and provides Learning Coaching opportunities for all learners.</i></p>	<p><i>Maintain 100% figure for learners in YMG undertaking assessment for accreditation through the medium of Welsh.</i></p>	

<p>3.2 Ensuring that provision for 14-16 year old learners complies with the Learning and Skills Measure (Wales) 2009</p>	<p><i>Financial support for Welsh Medium courses is received from the Flintshire 14-19 Network in the Annual Network Development Plan.</i></p> <p><i>Breadth of provision is enhanced by partnership working with Deeside College.</i></p> <p><i>All post 14 learners at YMG follow a uniquely Welsh Medium curriculum. This represents 100% of Post 14 Welsh Medium learners in Flintshire schools. The small number of learners involved and the requirement to offer courses which fulfil the Learning and Skills measure means that some courses run with small numbers. The school continually evaluates curriculum provision but is reliant on financial support from the ANDP.</i></p>	<p><i>Maintain support for Welsh medium provision within the ANDP.</i></p> <p><i>New ANDP to be produced by January 2012</i></p> <p><i>Partnership Agreement on Curriculum offer by December 2011.</i></p>	
<p>3.3 Increase the percentage of learners aged 16-19 who study subjects through the medium of Welsh in schools</p>	<p><i>All post 16 provision at YMG (106 learners in September 2011) is delivered through the medium of Welsh. Agriculture courses (18 learners in 2011) are available at college through the medium of Welsh.</i></p> <p><i>Financial support for collaborative working is received from the 14-19 ANDP.</i></p> <p><i>Support for partnership working with Ysgol Morgan Llwyd is maintained through DOLEN.</i></p> <p><i>Flintshire 14-19 Network contributes to the Fforum through the ANDP.</i></p> <p><i>The Forum supports Flintshire learners on Welsh Medium collaborative courses through partnership with Ysgol Morgan Llwyd and Deeside College.</i></p>	<p><i>Continue to develop partnership working to make Welsh Medium provision more sustainable.</i></p>	

<p>3.4 Work through 14-19 Networks and 14-19 Regional Forums to sustain and improve Welsh-medium provision</p>	<p><i>Headteacher of YMG sits on the Regional Welsh Medium Forum and leads partnership working across the region. Deeside College also have membership of the Regional Forum.</i></p> <p><i>LA Principal Learning Advisor Secondary Schools and Head of ICT support 14-19 Network and Flintshire 14-19 Welsh Medium sub-group, chaired by Headteacher of YMG.</i></p> <p><i>Flintshire School Improvement team support YMG through a series of Planned Support and visits. Deeside College is engaged in the Bilingual Champion project with Welsh Government and has trained 11 staff members through the Welsh Sabbatical Scheme.</i></p>	<p><i>Maintain support for Welsh medium provision within the ANDP. New ANDP to be produced January 2012 Partnership Agreement on Curriculum offer by December 2011. Continue to develop partnership working to make Welsh Medium provision more sustainable.</i></p>	
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<p>3.5 Gather, analyse and use data for 14-19 Welsh-medium provision. Plan for post-16 Welsh-medium provision within partnerships</p>	<p><i>All learning providers and the LA are represented on the 14-19 Network and the 14-19 Welsh Medium Sub Group. This is chaired by the Heateacher of YMG who represents the Network on The Regional Forum.</i></p> <p><i>Support for Welsh Medium education is identified within the ANDP and the Headteacher of YMG is a member of the ANDP Development Group.</i></p> <p><i>The 14-19 Welsh Medium Sub Group, brings together YMG, LA, Deeside College, WBL and CWNE to ensure that we have a full icture of Welsh medium provision in our Authority.</i></p>	<p><i>Continue to develop partnership working to make Welsh Medium provision more sustainable.</i></p>	
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Outcome 5: More learners with higher skills in Welsh <i>(Please refer to Appendix 4)</i>			
A. Objective	B. Current position (Questions to be answered)	C. Timetable of future plans	D. Progress report
5.1 Improve provision to address literacy in Welsh	<p><i>Support for the development has included the following:-</i></p> <ul style="list-style-type: none"> • <i>'Dyfal Donc' intervention programme</i> • <i>An audit of reading tests used by Welsh-medium schools.</i> • <i>The setting up of a regional forum (Wrexham, Flintshire, Denbighshire and Conwy) to audit support needs of Welsh departments within Welsh medium secondary schools.</i> 	<p><i>There is a need to clearly define roles and responsibilities of officer working with Welsh medium primary schools. (Spring 2012).</i></p> <p><i>In conjunction with the development of the North Wales School Improvement service, to ensure the deployment of a secondary Welsh language officer to focus on challenge and support to raise standards (Spring/Summer 2012).</i></p>	

		<p><i>Welsh-medium secondary schools forum to develop action plan following their audit of needs re Welsh literacy. (Spring / Summer 2012).</i></p> <p><i>To implement agreed Welsh reading tests in line with Welsh Government proposals. (2013)</i></p>	
<p>5.2 Improve provision and standards of Welsh First Language</p>	<p><i>There will be no reporting of percentage of learners at the end of the Foundation Phase who reach at least Foundation Phase Outcome 5 in Language, Literacy and Communication Skills in Welsh-medium until 2012. Key stage 1 data for 2011 demonstrates that 92.6% of learners gained level 2 or above.</i></p> <p><i>In 2011 77.9% of learners in year 6 within Welsh-medium primary schools reached at least level 4 in teacher assessment in Welsh. This is a decrease on attainment in 2009/2010 due to an increase in the number of pupils in the resource unit at one school.</i></p>		

	<p><i>In 2011 78.7% of YMG learners reached at least Level 5 in teacher assessment in Welsh at the end of key stage 3.</i></p> <p><i>In 2011 72.2% of YMG learners achieved grades A*-C in GCSE Welsh first language.</i></p> <p><i>To raise attainment, data has identified the need to improve the writing aspect of pupils' performance. INSET is currently focusing on this aspect and the impact of which will be monitored</i></p>	<p><i>Analysis of data of future assessments to be undertaken by Headteachers and collated by LA officer to jointly identify and plan future support and professional development. (Summer 2012).</i></p>	
<p>5.3 Increase opportunities for learners of all ages to practise their Welsh outside the classroom</p>	<p><i>All Welsh-medium Primary schools offer residential experiences in Welsh speaking settings. A diverse range of after school activities is provided in each school.</i></p> <p><i>Learners at YMG benefit from activities arranged by the Urdd Flintshire and Wrexham Development Officer and the Menter Iaith Fflic Officer to develop the informal use of the Welsh language such as visits to theme parks, Urdd centres and television studios. The BBC's C2 radio programme conducts workshops with</i></p>	<ul style="list-style-type: none"> <i>• continue to develop opportunities for learners to develop their Welsh outside</i> 	

	<p><i>KS4 learners.</i></p> <p><i>Learners take part in school, Urdd and National Eisteddfodau.</i></p> <p><i>The Urdd Development Officer and Menter Iaith Fflic Officer run drop in sessions during lunch hours at YMG and run the Aelwyd outside school hours also.</i></p> <p><i>YMG have joined a pilot scheme, sponsored by the Welsh Language Board, to train senior students to support extra curricular learning opportunities for younger learners through the medium of Welsh.</i></p> <p><i>Deeside College has established a Youth Club at its Llysfasi campus supported by the Urdd offering a range of Welsh medium extra curricular activities.</i></p> <p><i>Flintshire's Menter Iaith offer a range of activities through the medium of Welsh for children and young people inclusive of workshops e.g. animated films, music, games, craft and jewellery making. They have worked with every Welsh-medium school within Flintshire providing experiences within and outside lessons so as to encourage learners to make greater use of Welsh. They have arranged several functions within these schools involving opportunities to make use of Welsh outside school through their activities and community breaks. Also planning ahead to the opportunities afforded by planning for and hosting the Urdd Eisteddfod in Flint.</i></p>	<p><i>the classroom.</i></p>	
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<p>5.4 Improve provision and standards of Welsh Second Language</p>	<p><i>In 2011 45.5% of learners at the end of Key Stage 2 achieved at least level 4 in the teacher assessment of Welsh Second language. This was an increase of 7.4% on the achievement in 2010.</i></p> <p><i>The impact of the Key Stage 2/3 Cluster Moderation Pilot has been very positive e.g.</i></p> <ul style="list-style-type: none"> • <i>One member of the AB team moderated nationally during the pilot scheme for Welsh as a second language</i> • <i>INSET was provided to English medium school Welsh co-ordinators by the Deputy Chief moderator in February 2011</i> • <i>Manager of the AB team (moderator) ensured consistency across the consortium by attending KS2/KS3 cluster meetings</i> • <i>Athrawon Bro team provided resources to English medium schools to ensure sufficient opportunities are provided for pupils to attain levels 4 and 5</i> • <i>Format for cross referncing prepared for clusters to adopt if they wish.</i> 	<p><i>Continue the monitoring, challenge and support to further raise standards and embed assessment standardisation and moderation in schools.</i></p>	
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	<p>69.9% of Flintshire learners achieved Level 5 or above at KS3 in 2011, this compared to a Wales average of 64.6% and is an increase of 3.5% on the 2010 outcomes.</p> <p>In 2011, 10.4% of the year 11 cohort in English medium schools achieved grades A* - C in Welsh Second Language GCSE.</p> <p>In 2011, 32.5% of the year 11 cohort in English medium schools achieved grades A*-C in Welsh Second Language Short Course GCSE. Consequently, 46.28% of all Flintshire learners achieve level 2 accreditation at the end of year 11 in 2011.</p> <p>In 2011, 68.3% of the year 11 cohort in English medium schools entered Welsh Second Language Short Course GCSE. In all 81% of the Year 11 cohort in English medium schools entered a GCSE full or short course in Welsh in 2011.</p>	<p>Actions to pursue the improvement of Welsh Second language at GCSE are :-</p> <ul style="list-style-type: none"> a) encourage schools to enter as many learners as possible for accreditation b) to encourage pilot activities in accreditation of WSL through NVQ. 	
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<p>5.5 Increase opportunities for learners of all ages to practice their Welsh outside the classroom</p>	<p><i>The development of the use of incidental Welsh with pupils in English-medium schools may be demonstrated through:-</i></p> <ul style="list-style-type: none"> • <i>Menter Iaith (Flintshire) offer a range of activities to children and young people in English-medium schools in order to create opportunities to use Welsh outside of lessons. This also improves pupils confidence in using the language, awareness of the language and culture of Wales. e.g. in 2010 Menter Iaith worked with over 30 English-medium schools on activities such as language awareness sessions, Welsh film festival and Welsh story sessions.</i> • <i>Urdd Activities</i> • <i>Residential visits to Glan Llyn</i> • <i>Strategies within schools such as 'Ditectif Cymraeg,' healthy snack club, role play areas for F/Phase and KS2, Welsh assembly and St David's Day activities.</i> 		
<p>5.6 Increase the total A Level Welsh and Welsh Second Language entries as a percentage of GCSE Welsh and Welsh Second Language entries.</p>	<p><i>In 2011 3 Flintshire learners completed an A Level course in Welsh 1st Language and 18 completed a course in Welsh 2nd Language.</i></p>		

Outcome 6: Welsh Medium provision for learners Additional Learning Needs			
A. Objective	B. Current Position (Questions to answer)	C Timetable of future plans	D Progress report
<p>Improve Welsh Medium additional learning needs (ALN) provision</p>	<p><i>There is no record of an audit having taken place. In response to this, the Inclusion Service has initiated an audit – October 2011.</i></p> <p><i>The result of an audit of the Inclusion service has determined a lack of Welsh-medium provision in the following aspects of the service: Behaviour support, Sensory*, Inclusion Education Assessment, Education Psychology* and Integrated Disability. (*Local agreements are in place with neighbouring LA to support Welsh-medium requirements in these areas). This information will be made available to staff and parents of Welsh-medium schools.</i></p> <p><i>Close collaboration with the local health board has secured Welsh-medium provision for speech and language difficulties. Further training needs to be organised for relevant persons to work as assistants/therapists with groups and individuals within Welsh-medium schools.</i></p> <p><i>Flintshire has a generic resource for KS1/2 pupils with ALN based within a primary Welsh-medium school. This resource caters for all needs – whether they be mild, moderate or</i></p>	<p><i>Audit – February 2012</i></p>	

	<p><i>severe. Funding has been delegated to the Welsh-medium secondary school to provide additional resources for KS3/4/5 pupils with ALN.</i></p> <p><i>Welsh-medium provision for KS4 pupils is available through one of the LA's PPRU centres.</i></p>		
	<p><i>The authority works with schools and outside agencies to get information regarding children who require Welsh-medium provision.</i></p> <p><i>The Inclusion Service is in the middle of a review of the whole provision for ALN. All Resources and services are being considered along with Welsh-medium provision. Officers are consulting with outside agencies, schools, parents and pupils as part of this process.</i></p>	<p><i>Review to be completed by March 2012</i></p> <p><i>Plans for new provision to be secured by July 2012.</i></p>	
	<p><i>There are no formal systems currently in place for this.</i></p> <p><i>The Mudiad Ysgolion Meithrin works closely with parents and officers to raise awareness of the need for Welsh Language provision for ALN.</i></p> <p><i>Part of the review will be to develop systems to collect parental views.</i></p>	<p><i>To develop a formal mechanism to consult with parents regarding the need for Welsh Language ALN provision (Spring 2012)</i></p> <p><i>To determine an ongoing schedule for feedback to be built into future</i></p>	

		<p><i>service review and development (commence Summer 2012).</i></p>	
	<p><i>The North Wales Inclusion Officers are considering how they can work collaboratively in all areas of ALN including Welsh Language provision to ensure that the service is able to offer the best provision through the medium of both languages.</i></p>	<p><i>Flintshire is currently collaborating with Denbighshire and Wrexham to plan for the delivery of a sub-regional Sensory Service. Timescale for implementation for both initiatives to be determined by July, 2012 following consultation and guidance with North Wales ADEW.</i></p> <p><i>All authorities are currently considering a regional ICT service for ALN.</i></p>	<p><i>Flintshire has an agreement with Denbighshire with regard to Welsh speaking Educational Psychologists and Sensory teachers.</i></p>

Outcome 7: Workforce planning and Continuous Professional Development			
A Objective	B Current Position	C Timetable of future plans	D Progress Report
7.1 Ensure that there are sufficient numbers of practitioners to deliver Welsh-medium education	<p><i>There were no unfilled teaching vacancies in Welsh-medium primary schools at the start of September 2011.</i></p> <p><i>Although there were no unfilled teaching vacancies in the Welsh-medium primary schools adverts attract relatively few applicants compared to the large numbers applying in English medium primary schools. (e.g. 10 in Welsh-medium, compared to 80+ applicants in English medium)</i></p> <p><i>The appointment of senior leaders in Welsh-medium primary schools is also problematic in terms of the number of applicants.</i></p>	<p><i>The aim is to attract more qualified Welsh medium teachers.</i></p> <p><i>Long term – increase Welsh medium provision</i></p> <p><i>Short term – CPD training in schools and between schools. Joint working with consortia to develop leaders and managers.</i></p> <p><i>Audit of Welsh medium speakers teaching in English medium schools.</i></p> <p><i>Seconded time for Welsh speakers working in English medium schools to observe and work alongside Welsh medium teachers to encourage the transfer of Welsh speakers into the Welsh medium sector.</i></p> <p><i>Commence 2012 and review in February 2013.</i></p>	
	<p><i>One secondary school vacancy was not filled at the beginning of September, 2011. This was to teach MAT 0.6, but this has been covered in-</i></p>	<p><i>Ensure there are well qualified teachers in all subjects. This could entail an LA strategy to attract</i></p>	

	<p><i>house by a non specialist.</i></p>	<p><i>Welsh medium teachers into Flintshire and raise the image for teaching through the medium of Welsh and in house development through the graduate teacher programme or the Nationally provided Sabbatical programme. (Ongoing)</i></p> <p><i>LA to monitor developments. (Termly)</i></p>	
	<p><i>This September there were 1 ½ posts unfilled (Head of Welsh and 0.36 PT posts unfilled.) These are being covered on a supply basis and an NQT. The issue in some of the High schools is that Welsh is taught by non specialists, including, in one school at least 1 unqualified teacher and teachers who speak Welsh, but are trained in other disciplines e.g. Home Economics. In some schools there is a dire shortage of qualified teachers of Welsh available...in particular in a border school.</i></p>	<p><i>In conjunction with the development of the North Wales School Improvement service, to ensure the deployment of a secondary Welsh language officer who will work to ensure there are well qualified teachers of Welsh second language and develop Welsh second language across other curriculum areas. (Summer 2012).</i></p> <p><i>Work in partnership with the ITT colleges to ensure the development of WSL teachers and continue to</i></p>	

		<p><i>encourage the Welsh Sabbatical scheme through Governor/Headteacher awareness training. (Ongoing)</i></p> <p><i>LA to monitor developments. (Termly)</i></p>	
	<p><i>Vacancies for classroom assistants are filled, but there are very few applicants. Because there are so few applicants, there is a concern re their linguistic skills. There is a need to attract candidates with sufficient ability in basic skills.</i></p> <p><i>Classroom assistants tend to be more confident orally in Welsh than in writing.</i></p> <p><i>New courses e.g. 'Methrin Iaith ar Gyfer Gweithwyr Meithrinfeydd/Blynyddoedd Cynnar' – Pam Evans Hughes, Cam Wrth Gam.</i></p>	<p><i>To provide training for classroom assistants to develop their linguistic skills further. This to include basic skills in Welsh for classroom assistants working in Welsh-medium education.</i></p>	
	<p><i>There are no specific processes for the recruitment, retention and training of Welsh speaking staff, however there are a few Welsh medium ALN officers to support WM ALN provision and there is an ALN unit.</i></p>	<p><i>Future recruitment of ALN staff should include the requirement to be a Welsh speaker or a commitment to attend Welsh language classes to gain a reasonable level of fluency.</i></p>	

	<i>School Improvement officers work closely with schools to promote Welsh language courses and Welsh Sabbaticals to increase teachers expertise.</i>	<i>Increase awareness training for Headteachers and Governing Bodies that promotes the benefits of speaking Welsh first and second language to ensure and encourage increased take up on the Welsh Sabbatical and Welsh language courses.</i>	
7.2 Improve practitioners' linguistic skills. Improve practitioners' methodological skills	<i>An internal audit has been carried out of year 6 teacher's (who teach in English medium schools) linguistic skills (by the Athrawon Bro). This highlighted strengths and areas for development of future provision. The findings of this audit have informed the current CPD programme. However, no formal linguistic skills audit of the current teaching workforce has been carried out.</i>	<i>Audit of linguistic skills in Welsh and English medium schools to be undertaken. (Spring 2012)</i>	
	<i>Conwy, Wrexham, Flintshire and Denbighshire officers work in partnership to identify INSET needs in order to strengthen and optimise joint training and sharing of resources and good practice. This is informed by officer contact with individual schools. However, there is a need to extend opportunities for training in methodology through the medium of</i>	<i>LA officer to analyse data for Welsh medium schools to identify key priorities and liaise with Welsh medium Headteachers and LA regional officers to determine training priorities. (Spring 2012)</i>	

	<i>Welsh.</i>		
	<i>A proportion of the targeted CPD programme is planned and delivered with two neighbouring authorities. However, the authority's capacity to deliver support has been limited due to officer absences.</i>	<i>LA Welsh language officers post roles and responsibilities to be clarified and then to meet with regional officer / Welsh language consortium leader to determine CPD programme. (Spring/Summer 2012)</i>	
	<i>N/A. Currently there are no schools changing linguistic category.</i>		
	<i>The manager of the Athrawon Bro service monitors the training and impact of training programmes and evaluates end of KS data in the primary phase to ensure priorities feed into strategic plans.</i>	<i>Manager of Athrawon Bro service and lead officer for Flintshire's Welsh in Education Strategic Plan to attend North East Wales consortium meetings to prioritise:- a) localised training b) cross-authority training c) residential courses (Glan Llyn) d) Formulate working parties to respond to current / national initiatives. (Ongoing)</i>	

	<p><i>External providers, such as the WJEC and Cynnal are involved in training programmes as and when necessary. Opportunities are given to refine cross-authority training on a more local need to ensure standards are driven up. The Athrawon Bro are continually communicating with their schools to ensure a raising of standards.</i></p>	<p><i>CPD programme needs to be clearly focused on the literacy priorities identified by the five Welsh-medium primary schools e.g. writing. (Spring 2012)</i></p>	
	<p><i>The LA have been promoting the WG Welsh language Sabbatical Scheme at all levels. However, the number of candidates have been low on the higher level course (1), but 6 teachers have been accepted on the Foundation level course.</i></p>	<p><i>Continue to promote at primary and secondary senior manager conferences, through governor training and LA officer visits to schools. Hold LA teacher awareness sessions to promote the benefits of the Sabbatical scheme. (Ongoing)</i></p>	
	<p><i>26% of NQT's in English Medium schools followed training provided by the Athrawon Bro in 2010/ 2011 and in 2011/2012 this rose to 36%. 50% of NQT's working in Welsh Medium schools attended courses in 2010/2011 arranged by the Athrawon Bro. No figures are available for NQT's teaching in Welsh Medium schools for 2011/2012 as yet. There were no specific Welsh</i></p>	<p><i>NQT induction training to include WLD for English and Welsh speakers regionally. (To commence in 2012)</i></p>	

	<i>language courses as part of secondary phase induction / EPD</i>		
7.3 Integrate Welsh medium considerations into each aspect of the School Effectiveness Framework	<i>Attendance by teaching assistants of the authority's Welsh language courses is voluntary. A 'Drop-In' session for TA's working in English Medium schools was held in 2010/2011 in conjunction with the Foundation Phase team. The number attending was in excess of 100. The Athrawon Bro team is available for in-school support.</i>	<i>Drop in sessions to be available for teaching assistants to improve their Welsh confidence and ability through the medium of Welsh.</i>	
	<i>During 2010 2011 there were 3 primary and 1 secondary Professional Learning Communities in Flintshire giving consideration to the improvement in Welsh (First and Second Language). Information regarding PLC's will be available by Spring 2012. PLC's are determined by school's own self evaluations.</i>	<i>To plan and develop support for promoting PLC's in Welsh second language and Welsh-medium methodology. (Summer 2012)</i>	
	<i>At school consortium level, standardisation and moderation activities are currently carried out and this work will be continued. Some elements of training are also delivered at primary school consortium</i>	<i>It is anticipated that over the next year there will be an increase in regional working with primary schools. The implementation of</i>	

	<p><i>level in order to support the teaching of Welsh and Welsh Second Language.</i></p> <p><i>Cross authority partnerships exist between Conwy, Wrexham, Denbighshire and Flintshire in order to deliver training and other initiatives to ensure effective joint collaboration e.g. Bilingualism Conference for secondary schools</i></p> <p><i>Training for Welsh-medium and Welsh second language are currently being offered across 3 authority levels. Joint projects have been delivered on a cross authority basis to further promote Welsh e.g. sioe Fflic a Fflac to primary schools.</i></p>	<p><i>primary cross authority training will continue as planned.</i></p> <p><i>Training to be identified and implemented in secondary WSL and WM schools across the region. (From September 2012 onwards)</i></p>	
	<p><i>A cross authority plan is in place to deliver INSET and other aspects of cross-authority working. This will continue to be developed, alongside regional consortium plans.</i></p>	<p><i>Opportunities to increase collaborative work across the North East Wales authorities in support of Welsh language has been agreed in principle. During Spring / Summer 2012 priorities within individual LA WESP plans will be shared. This will enable North East Wales authorities to plan and deliver joint working arrangements.</i></p>	

Section 3

In delivering the Welsh in Education Strategic Plan the following aspects will be key features for success:-

1. Welsh in Education Strategic Forum

The implementation of the Strategic Plan will be monitored by the Welsh in Education Strategic Forum. Appendix 4 serves to illustrate the terms of reference for the Forum. The Forum will meet termly to monitor progress.

2. Welsh in Education Grant (WEG)

In line with the Welsh Government Policy the Welsh in Education Grant will be directly linked to the Welsh in Education Strategic Plan. Flintshire is committed to the principle of regional consortium working and in time expects that the WEG allocation will provide some focus for the development of regional Welsh Language Strategies.

3. Regional Collaboration

An agreement has been made by lead school improvement officers in Conwy, Denbighshire, Flintshire and Wrexham to work towards a more collaborative approach to implementing the Welsh Medium Education Strategy. The intention is to share the content of each Authority's Welsh in Education Strategic Plan so as to highlight areas where strategies and grant-funded initiatives link into a broader consortium approach.

Work has already commenced on auditing support needs of Welsh Departments within Welsh-medium secondary schools in the area of North East Wales.

Furthermore initial discussions have highlighted the following developments within the consortia:-

- a) support for the development of the Welsh Government's Welsh-language sabbatical scheme.
- b) develop the skills of practitioners through the establishment of Professional Learning Communities (PLCs) to address:-

- the teaching of Welsh;
- improving literacy in Welsh;
- the teaching of Welsh Second Language;
- the teaching of other subjects through the medium of Welsh; and
- the acquisition of Welsh-language skills in the Foundation Phase
- the use of Welsh outside of the classroom
- transition from one key stage to another

DRAFT

Appendix 1

Welsh-Medium Education Strategy Welsh Assembly Government Paragraphs 2.12 through to 2.18

2.12 A key focus of the Strategy therefore, is on supporting learners to achieve fluency in Welsh and English through Welsh-medium education, from the early years onwards. In Welsh-medium settings, the children from Welsh-speaking homes, Welsh-medium settings, for children from Welsh-speaking homes, Welsh-medium education involves reinforcing and developing their Welsh-language skills through a broad range of curricular experiences. For children from non-Welsh-speaking backgrounds, whose initial and main contact with Welsh is through school, this intensive Welsh-medium provision is through a process of linguistic immersion. The Strategy also allows for the possibility that some learners will access Welsh-medium education at a stage after the age of three. This may occur through later entry points (late immersion opportunities). In other cases, initial experiences of Welsh-language provision through the Foundation Phase may, over time, provide the basis and impetus for children to transfer to the Welsh-medium sector before the age of seven.

2.13 Welsh-medium education between the ages of three or four and approximately seven usually means delivering provision primarily through the medium of Welsh. From seven to eleven years of age (Key Stage 2 of the national curriculum), English-language skills are also developed through appropriate use of the language as a subject and medium. A key consideration is the nature of the linguistic balance between Welsh and English, and the intensity of Welsh-medium input required in order for learners to reach fluency in both Welsh and English over time. It is generally accepted that at least around 70% of curricular time should be through the medium of Welsh if learners are to acquire a sufficiently sound command of the language to enable them to use it across a broad range of contexts with confidence and fluency. The Welsh Assembly Government accepts this guiding principle for Welsh-medium schools at primary and secondary level. *Defining schools according to Welsh-medium provision* (Welsh Assembly Government, 2007) supports this principle.

2.17 The term ‘bilingual provision’ is used to refer to a wide range of teaching and learning settings which include varying amounts of Welsh language in the delivery. Bilingual schools can include those where a large proportion of the curriculum is delivered through the medium of Welsh, those where there are two streams – Welsh-medium and English-medium – taught separately (sometimes called ‘dual stream’ schools), and those where only a few elements of the curriculum or only a small number are taught through the medium of Welsh. In further education colleges in particular, bilingual provision can refer to situations where classes are taught simultaneously in the two languages, or where courses contain Welsh-medium modules.

2.15 The linguistic outcomes of these different types of provision will vary significantly. Where a pupil from a Welsh-speaking background attends a bilingual school, a balanced curriculum through the medium of Welsh and English can be effective in ensuring fluency in both languages. This is the case in some areas of Wales. However, where learners’ linguistic skills in Welsh are not reinforced by family or community, they are unlikely to achieve full fluency and confidence in Welsh when learning in a bilingual setting. Bilingual provision, therefore, does not always ensure that an individual becomes a bilingual speaker. It is important that all policy developments are planned on the basis of a detailed understanding of the wide variety of outcomes for learners from bilingual provision. Bilingual settings should aim to provide as much provision through the medium of Welsh as is necessary for learners to achieve fluency in two languages.

2.16 Not all parents will wish their children to receive Welsh-medium education, however. An additional aim of this Strategy is to see all learners in English-medium settings benefiting from opportunities to develop language skills which enrich their experience of living in a bilingual country. According to Estyn inspection reports, in order for this to be achieved gradual but purposeful changes will need to be introduced to raise standards in the teaching and learning of Welsh second language. There is a need for more effective step-by-step acquisition of Welsh-language skills throughout statutory education, so that we can raise achievement and skill levels for all learners. We will also extend and improve opportunities for adults wishing to learn the language and achieve higher fluency levels.

2.17 Developing skills in Welsh and in English are not mutually exclusive. Learners in Welsh-medium settings achieve comparable outcomes in both Welsh and English first language, which suggests the success of the sector in developing natural bilingualism. Assessment data at the end of Year 6 shows that 98.5% of learners in Welsh-medium schools achieve a level in English at age 11 that is the same as, or within one level of, their performance in Welsh. Using more than one language is a normal feature of life for children and young people across Europe and the world. There are numerous examples of education and training systems that successfully integrate bilingualism or multilingualism into their provision. It is important that we are aware of the patterns and models available in other communities and understand their relevance to our particular situation in Wales. This Strategy takes account of the international, multilingual context, and the importance of ensuring standards in the learning of English and modern foreign languages as well as in Welsh, in line with the Welsh Assembly Government's national modern foreign languages strategy, *Making Languages Count* (2009).

2.18 The advantages that bilingualism can bring are well documented. These range from the direct advantages of being able to use particular languages (for example to communicate with family members and the wider social networks or to enhance career opportunities) to the more general advantages of promoting cognitive skills, increasing mental agility and broadening speakers' range of cultural experiences. Research in Canada reveals that bilingualism enhances attention and cognitive control in children and older adults, and in 2007 highlighted the impact of bilingualism on delaying the onset of dementia symptoms. Research findings published by the University of Edinburgh in 2009 revealed that speakers of two languages found it easier to focus on a range of tasks, blocking out potential distractions. Providing opportunities for speakers to develop their bilingual skills through education therefore makes a valuable contribution to a broad range of social and cultural experiences.

Appendix 3

(a) Number and percentage of pupils in Welsh-medium Primary schools transferring to Welsh-medium secondary schools

Year	Total number of Year 6 pupils in Welsh-medium primary schools	Total number of pupils transferring to Welsh-medium secondary schools	Percentage of pupils transferring to Welsh-medium secondary schools
2009	84	84	100%
2010	102	100	98%
2011	77	71	92.2%

(b) Number of 'learners' transferring from English-medium primary schools to Ysgol Maes Garmon.

Year	Number in Year 7	Number of 'Learners'	Learners as % of cohort
2009	95	20	21.1%
2010	107	18	16.8%
2011	111	13	11.7%

Appendix 4a

TEACHER ASSESSMENT IN WELSH SECOND LANGUAGE

END OF KEY STAGE 2

Year	Total Yr 6 Mainstream schools	Total Yr 6 Special & PRU	Total number of pupils Yr 6 June 2011*	Total No assessed for Welsh Second Language	% pupils assessed	% Achieving Lv4+
2010	1633	11	1644	1326	100%	38.1%
2011	1571	11	1582	1363	100%	45.5%

In 2010 and 2011 only 80.7% and 86.2% of the results were received by the authority (non statutory requirement)

END OF KEY STAGE 3

Year	Total Yr 9 Mainstream schools	Total Yr 9 Special & PRU	Total number of pupils Yr 9 June 2011*	Total No assessed for Welsh Second Language	% pupils assessed	% Achieving Lv4+
2010	1671	22	1693	1688	99.7%	66.4%
2011	1668	15	1683	1679	99.8%	69.9%

*Total number of Yr 6 pupils excluding Welsh Medium Schools but including Special Schools and PRU's

Appendix 4b

TEACHER ASSESSMENT IN WELSH FIRST LANGUAGE

End of Key Stage 2			
Year	Total Number Assessed in NCY 6	Total Number Achieving L4+	% Achieving L4+
2009	83	69	83.1%
2010	102	84	82.4%
2011	77	60	77.9%

End of Key Stage 3			
Year	Total Number Assessed in NCY 9	Total Number Achieving L5+	% Achieving L5+
2009	96	64	66.7%
2010	81	54	66.7%
2011	108	85	78.7%

Appendix 5

Terms of Reference

Purpose

The Forum will strategically plan, monitor and evaluate Flintshire Local Authority's Welsh in Education Strategic Plan in support of the Welsh Government's targets within the 'Welsh Medium Education Strategy' (WMES).

Remit

The remit of the group and its individual members are: -

- Agree, implement and review a co-ordinated approach that best delivers the requirement of the Welsh Government's Welsh-medium Education Strategy within Flintshire.
- Be responsible for the delivery of the action plan incorporating seven key outcomes.
- Monitor, evaluate and consider the impact of the delivery of the action plan in raising standards in Welsh first and second language.
- Forum representatives are expected to consult with and feedback to their respective associate stakeholders.

Membership consists of the following representatives

Menter Iaith
Mudiad Ysgol Meithrin
Parent Representative – Rhag/SYFFLAG
Senior Learning Adviser – Foundation Phase
Children and Young People's Partnership
Athrawon Bro

Secondary School – Headteacher
Primary School - Headteacher
Principal Learning Adviser - Secondary
Inclusion Service – Principal Learning Advisor
Head of Development and Resources
Principal Learning Adviser – Primary
Senior Learning Adviser - Primary
Governor Representative
Pupil Support Services – Manager
Head of School Services
Trade Unions/Undebau
College Representative
Council Members

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**Cynllun Strategol y Gymraeg Mewn Addysg – Sir y Fflint
2012-2015**

Gweledigaeth a nodau ar gyfer Addysg Cyfrwng Cymraeg yn Sir Y Fflint

Mae Cyngor Sir y Fflint am gynyddu'r nifer o siaradwyr sy'n rhugl yn y Gymraeg o fewn ei ffiniau, er mwyn anelu at weledigaeth Llywodraeth Cymru i fod yn Sir a gwlad cynyddol ddwyieithog.

Mae Cyngor Sir y Fflint yn ymrwmo i gefnogi, ehangu a hybu Addysg Cyfrwng Cymraeg o fewn ei holl gymunedau, gan gynyddu'r nifer a'r canran o blant sy'n derbyn addysg Cyfrwng Cymraeg yn unol â bwriadau Strategaeth Addysg Cyfrwng Cymraeg Llywodraeth Cymru, sef i sicrhau dysgwyr sy'n gwbl ddwyieithog (h.y. yn gwbl rhugl yn y Gymraeg a'r Saesneg).

[Mae Cyngor Sir y Fflint yn deall ac yn derbyn diffiniad y ddogfen Strategaeth Addysg Cyfrwng Cymraeg tud.8 2.12, 2.13 ac 2.14- 2.18, gweler atodiad 1].

Bydd Cyngor Sir y Fflint, yn gweithio mewn partneriaeth ag ysgolion, rhanddeiliaid ac darparwyr eraill: -

- sicrhau gwybodaeth a dealltwriaeth lawn i rieni o fanteision addysg Cyfrwng Cymraeg a'r cyfleoedd sy'n bodoli o fewn Sir y Fflint; gan nodi'n glir
 - (a) nad oes rhaid i'r rhieni allu siarad Cymraeg er mwyn i'w plant allu mateisio ar y cyfle hwn
 - (b) mai dim ond wrth dderbyn addysg mewn ysgol Cyfrwng Cymraeg benodol yn Sir y Fflint y bydd y plentyn yn dod yn ddysgwr cwbl ddwyieithog
 - (c) fod manteision deallusol i ddysgwr sy'n gallu defnyddio dwy iaith gyda'r un rhuglder
- gweithio gyda rhanddeiliaid i gynyddu'n sylweddol y nifer o blant sy'n derbyn eu haddysg trwy gyfrwng y Gymraeg yn yr ysgolion penodedig Cyfrwng Cymraeg presennol o fewn y Sir (5 cynradd ac 1 uwchradd yn 2011) gan ehangu hyn drwy:
 - (a) ehangu ar y ddarpariaeth h.y. ysgolion Cyfrwng Cymraeg o'r Meithrin i addysg ôl 14, ôl 16.
 - (b) sicrhau systemau trochi mwy effeithiol :-
 - i gynyddu niferoedd B7 o 100% erbyn 2013 ;
 - i gynyddu niferoedd rhwng Bl.2 i Bl.6 drwy sefydlu uned drochi ar gyfer disgyblion cynradd.
- gweithio gydag ysgolion i sefydlu cyfundrefn DPP ymysg y gweithlu addysg a fydd yn cynyddu'r nifer o ymarferwyr posib o fewn y sector Cyfrwng Cymraeg. Bydd hyn hefyd yn sicrhau:-
 - cyfle cyfartal i HMS i'r ymarferwyr o fewn y sector Cyfrwng Cymraeg
 - cyfoeth arbenigedd mewn meysydd cwricwlaidd a rheolaethol i gefnogi'r datblygiad mewn Addysg Cyfrwng Cymraeg
- gweithio gydag ysgolion i godi safonau, yn unol â'r Rhagledd Llythrennedd Genedlaethol a'r Fframwaith Effeithiolrwydd Ysgolion

- yn y sector Cyfrwng Cymraeg (Cymraeg/Mamiaith a phynciau a ddysgir trwy gyfrwng y Gymraeg ar draws y cwricwlwm);
- yn y sector Cyfrwng Saesneg (lle dysgir a hyrwyddir y Gymraeg fel ail iaith).
- adnewyddu'r cytundeb partneriaeth Awdurdod Lleol/ysgolion i osod blaenoriaethau clir ar gyfer addysg Gymraeg a'r rolau y gall yr holl randdeiliaid eu cyflawni i ddatblygu'r ddarpariaeth.
- sicrhau gwybodaeth a dealltwriaeth lawn o natur addysg Cyfrwng Cymraeg ymysg aelodau etholedig a swyddogion y sir, penaethiaid a llywodraethwyr (ysgolion cyfrwng Saesneg yn ogystal â chyfrwng Cymraeg) – a bod yr un neges yn ymdreiddio drwy holl waith y cyngor
- warchod ac ehangu'r ddarpariaeth bresennol, gan sicrhau bod unrhyw ddatblygiad Moderneiddio Ysgolion yn fuddiol i'r Gymraeg ac addysg cyfrwng Cymraeg.

Adran 2: Y Cynllun Gweithredu

Deilliant 1: Mwy o blant saith oed yn cael eu haddysgu drwy gyfrwng y Gymraeg (Gweler atodiad 2)			
A. Amcan	B. Perfformiad cyfredol (Cwestiynau i'w hateb)	C. Amserlen ar gyfer cynlluniau i'r dyfodol	Ch. Adroddiad cynnydd
1.1 Cynyddu nifer y plant saith oed sy'n cael eu haddysgu drwy gyfrwng y Gymraeg.	<p>Caiff 5.7% o blant saith oed yn Sir y Fflint eu haddysgu trwy gyfrwng y Gymraeg ar hyn o bryd.</p> <p><i>Cydnabyddir bod canran y plant sy'n cael eu haddysgu drwy gyfrwng y Gymraeg yn rhy isel a bod angen gweithredu i gynyddu hyn drwy weithio mewn partneriaeth ag asiantaethau amrywiol. Bydd angen fwy o anogaeth i rieni ymgysylltu'n gynnar â darparwyr darpariaeth cyn-ysgol drwy gyfrwng y Gymraeg, er mwyn dyblu'r % erbyn 2015.</i></p> <p><i>Cydnabyddir bod angen i'r ddarpariaeth lleoedd ysgol fod yn hygyrch, gan ddarparu lleoedd ychwanegol lle nad oes darpariaeth yn bodoli.</i></p> <p><i>Cydnabyddir hefyd bod angen codi ymwybyddiaeth o addysg cyfrwng Cymraeg drwy:</i></p> <ul style="list-style-type: none"> • ddeunyddiau hyrwyddo. • sicrhau bod y wybodaeth hanfodol ar gael i Aelodau Etholedig er mwyn iddynt wneud penderfyniadau gwybodus ynghylch addysg cyfrwng Cymraeg. • Gweithio mewn partneriaeth â'r Fenter Iaith i gynhyrchu taflen amlasiantaeth sy'n cyfleu 	<p><i>Trefnu gweithdy i aelodau etholedig i rannu gwybodaeth am:-</i></p> <p><i>a) addysg cyfrwng Cymraeg</i></p> <p><i>b) Cynllun Strategol y Gymraeg mewn Addysg</i></p>	

	<p><i>manteision addysg cyfrwng Cymraeg i rieni yn y gymuned ehangach, ac nad yw eu gallu i siarad Cymraeg yn ofyniad ar gyfer dewis addysg cyfrwng Cymraeg i'w plant.</i></p> <p><i>Nid oes unrhyw strategaeth marchnata wedi'i thargedu at blant cyn oedran ysgol. (Gweler cynlluniau o dan amcan 1.7).</i></p>	<p><i>(Ionawr 2012) Hysbysu Aelodau yn flynyddol o gynnydd Cynllun Strategol y Gymraeg mewn Addysg.</i></p> <p><i>Cynnwys Aelodau mewn penderfyniadau sy'n gysylltiedig â gwell addysg cyfrwng Cymraeg yn Sir y Fflint.</i></p>	
<p>1.2 Mabwysiadu prosesau systematig o fesur y galw am ddarpariaeth gofal plant ac addysg statudol cyfrwng Cymraeg. Gweithredu'n brydlon ar gasgliadau arolygon rhieni.</p>	<p><i>Mae mwyafrif y gofal plant cyfrwng Cymraeg yn cael ei ddarparu gan Feithrin neu Feithrin Mwy. Ar hyn o bryd mae 7 cylch Meithrin yn darparu gofal sesiynol am 2.5 awr. O'r rhain, mae 5 darparwr Hawl Bore Oes a 2 yn darparu Dechrau'n Deg. Mae 6 o'r cylchoedd yn cynnig darpariaeth helaethach sy'n cael ei galw'n Meithrin Mwy. Mae Mudiad Meithrin yn darparu'r gofal am weddill yr oriau. Ar hyn o bryd, mae 5 lleoliad cyfrwng Cymraeg cofrestredig sy'n darparu lleoedd wedi'u hariannu ar gyfer plant 3 oed yn Sir y Fflint - Cylch Meithrin Terrig, Cylch Meithrin Y Fflint, Cylch Meithrin Yr Wyddgrug, Cylch Chwarae Treffynnon a Chylch Meithrin Mornant.</i></p> <p><i>Hyd yn hyn, mae pob cais am le wedi'i ariannu mewn lleoliad cyfrwng Cymraeg wedi cael ei fodloni.</i></p>	<p><i>Ar sail canlyniad yr arolwg diweddaraf o ddarpariaeth gofal plant cyfrwng Cymraeg, byddai angen ateb unrhyw ddiffyg lleoedd yn y dyfodol trwy drafod cynyddu nifer y lleoedd â'r grwpiau cyfrwng Cymraeg. Gallai hyn gynnwys adolygu adeiladau, lefelau staffio a chofrestru gydag AGGCC. Hefyd, gall gynnwys sefydlu</i></p>	

	<p><i>Cynhaliwyd yr arolwg mwyaf diweddar o alw ar gais ORS yn Ebrill 2009. Dyma arolwg o rieni â phlant 2 oed ac iau.</i></p> <p><i>Roedd 22% o'r ymatebwyr yn debygol o anfon eu plant i ddarpariaeth cyfrwng Cymraeg presennol ac roedd 33% yn debygol o droi ati os oedd o fewn 2 filltir o'u cartref.</i></p> <p><i>Roedd y prif ardaloedd a roddodd ymateb cadarnhaol yn yr ardaloedd hynny lle mae darpariaeth eisoes, ond mae rhai ymatebwyr mewn ardaloedd sydd heb eu gwasanaethu'n dda gan ddarpariaeth e.e. ardal Shotton. Byddai hyn yn awgrymu'r angen am ddarpariaeth ychwanegol yn yr ardal honno, a fyddai'n cyfateb i'r newidiadau a fydd yn cael eu hysgogi gan Strategaeth Moderneiddio Ysgolion Sir y Fflint.</i></p>	<p><i>darpariaeth hollol newydd mewn lleoliad daearyddol arall.</i></p> <p><i>Cynllunio a datblygu addysg feithrin a statudol cyfrwng Cymraeg yn ardal Shotton, Glannau Dyfrdwy. (Medi 2014)</i></p> <p><i>Cynnal ymchwil pellach i'r 'galw am addysg cyfrwng Cymraeg' ar y cyd, lle bynnag y bo'n bosibl, ag unrhyw fenter gan Lywodraeth Cymru yn y maes. (2012 / 2013)</i></p> <p><i>Ceisio cyfleoedd am wella'r ddarpariaeth addysg cyfrwng Cymraeg ar sail canfyddiadau'r ymchwil uchod. (ee ardal Bwcle) (2013 ymlaen)</i></p>	
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<p>1.3 Sicrhau bod cynigion ar gyfer Ysgolion yr 21ain Ganrif yn cynnig ystyriaeth lawn o addysg cyfrwng Cymraeg.</p>	<p><i>Mae Rhaglen Ysgolion yr 21ain Ganrif wedi'i seilio ar ostwng nifer y lleoedd gwag a chynyddu effeithlonrwydd y ddarpariaeth. Dylid cynnal y ddarpariaeth mewn ysgolion presennol gyda buddsoddiad cyfalaf i wella amgylcheddau dysgu.</i></p> <p><i>Darpariaeth ychwanegol, lle nodwyd angen, all fod i drosglwyddo rhywfaint o'r lleoedd sy'n cael eu defnyddio yn y sector cyfrwng Saesneg i'w defnyddio mewn darpariaeth cyfrwng Cymraeg, efallai o dan reolaeth y ddarpariaeth leol bresennol. Mae Rhaglen Moderneiddio Ysgolion Sir y Fflint yn darparu ar gyfer uno ysgolion, a rhyddhau rhai cyfleusterau presennol.</i></p> <p><i>Bydd rhaglen Moderneiddio Ysgolion Sir y Fflint yn: -</i></p> <ul style="list-style-type: none"> <i>(i) Diogelu holl ysgolion Cymraeg (cynradd ac uwchradd)</i> <i>(ii) Defnyddio'r ddarpariaeth bresennol i gynyddu'r ganran Addysg cyfrwng Cymraeg</i> <i>(iii) Diogelu darpariaeth newydd mewn adeiladau presennol ac adeiladau newydd</i> <p><i>Mae cyflwyno cynigion ar gyfer y rhaglen uno a rhyddhau adeiladau ysgolion o ganlyniad yn rhan o raglen Sir y Fflint, ac maent yn cael eu hariannu'n rhannol gan ffrwd ariannu cyfran 3 LIC.</i></p> <p><i>Bydd asesiad o effaith y Gymraeg, a fydd yn cynnwys arfarniad o nifer y lleoedd presennol mewn darpariaeth ac ymateb i'r angen am ddarparu lleoedd mewn ardaloedd sydd heb ddarpariaeth ar hyn o bryd, yn cyd-fynd â chynigion unigol sy'n cael eu cyflwyno i LIC am gyllid o dan raglen Ysgolion yr 21ain Ganrif.</i></p>	<p><i>Bydd camau gweithredu i gyflawni darpariaeth ychwanegol yn cynnwys:-</i></p> <p><i>Paratoi ar gyfer darpariaeth newydd yn 2012-13 yn barod ar gyfer dechrau yn 2014.</i></p>	
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	<i>Ni wnaed cyhoeddiadau ariannu Ysgolion yr 21ain Ganrif eto ond dylent ddod ar waith ar ôl 2014.</i>		
1.4 Sicrhau gweithio cydweithredol drwy gonsortia.	<p><i>Mae penaethiaid ysgolion cynradd cyfrwng Cymraeg yn awyddus i weithio'n rhanbarthol.</i></p> <p><i>Ar hyn o bryd, mae gan Mudiad Meithrin gynrychiolwyr ar is-grŵp y Bartneriaeth Plant a Phobl Ifanc ac ar grŵp rhianta a strategaeth y Blynyddoedd Cynnar.</i></p> <p><i>Mae Mudiad wedi mynegi eu parodrwydd i weithio'n rhanbarthol a gall werthfawrogi'r manteision a ddaw o rannu arfer orau ag Awdurdodau cyfagos.</i></p> <p><i>Bydd y dull Teuluoedd yn Gyntaf sy'n dod i'r amlwg yn annog ac yn galluogi mwy o ymwneud trawsffiniol.</i></p>	<i>Gweithgor o fewn y Fforwm i gyfarfod i baratoi strategaeth i weithio ar y cyd ag asiantaethau, awdurdodau, consortia etc., sy'n cynnwys pob agwedd ar Addysg Gymraeg (Ebrill 2012)</i>	
1.5 Cynyddu'r gallu i fanteisio ar ddarpariaeth cyfrwng Cymraeg drwy gynlluniau addysg drochi a chanolfannau i hwyrddyfodiaid.	<p><i>Mae darpariaeth drochi eisoes ar waith yn Ysgol Maes Garmon, (Bl. 7). Dyma raglen lwyddiannus ac gallwn ei chynyddu 100%.</i></p> <p><i>Mae hwn yn faes y cydnabyddir bod angen gwella.</i></p>	<i>Datblygu strategaeth a dulliau ymarferol o drochi yn yr iaith Gymraeg ar gyfer hwyrddyfodiaid. (2012 / 2013)</i>	
1.6 Sefydlu Fforwm Addysg Cyfrwng Cymraeg a sefydlu cyswllt â'r Cynllun Plant a Phobl Ifanc.	<p><i>Mae Atodiad 4 yn disgrifio'r cylch gorchwyl ar gyfer y fforwm addysg cyfrwng Cymraeg.</i></p> <p><i>Mae penaethiaid yr ysgolion cyfrwng Cymraeg a chynrychiolwyr asiantaethau amrywiol gan gynnwys</i></p>	<ul style="list-style-type: none"> <i>Bydd y Fforwm yn sicrhau</i> 	

<p>Sicrhau ystyriaethau ar gyfer adnoddau ac ariannu darpariaeth cyfrwng Cymraeg o fewn blynyddoedd cynnar.</p>	<p><i>Llywodraethwyr, Mudiad Meithrin, y Fenter Iaith a grwpiau buddiant cyfrwng Cymraeg yn aelodau o'r fforwm sydd wedi helpu i ddatblygu strategaeth yr Awdurdod.</i></p> <p><i>Mae'r PPPhI hefyd wedi ymwneud â datblygu'r cynllun gan fod ymrwymiad gan gynllun PPPhI 2011 – 2014 yn "gwneud gwahaniaeth cadarnhaol" i gydnabod a rhoi gwerth ar yr iaith Gymraeg a diwylliant Cymraeg ac mae'n ystyriol o hyn wrth gyflwyno'r deilliannau sy'n rhan o'r cynllun.</i></p>	<p><i>cynrychiolaeth o blith penaethiaid ysgolion cyfrwng Cymraeg mewn datblygiadau gyda swyddogion ac aelodau er mwyn rhannu eu gwybodaeth arbenigol am ofynion i ddarparu addysg cyfrwng Cymraeg.</i></p> <ul style="list-style-type: none"> <i>• Bydd y Fforwm yn monitro hynt Cynllun y Gymraeg mewn Addysg Sir y Fflint o ran ei gylch gorchwyl yn Atodiad 4 (unwaith bob tymor ysgol).</i> <i>• Bydd y Fforwm yn sefydlu gweithgorau i weithio'n benodol ar y saith deilliant yn y cynllun strategol.</i> 	
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		(Chwefror 2012).	
1.7 Darparu gwybodaeth i rieni/ofalwyr.	<p><i>Mae'r fforwm wedi cael ac wedi cytuno ar ddogfen 'weledigaeth' a nodau ar gyfer Addysg cyfrwng Cymraeg Sir y Fflint.</i></p> <p><i>Dylai holl lyfrynnau Llywodraeth Cymru sy'n cael eu dosbarthu i ysgolion gael eu cynhyrchu'n ddwyieithog.</i></p> <p><i>Mae unrhyw lythyron enghreifftiol am y Cyfnod Sylfaen sydd wedi'u cynhyrchu gan dîm yr ALI gyda'r bwriad o'u defnyddio gyda rhieni, yn cael eu hanfon yn ddwyieithog.</i></p> <p><i>Mae'r Fenter Iaith a'r Mudiad Meithrin yn llunio llyfryn newydd i hyrwyddo addysg cyfrwng Cymraeg i ddal rhieni'n gynt – maent yn debygol o ddefnyddio ymwelwyr iechyd, clinigau ac ati i hyrwyddo'r opsiwn o droi at addysg cyfrwng Cymraeg yn gynt.</i></p> <p><i>Mae rhieni yn cael canllaw ar Dderbyn i Ysgolion sy'n rhoi gwybodaeth am drosglwyddo o'r Meithrin i Ddosbarth Derbyn. Mae gwybodaeth am drochi uwchradd a manylion cyswllt yn cael eu rhoi yn y Canllaw ar hyn o bryd.</i></p>	<p><i>Ceisio cymeradwyaeth y Cyngor Sir i'r weledigaeth a'r nod (gwanwyn 2012)</i></p> <p><i>Mae agen i'r fforwm ddatblygu strategaeth farchnata effeithiol.</i></p> <p><i>Dogfennau derbyn y dyfodol ar gyfer derbyn yn 2013 yn adlewyrchu'n gliriach y gwahaniaeth rhwng ysgolion cyfrwng Cymraeg a chyfrwng Saesneg a gwir ganlyniadau ieithyddol dysgwyr yn y ddau sector.</i> <i>Ffurio gweithgor i:-</i> <i>a) lunio taflen ynghylch manteisio ar addysg cyfrwng Cymraeg</i> <i>b) cytuno ar strategaeth</i></p>	

	<p><i>Caiff gwybodaeth ei hanfon ar hyn o bryd at rieni fel rhan o'r broses dderbyn i ysgolion meithrin a dosbarthiadau derbyn ac nid yw'n cynnwys cymhwysedd ieithyddol tebygol disgyblion o ganlyniad i'r ddarpariaeth cyfrwng Cymraeg.</i></p> <p><i>Mae'r PPPhI yn cyfrannu at darparu gwybodaeth i rieni/gofalwyr a gall y Gwasanaeth Gwybodaeth i Deuluoedd hefyd fod yn hanfodol ar gyfer sicrhau bod gwybodaeth gywir ar gael.</i></p>	<p><i>farchnata wedi'i thargedu at blant cyn oedran ysgol c) ffurfio dulliau o gyfathrebu ynghylch manteision addysg cyfrwng Cymraeg (2012 ymlaen)</i></p> <p><i>Sicrhau bod y gwybodaeth derbyniadau i ysgolion yn ddwy ieithiog a bod penaethiaid i gael</i></p> <p><i>(i) Mewnbwn</i></p> <p><i>(ii) Gweld copi terfynol cyn anfon allan i rieni.</i></p> <p><i>Adolygu sut mae gwefan Cyngor Sir y Fflint yn hyrwyddo'r Cyfnod Sylfaen a'r dull o'i gyflwyno mewn ysgolion cyfrwng Cymraeg a chyfrwng Saesneg ac yn rhoi dolenni i wefan Llywodraeth Cymru ar gyfer y Cyfnod Sylfaen – gwirio hygyrchedd drwy bwyntiau</i></p>	
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		<p><i>gwybodaeth Cyngor Sir y Fflint. (Haf 2012).</i></p> <p><i>I'w gynnwys mewn gwybodaeth yn y dyfodol o 2012-2013 ymlaen.</i></p>	
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Deilliant 2: Mwy o ddysgwyr yn parhau i wella eu sgiliau iaith wrth drosglwyddo o'r ysgol gynradd i'r ysgol uwchradd – (Gweler atodiad 3)			
A. Amcan	B. Perfformiad cyfredol (Cwestiynau i'w hateb)	C. Amserlen ar gyfer cynlluniau i'r dyfodol	D. Adroddiad cynnydd
2.1 Cynyddu canran y dysgwyr Blwyddyn 9 sy'n cael eu hasesu yn y Gymraeg (Iaith Gyntaf)	<i>Mae holl ddysgwyr YMG yn cael eu hasesu yn y Gymraeg (iaith gyntaf) ym Mlwyddyn 9. Yn 2011, aseswyd 108 o ddysgwyr. Roedd hon yn nifer uchel o'i chymharu â blwyddyn arferol ac yn cynrychioli 6.6% o ddysgwyr Sir y Fflint. I godi'r ganran hon byddai'n rhaid cynyddu nifer y dysgwyr sy'n dewis addysg Gymraeg wrth drosglwyddo i'r sector uwchradd.</i>	<p><i>Camau gweithredu i'w datblygu: -</i></p> <ol style="list-style-type: none"> <i>1. Sicrhau bod 100% o ddysgwyr yn parhau i gael eu hasesu yn y Gymraeg (iaith gyntaf) yn YMG.</i> <i>2. Gweithgareddau i gryfhau'r cysylltiad rhwng YMG ac ysgolion cynradd Cymraeg.</i> <i>3. Parhau i hyrwyddo 'grwpiau dysgwyr' blwyddyn 7.</i> 	
2.2 Datblygu trosglwyddo mwy effeithiol rhwng darpariaeth nas cynhelir a gyllidir i ddarpariaeth ysgol a gynhelir, rhwng Cyfnod Allweddol 2 a 3 a Chyfnodau Allweddol 3 a 4	<p>Beth yw cyfraddau dilyniant rhwng:</p> <ul style="list-style-type: none"> Ileoliadau gofal plant cyfrwng Cymraeg yn y sector nas cynhelir ar gyfer plant dan 3 oed ac ysgolion cyfrwng Cymraeg/dwyieithog a gynhelir yn cyflwyno'r Cyfnod Sylfaen; Ileoliadau gofal plant cyfrwng Cymraeg yn y sector nas cynhelir ar gyfer plant dan 3 oed a lleoliadau cyfrwng Cymraeg nas cynhelir a gyllidir yn cyflwyno'r Cyfnod Sylfaen; 		

	<ul style="list-style-type: none"> • Ileoliadau cyfrwng Cymraeg nas cynhelir a gyllidir ac ysgolion cyfrwng Cymraeg/dwyeithog a gynhelir; • Ileoliadau gofal plant cyfrwng Cymraeg nas cynhelir ar gyfer plant dan 3 oed a lleoliadau nas cynhelir cyfrwng Cymraeg a gyllidir yn cyflwyno'r Cyfnod Sylfaen ac wedyn ysgolion cyfrwng Cymraeg/dwyeithog a gynhelir; • y Cyfnod Sylfaen a Chyfnod Allweddol 2; • Cyfnodau Allweddol 2 a 3 <i>Mae dysgwyr o ysgolion Cymraeg Sir y Fflint yn trosglwyddo i YMG neu Ysgol Glan Clwyd ar gyfer addysg uwchradd. Rhwng 2009 a 2011, trosglwyddodd 97% o ddysgwyr o ysgolion cynradd Cymraeg Sir y Fflint i'r naill ysgol neu'r llall.</i> <i>Mae trefniadau pontio rhwng YMG a chonsortium ysgolion Cymraeg wedi'i datblygu'n dda:-</i> <ul style="list-style-type: none"> • <i>Estynnir gwahoddiad i ddisgyblion blwyddyn 5 i wario diwrnod yn YMG yn ystod tymor yr haf i gymryd rhan mewn gwersi Addysg Gorfforol, Celf a Dylunio a Thechnoleg.</i> • <i>Gwahoddir disgyblion blwyddyn 5 a 6 i noson agored flynyddol ym mis Hydref.</i> • <i>Yn dilyn ymweliad cwrs preswyl Llangrannog mae disgyblion blwyddyn 6 yn gwario deuddydd yn YMG.</i> 	<p><i>Parhau i ddatblygu gweithgareddau cysylltu o fewn y consortium ysgolion cyfrwng Cymraeg.</i></p>	
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	<ul style="list-style-type: none"> • Cyfnodau Allweddol 3 a 4 <i>Yn gyffredinol, mae'r holl ddysgwyr a gofrestrodd i gael addysg Gymraeg ar ddiwedd CA3 yn parhau i gael addysg Gymraeg yn CA4. Mae ambell eithriad oherwydd amgylchiadau unigol.</i> 		
2.3 Hyrwyddo cyfran uwch o ddarpariaeth cyfrwng Cymraeg o fewn ysgolion dwyieithog.	<i>Nid yw'n berthnasol, nid oes gan Sir y Fflint ysgolion dwyieithog.</i>		

Deilliant 3: Mwy o ddysgwyr 14-16 oed yn astudio ar gyfer cymwysterau drwy gyfrwng y Gymraeg. Deilliant 4: Mwy o ddysgwyr 16–19 oed yn astudio pynciau drwy gyfrwng y Gymraeg, mewn ysgolion, colegau a dysgu seiliedig ar waith (Gweler atodiad 4)			
A. Amcan	B. Perfformiad cyfredol (Cwestiynau i'w hateb)	C. Amserlen ar gyfer cynlluniau i'r dyfodol	D. Adroddiad cynnydd
3.1 Cynyddu canran y dysgwyr 14-16 sy'n astudio ar gyfer cymwysterau drwy gyfrwng y Gymraeg.	<p><i>Mae holl ddysgwyr CA4 YMG yn dilyn Llwybr Dysgu i ennill 5 cymhwyster neu ragor. Yn 2011, llwyddodd 98.9% o'r garfan i gyrraedd trothwy Lefel 1 ac mae dros 90% o'r dysgwyr wedi llwyddo i wneud hynny ym mhob un o'r wyth mlynedd diwethaf. Yn 2011, roedd y 91 o ddysgwyr yn B11 yn YMG yn cynrychioli 5.1% o grŵp blwyddyn Sir y Fflint.</i></p> <p><i>Mae holl ddysgwyr YMG yn dilyn Llwybr Dysgu sy'n cynnwys o leiaf 5 cwrs achrededig. Ni all y nifer gynyddu. Prin yw'r dysgwyr hynny sy'n methu cyrraedd trothwy Lefel 1 e.e. un yn 2011. Mae YMG wedi cyflwyno cyrsiau galwedigaethol newydd yng nghwricwlwm CA4, gan fodloni gofynion y Mesur Dysgu a Sgiliau a chan elwa o waith partneriaeth ac mae'n rhoi cyfleoedd Annog Dysgu i bob dysgwr.</i></p>	<i>Sicrhau bod 100% o ddysgwyr YMG yn parhau i gael eu hasesu ar gyfer achrediad drwy gyfrwng y Gymraeg.</i>	

<p>3.2 Sicrhau bod darpariaeth i ddysgwyr 14-16 oed yn cydymffurfio â Mesur Dysgu a Sgiliau (Cymru) 2009</p>	<p><i>Ceir cymorth ariannol ar gyfer cyrsiau drwy gyfrwng y Gymraeg gan Rwydwaith 14-19 Sir y Fflint yn y Cynllun Datblygu Rhwydwaith Blynyddol.</i></p> <p><i>Ychwanegir at ehangder y ddarpariaeth drwy weithio mewn partneriaeth â Choleg Glannau Dyfrdwy.</i></p> <p><i>Mae pob dysgwr ôl-14 yn YMG yn dilyn cwricwlwm sy'n unigryw Gymreig. Mae hyn yn cynrychioli 100% o ddysgwyr cyfrwng Cymraeg ôl-14 yn ysgolion Sir y Fflint. Nifer fechan y dysgwyr sydd dan sylw, ac oherwydd hyn a'r gofyniad i gynnig cyrsiau sy'n cydymffurfio â'r Mesur Dysgu a Sgiliau, nifer fechan sy'n dilyn rhai cyrsiau. Mae'r ysgol yn arfarnu'r ddarpariaeth gwricwlaidd yn barhaus ond mae'n dibynnu ar gymorth ariannol gan y CDRhB.</i></p>	<p><i>Parhau i roi cymorth ariannol i addysg Gymraeg o fewn y CDRhB. CDRhB newydd i'w gynhyrchu erbyn Ionawr 2012. Cytundeb partneriaeth ar y cwricwlwm a gynigir erbyn Rhagfyr 2011</i></p>	
<p>3.3 Cynyddu canran y myfyrwyr 16-19 oed sy'n astudio pynciau drwy gyfrwng y Gymraeg mewn ysgolion.</p>	<p><i>Mae'r holl gyrsiau ôl-16 yn YMG (106 o ddysgwyr ym Medi 2011) yn cael eu cyflwyno drwy gyfrwng y Gymraeg. Mae cyrsiau amaethyddiaeth (18 dysgwr yn 2011) ar gael yn y coleg drwy gyfrwng y Gymraeg). Cymorth ariannol ar gael i weithio ar y cyd gan y CDRhB ôl-14.</i></p> <p><i>Caiff cymorth i weithio mewn partneriaeth ag Ysgol Morgan Llwyd ei gynnal drwy DOLEN. Mae Rhwydwaith 14-19 Sir y Fflint yn cyfrannu at y Fforwm drwy'r CDRhB.</i></p>	<p><i>Parhau i ddatblygu cyfleoedd i weithio mewn partneriaeth i sicrhau bod y ddarpariaeth cyfrwng Cymraeg yn fwy cynaliadwy.</i></p>	

	<p><i>Mae'r Fforwm yn cefnogi dysgwyr Sir y Fflint i ddilyn cyrsiau cydweithredol drwy gyfrwng y Gymraeg drwy weithio mewn partneriaeth ag Ysgol Morgan Llwyd a Choleg Glannau Dyfrdwy.</i></p>		
<p>3.4 Gweithio drwy Rwydweithiau 14-19 a Fforymau Rhanbarthol 14-19 er mwyn cynnal a gwella darpariaeth cyfrwng Cymraeg.</p>	<p><i>Mae Pennaeth YMG yn aelod o'r Fforwm Addysg Gymraeg Rhanbarthol ac yn arwain y gwaith o weithio mewn partneriaeth ar draws y rhanbarth. Mae cynrychiolydd o Goleg Glannau Dyfrdwy hefyd yn aelod o'r Fforwm Rhanbarthol.</i></p> <p><i>Mae Prif Ymgynghorydd Dysgu Ysgolion Uwchradd a Phennaeth TGCh yr ALI yn cefnogi'r Rhwydwaith 14-19 ac Is-grŵp Cymraeg 14-19 Sir y Fflint, sy'n cael ei gadeirio gan Bennaeth YMG.</i></p> <p><i>Mae Tîm Gwella Ysgolion Sir y Fflint yn cefnogi YMG drwy gyfres o ymweliadau a chymorth wedi'i gynllunio. Mae Coleg Glannau Dyfrdwy yn rhan o brosiect Hyrwyddo Dwyieithrwydd gyda Llywodraeth Cymru ac mae wedi hyfforddi 11 o staff drwy'r Cynllun Sabothol Iaith Gymraeg.</i></p>	<p><i>Parhau i gefnogi addysg Gymraeg o fewn y CDRhB. CDRhB newydd i'w gynhyrchu yn Ionawr 2012. Cytundeb partneriaeth ar y cwricwlwm i'w gynnig erbyn Rhagfyr 2011. Parhau i ddatblygu cyfleoedd i weithio mewn partneriaeth i sicrhau bod darpariaeth drwy gyfrwng y Gymraeg yn fwy cynaliadwy.</i></p>	

<p>3.5 Casglu, dadansoddi a defnyddio data ar ddarpariaeth cyfrwng Cymraeg 14-19 oed Cynllunio ar gyfer darpariaeth cyfrwng Cymraeg ôl-16 o fewn partneriaethau.</p>	<p><i>Mae'r holl ddarparwyr dysgu a'r ALI yn cael eu cynrychioli ar Rwydwaith 14-19 ac Is-grŵp Addysg Gymraeg 14-19. Pennaeth YMG sy'n ei gadeirio ac mae'n cynrychioli'r Rhwydwaith ar y Fforwm Rhanbarthol.</i></p> <p><i>Ceir cymorth ar gyfer addysg Gymraeg drwy'r CDRhB ac mae Pennaeth YMG yn aelod o Grŵp Datblygu'r CDRhB.</i></p> <p><i>Mae'r Is-grŵp Addysg Gymraeg 14-19 yn dod ag YMG, yr ALI, Coleg Glannau Dyfrdwy, dysgu'n seiliedig ar waith a CWNE at ei gilydd i sicrhau ein bod yn cael darlun cyflawn o addysg Gymraeg yn yr Awdurdod.</i></p>	<p><i>Parhau i ddatblygu cyfleoedd i weithio mewn partneriaeth i sicrhau bod darpariaeth drwy gyfrwng y Gymraeg yn fwy cynaliadwy.</i></p>	
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Deilliant 5: Mwy o ddysgwyr â sgiliau uwch yn y Gymraeg (Gweler atodiad 4)			
A. Amcan	B. Perfformiad cyfredol (Cwestiynau i'w hateb)	C. Amserlen ar gyfer cynlluniau i'r dyfodol	Ch. Adroddiad cynnydd
5.1 Gwella darpariaeth i fynd i'r afael â sgiliau llythrennedd Cymraeg.	<p><i>Mae cymorth ar gyfer datblygu wedi cynnwys y canlynol:-</i></p> <ul style="list-style-type: none"> • <i>Rhaglen ymyrryd 'Dyfal Donc'</i> • <i>Archwiliad o brofion darllen sy'n cael eu defnyddio gan ysgolion cyfrwng Cymraeg.</i> • <i>Sefydlu fforwm rhanbarthol (Wrecsam, Sir y Fflint, Sir Ddinbych a Chonwy) i archwilio anghenion cymorth adrannau'r Gymraeg mewn ysgolion uwchradd cyfrwng Cymraeg.</i> 	<p><i>Mae angen diffinio rolau a chyfrifoldebau swyddog sy'n gweithio gydag ysgolion cynradd cyfrwng Cymraeg yn glir. (Gwanwyn 2012).</i></p> <p><i>Ar y cyd â datblygu Gwasanaeth Gwella Ysgolion Gogledd Cymru, sicrhau bod swyddog iaith Gymraeg uwchradd yn cael ei ddefnyddio i ganolbwyntio ar herio a chefnogi er mwyn codi safonau (Gwanwyn/Haf 2012).</i></p> <p><i>Fforwm ysgolion uwchradd cyfrwng Cymraeg i</i></p>	

		<p><i>ddatblygu cynllun gweithredu yn dilyn eu harchwiliad o anghenion o ran llythrennedd Cymraeg. (Gwanwyn / Haf 2012).</i></p> <p><i>Rhoi profion darllen Cymraeg cytûn ar waith yn unol â chynigion Llywodraeth Cymru. (2013).</i></p>	
<p>5.2 Gwella darpariaeth a safonau Cymraeg Iaith Gyntaf.</p>	<p><i>Ni fydd adroddiad ar ganran y disgyblion ar ddiwedd y Cyfnod Sylfaen sy'n cyrraedd o leiaf Deilliant 5 mewn Sgiliau Iaith, Llythrennedd a Chyfathrebu mewn lleoliadau cyfrwng Cymraeg hyd at 2012.</i></p> <p><i>Dengys data Cyfnod Allweddol 1 ar gyfer 2011 fod 92.6% o ddysgwyr wedi cyrraedd lefel 2 neu uwch.</i></p> <p><i>Yn 2011, fe wnaeth 77.9% o ddysgwyr ym mlwyddyn 6 mewn ysgolion cynradd cyfrwng Cymraeg gyrraedd o leiaf lefel 4 mewn asesiadau gan athrawon yn y Gymraeg.</i></p> <p><i>Dyma ostyngiad o gymharu â chyrhaeddiad yn 2009/2010 oherwydd cynnydd yn nifer y disgyblion yn yr uned adnoddau mewn un ysgol.</i></p>		

	<p><i>Yn 2011 llwyddodd 78.7% o ddysgwyr YMG i gyrraedd Lefel 5 o leiaf yn y Gymraeg mewn asesiadau athrawon ar ddiwedd cyfnod allweddol 3.</i></p> <p><i>Yn 2011 llwyddodd 72.2% o ddysgwyr YMG i gyrraedd graddau A*-C yn TGAU Cymraeg iaith gyntaf .</i></p> <p><i>I wella cyrhaeddiad, mae data wedi nodi bod angen gwella agwedd ysgrifennu ym mherfformiad disgyblion. Ar hyn o bryd, mae hyfforddiant mewn swydd yn canolbwyntio ar yr agwedd hon a bydd effaith hyn yn cael ei monitro</i></p>	<p><i>Bydd penaethiaid yn dadansoddi data o asesiadau'r dyfodol a bydd swyddog yr ALL yn eu coladu er mwyn iddynt, ar y cyd, nodi a chynllunio cymorth a datblygiad proffesiynol y dyfodol. (Haf 2012).</i></p>	
<p>5.3 Cynyddu cyfleoedd i ddysgwyr o bob oedran i ymarfer eu Cymraeg tu allan i'r ystafell ddosbarth.</p>	<p><i>Bydd pob Ysgol Gynradd cyfrwng Cymraeg yn cynnig profiadau cyrsiau preswyl mewn sefyllfa Gymraeg ei hiaith. Mae ystod eang o weithgareddau allgyrsiol ym mhob ysgol.</i></p> <p><i>Mae dysgwyr YMG yn elwa oddi wrth weithgareddau wedi'u trefnu gan Swyddog Datblygu'r Urdd Fflint a Wrecsam a hefyd Swyddog Fflic Menter Iaith i ddatblygu defnydd anffurfiol o'r iaith Gymraeg megis ymweliadau i barciau themâu, canolfannau'r Urdd a chanolfannau teledu. Mae rhaglen radio BBC yn cynnal gweithdai gyda dysgwyr CA4.</i></p>	<ul style="list-style-type: none"> • <i>Parhau i gynyddu cyfleoedd i ddysgwyr i ymarfer eu Cymraeg tu allan i'r ystafell dosbarth</i> 	

	<p><i>Mae dysgwyr yn cymryd rhan mewn eisteddfodau ysgol, Urdd a chenedlaethol.</i></p> <p><i>Mae Swyddog Datblygu'r Urdd a Swyddog fflic Menter Iaith yn cynnal sesiynau 'galw heibio' yn ystod oriau cinio yn YMG. Maent hefyd yn arwain yr aelwyd tu allan i oriau'r ysgol.</i></p> <p><i>Mae YMG wedi ymuno â chynllun peilot, a noddir gan Fwrdd yr Iaith Gymraeg, i hyfforddi myfyrwyr hŷn i helpu gyda chyfleoedd allgyrsiol i ddysgwyr ifanc drwy gyfrwng y Gymraeg.</i></p> <p><i>Mae Coleg Glannau Dyfrdwy wedi sefydlu Clwb Ieuencid ar gampws Llysfasi gyda chefnogaeth yr Urdd, ac mae'n cynnig amrywiaeth o weithgareddau allgyrsiol drwy'r Gymraeg.</i></p> <p><i>Mae Menter Iaith Sir y Fflint yn cynnig amryw o weithgareddau trwy'r Gymraeg i blant a phobl ifanc, gan gynnwys gweithdai e.e. creu gemwaith, ffilm, animeiddio, cerddoriaeth, chwaraeon a chelf. Maent wedi gweithio gyda phob ysgol Cymraeg o fewn y sir i gynnig profiadau tu fewn a thu allan i'r dosbarth er mwyn annog dysgwyr i wneud fwy o ddefnydd o'r Gymraeg. Maent wedi cynnal nifer o'r digwyddiadau yma o fewn yr ysgolion, ond hefyd cynigwyd cyfleoedd i wneud defnydd o'r Gymraeg tu allan i'r ysgol trwy eu gweithgareddau a gwyliau cymunedol. Hefyd cynllunio o flaen llaw i sicrhau y cyfleoedd a ddaw trwy gynnal Eisteddfod yr Urdd yn Fflint.</i></p>		
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<p>5.4 Gwella darpariaeth a safonau Cymraeg Ail Iaith.</p>	<p><i>Yn 2011 bydd i 45.5% o ddysgwyr gyrraedd lefel 4 + mewn asesiad athro/athrawes Cymraeg ail iaith ar ddiwedd cyfnod allweddol 2. Bydd hyn yn gynnydd o 7.4% ar gyrraeddiad 2010.</i></p>	<p><i>Parhau i fonitro, herio a chefnogi er mwyn codi safonau ymhellach ac ymgorffori safoni a chymedroli asesiadau mewn ysgolion</i></p>	
	<p><i>Mae effaith Cynllun Peilot Safoni Clwstwr Cyfnod Allweddol 2/3 wedi bod yn gadarnhaol iawn e.e.</i></p> <ul style="list-style-type: none"> <i>• Fe wnaeth un aelod o'r tîm Athrawon Bro (AB) safoni'n genedlaethol yn ystod y cynllun peilot ar gyfer Cymraeg fel ail iaith</i> <i>• Darparwyd hyfforddiant mewn swydd i gydlynwyr y Gymraeg mewn ysgolion cyfrwng Saesneg gan y Dirprwy Brif Safonwr yn Chwefror 2011</i> <i>• Sicrhodd rheolwr y tîm AB (y safonwr) gysondeb ar draws y consortiwm drwy fynd i gyfarfodydd clwstwr CA2/CA3</i> <i>• Darparodd y tîm Athrawon Bro adnoddau i ysgolion cyfrwng Cymraeg i sicrhau bod cyfleoedd digonol yn cael eu darparu i ddisgyblion gyrraedd lefelau 4 a 5</i> <i>• Paratowyd fformat ar gyfer trawsgyfeirio i glystyrau ei fabwysiadu os oeddent yn dymuno gwneud hynny.</i> 		
	<p><i>Llwyddodd 69.9% o ddysgwyr CA3 Sir y Fflint i gyrraedd Lefel 5 neu uwch yn 2011, sy'n cymharu â chyfartaledd o 64.6% ar gyfer Cymru gyfan ac mae'n gynnydd o 3.5% ar ddeilliannau 2010.</i></p>		

	Yn 2011, llwyddodd 10.4% o garfan B11 yn yr ysgolion cyfrwng Saesneg i sicrhau graddau A* - C mewn Cymraeg ail iaith TGAU.		
	Yn 2011, llwyddodd 32.5% o garfan blwyddyn 11 mewn ysgolion cyfrwng Saesneg i gyflawni graddau A*-C yn y Cwrs Byr Cymraeg TGAU ail iaith. O ganlyniad, mae 46.28% o holl ddysgwyr Sir y Fflint yn ennill achrediad lefel 2 ar ddiwedd blwyddyn 11 yn 2011.		
	Yn 2011, dilynodd 68.3% o garfan B11 yn yr ysgolion cyfrwng Saesneg Cwrs Byr Gymraeg TGAU. At ei gilydd, safodd 81% o garfan B11 yn yr ysgolion cyfrwng Saesneg arholiad llawn neu fyr TGAU yn Gymraeg yn 2011.	Bwriedir gwneud y canlynol i wella TGAU Cymraeg ail iaith:- (a) annog ysgolion i gofrestru cynifer o ddysgwyr â phosibl i'w hachredu (b) annog gweithgareddau peilot achredu Cymraeg ail iaith trwy NVQ.	
5.5 Cynyddu cyfleoedd i ddysgwyr o bob oedran i ymarfer eu Cymraeg tu allan i'r ystafell ddosbarth.	Datblygir defnydd achlysurol o'r Gymraeg mewn ysgolion cyfrwng Saesneg trwy :- <ul style="list-style-type: none"> Menter Iaith Sir y Fflint yn cynnig amryw o weithgareddau i blant a phobl ifanc mewn ysgolion cyfrwng Saesneg, er mwyn creu cyfleoedd iddynt ddefnyddio'r Gymraeg tu allan i wersi, a hefyd er mwyn codi hyder ieithyddol a chodi ymwybyddiaeth o iaith a diwylliant Cymru. Er enghraifft, yn ystod 2010 gweithiodd Menter Iaith Sir y Fflint gyda dros 		

	<p>30 o ysgolion cyfrwng Saesneg ar weithgareddau fel sesiynau ymwybyddiaeth iaith, gŵyl ffilm Cymraeg a sesiynau stori Gymreig</p> <ul style="list-style-type: none"> • Weithgareddau'r Urdd • Cyrsiau preswyl Glan Llyn • Strategaethau o fewn ysgolion megis 'Ditectif Cymraeg', clwb amser snac, ardaloedd chwarae rôl yn y Cyfnod Sylfaen a CA2, gwasanaeth drwy gyfrwng y Gymraeg a gweithgareddau dydd Gŵyl Dewi. 		
5.6 Cynyddu cofrestrïadau Cymraeg Safon Uwch a Chymraeg Ail Iaith fel canran o gofrestrïadau TGAU Cymraeg a Chymraeg Ail Iaith.	Yn 2011 llwyddodd 3 o ddysgwyr Sir y Fflint i gwblhau cwrs Safon Uwch yn y Gymraeg (iaith gyntaf) a chwblhaodd 18 gwrs Cymraeg ail iaith.		

