

Public Document Pack

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Pennaeth Gwasanaethau Cyfreithiol a Democraidaidd



To: Cllr Aaron Shotton (Leader)

CS/NG

Councillors: Bernie Attridge, Chris Bithell,
Helen Brown, Christine Jones, Kevin Jones,
Peter Macfarlane and Billy Mullin

15 May 2013

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Dear Sir / Madam

A meeting of the **CABINET** will be held in the **CLWYD COMMITTEE ROOM, COUNTY HALL, MOLD CH7 6NA** on **TUESDAY, 21ST MAY, 2013** 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 - 32)

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

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

TO CONSIDER THE FOLLOWING REPORTS

STRATEGIC REPORTS

4 **UPDATE ON ACHIEVING THE WELSH HOUSING QUALITY STANDARD**

Verbal report of the Chief Executive, the Leader of the Council and the Cabinet Member for Housing

5 **PUBLIC SERVICES COMMISSION** (Pages 33 - 38)

Report of Chief Executive - Leader of the Council and Cabinet Member for Finance

6 **REGIONAL COLLABORATION REVIEW** (Pages 39 - 60)

Report of Chief Executive - Leader of the Council and Cabinet Member for Finance

7 **WALES AUDIT OFFICE ANNUAL IMPROVEMENT REPORT** (Pages 61 - 66)

Report of Chief Executive - Cabinet Member for Corporate Management

The Cabinet Response to the draft Annual Improvement Report is included within the report; the final letter is awaited from Wales Audit Office (WAO)

ANNUAL IMPROVEMENT REPORT INFORMATION

8 **HOME TO SCHOOL TRANSPORT POLICY CHANGES - DENOMINATIONAL TRANSPORT** (Pages 69 - 88)

Report of Director of Lifelong Learning - Cabinet Member for Education

9 **ANTI-SOCIAL BEHAVIOUR POLICY** (Pages 89 - 126)

Report of Director of Community Services - Cabinet Member for Housing

10 **CONTAMINATED LAND STRATEGY** (Pages 127 - 130)

Report of Director of Environment - Cabinet Member for Public Protection, Waste & Recycling

11 **NORTH WALES PRISON** (Pages 131 - 136)

Report of Chief Executive - Leader of the Council and Cabinet Member for Finance

OPERATIONAL REPORTS

12 **REVENUE BUDGET MONITORING 2012/13 (MONTH 11)** (Pages 137 - 184)

Report of Head of Finance - Leader of the Council and Cabinet Member for Finance

13 **WORKFORCE INFORMATION QUARTER 4 - JANUARY - MARCH 2013** (Pages 185 - 192)

Report of Head of Human Resources and Organisational Development - Cabinet Member for Corporate Management

14 **PARTNERSHIP AGREEMENT WITH SCHOOLS** (Pages 193 - 216)

Report of Director of Lifelong Learning - Cabinet Member for Education

15 **IN-HOUSE DISABLED ADAPTATIONS TEAM** (Pages 217 - 220)

Report of Director of Community Services - Cabinet Member for Housing

16 **EXERCISE OF DELEGATED POWERS** (Pages 221 - 224)

Report of the Chief Executive enclosed.

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

The following items were listed on the Forward Plan for submission to this meeting but will not be submitted for the following reasons:

1. Community Endowment Fund – deferred as information is awaited to complete the report
2. Youth Service Review – deferred as a management re-structure is needed prior to the review taking place

CABINET
23 APRIL 2013

Minutes of the meeting of the Cabinet of Flintshire County Council held at County Hall, Mold on Tuesday, 23 April 2013

PRESENT: Councillor Aaron Shotton (Chairman)

Councillors: Bernie Attridge, Chris Bithell, Helen Brown, Christine Jones, Kevin Jones and Billy Mullin

APOLOGY: Councillor Peter Macfarlane.

ALSO PRESENT: Councillors: Ron Hampson, Patrick Heesom, Dave Mackie and Carolyn Thomas

IN ATTENDANCE:

Chief Executive, Director of Community Services, Director of Environment, Director of Lifelong Learning, Head of Legal and Democratic Services and Head of Finance

216. VARIATION IN ORDER OF BUSINESS

Prior to the commencement of the meeting, the Leader and Cabinet Member for Finance advised that agenda item number 6, Welsh Government Consultation on the European Structural Funds and Rural Development Plan Programmes 2014-2020, would be considered as the first item following declarations of interest and consideration of the minutes.

217. DECLARATIONS OF INTEREST

Councillor C. M. Jones declared a personal interest in agenda item number 21, Shotton Infant and Junior Amalgamation.

218. MINUTES

The minutes of the meeting held on 19 March 2013 had been circulated with the agenda.

RESOLVED:

That the minutes be approved as a correct record.

219. WELSH GOVERNMENT CONSULTATION ON THE EUROPEAN STRUCTURAL FUNDS AND RURAL DEVELOPMENT PLAN PROGRAMMES 2014-2020

The Leader and Cabinet Member for Finance explained that the current set of programmes (2007-2013) would come to an end in 2014 and development of the next Programme (2014-2020) was underway at the European, UK and Wales level. The Welsh Government (WG) had issued draft proposals for their approach to the next Programme and responses were due on this consultation in

late April. Concurrent with this was the review of Assisted Areas throughout Wales, where State Aids could be offered to eligible investment projects.

WG had set out the activities that it intended to support through the Programme in East Wales, details of which were in the report. For the Rural Development Plan (RDP), WG had indicated that it would ensure a more flexible approach by removing the restrictive framework of Axes and Measures used in the 2007-2013 Programme.

The proposed responses to the Structural Funds consultation and the RDP consultation were detailed in the report.

RESOLVED:

- (a) That the current Welsh Government consultation on the programmes be noted and the proposed responses to Welsh Government be approved; and
- (b) That the bid for continued Assisted Area designation in Flintshire and the work with appropriate partners within the region to achieve this be supported.

220. DESIGNATION OF CITY REGIONS IN WALES

The Leader and Cabinet Member for Finance provided an update on the review of establishing City Regions in Wales and the position on the Mersey Dee Alliance (MDA) area.

