

Public Document Pack

Gareth Owens LL.B Barrister/Bargyfreithiwr
Head of Legal and Democratic Services
Pennaeth Gwasanaethau Cyfreithiol a Democraataidd



To: ALL MEMBERS OF THE COUNCIL

CS/NG

13 February 2013

Ceri Owen 01352 702350
ceri.owen@flintshire.gov.uk

Dear Sir / Madam

A meeting of the **FLINTSHIRE COUNTY COUNCIL** will be held in the **COUNCIL CHAMBER, COUNTY HALL, MOLD CH7 6NA** on **TUESDAY, 19TH FEBRUARY, 2013** at **2.00 PM** to consider the following items.

Yours faithfully

Democracy & Governance Manager

AGENDA

1 PRESENTATIONS

A presentation will be made to the following Teams:-

- (i) The Equalities Team – receiving the award on behalf of the Authority for 'Most Improved Welsh Council' awarded by Stonewall, a member of the Equality and Diversity Forum.
- (ii) Children's Services Team – having received Accreditation by the Family Rights Groups for Flintshire County Council's Family Group Conference.

County Hall, Mold. CH7 6NA
Tel. 01352 702400 DX 708591 Mold 4
www.flintshire.gov.uk
Neuadd y Sir, Yr Wyddgrug. CH7 6NR
Ffôn 01352 702400 DX 708591 Mold 4
www.siryfflint.gov.uk

The Council welcomes correspondence in Welsh or English
Mae'r Cyngor yn croesawau gohebiaeth yn y Cymraeg neu'r Saesneg

2 **APOLOGIES FOR ABSENCE**

3 **PUBLIC QUESTION TIME**

4 **DECLARATIONS OF INTEREST**

To receive any declarations of interests from Members.

5 **CHAIR'S COMMUNICATIONS**

6 **PETITIONS**

7 **NOTICE OF MOTION**

8 **QUESTIONS**

To note the answers to any questions submitted in accordance with County Council Standing Order No. 9.4(A).

9 **QUESTIONS FROM MEMBERS ON COMMITTEE MINUTES**

The Minute Book, Edition 3 2012/13 has been circulated to Members. Members are now entitled to ask questions on these minutes, subject to certain limitations, and answers will be provided at the meeting. Members are requested to bring to the meeting their copy of the Minute Book. Any questions must have been received by the Democracy and Governance Manager prior to the close of business on Wednesday 13 February, 2013.

10 **HOUSING REVENUE ACCOUNT 2013/14 AND CAPITAL PROGRAMME 2013/14** (Pages 1 - 16)

Joint report of the Chief Executive, Head of Finance, Director of Community Services and Head of Housing enclosed.

11 **UPDATING THE CONSTITUTION** (Pages 17 - 22)

Report of the Democracy & Governance Manager enclosed

12 **COMMUNITY REVIEW** (Pages 23 - 28)

Report of the Democracy & Governance Manager enclosed.

13 **REVIEW OF INTERNAL MEMBER FORA** (Pages 29 - 36)

Report of the Democracy & Governance Manager enclosed.

FLINTSHIRE COUNTY COUNCIL

REPORT TO: FLINTSHIRE COUNTY COUNCIL

DATE: TUESDAY, 19 FEBRUARY 2013

REPORT BY: CHIEF EXECUTIVE, HEAD OF FINANCE, DIRECTOR OF COMMUNITY SERVICES, HEAD OF HOUSING

SUBJECT: HOUSING REVENUE ACCOUNT 2013/14 AND CAPITAL PROGRAMME 2013/14

1.00 PURPOSE OF REPORT

- 1.01 To present the Housing Revenue Account (HRA):-
- 1.02 Revenue budget proposals for the 2013/14 financial year, including proposed rent changes, key areas of income and expenditure, and the level of closing balance at the year end.
- 1.03 Budget proposals for the HRA capital programme 2013/14, which is year two of a six year improvement programme.

2.00 BACKGROUND

- 2.01 The final proposals for the HRA Revenue and Capital budget for the 2013/14 financial year, including proposed rent increases were considered by Cabinet on 19th February 2013, and recommendations made to County Council. This report is attached as Appendix A.

3.00 CONSIDERATIONS

- 3.01 The outcome of the Cabinet meeting will be reported verbally to the Council, along with a presentation on the main details of the HRA for 2013/14.

4.00 RECOMMENDATIONS

- 4.01 Members are recommended to receive and approve the recommendation from Cabinet on 19th February 2013.

5.00 FINANCIAL IMPLICATIONS

- 5.01 As set out in the report to Cabinet of 19th February 2013.

6.00 ANTI POVERTY IMPACT

- 6.01 None directly as a result of this report.

7.00 ENVIRONMENTAL IMPACT

7.01 None directly as a result of this report.

8.00 EQUALITIES IMPACT

8.01 None directly as a result of this report.

9.00 PERSONNEL IMPLICATIONS

9.01 None directly as a result of this report.

10.00 CONSULTATION REQUIRED

10.01 None directly as a result of this report.

11.00 CONSULTATION UNDERTAKEN

11.01 None directly as a result of this report.

12.00 APPENDICES

12.01 Appendix A - Report to Cabinet 19th February 2013.
Appendix 1 - HRA Summary
Appendix 2 - HRA Budget Pressures and Savings
Appendix 3 - HRA Capital Programme
Appendix 4 - Summary of Questions and Responses

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

2013/14 Budget Working Papers

Contact Officer: Sara Dulson
Telephone: 01352 701313
Email: Sara.Dulson@flintshire.gov.uk

FLINTSHIRE COUNTY COUNCIL

REPORT TO: **CABINET**

DATE: **TUESDAY, 19 FEBRUARY 2013**

REPORT BY: **CHIEF EXECUTIVE, HEAD OF FINANCE, DIRECTOR
OF COMMUNITY SERVICES, HEAD OF HOUSING**

SUBJECT: **HOUSING REVENUE ACCOUNT 2013/14 AND
CAPITAL PROGRAMME 2013/14**

1.00 PURPOSE OF REPORT

- 1.01 To consider the Housing Revenue Account (HRA) budget as set out in 1.02 and 1.03 following consultation with the Housing Overview and Scrutiny Committee.
- 1.02 Revenue budget proposals for the 2013/14 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.
- 1.03 Budget proposals for the HRA Capital programme 2013/14, which is year two of a six year improvement programme.

2.00 BACKGROUND

- 2.01 As the Council has a stock of Council housing, it is required by the Local Government and Housing Act 1989 to keep a HRA in accordance with proper accounting practices, and to budget to avoid an end of year deficit.
- 2.02 The HRA is a “ring-fenced” account of certain defined transactions relating to Local Authority Housing. The ring-fenced nature of the account means that funding cannot be transferred between the Council Fund and HRA or vice versa, other than in certain prescribed circumstances.
- 2.03 Although there is a legal requirement to avoid an end of year deficit, it is also considered to be good practice to budget for a closing balance of at least 3% of total expenditure of the HRA.
- 2.04 Prior to the start of each financial year, the Welsh Government (WG) consults with Local Authorities on the draft HRA subsidy and Item 8 determinations. These are the key financial determinations set each year by WG which influence Local Authority rent increases, and also the amount of HRA subsidy payable by the Council. The two main elements of the consultation are the “guideline rent increase” and the Management and Maintenance (M&M) element of HRA subsidy.