Deilliant 6: Darpariaeth Anghenion Dysgu Ychwanegol cyfrwng Cymraeg			
A. Amcan	B. Perfformiad cyfredol (Cwestiynau i'w hateb)	C. Amserlen ar gyfer cynlluniau i'r dyfodol	D. Adroddiad cynnydd
6.1 Gwella darpariaeth Anghenion Dysgu Ychwanegol (ADY) Cyfrwng Cymraeg.	<p><i>Nid oes cofnod bod archwiliad wedi digwydd. Mewn ymateb i hyn, mae'r Gwasanaeth Cynhwysiant wedi dechrau archwiliad, Hydref 2011.</i></p> <p><i>Mae canlyniad archwiliad o'r Gwasanaeth Cynhwysiant wedi pennu diffyg darpariaeth cyfrwng Cymraeg yn yr agweddau canlynol ar y gwasanaeth: Cymorth Ymddygiad, Y Synhwyrâu*, Asesiad Cynhwysiant Addysg, Seicoleg Addysg* ac Anabledd Integredig. (*Mae cytundebau lleol ar waith gydag ALLau cyfagos i gefnogi'r gofynion cyfrwng Cymraeg yn y meysydd hyn). Bydd y wybodaeth hon yn cael ei rhannu gyda staff a rhieni'r ysgolion cyfrwng Cymraeg.</i></p> <p><i>Mae cydweithio agos â'r bwrdd iechyd lleol wedi sicrhau darpariaeth cyfrwng Cymraeg ar gyfer anawsterau iaith a lleferydd. Mae angen cynnig hyfforddiant pellach ar gyfer pobl cymwys i fod yn weinyddesau/therapyddion i weithio gyda grwpiau ac unigolion o fewn yr ysgolion cyfrwng Cymraeg.</i></p> <p><i>Mae gan Sir y Fflint adnodd cyffredinol ar gyfer disgyblion CA1/2 sydd ag ADY, sydd wedi'i leoli mewn ysgol gynradd cyfrwng Cymraeg. Adnodd ydyw ar gyfer pob maes o anhawster-boed gymhedrol, ddwys neu ddifrifol. Mae cyllid wedi cael ei ddirprwyo i'r ysgol</i></p>	Archwiliad - Chwefror 2012	

	<p><i>uwchradd cyfrwng Cymraeg i ddarparu adnoddau ychwanegol ar gyfer disgyblion CA3/4/5 sydd ag ADY.</i></p> <p><i>Mae'r ddarpariaeth cyfrwng Cymraeg ar gyfer disgyblion CA4 ar gael drwy un o ganolfannau Portffolio Unedau Cyfeirio Disgyblion yr ALI.</i></p>		
	<p><i>Mae'r awdurdod yn gweithio gydag ysgolion ac asiantaethau allanol i gael gwybodaeth am blant ag ADY sydd eisiau darpariaeth cyfrwng Cymraeg.</i></p> <p><i>Mae'r Gwasanaeth Cynhwysiant yng nghanol adolygiad o'r holl ddarpariaeth ar gyfer ADY. Bydd yr holl adnoddau a gwasanaethau yn cael eu hystyried yn ystod yr adolygiad, a bydd hyn yn cynnwys darpariaeth cyfrwng Cymraeg. Mae'r swyddogion yn ymgynghori ag asiantaethau allanol, ysgolion, rhieni a disgyblion fel rhan o'r adolygiad.</i></p>	<p><i>Adolygiad i'w gwblhau erbyn Mawrth 2012.</i></p> <p><i>Cynlluniau darpariaeth newydd wedi eu sefydlu erbyn Gorffennaf 2012.</i></p>	
	<p><i>Nid oes dulliau ffurfiol ar waith ar gyfer hyn ar hyn o bryd.</i></p> <p><i>Mae Mudiad Ysgolion Meithrin yn cydweithio'n agos â rhieni a swyddogion yr Awdurdod i godi ymwybyddiaeth o'r galw am ddarpariaeth laith Gymraeg ADY.</i></p> <p><i>Bydd rhan o'r adolygiad yn cynnwys datblygu dulliau o gasglu gwybodaeth gan rieni.</i></p>	<p><i>Ddatblygu dull ffurfiol o ymgynghori gyda rhieni ynglŷn â'r galw am ddarpariaeth laith Gymraeg ADY. (Gwanwyn 2012)</i></p> <p><i>Pennu rhaglen barhaus i sicrhau fod yr adborth yn dylanwadu ar adolygu/datblygu'r gwasanaeth yn y dyfodol (i gychwyn Haf 2012)</i></p>	

	<p><i>Mae Swyddogion Cynhwysiant Gogledd Cymru yn ystyried sut y gallent gydweithio ym mhob agwedd ar ADY. Mae darpariaeth ar gyfer yr iaith Gymraeg yn rhan o'r gwaith er mwyn sicrhau bod y gwasanaeth yn gallu cynnig darpariaeth o'r radd flaenaf trwy gyfrwng dwy iaith.</i></p>	<p><i>Mae Sir y Fflint yn cydweithredu â Siroedd Dinbych a Wrecsam ar hyn o bryd i ddatblygu Gwasanaeth Synhwyrol isranbarthol.</i></p> <p><i>Amserlen i'r ddwy fenter i'w penderfynu erbyn Gorffennaf 2012 yn dilyn ymgynghoriad/arweiniad oddi wrth CCAC Gogledd Cymru.</i></p> <p><i>Mae'r holl awdurdodau yn ystyried gwasanaeth rhanbarthol TGCh ar gyfer ADY.</i></p>	<p><i>Mae gan Sir y Fflint gytundeb â Sir Ddinbych ar gyfer Seicolegwyr Addysg ac Athrawon Synhwyrâu Cymraeg eu hiaith.</i></p>
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Deilliant 7: Cynllunio'r gweithlu a datblygiad proffesiynol parhaus			
A. Amcan	B. Perfformiad cyfredol (Cwestiynau i'w hateb)	C. Amserlen ar gyfer cynlluniau i'r dyfodol	D. Adroddiad cynnydd
7.1 Sicrhau cyflenwad digonol o ymarferwyr ar gyfer addysg cyfrwng Cymraeg.	<p><i>Nid oedd unrhyw swyddi addysgu gwag mewn ysgolion cynradd Cymraeg ddechrau mis Medi 2011.</i></p> <p><i>Er nad oedd unrhyw swyddi addysgu gwag mewn ysgolion cyfrwng Cymraeg, mae'r nifer o ymgeiswyr sy'n cael eu denu drwy hysbysebion yn isel iawn o gymharu â'r niferoedd uchel o ymgeiswyr mewn ysgolion cynradd cyfrwng Saesneg. (e.e. 10 mewn ysgolion cyfrwng Cymraeg, o'i gymharu ag 80+ o ymgeiswyr cyfrwng Saesneg)</i></p> <p><i>Mae penodi uwch reolwyr i ysgolion cynradd cyfrwng Cymraeg hefyd yn broblemus o ran nifer isel yr ymgeiswyr.</i></p>	<p><i>Y nod yw denu mwy o athrawon cyfrwng Cymraeg cymwys.</i></p> <p><i>Hirdymor – cynyddu'r ddarpariaeth cyfrwng Cymraeg Tymor byr – hyfforddiant DPP mewn ysgolion a rhwng ysgolion.</i></p> <p><i>Gweithio ar y cyd â chonsortia i ddatblygu arweinwyr a rheolwyr.</i></p> <p><i>Archwiliad o siaradwyr Cymraeg sy'n addysgu mewn ysgolion cyfrwng Cymraeg.</i></p> <p><i>Amser ar secondiad i siaradwyr y Gymraeg sy'n gweithio mewn ysgolion cyfrwng Saesneg i arsylwi ar</i></p>	

		<p><i>athrawon cyfrwng Cymraeg a gweithio ochr yn ochr â hwy er mwyn annog trosglwyddo siaradwyr Cymraeg i'r sector cyfrwng Cymraeg. Dechrau yn 2012 a'i adolygu yn Chwefror 2013.</i></p>	
	<p><i>Roedd 1 swydd wag mewn ysgol uwchradd heb ei llenwi ddechrau Medi 2011. Swydd addysgu disgyblion mwy galluog a dawnus 0.6 oedd hon, ond mae wedi cael ei llenwi'n fewnol gan rywun nad yw'n arbenigwr.</i></p>	<p><i>Sicrhau bod athrawon cymwys ym mhob pwnc. Gallai hyn gynnwys strategaeth gan yr ALI i ddenu athrawon cyfrwng Cymraeg i Sir y Fflint a gwella delwedd addysgu trwy gyfrwng y Gymraeg a datblygiad mewnol drwy gyfrwng y rhaglen athrawon graddedig neu'r Rhaglen Sabothol a ddarperir yn genedlaethol. (Parhaus)</i></p> <p><i>Yr ALI i fonitro</i></p>	

	<p><i>Mis Medi eleni, roedd 1 ½ swydd heb eu llenwi (swyddi Pennaeth y Gymraeg a 0.36 rhan amser heb eu llenwi.) Mae'r rhain yn cael eu llenwi gan athro cyflenwi ac athro newydd gymhwyso. Y broblem yn rhai o'r ysgolion uwchradd yw bod y Gymraeg yn cael ei haddysgu gan athrawon nad ydynt yn rhai arbenigol, gan gynnwys, mewn un ysgol, o leiaf 1 athro nad yw'n gymwys ac athrawon sy'n siarad Cymraeg ond sydd wedi'u hyfforddi mewn disgyblaethau eraill e.e. Economeg y Cartref. Mewn rhai ysgolion, mae prinder dybryd o athrawon sy'n gymwys i addysgu'r Gymraeg ar gael... mewn ysgol ar y ffin yn benodol.</i></p>	<p><i>datblygiadau. (Bob tymor)</i></p> <p><i>Ar y cyd â datblygu Gwasanaeth Gwella Ysgolion Gogledd Cymru, sicrhau bod swyddog iaith Gymraeg uwchradd yn cael ei ddefnyddio a fydd yn gweithio i sicrhau bod athrawon Cymraeg fel ail iaith cymwys ar gael ac a fydd yn datblygu Cymraeg fel ail iaith ar draws meysydd eraill y cwricwlwm. (Haf 2012).</i></p> <p><i>Gweithio mewn partneriaeth â'r colegau hyfforddiant cychwynnol athrawon i sicrhau datblygiad athrawon Cymraeg fel ail iaith ac annog Cynllun Sabothol y Gymraeg drwy gyfrwng hyfforddiant ymwybyddiaeth i Lywodraethwyr/</i></p>	
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		<i>Penaethiaid. (Parhaus) Yr ALI i fonitro datblygiadau. (Bob tymor)</i>	
	<i>Mae pob swydd cynorthwydd dysgu'n llawn, ond ychydig sy'n ymgeisio amdanynt. Oherwydd nifer isel yr ymgeiswyr, mae eu gallu ieithyddol yn peri pryder. Mae angen denu ymgeiswyr sydd â sgiliau sylfaenol digonol. Mae cynorthwywyr dysgu yn fwy hyderus ar lafar yn y Gymraeg nag yn ysgrifenedig. Cyrsiau newydd e.e. 'Meithrin Iaith ar Gyfer Gweithwyr Meithrinfeydd/Blynyddoedd Cynnar' – Pam Evans Hughes, Cam Wrth Gam.</i>	<i>Darparu hyfforddiant i gynorthwywyr dosbarth i ddatblygu eu sgiliau ieithyddol ymhellach. Bydd hyn yn cynnwys sgiliau sylfaenol yn y Gymraeg i gynorthwywyr dosbarth sy'n gweithio mewn addysg cyfrwng Cymraeg.</i>	
	<i>Nid oes prosesau penodol ar gyfer recriwtio, cadw a hyfforddi staff sy'n siarad Cymraeg; fodd bynnag mae ychydig o swyddogion ADY cyfrwng Cymraeg yn cefnogi darpariaeth ADY cyfrwng Cymraeg ac mae uned ADY.</i>	<i>Dylai recriwtio staff ADY yn y dyfodol gynnwys gofyniad i fedru'r Gymraeg neu ymrwymiad i fynychu dosbarthiadau Cymraeg i ennill lefel resymol o ruglder.</i>	

	<p>Mae swyddogion Gwella Ysgolion yn gweithio'n agos gydag ysgolion er mwyn hybu cyrsiau Cymraeg a chyrsiau Sabothol er mwyn cynyddu arbenigedd athrawon.</p>	<p>Cynyddu hyfforddiant ymwybyddiaeth i Benaethiaid a Byrddau Llywodraethol sy'n hyrwyddo manteision siarad Cymraeg iaith gyntaf ac ail iaith ac annog mwy i gymryd rhan yng Nghynllun Sabothol y Gymraeg ac mewn cyrsiau Cymraeg.</p>	
<p>7.2 Gwella sgiliau ieithyddol ymarferwyr. Gwella sgiliau methodoleg ymarferwyr</p>	<p>Mae archwiliad mewnol wedi'i gynnal (gan Athrawon Bro) o sgiliau ieithyddol athrawon Blwyddyn 6 (sy'n dysgu mewn ysgolion cyfrwng Saesneg). Amlygwyd y cryfderau a hefyd y meysydd i'w datblygu yn y dyfodol. Mae casgliadau'r archwiliad wedi cyfrannu at y rhaglen DPP bresennol. Fodd bynnag, ni chynhaliwyd archwiliad ffurfiol o sgiliau ieithyddol y gweithlu dysgu presennol.</p>	<p>Archwiliad o sgiliau ieithyddol yn holl ysgolion i'w gynnal. (Gwanwyn 2012)</p>	
	<p>Mae swyddogion Conwy, Wrecsam, Sir y Fflint a Sir Ddinbych yn gweithio mewn partneriaeth i nodi anghenion hyfforddiant mewn swydd er mwyn cryfhau a gwneud y mwyaf o hyfforddiant ar y cyd a rhannu adnoddau ac arfer dda. Caiff hyn ei hysbysu trwy gyswllt swyddogion ag ysgolion unigol. Fodd bynnag, mae angen ymestyn cyfleoedd am hyfforddiant ar fethodoleg drwy gyfrwng y Gymraeg.</p>	<p>Bydd swyddog yr ALI yn dadansoddi data ar gyfer ysgolion cyfrwng Cymraeg i nodi blaenoriaethau allweddol a chydweithio â Phenaethiaid</p>	

		<p>ysgolion cyfrwng Cymraeg a swyddogion rhanbarthol yr ALI i bennu blaenoriaethau hyfforddiant. (Gwanwyn 2012).</p>	
	<p>Mae cyfran o'r rhaglen DPP yn cael ei chynllunio a'i chyflwyno ar y cyd â dau awdurdod cyfagos. Fodd bynnag, mae cyfraniad yr awdurdod wedi ei rwystro oherwydd absenoldeb swyddogion.</p>	<p>Sicrhau eglurhad o gyfrifoldebau a rôl y swyddogion yr ALI sydd â chyfrifoldeb am yr Iaith. Y swyddog i gyfarfod ag arweinydd HMS traws sirol/swyddog rhanbarthol i benderfynu ar raglen DPP (Gwanwyn/Haf 2012).</p>	
	<p>Nid yw'n berthnasol. Ar hyn o bryd nid oes un ysgol am newid categori ieithyddol.</p>		

	<p><i>Mae rheolwr Gwasanaeth yr Athrawon Bro yn monitro hyfforddiant ac effaith rhaglenni hyfforddiant ac yn gwerthuso data diwedd cyfnodau allweddol yn yr ysgolion cynradd i sicrhau bod blaenoriaethau'n cael eu bwydo i'r cynlluniau strategol.</i></p>	<p><i>Rheolwr y Gwasanaeth Athrawon Bro a'r swyddog arweiniol ar gyfer Cynllun Strategol y Gymraeg mewn Addysg Sir y Fflint i fynychu cyfarfodydd Consortiwm Gogledd-ddwyrain Cymru i flaenoriaethu:-</i></p> <ul style="list-style-type: none"> <i>a) hyfforddiant lleol</i> <i>b) hyfforddiant ar draws awdurdodau</i> <i>c) cyrsiau preswyl (Glan Llyn)</i> <i>d) Ffurio gweithgorau i ymateb i fentrau presennol / cenedlaethol.</i> <p><i>(Parhaus)</i></p>	
	<p><i>Mae darparwyr allanol, fel CBAC a Chynnal yn darparu rhaglenni hyfforddiant yn ôl y galw. Mae cyfleoedd i ddarparu hyfforddiant traws awdurdod sy'n seiliedig ar anghenion mwy lleol ac i sicrhau bod safonau'n codi. Mae'r Athrawon Bro yn cyfathrebu ag ysgolion yn rheolaidd i sicrhau bod safonau'n codi.</i></p>	<p><i>Mae angen i'r rhaglen DPP ganolbwyntio'n glir ar y blaenoriaethau llythrennedd a nodwyd gan y pum ysgol gynradd</i></p>	

		<i>cyfrwng Cymraeg e.e. ysgrifennu. (Gwanwyn 2012).</i>	
	<i>Mae'r ALI wedi bod yn hyrwyddo'r Cynllun Sabothol Cymraeg ar bob lefel. Isel fu nifer yr ymgeiswyr ar y cwrs Uwch (1), fodd bynnag mae 6 athro wedi ei derbyn ar y cwrs Sylfaen.</i>	<i>Parhau i hyrwyddo mewn cynadleddau i uwch reolwyr cynradd ac uwchradd, drwy hyfforddiant i lywodraethwyr ac ymweliadau swyddogion yr ALI ag ysgolion. Yr ALI i gynnal sesiynau ymwybyddiaeth athrawon i hyrwyddo manteision y Cynllun Sabothol. (Parhaus)</i>	

	<p><i>Bu 26% o ANG mewn ysgolion cyfrwng Saesneg ar gyrsiau a drefnwyd gan yr Athrawon Bro yn 2010/ 2011 ac yn 2011/2012 cododd hyn i 36%. Bu 50% o ANG mewn ysgolion Cymraeg ar gyrsiau a drefnwyd gan yr Athrawon Bro yn 2010/2011. Nid oes ffigurau ar gael ar gyfer ANG sy'n dysgu mewn ysgolion Cymraeg ar gyfer 2011/2012 hyd yma.</i></p> <p><i>Nid oes unrhyw gyrsiau Cymraeg penodol fel rhan o / anwytho yn y sector Uwchradd / DPC</i></p>	<p><i>Hyfforddiant anwytho ANG rhanbarthol i gynnwys Datblygu'r Gymraeg ar gyfer siaradwyr Cymraeg / Saesneg. (i gychwyn yn 2012)</i></p>	
7.3 Integreiddio ystyriaethau cyfrwng Cymraeg ym mhob agwedd ar y Fframwaith Effeithiolrwydd Ysgolion	<p><i>Mae cynorthwywyr dysgu yn gwirfoddoli i fynd ar gyrsiau Cymraeg. Cynhaliwyd sesiwn 'galw heibio' i gynorthwywyr sy'n gweithio mewn ysgolion cyfrwng Saesneg yn 2010/1011 ar y cyd â thîm y Cyfnod Sylfaen. Daeth dros 100. Mae tîm yr Athrawon Bro ar gael i roi cymorth i ysgolion.</i></p>	<p><i>Bydd sesiynau galw heibio ar gael ar gyfer cynorthwywyr dysgu i wella eu hyder a'u gallu drwy gyfrwng y Gymraeg.</i></p>	
	<p><i>Yn ystod 2010 2011 roedd 3 Cymuned Ddysgu Broffesiynol cynradd ac 1 uwchradd yn Sir y Fflint sy'n rhoi ystyriaeth i'r Gymraeg (iaith gyntaf ac ail iaith). Bydd gwybodaeth am Gymunedau Dysgu Proffesiynol ar gael yn y gwanwyn 2012.</i></p> <p><i>Mae CDP yn cael ei benderfynu gan ysgolion yn dilyn eu hunan werthusiad.</i></p>	<p><i>I gynllunio a datblygu cefnogaeth i hybu CDP mewn methodoleg Cymraeg ail iaith a Chymraeg iaith gyntaf. (Haf 2012).</i></p>	

	<p><i>Ar lefel consortiwm ysgol, caiff gweithgareddau safoni a chymedroli eu cyflawni ar hyn o bryd a bydd y gwaith hwn yn parhau.</i></p> <p><i>Mae rhai elfennau o hyfforddiant hefyd yn cael eu cyflwyno ar lefel consortiwm ysgol gynradd er mwyn cefnogi addysgu'r Gymraeg a Chymraeg ail iaith.</i></p> <p><i>Mae partneriaethau traws awdurdod yn bodoli rhwng Conwy, Wrecsam, Sir Ddinbych a Sir y Fflint er mwyn cyflwyno hyfforddiant a mentrau eraill i sicrhau cydweithio effeithiol e.e. Cynhadledd ar Ddwyieithrwydd ar gyfer ysgolion uwchradd</i></p> <p><i>Mae hyfforddiant ar gyfer cyfrwng Cymraeg a Chymraeg ail iaith yn cael eu cynnig ar hyn o bryd ar draws 3 lefel yr awdurdod. Mae prosiectau ar y cyd wedi cael eu cyflwyno'n draws sirol i hyrwyddo'r Gymraeg ymhellach e.e. sioe Fflic a Fflac i ysgolion cynradd.</i></p>	<p><i>Rhagwelir y bydd cynnydd mewn gweithio rhanbarthol gydag ysgolion cynradd dros y flwyddyn nesaf.</i></p> <p><i>Bydd rhoi hyfforddiant cynradd traws awdurdod ar waith yn parhau yn ôl yr arfaeth.</i></p> <p><i>Bydd hyfforddiant yn cael ei nodi a'i roi ar waith mewn Cymraeg mewn ail iaith uwchradd ac mewn ysgolion uwchradd cyfrwng Cymraeg ar draws y rhanbarth.</i></p> <p><i>(O Fedi 2012 ymlaen)</i></p>	
	<p><i>Mae cynllun traws awdurdod ar waith i gyflwyno hyfforddiant mewn swydd ac agweddau eraill ar weithio traws awdurdod. Bydd hyn yn parhau i gael ei ddatblygu, ochr yn ochr â chynlluniau consortiwm rhanbarthol.</i></p>	<p><i>Cytunwyd mewn egwyddor ar gyfleoedd i gynyddu gwaith ar y cyd ar draws awdurdodau gogledd-ddwyrain Cymru i gefnogi'r iaith Gymraeg. Yn ystod Gwanwyn / Haf 2012 bydd</i></p>	

		<i>blaenoriaethau mewn cynlluniau strategol y Gymraeg mewn Addysg ALLau unigol yn cael eu rhannu. Bydd hyn yn galluogi awdurdodau gogledd-ddwyrain Cymru i gynllunio a chyflwyno trefniadau gweithio ar y cyd.</i>	
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DRAFT

Adran 3

Bydd yr agweddau a ganlyn yn allweddol i lwyddiant Cynllun y Gymraeg mewn Addysg:-

1. Fforwm Strategol y Gymraeg mewn Addysg

Caiff y Cynllun Strategol ei fonitro gan y Fforwm hwn. Ceir cylch gorchwyl y Fforwm yn Atodiad 4. Bydd y Fforwm yn cyfarfod bob tymor i drafod cynnydd y Cynllun.

2. Grant y Gymraeg mewn Addysg

Yn unol â pholisi Llywodraeth Cymru, bydd y Grant Addysg yn cael ei gysylltu'n uniongyrchol â Chynllun Strategol y Gymraeg mewn Addysg. Mae Sir y Fflint wedi ymrwmo i'r egwyddor o weithio'n rhanbarthol fel consortiwm ac, ymhen amser, disgwylir y bydd y grant yn cynnig ffocws i ddatblygu strategaethau iaith Gymraeg.

3. Cydweithio'n rhanbarthol

Mae prif swyddogion gwella ysgolion Conwy, Sir Ddinbych, Sir y Fflint a Wrecsam wedi cytuno i fabwysiadu agwedd fwy cydweithredol tuag at roi Strategaeth Addysg Gymraeg ar waith. Y bwriad yw rhannu cynnwys Cynllun Strategol pob un o'r awdurdodau er mwyn amlygu'r cynlluniau hynny y gellir eu hyrwyddo, drwy'r grant, fel consortiwm.

Mae gwaith ar y gweill eisoes i archwilio anghenion adrannau Cymraeg ysgolion Cymraeg y gogledd-ddwyrain.

Hefyd, mae'r trafodaethau cychwynnol wedi amlygu'r datblygiadau a ganlyn yn y consortiwm:-

- a) cymorth i ddatblygu cynllun sabothol yn y Gymraeg a ariennir gan Lywodraeth Cymru.
- b) datblygu sgiliau ymarferwyr drwy sefydlu Cymunedau Dysgu Proffesiynol i ymdrin â:-
 - dysgu Cymraeg;
 - gwella llythrennedd yn Gymraeg;
 - addysgu Cymraeg ail iaith;
 - addysgu pynciau eraill drwy gyfrwng y Gymraeg;

- caffael sgiliau iaith Gymraeg yn y Cyfnod Sylfaen
- y defnydd o'r Gymraeg tu allan i'r ystafell ddosbarth
- pontio rhwng y cyfnodau allweddol

DRAFFT

Atodiad 1

Strategaeth Addysg Cyfrwng Cymraeg

Paragraffau 2.12-2.18 (Llywodraeth Cynielliad Cymru)

2.12 Felly, ffocws allweddol y Strategaeth yw cynorthwyo dysgwyr i fod yn rhugl yn y Gymraeg a'r Saesneg drwy addysg cyfrwng Cymraeg, o'r blynyddoedd cynnar ymlaen. Mewn lleoliadua cyfrwng Cymraeg, I blant o gartrefi Cymraeg eu hiaith, mae addysg cyfrwng Cymraeg yn atgyfnerthu ac yn datblygu eu sgiliau iaith yn y Gymraeg drwy amrywiaeth eang o brofiadau cwricwlaidd. I blant o gefndiroedd di-Gymraeg, sy'n dod i gysylltiad cychwynnol a phennaf â'r Gymraeg drwy'r ysgol, mae'r ddarpariaeth cyfrwng Cymraeg ddwys hon drwy broses o drochi ieithyddol. Mae'r Strategaeth hefyd yn darparu ar gyfer y posibilrwydd y bydd rhai dysgwyr yn cael mynediad i addysg cyfrwng Cymraeg ar gyfnod ar ôl tair oed. Gall hyn ddigwydd drwy bwyntiau mynediad hwyrach (cyfleoedd trochi i hwyrddyfodiad). Mewn achosion eraill, mae'n bosibl bydd profiadau cychwynnol o ddysgu'r Gymraeg drwy'r Cyfnod Sylfaen, dros amser, yn rhoi'r sail a'r ysgogiad i blant drosglwyddo i'r sector cyfrwng Cymraeg cyn iddynt gyrraedd saith oed.

2.13 Fel arfer bydd addysg cyfrwng Cymraeg rhwng tair neu bedair oed a thua saith oed yn golygu sicrhau darpariaeth drwy gyfrwng y Gymraeg yn bennaf. Rhwng saith ac un ar ddeg oed (Cyfnod Allweddol 2 o'r cwricwlwm cenedlaethol), caiff sgiliau Saesneg eu datblygu hefyd drwy ddefnydd priodol o'r iaith fel pwnc a chyfrwng. Un o'r ystyriaethau allweddol yw natur y cydbwysedd ieithyddol rhwng y Gymraeg a'r Saesneg, a dwyster y mewnbwn cyfrwng Cymraeg sydd ei angen er mwyn i ddysgwyr fod yn rhugl yn y Gymraeg a'r Saesneg dros amser. Derbynnir yn gyffredinol y dylai o leiaf tua 70% o amser y cwricwlwm fod drwy gyfrwng y Gymraeg er mwyn i ddysgwyr feistroli'r iaith yn ddigon cadarn i'w galluogi i'w defnyddio mewn amrywiaeth eang o gyd-destunau yn hyderus ac yn rhugl. Mae Llywodraeth Cynulliad Cymru yn derbyn yr egwyddor ganolog hon ar gyfer ysgolion cyfrwng Cymraeg ar lefel gynradd ac uwchradd. Mae *Diffinio ysgolion yn ôl y ddarpariaeth Cyfrwng Cymraeg (LLywodraeth Cynulliad Cymru, 2007)* yn ategu'r egwyddor hon.

2.14 Defnyddir y term ‘darpariaeth ddwyieithog’ i gyfeirio at amrywiaeth eang o leoliadau addysgu a dysgu lle y defnyddir y Gymraeg i raddau gwahanol wrth gyflwyno'r ddarpariaeth. Felly, gall ‘ysgolion dwyieithog’ gynnwys yr ysgolion hynny lle cyflwynir cyfran helaeth o'r cwricwlwm drwy gyfrwng y Gymraeg, yr ysgolion hynny lle ceir dwy ffrwd – ffrwd cyfrwng Cymraeg a ffrwd cyfrwng Saesneg – a addysgir ar wahân, a'r ysgolion hynny lle yr addysgir dim ond ychydig elfennau o'r cwricwlwm neu yr addysgir nifer fach yn unig drwy gyfrwng y Gymraeg. Mewn colegau addysg bellach yn benodol, gall darpariaeth ddwyieithog gyfeirio at sefyllfaoedd lle yr addysgir dosbarthiadau ar yr un pryd yn y ddwy iaith, neu lle mae cyrsiau yn cynnwys modiwlau cyfrwng Cymraeg.

2.15 Bydd deilliannau ieithyddol y mathau gwahanol hyn o ddarpariaeth yn amrywio'n sylweddol. Os yw dysgwr o gefndir Cymraeg yn mynychu ysgol ddwyieithog, gall cwricwlwm cytbwys drwy gyfrwng y Gymraeg a'r Saesneg fod yn effeithiol o ran sicrhau rhuglder yn y ddwy iaith. Dyma'r achos mewn rhai ardaloedd yng Nghymru. Fodd bynnag, os nad yw sgiliau iaith dysgwyr yn y Gymraeg yn cael eu hatgyfnerthu gan y teulu neu'r gymuned, nid ydynt yn debygol o fod yn hollol rugl a hyderus yn y Gymraeg pan fyddant yn dysgu mewn lleoliad dwyieithog. Felly, nid yw darpariaeth ddwyieithog bob amser yn sicrhau bod unigolyn yn datblygu i fod yn siaradwr dwyieithog. Mae'n bwysig bod datblygiadau polisi yn cael eu cynllunio ar sail dealltwriaeth fanwl o'r amrywiaeth eang o ddeilliannau a gaiff dysgwyr drwy ddarpariaeth ddwyieithog. Dylai lleoliadau dwyieithog geisio darparu cymaint o ddarpariaeth drwy gyfrwng y Gymraeg ag y bo angen er mwyn i ddysgwyr fod yn rhugl yn y ddwy iaith.

2.16 Fodd bynnag, ni fydd pob rhiant am i'w blant gael addysg cyfrwng Cymraeg. Nod ychwanegol y Strategaeth hon yw sicrhau bod pob dysgwr a myfyriwr mewn lleoliadau cyfrwng Saesneg yn manteisio ar gyfleoedd i ddatblygu sgiliau iaith sy'n cyfoethogi eu profiad o fyw mewn gwlad ddwyieithog. Yn ôl adroddiadau arolygu Estyn, er mwyn cyflawni hyn, bydd angen cyflwyno newidadau yn raddol ond yn bwrpasol i godi safonau mewn addysgu a dysgu Cymraeg ail iaith. Mae'n rhaid i sgiliau iaith yn y Gymraeg gael eu dysgu'n fwy effeithiol, gam wrth gam drwy addysg statudol, er mwyn i ni allu codi lefelau cyflawniad a sgiliau pob dysgwr. Byddwn hefyd yn ymestyn ac yn gwella'r cyfleoedd i'r oedolion hynny sydd am ddysgu'r iaith a body n fwy rhugl yn yr iaith.

2.17 Nid yw'r broses o ddatblygu sgiliau yn y Gymraeg ac yn y Saesneg yn annibynnol ar ei gilydd. Mae deilliannau dysgwyr mewn lleoliadau cyfrwng Cymraeg yn debyg mewn Cymraeg a Saesneg iaith gyntaf, sy'n awgrymu bod y sector yn llwyddo i feithrin dwyieithrwydd naturiol. Dengys data asesu ar ddiwedd Blwyddyn 6 fod 98.5% o ddysgwyr mewn ysgolion cyfrwng Cymraeg yn cyrraedd lefel yn y Saesneg yn 11 oed sydd yr un fath, neu'n dod o fewn un lefel â'u perfformiad yn y Gymraeg. Mae defnyddio mwy nag un iaith yn rhan arferol o fywydd bob dydd i blant a phobl ifanc ledled Ewrop a'r byd. Ceir enghreifftiau helaeth o systemau addysg a hyfforddiant sy'n llwyddo i integreiddio dwyieithrwydd neu amlieithrwydd yn eu darpariaeth. Mae'n bwysig ein bod yn ymwybodol o'r patrymau a'r modelau sydd ar gael mewn cymunedau eraill ac yn deall eu perthnasedd i'n sefyllfa benodol ni yng Nghymru. Mae'r Strategaeth hon yn ystyried y cyd-destun amlieithog, rhyngwladol, a phwysigrwydd sicrhau safonau o ran dysgu Saesneg ac ieithoedd tramor modern yn ogystal â'r Gymraeg, yn unol â strategaeth ieithoedd tramor modern Llywodraeth Cynulliad Cymru, *Sicrhau bod ieithoedd yn Cyfrif*.

2.18 Mae'r manteision a ddaw yn sgil dwyieithrwydd wedi derbyn llawer o sylw. Mae'r rhain yn amrywio o fanteision uniongyrchol gallu defnyddio ieithoedd penodol (er enghraifft cyfathrebu ag aelodau'r teulu a rhwydweithiau cymdeithasol ehangach, neu wella cyfleoedd gyrfa), i'r manteision mwy cyffredinol o hyrwyddo sgiliau gwybyddol, cynyddu chwimder meddyliol ac ehangu'r amrywiaeth o brofiadau diwylliannol a gaiff siaradwyr. Mae ymchwil yng Nghanaada yn datgelu bod dwyieithrwydd yn gwella gallu plant ac oedolion hŷn i ganolbwyntio ynghyd â'u rheolaeth wybyddol, ac yn 2007, amlygodd yr effaith mae dwyieithrwydd yn ei chael ar ohirio symptomau demensia rhag dechrau. Datgelodd canfyddiadau ymchwil a gyhoeddwyd gan Brifysgol Caeredin yn 2009 fod siaradwyr dwy iaith yn ei chael yn haws canolbwyntio ar amrywiaeth o dasgau, gan anwybyddu pethau a allay dorri are u traws. Felly, mae rhoi cyfleoedd i siaradwyr ddatblygu eu sgiliau dwyieithog drwy addysg yn gwneud cyfraniad gwerthfawr i amrywiaeth eang o brofiadau cymdeithasol a diwylliannol.

Atodiad 3

(a) Nifer a chanran y disgyblion mewn ysgolion cynradd Cymraeg a dwyieithog sy'n trosglwyddo i ysgolion uwchradd Cymraeg

Blwyddyn	Cyfanswm y disgyblion mewn ysgolion cynradd Cymraeg	Cyfanswm y disgyblion sy'n trosglwyddo i ysgolion uwchradd Cymraeg	Canran y disgyblion sy'n trosglwyddo i ysgolion uwchradd Cymraeg
2009	84	84	100%
2010	102	100	98%
2011	77	71	92.2%

(b) Nifer o 'dysgwyr' sy'n trosglwyddo o ysgolion cynradd Saesneg i Ysgol Maes Garmon.

Blwyddyn	Nifer ym Mlwyddyn 7	Nifer y 'Dysgwyr'	Dysgwyr fel % o'r garfan
2009	95	20	21.1%
2010	107	18	16.8%
2011	111	13	11.7%

Atodiad 4a

ASESIAD ATHRO MEWN CYMRAEG AIL IAITH

DIWEDD CYFNOD ALLWEDDOL 2

Blwyddyn	Cyfanswm bl. 6 - ysgolion prif ffrwd	Cyfanswm bl.6 - arbennig neu UCD	Cyfanswm y disgyblion blwyddyn 6 Mehefin 2011*	Cyfanswm a aseswyd ar gyfer Cymraeg Ail iaith	% y disgyblion a aseswyd	% yn cyrraedd Lf4+
2010	1633	11	1644	1326	100%	38.1%
2011	1571	11	1582	1363	100%	45.5%

Yn 2010 ac 2011 derbyniwyd 80.7% ac 86.2% o ganlyniadau i'r Sir (nid oedd yn ofyniad statudol)

DIWEDD CYFNOD ALLWEDDOL 3

Blwyddyn	Cyfanswm bl. 9 - ysgolion prif ffrwd	Cyfanswm bl.9 - arbennig neu UCD	Cyfanswm y disgyblion blwyddyn 9 Mehefin 2011*	Cyfanswm a aseswyd ar gyfer Cymraeg Ail iaith	% y disgyblion a aseswyd	% yn cyrraedd Lf4+
2010	1671	22	1693	1688	99.7%	66.4%
2011	1668	15	1683	1679	99.8%	69.9%

*Cyfanswm y disgyblion blwyddyn 6 heb gynnwys ysgolion cyfrwng Cymraeg ond gan gynnwys Ysgolion Arbennig ac Unedau Cyfeirio

Atodiad 4b

ASESIAD ATHRO MEWN CYMRAEG IAITH GYNTAF

Diwedd Cyfnod Allweddol 2

Blwyddyn	Cyfanswm a aseswyd bl 6	Cyfanswm yn Cyrraedd L4+	% Yn Cyrraedd L4+
2009	83	69	83.1%
2010	102	84	82.4%
2011	77	60	77.9%

Diwedd Cyfnod Allweddol 3

Blwyddyn	Cyfanswm a aseswyd bl9	Cyfanswm yn cyrraedd L5+	% Yn Cyrraedd L5+
2009	96	64	66.7%
2010	81	54	66.7%
2011	108	85	78.7%

Atodiad 5

Cylch Gorchwyl

Diben

Bydd y Fforwm yn cynllunio'n strategol, yn monitro ac yn gwerthuso Cynllun Strategol Cyngor Sir y Fflint ar gyfer y Gymraeg mewn Addysg gan ymgynraedd at dargedau Llywodraeth Cymru fel y'u nodir yn ei Strategaeth Addysg Gymraeg.

Cylch gwaith

Dyma gylch gwaith y grŵp a'i aelodau unigol: -

- Cytuno ar ddull cydlynol o gyflenwi gofynion Strategaeth Addysg Gymraeg Llywodraeth Cymru yn Sir y Fflint, rhoi'r dulliau hynny ar waith a'u hadolygu.
- Bod yn gyfrifol am gynllun gweithredu sy'n cynnwys saith canlyniad allweddol.
- Monitro, gwerthuso ac ystyried effaith y cynllun gweithredu ar godi safonau Cymraeg iaith gyntaf ac ail iaith.
- Disgwylir i gynrychiolwyr y fforwm ymgynghori â'u rhanddeiliaid cysylltiol perthnasol a rhoi adborth iddynt

Aelodaeth – yn cynnwys cynrychiolwyr canlynol

Menter Iaith
Mudiad Ysgol Meithrin
SYFFLAG
Swyddog Addysg – Cyfnod Sylfaen
Partneriaeth Plant a Phobl Ifanc
Athrawon Bro

Pennaeth Ysgol Uwchradd
Pennaeth Ysgol Gynradd
Prif Swyddog Sector Uwchradd
Gwasanaeth Cynhwysiant
Pennaeth Datblygiad ac Adnoddau
Prif Swyddog Sector Cynradd
Uwch Swyddog – Cynradd
Cynrychiolydd Llywodraethwyr
Rheolwr Gwasanaethau Cefnogi
Pennaeth Gwasanaethau Ysgolion
Undebau
Cynrychiolydd Coleg
Aelodau'r Cyngor

FLINTSHIRE COUNTY COUNCIL

REPORT TO: **EXECUTIVE**

DATE: **27 MARCH 2012**

REPORT BY: **DIRECTOR OF ENVIRONMENT**

SUBJECT: **NORTH WALES TRUNK ROAD AGENCY**

1.00 PURPOSE OF REPORT

1.01 To seek approval to enter into a revised Partnership Agreement for maintaining the Trunk Road Network in North and Mid Wales.

2.00 BACKGROUND

2.01 Responsibility for the trunk road network lies with the Welsh Government, but since the time of the former County Councils before Local Government reorganisation in 1996, the management and maintenance of these trunk roads has been undertaken by Local Authorities on the Welsh Government's behalf.

2.02 The map in Appendix 1 shows the network of trunk roads in North and Mid Wales.

2.03 In 2005, the Welsh Assembly Government as it was at the time, decided that it wished to deal with fewer Authorities and decided that it wished to centre its operations around three areas, one each for North, Mid and South Wales.

2.04 The North Wales Authorities agreed to form a North Wales Partnership of six Authorities with Gwynedd Council acting as lead partner to enter into the formal agreement with the Welsh Assembly Government.

2.05 Gwynedd Council entered into an Agency Agreement with the Welsh Assembly Government on behalf of the partnership and each partner Authority then agreed to undertake the required action in their area in order to fulfil the obligations of that Agency Agreement. The relationship between the partner authorities is covered by a Partnership Agreement which was approved in 2005.

2.06 The current Agency Agreement with the Welsh Assembly Government was due to expire in October 2010 but as they wanted to undertake a review of the current arrangements, we were asked to extend the arrangements until April 2012.

- 2.07 The review was driven by a desire upon the Welsh Assembly Government's wish to establish whether the arrangements operating in England (whereby the trunk roads are managed and works undertaken by the private sector) could be providing better value for money.
- 2.08 An evaluation of the financial benefits of the two types of arrangements was commissioned along with an examination of the wider economic benefits accruing from the current arrangements.
- 2.09 As part of this review, the North Wales Authorities formulated an evidence paper noting the benefits which accrued to the Welsh Assembly Government from the current arrangements and also the benefits which accrued to the wider highway network. Gwynedd Council's Officers also met with the individuals undertaking the economic assessment to underline the importance of the current arrangements to local economies and the extent and nature of posts that would be lost were the current arrangements to be dismantled.
- 2.10 The benefit to local authorities of retaining the current arrangements cannot be over emphasised both in terms of local employment and the economies of scale afforded to the County network.
- 2.11 Immediately before the last Assembly elections, the Minister at the time wrote to Gwynedd Council as agent to note that he had come to a final decision on the issue, and announced that he intended to continue with the current arrangements subject to capability, capacity, performance and value for money.
- 2.12 This is of course was good news, as we could continue to share overhead recovery and retain local employment.
- 2.13 However, the Minister also noted that he wished to reduce the number of agencies and announced that he intended to terminate the Mid-Wales Agency Agreement. We made representations that it would be beneficial for the Trunk Road areas to be coterminous with the Taith and TRACC areas and that the Mid Wales Trunk Road Agency should join the North Wales arrangements and he agreed with this view. In some respects, this is also good news as it gives the North Wales entity greater resilience in that it is now roughly the same size as the South Wales entity.
- 2.14 It was proposed that the new arrangements would come into effect in April 2012 and discussions have since centred on merging the two Trunk Road Units (which Gwynedd Council have been managing) and establishing the nature of the new agency agreement.

3.00 CONSIDERATIONS

- 3.01 The experience of implementing the previous Agency Agreement has established that it was not fit for purpose (as it was based on the commercial arrangements operational in England rather than the partnership approach adopted in Wales), and discussions on the new Agency Agreement have centred on streamlining the new Agreement and ensuring that it reflects current practice.
- 3.02 However, both the North Wales and South Wales agencies are trying to ensure that a potential risk loophole contained in the previous Agreement is closed, whereby a partner authority could be held liable for an action arising out of a defect which it had identified but which had not been actioned due to lack of funding by Welsh Government.
- 3.03 As a result of this issue, there have been some delays in establishing the new Agreement which Gwynedd Council will be required to sign and at the time of writing this report, it has still not been finalised. Gwynedd Council's Officers are pursuing the Welsh Government Officials to obtain the final version.
- 3.04 Once the new Agency Agreement is finalised, Flintshire County Council will sign The Partnership Agreement.
- 3.05 The new arrangements are due to take effect on 1 April 2012 as the current Agency Agreement expires on that date. Gwynedd Council have taken the view that they can delay no longer and have formulated a revised Partnership Agreement to ensure that it can be in place as from 1 April 2012.
- 3.06 The latest draft of the revised Partnership Agreement is attached at Appendix 2 and was considered at a meeting of the North Wales Trunk Road Joint Committee at its meeting on 29 February and the Mid Wales Trunk Road Agency Joint Committee on 5 March.
- 3.07 It notes the rights and obligations of each partner to the Agreement and the exact detail of what each partner has agreed to provide is contained in a Service Provider Schedule which has been the subject of discussions between the Trunk Road Unit and Flintshire County Council.
- 3.08 The Partnership Agreement largely replicates the clauses of the previous North Wales Agreement but differs in the fact that it now contains the Mid Wales Authorities as well as the North Wales Authorities and contains some minor amendments.
- 3.09 The Agency has worked well over the past few years to the mutual benefit of all parties involved and any adjustments have been included in order to iron out minor issues which have arisen over the past operating period.

3.10 The duties of the Joint Committee (established under the provisions of the Partnership Agreement) have also been clarified and an escalation process included in order to iron out any problems in an effective and efficient manner. These have been included in order to clarify the difference between the Joint Committee's functions and those of Taith/TRACC.

3.11 Essentially, the Joint Committee exists in order in order to ensure that we meet the obligations of the Agency Agreement (that is to say fulfil the Welsh Government's needs as the principal to the Agreement) and to ensure that Gwynedd Council as lead Authority treats the partners in a fair and equitable manner.

3.12 Issues relating to transport policy are the prerogative of Taith and TRACC and this issue has caused some confusion in the past.

4.00 RECOMMENDATIONS

4.01 That Members approve the draft Partnership Agreement and authorise the Director of Environment, following consultations with the Executive Member for the Environment, to agree any minor changes and sign the document.

5.00 FINANCIAL IMPLICATIONS

5.01 None specific to the report. It should be noted that one of the parts of the Compact Agreement between WG and Local Government is to undertake a review of the relationship between Trunk Road Agencies and Local Authorities. This may result in changes to the nature of the Partnership Agreement and will be reported to Members in due course.

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 – Map network of trunk roads in North and Mid Wales.

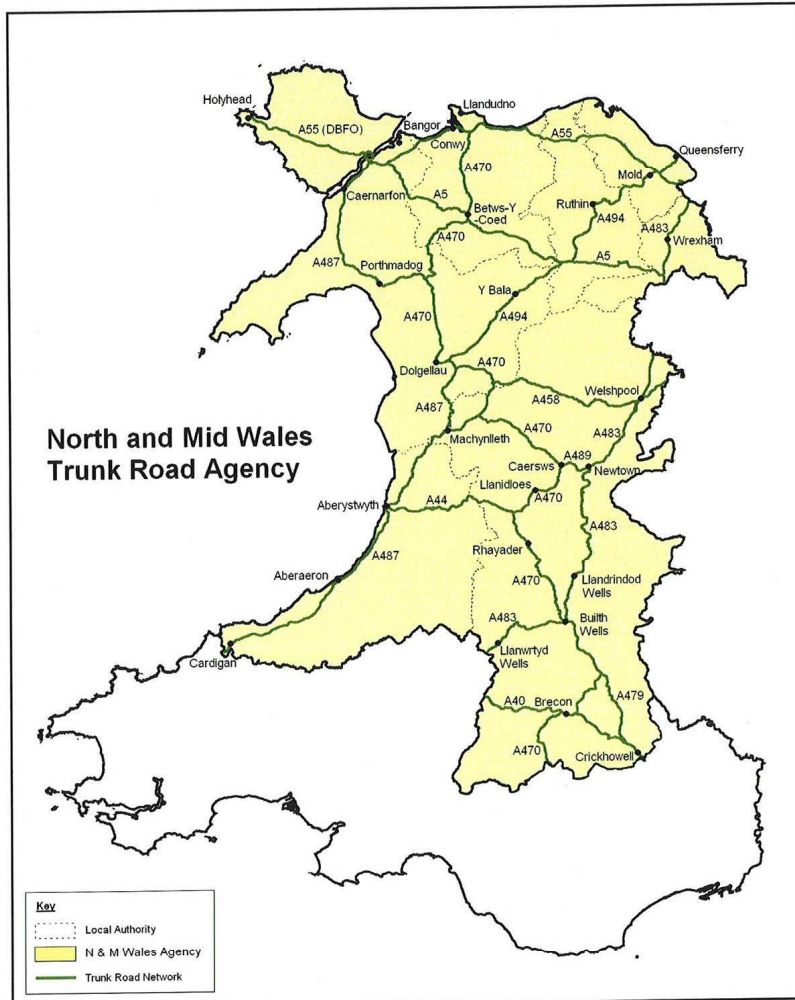
12.02 Appendix 2 - Draft revised Partnership Agreement

LOCAL GOVERNMENT (ACCESS TO INFORMATION ACT) 1985
BACKGROUND DOCUMENTS

None.

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Draft 14.2.12 (following suggested revisions from Powys & Ceredigion)

***North and Mid Wales Trunk Road
Agency***

Partnership Agreement

2012

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THIS AGREEMENT is made the
B E T W E E N

- **CEREDIGION COUNTY COUNCIL (1)**
 - **CONWY COUNTY BOROUGH COUNCIL (2)**
 - **DENBIGHSHIRE COUNTY COUNCIL (3)**
 - **FLINTSHIRE COUNTY COUNCIL (4)**
 - **GWYNEDD COUNCIL (5)**
 - **ISLE OF ANGLESEY COUNTY COUNCIL (6)**
 - **POWYS COUNTY COUNCIL (7) and**
 - **WREXHAM COUNTY BOROUGH COUNCIL (8)**
- ("the Authorities" and "Authority" means any one of them)

WHEREAS:-

- (1) Gwynedd Council as Lead Authority has entered into an Agency Agreement with the Welsh Government for the management, maintenance and improvement of trunk roads within the area of the Authorities
- (2) This Agreement is entered into to establish the relationship rights and liabilities between the Authorities in order to implement the Agency Agreement

NOW IT IS AGREED as follows:-

1 Definitions and interpretation

1.1 In this agreement unless the context otherwise requires:

- | | |
|--|---|
| <p>"the 1972 Act"</p> <p>"the 1980 Act"</p> <p>"the 1994 Act"</p> <p>"the 2000 Act"</p> <p>"Agency Accounts"</p> <p>"Agency Agreement"</p> <p>"Agency Area"</p> <p>"Agency Manager"</p> <p>"the Agency Service" or
"the Service"</p> <p>"Agent"</p> <p>"Assembly"</p> <p>"Authority" or
"Partner Authority"</p> <p>"Corporate Director"</p> <p>"Chief Officers"</p> <p>"Financial Year"</p> <p>"Further Agency Agreements"</p> <p>"Joint Committee"</p> <p>"Lead Authority"</p> <p>"Partnership"</p> | <p>means the Local Government Act 1972</p> <p>means the Highways Act 1980</p> <p>means the Local Government (Wales) Act 1994</p> <p>means the Local Government Act 2000</p> <p>means the accounts to be kept pursuant to paragraph 2 of the schedule to this Agreement</p> <p>means the North and Mid Wales Trunk Road Managing Agency Agreement relating to the maintenance and improvement of trunk roads made between the Assembly and the Lead Authority on behalf of the Authorities</p> <p>means the trunk roads within the area defined by the Agency Agreement</p> <p>means the person appointed by the Lead Authority to the post of managing the implementation of the Agency Agreement and also defined by the Agency Agreement</p> <p>means the service provided to the Assembly under the terms of the Agency Agreement</p> <p>means Gwynedd Council acting in its role as Lead Authority of the Partnership and as signatory to the Agency Agreement</p> <p>means the National Assembly for Wales,</p> <p>means any one of the Authorities</p> <p>means the Corporate Director at the Lead Authority with responsibility for leading on the Agency Agreement;</p> <p>means the chief officers of each of the Authorities with responsibility for delivering the Partnership Commitments of the Authority or their delegated officers</p> <p>Means a period of 12 months commencing on 1 April in any year and ending on 31 March in the following year</p> <p>means any further or additional agreement relating to trunk roads within the area of the Authorities</p> <p>means the "North and Mid Wales Trunk Road Agency Joint Committee" to be established under clause 9 of this Agreement</p> <p>means Gwynedd Council</p> <p>means the joint working arrangements established by the Authorities for the implementation and administration of the Agency Agreement.</p> |
|--|---|

“Service Provider Schedule	means the document defining the service delivery requirements between the Lead Authority and each Authority.
“Service Provider Unit”	means an in-house team, unit, section or department of an Authority which provides or carries out, or offers to provide or carry out, any direct service, contract service, professional service or support service pursuant to a Service Provider Schedule for the provision of Agency Services
“Termination”	means the termination of this Agreement pursuant to clause 12
“TRMU”	means the Trunk Road Management Unit.

- 1.2 Reference to statutory provisions shall be construed as references to those provisions as respectively amended or re-enacted or as their application is modified by other provisions (whether before or after the making of this Agreement) from time to time and shall include any provisions of which they are re-enactments (whether with or without modifications)
- 1.3 References to “this Agreement” or to any other agreement or document referred to in this agreement mean this Agreement or such other agreement or document as amended, varied, supplemented, modified or novated from time to time, and include any schedules and appendices
- 1.4 Headings are inserted for convenience only and shall not affect the construction of this agreement
- 1.5 Words importing one gender include all other genders and words importing the singular include the plural and vice versa
- 1.6 References to “parties” are references to the parties to this agreement and references to “persons” or “parties” shall include bodies corporate, unincorporated associations and partnerships
- 1.7 Any covenant by a party not to do an act or thing shall be deemed to include an obligation not to permit or suffer such act or thing to be done by another person
- 1.8 References to “includes” “including” or “in particular” are to be construed as being by way of illustration and shall not limit or prejudice the generality of the foregoing words

2 Preliminary

- 2.1 This Agreement is made pursuant to the powers contained in the 1972 Act, Section 25 of the 1994 Act and section 20 of the 2000 Act as being conducive to the discharge of the functions of the Authorities as local highway authorities for the purposes of the 1980 Act
- 2.2 It is agreed between the Authorities that a joint committee shall be established pursuant to sections 101 and 102 of the 1972 Act section 25 of the 1994 Act and section 20 of the 2000 Act for the purpose set out in clause 9.2 and which shall be known as “The North and Mid Wales Trunk Road Agency Joint Committee”

3 The Partnership

- 3.1 The Partnership shall operate in accordance with the terms of this Agreement and the Authorities agree that the terms of the Agency Agreement are incorporated in this Agreement and each of them shall abide by those terms when delivering services pursuant to the Agency Agreement and terms of the Agency Agreement take precedence over the terms of this Agreement where there is any inconsistency
- 3.2 The Partnership shall come into effect upon the commencement date of the Agency Agreement and shall continue until Termination

4 Responsibilities of the Lead Authority

- 4.1 The Lead Authority shall, with the assistance of the remaining Authorities, be responsible for implementing the Agency Agreement and ensuring compliance with its requirements; allocating services to the Service Provider Units for the provision of the Agency Service; managing the TRMU; servicing and supporting the Joint Committee; operating and managing the Agency Accounts; establishing Standing Orders, Financial Regulations, Human Resource Strategies and Procurement Strategies; appointing staff or agreeing secondment of staff as required to implement the Agency Agreement and this Agreement; providing legal, financial and administrative support services to the TRMU, the Joint Committee and generally to support the Agency Agreement and monitoring and auditing all aspects of the TRMU’s operations
- 4.2 Any right or responsibility of the Lead Authority as Agent shall be exercised in accordance with this Agreement

5 Commencement and Term

- 5.1 This Agreement shall come into force on the date hereof
- 5.2 Termination shall be in accordance with clause 12
- 5.3 Following Termination of this Agreement whether pursuant to clause 12 or otherwise
 - 5.3.1 The provisions of clauses 1 (Interpretation) 11 (Liability) shall bind the parties and remain in full force and effect notwithstanding Termination;
 - 5.3.2 Any rights or obligations to which any of the parties may be entitled or be subject before Termination shall remain in full force and effect; and
 - 5.3.3 Termination shall not affect or prejudice any right to damages or other remedy which the terminating party may have in respect of the event which gave rise to the Termination or any other right to damages or other remedy which any party may have in respect of any breach of this Agreement which existed at or before the date of Termination

6 Staffing and Operational matters

- 6.1 The staff structure for the TRMU shall be the responsibility of the Lead Authority. The staff of the TRMU shall be the employees of the Lead Authority.
- 6.2 Provision of services within the Agency Area shall be by Service Provider Units in accordance with Service Provider Agreements or external contractors in accordance with the Lead Authority's Financial Regulations and Contract Procedure Rules for the letting of contracts
- 6.3 Service Provider Units may, if required by the Lead Authority, operate within any part of the Agency Area in accordance with section 25 of the 1994 Act and in accordance with the Agency work allocation protocol contained within the Service Provider Agreement.

7 Service Provider Units

- 7.1 The staff structure and appointment of staff for any Service Provider Unit engaged in the provision of the Agency Service shall be the responsibility of the relevant Authority and each of the Authorities shall appoint sufficient and suitable staff to ensure that Service Provider Units meet their obligations under this Agreement.
- 7.2 Each Service Provider Unit shall be responsible for executing its part of its obligations under this Agreement not only in accordance with the Service Provider Schedule agreed with that authority but also in a proper workmanlike and substantial manner in accordance with generally accepted practice and with due regard to all relevant health and safety requirements either by law or which it is best practice to provide and shall be responsible for the safety, proper functioning, fitness for purpose and compliance with all legal requirements of all plant tools and equipment it brings into the Service

8 Service Delivery

- 8.1 In general, the Agency protocol for service delivery is that all suitable and relevant trunk road work shall be allocated by the TRMU to each Authority in respect of its own area on a subject to capability and capacity basis.
- 8.2 The details of service delivery arrangements for each Authority shall be set out in the Service Provider Schedule agreed between the Lead Authority and each Authority.
- 8.3 Each Authority shall ensure that it has sufficient and capable resources to deliver the service requirements set out in the Service Provider Schedule.
- 8.4 The Authorities undertake to use their best endeavours to provide the services set out in the Service Provider Schedule efficiently and demonstrably at value for money and in accordance with the requirements of the Agency Agreement.
- 8.5 The Lead Authority shall be responsible for all aspects of the TRMU's performance and compliance with the Agency Agreement and Welsh Government requirements. The TRMU shall be responsible for co-ordinating all necessary services and works in pursuance of the procedures as outlined above and as set out in individual Service Provider Schedules.
- 8.6 For ease of administration, authority to change an individual Service Provider Schedule shall, under this Agreement, be delegated for - agreement between the Agency Manager and a Chief Officer. Any disputes shall be dealt with as outlined in the procedure at paragraph 9.6 of this Agreement.

9 The Joint Committee

- 9.1 The Authorities shall form a joint committee (The North and Mid Wales Trunk Road Agency Joint Committee) for the purpose set out in clause 9.2
- 9.2 The Joint Committee shall be responsible for supporting the Lead Authority and Service Provider Units in meeting the requirements of the Agency Agreement and its terms of reference shall be:-

- 9.2.1 to monitor work allocation to Service Provider Units
- 9.2.2 to ensure that the TRMU satisfies Welsh Government requirements with regard to the Agency Agreement
- 9.2.3 to monitor performance of Service Provider Units
- 9.2.4 to receive reports on the management of the Partnership arrangements, and to take any necessary action to ensure that the operation of the Partnership is satisfactory
- 9.2.5 to monitor arrangements and proposals to enable continuous improvement of the service provided to the Welsh Government under the agency agreement
- 9.2.6 to consider issues referred to the Joint Committee under clause 9.6.

9.3 Meetings of the Joint Committee

- 9.3.1 The Inaugural Meeting shall take place as soon as practicable following the signing of this Agreement. The Joint Committee shall thereafter meet at intervals agreed by the Joint Committee but at least once in every Financial Year and
- 9.3.2 the first meeting of the Joint Committee in any Financial Year shall take place before 30th September in that year
- 9.3.3 the time and venue for meetings of the Joint Committee shall be determined by the Chairman.
- 9.3.4 the provisions of paragraph 3 of Part 1 of Schedule 12 to the 1972 Act (calling of extraordinary meetings) shall apply to this Agreement subject to the variation that references to “five members” in that paragraph shall be construed as references to “Four Authorities”

9.4 Constitution of the Joint Committee

- 9.4.1 The Joint Committee shall consist of eight (8) councillors one (1) from each of the Authorities.
- 9.4.2 Each Authority shall have one vote. Unless otherwise stated decisions shall be made by simple majority of votes. The quorum shall be at least one member from each of five Authorities.
- 9.4.3 Save as varied by this Agreement the Standing Orders of the Lead Authority shall apply to the proceedings of the Joint Committee and that Authority shall be responsible for the administrative arrangements in connection with the convening of meetings of the Joint Committee.
- 9.4.4 The proper officer of the Joint Committee for the purposes of the 1972 Act shall be the Chief Executive of the Lead Authority and the Scheme of Delegation of the Lead Authority shall apply so far as it is relevant.

9.5 Chairman and Vice-Chairman

- 9.5.1 The Chairman and Vice-Chairman of the Joint Committee in any year shall not be from the same Authority.
- 9.5.2 The Chairman and Vice-Chairman may be consulted on amendments or variations to the Agency Agreement and on the entering into of further Agency Agreements

9.6 Role of Officers

- 9.6.1 The Chief Officers shall ensure service delivery in accordance with this Agreement and any other agreements between the Lead Authority and Service Provider Units, and in accordance with the Agency Agreement
- 9.6.2 The Agency Manager shall act as reporting officer to the Joint Committee assisted as necessary by the Chief Officers
- 9.6.3 If any Chief Officer has reason to consider that the TRMU is procuring services in a way which is inconsistent with this Agreement he shall be required in the first place to raise the matter with the Agency Manager in order to resolve the issue;
- 9.6.4 If the Agency Manager considers that a Service Provider Unit is not fulfilling the requirements of this Agreement he shall raise the matter in the first place with the Chief Officer responsible for the Service Provider Unit in order to resolve the matter
- 9.6.5 If the issues raised in sections 9.6.3 or 9.6.4 remain unresolved, then the Chief Officer for the Service Provider Unit and the Corporate Director of the Lead Authority will consider the issue and seek to resolve the matter.
- 9.6.6 If, having considered the matter the issue remains unresolved the Chief Officer or the Corporate Director may refer the matter to the Joint Committee for determination.

- 10.1 Each Service Provider Unit shall provide and shall repair and maintain all plant tools and equipment required to perform any Agency Service
- 10.2 If any plant tools or equipment are lent or hired by any Authority to another, the borrower shall take all reasonable measures required to preserve them in good condition, including all day-to-day maintenance, and shall promptly deliver them up to the lender on request as soon as they are no longer required

11 Liability

- 11.1 In the event of:
 - 11.1.1 a successful claim being brought against any or more than one of the Authorities arising in respect of negligence, nuisance, breach of statutory duty or any other tort or in respect of any other legal right or remedy, howsoever arising out of the performance of the works under the Agency Agreement, including, for the avoidance of doubt breach of the conditions or requirements of the Agency Agreement or
 - 11.1.2 any occurrence affecting or abating the valuation of any work or materials supplied pursuant to the Agency Agreement resulting from a breach thereof by any Authority, or
 - 11.1.3 a successful prosecution against any Authority or their employees in respect of any failure to comply with any legal requirement to be complied with during the course of the works under the Agency,

then as between the Authorities all liabilities, costs, claims, demands, expenses, fines and other penalties (including legal fees and expenses) arising therefrom or in any way relating thereto shall be borne by any Authority to the extent of its responsibility therefor, determined in accordance with the Schedule and the provisions of this Agreement generally, and each of the Authorities shall indemnify and keep indemnified and account to the other Authorities accordingly.
- 11.2 The provisions of this clause shall survive the termination of this Agreement.

12 Termination

12.1 Termination of the Agency Agreement

- 12.1.1 In the event of the termination of the Agency Agreement:-
 - 12.2.1.1 This Agreement shall automatically terminate on the same date as the effective termination of the Agency Agreement
 - 12.2.1.2 the Joint Committee shall cease to exist on the same date as 12.1.1.1 above and
 - 12.2.1.3 each Partner Authority shall bear its own costs, if any, which are not met by the Assembly

12.2 Termination of this Agreement

- 12.2.1 THIS Agreement may be terminated on the 1st April in any year by:-
 - 12.2.1.1 any one or more of the Partner Authorities serving on the Chief Executives of each of the other Authorities before the preceding 1st April Notice of Termination (“the Notice of Termination”) whereupon the remaining Authorities may conclude a revised partnership between themselves by not later than the 1st October following the Notice of Termination
 - 12.2.1.2 the Joint Committee passing a resolution supported by three fourths of its members before the preceding 1st April terminating this Agreement
- 12.2.2 In the event that no revised partnership is set up as provided in clause 12.2.1.1 or in the event of Termination under clause 12.2.1.2 the Lead Authority may make such arrangements as are necessary to provide the Agency Service either to the continuing satisfaction of the Assembly or until such time as a new Agency Agreement is entered into by the Assembly
- 12.2.3 IN the event of the Termination in the circumstances set out in clause 12.2.1.1 any costs of the Authorities reasonably incurred jointly and severally as a direct result of the Termination of this Agreement and the Agency Agreement, and which are not chargeable to the Agency account shall be reimbursed by the Authority or Authorities responsible for the Termination
- 12.2.4 In the event of the Termination in the circumstances set out in clause 12.2.1.2, each Authority shall bear its own costs

PROVIDED THAT in any event of Termination of this Agreement

- 12.2.5 any rights or obligations to which any of the Authorities may be entitled or be subject before Termination shall remain in full force and effect; and
- 12.2.6 Termination shall not affect or prejudice any right to damages or other remedy which any party to this Agreement may have which existed at or before the date of Termination or which occurred as a result of any act or omission prior to Termination

13 Financial Arrangements

THE financial arrangements for the administration of the Partnership shall be as set out in the Schedule to this Agreement.

AS WITNESS the hands of the parties hereto acting through their respective Chief Executives/Heads of Legal Service

SIGNED on behalf of

**CEREDIGION COUNTY COUNCIL
CONWY COUNTY BOROUGH COUNCIL
DENBIGHSHIRE COUNTY COUNCIL
FLINTSHIRE COUNTY COUNCIL
GWYNEDD COUNCIL
ISLE OF ANGLESEY COUNTY COUNCIL
POWYS COUNTY COUNCIL
WREXHAM COUNTY BOROUGH COUNCIL**

DRAFT

THE SCHEDULE**Financial Arrangements****1 Definitions**

In this Schedule all reference to the Head of Finance is deemed to be a reference to the “responsible financial officer” who, by virtue of section 151 of the Local Government Act 1972, is responsible for the administration of the financial affairs of the Lead Authority, and where this Annex refers to “the Head of Finance”, this shall mean “the Head of Finance or other Finance officer nominated as the Head of Finance’s representative”. All other terms shall have the meanings identified or defined for them in this Agreement or in the absence of definition as defined in the Agency Agreement.

2 Agency Accounts

- 2.1 The Head of Finance shall establish a separate account for any finances connected to the operation of the Agency Agreement within the Lead Authority’s financial systems. All payments from the Assembly in connection with the Agency Agreement will be paid into this account, and all payments to Authorities and other parties in respect of the Agency Service or the implementation of the Agency Agreement will be made from this account.
- 2.2 Operation of the Agency Accounts shall be in accordance with the Lead Authority’s Financial Regulations.

3 Requisitions to the Assembly for Payment

The Agency Manager shall be responsible for making requisitions and other applications for payments to the Assembly in accordance with the Agency Agreement. The Agency Manager will be accountable to the Head of Finance for ensuring that all payments due from the Assembly are fully claimed at the appropriate time.

4 Contracts for Trunk Road Works

- 4.1 All contracts with external contractors or providers which are administered directly by the Trunk Road Management Unit for the provision of the Agency Service will be made between the Lead Authority and the contractor. The Lead Authority will make all necessary payments to contractors and other suppliers and will recover the costs from the Assembly in accordance with the Agency Agreement.
- 4.2 Where a Service Provider Unit of an Authority procures works or services from an external contractor or provider for the provision of the Agency Service, the contract will be made between that Authority and the contractor. That Authority shall be responsible for making all payments and administering all aspects of the contract and shall then be reimbursed by the Lead Authority in accordance with the Agency Agreement, this Agreement and any agreement between the Lead Authority and the Service Provider Unit.
- 4.3 If the Assembly elects to let a contract directly, the Assembly will make all payments to contractors or other suppliers. If a Service Provider Unit is employed to prepare, supervise or administer any such contract, payment for such functions will be arranged through the TRMU in accordance with the relevant Agreements.
- 4.4 All contracts shall be let in accordance with the relevant Authority’s Contract Procedure Rules and the general law relating to public procurement.

5 Works and Services Provided by Service Provider Units

- 5.1 Allocation of works, professional or other services, or supply of goods relevant to the Agency Service to Partners shall be in accordance with the Service Provider Agreements
- 5.2 Any arrangements between two or more Service Provider Units in order to carry out works, or to provide a service or to supply goods relevant to the Agency Service shall comply with the provisions of this Agreement.
- 5.3 In the event of default by any Service Provider Unit to fulfil its obligations under an Agreement referred to paragraph 5.1, or a Joint Arrangement under paragraph 5.2, the Agency Manager shall take appropriate action to ensure adequate performance of the Agency Agreement. If such action results in additional cost to any Authority or the Assembly, these shall be recoverable from the relevant Authority within which the Service Provider Unit(s) is/are located.
- 5.4 Each Authority accepts liability for the operation of its own Service Provider Unit(s), including any financial losses which may arise in undertaking the Agency Service, and agrees to indemnify the other Authorities in respect of the same.
- 5.5 It will be a matter for each of the authorities to make appropriate provision for any costs or other risks associated with maintaining a Service Provider Unit or similar which provides an Agency Service;
- 5.6 The prices, rates and payments agreed between any authority (in respect of a service provider unit or otherwise) and the Agency manager will include all other direct and indirect costs and all allowances for overheads, contingencies, insurances and other risks associated with the service provided, works undertaken or function performed.

6 Payments to Partner Authorities

- 6.1 The Agency Manager shall agree payments to be made to a Service Provider Unit for work carried out, service provided or performance of other agreed functions and shall certify the sums due on vouchers submitted to the Head of Finance.
- 6.2 Payments from the Lead Authority to each Authority shall be made monthly in arrears on receipt of monthly invoices in line with Welsh Government requirements and paid by the Agency Manager within 10 working days of receipt, subject to the deduction of disputed amounts.

7 Payments to Contractors etc

- 7.1 The Head of Finance shall arrange payment of any sums due to external contractors, consultants or suppliers as certified by the Agency Manager. The Agency Manager and the Head of Finance shall ensure that such payments are made within any time limits included in the relevant contracts or agreements.
- 7.2 Where an Authority enters into a contract as set out in paragraph 4.2, the Authority is responsible for ensuring all payments to Contractors are made in accordance with the contract and for accounting to the Agency Manager and Head of Finance for all reimbursement claimed.

8 Agency Budget

- 8.1 The Head of Finance will prepare an annual budget for all income and expenditure involved in the implementation of the Agency Agreement in consultation with the Agency Manager. The Budget will include all expected expenditure by the Lead Authority and all expected income from the Assembly or elsewhere.
- 8.2 The Budget will separately identify the estimated cost of management and administration including the proposed provision for items such as training, staffing the TRMU and costs of accommodation together with an indication of how those costs are covered by the income.

9 External Audit Arrangements

Authorities shall supply all necessary information to enable the Lead Authority to comply with the auditing requirements of the Assembly and the Wales Audit Office.

10 General

All expenditure and reimbursable expenses incurred are as defined in the Agency Agreement.

FLINTSHIRE COUNTY COUNCIL

REPORT TO: **EXECUTIVE**

DATE: **27 MARCH 2012**

REPORT BY: **CHIEF EXECUTIVE**

SUBJECT: **QUARTER 3 PERFORMANCE REVIEW 2011/12**

1.00 PURPOSE OF REPORT

1.01 To note and consider the 2011/12 Quarter 3 service performance reports produced at the Head of Service / Divisional level under the adopted business model of the Council. (The reports cover the Quarter 3 period, October to December 2011).

1.02 To note the following within the performance reports: -

- The progress made against the Improvement Priorities of the Council by the individual services;
- The update of the Strategic Assessment of Risks and Challenges (SARC) contained within the performance reports;
- The progress being made against the Improvement Target Action Plans contained within the performance reports'
- The progress made against the service plan; and
- The assessment of any regulatory reports in relation to the work of the service

2.00 BACKGROUND

2.01 The quarterly performance reports seek 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.

2.02 A new format for quarterly reporting has been introduced from quarter 3, following its pilot by the Housing Service during quarters 1 and 2 to improve presentation and address:

- Lengthy documents which are often time-consuming to produce
- Standardised content and logical layout
- If full SARC templates should be attached to the reports
- The incorporation of monitoring of the Improvement Priorities within quarterly performance reports
- Quarterly performance reports reflecting actual performance against the service plan

2.03 The new approach is based on exception reporting and splits the reports into 3 distinct sections: -

- **Section 1 - Foreword** – to summarise key information that the Head of Service feels Members should be aware of, including both good and poor performance. Emerging issues should also be highlighted in this section e.g. where a new SARC has been identified.
- **Section 2 - Performance Summary** – This section contains an ‘at a glance’ tabular summary of performance for the quarter against the following: -
 - **Improvement Plan** – a summary of both RAG statuses for the progress and outcome, (as in the first mid year review).
 - **SARC** – a summary of the risk RAG status at the end of the quarter
 - **Performance Indicators** – as a minimum this section will include all (PIs) classified as Improvement Targets and those which are aligned to the Improvement Priorities for the purpose of measuring outcomes. The summary shows target and outturn performance with a RAG status and trend (comparison to the previous quarter).
 - **Improvement Target Action Plan** – this section summarises whether actions to support the achievement of Improvement Targets are ‘on track’ or ‘behind schedule’.
 - **Key Actions from the Service Plan** – summarises whether key actions / areas for improvement are ‘on track’ or ‘behind schedule’.
 - **Internal & External Regulatory Reports** – summarises regulatory work reported in the quarter and its outcomes and intended actions.
- **Section 3 - Exception Reporting** – This section details the emerging issues and areas for improvement identified in Section 1 and also any areas for improvement identified in Section 2 e.g. items which have an amber or red RAG status or are ‘behind schedule’. The detail includes the reason for the issue / poor performance and identifies actions to rectify the situation.

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 2011) performance reports are available in the Members' Library and on request. Members receive respective reports when circulated with the Overview and Scrutiny Committee agendas.
- 3.03 Appendix 1 of the report contains an overall RAG status for each of the 10 Council Priorities and identifies the RAG status for the 63 secondary priorities for both 'progress' and 'outcome'. A full mid year review of the Improvement Priorities was reported to Executive 21 February 2012.
- 3.04 The secondary priorities have high level actions, milestones and targets which can be monitored over time. 'Progress' monitors progress against scheduled activity and has been categorised as: -
- RED: Limited Progress – delay in scheduled activity; not on track
 - AMBER: Satisfactory Progress – some delay in scheduled activity, but broadly on track
 - GREEN: Good Progress – activities completed on scheduled, on track

A RAG status is also given as an assessment of our level of confidence at this point in time in achieving the 'outcome(s)' for each secondary priority. Outcome has been categorised as: -

- RED: Low – lower level of confidence in the achievement of the outcome(s)
- AMBER: Medium – uncertain level of confidence in the achievement of the outcome(s)
- GREEN: High – full confidence in the achievement of the outcome(s)

- 3.05 In summary our overall assessment against the secondary priorities is: -

Progress

- We are making good (green) progress in 2- (48%) of the priorities.
- We are making satisfactory (amber) progress in 33 (52%) of the priorities.

Outcome

- We have a high (green) level of confidence in the achievement of 48 (76%) of our priority outcomes.
- We have a medium (amber) level of confidence in the achievement of 15 (24%) of our priority outcomes.

3.06 Appendix 2 of the report contains a schedule of all the Improvement Targets which are reported on a quarterly basis.

3.07 Analysis of performance against the Improvement Targets is undertaken using the RAG (Red, Amber, Green) status. This is defined as follows: -

- RED equates to a position or forecast position of under-performance, downward trend, non-achievement of target, non-achievement of action milestones.
- AMBER equates to a mid position where improvement may have been made (i.e. improved trend) but the target for the year is unlikely to be reached, or where action milestones have been deferred or narrowly missed.
- GREEN equates to a position or forecast position of positive trend on performance, meeting target and achieving action milestones.

3.08 **Improvement Targets**

Analysis of 33 of the 34 Improvement Targets reported quarterly showed the following: -

- 20 (61%) achieved a green RAG status
- 12 (36%) achieved an amber RAG status
- 1 (3%) achieved a red RAG status (HLS/010c – detailed below in 3.09)

It was not appropriate to analyse the percentage of children looked after during the period with a Personal Education Plan within 20 school days of entering care or joining a new school (SCC/024) as none were due during the quarter.

3.09 **(HLS/010c) The average number of calendar days taken to complete non-urgent repairs** - Outturn figure 62.37 days, target 35 days

- Whilst there has been an improvement in this category of repairs this quarter the outturn is affected by the backlog of repairs. The table below shows that if the backlog of repairs is split from the day to day repairs then new work is being done well below the target of 35 days.

Year to Date (1 April 2011 to 4 January 2012)			
Repairs	No. Jobs	Total Days	Average Days
Backlog	2,368	410,926.37	173.53
Day to Day	5,242	81,168.94	15.48

Over recent years an in-house team have been deployed to carry out part of the capital works programme kitchen replacement scheme as a way to generate additional income

for the trading account without over spending the client account budgets. This has been the case again this financial year and the dedicated team has now completed their allocation of the capital kitchen replacement scheme. This team will now be focusing solely on the backlog of repairs. The team leader responsible for this team has been provided with reports on the backlog and will be required to provide a weekly update on progress. The other team leaders in responsive repairs have now been tasked to focus on the other areas i.e. urgent, emergency and non-urgent to ensure that all new work is being completed within the target times. This will ensure that the targets are met for new works received and also ensure that the backlog, determined at a point in time, is not added to.

Strategic Assessment of Risks and Challenges

- 3.10 Each quarterly performance report contains an update of the relevant strategic risks and challenges.
- 3.11 Analysis of the Quarter 3 SARC shows that out of the 48 risks currently identified: -
- 2 (4%) are high (red)
 - 39 (81%) are medium (amber)
 - 6 (13%) are low (green)

Three additional risks (CL12 Skills Needs of Employers, CD03 Transition from UDP to LDP and CG08 ICT Strategy) have been mitigated to low (green) during the quarter. Further detail on the high (red) risks can be found at 3.12. A revised SARC summary position of the present Red, Amber and Green status for all of the reported strategic risks and challenges is provided at Appendix 3.

- 3.12 The high (red) risks are:-

CD10a Leisure - Revenue Funding

Current funding levels for Leisure Services do not support the Leisure Strategy's 3 key Strategic Priorities.

The 2011/12 Mid-Year SARC Review projected an in-year Leisure Services' overspend of £180k. In addition, the Leisure Services' revenue budget will absorb £55k costs as the result of an industrial tribunal. The revised in-year overspend is now projected to be £215k rather than £235k, with Leisure Services offsetting some of the deficit through increased income generation.

CD20 School Buildings/ School Modernisation

Condition, suitability and sufficiency of education assets.

School Modernisation - Consultation on a new phase of area reviews

has re-commenced in accordance with the timeline agreed by the County Council in August 2011. A second round of consultation will be carried out in late summer. After this, Councillors will be asked to consider whether a single option for each of the areas should be pursued to the statutory stage.

School Buildings - Historical mismatch of asset management plan to capital programme and changing demographics impact on supply of school places and suitability of education assets. Despite increases in the repair and maintenance budget, a significant backlog will remain for the foreseeable future. Pressure on the repair and maintenance budget will increase with the reduction in spending due to the economic climate.

Actions to mitigate the risks are progressing, however this is a long term risk and will take many years to mitigate, therefore the risk status has been evaluated as high (red).

4.00 RECOMMENDATIONS

4.01 That Executive consider the 2011/12 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.

4.02 To note the following within the performance reports: -

- the progress made against the Improvement Priorities of the Council by the individual services;
- the update of the Strategic Assessment of Risks and Challenges (SARC) contained within the performance reports;
- the progress made against the Improvement Target Action Plans contained within the performance reports;
- the progress made against the service plan; and
- the assessment of any regulatory reports with regard to the work of the service

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 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 - Overall Assessment of the Improvement Priorities

12.02 Appendix 2 - Schedule of Improvement Target Data

12.03 Appendix 3 - Strategic Assessment of Risks and Challenges Red, Amber, Green Summary

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

None.

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IMPROVEMENT PRIORITIES MID YEAR REVIEW 2011/12

Council Priority	PROGRESS	Secondary Priorities			OUTCOME	Secondary Priorities		
		GREEN (GOOD)	AMBER (SATIS- FACTORY)	RED (LIMITED)		GREEN (HIGH)	AMBER (MEDIUM)	RED (LOW)
1. To be a modern, efficient and cost effective public organisation through our four resource strategies - the Medium Term Financial Strategy, the People Strategy, the Asset Management Strategy and the ICT Strategy - whilst ensuring our local taxes and fees and charges are fair and affordable	GOOD	3	3	0	HIGH	5	1	0
2. To achieve the greatest possible cost efficiencies through regional and sub-regional collaboration to reinvest in local public service	GOOD	2	0	0	MEDIUM	0	2	0
3. To be a modern, caring and flexible employer with fair and equal pay and terms and conditions of employment under a Single Status Agreement	SATIS-FACTORY	1	2	0	MEDIUM	1	2	0
4. To achieve the highest standards of customer services and care through our Customer Service Strategy	GOOD	3	0	0	HIGH	3	0	0
5. To make our communities safe and to safeguard the vulnerable, with children and older people being priority groups	SATIS-FACTORY	6	4	0	HIGH	8	2	0
6. To protect and grow the local and regional economy, to be a prosperous County and to provide help and support for those vulnerable to poverty	SATIS-FACTORY	4	7	0	HIGH	9	2	0
7. To promote independent, healthy and fulfilled living in the community with the highest quality personalised and supportive social and health care services	SATIS-FACTORY	3	6	0	HIGH	7	2	0
8. To meet housing need in the County and to work with partners to ensure a sufficient supply of quality and	SATIS-	3	3	0	HIGH	5	1	0

affordable homes and housing services in the social , mixed tenure and private sector housing markets	FACTORY							
9. To secure a modern and high performing range of learning, cultural, play and leisure opportunities for all ages with our schools, colleges and other partners	SATIS-FACTORY	3	4	0	GOOD	5	2	0
10. To protect, plan and develop sustainable natural and built environments	SATIS-FACTORY	2	4	0	GOOD	5	1	0
TOTALS	PROGRESS	30	33	0	OUTCOME	48	15	0
%		48%	52%	0%		76%	24%	0%

Reference & Title	RAG Status	Trend (on previous quarter)	Q3 Outturn	Target	Comment	Owner
FINANCE						
DWP1 - Time taken to process Housing Benefit (HB) and Council Tax Benefit (CTB) new claims	Green	Downturned	9.09	10	There have been further improvements in performance indicators during Quarter 3 . The Service is still working with the DWP Performance and Development Team to help with further and ongoing improvements in our overall Service. Improvement to date has been due to changes in procedures and protocols even through there has been an increase in workloads. There is a hope that the next quarter will see further improvement even though increased workloads are expected.	Gareth Evans
DWP2 - Time taken to process Housing Benefit (HB) and Council Tax Benefit (CTB) change events	Green	Improved	15.76	22	There have been further improvements in performance indicators during Quarter 3 . The Service is still working with the DWP Performance and Development Team to help with further and ongoing improvements in our overall Service. Improvement to date has been due to changes in procedures and protocols even through there has been an increase in workloads. There is a hope that the next quarter will see further improvement even though increased workloads are expected.	Gareth Evans
HUMAN RESOURCES						
CHR 002 - The number of working days/shifts per full-time equivalent (FTE) local authority employee lost due to sickness absence	Amber	Downturned	2.88	2.70	There is a continued programme of attendance management reporting and action planning across each Directorate. Absence reporting containing trigger reports produced on a monthly basis are issued to managers and with the support of the HR team, focus is made on frequent, short term absences, return to work interviews with employees to understand any underlying issues affecting attendance at work. Where necessary capability measures are taken including first stage disciplinary to address poor attendance	Helen Stapleton
CUSTOMER SERVICES						
CUSM1L - Efficient Complaints Handling - The percentage of initial complaints responded to within 10 working days	Amber	Downturned	76.30	80.00	Overall performance is quarter three has remained unchanged compared to the last quarter at 76%. There was a significant increase in the volume of complaints received by the Council in quarter three; more complaints were received in quarter three than in quarter one and quarter two combined. This is due to the increased volume of complaints to Environment in connection with the new managed weekly collection service for refuse and recycling. The number of complaints to Environment almost doubled when compared to the volume received in quarter one and quarter two combined.	Denise Naylor
HOMELESSNESS						
HHA 002 - The average number of working days between homeless presentation and discharge of duty for households found to be statutorily homeless	Green	Improved	115.64	220.00	During this quarter 11 households were successfully allocated secure accommodation and moved out of the local authority's temporary homeless housing stock. This figure will continue to fluctuate depending on whether a homeless household qualifies on housing need points through the local authority housing register.	Gill Conway
HHA 016 - The average number of days all homeless families with children spent in Bed & Breakfast accommodation	Amber	Improved	11.80	7.00	10 families were accommodated in B&B this quarter compared to 6 families in quarter 2. 6 of these families were accommodated for fewer than 5 days. The other 4 families were accommodated for longer as we attempted to find more suitable temporary housing for them e.g. Supported Hostel.	Gill Conway

2011/12 Qtr 3 Improvement Target Outturns - Appendix 2

Reference & Title	RAG Status	Trend (on previous quarter)	Q3 Outturn	Target	Comment	Owner
HHA 017b - The average number of days that all homeless households spent in: Other forms of temporary accommodation	Green	Improved	163.21	250.00	As previously reported this figure will fluctuate depending on the number of households allocated secure accommodation through effective options. In this quarter the local authority discharged its legal homeless duty to 14 households. 4 households were allocated local authority accommodation, 2 households were accommodated by Housing Associations, 2 households received a deposit bond and secure private rented property, 2 households returned to previous accommodation and 3 households were given notice to vacate.	Gill Conway
HOUSING						
HLS 010aL - The average number of of calendar days taken to complete emergency repairs	Green	Downturned	0.31	0.5	No commentary provided in Ffynnon.	
HLS 010bL - The average number of calendar days taken to complete urgent repairs	Green	Improved	8.4	9.00	No commentary provided in Ffynnon.	Clare Budden
HLS 010cL - The average number of calendar days taken to complete non-urgent repairs	Red	Improved	62.27	35.00	Whilst there has been an improvement in this category of repairs this quarter the outturn is still marred by the backlog of repairs. The backlog of repairs is split from the day to day repairs then new work is being done well below the target of 35 days.	Clare Budden
HLS 013L - The total amount of rent lost due to lettable units of permanent accommodation being empty as a percentage of the total rent debit for the financial year.	Amber	Improved	2.54	2.00	It is again pleasing to note that performance has improved again for Q3. It is anticipated that performance will continue to steadily improve for Q4 and the following financial year.	Brett Sadler
HLS 014L - The average number of calendar days taken to let lettable units of permanent accommodation during the financial year.	Amber	Improved	62.27	42.00	It is pleasing to see the new processes and initiatives put in place to improve turnaround time is finally showing a marked improvement this quarter. Of significant effect is the decision to move the full replacement of kitchens in empty properties to the capital works programme thus reducing the cost and turnaround time for voids works.	Clare Budden
HPMM 7L - The percentage of gas safety checks completed cumulative	Amber	Downturned	97.44	99.00	It is disappointing to see that the outturn for this indicator has missed the target for this quarter. The outturn of 97.44% represents an improvement on 96.52% from Q3 of last year. This area is under an ambitious schedule of change to condense the servicing into an 11 month programme and therefore represents an increased challenge compared with previous years. Of more importance the percentage of installations with a current CP12 (safety certificate) is 97.54%. The remaining properties are either empty and will be checked when the property is let or have been visited and are subject to the "no access" procedures.	Mike Bernard
SOCIAL CARE FOR ADULTS						
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	Green	Improved	82.26	80.00	Performance has exceeded the All Wales average for 2010/2011 of 75.5% and our 2011/2012 target of 80% with improved performance across all service areas. Documentation has been reviewed to streamline the recording process and so reduce the administrative burden on reviewing officers.	Maureen Mullaney
SCA 018a - The percentage of carers of adults who were offered an assessment or review of their needs in their own right during the year	Green	Improved	88.00	87.00	Evidenced performance has improved steadily. More complete data is now available for carers of mental health service users.	Maureen Mullaney

Reference & Title	RAG Status	Trend (on previous quarter)	Q3 Outturn	Target	Comment	Owner
SCA 018c - The percentage of carers of adults who were assessed or re-assessed in their own right during the year who were provided with a service	Green	Improved	76.36	52.00	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. Although the number of carers who received a service has not yet reached our end of 2010/2011 performance, in percentage terms we have exceeded both last year's performance and our 2011/2012 target.	Maureen Mullaney
IA1.1L4 - The number of adults receiving a personal budget for services via either a direct payment or Citizen Directed Support	Green	Improved	177.00	144.00	This PI no longer includes direct payments for children. Performance has exceeded the 2011/2012 target as an infrastructure is now in place to support a larger number of DP users.	Jo Taylor
PLANNING						
PLA 003biL - The percentage of these determined appeals that upheld the authority's decision in relation to planning application decisions	Green	Improved	100.00	75.00	The performance within Quarter 3 has exceeded the target.	Glyn P Jones
PLA 004b - The percentage of minor planning applications determined during the quarter within 8 weeks	Amber	Downturned	57.00	65.00	The outturn for Q3 (57%) is down slightly in relation to Q2 (58.77%), which in turn fell short of the revised target (65%). Apart from the increased emphasis on negotiating quality which is difficult to quantify, there are a number of reasons why decisions on the minor applications go beyond the 8 weeks. These include the number of applications needing to be reported to the Committee meetings for reasons which include the need for Section 106 Agreements to cover affordability of housing (under Policies HSG 3 and HSG 5). Nevertheless it is anticipated that a review of the delegated scheme will address some of these delays and, longer term, the introduction of a more robust system of pre-application advice (with charges) will allow any planning issues to be dealt with prior to the submission of applications in some cases. We will also be seeking to streamline the procedures involved with legal agreements, again to reduce delays currently involved with these.	Glyn P Jones
PLA 005 - The percentage of enforcement cases resolved during the quarter within 12 weeks of receipt	Green	Improved	75.17	75.00	The performance within Quarter 3 has exceeded the target.	Glyn P Jones
ADAPTATIONS						
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	Green	Improved	75.74	88.00	As can be seen, time taken on adult occupational therapy waiting lists is reflected in this PI and reduced waiting times in mid 2011 continue to have a positive impact on performance. However the Occupational Therapy Team received an increase in referrals in the summer months which will impact on performance in a time of fixed resources. It is important to note that this PI is measured very differently across Wales, and comparisons are therefore variable. In Flintshire adaptations up to the value of £1000 have been undertaken as minor adaptations and this has negatively impacted on our performance, but has had a positive outcome for the service user.	Maureen Mullaney
PSR 009a - The average number of calendar days taken to deliver a Disabled Facilities Grant for Children and Young People	Green	Improved	292.50	350.00	Target achieved	Carol Salmon

Reference & Title	RAG Status	Trend (on previous quarter)	Q3 Outturn	Target	Comment	Owner
PSR 009b - The average number of calendar days taken to deliver a Disabled Facilities Grant for Adults	Amber	Improved	394.57	350.00	There has been, as we have identified in previous years, an increase in Occupational Therapy referrals in summer. This impacts further into the year as capacity to assess also changes. A budget pressure bid has been submitted to increase assessment capacity in imaginative ways. This will be reported later in the year.	Maureen Mullaney
SOCIAL CARE FOR CHILDREN						
SCC 001b - For those children looked after whose second review (due at 4 months) was due in the year, the % with a plan for permanence at the due date	Green	Static	100.00	100.00	All children due for their second review in the Quarter were provided with a plan for permanence.	Carol Salmon
SCC 016 - The percentage of reviews of child in need plans carried out within statutory timescales during the year	Green	Downturned	88.10	70.00	Although a slight decline on last quarter, performance in Q3 is still well above target and last year's outturn.	Carol Salmon
SCC 024 - The percentage 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 31st March	Not Applicable	Not Applicable	0.00	80.00	No children were due a Personal Education Plan between October and December.	Carol Salmon
SCC 025 - The percentage of statutory visits to looked after children due in the year that took place in accordance with the regulations	Amber	Improved	77.82	93.00	All Statutory visits are now required to be recorded on Paris in order to be verified and counted within the PI, which means that the data is now fully auditable. No verbal assurances that visits have taken place within timescales have been accepted. Capacity problems due to sickness in the Permanency Team (CYAST) have impacted on the recording of statutory visits to looked after children in Quarter 3. An analysis of the records of visits on Paris has been completed and the Team Manager has been notified of the remedial work that needs to be completed in order that the visit records are brought up to date. Additional capacity provided within the team will ensure that visits are recorded promptly in order to be counted within the PI.	Carol Salmon
SCC 028 - The percentage of children looked after who had a fully completed and updated assessment and progress record at their third review	Amber	Improved	66.67	70.00	The Performance Team meet on a monthly basis with the Children and Young Adults Support Team to advise of assessments which are becoming due. However, the ICS Assessment and Progress Record is a lengthy and time-consuming document to complete, and where cases are in court proceedings, priority is given to adoption and court paperwork. Members considered the issues around this PI, including the length and complexity of the paperwork required and the very low All Wales average for this indicator, and recommended that the target should be reclassified to incremental at the target setting event in November 2011. In Quarter 3, three out of nine Assessment and Progress Records were completed outside the statutory timescales. In one case, work on the document was started in early January, and in the other two cases a recommendation was made by the Independent Reviewing Officer that the work should be completed by the time of the next review.	Carol Salmon
SCC 030a - The percentage of young carers known to Social Services who were assessed.	Green	Static	100.00	80.00	All identified young carers were provided with a assessment and a service.	Carol Salmon
SCC 030b - The percentage of young carers known to Social Services who were provided with a service	Green	Static	100.00	80.00	All identified young carers were provided with a assessment and a service.	Carol Salmon

Reference & Title	RAG Status	Trend (on previous quarter)	Q3 Outturn	Target	Comment	Owner
SCC 033c - The percentage 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	Green	Downturned	80.00	75.00	One young person was not in education or employment due to ill health.	Carol Salmon
SCC 039 - The percentage of health assessments for looked after children due in the year that have been undertaken	Amber	Improved	72.58	75.00	A process of continuous overview and scrutiny remain central to our internal activities. As noted in previous action plans we remain limited in our response to Health activities and deadlines. We continue to have a dialogue with Health Representatives both in the North Wales area and other Health colleagues when children are placed out of county about time frames and standards. 45 out of the 62 health assessments (72.6%) due in the quarter were undertaken within the statutory timescales. This was a good improvement on Quarter 2. The actions to notify the LAC nurse of new placements, and to develop a new local performance indicator to capture appointments which were requested to Health within timescales, have both been completed.	Carol Salmon
SCC 042a - IA - The percentage of initial assessments completed within 7 working days	Green	Improved	93.67	89.00	Because of the delays experienced with the electronic management authorisation of assessments, it has been agreed that Social Workers will now sign off their own assessments, with managerial oversight provided at the point of transfer or closure. This means that completed assessments can now be signed of in a timely manner. The Performance Team will continue to flag up unauthorised assessments. However, in some cases where there is no urgent child protection need, and where the service user finds it difficult to engage with Social Services, assessments may take longer than the statutory 7 working days to complete. In Quarter 3, five initial assessments were completed outside the statutory timescale of 7 working days. One was allocated late because of insufficient capacity in the Duty & Assessment Team to carry out the assessment. Additional temporary capacity has been provided in the team. The other four assessments were conducted at the service user's pace, the longest taking 19 days.	Carol Salmon
SCC 042b - IA - The average time taken to complete initial assessments that took longer than 7 working days to complete	Amber	Improved	13.80	10.50	Because of the delays experienced with the electronic management authorisation of assessments, it has been agreed that Social Workers will now sign off their own assessments, with managerial oversight provided at the point of transfer or closure. This means that completed assessments can now be signed of in a timely manner. The Performance Team will continue to flag up unauthorised assessments. However, in some cases where there is no urgent child protection need, and where the service user finds it difficult to engage with Social Services, assessments may take longer than the statutory 7 working days to complete. In Quarter 3, five initial assessments were completed outside the statutory timescale of 7 working days. One was allocated late because of insufficient capacity in the Duty & Assessment Team to carry out the assessment. Additional temporary capacity has been provided in the team. The other four assessments were conducted at the service user's pace, the longest taking 19 days.	Carol Salmon

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Strategic Assessment of Risks & Challenges' RAG Summary (Refresh)

Risk Reference	Risk Title	2011-2012						Predictive Green/Amber
		Q1	Q3	Q4	Q1	Q2	Q3	
	Community Leadership	June 10	Dec 10	Mar 11	June 11	Sept 11	Dec 11	
CL04	Affordable Housing	A	A	A	A	A	A	SEP 2012
CL05	Social Care For Older People	A	A	A	A	A	A	TBC
CL07	Relationship with Local Health Board & Public & Primary Health	A	A	A	A	A	A	APR 2013
CL08	Climate Change & Flood Risk Management		A	A	A		A	TBC
CL09	Economic Regeneration		A	A	A	A	A	TBC
CL10	County Town Network Regeneration & Protection		G	G	G	G	G	FEB 2011
CL11	Integrated and Public Transport Infrastructure (External)	A	G	G	A	A	A	FEB 2011
CL12	Skills Needs of Employers		G	A	A	A	G	OCT 2011
CL14	North Wales Regional Waste Treatment Partnership		A	A	A		A	2016/17
CL15	Clwyd Theatr Cymru (CTC)			A	A	A	A	TBC
	Council Delivery	June 10	Dec 10	Mar 11	June 11	Sept 11	Dec 11	Predictive Green/Amber
CD02	Streetscene	A	A	A	A	A	A	JUN 2012
CD03	Transition from UDP to LDP	A	A	A	A	A	G	DEC 2011
CD04	Planning Protocol	A	A	A	G	G	G	SEP 2011
CD05	Highways Infrastructure	A	A	A	A	A	A	TBC
CD06	Transport Arrangements For Service Users	A	A	A	A	A	A	DEC 2013
CD07	Depot Provision	A	A	A	A	A	A	DEC 2013
CD08	Connah's Quay, Shotton & Deeside Housing Renewal Area	A	A	A	A	A	A	MAR 2020
CD10a	Leisure - Revenue Funding					R	R	TBC
CD10b	Leisure - Capital Projects					A	A	SEP 2012
CD10c	Leisure - Play Strategy					A	A	DEC 2012
CD12a	Housing Strategy	A	A	A	A	A	A	APR 2012
CD12b	Housing Management	A	A	A	A	A	A	TBC
CD12c	Housing Repairs and Maintenance Services	A	A	A	A	A	A	APR 2012
CD12d	Homelessness	A	A	A	A	A	A	TBC
CD12e	Sheltered Housing	A	A	A	A	A	A	NOV 2013
CD14	Housing Ballot	A	A	A	A	A	A	TBC
CD19	Gypsies and Travellers	R	R	A	A	A	A	TBC
CD20	School Buildings/School modernisation	R	R	R	R		R	2018
CD22	School Improvement - Regional Project					A	A	TBC
CD23	Procurement of Independent Sector placements for looked after children	A	R	R	A	A	A	TBC
CD26	Disabled Facilities Grants	A	A	A	A	A	A	TBC
CD27a	Waste Management Targets/Food Waste Treatment Project	A	A	A	A	A	A	2016/17
CD27c	Waste Management Operations	A	A	A	A	A	A	2016/17
CD27d	Waste Management (AD Waste)	A	G	G	G	G		SEP 2010
CD34	Severe Winter Weather		A	A	A	A	A	TBC
	Council Governance	June 10	Dec 10	Mar 11	June 11	Sept 11	Dec 11	Predictive Green/Amber
CG05a	Asset Management - Strategic	G	A	A	A	A	A	2015/16
CG05b	Asset Rationalisation					A	A	2015/16
CG06	Medium Term Financial Strategy	A	A	A	A	A	A	TBC
CG07	Financial Management and Control	A		A	A	A	A	TBC
CG08	ICT Strategy	G	A	A	A	A	G	DEC 2011
CG09	Information Governance	A	A	A	A	A	A	TBC
CG10	Human Resources and Management	A	A	A	A	A	A	NOV 2012
CG11	Single Status and Terms and Conditions of Employment	G	A	A	A	A	A	NOV 2012
CG13	Customer Focus	G	G	A	G	G	G	JUN 2011
CG16	Workforce and Succession Planning	A	A	A	A	A	A	NOV 2012
CG18	Procurement	G	A	A	A		A	TBC
CG19	Business Continuity (including Winter Disruption)	A	A	A	A	A	A	APR 2012
CG22	Flintshire Futures					A	A	TBC

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FLINTSHIRE COUNTY COUNCIL

REPORT TO: **EXECUTIVE**

DATE: **27 MARCH 2012**

REPORT BY: **CHIEF EXECUTIVE**

SUBJECT: **WELSH LANGUAGE SCHEME TARGETS AND
TIMETABLE 2012-14**

1.00 PURPOSE OF REPORT

- 1.01 To present to members the Welsh Language Scheme Targets and Timetable 2012-14 for approval.
- 1.02 To seek members' approval for formal submission of the Targets and Timetable to the Welsh Language Board (WLB).
- 1.03 To inform members of developments with Welsh language legislation and their impact on the Council's Welsh Language Scheme.