In early 2012, Dr Elizabeth Haywood was appointed to consider the potential for establishing City Regions in Wales. Whilst rejecting the case for a City Region, based around Wrexham, Deeside and Chester, the Report by Dr Elizabeth Haywood made four recommendations with implications for the MDA and the cross-border economy:

- To become a real strategic force in the region, the MDA will need to be given relevant powers and funding. It will also need to change its structure, to incorporate strong private and education (HE/FE) sector membership.
- The MDA should have the authority to develop a cross-border labour market plan, and to develop and deliver a regional skills agenda
- The MDA should take the lead in promoting the region for investment purposes, making a virtue of its cross-border nature and rejecting the existing tendency to focus marketing on one side of the border or the other
- There should be a Memorandum of Understanding between the Welsh Government and UK Government covering cross-border transport planning (binding on independent bodies such as Network Rail), with the MDA, or Taith and the Cheshire Local Transport Partnership, having a statutory role to be heard on proposals of regional significance.

The Leader and Cabinet Member for Finance said that whilst it was disappointing that Dr Haywood was unable to accept the evidence presented, the recommendations made, if approved by the Minister, did represent a

considerable advance on what was currently in place. The new arrangements, particularly the proposal to develop a Memorandum of Understanding between UK and Welsh Governments on cross border working would enable the MDA to tackle a range of key issues that it was currently unable to. These included road and rail investment, public transport, skills and labour market planning and investment plans for further and higher education.

The Chief Executive said the Haywood recommendations represented a considerable step forward for the MDA and would allow the organisation to become an increasingly effective player in driving forward the local economy. The report also vindicated the approach taken by the Council, since it was a founder member of the MDA and the recommendations should be supported on the basis that the MDA was deserving of special status even if it did not conform to a City Region accepted definition. As part of the recognition, the Council would expect the MDA to be given equal importance as the two proposed South Wales City Regions (Cardiff and Swansea), equal funding benefit in economic development and infrastructure investment and equal marketing and promotion as a location for business growth. Importantly, Wales – UK Government co-operation and joint infrastructure planning would be required in recognition of the cross-border area span of the MDA geography.

RESOLVED:

That the contents of the Haywood Report be noted and the draft response set out in 3.02 be approved.

221. EU STATE AID NEW UK ASSISTED AREAS,AN UPDATE ON THE LATEST SITUATION

The Leader and Cabinet Member for Finance explained that most of Flintshire's main economic centres were within the designated Assisted Area, giving access to state aids for eligible development. Such designations were reviewed by the EU every seven years and such a review was currently underway. Retaining Assisted Area status was considered to be an essential part in retaining the long-term economic health of the County.

The report provided information on the position regarding Flintshire's Assisted Areas designation and identified a strategy to ensure that Flintshire retained designation for the period to 2020.

The current proposals from the Commission were not the final version, which would not be published until April 2013. Crucially, this gave an opportunity for further lobbying.

The UK Government was intending to make further representations to the Commission on this matter, and similar representations were expected from several other Member States. The following actions were recommended in order to present the strongest case for retaining Assisted Area designation:-

- Continue to lobby the British MEPs who were working to change the position
- Raise the matter with local AMs and MPs

- Work through the WLGA to secure a meeting in Brussels with Commissioner Almunia
- Meet with representatives of the CBI, EEF, Chamber and key local employers to develop a shared approach
- Raise the issue with the North Wales Economic Ambition Board and the Board of the Mersey Dee Alliance asking for support for the Council's views
- Work with the lead officials in Business, Innovation and Science (BIS) (and where appropriate the devolved administrations) to co-ordinate tactics and detailed arguments to be put to the Commission

RESOLVED:

That the contents of the report be noted and the approach set out in paragraph 3.07 be approved.

222. WELFARE REFORM AND HOUSING POLICY AMENDMENTS

The Cabinet Member for Housing sought approval for the implementation of a series of amendments to current housing policies that were necessary for the Neighbourhood Housing Service to be able to respond proactively to the Welfare Reform Act 2012.

Housing Overview and Scrutiny Committee, at its meeting on 23 January 2013, received a report detailing the measures that the Council was implementing to mitigate, as far as practical, any increase to homelessness. The Committee supported all the recommendations within the report and proposed an additional recommendation that the Council's housing stock should be based upon an applicant's housing need.

The report detailed three areas for consideration: Supporting tenants; Housing Policy Review and Registered Social Landlords.

Members paid tribute to how Flintshire County Council staff, and the Cabinet Member, had responded to the Welfare Reform Act, in particular being proactive, offering timely advice to tenants and the continued commitment to offer stock on a housing need basis.

RESOLVED:

- (a) That the proposals on how the Neighbourhood Housing Service intends to proactively support tenants who are under occupying be approved;
- (b) That the creation of two additional posts on 12 month fixed term contracts (Welfare Reform Response Officer and Neighbourhood Housing Officer) be approved;
- (c) That changes that are required to the allocation and rent arrears policies as set out in appendices 2 and 3 be approved;

- (d) That delegated authority be given to the Cabinet Member and Director to amend the policy (set out in appendices 2 and 3) following the outcome of consultation be approved; and
- (e) That proposals to implement closer and improved working practices with registered social landlords, as set out in appendix 4, be approved.

223. DISCRETIONARY HOUSING PAYMENT (DHP) POLICY 2013/14

The Cabinet Member for Corporate Management introduced the report which sought approval and adoption of Flintshire County Council's revised Discretionary Housing Payment (DHP) Policy for 2013/14.

DHP could be used to give people extra help and support with their housing costs. The Department of Work and Pensions (DWP) annual funding for DHP was £20m up to April 2011. To help authorities manage the impact of the reforms DHP funding increased to £30m in 2011/12 and to £60m for 2012/13 across England and Wales and for the remainder of the Spending Review.

DHP funding was designed to help in the short term. It was a cash limited budget and each application was assessed on need and personal circumstances. DHP was a payment of last resort or in an emergency; it was hoped that with proactive intervention and help, that other alternatives would be found to help customers in difficulty. Such work would be undertaken by officers in Housing Benefits, Housing and Welfare Rights and the Welfare Reform Operational Team.

The overall budget to support households for 2013/14 in Flintshire was £544,645.