- 2.05 The guideline rent increase is the amount by which WG considers the Authority should increase weekly rents in order to make progress towards achievement of the key WG objective of “benchmark” rents where Local Authority and Registered Social Landlords (RSL) rents for similar properties in similar areas are broadly the same. WG stipulates that in order to achieve this Local Authority Guideline rents should increase by RPI (Sept figure) +2%, and Housing Association rents by RPI (Sept figure) +1%.
- 2.06 The management and maintenance allowance element of HRA subsidy is the amount which WG considers each Local Authority requires per HRA dwelling to manage and maintain the housing stock held within the HRA.
- 2.07 Initial budget proposals for 2013/14 were approved by Cabinet on 22 January 2013 and considered by the Housing Overview and Scrutiny Committee later the same day. The revenue budget and capital programme proposals were welcomed by scrutiny and no changes were requested to the initial budget proposals set out by the Cabinet. A summary of the questions raised at the scrutiny meeting and responses provided is included as Appendix 4.

3.00 CONSIDERATIONS

Revenue Budget 2013/14

- 3.01 The final Housing Revenue Account subsidy and Item 8 determinations were received from WG on the 6 February 2013 which reflects a minor adjustment to the proposed guideline rent for Flintshire to the Draft determinations that were received 20th December 2012. It increases the all-Wales average weekly guideline rent by 4.6%. This is based on the Minister for Housing Regeneration and Heritage’s decision to apply the standard uplift policies:
- of using the previous September RPI inflation figure of 2.6%;
and
 - to apply a 2% real increase to the average local authority guideline rent for 2013-14.
- 3.02 The final guideline weekly rent increase for Flintshire for 2013/14 as per the consultation is £3.46 per week, (on a 52 week collection basis). This is a percentage increase of 5.1%, (compared to a 2012/13 average rent increase of 4.75%. This rent increase was reduced from 7% following consultation responses to WG). The Management and Maintenance allowance element of Housing Revenue Account Subsidy increased to £2,610 per dwelling for each local authority, reflecting an increase of £162 per dwelling (6.6%) on 2012/13.

- 3.03 It has come to light from the rents team that as the 31st March 2014 falls on a Monday the HRA will benefit from the full rental income for that additional week within 2013/14 budget year. This happens once every seven years and is not subject to subsidy therefore bringing an additional £0.5m of rental income into the HRA. This will be utilised to increase the CERA contribution to the capital programme.
- 3.04 The current levels of benefit claimants amongst Flintshire housing tenants are illustrated in the table below :-

Flintshire Tenants - Housing Benefit Claimants		
Benefit Status	Tenants	
	Number	%
Full/Partial Benefit	4,968	66.7%
Full Rent	2,478	33.3%
Total	7,446	100.0%

As illustrated above, approximately 66.7% of the Councils 7,446 tenants would face no additional hardship as a consequence of the proposed rent increase. This will be met by housing benefit subject to claimants personal circumstances remaining the same and their households being unaffected by Welfare Reform. Those tenants who are not currently in receipt of benefit will naturally have to meet the full increase in rent, unless they become eligible for housing benefit.

- 3.05 **Rent Increase – Garages**
The 2013/14 proposed rent level for all HRA garages is £5.50 per week, an increase of £1.45 per week compared to 2012/13. It is proposed to increase at a rate higher than previous years in order to create additional income in the HRA and bring garage rents to line with other social housing providers. This compares to the current Council and Market rents for Wrexham and Denbighshire which range from £5.84 to £7.00. During 2013/14 a garage review will be undertaken and further proposals, including long term rent levels, investment and redevelopment options, will be brought to Council.
- 3.06 **HRA – Key areas of expenditure**
Are detailed below.
- 3.07 **Repairs and Maintenance**
The housing repairs service is continuing its drive to develop into a modern and efficient customer focused service, through the implementation of new technology, lean processes and customer focused working practices to deliver continuous improvement. Repairs and Maintenance is the largest element of expenditure within the HRA (30%) and equates to a unit cost of £1,138 per property in 2013/14. This is a reduction on 2012/13 of £41 per property.

Further savings in the Housing Asset restructure have been included at £0.060m per annum.

3.08 **Mobile Working**

The final loan repayment of £0.103m for mobile working was paid in 2012/13. This saving has been partially offset with £0.050m for replacement costs.

3.09 **Estate Management**

The Estate Management service has identified an overall 3.35% efficiency against the 2012/13 budget. Savings have been identified within the housing management structure, the removal of the Kings Head Building costs and payment of the tenant's water rates upfront, providing a total efficiency of £0.163m.

Service improvements amount to £0.100m; these relate to additional Anti Social Behaviour (ASB) staffing as provided for in the Choices document, an increase in the Tenants Incentive programme to support housing transfers and increased bank charges.

3.10 **Home Ownership**

There has been a dramatic decrease in the number of Right to Buy sales in the last five years. Therefore for budget purposes zero sales have been assumed for 2013/14.

3.11 **Allocations and Welfare**

The majority of these costs relate to the tenancy applications and allocations service. Also included within this area are the budgets for communal laundries and community meeting rooms for tenants. Only inflationary increases are proposed for this budget in 2013/14.

3.12 **Capital Expenditure financed from Revenue Account**

Capital expenditure financed from the revenue account (CERA) enables additional investment in the HRA Capital Programme. The use of this additional source of financing for capital improvements helps to progress the work to achieve the requirements of the Welsh Housing Quality Standard (WHQS). An investment of £5.792m has been included in the 2013/14 budget which is an increase of £1.355m on the 2012/13 budget.

3.13 **Finance and Support Services**

Finance and support have identified an overall 3.5% efficiency against the 2012/13 budget. Savings have been identified through the reduction of support recharges as work previously undertaken within Corporate Finance is now undertaken in the Directorate team and no longer recharged, providing a total efficiency of £0.372m, (including removal of one off pension/redundancy costs).

Service improvements totalling £0.281m are proposed. These include an annual contribution to the Flintshire Connects programme which is offset from other savings identified above and one off costs for the implementation of Job scheduling and a new schedule of rates, which will support further modernisation of the repairs service.

3.14 **Capital Financing Charges**

A full review has just been finalised by Corporate Finance on the capital financing charges and has resulted in further savings to the HRA of £0.169m

3.15 **Closing Balance**

A closing balance of 3.20% is recommended for 2013/14. This is a reduction from previous years of 3.50% 2012/13, and 5.02% 2011/12 as strong budgetary control has enabled the Council to reduce the working balance to maximise WHQS investment.

3.16 **Communal Heating Charges**

The proposed communal heating charges will be provided for review within the formal cabinet report.

4.00 RECOMMENDATIONS

4.01 Members are asked to approve and recommend to Council :

- i. The proposed HRA budget for 2013/14 as set out in Appendix 1, incorporating the proposals for Service Improvements and Efficiencies in Appendix 2.
- ii. The level of rent charges for 2013/14 as set out in paragraphs 3.02 and 3.05.
- iii. The level of projected balances at 31st March 2014 at 3.20% of total expenditure.
- iv. The proposed HRA Capital Programme as set out in Appendix 3.