2.00 BACKGROUND

- 2.01 The Council's statutory Welsh Language Scheme includes a set of targets and a timetable for their implementation. A number of targets have yet to be achieved, and this was reported in the Council's last Welsh Language Scheme Monitoring Report covering the period 2010-11.
- 2.02 In 2010 the Council and the WLB agreed eight Scheme commitments that require prioritised attention. Progress against these priorities was reported in the last Welsh Language Scheme Monitoring Report.
- 2.03 In its response to our Monitoring Report the WLB has requested that the Council prepare a revised set of targets and timetable that will ensure the completion of the outstanding targets and the eight priorities, and to present this to the Board for formal approval by 30 March 2012.

3.00 CONSIDERATIONS

- 3.01 A copy of the Targets and Timetable is attached in Appendix 1.
- 3.02 The targets for 2012-14 reflect the unmet targets and eight priority areas as described in the last Monitoring Report. The document identifies the targets for the eight Improvement Priorities.

- 3.03 There is a two-year timetable for implementing the targets. This period is significant in that it is expected that in two years time, the Council's Welsh Language Scheme will no longer be in force. It will be replaced by Welsh language 'standards'. These will be developed over the course of the next two years by the office of the Welsh Language Commissioner, created under the Welsh Language Measure 2011. Achievement of the targets by 2014 will place the Council in a strong position with regard to meeting the new standards.
- 3.04 The Welsh Language Board ceases on 31 March 2012. The Board's work will be divided between the Welsh Language Commissioner and the Welsh Government.
- 3.05 Duties transferring to the Welsh Language Commissioner:
- Work with public bodies and language schemes.
 - Dealing with complaints by members of the public on the failure of organisations to provide a Welsh language service.
 - Advise and promote good practice in the private and voluntary sector
 - Terminology and translation
 - Research into any ideas of interest to the Welsh language.
- 3.06 Duties transferring to the Welsh Government:
- Grants to promote Welsh.
 - Projects i.e. youth, family and community projects.
 - Overseeing Welsh-medium education planning.
 - Co-ordinating the work flow of minority languages in the British-Irish Council.
- 3.07 The Commissioner, Meri Huws was appointed the first Welsh Language Commissioner and her powers will come to force on April 1 2012. The role of the Commissioner is to:
- Promote the use of the Welsh language.
 - Facilitate the use of the Welsh language.
 - Promote equality between the Welsh and English languages.
- 3.08 What's new following the Welsh Language (Wales) Measure 2011:
- The Welsh language has an official status in Wales.
 - The current procedure of Welsh language schemes will come to an end. It will be replaced by standards, and the Commissioner will form these following a period of consultation.
 - The Commissioner will have the power to enforce bodies to comply with the standards.
 - The Commissioner will be able to investigate the failure of an organisation/person to comply with language schemes, and in

future, standards. An investigation can also be carried out if an organisation/person has prevented the freedom of Welsh speakers to communicate with each other through the medium of Welsh.

- The Commissioner will have the power to impose civil penalties on organisations if they fail to comply with the standards (up to £5,000 although this could be increased by order).
- An organisation/person can appeal to the Commissioner if it believes that a standard or requirement is unreasonable or disproportionate
- The organisation/person will be able to appeal further to a Tribunal if it believes that a requirement or standard, or a sanction for failing to comply, is unreasonable or disproportionate. The Tribunal can either affirm, vary or annul the Commissioner's decision or sanction.

4.00 RECOMMENDATIONS

4.01 Executive approves the Targets and Timetable 2012-14 and its submission to the Welsh Language Board.

4.02 Executive notes the developments in relation to Welsh language legislation and their impact on the Council's Welsh Language Scheme.

5.00 FINANCIAL IMPLICATIONS

5.01 There are no financial implications arising from this report.

6.00 ANTI POVERTY IMPACT

6.01 There are no anti poverty implications arising from this report.

7.00 ENVIRONMENTAL IMPACT

7.01 There are no environmental implications arising from this report.

8.00 EQUALITIES IMPACT

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

9.00 PERSONNEL IMPLICATIONS

9.01 There are no personnel implications arising directly from this report.

10.00 CONSULTATION REQUIRED

10.01 None required

11.00 CONSULTATION UNDERTAKEN

11.01 None required.

12.00 APPENDICES

12.01 Appendix 1: Targets and Timetable 2012-14

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

FCC Welsh Language Scheme and supporting documentation

Contact Officer: Caren Prys-Jones
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Email: caren.prys-jones@flintshire.gov.uk

Welsh Language Scheme: Implementation Plan 2012 – 2014

Action Number	WLS Section	WL Priority	Key Action	Target Date	Primary Lead
GENERAL					
1	Foreword		To support the aims of the Welsh Government's strategy for the Welsh language 'A Living Language – A Language for Living', work with partners in the community to develop and implement a Welsh Language Action Plan with the aim of increasing and encouraging awareness, visibility and the use of the Welsh language in economic, social and cultural situations in Flintshire. The Flintshire Welsh Language Action Plan will reflect local circumstances and needs, Council priorities and capacity.	March 2014	Flintshire CC / Menter Iaith Sir y Fflint
SERVICE PLANNING AND DELIVERY					
2	2.2 7	WLP 1 WLP 4	Develop a formal and structured procedure for undertaking a detailed and thorough assessment of the impact of any new or revised policy, plan, project, initiative on the Welsh language and the Welsh Language Scheme.	September 2012	Corporate Policy
3			Implement new procedure	January 2013	Heads of Service

Action Number	WLS Section	WL Priority	Key Action	Target Date	Primary Lead
4	2.3	WLP 3	Fully embed Welsh Language Scheme implementation management and monitoring within the Council's Business Planning approach	April 2013	Heads of Service
5	2.3		Review arrangements for ascertaining and recording the preferred language of individuals and organisations in contact with the council	From September 2012	Head of ICT and Customer Services
6	2.4	WLP 6	Develop action plan to Implement the requirements of the Welsh Language Scheme in relation to all procurement matters.	September 2012	Procurement Unit
7			Implement action plan	From October 2012	Heads of Service
8	2.5		Statutory and regulatory functions : identify opportunities to encourage and support others to adopt practices which promote equality between the Welsh and English languages, and develop action plan(s)	December 2013	Heads of Service
9			Implement action plan(s)	From January 2014	
10	2.6	WLP 7	Review and revise the arrangements and criteria for funding and awarding grants to third parties, e.g. voluntary organisations, community groups, individuals, etc. to reflect the requirements of this Scheme	September 2013	Corporate Policy
11			Implement new arrangements	December 2013	Heads of Service

Action Number	WLS Section	WL Priority	Key Action	Target Date	Primary Lead
12	2.7		Review partnership working arrangements and revise to reflect the requirements of this WLS	March 2013	Corporate Policy
13			Implement new arrangements	From April 2013	Heads of Service
COMMUNICATING WITH THE PUBLIC					
14	3.2		Review Council stationery to ascertain whether all items are fully bilingual, and amend as necessary	From December 2012	Corporate Communications Manager
15	3.2		Ensure implementation of guidance for employees on creating bilingual standard text on e-mail, 'auto-signatures', disclaimers, and 'out of office' replies	August 2012	Heads of Service
16	3.2		Audit of standard letters and translate where they are English only	July 2012	Heads of Service
17	3.3		Ensure that employees greet all external telephone calls bilingually	June 2012	Heads of Service
18	3.3		Service centres / points using an automated answering service or answer phone will provide bilingual messages	June 2012	Heads of Service
19	3.3		Ensure that employees using answer-phones / voicemail begin their recorded messages by giving a bilingual greeting, record English or bilingual messages as appropriate, and invite callers to leave Welsh or English messages	June 2012	Heads of Service

Action Number	WLS Section	WL Priority	Key Action	Target Date	Primary Lead
20	3.3		Identify posts in relation to help-lines, call centres and similar services	September 2012	Head of ICT and Customer Services
21			Undertake Welsh language skills assessments on these posts	September 2012	Head of HR and OD
22			Make arrangements (including training) to ensure that they provide an equal service in Welsh and English	March 2013	Heads of Service
23			Ensure that callers are aware of the option to receive a service in Welsh	September 2012	Heads of Service
24	3.4		Provide training for all receptionists / counter and front of office staff to greet members of the public bilingually	Ongoing – Next stage from December 2012	Head of ICT and Customer Services Head of HR and OD
25	3.5.3		Provide training for receptionists / counter and front of office staff to deliver a bilingual service	Ongoing – Next stage from March 2013	Head of ICT and Customer Services Head of HR and OD
26	3.5.3		Produce and display bilingual notices that inform the public that a Welsh and English service is available	Ongoing – Next stage from March 2013	Head of ICT and Customer Services Corporate Communications Manager

Action Number	WLS Section	WL Priority	Key Action	Target Date	Primary Lead
The Council's Public Image					
27	4.2		Conduct an audit – including identification - of all relevant Council items bearing the Council's name / logo and ensure that all such items are bilingual	From December 2012	Corporate Communications Manager Heads of Service
28	3.5 / 4.3		Conduct an audit of all signs (initially within public buildings) – permanent, temporary, fixed and portable – for which the Council or a party acting on its behalf is responsible, and ensure that monolingual signs are made bilingual	From December 2012	Corporate Communications Manager
29	4.3		Develop and issue a 'Design Guidelines' leaflet to relevant planning permission applicants which encourages them to erect bilingual signs and includes guidance on bilingual design	September 2012	Head of Planning
30	4.4		Implement a Place Names Project	March 2014	Director of Environment
31	4.6		Undertake an audit of all Council forms with a view to verifying that their format, language content, terminology and diction style comply with this Scheme, and implement a programme to revise these forms where necessary	September 2012	Heads of Service
32	4.7		Review all displays, information boards, exhibitions and ensure that they meet the requirements of the Scheme	July 2012	Heads of Service
33	4.9		Maintain a directory of Welsh medium local groups and organisations who are willing to participate in surveys and consultation exercises	Ongoing	Corporate Communications Manager

Action Number	WLS Section	WL Priority	Key Action	Target Date	Primary Lead
34	4.10		Establish 'control points' to ensure that those who are responsible for producing, publishing and displaying public and official notices comply with this Scheme	From December 2012	Corporate Communications / Heads of Service
35	4.10	WLP 2	Identify the options available for targeting Welsh-speakers as part of recruitment campaigns in relation to 'Welsh essential' posts and present a report to the Corporate Management Team.	December 2012	Head of HR and OD
Implementing the Scheme					
36	6.1.1	WLP 4	Establish arrangements to oversee the implementation and monitoring of the Welsh Language Scheme / new standards regime under the Welsh Language Measure at a corporate level	July 2012	Chief Executive
37	6.1.2	WLP 3	Directorate and Service Plans to include Improvement actions to ensure compliance with the Scheme	December 2012	Heads of Service
38	6.1.3		Ensure that all Members are aware of the specific requirements of the Scheme and how they impact on their individual roles	Ongoing – Next stage from June 2012	Head of Legal and Democratic Services
39	6.1.4 2.3	WLP 5	Ensure that all employees are aware of the specific requirements of the Scheme and how they impact on their individual roles	September 2012	Heads of Service
40	6.1	WLP 5	Implement a programme of compulsory Language Awareness Training sessions for new recruits, existing employees and Councillors	From September 2012	Head of HR and OD

Action Number	WLS Section	WL Priority	Key Action	Target Date	Primary Lead
41	6.2 3.2	WL 8	Undertake an audit of the Council's 'in-house developed' and 'supplied' ICT systems in order to ascertain whether they are able to, and do, meet the commitments given in the Scheme, and present a report to the Executive (via ICT Panel or reporting on ICT Strategy)	October 2012	Head of ICT and Customer Services
42	6.2	WLP 8	Identify options for facilitating and promoting the use of Welsh by bilingual staff when using the Council's IT systems, and provide training	December 2012	Head of ICT and Customer Services
43	6.2		Conduct a detailed and thorough review of the Translation Unit to meet changing organisational requirements	December 2013	Head of ICT and Customer Service
44	6.2	WLP 2	Review the Welsh Language Skills Strategy	September 2012	Corporate Policy
45			Implement the revised strategy	From October 2012	Head of HR and OD
46	6.2	WLP 2	Review all aspects of the Council's Recruitment and Selection procedures and ensure that they meet the requirements of this Scheme	December 2012	Head of HR and OD
47	6.2		Ensure that Job Application Packs are fully bilingual, including Job descriptions and Person Specification	March 2013	Head of HR and OD
48	6.2	WLP 2	Ensure that an assessment of the need for Welsh language training, vocational training through the medium of Welsh, and training to facilitate the implementation of the Scheme is an integral part of the staff appraisal process	From April 2013	Head of HR and OD
49	6.2	WLP 2 / 5	Establish procedures for ensuring that training courses for Council employees and elected	From April 2013	Head of HR and OD

Action Number	WLS Section	WL Priority	Key Action	Target Date	Primary Lead
			members include content pertaining to the WLS where appropriate		
50	6.2	WLP 2	Develop formal 'learning agreements' for employees who are required or wish to learn Welsh	From April 2013	Head of HR and OD
51	6.2	WLP 2	Develop a Welsh language training programme to meet the Council's needs in terms of implementing this Scheme and allocate the necessary resources in accordance with the requirements of the Welsh Language Skills Strategy	April 2013	Head of HR and OD
52	6.3		Develop and implement a structured marketing campaign with the aim of promoting our Welsh medium services to the public and encouraging them to deal with the Council in Welsh.	December 2013	Corporate Policy Team Service Heads
Monitoring the Scheme and Reporting on the Council's Performance					
53	7.1	WLP 4	Develop and agree a formal Monitoring Plan for monitoring/verifying the implementation of the WLS at service and corporate level.	December 2012	Corporate Policy
54			Implement Monitoring Plan	From January 2013	Heads of Service
55	2.3 6.1.2 7.1 7.3	WLP 4	Report progress against identified improvement actions in directorate quarterly performance reports, for consideration by the Council's Executive	April 2013	Heads of Service

FLINTSHIRE COUNTY COUNCIL

REPORT TO: **EXECUTIVE**

DATE: **27 MARCH 2012**

REPORT BY: **CHIEF EXECUTIVE**

SUBJECT: **FLINTSHIRE ARMED FORCES DAY AND THE
CREATION OF AN ARMED FORCES COMMUNITY
COVENANT**

1.00 PURPOSE OF REPORT

- 1.01 To update Executive on the possibility of the Council hosting an Armed Forces Day event in Flintshire, and the adoption of an Armed Forces Community Covenant.

2.00 BACKGROUND

- 2.01 At its meeting on the 31st January, 2012, the County Council received a Notice of Motion from Councillor A.P. Shotton about Flintshire Armed Forces Day as follows:

"We welcome the announcement by Carl Sargeant AM, Welsh Government Minister for Local Government to fund an Armed Forces Day event in North Wales and call upon this Council to prepare a bid to host an Armed Forces Day event within the County of Flintshire".

- 2.02 The Council resolved:

"That the Council welcomes the announcement by Carl Sargeant AM, Welsh Government Minister for Local Government to fund an Armed Forces Day event in North Wales and calls upon this Council to prepare a bid to host an Armed Forces Day event within the County of Flintshire and, parallel to that activity, to undertake the creation of an Armed Forces Community Covenant between Flintshire County Council and its local armed forces community, such as already exist in Hampshire, North Yorkshire, Oxfordshire, Portsmouth and the Vale of Glamorgan, so that such Armed Forces Community Covenant could be formally launched at the proposed Armed Forces Day Event."

Armed Forces Day

- 2.03 This year's Armed Forces Day (AFD) 2012 will be held in Cardiff on 30th June 2012. This will be the seventh year having begun in 2006 with a simple Veterans badge presentation; the event has grown year

on year with increased public support.

- 2.04 This Council's interest in hosting the 2013, or a subsequent event, has been formerly registered with the Welsh Government (WG) and the current organising committee although the detail has yet to be agreed around the establishment of a North Wales Organising Committee and the bidding process. Funding of up to £10,000 can also be applied for following the recent announcement by the Local Government Minister.
- 2.05 Armed Forces Day is celebrated on the 30th June of each year. AFD is not only an opportunity for the general public to show their appreciation towards members of the Armed Services, it is also a day in which the whole family can join in and enjoy the many and varied displays that will be taking place.
- 2.06 The programme of events is likely to include a Flag Raising Ceremony, military displays, individual and team competitions with sponsorship from local companies, where applicable, together with a public parade, possible veteran badge presentations, refreshments and entertainment. Various organisations and charities may also be invited to exhibit display stands.
- 2.07 It is anticipated that the Flintshire event will also include the launch of the Community Covenant.

Community Covenant

- 2.08 A Community Covenant is a voluntary statement of mutual support between a civilian community and its local armed forces community. It is intended to complement the Armed Forces covenant which outlines the moral obligation between the nation, the government and the armed forces, at a local level. At present, there are four English authorities who have signed covenants and one Welsh, the Vale of Glamorgan.
- 2.09 In the document Welsh Government Package of Support for the Armed Forces Community in Wales, the Welsh Government has stated that it is committed to supporting the Armed Forces Community in Wales and endeavours to ensure that they suffer no disadvantage in accessing public services in Wales.
- 2.10 The Armed Forces Bill will place a statutory duty on the Secretary of State for Defence to lay before Parliament an annual Armed Forces Covenant report. In doing so, the Secretary of State will be required to obtain and include the views of the Welsh Government.
- 2.11 In Wales, there are estimated to be at least a quarter of a million members of the Armed Forces Community, which includes serving personnel, reservists and cadets as well as their families and ex-service personnel. As part of the Welsh Government's commitment

supporting the armed forces, June Milligan, the Director General, Local Government and Communities has been appointed as the 'Welsh Armed Forces Advocate' to represent Wales within the network of Armed Forces Advocates in Government Departments and the Devolved Administrations. To maintain a high profile, Champions for veterans and armed Forces have been established in every Health Board and Trust in Wales. Their role is to advocate for veterans and service personnel to ensure that their needs are reflected in local service plans and will improve links between health and social care, veterans' groups and the UK government to the benefit of veterans. In North Wales, Betsi Cadwaladr University Health Board (BCUHB) has appointed the Rev Hywel Davies, who is an independent board member as the armed forces champion.

2.12 At its Council meeting on the 24th February 2012, the WLGA presented a report about a proposal for a Memorandum of Understanding between Welsh Local Government and the Armed Forces Community in Wales. The purpose of the report was to inform Members about the UK Government's Armed Forces Covenant and the Welsh Government's Package of Support for the Armed Forces Community in Wales and sought the opportunity to develop covenants.

2.13 The report also sought views on a proposal to develop a Memorandum of Understanding between Welsh Local Government and the Armed Forces Community in Wales. A copy of the WLGA report is attached as appendix to this report; a formal resolution is awaited.

3.00 CONSIDERATIONS

3.01 The starting point for any Community Covenant is signing the Community Covenant pledge. This document sets out what a Community Covenant seeks to achieve in a particular area and is essentially the establishment of a partnership agreement which is signed by representatives from all parts of the community. The lead signatories are a senior representative(s) of the Local Authority and one from the Services, on behalf of the armed forces community. The pledge may also be signed by those representing veterans, such as the Royal British Legion.

3.02 Elements of a Community Covenant from a local authority point of view could include ensuring that members of the Armed forces community do not face disadvantage in accessing school places, social care, housing and health care. What can actually be included will differ from authority to authority. It is suggested that a task group be set up to ascertain what Flintshire would be able to include as our 'Community Covenant offer' which could then be discussed with Armed Forces and Veterans' representatives.

4.00 RECOMMENDATIONS

4.01 The Executive is recommended to:

- (i) note the Council's intention to submit a bid to host the 2013 event; and
- (ii) endorse the approach to create an Armed Forces Community

5.00 FINANCIAL IMPLICATIONS

5.01 None directly associated with this report. In the event of a successful bid to host the 2013 event, funding up to £10,000 can be applied for to assist with the organisation/publication of the event, direct from Welsh Government.

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 directly associated with this report.

10.00 CONSULTATION REQUIRED

10.01 As outlined within the report.

11.00 CONSULTATION UNDERTAKEN

11.01 None.

12.00 APPENDICES

12.01 Appendix 1 - WLGA report: "Proposal for a Memorandum of Understanding between Welsh Local Government and the Armed Forces Community in Wales"

LOCAL GOVERNMENT (ACCESS TO INFORMATION ACT) 1985 BACKGROUND DOCUMENTS

Welsh Government Package of Support for the Armed Forces Community in Wales ISBN 978 0 7504 6726 1

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Proposal for a Memorandum of Understanding between Welsh Local Government and the Armed Forces Community in Wales

Purpose

1. To inform Members about the UK Government's Armed Forces Covenant and the Welsh Government's Package of Support for the Armed Forces Community in Wales and the opportunity to develop Community Covenants. The report will also seek views on a proposal to develop a Memorandum of Understanding between Welsh local government and the Armed Forces Community in Wales.

The Armed Forces Covenant

2. In 2011 the UK Government (Ministry of Defence) published *The Armed Forces Covenant: Today and Tomorrow* which sets out, "An enduring covenant between the people of the UK, Her Majesty's Government and all those who serve or have served in the Armed Forces of the Crown and their families". This Covenant recognises that the Armed Forces defend the realm on behalf of the Government, sacrificing some civilian freedoms, facing danger and sometimes suffering serious injury or death as a result of their duty. It recognises that in return the nation has a moral obligation to the members of the Naval Service, the Army and the Royal Air Force, together with their families who also play a vital role in supporting the operational effectiveness of the Armed Forces and therefore deserve respect and support, and fair treatment.
3. The Covenant sets out that those who serve in the Armed Forces, whether Regular or Reserve, should face no disadvantage compared to other citizens in the provision of public and commercial services. Special consideration may be appropriate in some cases, especially for those who have given most, such as the injured and bereaved. This obligation of supporting the Armed Forces Community involves the whole of society: voluntary and charitable bodies, private organisations, and individuals. The two key principles underpinning the Covenant are 'no disadvantage' and 'special consideration'.
3. In November 2011 the Welsh Government published their *Package of Support for the Armed Forces Community in Wales*. The Welsh Government document should be read in conjunction with and compliments the MOD's Covenant and sets out specific policies that the Welsh Government plans to implement in the coming year and beyond in areas and services that are devolved. To date, the Welsh Government has taken and is taking the following actions:
 - Contributed to the production of an annual **Armed Forces Covenant Report** which will report how the Government is supporting the Armed Forces Community and this will allow progress to be reported against the initiatives included in the Package of Support
 - Appointed an **Armed Forces Advocate** for Wales (June Mulligan, Director General Local Government and Communities)
 - Established an **Expert Group** on the needs of the Armed Forces Community in Wales which meets biannually, chaired by the Minister for Local Government

and Communities and with members from a number of organisations representing the Armed Forces. Its purpose is to consider the public service needs of the Armed Forces Community; whether existing service delivery meets their needs on equal terms with civilian society; and what scope there may be for making services more responsive to their needs

- Improved **communication** with the Armed Forces Community to ensure they receive the information on services and support they are entitled to
- Welsh regulation, inspection and audit agencies will provide the checks and balances with regard to local authorities, health etc on how they are operating.

4. The following provides information on the initiatives being taken by Welsh Government and its expectations of public services in addressing issues affecting the Armed Forces Community in Wales as set out in their *Package of Support*:

- **Recognition:** Support for Armed Forces Day
- **Participation as Citizens:** improving the ability of service personnel to vote (through the Elections Planning Group, Returning Officers in Wales will be encouraged to support a scheme which encourages Service personnel to register to vote through post or a proxy vote)
- **Healthcare:** there are a number of specific issues to be addressed in this area including mental health needs; waiting lists; prosthetic limbs; combating stress; bereavement; information services for discharged personnel
- **Education:** Admission authorities must treat a Forces family as meeting the residency criteria for a schools catchment area so long as they can provide evidence that they will shortly be posted there; and financial support for Service leavers to study at university
- **Childcare:** local authorities have duties to assess the sufficiency of childcare provision locally and secure sufficient childcare, including for parents working atypical hours
- **Housing:** service personal and veterans have priority status in the Homebuy scheme where housing problems result from events linked to service; preventing homelessness amongst veterans is a commitment in the Welsh Government Homelessness Ten Year Plan and a directory of services for veterans is to be published and access to housing advice before discharge
- **Benefits and Tax:** billing authorities give a 50% council tax discount on second homes owned by Forces personnel who live in accommodation provided by MOD
- **Transition:** supporting Reservists
- **Support after service:** automatic entitlement to Blue Badges for seriously injured Service personnel and veterans; eased access to concessionary travel for seriously injured Service personnel and veterans; 'Be the Boss' enterprise support for ex-service personnel which supports people to pursue either self employment or a business idea; recruitment of veterans
- **Working with wider society:** Following the publication of the Armed Forces Covenant which encourages public service providers, the private sector and voluntary bodies to offer targeted support for their local Armed Forces Community, the Welsh Government wish to develop and support a new Community Covenant Scheme and work with local authorities, LSBs and WLGA to support the Covenant and enhance the arrangements.

Community Covenant and Community Covenant Grant Scheme

5. A **Community Covenant** is a voluntary statement of mutual support between a civilian community and its local Armed Forces Community and is intended to compliment the Armed Forces Covenant. The aims of the Community Covenant are to encourage local communities to support the Service community in their area and increase understanding and awareness amongst the public of issues affecting the Armed Forces Community. While many activities are already held in support of the Service Community, for example, by participating in Armed Forces Day, the Community Covenant does not replicate such support but aims to encourage the civilian community to extend their support throughout the year and on longer term projects that benefit their local community. The aims of the Community Covenant are to:
 - Encourage local communities to support the Armed Forces Community in their areas;
 - Nurture public understanding and awareness amongst the public of issues affecting the Armed Forces Community
 - Recognise and remember the sacrifices faced by the Armed Forces Community
 - Encourage activities which help to integrate the Armed Forces Community into local life
 - To encourage the Armed Forces Community to help and support the wider community, whether through participation in events and joint projects or other forms of engagement.
6. As highlighted above, the Welsh Government is keen for local authorities and their partners to develop Community Covenants as so far, in Wales, the Vale of Glamorgan County Borough Council is the only, local authority which has launched a Community Covenant and details of this can be found at http://www.valeofglamorgan.gov.uk/living/armed_forces.aspx. Further details on establishing a Community Covenant and examples of good practice are available from www.mod.uk/covenant.
7. The Ministry of Defence has also made available a **Community Covenant Grant Scheme** to deliver financial support to projects at the local level, which strengthen the ties or the mutual understanding between members of the Armed Forces Community and the wider community in which they live. £30 million is available from the MOD until 2015 and applications are invited for sums from £100 to £250,000 however it is envisaged that bids will be for smaller amount of funding to support local projects that deliver tangible benefits..

Proposal for a Memorandum of Understanding with the Armed Forces

8. On 8th February 2012, the WLGA and Welsh Government held a joint conference entitled "Supporting our Armed Forces Community" which was attended by local authorities, health boards and health professionals and a wide range of organisations representing the Armed Forces, their families and veterans in Wales. Chaired by Cllr John Davies, WLGA Leader and with presentations from the Welsh Government Minister, the MOD, Cllr Janice Charles from the Vale of Glamorgan, Brigadier Napier, Commander (160) Wales Brigade and Air Vice Marshall Matt Wiles, the aims of the event were:
 - To consider any issues of concern to the Armed Forces Community in Wales and how public sector bodies can work together and interact in the community and ensure their needs are fully integrated

- To provide an opportunity to learn about the Armed Forces Community Covenant in action and the experience of implementing and managing the process.
9. Participants at the conference were extremely positive about the opportunity provided by Community Covenants in developing more positive relationships with the Armed Forces Community and some the strong messages which came through the day was the need for improved and on-going communication and understanding between the Community and public services in Wales. The workshops held (on housing, education and health) also offered for a more detailed dialogue on the concerns and aspirations of the Armed Forces Community
 10. In discussing the way forward at the end of the conference, and following discussions with a number of local government representatives who were in attendance, Cllr Davies proposed that in starting to take forward the issues that had been raised, and to build on the willingness and goodwill that had been evident throughout the day, that he would be seeking the agreement of WLGA Members to offer the development of a Memorandum of Understanding (or a similar agreement) between Welsh local government and the Armed Forces Community which could set out a high level commitment to work together and could also be a first step in encouraging local authorities in Wales to further develop their relationships locally with the Armed Forces Community. Such an understanding would also demonstrate the commitment of Welsh local government to helping to deliver relevant commitments in the Armed Forces Covenant and the Package of Support.

Recommendations

11. Members are asked to:

- (a) Read and comment on the content of this report**
- (b) Note the information on the development of Community Covenants and encourage a discussion within your authority on the opportunity to develop a Community Covenant with the Armed Forces Community locally**
- (c) Support the proposal to offer the development of a Memorandum of Understanding between Welsh local government and the Armed Forces Community in Wales.**

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FLINTSHIRE COUNTY COUNCIL

REPORT TO: **EXECUTIVE**

DATE: **27 MARCH 2012**

REPORT BY: **HEAD OF FINANCE**

SUBJECT: **CAPITAL PROGRAMME 2011/12 (MONTH 9)**

1.00 PURPOSE OF REPORT

1.01 To provide Members with the latest capital programme information for 2011/12.

2.00 BACKGROUND

2.01 The Council approved a Housing Revenue Account capital programme for 2011/12 of £10.059m at its meeting of 15th February 2011, and a Council Fund capital programme of £17.232m at its meeting of 1st March 2011.

3.00 CONSIDERATIONS

3.01 Programme - Changes During 2011/12

3.01.1 The table below sets out how the programme has changed during 2011/12.

	Council Fund	Housing Revenue Account (HRA)	Total
	£m	£m	£m
Council 15.02.11. (HRA) and 01.03.11. (Council Fund)			
Original Capital Programme	17.232	10.059	27.291
Executive 18.10.11.			
Revised Capital Programme	29.038	12.597	41.635
Executive 13.12.11.			
Revised Capital Programme	29.240	11.450	40.690
Latest Monitoring			
As Previously Reported	29.240	11.450	40.690
Change this Period	1.719	0.295	2.014
	30.959	11.745	42.704
Not Yet Committed	(0.297)	0.000	(0.297)
Rephasing to 2012/13	(4.090)	0.000	(4.090)
Identified Savings	(0.269)	0.000	(0.269)
Revised Programme	26.303	11.745	38.048

- 3.01.2 From the table it can be seen that the previously reported programme total of £40.690m has decreased to £38.048m, by way of the inclusion of net increased Council Fund schemes of £1.719m, and increased HRA programme schemes of £0.295m, producing a total of £42.704m, which is offset by a £0.297m reduction in respect of schemes that are not yet (and will not be) committed in 2011/12, a rephasing adjustment across the Council Fund programme of £4.090m, and identified savings of £0.269m.
- 3.01.3 Detailed cumulative information relating to each programme area is provided in Appendix A, and summarised below:-

REVISED PROGRAMME	Original Budget 2011/12 £m	Rollover from 2010/11 £m	Changes £m	Not Yet Committed £m	Rephasing to 2012/13 £m	Savings £m	Projected Outturn 2011/12 £m
Corporate Services	0.605	0.749	0.012	0	(0.482)	0	0.884
Clwyd Theatr Cymru	0.025	0.027	0.055	0	0	0	0.107
Community Services	3.965	2.313	(0.668)	0	(0.318)	0	5.292
Environment	5.846	2.765	1.613	(0.164)	(1.055)	(0.065)	8.940
Lifelong Learning	6.791	4.379	2.482	(0.133)	(2.235)	(0.204)	11.080
Council Fund Total	17.232	10.233	3.494	(0.297)	(4.090)	(0.269)	26.303
Housing Revenue Account	10.059	2.796	(1.110)	0	0	0	11.745
Programme Total	27.291	13.029	2.384	(0.297)	(4.090)	(0.269)	38.048

3.02 Changes During This Period

- 3.02.1 A summary of those changes recorded during the reporting period (together with supporting narrative), is provided in Appendix B.

3.03 Not Yet Committed (Generally Financed) Budgets

- 3.03.1 Work continues 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 assists the capital monitoring/management and reporting processes.
- 3.03.2 At month 9, a total of £0.297m has been identified as not yet committed (and remaining uncommitted during 2011/12). As such the related schemes will not automatically roll forward into the 2012/13 Capital Programme, but will instead be re-considered alongside any other funding calls.

NOT YET COMMITTED	
	Not Yet Committed £m
Environment	(0.164)
Lifelong Learning	(0.133)
Total	(0.297)

- 3.03.3 Environment (£0.164m) - Engineering (Coast Protection): Veolia Landfill Site, Bagillt (£0.064m) - there are ongoing discussions taking place between Veolia and the Environment Agency over liability for necessary works - some of this liability could fall on the Council once a decision has been reached; Rock Armour Repairs (£0.100m) - work would be required if extreme weather conditions breached the current coastal protection barriers, but this is considered medium risk.
- 3.03.4 Lifelong Learning (£0.133m) - DDA compliance works at Buckley Westwood C.P. School, including an accessible toilet and induction loops, and the installation of a lift to provide access to the first floor. The works could not be completed in 2011/12 because of planning approval requirements. In addition, a fire risk assessment report has indicated that there is no reasonable means of escape at first floor level for both able bodied and disabled occupants. There are no protected emergency escape corridors provided and insufficient escape exits - this means the scheme will have to be considered alongside these issues. Whilst this work is not yet committed, it is recommended that given the nature of the works, that the £0.133m is carried forward and added to the 2012/13 capital programme.

3.04 Rephasing (From 2011/12 to 2012/13)

- 3.04.1 Rephasing of £4.090m has been identified across the programme which reflects reviewed spending plans within these programme areas; these committed amounts have been identified as now required to meet the cost of programme works/contract retention releases in 2012/13.
- 3.04.2 Detailed information relating to each programme area (including supporting narrative) is provided in Appendix C, and summarised below:-

REPHASING TO 2012/13	
	Rephasing
	£m
Corporate Services	(0.482)
Community Services	(0.318)
Environment	(1.055)
Lifelong Learning	(2.235)
Total	(4.090)

3.05 Identified Savings

- 3.05.1 Savings of £0.269m have been identified across the programme, as summarised in the table below:-

Identified Savings	
	Savings
	£m
Environment	(0.065)
Lifelong Learning	(0.204)
Total	(0.269)

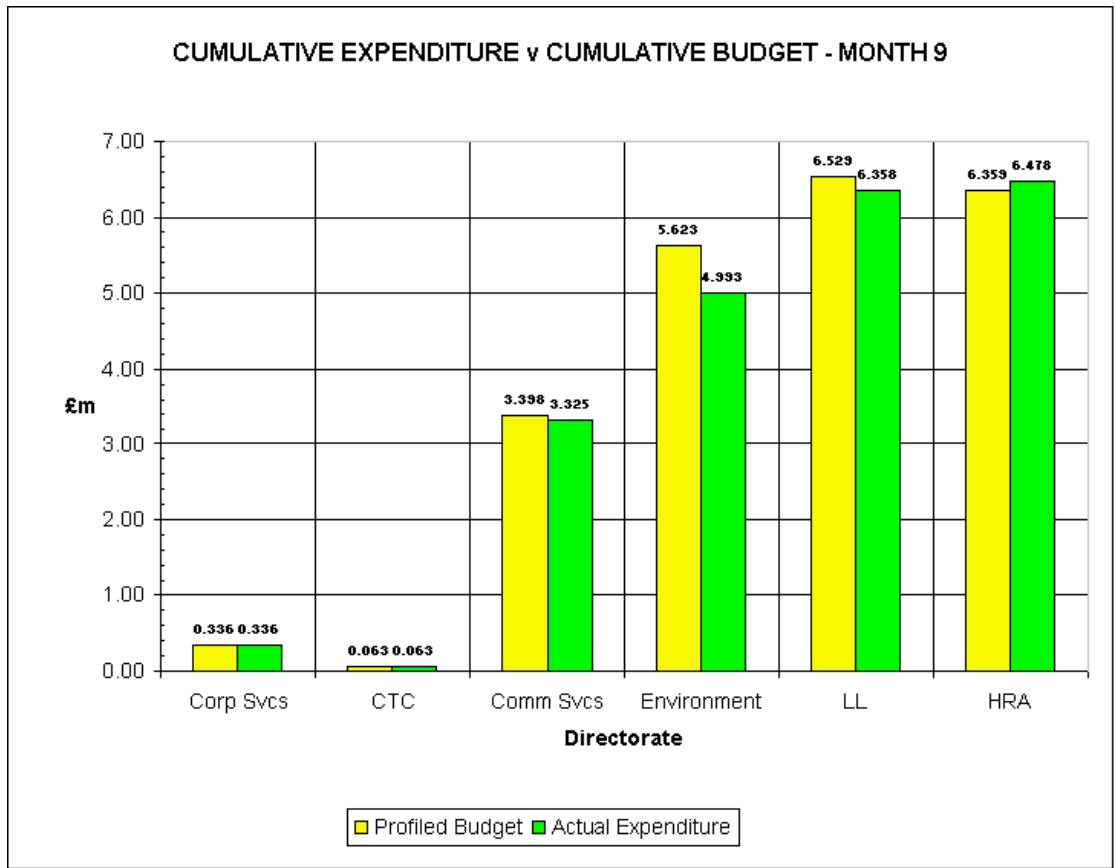
- 3.05.2 Environment (£0.065m) - Reduced cost of completing various works introduced into the capital programme at the month 4 report stage - Industrial Units (roof works at Greenfield Industrial Estate £0.035m) and Sustainable Waste Management (gas extraction flare/wells - Standard/Brookhill £0.028m), together with a small saving on Administration Buildings related works (£0.002m).
- 3.05.3 Lifelong Learning (£0.204m) - Funding cover for (Education - General) ICT works in schools is already provided by way of grant monies/provision within the Corporate Services budget.

3.06 Capital Expenditure v Profiled Budget

- 3.06.1 Recorded capital expenditure across the whole programme stands at £21.553m at month 9 (as detailed in the table below), representing 56.65% of the revised budget total of £38.048m (23.16% as at the previous quarter). The equivalent expenditure position at month 9 in the previous year (2010/11) was £14.343m, representing 38.51% of total budget.

EXPENDITURE	Revised Budget	Cumulative Profiled Budget Month 9	Cumulative Expenditure Month 9	Variance Expenditure v Profiled (Under)/Over
	£m	£m	£m	£m
Corporate Services	0.884	0.336	0.336	0.000
Clwyd Theatr Cymru	0.107	0.063	0.063	0.000
Community Services	5.292	3.398	3.325	(0.073)
Environment	8.940	5.623	4.993	(0.630)
Lifelong Learning	11.080	6.529	6.358	(0.171)
Council Fund Total	26.303	15.949	15.075	(0.874)
Housing Revenue Account	11.745	6.359	6.478	0.119
Programme Total	38.048	22.308	21.553	(0.755)

- 3.06.2 More specifically, the table also provides details of the cumulative expenditure against cumulative profiled budget; the profiled budget total (i.e. that part of the total budget forecast to be spent during the reporting period) stands at £22.308m; recorded expenditure of £21.553m represents 96.62% of the profiled budget total, a net variance (underspend) of £0.755m. The cumulative position (by directorate) is displayed in the chart over page.
- 3.06.3 The significant variances (those greater than £0.025m) are individually listed in Appendix D, together with reasons for such and the required remedial actions; all other variances (those variances less than £0.025m), are aggregated within Appendix D, for each directorate.

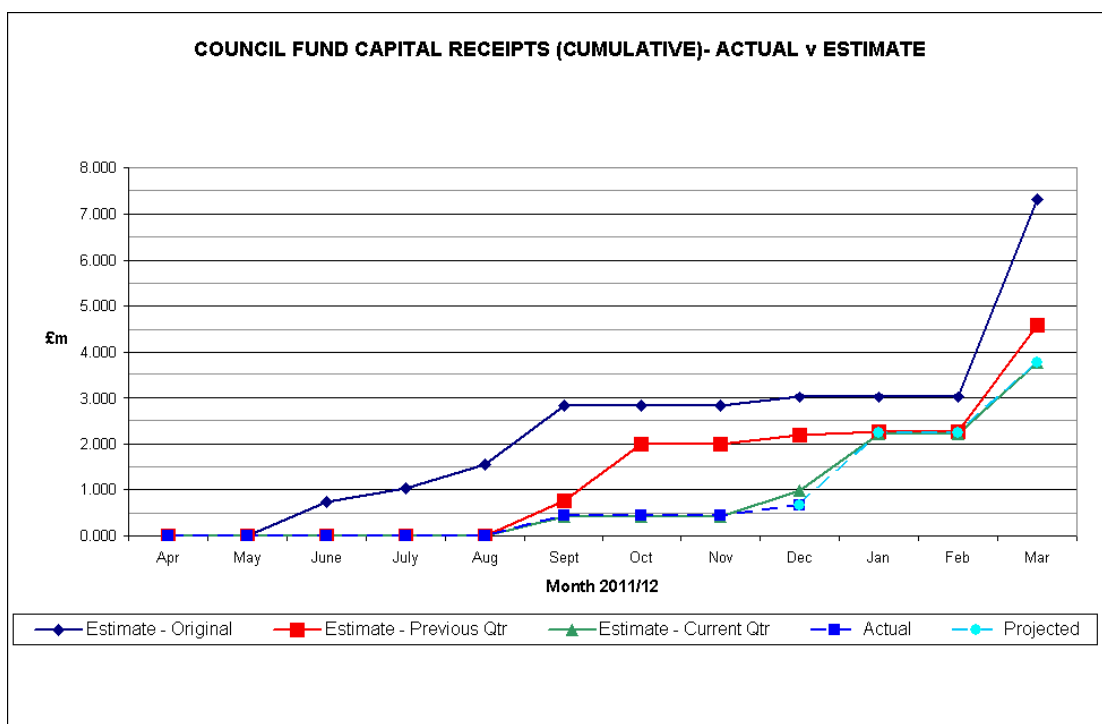


3.07 Financing

3.07.1 The capital programme is financed as summarised below:-

FINANCING RESOURCES			
	General Financing	Specific Financing	
	Supported Borrowing / General Capital Grant / Capital Receipts	Grants & Contributions / CERA / Reserves / Prudential Borrowing	Total Financing
	£m	£m	£m
Latest Monitoring			
Council Fund	21.537	9.422	30.959
Housing Revenue Account	2.611	9.134	11.745
	24.148	18.556	42.704
Not Yet Committed			
Council Fund	(0.297)	0	(0.297)
Housing Revenue Account	0	0	0
	(0.297)	0.000	(0.297)
Rephasing			
Council Fund	(3.804)	(0.286)	(4.090)
Housing Revenue Account	0	0	0
	(3.804)	(0.286)	(4.090)
Savings			
Council Fund	(0.269)	0	(0.269)
Housing Revenue Account	0	0	0
	(0.269)	0.000	(0.269)
Total Financing Resources	19.778	18.270	38.048

- 3.07.2 That element of the Council Fund total financed from general (non-specific) financing resources - unhypothecated supported borrowing, general capital grant and capital receipts (£21.537m) - relies on total Council Fund capital receipts of £6.478m. The capital receipts total includes in-year receipts of £3.769m (as recorded in the chart over page - see estimate [current quarter]), and £2.709m received in 2010/11 but held over on the balance sheet at financial year-end 2010/11 to fund (in part) the 2010/11 rolled-over capital programme scheme budgets.
- 3.07.3 The chart provides details of the moving (cumulative) capital receipts position - 5 line graphs, 3 of which record the moving estimate and 2 recording actual/projected receipts. The positions are summarised as:-
- **Estimate (Original)** - The opening anticipated capital receipts total (£7.308m including the rolled over requirement from 2010/11), with anticipated receipts due in June, July, August, September and December, and more significantly so in March 2012.
 - **Estimate (Previous Quarter)** - A fundamental review of the anticipated disposals programme was undertaken at the end of Quarter 2 to take account of the deflated market and strategic review of the Council's agricultural estate. The reviewed position as at month 6, shows an altered profile and reduced total (£4.582m) with the earliest receipts now anticipated in September, further receipts anticipated in October and December, and the greatest activity anticipated in March 2012. The reduced total is largely accounted for by way of the rescheduling of some anticipated receipts from 2011/12 to 2012/13; this funding is not lost to the capital programme, but is pushed back a year - a position that has been taken account of in preparing the 2012/13 Capital Programme. The (net) reduced capital receipts total is also influenced by movements in the actual anticipated proceeds from asset disposals, which continue to be deflated and difficult to achieve in the current economic climate.
 - **Estimate (Current Quarter)** - The latest reviewed position now indicating a further reduced total (£3.769m), largely due to further rescheduling (from 2011/12 to 2012/13), but also taking account of those receipts previously anticipated in October 2011 which are not now due until January 2012.
 - **Actual** - The value of actual receipts received as at month 9 (£0.667m).
 - **Projected** - The expected value of receipts from month 9 through until year end, with the March end point meeting the Estimate (Current Quarter) figure at £3.769m.



3.07.4 The capital receipts position continues to be closely monitored as part of the overall management of the capital programme.

3.07.5 **Grant Announcement** - Welsh Government confirmed on 21st February 2012 additional grant monies in the sum of £479,428 for Capital Maintenance and Investment in Schools. This welcomed announcement, which comes late in the financial year, will serve to increase the year-end level of rollover by any unspent part of the grant allocation.

4.00 **RECOMMENDATIONS**

4.01 The Executive is requested to:-

- a) Approve the carry forward of £0.133m for the DDA compliance works at Buckley Westwood C.P. School to the 2012/13 capital programme (Section 3.03.4).
- b) Approve the rephasing adjustments as detailed in Section 3.04.
- c) 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

Appendix A – Capital Programme – Changes During 2011/12

Appendix B – Changes During This Period

Appendix C – Rephasing to 2012/13

Appendix D – Variances

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

Capital Programme Monitoring Papers 2011/12

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CAPITAL PROGRAMME - CHANGES DURING 2011/12

Original Budget 2011/12	Rollover from 2010/11	Changes (Previous)	Changes (Current)	Revised Budget	Not Yet Committed 2011/12	Rephasing to 2012/13	Savings	Projected Outturn 2011/12
£m	£m	£m	£m	£m	£m	£m	£m	£m
Council Fund :								
Corporate Services								
Information Technology	0.607	0	0	0.922	0	(0.212)	0	0.710
Flintshire Connects	0.000	0	0.275	0.275	0	(0.270)	0	0.005
Corporate Finance	0.290	0.142	(0.114)	0.169	0	0	0	0.169
0.605	0.749	(0.149)	0.161	1.366	0.000	(0.482)	0.000	0.884
Theatre								
Ciwyd Theatr Cymru	0.027	0.025	0.030	0.107	0	0	0	0.107
0.025	0.027	0.025	0.030	0.107	0.000	0.000	0.000	0.107
Community Services								
Private Sector Renewal & Improvement	2.072	(0.518)	0	5.519	0	(0.318)	0	5.201
Depot (Housing)	0.204	0	(0.170)	0.034	0	0	0	0.034
Travellers' Sites	0.026	0	0.020	0.046	0	0	0	0.046
Learning Disability	0.001	0	0	0.001	0	0	0	0.001
Physical & Sensory Disability	0.010	0	0	0.010	0	0	0	0.010
3.965	2.313	(0.518)	(0.150)	5.610	0.000	(0.318)	0.000	5.292

Changes :

Previous = Cumulative as at previous quarter

(

Current = As at this quarter (See Appendix B)

Key to Headings {

Not Yet Committed : Cumulative (See Section 3.03.2)

(

Rephasing to 2012/13 : Cumulative (See 3.04.1 and Appendix C)

(

Savings : Cumulative (See 3.05.1)

APPENDIX A (Cont'd .)

CAPITAL PROGRAMME - CHANGES DURING 2011/12

Original Budget 2011/12	Rollover from 2010/11	Changes (Previous)	Changes (Current)	Revised Budget	Not Yet Committed 2011/12	Rephasing to 2012/13	Savings	Projected Outturn 2011/12
£m	£m	£m	£m	£m	£m	£m	£m	£m
0.752	0.649	0.189	0.025	1.615	0	(0.082)	(0.002)	1.531
0	0.020	0	0	0.020	0	0	0	0.020
0	0.023	0.275	0.025	0.323	0	0	(0.035)	0.288
0	0.017	0	(0.015)	0.002	0	0	0	0.002
0	0.009	0.248	0.817	1.074	0	0	(0.028)	1.046
0.448	0.437	0	0	0.885	(0.164)	(0.454)	0	0.267
0.020	0.023	0.010	0.190	0.243	0	0	0	0.243
1.976	0.810	0.100	0.139	3.025	0	(0.072)	0	2.953
0	0.006	0	0	0.006	0	0	0	0.006
0.550	0.756	0	(0.414)	0.892	0	(0.447)	0	0.445
2.100	0.015	0	0.024	2.139	0	0	0	2.139
5.846	2.765	0.822	0.791	10.224	(0.164)	(1.055)	(0.065)	8.940

CAPITAL PROGRAMME - CHANGES DURING 2011/12

Housing Revenue Account :

Housing Revenue Account
Programme

Original Budget 2011/12	Rollover from 2010/11	Changes (Previous)	Changes (Current)	Revised Budget	Not Yet Committed 2011/12	Rephasing to 2012/13	Savings	Projected Outturn 2011/12
£m	£m	£m	£m	£m	£m	£m	£m	£m
10.059	2.796	(1.405)	0.295	11.745	0	0	0	11.745
10.059	2.796	(1.405)	0.295	11.745	0.000	0.000	0.000	11.745

Totals :

Council Fund
Housing Revenue Account

17.232	10.233	1.775	1.719	30.959	(0.297)	(4.090)	(0.269)	26.303
10.059	2.796	(1.405)	0.295	11.745	0	0	0	11.745
27.291	13.029	0.370	2.014	42.704	(0.297)	(4.090)	(0.269)	38.048

CHANGES DURING THIS PERIOD					
	Detail (With General Funding Unless Specified)	Increase *	Decrease	Net	Total
		£m	£m	£m	£m
Council Fund :					
Corporate Services					
Corporate Finance	Movement of budget to Environment (Administrative Buildings £0.025m, Industrial Units £0.025m), Lifelong Learning (Leisure Centres £0.010m, Countryside & Heritage £0.009m, Education - General £0.012m, Primary Schools £0.002m) for Health & Safety related Movement of budget to Clwyd Theatr Cymru £0.030m and Lifelong Learning £0.001m for Feasibility studies		(0.114)	(0.114)	
Flintshire Connects	Development of Holywell Connects Centre - funded by movement of budget from Community Services - Depot (Housing) £0.170m, contribution from the HRA £0.050m, and General Funding £0.055m	0.275		0.275	
		0.275	(0.114)	0.161	0.161
Clwyd Theatr Cymru					
Programme	Theatre Feasibility Study, funded from corporate provision	0.030		0.030	
		0.030	0.000	0.030	0.030
Community Services					
Depot (Housing)	Movement of budget to Corporate Services (Flintshire Connects) for Holywell Connects Centre		(0.170)	(0.170)	
Travellers' Sites	Riverside Caravan Park - Welsh Government grant	0.020		0.020	
		0.020	(0.170)	(0.150)	(0.150)
Environment					
Administrative Buildings	Demolition works, from Health & Safety provision	0.025		0.025	
Industrial Units	Deeside EM1:13 site security, from Health & Safety provision	0.025		0.025	
Sustainable Waste Management	Waste Containers - prudential borrowing in place of leasing for which revenue cover exists £0.552, Sandycroft Recycling Park, road construction - grant funding £0.250m	0.802		0.802	
General Environment Enhancement	Welsh Government Substance Misuse Action Fund funding	0.190		0.190	
Highways	Warren Bank, Broughton - Welsh Government grant £0.285m, Street Lighting - Salix Funding adjustment (reduction £0.161m), Welsh Government Road Maintenance Grant funding £0.015m	0.300	(0.161)	0.139	
Regeneration	Flint Townscape Heritage Initiative - Specific funding for heritage projects in Flint. Delays in progressing schemes have occurred due to the economic climate where property owners have been slower than anticipated to formalise contractual arrangements. The anticipated level of external funding has been built into the scheme profile from 2012/13 onwards at £0.234m per annum following the Capital Programme Executive Report dated 20th		(0.414)	(0.414)	
Transportation	Reduced Welsh Government grant entitlement - Accident Reduction Scheme £0.102m and Regional Transport Plan £0.115m, offset by the introduction of Welsh Government Safer Routes in the Community funding £0.065m, and Taith Smartcard funding £0.176m	0.241	(0.217)	0.024	
		1.583	(0.792)	0.791	0.791

CHANGES DURING THIS PERIOD (continued)

	Detail (With General Funding Unless Specified)	Increase *	Decrease	Net	Total
		£m	£m	£m	£m
Council Fund :					
Lifelong Learning					
Leisure Centres	Deeside Leisure Centre - Adjusted Salix Loan Funding (£0.002m reduction), Deeside Leisure Centre Health and Safety related works £0.10m	0.010	(0.002)	0.008	
Swimming Pools	Connah's Quay Pool - Grant funded works	0.002		0.002	
Learning Pathways 14-19 Network	Adjusted Welsh Government funding		(0.007)	(0.007)	
Countryside and Heritage	Greenfield Valley security fencing Health & Safety related works	0.009		0.009	
Play Areas	Section 106 monies/Grants & Contributions £0.220m and CERA £0.070m	0.290		0.290	
Education - General	School kitchens Health & Safety related works	0.012		0.012	
Primary Schools	Ysgol Gwenffrwd, Holywell Health & Safety related works	0.002		0.002	
Schools Modernisation	Shotton Taliesin/Infants - Welsh Government funding £0.373m, Broughton Infants and Junior/Cilcain - adjusted unsupported (prudential) borrowing requirement (£0.047m)	0.373	(0.047)	0.326	
Secondary Schools	Feasibility Study (Argoed School), funded from corporate provision £0.001m	0.001		0.001	
Special Education	St Richard Gwyn school - Wrexham Diocese grant	0.215		0.215	
School Improvement	Welsh Government funding adjustment	0.001		0.001	
Early Years	Foundation phase - Welsh Government funding	0.028		0.028	
		0.943	(0.056)	0.887	
Total - Council Fund					1.719
Housing Revenue Account :					
Housing Revenue Account					
Programme	Community Energy Saving Programme (CESP) funding of £0.138m and Carbon Emissions Reduction Target (CERT) funding of £0.157m	0.295		0.295	
		0.295	0.000	0.295	
					0.295
Grand Total					2.014

* Increases reflect new funding

REPHASING TO 2012/13				
	Detail	Reviewed Spending Plans £m	Contract Retentions £m	Total Rephasing £m
Council Fund :				
Corporate Services				
Information Technology	Contract completion will follow the conclusion of a small number of technical issues that remain following the related Internet Protocol Telephony and Unified Communications pilot project	(0.212)		
Flintshire Connects	Main works to follow survey works which are currently underway	(0.270)		
		(0.482)	0.000	(0.482)
Community Services				
Private Sector Renewal & Improvement	Group Repair Scheme (£0.200m) - Contract works progress has fallen behind schedule; Empty Homes Scheme (£0.118m) - tender process underway, committing to scheme expenditure in 2012/13	(0.318)		
		(0.318)	0.000	(0.318)
Environment				
Administrative Buildings	Old Rectory, Hawarden - Listed Building consent required	(0.065)		
	Sums due for release 12 months after the completion of related contract works		(0.017)	
Engineering	Land Drainage Schemes - Funding generally works on a match funding basis with Welsh Government providing the majority share (85%). In addition, EU funding is sometimes available under their Competitiveness Programme (East Wales). This programme runs to 2015. Bids were submitted in 2009 to Welsh Government for 9 Flood Alleviation Schemes. Unfortunately, of the 9 schemes WG agreed to move forward on only one scheme i.e. Mold FAS. Mold is eligible for EU funding, meaning an FCC contribution of 8%. Mold FAS is a large scheme with a total estimated cost of £2.9m, and is committed to proceed through design, development & construction over 2011/12, 2012/13 & 2013/14. It is necessary therefore to have a provision to also cover FCC contributions during this period. For the remainder of the schemes EU funding is unlikely but WG funding for some is a possibility, following the Flood and Waste Management Act. If FCC are to take advantage of the 15/85 leverage, some provision for future years should be maintained. The capital can also be used for scheme feasibility and pre-delivery so that if WG funding becomes available, either on a planned basis or through slippage, FCC are in a good position to take advantage of any opportunities for actual delivery. In addition, there are some minor schemes (Englefield Cottage in Greenfield, and Pontblyddyn), for which it is certain that external funding is not available. The intention is to progress these schemes during 2012/13 through to delivery.			
Highways	Bridge Assessments - Contractually committed but not spent by 31 st March	(0.454)		
	Street Lighting : Salix -The ongoing review by Members of the way forward with energy saving equipment such as dimming technology will result in anticipated spend from 2011/12 being incurred in 2012/13	(0.006)		
		(0.066)		
Regeneration	Town Centres - Town Action Plan, enabling use as 2012/13 match funding for the European Regional Development Fund programme. Approval for the ERDF programme was given in January 2012 and will run until 2015. The programme will bring approximately £1m in extra funding to the County for town centre regeneration, with another £1m being available across Flintshire and Wrexham to tackle vacant properties in the High Streets.	(0.447)		
		(1.038)	(0.017)	(1.055)

APPENDIX C

REPHASING TO 2012/13 (continued)				
	Detail	Reviewed Spending Plans	Contract Retentions	Total Rephasing
		£m	£m	£m
Council Fund :				
	Lifelong Learning			
Education - General	Sums due for release 12 months after the completion of related contract works (as with other retentions listed below)		(0.003)	
Primary Schools	Retentions		(0.067)	
Schools Modernisation	The project at Ysgol Caer Nant, Connah's Quay remains on programme for completion of the new primary school in July 2012 and the demolition of the existing building and playground in December 2012. Progress on site during the period 2011/12 has slipped behind programme due to several unforeseen issues, including weather which has affected critical path works of the programme. Anticipated cash flow and payments to the Constructor have been affected by this slippage but will recover in 2012/13. The Constructor remains confident that the project will be delivered by the due date.	(0.773)		
	Retentions		(0.033)	
Secondary Schools	Elfed High School, D&T refurbishment – at the request of the head teacher the scheme has been re-phased for a start in the 2012/13 financial year because the size of the scheme meant that it would be too disruptive to school timetables, and curriculum delivery, during a period when examinations are taking place. Scheme design is complete, and at pre-tender stage with design fees having already been incurred.			
	Elfed High School, Window replacement September 2011 the window scheme was programmed for the latter end of the 2011/12 financial year. The head teacher requested further investigation into an alternative window profile which has delayed progress on the scheme. However, all specification design works are otherwise complete and the works will commence in the summer of 2012 and design fees for this project will be claimed before the end of March 2012	(0.702)		
	Retentions		(0.029)	
Special Education	The Phase 2 DDA rolling programme - proposed for completion during 2011/2012, was delayed due to the need to undertake comprehensive surveys for the Phase 2 works, to ensure they matched user requirements. Unexpectedly, Welsh Government allocated additional capital resources of £373,000 late in the 2011/12 (mid February) which has to be spent this financial year and has been allocated against expenditure in the Phase 1 DDA works. Phase 2 schemes have commenced, but we are unable to deliver works on site before the end of the current financial year.	(0.597)		
	Retentions		(0.004)	
Schools - Additional Funding	Retentions	(0.027)	0.000	
		(2.099)	(0.136)	(2.235)
Total - Council Fund				(4.090)

CORPORATE SERVICES

Capital Budget Monitoring 2011/12 (Month 9)

Programme Area	Total Budget (£m)	Profiled Budget (£m)	Actual Exp. (£m)	Variance (Under)/Over (£m)	Variance Previous Quarter (£m)	Cause of Variance	Action Required
Other Variances (Aggregate)	1.340	0.336	0.336	0.000	0.000		
Total:	1.340	0.336	0.336	0.000	0.000		

Variance = Expenditure v Profiled Budget

CLWYD THEATR CYMRU

Capital Budget Monitoring 2011/12 (Month 9)

Programme Area	Total Budget (£m)	Profiled Budget (£m)	Actual Exp. (£m)	Variance (Under)/Over (£m)	Variance Previous Quarter (£m)	Cause of Variance	Action Required
Other Variances (Aggregate)	0.107	0.063	0.063	0.000	0.000		
Total:	0.107	0.063	0.063	0.000	0.000		

Variance = Expenditure v Profiled Budget

COMMUNITY SERVICES

Capital Budget Monitoring 2011/12 (Month 9)

Programme Area	Total Budget (£m)	Profiled Budget (£m)	Actual Exp. (£m)	Variance (Under)/Over (£m)	Variance Previous Quarter (£m)	Cause of Variance	Action Required
Private Sector Renewal and Improvement :							
Renovation Assistance	2.452	1.469	1.378	(0.091)	(0.145)	<ul style="list-style-type: none"> The new payment structure has reduced the variances from the previous quarter as properties are being completed more quickly. This trend will continue to ensure the budget remains as profiled 	<ul style="list-style-type: none"> Monitor closely
Assistance for Older People	1.640	1.174	1.326	0.151	0.240	<ul style="list-style-type: none"> The variance over budget on DFG's has decreased and should continue to do so as referral rates have slowed. 	<ul style="list-style-type: none"> Monitor closely
Assistance for Empty Properties	0.989	0.437	0.316	(0.121)	0.063	<ul style="list-style-type: none"> Housed – A property has been acquired and a further two property acquisitions have been agreed. All these acquisitions will be completed by year end to ensure budgetary spend. 	

COMMUNITY SERVICES

Capital Budget Monitoring 2011/12 (Month 9)

Programme Area	Total Budget (£m)	Profiled Budget (£m)	Actual Exp. (£m)	Variance (Under)/Over (£m)	Variance Previous Quarter (£m)	Cause of Variance	Action Required
Environmental Improvement Works	0.238	0.156	0.092	(0.064)	(0.127)	<ul style="list-style-type: none"> Project delivery has remained challenging due to lengthy negotiations with various interest groups eg Town council, Town partnerships and Councillors. 	
Other Variances (Aggregate)	0.200	0.141	0.140	(0.001)	0.015		
Other Programme Areas :							
Traveller's Sites	0.046	0.010	0.046	0.036	0.00	<ul style="list-style-type: none"> Invoice paid earlier than projection. Scheme complete. 	
Other Variances (Aggregate)	0.045	0.011	0.027	0.016	(0.017)		
Total :	5.610	3.398	3.325	(0.073)	0.029		

Variance = Expenditure v Profiled Budget

ENVIRONMENT

Capital Budget Monitoring 2011/12 (Month 9)

Programme Area	Total Budget (£m)	Profiled Budget (£m)	Actual Exp. (£m)	Variance (Under)/Over (£m)	Variance Previous Month (£m)	Cause of Variance	Action Required
Administrative Buildings & Energy	1.615	0.979	0.744	(0.235)	(0.074)	<ul style="list-style-type: none"> Most schemes currently in line with budget projections with Fire Safety Order Works (£47k) and Energy Efficiency Measures (£69k) delayed against original timetable Work on Hawarden Rectory originally projected Aug-Oct not currently on site (£86k). 	<ul style="list-style-type: none"> Ensure allocations for Fire Safety Order Works and Energy Efficiency Measures are fully committed and expended by 31st March Awaiting listed building consent before beginning work on Rectory.
Waste Management (ZTC)	1.074	0.823	0.861	0.038	0.026	<ul style="list-style-type: none"> £0.716m spent on Wheel Bin purchases for Managed Weekly Collections 	<ul style="list-style-type: none"> Funding to be provided through Prudential Borrowing Road Construction works totalling £250k anticipated for Sandycroft Waste Recycling Centre in March 2012
Engineering	0.886	0.082	0.111	0.029	(0.032)	<ul style="list-style-type: none"> Costs relate to service diversion works at Gadlys Lane, Bagilt and Mold Flood Alleviation scheme with spend slightly ahead of projection. 	<ul style="list-style-type: none"> Approval given by WG for delivery of Mold FA scheme which will be completed during 2012/13.

ENVIRONMENT

Capital Budget Monitoring 2011/12 (Month 9)

Programme Area	Total Budget (£m)	Profiled Budget (£m)	Actual Exp. (£m)	Variance (Under)/Over (£m)	Variance Previous Month (£m)	Cause of Variance	Action Required
Highways	0.568	0.400	0.372	(0.028)	(0.069)	<ul style="list-style-type: none"> The culvert replacement works at Wern Isaf Cottage have been completed but final invoice costs of £31k have not yet submitted by County Services 	<ul style="list-style-type: none"> Ensure all costs are submitted promptly.
Neighbourhood Services (ZTH)	2.456	1.590	1.492	(0.098)	0.011	<ul style="list-style-type: none"> Some Highways Infrastructure (£34k) and Street Lighting (£64k) works have been slightly delayed but are all anticipated to be completed by 31st March 	<ul style="list-style-type: none"> Ensure all costs are submitted promptly.
Transportation	2.139	1.036	0.730	(0.306)	(0.611)	<ul style="list-style-type: none"> Various Taith schemes have been delayed and therefore have not achieved projected spend levels. Subsequently, some allocations have been revised and reported to TAIH in line with the necessary reporting requirements 	<ul style="list-style-type: none"> Ensure all costs are submitted promptly and claims received from Partner Authorities. £984k of expenditure profiled in for January to March with Road Safety Schemes totalling £226k. The two traffic calming schemes have been

ENVIRONMENT

Capital Budget Monitoring 2011/12 (Month 9)

Programme Area	Total Budget (£m)	Profiled Budget (£m)	Actual Exp. (£m)	Variance (Under)/Over (£m)	Variance Previous Month (£m)	Cause of Variance	Action Required
Other Variances (Aggregate)	1.900	0.713	0.683	(0.030)	0.066		consulted upon and generally obtained positive feedback <ul style="list-style-type: none"> Completion of Mold-Flint Cycleway scheme of £105k
Total:	10.638	5.623	4.993	(0.630)	(0.683)		

Variance = Expenditure v Profiled Budget

LIFELONG LEARNING

Capital Budget Monitoring 2011/12 (Month 9)

Programme Area	Total Budget (£m)	Profiled Budget (£m)	Actual Exp. (£m)	Variance (Under)/Over (£m)	Variance Previous Quarter (£m)	Cause of Variance	Action Required
Primary Schools	2.006	1.275	1.124	(0.151)	(0.172)	• Various. Delayed invoices / unreleased retentions.	
Other Variances (Aggregate)	9.074	5.254	5.234	(0.020)	(0.055)		
Total:	11.080	6.529	6.358	(0.171)	(0.227)		

Variance = Expenditure v Profiled Budget

HOUSING REVENUE ACCOUNT (HRA)

Capital Budget Monitoring 2011/12 (Month 9)

Programme Area	Total Budget (£m)	Profiled Budget (£m)	Actual Exp. (£m)	Variance (Under)/Over (£m)	Variance Previous Quarter (£m)	Cause of Variance	Action Required
Major Works	7.167	3.586	3.453	(0.133)	(0.307)	<p>See below:-</p> <ul style="list-style-type: none"> External refurbishment work completed ahead of schedule. Grant monies received will cover anticipated overspend. Glanymorfa Phase 2 contract price lower than anticipated due to good tender return. Works complete and available funds will be released for the additional kitchen work. Fire Risk Assessment, delays progressing work is principally due to revised specifications imposed by the Fire Officer and complications regarding the tender for fire replacement doors. Work to commence mid February on various sites. 	

HOUSING REVENUE ACCOUNT (HRA)

Capital Budget Monitoring 2011/12 (Month 9)

Programme Area	Total Budget (£m)	Profiled Budget (£m)	Actual Exp. (£m)	Variance (Under)/Over (£m)	Variance Previous Quarter (£m)	Cause of Variance	Action Required
						<p>Remaining funds within the fire risk assessment will be released for additional works in 12/13.</p> <ul style="list-style-type: none"> The work has been tendered and is due for return. Delays due to works not anticipated at the start of the project staff resources. The programme is expected to be 75% complete by year end and the remaining works will be undertaken in 12/13. 	
Accelerated Programmes	0.815	0.449	0.453	0.004	(0.041)		
WHQS Improvements	2.416	1.408	1.495	0.087	(0.244)	<ul style="list-style-type: none"> Ahead of schedule. Program due to complete in February. 	
Disabled Adaptations	0.950	0.673	0.868	0.195	0.062	<ul style="list-style-type: none"> Ahead of schedule but will be within budget at year end. 	

HOUSING REVENUE ACCOUNT (HRA)

Capital Budget Monitoring 2011/12 (Month 9)

Programme Area	Total Budget (£m)	Profiled Budget (£m)	Actual Exp. (£m)	Variance (Under)/Over (£m)	Variance Previous Quarter (£m)	Cause of Variance	Action Required
Other	0.397	0.243	0.209	(0.034)	(0.040)		
Total:	11.745	6.359	6.478	0.119	(0.570)		

Variance = Expenditure v Profiled Budget
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FLINTSHIRE COUNTY COUNCIL

REPORT TO: **EXECUTIVE**

DATE: **27 MARCH 2012**

REPORT BY: **HEAD OF FINANCE**

SUBJECT: **REVENUE BUDGET MONITORING 2011/12**
(MONTH 9)

1.00 PURPOSE OF REPORT

1.01 To provide members with the revenue budget monitoring information at Month 9 for the Council Fund and the Housing Revenue Account in 2011/12.

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2.00 EXECUTIVE SUMMARY

2.01 Members are requested to note the projected year end position as estimated at Month 9 which is:-

- Council Fund – Net underspend of £0.921m
- Housing Revenue Account – Net underspend of £0.390m

3.00 CONSIDERATIONS

COUNCIL FUND

3.01 The table below shows a projected in-year underspend of £0.921m.

TOTAL EXPENDITURE AND INCOME	Original Budget	Revised Budget	In-Year Over / (Under) spend		Non Ring-fenced		Ring-fenced	
			Month 8	Month 9	Month 8	Month 9	Month 8	Month 9
	£m	£m	£m	£m	£m	£m	£m	£m
Directorates								
Community Services	57.374	57.117	(0.960)	(0.978)	(0.341)	(0.447)	(0.619)	(0.531)
Environment	32.262	32.620	(0.144)	(0.117)	(0.144)	(0.117)	-	-
Lifelong Learning	109.110	109.455	0.908	0.909	1.331	1.448	(0.423)	(0.539)
Corporate Services	16.436	17.693	0.171	0.188	0.171	0.188		
Total Directorates	215.182	216.885	(0.025)	0.002	1.017	1.072	(1.042)	(1.070)
Central and Corporate Finance	26.190	24.487	(0.876)	(0.923)	(0.876)	(0.923)		
Total	241.372	241.372	(0.901)	(0.921)	0.141	0.149	(1.042)	(1.070)

- 3.02 The Original Budget column reflects the budget approved by Council on the 1st March 2011. The Revised Budget column reflects in-year virements which have been approved in compliance with Financial Procedure Rules, and includes a number of technical adjustments such as the allocations from central contingencies, non-standard inflation and the contributions to the Cost of Employment efficiency.
- 3.03 The significant in-year projected variances to date are detailed in Appendices 2 - 6 (Council Fund), and Appendix 8 (HRA), and in addition to giving the reasons for the variances, the actions required to address each variance is provided. The significant changes for the Council Fund from Month 8 are detailed in Appendix 1.
- 3.04 The underspend of £0.921m is made up of a £0.002m overspend on services offset by a contribution of £0.923m from Central and Corporate Finance.
- 3.05 The Out of County Placement budget (ring-fenced) is currently projected to underspend by £0.903m (by £0.364m and £0.539m within Community Services and Lifelong Learning respectively). This projection is based on existing placements up until March 2012 and also reflects some reductions in payments to providers following renegotiation of contracts. The projected outturn also reflects the approval of a £1.255m budget pressure during the 2011/12 budget process. The task and finish group are continuing their work with regard to improving processes, benchmarking and the North Wales project focusing on high cost placements. This budget will continue to be monitored very closely due to the volatility of the risks and assumptions (see 3.08).

PROGRAMME OF EFFICIENCIES

- 3.06 The 2011/12 budget contains £8.920m of specific efficiencies and the table below summarises the current status of these items. This analysis indicates that it is currently projected that £7.699m (86 %) will be achieved, resulting in a net under-achievement of £1.221m.

Status of Efficiency	Value of Budgeted Efficiency £m	Value of Projected Efficiency £m	(Under) Over Achievement £m
ALREADY ACHIEVED	3.262	3.262	0.000
EXPECTED TO BE ACHIEVED IN FULL	2.455	2.888	0.433
ACHIEVABLE IN PART	2.790	1.549	(1.241)
NOT ACHIEVABLE	0.413	0.000	(0.413)
Total	8.920	7.699	(1.221)

3.07 Appendix 9 provides further details of the assumptions behind the projections, and where relevant the actions required to address items not currently expected to be achieved in full. It is important to note that the impact of this analysis has already been included in the overall Month 9 projection.

RISK / ASSUMPTIONS

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

1. Community Services

Social Services for Adults

- Projections based on current client numbers/care packages
- Local Health Board income cannot be guaranteed at the levels assumed

Development & Resources

- Domiciliary and Property client income is dependent on individual client circumstances

Social Services for Children – Out of County Placements

- High cost of any new placements can have an adverse impact on outturn
- Uncertainty of income level from Local Health Board

Social Services for Children – Family Placement

- Service dependent on sufficient numbers of carers being attracted and retained

2. Lifelong Learning

Out of County Placements

- High cost of any new placements can have an adverse impact on outturn
- Varying income levels from Local Health Board

Primary and Secondary Non-Delegated budgets

- Negotiations with Primary Schools are continuing regarding maternity payments. The outcome of these discussions will be report in future monitoring reports

- 3.09 At this point in the financial year it is usual to consider requests for carry forward of resources for items that cannot be completed within the current financial year. The requests identified at this stage are detailed in sections 3.10 to 3.15 below.
- 3.10 **REQUEST FOR CARRY FORWARD - COMMUNITY SERVICES**
Permission is sought to carry forward an amount of £0.051m within the budget for Management & Support (Development and Resources) - relating to the Transforming Social Services for Adults (TSSA) project. This is to fund the continuing work of the project manager in 2012/13.
- 3.11 **REQUEST FOR CARRY FORWARD - COMMUNITY SERVICES**
Permission is sought to carry forward an amount of £0.005m within the budget for Professional Support (Services for Older People). A time limited one-off element of the First Steps Improvement Grant (Infrastructure element) which was received in 2011/12, provided funding for a temporary post for a fixed period. However, there was a delay in recruiting to the position and some of this time limited element of the grant has been used to fund other expenditure which would previously have been funded from the base budget. This has resulted in a small saving in the base budget, which it is proposed to be used to fund 3 months of this temporary post in 2012/13, being the remainder of the fixed period.
- 3.12 **REQUEST FOR CARRY FORWARD - CORPORATE SERVICES**
An amount of £0.070m was provided for in the 2011/12 base budget for ICT & Customer Services to fund Flintshire Futures Channel Shift - a North Wales collaborative project which is now unlikely to commence before April 2012. As this is a collaborative project it hasn't been possible to meet the original intended timescale for implementation. Permission is sought to carry forward the sum of £0.070m into 2012/13 when the costs of delivering this project will need to be funded.
- 3.13 **REQUEST FOR CARRY FORWARD - CORPORATE SERVICES**
A one-off amount of £0.100m was approved in the 2010/11 budget for ICT & Customer Services for the Electronic Document and Records Management System (EDRMS) Project. This funding was carried forward as an underspend to 2011/12, in addition to a further £0.176m which was allocated from the ICT & Customer Services budget to fund the project in 2010/11, which was also carried forward to 2011/12. Payments are only made when each milestone on the contract has been implemented and significant progress has been made to date. It is requested to carry forward the sum of £0.091m to 2012/13 to fund the remaining milestone payments as per the contract.
- 3.14 **REQUEST FOR CARRY FORWARD - CORPORATE SERVICES**
An amount of £0.121m is included within the 2011/12 budget for the E-procurement P2P project. The project is continuing into 2012/13 and it is requested to carry forward this sum into 2012/13 in order to ensure continuity of funding for the project.

3.15 **REQUEST FOR CARRY FORWARD - CORPORATE SERVICES**

Funding of £0.187m was approved in the 2011/12 budget for (within the Lifelong Learning IT budget) to contribute towards the development of broadband. The budget was subsequently transferred to the IT & Customer Services budget within Corporate Services. There has been a delay to the implementation which is now expected to take place during 2012/13. It is therefore requested to carry forward this underspend of £0.187m into 2012/13.

4.00 **NON STANDARD INFLATION/CENTRAL CONTINGENCIES**

NON STANDARD INFLATION

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

- £0.060m for fuel costs - this is confirmed to be required in full and will now be released
- £0.037m for energy for street lighting - this is now not projected to be required and is recorded as an underspend within Central and Corporate
- £0.450m for other energy costs - this is currently projected to be required in full and the majority of this amount has already been released (£0.083m remains to be allocated)

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

CENTRAL CONTINGENCIES

4.02 The budget for 2011/12 included base budget provision of £0.337m in respect of increased employers pension contribution and £0.150m relating to the review of relief staff. A full assessment has now been completed and it has been determined that these amounts are no longer required and are now reported as underspends (see Appendix 6). A further one-off contingency of £2.159m is also included in the 2011/12 budget relating to one-off exit costs associated with service modernisation. Although work regarding this is still ongoing it is now projected to be required in full either in 2011/12 or 2012/13 depending on the timing of service reviews. The amount required in 2012/13 will be requested to be carried forward in future monitoring reports once the exact figure is known.

5.00 **UNEARMARKED RESERVES**

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

5.02 Appendix 7 details the movements to date on unearmarked reserves and the level of contingency sum available. As a result of these movements, the estimated amount currently projected in the Contingency Reserve is £0.434m.

5.03 The estimated amount available of £0.434m in the contingency reserve is £0.020m more than the £0.414m estimated when the 2012/13 Council Fund revenue budget was approved by County Council at the meeting on 1st March 2012.

6.00 HOUSING REVENUE ACCOUNT

6.01 On 15th February 2011, the Council approved a Housing Revenue Account (HRA) budget for 2011/12 of £25.262m. The budget provides for a closing balance of £0.885m, which at 3.5 % of total expenditure satisfies the prudent approach of ensuring a minimum level of 3 %.

6.02 The 2010/11 final outturn reported to Executive on 19th July 2011 showed a closing balance at the end of 2010/11 of £1.487m which was £0.236m higher than when the 2011/12 budget was set. This had the effect of increasing the opening balance for 2011/12 by the same amount.

6.03 The overall projected underspend of £0.390m represents an increase of £0.260m on the projected underspend position reported at Month 8. The HRA shows a projected closing balance at Month 9 of £1.510m which at 6 % of total expenditure satisfies the prudent approach of ensuring a minimum level of 3 %.

6.04 As the projected closing balance is considerably higher than the recommended 3 % minimum level it is intended to spend a further £0.200m on repairs in the Repair and Maintenance account. This will be funded from balances over and above the projected closing balance for 2011/12 reflected in the HRA 2012/13 budget report as approved by Council on 21st February 2012.

6.05 The increased underspend reflects less expenditure on call outs and emergency repairs due to the mild winter, and an increased number of capital repairs which had the effect of increasing the projected capital spend and reducing the projected revenue spend.

6.06 Appendix 8 details the reasons for significant variances occurring to date and the actions planned to deal with them.

7.00 RECOMMENDATIONS

7.01 Members are recommended to:-

- a) Note the overall report.
- b) Approve the carry forward requests included in the report (paragraphs 3.10 to 3.15).
- c) Note the Council Fund Contingency Sum available as at 31st March 2012. (Section 5).

- d) Approve the additional allocation of £0.200m to the Repair and Maintenance account within the HRA account (para 6.04).
- e) Note the projected final level of balances on the Housing Revenue Account. (para 6.03)

8.00 FINANCIAL IMPLICATIONS

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

9.00 ANTI POVERTY/ENVIRONMENTAL IMPACT

9.01 None.

10.00 PERSONNEL IMPLICATIONS

10.01 None.

11.00 CONSULTATION UNDERTAKEN

11.01 None.

12.00 APPENDICES

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

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

Month 9 Monitoring Papers

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COUNCIL FUND - REVENUE BUDGET 2011/12
FLINTSHIRE COUNTY COUNCIL

Budget Monitoring (Month 9)
Summary of Movement from Month 8

	£m	£m
Month 8		
Out of County Ringfenced Budget	(0.889)	
Service Directorates	0.864	
Central and Corporate Finance	(0.876)	
Variance as per Executive Report		(0.901)
Month 9		
Out of County Ringfenced Budget	(0.903)	
Service Directorates	0.905	
Central and Corporate Finance	(0.923)	
Variance as per Directorate Returns		(0.921)
Change Requiring Explanation		(0.020)
<u>Community Services</u>		
• Out of County Pooled Budget (Children's Services) - The increase in projected outturn reflects the net impact of a number of changes to placements.	0.102	
• Residential Services (Services for Older People) - The movement since Month 8 is due to increased income (-£0.066m) and reduced third party care provision (-£0.042m) plus other minor variances (-£0.008m).	(0.116)	
• Domiciliary Support (Services for Older People) - The movement since Month 8 is due to reduced employee pay and transport costs (-£0.112m) offset by an increase in third party care provision (£0.047m) plus other minor variances (£0.005m).	(0.060)	
• Residential Services (Mental Health Services) - The movement since Month 8 is due to a reduction in third party care provision (£0.029m) offset by other minor variances (£0.004m).	(0.025)	
• Business Services- Income (Development and Resources Service) - Bad debts provision has been increased (£0.057m) to bring the balance held to the level recommended in the Bad Debts Impairment Report.	0.067	
• Management and Support (Development and Resources Service) - A request is being made to carry forward an element of the Directorate's under-spend to fund the TSSA Project Manager post for a further year (£0.051m).	0.042	
• Other minor changes of less than £25k	(0.028)	
		(0.018)
<u>Environment</u>		
• Administrative Buildings - Betterment excess of £0.050m applied by insurers on settlement of claim re. damage to Council Chamber - offset by other minor improvements (-£0.024m)	0.026	
• Transportation - Previously anticipated costs of staffing cover for vacant posts didn't materialise	(0.030)	
• Waste Disposal and Civic Amenity Sites - Impact of increased diversion of Waste from landfill arising from full implementation of Managed Weekly Collections	(0.046)	

<ul style="list-style-type: none"> Managed Weekly Collections - Waste Collection, Recycling, Sustainable Waste Management grant and Waste Collection trading account - Sustainable Waste Management (£0.044m), Waste trading account (£0.015m) increased shortfall against budgeted surplus, other minor changes (£0.002m) 	0.061
<ul style="list-style-type: none"> Minor changes of less than £25k 	0.016
	0.027
<u>Lifelong Learning</u>	
<ul style="list-style-type: none"> Out of County (Special - ringfenced budget) - Large reductions on 3 high cost placements, and smaller reductions on other placements - as a result of involvement of Commercial and Clinical Solutions 	(0.116)
<ul style="list-style-type: none"> Schools related - Impact of reduced income from Service Level Agreements 	0.117
	0.001
<u>Corporate Services</u>	
<ul style="list-style-type: none"> ICT and Customer Services - Increase in the projected overspend within Design and Print (£0.037m), Desktop review efficiency (-£0.030m), other minor pressures (£0.006m) 	0.013
<ul style="list-style-type: none"> HR and Organisational Development - Organisational Design increase in pressure due to the requirement of additional support and resources (£0.018m), other minor changes (-£0.002m) 	0.016
<ul style="list-style-type: none"> Minor changes of less than £25k 	(0.012)
	0.017
<u>Central and Corporate</u>	
<ul style="list-style-type: none"> Central Loans and Investment Account - Net impact of changes on individual components - Decrease in Interest/Principal/Debt management expenses (-£0.038m), increased Temporary investment and other income interest (-£0.015m), increase in Minimum Revenue Provision (£0.018m) 	(0.035)
<ul style="list-style-type: none"> Minor changes of less than £25k 	(0.012)
	(0.047)
Total changes	(0.020)

COMMUNITY SERVICES

APPENDIX 2

Budget Monitoring 2011/12 (Month 9)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Day Services (Services for Older People)	1.263	1.152	(0.111)	(0.108)	Mostly due to savings from a number of vacant posts and reduced costs in transport and third party providers.	Keep under review pending completion of Transforming Social Services for Adults (TSSA) programme.
Community Re-enablement (Services for Older People)	0.383	0.341	(0.042)	(0.024)	Mostly due to income exceeding budget offset by overspends in other areas.	Keep under review pending completion of Transforming Social Services for Adults (TSSA) programme.
Domiciliary Support (Services for Older People)	7.632	7.596	(0.036)	0.024	Increase in complexity of need and number of clients supported to live at home. This is resulting in an Increase in the amount of support to clients in need of double manning and complex care which has a significant impact on cost. However, changes to the delivery of the service, including reablement, is leading to an improved outturn position.	Continual review of individual care packages is contributing to reducing the overspend. Trend analysis continues to be used to improve projections of service demand. Reablement service is rolling out in line with TSSA.
Living Well (Services for Older People)	0.091	0.056	(0.035)	(0.033)	Mainly the result of reduced staffing levels due to maternity leave, a vacancy and a Social Worker seconded to PDSI.	The current service provision is being reviewed which may result in changes and is part of TSSA.