RESOLVED:

- (a) That the report be noted;
- (b) That the DHP Policy for 2013/14 be adopted; and
- (c) That quarterly reporting to Corporate Resources Overview & Scrutiny Committee and Cabinet, as set out in 3.12 of the report, be approved.

224. FAIR DEBT POLICY

The Cabinet Member for Corporate Management introduced the Fair Debt Policy which was primarily a customer focused policy to assist those in financial difficulty owing single and multiple debts to the Council.

The purpose of the Policy was to establish guidelines on how the Council would recover debts owed. A framework was set out for a consistent and sensitive approach to the recovery of debts and importantly, it aimed to offer customers who experienced payment difficulties with practical payment solutions.

The introduction of the policy would ensure that the Council continued to fulfil its responsibility to maximise the collection of council tax, rents, corporate debt and housing benefit overpayments.

The draft Policy was submitted to Corporate Resources Overview & Scrutiny Committee on 18 April 2013 and their comments recommended for inclusion in the Policy were the insertion of the following:

11. Compliments, Concerns and Complaints

11.1 The Council is also committed to dealing effectively with compliments, concerns or complaints that occasionally arise through the recovery of debt and in our dealings with customers.

11.2 The Council will adopt the Corporate Compliments, Concerns and Complaints Policy to put right, wherever possible, any concerns or complaints that may arise in administering the Fair Debt Policy.

RESOLVED:

That the Fair Debt Policy, as set out in the Appendix, be approved with the inclusion of the additional paragraph relating to comments, compliments and complaints (outlined above), circulated at the meeting.

225. SUPPORTING PEOPLE COMMISSIONING PLAN

The Cabinet Member for Housing provided an update on the Supporting People Programme in Flintshire and sought approval for the Flintshire Supporting People Commissioning Plan.

The Supporting People Strategy highlighted that Flintshire was expected to face significant reductions to the Supporting People Grant allocation, details of which were in the report. In order to make the best use of available funding, Flintshire planned to take forward a number of short term pilot projects during 2013/14 which were identified as 'off-the shelf' projects that could be implemented at short notice in order to utilise non-recurring underspend.

RESOLVED:

That the Flintshire Supporting People Commissioning Plan be approved.

226. REGIONAL CLOSED CIRCUIT TELEVISION (CCTV) SERVICE

The Cabinet Member for Education introduced the report which was for consideration of the North Wales regional proposal for an integrated public closed circuit television monitoring (CCTV) system based on a twin monitoring centre model.

The Chief Executive provided the background to the report and explained that in 2009, the six North Wales local authorities and North Wales Police commissioned a project to assess the feasibility of an integrated regional service for CCTV for public spaces, in support of crime prevention and detection and community safety.

In Flintshire there was a complex set of local service level agreements with town councils where costs of some localised service provision was shared.

The proposed regional model which was appended to the report was a fully-integrated regional service with the technical 'joining up' of the existing six equipment rooms with two control rooms surveying and responding to the transmitted images.

Across North Wales, the CCTV services currently cost £2.12m per annum. The capital requirement to set up a twin centre monitoring service was estimated at £2.067m. A bid for £2.4m had been made to the new Regional Collaboration Fund (RCF); if the bid was successful, the funds would cover the capital costs of the project and other costs. The collaboration had already been allocated Invest to Save (I2S) funds by Welsh Government, which was a repayable loan. The current position was that the previous and the new Minister for Local Government and Communities did not support a capital grant allocation from the RCF and instead, encouraged the region to access I2S. All six Councils and North Wales Police believed that capital grant funding was required to support the business case.

Without an RCF capital grant, the level of base cost would not be affordable without guaranteed income levels to subsidise costs and the project did not guarantee value for money for future years post 2014. A decision to prioritise the CCTV service for significant additional investment during a period of severe budget pressure, solely based on the option of a regional service, would be outside of a wider process of setting priorities as part of the Council's plans and Medium Term Financial Plan and was not advised as a comparative investment choice. Other Councils in the region had reached a similar position and shared a disappointment that available national capital grant was not being prioritised for the project.

Members expressed their concern that the RCF grant had not been supported for such a valuable service of crime prevention and detection and community safety and felt contact needed to be made with the Police and Crime Commissioner and Chief Constable to review Police investment in the local CCTV network and service as part of reviewing further options.

RESOLVED:

- (a) That in balancing the benefits and risks of a local and a regional model for future CCTV services, the proposed regional model should not be supported as offering value for money and being in the best interests of the Council unless significant non-repayable national capital/revenue funding is awarded;
- (b) That the proposed regional model cannot be supported and the Council considers its options for a future service including a continuing local service and a sub-regional option with one or more councils and North Wales Police;
- (c) That the Council scope the second phase review in partnership with North Wales Police and other partners as set out in 3.16 of the report; and

- (d) That the Council invite the Police and Crime Commissioner and Chief Constable to review Police investment in the local CCTV network and service as part of reviewing future options.

227. HOME TO SCHOOL TRANSPORT POLICY CHANGES - POST-16

The Cabinet Member for Education presented the outcome of the consultation on proposed changes to the discretionary post 16 home to school transport policy.

Free transport for post 16 students was provided under the existing policy to the nearest educational sites offering the combination of courses that the student wished to follow, which had resulted in recent years in the provision of transport to sites in Cheshire and Lancashire. The proposals for changing the post 16 transport policy related to reducing the number of sites to which free transport would be provided; no other changes were being proposed.

During the consultation process, 194 responses were received on the proposed changes. Of those who strongly disagreed with the proposals, a number of the comments showed either a misunderstanding of the proposal or a need for re-assurance or clarification and responses to issues raised were outlined in the report. Also, there was a Frequently Asked Questions document on the Council's website and in the Members' Library.

As a result of the feedback the implications of no longer providing free transport to the current Yale College site in Wrexham were reviewed and it was felt that transport to this site should continue where it was the nearest provider. This would reduce the efficiency savings originally estimated however monitoring of student numbers throughout the year would take place to ensure efficient use of vehicles.

RESOLVED:

- (a) That the proposed changes to the Home to School post 16 transport policy as detailed in paragraph 3.1 of the report be approved; and
- (b) That post 16 transport to Yale College be continued.