5.00 FINANCIAL IMPLICATIONS

5.01 The Council has a statutory duty to review the income and expenditure of the HRA, and to set a budget for the forthcoming financial year which avoids a deficit closing balance position. This report sets out how this can be achieved for the Council in 2013/14. The key financial assumptions on which this is proposed are set out in Appendix 2. The proposed budget estimates a closing balance of 3.20% to total expenditure.

6.00 ANTI POVERTY IMPACT

6.01 HRA activity helps alleviate poverty by providing safe and secure homes that are energy efficient and economical to run. The ongoing programme maintains the impetus to upgrade heating etc., to minimise fuel use and thereby boost disposable income.

7.00 ENVIRONMENTAL IMPACT

7.01 There are no direct environmental impacts arising from the HRA budget as outlined in the report.

8.00 EQUALITIES IMPACT

8.01 There are no direct equalities impacts arising from this report.

9.00 PERSONNEL IMPLICATIONS

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

10.00 CONSULTATION REQUIRED

10.01 Consultation with all tenants over any rent increase must take place and must be at least 28 days before any rent increase is due to come into effect.

11.00 CONSULTATION UNDERTAKEN

11.01 Consultation with tenants on the draft budget and proposed rent increase was undertaken at the tenants' conference on 15th January 2013. The Housing Scrutiny committee considered the draft budget proposals at their meeting on 22nd January 2013.

12.00 APPENDICES

12.01 HRA Summary – Appendix 1
HRA Budget Pressures and Savings – Appendix 2
HRA Capital Programme – Appendix 3
Summary of Questions and Response – Appendix 4

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

**Contact Officer: Rachael Corbelli
Telephone: 01352 703363
Email: Rachael.Corbelli@flintshire.gov.uk**

HRA BUDGET 2013/14

	2012/13 Budget	2013/14 Budget	Variance	% to 2012/13
	£	£	£	
INCOME				
Rents (Council Dwellings & Garages)	-25,560,258	-26,945,596	-1,385,338	5%
Capitalised Salaries	-1,075,138	-1,138,661	-63,523	6%
Interest on RTB Mortgages	-4,000	-8,000	-4,000	100%
	-26,639,396	-28,092,257	-1,452,861	5%
EXPENDITURE	£	£	£	
HRA Subsidy (Negative/Deficit)	6,043,519	6,166,805	123,286	2%
Capital Financing - Loan Charges	2,349,042	2,180,166	-168,876	-7%
Estate Management	1,881,458	1,818,424	-63,034	-3.4%
Home Ownership	-1,225	-1,225	0	0%
Allocations and Welfare	159,579	166,913	7,334	5%
Repairs and Maintenance	8,632,627	8,296,743	-335,884	-4%
Landlord Services	302,980	244,711	-58,269	-19%
Welsh Housing Quality Standard - CERA	4,437,000	5,792,000	1,355,000	31%
Finance and Support	2,546,122	2,455,851	-90,271	-3.5%
Capitalised Salaries	1,075,138	1,138,661	63,523	6%
	27,426,240	28,259,049	832,809	3%
(Surplus) / Deficit for the year	786,844	166,792	-620,052	
Opening Balance	-1,857,000	-1,070,156	786,844	
HRA Closing Balance	-1,070,156	-903,364	166,792	
% of Total Expenditure (Guideline 3%)	3.90%	3.20%		

This page is intentionally left blank

HRA BUDGET PRESSURES & SAVINGS OPTIONS- Appendix 2

Code		Bid Ref	ADDITIONAL CAPITAL INVESTMENT	2013/14	Notes
HRP/HRR			CERA	1,355,000	Increased contribution to the Capital programme
Code		Bid Ref	Increase in Rents	2013/14	Notes
HRP/HRR			5% Rental Increase as per Welsh Government Guidance	-1,414,396	
Code		Bid Ref	EFFICIENCY SAVING OPTIONS	2013/14	Notes
HRD		17S	Increased Garage Rents to £5.50 per week	-134,482	An increase of £1.45 per week to create additional funds for WHQS.
HRE/HRX/HRM		11S	HRA Savings Target - 2.5%	-33,254	Savings target applied to general costs excluding utilities and costs subject to service level agreements.
HRE		12S	Flintshire Connects Savings - Kings Head Building	-34,452	Closure of Kings Head building in line with Flintshire Connects in Holywell opening.
HRE		13S	Neighbourhood Housing Manager Connahs Quay - post deletion	-53,542	Senior Manager Restructure for Housing has created a reduction of 1 Neighbourhood Manager post
HRE		1S	Early Bird Discount on Water charges	-23,000	If Flintshire pay the yearly water bill in one payment we receive a further discount on our water charges, this saving will offset the Water charge deficit of £20k.
HRM		10S	Income	-64,500	Recharge to capital programme for DLO undertaking smoke alarm and electrical rewiring work.
HRM		19S	Further Housing Asset restructure savings	-60,133	These are in addition to savings of £113k in 2012/13
HRP/HRR		9S/18S	Temp loans	-166,876	Reduction in Capital Financing charges to the HRA.
HRX		21S	Reception savings	-30,366	Reduction in reception staff to off set Flintshire Connects costs
HRX		14S	Support Recharges	-187,869	Reduction in support recharges to the HRA following a review of costs.
HRX/HRD		5/7/8/22S	Other General Savings	1,018	
HRP		22S	Increase in Right to Buy Income	-4,000	
Total Savings				-793,455	5.2% of Total Operating Costs
Code		Bid Ref	Budget Realignment/One off pressures reversed	2013/14	Notes
HRM		15S	Review of Utility Costs	-74,863	Reduction in utility costs following a review of Landlord services for HRA properties.
HRM		16S/18P	Hard to Let Voids - Subcontractor spend	-128,080	Removal of the one year pressure on Hard to let Voids, offset by a £70k increase in oil contamination costs
HRM		4S	Mobile working loan repayment	-48,544	Reversal of invest to save
HRM		19S	Voids backlog team	-127,260	9 mth fixed term contract for a voids backlog team comes to an end at March 2013.
HRE		2S	ASB Equipment	-3,000	Removal of the one year pressure on CCTV cameras.
HRE		20S	Transfer post to Council Fund	-30,909	Asset Management Officer to be funded through the Homeless restructure savings. This post should sit within the Council Fund.
HRX		6S	Pension/Redundancy	-120,000	Removal of a one year pressure on redundancy costs following the housing restructures.
Total Savings				-532,656	3.5% of Total Operating Costs