COMMUNITY SERVICES

APPENDIX 2

Budget Monitoring 2011/12 (Month 9)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Residential Services (Services for Older People)	8.390	8.554	0.164	0.280	The cost of covering for staff leave within this statutory service, (e.g. annual or sick leave), continues to be an issue resulting in a net overspend on staff costs. This is offset by an increase in the projected level of income from service users.	Use is being made of temporary capacity, as it arises in other areas, to minimise the need for agency staff. Income levels continue to be monitored by depend on circumstances of individual service users.
					The impact of internal catering & cleaning costs above inflation, (£0.143m) are contributing to the projected overspend position.	Actions in place to review all expenditure in this area.
					Purchased residential care is projected to overspend. This is mainly due to an additional week of payments in 2011/12 which is a 53 week year (impact approximately £0.145m). These overspends are partially offset by service user income exceeding budget.	
Professional Support (Services for Older People)	2.946	2.726	(0.220)	(0.212)	The projected underspend is mostly due to a number of vacant posts (£0.241m) offset by minor overspends in other areas.	The service is being reviewed as part of TSSA.

COMMUNITY SERVICES

APPENDIX 2

Budget Monitoring 2011/12 (Month 9)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Domiciliary Support (Physical Disability and Sensory Impairment).	1.591	1.554	(0.037)	(0.052)	This service is projected to underspend due to a combination of reduced third party care costs together with income expected to exceed its budget.	All care packages are being reviewed to ensure that they remain appropriate; this may, in some cases, lead to a reduction in payments and is part of TSSA.
Residential Services (Physical Disability and Sensory Impairment)	0.882	0.843	(0.039)	(0.025)	The Service is projected to underspend on purchased care (£0.051m) which will be offset by a projected shortfall in income (£0.012m).	
Professional Support (Physical Disability and Sensory Impairment)	1.488	1.673	0.185	0.169	This mainly relates to additional staff and agency costs required to meet an increase in the waiting list for OT assessment and support.	A review is being undertaken with the aim of reducing the need for agency staff. No new assessments are being undertaken by the third party provider. Review the Service Level Agreement. Review budget allocations.

COMMUNITY SERVICES

APPENDIX 2

Budget Monitoring 2011/12 (Month 9)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Community Living (Learning Disability Services)	9.363	9.260	(0.103)	(0.106)	The underspend is due to a number of reasons including vacant posts, reduced spending on supplies and services and purchase of care.	Continue work on the identification of new clients to move into supported living service. Continual review of care to existing clients. Continued monitoring and negotiation with Health of CHC packages. In dispute with Health on funding of some care packages.
Work Opportunities (Learning Disability Services)	1.883	1.856	(0.027)	(0.031)	Vacancy savings (£0.104m) mainly offset by a projected shortfall in income of (£0.054m) and an overspend in client transport (£0.030m).	Continue to monitor - part of phase II of TSSA.
Day Services (Learning Disability Services)	0.962	0.936	(0.026)	(0.026)	Projected underspend on employee costs together with a reduction in the use of independent sector relief staff totalling £0.046m offset by overspends in other areas but mostly client transport.	Continue to monitor - part of phase II of TSSA.
Ringfenced Budgets (Mental Health)	0.324	0.164	(0.160)	(0.158)	Projections reflect current client packages for 2011/12.	Keep under review - potential volatility due to changes in client numbers and demands at short notice from prison or courts.

COMMUNITY SERVICES

APPENDIX 2

Budget Monitoring 2011/12 (Month 9)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Business Systems (Development & Resources)	0.790	0.759	(0.031)	(0.025)	The underspend in this service is mostly due to vacancies offset by an overspend in supplies and services.	Continue to monitor.
Business Services Income (Development & Resources)	(1.511)	1.679	(0.111)	(0.178)	This is partially due to six weeks of income at the old, higher, rate being received in 2011/12 due to the timing of debtor invoices. The movement from Period 8 reflects an increased bad debts provision.	This income is one-off. Continue to review the average weekly income.
Management & Support (Development & Resources)	0.553	0.614	0.061	0.042	The overspend is mostly due to staff pay exceeding budget and includes a request for a carry forward of balances into 2012/13 to fund the continuing work of the TSSA Project Manager.	One-off
Vacancy Management (Development & Resources)	(0.061)	0.000	0.061	0.061	This is exceeded by vacancy savings within the Directorate.	The balance relates to Children Services. Progress is being made to reduce this amount to zero which will reduce staff cost savings in
Family Placement (Children's Services)	1.775	2.077	0.302	0.277	The projected overspend is mainly as a result of an increase in the number of foster care places within the service. The overspend includes the estimated effect of the additional week included in 2011/12	A close evaluation of the Family Placement Team is to commence in Jan 12 which will examine the function of the team and an expenditure analysis review.

COMMUNITY SERVICES

APPENDIX 2

Budget Monitoring 2011/12 (Month 9)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Family Support (Children's Services)	0.340	0.287	(0.053)	(0.047)	The underspend in this service is mostly due to a reduction in the use of sessional staff. The use of sessional staff can fluctuate monthly depending on caseload.	
Prevention & Support (Children's Services)	0.100	0.065	(0.035)	(0.028)	The underspend in this service is mostly the result of an underspend in transport costs, however fluctuations in monthly projections can occur depending on caseload.	
Out of County Pooled Budget (Children's Services)	4.057	3.693	(0.364)	(0.466)	Revised projection based on updated information on existing placements up until March 2012. This reflects initial reductions in payments to providers following re-negotiation of contracts. The movement since period 8 reflects the net impact of a number of changes to placements.	The task and finish group are continuing their work and benchmarking work has been completed. The focus of high cost placements is now a North Wales project and meetings have taken place. External consultants have been commissioned to assist with the negotiation process with providers within Flintshire and to make recommendations regarding the current processes deployed.

COMMUNITY SERVICES

APPENDIX 2

Budget Monitoring 2011/12 (Month 9)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Homelessness (General) (Housing Services)	0.450	0.363	(0.087)	(0.079)	£0.042m savings as vacancies will not be filled until 2012. An additional one off £0.020m contribution from Supporting People for the sheltered Housing improvement project	
Resident Wardens (Housing Services)	1.250	1.131	(0.119)	(0.116)	Projected under spend as vacancies will not be filled until the new structure is in place in 2012/13.	Approval of the proposed new structure.
Ringfenced Budgets (Homelessness)	0.151	0.105	(0.046)	(0.026)	Mostly due to underspends on supplies and services	Continue to monitor.
Other variances (aggregate)	12.026	8.656	(0.069)	(0.073)	Various minor variances.	Continue to review but not expected to be recurrent.
Total :	57.118	56.140	(0.978)	(0.960)		

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ENVIRONMENT

APPENDIX 3

Budget Monitoring 2011/12 (Month 9)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Industrial Units	(1.616)	(1.482)	0.134	0.140	Shortfall of £0.214m from Industrial Estate Rental Income, due to the current economic climate reducing occupancy levels. Repairs & Maintenance projected to exceed budget by £0.044m. Salary savings of £0.100m mitigate some of the above shortfalls.	Maximise occupancy levels throughout industrial units.
Administration Buildings	1.187	1.228	0.041	0.015	Insurance Claim settlement for the Council Chamber repair and upgrade resulting in a betterment excess of £0.050m being incurred.	
Property Asset & Development	0.826	0.816	(0.010)	(0.012)	Net Vacancy Savings	
Regulatory Services	0.309	0.243	(0.066)	(0.069)	Over recovery on Streetworks income	
Car Parks	0.025	0.055	0.030	0.026	Car Park income is anticipated to be £0.045m short of target offset by a £0.017m reduction in planned maintenance works	Keep income levels closely monitored and ensure the reduction in planned maintenance does not have a detrimental effect on car parks
Transportation	1.586	1.422	(0.164)	(0.134)	Savings on Bus Operator payments for Bus Subsidies. Anticipated staffing cover for vacant posts did not materialise.	
Routine Maintenance	1.743	1.793	0.050	0.050	Increased tipping fees for gully emptying between August and March	Keep other routine maintenance work areas closely monitored to determine if overspend can be offset to some extent.

ENVIRONMENT

APPENDIX 3

Budget Monitoring 2011/12 (Month 9)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Neighbourhood Services (Streetscene Service Structure)	0.960	1.152	0.192	0.192	Impact of not implementing the Streetscene service staff structure by 1st October 2011. This also includes the loss of income from the North Wales Trunk Road Agency Technical Investigations Unit that was transferred to Gwynedd Council.	If possible, implement the new structure within the current financial year
Waste Disposal and Civic Amenity Sites	6.833	6.400	(0.433)	(0.387)	Diversion from the pilot of Managed Weekly Collections up to the end of October. Early indications from the full roll out of the service indicate significant diversion from landfill to recyclates and the variance at Period 9 now reflects this. The savings reflect the reduction in landfill tax and tipping fees.	This underspend is the reason that no budget pressure is required for landfill tax and tipping fees in 2012/13. Keep tonnage levels closely monitored which will provide further savings going forward.
Managed Weekly Collections - Waste Collection, Recycling, Sustainable Waste Management Grant and Waste Collection - Trading Account	3.119	3.567	0.448	0.387	The full roll out of the Managed Weekly Collection service commenced from November, on a five day work pattern, rather than six, reflecting the outcome of the Streetscene ballot. As a result of full roll out, significant numbers of new containers for recycling were required, totalling in excess of £0.150m, due to the demand for these from householders. In addition, to meet the demands of full roll out, vehicles were required to be hired and additional staff taken on to maintain the service provision requirements. Additional costs have been incurred for R&M relating to relocating the recycling function from Flint to Buckley and were reported at Period 8.	Keep diversion closely monitored to determine if further savings from landfill tax and tipping fees can be achieved. Additional costs incurred for relocating the recycling function from Flint to Buckley have been realised in period 8, and further equipment purchase has added to the variance.

ENVIRONMENT

APPENDIX 3

Budget Monitoring 2011/12 (Month 9)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Planning Control	0.459	0.556	0.097	0.097	Costs awarded against the Council in relation to the Public Inquiry for the proposed development on Ruthin Road, Mold. Planning fee income has reduced against projections due to the ongoing economic climate and it is now anticipated to be £0.010m short of target.	It is anticipated that vacancy savings from other areas of Planning Services can assist with negating the majority of this variance over the remainder of the year.
Planning	1.438	1.352	(0.086)	(0.086)	Vacancy savings ahead of service review implementation	
Management Support & Performance	1.371	1.316	(0.055)	(0.050)	Vacancy savings ahead of service review implementation.	
Public Protection	3.397	3.128	(0.269)	(0.269)	Net vacancy savings ahead of service review implementation, together with in-year leavers from posts within the new structure. The underspend position has increased further at Period 8 due to anticipated start dates for vacancies not now being realised until the new financial year.	
Other variances (aggregate)	10.829	10.841	0.012	(0.006)	A number of variances of no more than £0.021m individually.	
Total :	32.620	32.503	(0.117)	(0.144)		

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Budget Monitoring 2011/12 (Month 9)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Out of County (Special – ringfenced budget)	3.090	2.551	(0.539)	(0.423)	Revised projection based on updated information on existing placements up until March 2012. This reflects initial reductions in payments to providers following re-negotiation of contracts.	The task and finish group are continuing their work and benchmarking work has been completed. The focus of high cost placements is now a North Wales project and meetings have taken place. External consultants have been commissioned to assist with the negotiation process with providers within Flintshire and to make recommendations regarding the current processes deployed.
					Following notification at Inclusion Senior Management Team (ISMT), 6 placements ended during the Summer Term.	
					Agreements for further income of £35k from the University Health Board for joint funded payments have been received.	
					3 high cost placement have been heavily reduced and others have been slightly reduced following the involvement of Commercial and Clinical Solutions. Discussions are still ongoing with current placements.	

Budget Monitoring 2011/12 (Month 9)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
cont.... Out of County (Special - ringfenced budget)					<p>A further 4 placements have been reduced following Commercial and Clinical Solutions involvement. An additional placement has ended.</p> <p>During January several changes have occurred as follows. 3 placements have changed providers, 3 placements have ended, 5 placements have reduced their service requirement, 1 placement has increased their service requirement and 1 new mother and baby placement has been received into the Service.</p>	

LIFELONG LEARNING

APPENDIX 4

Budget Monitoring 2011/12 (Month 9)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Leisure Services .	3.458	3.670	0.212	0.212	<p>Within Leisure Services, Deeside Leisure Centre will suffer a loss of income due to closures caused by redevelopment of £0.061m.</p> <p>A large number of efficiencies and reduction of overspends which totalled £561k were made in the Leisure Service through Flintshire Futures and most of the expected savings are likely to be achieved. The one efficiency that will not be made during 2011-12 relates to the original staff re-organisation plan being delayed for 12 months for full review. This has caused many of the posts in the original plan to be appointed on 12 month temporary posts whilst the new organisational chart is being created. The on-going effects of this are still cascading their way through the service but the most recent calculations show this is estimated to cause a one off £0.121m overspend in 2011/12.</p>	<p>Other methods of recovering this overspend are being explored and have so far contributed £0.039m.</p> <p>Staffing restructure plan is currently being devised.</p>

Budget Monitoring 2011/12 (Month 9)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
cont.... Leisure Services					<p>The Energy Unit has advised that Gas price increases of up to 35% are to be expected this year. This affects all services that have premises, particularly Leisure. This is being monitored throughout the year as invoices are paid, thus far the costs are up 11% compared to last year which equates to £0.020m. This is currently within the provision of Non Standard Inflation currently held centrally.</p> <p>A Remedy Hearing following an Employment Tribunal judged that an employee had been unfairly and wrongfully dismissed at a cost of £55k.</p>	<p>Further work is ongoing in liaison with the Energy Efficiency Unit.</p> <p>Any request to fund Corporately would require Executive approval, but would not effect the Council's overall projected outturn..</p>

Budget Monitoring 2011/12 (Month 9)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Schools Related	(1.639)	(1.460)	0.179	0.062	<p>Schools Service Level Agreements have been identified as a risk for some time. The implications of this have only been firmed up during January. Future discussions are to take place regarding the Corporate element.</p> <p>There has been an increase in the number of pupils partaking in the Music Service (£62k) following service changes, however, fees at current levels do not recover full service costs. The Service has incurred one off costs of £25k for I.T. to invoice pupils. Extra staffing to cope with the increased delivery of the Service has incurred the remainder of the overspend, which has also suffered additional costs through sickness and maternity cover.</p>	<p>Budget holders are to be notified of the impact of this on their 2012/13 budget, and take decisions where required to reduce expenditure accordingly.</p> <p>Establish treatment of Corporate overheads for 2012/13.</p> <p>These additional expenses are largely one off costs which will not be incurred in future years.</p>

LIFELONG LEARNING

APPENDIX 4

Budget Monitoring 2011/12 (Month 9)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Inclusion Services	5.819	6.174	0.355	0.355	The Inclusion Service has received grant streams in the region of £0.302m in previous years which have mitigated their overspend. These are no longer available from 2011/12 onwards. Therefore, based on current and past expenditure patterns this is currently projected to be the overspend for the Service. The major cause of the overspend is on ASWs providing pupil support in schools.	
					Amendments to other grants on which the service could draw on previously have been tightened further.	
Youth and Community	1.228	1.293	0.065	0.065	Implementing only staffing changes in relation to the approved Youth Service Strategy in 2011/12 leaves a budget shortfall in relation to accommodation. The Accommodation Review has been rescheduled for 2012/13.	

LIFELONG LEARNING

APPENDIX 4

Budget Monitoring 2011/12 (Month 9)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
cont.... Youth and Community					The Workwise/Wheels to Work project is in the final stages of being wound up. No further costs are expected. There are 22 motorcycles which are due to be auctioned off. Depending on the income realised from these, the net effect is likely to be a one off cost to the service of £0.030m.	Various grant streams were approached to reduce this without success.
Pupil / Student Transport	6.388	6.560	0.172	0.172	It is currently expected that the School Transport service will overspend on College Transport by approximately £0.152m as there is insufficient budget to cover the additional costs of increased numbers of students attending college courses, particularly at the start of the academic year when student numbers are at their highest.	Progress Policy Review and consultation on Post 16 entitlements. Efficiency projects within existing policy 1) Special needs project 2) Hazardous routes
					Approximately £20k of savings were realised due to the school buses not running during the recent Industrial Action day.	

Budget Monitoring 2011/12 (Month 9)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Service Units	2.138	2.184	0.046	0.046	The figures received from September showed that there is a larger take up of Free School Meals than is budgeted for.	The level of budget provision for free school meals will be re-assessed during the current service planning/ budget process in order to keep pace with changes within the wider economic climate.
Facilities Services	1.034	1.409	0.375	0.375	<p>Within the Facilities Service, figures extracted from the Office for National Statistics show food price inflation to be 3.8% above our 2% budget uplift which equates to a £0.065m overspend.</p> <p>The Cleaning Service is struggling to find the £0.100m in year efficiency target, further work is currently being undertaken.</p>	Implementation of agreed daytime cleaning at County Hall.

Budget Monitoring 2011/12 (Month 9)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
cont....Facilities Services					<p>The Catering Service is continuing to overspend in the absence of a comprehensive efficiency and kitchen rationalisation strategy. The draft APSE review has now been received which will be used to form the basis of this strategy.</p> <p>Prudently revised the anticipated number of strike days</p> <p>Sickness rates amongst school cooks since September is considerably higher than average</p> <p>Initial indications are that take up of school meals has been less than anticipated</p>	Flintshire Futures are confirming a project scope for Facilities Services to review organisational structure design principles. This includes the whole service of Facilities.
Other variances (aggregate)	87.563	87.607	0.044	0.044	Variances under £0.050m.	
Total :	109.079	109.988	0.909	0.908		

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CORPORATE SERVICES

APPENDIX 5

Budget Monitoring 2011/12 (Month 9)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Chief Executive	2.274	2.210	(0.064)	(0.060)	Vacancy savings in Policy, Performance & Partnerships Unit £0.029m.	
					Consultation efficiency £0.028m.	
					Community Strategy Efficiency £0.004m.	
					Other minor efficiencies £0.003m.	
Finance	3.321	3.295	(0.026)	(0.020)	The net position on staffing costs is an underspend of £0.071m , this is after taking into account several vacancies and the additional costs of senior interim staff and essential additional resources. This is due to the delay in the implementation of the Finance Function Review and also the increased workload within Benefits. These are being carefully monitored and will continue until the results of the Finance Function Review are implemented. This is in line with the anticipated revised cost of the Finance Structure.	The HB position is being closely monitored.

CORPORATE SERVICES

APPENDIX 5

Budget Monitoring 2011/12 (Month 9)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
cont.... Finance					In order to keep on top of backlogs within Housing Benefits it has been necessary to engage an outside data centre to process claims creating a pressure of £0.057m .	
					Savings on essential car allowances and transport costs due to staff vacancies £0.010m .	
					Additional costs of software, software maintenance and consultants due to legislative changes and upgrades to systems £0.017m	
					Additional funding received from WAG £0.040m	
					Various increases in running costs/decreases in income received, £0.021m	

CORPORATE SERVICES

APPENDIX 5

Budget Monitoring 2011/12 (Month 9)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Legal & Democratic Services	3.247	3.143	(0.104)	(0.102)	Various vacancy savings, £0.017m.	
					Reduction in Members' Allowances payable and expenses, £0.077m. £11k of the underspend on Members Allowances has been utilised to purchase tablets and a server for the pilot scheme to trial the use of tablets with Members. Should this trial prove successful then the purchase of the additional tablets would be purchased from this underspend.	
					Various decreases in running costs/increases in income received, £0.010m.	
Human Resources & Organisational Development	2.036	2.267	0.231	0.215	During the identification of the 1% efficiencies in 2010/11, £0.025m was surrendered on a permanent basis for ISA registration although the budget allocation was only temporary. The efficiency has therefore reduced the CRB checks budget by £0.025m.	

CORPORATE SERVICES

APPENDIX 5

Budget Monitoring 2011/12 (Month 9)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
cont... Human Resources & Organisational Development					ISA Registration budget error £0.025m pressure.	ISA Registration/CRB checks. A budget pressure form has been completed for 2012/13. A review is currently underway to identify possible ways of reducing CRB check expenditure.
					CRB Checks £0.043m pressure.	A report on CRB checks is currently being prepared for CMT which will make recommendations to reduce future costs.
					Corporate Training Accommodation costs £0.008m pressure.	
					Organisational Design pressure of £0.139m .	This expenditure relates to the OD Project which will generate efficiencies through ongoing service reviews.
					HRMIS Phase 2 in year pressure of £0.025m .	

CORPORATE SERVICES

APPENDIX 5

Budget Monitoring 2011/12 (Month 9)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
cont... Human Resources & Organisational Development					Other minor efficiencies equating to £0.009m	

CORPORATE SERVICES

APPENDIX 5

Budget Monitoring 2011/12 (Month 9)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
ICT & Customer Services	5.800	5.951	0.151	0.138	Estimated deficit D&P £0.333m.	DESIGN & PRINT We are currently projecting a £0.333m deficit for Design & Print for 2011/12. This figure may increase in future months if income drops more than we have anticipated.
					Pressure - Software Maintenance £0.019m.	
					Vacancy Savings (vacancies on hold pending outcome of Service Reviews) £0.196m.	
					Desktop efficiency £0.030m.	
					Other minor pressures £0.025m.	

CORPORATE SERVICES

APPENDIX 5

Budget Monitoring 2011/12 (Month 9)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
cont.... ICT & Customer Servicea						ICT & CS would like to request permission to carry forward the following amounts: - £0.070m FF Channel Shift. This is a North Wales collaborative project and is unlikely to commence before April (FF Delegated Budget). - Up to £0.091m for the EDRMS Project as the contract states that agreed payments will be made as each stage of the project is completed ; - Up to £0.096m P2P Project. This will ensure management continuity during the roll out in 2012/13 (part FF Delegated Budget).
Clwyd Theatr	0.000	0.000	0.000	0.000		
Total :	16.678	16.866	0.188	0.171		

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CENTRAL CORPORATE FINANCE

APPENDIX 6

Budget Monitoring 2011/12 (Month 9)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Central Loans & Investment Account	13.974	13.915	(0.059)	(0.024)	The projected outturn of £13.915m reflects a net decrease in Interest/Principal/Debt Management expenses of £0.057m, a net increase in Temporary Investment and Other Interest income of £0.046m and an increase in the Minimum Revenue Provision of £0.044m.	Continue to monitor closely.
Financing & Funding (insurance, banking etc.)	2.447	1.934	(0.513)	(0.500)	The projected outturn of £1.947m reflects an anticipated decrease in Audit Fees of £0.033m, write-offs income of £0.010m and an adjusted Windfall Income total of £0.470m, which takes account of Rateable Value reductions, the write-off of unclaimed NNDR credits and the refund of VAT following a recent House of Lords decision (Fleming and Conde Nast Publications Ltd).	Continue to monitor closely.
Corporate Other	4.364	4.011	(0.353)	(0.353)	An increase in Special Expenses of £0.001m.	Continue to monitor closely.
...cont Corporate Other					Overspend due to delay in identifying savings to offset the committed payment to Exchange Wales (e-procurement system) of £0.027m.	

Budget Monitoring 2011/12 (Month 9)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
					Non-Standard Inflation of £0.037m relating to energy for Street Lighting not currently projected to be required in 11/12.	
					Flintshire Futures Cost of Employment £0.245m shortfall in achievement of full efficiency.	Delays in negotiations for the Terms and Conditions element of the Cost of Employment project are likely to lead to an under achievement of the efficiency by £0.245m. CMT to discuss alternative options.
					Part year savings of £0.045m identified relating to the implementation of the Occupational Health collaboration project with Wrexham.	Full year savings have been included in the current budget proposals
					An overachievement of the centrally held Matrix efficiency is now projected resulting in an underspend of £0.180m	This will continue to be monitored closely. An increase in the efficiency is also included in the current budget proposals

Budget Monitoring 2011/12 (Month 9)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
....cont Corporate Other					An underspend has now been confirmed on the 1st and 2nd Tier Officer Appraisal Review budget of £0.075m, this is offset by a one-off committed payment of £0.075m to the Regional Transformation Fund.	
					Early indications of the effects on pay of the day of industrial action suggests a reduction in costs in the region of £0.233m for non teaching staff	Deal with queries arising and confirm the actual figure in February pay.
					A centrally held procurement saving target of £0.511m has not been allocated.	This is now included as a pressure in the current budget proposals

Budget Monitoring 2011/12 (Month 9)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
....cont Corporate Other					<p>As indicated in the Month 7 report the budget for 2011/12 included base budget provision of £0.337m in respect of increased employers pension contribution and £0.150m relating to the review of relief staff. The further detailed work has now been completed and it can be confirmed that these amounts are not now required resulting in a saving of £0.487m. A further projected saving of £0.260m has also been identified relating to the reductions in the total superannuation payable by the Council due to early payment.</p>	The ongoing saving of £0.260m will be monitored closely. Future year impacts of these savings will be included in the budget strategy going.
					<p>It is currently estimated that £0.200m of the £0.328m Single Persons Discount Efficiency will be achieved. Other items effecting the Collection Fund include banding adjustments on 86 properties. The net effect is a pressure of £0.150m.</p>	

CENTRAL CORPORATE FINANCE

APPENDIX 6

Budget Monitoring 2011/12 (Month 9)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
...cont Corporate Other					An anticipated surplus of £0.016m on the cycle to work and nursery vouchers schemes.	
					Print and Printer review efficiency of £0.030m.	
					Miscellaneous write-offs expenditure of £0.001m.	
Other variances (aggregate)	3.702	3.704	0.002	0.001	Anticipated overspend in Coroners' fees of £0.004m.	This service is managed and monitored by Wrexham C.B.C.
					£0.002m underspend due to less-than-anticipated requests for rate relief.	Continue to monitor closely.
Total :	24.487	23.564	(0.923)	(0.876)		

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APPENDIX 7

Movements on Council Fund Unearmarked Reserves

	£m	£m
Un-earmarked Reserves as at 1 April 2011	7.575	
Less - Base Level	<u>(5.476)</u>	
Amount Available for Delegation to Executive		2.099
Less repayment of temporary use of reserves for 2011/12 budget.	(1.613)	
Less allocation from contingency reserve to meet one-off / time limited costs in 2012/13	(0.973)	
Add Projected Underspend as at 31 st March 2012	<u>0.921</u>	<u>(1.665)</u>
Estimated Level of Total Contingency Reserve as at 31st March 2012		0.434

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Budget Monitoring 2011/12 (Month 9)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Rental Income	(24.529)	(24.434)	0.096	0.105	A £81k projected adverse variance on voids, averaged at 2.69% over the full year against a budget of 2%. Voids projected at 2.2% which reflects a positive downward trend.	Monitor closely.
Building Maintenance Trading Account	0.000	0.033	0.033	(0.214)	We are now anticipating less spend on call outs and emergency repairs due to the mild winter and mobile training has taken longer than expected which has impacted on the number of repairs completed.	Monitor ticket processing to ensure we have an accurate a forecast as possible.
Repairs and Maintenance	9.302	9.022	(0.280)	0.223	We are now anticipating less spend on call outs and emergency repairs due to the mild winter. An increased number of repairs reported are capital works which has increased the projected capital spend and reduced the projected revenue spend.	Monitor ticket processing to ensure we have an accurate a forecast as possible.

Budget Monitoring 2011/12 (Month 9)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Estate Management	1.812	1.728	(0.083)	(0.081)	£0.102m savings on salaries, as there are still a number of vacancies to fill after restructure has been implemented and we have not yet needed to implement 24 hour evacuation in high rise flats.	
Finance and Support	2.211	2.074	(0.136)	(0.141)	£44k savings on the re-negotiation of the insurance contract for 2011/12. £42k saving on non reimburseable ballot costs.	
Other variances (aggregate)	11.572	11.553	(0.019)	(0.021)		
Total :	0.367	(0.023)	(0.390)	(0.130)		

Month 9

Efficiency Description	Budgeted Efficiency (£m)	Projected Efficiency (£m)	Variance Negative = underachievement Positive = overachievement (£m)	Current Position	Further information to support current position status or other relevant information
Grouped Operational (APPENDIX 6a)					
<i>Community Services</i>					
Reduce NVQ Assessor Post	0.015	0.015	0.000	EFFICIENCY ALREADY ACHIEVED	Budget has been reduced to reflect the efficiency
Regional Telecare Service	0.080	0.080	0.000	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	Implementation delayed but will be achieved and budget has been reduced to reflect this.
TOTAL	0.095	0.095	0.000		
Strategic (APPENDIX 6b)					
<i>Community Services</i>					
Arosfa development changes	0.130	0.130	0.000	EFFICIENCY ALREADY ACHIEVED	Budget has been reduced to reflect the efficiency
TOTAL	0.130	0.130	0.000		
Tactical (APPENDIX 6c)					
<i>Community Services</i>					
LD and Mental Health Ringfenced budget	0.050	0.050	0.000	EFFICIENCY ALREADY ACHIEVED	Budget has been reduced to reflect the efficiency
1% Recurring Efficiencies from 10/11 in-year process	0.075	0.075	0.000	EFFICIENCY ALREADY ACHIEVED	Budget has been reduced to reflect the efficiency
Performance Management Development Fund	0.038	0.038	0.000	EFFICIENCY ALREADY ACHIEVED	Budget has been reduced to reflect the efficiency
Homelessness	0.036	0.036	0.000	EFFICIENCY ALREADY ACHIEVED	Budget has been reduced to reflect the efficiency
IPO reduction	0.015	0.015	0.000	EFFICIENCY ALREADY ACHIEVED	Budget has been reduced to reflect the efficiency
Merger of GHGC and PPQA Team	0.048	0.048	0.000	EFFICIENCY ALREADY ACHIEVED	Budget has been reduced to reflect the efficiency
MH & SM Asset Management	0.025	0.025	0.000	EFFICIENCY ALREADY ACHIEVED	Budget has been reduced to reflect the efficiency

Month 9

Efficiency Description	Budgeted Efficiency (£m)	Projected Efficiency (£m)	Variance Negative = underachievement Positive = overachievement (£m)	Current Position	Further information to support current position status or other relevant information
Minor Adaptations Refocus	0.064	0.064	0.000	EFFICIENCY ALREADY ACHIEVED	Budget has been reduced to reflect the efficiency
Reduction of Admin Flint	0.022	0.022	0.000	EFFICIENCY ALREADY ACHIEVED	Budget has been reduced to reflect the efficiency
Reduction of PARIS team	0.034	0.034	0.000	EFFICIENCY ALREADY ACHIEVED	Budget has been reduced to reflect the efficiency
Refocus Warden Service	0.100	0.100	0.000	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	Service Review underway and efficiency will be achieved. Budget reduced to reflect this.
Rent Abatement	0.027	0.027	0.000	EFFICIENCY ALREADY ACHIEVED	Budget has been reduced to reflect the efficiency
Review of LD Work and Day Services	0.025	0.025	0.000	EFFICIENCY ALREADY ACHIEVED	Budget has been reduced to reflect the efficiency
Social Work Capacity	0.140	0.140	0.000	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	Budget has been reduced to reflect the efficiency. Achieved within Adult Services. Plans in place to achieve within Children's Services
Allocation of Housing Strategy Team salaries to HRA	0.040	0.040	0.000	EFFICIENCY ALREADY ACHIEVED	Budget has been reduced to reflect the efficiency
TOTAL	0.739	0.739	0.000		

**Budget Monitoring
Efficiencies**

Month 9

Efficiency Description	Budgeted Efficiency (£m)	Projected efficiency (£m)	Variance Negative = underachievement Positive = overachievement (£m)	Current Position	Further information to support current position status or other relevant information
Grouped Operational (APPENDIX 6a)					
<i>Environment</i>					
Income generation through discretionary charging e.g. Pre-application advice	0.020	0.010	(0.010)	EFFICIENCY ACHIEVABLE IN PART	Introduction of fees discussed with Planning User Group in April and implementation will follow Planning Protocol Working Group's authorisation in September 2011.
TOTAL	0.020	0.010	(0.010)		
Strategic (APPENDIX 6b)					
<i>Environment</i>					
Rationalisation of Leasehold Accommodation	0.018	0.018	0.000	EFFICIENCY ALREADY ACHIEVED	Budget has been reduced to reflect the efficiency
TOTAL	0.018	0.018	0.000		
Tactical (APPENDIX 6c)					
<i>Environment</i>					
Energy Awareness initiative	0.002	0.002	0.000	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	Energy Services in a minor underspend position at Period 3
1% Recurring Efficiencies from 10/11 in-year process	0.081	0.081	(0.000)	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	Budget Managers are now working to revised budgets on the basis of recurring efficiencies
Rationalisation of Traffic Orders and Traffic Counter Site budgets	0.007	0.007	0.000	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	Budget has been reduced to reflect the efficiency
Re-drafting of the SLA with the Energy Efficiency Advice Centre	0.002	0.002	0.000	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	Energy Services in a minor underspend position at Period 6
Reorganise Sexton arrangements at cemeteries	0.012	0.012	0.000	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	Reduction in Sexton costs at Hope Cemetery being reflected in Budget Monitoring
Landfill Tax Adjustment	0.402	0.835	0.433	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	The efficiency for £402k was offset from a Landfill Tax pressure for £504k. There will be savings from reduced landfill tax and tipping fees due to reduced tonnages from the diversion to food waste and kerbside recycling through the onset of the Managed Weekly Collection Service with full roll-out in operation from November 2011.

**Budget Monitoring
Efficiencies**

Month 9

Efficiency Description	Budgeted Efficiency (£m)	Projected efficiency (£m)	Variance Negative = underachievement Positive = overachievement (£m)	Current Position	Further information to support current position status or other relevant information
Collaborative working with DCC & CCBC to undertake bus stop maintenance	0.005	0.005	0.000	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	Budget has been reduced to reflect the efficiency
Denbighshire and Conwy to use FCC to issue free travel passes - additional income	0.015	0.015	0.000	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	Further work will be undertaken to establish if the £15k can be fully achieved
Efficiencies resulting from Planning Services Review	0.065	0.065	0.000	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	Part of Planning Service Review
Provision of Managed Weekly Collection and service reorganisation	0.657	0.209	(0.448)	EFFICIENCY ACHIEVABLE IN PART	The efficiency for £657k was offset from a pressure for £457k and it is projected that due to delays in rolling out the full MWC service from the original date of July to November and subsequent additional costs in doing so, the full saving will not be realised. This is reflected in P8 Budget Monitoring.
Rationalisation of Supplies & Services Budgets following disaggregation of former Community and Housing Support Service	0.016	0.016	0.000	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	Reduction in supplies and services budget under Directorate Support
Rationalise operations and working procedures to reduce supplies and services costs	0.015	0.015	0.000	EFFICIENCY ALREADY ACHIEVED	Part of Directorate Support Service Review
Reduce frequency of window cleaning to offices	0.005	0.005	0.000	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	Budget Pressure has also assisted in the cost of window cleaning coming in on target
Review of Consultancy Support in line with providing more in-house services	0.010	0.010	0.000	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	Part of Planning Service Review
Staff Savings in collaboration with DCC on Service Manager	0.015	0.015	0.000	EFFICIENCY ALREADY ACHIEVED	Head of Transportation - collaborative working project with Wrexham being established
Streetscene Review	0.250	0.058	(0.192)	EFFICIENCY ACHIEVABLE IN PART	Based on new service structure being implemented from 1st March 2012
Vacancy Management and joint working with Denbighshire CC on European Projects	0.015	0.015	0.000	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	Part of Regeneration Service Review
Public Protection Service Review	0.082	0.082	0.000	EFFICIENCY ALREADY ACHIEVED	Part of Public Protection Service Review

Month 9

Efficiency Description	Budgeted Efficiency (£m)	Projected efficiency (£m)	Variance = Negative = underachievement Positive = overachievement (£m)	Current Position	Further information to support current position status or other relevant information
Flintshire Business Services Service Review	0.037	0.037	0.000	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	Part of Regeneration Service Review
Changes in operations to allow sharing of administrative support in County Hall, Mold and Flint Offices with lower level of employee resource	0.050	0.050	0.000	EFFICIENCY ALREADY ACHIEVED	Part of Directorate Support Service Review
Fundamental review of Directorate Support & Performance Structure	0.076	0.076	0.000	EFFICIENCY ALREADY ACHIEVED	Part of Directorate Support Service Review
Reduce Homes of Multiple Occupation (HMO) budget	0.019	0.019	0.000	EFFICIENCY ALREADY ACHIEVED	Part of Public Protection Service Review
Grounds Maintenance - HRA Amenity Areas	0.181	0.181	0.000	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	Environmental Maintenance are anticipated to achieve income totalling £181k from the HRA. The internal invoice for the full year charge is anticipated to be raised in November.
TOTAL	2.019	1.812	(0.207)		

Month 9

Efficiency Description	Budgeted Efficiency (£m)	Projected efficiency (£m)	Variance = Negative = underachievement Positive = overachievement (£m)	Current Position	Further information to support current position status or other relevant information
Grouped Operational (APPENDIX 6a)					
<i>Lifelong Learning</i>					
Rationalisation of number of kitchens in light of possible large requirement for capital investment in order to rectify LPG Health and Safety issues.	0.175	0.000	(0.175)	EFFICIENCY NOT ACHIEVABLE	Draft APSE review received during January. Any efficiencies that arise from it are unlikely to impact on this financial year.
Review of cleaning services at Council Premises	0.100	0.000	(0.100)	EFFICIENCY NOT ACHIEVABLE	Implementation of agreed daytime cleaning at County Hall could result in a partial achievement of efficiency in 2012/13. A budget pressure bid of £70k has been submitted for 2012/13
TOTAL	0.275	0.000	(0.275)		
Strategic (APPENDIX 6b)					
<i>Lifelong Learning</i>					
Reduction to delegated budgets - secondary schools	0.392	0.392	0.000	EFFICIENCY ALREADY ACHIEVED	All necessary action has been taken.
Reduction to delegated budgets - nursery schools	0.001	0.001	0.000	EFFICIENCY ALREADY ACHIEVED	All necessary action has been taken.
Reduction to delegated budgets - special schools	0.037	0.037	0.000	EFFICIENCY ALREADY ACHIEVED	All necessary action has been taken.
Reduction to delegated budgets - primary schools	0.449	0.449	0.000	EFFICIENCY ALREADY ACHIEVED	All necessary action has been taken.
Cease transport subsidy to Deeside Consortium	0.011	0.003	(0.008)	EFFICIENCY ACHIEVABLE IN PART	Discussions are ongoing regarding Deeside Consortium's transport subsidy.
Rationalisation of 5 small Libraries	0.043	0.043	0.000	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	All necessary action has been taken.
Rationalisation of Youth/Community premises	0.066	0.000	(0.066)	EFFICIENCY NOT ACHIEVABLE	Action not met in year, this has been put forward as a pressure bid for 2012/13.
Rationalisation of Inclusion Welfare Provision	0.050	0.050	0.000	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	All necessary action has been taken.

Month 9

Efficiency Description	Budgeted Efficiency (£m)	Projected efficiency (£m)	Variance Negative = underachievement Positive = overachievement (£m)	Current Position	Further information to support current position status or other relevant information
Reduction in development funding in more able and talented - Primary / Secondary Phase	0.036	0.036	0.000	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	All necessary action has been taken.
Reduction of Galaxy budget	0.007	0.007	0.000	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	All necessary action has been taken.
Reduction of ICT replenishment budget	0.007	0.007	0.000	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	All necessary action has been taken.
Target to reduce subscriptions to external organisations	0.015	0.015	0.000	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	All necessary action has been taken.
TOTAL	1.114	1.040	(0.074)		
Tactical (APPENDIX 6c)					
Lifelong Learning					
Demographic change in Schools	0.137	0.137	0.000	EFFICIENCY ALREADY ACHIEVED	All necessary action has been taken.
1% Recurring Efficiencies from 10/11 in-year process	0.254	0.254	0.000	EFFICIENCY ALREADY ACHIEVED	All necessary action has been taken.
Rationalisation of Caf�s in Flint and Holywell	0.017	0.017	0.000	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	All necessary action has been taken.
Closure of Creche at Flint Lesliure Centre	0.006	0.006	0.000	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	All necessary action has been taken.
Decrease contingency budget for unknown items such as Bad Debt provision	0.005	0.005	0.000	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	All necessary action has been taken.
Deletion of Community Events Officer Post	0.021	0.021	0.000	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	All necessary action has been taken.
Deletion of Senior Information Librarian Post	0.028	0.028	0.000	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	All necessary action has been taken.
Directorate embargo on First Class Post	0.003	0.003	0.000	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	All necessary action has been taken.

Month 9

Efficiency Description	Budgeted Efficiency (£m)	Projected efficiency (£m)	Variance Negative = underachievement Positive = overachievement (£m)	Current Position	Further information to support current position status or other relevant information
Increase contribution from Denbighshire County Council for Libraries Newnet	0.004	0.004	0.000	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	All necessary action has been taken.
Non-replacement of staff - Early Years	0.005	0.005	0.000	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	All necessary action has been taken.
Not replacing vacant position of part-time warden at Bailey Hill Lodge	0.002	0.002	0.000	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	All necessary action has been taken.
Rationalisation of ICT Teacher Adviser section	0.053	0.053	0.000	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	All necessary action has been taken.
Rationalisation of Mobile Library Service	0.040	0.040	0.000	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	All necessary action has been taken.
Rationalisation of museum stores provision	0.009	0.009	0.000	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	All necessary action has been taken.
Rationalisation of Rugby Coaching	0.008	0.008	0.000	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	All necessary action has been taken.
Reduce BSF Match Funding in line with 33% reduction in grant	0.250	0.250	0.000	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	All necessary action has been taken.
Reduce collection of off-site records	0.004	0.004	0.000	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	All necessary action has been taken.
Reduce expenditure on library books	0.024	0.024	0.000	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	All necessary action has been taken.
Reducing Middle Management Layers within Leisure Centres	0.021	0.021	0.000	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	All necessary action has been taken.
Reduction in discretionary spend on projects - Cymorth	0.029	0.029	0.000	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	All necessary action has been taken.
Reduction in Museum's artefact purchasing budget	0.005	0.005	0.000	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	All necessary action has been taken.

Month 9

Efficiency Description	Budgeted Efficiency (£m)	Projected efficiency (£m)	Variance Negative = underachievement Positive = overachievement (£m)	Current Position	Further information to support current position status or other relevant information
Reduction in use of part time staffing within Youth Service	0.005	0.005	0.000	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	All necessary action has been taken.
Reduction of Management Fee to Greenfield Valley Trust	0.012	0.012	0.000	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	All necessary action has been taken.
Reduction of Youth Service minibus service (by 1 bus)	0.006	0.006	0.000	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	All necessary action has been taken.
Reduction of opening hours of Hawarden Records Office	0.023	0.023	0.000	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	All necessary action has been taken.
Organisational Redesign of Leisure and Cultural Services	0.133	0.012	(0.121)	EFFICIENCY ACHIEVABLE IN PART	12 month delay in staffing restructure, this should be fully in place by April 1st 2012
Removal of Director's and Asst Director's discretionary spend	0.008	0.008	0.000	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	All necessary action has been taken.
Removal of Swimming Development Post	0.022	0.022	0.000	EFFICIENCY ALREADY ACHIEVED	All necessary action has been taken.
Remove AVA service to schools	0.060	0.029	(0.031)	EFFICIENCY ACHIEVABLE IN PART	
Review of operating structure at Connan's Quay, Hope and Saltney Leisure Centres	0.088	0.055	(0.033)	EFFICIENCY ACHIEVABLE IN PART	The efficiency has been achieved in the reduction of staff, however due to the lone worker arrangements casual income has decreased by £33k as cash payments are no longer taken at these sites.
Target to increase take-up of school meals	0.049	0.000	(0.049)	EFFICIENCY NOT ACHIEVABLE	This was trialled in September in a selection of schools and the figures showed a 12% drop in take-up. This efficiency has been monitored since and is showing no sign of being achievable.
Rationalisation of LEA run Music Service	0.177	0.177	0.000	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	All necessary action has been taken.
TOTAL	1.508	1.274	(0.234)		

Month 9

Efficiency Description	Budgeted Efficiency (£m)	Projected efficiency (£m)	Variance Negative = underachievement Positive = overachievement (£m)	Current Position	Further information to support current position status or other relevant information
Grouped Operational (APPENDIX 6a)					
<i>HR & OD - Corporate Services</i>					
Cost of Employment	1.000	0.755	(0.245)	EFFICIENCY ACHIEVABLE IN PART	Directorate teams have achieved the Management Control Items which make up the majority of the efficiency. Officers are currently consulting with Unions regarding the Proposals for Changes to Terms and Conditions. Delays in negotiations mean that the full efficiency is unlikely to be achieved unless alternative action is approved by CMT.
TOTAL	1.000	0.755	(0.245)		
Tactical (APPENDIX 6c)					
<i>Chief Executive - Corporate Services</i>					
Voluntary Sector Efficiencies	0.008	0.008	0.000	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
Reduction in hours of Clerical Assistant	0.004	0.004	0.000	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
Nuclear Free Local Authorities Membership	0.002	0.002	0.000	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
WLGA Subscription	0.015	0.000	(0.015)	EFFICIENCY NOT ACHIEVABLE	Corporate Subscriptions budget overspent by £0.006m at month 5. A number of invoices are still outstanding.
Policy Performance & Partnerships Review	0.024	0.024	0.000	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	Implementation date of review further delayed however efficiency should be achievable through existing vacancy savings
Consultation and Publications	0.005	0.005	0.000	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
<i>HR & OD - Corporate Services</i>					
Corporate Training move to Northop	0.008	0.000	(0.008)	EFFICIENCY NOT ACHIEVABLE	Accommodation required at Greenfield Business Centre for First Aid Training provision until September. Efficiency will be achieved in full from 2012/13.
<i>Finance - Corporate Services</i>					

Month 9

Efficiency Description	Budgeted Efficiency (£m)	Projected efficiency (£m)	Variance Negative = underachievement Positive = overachievement (£m)	Current Position	Further information to support current position status or other relevant information
Financial Status Enquiries	0.002	0.002	0.000	EFFICIENCY ALREADY ACHIEVED	All necessary action has been taken.
ICT & Customer Services - Corporate Services					
Efficiency Savings - reduced supplies & services spend	0.106	0.106	0.000	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
Corporate Administration Review	0.138	0.138	0.000	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	Delays in implementation may incur a slight budget pressure.
Undertake a Telecommunication tariff review.	0.040	0.040	0.000	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	This is a Corporate efficiency which is still to be apportioned across directorates
Legal & Democratic - Corporate Services					
Legal Staffing Review	0.074	0.074	0.000	EFFICIENCY ALREADY ACHIEVED	All necessary action has been taken.
Member Training	0.007	0.007	0.000	EFFICIENCY ALREADY ACHIEVED	All necessary action has been taken.
Corporate Finance - Corporate Services					
Pay Award (09/10)	0.968	0.968	0.000	EFFICIENCY ALREADY ACHIEVED	All necessary action has been taken.
1% Recurring Efficiencies from 10/11 in-year process	0.243	0.218	(0.025)	EFFICIENCY ACHIEVABLE IN PART	£0.025m further ISA Registration saving not achievable.
ISA Registration	0.030	0.030	0.000	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
Single Persons Discount Review	0.328	0.200	(0.128)	EFFICIENCY ACHIEVABLE IN PART	The majority of work on this review has now been completed. The remaining £0.128m is unlikely to be achieved.
TOTAL	2.002	1.826	(0.176)		

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FLINTSHIRE COUNTY COUNCIL

REPORT TO: **EXECUTIVE**

DATE: **27 MARCH 2012**

REPORT BY: **HEAD OF HUMAN RESOURCES &
ORGANISATIONAL DEVELOPMENT AND
HEAD OF FINANCE**

SUBJECT: **EARLY RETIREMENT SUMMARY**

1.00 PURPOSE OF REPORT

- 1.01 To provide members with a summary of Early Retirements approved and implemented for the period 1 October 2011 to 31 December 2011, including details of associated costs to the Council.

2.00 BACKGROUND

- 2.01 The Council's Early Retirement Policy gives the commitment for Human Resources and Finance to report on all Early Retirements (but not including Schools or those agreed on the grounds of Ill Health), to the Executive and to provide details of the full costs of these early retirements on a quarterly basis. By 'full costs' we mean any Pension Strain costs that have resulted from an employee being released early but receiving their full pension benefits. Pension strain costs are payable into the Clwyd Pension Fund to recognise the cost of early retirement and are a requirement under the Local Government Pension Scheme.

3.00 CONSIDERATIONS

- 3.01 Appendix 1 provides a breakdown of numbers and types of Early Retirements in the following categories:
- On grounds of redundancy (both Compulsory and Voluntary)
 - On grounds of Interests of the Efficient Exercise of the Authority's function
 - On grounds of Employer's Consent
- 3.02 As the Council works through its programme of Service Reviews to re-shape and modernise the organisation and meet the challenge of reduced financial resources, the number of posts within the organisation is reducing, leading to some redundancies. Where possible, the approach is to seek other options to reduce staff numbers in order to release the savings to the Council's base budget.

- 3.03 With reference to Early Retirements on the grounds of Redundancy, it is important to note that employees who are in the Pension Scheme and are aged 55 or over, will automatically receive their pension benefits with their redundancy payment. The Council does not have a choice as to whether it wishes to approve the release of the pension benefits in these circumstances.
- 3.04 For the three categories of Early Retirement identified in 3.01, a Business Case to support the approval of the Early Retirement and the associated costs for releasing the employee will be provided as part of the Early Retirement application and fully scrutinised by the Head of Service and Director (if applicable) and the Head of Finance and Head of HR and OD.
- 3.05 The Business Case provided must fully support the release of the employee and demonstrate that the criteria within the Council's Early Retirement Policy has been met. Costs associated with each Early Retirement must (as a minimum) be funded within a three year period.
- 3.06 To support the decision making and subsequent approval processes, Human Resources provide Finance with all Business Cases. The options outlined in each Business Case, such as total non-recurring employer costs and total recurring net efficiencies are fully costed by Finance and attached to the Business Case to demonstrate when any efficiencies will be realised and to fully inform the decision making process.
- 3.07 The table on Appendix 1 provides a summary of Early Retirements and the costs to the Council for the period 1 October 2011 to 31 December 2011. The total number of Early Retirements for that period was 8 with a total cost of £152,074.

4.00 RECOMMENDATIONS

- 4.01 That Members receive this report and note the data relating to Early Retirements and the associated costs.

5.00 FINANCIAL IMPLICATIONS

- 5.01 All of these costs have been met from within the Council's budget. Specific provision in the budget has been made for "Exit Costs" to enable the full cost of service efficiencies to be achieved based on the business case of each.

6.00 ANTI POVERTY IMPACT

- 6.01 None.

7.00 ENVIRONMENTAL IMPACT

7.01 None.

8.00 EQUALITIES IMPACT

8.01 The Council does monitor the equalities impact of Early Retirement applications and of those that are approved.

9.00 PERSONNEL IMPLICATIONS

9.01 Service Heads and Directors will carefully assess the impact of approving Early Retirements as part of their workforce planning considerations.

10.00 CONSULTATION REQUIRED

10.01 None directly from this report but consultation will take place on an individual basis for those who have applied for Early Retirement, or who are at risk of redundancy as part of the Council's normal HR procedures.

11.00 CONSULTATION UNDERTAKEN

11.01 Not applicable.

12.00 APPENDICES

12.01 Appendix 1 attached - Details of Early Retirements for 1 October 2011 to 31 December 2011.

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

None

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Summary - Early Retirements
(Excludes schools and ill health retirements)

Period: 1 October - 31 December 2011

<u>Grounds:</u>	<u>Total Number of staff:</u>	<u>Total Cost</u>
		£
	8	152,074
Redundancy - (1)	3	54,623
In the interests of the efficient exercise of the Authority's function - (2)	0	0
Employers Consent (inc. the protection arrangements under the "85 year rule") - (3)	5	97,451

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FLINTSHIRE COUNTY COUNCIL

REPORT TO: **EXECUTIVE**

DATE: **27 MARCH 2012**

REPORT BY: **HEAD OF HUMAN RESOURCES AND
ORGANISATIONAL DEVELOPMENT**

SUBJECT: **WORKFORCE INFORMATION REPORT**

1.00 PURPOSE OF REPORT

1.01 To provide Executive Members with an update for the third quarter of 2011/12. This report provides details of the following

- Establishment
- Headcount
- Agency numbers
- Turnover
- Diversity
- Absence

2.00 BACKGROUND

2.01 The format of the last quarter's Workforce Information report was approved by Scrutiny on 9 March 2009 and agreed by Corporate Management Team on 26 March 2009.

2.02 The redesigned top level organisation report was redeveloped and submitted for the first time last year. This report has now been redeveloped for use by all of the other levels throughout the organisation.

3.00 CONSIDERATIONS

3.01 The Establishment Summary Report shows details of the positions within the organisation. The total number of positions is then subdivided into two groups, vacancies and those that are occupied.

3.02 When comparing the Establishment in 2011/12 to the same point last year the biggest difference is again in the number of vacancies. Overall there are over 534 fewer vacancies on the Establishment at this point compared to the same point last year. This represents a reduction in the total number of vacancies by approximately 25%.

3.03 As work is ongoing in this area further reductions will be reflected in

the fourth quarter report. The removal of these positions will allow a more accurate reflection of the establishment.

- 3.04** The Headcount Summary Report shows that the total Headcount figure has decreased by 420 (4%) when comparing the headcount at the same time last year.
- 3.05** As part of ongoing data cleanse work the headline figures around Position Type and Position Basis have been changed when compared to the same period last year. When looking that the number of Relief positions they have increased by 1,351 in turn the number of temporary fixed term positions has dropped by a similar amount. The same is true when looking at Position Basis and Part time and No Basis. This has allowed for a more accurate reflection of the way individuals are retained by the Organisation.
- 3.06** The Turnover Summary by Directorate Report reflects the number of leavers, turnover and the stability rate for each Directorate. When comparing the number of leavers this quarter compared to the same period last year there is only a small increase in the numbers.
- 3.07** During this quarter there were 163 leavers, and of these over 75% left voluntarily.
- 3.08** There is a higher number of leavers from Corporate Services this quarter, compared to the previous quarter resulting in a higher turnover figure. This is due to the number of casual and seasonal workers engaged by the theatre.

Turnover %

	2008/09 Actual	2009/10 Actual	2010/11 Actual	2011/12 Actual
Quarter 1	1.41	3.97	4.05	1.53
Quarter 2	3.03	4.31	4.35	4.48
Quarter 3	3.10	1.29	2.10	1.91
Quarter 4	3.07	3.07	1.50	
Whole Year	9.72	10.70	11.94	

- 3.09** A breakdown of the number of positions that have been made redundant so far this year and the gender of those occupying the positions is detailed below.

Redundant Positions				
	Compulsory		Voluntary	
	Female	Male	Female	Male
Quarter 1	15	3	4	2
Quarter 2	25	4	4	1
Quarter 3	6	0	0	0
Quarter 4				
Whole Year				

3.10 This quarter all of the positions, six in total, that have been made redundant are occupied by female workers. When looking at the gender profile for the year so far approximately 84% are female. As can be seen in the Diversity Summary report, this is fairly reflective of the gender profile of the organisation - this being 75 % female and 25% male.

As we are looking at the number of positions rather than headcount there could be an example of an individual that holds multiple positions still being employed by the Organisation even though they have been made redundant from one of their positions'.

3.11 The Diversity Summary report provides a breakdown of some of the Equality strands within the organisation. This monitoring supports the organisation in meeting our general duty under the Equality Act 2010 and enables us to see how our policies and practices affect the workforce.

3.12 As mentioned in the last report in an effort to compare ourselves to the rest of Wales we have undertaken to complete the Workforce Planning Data Collection via the Local Government Data Unit. To date, fifteen of the twenty-two local authorities in Wales have made the same undertaking. These benchmarking statistics provide us with important people data and trends to undertake workforce and succession planning for the future.

3.13 The Absence Rate Summary report includes two sickness absence figures, the first is a sickness absence figure based on the calculation required for the Welsh Local Authority KPI (Key Performance Indicator). This looks at FTE (Full Time Equivalent) days lost and is calculated over the four quarters, from 1 April up to and including 31 March. Below is a table detailing the (FTE) days lost by quarter since 2008/09.

This data shows that as an Organisation we compare favourably with the All Wales Average figure year on year. The All Wales average figures are supplied on an annual basis by the Local Government Data Unit.

Average FTE Days Lost

	2008/09 Actual FCC	All Wales Avg Whole Year 2008/09	2009/10 Actual FCC	All Wales Avg Whole Year 2009/10	2010/11 Actual FCC	All Wales Avg Whole Year 2010/11	2011/12 Actual FCC	2011/12 Target FCC
Quarter 1	2.63		2.42		2.27		2.25	2.30
Quarter 2	2.37		2.33		2.19		2.02	2.10
Quarter 3	3.28		3.03		2.87		2.88	2.70
Quarter 4	3.32		3.04		3.03			2.90
Whole Year	11.61	11.5	10.83	10.9	10.36	10.34		10.00

- 3.14** The second sickness absence figure is based on industry recommendations (ACAS and CIPD) and shows a percentage absence rate figure for the organisation at 5.41%. This figure is 0.82% lower compared to the same period last year.

This figure is not part of our Key Performance Improvement Targets and as such does not have any targets set. This can be used to benchmark the Council against a range of similar type of high performing organisations. The Local Government Data Unit do not provide an All Wales comparative figure for Absence Rate.

Absence % Rate

	2008/09 Actual	2009/10 Actual	2010/11 Actual	2011/12 Actual
Quarter 1	4.94	4.54	4.26	4.23
Quarter 2	7.31	4.38	4.14	3.79
Quarter 3	6.16	5.69	6.23	5.41
Quarter 4	6.23	5.70	5.69	
Whole Year	5.45	5.08	4.86	

- 3.15** When looking at the third quarter of 2011/12, 75% of employees in the organisation attained 100% attendance. This is a large increase of 10% based on the same time last year.

100 % Attendance

	2010/11 Actual	2011/12 Actual
Quarter 1	78	77
Quarter 2	78	84
Quarter 3	65	75
Quarter 4	69	
Whole Year	40	

- 3.16 All of the Directorates are at or above 70% attendance. When looking at each Directorate separately, Corporate Services has the highest rate of 100% attendance at 80%. This figure is 3% higher than the rate for the rest of the Organisation.

100 % Attendance	2011/12		
	Q1	Q2	Q3
Community Services	74	78	70
Corporate Services	79	86	80
Environment	76	78	77
Lifelong Learning	76	82	77
Schools	77	89	74

- 3.17 In October 2011, the CIPD reported an increase in stress-related absence in public sector organisations with the amount of organisational change and restructuring being cited as the number one cause of stress. Given the current levels of organisational change reviews that are on-going, this is still likely to be a contributory factor to our overall attendance levels.
- 3.18 The Absence Rate Summary report shows the FTE days lost. Each quarter this year has shown a decrease in the number of days lost to sickness absence. So far this year there have been a total of 38,777 days lost compared to 42,908 at the same point last year. This is a reduction of 4,131 days almost 10% and reflects the improved performance in this area following the positive impact of the ongoing implementation and review of the Attendance Management Policy and an Attendance Management Strategy.
- 3.19 Within **Corporate Services**, the number of days lost is continuing to improve year on year with 8.61 days lost per FTE in 2009/10, 6.69 days lost per FTE in 2010/11 and 4.55 days lost per FTE to date in 2011/12.

Corporate Services has the lowest level of absence when compared with other directorates within the Organisation.

Days Lost - Corporate Services

	2009/10 Dir	2009/10 FCC	2010/11 Dir	2010/11 FCC	2011/12 Dir	2011/12 FCC
Quarter 1	1.98	2.42	1.37	2.27	1.41	2.25
Quarter 2	2.32	2.33	1.88	2.19	1.48	2.02
Quarter 3	2.30	3.03	1.84	2.87	1.66	2.88
Quarter 4	2.00	3.04	1.60	3.03		
Whole Year	8.61	10.83	6.69	10.36		

- 3.20 The number of days lost this quarter has remained stable with very little seasonal variation. The DMT's within Corporate Services continue to take a pro-active approach to attendance management.
- 3.21 Within **Community Services** the number of days lost to sickness absence remains higher this quarter than any of the other Directorates. This quarter there has been an increase of almost half a day per FTE compared to the same period last year.

Days Lost - Community Services

	2009/10 Dir	2009/10 FCC	2010/11 Dir	2010/11 FCC	2011/12 Dir	2011/12 FCC
Quarter 1	3.84	2.42	3.39	2.27	3.01	2.25
Quarter 2	3.77	2.33	3.88	2.19	3.41	2.02
Quarter 3	4.39	3.03	3.89	2.87	4.36	2.88
Quarter 4	4.42	3.04	3.94	3.03		
Whole Year	16.43	10.83	15.10	10.36		

- 3.22 Comparing the 2011/12 annual forecast figure for days lost per FTE with the full year days lost per FTE in 2010/11, this demonstrates that the Directorate's absence rate is forecast to be reducing slightly from 15.52 days lost per FTE in 2010/11 to a projected 15.37 days lost per FTE in 2011/12. This is above the Council's target for absence levels which for 2011/12 is 10 days per FTE.

When reviewing the absence levels by division, three of the four have increased compared to the same quarter last year.

The increases in these areas are largely due to long term sickness. A number of these absences have recently come to an end and it is hoped that this will have a positive impact on the absence levels at the end of quarter 4.

Absence rates within Children's Services have decreased overall in quarter 3 which is encouraging.

The Community Services Directorate Management Team continues to carry out the actions within the Attendance Management Strategy. This includes monitoring attendance on a quarterly basis at DMT and identifying priority areas for Departmental Attendance Reviews to be carried out. These reviews supported by Human Resources continue to take place across key services to identify if Council policy is being applied consistently and to provide support to Managers particularly where they have individual problematic cases. Attendance Management continues to be a standing item on Team Meeting agendas where absence levels are discussed and actions put in place to manage attendance at a local level.

- 3.23** Within the **Environment** directorate the level of absence has increased this quarter compared to the same point last year. Usually the levels of absence tend to be around those of the organisation as a whole.

Days Lost - Environment

	2009/10 Dir	2009/10 FCC	2010/11 Dir	2010/11 FCC	2011/12 Dir	2011/12 FCC
Quarter 1	1.76	2.42	2.27	2.27	2.43	2.25
Quarter 2	2.33	2.33	2.27	2.19	2.6	2.02
Quarter 3	2.87	3.03	2.69	2.87	3.28	2.88
Quarter 4	3.16	3.04	3.24	3.03		
Whole Year	10.15	10.83	10.48	10.36		

- 3.24** Levels of absence have increased during this quarter when compared with quarter 2. This increase is from 2.6 days lost per FTE in quarter 2 to 3.28 days lost per FTE in quarter 3.

The increase in absence from quarter 2 to quarter 3 follows a UK seasonal trend, with the rates being highest during the winter months.

Two thirds of working time lost to absence is accounted for by short term absences of up to seven days. Minor illnesses (such as colds, flu, stomach upsets, headaches and migraines) are by far the most common cause of those short term absences.

The most significant increase was found in Public Protection, which has increased from 1.58 to 4.2 days lost per FTE from quarter 2 to quarter 3. This is due to the long term sickness of a number of employees, following complex surgery. It is worth noting that Regeneration, Public Protection and Support and Performance have seen an improvement in attendance when compared with the same point last year.

Understanding underlying causes of attendance issues is a priority for the Directorate and as such line managers are routinely required to provide explanations as to what steps they are taking to address individual issues as they arise

- 3.25** Within **Lifelong Learning**, the levels of absence have seen a decrease in the number of days lost by just over half a day per FTE (0.51) compared to the same quarter last year.

Days Lost - Lifelong Learning

	2009/10 Dir	2009/10 FCC	2010/11 Dir	2010/11 FCC	2011/12 Dir	2011/12 FCC
Quarter 1	2.58	2.42	2.51	2.27	2.73	2.25
Quarter 2	2.93	2.33	2.50	2.19	2.18	2.02
Quarter 3	3.40	3.03	3.26	2.87	2.75	2.88
Quarter 4	3.06	3.04	3.02	3.03		
Whole Year	11.9	10.83	11.29	10.36		

- 3.26** This quarter's absence levels reflect an improvement from 3.26 days lost per FTE compared to the same quarter last year when the absence rate for the Directorate was 5.72%.

There is an ongoing programme of reviewing absence levels on a monthly basis with a focus on management reporting differentiating long term absences from short, frequent absences which producing some improvement in recurrent absences.

- 3.27** Within **Schools**, The number of days lost per FTE has decreased to 2.23 days this quarter compared to 2.44 days for the same quarter last year. Schools absence has been reducing over recent years and the number of days lost remains lower than the organisation as a whole. The level of absence has increased slightly but it remains the second lowest, when compared with other directorates, within the Organisation.

Days Lost - Schools

	2009/10 Dir	2009/10 FCC	2010/11 Dir	2010/11 FCC	2011/12 Dir	2011/12 FCC
Quarter 1	1.92	2.42	1.76	2.27	1.78	2.25
Quarter 2	1.35	2.33	1.19	2.19	1.13	2.02
Quarter 3	2.38	3.03	2.44	2.87	2.23	2.88
Quarter 4	2.46	3.04	2.74	3.03		
Whole Year	8.10	10.83	8.17	10.36		

4.00 RECOMMENDATIONS

4.01 Members note Workforce Information Report for the third quarter 2011/12.

5.00 FINANCIAL IMPLICATIONS

5.01 Increased accuracy of reporting of the employed workforce and agency workers will allow the Council to better understand and therefore both plan and manage the largest single cost of 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 Already undertaken with Corporate Management Team and Equalities Unit.

12.00 APPENDICES

12.01 Third Quarter Workforce Information Report 2011/12

12.02 Third Quarter Workforce Information Report 2010/11

12.03 Frequently Asked Questions

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

None

Contact Officer: Helen Stappleton
Telephone: 01352 702720
Email: helen_stappleton@flintshire.gov.uk

FLINTSHIRE COUNTY COUNCIL

Workforce Information Report

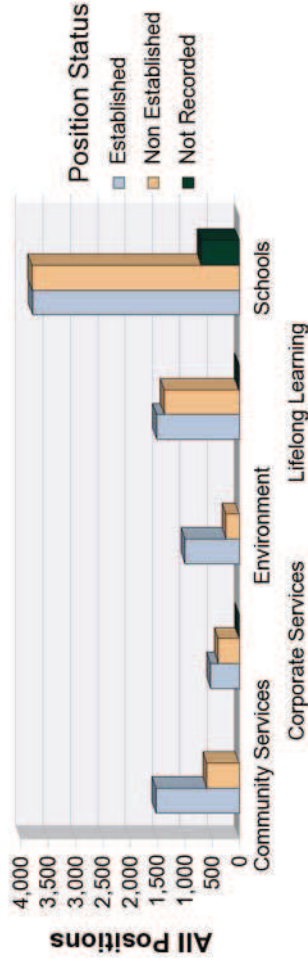
Period Up To : 31/12/2011

Establishment Summary By Directorate

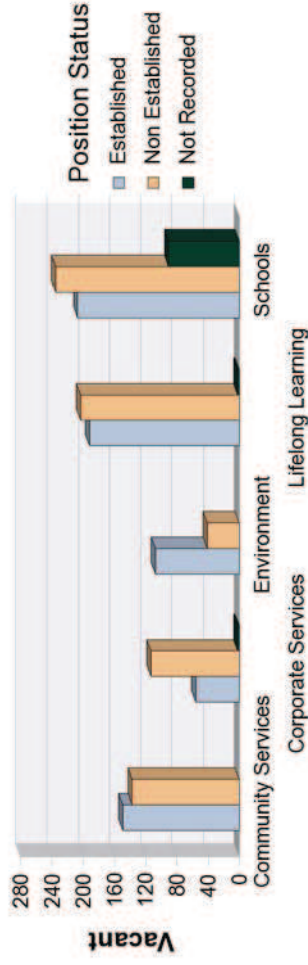
Data effective as at : 31/12/2011
Last Refreshed On : 09/01/2012

Not Recorded - those positions that have not yet been categorised as either Established or Non Established. For further details please refer to question one on the Frequently Asked Questions sheet

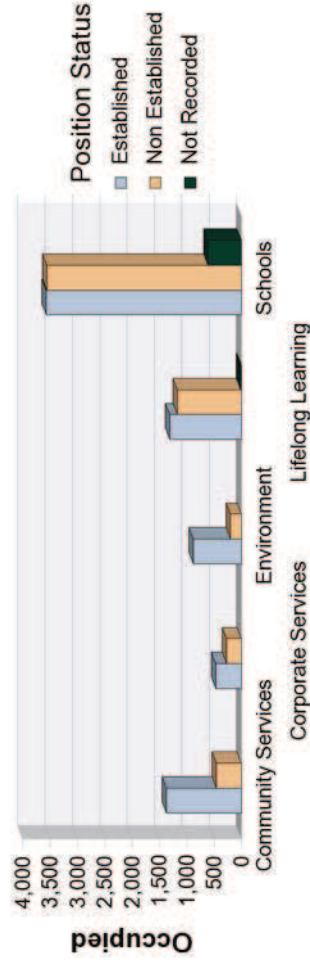
Directorate	Position Status	POSITIONS	
		Total	Occupied
Community Services	Established	1,512	1,363
	Non Established	592	455
	Sum:	2,104	1,818
Corporate Services	Established	523	467
	Non Established	381	268
	Not Recorded	2	2
Sum:	906	735	
Environment	Established	992	885
	Non Established	239	198
	Sum:	1,231	1,083
Lifelong Learning	Established	1,500	1,308
	Non Established	1,362	1,159
	Not Recorded	11	9
Sum:	2,873	2,476	
Schools	Established	3,771	3,564
	Non Established	3,787	3,552
	Not Recorded	698	608
Sum:	8,256	7,724	
Overall Total:		15,370	13,836



Directorate



Directorate



Directorate

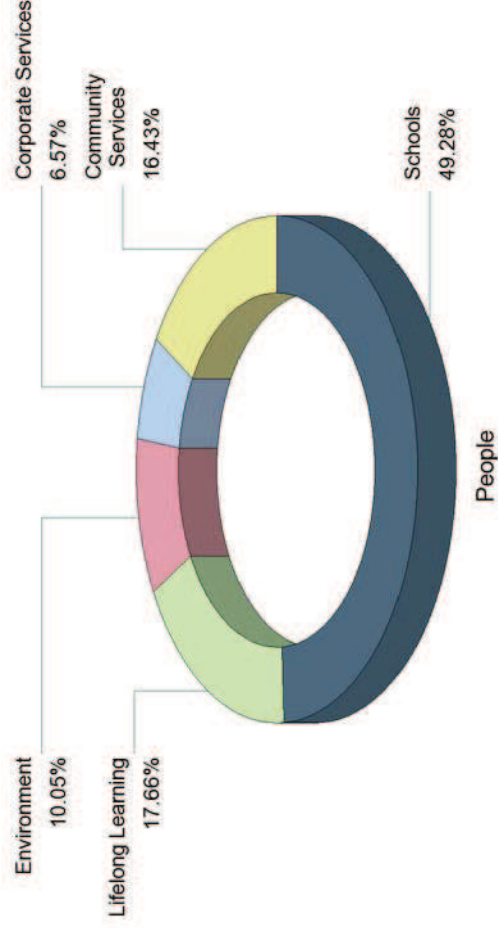
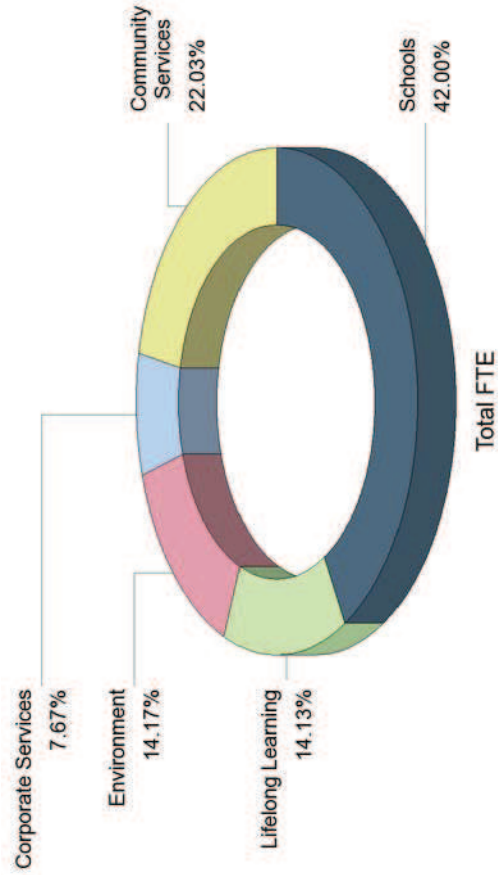
Headcount Summary By Directorate

Flintshire County Council Actual Total Headcount : **8,569**

Data on this page is effective as at : 31/12/2011
Last Refreshed On : 09/01/2012

The FCC Actual Total Headcount will usually be lower than the Directorate people headcount. This is because of individuals with more than one position in more than one Directorate. For further details please refer to question two on the Frequently Asked Questions sheet.

Directorate	HEADCOUNT			POSITION TYPE					POSITION BASIS					
	Total FTE	People	Positions	Permanent	Relief	Temporary Fixed Term	Seasonal Fixed Term	* Via Managed Agency Service	Contract For Services	Full Time	Full Time Term Time	Part Time	Part Time Term Time	No Basis
Community Services	1193	1,487	1,709	1,286	213	210	0	70	0	902	0	654	1	152
Corporate Services	415	595	691	418	125	139	0	14	9	382	4	147	1	157
Environment	767	910	945	748	33	164	0	158	0	705	1	203	11	25
Lifelong Learning	765	1,599	2,361	1,211	986	161	3	4	0	401	8	1,004	40	908
Schools	2274	4,461	7,657	3,610	3,664	383	0	0	0	1,299	78	2,348	1,105	2,827
Sum:	5415	9,052	13,363	7,273	5,021	1,057	3	246	9	3,689	91	4,356	1,158	4,069



Turnover Summary by Directorate

Flintshire County Council Annual Total

The FCC headcount and number of leavers figure(s) will usually be lower than the Directorate totals. This is due to individuals having more than one position in more than one Directorate. For further details please refer to question three on the Frequently Asked Questions sheet

Last Refreshed On : 09/01/2012

HC Q1 From	HC Q4 To	Head Count For Year	Leavers For Year	Turnover For Year	Stability For Year
8,517		4,258.5	677	15.90%	

Flintshire County Council Total

Quarter 1

April to June

HC Q1 From	HC Q1 To	Q1 Average Head Count	Q1 Leavers	Q1 Turnover	Q1 Stability
8,517	8,553	8,535	131	1.53%	91.05%
Directorate					
HC Q1 From	HC Q1 To	Q1 Average Head Count	Q1 Leavers	Q1 Turnover	Q1 Stability
Community Services	1,507	1,497	27	1.80%	95.47%
Corporate Services	578	572	20	3.48%	91.83%
Environment	933	935	8	0.86%	92.29%
Lifelong Learning	1,665	1,668	26	1.56%	92.41%
Schools	4,333	4,391	52	1.19%	89.55%

Flintshire County Council Total

Quarter 2

July to September

HC Q2 From	HC Q2 To	Q2 Average Head Count	Q2 Leavers	Q2 Turnover	Q2 Stability
8,565	8,518	8,541.5	383	4.48%	90.98%
Directorate					
HC Q2 From	HC Q2 To	Q2 Average Head Count	Q2 Leavers	Q2 Turnover	Q2 Stability
Community Services	1,494	1,484	21	1.41%	96.71%
Corporate Services	571	594	22	3.78%	90.47%
Environment	934	920	22	2.37%	91.91%
Lifelong Learning	1,673	1,640.5	135	8.23%	91.37%
Schools	4,403	4,396.5	188	4.28%	89.18%

Flintshire County Council Total

Quarter 3

October to December

HC Q3 From	HC Q3 To	Q3 Average Head Count	Q3 Leavers	Q3 Turnover	Q3 Stability
8,542	8,569	8,555.5	163	1.91%	91.71%
Directorate					
HC Q3 From	HC Q3 To	Q3 Average Head Count	Q3 Leavers	Q3 Turnover	Q3 Stability
Community Services	1,484	1,487	23	1.55%	96.33%
Corporate Services	594	594.5	42	7.06%	91.00%
Environment	918	914	16	1.75%	96.83%
Lifelong Learning	1,602	1,600.5	31	1.94%	92.60%
Schools	4,423	4,442	54	1.22%	89.67%

Flintshire County Council Total

Quarter 4

January to March

HC Q4 From	HC Q4 To	Q4 Average Head Count	Q4 Leavers	Q4 Turnover	Q4 Stability
			0	0%	
Directorate					
HC Q4 From	HC Q4 To	Q4 Average Head Count	Q4 Leavers	Q4 Turnover	Q4 Stability
			0	0%	

Turnover Summary

Last Refreshed On : 09/01/2012

Directorate	Q1 Leavers	Q2 Leavers	Q3 Leavers	Q4 Leavers	Sum
Community Services	27	21	23	0	71
Corporate Services	20	22	42	0	84
Environment	8	22	16	0	46
Lifelong Learning	26	135	31	0	192
Schools	52	188	54	0	294
Sum:	133	388	166	0	687

Directorate	Q1 Turnover	Q2 Turnover	Q3 Turnover	Q4 Turnover
Community Services	1.80%	1.41%	1.55%	0%
Corporate Services	3.48%	3.78%	7.06%	0%
Environment	0.86%	2.37%	1.75%	0%
Lifelong Learning	1.56%	8.23%	1.94%	0%
Schools	1.19%	4.28%	1.22%	0%

Directorate	Q1 Stability	Q2 Stability	Q3 Stability	Q4 Stability
Community Services	95.47%	96.71%	96.33%	0%
Corporate Services	91.83%	90.47%	91.00%	0%
Environment	92.29%	91.91%	96.83%	0%
Lifelong Learning	92.41%	91.37%	92.60%	0%
Schools	89.55%	89.18%	89.67%	0%

Turnover Leaver Analysis

Last Refreshed On : 09/01/2012

Quarter 1

April to June		<1 Mth	<1 Yr	<6 Mth	<5 Yrs	5 - 9 Yrs	10 - 19 Yrs	20+ Yrs	Sum:
Death In Service	Female	0	0	0	0	0	1	0	1
	Male	0	0	0	1	0	0	0	1
Dismissal	Female	0	0	0	3	3	6	1	13
	Male	0	1	0	0	0	0	1	7
End of Contract Term	Female	0	8	6	5	0	1	0	20
	Male	0	3	6	2	0	0	0	11
Left Voluntarily	Female	4	5	8	17	5	2	2	43
	Male	1	1	3	3	2	1	0	11
Not Worked in Previous 12 Months	Female	0	0	0	0	0	0	0	0
	Male	0	0	0	0	0	0	0	0
Retirement	Female	0	0	0	2	2	6	7	17
	Male	0	0	0	0	1	1	1	3
Transferred To Another Employer	Female	0	0	0	0	2	0	1	3
	Male	0	0	0	0	0	1	0	1
Sum:		5	18	23	33	20	19	13	131

Quarter 2

July to September		<1 Mth	<6 Mth	<1 Yr	<5 Yrs	5 - 9 Yrs	10 - 19 Yrs	20+ Yrs	Sum:
Death In Service	Female	0	0	0	1	0	0	0	1
	Male	0	0	0	0	0	0	0	0
Dismissal	Female	0	0	0	4	5	3	6	18
	Male	0	0	0	0	3	1	2	6
End of Contract Term	Female	0	5	6	10	0	0	0	21
	Male	0	3	6	1	1	1	0	12
Left Voluntarily	Female	2	52	16	68	23	17	7	185
	Male	0	28	2	25	10	3	4	72
Not Worked in Previous 12 Months	Female	0	0	1	3	4	0	0	8
	Male	0	0	0	9	0	0	0	9
Retirement	Female	0	0	0	1	2	4	20	27
	Male	0	0	0	1	5	3	11	20
Transferred To Another Employer	Female	0	0	1	2	1	0	0	4
	Male	0	0	0	0	0	0	0	0
Sum:		2	88	32	125	54	32	50	383

Turnover Leaver Analysis

Last Refreshed On : 09/01/2012

Quarter 3

October to December		<6 Mth	<1 Yr	<5 Yrs	5 - 9 Yrs	10 - 19 Yrs	20+ Yrs	<1 Mth	Sum:
Death In Service	Female	0	0	1	0	0	0	0	1
	Male	0	0	0	0	0	0	0	0
Dismissal	Female	0	0	0	3	0	2	0	5
	Male	0	0	1	0	0	0	0	1
End of Contract Term	Female	0	0	0	0	0	0	0	0
	Male	0	0	0	1	0	0	0	1
Left Voluntarily	Female	22	4	34	13	11	6	0	90
	Male	12	3	10	4	2	0	1	32
Not Worked in Previous 12 Months	Female	0	0	0	0	0	0	0	0
	Male	0	0	0	0	0	0	0	0
Retirement	Female	0	0	0	1	5	12	0	18
	Male	0	0	1	2	4	7	0	14
Transferred To Another Employer	Female	0	0	0	0	0	1	0	1
	Male	0	0	0	0	0	0	0	0
Sum:		34	7	47	24	22	28	1	163

Quarter 4

January to March		Sum:
Death In Service	Female	0
	Male	0
Dismissal	Female	0
	Male	0
End of Contract Term	Female	0
	Male	0
Left Voluntarily	Female	0
	Male	0
Not Worked in Previous 12 Months	Female	0
	Male	0
Retirement	Female	0
	Male	0
Transferred To Another Employer	Female	0
	Male	0
Sum:		0

Directorate Leaver Analysis

Last Refreshed On : 09/01/2012

Quarter 1

April to June

		<1 Mth	<1 Yr	<6 Mth	<5 Yrs	5 - 9 Yrs	10 - 19 Yrs	20+ Yrs	Sum:
Community Services	Dismissal	0	0	0	2	3	0	0	5
	End of Contract Term	0	0	0	0	0	0	0	0
	Left Voluntarily	1	1	1	4	2	0	0	9
	Not Worked in Previous 12 Months	0	0	0	0	0	0	0	0
	Retirement	0	0	0	2	0	3	4	9
	Transferred To Another Employer	0	0	0	0	2	1	1	4
	Sum:	1	1	1	8	7	4	5	27
Corporate Services	Dismissal	0	0	0	0	0	0	0	0
	End of Contract Term	0	4	7	4	0	0	0	15
	Left Voluntarily	0	1	2	0	1	0	0	4
	Retirement	0	0	0	0	0	0	1	1
	Sum:	0	5	9	4	1	0	1	20
Environment	Death In Service	0	0	0	1	0	0	0	1
	Dismissal	0	1	0	0	1	0	0	2
	End of Contract Term	0	0	0	0	0	0	0	0
	Left Voluntarily	0	0	0	3	1	1	0	5
	Retirement	0	0	0	0	0	0	0	0
	Transferred To Another Employer	0	0	0	0	0	0	0	0
	Sum:	0	1	0	4	2	1	0	8
Lifelong Learning	Death In Service	0	0	0	0	0	0	0	0
	Dismissal	0	0	0	0	4	4	1	9
	End of Contract Term	0	0	0	1	0	0	0	1
	Left Voluntarily	3	2	1	3	0	2	0	11
	Not Worked in Previous 12 Months	0	0	0	0	0	0	0	0
	Retirement	0	0	0	1	0	3	1	5
	Transferred To Another Employer	0	0	0	0	0	0	0	0
	Sum:	3	2	1	5	4	9	2	26
Schools	Death In Service	0	0	0	0	0	1	0	1
	Dismissal	0	0	0	1	0	2	1	4
	End of Contract Term	0	7	5	2	0	1	0	15
	Left Voluntarily	1	3	7	10	3	0	2	26
	Not Worked in Previous 12 Months	0	0	0	0	0	0	0	0
	Retirement	0	0	0	0	3	1	2	6
	Transferred To Another Employer	0	0	0	0	0	0	0	0
	Sum:	1	10	12	13	6	5	5	52

Directorate Leaver Analysis

Last Refreshed On : 09/01/2012

Quarter 2

July to September

		<1 Mth	<6 Mth	<1 Yr	<5 Yrs	5 - 9 Yrs	10 - 19 Yrs	20+ Yrs	Sum:
Community Services	Dismissal	0	0	0	0	0	0	1	1
	End of Contract Term	0	0	0	2	0	0	0	2
	Left Voluntarily	0	1	1	12	0	1	0	15
	Not Worked in Previous 12 Months	0	0	1	1	0	0	0	2
	Retirement	0	0	0	0	0	0	0	0
	Transferred To Another Employer	0	0	0	0	1	0	0	1
	Sum:	0	1	2	15	1	1	1	21
Corporate Services	Dismissal	0	0	0	1	1	0	0	2
	End of Contract Term	0	2	4	1	0	0	0	7
	Left Voluntarily	0	1	1	4	4	0	0	10
	Retirement	0	0	0	1	0	0	2	3
	Sum:	0	3	5	7	5	0	2	22
Environment	Death In Service	0	0	0	0	0	0	0	0
	Dismissal	0	0	0	0	1	0	1	2
	End of Contract Term	0	0	2	2	0	0	0	4
	Left Voluntarily	0	0	1	3	1	2	1	8
	Retirement	0	0	0	0	0	2	5	7
	Transferred To Another Employer	0	0	1	0	0	0	0	1
Sum:	0	0	4	5	2	4	7	22	
Lifelong Learning	Death In Service	0	0	0	1	0	0	0	1
	Dismissal	0	0	0	0	1	1	0	2
	End of Contract Term	0	2	0	0	0	0	0	2
	Left Voluntarily	0	72	8	17	9	3	0	109
	Not Worked in Previous 12 Months	0	0	0	11	3	0	0	14
	Retirement	0	0	0	1	2	1	2	6
	Transferred To Another Employer	0	0	0	1	0	0	0	1
Sum:	0	74	8	31	15	5	2	135	
Schools	Death In Service	0	0	0	1	0	0	0	1
	Dismissal	0	0	0	3	5	4	6	18
	End of Contract Term	0	4	6	6	1	1	0	18
	Left Voluntarily	2	6	7	58	20	14	10	117
	Not Worked in Previous 12 Months	0	0	0	0	1	0	0	1
	Retirement	0	0	0	1	5	4	22	32
	Transferred To Another Employer	0	0	0	1	0	0	0	1
Sum:	2	10	13	70	32	23	38	188	

Directorate Leaver Analysis

Last Refreshed On : 09/01/2012

Quarter 3

October to December

		<6 Mth	<1 Yr	<5 Yrs	5 - 9 Yrs	10 - 19 Yrs	20+ Yrs	<1 Mth	Sum:
Community Services	Dismissal	0	0	0	2	0	0	0	2
	End of Contract Term	0	0	0	0	0	0	0	0
	Left Voluntarily	0	0	8	2	2	1	0	13
	Not Worked in Previous 12 Months	0	0	0	0	0	0	0	0
	Retirement	0	0	0	1	2	4	0	7
	Transferred To Another Employer	0	0	0	0	0	1	0	1
	Sum:	0	0	8	5	4	6	0	23
Corporate Services	Dismissal	0	0	0	0	0	1	0	1
	End of Contract Term	0	0	0	0	0	0	0	0
	Left Voluntarily	25	4	5	3	1	0	1	39
	Retirement	0	0	0	0	0	2	0	2
	Sum:	25	4	5	3	1	3	1	42
Environment	Death In Service	0	0	0	0	0	0	0	0
	Dismissal	0	0	1	0	0	0	0	1
	End of Contract Term	0	0	0	0	0	0	0	0
	Left Voluntarily	0	1	3	1	1	1	0	7
	Retirement	0	0	0	2	2	4	0	8
	Transferred To Another Employer	0	0	0	0	0	0	0	0
	Sum:	0	1	4	3	3	5	0	16
Lifelong Learning	Death In Service	0	0	0	0	0	0	0	0
	Dismissal	0	0	0	1	0	1	0	2
	End of Contract Term	0	0	0	0	0	0	0	0
	Left Voluntarily	0	0	11	7	2	3	0	23
	Not Worked in Previous 12 Months	0	0	0	0	0	0	0	0
	Retirement	0	0	0	0	3	3	0	6
	Transferred To Another Employer	0	0	0	0	0	0	0	0
	Sum:	0	0	11	8	5	7	0	31
Schools	Death In Service	0	0	1	0	0	0	0	1
	Dismissal	0	0	0	0	0	0	0	0
	End of Contract Term	0	0	0	1	0	0	0	1
	Left Voluntarily	9	2	17	6	7	2	0	43
	Not Worked in Previous 12 Months	0	0	0	0	0	0	0	0
	Retirement	0	0	1	0	2	6	0	9
	Transferred To Another Employer	0	0	0	0	0	0	0	0
	Sum:	9	2	19	7	9	8	0	54

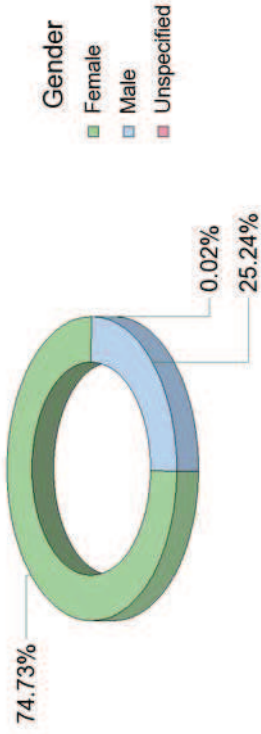
Diversity Summary

Data on this page is effective as at : 31/12/2011

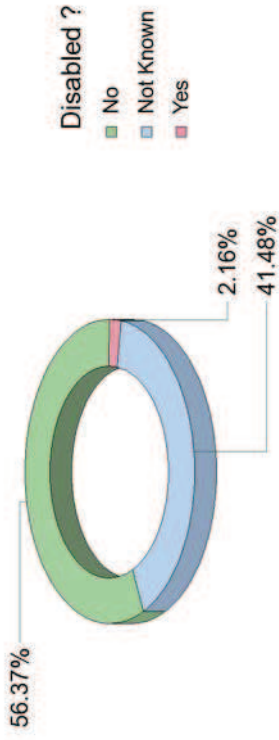
Last Refreshed On : 09/01/2012

Flintshire County Council Diversity Summary

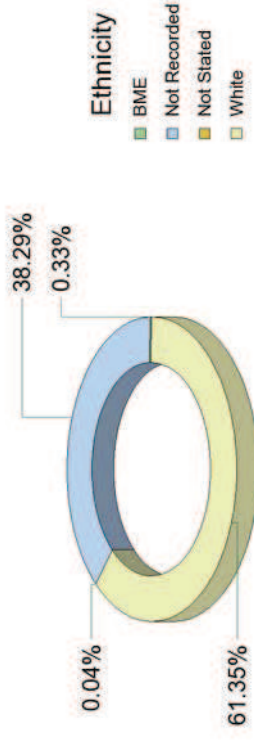
Gender	Total	%
Female	6,404	74.73%
Male	2,163	25.24%
Unspecified	2	0.02%
Sum:	8,569	



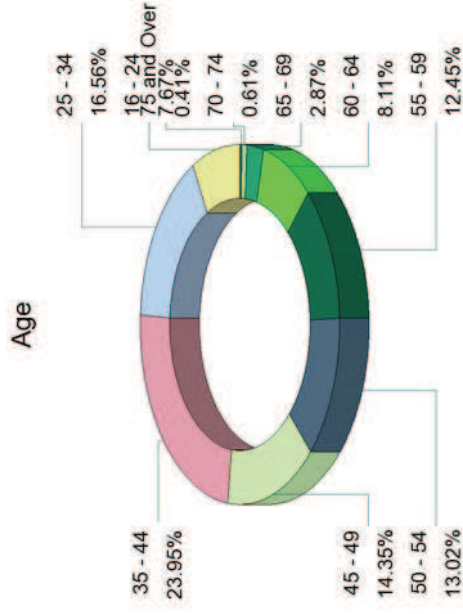
Disabled ?	Total	%
No	4,830	56.37%
Not Known	3,554	41.48%
Yes	185	2.16%
Sum:	8,569	



Ethnicity	Total	%
BME	28	0.33%
Not Recorded	3,281	38.29%
Not Stated	3	0.04%
White	5,257	61.35%
Sum:	8,569	



Age	Total	%
16 - 24	657	7.67%
25 - 34	1,419	16.56%
35 - 44	2,052	23.95%
45 - 49	1,230	14.35%
50 - 54	1,116	13.02%
55 - 59	1,067	12.45%
60 - 64	695	8.11%
65 - 69	246	2.87%
70 - 74	52	0.61%
75 and Over	35	0.41%
Sum:	8,569	



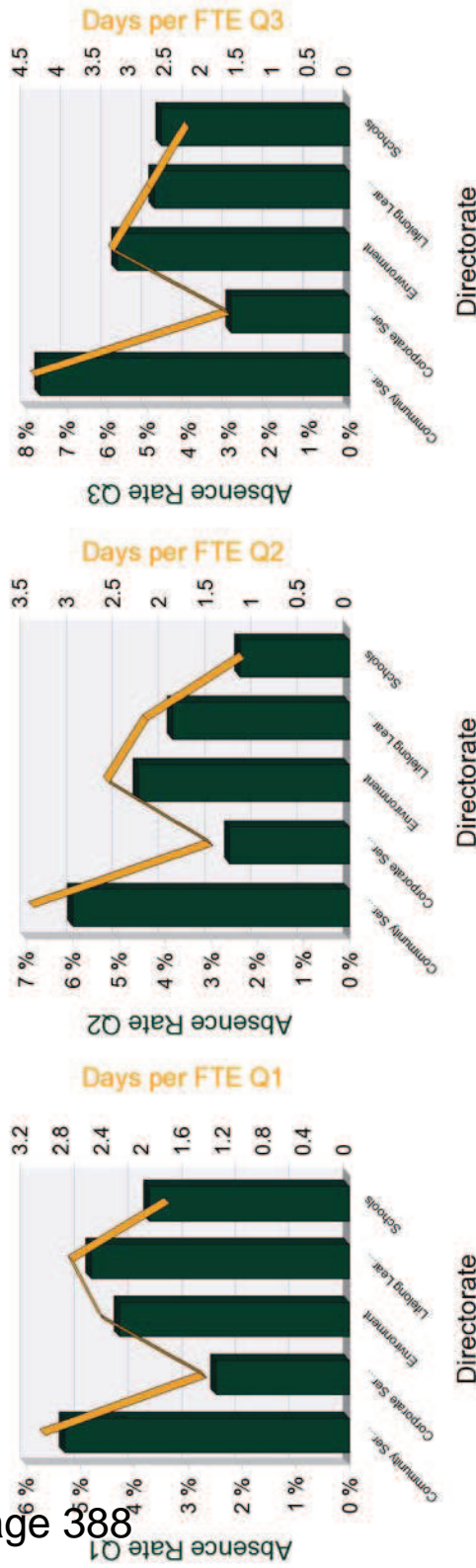
Absence Rate Summary By Directorate

Last Refreshed On : 21/02/2012

Average Days Available	866,632	FTE Days Lost	38,777	Absence Rate	4.47 %	Days Lost Per FTE	9.53
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This "Days lost per FTE" figure is an annual forecast figure until the final end of year report is produced.