228. REVIEW OF SUBSIDISED BUS SERVICES

The Deputy Leader and Cabinet Member for Environment outlined the proposals for a review of the County's subsidised bus and related services.

From 1 April 2012, Welsh Government (WG) had announced that they would be making changes to the way it subsidised bus services and community transport in Wales. In relation to North Wales, this would mean a reduction from £33m to £25m for the next financial year.

Subject to the announcement, a transitional funding period was agreed by the Minister, subject to a Review of the future funding of bus services across Wales. It was confirmed that for the remainder of the 2012/13 financial year, a

cut of approximately 9.5% would apply, from 1 October 2012, which equated to a 19% reduction in bus funding for the second half of the financial year.

A set of criteria was required to help shape the review in order that it could be used consistently, to determine and prioritise the level of Council intervention. A draft Policy was considered by the Environment Overview & Scrutiny Committee on 6 February 2013 and Members' comments were incorporated into a revised Policy which was appended to the report, which, subject to approval, would be used as the basis for the review of subsidised bus services.

RESOLVED:

- (a) That the changes to bus funding from 1 April 2013 be noted;
- (b) That the Policy (appendix 2) be approved; and
- (c) That it be noted that a review will be undertaken in accordance with the Policy and that a further report be brought to a future Cabinet meeting on its conclusion.

229. REVIEW OF THE RESPONSE TO THE RECENT SEVERE WEATHER

The Leader and Cabinet Member for Finance introduced the report which summarised the operational response of the Council and its partners to the recent severe late winter weather in March and outlined the measures and costs of recovery and repair, and to invite Member comment to complete a local debrief and learning exercise.

The Chief Executive explained that North East Wales had, according to records, suffered the heaviest and most prolonged snowfall for around 30 years. The prolonged and repeated snowfall, along with freezing temperatures, caused severe disruption and considerable damage to roads, boundaries, trees and buildings.

The Council responded by enacting its business continuity plans for critical services and worked with its partners, including Health and the emergency services, to prevent and manage incidents and to ensure safe passage for emergency vehicles.

Overall, the response of the Council was effective in exceptional climatic conditions. A number of operational teams performed exceptionally with dedication to maintain critical services.

The costs of the operational period were considerable and would exceed budget provision. The costs of the recovery period would equally be considerable, in particular road repairs, boundary fence reinstatement and tree repair and clearance, and council housing repairs. All costs would need to be met corporately as a special incident. However, contact had been made with Welsh Government (WG) for possible financial assistance under the national emergencies scheme.

Members praised the work of the staff across the services and it was agreed that feedback should be given. Members also praised the work of the general public who came to the assistance of others and also the external contractors who had been employed to assist.

RESOLVED:

- (a) That the debrief report be noted;
- (b) That elected Members of town and community councils be sent a copy of a debrief report with the options for structured feedback to share experiences and possible future solutions to support the business continuity plans; and
- (c) That the Chief Executive in consultation with the Leader be given delegated authority to authorise additional expenditure, within overall available resources, for the emergency costs of the operational and recovery phases.

230. SETTING PERFORMANCE TARGETS FOR 2013/14

The Cabinet Member for Corporate Management introduced the report for the endorsement of the review of targets by:-

- Reclassifying targets to reset Improvement Targets
- Endorsing the targets set for 2013/14
- Endorsing the aspirational targets

He explained that the new set of Improvement Targets would be incorporated within service plans for 2013/14, with details of the changes to the national performance data sets for 2013/14 being shown. It was also noted that further in-year challenge would be undertaken.

The Chief Executive added that the review of categorisation and setting of targets had been undertaken by Heads of Service. Briefings including a challenge of those proposals had been undertaken by Overview and Scrutiny Chairs during March 2013.

RESOLVED:

- (a) That the review of targets be endorsed by:-
 - Reclassifying targets to reset Improvement Targets
 - Endorsing the targets set for 2013/14
 - Endorsing the aspirational targets
- (b) That the new set of Improvement Targets be incorporated within service plans for 2013/14;
- (c) That the changes to the national performance data sets be noted;
- (d) That it be noted that further in-year challenge will be undertaken as a result of:-

- Proposed changes to specific target sets;
- Particular stepped annual targets and aspirational targets;
- Development of the Improvement Plan 2013/14 and on-going review and integration of business and performance systems

231. REVENUE BUDGET MONITORING 2012/13 (MONTH 10)

The Leader and Cabinet Member for Finance provided Members with the most up to date revenue budget monitoring information (Month 10) for the Council Fund and the Housing Revenue Account (HRA) in 2012/13.

The Head of Finance explained that the projected in-year underspend at Month 10 on the Council Fund was £1.305m. The projected net underspend on the HRA was £0.491m. It was important to note however that the projection in the report did not take into account any additional costs associated with the extreme weather conditions at the end of March, the impact of which would be reported in future monitoring reports.

The significant in-year projected variances to date were detailed in the appendices to the report, including reasons for the variances and the actions required to address each variance. The significant changes for the Council Fund from Month 9 were detailed in Appendix 1.

Appendix 7 detailed movements to date on unearmarked reserves and the level of contingency sum available. As a result of the movements the current projected level of contingency reserve at the end of March 2013 was £0.894m.

On the Housing Revenue Account there was an overall projected underspend of £0.491m and a projected closing balance at Month 10 of £1.346m.

There was one request for a carry forward of underspend, details of which were in the report.

The Deputy Leader and Cabinet Member for Environment expressed his concern on the continuing monthly overspend on the Leisure budget and questioned whether the income projected by Alliance Leisure was attainable. The Chief Executive said officers shared the concerns of Members and an emergency budget review meeting had been held the previous week with further meetings required.

RESOLVED:

- (a) That the report be noted;
- (b) That the Council Fund contingency sum as at 31 March 2013 be noted;
- (c) That the projected final level of balances on the Housing Revenue Account be noted; and
- (d) That the request for carry forward of underspends to 2013/14 be approved.

232. COMMUNITY REVIEW

The Cabinet Member for Corporate Management introduced the report which detailed the guiding principles for the proposed community review.

The Head of Legal and Democratic Services added that on 12 March 2013, all Town and Community Councils were written to, seeking their views on the draft guiding principles for the review. The responses received were appended to the report.