Code	Bid Ref	BUDGET PRESSURES/SERVICE IMPROVEMENTS	2013/14	Notes
HRD/HRM	1/2P	Welfare Reform Costs	255,350	
HRE	4/5/6P	Court costs and Giro Charges	11,208	Increased court costs
HRE	7/8P	Phones	9,570	Mobile phone increase due to mobile working, increased landline charges
HRE	9P	Tenants Incentive	10,000	Expected increase in Tenant incentive payments
HRE	10/16P	Estate Management service improvements / ASB	51,459	2 Anti social behaviour officers pro rata 9 mths as agreed in the Choices document, 0.2 FTE for Janitor weekend cover.
HRE/HRM	11P	Subscriptions	6,313	Increase in subscription costs and Membership to TPAS.
HRM	12P	Quality Assurance and Gas Certificates	12,276	
HRX	19P	STAR Survey	13,000	Implementation of STAR survey
HRX	20P	Software for Repairs and Maintenance	101,942	Implementation of Job scheduling and a new schedule of rates
HRX	14P	Flintshire Connects Contribution	100,000	Offset by efficiency points 12S and 13S
HRD		Increase in Garage Voids	32,740	
ALL		Inflation	161,597	Average %
Service Improvements			765,454	2.8% of Rental Income

Appendix 3

Draft HRA Capital Programme 2013/14

HRA Capital programme 2013/14	£m
Smoke Alarm Installations	0.100
Electrical periodicals and rewires	0.150
Heating Replacement - Programme and survey	2.211
Kitchen Replacements - Programme	4.061
Bathroom replacements	0.173
Asbestos Survey and Removal (Ongoing Programme)	0.150
DDA Audits, Fire Risk Assesments and other urgent works	0.100
Fire Risk Assessments	0.250
Vacant Properties	0.350
Planned urgent works	0.300
Disabled Facility Grants (DFG) - Mandatory/ Minor Adaps	1.000
Off Gas Programme	0.743
Maisonettes	0.500
Glan y Morfa phase 3	0.250
Environmental Works (footpaths and fences)	0.344
Capitalised Salaries	0.310
13/14 Budget	10.992

This page is intentionally left blank

OVERVIEW & SCRUTINY**Housing Revenue Account - Initial Budget Proposals for Revenue and Capital 2013/14**

No.	Comments and Questions:	Responses:
1.0	<u>Housing Revenue Account (Revenue) - Comments / Issues</u>	
	<u>General Comments/Issues</u>	
1.1	<ul style="list-style-type: none"> Is the Rent arrears team working properly, as the position is likely to get worse with the impact of Welfare reform ? 	<ul style="list-style-type: none"> Yes, the team is working properly. There have been improvements in the level of rent arrears compared with the same point in 2011/12, but we can't be complacent and are looking for new ways of supporting our tenants.
1.2	<ul style="list-style-type: none"> Why have the increases in charges for communal heating been deferred ? 	<ul style="list-style-type: none"> This is to ensure that the charges are based on the actual position at the end of the quarter as opposed to estimated costs. The increase is likely to be implemented in July.
1.3	<ul style="list-style-type: none"> What is the impact of Flintshire having to pay a proportion of rent income to the Treasury ? 	<ul style="list-style-type: none"> The annual impact for 2013/14 is estimated at £6.1m. At a political level, Members are urged to lobby for this requirement to cease.
1.4	<ul style="list-style-type: none"> Concern was expressed at the proposed increases in garage rents. Will this result in garages being handed back with a resultant loss of income to the HRA ? 	<ul style="list-style-type: none"> Some of the Council's garage sites are considered to be unfit for purpose. Garage rent levels have been much lower than our neighbouring authorities and the proposed increase will bring Flintshire into line with them. The proposal will generate an additional £0.100m of revenue.

OVERVIEW & SCRUTINY**Housing Revenue Account - Initial Budget Proposals for Revenue and Capital 2013/14**

No.	Comments and Questions:	Responses:
1.5	<ul style="list-style-type: none"> A suggestion was made that the age limit for provision of an assisted garden maintenance service be increased to age 70 and over. 	<ul style="list-style-type: none"> This is currently under consideration as part of garden services for the elderly.
2.0	<u>Housing Revenue Account (Capital) - Comments / Issues</u>	
2.1	<u>General Comments/Issues</u>	
	<ul style="list-style-type: none"> Given the need for more houses, can we now start building more housing stock ? 	<ul style="list-style-type: none"> Work is currently underway to look into this, and it is hoped to bring more information to Members in due course.
2.2	<ul style="list-style-type: none"> How has it been possible to achieve such an increase in the provision of heating and kitchen improvements etc.? 	<ul style="list-style-type: none"> The current economic climate has resulted in tenders coming in lower than anticipated which will enable capital allocations to go further in terms of work to be delivered.

FLINTSHIRE COUNTY COUNCIL

REPORT TO: FLINTSHIRE COUNTY COUNCIL
DATE: TUESDAY, 19 FEBRUARY 2013
REPORT BY: DEMOCRACY & GOVERNANCE MANAGER
SUBJECT: UPDATING THE CONSTITUTION

1.00 PURPOSE OF REPORT

1.01 To consider updating changes to the Council's Constitution pursuant to recommendations from the Constitution Committee, its Chairman, and officers.

2.00 BACKGROUND

2.01 Section 37 of the Local Government Act 2000 requires a local authority such as Flintshire to keep up-to-date a Constitution containing information prescribed by the Welsh Government and for that to be available for inspection by members of the public. Section 38 requires the authority to have regard to guidance issued by the Welsh Government and the subsequent guidance required the Constitutions to be in the modular format that Flintshire has.

2.02 At its meeting on the 24 July 2006 the Constitution Committee considered a report recommending a programmed review of the Constitution over a three year period and resolved to endorse that programmed review. Six areas of the Constitution were identified for review in year one. The first three of those were reported to the Constitution Committee on the 24 October 2012 and to County Council on the 13 November 2012. This report concerns the remaining three areas for review this Council year namely:-

1. Council Procedure Rules
2. Cabinet Procedure Rules
3. Overview & Scrutiny Procedure Rules

2.03 A review of the above three areas has been undertaken by the Democracy & Governance Manager and there has been consultation with relevant members, the Chief Executive and the Head of Legal & Democratic Services prior to consideration by the Constitution Committee at its meeting on the 30 January 2013. Following that meeting Councillor Carver identified two further amendments and the officers also identified two further amendment. These have been discussed with the Chairman of the committee who recommends that these four minor amendments also be made in addition to those

agreed by the committee at its meeting on the 30 January 2013. Copies of the proposed changes, together with tracked reasons for each proposed change are available in Member Services and in each of the group rooms.