Directorate	FTE Days Lost Q1	Average Days Available Q1	Absence Rate Q1	Days per FTE Q1	FTE Days Lost Q2	Average Days Available Q2	Absence Rate Q2	Days per FTE Q2	FTE Days Lost Q3	Average Days Available Q3	Absence Rate Q3	Days per FTE Q3	FTE Days Lost Q4	Average Days Available Q4	Absence Rate Q4	Days per FTE Q4	Days Lost Per FTE
Community Services	3,619	68,517	5.28 %	3.01	4,059	67,775	5.99 %	3.41	5,186	67,797	7.65 %	4.36	0	0	0	0	10.78
Corporate Services	588	23,757	2.48 %	1.41	610	23,535	2.59 %	1.48	686	23,526	2.92 %	1.66	0	0	0	0	4.55
Environment	1,931	45,306	4.26 %	2.43	2,051	44,896	4.57 %	2.6	2,540	44,174	5.75 %	3.28	0	0	0	0	8.31
Lifelong Learning	2,057	42,938	4.79 %	2.73	1,653	43,298	3.82 %	2.18	2,092	43,367	4.82 %	2.75	0	0	0	0	7.66
Schools	4,066	109,694	3.71 %	1.78	2,576	109,085	2.36 %	1.13	5,063	108,966	4.65 %	2.23	0	0	0	0	5.14
Cumulative Totals	12,263	290,212	4.23 %	2.25	10,948	288,589	3.79 %	2.02	15,566	287,831	5.41 %	2.88	0	0	0	0	

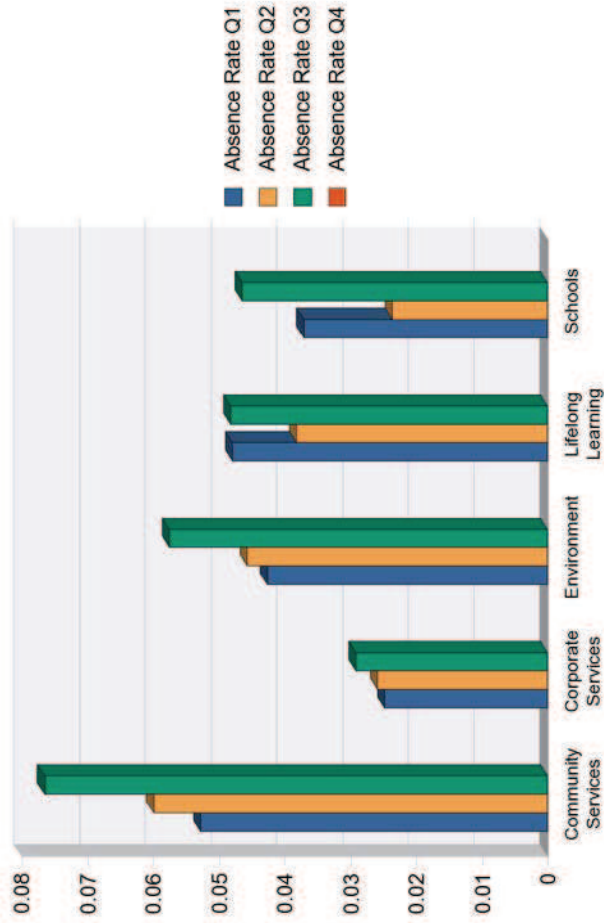
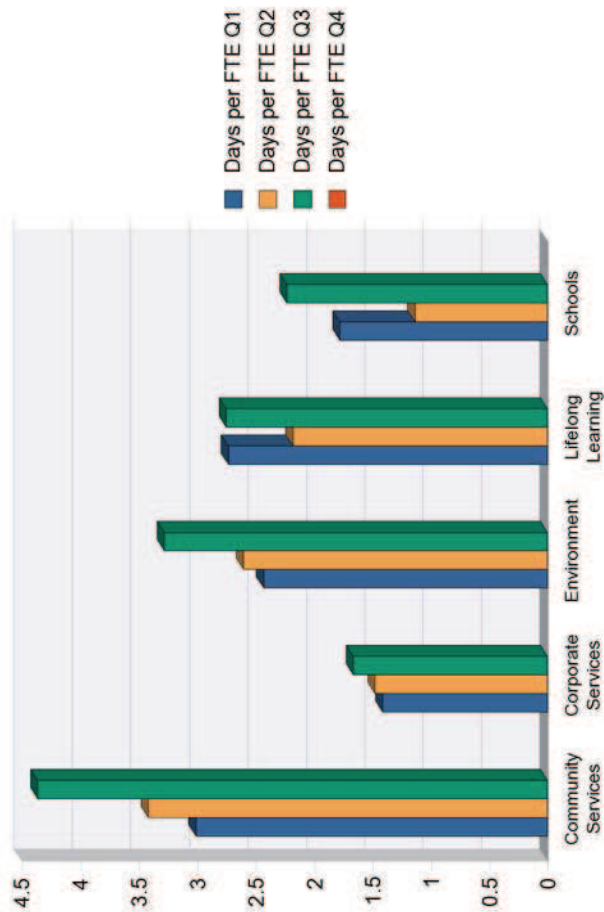


Absence Rate Summary By Directorate

Last Refreshed On : 21/02/2012

Directorate	Days per FTE Q1	Days per FTE Q2	Days per FTE Q3	Days per FTE Q4
Community Services	3.01	3.41	4.36	4.36
Corporate Services	1.41	1.48	1.66	1.66
Environment	2.43	2.6	3.28	3.28
Lifelong Learning	2.73	2.18	2.75	2.75
Schools	1.78	1.13	2.23	2.23

Directorate	Absence Rate Q1	Absence Rate Q2	Absence Rate Q3	Absence Rate Q4
Community Services	5.28 %	5.99 %	7.65 %	7.65 %
Corporate Services	2.48 %	2.59 %	2.92 %	2.92 %
Environment	4.26 %	4.57 %	5.75 %	5.75 %
Lifelong Learning	4.79 %	3.82 %	4.82 %	4.82 %
Schools	3.71 %	2.36 %	4.65 %	4.65 %



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FLINTSHIRE COUNTY COUNCIL

Workforce Information Report

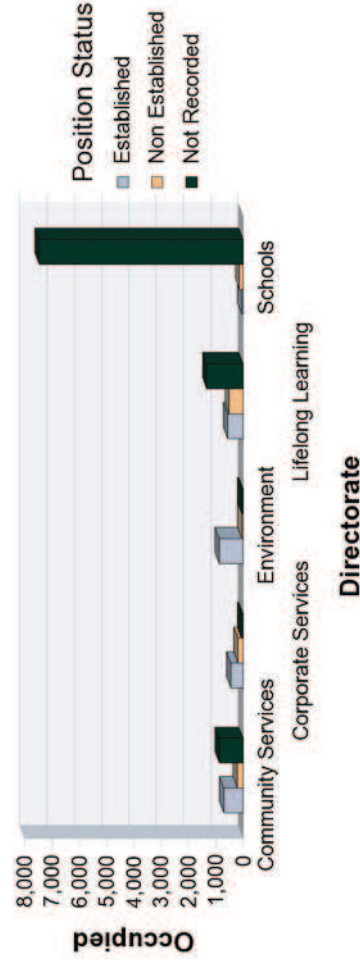
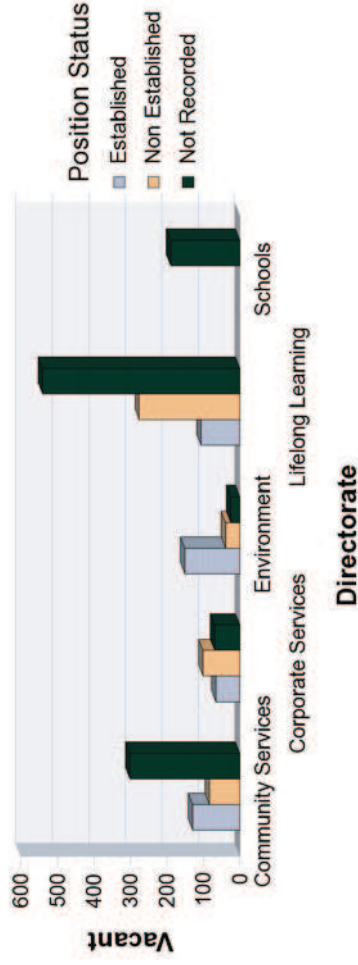
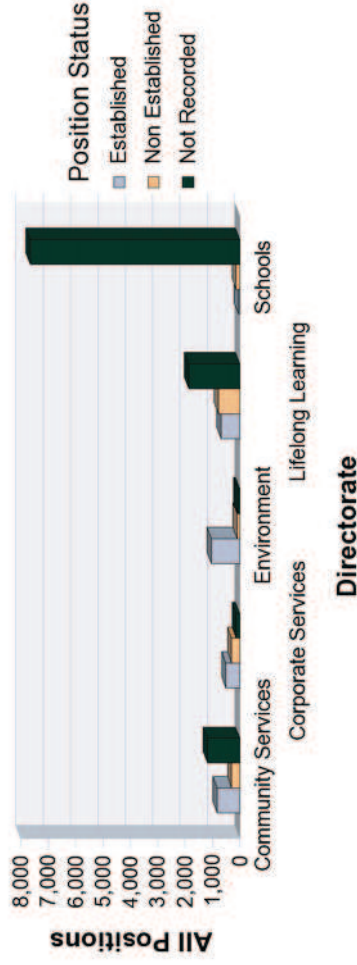
Period Up To : 31/12/2010

Establishment Summary By Directorate

Data effective as at : 31/12/2010

Last Refreshed On : 06/01/2011

Directorate	Position Status	POSITIONS		
		Total	Vacant	Occupied
Community Services	Established	829	129	700
	Non Established	292	83	209
	Not Recorded	1,171	302	869
	Total:	2,292	514	1,778
Corporate Services	Established	504	65	439
	Non Established	290	100	190
	Not Recorded	127	68	59
	Total:	921	233	688
Environment	Established	1,026	150	876
	Non Established	90	38	52
	Not Recorded	68	25	43
	Total:	1,184	213	971
Lifelong Learning	Established	673	106	567
	Non Established	777	274	503
	Not Recorded	1,864	540	1,324
	Total:	3,314	920	2,394
Schools	Established	44	0	44
	Non Established	129	0	129
	Not Recorded	7,648	188	7,460
	Total:	7,821	188	7,633
Overall Total:		15,532	2,068	13,464



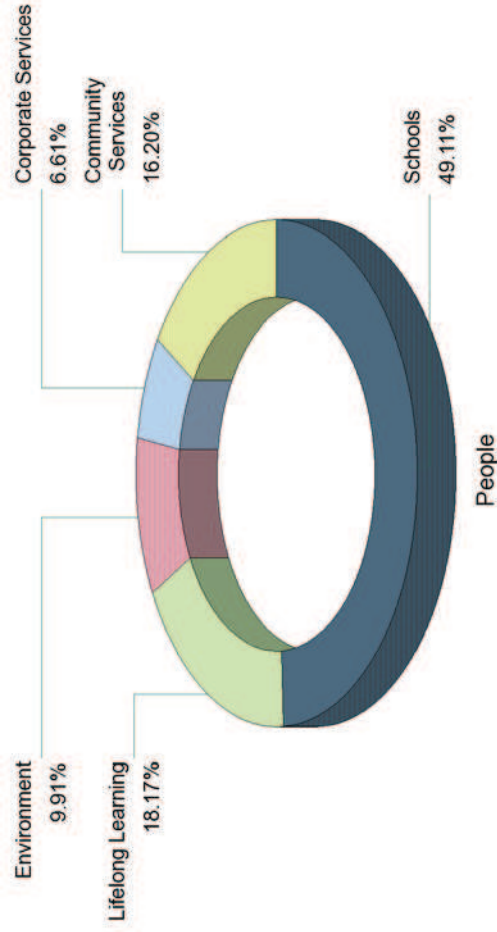
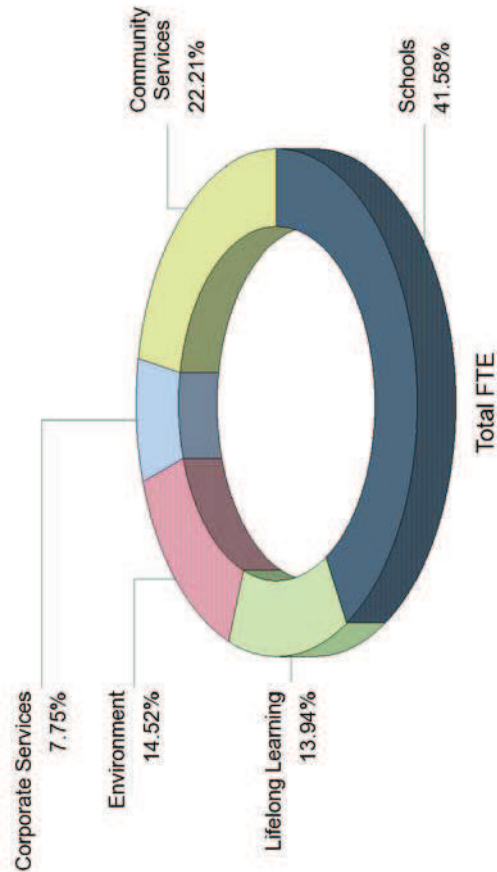
Headcount Summary By Directorate

Data on this page is effective as at : 31/12/2010
 Last Refreshed On : 12/01/2011

Flintshire County Council Actual Total Headcount :

8,989

Directorate	HEADCOUNT				POSITION TYPE							POSITION BASIS			
	Total FTE	People	Positions	Permanent	Relief	Temporary Fixed Term	Seasonal Fixed Term	* Via Managed Agency Service	Contract For Services	Full Time	Part Time	Full Time Term Time	Part Time Term Time	No Basis	
Community Services	1229	1,540	1,781	1,315	246	219		1	87	0	0	709	0	121	
Corporate Services	429	628	690	435	156	81		0	9	18	2	174	1	122	
Environment	803	942	971	761	26	184		0	92	0	1	238	4	4	
Lifelong Learning	772	1,727	2,389	1,158	897	329		3	3	2	10	1,285	17	630	
Schools	2301	4,667	7,641	3,594	2,345	1,702		0	0	0	88	5,200	926	53	
Sum:	5533	9,504	13,472	7,263	3,670	2,515	4	191	20	3,887	101	7,606	948	930	



Turnover Summary by Directorate

Flintshire County Council Annual Total

Last Refreshed On : 06/01/2011

HC Q1 From	HC Q4 To	Head Count For Year	Leavers For Year	Turnover For Year	Stability For Year
9,070		4,535	859	18.94%	

Flintshire County Council Total

Quarter 1

April to June

HC Q1 From	HC Q1 To	Q1 Average Head Count	Q1 Leavers	Q1 Turnover	Q1 Stability	
9,070	8,912	8,991	357	3.97%	88.28%	
Directorate	HC Q1 From	HC Q1 To	Q1 Average Head Count	Q1 Leavers	Q1 Turnover	Q1 Stability
Community and Housing	44	43	43.5	1	2.30%	94.25%
Community Services	1,556	1,547	1,551.5	31	2.00%	92.04%
Corporate Services	785	609	697	190	27.26%	79.48%
Environment	907	897	902	18	2.00%	91.57%
Lifelong Learning	1,782	1,748	1,765	60	3.40%	90.14%
Schools	4,514	4,591	4,552.5	59	1.30%	87.95%

Flintshire County Council Total

Quarter 2

July to September

HC Q2 From	HC Q2 To	Q2 Average Head Count	Q2 Leavers	Q2 Turnover	Q2 Stability	
9,000	8,932	8,966	386	4.31%	89.39%	
Directorate	HC Q2 From	HC Q2 To	Q2 Average Head Count	Q2 Leavers	Q2 Turnover	Q2 Stability
Community Services	1,572	1,564	1,568	42	2.68%	93.05%
Corporate Services	606	613	609.5	22	3.61%	90.07%
Environment	913	907	910	19	2.09%	92.09%
Lifelong Learning	1,841	1,751	1,796	129	7.18%	88.59%
Schools	4,604	4,620	4,612	178	3.86%	88.66%

Flintshire County Council Total

Quarter 3

October to December

HC Q3 From	HC Q3 To	Q3 Average Head Count	Q3 Leavers	Q3 Turnover	Q3 Stability	
9,014	9,009	9,011.5	116	1.29%	89.92%	
Directorate	HC Q3 From	HC Q3 To	Q3 Average Head Count	Q3 Leavers	Q3 Turnover	Q3 Stability
Community Services	1,565	1,547	1,556	25	1.61%	93.64%
Corporate Services	615	629	622	8	1.29%	88.42%
Environment	952	944	948	15	1.58%	90.51%
Lifelong Learning	1,752	1,739	1,745.5	34	1.95%	91.15%
Schools	4,653	4,665	4,659	36	0.77%	89.14%

Flintshire County Council Total

Quarter 4

January to March

HC Q4 From	HC Q4 To	Q4 Average Head Count	Q4 Leavers	Q4 Turnover	Q4 Stability	
			0	0%		
Directorate	HC Q4 From	HC Q4 To	Q4 Average Head Count	Q4 Leavers	Q4 Turnover	Q4 Stability
				0	0%	

Turnover Summary

Last Refreshed On : 06/01/2011

Directorate	Q1 Leavers	Q2 Leavers	Q3 Leavers	Q4 Leavers	Sum
Community and Housing	1	0	0	0	1
Community Services	31	42	25	0	98
Corporate Services	190	22	8	0	220
Environment	18	19	15	0	52
Lifelong Learning	60	129	34	0	223
Schools	59	178	36	0	273
Sum:	359	390	118	0	867

Directorate	Q1 Turnover	Q2 Turnover	Q3 Turnover	Q4 Turnover
Community and Housing	2.30%	0%	0%	0%
Community Services	2.00%	2.68%	1.61%	0%
Corporate Services	27.26%	3.61%	1.29%	0%
Environment	2.00%	2.09%	1.58%	0%
Lifelong Learning	3.40%	7.18%	1.95%	0%
Schools	1.30%	3.86%	0.77%	0%

Directorate	Q1 Stability	Q2 Stability	Q3 Stability	Q4 Stability
Community and Housing	94.25%	0%	0%	0%
Community Services	92.04%	93.05%	93.64%	0%
Corporate Services	79.48%	90.07%	88.42%	0%
Environment	91.57%	92.09%	90.51%	0%
Lifelong Learning	90.14%	88.59%	91.15%	0%
Schools	87.95%	88.66%	89.14%	0%

Turnover Leaver Analysis

Last Refreshed On : 06/01/2011

Quarter 1

April to June		<1 Mth	<1 Yr	<6 Mth	<5 Yrs	5 - 9 Yrs	10 - 19 Yrs	20+ Yrs	Sum:
Death In Service	Female	0	0	0	0	0	0	0	0
	Male	0	0	0	0	1	0	0	1
Dismissal	Female	0	0	0	1	4	3	3	11
	Male	0	0	0	2	0	2	3	7
End of Contract Term	Female	0	17	4	57	4	0	0	82
	Male	0	16	5	69	8	0	0	98
Left Voluntarily	Unspecified	0	1	0	0	0	0	0	1
	Female	2	12	6	45	14	8	6	93
Retirement	Male	1	5	2	21	4	4	2	39
	Female	0	0	0	1	1	1	8	11
Transferred To Another Employer	Male	0	0	0	1	4	2	3	10
	Female	0	1	0	1	1	0	0	2
Sum:		3	52	17	199	40	21	25	357

Quarter 2

July to September		<1 Mth	<6 Mth	<1 Yr	<5 Yrs	5 - 9 Yrs	10 - 19 Yrs	20+ Yrs	Sum:
Death In Service	Female	0	0	0	1	0	2	0	3
	Male	0	0	0	0	1	0	1	2
Dismissal	Female	0	0	1	5	4	5	6	21
	Male	0	0	0	2	1	0	3	6
End of Contract Term	Female	0	53	5	6	0	0	0	64
	Male	1	20	1	3	0	0	0	25
Left Voluntarily	Unspecified	0	0	0	0	0	0	0	0
	Female	3	13	23	69	25	19	5	157
Retirement	Male	1	2	5	23	6	4	5	46
	Female	0	0	1	1	1	13	22	42
Transferred To Another Employer	Male	0	0	0	1	1	4	11	17
	Female	0	0	0	2	0	0	0	2
Sum:		5	88	36	114	43	47	53	386

Turnover Leaver Analysis

Last Refreshed On : 06/01/2011

Quarter 3

October to December		<6 Mth	<1 Yr	<5 Yrs	5 - 9 Yrs	10 - 19 Yrs	20+ Yrs	<1 Mth	Sum:
Death In Service	Female	0	0	0	1	0	0	0	1
	Male	0	0	0	0	0	0	0	0
Dismissal	Female	0	0	0	1	2	0	0	3
	Male	0	0	1	1	2	0	0	4
End of Contract Term	Female	5	0	2	1	0	0	0	8
	Male	0	0	11	0	0	0	0	11
Left Voluntarily	Unspecified	0	0	0	0	0	0	0	0
	Female	2	2	27	12	0	3	2	48
Retirement	Male	3	3	14	10	1	0	0	31
	Female	0	0	0	0	1	1	0	2
Transferred To Another Employer	Male	0	0	1	2	1	1	0	5
	Female	0	0	1	0	0	0	0	1
Sum:		10	5	59	28	7	5	2	116

Quarter 4

January to March		Sum:
Death In Service	Female	0
	Male	0
Dismissal	Female	0
	Male	0
End of Contract Term	Female	0
	Male	0
Left Voluntarily	Unspecified	0
	Female	0
Retirement	Male	0
	Female	0
Transferred To Another Employer	Female	0
	Male	0
Sum:		0

Directorate Leaver Analysis

Last Refreshed On : 06/01/2011

Quarter 1

April to June

		<1 Mth	<1 Yr	<6 Mth	<5 Yrs	5 - 9 Yrs	10 - 19 Yrs	20+ Yrs	Sum:
Community and Housing	Dismissal	0	0	0	0	1	0	0	1
	Sum:	0	0	0	0	1	0	0	1
Community Services	Death In Service	0	0	0	0	0	0	0	0
	Dismissal	0	0	0	2	1	2	1	6
	End of Contract Term	0	1	0	0	0	0	0	1
	Left Voluntarily	0	0	0	8	3	3	0	14
	Retirement	0	0	0	1	1	1	7	10
	Transferred To Another Employer	0	0	0	0	0	0	0	0
Sum:	0	1	0	11	5	6	8	31	
Corporate Services	Death In Service	0	0	0	0	0	0	0	0
	Dismissal	0	0	0	1	1	1	0	3
	End of Contract Term	0	31	9	123	12	0	0	175
	Left Voluntarily	0	0	1	6	2	1	0	10
	Retirement	0	0	0	0	1	1	0	2
	Sum:	0	31	10	130	16	3	0	190
Environment	Dismissal	0	0	0	0	0	1	3	4
	End of Contract Term	0	0	0	1	0	0	0	1
	Left Voluntarily	0	1	1	3	0	0	3	8
	Retirement	0	0	0	0	3	0	0	3
	Transferred To Another Employer	0	0	0	1	0	1	0	2
	Sum:	0	1	1	5	3	2	6	18
Lifelong Learning	Death In Service	0	0	0	0	0	0	0	0
	Dismissal	0	0	0	0	1	1	2	4
	End of Contract Term	0	0	0	1	0	0	0	1
	Left Voluntarily	0	11	2	23	8	3	3	50
	Retirement	0	0	0	1	0	1	1	3
	Transferred To Another Employer	0	1	0	1	0	0	0	2
Sum:	0	12	2	26	9	5	6	60	
Schools	Death In Service	0	0	0	0	1	0	0	1
	Dismissal	0	0	0	0	0	0	0	0
	End of Contract Term	0	2	0	1	0	0	0	3
	Left Voluntarily	3	5	4	27	6	5	2	52
	Retirement	0	0	0	0	0	0	3	3
	Sum:	3	7	4	28	7	5	5	59

Directorate Leaver Analysis

Last Refreshed On : 06/01/2011

Quarter 2

July to September

		<1 Mth	<6 Mth	<1 Yr	<5 Yrs	5 - 9 Yrs	10 - 19 Yrs	20+ Yrs	Sum:
Community Services	Death In Service	0	0	0	0	1	0	0	1
	Dismissal	0	0	0	2	1	2	0	5
	End of Contract Term	0	1	0	1	0	0	0	2
	Left Voluntarily	0	0	0	14	4	4	0	22
	Retirement	0	0	0	1	1	3	5	10
	Transferred To Another Employer	0	0	0	2	0	0	0	2
	Sum:	0	1	0	20	7	9	5	42
Corporate Services	Death In Service	0	0	0	0	0	1	0	1
	Dismissal	0	0	0	0	0	0	0	0
	End of Contract Term	1	1	1	1	0	0	0	4
	Left Voluntarily	0	0	4	10	1	0	0	15
	Retirement	0	0	0	0	0	0	2	2
	Sum:	1	1	5	11	1	1	2	22
Environment	Dismissal	0	0	0	0	0	0	1	1
	End of Contract Term	0	0	1	0	0	0	0	1
	Left Voluntarily	0	0	0	5	0	3	0	8
	Retirement	0	0	0	0	1	1	6	8
	Transferred To Another Employer	0	0	0	1	0	0	0	1
	Sum:	0	0	1	6	1	4	7	19
Lifelong Learning	Death In Service	0	0	0	1	0	1	1	3
	Dismissal	0	0	0	1	1	0	0	2
	End of Contract Term	0	70	1	5	0	0	0	76
	Left Voluntarily	1	2	9	17	9	4	1	43
	Retirement	0	0	0	0	3	1	1	5
	Transferred To Another Employer	0	0	0	0	0	0	0	0
	Sum:	1	72	10	24	13	6	3	129
Schools	Death In Service	0	0	0	0	0	0	0	0
	Dismissal	0	0	1	4	3	3	8	19
	End of Contract Term	0	1	4	2	0	0	0	7
	Left Voluntarily	3	13	15	47	17	12	9	116
	Retirement	0	0	1	1	2	13	19	36
	Sum:	3	14	21	54	22	28	36	178

Directorate Leaver Analysis

Last Refreshed On : 06/01/2011

Quarter 3

October to December

		<6 Mth	<1 Yr	<5 Yrs	5 - 9 Yrs	10 - 19 Yrs	20+ Yrs	<1 Mth	Sum:
Community Services	Death In Service	0	0	0	1	0	0	0	1
	Dismissal	0	0	1	1	0	0	0	2
	End of Contract Term	2	0	0	0	0	0	0	2
	Left Voluntarily	0	0	12	5	0	0	0	17
	Retirement	0	0	0	0	1	0	0	1
	Transferred To Another Employer	0	0	2	0	0	0	0	2
	Sum:	2	0	15	7	1	0	0	25
Corporate Services	Death In Service	0	0	0	0	0	0	0	0
	Dismissal	0	0	0	0	0	0	0	0
	End of Contract Term	1	0	0	0	0	0	0	1
	Left Voluntarily	0	1	2	1	0	1	1	6
	Retirement	0	0	1	0	0	0	0	1
	Sum:	1	1	3	1	0	1	1	8
Environment	Dismissal	0	0	0	1	1	0	0	2
	End of Contract Term	0	0	1	0	0	0	0	1
	Left Voluntarily	1	1	4	3	0	0	0	9
	Retirement	0	0	0	1	1	1	0	3
	Transferred To Another Employer	0	0	0	0	0	0	0	0
	Sum:	1	1	5	5	2	1	0	15
Lifelong Learning	Death In Service	0	0	0	0	0	0	0	0
	Dismissal	0	0	0	0	1	0	0	1
	End of Contract Term	2	0	2	0	0	0	0	4
	Left Voluntarily	2	3	13	7	1	1	0	27
	Retirement	0	0	0	1	0	0	0	1
	Transferred To Another Employer	0	0	1	0	0	0	0	1
	Sum:	4	3	16	8	2	1	0	34
Schools	Death In Service	0	0	0	0	0	0	0	0
	Dismissal	0	0	0	0	2	0	0	2
	End of Contract Term	0	0	10	1	0	0	0	11
	Left Voluntarily	2	0	11	7	0	1	1	22
	Retirement	0	0	0	0	0	1	0	1
	Sum:	2	0	21	8	2	2	1	36

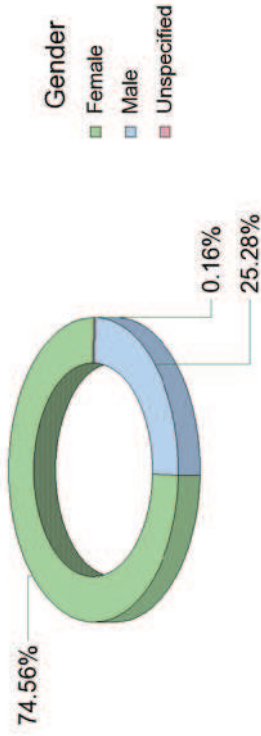
Diversity Summary

Data on this page is effective as at : 31/12/2010

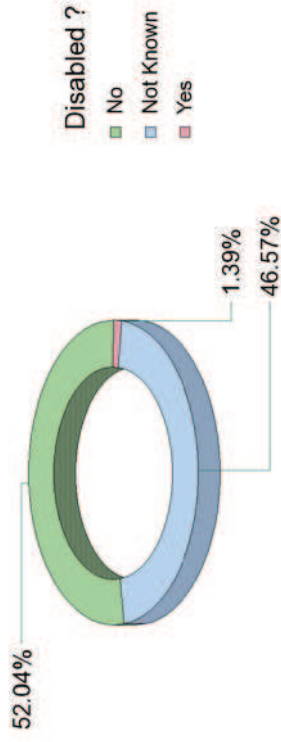
Last Refreshed On : 06/01/2011

Flintshire County Council Diversity Summary

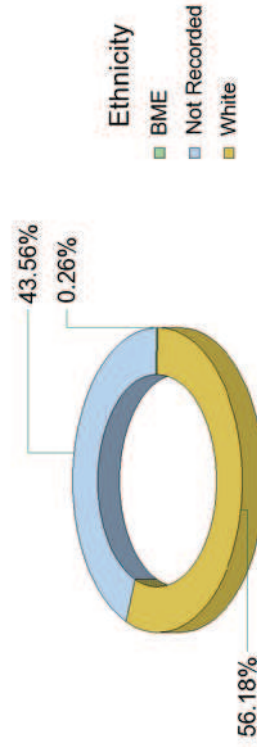
Gender	Total	%
Female	6,703	74.56%
Male	2,273	25.28%
Unspecified	14	0.16%
Sum:	8,990	



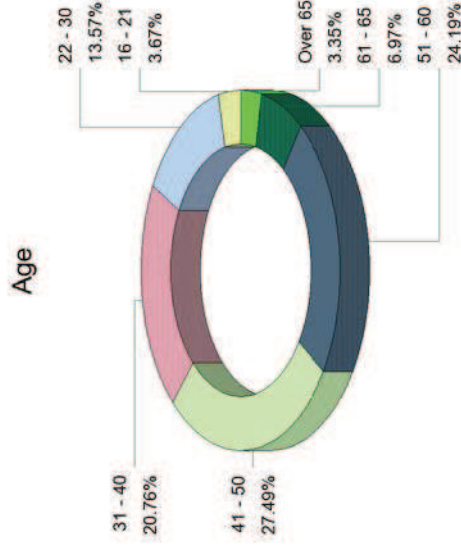
Disabled ?	Total	%
No	4,678	52.04%
Not Known	4,187	46.57%
Yes	125	1.39%
Sum:	8,990	



Ethnicity	Total	%
BME	23	0.26%
Not Recorded	3,916	43.56%
White	5,051	56.18%
Sum:	8,990	



Age	Total	%
16 - 21	330	3.67%
22 - 30	1,220	13.57%
31 - 40	1,866	20.76%
41 - 50	2,471	27.49%
51 - 60	2,175	24.19%
61 - 65	627	6.97%
Over 65	301	3.35%
Sum:	8,990	



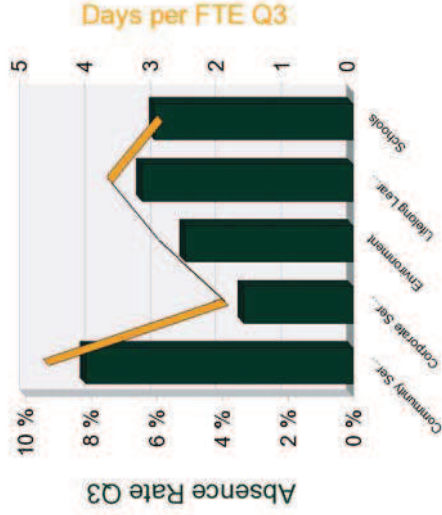
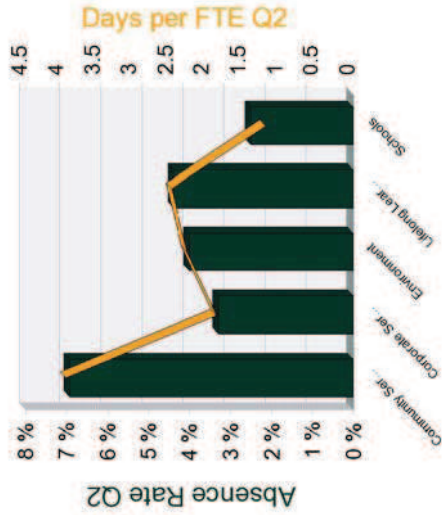
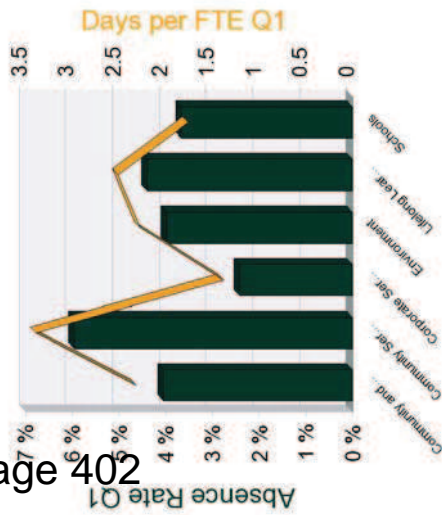
Absence Rate Summary By Directorate

Last Refreshed On : 20/01/2011

Cumulative Totals

Average Days Available	879,122	FTE Days Lost	42,908	Absence Rate	4.88 %	Days Lost Per FTE	10.4
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Directorate	FTE Days Lost Q1	Average Days Available Q1	Absence Rate Q1	Days per FTE Q1	FTE Days Lost Q2	Average Days Available Q2	Absence Rate Q2	Days per FTE Q2	FTE Days Lost Q3	Average Days Available Q3	Absence Rate Q3	Days per FTE Q3	FTE Days Lost Q4	Average Days Available Q4	Absence Rate Q4	Days per FTE Q4	Days Lost Per FTE
Community and Housing	77	1,909	4.05 %	2.31	0	0	0	0	0	0	0	0	0	0	0	0	2.31
Community Services	4,152	69,891	5.94 %	3.39	4,865	70,483	6.90 %	3.93	5,716	70,216	8.14 %	4.64	4,64	0	0	0	11.96
Corporate Services	598	24,800	2.41 %	1.37	813	24,745	3.28 %	1.87	822	24,591	3.34 %	1.91	2,91	0	0	0	5.15
Environment	1,721	43,265	3.98 %	2.27	1,743	43,689	3.99 %	2.27	2,346	45,921	5.11 %	2.91	2,91	0	0	0	7.45
Lifelong Learning	1,935	44,028	4.39 %	2.5	1,925	44,021	4.37 %	2.49	2,827	43,940	6.43 %	3.67	3,67	0	0	0	8.66
Schools	3,972	108,483	3.66 %	1.76	2,731	109,070	2.50 %	1.2	6,664	110,070	6.05 %	2.91	2,91	0	0	0	5.87
	12,455	292,376	4.26 %	2.27	12,078	292,009	4.14 %	2.2	18,374	294,737	6.23 %	3.32	3,32	0	0	0	

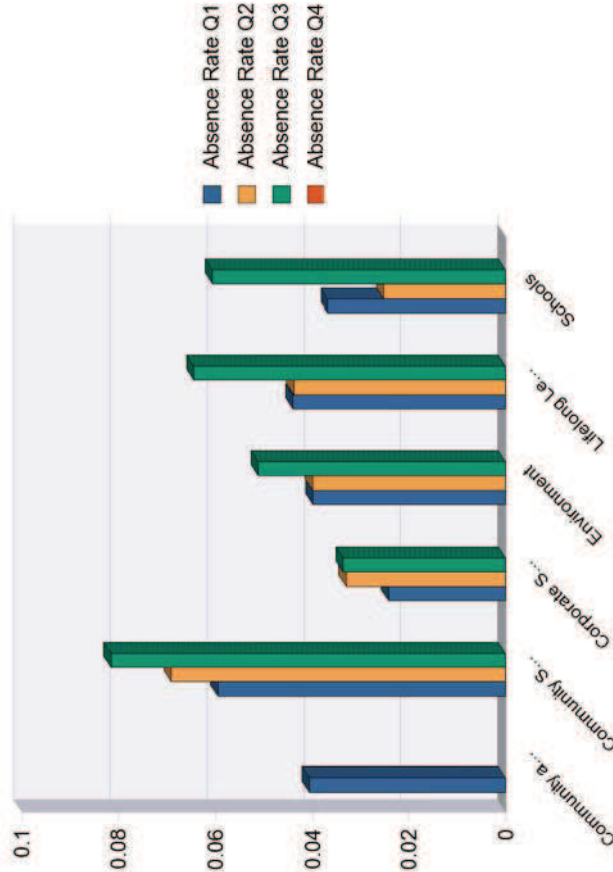
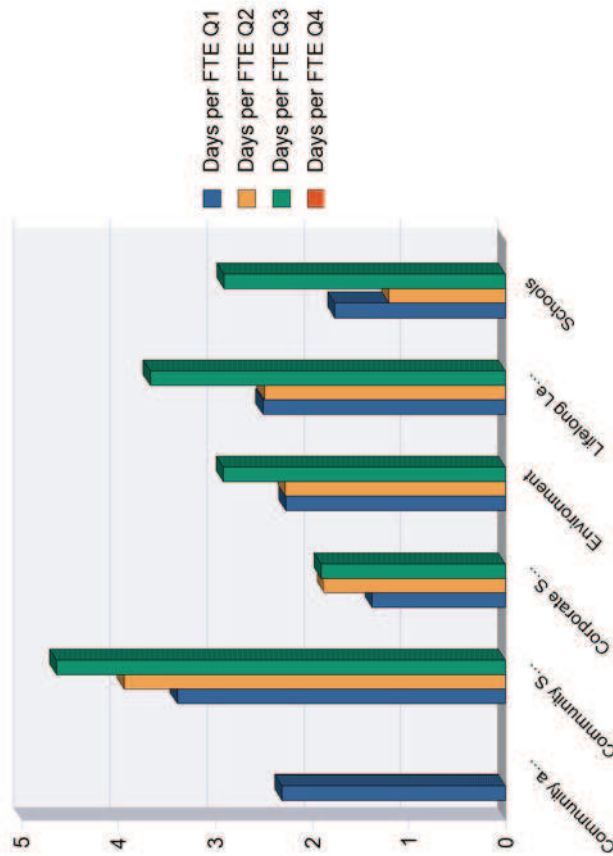


Absence Rate Summary By Directorate

Last Refreshed On : 20/01/2011

Directorate	Days per FTE Q1	Days per FTE Q2	Days per FTE Q3	Days per FTE Q4
Community and Housing Services	2.31			
Community Services	3.39	3.93	4.64	
Corporate Services	1.37	1.87	1.91	
Environment	2.27	2.27	2.91	
Lifelong Learning	2.5	2.49	3.67	
Schools	1.76	1.2	2.91	

Directorate	Absence Rate Q1	Absence Rate Q2	Absence Rate Q3	Absence Rate Q4
Community and Housing Services	4.05 %			
Community Services	5.94 %	6.90 %	8.14 %	
Corporate Services	2.41 %	3.28 %	3.34 %	
Environment	3.98 %	3.99 %	5.11 %	
Lifelong Learning	4.39 %	4.37 %	6.43 %	
Schools	3.66 %	2.50 %	6.05 %	



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Frequently Asked Questions – Workforce Information Reports

Establishment Summary by Directorate

Q1 - What does **Not Recorded** mean on the Establishment Summary Report?

A1 - This refers to positions that have not previously been categorised as either Established or Non-established. There is a piece of ongoing work to fill in the missing details. Once this piece of work is complete Not Recorded will no longer appear.

Headcount Summary by Directorate

Q2 - Why is the Actual Total Headcount figure at the top right of the report different to the People figure at the bottom of the Headcount Directorate details?

A2 - The overall directorate people headcount will usually be higher than the Flintshire County Council Actual Total Headcount. This is because of individuals with more than one position in more than one directorate.

Example 1, if an individual has two positions, one as a Finance Assistant in Corporate Services and one as a Youth Worker in Lifelong Learning. The individual will be counted as one in Corporate Services' total and one in Lifelong Learning's total. However in the Actual Total Headcount, the individual will only be counted once.

Turnover Summary by Directorate

Q3 - Why is the Turnover figure at the end of one quarter not the same as the figure at the start of the next quarter?

A3 – There are a number of reasons why the turnover figure at the end of the quarter is different to the figure at the start of the next quarter.

The figure at the end of the period includes all of the individuals still in employment on that day if they are due to leave that day they will not be showing in the figure for the start of the next period.

Example 1, if ten individuals were due to leave the Organisation on the last day of a quarter they would be included in the end figure for that quarter. However they will not be included in the starting figure for the next quarter because those employees are no longer with the Organisation.

Example 2, if a large piece of work is carried out to transfer a group of employees into the Organisation this may be dated at the start of a quarter. Therefore those individuals will not show in the end of quarter figures but they will show at the start of the next quarter.

Turnover Leaver Analysis

Q4 – There are fewer reasons for leaving showing in the new report. Can we still report on the previous list of reasons?

A4 – Yes, we can still report on the full list of reasons.

Previously a full list of reasons was reported, each quarter, for the Organisation and each Directorate. With twenty-eight reasons to display this meant a very lengthy report. The reasons for leaving have now been condensed from twenty-eight to six.

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FLINTSHIRE COUNTY COUNCIL

REPORT TO: **EXECUTIVE**

DATE: **27 MARCH 2012**

REPORT BY: **HEAD OF ICT AND CUSTOMER SERVICES**

SUBJECT: **POLICY FOR THE APPROVAL OF PREMISES AS
VENUES FOR CIVIL MARRIAGES AND CIVIL
PARTNERSHIPS AND PROPOSED FEES**

1.00 PURPOSE OF REPORT

- 1.01 To seek approval from Members the adoption of:
- (i) a policy for the approval of premises as venues for civil marriages and civil partnerships from 1 April 2012;
 - (ii) revised fees for registration services provided by the Flintshire Registration Service.

2.00 BACKGROUND

- 2.01 The Registrar General for England and Wales in accordance with her duties under the Marriage Act 1949 and the Civil Partnership Act 2004 has issued revised guidance to the public, local authorities, registration officers and faith groups on the process to approve premises for the solemnization of civil marriages and the registration of civil partnerships.
- 2.02 The revised guidance was issued in December 2011 following the implementation of the Marriages and Civil Partnerships (Approved Premises) (Amendment) Regulations 2011 which allow civil partnerships to be registered in religious premises. The Council's policy for administering applications has been reviewed and updated to reflect changes to legislation. The revised policy is attached as Appendix 1.
- 2.03 Local Authorities are responsible for setting fees in pursuance of Section 26(1)(bb) of the Marriage Act, 1949 (as amended by the Marriage Act, 1994) and the Marriages and Civil Partnerships (Approved Premises) (Amendment) Regulations 2011.
- 2.04 There are seven fees which may be levied by the Local Authority, all other fees relating to births, deaths, marriages and civil partnerships are statutory. The six fees are:
- 1) The fee for the application of secular premises to be licensed as a venue for civil marriages and civil partnerships;

- 2) The renewal fee for secular premises to be licensed as a venue for civil marriages and civil partnerships;
- 3) The fee for the application and renewal of religious premises to be licensed as a venue for civil partnerships which are currently registered for marriages;
- 4) The fee for the application and renewal of religious premises to be licensed as a venue for civil partnerships which are not currently registered for marriages;
- 5) The fee for the attendance of the Superintendent Registrar and Registrar at civil marriages or civil partnership ceremonies held at premises licensed for civil marriages and civil partnerships;
- 6) The fee for the attendance of the Civil Partnership Registrar at civil partnership ceremonies held at religious premises licensed for civil partnerships;
- 7) The fee for celebratory services held at the Register Office or premises licensed for civil marriages and civil partnerships.

3.00 CONSIDERATIONS

- 3.01 The adoption of the revised policy for the approval of premises as venues for civil marriages and civil partnerships will ensure compliance with the recent changes to legislation (Marriages and Civil Partnerships (Approved Premises) (Amendment) Regulations 2011). The policy provides clear advice and guidance to applicants and licensees including the requirements for approval and conditions attached to licences.
- 3.02 A review of fees has been undertaken and has identified a need to increase non statutory fees. The recommended fees (Appendix 2) have been increased to take account of the cost of administering licence applications and inflation over the last two years since the fees were last reviewed.
- 3.03 The statutory fee for a marriage or civil partnership in a Register Office is £40 and remains unchanged.

4.00 RECOMMENDATIONS

- 4.01 Members are asked to agree and adopt the new policy for the approval of premises as venues for civil marriages and civil partnerships as set out in Appendix 1 with effect from 1 April, 2012.
- 4.02 Members are asked to agree and adopt the revised fees for non statutory services as set out in Appendix 2 with effect from 1 April, 2012.

5.00 FINANCIAL IMPLICATIONS

5.01 The recommended revised fees will cover the actual cost of these services and is based on the rate of inflation over the past two years.

6.00 ANTI POVERTY IMPACT

6.01 None directly.

7.00 ENVIRONMENTAL IMPACT

7.01 None directly.

8.00 EQUALITIES IMPACT

8.01 None directly.

9.00 PERSONNEL IMPLICATIONS

9.01 None directly.

10.00 CONSULTATION REQUIRED

10.01 None directly.

11.00 CONSULTATION UNDERTAKEN

11.01 Not applicable.

12.00 APPENDICES

12.01 Appendix 1 - Policy for the approval of premises as venues for Civil Marriages and Civil Partnerships in the County of Flintshire

Appendix 2 - Proposed non statutory registration fees from 1 April 2012

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

None

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Email: rebecca_jones@flintshire.gov.uk

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**Policy for the approval of
premises as venues for Civil
Marriages and Civil Partnerships
in the County of Flintshire**

Document Details	
Document Author:	Chris Guest Proper Officer
Document Owner:	Chris Guest Proper Officer
Maintenance:	Customer Services Team Leader
Distribution:	This document will be published in full on the Council's website. A copy of this document is also available from the Customer Services Team or Flintshire Registration Service.

Revision Details			
No.	Revision Summary	Date	Revised By
1	Leader Strategy Group Executive	13 March 2012 27 March 2012	

Preface

This document provides information and guidance on the process for the approval of premises and the conditions associated with an approval in the County of Flintshire. This document is in four parts:

Part 1

Information and guidance aimed at all premises that are to be approved for civil marriages and civil partnerships, or religious premises to be approved for civil partnerships only.

Part 2

Information and guidance **specific to the approval of secular** (premises that are not religious premises e.g. hotels) premises for civil marriages and civil partnerships.

Part 3

Information and guidance **specific to the approval of religious premises** for civil partnerships only.

Part 4

Other information and guidance for couples wishing to solemnize a marriage or register a civil partnership on approved premises in Flintshire.

Note: This document is not intended to provide information on the legal requirements for marriage and civil partnership in England and Wales. Further information on the legal requirements for marriage and civil partnership can be obtained from the Council's website at www.flintshire.gov.uk or www.siryfflint.gov.uk

PART 1

Guidance for the approval of premises as venues for marriages under Section 26(1)(bb) of the Marriage Act 1949 and for civil partnerships under Section 6(3A)(a) of the Civil Partnership Act 2004

When considering applications for the approval of premises as venues for marriages and for civil partnerships the Council must be satisfied that:

Types of premises

The laws relating to “approved premises” are intended to allow proceedings to take place regularly in hotels, stately homes, civic halls, similar premises and religious premises without compromising the solemnity of the occasion.

“Premises” are defined as a permanently immovable structure comprising at least a room or any boat or other vessel which is permanently moored. Any premises outside this definition, such as the open air, a tent, marquee or any other temporary structure and most forms of transport, are not eligible for approval.

Having regard to their primary use, situation, construction and state of repair, the premises must, in the opinion of the Council be a seemly and dignified venue for the proceedings, which must take place in a room or rooms that are identifiable by description as a distinct part of those premises. The primary use of a building would render it unsuitable if that use could demean proceedings or bring them into disrepute.

Premises that are religious premises (as defined by section 6A(3C) of the Civil Partnership Act) may not be approved for civil marriages. However, they may be approved for the registration of civil partnerships and further guidance is provided in Part 4 of this document.

Other requirements before an application can be considered

In addition to being satisfied that the requirements relating to the type of premises are met, the Council will want to be satisfied that the fire assessment in place at the premises is suitable for the intended purpose. The Council will also want to be content that no planning permission is necessary for the use of the venue for marriages or civil partnerships.

The application process

An application for approval may be made by the proprietor or trustee of premises.

An applicant must provide the following information:

- an application in writing, including the name and address of the applicant (Appendix A – secular premises; Appendix B – religious premises);
- a plan of the premises which clearly identifies the room(s) in which the proceedings will take place if approval is granted (a minimum of two rooms to ensure a room is available as a contingency); and
- a fee to fund the approval process (refer to appropriate application form).

As soon as is practicable after receiving the application the Council will publicise the application for a period of 21 days on its website at www.flintshire.gov.uk and www.sirryflint.gov.uk

The public notice will:

- identify the premises and the applicant;
- indicate the address at which the application, the plan accompanying it and any consents may be inspected;
- state that any person may give notice in writing of an objection to the grant of approval, with reasons for the objection, within 21 days from the date on which the notice is published; and
- state the address of the offices of the Council to which such notice of objection should be given.

In accordance with this notice, the Council will make the application, the plans and any consent available for public inspection during normal office hours i.e. 08:30 – 17:00.

As soon as practicable after receiving an application the Council will inspect the premises.

Objections

The Council will consider any objections to an application. The decision about whether to approve premises sits with the Council, but it will however consider its decision in light of any objections made.

Granting approvals

The Council will only grant approval if it is satisfied that the application has been made in accordance with the requirements set out in Schedule 1 (Appendix A(i)) or Schedule 1A (Appendix B(i)) attached to this document and that the premises fulfil any other reasonable requirements which the Council considers appropriate to ensure the facilities provided at the premises are suitable.

The Council may refuse to grant approval, or attach such additional conditions to an approval that it considers appropriate. As soon as is practicable after making a decision the Council will notify its decision in

writing to the applicant and any person that has given notice of objection to the application. If approval is refused, or conditions other than the standard conditions (i.e. those set out in Schedule 2 (Appendix A(ii)) or Schedule 2A (Appendix B(ii)) attached to the approval, the Council will notify the applicant of the right to seek a review of its decision.

Approval will be granted for a period of three years. The period starts on the date on which approval is granted, unless it is revoked, extended or reinstated.

If ownership of the premises changes then the new owners become the holders of the approval. The holders of approvals are required to notify the Council immediately if there is any change to the details that were included in the application, such as a change in holder of the approval.

Immediately after the grant of the approval, the holder of the approval must tell the Council the name, address and qualification of the responsible person. The responsibilities of the responsible person are detailed in Appendix A(ii) or Appendix B(ii); he or she is responsible for ensuring compliance with the standard conditions of approval.

Expiry and renewal of approval

The renewal process is the same as the approval process but can be commenced when the current approval has less than twelve months left to run. An application for renewal made within this period will if necessary, extend the approval until that application has been finally dealt with. A renewal will be expressed to take effect from the date on which the current approval expires.

If an approval expires before any application to renew is made but an application is made within one month of the expiry, the approval will be reinstated. The reinstated approval will then continue until such time as the application for renewal is finally dealt with.

An approval can be extended or reinstated but if an application for renewal is made a month or more after expiry, the full application procedure has to be followed prior to any further approval being granted. Any proceedings arranged at the venue within that time must be postponed or moved to another venue after fresh notices have been given.

Revocation

In general the Council may revoke an approval if the holder has failed to comply with one or more conditions of the approval, or the use or structure of the premises has changed and the premises are no longer suitable for any proceedings. On deciding to revoke the approval the Council will deliver a notice in writing to the holder of the approval confirming its revocation.

The Registrar General for England and Wales may direct the Council to revoke an approval if she considers that there have been breaches of law relating to the proceedings on the approved premises. Before doing so the Registrar General will write to the holder of the approval stating the grounds on which she proposes that the approval should be revoked and providing the holder with a period of at least 14 days to make representations to her in writing. If, following consideration of any representations received, the Registrar General decides that the approval should be revoked she will direct the Council to do so. The Council will then revoke the approval with immediate effect and notify the holder of the approval that it has done so.

When an approval has been revoked, the holder of the approval must immediately notify any couples who had arranged proceedings on those premises that this is the case. The Council will also ask the superintendent registrar or civil partnership registrar who has accepted a booking or been given a notice of marriage or civil partnership to notify the couple that the approval has been cancelled and the certificates or schedule for the proceedings will not be issued.

Reviews

An applicant is able to seek a review of a decision made by the Council to refuse an application or a renewal, to revoke an approval (other than when directed by the Registrar General as described above) or to attach conditions other than the standard conditions (Appendix A(ii) or B(ii)). The application for review should be delivered to the Proper Officer of the Council. The Proper Officer will ensure that the review is carried out by individuals who were not involved in the earlier decision.

On determining whether to uphold the original decision, vary the decision or substitute a different decision the Council will provide notice in writing to the applicant or holder, stating its decision, the reasons for it and, if different to the original decision, the date on which it takes effect.

Register of approved premises

The Council maintains an up to date register of the approved premises in the County. The register includes:

- the name and full postal address of the approved premises;
- the description of the room or rooms in which the proceedings are to take place;
- the name and address of the holder of the approval;
- the date of the granting and due date of expiry of the approval;
- if the approval is renewed, the date of renewal;
- if the approval is revoked, the date on which the revocation takes effect; and
- the name, address and qualification of the responsible person.

The Council will also indicate which of the premises (if any) are religious premises approved for civil partnerships.

The register will be available on the Council's website at www.flintshire.gov.uk and www.sirryflint.gov.uk. The Registrar General will circulate regularly details of all approved premises to every registration officer, and details are also available on the Directgov website.

Fees

The fee for the attendance of the superintendent registrar and registrar at a marriage is a fee, set by the Council, which reasonably represents the costs to the Council of providing the same for a marriage solemnization.

The fee for the attendance of the civil partnership registrar at a civil partnership is a fee, set by the Council, which reasonably represents the costs to the Council of providing the same for a civil partnership registration.

The fee charged by the Council is exempt from VAT because it relates to a non-business activity of the Council.

Changes after the approval

It is not possible to outline all potential circumstances in which a change may occur after the approval. One common change might be to seek the use of an additional room (one that was not specified on the plan as being intended for proceedings) which would require a fresh approval to be granted. Apart from where there is solely a change of holder of the approval the Council will require a fresh approval, following the standard application process.

PART 2

Guidance specific for the approval of premises as venues for marriages under Section 26(1)(bb) of the Marriage Act 1949 and Civil Partnerships under Section 6(3A)(a)

When considering applications from **secular premises** (e.g. hotels, stately homes), the Council must be satisfied that in conjunction with Part 1 of this document:

Types of premises

In addition to the requirements set out in Part 1:

- the premises must be regularly available to the public for use for the solemnization of marriages, or the formation of civil partnerships;
- must not be religious premises.

Any approval granted by the Council for secular premises is for both the solemnization of marriages and for the registration of civil partnerships.

The requirement to be regularly available will preclude any private house being approved.

The application process

The processes are as described in Part 1.

Objections

The processes are as described in Part 1.

Granting approvals

The processes are as described in Part 1.

Expiry and renewal of approval

The processes are as described in Part 1.

Revocation

The processes are as described in Part 1.

Reviews

The processes are as described in Part 1.

Register of approved premises

The processes are as described in Part 1.

Fees

The processes are as described in Part 1.

PART 3

Guidance specific for the approval of religious premises as venues for civil partnership under Section 6(3A)(a) of the Civil Partnership Act 2004

When considering applications for the approval of **religious premises** as venues for civil partnerships the Council must be satisfied that:

Types of premises

Religious premises are defined in the Civil Partnership Act as:

- premises which are used solely or mainly for religious premises, or
- have been so used and have not subsequently been used solely or mainly for other purposes.

To be approved religious premises must be premises as described above and must be one of the types listed below:

- a) a church or chapel of the Church of England;
- b) a church or chapel of the Church in Wales;
- c) a place of meeting for religious worship included in the list of certified places maintained by the Registrar General under section 7 of the Places of Religious Worship Act 1855;
- d) a place of meeting for members of the Society of Friends; or
- e) a Jewish synagogue.

Both (a) and (b) include a Cathedral Church.

The premises will be approved for the registration of civil partnerships and must be regularly available to the public for use for that purpose. However, there may be circumstances in which the proprietor or trustee of the premises has some flexibility in this regard and may, for instance, restrict use of the premises for civil partnership registrations to followers of the faith worshipped in the premises.

Other requirements before an application can be considered

In addition to the requirements in Part 1, the proprietor or trustee (the applicant) must satisfy the Council that the necessary consent or consents from the relevant governing authority for the religious organisation(s) concerned have been provided to allow the application to be made.

The governing authority is the body that the members of that religious organisation recognise as competent to give consent. It is up to the applicant to ensure that the proper consents are obtained.

Shared premises

Where premises are shared under the Sharing of Church Buildings Act 1969, there should be a formal sharing agreement and the consent of all the “sharing Churches” must be included with the application. That Act also covers chapels in public places such as hospitals which may also be used by a number of different Churches. Again, the consents of all the Churches must be included.

Separately provision is also made for religious premises that are otherwise used by more than one religious organisation. Premises may for example be of one or more types and/or used by one or more other religious organisations. Again in these circumstances the consent of all the relevant governing authorities will be required.

The onus is entirely on the applicant to provide evidence that they have the necessary consents to make the application and where no consent is required, they will be required to complete a statement to this effect on the application form.

The application process

The processes are as described in Part 1, with the additional requirement for the applicant to provide evidence to the Council that they have obtained the necessary consents described above. Unlike with secular premises where the Council are required to inspect the premises, in respect of religious premises the Council will not need to inspect the premises if they are already used for marriages.

Though the Regulations do not require the applicant to inform the congregation, or congregations of the premises that they intend to apply for the premises to be approved for civil partnership registrations, it is strongly advised as good practice that this approach be followed. Best practice would also be for applicants to take other steps such as making the application available for public display in their premises.

Objections

The processes are as described in Part 1. The Council will not get involved in any disputes within religious organisations on individual applications for premises to be approved.

Granting approvals

The processes are the same as in Part 1.

Expiry and renewal of approval

The processes are as described in Part 1.

Revocation

The processes are as described in Part 1 with the following additions:

- The Council will revoke an approval if it is notified that the required consent, has or will be withdrawn; or
- In respect of premises that did not previously require it, that consent is now or will be required.

The Council will revoke the approval immediately, to take effect on the day following which the notification has been received, or on the day on which consent will be withdrawn (whichever is later).

Reviews

The processes are as described in Part 1.

Register of approved premises

The processes are as described in Part 1.

Fees

The processes are as described in Part 1.

PART 4

General guidance for members of the public who wish to solemnize a marriage or register a civil partnership on approved premises

Guidance for those who wish to marry on approved premises

As soon as a couple have made provisional arrangements for their marriage on approved premises they should contact the superintendent registrar for Flintshire.

Without the presence of this superintendent registrar (or their deputy) and a registrar there can be no marriage and any arrangements for the use of the premises depend entirely on their availability. It is, therefore, essential that the couple make an advance booking with this superintendent registrar for their attendance at their proposed marriage as soon as a booking can be accepted.

The couple will also have to give a notice of marriage to the superintendent registrar(s) of the district(s) in which they live. This notice must be given in person by each of the couple and is valid for twelve months. The couple should, therefore, attend the register office(s) where they live as soon as notice can be given. There is a fifteen day waiting period after notice has been given before the marriage can take place.

If either of the couple is subject to immigration control, there will be further procedures to take before notice of marriage can be given. The local superintendent registrar can advise further on these procedures.

The couple should be warned that any arrangements made for a marriage to take place on the approved premises are dependent on:

- a) the attendance of the superintendent registrar and a registrar for the district in which the premises are situated; and,
- b) the issue of the authority or authorities for marriage by the superintendent registrar(s) to whom notice of marriage was given.

When notice is given in a different registration district from the one where the marriage is taking place, the couple will have to collect the superintendent registrar's certificate(s) for marriage before the ceremony and ensure that it is delivered to the registrar who is to attend the ceremony.

The couple should be advised that only a civil, non-religious ceremony can be permitted by the superintendent registrar. The content of the ceremony must be agreed in advance with the superintendent registrar who will be attending the ceremony.

Any rights of copyright for music, readings etc permitted at the ceremony are a matter for the couple and the holder of the approval.

Guidance for those who wish to Register a Civil Partnership on approved premises

As soon as a couple have made provisional arrangements for their civil partnership on approved premises they should be advised to contact the registration authority for the area in which the premises are situated.

Without the presence of the civil partnership registrar there can be no civil partnership registration and any arrangements for the use of the premises depend entirely on his or her availability. It is, therefore, essential that the couple make an advance booking with the civil partnership registrar for his or her attendance at their proposed registration as soon as a booking can be accepted.

The couple will also have to give a notice of civil partnership to an authorised person of the registration authority in which they live. This notice must be given in person by each of the couple and is valid for twelve months. The couple should, therefore, attend the register office(s) where they live as soon as notice can be given. There is a fifteen day waiting period after notice has been given before the civil partnership can take place.

If either of the couple is subject to immigration control, there will be further procedures to take before notice of civil partnership can be given. The local registration authority can advise further on this.

The couple should be warned that any arrangements made for a civil partnership to take place on the approved premises are dependent on:

- a) the attendance of the civil partnership registrar for the area in which the premises are situated; and,
- b) the issue of the civil partnership schedule by the registration authority for the area in which the premises are situated.

The couple should be advised that only a civil, non-religious registration can be permitted by the civil partnership registrar. The contents of any proceedings should be agreed in advance by the civil partnership registrar who will be attending the registration. If the parties wish to have a ceremony before or after the registration of their civil partnership, this should proceed as discussed and agreed with the civil partnership registrar prior to registration. Where the registration is taking place on approved religious premises, the parties should discuss and agree how any religious ceremony can precede or follow the registration. The civil partnership registrar will not be acting as a civil partnership registrar during any such ceremony.

Any rights of copyright for music, readings etc permitted at the registration are a matter for the couple and the holder of the approval.

Designation of Civil Partnership Registrars

A civil partnership registrar is a person who is designated by a registration authority as a civil partnership registrar for its area. Under the Registration of Births, Deaths and Marriages Regulations 1968 a minister of religion or authorised person is precluded from also acting as a registrar of marriages. There is no such restriction under civil partnership legislation although the designation of such persons will be for the purely secular role of civil partnership registrar.

Appendix A



Application form for secular premises to be approved as a venue for marriages in pursuance of Section 26(1)(bb) of the Marriage Act 1949 and Civil Partnerships in pursuance of Section 6(3A)(a) of the Civil Partnership Act 2004

This application must be made by the proprietor or a trustee of the premises. If successful, the applicant will be the holder of the approval. When completed, it should be forwarded to the Proper Officer for Registration Matters at Flintshire County Council, County Hall, Mold, Flintshire CH7 6NR, together with the appropriate fee payable to Flintshire County Council.

I apply for the premises named at item 2 overleaf to be approved for the solemnization of marriages and the registration of civil partnerships.

I attach three copies of a plan of the premises showing all the room(s) in which it is intended that marriages or civil partnerships will take place.

I understand that:

- a) the premises will be inspected for suitability before approval is granted and, if this application is successful, may be subject to subsequent inspection;
- b) public notice of the application will appear on the Council's website for the same period and that the Council may also decide to publish it in other ways if it considers it necessary to do so;
- c) approval, if granted, will be for a period of three years and will be subject to revocation; and
- d) the Council will need to be satisfied that appropriate health and safety provision and fire safety is in place.

I declare that:

- a) I have read and understood the information contained in this form and Appendix A(i) and Appendix A(ii) to this document;
- b) the premises are not religious premises;
- c) the premises are not a register office; and
- d) I have consulted the local planning authority as to whether planning consent is required and attach evidence that it is content that the premises may be used for marriages and civil partnerships.

I further declare that, if approval is granted:

- a) the premises will be regularly available for public use for the solemnization of marriages and the registration of civil partnerships; and

b) I will comply with both the standard conditions (Appendix A(ii) of this document) and any further conditions that the Council considers reasonable that are attached to the approval.

<p>1. Full names and private addresses of applicant. If the application is made by a limited company (or other incorporated business) please give the address of the registered office and where different state also the main trading address of the company.</p>	
<p>2. Name, postal address and telephone number of the premises which are the subject of this application.</p>	
<p>3. Please describe the nature of the premises referred to in question 2 (e.g. hotel, stately home, civic accommodation) and the primary and other uses to which they are regularly put.</p>	
<p>4. Is the person or company named in reply to question 1 the occupier of the premises?</p>	
<p>5. If the answer to question 4 is 'No' and there is another occupier, please give their name(s) and address(es)</p>	
<p>6. Please state here the maximum number of people permitted by the premises' fire risk assessment to occupy each room in which the proceedings are intended to be held.</p>	

<p>7. Do the premises currently have the benefit of any licence issued under the Licensing Act 2003 which may be relevant to this application (e.g for the provision of regulated entertainment). If so please attach a copy.</p>	
<p>8. Do you propose to include a gazebo and/or other permanent garden structure?</p>	
<p>9. Please identify a separate room for pre-proceedings questioning by the registrar.</p>	

Signature of applicant:

Date:

Interest in the premises:

If applying on behalf of a company or other incorporated business please state position in company, address for correspondence, contact telephone number and email address:

Notes of the requirements for an approval to be granted

The requirements for approved premises are established by the Marriage and Civil Partnerships (Approved Premises) Regulations 2005 and Amendment Regulations 2011 (referred to in these notes as the Regulations). It is these that the Council must apply when considering an application for approval.

A non-returnable fee for this application must be submitted with the application to the Proper Officer for Registration Matters at Flintshire County Council, County Hall, Mold, Flintshire CH7 6NR, payable to Flintshire County Council.

The application must be made by the proprietor or trustee of the premises. When made on behalf of a limited company, or other incorporated business there should be a separate statement of the names and addresses of all the directors.

The premises must fulfil the following standard requirements in the Regulations:

1. Having regard to their primary use, situation, construction and state of repair, the premises must, in the opinion of the Council, be a seemly and dignified venue for the proceedings.
2. The premises must be regularly available to the public for use for the solemnization of marriages and the registration (formation) of civil partnerships.
3. The premises must have the benefit of such fire precautions as may reasonably be required by the Council, having consulted with the fire and rescue authority, and such other reasonable provision for the health and safety of persons employed in or visiting the premises as the Council considers appropriate.
4. The premises must not be a register office.
5. The room or rooms in which the proceedings (marriage or civil partnership) will be held if approval is granted must be identifiable by description as a distinct part of the premises.

The premises must also fulfil the Council's following requirements:

In considering the suitability of premises as a venue, the Council will have due regard to the following guidance from the Registrar General:

1. The law relating to "approved premises" is intended to allow proceedings to take place regularly in hotels, stately homes, civic halls, religious premises and similar premises without compromising the solemnity of the occasion.
2. Premises are defined as a permanently immovable structure comprising at least a room, or any boat or other vessel which is permanently moored. Premises not within the meaning of this definition, such as the open air, a tent, marquee or any other temporary structure and most forms of transport, will not be eligible for approval.

3. The premises must be a seemly and dignified venue for the proceedings, which must take place in an identifiable and distinct part of those premises. The primary use of a building would render it unsuitable if that use would demean any proceedings or bring them into disrepute.
4. The premises must not be any part of a register office on the plan submitted by the Council and approved by the Registrar General under the Registration Service Act 1953.
5. The requirement that the premises must be regularly available for use by the public will preclude a private house from being approved.

Appendix A (i)

Schedule 1: Requirements for the grant of approval of premises that are not religious premises

1. Having regard to their primary use, situation, construction and state of repair, the premises must, in the opinion of the Council, be a seemly and dignified venue for the proceedings.
2. The premises must be regularly available to the public for use for:
 - a) the solemnization of marriages; or
 - b) the formation of civil partnerships.
3. The premises must have the benefit of such fire precautions as may reasonably be required by the Council, having consulted with the fire and rescue authority, and such other reasonable provision for the health and safety of persons employed in or visiting the premises as the Council considers appropriate.
4. The premises must not be:
 - a) religious premises;
 - b) a register office.
5. The room or rooms in which the proceedings are to take place if approval is granted must be identifiable by description as a distinct part of the premises.

Appendix A (ii)

Schedule 2: Conditions to be attached to grants of approval of premises that are not religious premises

1. The holder of the approval must ensure that there is at all times an individual with responsibility for ensuring compliance with these conditions (“the responsible person”) and that the responsible person’s occupation, seniority, position of responsibility in relation to the premises, or other factors (his “qualification”), indicate that he is in a position to ensure compliance with these conditions.
2. The responsible person or, in his absence, an appropriately qualified deputy appointed by him, shall be available on the premises for a minimum of one hour prior to and throughout each of the proceedings.
3. The holder must notify the Council:
 - a) of his name and address immediately upon him becoming the holder of an approval; and
 - b) of the name, address and qualification of the responsible person immediately upon the appointment of a new responsible person.
4. The holder must notify the Council immediately of any change to any of the following:
 - a) the layout of the premises, as shown in the plan submitted with the approved application, or in the use of the premises;
 - b) the name or full postal address of the approved premises;
 - c) the description of the room or rooms in which the proceedings are to take place;
 - d) the name or address of the holder of the approval; and
 - e) the name, address or qualification of the responsible person.
5. The approved premises must be made available at all reasonable times for inspection by the Council.
6. A suitable notice stating that the premises have been approved for the proceedings and identifying and giving directions to the room in which the proceedings are to take place must be displayed at each public entrance to the premises for one hour prior to and throughout the proceedings.
7.
 - (1) No food or drink may be sold or consumed in the room in which the proceedings take place for one hour prior to or during those proceedings.
 - (2) Non-alcoholic drinks may be consumed prior to the proceedings.
8. All proceedings must take place in a room which was identified as one to be used for that purpose on the plan submitted with the approved application.

9. The room in which the proceedings are to take place must be separate from any other activity on the premises at the time of the proceedings.
10. The arrangements for and content of the proceedings must meet with the prior approval of the superintendent registrar of the Council.
11. (1) Any proceedings conducted on approved premises shall not be religious in nature.
(2) In particular, the proceedings shall not:
 - a) include extracts from an authorised religious marriage service or from sacred religious texts;
 - b) be led by a minister of religion or other religious leader;
 - c) involve a religious ritual or series of rituals;
 - d) include hymns or other religious chants; or,
 - e) include any form of worship.
(3) But the proceedings may include readings, songs, or music that contain an incidental reference to a god or deity in an essentially non-religious context.
(4) For this purpose any material used by way of introduction to, in any interval between parts of, or by way of conclusion to the proceedings shall be treated as forming part of the proceedings.
12. Public access to any proceedings in approved premises must be permitted without charge.
13. Any reference to the approval of premises on any sign or notice, or on any stationery or publication, or within any advertisement may state that the premises have been approved by the Council as a venue for marriage in pursuance of section 26(1)(bb) of the 1949 Act and the formation of civil partnerships under section 6(3A)(a) of the 2004 Act but shall not state or imply any recommendation of the premises or its facilities by the Council, the Registrar General or any of the officers or employees of either of them.
14. If a change of name to the approved premises occurs after the issue of the certificate for marriage or the civil partnership document but before the proceedings, the former name of the approved premises as recorded in the certificate for marriage or the civil partnership document shall remain valid for its duration for the purpose of the proceedings.

Further conditions the Council considers appropriate upon grant of approval:

15. All public notices to be displayed in English and Welsh.
16. The following requirements will apply to applications for gazebos and other garden structures:
 - a) the structure must be seemly and dignified;

- b) the structure must be permanent and immovable (it will have a brick, stone or concrete base and a roof supported by brick, stone, concrete, cast iron or timber pillars or walls);
- c) the space between any pillars may be partially filled by trellis or other decorative material.
- d) The structure's roof must not be open (this includes partially open e.g. ironwork), the roof must provide full permanent cover;
- e) the structure must be of adequate size to accommodate a minimum of six people, a table and two chairs;
- f) the structure should have electric power and light;
- g) ceremonies will usually be limited to the period between 1 April and 30 September and will place at the sole discretion of the (Deputy) Superintendent Registrar in conjunction with the responsible person at the approved venue;
- h) it is the responsibility of the licensee to reserve an alternative approved room for use on the date of the ceremony in the event of inclement weather;
- i) it is the responsibility of the licensee to provide amplification if it is deemed necessary for ceremonies and the responsible person(s) will ensure that any equipment is set-up prior to the start of ceremonies.

Appendix B



Application form for religious premises to be approved as a venue for civil partnerships in pursuance of Section 6A(3C) of the Civil Partnership Act 2004

This application must be made by the proprietor or a trustee of the premises. If successful, the applicant will be the holder of the approval. When completed, it should be forwarded to the Proper Officer for Registration Matters at Flintshire County Council, County Hall, Mold, Flintshire CH7 6NR, together with the appropriate fee payable to Flintshire County Council.

I apply for the premises named at item 2 overleaf to be approved for the registration of civil partnerships.

I attach three copies of a plan of the premises showing all the room(s) in which it is intended that civil partnerships will take place.

I understand that:

- a) the premises may be inspected for suitability before approval is granted and, if this application is successful, may be subject to subsequent inspection;
- b) public notice of the application will appear on the Council's website for the same period and that the Council may also decide to publish it in other ways if it considers it necessary to do so.
- c) approval, if granted, will be for a period of three years and will be subject to revocation.
- d) the authority will need to be satisfied that appropriate health and safety provision and fire safety is in place.

I
.....[Name]

.....[Position - Trustee/Proprietor]

(a) attach the written consent of.....

.....
(Name and address of the person specified or governing authority), or

(b) confirm that consent is not required.

(c) if the premises are shared with other faith groups or Churches then ensure that sections d) and (e) and completed (as many times as necessary) as appropriate below:

(d) attach the written consent of.....

.....
(Name and address of the person specified or governing authority), or

(e) confirm that no consent is required.

Where you have stated that consent is not required (in respect of one or more users) please complete the declaration below: The statement[s] in paragraph (b) [insert other paragraphs as appropriate] is [are] true to the best of my knowledge and belief.

..... Signed: applicant

I declare that:

- a) I have read and understood the information contained in this form and Appendix B(i) and Appendix B(ii) to this document);
- b) the premises are not a register office;
- c) I have consulted the planning authority as to whether planning consent is required and attach, where it is required, that it is content that the premises may be used for civil partnerships.

I further declare that, if approval is granted I will comply with the standard conditions (Appendix B(ii) to this document) and any local conditions that the Council considers reasonable that are attached to the approval.

1. Full names and private addresses of applicant. If the application is made by a limited company (or other incorporated business) please give the address of the registered office and where different state also the main trading address of the Company	
2. Name, postal address and telephone number of the premises which are the subject of this application.	

<p>3. If the premises are certified for religious worship under the Places of Worship Registration Act 1855 or registered for the solemnisation of marriages under the Marriage Act 1949, then please quote the certification/registration number.</p>	
<p>4. Please describe the nature of the premises at question 2 (e.g. Parish Church, Synagogue) and the primary and other uses to which it is regularly put.</p>	
<p>5. If the premises are shared with other faith groups, then please state the details of any sharing arrangements, either formal or informal.</p>	
<p>6. Is the person or company named in reply to question 1 the trustee/proprietor of the premises?</p>	
<p>7. If the answer to question 6 above is 'No' and there is another person qualified as trustee or proprietor, please give their name(s) and address(es)</p>	
<p>8. Please state here the maximum number of people permitted to occupy each room in which the proceedings are intended to be held, under your fire risk assessment.</p>	
<p>9. Do the premises currently have the benefit of any licence issued under the Licensing Act 2003 which may be relevant to this application (e.g for the provision of regulated entertainment) If so please attach a copy.</p>	

Signature of applicant:

Date:

Interest in the premises:

Address for correspondence, contact telephone number and email address:

Notes on the requirements before an approval to be granted

The requirements for approved premises are established by the Marriages and Civil Partnerships (Approved Premises) Regulations 2005 and Amendment Regulations 2011. It is these that the Council will apply when considering an application for approval.

The non-returnable fee for an application must be submitted with the application to the Proper Officer for Registration Matters at Flintshire County Council, County Hall, Mold, Flintshire CH7 6NR.

The application must be made by the proprietor or trustee of the premises. When made on behalf of a limited company, or other incorporated business there should be a separate statement of the names and addresses of all the directors.

The premises must fulfil the following standard requirements in the Regulations:

- 1) Having regard to their primary use, situation, construction and state of repair, the premises must, in the opinion of the authority, be a seemly and dignified venue for the proceedings.
- 2) The premises must be regularly available to the public for the formation of civil partnerships.
- 3) The premises must have the benefit of such fire precautions as may reasonably be required by the Council, having consulted with the fire and rescue authority, and such other reasonable provision for the health and safety of persons employed in or visiting the premises as the authority considers appropriate.
- 4) The room or rooms in which the proceedings are to take place if approval is granted must be identifiable by description as a distinct part of the premises.

The premises must also fulfil the following requirements set by the Council:

In considering the suitability of premises as a venue, the Council will have due regard to the following guidance from the Registrar General:

- 1) The laws relating to “approved premises” are intended to allow proceedings to take place regularly in hotels, stately homes, civic halls, similar premises and religious premises without compromising the solemnity of the occasion.
- 2) Premises are defined in the Regulations as a permanently immovable structure comprising at least a room, or any boat or other vessel which is permanently moored. Premises not within the meaning of this definition, such as the open air, a tent, marquee or any other temporary structure and most forms of transport, will not be eligible for approval.
- 3) Religious premises are:

- Premises which are used solely or mainly for religious premises; or have been so used and have not subsequently been used solely or mainly for other purposes.
 - They must also satisfy the requirements for premises described in paragraph 2 above. Only the following types of religious premises may be approved under the Regulations:
 - a church or chapel of the Church of England;
 - a church or chapel of the Church in Wales;
 - a place of meeting for religious worship included in the list of certified places maintained by the Registrar General under section 7 of the Places of Worship Registration Act 1855;
 - a place of meeting for members of the Society of Friends; or
 - a Jewish synagogue.
- 4) The Regulations make specific provision in respect of premises that are shared. These may be shared Churches under the Sharing of Church Buildings Act 1969 or chapels in places such as hospitals and universities that are also used by two or more Churches under that Act. Provision is also made where less formal sharing arrangements may exist but where premises are nevertheless used for the religious purposes of more than one religious organisation or faith group. In all cases the consent of all relevant governing authorities will be required.
 - 5) The premises must be a seemly and dignified venue for the proceedings, which must take place in an identifiable and distinct part of those premises. The primary use of a building would render it unsuitable if that use could demean proceedings or bring them into disrepute.
 - 6) The definition of religious premises in 3. (above) would prohibit a private house from being approved. Public access to the premises must be provided during the civil partnership registration.

Other Notes:

- 1) When you have submitted the application to the local authority it would be good practice to ensure that a copy of application form is displayed on the premises until the application has been determined.
- 2) If as a result of the display of this form, it is brought to your attention that an individual or group wishes to object to the proposed use of the building, then you should refer that person/group to your local authority.
- 3) If you have any questions about complying with the conditions of an approval then please contact your local authority for further advice.

Appendix B (i)

Schedule 1A: Requirement for the grant of approval of religious premises

1. Having regard to their primary use, situation, construction and state of repair, the premises must, in the opinion of the Council, be a seemly and dignified venue for the proceedings.
2. Except in so far as section 196 of, and paragraph 2 of Schedule 23 to, the Equality Act 2010² may apply, the premises must be regularly available to the public for the formation of civil partnerships.
3. The premises must have the benefit of such fire precautions as may reasonably be required by the Council, having consulted with the fire and rescue authority, and such other reasonable provision for the health and safety of the persons employed in or visiting the premises as the Council considers appropriate.
4. The room or rooms in which the proceedings are to take place if approval is granted must be identifiable by description as a distinct part of the premises.

Appendix B (ii)

Schedule 2A: Conditions to be attached to grants of approval of religious premises

1. The holder of an approval must ensure that there is at all times an individual with responsibility for ensuring compliance with these conditions (“the responsible person”) and that the responsible person’s occupation, seniority, position of responsibility in relation to the premises, or other factors (his or her “qualification”), indicate that he or she is in a position to ensure compliance with these conditions.
2. The responsible person or, in the responsible person’s absence, an appropriately qualified deputy appointed by the responsible person, must be available on the premises for a minimum of one hour prior to and throughout the proceedings.
3. The holder of an approval must notify the Council:
 - a) of his or her name and address immediately upon becoming the holder of an approval; and
 - b) of the name, address and qualification of the responsible person immediately upon the appointment of a new responsible person.
4. The holder of an approval must notify the Council immediately of any change to any of the following:
 - a) the layout of the premises, as shown in the plan submitted with the approved application;
 - b) the name or full postal address of the approved premises;
 - c) the description of the room or rooms in which the proceedings are to take place;
 - d) the name or address of the holder of the approval; and
 - e) the name, address or qualification of the responsible person.
5. The holder of an approval must notify the Council immediately if the premises cease to be religious premises.
6. The holder of an approval must notify the Council immediately if a sharing Church withdraws from a sharing agreement or if a Church that uses a shared building ceases to do so.
7. The holder of an approval must notify the Council immediately if a required consent has been or is going to be withdrawn and the date on which it was or is to be withdrawn.
8. Where consent was not previously required, the holder of an approval must notify the Council immediately if consent is now or will be required and the date from which it was or will be required.
9. The approved premises must be made available at all reasonable times for inspection by the Council.

10. A suitable notice stating that the premises have been approved for the proceedings and identifying and giving directions to the room in which the proceedings are to take place must be displayed at each public entrance to the premises for one hour prior to and throughout the proceedings.
11. (1) No food or drink may be sold or consumed in the room in which the proceedings take place for one hour prior to or during those proceedings.

(2) These are the exceptions to the prohibition above:
 - a) the consumption of food or drink as a part of any religious ceremony that takes place prior to the proceedings;
 - b) the consumption of non-alcoholic drinks prior to the proceedings.
12. The proceedings must take place in a room which was identified as one to be used for that purpose on the plan submitted with the approved application.
13. The room in which the proceedings are to take place must be separate from any other activity on the premises at the time of the proceedings.
14. The arrangements for and content of the proceedings must meet with the prior approval of the Council.
15. (1) The proceedings conducted on the approved premises may not be religious in nature.