RESOLVED:

- (a) That the community review be commenced;
- (b) That the guiding principles of the review be as in appendix 2; and
- (c) That the consultation on the first formal stage be as indicated in paragraphs 3.02 and 3.03 of the report.

233. SCHOOL MUSIC SERVICE REVIEW OF BUSINESS MODEL

The Cabinet Member for Education introduced the proposed operating model to protect and develop the Flintshire Music Service, with a three year funding commitment by the Council from 2013/14-2015/16.

The purpose of the Flintshire Music Service was to enhance the quality of life for the people of Flintshire by working in partnership to increase the quality and range of music services offered within a safe environment. All children and young people should be able to access music education that inspired, engaged, challenged and supported them within their communities.

The Director of Lifelong Learning explained that, as at present, the service would be available to low income families through a remissions policy for learners who qualified for free school meals. Schools would be able to apply for remission funding through the County Council.

Schools would be offered a menu of services on a non-profit making basis, which would include:

- Instrumental teaching to all school age ranges
- Curriculum support on a commissioned basis and in partnership with GwE Regional School Effectiveness and Improvement Service
- Provision of County Schools' Orchestras, Bands, Choirs and ensembles
- Education concerts/workshops
- Provision and maintenance of all types of instruments; and
- Advice on all aspects of music education

Schools would select and control the range of services they wished to purchase on an annual basis. They would be required to notify the Music Service about their detailed requests early in the preceding summer term in 2013 (and

during the Spring term in future years), to enable appropriate staffing levels to be in place for September.

The Chief Executive added that the commitment of the Council to protect and sustain the service for a three year period had to be matched by a commitment by the schools community both to fund the service as set out in the report and to work within the business model of advance pupil planning and support.

RESOLVED:

That the operating model for the Flintshire Music Service as set out be adopted subject to (1) effective implementation of the business model changes set out in 3.01 and (2) a matched commitment by the schools community.

234. FLINTSHIRE PLAY SUFFICIENCY ASSESSMENT AND ACTION PLAN

The Director of Lifelong Learning said the report sought approval and resolution to adopt the Flintshire Play Sufficiency Assessment and Action Plan.

RESOLVED:

- (a) That the Play Sufficiency Assessment and accompanying Action Plan be approved. Reports would be submitted to Welsh Government (WG) as being formally approved and Appendix 1 and Appendix 2 be made available on the Flintshire County Council Website in accordance with WG requirements; and
- (b) That it be approved that the Council continues to work with WG to identify strategies for them to fund expectations under the Play Sufficiency Assessment and Action Plan from 2014 onwards.

235. HAWARDEN INFANT AND JUNIOR AMALGAMATION

The Cabinet Member for Education provided details on the proposed amalgamation of Hawarden Infants and Rector Drew Church in Wales Voluntary Aided Junior Schools to form a new through Primary school on the same site.

The decision of Cabinet on 19 February 2013 was that a statutory notice be published in accordance with the requirements of the Welsh Government. That notice set out the intention of the Authority to close the existing infant and junior schools as of 31 August 2013 and to open the new school, in the existing buildings on 1 September 2013.

No objections, during the statutory one month period, were received. As a result, the determination of the proposal could be made by Cabinet without reference to Welsh Ministers.

RESOLVED:

That the proposal to effect an amalgamation of the existing Infant and Junior schools to form a new through Church in Wales Voluntary Aided Primary school

on the existing site and utilising the existing buildings from September 2013 be approved.

236. SHOTTON INFANT AND JUNIOR AMALGAMATION

The Cabinet Member for Education provided details on the proposed amalgamation of Shotton Infants school and Taliesin Junior school to form a new through Primary school on the Taliesin Junior school site.

The decision of Cabinet on 22 January 2013 was that a statutory notice be published in accordance with the requirements of the Welsh Government. That notice set out the intention of the Authority to close the existing infant and junior schools as of 31 August 2014 and to open the new school, in its new building on 1 September 2014.

No objections, during the statutory one month period, were received. As a result, the determination of the proposal could be made by Cabinet without reference to Welsh Ministers.

RESOLVED:

That the proposal to effect an amalgamation of the infant and junior schools to form a new through primary school on the Taliesin Avenue site from 1 September 2014 be approved.

237. PENYFFORDD INFANT AND JUNIOR AMALGAMATION

The Cabinet Member for Education informed Members of the outcome of consultation meetings and the responses to the consultation in relation to the proposed amalgamation of Penyffordd Abbot's Lane Infant School and Penyffordd Junior School from 1 September 2013.

In accordance with Flintshire County Council's policy to amalgamate infant and junior schools to provide all-through primary schools, the consultation process was initiated by the announcement that one of the Headteachers would be retiring at the end of the 2012/13 academic year.

The consultations at Penyffordd would mark the final pair of schools to be consulted, with regard to amalgamation. All other Flintshire infant and junior schools were either amalgamated or in the process of amalgamation.

Discussions were held initially with the Headteachers and Governor representatives, prior to approval of Cabinet, to carry out the full consultations in accordance with the requirements of the Welsh Government (WG). Consultation meetings were held for Governors, staff and parents/pupils on 7 February 2013. Copies of the response forms and letters from the consultation meetings were in the Members' Library.

RESOLVED:

That the report and written representations to the consultations be considered and publication of the statutory notice to amalgamate the schools with effect from 1 September 2013 be approved.

238. MEMBERS OF THE PRESS AND PUBLIC IN ATTENDANCE

There were 3 members of the press in attendance.

(The meeting started at 9.30 am and ended at 12.10 pm)

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Chairman

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CABINET
23 APRIL 2013

Minutes of the meeting of the Cabinet of Flintshire County Council held at County Hall, Mold on Tuesday, 23 April 2013

PRESENT: Councillor Aaron Shotton (Chairman)

Councillors: Bernie Attridge, Chris Bithell, Helen Brown, Christine Jones, Kevin Jones and Billy Mullin

APOLOGY:

Councillor: Peter Macfarlane

ALSO PRESENT:

Councillors: Dave Mackie and Carolyn Thomas

IN ATTENDANCE:

Chief Executive, Director of Community Services, Director of Environment, Director of Lifelong Learning, Head of Legal and Democratic Services and Head of Finance

216. VARIATION IN ORDER OF BUSINESS

Prior to the commencement of the meeting, the Leader and Cabinet Member for Finance advised that agenda item number 6, Welsh Government Consultation on the European Structural Funds and Rural Development Plan Programmes 2014-2020, would be considered as the first item following declarations of interest and consideration of the minutes.