3.00 CONSIDERATIONS

- 3.01 In undertaking the review the guiding principles have been to update to reflect current arrangements, avoid unnecessary bureaucracy and to avoid ambiguity of wording. The extent to which changes can be made is limited by the requirement to follow the Welsh Government guidance and to include the information the Welsh Government requires to be included in Constitutions.
- 3.02 One consideration members need to be aware of is that recently the Welsh Government have commissioned Dickinson Dees Solicitors to prepare a draft model Constitution which would be relevant to the Council's own review but at the present time there is a lack of clarity as to what may emerge from this. It is therefore considered that the Council should continue with its own three year programme of review, at least until this draft model Constitution is available.
- 3.03 The updating review of the Council procedure rules includes the following proposed changes:-
- Clarification that the annual meeting will be chaired by the Vice Chair in the absence of the Council's Chair (rule 1.1).
 - To clarify the matters dealt with at ordinary meetings (rule 2).
 - The written answers to questions will be circulated to all members (rule 9.5).
 - Updates to reflect changes to the Local Government Act 1972 (rules 22.1 and 22.3).
- 3.04 In addition, in a letter from Carl Sargeant dated 28 January 2013 he indicated that section 4 of the Local Government (Wales) Measure 2011 relating to remote attendance at meetings would be implemented as soon as possible. This provision allows for remote attendance at meetings. Sub section 4 requires the relevant Council rules to make clear that there will not be a quorum at a meeting unless there is at least one more in actual attendance than those who are in remote attendance. It will therefore be necessary to amend the Council procedure rule concerning quorum (rule 7) to reflect this. This was agreed by the Constitution Committee, together with an amendment to the rule concerning members signing attendance sheets (rule 17) to allow for remote attendance.
- 3.05 On the 31 January the Corporate Overview & Scrutiny Committee was temporarily technically inquorate and the Chair acting on officer advice continued the meeting on an informal basis until a Member who had left returned to the meeting. It is common practice with other councils

that the procedure rule relating to quorum gives a discretion to the chair to recommence the meeting after a short adjournment if there is a temporary difficulty with achieving a quorum. Once remote attendance at meetings is implemented there may be a temporary technical problem that leads to the meeting becoming inquorate. For these reasons officers recommend that the chair has a discretion to reconvene the meeting within 15 minutes where a quorum can be restored.

- 3.06 Subsequent to the Constitution Committee meeting Council Carver drew attention to two points concerning procedure rule 11.5. In paragraph 1 it refers to motions being submitted to the Monitoring Officer when it is clear from procedure rule 11.1 they should be delivered to the office of the Democracy & Governance Manager. It is therefore recommended that both references are to the Democracy & Governance Manager. Secondly, in paragraph 5 of 11.5 where it is not clear who should contact the third parties it is recommended that this be amended so that it indicates that officers shall where appropriate contact the third parties.
- 3.07 The updating review of the Cabinet procedure rules includes the following proposed changes:-
- To add paragraph (d) to rule 1.4 to reflect the change agreed by County Council at its November 2012 meeting.
 - To clarify the wording in rule 1.5 (c) in relation to interests of members or officers so that they comply with the appropriate code of conduct.
 - To delete the reference in 2.5 to every Cabinet agenda having an item for matters referred by Overview & Scrutiny Committees as there is not always a matter referred to the Cabinet by Overview & Scrutiny so as to reflect current practice.
- 3.08 Following the Constitution Committee meeting on the 30 November 2012 the Democracy & Governance Manager realised there needed to be an amendment to Cabinet procedure rule 1.8 concerning quorum to cater for remote attendance. This has therefore been clarified to make clear at least two of the three needed for a quorum have to be in actual attendance rather than remote attendance.
- 3.09 The review and updating of the Overview & Scrutiny procedure rules includes the following proposed changes:-
- To clarify and update the terms of reference of the Overview & Scrutiny Committees in rule 1 so that they are consistent with those in article 6 of the Constitution.
 - To amend rule 7 concerning who chairs Overview & Scrutiny Committee meetings to reflect the legislation that came into effect in April 2012.
 - The protocol referred to in rule 9 and attached as annex A was

amended at the Constitution Committee meeting to reflect Councillor calls for action introduced by the Local Government (Wales) Measure 2011.

- To remove certain sub paragraphs of rule 16 relating to call-ins as they are not necessary and merely add confusion (existing paragraphs f, g and i have been deleted).
- To update rule 17 concerning the party whip to reflect section 78 of the Local Government (Wales) Measure 2011.
- To replace reference to the Co-ordinating Committee with reference to the Constitution Committee (rules 19 and 20).

4.00 RECOMMENDATIONS

4.01 For Council to agree the changes recommended by the Constitution Committee and those recommended by its Chairman and officers to the Council, Cabinet and Overview & Scrutiny procedure rules.

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 None as a result of this report.

11.00 CONSULTATION UNDERTAKEN

11.01 With Council Chair and Vice Chair on Council procedure rules. With Leader and Deputy Leader on Cabinet procedure rules. With Overview & Scrutiny Chairs on Overview & Scrutiny procedure rules. With the Chief Executive and Head of Legal & Democratic Services on all proposed changes.

12.00 APPENDICES

12.01 None

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

Tracked changes to Council, Cabinet and Overview & Scrutiny procedure rules.

Letter from Carl Sargeant dated 28 January 2013.

Contact Officer: Peter Evans
Telephone: 01352 702304
Email: peter.j.evans@flintshire.gov.uk

This page is intentionally left blank

FLINTSHIRE COUNTY COUNCIL

REPORT TO: FLINTSHIRE COUNTY COUNCIL
DATE: TUESDAY, 19 FEBRUARY 2013
REPORT BY: DEMOCRACY & GOVERNANCE MANAGER
SUBJECT: COMMUNITY REVIEW

1.00 PURPOSE OF REPORT

1.01 To inform Council of the planning arrangements for the community review.

2.00 BACKGROUND

2.01 The County Council has a duty under the Local Government Act 1972 to keep Town & Community boundaries and the electoral arrangements for communities within its area under review. Over a period of time the numbers living in the communities change as a result of factors such as new housing developments. This can lead to anomalies and inconsistencies, not only between differing communities but also within different wards of a single community.

2.02 It has been several years since the County Council last carried out a community review. The Council has committed to a review and it had been the intention to commence such a community review at the beginning of 2013 to take advantage of the fact that no elections were planned until May 2014 and the Council's elections staff would have the capacity to assist in the community review process.

2.03 On the 29 November 2012 the Welsh Government published the Local Government (Democracy) (Wales) Bill. That Bill replicates the existing provisions for community reviews in the 1972 Act but also adds provisions detailing the process that should be followed in conducting a community review.

3.00 CONSIDERATIONS

3.01 The detailed provisions in the Bill about how a review must be conducted may be amended as part of the parliamentary process leading to enactment. This creates a potential difficulty in that if the Council conducted a community review in accordance with the provisions in the Bill that work could prove abortive if those provisions were amended as part of the parliamentary process. As currently drafted the Bill provides that the provisions relating to community review will come into effect two months after the Bill receives Royal Assent.

3.02 If however, this was altered so that the provisions only came into effect for community reviews commencing after Royal Assent this problem would disappear and the Council could commence the community review in accordance with the provisions in the Bill without there being a risk that the work would prove abortive.

3.03 Attached as appendix 1 is a draft timetable showing the various stages of a community review and an indicative timescale. The indicative timescale assumes that the Welsh Government will give assurance to the Council in the near future that the Bill will be amended so that its provisions relating to community reviews will only apply to reviews commenced after Royal Assent.

4.00 RECOMMENDATIONS

4.01 To note the position of the community review.

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 None as a result of this report.