(2) In particular, the proceedings may not:
 - a) include extracts from an authorised religious marriage service or from sacred religious texts;
 - b) be led by a minister of religion or other religious leader;
 - c) involve a religious ritual or series of rituals;
 - d) include hymns or other religious chants; or
 - e) include any form of worship.
(3) But the proceedings may include readings, songs, or music containing an incidental reference to a god or deity in an essentially non-religious context.
16. Public access to any proceedings in approved premises must be permitted without charge.
17. Any reference to the approval of premises on any sign or notice, or on any stationery or publication, or within any advertisement may state that the premises have been approved by the Council as a venue for the formation of civil partnerships under section 6(3A)(a) of the 2004 Act but must not state or imply any recommendation of the premises or its facilities by the Council, the Registrar General or any of the officers or employees or either of them.

18. If a change of name to the approved premises occurs after the issue of the civil partnership document but before the proceedings, the former name of the approved premises as recorded in the civil partnership document remains valid for the purposes of the proceedings.

Further conditions the Council considers appropriate upon grant of approval:

19. All public notices to be displayed in English and Welsh.

Appendix C

Schedule A1: Persons whom must consent to an application for approval of religious premises

Description of religious premises	Person or description of person who must consent to application	Consent not required
Place of meeting for religious worship of the Roman Catholic Church	General Secretary of the Catholic Bishops' Conference of England and Wales	
Church or chapel of the Church of England	General Synod	
Church or chapel of the Church in Wales	Governing Body of the Church in Wales	
Place of meeting for religious worship of the Methodist Church	Conference of the Methodist Church	
Place of meeting for members of the Society of Friends		Consent not required



Notification of approval for secular premises

Notification of approval of premises as a venue for marriages in pursuance of Section 26(1)(bb) of the Marriage Act 1949 and as a venue for Civil Partnerships in pursuance of Section 6(3A)(a) of the Civil Partnership Act 2004.

Flintshire County Council has granted approval for the premises shown below to be used for the solemnization of marriages and the registration of civil partnerships under the provisions of section 26(1)(bb) of the Marriage Act 1949 and section 6(3A)(a) of the Civil Partnership Act 2004.

Name and full postal address of the approved premises.	
Name and full postal address of the holder of this approval.	

Marriages in the presence of a superintendent registrar and registrar, and civil partnerships in the presence of a civil partnership registrar, may take place in the room(s) shown on the plan of the premises, subject to the conditions attached to this approval {Appendix A(i) and Appendix A(ii) to this guidance}

This grant of approval will continue, subject to revocation, until the day of

Application for a renewal of approval may be made on or after

The holder of this approval must now notify the Council of the name, qualification and full postal address of the responsible person. This person must be qualified in accordance with the Regulations (see Appendix A(ii), Condition 1). If at any time a new responsible person is appointed the holder must immediately notify the authority of his or her details as above.

This approval is granted by Flintshire County Council on this.....day of.....

To be accompanied by:

A copy of the plan submitted with the application marked with the room(s) which have been approved (to be attached by the local authority).

Appendix A(i) a copy of the requirements for the grant of approval.

Appendix A(ii) a copy of the standard and any further conditions.



Notification of approval for religious premises

Notification of approval of Religious premises as a venue for Civil partnerships in pursuance of Section 6(3A)(a) of the Civil Partnership Act 2004.

Flintshire County Council has granted approval for the premises shown below to be used for the registration of civil partnerships under the provisions of sections 6(3A)(a) of the Civil Partnership Act 2004.

Name and full postal address of the approved premises.	
Name and full postal address of the holder of this approval.	

Civil partnerships in the presence of a civil partnership registrar may take place in the room(s) shown on the plan of the premises subject to the conditions attaching to this approval {Appendix B(i) and Appendix B(ii) of this guidance}.

This grant of approval will continue, subject to revocation, until the day of

Application for a renewal of approval may be made on or after

The holder of this approval must now notify the Council of the name, qualification and full postal address of the responsible person. This person must be qualified in accordance with the Regulations (see Appendix B(ii), Condition 1).

This approval is granted by Flintshire County Council on this.....day of.....

To be accompanied by:

A copy of the plan submitted with the application marked with the room(s) which have been approved (to be attached by the local authority).

Appendix B(i) a copy of the requirements for the grant of approval

Appendix B(ii) a copy of the standard and any local conditions.

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Appendix 2

Proposed registration fees 01.04.12 – 31.03.14

Service	Current Fee	Proposed Fee
The fee for the application of secular premises to be licensed as a venue for civil marriages and civil partnerships	£930	£995
The renewal fee for secular premises to be licensed as a venue for civil marriages and civil partnerships	£824	£834
The fee for the application and renewal of religious premises to be licensed as a venue for civil partnerships which are currently registered for marriages	N/A	£550
The fee for the application and renewal of religious premises to be licensed as a venue for civil partnerships which are not currently registered for marriages	N/A	£806
The fee for the attendance of the Superintendent Registrar and Registrar at civil marriage or civil partnership ceremonies held at premises licensed for civil marriages and civil partnerships:		
Monday – Friday	£222	£231
Saturday	£267	£278
Sunday & Bank Holiday	£313	£326
The fee for the attendance of the Civil Partnership Registrar at civil partnership ceremonies held at religious premises licensed for civil partnerships:		
Monday – Friday	N/A	£116
Saturday	N/A	£139
Sunday & Bank Holiday	N/A	£163
The fee for celebratory services held at the Register Office or premises licensed for civil marriages and civil partnerships:		
Monday – Friday	£140 + VAT	£146 + VAT
Saturday	£162 + VAT	£168 + VAT
Sunday & Bank Holiday	£194 + VAT	£202 + VAT

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FLINTSHIRE COUNTY COUNCIL

REPORT TO: EXECUTIVE

DATE: 27 MARCH 2012

REPORT BY: DIRECTOR OF ENVIRONMENT

SUBJECT: REVIEW OF NEW WASTE COLLECTION SERVICE

1.00 PURPOSE OF REPORT

- 1.01 To inform the Executive of the outcome of the review of the new Managed Weekly Collection Service.
- 1.02 To seek Executive approval of the proposed Improvement Action Plan in respect of the service.

2.00 BACKGROUND

- 2.01 In June 2010 the Council adopted its Municipal Waste Strategy. The Strategy contains a number of key actions which were needed to meet the challenging targets set out in the all Wales National Waste Strategy 'Towards Zero Waste'.
- 2.02 On the 15th March 2011, the Executive approved the Councils Household Waste Collection Policy - **Appendix 1** which introduced the new collection service consisting of the following elements:

- A weekly collection of recyclables
 - A weekly collection of food waste
 - A fortnightly collection of general domestic waste
- Alternating with:*
- A fortnightly collection of green/garden waste

The new collection service was designed to increase participation in recycling and reduce our reliance on landfill in order to meet the tough recycling targets set by Welsh Government.

- 2.03 The "rollout" of the new service was achieved by a series of pilot schemes and eventually by a County wide "rollout" which commenced on the 7th November 2011.
- 2.04 The approval process for the new collection scheme required that a review be undertaken to assess the success of the new service. This was planned to take place in March 2012 however, following a debate at full Council on 31st January 2012, the following resolution was carried which brought forward the review:-

"The Council expresses serious concern about the managed weekly waste collection service. Many Flintshire residents have been left without their collection commitments which has created both confusion in our communities and rubbish strewn streets. We recognise the hard work of front-line workers but remain concerned about the manner with which the new waste collection arrangements have been introduced by this administration. Therefore this Council requests the relevant Scrutiny Committee to conduct an immediate inquiry into the adequacy of the new managed weekly collection service and to provide a report upon its findings to a Full County Council meeting"

2.05 The timetable for the review is as follows :-

Executive approval of Terms of Reference	21 st February, 2012
Members Survey	1 st – 20 th February, 2012
T&CC Survey	Jan – February, 2012
Customer Survey	9 th – 20 th February, 2012
Employee Survey	9 th – 20 th February, 2012
Member Workshop	23 rd February, 2012
Special Environment Overview & Scrutiny Committee	7 th March, 2012
Report to Executive	27 th March, 2012
Report to Full Council	27 th March, 2012

2.06 The Executive approved the Terms of Reference for the review at their meeting on 21st February 2012 as follows:-

1. To clarify the expected performance standards for a settled, high performing collection service;
2. To understand the current position against these expected performance standards;
3. To review the actions being taken to address current concerns to meet the expected performance standards, including any recommendations on any changes to service delivery that may be required, and to explore levels of confidence in these actions.

2.07 The review has been undertaken by service related officers in conjunction with officers from corporate services to ensure the process was objective and provided meaningful outcomes.

3.00 CONSIDERATIONS

3.01 The Councils Household Waste Collection Policy which pre-empted the new service was introduced to ensure the Council achieved the following Welsh Government statutory recycling targets:

- 2012/13 = 52% of all waste produced should be recycled
- 2015/16 = 58%
- 2019/20 = 64%

- 2024/25 = 70%

3.02 Introducing the new full service on 7th November 2011 has had the following impact on waste collections:

- Reducing Landfill by 720 Tonnes per month – compared to the same period last year.
- Collecting 457 Tonnes of food waste per month.
- Collecting 212 Tonnes more recycling compared to the same period last year.
- There is an overall reduction in total waste arisings because the public is already thinking more carefully about what they buy and how they use it and in doing so are creating less waste.
- There has been a reduction in the Council's Landfill Tax cost, partially offset by the cost of treating the food waste collected.

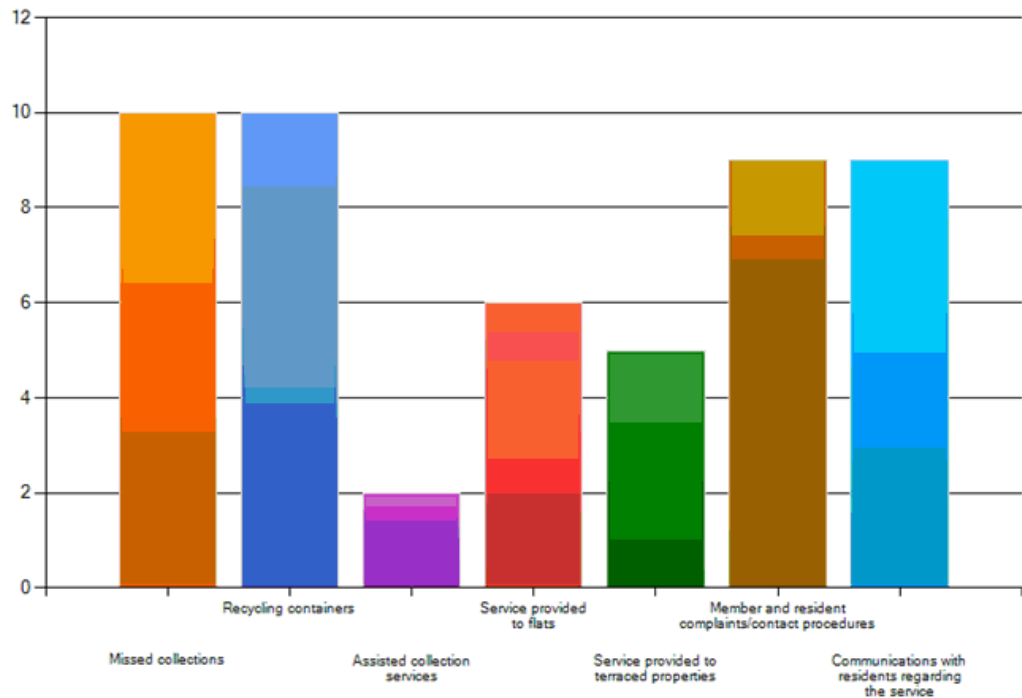
3.03 Calls to the Councils waste contact centre fell to pre-launch levels approximately 12 weeks after the rollout in November 2011 - **Appendix 2.**

3.04 The surveys have been carried out across a range of groups as follows:

- **Members** – Each Member was invited to submit their comments and concerns on the service – 29 responses were received.
- **Town & Community Council Survey** - The Chief Executive sought feedback on the new service during visits to Town and Community Councils from November and February 2012.
- **Customer survey** – Telephone calls were made to customers who contacted the contact centre during week commencing 30th January 2012 to gain feedback on their experience and satisfaction with the service. Staff also carried out face to face interviews at supermarkets across the County on Friday 17th February 2012 – In total 190 responses were received from customers.
- **Employee survey** – All staff (operational and office based) were invited to submit comments on the new service. These were accepted anonymously if the employee so desired – 15 responses were received.

3.05 The Members survey produced the following chart which shows the key issues:-

If you ticked either 'significant concerns' or 'some concerns' in Q1 above please tell us what your concerns relate to? Please tick as many boxes as apply



3.06 The Town & Community Council feedback indicated the following key issues:

Workforce/Training

- Some new local teams do not have local knowledge and need to settle/not be changed.
- Need to have receptacles collected from within cartilage, and returned, on narrow rural lanes.
- Bag receptacles blowing away in high winds.

Policy

- Access to flats/collection methods.
- Inability of some in sheltered housing complexes to take receptacles to communal collection points.
- Medical waste collections not always reliable.

Plant/Equipment

- Paperwaste blowing out of the back of vehicles in high winds and some cans/bottles being spilled when put into vehicles (vehicle design/care of workforce solutions).

Communication

- Concern that food waste is being placed in with residual waste.

3.07 The customer survey highlighted the following key issues:

- Receptacles not being returned after collection
- Not receiving supply of bio bags when tags are displayed on caddy

- Recycling blowing around streets after collections
- Repeated missed collections
- Bags/boxes going missing, long wait for deliveries

3.08 The employee survey highlighted the following key issues:

- Delivering new service with a large number of agency staff
- Round review software did not capture all the properties, in particular some Flats and some rural properties
- Side waste is a big issue, collecting waste which is not built into the time of the rounds
- Underestimated the amount of requests for recycling bags/boxes
- Vehicles were too large to access some areas in particular narrow entry's and some Rural locations

3.09 The responses revealed consistent themes from each of the surveys and these were then considered by the Members workshop under the following headings:

- Communications and Complaints process
- Operations Issues
- Containers
- Missed Collections

Full details of the issues raised and suggestions provided by Members at the workshop are shown on **Appendix 3**.

3.10 The issues and suggestions from the workshop were then built into Improvement Action Plans, specifying expected delivery dates and nominating officers to deliver the changes where appropriate.

The Improvement Action Plans are summarised under the following areas of control:

1. Changes to Policy
2. Operational/Training issues
3. Vehicles/Containers
4. Communication

The draft Improvement Action Plans are attached **Appendix 4**.

3.11 The Improvement Action Plans will in future be integrated into the Streetscene Service Plan and a further report will be presented to the Environment Overview and Scrutiny Committee to enable the progress made by the service to be considered in 6 months time.

3.12 It was intended that the service delivered to Flats within the County was to follow the November 2011 rollout however some changes to collection arrangements became necessary at some of the sites for operational reasons. An Action Plan detailing the proposed rollout to all flats has been prepared

and will be available for Executive and Full Council meeting. This will allow the new arrangements to be introduced to flats over the following 3 month period. The process will follow the recommendations from the current review making sure the lessons learnt from the larger rollout are taken on board.

4.00 RECOMMENDATIONS

4.01 That the Executive :-

4.01.1 Confirms that the review process has met the Terms of Reference stated in 2.06 of this report.

4.01.2 Approves the Improvement Action Plan shown in Appendix 4 for the service resulting from the review.

4.01.3 Considers a further report on the progress made against the Improvement Action Plan at its meeting in October 2012.

5.00 FINANCIAL IMPLICATIONS

5.01 The Managed Weekly Collections service is anticipated to deliver a further £245k of efficiencies in 2012/13. This is in addition to the £200k that was estimated for 2011/12.

5.02 The 2011/12 efficiency was not fully deliverable due to considerable one-off costs being incurred upon full roll-out in November. Additional labour and vehicle costs have been incurred to deliver the service and significant numbers of new recycling bins and sacks were requested by householders. However, it has been possible to offset all these costs against landfill savings from increased diversion to recycling and food waste.

6.00 ANTI POVERTY IMPACT

6.01 None

7.00 ENVIRONMENTAL IMPACT

7.01 The Managed Weekly Collections Service is reducing the amount of waste taken to landfill and has had a significant impact on the Council's recycling performance.

8.00 EQUALITIES IMPACT

8.01 The service was subjected to a desk top EIA prior to rollout.

9.00 PERSONNEL IMPLICATIONS

9.01 None.

10.00 CONSULTATION REQUIRED

10.1 The service will continue to consult with stakeholders and residents regarding the service.

11.00 CONSULTATION UNDERTAKEN

11.01 Extensive consultation was undertaken prior to the implementation of the new services and as part of the review process.

12.00 APPENDICES

- 12.01
- Appendix 1 – The Councils Household Waste Collection Policy
 - Appendix 2 – Call levels
 - Appendix 3 – Summary of issues raised and suggestions provided by Members
 - Appendix 4 – Improvement Action Plans

LOCAL GOVERNMENT (ACCESS TO INFORMATION ACT) 1985
BACKGROUND DOCUMENTS

None

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Flintshire County Council

HOUSEHOLD WASTE COLLECTION
POLICY

2011



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POLICY FOR HOUSEHOLD WASTE COLLECTION

1.0 Legislation

1.1 Under the terms of the Environmental Protection Act, 1990, Flintshire County Council (the "Council") is classed as a Waste Collection and Disposal Authority, and as such, under section 45 (1), has a statutory duty to collect household waste from all domestic properties in the County. Under Section 46(4) of the Act, the Council has specific powers to stipulate:

- The size and type of the collection receptacle(s);
- Where the receptacle(s) must be placed for the purpose of collecting and emptying;
- The substances or articles which may or may not be placed within the receptacle(s).

2.0 Household Waste Collection Eligibility

2.1 Each household in Flintshire accountable for paying council Tax shall be entitled to a waste collection service.

2.2 Places of religious worship, registered charities and community halls (where no business activity takes place for profit) may be entitled to the standard waste collection service offered to householders.

3.0 Collection Frequency

3.1 The Council is in the process of implementing a Managed Weekly Collection (MWC) service. This is expected to be fully implemented in 2011. Inevitably, this means that householders in the County will have different collection services until everyone is included in the scheme.

3.2 The collection of non recyclable waste and garden waste will take place on alternate weeks. However, collections of non recyclable waste will revert to weekly over the Christmas and New Year holiday period.

3.3 Food waste will be collected weekly.

3.4 Dry Recycling material will be collected on a weekly basis.

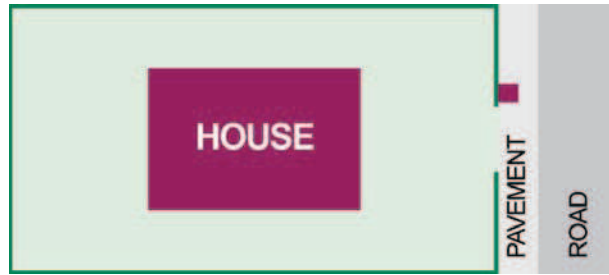
4.0 Containers for the Storage of Waste Materials

- 4.1** All containers supplied to householders for the purpose of any waste/recycling collection service shall always remain in the ownership of the Council. When householders move home they will be required to leave all wheeled bins and recycling boxes at the property ready for the new occupant to use. The only exemption to this are garden waste bins (Brown Bins) that have been purchased by the householder from the Council.
- 4.2** Householders are responsible for the storage, safe keeping and cleaning of waste containers provided by the Council.
- 4.3** Once the full MWC service is available County wide, each householder shall be entitled to the following containers free of charge to store their waste:
- 1 x 180 litre black wheeled bin for non recyclable waste. Only waste produced by a household on a normal day to day basis should be placed in this wheeled bin (i.e. it should not contain non standard items such as bulky waste, commercial waste or recyclable waste).
 - 1 x 55 litre blue recycling box (for plastic bottles, mixed cans and mixed glass). Households requesting additional recycling capacity shall be given reusable woven sacks for separating plastic bottles and mixed cans (box will be used for glass)
 - 1 x 60 litre blue reusable plastic sack (for paper and cardboard). Additional recycling capacity will be available on request.
 - 1 x 25 Litre caddy for the storage of food waste and a smaller 7 Litre caddy for use in the kitchen. Householders will also be supplied with a roll of 52 biodegradable bags for food waste. Householders will be supplied with additional bags free of charge on request.
 - 1 x 140 litre brown wheeled bin for green garden waste.
If an additional bin is required please see paragraph 4.12
- 4.4** All containers supplied by the Council should only be used for the storage of items as prescribed by the Council. Failure to do so will result in the Council retrieving the container(s) from the households.
- 4.5** Households must separate their waste items into the appropriate containers as per instructions given by the Council. Failure to do so may result in material being rejected or the container not being emptied. If the householder fails to correctly segregate their waste materials into the prescribed containers as specified, the waste will not be collected and this shall not be classed as a missed collection. Following such an incident the householder must place the waste items in the correct container which will then be collected during the next scheduled collection.

- 4.6** Where operationally possible all households will be included in the MWC service. However some locations, where specific collection points have been identified by the Council will be provided with communal wheeled bin(s) free of charge for the purpose of storing waste materials.
- 4.7** Any request to provide a new wheeled bin or recycling box (e.g. due to damage or if a new property has been built etc) shall be made by initially contacting the Council. Replacement wheeled bins or recycling boxes shall be delivered to householders as soon as practicable after the request has been made.
- 4.8** If a householder wilfully damages a wheeled bin or recycling box then they may be charged for a replacement.
- 4.9** Where a household has 6 or more permanent occupants, they may make a request for a larger, 240 litre wheeled bin for the storage of non recyclable waste. This service shall be subject to annual review and the 240 litre wheeled bin will be exchanged for a standard 180 litre wheeled bin once the number of permanent occupants reduces below 6. The provision of a larger wheeled bin for this purpose shall be subject to availability.
- 4.10** Where a household with less than 6 permanent occupants believe they have a need for a larger bin (240 litres) than the standard 180 litre wheeled bin, applications can be made to the Council for consideration.
- 4.11** Only 1 wheeled bin for non recyclable waste will be supplied and emptied per property.
- 4.12** Where a household produces large quantities of green garden waste, they may purchase an additional 140 litre wheeled bin for the storage of this material. The provision of additional wheeled bin for this purpose shall be subject to availability. Households will be restricted to 2 wheeled bins for garden waste.

5.0 Collection Point

- 5.1** All wheeled bins, food containers and recycling boxes/bags must be placed at the kerbside of the property without causing obstruction. The kerbside is defined as the nearest road/highway to the property (typically the pavement). The collection point for householders with long private drives will be the point where their drive meets the road/highway.



- 5.2** If wheeled bins, food containers and recycling boxes/bags are left on the highway for collection, it is the householder's responsibility to ensure that they do not cause an obstruction. The Council will not accept liability if any incidents occur as a result of wheeled bins, food containers and recycling boxes/bags being placed out ready for collection by householders.
- 5.3** Where required, separate arrangements will be made for a specific collection point for flats, properties with narrow access or hard to reach properties etc. These specific collection points will be advised to the householder by the Council.
- 5.4** Wheeled bins and recycling containers will be returned to their point of origin by the collection crews immediately after collection (or to a safer position if necessary).
- 5.5** The householder must collect their wheeled bins/recycling boxes after they have been emptied and return them to within the boundary of their property on the day of collection.
- 5.6** The Collection point may be changed under certain circumstances - see 'Assisted Collections' in paragraph 8.0.

6.0 Collection Day and Time

- 6.1** Wheeled bin and recycling collections will generally take place on the same day each week on a day prescribed by the Council.
- 6.2** All wheeled bins and recycling boxes must be presented at the kerbside, ready for collection on the appropriate collection day by 07.00 hours. Wheeled bins and recycling boxes may be presented at the kerbside, the night before the scheduled collection.
- 6.3** The Council may change collection days from time to time e.g. over the Christmas and New Year period, following inclement weather or as part of any new routing programme..
- 6.4** On some occasions the waste collection service will have to be suspended due to a service disruption (e.g. during heavy snow, industrial action, fuel shortage etc). The Council will make every effort to minimise the level of disruption to householders and will try to rectify any missed collections during the week of the disruption.

- 6.5** Where the Council is unable to recover any missed waste collections due to a service disruption, householders should retain their waste materials until the next scheduled collection when they will be picked up. Households have the option to use their nearest Recycling Park.

7.0 Presentation

- 7.1** All waste must be presented in Council approved containers to ensure its safe collection from the kerbside. Lids on wheeled bins must be shut when the waste is collected in order to ensure that all health and safety concerns are addressed.
- 7.2** Any waste jammed in a wheeled bin that does not fall out following the normal mechanical emptying process on the waste collection vehicle will not be taken. In these cases householders will have to loosen the materials themselves ready for the next scheduled collection.
- 7.3** The Council reserves the right not to empty any wheeled bin which has been overfilled and/or presented with its bin lid open.

Side Waste:

- 7.4** All non recyclable waste must be contained within the Council supplied black wheeled bin. No excess side waste will be collected during the normal collection. Following the emptying of the black wheeled bin, any side waste left by the householder will be placed by the refuse crew into the now empty bin ready for the next collection. The crew will leave an information tag on the bin informing the householder of this action. This will also be reported to the waste support team to be recorded.

Enforcement:

- 7.5** If the householder continues to leave side waste and/or the lid of the wheeled bin is presented open, then this will again be reported to the waste support team. A member of the team will visit the householder to provide advice and support. A letter confirming the advice/actions agreed at the visit will then be issued to the householder.
- 7.6** Following the visit; if the householder continues to leave side waste and/or the lid of the wheeled bin is presented open, then a warning letter will be sent to the householder regarding the potential for enforcement action.

7.7 If the householder continues to ignore the advice stated within the final warning letter and continues to leave side waste and/or the lid of the wheeled bin is presented open then the matter will be passed to the Enforcement Team who may then Issue a Fixed Penalty Notice under Section 47ZA of the Environmental Protection Act 1990.

8.0 Assisted Collections

8.1 Where, through frailty or incapacity, a householder cannot present their 180 litre wheeled bin or recycling boxes at the kerbside, and subject to there being no other able bodied person living at the property, the householder may make a formal request to the Council for an Assisted Collection. If an Assisted Collection is approved by the Council then a suitable collection point on the property shall be agreed with the householder.

8.2 Assisted Collections will be restricted to those households who are in genuine need following approval of an application to the Council. The Council may review the need for this service by the householder on a periodic basis.

9.0 Missed Kerbside Collections

9.1 If a wheeled bin or recycling container is placed out ready for collection on the correct collection day and time, and is not picked up by the Council, then this will be classed as a missed collection.

9.2 Where a genuine missed collection is reported the Council will endeavour to return and collect within 24 hours of notification.

9.3 Where it is proven, the householder has failed to place the bin out for collection on the designated day and time; the Council reserves the right to charge the householder for a return visit.

10.0 Clinical Household Waste Collection

10.1 The Council shall provide a free collection of clinical household waste from householders upon request from the relevant healthcare provider, via a prescribed application form.

10.2 The Council shall provide a suitable container for the householder to store their clinical waste.

10.3 An agreed collection point, day of collection, frequency of collection and any other specific instructions regarding this service, will be agreed between the Council and the householder.

11.0 Bulky Household Waste Collection

11.1 The Council provides a bulky waste collection services for householders:

- Bulky Waste Collection – This is a chargeable service 1 to 5 items (or up to 10 bin bags). Extra items, up to a maximum of 5 are an additional charge. The cost for each of these services will be as noted in the Council's Fees & Charges which are produced every year.
- Subsidised Bulky Waste Collection – Householders in receipt of Income Support, Job Seekers Allowance, Disability Living Allowance, State Pension or Guaranteed Pension Credits will be given free collections. Proof of benefit is required. This is limited to 10 items within any 12 month period.

11.2 Following a request for a bulky household waste collection service, the collection shall take place on designated day.

11.3 Householders must comply with the instructions given to them by the Council for the bulky waste collection service. These shall include the following:

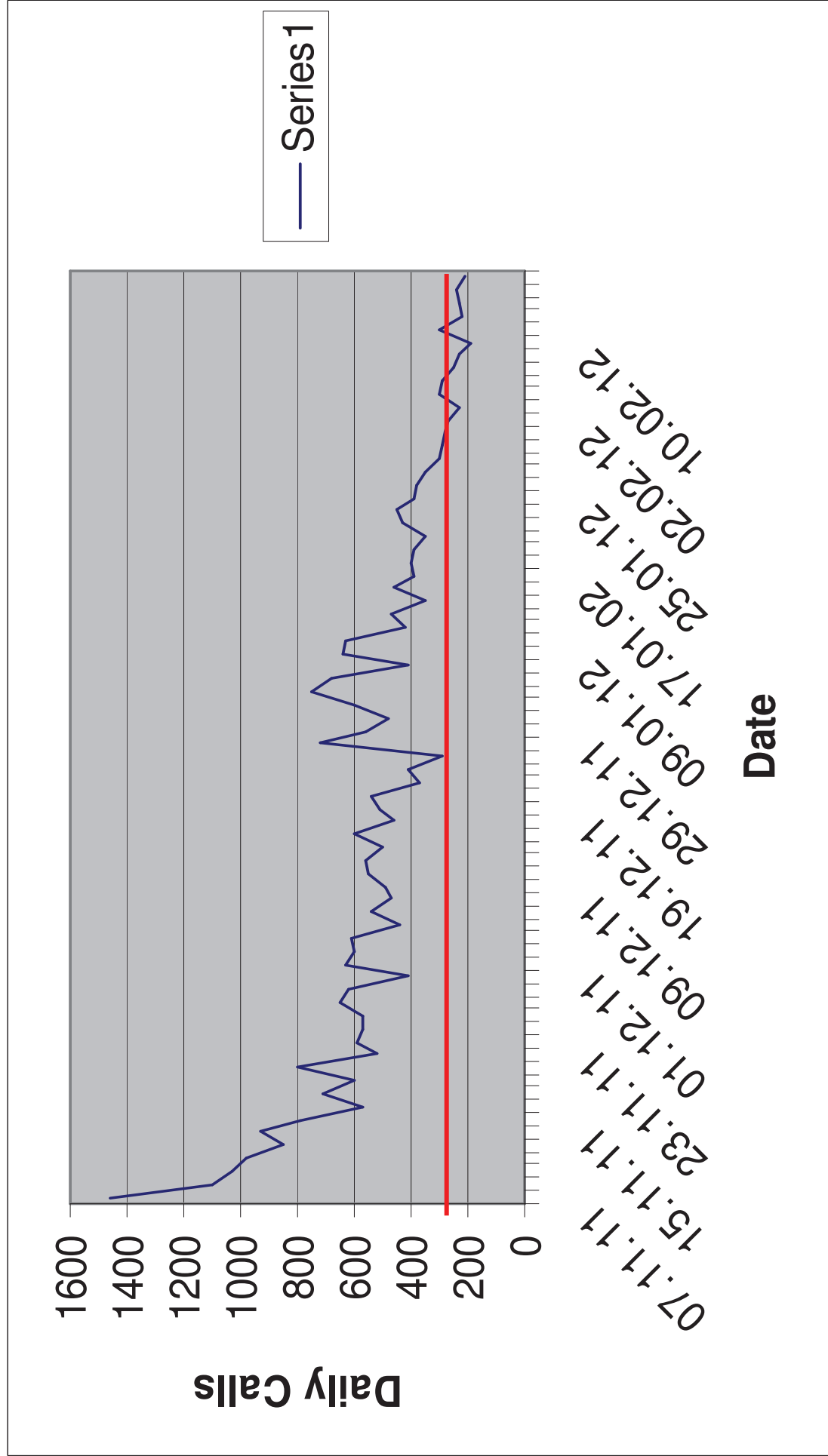
- Typical examples of bulky waste that will be accepted under this service include the following: mattress, bed frame, chair, table, fridge, freezer, TV, carpet, hi-fi, cupboard, standard cooker, sideboard, lamp, children's toy, computer, bookcase etc.
- For the avoidance of doubt, a three piece suite will count as three items.
- Small waste objects should be placed into a box, sack or suitable container and this will then be counted as one item.
- Only the items listed during the original request to the Council will be collected. Additional items will not be collected.
- No commercial or industrial waste will be collected.
- All items must be presented for collection by 07.00 hours on the specified day of collection.
- All items of waste must be left at the edge of the curtilage of the property, as close to the highway as possible, and presented in a safe fashion which does not cause any obstruction or danger to the

public. The Council will not enter houses to collect waste items. The collection point for properties with difficult access e.g. flats, shall be agreed with the Council before collection.

- The Council reserves the right to refuse the collection of any waste items that may cause harm or may have an affect on the health and safety of waste collection staff.
- For the avoidance of doubt Home Improvements including kitchen/ bathroom renewals, fitted wardrobes and any soils & rubble from landscaping works are not classed as bulky waste and households should make the appropriate arrangements with a contractor to ensure duty of care for their safe disposal.

Environment Department – Streetscene

Appendix 2 Call Levels to Waste Contact Centre since Nov 7th (Final rollout of new service) – Red Line shows normal call level



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**MANAGED WEEKLY COLLECTION WORKSHOP
23 FEBRUARY 2012**

BREAK AWAY SESSION

THEME: MISSED COLLECTIONS

	ACTION
<p>WORKFORCE/TRAINING</p> <ul style="list-style-type: none"> • Ensure operatives know their own rounds. • It was suggested that operatives should know more than one round, so that during times of sickness/annual leave operatives can cover rounds they know, which will help reduce the risk of missed collections. • Training should be given to operatives on the policy/procedures. • Have individual team (round) targets, to promote friendly competition, eg. Least number of missed collections per round in a month. 	<p>01</p> <p>01</p> <p>06</p> <p>06</p>
<p>POLICY</p> <ul style="list-style-type: none"> • Revisit the policy if missed collections continue to see if there are any gaps in the policy. • Develop a procedure from the policy for operatives and local members to have, which may be more easily understood. • Identify and record the reason for the missed collection so that the remedy can be targeted properly, and record the remedy, e.g. it may not always be the fault of the operatives, there will be occasions when resident forget to put their bins out for collection. 	<p>P1</p> <p>P1</p> <p>P2</p>
<p>COMMUNICATIONS INTERNAL/EXTERNAL</p> <ul style="list-style-type: none"> • There should be a clear process of communication from the manager through to the individual operative who collects the bin. There may be instances when that individual operative is not aware of the missed collection. • Two way communication between officers and local members. If members report a problem, the officer should feedback the outcome. • Residents in receipt of assisted collections should be communicated 	<p>C1</p> <p>C8</p> <p>V6</p>

<p>with on the process; there are examples of assisted collection labels being placed in home windows and not on the bin, which may increase risk of a missed assisted bin collection.</p> <ul style="list-style-type: none"> Local members should be familiar with the expected standards, eg how soon a bin will be emptied following a missed collection. Regular quarterly performance reports to the relevant scrutiny committee to monitor improvements on missed collections. 	<p>P1</p> <p>08</p>
<p>VEHICLES/EQUIPMENT</p> <ul style="list-style-type: none"> The tracking system should identify missed collection properties. Ensure the numbers of missed collections are logged on the software system to identify repeat occurrences. Introduce assisted collection addresses onto the tracking system. 	<p>V6</p> <p>05</p> <p>V6</p>
<p>Workforce and Training</p> <p>Consistent messages by all officers – ensuring that whatever advice/information is given by a contact centre officer, the same is given by supervisors, by operatives, by managers etc. this will provide members with confidence to then deliver the same messages in their communities.</p> <p>Improve daily communication between managers – supervisors – crews – not tool box talks but on daily operational issues which need to be addressed</p> <p>Continue to receive feedback and then full analysis of that feedback (Hilary)</p>	<p>C1</p> <p>C1/06</p> <p>C7</p>
<p>Policy</p> <p>The policy for flats needs to be developed and then clear consistent and timely communications with crews, residents and members.</p>	<p>C5/C2</p>
<p>Vehicles and Equipment</p> <p>Provide more telephone lines to receive volume of calls</p> <p>When calls are in a queue can the system tell them where in the queue they are – e.g. you are now the 10th call in the queue.</p> <p>Not advocating an automated telephone service – but there could be the opportunity in times of significant disruption for a short message on</p>	<p>C12</p> <p>C12</p> <p>C12</p>

answering (similar to Scottish Power during power cuts) that advises what the disruption is and what areas it is affecting. This would not stop customers progressing through to the service in the normal way after the message.	
<p>Communications – Internal and External Learn from pilot which was a good example. There was however acknowledgement that the pilots were smaller areas and so more direct communications were easier to achieve.</p> <p>Clear and consistent information in all communications – whatever we say on the website, should be exactly the same as the leaflets, as the stickers, in YCYC, as what officers and members are saying, etc.</p> <p>Information to members must be timely. For example any changes to services around Christmas should be communicated to Members at least a month, possibly more, in advance so that it gives them opportunity to include the messages in their own newsletters.</p>	<p>Comment</p> <p>C2</p> <p>C3</p>
Members very keen to work together with officers to deliver the messages within their communities but the information they are given needs to be consistent and timely to provide members with the confidence to be the service ambassadors out in the community.	C3
Avoid wherever possible changes to the services (Christmas) so as not to confuse people. Discussion around how practical that is considering that Christmas Day and New Years Day always follow on the same week day and so some residents could be 3 weeks without a collection. General debate was to consider ways perhaps to address the Christmas Day and New Years Day collections without disrupting other service days.	<p>C3</p> <p>Comment</p>
General agreement that recycling must be collected over the Christmas period but that brown bin collections should be suspended to allow resource to be directed into residual and recycling collections.	C3
Record the number of missed collections per property – at present the service accepts calls for missed collections but it doesn't record the number of times that property has been missed.	05
Non collection of waste (as a result of Policy) needs to be communicated to the household so they understand why their waste is not being collected. The same information needs to be communicated to contact centre staff so that if a call is received from the household to report a missed collection then they know not to record it as one.	C4
Work more closely with other internal departments, say Housing, to learn when properties have changed tenancy.	C5
Estate specific collections. Particularly around social housing estates, flats	C5

etc. Provide landlords with information leaflets on collections that can be handed out to new tenants.	
Provide leaflets to local estate agents to go out with new buyer packs.	
Consider the opportunity to create a new Flintshire resident pack. Triggered by people registering at a new property for Council Tax a welcome pack to be dispatched that would not necessarily only include information on Waste Collection but on a whole range of council services.	C5
Best method of communication Generally felt that using as many channels as possible to get the word out was best but that stickers on bins or leaflets through doors was the most effective method direct communication. There was acknowledgment however that we couldn't keep issuing stickers on bins as they would quickly become unsightly and any new messages would become lost in the plethora of old messages.	Comment
Members welcomed the direct line to Hilary but also felt that a direct email (just for member use) say waste@flintshire which would go direct to Hilary and her team (for when she is absent) would be very helpful.	C7
Introduce a contact card for members with the direct number and email address.	Done
Develop a text services for Members advising when there are problems, such as a broken down vehicle which is delaying collections in their area. They will then be able to answer any resident queries.	C8
More use of social media – twitter – delays as mentioned above could be 'tweeted'. Acknowledgement that the service as a twitter site but that it isn't yet activated.	C9

Environment Department – Streetscene

Improvement Action Plan – New waste collection service

Communications

Ref	Issue	Member Suggestion	Action	Timescale	Responsible Officer
C1	In consistent messages by officers - ensuring that whatever advice/information is given by a contact centre officer, the same is given by supervisors, by operatives, by managers etc.	Improve daily communication between managers, supervisors and crews to ensure that whatever advice/information is given by a contact centre officer, the same is given by supervisors, by operatives, by managers etc. Continue to receive feedback and then full analysis of that feedback (Hilary)	Weekly update for all staff through periods of change Existing Member contact arrangements to remain	Immediate	Kevin Gardiner
C2	Clear and consistent information in all communications	Formal check process for all external communications – includes independent customer	Agreed	Immediate	Kevin Gardiner
C3	Information to members must be timely. For example any changes to services around Christmas should be communicated to Members at least a month, possibly more, in advance so that it gives them opportunity to include the messages in their own newsletters.	Produce annual operational plan with key dates i.e. Christmas calendar's to be sent out on December 1 st – 8 th . Process to be approved through Executive as part of service review.	Agreed	1 st July	Gabrielle Povey

C4	Residents unsure why waste is still in their bin	Non collection of waste (as a result of Policy) needs to be communicated to the household so they understand why their waste is not being collected. Stickers to be posted on bins	Review of communications process and stickering arrangement	July 2012	Gabrielle Povey
C5	Collections at flats and Housing estates unclear	Produce estate specific collection leaflets, particularly around social housing estates, flats etc. Provide landlords with information leaflets on collections that can be handed out to new tenants.	Agreed	July 2012	S Jones
C6	New residents unsure of collection arrangements	Consider the opportunity to create a new Flintshire resident pack. Triggered by people registering at a new property for Council Tax a welcome pack to be dispatched that would not necessarily only include information on Waste Collection but on a whole range of council services.	Agreed	April 2013	Gabrielle Povey
C7	Members need to contact service	Introduce a direct email (just for member use) say waste@flintshire which would go direct to Hilary and her team (for when she is absent)	Agreed	Immediate	Hilary Williams

C8	Members unaware when collections will be made due to vehicle breakdowns and other issues with the service	Develop a text services for Members advising when there are problems, such as a broken down vehicle which is delaying collections in their area. They will then be able to answer any resident queries. Use of automated telephone message to impart information eg change to service because of bad weather, collection running late similar to utility companies model (eg power cuts)	Staff to phone Members if problems arise pushing collections beyond 5pm	Immediate	Kevin Edwards
C9	Resident unsure on changes to collection arrangements	More use of social media – twitter – delays as mentioned above could be ‘tweeted’. Acknowledgement that the service as a twitter site but that it isn’t yet activated.	All ready in place	December 2011	Gabrielle Povey
C10	Bins left blocking the footway	Better information to residents on where to put their containers in terms of driveways, access, kerbside and pavements rather than cartilage. Where new local arrangements are agreed ensure that this is communicated to the operatives	Information provided as part of yearly calendar replacement	December 2012	Gabrielle Povey
C11	Non English speaking residents unable to understand service	Clear communications must be sent out to foreign communities – Trevor Jones from the PPP unit has worked a lot with the Polish communities and may be of some help	Review information as part of communication plan	December 2012	Gabrielle Povey
C12	Callers don’t know how long until an officer will answer in busy periods	When calls are in a queue can the system tell them where in the queue they are – e.g. you are now the 10 th call in the queue.	Consider suitability of CRM this service	July 2012	Denise Naylor

Environment Department – Streetscene

Improvement Action Plan – New waste collection service

Vehicle/Containers

Ref	Issue	Member Suggestion	Action	Timescale	Responsible Officer
V1	Containers blowing away.	Interim arrangements to stop blue bags blowing away eg put blue bag in the weighted white sacks, turn blue boxes upside down and put recycling bags underneath, put the blue bags in the handles of the wheelie bin	Implement suggestion Toolbox talks to start immediatly	Immediate	Kevin Edwards
	Page 480	Introduce weighted bags for all future replacements	Implement suggestion – 3 month delivery	June 2012	Gabrielle Povey
V2	Containers are unsuitable	Trial new containers Stacked recycling bins Smaller wheelie bins for single occupants New blue bag with velcro fastening for paper	Identify suitable area and trial new containers	1 st July	Gabrielle Povey
V3	Bins blown into road with potential to damage	Reflective strips should be attached to dark bins – if they're	Proposal to be discussed with insurance company	July 2013	Kevin Gardiner

	vehicles	blown into the road then they're a traffic hazard and difficult to see			
		Replacement bins to get strips Provides strips to residents to fix to their bins			

V4	Vortex problem – when the trucks are filled, sometimes turbulence inside will blow the rubbish back out onto the street	Investigate and produce revised working arrangement to avoid	Agreed	July 2012	Kevin Edwards
V5	Vehicles too big for some roads	Ensure vehicles are fit for purpose – bigger vehicles make for shorter collection times, but may be unsuitable for narrow streets and lanes			
		Full review of fleet suitability	Agreed	Dec 2012	Kevin Gardiner
V6	Reliance on paper system for assisted collections	Introduce assisted collection addresses onto the tracking system	Agreed	December 2012	Kevin Gardiner

Environment Department – Streetscene

Action Plan – New waste collection service

Operational/Training Plan

Ref	Issue	Member Suggestion	Action	Timescale	Responsible Officer
O1	Lack of knowledge of rounds	Reinforce buddy working groups to more effectively share knowledge throughout the workforce	Buddy groups introduced	July 2012	K Edwards
		Operatives should know more than one round, so that during times of sickness/annual leave operatives can cover rounds	Training on additional rounds	July 2012	K Edwards
O2	Drivers unable to find properties for repeated missed collections	Maps of previously missed collections should be given to drivers to help find the more obscure addresses	Provide maps for repeated missed collections	Immediate	K Edwards
O3	Food waste removed from containers and stacked or carried on the street	Food waste must be disposed of correctly – currently several bins are emptied onto the street in a heap before then being lifted onto the wagon. This is obviously unhygienic and unpleasant for residents	Tool box talks and continued training	Immediate	K Edwards

O4	Avoid wherever possible changes to the services (Christmas) so as not to confuse people	General agreement that recycling must be collected over the Christmas period but that brown bin collections should be suspended to allow resource to be directed into residual and recycling collections.	Review Christmas arrangements	July 2012	Kevin Gardiner
O5	Repeated missed collections per property	Record the number of times that property has been missed on works ticket.	Number recorded on second and subsequent missed collections	Immediate	Hilary Willaims
O6	Workforce not engaging with the new collection arrangements	<ol style="list-style-type: none"> 1. Employee Workshops to be held that discuss general County wide issues eg service standards, baseline performance standards 2. Tool Box talks/Area Teams to impart relevant area based information, to be reactive to problems and proactive in solutions, deviation from baseline standards where problems identified. 3. Training should be given to operatives on the policy/procedures. 4. Have individual team (round) targets, to promote friendly competition, eg. Least number of missed collections per round in a month. 	Agreed	July 2012	K Edwards
			Agreed	On going	K Edwards
			Agreed	July 2012	K Edwards
			Possible future development		S Jones

O7	Workforce not returning bins correctly and leaving lids open	Stress importance of closing lids on wheelie bins and food waste bin at tool box talks	Tool box talks and continued training	Immediate	K Edwards
O8	Members unsure on the performance of the service	Regular quarterly performance reports to the relevant scrutiny committee to monitor improvements on missed collections.	Missed collection information will be included in the Streetscene standards and will be reported from Q1	1 st July 2012	S Jones
O9	Side waste collections	Clear instructions to staff, operational teams, Members and the public need to be provided once the decision to collect has been made. This decision needs then to be consistently applied	Notify all staff and operational teams once decision is made Inform Members and public	Once agreed	K Gardiner

Environment Department – Streetscene

Improvement Action Plan – New waste collection service

Policy

Ref	Issue	Member suggestion	Action	Timescale	Responsible Officer
P1	Lack of clarity on policy and standard by Members	Revisit Policy to reassess baseline standards	Review policy and communications in update report to Scrutiny	Sept 2012	S Jones
P2	Missed collections are not always the fault of the Council – what should happen then	Identify and record the reason for the missed collection so that the remedy can be targeted properly, and record the remedy, e.g. it may not always be the fault of the operatives, there will be occasions when resident forget to put their bins out for collection	Identify process for missed collections when not the responsibility of crew. This will be achieved by electronic system on vehicle	1 st Dec 2012	S Jones
P3	Introducing 6 day working	Consider Saturday collections for flats and rural areas	Agreed	1 st Oct 2012	S Jones
P4	Introduce flats to new arrangement	The policy for flats needs to be developed and then clear consistent and timely communications with crews, residents and members.	Agreed	Action plan - 19 th March 2012 Delivery July 2012	S Jones S Jones

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FLINTSHIRE COUNTY COUNCIL

REPORT TO: **EXECUTIVE**

DATE: **27 MARCH 2012**

REPORT BY: **DIRECTOR OF ENVIRONMENT**

SUBJECT: **BUCKLEY PUBLIC REALM DESIGN**

1.00 PURPOSE OF REPORT

1.01 To inform Members about the public realm design work undertaken in Buckley, which follows on from, and supports, the Buckley Masterplan. Its role is to set a standard for the future regeneration of the town and ensure any future developments are integrated with the existing town centre and contribute to an improved public realm.

2.00 BACKGROUND

2.01 The Buckley Masterplan was approved by Executive in May 2011. The Masterplan provides an evidence-based framework to guide future development for the town and contains a mix of short, medium and long term actions and aspirations designed to help create a strong, vibrant and sustainable town centre.

2.02 The key focus for the Masterplan is to explore the options for strengthening the town's convenience (food) retail offer, through the provision of a new medium sized store in the town centre. However, the Masterplan goes further than just addressing the food retail need, and provides a strategy for improvement and investment right across the town centre.

2.03 The development options identified in the Masterplan provide a significant opportunity and potential stimulus for wider change and public realm enhancement. The purpose of this public realm design work is to provide a benchmark and set key design principles for the quality expected for any future environmental and public realm enhancements. Whilst the vision is ambitious, it is also considered to be realistic, achievable and affordable.

3.00 CONSIDERATIONS

3.01 Improvements are proposed in three key areas – Brunswick Road, Precinct Way, and for the creation of a 'Town Square', in the vicinity of Brunswick Road short-stay car park.

- 3.02 This work has also considered options for the possible relocation of the War Memorial (which is currently located towards one edge of the Precinct car park), as identified in the Masterplan.
- 3.03 These two public realm reports should be considered as a first step towards guiding positive change, and will be used to inform negotiations with private sector developers and to support bids for regeneration funding. It is anticipated that potential developers will have an important part to play in the integration of new developments with enhancement of the town centre, the development of the town square, and the improvement of traffic and pedestrian circulation and linkage. This will be achieved through a partnership approach and shared funding responsibilities, including contributions from Section 106 agreements.
- 3.04 To support the above, it is also proposed that a short foreword be added to the public realm reports outlining the Council's overall vision and aspiration for Buckley regeneration.

4.00 RECOMMENDATIONS

- 4.01 That Members note the contents of the two Buckley Public Realm reports and endorse their use, as part of and supporting the Masterplan, to assist with discussions with developers and to ensure that any new developments are integrated with the existing town centre and contribute to an improved public realm.
- 4.02 That delegated authority be given to the Director of Environment, following consultation with the Executive Member for Environment, to make any changes as felt appropriate to the public realm reports.

5.00 FINANCIAL IMPLICATIONS

- 5.01 Clearly there are costs associated with these improvements. As outlined under 3.04 above, it is likely that S106 funding will be sought from any significant new developments in and around the town centre. Additional funding will also be allocated from the County Council's Town Action Plan funding, and recently approved ERDF funding for town centre streetscape improvements.

6.00 ANTI POVERTY IMPACT

- 6.01 Town centres play a key role in providing accessible goods and services for those most vulnerable. Town centres are also a key source of local employment. Actions and activities that help to strengthen the vitality and viability of town centres are therefore very important.

7.00 ENVIRONMENTAL IMPACT

- 7.01 The Masterplan included consideration of environmental concerns. This follow on piece of public realm design work is to provide a benchmark for the quality expected for any new environmental and public realm enhancements.

8.00 EQUALITIES IMPACT

- 8.01 The Masterplan seeks to enhance and expand the vitality and viability of Buckley Town Centre. The public realm design work complements this and sets out detail and guidance to ensure the whole town is able to benefit from and complement any new development. Investing in the public realm of Buckley will achieve several objectives, from economic benefits and amenity improvements to greater social cohesion and an improved sense of civic pride. The town centre provides vital, locally-based services, especially to those without access to private transport.

9.00 PERSONNEL IMPLICATIONS

- 9.01 None.

10.00 CONSULTATION REQUIRED

- 10.01 The County Council, Buckley Town Council and Buckley Town Partnership, along with the general public, will be involved with the detailed development of specific public realm proposals.

11.00 CONSULTATION UNDERTAKEN

- 11.01 Buckley Town Partnership members have attended two meetings with the design consultants, Environmental Associates. The second of these was a workshop style event, and representatives from Buckley Royal British Legion Branch attended too. Buckley Town Council members not already on the Town Partnership were also invited to attend.
- 11.02 The findings of the questionnaire provided at the workshop were tabulated, and responses and comments were reported back to the steering group and the evolving development and design options amended in response to the general consensus of opinion expressed.
- 11.03 This work has been led by a cross discipline team of Flintshire County Council officers, enabling input throughout the work from regeneration, planning, design, highways and property professionals.

12.00 APPENDICES

- 12.01 Buckley Town Centre Public Realm Enhancement – Report 1: A

Guide for Enhancement (Final Report, February 2012) (*PDF is called 'Final Report 1 - Feb 2012 - Buckley Public Realm'*)

- 12.02 Buckley Town Centre Public Realm Enhancement – Report 2: A New Town Square (Final Report, February 2012) (*PDF is called 'Final Report 2 - Feb 2012 - Buckley Town Square'*)

LOCAL GOVERNMENT (ACCESS TO INFORMATION ACT) 1985
BACKGROUND DOCUMENTS

None

Contact Officer: Clare Madders

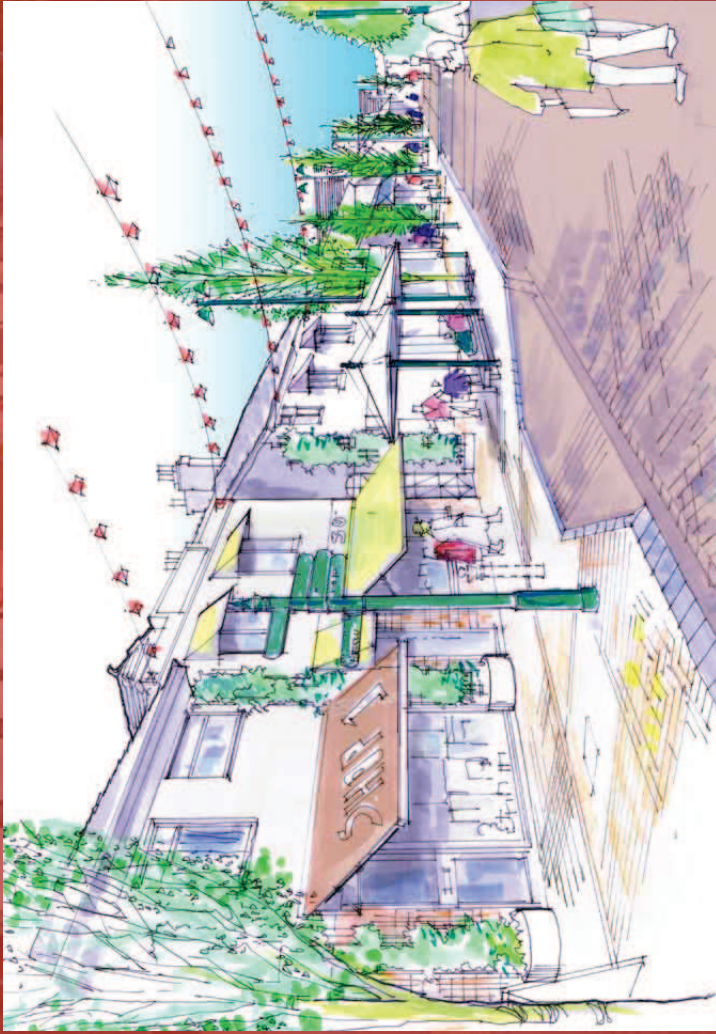
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BUCKLEY TOWN CENTRE PUBLIC REALM ENHANCEMENT

REPORT 1 A GUIDE FOR ENHANCEMENT

Final Report - February 2012



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BUCKLEY TOWN CENTRE PUBLIC REALM ENHANCEMENT

REPORT 1

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- Stakeholder Consultation
- Key Design Areas & Enhancement Objectives
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INTRODUCTION

Flintshire County Council commissioned Environmental Associates in October 2011 to prepare initial designs and design guidance for a new town square for Buckley and for associated areas of the town centre public realm, specifically Precinct Way and the semi-pedestrianised section of Brunswick Road.

Study Context

In May 2011 the Buckley Town Centre Masterplan was completed and subsequently adopted. The Masterplan report was commissioned with a particular focus upon the development options presented by several areas of land to the east and west of the Precinct Way.

Specifically the masterplan explored the options for strengthening the town's convenience (food) retail offer, through the provision of a new medium sized store in this central location. However, the masterplan went further than just addressing the food retail need and provided a strategy for improvement and investment right across the town centre including public realm enhancement opportunities and linkages.

Objectives

The development options identified in the Buckley Town Centre Masterplan provide a significant opportunity and potential stimulus for wider change and public realm enhancement.

The purpose of this document is to provide a benchmark for the quality expected for any future environmental and public realm enhancements.

Proposals should be considered as a guideline for the benefit of the community, businesses and the amenity of the town, providing outline detail and specifying design principles for a range of aspirational public realm projects in and around the town centre.

This document should be considered as a first step towards guiding change, and can be used to inform negotiation with private sector developers. It is anticipated that potential developers will have an important part to play in the enhancement of the town centre and the development of the town square, through partnership or funding arrangements, such as section 106 agreements.

The potential development of the council owned car park to the south of The Precinct Shopping Mall may result in the demolition of the Royal British Legion building and a need to relocate the associated War Memorial, as identified in the adopted masterplan.

While developing enhancements to the public realm within the town centre, the design team, council officers and stakeholders were tasked with reviewing the proposal to relocate the Memorial to the proposed new Town Square, as suggested in the Masterplan, while also investigating other possible locations.

Report Structure

This document is structured in two sections as follows:

1. Enhancement Context
2. Design Area Options & Design Guidelines

A separate report (Report 2) looks in greater detail at the potential to create a new Town Square and focus for the town centre in the vicinity of the current short stay car park, adjacent to Brunswick Road.

SECTION 1

ENHANCEMENT CONTEXT

STUDY AREA

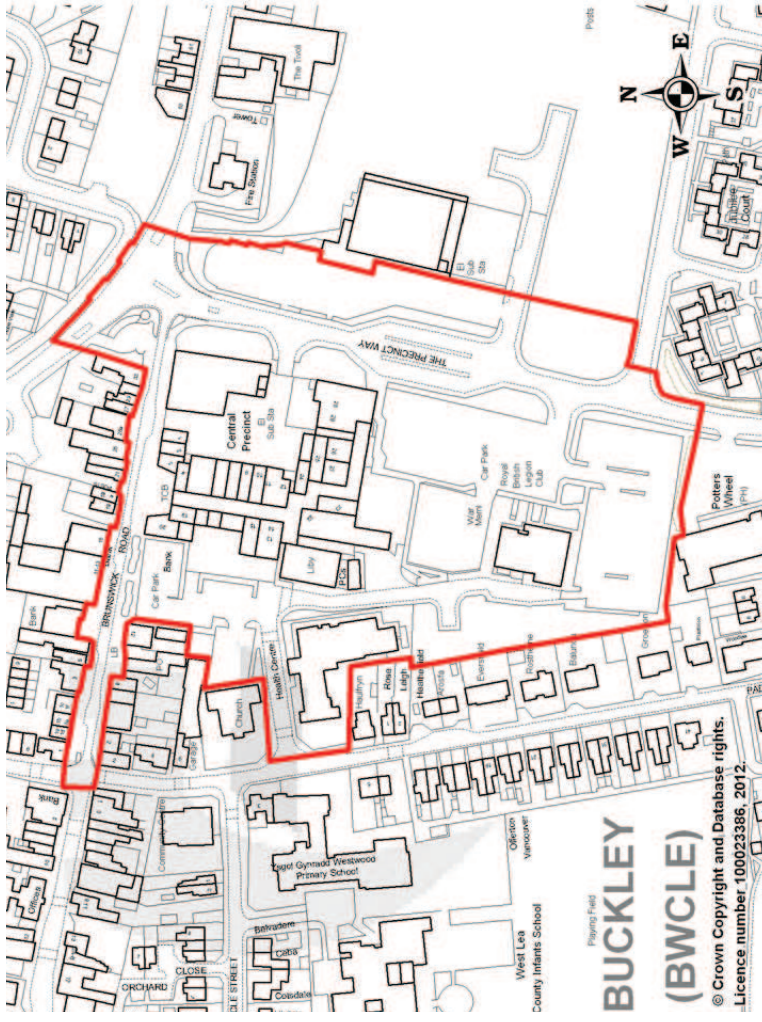
The main study area is indicated on the O.S. Plan as defined within the red line .

The main areas of design development are the semi pedestrianised section of Brunswick Road to include Millennium Gardens, The northern end of Precinct Way and the location of the proposed town square in the vicinity of the town centre short stay car park.



Buckley Town Structure and Study Area

Fig 1 - Town centre public realm study area



EXISTING SITUATION

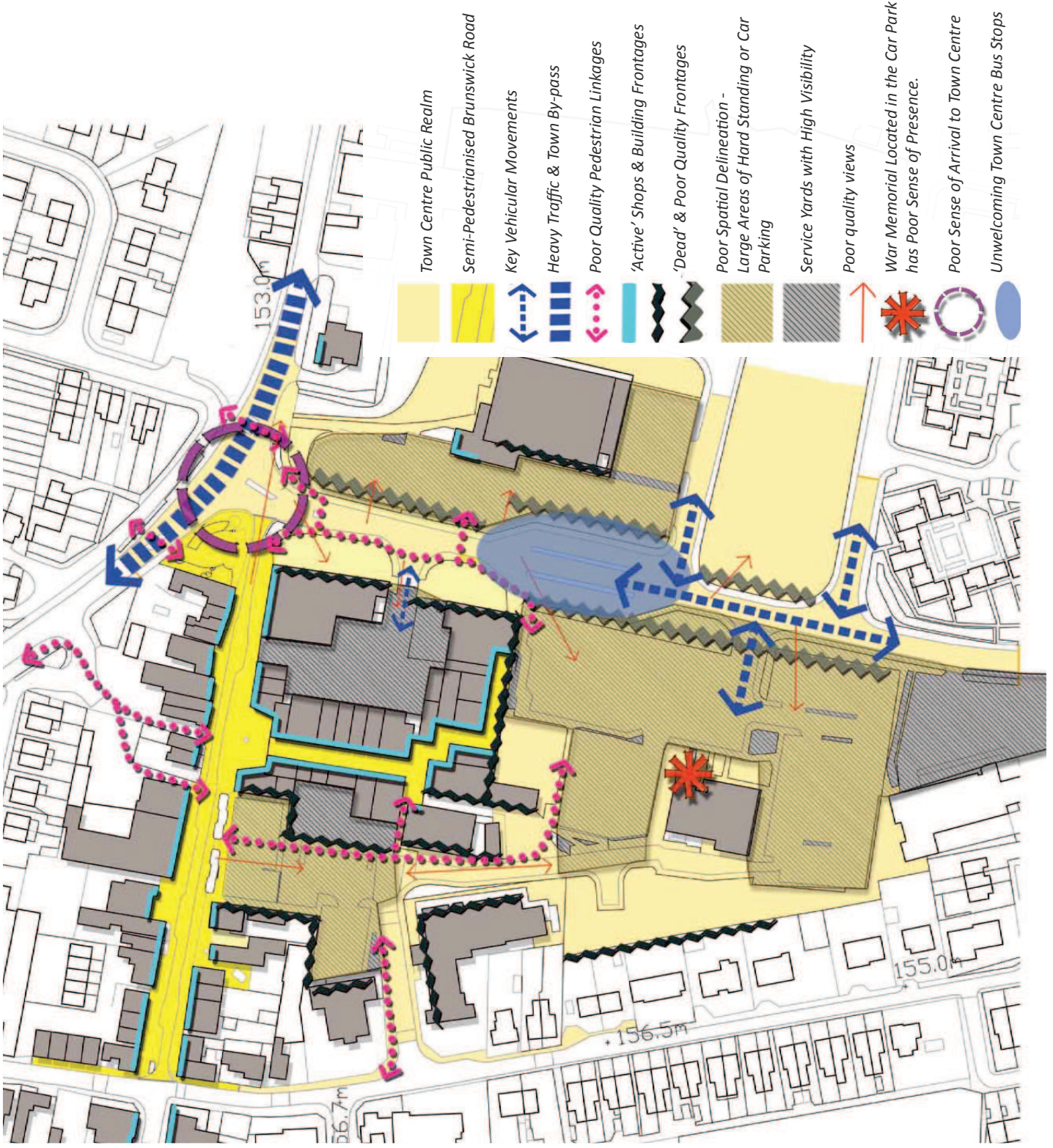
The starting point for developing a range of public realm enhancement opportunities is an understanding of how the town centre is used, what features of the area present a negative image or a constraint to improvement and what the attractions and opportunities are, identifying the best way to enhance assets and stimulate further improvements.

Several studies have been carried out focusing upon Buckley Town Centre. The 2008 Health Check Study included a review of the physical character, economic vitality and environmental quality of the town. In a similar vein, the 2011 Masterplan Study undertook a townscape and urban analysis. Our survey concurred with their findings, while focusing a little more on specific areas; Brunswick Rd. (partially pedestrianised section), Precinct Way, and the Precinct/Town Centre Car Park.

Our team undertook an appraisal of the existing area, with several site visits, reference to aerial photographs, desk survey techniques and stakeholder consultation.

The illustration here identifies some of the key elements which have influenced over how the town centre is perceived, its image and identity. Further attributes specific to the area are indicated under the strength and weakness headings on next page.

Fig 2 - Town centre public realm analysis summary plan



Strengths

- Existing investment in a quality landscape along the semi-pedestrianised Brunswick Road including the Millennium Park
- Partially pedestrianised high street provides better environment for retailers and shoppers and potential use of the street for recreational and commercial activities
- Good access via major road network and pedestrian linkages from adjacent neighbourhood
- Free parking provision within town centre
- Has a concentration of Community Facilities; Post Office, Library, Banks, Church, School and Town Council Offices
- Partly covered shopping - The Precinct shopping centre



Streetscape investment



Covered retail walkway



Quality landscaped public space - Millennium Park



Convenient community facility - Post office

Weaknesses

- Unattractive bland facades to buildings along Precinct Way and around the Brunswick Road retail core
- Lack of high quality, sheltered shopping
- No shelter from the elements along the Brunswick Road shopping street
- Car parking for the retail core is distributed to the rear of properties, creating an unattractive approach for the town centre visitor
- 'Hard' appearance of large car parking and service yard areas, visible from main routes to High Street and Town Centre
- War memorial and The British Legion building located in the centre of Precinct car park, lack ambience and presence
- Poor environmental quality along pedestrian linkages & routes into town
- Precinct Way is a very wide, 'over-engineered' road. Pedestrian movement and safety requires improvement
- The town is now by-passed by the Argoed Road and Windmill Road. (A549)
- Visual 'street clutter', over use of bollards, bins, etc.



Street furniture clutter



Non-active facade at the gateway - Precinct Way



Poor quality pedestrian linkage/route



Over-engineered, nondescript bus stop interchange

ASPIRATIONAL BUCKLEY TOWN

CENTRE MASTERPLAN

An aspirational vision for Buckley has been established in the adopted 'Buckley Town Centre Masterplan', May 2011. This plan provides a strategy & framework for enhancement & development of the Town Centre.

The masterplan report identifies a range of enhancement opportunities for the town centre, which are bound together by a desire to carry out a coordinated range of environmental improvements to the public realm within and around the town centre.

Page 502

In addition to public realm the key areas and proposals identified in the 2011 plan included:

- 1) A new town square in the heart of the town, designed as a multi functional space with year round interest .
- 2) Public realm improvements along the length of Brunswick Road including planting of street trees, removal of bollards and reconfiguration of some surface treatments.
- 3) Pedestrian focussed improvement and highways changes to Precinct Way, including a much enhanced streetscape and a public transport 'drop off'/'pick up' hub.
- 4) The relocation of the Royal British Legion's War Memorial to the new town square space in Brunswick Road.

Fig 3 - Adopted 'Buckley Town Centre Masterplan' 2011

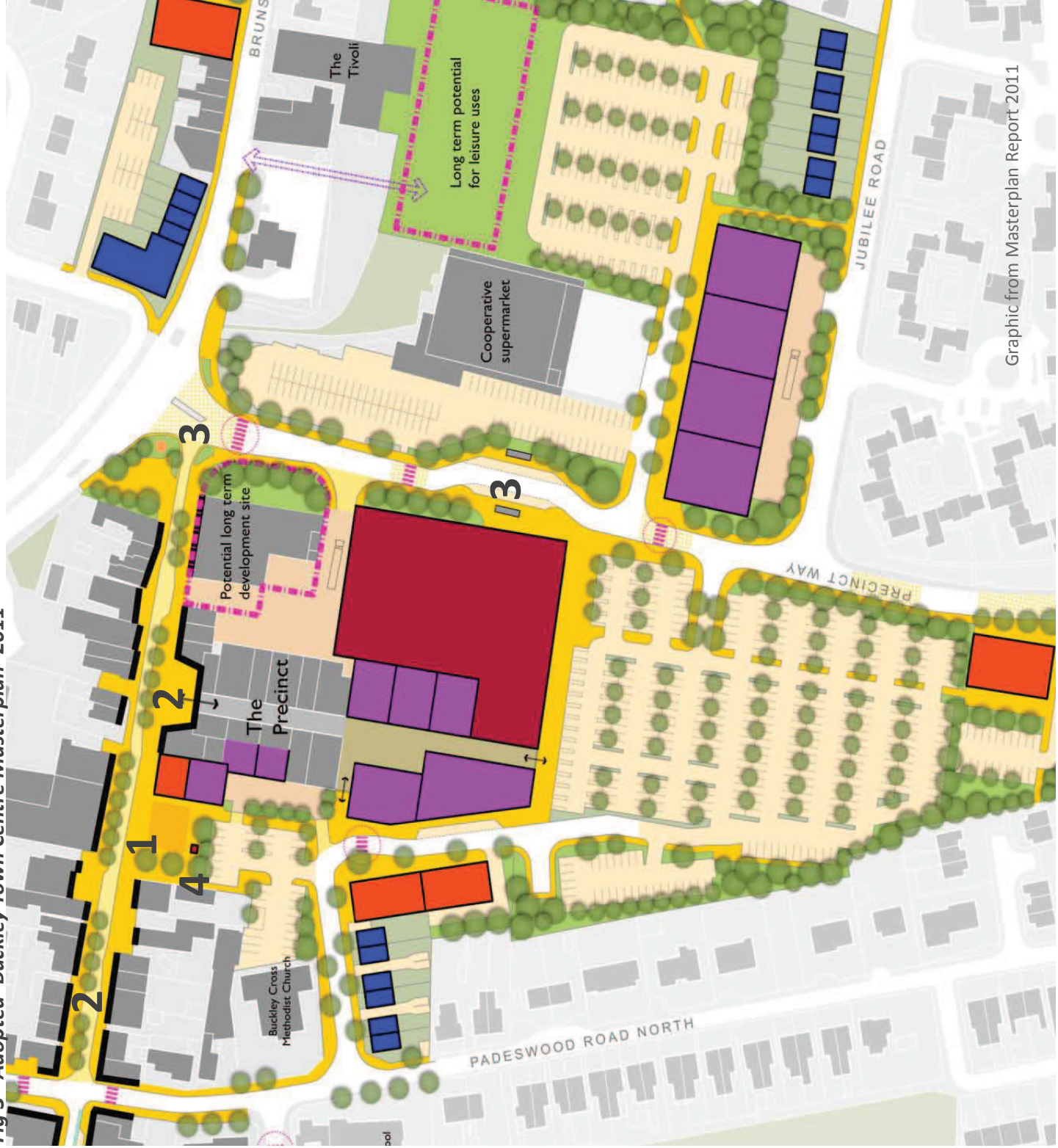


Fig 4 - Key public realm recommendations from the Masterplan



STAKEHOLDER CONSULTATION

In order to arrive at an adopted masterplan an extensive programme of consultation and engagement took place, developing a consensus with local stakeholders, the public and council officers. This project in looking at several areas of the town centre in more detail, also needed to gather specific feedback and comment from the local community, businesses and council officers.

As well as 'face to face' meetings with stakeholders and local members of the Royal British Legion, the study team presented material and initial development options at two evening meetings for detailed discussion and comment.

The first meeting was held on the 26th October 2011 with the Town Partnership.

The second meeting on the 28th November 2011 was with the Town Partnership and the Town Council were also invited with representatives of the Royal British Legion.

Those present were encouraged to provide written comment on the draft proposals which were issued as A3 printed sheets which incorporated a simple questionnaire, designed to elicit response.

The findings of the questionnaire were tabulated, responses and comments were reported back to the steering group and the evolving development and design options amended in response to the general consensus of opinion expressed.

Consultation Responses

A questionnaire was used at a small consultation event with members of Buckley Town Partnership, Buckley Town Council and Buckley Royal British Legion. Wider public consultation will be held at some future point, when appropriate, when any improvements might be possible to implement.

The first part of the questionnaire looked at several different options for each of the public realm enhancement areas

- The Proposed New Town Square
- Precinct Way
- Options for relocation of the War Memorial

Respondents were asked to indicate how supportive they were of each of the options illustrated, ranking them from very supportive of the proposals to not very supportive, but they were not asked to compare one option to another or to identify a preference.

The Town Square

The most supported town square proposals were Option 2 & 4. Option 2, the adopted masterplan proposals, has some new commercial development and a square created on council owned land and Option 4, has the greatest amount of new development around the square and would involve both public and private sector land.

Precinct Way (Illustrated on page 25)

Clear support was shown for Option A, a chicane arrangement designed to assist with traffic calming while providing space for a more significant public transport 'hub'

The War Memorial (Illustrated on page 30)

The War Memorial was discussed in some detail and of the three alternative potential locations illustrated there was very clear support shown for Option A, re-location of the Memorial close to the existing location, to the western edge of the car park, directly opposite the Precinct Way car park entrance.

The second part of the questionnaire looked at Brunswick Road. In relation to Brunswick Road the questions were put in a different manner, rather than looking at different design options for enhancement, proposals were listed and rankings made by consultees reflected the degree of support for the statement or proposal.

Headings used:

Street Furniture

- Remove bollards* - Generally supported
- More seating* - Good support
- Improve signage* - Good support
- More waste bins* - Good support

Tree Planters

- Replace existing trees* - Ambivalent, neither support or disagree particularly
- Remove existing trees* - Generally supportive
- Plant new trees* - Generally supportive
- Introduce more planters* - Generally supportive
- More hanging baskets* - Generally supportive

Other Items

- "Spill Out Areas"* - Very supportive
- Awnings to Shop Fronts* - Very supportive
- Like existing paving materials* - Ambivalent, neither support or disagree particularly

Fig 5 - Presentation boards & sheets during consultation



KEY DESIGN AREAS AND ENHANCEMENT OBJECTIVES

This document focusses upon four areas of public realm, each interlinked. These areas have the potential to make a very important contribution to the amenity of the town centre, its attractiveness, ambience and its commercial and social vitality.

DESIGN AREA 1 - TOWN SQUARE

- To create a high quality 'Civic Space'
- To introduce multi-functional usage
- To create space for celebrations and festivals
- To create a new social focus
- To introduce active facades with 'Spillout Spaces'
- To introduce artwork and sculptures (See detail in 'Report 2')

DESIGN AREA 2 - BRUNSWICK ROAD

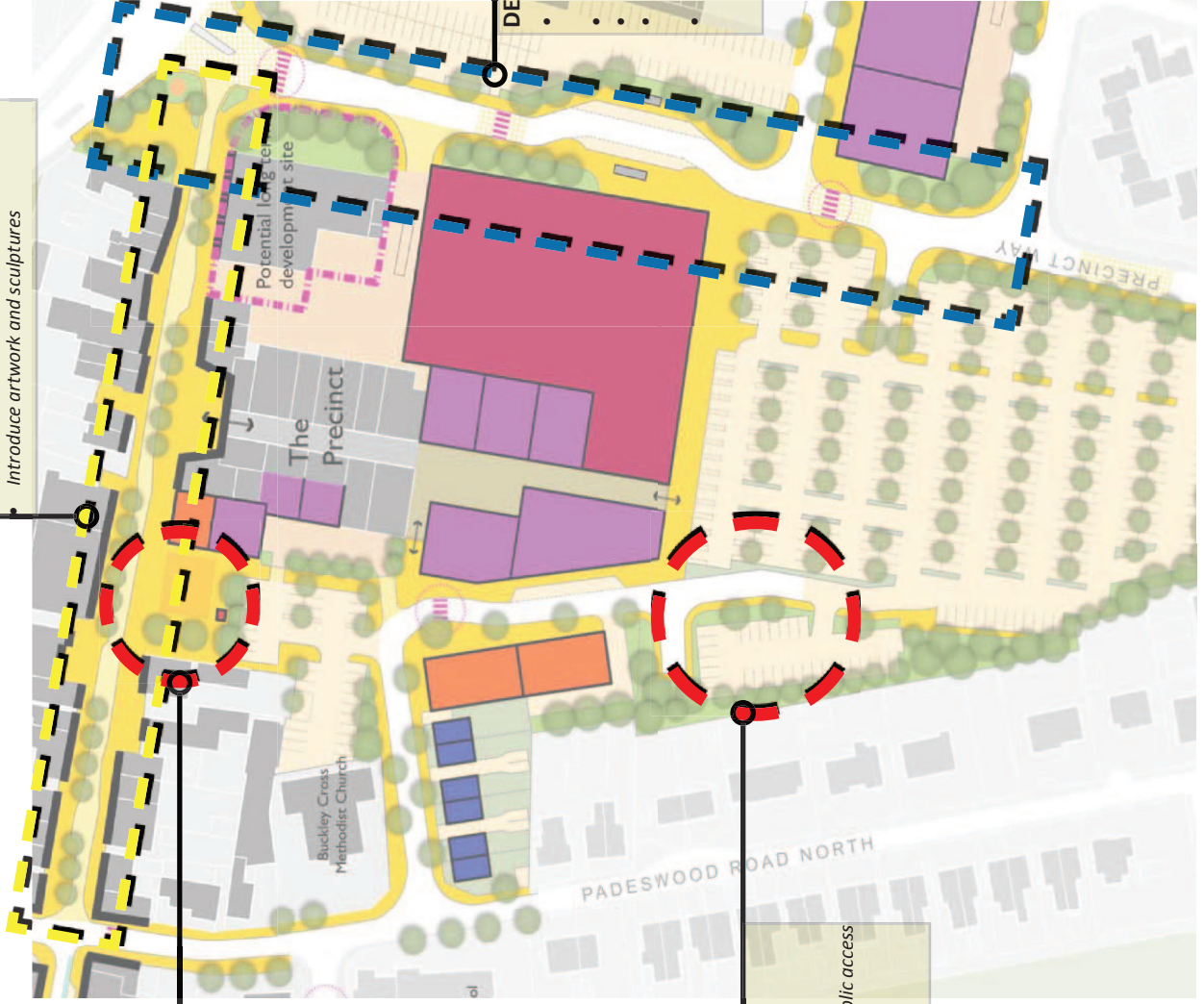
- To remove excess street furniture
- To enhance pedestrian/shopper experience
- Improve linkages from adjacent areas
- Introduce greenery with low maintenance
- To introduce shelter, awnings/canopies
- Introduce artwork and sculptures

DESIGN AREA 3 - PRECINCT WAY

- Minimise the current severance of visual amenity & impact
- To encourage active shop frontages and 'sense of arrival'
- Slow Traffic and improve pedestrian movement
- Improve linkages & strengthen pedestrian crossing from high street & to adjacent residential areas
- Enhance boundary treatments & create Opportunities for tree planting & landscaping

DESIGN AREA 4 - WAR MEMORIAL

- To find an alternative home with 'Sense of Focus'
- To protect from vandalism & to be 'self policing'
- To create area for ceremonial gatherings & easy public access
- To create a low maintenance area



A CONCEPT FOR IMPROVEMENT

Investing in the public realm of Buckley will achieve several objectives, from economic benefits and amenity improvements to greater social cohesion and an improved sense of civic pride.

Streetscape Improvements

Investment in landscape and streetscape can be a relatively cheap and cost effective way of creating long term enhancement.

Tree planting, the provision of shade and shelter, improved lighting and providing facilities which allow a variety of activities in an attractive, inviting environment, can stimulate vitality and enliven the spaces between the buildings. At the heart of the town a new civic space will provide a focus for new development, social interaction, civic events and seasonal celebrations.

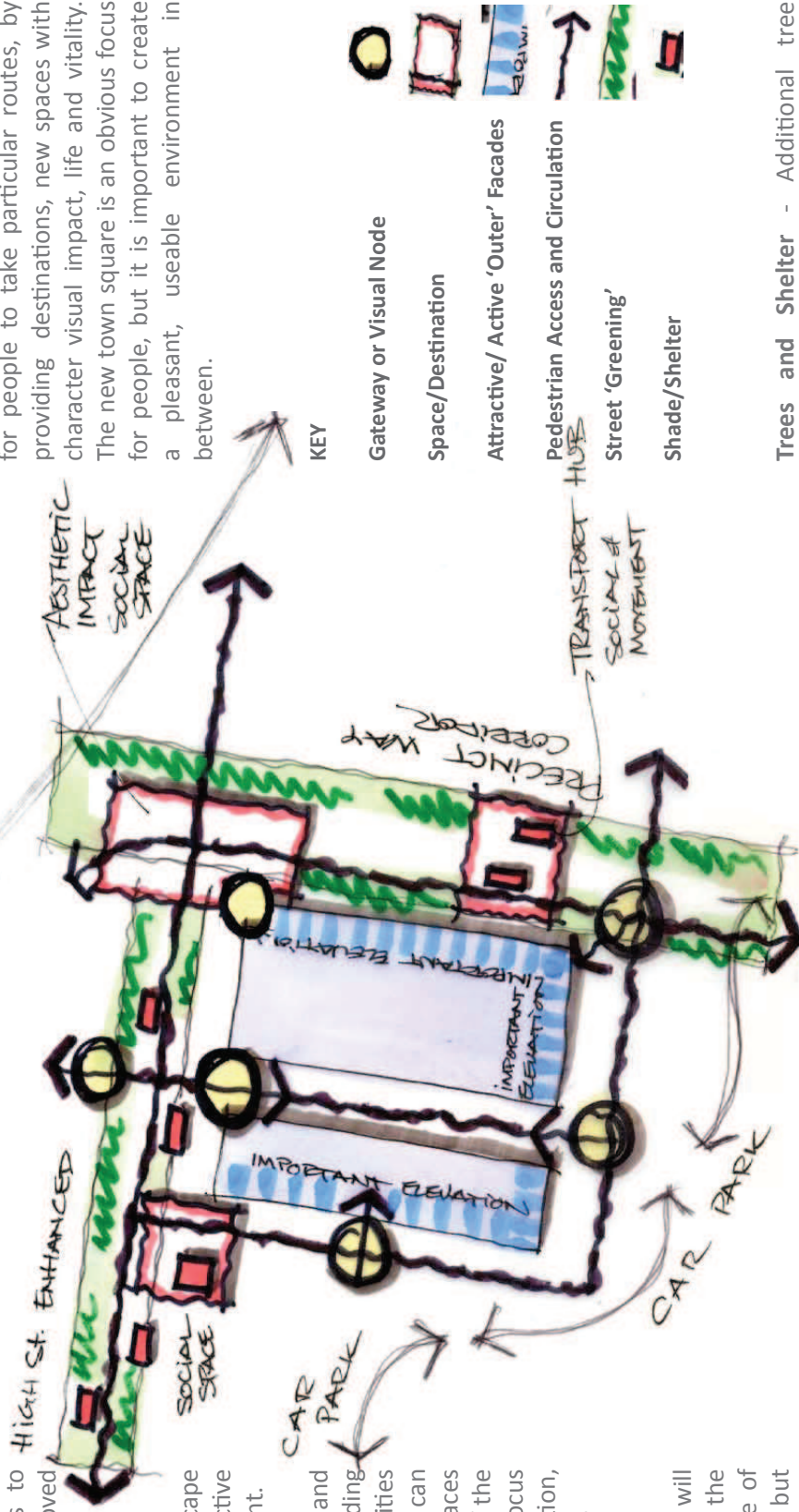
Improving the Town's Image

The recommendations in this report will provide a much improved image for the town, creating a more distinct 'sense of place' not only within the retail core, but also around the edges of the town centre.

Creating Attractive Edges and Gateways to the Town Centre

The centre is approached from virtually all directions past rear building facades presenting unattractive views of buildings. There are opportunities to enhance the outer, more visible edges of the town centre, creating improved 'gateways' and focal points at key entry points to the high street, the Precinct and the shops.

Fig 6 - Concept plan



Public Transport - a Bus Interchange providing a new and improved arrival/departure point on the edge of the town centre.

The town has the potential to be better serviced by public transport with the creation of an enhanced transport 'hub' on Precinct Way and the existing well used bus stop on Mold Road.

Pedestrian permeability and easy, safe access - There is a significant amount of car parking close to the main shopping routes and public realm enhancement aims to improve links from parking areas to Brunswick Road and the Precinct & penetrating the town centre.

These links would permeate through the town and along the main shopping thoroughfare, and they will be easily accessible, clearly defined and attractive.

New Linked Spaces - attractive safe and easy pedestrian access is a priority and the proposed improvements provide reasons for people to take particular routes, by providing destinations, new spaces with character visual impact, life and vitality. The new town square is an obvious focus for people, but it is important to create a pleasant, useable environment in between.

Trees and Shelter - Additional tree planting to streets for amenity and micro climate improvements is one element of the streetscape enhancement, another is the incorporation of shade structures/shelters.

The concept plan shows that shade and shelter is provided within the new spaces and between them, a little like stepping stones creating a more pleasant environment for users of the town centre while protection from the weather, both sun and rain.

Fig 7 - A public realm enhancement plan for Buckley town centre



SECTION 2

DESIGN AREA OPTIONS & DESIGN GUIDELINES

DESIGN AREA 1 A NEW TOWN SQUARE



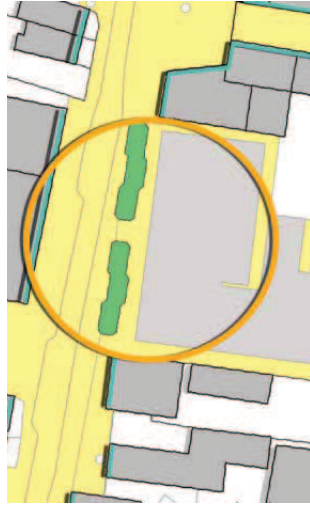
A NEW TOWN SQUARE

Central to the public realm enhancement concept is the aspiration for a new social, aesthetic and commercial focus for the town centre. A new Town Square.

The location for this proposed new civic space is identified in the Buckley Town Centre Masterplan as being on and around the area of the current Brunswick Road short stay car park.

A new town square has the potential to stimulate commercial activity and social vitality, but there are a wide range of possible development scenarios and design options. As part of this project the consultant team and client steering group assessed a number of development scenarios, assessing the pros and cons, in terms of; land assembly, retail footprint, spatial enclosure, movement and the arrangement of activities, parking and landscape elements within the space, relative costs and phasing implications.

As the square is a significant 'stand alone' project, we have included comprehensive details in, 'Report 2', which focusses solely upon the opportunities for the development of this new civic space.



Aspiration: To create a multipurpose public space (Town Square) in the heart of Buckley town centre, providing an attractive and 'active' community focus suitable for daily and yearly activities, with 'spill out' space for cafes, bars, restaurants and accommodating festivals, market days and celebratory events.





**DESIGN AREA 2
ENHANCEMENTS TO
BRUNSWICK ROAD**

ENHANCEMENTS TO BRUNSWICK ROAD

Brunswick Road was comprehensively redesigned in 1996 when it was turned into a semi-pedestrianised high street. At this time there was significant investment in new paving, drainage, street furniture and lighting, resulting in a new attractive character for the road. An olive green colour scheme has been used, providing consistency along the length of the street. The paving utilises locally manufactured brick pavers, in three colours with a further brindle mix.

The materials used are robust and have stood up well to wear and tear. Hanging baskets are a popular addition to the street and the trees (alder) contribute to the amenity of the area, but are variable in quality and may need replacement with something of a more manageable and higher quality in the future.

The facades of the buildings to either side of the street are rather 'flat'. There are no canopies to provide visual relief, shade or shelter and very few extended signs to punctuate the street facade. There is an opportunity to create a more 'shopper friendly' environment, with greater visual interest by incorporating canopies along the building facades and free standing shelters within the street.

Opportunities for enhancement

The following pages provide:

- A review of street furniture and recommendations for any new additions or removals, by rationalising existing street furniture, thus reducing excessive visual clutter.
- Recommendations for any new paving and integration of the proposed town square with the Brunswick Road paving.
- Proposals to improve the shopping and pedestrian experience, looking in particular at the opportunities presented by encouraging canopies and awnings to shop facades and also by incorporating shade structures/shelters and additional trees along the length of the street, making sure these would not add to the existing visual street clutter.



Stakeholder Comment

Improve the shopping environment, provide a streetscape which is attractive, active, well lit and provides shelter.

Shelters & Trees

There is an opportunity to incorporate a number of public shelters along the street like 'stepping stones', which would provide a focus for meeting and shelter from the weather, both rain and sunshine. Ideally these would also be linked with some new tree planting, which will help provide vertical markers, visually punctuating the street and adding additional amenity value and interest.

Trees have been indicated on the plan below to avoid services, but further checks would be required before any street tree planting is finalised to confirm exact services locations. Construction details should incorporate root barriers where appropriate.

The design of the canopies should be similar to the canopy proposed for the Town Square for continuity. They should be simple and also 'sculptural' in design.