217. DECLARATIONS OF INTEREST

Councillor C. M. Jones declared a personal interest in agenda item number 21, Shotton Infant and Junior Amalgamation.

218. MINUTES

The minutes of the meeting held on 19 March 2013 had been circulated with the agenda.

RESOLVED:

That the minutes be approved as a correct record.

219. WELSH GOVERNMENT CONSULTATION ON THE EUROPEAN STRUCTURAL FUNDS AND RURAL DEVELOPMENT PLAN PROGRAMMES 2014-2020

The Leader and Cabinet Member for Finance explained that the current set of programmes (2007-2013) would come to an end in 2014 and development of the next Programme (2014-2020) was underway at the European, UK and Wales level. The Welsh Government (WG) had issued draft proposals for their approach to the

next Programme and responses were due on this consultation in late April. Concurrent with this was the review of Assisted Areas throughout Wales, where State Aids could be offered to eligible investment projects.

WG had set out the activities that it intended to support through the Programme in East Wales, details of which were in the report. For the Rural Development Plan (RDP), WG had indicated that it would ensure a more flexible approach by removing the restrictive framework of Axes and Measures used in the 2007-2013 Programme.

The proposed responses to the Structural Funds consultation and the RDP consultation were detailed in the report.

RESOLVED:

- (a) That the current Welsh Government consultation on the programmes be noted and the proposed responses to Welsh Government be approved; and
- (b) That the bid for continued Assisted Area designation in Flintshire and the work with appropriate partners within the region to achieve this be supported.

220. DESIGNATION OF CITY REGIONS IN WALES

The Leader and Cabinet Member for Finance provided an update on the review of establishing City Regions in Wales and the position on the Mersey Dee Alliance (MDA) area.

In early 2012, Dr Elizabeth Haywood was appointed to consider the potential for establishing City Regions in Wales. Whilst rejecting the case for a City Region, based around Wrexham, Deeside and Chester, the Report by Dr Elizabeth Haywood made four recommendations with implications for the MDA and the cross-border economy:

- To become a real strategic force in the region, the MDA will need to be given relevant powers and funding. It will also need to change its structure, to incorporate strong private and education (HE/FE) sector membership.
- The MDA should have the authority to develop a cross-border labour market plan, and to develop and deliver a regional skills agenda
- The MDA should take the lead in promoting the region for investment purposes, making a virtue of its cross-border nature and rejecting the existing tendency to focus marketing on one side of the border or the other
- There should be a Memorandum of Understanding between the Welsh Government and UK Government covering cross-border transport planning (binding on independent bodies such as Network Rail), with the MDA, or Taith and the Cheshire Local Transport Partnership, having a statutory role to be heard on proposals of regional significance.

The Leader and Cabinet Member for Finance said that whilst it was disappointing that Dr Haywood was unable to accept the evidence presented, the recommendations made, if approved by the Minister, did represent a considerable

advance on what was currently in place. The new arrangements, particularly the proposal to develop a Memorandum of Understanding between UK and Welsh Governments on cross border working would enable the MDA to tackle a range of key issues that it was currently unable to. These included road and rail investment, public transport, skills and labour market planning and investment plans for further and higher education.

The Chief Executive said the Haywood recommendations represented a considerable step forward for the MDA and would allow the organisation to become an increasingly effective player in driving forward the local economy. The report also vindicated the approach taken by the Council, since it was a founder member of the MDA and the recommendations should be supported on the basis that the MDA was deserving of special status even if it did not conform to a City Region accepted definition. As part of the recognition, the Council would expect the MDA to be given equal importance as the two proposed South Wales City Regions (Cardiff and Swansea), equal funding benefit in economic development and infrastructure investment and equal marketing and promotion as a location for business growth. Importantly, Wales – UK Government co-operation and joint infrastructure planning would be required in recognition of the cross-border area span of the MDA geography.

RESOLVED:

That the contents of the Haywood Report be noted and the draft response set out in 3.02 be approved.

221. EU STATE AID NEW UK ASSISTED AREAS, AN UPDATE ON THE LATEST SITUATION

The Leader and Cabinet Member for Finance explained that most of Flintshire's main economic centres were within the designated Assisted Area, giving access to state aids for eligible development. Such designations were reviewed by the EU every seven years and such a review was currently underway. Retaining Assisted Area status was considered to be an essential part in retaining the long-term economic health of the County.

The report provided information on the position regarding Flintshire's Assisted Areas designation and identified a strategy to ensure that Flintshire retained designation for the period to 2020.

The current proposals from the Commission were not the final version, which would not be published until April 2013. Crucially, this gave an opportunity for further lobbying.

The UK Government was intending to make further representations to the Commission on this matter, and similar representations were expected from several other Member States. The following actions were recommended in order to present the strongest case for retaining Assisted Area designation:-

- Continue to lobby the British MEPs who were working to change the position
- Raise the matter with local AMs and MPs
- Work through the WLGA to secure a meeting in Brussels with Commissioner Almunia
- Meet with representatives of the CBI, EEF, Chamber and key local employers to develop a shared approach
- Raise the issue with the North Wales Economic Ambition Board and the Board of the Mersey Dee Alliance asking for support for the Council's views
- Work with the lead officials in Business, Innovation and Science (BIS) (and where appropriate the devolved administrations) to co-ordinate tactics and detailed arguments to be put to the Commission

RESOLVED:

That the contents of the report be noted and the approach set out in paragraph 3.07 be approved.

222. WELFARE REFORM AND HOUSING POLICY AMENDMENTS

The Cabinet Member for Housing sought approval for the implementation of a series of amendments to current housing policies that were necessary for the Neighbourhood Housing Service to be able to respond proactively to the Welfare Reform Act 2012.