11.00 CONSULTATION UNDERTAKEN

11.01 With Group Leaders

12.00 APPENDICES

12.01 Appendix 1 – Draft Timetable

LOCAL GOVERNMENT (ACCESS TO INFORMATION ACT) 1985
BACKGROUND DOCUMENTS

None

Contact Officer: Peter Evans
Telephone: 01352 702304
Email: peter.j.evans@flintshire.gov.uk

This page is intentionally left blank

APPENDIX 1

Community Review 2013/2014		
Activity	Lead Officer(s)	Timescale
Pre-Review Stage		
Draft guiding principles to be sent to Group Leaders	CE/PJE	February 2013
Draft guiding principles to be sent to Town/Community Councils for observations and to other interested parties e.g. Boundary Commission and Police & Crime Commissioner	CE/PJE	February 2013
Report of intent and guiding principles to be submitted to County Council/Cabinet for approval	CE/GO/PJE	March 2013
Consultation and Investigation		
Consultation with Town/Community Councils, Boundary Commission and Police & Crime Commissioner. Public notice to be given of the review with consultation end date	SGJ/LP	April/May 2013
Conduct such investigations as considered appropriate	PJE/LP/AR	April/May 2013
All information obtained, collated and analysed	SGJ/LP	June 2013
Prepare a report with proposals for change or no change and details of the review conducted	CE/GO/PJE/ SGJ/LP	July/August 2013
Publish report electronically and invite representations on it. Send copies to Welsh Ministers, Boundary Commission and Town/Community Councils (consultation period to be between 6 and 12 weeks). Make copies of report available at Council offices.	SGJ/LP	September/October 2013
Reporting on Review		
Consider the proposals for change with regard to representations received	CE/GO/PJE/ SGJ/LP	November 2013

<p>Prepare further report. This report to contain changes intended to be made to the electoral arrangements for communities under review and a statement of where no change is appropriate. Details of the review conducted and the consultation carried out and details of any changes to the proposals made in the light of representations, together with an explanation of why those changes have been made.</p>	<p>CE/GO/PJE/ SGJ/LP</p>	<p>December 2013</p>
<p>Publish report electronically and make available for at least six weeks at its offices. Send copies to Town/Community Councils, Ordinance Survey and Welsh Ministers. If any proposed changes to community boundaries, report to be sent to the Boundary Commission.</p>	<p>SGJ/LP</p>	<p>January/February 2014</p>
<p>Implementation</p>		
<p>No earlier than six weeks after publishing the report, make the Order to implement changes within the existing community boundaries.</p>	<p>PJE/SGJ/LP</p>	<p>February 2014</p>
<p>For any boundary changes to the communities, the Boundary Commission may make the Order after the expiry of six weeks of receiving the Council's recommendations. With the agreement of the County Council, recommendations may be modified. If there is no agreement the Commission may carry out its own review</p>		<p>April 2014</p>

FLINTSHIRE COUNTY COUNCIL

REPORT TO: FLINTSHIRE COUNTY COUNCIL
DATE: TUESDAY, 19 FEBRUARY 2013
REPORT BY: DEMOCRACY & GOVERNANCE MANAGER
SUBJECT: REVIEW OF INTERNAL MEMBER FORA

1.00 PURPOSE OF REPORT

1.01 To consider recommendations from the Constitution Committee as part of the ongoing review of internal Member fora.

2.00 BACKGROUND

- 2.01 At the Annual Council meeting on the 15 May the Head of Legal & Democratic Services' report on constitutional matters included a section on internal member bodies. It explained that in the light of the recent implementation of the Local Government (Wales) Measure 2011 and at the start of a new Council it was an opportune time to review the various internal member bodies. The Council agreed to the recommendation that the review be undertaken by the Head of Legal & Democratic Services in consultation with Group Leaders and reports submitted to the Constitution Committee and Council. It also agreed that pending the outcome of the review the existing internal bodies be retained.
- 2.02 Most of the internal member fora are undertaking or advising upon executive functions which are the responsibility of Flintshire's Cabinet. In relation to such member fora, any Council decision can only be a recommendation to the Cabinet who have the final decision on whether such member fora should continue or not. Attached as appendix 1 is a list of the internal member fora, including a column indicating whether or not each forum is discharging an Executive or Council function and a column indicating the recommendation of the Constitution Committee.
- 2.03 The review covers those internal member fora that have been established for an indefinite period rather than those set up to deal with a specific task which automatically ends once that task has been completed. The review therefore, does not include any task and finish working groups set up by Overview and Scrutiny Committees.

- 2.04 At the Constitution Committee meeting on the 24 July it was agreed that the following information should be obtained for each internal body:
- a) the membership
 - b) the terms of reference or function
 - c) the frequency of meetings
 - d) the view of the relevant senior officer as to whether the body should continue or not and the reason for this view
 - e) for those internal bodies that relate to executive functions, to obtain the view as to whether the body should continue from the appropriate Cabinet member
 - f) the view of the chair of each forum
- 2.05 Following consideration by Group Leaders and Constitution Committee the first report to County Council on this was to the 13 November 2012 meeting. This report deals with the remaining member fora considered by Group Leaders on the 29 January 2013 and Constitution Committee on the 30 January 2013.

3.00 CONSIDERATIONS

- 3.01 All internal member fora require resources from both members and officers in terms of preparation, attendance and actioning outcomes. The review may identify that whilst a member forum is discharging a valuable function there is a more efficient way of doing so that is less resource intensive.
- 3.02 Whilst some internal fora served a valuable role when they were initially established, with the passage of time the need for that role may have diminished. There may for instance have been a change in legislation or policy that reduces the need for a particular member forum. Whilst new member fora are periodically created to meet new legislation or new policies, there needs to be a periodic review of existing fora to ensure that they are still needed and are an efficient way of discharging their role.
- 3.03 There was consensus at the Group Leaders meeting and at the Constitution Committee meeting that the following fora should continue.
- The Joint Consultative Committee
 - The School Performance Monitoring Group
 - The Member/Officer Tenant Working
 - The Voluntary Sector Grants Panel
 - The Inclusion Service Steering Group
 - The Welsh in Education Strategic Forum
 - The Foster Care Panel
 - The Children's Forum
 - The Adoption Panel

- The Health & Safety Board
- 3.04 There was also a consensus at Group Leaders and at the Constitution Committee that the following should discontinue:-
- The Waste Strategy Review Board
 - The Procurement Board
 - There was the same consensus that the Teachers Consultative Committee should be combined with the Flintshire County Council Teachers' Consultative Committee and for the combined body to cover all education staff not just teachers.
- 3.05 In relation to the Planning Delegations Body, this received specific consideration at the Group Leaders meeting on the 29 January 2013. There was agreement that the body should be discontinued if either of two options made by Members during the meeting were put in place. Following consultation with the Head of Planning the option of Planning and Development Control Committee papers being available to Members a week before the meeting was the more practicable of the two options. This option was agreed by the Constitution Committee and for the Planning Delegations Body to discontinue.
- 3.06 In considering the ICT Panel, both Group Leaders and Constitution Committee agreed that it should be reconstituted as suggested by the Head of ICT to have high level officer/elected Member representation with terms of reference to shape the direction of the service and help direct resource allocation and investment to support the organisation as a whole. At the Constitution Committee whilst agreeing to the planned reconstitution it resolved that more detail be provided of this at the next meeting of the County Council. This is to be provided at the meeting.