Examples of modern and traditional shelters suitable along Brunswick road.

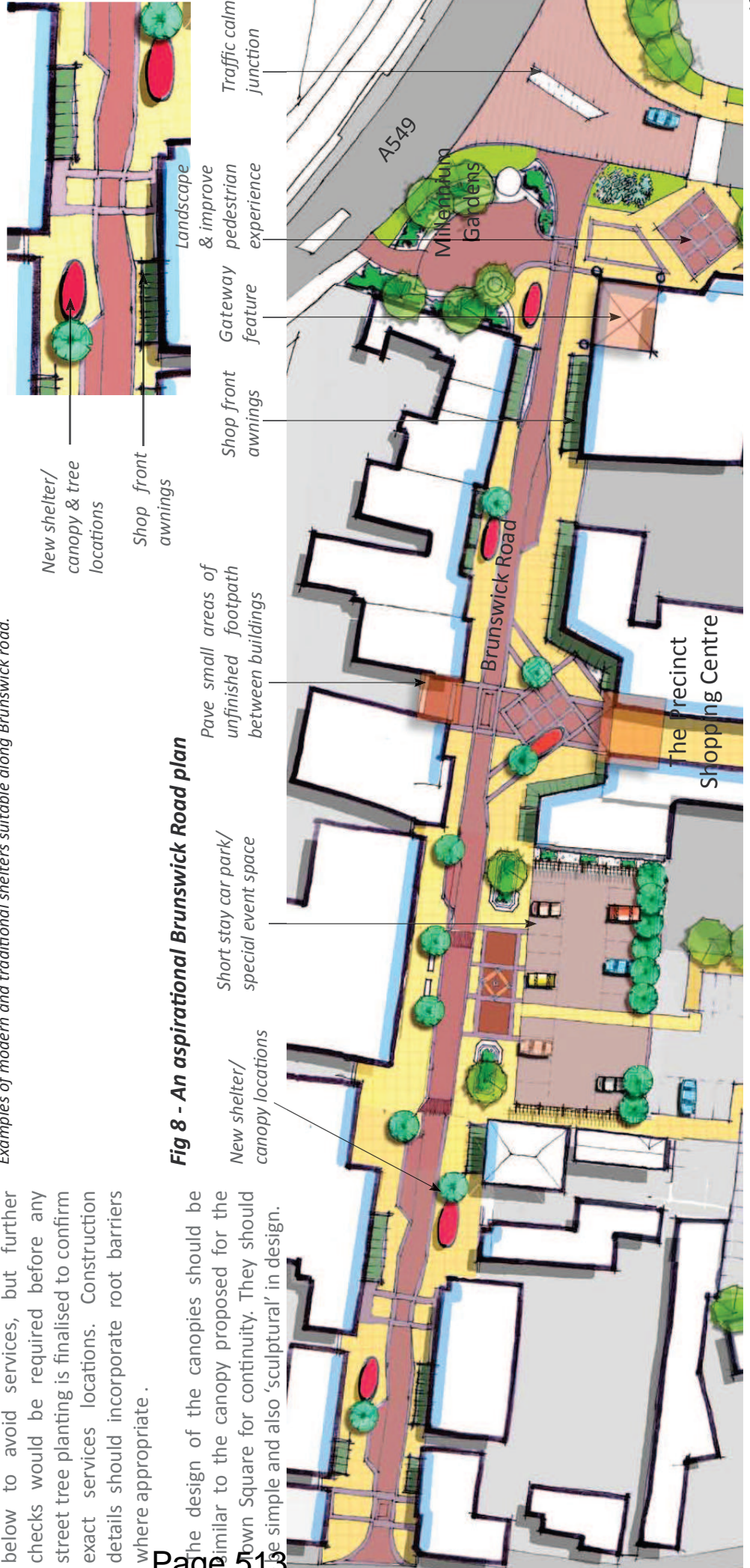
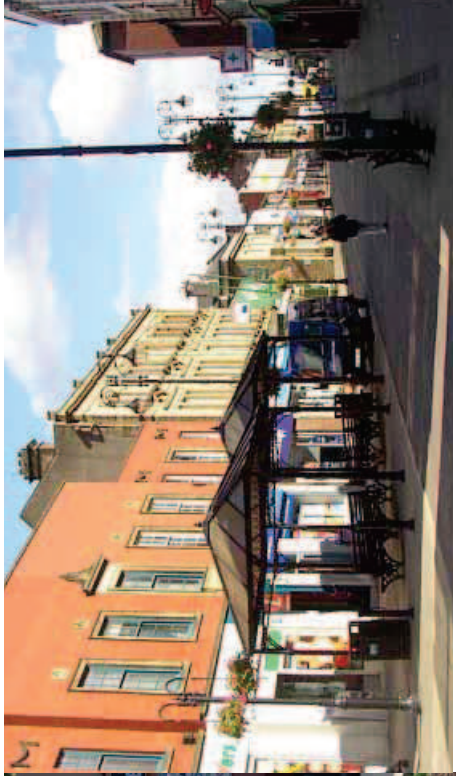


Fig 8 - An aspirational Brunswick Road plan

SHOP FRONT CANOPIES AND AWNINGS

Awnings and canopies could be fitted to shop fronts providing both shade and a degree of shelter in inclement weather, while also enlivening the streetscape.

For Brunswick Road several types of awnings and canopies could be used, they may vary depending on the ease of fixing, but it would be appropriate to select from a limited number of styles and colours to encourage consistency of style and to control quality.

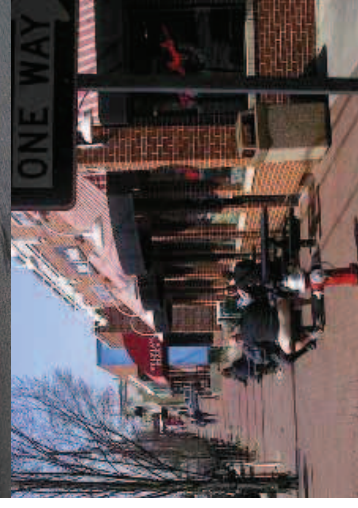
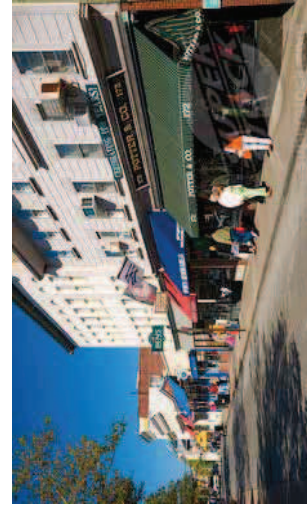
For illustrative purposes, we have only shown folding-arm variations on the photo images here.

A shop front improvement grant or initiative would be a useful vehicle for encouraging the use and implementation of awnings and canopies, it would encourage property owners and shop keepers to invest in their properties and businesses, while also benefitting the town centre by improving the aesthetics of the street and amenity for the pedestrian.

There are a number of colour and style combinations that could be contemplated for Brunswick Road. It may be possible to encourage a standard style and palette of colour to further reinforce character. The examples below relate to the units to the left of the Precinct entrance (when facing it).

The view below from the opposite side of the street shows awnings with free standing parasols in front, which is a possibility within the High Street if they can be monitored and managed, however, parasols are probably most appropriate within the town square and within the semi-private 'spill out' space associated with a café or restaurant.

Fig 9 - Ideas and options for shop front awnings



Street Furniture:

The palette of materials and furniture is generally weathering well and we recommend that the same or similar be used in any enhancement or new developments implemented along or linking into the streets in order to provide continuity and visual unity throughout the town centre.

When enhancement opportunities or funds are secured a programme of repainting could also be instigated to brighten up the whole street.

Bollards are a dominant element and a general comment which can be instigated easily, is that if not essential for safety, the bollards should be reduced in number and possibly re-used elsewhere to reduce visual clutter'



Where different styles or makes of street furniture are evident replacement should utilise a consistent style.



Standardising these litter bins is one example of where consistency could be improved to benefit the character of the street and also reduce maintenance and management costs of street furniture.

If a new design or style of furniture is introduced it should be painted in similar green colour.

Paving Material:

Ruabon clay pavers in a range of colours have been used in the existing landscape scheme. To promote continuity and reinforce the identity and character already established it is recommended that these or similar should be used. Where the proposed town square extends into Brunswick Road, these pavers may be broken up with areas of concrete slab paving, indicating entrance into or across this area and reinforcing the importance of the town square.



Red brindle



Buff yellow pavers

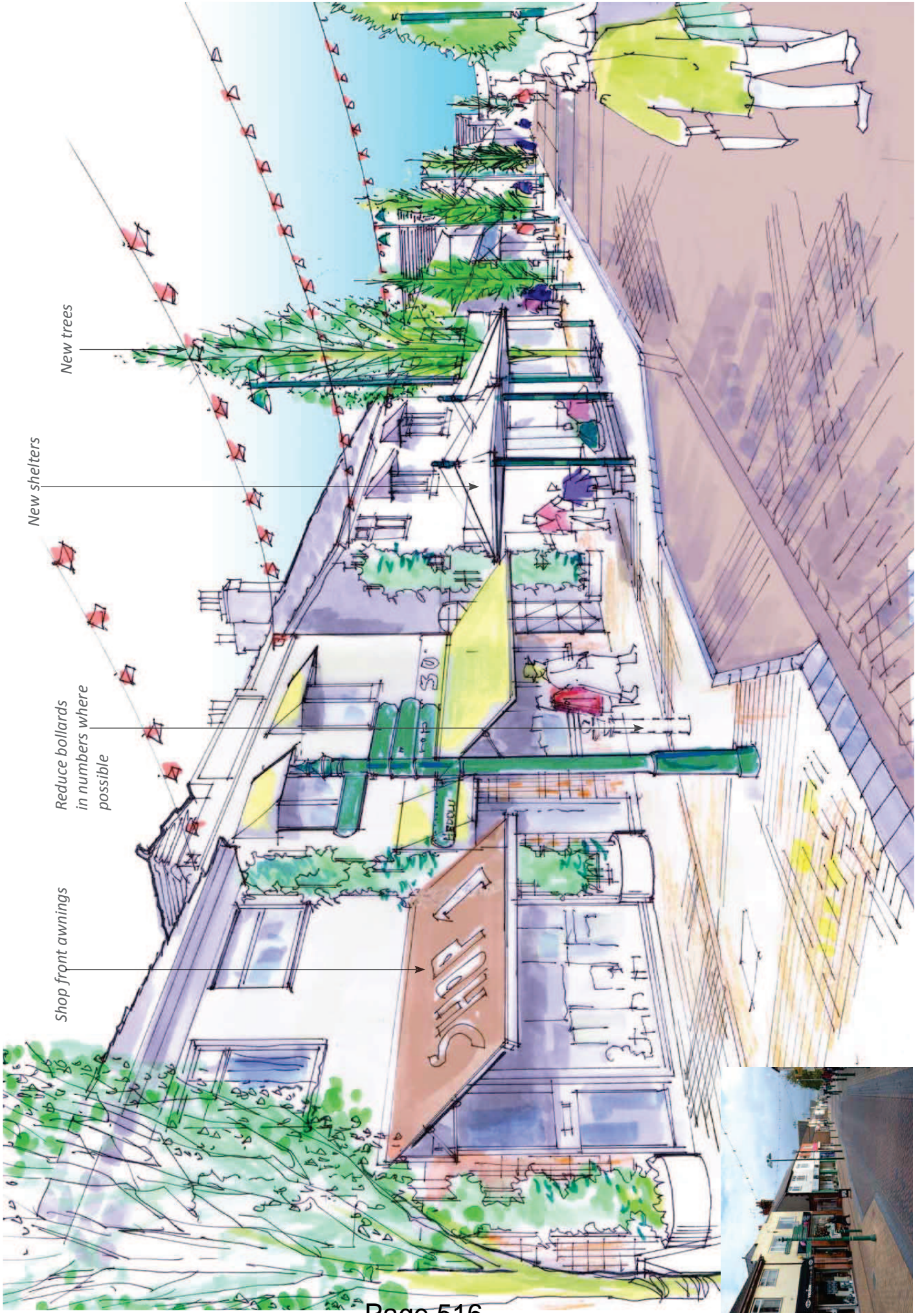


Blue clay pavers



Speed humps are constructed with red brindle clay pavers within Town Centre

Fig 10 - Potential streetscape improvements with reduction of excessive bollards, introducing new trees, canopies and awnings.



DESIGN AREA 3

ENHANCING PRECINCT WAY



Enhancing Precinct Way

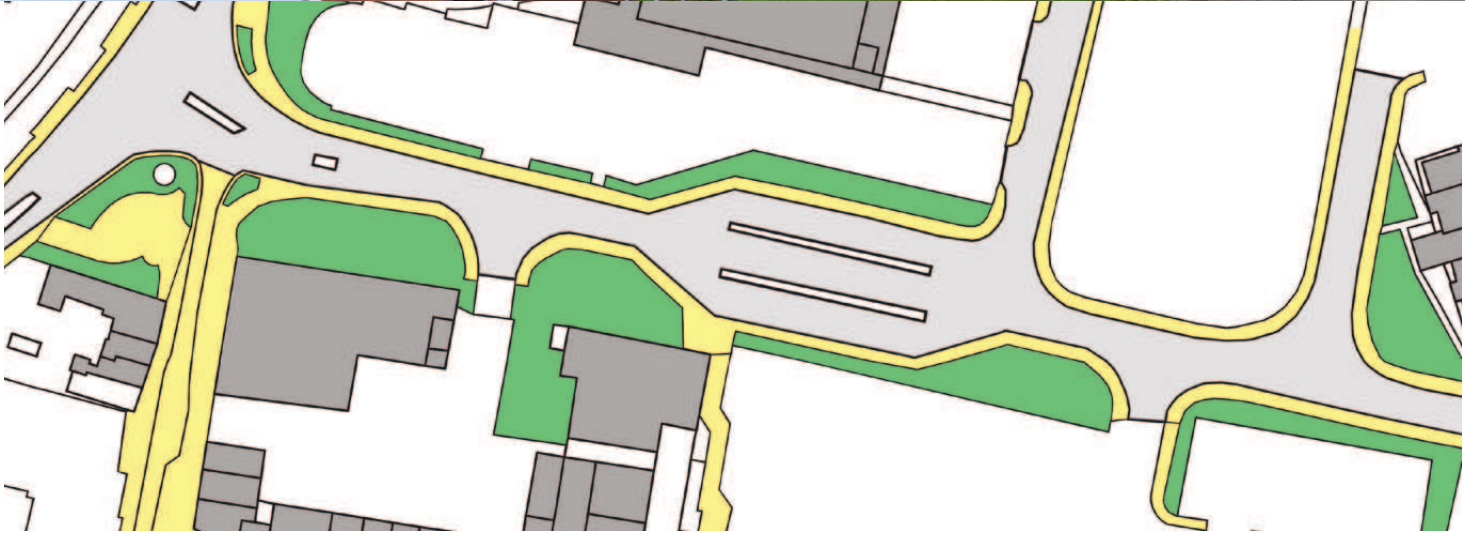
Precinct Way needs to be safer and more pleasant for pedestrians. It forms an important 'edge' to the town centre, particularly visible when approaching along Brunswick Road from the east. It has the potential to be significantly enhanced as a road corridor and a 'gateway to the town'. A longer term aspiration could be a quality building to be located on the prominent corner site, at the junction of Brunswick Road and Precinct Way, creating a strong gateway focus to that key view into the main shopping street.

Precinct Way is likely to be a busier place for public transport and pedestrian movement in the future if the wider developments take place. Enhancements to the road should include a 2nd public transport hub for the town centre, the first one currently located outside the Town Council Offices on Mold Road.

There is scope to narrow the road, improve the location as a bus 'drop off' and 'pick up' destination and significantly enhance the road corridor. New, high quality 'hard' and 'soft' landscape treatment along the length of the road from the junction with the A549 and the entrance to the Potter's Wheel pub car park would improve amenity and visual attractiveness.

Stakeholder Comment

The current width of the highway and speed of traffic is a constraint to safe pedestrian access. The town centre to the west of the road is 'severed' from the Coop food store, the residential area and potential development land to the east.

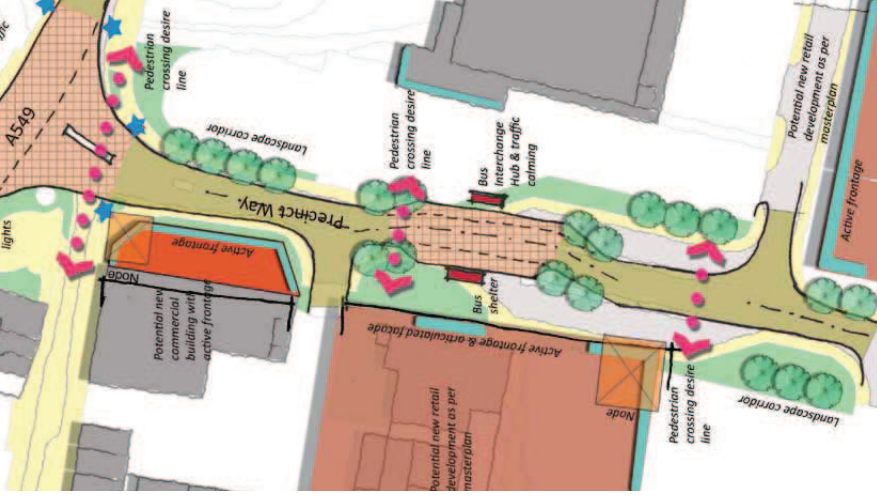


Attributes

- Precinct Way is a wide road, difficult to cross, it creates severance between the coop supermarket, the development sites to the east and the town centre to the west
- The bus shelters are functional, but a little exposed and not inviting places to wait
- The footpaths are located adjacent to the busy highway, however there is plenty of space for pedestrian routes away from the road.
- Pedestrian desire lines do not follow the route of the footpath or crossing points
- Unattractive building facades to both sides of the road present a poor first impression of the town centre
- The Precinct and coop Service yards and a 'sea' of car parking, dominate the streetscape
- Pedestrian safety is an issue, vehicles approach Precinct Way from A549 to the north east, often travelling at speeds which make it difficult for pedestrians to cross safely
- There are a few irregularly spaced trees and they have only modest visual impact. Landscape lacks regular maintenance

Option A

As per The Buckley Town Centre Masterplan (May 2011) with traffic calming

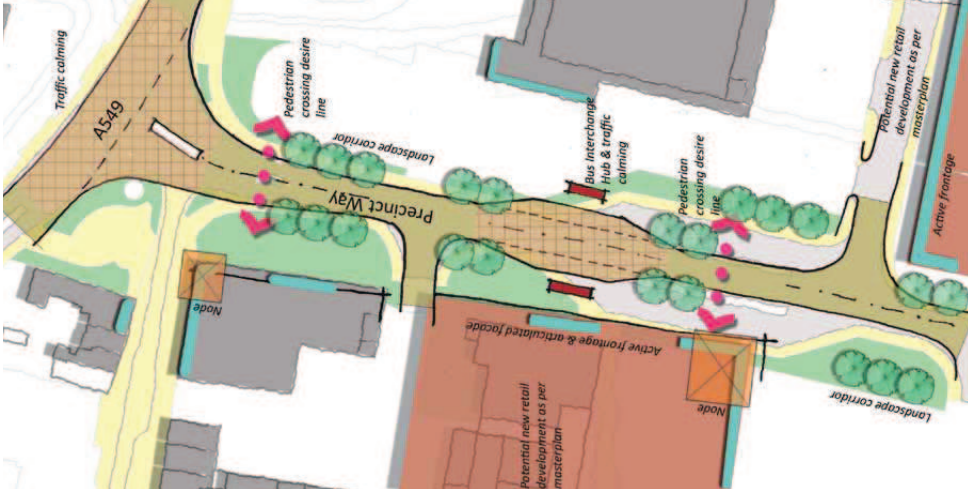


Attributes:

- Potential quality feature building, creating a strong gateway focus.
- Traffic calming through signalisation and road surface treatment on corner of Brunswick Road and Precinct Way.
- Chicane realignment of road and bus 'pull in' off main carriage way
- Bus stops relocated and location given more prominence 'new hub'
- New pedestrian crossings

Option B

Traditional bus stop lay bays



Attributes:

- Traffic calming on corner of Brunswick Road and Precinct Way.
- No major realignment. Bus 'pull in' off main carriage way
- Bus stops relocated and location given more prominence 'new hub'
- New pedestrian crossing
- Road significantly narrower at bus stop location

Option C

Landscape interchange, on road bus stops



Attributes:

- Traffic calming on corner of Brunswick Road and Precinct Way.
- Wide carriage way created between bus stops to allow for central island and vehicles to pass parked buses
- Bus stops relocated and location given more prominence 'new hub'
- New pedestrian crossing
- Road narrower at pedestrian crossing location

The aspirations for Precinct Way in a little more detail

The detailed design of a reconfigured highway and environmental enhancement proposals for Precinct Way can only be developed fully when anticipated proposals are put forward for the development lands to the south and east of the Precinct. At this point the council will enter into negotiation with any developer/partner to ensure highway access, parking, public transport and planning requirements are incorporated within a planning application.

Section 106 agreements are likely to be part of any larger development proposals, in the vicinity of the road, potentially providing funds for these enhancements.

As part of this process it is anticipated that the plans, guidance and aspirations illustrated here will provide the basis for detailed improvement proposals.

This page provides more detail as to the design principles, spatial arrangement and materials, which EA is recommending, based on the masterplan.

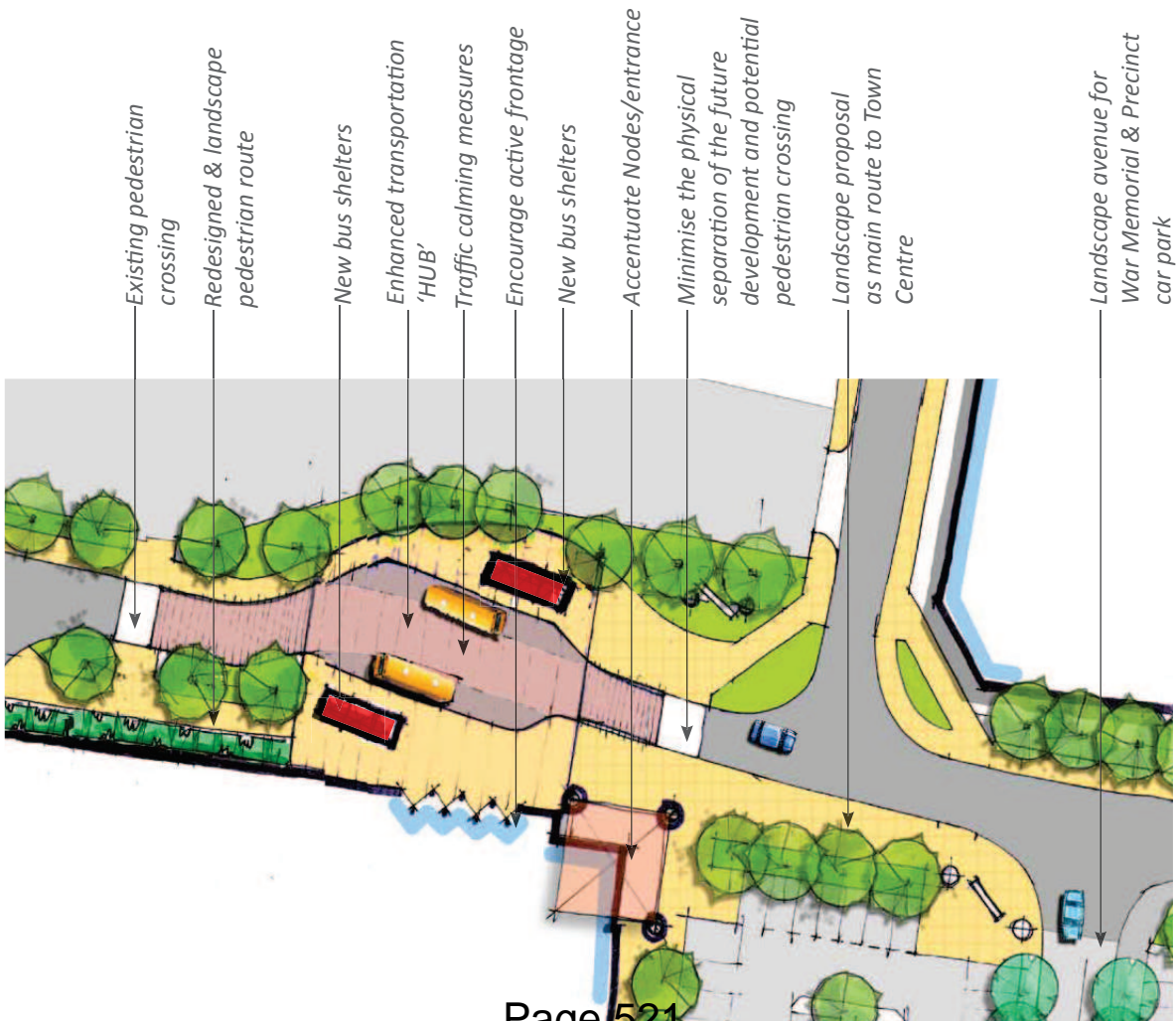
Fig 11 - Illustrated plan based on Option A



Fig 12 - Illustrated plan at A549 & Precinct Way junction



Fig 13 - Illustrated plan of Bus Interchange



Street Furniture

Should be kept to a minimum, however seating, litter bins and bollards are likely to be required and the suite of furniture used along Brunswick Road should be used to ensure consistency.

Pedestrian Barriers

These can be visually dominant and should be kept to a minimum to avoid visual clutter and obstruction.

Where possible, footpaths should be positioned away from the highway with grass verges planted with clear stem trees, positioned between the footpath and road. Also where possible, reduce the need for barriers or remove barriers as per current government guidance.



Various designs and colours of barriers are installed and should be either replaced with similar designs or painted with the same green colour

Paving

In general, paving should be trimmed with clay pavers to match Brunswick Road, the main body of the paving utilising small unit, 'buff' coloured concrete slabs, as proposed for the new town square. Either side of the road the bus stops should be slab paved.

Bus Shelters

Though the current bus shelters are robust and relatively attractive, the design of a new public transport 'hub' should enhance the streetscape while giving the shelters greater prominence, with a more bespoke design to indicate the increased importance of the terminus.



Greening

Landscape enhancement using planting and grass represents good value for money. A semi formal arrangement of larger trees is recommended to punctuate the transport 'hub' and Precinct Way road

Lighting

The road corridor is visually prominent and as part of any enhancement scheme there is an opportunity to select attractive new lamp standards. We would recommend these adopt the green colour currently used throughout Buckley.



DESIGN AREA 4
A LOCATION FOR
THE WAR MEMORIAL

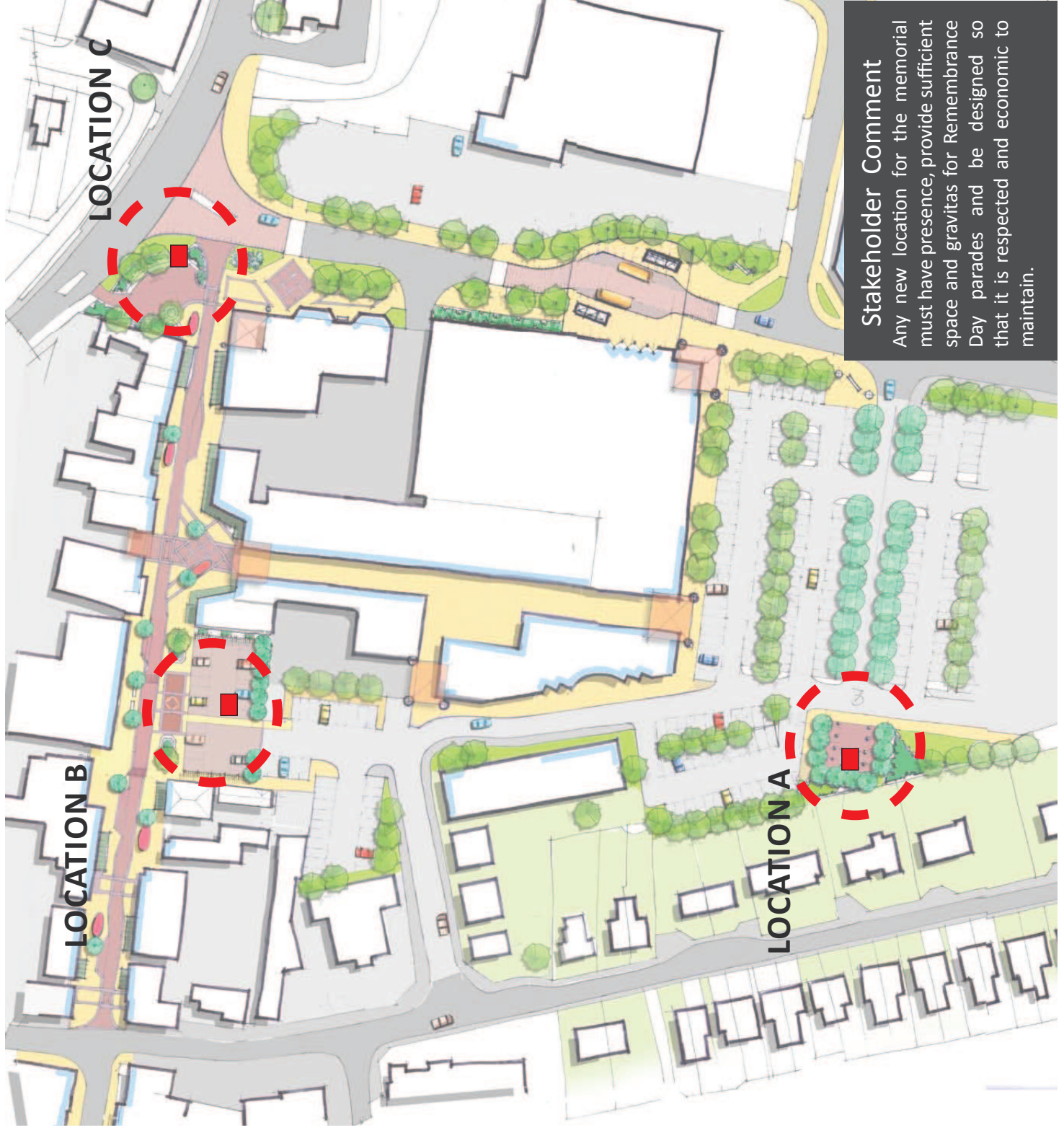
A LOCATION FOR THE WAR MEMORIAL

If a new food store is to incorporate the land currently occupied by the British Legion building and memorial garden, a new and appropriate location for the memorial is essential. The location must have presence, provide sufficient space for Remembrance Day parades and be designed so that it is respected and economic to maintain.

The plan here illustrates three alternative locations which were discussed at length with various stakeholders, including representatives of the Royal British Legion. Other locations may come forward as a result of any development opportunities.

From the locations reviewed, the general consensus was overwhelmingly in favour of locating the memorial close to its current location, (Location A) within a new formal garden area, on the axis of the entrance into a reconfigured supermarket car park.

It was felt that this provided a highly visible location with good surveillance and located on the entrance axis, the location would have presence. There is an abundance of space around the memorial for the congregation of people and parades on Remembrance Sunday.



Stakeholder Comment

Any new location for the memorial must have presence, provide sufficient space and gravitas for Remembrance Day parades and be designed so that it is respected and economic to maintain.

OPTIONS

Location A

Here prominently located, the Memorial would be regularly seen. It would have a formal setting. The location (with no seating provided) is unlikely to attract abuse. It is close to the current location. It has abundant space around it for gathering and marching and would be designed with minimum maintenance requirements.

Location B

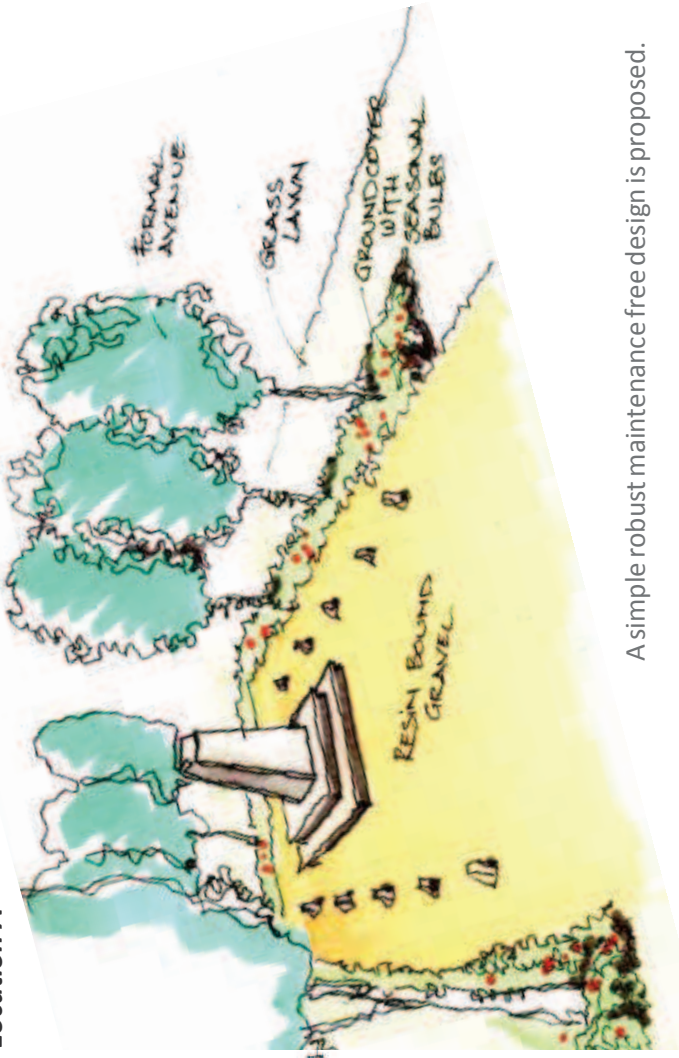
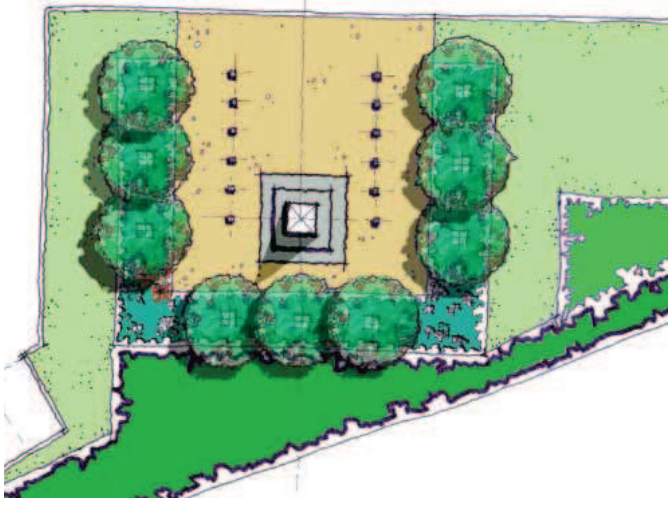
Though prominently located with space around it, people felt the new town square was not totally appropriate for the memorial relocation. It would to a degree obstruct the square for other uses and it was felt it would be more vulnerable to vandalism and less easy to protect.

Location C

Though very prominently located on the main approach road to the town, the useable space around it would be confined. The assembly of people would require a formal, main road closure, which would be problematic. It would be more susceptible to vandalism and less easy to protect than locations A&B.



Fig 14 - Detailed illustrated plan based on Location A

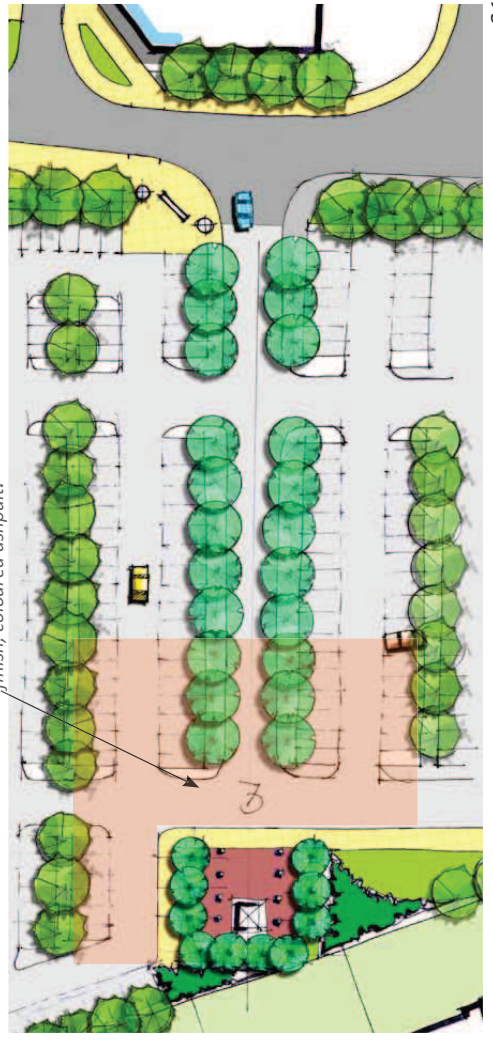


A simple robust maintenance free design is proposed.



Fig 15 - Illustrated plan based on Location A

Potential demarcated road finish, coloured asphalt.

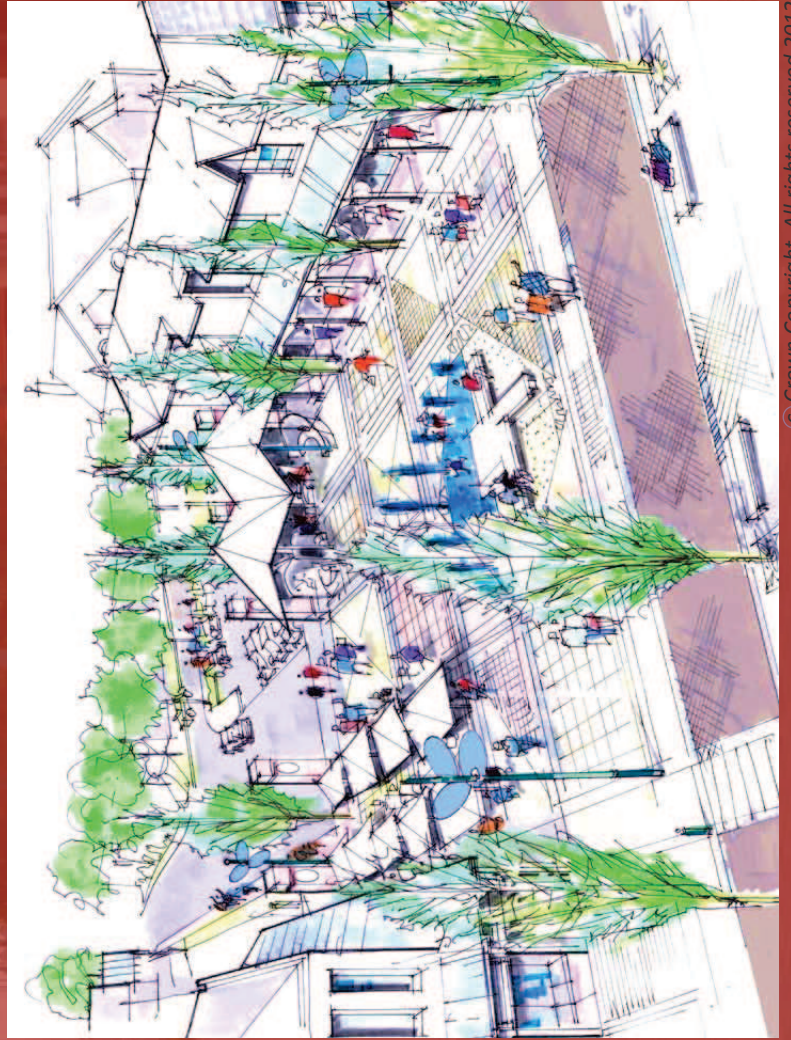


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BUCKLEY TOWN CENTRE PUBLIC REALM ENHANCEMENT

REPORT 2 A NEW TOWN SQUARE

Final Report - February 2012



BUCKLEY TOWN CENTRE

A NEW TOWN SQUARE

REPORT 2

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INTRODUCTION

Flintshire County Council commissioned Environmental Associates in October 2011 to prepare initial designs and design guidance for a new town square for Buckley and the provision of designs and design guidance for associated areas of town centre public realm, specifically, Precinct Way and the semi-pedestrianised section of Brunswick Road.

The study documents have been prepared in two reports.

Report 1 of the Buckley Town Centre Public Realm Study looks at the wider opportunities for enhancement of the town, in particular Brunswick Road, Precinct Way and the relocation of the War Memorial.

Report 2 looks in detail at the specific opportunities to create a new focus for the Town Centre, a town square and new civic space.

OBJECTIVES

The development of a town square adjacent to Brunswick Road, provides a significant potential stimulus for commercial and social benefit and wider public realm enhancement.

The specific detail design of the square will be finalised as funds and possible development partners are identified. The main purpose of this report is to guide and to control the future design and development of the space, and to provide a benchmark for the quality expected, which will ensure the aspirations set out here and in the Buckley Masterplan are realised and the benefits to the community and economy of the town maximised.

As plans for the various development sites located close to the town centre come forward, this document should be considered as a first step towards guiding change, and can be used to inform negotiation with private sector developers. It is anticipated that potential developers will have an important part to play in the enhancement of the town centre and the development of the town square, through partnership or funding arrangements, such as section 106 agreements.

Fig 1 - Adopted Buckley Town Centre Masterplan - April 2011



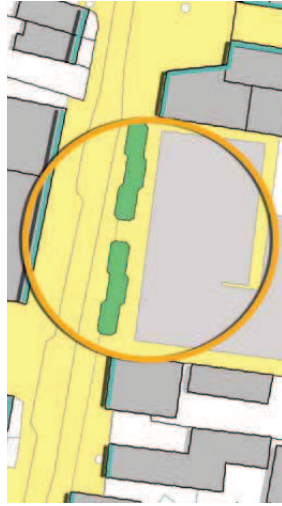
A NEW TOWN SQUARE DEVELOPMENT OPTIONS & DESIGN GUIDELINES

AN ASPIRATION FOR A NEW CIVIC SPACE

The location for a town square is identified in the Buckley Town Centre Masterplan as being on and around the area of the current Brunswick Road short stay car park.

Though no one option or preferred scheme can be selected at this stage, this report explores various layout options for the proposed Town Square and assesses their relative pros and cons in terms of; land assembly, retail footprint, spatial enclosure, movement and the arrangement of activities, landscape elements and parking within the space.

This report also sets out design principles and recommends materials to guide and inform future decision making, design and implementation.



Stakeholder Comment

'Encourage new cafes and restaurants in town and in particular around the square.'

The British Legion and others were concerned that if the war memorial was relocated in the square it may be vulnerable to vandalism and abuse.

Aspiration: To create a multipurpose public space (Town Square) in the heart of Buckley town centre, providing an attractive and 'active' community focus, suitable for daily and yearly activities, with 'spill out' space for cafes, bars, restaurants and accommodating festivals, market days and celebratory events.



DEVELOPMENT OPTIONS

Option 1 – Square retaining short stay parking, a multi use space with no new building development



New development footprint area = 0 sq.m

Option 2 – Square as per Buckley Town Centre Masterplan, May 2011



*New development footprint area
Local Authority land = 290 sq.m (3,122sq.ft)*

Option 3 – Square with new building development mainly accommodated within Local Authority ownership land



*New development footprint area
Local Authority land = 339 sq.m (3,649sq.ft)*

Option 4 – Square with new building development accommodated on private & public land



*New development ground floor area
Local Authority land = 379 sq.m (4,080sq.ft)
Private sector = 127 sq.m (1,367sq.ft)*

Strength :

- The square could be used as a shared space for both parking and amenity purposes.
- The square could be developed immediately and the design could accommodate potential future development
- The square could be extended to the south into the car park for special events

Weakness:

- This option has only one 'active' (north side) existing retail frontage.
- No new retail development to create additional revenue
- Minimal activities, overlooking and surveillance of the square

Strength :

- The square is well defined by a potentially attractive, new development mainly within Local Authority land
- The square has a good number of 'active' frontages which will encourage various activities at different times of the day and year
- The square is physically separated from the car park by new development
- Brings a high degree of activity & surveillance into the space

Weakness:

- The square would result in the loss of up to twenty four car parking spaces
- Difficult to achieve 'active' frontages and attractive facades to southern side (car park elevation) of new development

Strength :

- The square is defined by four sides of 'active' frontage, with new & existing development
- The square has the maximum number of 'active' frontages which will encourage various activities at different times of the day and year
- Brings a high degree of activity & surveillance into the space

Weakness:

- The square would result in the loss of up to twenty seven car parking spaces
- The square is the optimal size, but new commercial/retail development as illustrated, requires public-private partnership
- Difficult to achieve 'active' frontages and attractive facades to southern side (car park elevation) of new development

DESIGN PRINCIPLES

For the square to be a successful, well used space, it needs to be an attractive and inviting area, accommodating uses both during the day and in the evening, a flexible multi-purpose space, which can embrace a variety of events throughout the year.

A successful space is rarely developed as a happy accident and certain good design principles will ensure maximum environmental, social and economic return for investment in the area.

The various options which we have developed and tested with the project team and stakeholders, have also been appraised against a set of good design criteria - a Public Space MOT. These criteria are detailed in the appendix A.

Elements For a Successful Square in Buckley

Spatial Enclosure

The space needs to be well enclosed by buildings, structures and/or planting. In this case the treatment of the boundary between the short stay car parking and the square needs to provide a distinct separation of usage, possibly incorporating elements of visually permeable enclosure, such as; decorative panels or planted trellis.

Covered Walkways, Canopies & Awnings

It is anticipated that parasols, awnings or canopies would be encouraged within the curtilage of any restaurant/cafes.

Retail, Commercial and Leisure Development

For life and vitality the space needs 'active edges' buildings with windows and doors opening onto the square or better still cafes and restaurants which can 'spill out' onto the square. New development around the square should be one to two storeys high.

Architectural Structures

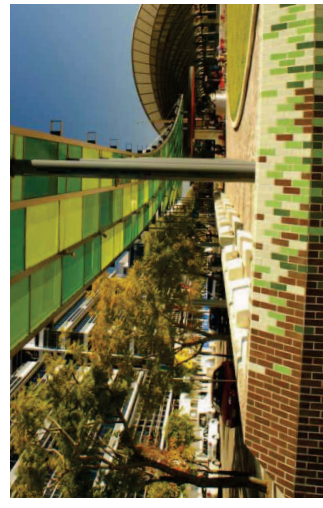
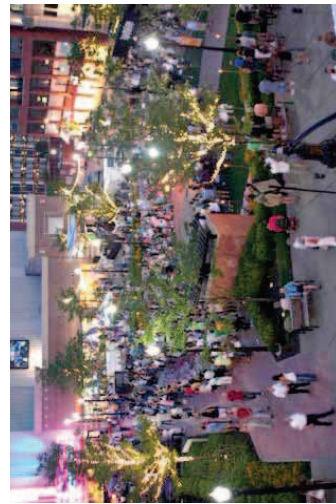
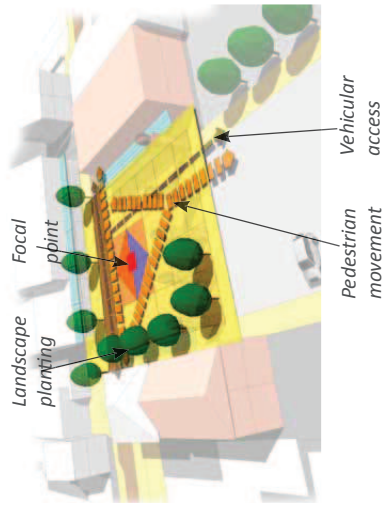
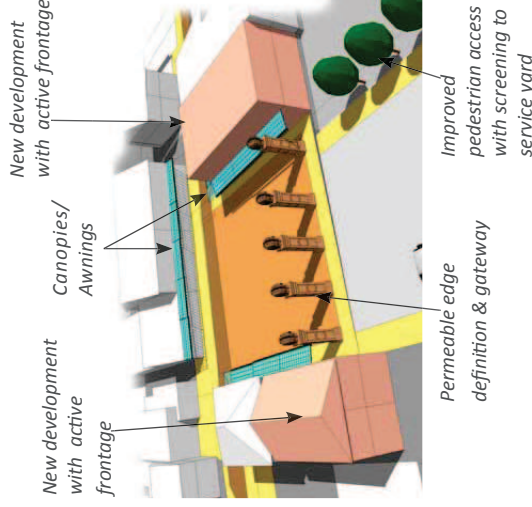
There is currently virtually no cover for pedestrians within the high street. The square would be an excellent location to provide both shade and shelter in inclement weather in the form of a dramatic visually prominent, multi-purpose structure in the form of a free standing shelter.

Access and Movement

There must be easy access for all, including those with push chairs or wheel chairs. Pedestrian desire lines should be unobstructed. Though movement through the space is to be encouraged, it should also allow for more static uses. Pedestrians should have priority in the square, when vehicles are given access it should be on shared surfaces.

Landscape Planting

Planting introduces nature, colour and seasonal change into a town. In this case it also provides enclosure and 'gateways' into the space.



A Little More Detail

The specific detail design of the square will be finalised as funds and possible development partners are identified. The main purpose of this report is to guide and to control the future design and development of the space, to ensure the aspirations set out here and in the Buckley Masterplan are realised and the benefits to the community and economy of the town maximised.

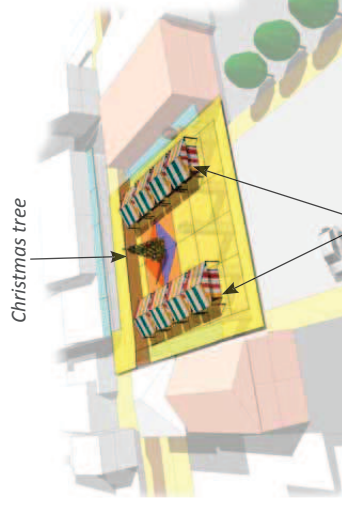
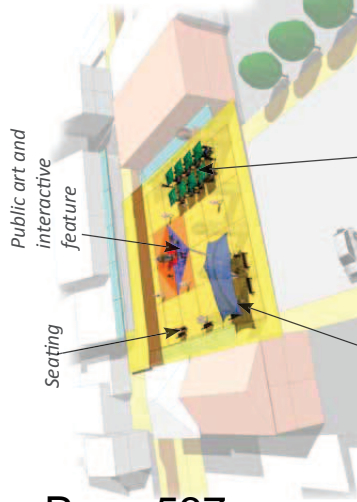
The rest of this report explores the materials and design elements of a potential square in a little more detail, looking at two potential development scenarios, illustrating the key elements and design qualities which are important in order to create a successful civic space in the centre of Buckley.

A Multi-functional Space

Design should be able to accommodate a variety of activities, such as: market days, festivals, seasonal celebrations and other special events.

Activities, Features, Gateways, Public Art, Lighting and Seating
 Designs for the square should provide a range of interesting elements both static and interactive, such as; 'spill out' areas from the enclosing properties, seating, artwork/sculpture, water features, shade/shelter and good lighting for aesthetic and security purposes.

The entrances into the space are important and can be defined with sculpture, structures, or other elements, which create a defined gateway or a locational marker.



DESIGN QUALITIES & MATERIALS

Paving Materials

A range of colours and patterns of clay paver have been used in the existing landscape scheme along the semi-pedestrianised Brunswick Road. To promote continuity and reinforce the identity and landscape character already established it is recommended that the same brick materials and colours are incorporated into the design of the square.

This paving is clay brick, locally sourced, from Ruabon, utilising the three standard colours of Red, Buff and Blue. This is a hard wearing, robust material, which retains its colour. As long as it is designed and laid properly it will last for many years.

Given the scale and proportion of the square and its pedestrian rather than vehicular use when compared to the High Street, larger modular paving material is considered appropriate. We recommend concrete or natural stone slabs 450mm x 450mm max to create a more prestigious, contemporary finish. Small unit slabs, such as; the Marshalls ‘Saxon’ range or similar would be suitable.



Introduction of new slab paving material

Planting

We would recommend medium-larger growing trees, with a minimum 2.5 m high clear stem. Where planted in paved areas these require large (min. 2m x 2m), decorative tree grilles and could be protected by tree frames. Where trees in paving areas are located near service runs, root barriers should be included.

Both the tree grilles and tree frames could be bespoke design items, allowing for the involvement of artists or the local community in their design and themed to reflect some element of the Town’s Heritage.

Tree Species which would be appropriate include:

- Fastigiata Hornbeam
- Ornamental Pear
- Himalayan Birch
- Pillar Crab Apple
- Sorbus Varieties



Art work

Furniture

Furniture should be consistent with the suite of furniture used along the semi-pedestrianised Brunswick Road.

Additional lighting columns will be required and we recommend these incorporate brackets for hanging baskets and also to allow for lighting during special events/festivals. CCTV with a view of the square and adjacent car park should be provided. The design and style of the lighting columns could be something dramatic, a new, vertical, ‘sculptural’ element.

Opportunities for more ‘theatrical’ lighting should be considered, such as; uplighting trees and shelters or shade structures. This additional lighting will enhance the evening experience and improve personal safety and security.



Uplit trees and fairy lights



Features & Public Art

The detail design for the square should seek every opportunity to introduce & promote interactive landscape features & public art, which would generate more social interaction, activities and experiences for those visiting Buckley town centre and using the space. A ground level water feature would be an ideal way of introducing some life and activity into the square. Art work and sculpture can be either individual, stand alone items or carefully integrated within the design of paving, seating, walls, screens and other features.



Interactive water feature

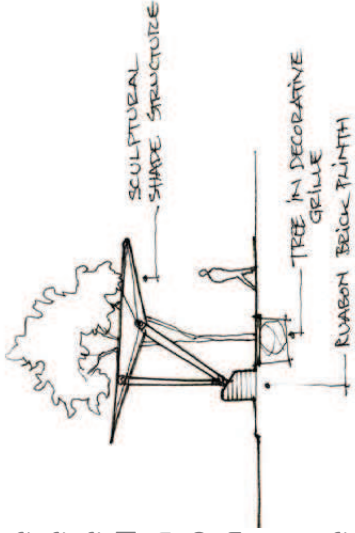


Sculptural canopy & shade

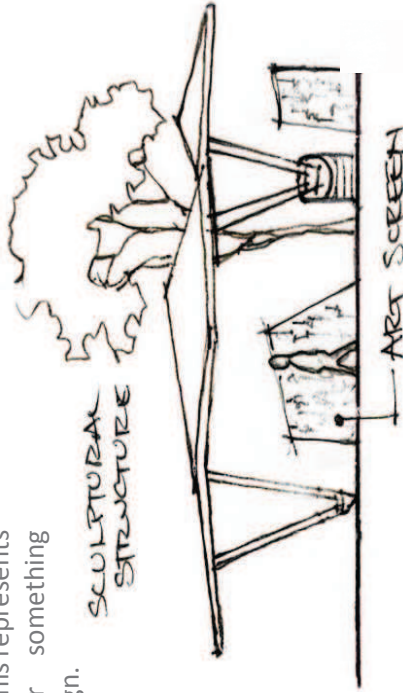
Sculptural Shelter

There is an opportunity to incorporate some form of public shelter within the square. This could be a multi-use structure accommodating performances, events and displays or the shelter could be smaller in size, functioning purely as enclosure to the space and providing cover to an area of seating.

The structure would provide the opportunity to create a significant and striking focal point and a place for socialising within the square. As can be seen from the images here, this represents a great opportunity for something sculptural and bespoke design.



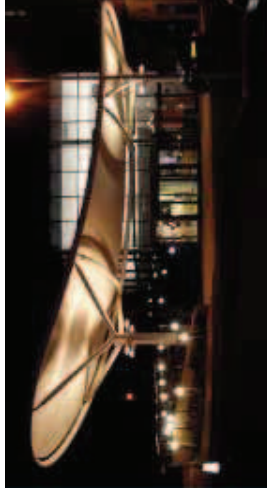
Canopy, art screens & trees



The column supports could be decorated as sculptural elements with a series of decorative (possibly interpretive) semi permeable screens, separating the car park from the square.

This could be a truly inspiring structure if carefully designed for and integrated within the town square space.

The examples here illustrate the successful integration of seating, shade, shelter and tree planting.



Examples of sculptural canopies & shades

TWO DEVELOPMENT SCENARIOS

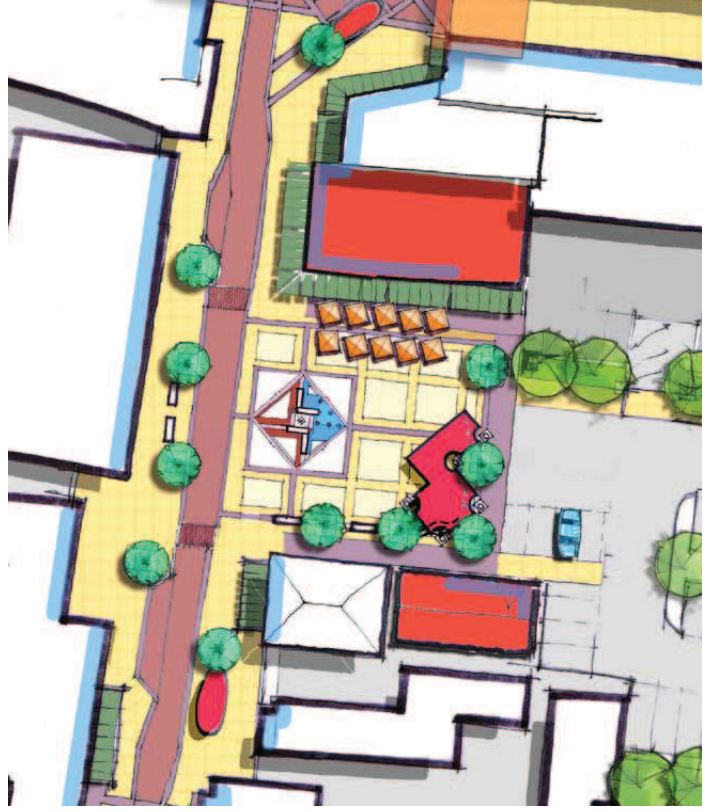
A this point in time it is only possible to anticipate how the final design of the square may look. Presented here are two possible development scenarios.

The first looks at a minimum intervention and cost scheme, one which incorporates the short stay car parking while endeavouring to create a more attractive multi-use space.

This particular outcome would not be ideal, the space created would be dominated by vehicles and the benefits to the business economy, the community and amenity of the town centre would be significantly less when compared to completely pedestrianising the space.

However, the incorporation of parking in the short term (1-5 years), could be part of a longer term strategy and a phased evolution to a fully pedestrianised space, which would incorporate the initial design and investment within an eventual fully functional town square scheme.

The second scenario illustrated creates a new car free, civic space from 'day one' and is conditional upon the town centre parking being accommodated within a wider scheme of town centre development.



SCENARIO 1

Earlier in this document we looked at several options for a town square layout, Scenario 1 utilises option 1 as the starting point, but should the scheme be developed further to eventually achieve a new pedestrianised town square, then options 2, 3, 4 or indeed another layout could be the eventual design adopted. However, if this space were to evolve from car park to pedestrian square, the preference would be for something close to option 2, (as per the adopted masterplan), as this arrangement scores highest when appraised against the set of town square good design criteria.

The second development scenario therefore looks at Option 2 (the highest scoring square) in more detail.

SCENARIO 2

Assumes that car parking is removed from the square from the outset and for the purposes of illustrating how a successful space can be developed if this were to be the case, we have used Option 2 (the highest scoring square) to illustrate the essential elements of the space in more detail.

SCENARIO 1 IN DETAIL

This scenario is a 'do minimum' enhancement scheme, it begins to create a more attractive focus for the high street while retaining the short stay parking. The car park would be developed as a shared use space, which could be partially or fully closed to car parking and utilised for a variety of activities, such as; markets, celebratory events or as a stage location for performances.

The existing trees have visual impact and amenity value, but it is evident that they vary in quality and potential longevity. The largest and better specimens to the outer edge of the group could be retained successfully (with some pruning), as part of a revamping of the area. However, we believe this would only be a short term solution as these too would need replacing with something more appropriate and manageable in the longer term.

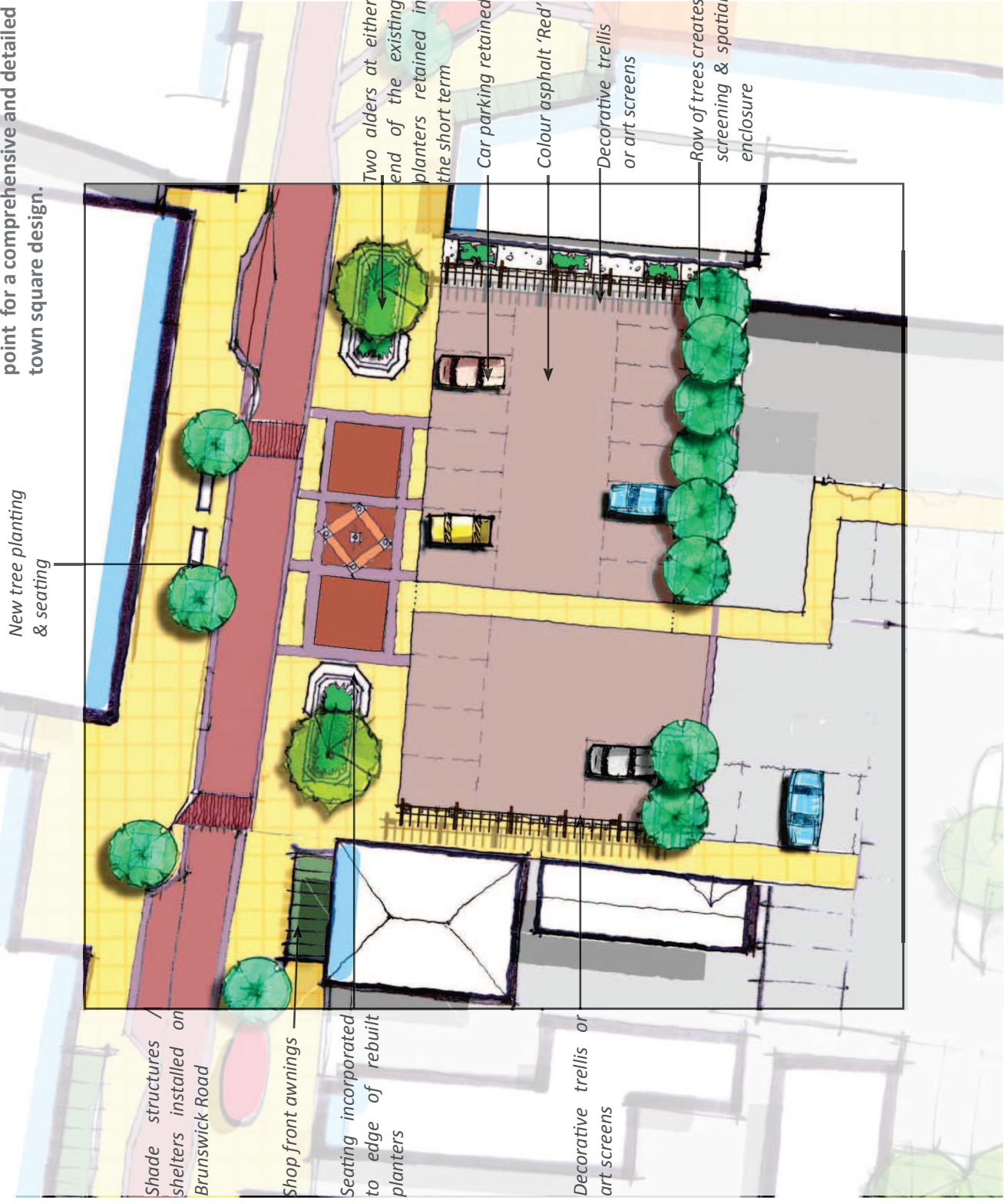
It is hoped that this enhancement of the area would be a stimulus for the evolution of the space into a fully functioning dedicated town square, in the heart of Buckley. A phased process as illustrated over the page.

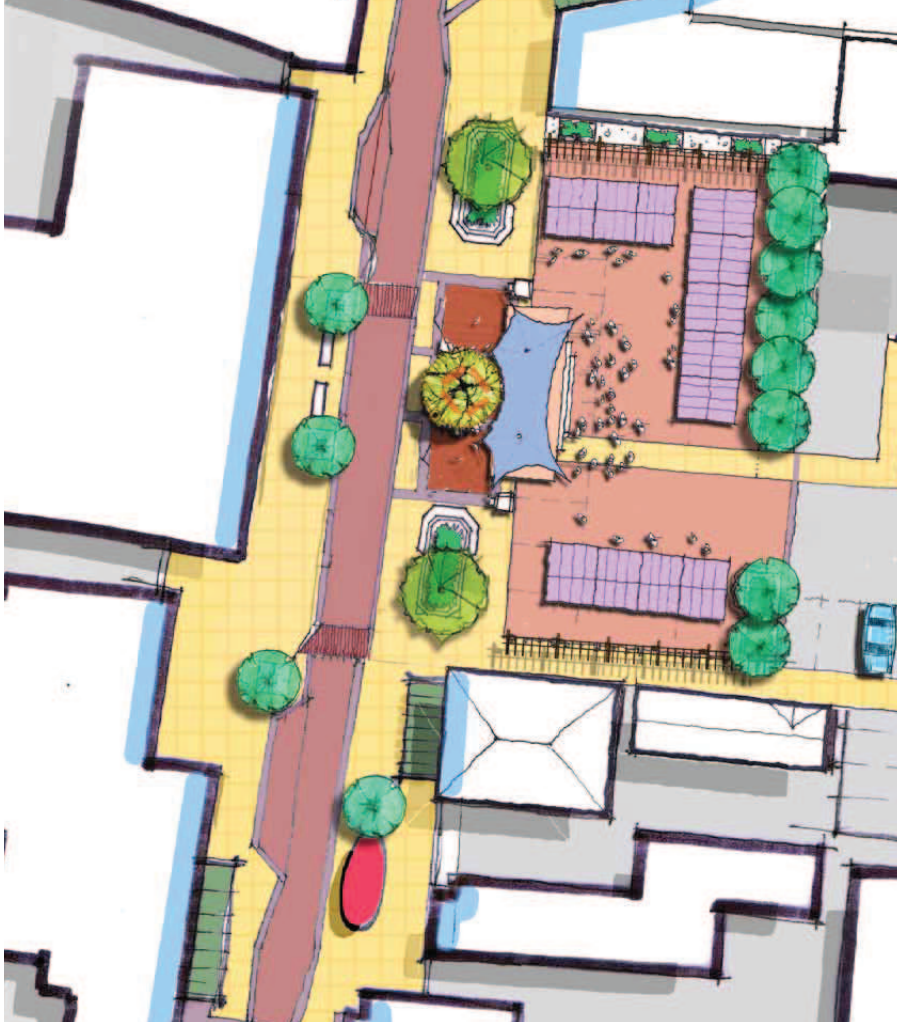
To fully realise the potential of the enhancements, to invigorate, excite and be memorable, we recommend the input of artisans and interpretive design techniques to give the area some relevance to Buckley, its community and heritage.

Tree grilles, sculpture, art screens/trellis and paving all provide opportunities for artistic interventions.

Fig 2 - 'Scenario 1' interim proposed layout (As 'Option 1')

This plan should be considered as a guide, an aspiration and just the starting point for a comprehensive and detailed town square design.





Scenario 1 Initial Enhancement Proposals - require no loss of short stay parking

- Two large alder trees retained. Central trees and less healthy trees removed and replaced with new planting and paving
- Larger planters created to accommodate retained trees, with integral seating facing the new area of paving
- Car park enhanced and enclosed by new tree planting
- Decorative screens and trellis erected to run in front of unattractive building facades on the western and eastern side of car park
- Tree planting and seating installed in front of Spar
- New lighting

Scenario 1 Multi-Use Space - By removing parking temporarily the space can be utilised for special events, seasonal festivities and market days

- New area of paving can accommodate a Christmas tree
- Services provided
- Decorative lighting installation utilising brackets on new lighting columns
- Space for temporary pavilion or staging
- Space for various arrangements of market stalls



Example of a new civic space incorporating trees, sculpture and a colonnade

Scenario 1 follow on works, conditional upon car parking replacement elsewhere within the vicinity of the town centre, creates a dramatic, high quality civic space and a new focal point for the town centre with:

- Seating & water feature
- Additional tree planting & original trees replaced
- Integration of initial elements of enhancement (planting and paving)
- New paving
- Sculptural elements, shade structure, 'Spill out' space
- Amenity lighting

SCENARIO 2 IN DETAIL

A desirable arrangement of key elements is illustrated on the plan shown here.

The sketch details shown are just one interpretation of how key elements may begin to take shape.

The exact detail of each element from the shade structure and fountains to the paving layout and patterns, can only be undertaken when budgets and all constraints have been fixed.

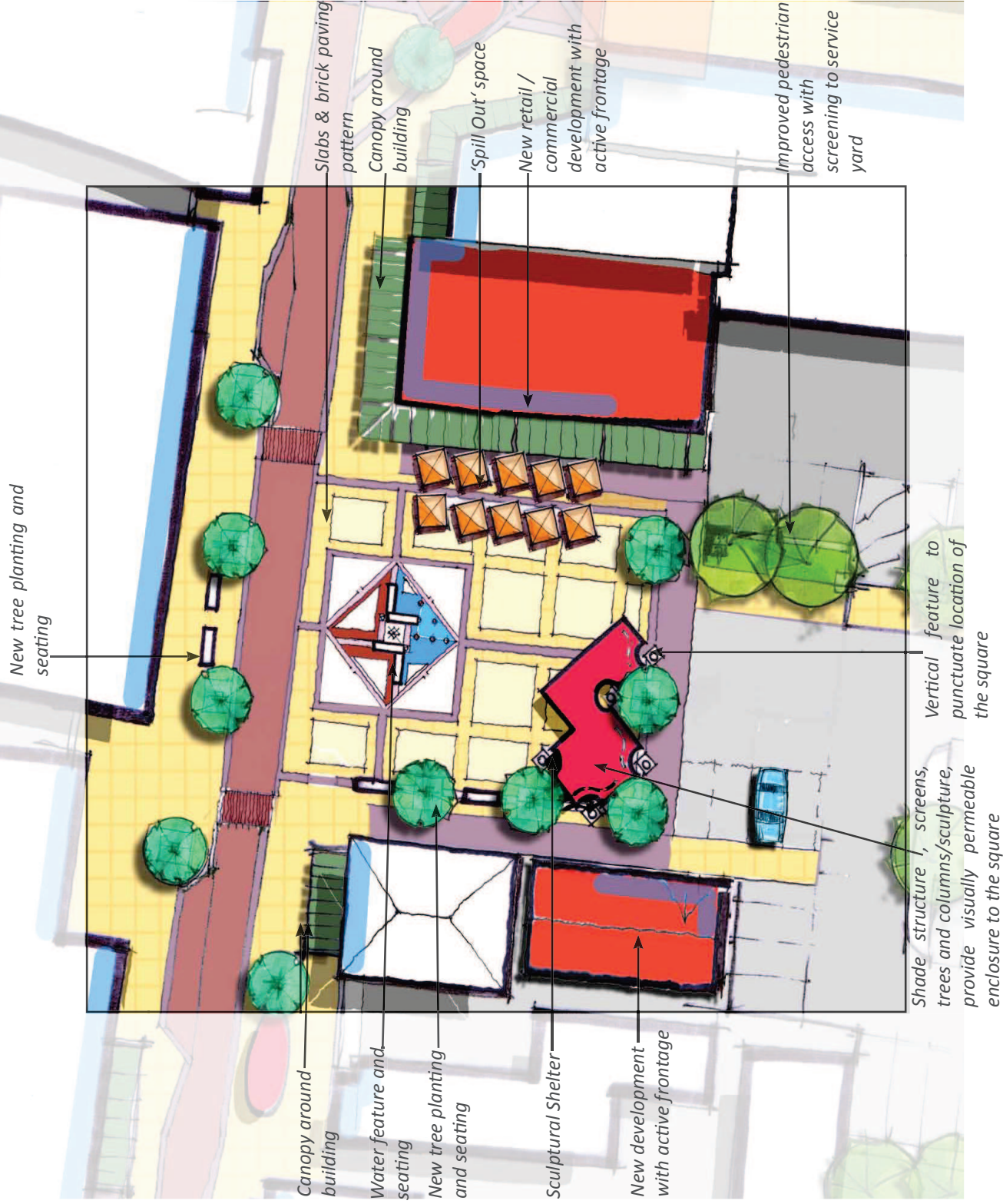
Detailed design of the space will be a complex process, which will require fixed constraints, agreed budgets and much greater consultation with stakeholders, council officers and potential partners or developers, who may be providing funding through section 106 agreements.

To fully realise the potential of the square to invigorate, excite and be memorable, we strongly recommend the input of artisans and interpretive design techniques to give the square some relevance to Buckley, its community and heritage.

Bespoke furniture, tree grilles, sculpture, art screens and paving all provide opportunities for some unique and meaningful artistic interventions.

This plan should be considered as a guide, an aspiration and just the starting point for a comprehensive and detailed town square design.

Fig 3 - 'Scenario 2' aspirational proposed layout (as 'Option 2')



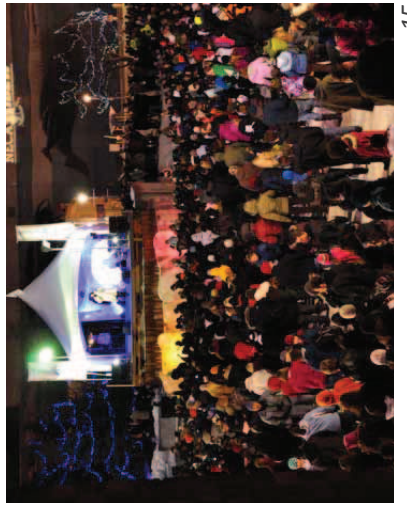
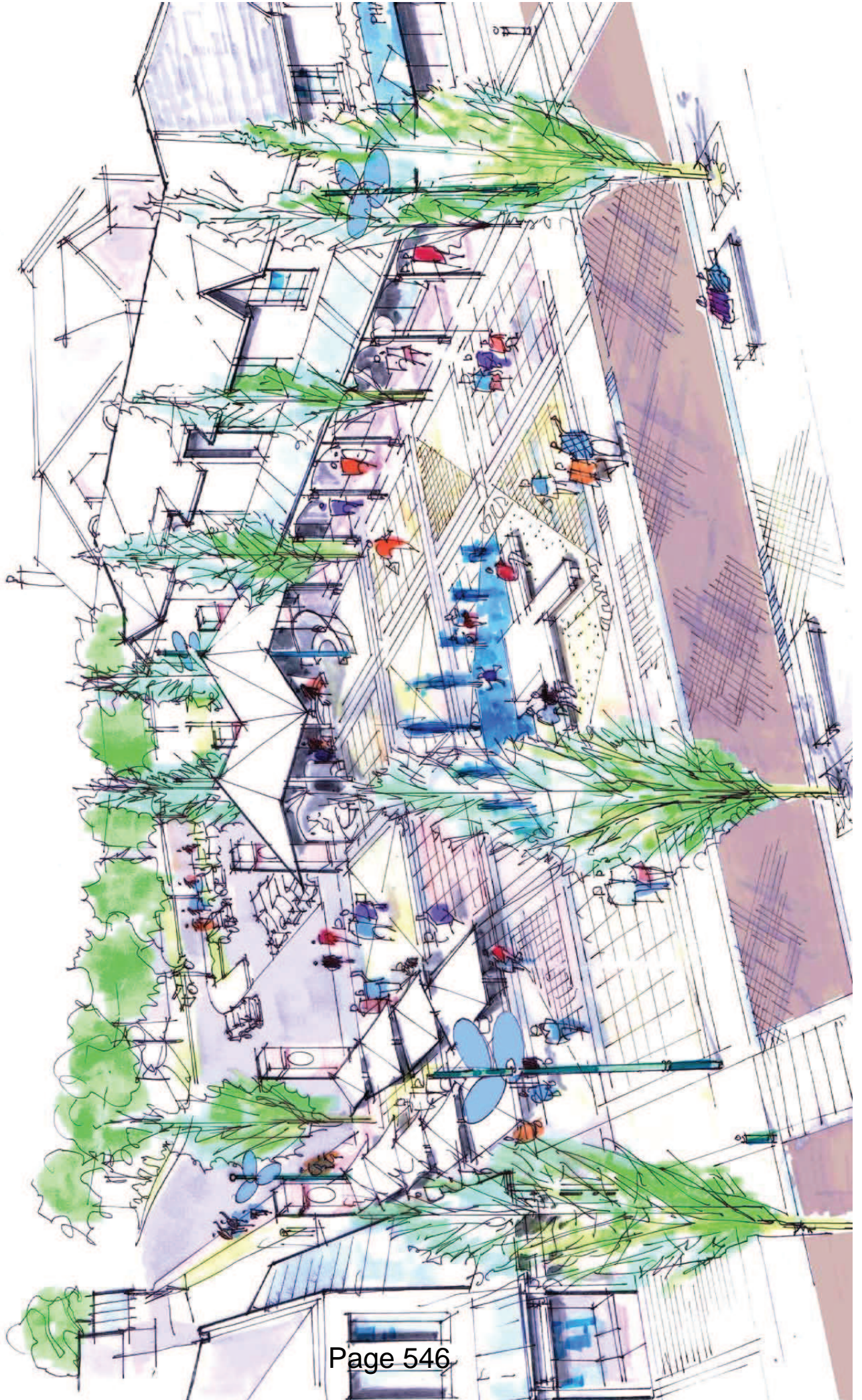


Fig 4 - 'Scenario 2' aspirational Town Square artist impression (as 'Option 2')



ACCOMMODATING SHORT STAY PARKING

The introduction of any option for the town square could result in the loss of dedicated short stay 'town centre' car parking spaces (existing spaces 53 Nos). This is a key issue raised by the Town Partnership and a desire was expressed to retain a maximum number of free, short stay parking spaces close to the high street. The report has looked into various aspirational scenarios for short stay parking spaces to achieve an optimal solution through rationalising the existing layout and essentially through public-private land assembly. **The parking numbers for each option should be considered as a guideline, further detailed design and negotiation would be required when the square and anticipated food store schemes are developed.** For comparative purposes the parking numbers identified in the illustrative layouts do not include any disabled parking spaces.

Car Parking Arrangement

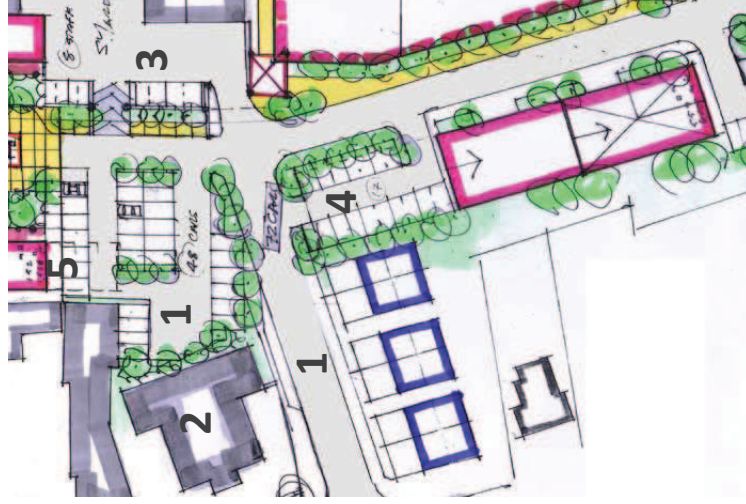
Utilising only council owned land



Total parking spaces = retains all existing car parking spaces

Car Parking Arrangement

Requiring public & private partnership



Total parking spaces = 48 bays

Key Partnership

- 1 - Council/Highways
- 2 - Buckley Cross Methodist Church
- 3 - The Precinct
- 4 - The Health Centre
- 5 - Other Private Sector

Car Parking Arrangement

Requiring public & private partnership & realigned entrance road



Total parking spaces = 96 bays

Key Partnership

- 1 - Council/Highways
- 2 - Buckley Cross Methodist Church
- 3 - The Precinct
- 4 - The Health Centre
- 5 - Other Private Sector



Stakeholder Comment

'To retain a maximum number of free, short stay parking spaces close to the high street'.

Fig 5 - An aspirational public realm enhancement vision for Buckley Town Centre



FLINTSHIRE COUNTY COUNCIL

REPORT TO: **EXECUTIVE**

DATE: **27 MARCH 2012**

REPORT BY: **DIRECTOR OF LIFELONG LEARNING**

SUBJECT: **ESTYN INSPECTION OF LOCAL AUTHORITY
EDUCATION SERVICES FOR CHILDREN AND
YOUNG PEOPLE**

1.00 PURPOSE OF REPORT

1.01 To seek approval of the action plan following the 2011 Estyn Inspection of Local Authority Education Services for Children and Young People (LAESCYP).

2.00 BACKGROUND

2.01 Flintshire County Council was subject to a full LAESCYP inspection by Her Majesty's Inspectorate for Education and Training in Wales (Estyn) in October 2011.

2.02 As part of the preparation for inspection, the Council produced an updated Self evaluation report (SER), which was compiled with the support of the Council corporately and partners involved in the provision of support to children, young people and schools. The SER and extensive background documentation were provided to the inspection team in advance of the inspection process.

3.00 CONSIDERATIONS

3.01 The outcome of the inspection was reported to Executive on 21st February 2012 and Lifelong Learning Overview and Scrutiny on 23rd February 2012. Several sections of the report match the local authority's own views of it's progress and performance including support for additional learning needs, promoting social inclusion and well-being, access and school places, partnership working and resource management.

3.02 The local authority has registered concerns about Estyn's judgement of 'adequate' in relation to 'standards'. The issues are set out at Appendix 1 and key performance outcomes as set out at Appendix 2. Key outcomes at Appendix 2 contradict statements within the Estyn report 'standards' section. The standards judgement is a key component in assessing "How Good are Outcomes" and other key questions across the inspection framework. Estyn grade descriptions are: -

- Good – many strengths and no important areas requiring significant improvement.
- Adequate – strength outweigh areas for improvement.

3.03 All education providers produce action plans to address Estyn inspection recommendations following inspection. The draft Action Plan has been produced by a project team working closely with service partners. It has also been considered by the Lifelong Learning Overview and Scrutiny Committee. The Action Plan is due for submission to Estyn by 4th April 2012.

3.04 The Estyn Inspection recommendations are:

- Improve standards and performance to reduce the percentage of schools that are in the bottom 25% when compared to similar schools across Wales and reduce the gap in performance between boys and girls;
- Improve the standard and quality of provision in primary schools by:
 - addressing a trend of declining attendance;
 - reducing fixed term exclusions; and
 - reducing school balances and deficits in line with national guidelines
- Improve how senior officers and all elected Members work together to:-
 - improve standards for all learners;
 - improve self-evaluation and reporting to Members; and
 - reorganise secondary schools, reduce surplus places and make better use of resources
- Reduce the number of days' education that learners in Flintshire miss due to fixed term exclusions of six days or more in all of its secondary schools;
- Improve the monitoring arrangements for the Children and Young People's Partnership to effectively track the progress of children and young people;
- Prioritise areas for improvement identified in its self evaluation of education services.

4.00 RECOMMENDATIONS

4.01 Executive is asked to formally approve 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 future years.

6.00 ANTI POVERTY IMPACT

6.01 There are no anti poverty implications arising directly from this report.

7.00 ENVIRONMENTAL IMPACT

7.01 There are no environmental implications arising from this report.

8.00 EQUALITIES IMPACT

8.01 The inspection report and action plan should comply with the Council's equalities requirements. The inspection report notes good practice in Social Inclusion and Additional Learning Needs.

9.00 PERSONNEL IMPLICATIONS

9.01 There are no personal implications arising directly from this report.

10.00 CONSULTATION REQUIRED

10.01 The draft Action Plan has been consulted upon with school and service partner representatives.

11.00 CONSULTATION UNDERTAKEN

11.01 Not applicable.

12.00 APPENDICES

12.01 Appendix 1 – LAESCYP Inspection Action Plan
Appendix 2 – Standards in Flintshire

LOCAL GOVERNMENT (ACCESS TO INFORMATION ACT) 1985 BACKGROUND DOCUMENTS

None

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Estyn Action Plan 2012

Flintshire County Council LAESCYP Inspection 2011

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	1.2	12
	Reduce the gap in performance between boys and girls	
	R2	
	Improve the standard and quality of provision in primary schools by:	
	R2.1	14
	Addressing a trend of declining attendance	
	R2.2	16
	Reducing fixed term exclusions	
	R2.3	18
	Reducing school balances and deficits in line with national guidelines	
	R3	
	Improve how senior officers and all elected members work together to:	
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	Improve standards for all learners	
	R3.2	22
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Introduction

Flintshire County Council is committed to securing high quality lifelong learning opportunities and outcomes for all.

Schools and the wider education service have shaped significant service change and have been securing improved outcomes for learners. Performance outcomes for 2010 and 2011 are attached (at Appendix 2). They include Flintshire's outcomes against other Welsh Authorities. A rank of 6th or better indicates that outcomes are at or above the level expected when allowing for levels of social deprivation. The positive outcomes reflect well on the commitment of learners, families, staff, governors and support services. Flintshire is one of the top performing education services in Wales.

Flintshire County Council welcomes external accountability. Inspection and review are key approaches to recognising progress and bringing an external perspective on further opportunities for improvement. Inspections should:

- be of high quality and responsive to the needs of all children and young people;
- make judgements are secure, evidence-based, first-hand, reliable and valid;
- gain the children's and young people's perspective and that of other stakeholders; and
- be constructive in identifying areas for development for the LAESCYP.

The recent LAESCYP inspection recognises good progress in provision of Additional Learning Needs, social inclusion, well-being and Partnership Working. Unfortunately, the report does not clearly identify the progress and achievement being made by children, young people and schools in Flintshire. The accuracy of the section on standards has been under dispute since October 2011. We believe that a narrow interpretation of data by the inspectors, within an inflexible inspection framework, has led to a doubtful judgement. This judgement is not supported by a good judgement on our recent inspection of 14-19 year old provision in Flintshire, learner outcomes and a series of excellent inspection outcomes for local schools in their individual inspections. Standards also determine the outcomes of other judgement criteria.

The Council is committed to further improvement. We will do this through implementation of our Primary, Secondary, Inclusion and School Modernisation strategies. The Council will continue to work with schools and other partners to ensure that all our learners are offered appropriate education opportunities and secure the highest possible levels of achievement.

Council Planning

We aim to be an organisation which:-

- achieves excellence in corporate governance and reputation
- achieves excellence in performance against both our own targets and against those of high performing peer organisations
- is modern and flexible, constantly adapting to provide the highest standards of public, customer, and client service and support
- uses its resources - money, assets, people and information - strategically, effectively and efficiently
- operates the leanest, least bureaucratic, efficient and effective business systems and processes

We work to achieve these aims by:-

- showing strategic leadership both of the organisation and our partnerships
- continuously challenging, reviewing, changing and modernising the way we do things
- being as lean and un-bureaucratic as possible
- using new technology to its maximum advantage
- using flexible working to its maximum advantage

The Council Planning (Governance) Framework is a family of documents which state our aims, ambition, priorities and targets within an internal governance framework of values, roles and responsibilities. The Framework is made up of three parts:-

- Council (Plan) Governance Framework: Updated May
- Service and Directorate plans: Directorate plans – Updated May; Service plans – Updated May
- Annual statements: quarterly performance reports; full year summary performance report (including self-evaluation)– Updated October

The Council (Plan) Governance Framework

This describes how the Council is run and governed and explains organisational values, roles and responsibilities. It ties together the governance and business planning systems the Council has adopted. The key governance and business systems are:-

The Council and Democracy

- annual corporate governance self assessment
- ongoing constitutional review
- ongoing review of the delegation scheme
- roles and responsibilities
- the accountability frameworks within the Council

Organisational Vision and Values

- development of the County Vision
- development of more specific Council priorities
- organisational values for high performance

Resources

- development of the Medium Term Financial Strategy, People Strategy, Asset Management Plan and ICT Strategy as the four principal resources of the Council
- programme and project management methods
- change management policy and practice

Business Processes

- service and resource planning at Divisional and Directorate levels
- categorisation of performance targets
- target setting methodology and action planning
- Outcome Agreement with Welsh Assembly Government (WAG)
- Risk management including the Strategic Assessment of Risks and Challenges
- Regulation and assurance

Partnerships

- national, regional and local partnership working and collaboration
- strategic partnership commitments and governance arrangements
- governance arrangements for collaborative projects

Service and Directorate Planning

The three public service directorates produce annual Directorate Plans which summarise the critical performance, risk, resource management, improvement and partnership activities for each Directorate. The corporate services are reflected in the Divisional Service Plans for ICT and Customer Services, Finance, Human Resources and Legal and Democratic Services.

The Directorates forecast their pressures and efficiencies within their plans to inform the Medium Term Financial Plan.

In addition all Council Divisions produce their supporting Service Plans at Head of Service level. These are annual plans with a longer term view to reflect sustainability in planning, business continuity and longer term performance and improvement commitments. Plans are reviewed and refreshed periodically throughout the year; at least quarterly to inform ongoing budget and resource planning.