Housing Overview and Scrutiny Committee, at its meeting on 23 January 2013, received a report detailing the measures that the Council was implementing to mitigate, as far as practical, any increase to homelessness. The Committee supported all the recommendations within the report and proposed an additional recommendation that the Council's housing stock should be based upon an applicant's housing need.

The report detailed three areas for consideration: Supporting tenants; Housing Policy Review and Registered Social Landlords.

Members paid tribute to how Flintshire County Council staff, and the Cabinet Member, had responded to the Welfare Reform Act, in particular being proactive, offering timely advice to tenants and the continued commitment to offer stock on a housing need basis.

RESOLVED:

- (a) That the proposals on how the Neighbourhood Housing Service intends to proactively support tenants who are under occupying be approved;
- (b) That the creation of two additional posts on 12 month fixed term contracts (Welfare Reform Response Officer and Neighbourhood Housing Officer) be approved;

- (c) That changes that are required to the allocation and rent arrears policies as set out in appendices 2 and 3 be approved;
- (d) That delegated authority be given to the Cabinet Member and Director to amend the policy (set out in appendices 2 and 3) following the outcome of consultation be approved; and
- (e) That proposals to implement closer and improved working practices with registered social landlords, as set out in appendix 4, be approved.

223. DISCRETIONARY HOUSING PAYMENT (DHP) POLICY 2013/14

The Cabinet Member for Corporate Management introduced the report which sought approval and adoption of Flintshire County Council's revised Discretionary Housing Payment (DHP) Policy for 2013/14.

DHP could be used to give people extra help and support with their housing costs. The Department of Work and Pensions (DWP) annual funding for DHP was £20m up to April 2011. To help authorities manage the impact of the reforms DHP funding increased to £30m in 2011/12 and to £60m for 2012/13 across England and Wales and for the remainder of the Spending Review.

DHP funding was designed to help in the short term. It was a cash limited budget and each application was assessed on need and personal circumstances. DHP was a payment of last resort or in an emergency; it was hoped that with proactive intervention and help, that other alternatives would be found to help customers in difficulty. Such work would be undertaken by officers in Housing Benefits, Housing and Welfare Rights and the Welfare Reform Operational Team.

The overall budget to support households for 2013/14 in Flintshire was £544,645.

RESOLVED:

- (a) That the report be noted;
- (b) That the DHP Policy for 2013/14 be adopted; and
- (c) That quarterly reporting to Corporate Resources Overview & Scrutiny Committee and Cabinet, as set out in 3.12 of the report, be approved.

224. FAIR DEBT POLICY

The Cabinet Member for Corporate Management introduced the Fair Debt Policy which was primarily a customer focused policy to assist those in financial difficulty owing single and multiple debts to the Council.

The purpose of the Policy was to establish guidelines on how the Council would recover debts owed. A framework was set out for a consistent and sensitive

approach to the recovery of debts and importantly, it aimed to offer customers who experienced payment difficulties with practical payment solutions.

The introduction of the policy would ensure that the Council continued to fulfil its responsibility to maximise the collection of council tax, rents, corporate debt and housing benefit overpayments.

The draft Policy was submitted to Corporate Resources Overview & Scrutiny Committee on 18 April 2013 and their comments recommended for inclusion in the Policy were the insertion of the following:

11. Compliments, Concerns and Complaints

11.1 The Council is also committed to dealing effectively with compliments, concerns or complaints that occasionally arise through the recovery of debt and in our dealings with customers.

11.2 The Council will adopt the Corporate Compliments, Concerns and Complaints Policy to put right, wherever possible, any concerns or complaints that may arise in administering the Fair Debt Policy.

RESOLVED:

That the Fair Debt Policy, as set out in the Appendix, be approved with the inclusion of the additional paragraph relating to comments, compliments and complaints (outlined above), circulated at the meeting.

225. SUPPORTING PEOPLE COMMISSIONING PLAN

The Cabinet Member for Housing provided an update on the Supporting People Programme in Flintshire and sought approval for the Flintshire Supporting People Commissioning Plan.

The Supporting People Strategy highlighted that Flintshire was expected to face significant reductions to the Supporting People Grant allocation, details of which were in the report. In order to make the best use of available funding, Flintshire planned to take forward a number of short term pilot projects during 2013/14 which were identified as 'off-the shelf' projects that could be implemented at short notice in order to utilise non-recurring underspend.

RESOLVED:

That the Flintshire Supporting People Commissioning Plan be approved.

226. REGIONAL CLOSED CIRCUIT TELEVISION (CCTV) SERVICE

The Cabinet Member for Education introduced the report which was for consideration of the North Wales regional proposal for an integrated public closed circuit television monitoring (CCTV) system based on a twin monitoring centre model.

The Chief Executive provided the background to the report and explained that in 2009, the six North Wales local authorities and North Wales Police commissioned a project to assess the feasibility of an integrated regional service for CCTV for public spaces, in support of crime prevention and detection and community safety.

In Flintshire there was a complex set of local service level agreements with town councils where costs of some localised service provision was shared.

The proposed regional model which was appended to the report was a fully-integrated regional service with the technical 'joining up' of the existing six equipment rooms with two control rooms surveying and responding to the transmitted images.

Across North Wales, the CCTV services currently cost £2.12m per annum. The capital requirement to set up a twin centre monitoring service was estimated at £2.067m. A bid for £2.4m had been made to the new Regional Collaboration Fund (RCF); if the bid was successful, the funds would cover the capital costs of the project and other costs. The collaboration had already been allocated Invest to Save (I2S) funds by Welsh Government, which was a repayable loan. The current position was that the previous and the new Minister for Local Government and Communities did not support a capital grant allocation from the RCF and instead, encouraged the region to access I2S. All six Councils and North Wales Police believed that capital grant funding was required to support the business case.

Without an RCF capital grant, the level of base cost would not be affordable without guaranteed income levels to subsidise costs and the project did not guarantee value for money for future years post 2014. A decision to prioritise the CCTV service for significant additional investment during a period of severe budget pressure, solely based on the option of a regional service, would be outside of a wider process of setting priorities as part of the Council's plans and Medium Term Financial Plan and was not advised as a comparative investment choice. Other Councils in the region had reached a similar position and shared a disappointment that available national capital grant was not being prioritised for the project.