4.00 RECOMMENDATIONS

- 4.01 For the Planning Delegations Body to be discontinued.
- 4.02 For Planning and Development Control Committee papers to be made available to Members a week in advance of committee meetings.
- 4.03 To recommend to Cabinet that the ICT Panel be reconstituted.
- 4.04 To recommend to Cabinet that the Waste Strategy Review Board and the Procurement Board be discontinued.
- 4.05 To recommend to Cabinet that the following fora continue.
- The Joint Consultative Committee
 - The School Performance Monitoring Group
 - The Member/Officer Tenant Working
 - The Voluntary Sector Grants Panel
 - The Inclusion Service Steering Group
 - The Welsh in Education Strategic Forum

- The Foster Care Panel
- The Children's Forum
- The Adoption Panel
- The Health & Safety Board

5.00 FINANCIAL IMPLICATIONS

5.01 A reduction in member fora will result in some savings that are difficult to quantify.

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 A reduction in member fora may lead to some reallocation of duties.

10.00 CONSULTATION REQUIRED

10.01 Group Leaders and Constitution Committee

11.00 CONSULTATION UNDERTAKEN

11.01 Group Leaders and Constitution Committee

12.00 APPENDICES

12.01 Appendix 1 - List of member fora

LOCAL GOVERNMENT (ACCESS TO INFORMATION ACT) 1985 BACKGROUND DOCUMENTS

Report of the Head of Legal & Democratic Services to Council meeting 15 May 2011 on constitutional matters

Minute of Council meeting 15 May 2011 relating to internal bodies

Report to Constitution Committee meeting 30 January 2013

Contact Officer: Peter Evans
Telephone: 01352 702304
Email: peter.j.evans@flintshire.gov.uk

	Name of Body	Current Membership	Summary of Terms of Reference or Function of the Body	Frequency of Meetings	Whether the Body should continue or not and the reason for that view				Recommendation
					View of relevant Snr. Officer	The Chair of the Body	Appropriate Cabinet Member	Executive or Council Function	
1.	Joint Consultative Committee	18 Members: 9 Members - Employer Representative & 9 Members - Employee Representatives	Foster good industrial relations and facilitate communications within the Council through a Forum for consultation on corporate issues between representatives of elected Members of the Council and Trade Union representatives from each of the main recognised Trade Unions represented at Flintshire	As and when required but scheduled to be held quarterly	Should continue as required as part of the national agreement with the recognised unions and assists the Council or Executive in meeting its statutory requirements as employer.	Agrees with senior officer	Agrees with senior officer	Executive	Continue
2.	Teachers' Consultative Committee (TCC)	8 Teachers (Union reps) Directorate Advisors	The group covers the same ground as the FCCTCC	3 times a year	Ian Budd commented that there is no need for two separate teacher bodies and for it to cover all education staff.	Agrees with Ian Budd	Agrees with Ian Budd	Executive	These two bodies to be combined
3.	Flintshire County Council Teachers' Consultative Committee (FCCTCC)	8 Members from the LEA 8 Teachers (Union reps) Directorate Advisors	The function of the group is to provide consultations between FCC and Teachers regarding staff issues and any other relevant matters and to make recommendations to the Council	3 times a year				Executive	
4.	School Performance Monitoring Group	Cabinet Member for Education, Chair of Lifelong Learning Scrutiny, Volunteer Members of Lifelong Learning Scrutiny, Director of Lifelong Learning, Principal School Improvement Officers and appropriate School Improvement Officer	Monitor school improvement and performance detailed terms of reference agreed by Cabinet at its 18 September 2012 meeting. - Key stage results - Other attainment information, including outcomes for "vulnerable" learners - Estyn reports - Welsh Government banding information - Attendance - Exclusions - <u>School contexts and contextualised performance</u>	As required	This has recently been reviewed and should remain	Agrees with officer view	Agrees with officer view	Executive	Continue
5.	Planning Delegations	3 Members + relevant officers	1. To consider the recommendation of the Head of Planning to grant planning permission for development where objections have been received from members of the public or consultees, but the development is of such a scale that it need not be determined by Committee. 2. To agree with the Head of Planning's recommendation, or 3. To agree with the Head of Planning's recommendation subject to the imposition of additional conditions, or 4. To require that the matter be determined at the next available Planning & Development Control Committee. 5. Either the Chairman or Vice Chairman can request that the actions 2 to 4 are undertaken	Every 2 weeks	No, despite recent improvements this is still not a transparent process. Either we operate the scheme of delegation, or we don't. This does little to assist with transparency.	Favours retention of existing arrangements.	Supportive of loss of the meeting and would like this to move forward quickly. He has asked for a briefing note to address this.	Council	Discontinue
6.	Member/Officer Tenant Working Group	4 Members to include the cabinet member for Housing, Chair of Tenant Federation + 3 other tenants and relevant officers	To implement the Customer Involvement Strategy and action plan, receive progress reports and to annually review the Customer Involvement Strategy.	Meets up to a maximum of 6 times a year	I believe it is important that the group continues as the group is a partnership between Tenants, Staff and Elected members to oversee the implementation of the customer involvement strategy and action plan. It is a group that shows true partnership in delivering a quality service and enables tenants to play an active role in monitoring the delivery of the housing service, and is a 'Best practice' model as identified in the Welsh Government guidelines for the authorities customer involvement processes	We have developed a good working relationship as a joint monitoring group. As changes in service are made there is a better understanding of how customer involvement will be implemented and that we are working with councillors reinforces the commitment from the council. Mavis Crofts - Chair of the Flintshire Tenant Federation	Cllr Helen Brown confirms that this group should continue	Executive	Continue

	Name of Body	Current Membership	Summary of Terms of Reference or Function of the Body	Frequency of Meetings	Whether the Body should continue or not and the reason for that view				Recommendation
					View of relevant Snr. Officer	The Chair of the Body	Appropriate Cabinet Member	Executive or Council Function	
7.	Voluntary Sector Grants Panel	8 Members + relevant officers	To provide recommendations to the Chief Executive on Council funding from the £21K available in the community chest fund to third sector organisations	The Panel meets 3 times a year in order to review and make recommendations on the allocation of the Community Chest Grant which is approx. £21K p.a.	Yes, this body should continue until it decides on alternative mechanisms for funding allocations. The Panel plays an important role in that it enables elected members to maintain an understanding of the types of grassroots organisations seeking funding plus the trends and difficulties faced by local organisations	This body should continue	Believes this body should continue.	Executive	Continue
8.	Inclusion Service Steering Group	2 Members, Inclusion Service Management Team, Primary, Secondary & Special School headteachers, Primary & Secondary ALNCoS, Parent Partnership representative	To review and monitor Service policy, provision, delivery and efficiency.	Termly	Yes this should continue as it provides a valuable forum ensuring members and other stakeholders maintain their knowledge of Inclusion Services, challenge policy and have the opportunity to impact on service	This body should continue	Agrees with officer view. This must remain.	Executive	Continue
9.	Welsh in Education Strategic Forum	Menter Iaith, Mudiad Ysgol Meithrin, parent representative, Children & Young People's Partnership, Athrawon Bro, 2 Head teachers, 3 Principal Learning Advisers, Head of Dev & Resources, Governor representative, Pupil Support Manager, Trade Unions, College Representative & Council Member	To agree, implement and review a coordinated approach that best delivers the requirements of the WG's Welsh-medium Education Strategy. 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.	It meets approx. 6 times year	The Welsh in Education Strategic Forum should continue as it is the key vehicle for the delivery and monitoring of the Welsh Education Strategic Plan.	This body should continue	Agrees with officer view that it should continue.	Executive	Continue
10.	Foster Care Panel	FCC x 5 BCU x 3 Independent Members x 4	The foster care panel is required under The Fostering Services (Wales) Regulations 2003. The function of the fostering panel is to consider each application for approval and to recommend whether or not a person is suitable to act as a foster parent. Where the panel recommends approval of an application, to recommend the terms on which the approval is given. To recommend whether or not a person remains suitable to act as a foster parent and whether or not the terms of the person's approval remain appropriate	Monthly	Should continue.	Craig Wilkinson - It is a statutory requirement to have a Fostering Panel so I can not understand how the service could function without the Panel meeting. The consequences of not meeting statutory requirements with regard to fostering will result in the authority having to place children with external carers at considerable expense to the authority and disruption to the children	Confirmed that the Fostering Panel should continue	Executive	Continue