Annual Statements

The annual statements have both a historical (backward-looking) and predictive (forward-looking) context. Some of these statements are required by statute, for example the Improvement Plan; others we have developed as good practice e.g. quarterly reporting on risk and challenges. The predictive (forward-looking) documents will be available around the start of the financial year; including the budget, risks and challenges, and performance targets both in-year and aspirational longer term improvement targets. Other statements made throughout the year will be on quarterly assessment of risks and challenges and historical reporting of our previous year's performance as required as part of the Improvement Plan.

Use of Resources

The Flintshire Futures programme adopted in March 2010 set out a whole-scale, ambitious and challenging programme for the Council to modernise and re-shape service delivery and respond to the challenging financial future facing local government. The aims of the Flintshire Futures Programme are to:-

- Set out how we will manage the financial challenge both as an individual public service organisation and with our partners
- Provide a framework for concerted and effective action for organisational change
- Enable the organisation to manage a number of parallel projects within a co-ordinated and corporately led programme
- Provide options for choice over priorities
- Enable us to make the best use of our capacity and to be clear about what resources we need, from within and nationally, to meet the challenge

Over the last year, significant work has gone into developing and shaping the Flintshire Futures Programme at local and regional level. At the same time, the Council set a balanced budget for 2011/12 which saw the first year that WAG funding to local government was reduced. With this achieved, the Council is in a positive position to plan its Financial Strategy for the future.

The Medium Term Financial Strategy provides a framework for the financial principles through which revenue and capital resources will be forecast, organised and managed to deliver the Council's vision and strategic objectives.

The Medium Term Financial Plan forecasts funding levels and resource requirements over the medium term, identifies the gap between the two, and enables specific actions to be identified to balance the budget and manage resources.

The Council's organisational strategies and plans and its financial strategies and plans must work in tandem to inform each other of resource demand and availability.

Risk Log

Risk No	Description of Risk	Date Identified	Owner Name	Probability	Impact	Impact Description	Countermeasures	Date Last Updated	Status
01	Description of the Risk	Date	Who will be managing the Risk	High Medium Low	High Medium Low	How will the Risk impact on the project if not addressed	-Any actions that have been taken -What is going to happen to resolve the risk -What was done to resolve the risk		(see Status Key below)
02	R1.1 not achieved - Improve Standards and Performance to reduce the percentage of schools that are in the bottom 25% when compared to similar schools across Wales	010312	KG/JD	Medium*	Medium*	Progress in the implementation of the recommendation will be monitored by Estyn who may take regulatory action if not achieved	Actions to mitigate the risk are detailed in the individual Estyn Action Plans		Reducing
03	R1.2 not achieved – Reduce the gap in performance between boys and girls	010312	KG/JD	Medium*	Medium*	As above	As above		Reducing
04	R2.1 not achieved – Improve the standard and quality of provision in schools by addressing a trend of declining attendance	010312	DM	Medium*	Medium*	As above	As above		Reducing
05	R2.2 not achieved – Improve the standard and quality of provision in schools by reducing fixed term exclusions	010312	DM	Medium*	Low*	As above	As above		Reducing
06	R2.3 not achieved – Improve the standard and quality of provision	010312	LM	Medium*	Medium*	As above	As above		Reducing

Risk No	Description of Risk	Date Identified	Owner Name	Probability	Impact	Impact Description	Countermeasures	Date Last Updated	Status
	in schools by reducing school balances and deficits in line with national								
07	R3.1 not achieved – Improve how senior officers and all Elected Members work together to improve standards for all Learners	010312	IB	Medium*	Medium*	As above	As above		Reducing
08	R3.2 not achieved - Improve how senior officers and all Elected Members work together to improve self-evaluation and reporting to members	010312	IB	Medium*	Medium*	As above	As above		Reducing
09	R3.3 not achieved - Improve how senior officers and all Elected Members work together to reorganise secondary schools, reduce surplus places and make better use of resources	010312	TD	Medium*	Medium*	As above	As above		Reducing
10	R4 not achieved – Reduce the number of days' education that learners in Flintshire miss due to fixed term exclusions of six days or more in all of its secondary schools	010312	DM	Medium*	Low*	As above	As above		Reducing
09	R5 not achieved –	010312	AR	Medium*	Low*	As above	As above		Reducing

Risk No	Description of Risk	Date Identified	Owner Name	Probability	Impact	Impact Description	Countermeasures	Date Last Updated	Status
	Improve the monitoring arrangements for the CYPP to effectively track the progress of children and young people								
10	R6 not achieved – Prioritise areas for improvement identified in its self-evaluation of education services	010312	ED/KG	Medium*	Medium*	As above	As above		Reducing

Status Key

NEW - risk has been raised

CLOSED - risk is fully countered

REDUCING – the countermeasures are reducing the risk

INCREASING - the countermeasures are increasing the risk

NO CHANGE - the countermeasures are making no change to the risk

Background Notes

* The definitions of low, medium, high risk are taken from the Council's Strategic Assessment of Risks and Challenges, as follows:

Probability – all listed as “medium” under the following definition: “Has recently happened or is expected to happen in the next 2-5 years with moderate degree of control”. According to Estyn, the risk exists now, hence the suggested categorisation of “medium” for Probability in all cases.

Impact – Definition of “Medium” is:

- Significant service failure/under performance
- Negative *local* publicity
- Expected impact on staff, but manageable within Directorate contingency arrangements
- Legal action expected or non-compliance with law resulting in fines
- Expected financial impact to budget, manageable within Directorate
- Negative external regulatory reports
- Extensive, permanent/long term injury or long term sick

Definition of “Low” is:

- Some risk to normal service delivery but manageable within contingency arrangements
- Legal action possible but unlikely and defensible
- Possible financial impact to budget, manageable within service
- Non-compliance with regulations / standards or local procedures resulting in disciplinary action
- First Aid or medical treatment required

Area for Improvement: R1.1 Improve Standards and Performance to Reduce the Percentage of Schools that are in the Bottom 25% when Compared to Similar Schools Across Wales

<p>Planned Outcome (what do we want to achieve):</p> <ul style="list-style-type: none"> To improve the Council's FSM ranking in the Foundation Phase, KS2, KS3 and KS4 when compared to similar Councils. To reduce the % of schools at KS3 in the lower quarter for the CSI and increase the % of schools in the top 25%. To raise the % of pupils achieving level 4+ at the end of KS2. 	<p>SMART Target :</p> <ul style="list-style-type: none"> To improve standards and performance to reduce the % of schools in the bottom 25% when compared to similar schools across Wales July 2012 and July 2013. 	
<p>Responsibility (Head of Service): Elwyn Davies</p>	<p>Lead Officer(s): Kevin Grandfield/Janice Dickens</p>	
<p>Current Position:</p> <p>If agreed FSM figures are not taken into account the following is correct:</p> <ul style="list-style-type: none"> 17 (25%) schools were in the lower quartile for the CSI at KS1 and KS2 in 2011. 4 secondary schools are in the lower quartile of FSM banding for CSI. 		
<p>WHAT (we will do):</p>	<p>WHO (will do it, hours):</p>	<p>WHEN (it will be done):</p>
<ol style="list-style-type: none"> Continue to monitor, challenge and support targeted primary schools identified as underperforming in 2012-2013. Increase the use of the Council's intervention powers where serious concerns are identified. Provide targeted INSET to primary schools in the lower quartiles to raise pupils' literacy and numeracy standards and plan with schools the use of the SEG grant funding. Further develop focused skill-rich science scheme of work to raise standards across all schools. Continue to strengthen primary standardisation and moderation procedures in line with statutory assessment arrangements through subject co-ordinator meetings, training of all Foundation Phase teachers in the end of Foundation Phase outcomes and 	<ol style="list-style-type: none"> JD/Primary SIT ED/JD DB/JR/JH/AJ/LM/RW/ER AJ/DB/RR 	<ol style="list-style-type: none"> Jan 2012 - Apr 2013 From Jan 2012 Science scheme April 2012 Spring/Summer 2012 Spring/Summer/Autumn 2012

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<p>supporting Foundation Phase Partnerships in the development of standardised portfolios.</p> <p>5. Continue to provide primary cluster group meetings and meetings of the Foundation Phase Partnership Boards to facilitate the sharing of good practice and to further improve teaching strategies, planning and assessment.</p> <p>6. Analyse primary school outcomes in 2012 in order to re-target planned support.</p> <p>7. Agree revised set of performance targets with Secondary Headteachers Federation and meet with individual schools to agree targets for 2012 to 2014.</p> <p>8. Curriculum Support officers to target schools placed in the lower quartile in their subject at KS3 for addition support.</p> <p>9. Planned Support 2012-13 to be targeted at underperforming areas in secondary schools</p> <p>10. Subject Forums organised to facilitate sharing of good practice between schools.</p> <p>11. Analysis of secondary school outcomes in 2012 and re-targeting of planned support.</p>	<p>5. DB/JR/AJ/LMa/ER</p> <p>6. JD/Subject Officers</p> <p>7. KG</p> <p>8. SIT Subject Specialists</p> <p>9. KG/SIT</p> <p>10. SIT Subject Specialists</p> <p>11. KG/ SIT</p>	<p>5. Spring/Summer/Autumn 2012</p> <p>6. Summer/Autumn 2012</p> <p>7. Spring Term 2012</p> <p>8. Summer term 2012</p> <p>9. Planned support agreed Summer Term 2012</p> <p>10. Autumn Term 2012</p> <p>11. Autumn Term 2012</p>
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MONITORING ARRANGEMENTS:

- Primary core subject officers to monitor and evaluate the impact of intervention strategies and analyse end of key stage outcomes to inform future planning Summer/Autumn 2012.
- Primary Phase Officer to monitor school outcomes through performance data, visit reports and inspection outcomes.
- Secondary Phase Officer to monitor school outcomes through performance data and input of Curriculum Support Officers through school visit reports.
- Elected members will confirm progress through formal scrutiny programmes. These will include consideration of the regular annual performance reports, supplemented by the regular cyclical quarterly performance monitoring reports.
- The Chief Officer project board on Estyn will monitor overall progress with this activity plan.

Area for Improvement: R1.2 Reduce the Gap in Performance Between Boys and Girls		
Planned Outcome (what do we want to achieve): <ul style="list-style-type: none"> Reduce the boy/girl differential in the CSI at KS2 Reduce the girl/boy differential in the CSI at KS1/FP 	SMART Target : <ul style="list-style-type: none"> To reduce the gap in performance between girls and boys so that it is less than the average gap across Wales in 2012. 	
Responsibility (Head of Service): Elwyn Davies	Lead Officer(s): Janice Dickens	
Current Position: (Estyn) 'In key stages 1 and 2 the gap in performance between boys and girls is wider than that across the rest of Wales. This is because girls in Flintshire perform better compared to girls across Wales, than boys in Flintshire compared to boys across Wales. In key stage 3, the gap is exactly the same as that of Wales as a whole. In key stage 4, the gap between girls' and boys' attainment was less than the average gap across Wales on all five main indicators.' (TA) In KS1 in 2011 the girl/boy differential in the CSI was 0.6% less than the average gap across Wales. Boys' performance was 0.5% above the Welsh average. In KS2 in 2011 the girl/boy differential was 1.9% greater than the average in Wales, due to the fact that the girls' performance was 1.6% above the Welsh average. In KS2 the CSI for boys has consistently been above the Welsh average since 2006, except for a dip in 2010 when it fell 0.1% below the Welsh average.		
WHAT (we will do):	WHO (will do it, hours):	WHEN (it will be done):
1. Subject Officers/Link Officers to monitor and support boys' literacy and numeracy developments in primary schools with high levels of boys' underperformance. 2. 3 day literacy course aimed at Year 3 & 4 teachers focusing on teaching phonics, spelling, reading and oracy into writing. One module focused on improving boys' literacy (funded from SEG literacy) 3. Sharing of best practice and information to primary schools from the 'Tribal' 3 year programme to counteract the under-achievement of boys and from Gary Wilson's conference on	1. AJ/DB, Link Officers 2. JH/DB 3. DB	1. Spring/Summer/Autumn 2012 2. Day 1 – 29 Sept 2011 Day 2 – 12 Jan 2012 Day 3 – 26 Apr 2012 3. Summer/Autumn 2012

<p>boys' literacy – INSET and co-ordinators' meetings.</p> <p>4. Sharing and monitoring of best practice in targeted groups of schools with high levels of boys under-achievement.</p> <p>5. Literacy officer support to schools' PLCs focused on raising boys' literacy and dissemination of practice.</p> <p>6. Production of a mental maths resource for the Foundation Phase and training for all schools in the use of the resource.</p> <p>7. Introduce an updated science scheme of work for science at Key Stage 2 which provides pupils with more engaging, contextualised activities and tasks that appeal to boys. Units to be designed to contain a wider variety of written communication genres to appeal to boys and more focused opportunities to develop pupils' oral skills through science. 24 half termly units will be produced across Years 3-6 and hosted on the LA Moodle website.</p> <p>8. Consolidate the use of the 'Science Enquiry Games' resource pack received by each school in the spring term 2012. Focus to be on developing games and activities in this resource pack which appeal strongly to boys and also pupils with a variety of learning styles.</p> <p>9. Support PLC in planning and implementation of improvement programme targeting boys reading in Welsh at KS2. Evaluate impact during summer term.</p> <p>10. Target schools where boys are underachieving in year 5 in Welsh. Plan, implement and monitor intervention in discussion with targeted schools.</p>	<p>4. DB</p> <p>5. DB</p> <p>6. AJ</p> <p>7. RW 18 units completed – 6 to write (3 days' work).</p> <p>8. RW 1 or 2 days' INSET depending on numbers.</p> <p>9. ER/RR</p> <p>10. ER/RR</p>	<p>4. Summer/Autumn 2012</p> <p>5. Summer/Autumn 2012</p> <p>6. Autumn 2011/Spring 2012</p> <p>7. Units to be completed and uploaded by Easter 2012.</p> <p>8. Summer term 2012.</p> <p>9. Autumn 2012</p> <p>10. Summer 2013</p>
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MONITORING ARRANGEMENTS:

- Principal Primary Officer to monitor progress of actions on a quarterly basis.
- End of year evaluations to be completed on the impact of actions on pupil outcomes.
- Elected members will confirm progress through formal scrutiny programmes. These will include consideration of the regular annual performance reports, supplemented by the regular cyclical quarterly performance monitoring reports.
- The Chief Officer project board on Estyn will monitor overall progress with this activity plan.

Area for Improvement: R2.1 Improve the Standard and Quality of Provision in Schools by Addressing a Trend of Declining Attendance

<p>Planned Outcome (what do we want to achieve):</p> <ul style="list-style-type: none"> To address the issue of a slight fall in primary attendance and to sustain the performance of secondary schools with excellent attendance figures. 	<p>SMART Target :</p> <ul style="list-style-type: none"> Increase average attendance in primary and secondary schools to 93.6% by 2012/2013
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<p>Responsibility (Head of Service): Elwyn Davies</p>	<p>Lead Officer(s): David Messum</p>
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Current Position:

Secondary schools have excellent average attendance rates. Overall attendance rates in Flintshire are within the top quartile in Wales, whilst we also have the lowest rate of unauthorised absence in Wales at Secondary phase.

Primary rates are also comparatively very good, but there has been a decline of 0.3% over the last 2 years. Attendance in Flintshire primary schools is above the Welsh average. In 2011/12 the rate of absence was adversely affected by prolonged adverse weather with children being unable to travel to schools from outlying rural areas. The trend for the period was similar in Flintshire to other authorities.

WHAT (we will do):	WHO (will do it, hours):	WHEN (it will be done):
<p>1. Set targets to reduce absences from individual schools for IWO service and request that schools report as a matter of course, schools report figures to Governors on a termly basis. Ensure that Governors are trained and fully aware of expectations on attendance and exclusion matters.</p>	<p>1. TP/IWO service in collaboration with SIT and Lead officers.</p>	<p>1. Easter 2012</p>
<p>2. Ensure that IWO service realise what previous targets were and set new improved targets. Share with schools on a half termly basis their attendance rates. Share with schools expected standards and challenge if not achieved.</p>	<p>2. TP/IWO service in collaboration with SIT and Lead officers</p>	<p>2. Easter 2012</p>
<p>3. Target support towards those schools most in need.</p>	<p>3. TP and IWO service in collaboration with SIT and Lead officers</p>	<p>3. Easter 2012</p>
<p>4. Encourage schools to reduce the numbers of days exclusion placed upon pupils by introducing a universal tariff for</p>	<p>4. DM/schools</p>	<p>4. Sept 2012</p>

misdemeanours.		
5. Use a range of strategies including rewards for pupils and use of partner agencies and parents to improve attendance rates.	5. TP and IWO Service in collaboration with SIT and Lead officers	5. Immediately
6. Review current IWO involvement using quality assurance framework	6. TP and IWO Service in collaboration with SIT and Lead officers	6. Easter 2012

MONITORING ARRANGEMENTS:

- 1) DM to review impact of interventions with Primary and Secondary Headteacher Federations
- 2) Elected members will confirm progress through formal scrutiny programmes. These will include consideration of the regular annual performance reports, supplemented by the regular cyclical quarterly performance monitoring reports.
- 3) The Chief Officer project board on Estyn will monitor overall progress with this activity plan

Area for Improvement: R2.2 Improve the Standard and Quality of Provision in Schools by Reducing Fixed Term Exclusions

Planned Outcome (what do we want to achieve): <ul style="list-style-type: none"> Reduce the number of fixed term exclusions 	SMART Target : <ul style="list-style-type: none"> Reduce figures of fixed term exclusions in the schools that are showing an increase in numbers by 2012/2013
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Responsibility (Head of Service): Elwyn Davies	Lead Officer(s): David Messum
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Current Position:
 There has been a rise in fixed term exclusions in Flintshire. The BSS has been reduced in size, which could be perceived as being a reason for the rise in fixed term exclusions. In most Authorities the size of BSS is now dependent on school subscriptions.

Permanent exclusions are however extremely rare in Flintshire Secondary schools.

There are a very small number of primary schools who have too many fixed term exclusions. There have been no permanent exclusions in Primary schools.

WHAT we will do):	WHO (will do it, hours):	WHEN (it will be done):
<ol style="list-style-type: none"> 1. Delegate Social Inclusion funding to schools so that schools can target support more immediately. 2. Encourage schools to develop a “universal tariff” for exclusions to ensure consistency. 3. Encourage schools to develop in house strategies to avoid/reduce exclusions. 4. Change the referral process to short term PRU- schools responsible and further encourage all schools to use Managed Moves. 5. Training for schools on classroom management and behaviour management to reduce the requirement to exclude 6. Encourage Governing bodies to challenge decisions made by heads. Training for governors. 	<ol style="list-style-type: none"> 1. DM with schools working party 2. DM with schools/Link Officers 3. DM with schools/Link Officers 4. DM with schools/Link Officers 5. DM with schools/Link Officers/ BSS 6. DM with schools/Link Officers 	<ol style="list-style-type: none"> 1. Sept 2012 2. Dec 2012 3. Sept 2012 4. Feb 2012 (secondary) Sept 2012 (Primary) 5. Ongoing 6. Easter 2012

MONITORING ARRANGEMENTS:

- Monitoring to be conducted by DM/TP and SIT- with data supplied by JS. This will be done on a termly basis.
- DM to review impact of interventions, with Primary and Secondary Headteacher Federations.
- Elected members will confirm progress through formal scrutiny programmes. These will include consideration of the regular annual performance reports, supplemented by the regular cyclical quarterly performance monitoring reports.
- The Chief Officer project board on Estyn will monitor overall progress with this activity plan.

Area for Improvement: R2.3 Improve the Standard and Quality of Provision in Schools by Reducing School Balances and Deficits in Line with National Guidelines

Planned Outcome (what do we want to achieve): <ul style="list-style-type: none"> Regulated control of school balances. 	SMART Targets : <ul style="list-style-type: none"> Reduce school balances and deficits in line with national guidelines by September 2012. Ensure all schools comply with the Authority's policy on School Balances as set out in the Scheme for Financing Schools.
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Responsibility (Head of Service): Tom Davies	Lead Officer(s): Lucy Morris
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Current Position:
At the end of March 2011, just over a third of Flintshire schools had reserves between 5% and 10%, and almost one-in-ten of schools had reserves over 10%. 13% of schools had deficits in their budgets.

WHAT (we will do):	WHO (will do it, hours):	WHEN – (it will be done):
1. Develop a policy on school balances for inclusion in the Scheme for Financing Schools.	1. LM	1. 13 Feb 2012
2. Consult with internal stakeholders, review responses and update policy. Draft policy approval by Director and Head of Finance	2. IB/KF/LM.	2. 23 Feb 2012
3. Submit to Schools Budget Forum for consideration. Update if necessary.	3. IB/LM	3. 29 Feb 2012
4. Circulate to Head Teachers and Chairs of Governors.	4. LM	4. March 2012
5. Submit to LL Scrutiny for consideration and to Executive for approval.	5. IB/LM	5. 29 Mar 2012
6. Establish robust systems for monitoring adherence to policy	6. PH	6. 1 Jul 2012

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MONITORING ARRANGEMENTS:

- Implementation tracking will be undertaken by the Finance Manager working with the School Budget Forum.
- An annual report will be prepared by the Finance Manager and submitted to Scrutiny. The report will demonstrate compliance with the Authority's revised policy.
- Elected members will confirm progress through formal scrutiny programmes. These will include consideration of the regular annual performance reports, supplemented by the regular cyclical quarterly performance monitoring reports.
- The Chief Officer project board on Estyn will monitor overall progress with this activity plan.

Area for Improvement: R3.1 Improve how senior officers and all Elected Members work together to Improve Standards for all Learners

Planned Outcome (what do we want to achieve):

- Improved outcomes for learners at all Key Stages.
- Elected Members able to explain key strategies for school improvement.

SMART Target :

Responsibility (Head of Service): Ian Budd

Lead Officer(s): Elwyn Davies, Janice Dickens, Kevin Grandfield

Current Position:

Elected members' key strategies for securing improved standards for all learners are set out in Primary, Secondary and Inclusion Strategies. Key milestones for annual review and renewal of the programmes are set out below.

However, in the email of 21st February 2012 Estyn confirmed that a key factor in 3.1 is getting **all** elected members to work together to complete school modernisation in order to secure improved standards. At key points in the programme there has been a consensus on the way forwards. e.g. scrutiny and Executive work in relation to development and approval of the School Modernisation Strategy and the 14-19 Strategic Outline Case for change. Consensus was also secured from full Council on commissioning of the second phase of consultation on the Secondary Schools Review, following a programme of elected member workshops. Key next steps in moving towards completion of the School Modernisation Programme are set out at 3.3.

There are also key links with the planning templates for recommendations 1 and 2.

LLOSC undertook their regular annual review of performance outcomes and primary and secondary improvement plans on Thursday 23rd February 2012. These continue to be supplemented by the regular cyclical quarterly performance monitoring reports.

WHAT (we will do):	WHO (will do it, hours):	WHEN (it will be done):
1. Review reporting outcomes and improvement strategies to LLOSC 2. To broaden the membership of half-termly Performance Monitoring Meetings with Members 3. To widen the brief of half termly performance monitoring meetings to include Primary, Secondary, Inclusion and Resource Management Strategies	1. ED/KG/JD 2. IB/ED 3. IB/ED	1. Feb 2012 2. May 2012 3. May 2012

4. To revise the school/LA partnership agreement with particular reference to LA responsibility for monitoring and evaluating performance of schools.

4. ED

4. Sept 2012

MONITORING ARRANGEMENTS:

- Elected members will confirm progress through workshop activities and formal scrutiny programmes.
- These will include consideration of the format for and content of regular annual performance reports, supplemented by the regular cyclical quarterly performance monitoring reports.
- The Chief Officer project board on Estyn will monitor overall progress with this activity plan.

Area for Improvement: R3.2 Improve how Senior Officers and All Elected Members work together to Improve self-evaluation and Reporting to Members

<p>Planned Outcome (what do we want to achieve):</p> <ul style="list-style-type: none"> Elected Members confirm their understanding of the Authority's planning and monitoring cycles and content of key documents. Estyn inspectors are able to easily understand the Authority's performance planning and review cycles. 	<p>SMART Target:</p> <ul style="list-style-type: none"> Adoption of revised protocols in relation to self-evaluation and reporting on education outcomes to Elected Members. Communication of protocols to Estyn.
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<p>Responsibility: Ian Budd</p>	<p>Lead Officer(s): Tom Davies/ Karen Armstrong/ Gill Yates</p>
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Current Position:
 The Authority has a regular performance planning and review cycle in which all elected members are engaged through workshops and scheduled Executive, Scrutiny and Council meetings. Stakeholder groups e.g. Headteachers and Flintshire Governors Association are routinely involved in development and review of key documents.

The performance framework was not easily communicated to and understood by Estyn. This indicates that reviewed arrangements should be more easily communicable. Revisions to formatting of key reports are aimed at getting greater clarity of how priorities are linked and delivered across all parts of the Council and partnerships.

WHAT (we will do):	WHO (will do it, hours):	WHEN (it will be done):
<ol style="list-style-type: none"> Annual Scrutiny consideration of performance on education targets Implement revised quarterly performance reporting arrangements. Review of protocols on self-evaluation and reporting to elected members Member Workshop on educational performance General member induction including factsheets, training events and tailored support for office holders Publish annual timeline of performance information and performance reporting framework 	<ol style="list-style-type: none"> ED/KG/JD ED/TD/GY IB/ED/TD/KA/GY ED/TD/KA IB/KA KA/GY 	<ol style="list-style-type: none"> Feb 012 Feb 2012 May 2012 Jun 2012 Jun 2012 Jun 2012

7. Complete self-evaluation of 2010/11 outcomes

7. IB/TD/ED/KG/JD/JRK &
Stakeholders

7. Nov 2012

MONITORING ARRANGEMENTS:

- Elected members will confirm progress through workshop activities and formal scrutiny programmes.
- These will include consideration of the format for and content of regular annual performance reports, supplemented by the regular cyclical quarterly performance monitoring reports.
- The Chief Officer project board on Estyn will monitor overall progress with this activity plan.

Area for Improvement: R3.3 Improve how senior officers and all Elected Members work together to Reorganise Secondary Schools, Reduce Surplus Places and Make Better Use of Resources

<p>Planned Outcome (what do we want to achieve):</p> <ul style="list-style-type: none"> Completed secondary review programme. More schools that provide a learning environment fit for the 21st Century. Review primary provision in relation to standards, surplus places and making better use of resources. 	<p>SMART Target :</p> <ul style="list-style-type: none"> To complete new schools at Connah's Quay by September 2012 and at Shotton by 2014 Submit final documentation for 21st Century funding for an early programme start date to be confirmed by the Welsh Government. Reduction in surplus places in secondary schools to approximately 10% by 2015.
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<p>Responsibility (Head of Service): Tom Davies</p>	<p>Lead Officer(s): Paula Vogt</p>
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Current Position:
 As key priority for the Council, progress is a standing item at **all** Lifelong Learning Overview and Scrutiny Committee and Full Council meetings.

The current capital investment programme in new build is £15M. There is also outline approval for 21st Century Schools funding to replace infant and junior schools in Holywell with new accommodation for secondary school, and to establish a new tertiary facility in Connah's Quay.

Commissioned by Councillors in 2011, consultations on the three current area reviews began on 27th February 2012.

WHAT (we will do):	WHO (will do it, hours):	WHEN (it will be done):
1. Continue with consultation process and to engage Elected Members in the strategic and operational aspects of secondary school reorganisations.	1. CE/IB/TD	1. 27 Feb – 19 Mar 2012
2. Consult on the agreed options for the three area reviews.	2. CE/IB/TD/NSM	2. By 19 Mar 2012
3. Prepare and submit Business Plan for 21 st Century School Programme bids.	3. TD/PV/IE	3. Jun 2012
4. Continue with area reviews of secondary schools (including post 16 provision) and progress amalgamations.	4. CE/IB/TD/ED/KG and Elected Members	4. Dec 2012

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<ol style="list-style-type: none"> 5. Examine and review primary schools provision against the School Modernisation Policy framework. 6. Complete proposals for amalgamations in accordance with policy. 	<ol style="list-style-type: none"> 5. IB/TD/ED/JD and Elected Members. 6. TD/PV 	<ol style="list-style-type: none"> 5. Jan – Mar 2013 6. Apr – Jul 2013
<p>MONITORING ARRANGEMENTS:</p> <ul style="list-style-type: none"> • Regular monitoring reports will be undertaken by the School Modernisation Project Board. • Progress is also a standing item at Scrutiny and Full Council meetings. • Elected members will also confirm progress through workshop activities and formal scrutiny programmes. • These will include consideration of regular annual performance reports, supplemented by the regular cyclical quarterly performance monitoring reports. • The Chief Officer project board on Estyn will monitor overall progress with this activity plan. 		

Area for Improvement: R4 Reduce the number of days' education that learners in Flintshire miss due to fixed term exclusions of six days or more in all of its secondary schools

Planned Outcome (what do we want to achieve): <ul style="list-style-type: none"> Encourage schools to reduce the number of days placed on pupils for misdemeanours (under 6days) 	SMART Target : <ul style="list-style-type: none"> Reduce numbers of exclusions for 6 days or more in secondary schools by 2012/2013
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Responsibility (Head of Service): Elwyn Davies	Lead Officer(s): Dave Messum
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Current Position:
 Schools have reduced the numbers of permanent exclusions to under 4 per year, but there has been an increase in the average tariff that schools are using for fixed term exclusions. Nevertheless, this is still below 6 days.

WHAT (we will do):	WHO (will do it, hours):	WHEN (it will be done):
<p>Page 579</p> <ol style="list-style-type: none"> Ensure that Governors are carrying out hearings for long fixed term exclusions with LA representation whenever possible. Ensure governor training contains element of challenge to Heads. Encourage schools to look at other options to exclusion through training, purpose of exclusion agenda and multi-agency working. e.g. MAPs, in house exclusion areas, using PRUs, early identification... Target schools for challenge and support that are using long exclusions as a matter of course. Report exclusions with comparative data on a half termly basis. Encourage schools to sign up to a "universal tariff" approach. 	<ol style="list-style-type: none"> DM/TP and SIT/KG DM/TP and SIT DM/TP and SIT DM/TP and SIT JS/DM/TP and SIT DM/TP and SIT 	<ol style="list-style-type: none"> Sept 2012 From Easter 2012 From Easter 2012 From Feb 2012 From Feb 2012 From Sept 2012

MONITORING ARRANGEMENTS:

- Monitoring will be conducted by DM/TP and SIT- with data supplied by JS
- Elected members will also confirm progress through workshop activities and formal scrutiny programmes.
- These will include consideration of annual performance reports, supplemented by the regular cyclical quarterly performance monitoring reports.
- The Chief Officer project board on Estyn will monitor overall progress with this activity plan.

Draft

Area for Improvement: R5 Improve the monitoring arrangements for the Children and Young People's Partnership to effectively track the progress of children and young people

<p>Planned Outcome (what do we want to achieve):</p> <ul style="list-style-type: none"> To be able to demonstrate measures of success for the seven action areas within the CYPP Plan by utilising a result based accountability methodology. 	<p>SMART Target :</p> <ul style="list-style-type: none"> Measures of success for the seven action areas within the CYP Plan in plac by July 2012. Measures developed using a result based accountability methodology by July 2012.
<p>Responsibility (Head of Service): Tom Davies</p>	<p>Lead Officer(s): Ann Roberts/Gill Harrison</p>

Current Position: The CYPP Coordinators have developed phase 1 of the RBA High level templates which correlate to the action areas within the CYP Plan. This Format demonstrates :

- the population indicators;
- the data development agenda; and
- the suggested methodology to measure the progress made under each action area.

These will be agreed at the Cymorth Management Board (12.03.12) and the CYP Board by (21.03.12). Following agreement, we will then progress to phase 2 which will include developing RBA style scorecards for the existing action area and the forthcoming newly commissioned services under the Families First for July 1st 2012. We will endeavour to simplify reporting mechanisms to enable single reporting pathways.

WHAT (we will do):	WHO (will do it, hours):	WHEN (it will be done):
<ol style="list-style-type: none"> Develop the high level templates Develop the commissioning programme for Families First Ensure that local indicators are added to the "national givens" Ensure that National Families First Outcomes are considered 	<ol style="list-style-type: none"> CYPP Coordinators CYPP Coordinators CYPP Coordinators CYPP Coordinators 	<ol style="list-style-type: none"> First phase by 21 Mar 2012 Second phase by 1 Jul 2012 Second phase by 1 Jul 2012 Second phase by 1 Jul 2012

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MONITORING ARRANGEMENTS:

- The CYPP Board will be charged with the accountability of ensuring that the data is returned to the Monitoring function/ named officer for the CYPP. This will be coordinated by the CYPP Coordinators.
- Elected members will also confirm progress through workshop activities and formal scrutiny programmes.
- These will include consideration of annual performance reports, supplemented by the regular cyclical quarterly performance monitoring reports.
- The Chief Officer project board on Estyn will monitor overall progress with this activity plan.

Area for Improvement: R6 Prioritise areas for improvement identified in its self-evaluation of education services		
Planned Outcome (what do we want to achieve): <ul style="list-style-type: none"> A co-ordinated process for prioritising areas for improvement. 	SMART Target : <ul style="list-style-type: none"> To implement a quality assurance process by March 2012 which enables effective prioritising, monitoring and evaluation of the areas for improvement. 	
Responsibility (Head of Service): Elwyn Davies/ Karen Armstrong	Lead Officer(s): Kevin Grandfield	
<p>Current Position:</p> <p>The inspection report acknowledges that much of the self-evaluation report is evaluative and uses a range of evidence, including appropriate data. It also acknowledges that the authority makes appropriate use of self-evaluation to plan improvements. The report also identifies the need to prioritise the areas for improvement.</p>		
WHAT (We will do):	WHO (will do it, hours):	WHEN (it will be done):
<p>1. To devise a format for prioritising areas for improvement from within the self-evaluation document.</p> <p>2. To prioritise the areas for improvement and populate onto Quality Assurance Format.</p> <p>3. To monitor and evaluate priority areas termly at Directorate Management Team Meetings.</p> <p>4. To revise priorities on an annual basis linked to service plans and incorporate Quality Assurance proforma into the Directorate Plan/CYPP.</p>	<p>1. KG/ED</p> <p>2. KG/ED/TD</p> <p>3. DMT</p> <p>4. DMT</p>	<p>1. Mar 2012</p> <p>2. Mar 2012</p> <p>3. Termly</p> <p>4. Annually – Feb/Mar</p>

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MONITORING ARRANGEMENTS:

- Elected members will also confirm progress through workshop activities and formal scrutiny programmes.
- These will include consideration of annual performance reports, supplemented by the regular cyclical quarterly performance monitoring reports.
- The Chief Officer project board on Estyn will monitor overall progress with this activity plan.
- Quality assurance proforma monitored and progress updated half-termly at DMT meetings: -
 - May 2012
 - September 2012
 - November 2012
 - February 2013

Glossary

	Name	Title	Service
Senior Officers			
CE	Colin Everett	Chief Executive	
IB	Ian Budd	Director of Lifelong Learning	Lifelong Learning
ED	Elwyn Davies	Head of School Services	Lifelong Learning
TD	Tom Davies	Head of Development & Resources	Lifelong Learning
KF	Kerry Feather	Head of Finance	Corporate
NA	Neil Ayling	Director of Community Services	Community Services
KA	Karen Armstrong	Policy, Performance & Partnerships Mgr	Corporate
Elected Members			
NSM	Nigel Steele-Mortimer	Exec Member for Educ & Youth	
PMcF	Peter McFarlane	Chair of Lifelong Learning OSC	
CEL	Carol Ellis	Exec Member for Social Services	
Officers			
AJ	Ann Jones	Numeracy Advisor	
AR	Ann S Roberts	Young People's Partnership Co-ord	Lifelong Learning
DM	Dave Messum	Senior Learning Advisor (Social Inclusion)	Lifelong Learning
DB	Dawn Bayliss	Literacy Advisor	Lifelong Learning
DT	Delyth Taylor	Senior Inclusion Welfare Mgr	Lifelong Learning
ER	Elfair Roberts	Advisory Teacher – Athrawon Bro	Lifelong Learning
GH	Gill Harrison	Children's Partnership Co-ord	Lifelong Learning
GY	Gill Yates	Pupil Support Services Manager	Lifelong Learning
IE	Ian Edwards	Quantity Surveyor	Environment
JD	Janice Dickens	Senior learning Advisor – Primary	Lifelong Learning
JH	Julie Hughes	Senior Learning Advisor (Basic Skills)	Lifelong Learning
JR	Jon Rosser	Senior Learning Advisor (English)	Lifelong Learning

JRK	Jeanette Rock	Inclusion Service Mgr	Lifelong Learning
KB	Kim Brookes	Staffing & Governance Manager	Lifelong Learning
KG	Kevin Grandfield	Senior Learning Advisor – Secondary	Lifelong Learning
LM	Lucy Morris	Finance Manager for Lifelong Learning	Lifelong Learning
LMa	Linda Mason	Maths Advisor	Lifelong Learning
NG	Neil Gibbons	Prof Dev/Remodelling Perf Mgt	Lifelong Learning
NP	Nigel Pattinson	Principal Ed. Psychologist	Lifelong Learning
PH	Peter Heald	Principal Accountant	Lifelong Learning
PV	Paula Vogt	Property Programming Manager	Lifelong Learning
RE	Rob Edwards	Youth & Community Services Mgr	Lifelong Learning
RW	Richard Watkins	Science Advisor	
RR	Rhian Roberts	Athrawon Bro Mgr	Lifelong Learning
TP	Terry Petrie	Inclusion Welfare Mgr/ IWO Service	Lifelong Learning
Other Terms			
DMT		Directorate Management Team	
SIT		School Improvement Team	
BSS		Behaviour Support Service	

SUBJECT (NB Annual Performance Report Goes to March LLOSC)		PERFORMANCE								
		LA 2008	Wales 2008	Rank 2008 (out of 22)	LA 2010	Wales 2010	Rank 2010 (out of 22)	LA 2011	Wales 2011	Rank 2011 (out of 22)
KS1 (7)	ENGLISH	84.8	82.4	6	81.4	82.9	14	85.8	84.1	8
	WELSH	92.7	88.5	5	95.1	90.2	=3	92.6	90.9	8
	MATHS	87.0	86.8	11	83.8	87.5	19	88.5	88.0	12
	SCIENCE	90.6	89.7	9	90.5	90.3	=8	92.2	90.4	5
	CORE SUBJECT INDICATOR (CSI)	81.7	80.7	=9	77.6	81.6	19	83.8	82.7	9
KS2 (11)	ENGLISH	81.9	79.8	5	82.8	81.9	10	83.8	83.4	=13
	WELSH	81.7	77.0	9	82.4	81.0	15	77.9	82.0	=20
	MATHS	84.0	81.3	4	84.3	83.3	7	85.5	84.9	=12
	SCIENCE	88.6	85.6	=2	86.9	86.4	11	87.1	87.1	12
	CSI	77.9	75.5	5	78.3	78.2	11	80.8	80.0	=12
	CSI boys	73.7	71.6	8	74.3	74.4	12	76.2	76.2	13
	CSI girls	82.0	79.6	5	82.7	82.2	11	85.6	84.0	=6
KS3 (14)	ENGLISH	75.5	69.5	2	76.8	72.5	5	82.5	76.0	2
	WELSH AS FIRST LANGUAGE	61.4	72.3	17/17	66.7	76.8	16/17	78.7	81.3	13/18
	MATHS	76.7	72.5	3	81.0	75.5	3	82.0	77.9	=5
	SCIENCE	78.2	73.7	=3	82.4	77.1	4	85.5	80.3	2
	CSI	64.6	59.6	4	69.3	63.7	6	73.8	68.0	4
	CSI boys	61.8	54.8	1	66.1	58.7	4	68.1	63.0	4
	CSI girls	67.5	64.5	6	72.5	69.0	=6	79.4	73.3	3
	ART	82.6	75.3	2	87.2	78.9	4	90.9	82.2	1
	DESIGN & TECHNOLOGY	83.7	75.1	1	84.0	78.1	4	87.1	81.3	4
	GEOGRAPHY	82.2	71.9	1	83.4	74.2	2	84.9	77.7	2
	HISTORY	81.2	71.8	1	82.8	74.4	1	85.9	77.7	2
	IT	81.4	76.4	3	86.9	80.6	3	89.0	83.1	3
	MODERN FOREIGN LANGUAGE	73.2	61.6	2	74.0	67.0	3	79.3	70.4	3
	MUSIC	75.0	71.5	7	85.2	77.0	1	85.2	80.4	5
	PHYSICAL EDUCATION	70.1	72.0	=15	78.1	73.9	5	81.5	78.0	6
WELSH AS SECOND LANGUAGE	58.4	54.1	8	66.4	59.4	4	69.9	64.6	4	
KS4 (16)	L2 Threshold (incl. E/W&M)*	45.2	45.6	10	58.5	49.4	1	58.2	50.1	1
	L1 Threshold *	90.1	86.8	3	94.0	89.7	1	93.7	90.3	2
	CSI *	45.2	45.6	10	57.6	48.0	1	57.3	48.7	1
	AVERAGE WIDER POINTS SCORE	347.8	356.0	14	385.1	394.0	13	414.0	423.0	15
	Attendance	92.5	91.0	1	92.2	91.1	1	92.4	91.4	=2
Unauthorised Absence	0.8	1.8	2	0.6	1.6	=2	0.5	1.5	=1	
NEETS	Not in Education, Employment & Training (NEET)	7.2	7.1	14	2.8	5.4	2	x	x	x

* Definitions:

KS4 CSI - A*-C at GCSE in Eng/Welsh + Maths +Sc

KS4 L2 - 5A* - C at GCSE (or equiv) in A* - C in Eng/Welsh + Maths

KS4 L1 - 5A* - G at GCSE (or equiv)

x Data not available yet

CSI Core Subject indicator (CSI) at Key Stage 1,2 & 3 measures how well pupils are doing at English or Welsh as a first language, Maths and Science

Yellow Yellow above is benchmark for Free School Meals. The recorded figures were:

. January 2008 10.8% (3rd Wales on FSM/deprivation)

. January 2011 14.7% (6th in Wales on FSM/deprivation)

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FLINTSHIRE COUNTY COUNCIL

REPORT TO: **EXECUTIVE**

DATE: **27 MARCH 2012**

REPORT BY: **HEAD OF HOUSING**

SUBJECT: **PROVIDING DISABLED ADAPTATIONS IN COUNCIL PROPERTIES**

1.00 PURPOSE OF REPORT

1.01 This report seeks approval for the establishment of an in-house team to deliver disabled adaptations within Council properties.

2.00 BACKGROUND

2.01 The Council is required by the Housing Grants, Construction & Regeneration Act 1996 to respond to applications for Disabled Facilities Grants. These mandatory grants, to a current maximum of £36K, are provided to ensure that disabled persons can have full and safe access to their accommodation.

2.02 The types of work included as part of a disabled facility grant is anything that costs in excess of £1K, up to the statutory maximum of £36K. Typical adaptations are the provision of level access showers, adapted kitchens, door widening and the installation of ramps and grab rails. Specialist work includes the installation of stairlifts and through floor lifts, which are currently provided through a North Wales framework agreement with Stannah.

2.03 The administration of Disabled Facilities Grants is performed by the Council's Housing Renewal Team, following a referral from an Occupational Therapist. The role of the OT is to identify the need of the individual applicant and it is the job of the Surveyor to establish whether the required adaptations can be undertaken within the existing property and to schedule them accordingly.

2.04 In recent times the upper limit of the Disabled Facilities Grant has been increased from £30K to £36K and additional eligible works have been added, including the need to ensure that disabled applicants can access their gardens.

2.05 In order to manage the impact of these changes on the budget, Housing Renewal introduced new adaptation limits during 2010. The main impact of these limits is that the Council will no longer fund replacement of bathroom items or kitchen items where there is no

requirement as result of a person's disability. Extensions are now only considered where there is no option to adapt the property from within and tiling is limited to areas of the bathroom that require protection from water penetration e.g. shower enclosures and wash hand basin splashbacks.

- 2.06 Where a Council house adaptation is being sought, the Social Services Duty Team now refer the applicant to the relevant Neighbourhood Housing Office initially, for advice on alternative properties, which may be more suitable or, which are already adapted, or could be adapted at lower cost. The intention of these visits is to provide customers with a range of alternative options.
- 2.07 Council house adaptations are funded via the Housing Revenue Account and £1M per annum is allocated for this purpose. However, as you will be aware there is a requirement on the Council to bring up its properties to the Welsh Housing Quality Standard (WHQS). Therefore, the more cost effective the provision of disabled adaptations is, the more money that could be available for WHQS works.
- 2.08 The Council's Housing Asset Management Strategy has forecast an annual budget over the next 6 years of £10M per annum. The draft budget for 12/13 identifies a budget of £9.5m. A small proportion of this each year is reliant upon land receipts. Should land remain unsold, or not reach the values anticipated, extra resource that has been freed up from DFG works, could be utilised to top up this fund.
- 2.09 The Housing Renewal Team has had a great deal of success in reducing the cost of disabled adaptations in Council properties. During the 09/10 financial year, £1.4M was allocated for the provision of this service. This figure was reduced to £950K during the 10/11 financial year and is predicted to outturn at this level during 11/12.
- 2.10 This reduction in capital expenditure has been achieved without a reduction in the number of adaptations undertaken. However, there is an opportunity to reduce the cost and improve the speed of this service further, through the establishment of an in house team to provide adaptations within Council properties.

3.00 CONSIDERATIONS

- 3.01 Currently all adaptations in Council properties provided through a DFG are competitively tendered to a pool of local contractors. Administratively this involves the production of three schedules of work, one to each contractor, with a two week return date. The contractor which wins the tender must then commit to commencing the work within 8 weeks of being awarded the contract. This process therefore takes an average of 10 weeks.

- 3.02 Timescales for the implementation of DFGs are the subject of a National Performance Indicator, which monitors the time taken to deliver the adaptation from first approach to Social Services, through to completion of the job at the property. The PI is further split down to differentiate the time spent within the two service areas.
- 3.03 The Council aspires to achieve top quartile performance for the 'average number of days taken to deliver a major adaptation' and the current target is 350 days. This may seem like a long wait for an adaptation, however, this average will be impacted upon by the length of the OT waiting list and the complexity of the adaptation e.g an extension which requires planning permission will take significantly longer than the installation of a stairlift.
- 3.04 Should an in-house team be established for the delivery of adaptations in council homes, then the tendering period, award of contract and sometimes lengthy contractor start date will be stripped out of the process. This will have a positive impact on the Performance Indicator.
- 3.05 In order to establish the in-house team the Housing Asset Manager has been asked to consider the staff required and the costs associated with such staff, based upon 131 DFG's completed in 10/11. This is provided below. Should the proposal in this paper be agreed, the Housing Renewal Team would continue to work jointly with OT's to survey the properties and schedule the required work.
- 3.06 **Staffing and Associated Costs 2011/12**

Item	Number	Individual Cost	Total Cost
Team Leader	1		£37,581
Plumbing/Heating Engineers	2	£30,974 x 2	£61,948
Joiner	1		£28,280
Electrician	1		£28,280
Plasterer/Tiler	1		£28,280
Multi Skilled Trades Person	1		£28,280
Vehicle Costs	5	£5,799 x 6	£34,794
COSTS FOR 2012/13			£247,443

- 3.07 The above costs would be capitalised from within the existing DFG element of the Housing Revenue Account. They can be further broken down as follows, to establish the final anticipated DFG outturn for the HRA.

- £247,443 x 1.3 (current overhead factor) = £321,676
- 35% anticipated materials costs on £950K of work = £332,500
- Anticipated sub contractor work £150K

- 3.08 The above therefore equates to a total cost of £800K, which is £150K less than the current cost of providing the same adaptations. The skills matrix above will provide sufficient resource to undertake the majority of the work, but there will be occasions where the work will need to be subcontracted to specialists.
- 3.09 There may be further opportunities to increase income to the service by purchasing all materials through the Council's outsourced stores arrangement with Travis Perkins. The stores contract includes a profit share element, meaning that all materials purchased in respect of DFG's would fall under the terms of that contract. This may also present the opportunity to reduce the cost of subcontracting work, by requiring that all materials are sourced through Travis Perkins, with the subcontractor merely charging labour rates.
- 3.10 There is a further benefit of operating the service in-house. As the Council rolls out its WHQS kitchen and bathroom improvement programme, as outlined in the Asset Management Strategy, an aligned disabled adaptations service will coordinate activity and we should not see replacement of a general needs kitchen with an adapted kitchen within a short space of time, unless the tenants needs change dramatically. It also increases the skills base for installing level access showers and kitchens suitable for customers with a range of needs, as part of a proactive programme in sheltered accommodation (which becomes vacant and is not subject to a designation review), which further reduces the call on DFG spend in the future.
- 3.11 The Housing Asset Management Service currently delivers all minor adaptations (those valued under £1K) within Council property and therefore has the necessary skills and experience to further develop the service, to include major adaptations as described earlier on in this report.
- 3.12 It is the intention to look initially within the existing trades teams for employees seeking to be seconded to this work, for a trial period of 12 months. Posts will be backfilled as appropriate. Should a sufficient number of suitably qualified individuals not come forward for secondment, then it would be the intention to advertise for staff on a 12 month fixed term contract. Subject to the success of the trial period, any fixed term staff would, following the 12 month period, become permanent employees.
- 3.13 As part of the evaluation of this trial; customer satisfaction, timescales and cost would be monitored closely and if the trial showed positive results, as is anticipated, it would become a permanent arrangement.

4.00 RECOMMENDATIONS

4.01 That Executive agree to establish an in-house team to deliver Disabled Adaptations in council property (via the Disabled Facilities Grant process), on the terms outlined in this report and initially for a 12 month period.

5.00 FINANCIAL IMPLICATIONS

5.01 It is anticipated that there will be a reduced cost to the Housing Revenue Account totalling £150K, which can be released for work elsewhere within the HRA Capital Programme.

6.00 ANTI POVERTY IMPACT

6.01 The Disabled Facilities Grant is means tested to ensure that anyone can access the adaptations they require, regardless of their financial means.

7.00 ENVIRONMENTAL IMPACT

7.01 None.

8.00 EQUALITIES IMPACT

8.01 The provision of adaptations in Council properties will allow disabled residents to continue to live at home, potentially preventing the need for admission to a care home or other such facility.

9.00 PERSONNEL IMPLICATIONS

9.01 There would be secondment opportunities for staff from Housing Asset Management who wish to form the proposed team and potentially the opportunity of 12 month fixed term contracts to plug any skills gaps.

10.00 CONSULTATION REQUIRED

10.01 None.

11.00 CONSULTATION UNDERTAKEN

11.01 Brief discussions have taken place with Trade Unions who welcome the proposal.

12.00 APPENDICES

12.01 None

LOCAL GOVERNMENT (ACCESS TO INFORMATION ACT) 1985
BACKGROUND DOCUMENTS

None

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FLINTSHIRE COUNTY COUNCIL

REPORT TO: **EXECUTIVE**

DATE: **27 MARCH 2012**

REPORT BY: **HEAD OF HOUSING**

SUBJECT: **DELIVERY OF HOUSING RENEWAL SERVICES – 6 MONTHLY UPDATE**

1.00 PURPOSE OF REPORT

- 1.01 To update Members on delivery of the Council's first Neighbourhood Renewal Area.
- 1.02 To inform Members of progress towards the appointment of a loans administrator, to deliver equity and non equity loans for home repair, improvement and adaptation.
- 1.03 To provide Members with up to date information in relation to private sector empty homes and the £5M empty homes recyclable loan fund recently announced by Welsh Government.

2.00 BACKGROUND

- 2.01 At the full Council and Special Executive meetings held on 17th February 2010, Members approved the declaration of the Connah's Quay, Shotton & Queensferry Renewal Area.
- 2.02 The Renewal Area is part funded through a Specific Capital Grant (SCG) from the Welsh Government (WG) and amounted to £400K 11/12. In addition £181K was rolled over from 10/11 in to 11/12. Further to that, the Council provided match funding of £330K for Renewal Area projects.

3.00 CONSIDERATIONS

- 3.01 **Delivery of the Connah's Quay, Shotton & Queensferry Neighbourhood Renewal Area**
- 3.02 The work programme for the Renewal Area consists of 3 main themes, group repair, environmental improvements and energy efficiency measures. Linked to these themes the Council is always mindful of the need to ensure that any works benefit local people in terms of their health, safety and well-being and linked to that, employment, skills and training.

3.03 Group Repair and the Solid Wall Insulation Pilot

3.04 The Group Repair Programme is currently split in to 2 phases, the initial phase being Queen Street, Queensferry, Alexandra Street, Shotton and Church Street, Connah's Quay. Within this Phase 90 properties are included and to date 26 have been completed.

3.05 The second phase of the Group Repair Scheme comprises of Glynne Street, Queensferry, Kind Edward Street, Shotton, Dee View Road, Bank Road and Church Road, Connah's Quay. To date 120 properties have been surveyed and a further 29 are awaiting survey.

3.06 In terms of supporting local employment there are currently 22 local tradesman working on the Group Repair Scheme. These numbers have reduced slightly, as certain tradesman have failed to meet the standards required by the main contractor in terms of their performance. An example of this would be the local scaffolder, who was not erecting and dismantling the scaffolding in a timely manner.

3.07 The solid wall insulation pilot properties on Chester Road East, Shotton are now complete. In addition to featuring in the BRE Wales good practice publication, the properties have now had an official opening by Derek Vaughan MEP. He requested a visit, as Welsh Government ARBED funding is matched by European Regional Development Funding (ERDF) and he is the MEP with responsibility for this. A local resident who had participated in the scheme commented that she now rarely has the heating on and this has reduced her bills significantly.

3.08 A further 10 properties on Church Road in Connah's Quay are in the process of receiving this solid wall treatment. These are technically more of a challenge as they are currently of red brick appearance. In order to retain their character, the intention is to clad the exterior insulation with what is known as brick slips, which will give the appearance of brick to the properties. In this terrace, there are 7 Council and 3 private properties in the scheme.

3.09 Environmental Improvements

3.10 The Housing Renewal Service has been working in partnership with Groundwork UK and other Council Departments in the delivery of the Environmental Improvement Programme. Each of the 3 areas, Connah's Quay, Shotton and Queensferry had access to a combined budget of £250K for priority improvements. These were identified both through community consultation and the Renewal Area Community Leaders Group.

3.11 The improvements undertaken continue to be a mix of major capital schemes and general clean ups and landscaping work. The smaller scale work has been undertaken by work placement trainees through the Future Jobs Fund (FJF) Scheme. This Scheme was brought to an

end on 30th September 2011 by the Westminster Government.

3.12 In order to continue the good work achieved through the partnering arrangement with Groundwork, the Council agreed to access their Intermediate Labour Market (ILM) placed employees, as previously reported to Scrutiny. The purpose of ILM is similar to that of FJF, targeting long term young unemployed (NEET), however, they would spend 6 weeks in each placement, as opposed to 6 months on FJF. To date 17 young people have worked on Renewal Area projects over the last 6 months.

3.13 Environmental Improvement Recently Completed Includes:-

- Dee View Road Car Parking Spaces
- Extension of railings at Queen Street
- Installation of a series of dropped kerbs in Queensferry
- Work to Court Leighton Play Area, Connah's Quay
- Tree planting and painting of the railings in Higher Shotton
- Boundary wall improvements and landscaping to the front of the War Memorial Institute building in Queensferry

3.14 Environmental Improvement Work due to be completed shortly includes: -

- Work to re-site 'The Giant of Hawarden Bridge' and associated landscaping work at Chester Road West, Shotton
- Tree planting on Station Road, Queensferry
- Further enhancements around the War Memorial
- Improvements to access and the pathways at Wepre Brook Ecology Park

3.15 Community Energy Savings Programme (CESP)

3.16 This programme, which Members will be aware of, delivers energy efficiency measures to homes and continues to perform well. It is now operating in 5 areas across the County, within eligible LSOA's and the most recent area to be targeted is Connah's Quay. An agreement continues to be held with NPower and the Scheme in Connah's Quay officially opened for applications approximately 3 weeks ago.

3.17 To date, the Council has received in excess of 200 applications to participate. These homes will obtain significant grant funding from the utility company, to assist with replacement of energy inefficient 'G' Rated boilers, solid wall insulation, new central heating systems and photovoltaic panels to produce electricity. It is a requirement that this Scheme must be completed by 30 September 2012.

3.18 Given the size of this project, contact has been made with Deeside College and their construction department. It has been agreed that a series of work placements will be provided by the contractors for

students over the course of this academic year. Placements outside term time will also be available for those students who wish to do this. It will offer a good opportunity for students to learn, not only about traditional heating system installation, but also more about the emerging PV Panel and Solid Wall Insulation Markets.

3.19 Funding arrangements for the Renewal Area 2012/13 and Beyond

3.20 It has been confirmed by Welsh Government (WG) that the Council's SCG allocation for 12/13 will be £344K. This reduction is due to a pro rata cut being imposed on all Council's by WG. Early indications are that this will be the final year a SCG for Renewal Areas will be made available.

3.21 Discussions are ongoing with WG colleagues about a successor to the SCG, which will be less well funded. WG is keen to explore with Local Authorities different models for delivering loan funding, with the intention that any SCG for Housing Renewal activities will be delivered through loans to homeowners in the future.

3.22 As any new money for Housing Renewal is unlikely to be ringfenced to Renewal Areas (but will be restricted to housing projects), Members will need to make strategic decisions about where best to invest any resource.

3.23 The 5 year draft group repair programme was based upon anticipated investment over the period, which now falls short of the initial projections. Therefore, a decision has been taken not to declare any new streets for Group Repair during 12/13, with the existing programme due to come to an end in September 2012.

3.24 Deeside Community Structures

3.25 The Renewal Area project has always tried to closely align itself to the wider Regeneration programmes and ambitions for the County. Good partnership working between Housing Renewal and Regeneration has been essential to deliver on a number of Environmental Improvement Projects.

3.26 Following the announcement of the Enterprise Zone for Deeside, it is felt timely to review the current consultation and programme management structures for the Renewal Area, to determine whether they remain appropriate. Further meetings are to take place with Regeneration colleagues to discuss this. Options arising out of this meeting may include a merger of the Renewal Area Programme Board and Renewal Area Community Leaders Group with the wider Regeneration Groups. This will remove duplication of meetings and ensure maximum efficiency for management of the Programme. A further report with an options appraisal will be provided for consideration to both the Programme Board and to Scrutiny post

elections in May.

3.27 Appointment of a Loans Administrator

- 3.28 Following a Member workshop and a report to this Scrutiny Committee, Members will be aware of the proposal to appoint a loans administrator. This will allow the Council to provide equity and non equity loans to eligible homeowners. There will also be occasions when interest free loans, as currently being provided, may be most appropriate. An example of this would be cases where the loan is too small to justify the loan set up fee. However, it is anticipated that most of the assistance provided in future would be delivered through the administrator.
- 3.29 As previously stated the rationale for the appointment of a loans administrator is the lack of capacity within Council's generally to manage this complex legal process. Denbighshire and Gwynedd Council's remain committed to the project and the remaining 3 North Wales Councils, currently not participating, have all expressed an interest in joining the scheme.
- 3.30 A competitive tendering exercise has now taken place and the winning tender is Street UK LTD, a joint venture with Smlhomes. This company is currently the largest nationally providing support to 17 London Boroughs with an Empty Property initiative and 19 Council's in the West Midlands to repair and improve homes through a further Loan Initiative. It also supports individual Councils with the most local being Salford City Council.
- 3.31 The proposed contract term is 3 years, with an option to extend on an annual basis in years 4 and 5. The Council is only locked in to the agreement for the first 12 months, after which time, either side can give notice.
- 3.32 The activity of the loan administrator will be as follows:-
- **Individual Loan administration**
 1. Logging cases, initial assessments, liaison with the Councils as required.
 2. Telephone contact/visits with purchasers.
 3. Liaison with the property valuer.
 4. Obtaining credit reference.
 5. Making loan offers following discussion with the Council.
 6. Liaison with the purchaser's solicitor.
 7. Issuing completion cheques direct to the contractor
 8. Confirmation of access to Independent Financial Advice (if required) for the Council's approved list
 9. Liaison with contractors

- **Provision of individual loans**
 1. Development of appropriate loan documentation
 2. Conveyancing process to ensure the correct loan is put in place
 3. Ensuring that appropriate security is available
 4. Relevant documentation for purchasers solicitor

- **Annual Fund Management**
 1. Monitoring and reporting
 2. Responding to queries from borrowers and solicitors
 3. Regular contact with borrowers
 4. Legal and development issues
 5. Administration of loan redemptions
 6. System review and development

3.33 Street UK LTD submitted an overall contract fee of £79K, which is the full fee for the 3 Council's involved. Flintshire's fee is therefore circa 26K which equates to approx £9K per year over the duration of the contract. This does not include the funding for the loans, or associated costs such as valuation fees.

3.34 Each loan will cost a £500 administration fee, plus associated costs such as legal and valuation fees.

3.35 If the Councils fail to achieve, as a minimum, 20% of the forecast number of annual loans, then this sum will be automatically payable over the term of the contract and charged on a monthly basis. For example, if no loans are made in month one of the contract the lender would invoice for one twelfth of 20% of the annual contract sum for each authority. There is a break clause to terminate the contract by providing notice. As a minimum, a contract of 12 months must be delivered unless the contract is terminated for non performance by the lender.

3.36 The legal agreement - Next Steps

The will now work to agree a legal contract. The key heads of terms of that agreement will reflect that:-

- The contract period is for 3 years and each Council will hold an individual legal agreement with the preferred lender. This will be a cloned agreement.
- The lender will hold the loan fund on trust for the Council. The Council will pay monies to the lender to form the Loan Fund. The Parties may top up the Loan Fund from time to time.
- The lender will grant a legal charge over both the cash and the loans granted under the project. The legal charge is set up as a debenture which forms a floating charge over the cash held by the

lender and the loans granted. It is floating because the amount of money held in cash or as loans will change as loans are made and repaid. The debenture means that if the preferred lender were to stop trading, the asset that forms the Councils money would retain in the ownership of the Council and could not be used to pay the debts of the preferred lender. It provide a legal guarantee to the Councils.

- The lender will provide loan documents for approval by the Council which support individual loan policies
- The Council undertakes regular contract monitoring to ensure contract standards are met, evaluate lender performance and consider areas for improvement. Regular meetings will be held between the Council and the successful lender throughout the period of the contract.
- The lender shall invoice on a monthly basis with a detailed breakdown of the costs) and this will be paid by the Councils after satisfactory delivery of goods (or performance of the contract).
- Estimated requirements (where indicated) are provided for the lenders guidance only and a greater or lesser amount may be required.
- Professional indemnity insurance will be held by the lender throughout the term of the contact and the lender must remain authorised by the Financial Services Authority over the term of the contract.

The Councils reserves the right to terminate this contract, giving not less than three month's notice, if it is found that the quality of work produced or service provided by the lender does not meet with the standard required by the Council.

3.37 Should Executive approve that the Council enters into this agreement, it can move to draw up the exact criterion and types of support available through a revised Private Sector Housing Renewal & Improvement Policy. This will follow on from the Member task and finish groups, which are ongoing and be returned to Scrutiny for further discussion in May.

3.38 During this current financial year 11/12, the Council has spent circa £400K on loans and committed a further £300K, this is where loans have been approved but the work is yet to take place. Based on this number it is forecast that £300K will need to be made available to ensure that sufficient monies are available to the administrator. The reduction from £400K (as already expended) to £300K, is to take account of the fact that currently loans are interest free and some applicants may try and access support elsewhere e.g. through family.

All existing applications will be dealt with under the interest free system currently in place and will be dealt with by the Council.

3.39 Empty Homes Recyclable Loans Fund

3.40 Welsh Government is treating the reoccupation of long term vacant homes as a priority and has therefore made £5M available nationally so that Councils can undertake further work towards addressing this issue.

3.41 A meeting has now taken place with Welsh Government in relation to the above fund, which is being made available from April 2012 onwards. The fund is being distributed based upon the number of private sector homes in each County (regardless of occupancy status) and via the 6 regions. Therefore, the North Wales region has been granted £1.2M and Flintshire's share is currently £241K. However, Ministers were clear that the Councils within each Region should collaborate, to ensure full spend of the allocation as quickly as possible. Therefore, if one Council were unable to spend their full allocation, then it could be transferred to another Council within that Region.

3.42 This announcement is timely, as Flintshire has spent much of the last 12 months improving the data it has in relation to empty homes. The activity has consisted of:-

- Carrying out a data cleanse exercise of Council tax records to ensure the data is accurate and reflects the current position with regard to empty homes.
- Issuing letters to the owners of all empty properties recorded as vacant between 1993 and 2007.
- Following up with enforcement action, via Environmental Health where properties were reported, or found to be open to access
- Building up a database of empty properties, which can provide information by ward area.

3.43 In addition, a further 5 properties are currently in the process of receiving financial assistance to bring properties back to use, for the purpose of providing affordable rental accommodation. The Council is therefore well placed to deliver on its allocation of the new fund, particularly with its experience of delivering interest free loans to date.

4.00 RECOMMENDATIONS

4.01 That Members note the update on the delivery of the Council's first Neighbourhood Renewal Area.

4.02 That Members support in principle the appointment of Street UK LTD and the proposal to provide £300K from the Housing Capital

Programme during 12/13 so that they can provide this resource as loans.

- 4.03 That Members note the announcement of the Empty Homes Recyclable Loans Fund and the work that is ongoing to ensure the efficient delivery of this fund.

5.00 FINANCIAL IMPLICATIONS

- 5.01 There will be a need to provide up to £300K to the loans administrator Street UK LTD from the Council Fund Capital Programme: Community Services (Private Sector Renewal and Improvements). However, it is the manner in which this money is distributed that will have changed and therefore this is not an additional resource requirement. Fees in the region of £9K are also payable to Street UK Ltd during the first year of the contract. Fees can rise or fall depending upon the number of loans issued and this fee is based upon a forecast by each of the Council's involved.

6.00 ANTI POVERTY IMPACT

- 6.01 All financial assistance within the Housing Capital Programme is designed to assist those on a means tested benefit, or others on a very low income. Therefore, the resource assists those who could not access a decent home without the support this Council.

7.00 ENVIRONMENTAL IMPACT

- 7.01 Much of the physical improvement work centres around property improvements to reduce carbon emissions and raise people out of fuel poverty.

8.00 EQUALITIES IMPACT

- 8.01 None arising out of this report

9.00 PERSONNEL IMPLICATIONS

- 9.01 None arising out of this report

10.00 CONSULTATION REQUIRED

- 10.01 None required

11.00 CONSULTATION UNDERTAKEN

- 11.01 None

12.00 APPENDICES

None

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

None

Contact Officer: Clare Budden
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FLINTSHIRE COUNTY COUNCIL

REPORT TO: **EXECUTIVE**

DATE: **27 MARCH 2012**

REPORT BY: **MEMBER ENGAGEMENT MANAGER**

SUBJECT: **RESULT OF THE CALL IN MEETING TO CONSIDER
THE DECISION RELATING TO THE LEA
GOVERNORS PANEL**

1.00 PURPOSE OF REPORT

1.01 To inform the Executive of the result of the call in meeting which was held on Friday 9th March 2012.

2.00 BACKGROUND

2.01 Executive decision 2639 relating to the panel for the appointment of LEA Governors was called in by Councillors Attridge, Peers, Dodd and Heesom. The call in was heard by the Lifelong Learning Overview & Scrutiny Committee.

3.00 CONSIDERATIONS

3.01 The procedure for dealing with a call in of an executive decision provides for the initiators of the call in to explain why they have called in the decision and for the decision makers to make a response. In this instance, the initiators were represented by three of the signatories: Councillors Attridge, Dodd and Peers. The decision makers were represented by the Executive Member for Education & Youth, the Director of Lifelong Learning and the School Staffing & Governance Manager.

3.02 Having heard the cases put forward by both parties, the unanimous decision of the committee was to refer the decision back to the Executive for reconsideration.

4.00 RECOMMENDATIONS

4.01 The Executive is invited to reconsider decision number 2639.

5.00 FINANCIAL IMPLICATIONS

5.01 None as a result of this report.

6.00 ANTI POVERTY IMPACT

6.01 None as a result of this report.

7.00 ENVIRONMENTAL IMPACT

7.01 None as a result of this report.

8.00 EQUALITIES IMPACT

8.01 None as a result of this report.

9.00 PERSONNEL IMPLICATIONS

9.01 None as a result of this report.

10.00 CONSULTATION REQUIRED

10.01 Publication of this report constitutes consultation.

11.00 CONSULTATION UNDERTAKEN

11.01 Publication of this report constitutes consultation.

12.00 APPENDICES

12.01 Appendix 1 - Report to Lifelong Learning Overview and Scrutiny Committee 9 March 2012

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

None

Contact Officer: Robert Robins
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FLINTSHIRE COUNTY COUNCIL

AGENDA ITEM NUMBER: 23

REPORT TO: **EXECUTIVE**
DATE : **21 FEBRUARY 2012**
REPORT BY: **DIRECTOR OF LIFELONG LEARNING**
SUBJECT : **PANEL FOR THE APPOINTMENT OF LEA GOVERNORS**

1.00 PURPOSE OF REPORT

1.01 To consider a recommendation by the Executive Member for Lifelong Learning that the Panel for the appointment of LEA Governors ceases to exist.

2.00 BACKGROUND

2.01 At the County Council meeting on the 19 October 2010 consideration was given to a Notice of Motion from Councillors Dodd, Heesom, Attridge and Peers when it was resolved that the Council request the Constitution Committee to review the arrangements, powers and responsibilities of the Panel for the appointment of Local Authority Governors.

2.02 The Constitution Committee has carried out such a review and at its meeting on the 19 October 2011 considered the attached report from the Director of Lifelong Learning and the Democracy & Governance Manager. The Committee agreed the recommendation in the report to amend the existing arrangements to those indicated in paragraphs 3.01 to 3.08 of the report.

2.03 Subsequent to the meeting of the Constitution Committee, The Executive Member has made a further recommendation that the Panel ceases to exist.

3.00 CONSIDERATIONS

3.01 There have been some practical difficulties with the workings of the Panel for the appointment of Local Authority Governors and the Constitution Committee consider that the workings of the Panel will improve if the recommendations in the attached report are implemented. Essentially these changes introduce greater transparency into the process, improve the current paperwork and should prevent unreasonable delay in the nomination process.

3.02 The Executive are asked to note that the recommendations made by the constitution Committee in it's report at 3.01 to 3.08 can be used in an alternative process.

4.00 RECOMMENDATIONS

4.01 That the Executive remove the requirement for an Appointments Panel.

5.00 FINANCIAL IMPLICATIONS

5.01 None as a result of this report.

6.00 ANTI POVERTY IMPACT

6.01 None as a result of this report.

7.00 ENVIRONMENTAL IMPACT

7.01 None as a result of this report.

8.00 EQUALITIES IMPACT

8.01 None as a result of this report.

9.00 PERSONNEL IMPLICATIONS

9.01 None as a result of this report.

10.00 CONSULTATION REQUIRED

10.01 No statutory consultation required.

11.00 CONSULTATION UNDERTAKEN

11.01 With the Flintshire Governors Association.

12.00 APPENDICES

12.01 Appendix 1 - Report of the Director of Lifelong Learning and Democracy & Governance Manager to the Constitution Committee meeting 19 October 2011.

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985
BACKGROUND DOCUMENTS

Attached

Contact Officer: Peter J Evans
Telephone: 01352 702304
E-Mail: peter_j_evans@flintshire.gov.uk

FLINTSHIRE COUNTY COUNCIL

AGENDA ITEM NUMBER: 8

REPORT TO: **CONSTITUTION COMMITTEE**
DATE : **19 OCTOBER 2011**
REPORT BY: **DIRECTOR OF LIFELONG LEARNING AND DEMOCRACY**
 AND GOVERNANCE MANAGER
SUBJECT : **PANEL FOR THE APPOINTMENT OF LEA GOVERNORS**

1.00 PURPOSE OF REPORT

1.01 To review the arrangements, powers and responsibilities of the panel for the appointment of LEA Governors.

2.00 BACKGROUND

2.01 At the County Council meeting on the 19 October 2010 consideration was given to a Notice of Motion from Councillors Dodd, Heesom, Attridge and Peers when it was resolved that the Council request the Constitution Committee to review the arrangements, powers and responsibilities of the Panel for the appointment of LEA Governors.

2.02 The Panel was set up by the Executive at its meeting on the 18 November, 2008 comprising 5 Members nominated by Group Leaders. The terms of reference given to the Panel were:

- to ratify nominations to vacancies for LEA Governors
- to consider disputes concerning nominations, and
- to consider requests to remove LEA Governors in accordance with paragraph 27 of the Government of Maintained Schools (Wales) Regulations 2005.

2.03 The Panel was created due to a desire for transparency in decision making and to assist in the determination of disputed nominations and make recommendations in circumstances where a request for the removal of an LEA Governor is received. The Panel does not have power to make decisions and can only make recommendations to the Executive or Director of Lifelong Learning.

2.04 In all schools, the power of nomination to LEA Governor vacancies is with the Member of the Ward where the school is situated as confirmed by County Council policy (November 2008).

2.05 The Ward Member is asked to consider the following attributes when choosing his/her nomination:-

- nominee has a commitment to raising standards in the school to ensure the best possible education for its pupils;

- nominee understands accountability for the use of funding to ensure value for money;
 - nominee has an attitude of fairness and an ability to act without prejudice and in accordance with statutory requirements;
 - nominees have a commitment to attend regularly and to update their skills and knowledge on all aspects relating to their role.
- 2.06 For Church Aided, Welsh Medium and Secondary Schools consultation by the Ward Member with neighbouring ward members is carried out prior to ratification by the Panel. The LEA provides administrative support for this consultation process.
- 2.07 For Community Primary Schools the requirement to consult neighbouring ward members is removed where more than 75% of pupils at the school come from within their ward.
- 2.08 Pursuant to the County Council resolution of the 19 October 2010 a report was submitted to the Constitution Committee meeting of the 10 January 2011 when following discussion it was resolved that a meeting be held between the Panel and the Head of Legal & Democratic Services as a matter of urgency to review the arrangements, powers and responsibilities of the Panel and a report on the outcome brought back to the Constitution Committee.
- 2.09 At the Constitution Committee meeting of the 20 April 2011 Councillor Dodd asked for an update on this and it was explained that the Head of Legal & Democratic Services had issued written advice to the Panel which would be considered at the Panel meeting to be held in June following which a report on the outcome would then be brought back to the Committee.
- 2.10 At the LEA Governors Panel meeting on the 17 June 2011 there was a detailed discussion of this matter and the relevant minute is attached as appendix 1 to this report.

3.00 CONSIDERATIONS

- 3.01 During the discussion at the Panel meeting on the 17 June 2011 it was decided that there should be more transparency introduced into the process through clearly specifying the criteria for choosing between candidates that are nominated and that these criteria should be set out on the nomination form which then seeks to obtain information relevant to the criteria. Nomination forms should also make it clear that a nomination can only be objected to on the basis that the candidate does not meet the criteria or does not satisfy the relevant regulations. If adopted this would mean that in future objections based on, for example, not knowing the candidate would not qualify as a valid objection.
- 3.02 At the Panel meeting it was agreed to recommend that the criteria to be used for deciding on the suitability of a candidate should be:-

- i) A commitment to raising standards in the school to ensure the best possible education for its pupils.
 - ii) Understanding the concept of value for money for funding from the public purse.
 - iii) Able to demonstrate they can give the requisite time commitment.
 - iv) Able to demonstrate sufficient local connection with the school's catchment area.
 - v) Any previous experience as a school governor.
 - vi) The candidate possesses skills which the governing body has identified in a self evaluation/skills analysis as a shortage on the governing body.
- 3.03 At the Panel meeting the following existing criterion was not mentioned and should be added to the above:-
- vii) The candidate has an attitude of fairness and an ability to act without prejudice and in accordance with statutory requirements.
- 3.04 The Panel also recommend that the nomination form is amended so that it sets out the criteria listed above and asks questions seeking information about the extent to which the candidate meets any of the criteria. The Panel also recommend that the nomination form sets out the basis on which a nomination can be objected to which would be either that the candidate does not sufficiently meet the criteria or does not satisfy the relevant regulations. The nomination form will contain details of the relevant regulations. Where a candidate is being renominated as a governor, information will be obtained about the candidate's previous record of attendance as a governor.
- 3.05 At the Panel meeting consideration was given to the situation where a secondary school based in one ward has the majority of its pupils from an adjoining Member's ward. The Panel were of the view that in such situations both the Member for the ward where the school is located and the Member for the majority of pupils should be able to make a nomination as to a suitable school governor. This could be achieved by amending the definition of local Member to cover such situations.
- 3.06 On occasions there has been delay in obtaining a nomination from a local Member and the Panel believe that in order to reduce the time taken in filling vacancies after the Member has had a month, a reminder will be sent saying that if a nomination is not received within a further 14 working days the Member will no longer be able to make a nomination. In the absence of a nomination the Panel will have the power to seek nominations and to make a recommendation for appointment to the Director of Lifelong Learning.
- 3.07 Due to problems that the Panel has experienced it is recommended that in future the Panel can decide that a candidate is not suitable on the basis of insufficiently meeting the criteria and make such a recommendation to the Director of Lifelong Learning. The Director will consider the recommendation and report back to the Panel with his

view and a suggestion as to how to proceed. This could include seeking a new nomination from the local Member.

- 3.08 Where there are more than one candidate nominated ("disputed nominations") the Panel shall make a recommendation to the Director of Lifelong Learning as to which candidate they believe best satisfies the criteria. The Director will then confirm the appointment and action it or refer it back to the Panel for further consideration.

4.00 RECOMMENDATIONS

- 4.01 That the Committee considers and endorses the recommendations of the Panel as set out in paragraphs 3.01 to 3.08 above for consideration by the Executive.

5.00 FINANCIAL IMPLICATIONS

- 5.01 None as a result of this report.

6.00 ANTI POVERTY IMPACT

- 6.01 None as a result of this report.

7.00 ENVIRONMENTAL IMPACT

- 7.01 None as a result of this report.

8.00 EQUALITIES IMPACT

- 8.01 None as a result of this report.

9.00 PERSONNEL IMPLICATIONS

- 9.01 None as a result of this report.

10.00 CONSULTATION REQUIRED

- 10.01 Executive.

11.00 CONSULTATION UNDERTAKEN

- 11.01 LEA Governors Panel.

12.00 APPENDICES

- 12.01 Appendix 1 - Minutes of LEA Panel meeting 17 June 2011.

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985 BACKGROUND DOCUMENTS

None

Contact Officer: Peter J Evans
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LEA GOVERNORS PANEL
17th June 2011

Minutes of the meeting of the LEA Governors Panel held at County Hall, Mold on Friday 17th June 2011.

1. PRESENT:

Councillors: Q. R. H. Dodd, M. J. Peers

2. APOLOGIES

Councillor Adele Davies-Cooke, Cllr Patrick Heesom, Cllr Bernie Attridge

3. IN ATTENDANCE:

Kim Brookes, School Staffing and Governance Manager; Faye Davey, Staffing and Governance Administrative Officer and Clerk.

1 declaration of interest was declared by Cllr Dodd.

4. MINUTES OF LAST MEETING

Cllr Q Dodd (Vice Chair) opened the meeting requesting any Declarations of Interest.

The minutes were accepted and seconded.

5. MATTERS ARISING:

From previous minutes

No matters arising.

6. To review the arrangements, powers and responsibilities of the Panel – Peter Evans, Democracy and Governance Manager.

Peter Evans attended as Barry Davies representative due to his unavailability. He explained the legal advice and answered queries on it. Following discussion it was agreed a report would be made to the Constitution Committee recommending the Executive amend existing procedures in the following ways.

Revisions proposed:

æ Objections following consultation: That criteria be established as to valid objections;

æ Identify criteria to use when deciding between candidates – nomination papers amended to obtain relevant information;

æ Disputed nominations to be resolved by recommendation by panel giving reasons to Director of Lifelong Learning who confirms appointment and actions or refers back to Panel for further consideration;

- Terms of reference of Panel amended so Panel can say no to a candidate nominated;
- On re-nominations obtain record of attendance as governor;
- In the case of nominations to secondary schools, that the definition of local member be amended to include both the member whose ward the school is situated and the member from the ward with the majority of pupils;
- that power to nominate will be removed from a member who fails to make a nomination 14 working days after a reminder has been sent. The Panel will make a recommendation for appointment to the Director of Lifelong Learning.
- Criteria to be used for candidate selection:
 - Demonstrates commitment to raising standards
 - Understanding of the concept of value for money with the public purse;
 - Previous experience as a governor;
 - Sufficient local connection with the school's catchment area;
 - Candidate has skills which the governing body has identified in their self evaluation/skills analysis as a shortage;
 - Ability to demonstrate and can give requisite time commitment
- Change nomination form so it:
 - Sets out above criteria
 - Asks questions seeking information about criteria
 - Sets out the basis on which a nomination can be objected to namely not meet criteria or nor satisfy regulations

7. LEA GOVERNOR NOMINATIONS: TO INFORM THE PANEL OF THE LEA GOVERNOR NOMINATIONS FOR THE SCHOOLS DETAILED IN THE REPORT

Ysgol Derwenfa, Leeswood

RESOLVED: Cllr Kenneth Richardson, Teresa Vista, Pontybodkin, Leeswood CH7 4RA be appointed.

Ysgol Croes Atti

RESOLVED: Mrs Christine Hughes, 1 Clos Farm, Flint Mountain CH6 5UX be appointed.

John Summers High School

RESOLVED: Cllr Gary Cooper, 110 Shotton Lane, Shotton CH5 1QS be appointed

Castell Alun High School

RESOLVED: Cllr Stella Jones, 25 Pen Y Bryn, Hope LL12 9NQ be appointed.

Ysgol Maes Edwin

RESOLVED: Cllr Ted Evans, 3 Third Avenue, Flint CH6 5LT be appointed.

Argoed High School

RESOLVED: Cllr Hilary McGuill, Wylfa House, Wylfa Hill, Mynydd Isa CH7 6TG be appointed.

St Mary's R C Primary School

RESOLVED: Mr Paul Cunningham, 23 Bryn Mor, Flint CH6 5RZ be appointed.

Ysgol Bryn Coch

RESOLVED: Mrs Jacqueline Rogers, 3 Ffordd Argoed, Mold CH7 1LY be appointed.
Llanfynydd C P School

RESOLVED: Mr Mark Davies, Meadow View, Llanfynydd, Nr Wrexham LL11 5HG be appointed.

Sychdyn C P School

RESOLVED: Cllr Marion Bateman, Cortonwood, Blackbrook, Sychdyn CH7 6LT be appointed.

Ysgol Maes Glas

RESOLVED: Miss Linda Hachett, 4 Dyffryn Glas, Greenfield, Holywell be appointed.

Westwood C P School

RESOLVED: Mrs Joan Williams, 41 Lexham Green Close, Buckley CH7 2HS be appointed.

Westwood C P School

RESOLVED: Mrs Jeanne Hutchinson, Newlyn, Padeswood Road, Buckley CH7 2JW be appointed.

Gronant C P School

RESOLVED: Miss Joanne Gilmore, 9 Mostyn Road, Gronant be appointed.

Derwen Foundation School, Kinnerton

RESOLVED: Mrs Jean Brain, 2 Paddock Way, Higher Kinnerton, Chester CH4 9BA be appointed.

Derwen Foundation School, Kinnerton

RESOLVED: Cllr Norma Humphreys. 3 Bennetts Lane, Higher Kinnerton, CH4 9AR be appointed.

Ysgol Estyn

RESOLVED: Mr Peter Pemberton, Shordley Cottage, Shordley Road, Hope be appointed.

Sealand C P School

RESOLVED: Cllr Christine Jones, 31 Welsh Road, Garden City, Deeside CH5 2HU be appointed.

Rector Drew V A School

RESOLVED: Cllr Glenys Diskin, Ambleside, Duckers lane, Mancot, CH5 2ED be appointed.

Hawarden infants School

RESOLVED: Mrs Tracey Bousfield, 12 Blackbrook Avenue, Hawarden CH5 3HJ be appointed.

Connahs Quay High School

RESOLVED: Cllr Aaron Shotton, 48 Pinewood Avenue, Connahs Quay, Deeside CH5 4SJ be appointed.

Abbotts Lane Infants

RESOLVED: Mrs Jane Littler, 4 Lilac Drive, Penyffordd, Chester be appointed.

Penyffordd Junior School

RESOLVED: Mrs Patricia Ransome, 10 Priory Close, Penyffordd, Nr Chester CH4 0NJ be appointed.

Wepre C P School

RESOLVED: Mrs Carol Granger, 4 Cae Llys Close, Connahs Quay, Deeside be appointed.

8. LEA GOVERNOR NOMINATIONS: TO RESOLVE DISPUTED LEA GOVERNOR NOMINATIONS FOR THE SCHOOLS DETAILED IN THE REPORT

Joint ward members nominated different nominees therefore 2 names were put forward to the panel.

Golftyn C P School

DEFERRED: Mrs Jennifer Gray / Cllr Eric owen

St Davids High School

Ward member nominated Mr Jimmy Ashton 32A Tolbar Road, Chester CH3 5QX. 3 objections were received by neighbouring ward members.

DEFERRED: Mr Jimmy Ashton 32A Tolbar Road, Chester CH3 5QX.

9. **DURATION OF MEETING**

The meeting commenced at 1.10 pm and ended at 2.10 pm

.....
Chair

FLINTSHIRE COUNTY COUNCIL

EXECUTIVE RECORD OF DECISION

DATE OF MEETING: 21 FEBRUARY 2012 AGENDA ITEM NO.
23

REPORT OF: DIRECTOR OF LIFELONG LEARNING

SUBJECT: PANEL FOR THE APPOINTMENT OF LEA
GOVERNORS

RECOMMENDATIONS OF REPORT: That the Executive remove the requirement for an Appointments Panel.

DECISION: Approved the recommendation.

REASON FOR DECISION: As per the report.

CONSULTATION REQUIRED: No statutory consultation required.

CONSULTATION UNDERTAKEN: With the Flintshire Governors Association.

FINANCIAL IMPLICATIONS: None as a result of this report.

DECLARATIONS OF INTEREST: None.

DISPENSATIONS: None.

DATE PUBLISHED: 22 February 2012

SIGNED:  (Proper Officer)

Insert date here...23rd February 2012.....

To Democracy & Governance Manager

We, the undersigned, wish to call in the following decision of the Executive:

Date of Executive meeting: 21st February 2012.....

Report title: Panel for the appointment of LEA Governors

Record of Decision number: 2639.....

Reason(s) for call in: Due to the Executive's failure to respond to the recommendations of the Constitution Committee and the terms of the Notice of Motion to full Council the issues have not been resolved. We call on the Executive to explain the reasons and reconsider.

In initiating this call in, we recognise that it will be regarded as a gross discourtesy to the committee if members who have requested the call in do not attend the meeting of the committee without contacting the Member Engagement Manager to explain their reasons.

We understand that the call in meeting will be held within 7 working days of this call in notice being received and accepted.

Signature

Printed name

1..... Cllr J B Attridge

2..... Cllr M J Peers

3..... Cllr Q R H Dodd

4..... Cllr P G Heesom

5.....

6.....

7.....

8.....

Call in notice received 23/2 2012 accepted 29/2 2012

Signed  Democracy & Governance Manager

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FOR INFORMATION

FLINTSHIRE COUNTY COUNCIL

REPORT TO: EXECUTIVE
DATE: 27 MARCH 2012
REPORT BY: CHIEF EXECUTIVE
SUBJECT: EXERCISE OF DELEGATED POWERS

1.00 PURPOSE OF REPORT

1.01 To inform Members of action taken under delegated powers.

2.00 BACKGROUND

2.01 At the Executive Meeting held on 31st October, 2000 it was agreed that one of the standard agenda items at each Executive should be a report on the "Exercise of Delegated Powers".

3.00 RECOMMENDATION

3.01 Members note the details of actions taken under the "Exercise of Delegated Powers".

4.00 FINANCIAL IMPLICATIONS

4.01 As detailed in each report.

5.00 ANTI-POVERTY IMPACT

5.01 As detailed in each report.

6.00 ENVIRONMENTAL IMPACT

6.01 As detailed in each report.

7.00 EQUALITIES IMPACT

7.01 As detailed in each report.

8.00 PERSONNEL IMPLICATIONS

8.01 As detailed in each report

9.00 CONSULTATION REQUIRED

9.01 Not applicable

10.00 CONSULTATION UNDERTAKEN

10.01 Not applicable

11.00 APPENDICES

11.01 Summary of Decisions taken under Delegated Powers.

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

Background documents: See individual report.

Contact Officer: Detailed on the individual reports.

APPENDIX 1

EXERCISE OF DELEGATED POWERS – DECISIONS TAKEN

<u>Directorate</u>	<u>Subject</u>
Environment	Main Road, Higher Kinnerton – Proposed Traffic Calming Match Funding for the Feasibility Study Clwyd Theatr Cymru Bereavement Services Fees and Charges Public Protection Fees and Charges
Finance	Write Off for December 2011 and January 2012

Copies of the Delegated Powers reports are on deposit in the Team Manager's Room, Committee Services

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