	Name of Body	Current Membership	Summary of Terms of Reference or Function of the Body	Frequency of Meetings	Whether the Body should continue or not and the reason for that view			Recommendation	
					View of relevant Snr. Officer	The Chair of the Body	Appropriate Cabinet Member		Executive or Council Function
11.	Children's Forum	FCC x 2 WCBC x 12 BCUHB x 3 Public Health x 1 CAFCASS x 1 NSPCC x 1 Police x 1 Cabinet members for Education, Social Services, Housing and Corporate Management with one member from each political group and other persons as determined by Cabinet at its meetings of the 01.08.06 and 13.12.11	1. Ensuring that the Chief Executive and Cabinet Members are involved in setting priorities and strategic direction for vulnerable children, specifically children on the Child Protection Register and children looked after. 2. Ensuring that the Chief Executive and Cabinet Members are well informed about the progress and well-being of vulnerable children for whom the Authority holds significant responsibility. 3. Overseeing the Authority's development of a robust approach to corporate parenting.	4-6 weeks	The Children's Forum has been reviewed and recommend it be retained without review or amendment.	Councillor Chris Bithell confirmed the Children's Services Forum should continue.	Cllr Christine Jones agrees with the Chair that the Forum should continue	Executive	Continue
12.	Adoption Panel	FCC x 2 WCBC x 2 BCU x 2 Independent Members x 4	Enshrined in regulation	Monthly	Yes to continue	David Beard - The Adoption Panel are vital elements of ensuring that planning for children and young people can occur, that resources available for them are safe and reviewed and provide an essential part of an integrated service for	Cllr Christine Jones agrees that the Adoption Panel should continue	Executive	Continue
13.	Waste Strategy Review Board	No current membership	To consider issues relating to Waste Management Strategy and make recommendations to the Cabinet.	Not met for some time.	The Council's Waste Strategy was approved by Executive in June 2010 and will be reviewed by Cabinet in 2013. The document defines Council Policy on all waste management issues and therefore the Member Fora is not required	None at present	Cllr Kevin Jones agrees with officer	Executive	Discontinue
14.	Health & Safety Board	Chief Executive The Leader of the Council Cabinet Member for Corporate Management Members from each political group Directors Head of Public Protection Corporate Health and Safety Team Leader Union Representatives	Aim of the Group To facilitate and monitor the strategic development and progress of health and safety practice and raise the profile of health and safety so it becomes embedded in the culture of the Authority. To take the lead in ensuring the effective communication of health and safety duties and the benefits throughout the organisation Purpose of the Group • To act as the forum to maintain a positive health and safety culture throughout the Authority, a culture that strives to continually improve health and safety practice and performance • To act as a forum to monitor the Authority's Health and Safety Management System (SMS) and the supporting operating manual of Corporate Standards • To act as a forum to ensure health and safety information is disseminated and used throughout the Authority • To act as a forum for monitoring health and safety performance and the effectiveness of health and safety arrangements within the Authority • To maintain an oversight of legal changes in health and safety legislation and its interpretation • To ensure the group are made aware of the significant risks faced	Three monthly	This is an extremely valuable group that monitor and keep abreast of health and safety issues across the authority. We have a legal obligation to ensure dissemination of health and safety information and this is the only overarching group with representation from all areas of the authority including Members.	Colin Everett is of the opinion that this group must continue with member participation in order for them to take ownership as part of their responsibilities, particularly in light of the recent Flintshire Corporate self-assessment which highlighted the health and safety evidence under governance and corporate alignment. He feels that it is too high risk to remove.	Should continue	Executive	Continue

	Name of Body	Current Membership	Summary of Terms of Reference or Function of the Body	Frequency of Meetings	Whether the Body should continue or not and the reason for that view				Recommendation
					View of relevant Snr. Officer	The Chair of the Body	Appropriate Cabinet Member	Executive or Council Function	
15.	Procurement Board	4 Members and 4 officers	<ol style="list-style-type: none"> 1. Raise the profile of Procurement at a strategic level 2. Provide strategic direction, guidance and support in the implementation 3. Monitor and develop a Procurement Strategy and Action Plan (inc performance measures and targets) 4. Approve progress reports to Cabinet 5. Ensure that Procurement Strategy and Action Plan continue to address WAG's agenda and e-procurement taking account of local issues 6. Approve projected plans arising out of the Action Plan 7. Ensure appropriate consultation with outside agencies 8. Receive and consider progress reports from the Central Procurement Unit 9. Receive and consider reports from the Procurement Link Officers 10. Approve reports to WPI Supervisory Board 	Every 4 - 6 months	Meets infrequently and with limited effectiveness. Procurement is now a full programme within Flintshire Futures whose governance arrangements replace the need for this Board. Recommend withdrawal.	No Chair at present	Agrees this should be discontinued.	Executive	Discontinue
16.	ICT Panel	5 members	<ol style="list-style-type: none"> 1. To review and monitor progress in the implementation of the Corporate ICT Strategy. 2. To champion the development and implementation of ICT initiatives across the County Council and monitor the outcomes and benefits of such initiatives. 3. To advise the Executive of solutions to overcome obstacles which may impede progress in the development and implementation of ICT within the Council. 4. To ensure ICT development and investment is aligned to council and service priorities. 5. To review and monitor Information Security and receive reports of security incidents and where appropriate approve corrective action. 	Every 4 - 6 months	The Panel should continue but with a different set of ToR with high level officer/elected Member representation with the role being to shape the direction of the service and help direct resource allocation and investment to support the organisation as a whole.	Cllr Robin Baker was Chair of the ICT Panel and it has not met since the election.	Councillor Mullin - retain this but revisit membership and terms of reference. We have just had a good report back from the Wales Audit Office and they recommend some form of member forum to consider ICT investment and priorities.	Executive	To be reconstituted