Members expressed their concern that the RCF grant had not been supported for such a valuable service of crime prevention and detection and community safety and felt contact needed to be made with the Police and Crime Commissioner and Chief Constable to review Police investment in the local CCTV network and service as part of reviewing further options.

RESOLVED:

- (a) That in balancing the benefits and risks of a local and a regional model for future CCTV services, the proposed regional model should not be supported as offering value for money and being in the best interests of the Council unless significant non-repayable national capital/revenue funding is awarded;
- (b) That the proposed regional model cannot be supported and the Council considers its options for a future service including a continuing local service and a sub-regional option with one or more councils and North Wales Police;

- (c) That the Council scope the second phase review in partnership with North Wales Police and other partners as set out in 3.16 of the report; and
- (d) That the Council invite the Police and Crime Commissioner and Chief Constable to review Police investment in the local CCTV network and service as part of reviewing future options.

227. HOME TO SCHOOL TRANSPORT POLICY CHANGES – POST 16

The Cabinet Member for Education presented the outcome of the consultation on proposed changes to the discretionary post 16 home to school transport policy.

Free transport for post 16 students was provided under the existing policy to the nearest educational sites offering the combination of courses that the student wished to follow, which had resulted in recent years in the provision of transport to sites in Cheshire and Lancashire. The proposals for changing the post 16 transport policy related to reducing the number of sites to which free transport would be provided; no other changes were being proposed.

During the consultation process, 194 responses were received on the proposed changes. Of those who strongly disagreed with the proposals, a number of the comments showed either a misunderstanding of the proposal or a need for re-assurance or clarification and responses to issues raised were outlined in the report. Also, there was a Frequently Asked Questions document on the Council's website and in the Members' Library.

As a result of the feedback the implications of no longer providing free transport to the current Yale College site in Wrexham were reviewed and it was felt that transport to this site should continue where it was the nearest provider. This would reduce the efficiency savings originally estimated however monitoring of student numbers throughout the year would take place to ensure efficient use of vehicles.

RESOLVED:

- (a) That the proposed changes to the Home to School post 16 transport policy as detailed in paragraph 3.1 of the report be approved; and
- (b) That post 16 transport to Yale College be continued.

228. REVIEW OF SUBSIDISED BUS SERVICES

The Deputy Leader and Cabinet Member for Environment outlined the proposals for a review of the County's subsidised bus and related services.

From 1 April 2012, Welsh Government (WG) had announced that they would be making changes to the way it subsidised bus services and community transport in Wales. In relation to North Wales, this would mean a reduction from £33m to £25m for the next financial year.

Subject to the announcement, a transitional funding period was agreed by the Minister, subject to a Review of the future funding of bus services across Wales. It was confirmed that for the remainder of the 2012/13 financial year, a cut of approximately 9.5% would apply, from 1 October 2012, which equated to a 19% reduction in bus funding for the second half of the financial year.

A set of criteria was required to help shape the review in order that it could be used consistently, to determine and prioritise the level of Council intervention. A draft Policy was considered by the Environment Overview & Scrutiny Committee on 6 February 2013 and Members' comments were incorporated into a revised Policy which was appended to the report, which, subject to approval, would be used as the basis for the review of subsidised bus services.

RESOLVED:

- (a) That the changes to bus funding from 1 April 2013 be noted;
- (b) That the Policy (appendix 2) be approved; and
- (c) That it be noted that a review will be undertaken in accordance with the Policy and that a further report be brought to a future Cabinet meeting on its conclusion.

229. REVIEW OF THE RESPONSE TO THE RECENT SEVERE WEATHER

The Leader and Cabinet Member for Finance introduced the report which summarised the operational response of the Council and its partners to the recent severe late winter weather in March and outlined the measures and costs of recovery and repair, and to invite Member comment to complete a local debrief and learning exercise.

The Chief Executive explained that North East Wales had, according to records, suffered the heaviest and most prolonged snowfall for around 30 years. The prolonged and repeated snowfall, along with freezing temperatures, caused severe disruption and considerable damage to roads, boundaries, trees and buildings.

The Council responded by enacting its business continuity plans for critical services and worked with its partners, including Health and the emergency services, to prevent and manage incidents and to ensure safe passage for emergency vehicles.

Overall, the response of the Council was effective in exceptional climatic conditions. A number of operational teams performed exceptionally with dedication to maintain critical services.

The costs of the operational period were considerable and would exceed budget provision. The costs of the recovery period would equally be considerable, in particular road repairs, boundary fence reinstatement and tree repair and clearance, and council housing repairs. All costs would need to be met corporately as a special

incident. However, contact had been made with Welsh Government (WG) for possible financial assistance under the national emergencies scheme.

Members praised the work of the staff across the services and it was agreed that feedback should be given. Members also praised the work of the general public who came to the assistance of others and also the external contractors who had been employed to assist.

RESOLVED:

- (a) That the debrief report be noted;
- (b) That elected Members of town and community councils be sent a copy of a debrief report with the options for structured feedback to share experiences and possible future solutions to support the business continuity plans; and
- (c) That the Chief Executive in consultation with the Leader be given delegated authority to authorise additional expenditure, within overall available resources, for the emergency costs of the operational and recovery phases.

230. SETTING PERFORMANCE TARGETS FOR 2013/14

The Cabinet Member for Corporate Management introduced the report for the endorsement of the review of targets by:-

- Reclassifying targets to reset Improvement Targets
- Endorsing the targets set for 2013/14
- Endorsing the aspirational targets

He explained that the new set of Improvement Targets would be incorporated within service plans for 2013/14, with details of the changes to the national performance data sets for 2013/14 being shown. It was also noted that further in-year challenge would be undertaken.

The Chief Executive added that the review of categorisation and setting of targets had been undertaken by Heads of Service. Briefings including a challenge of those proposals had been undertaken by Overview and Scrutiny Chairs during March 2013.

RESOLVED:

- (a) That the review of targets be endorsed by:-
 - Reclassifying targets to reset Improvement Targets
 - Endorsing the targets set for 2013/14
 - Endorsing the aspirational targets
- (b) That the new set of Improvement Targets be incorporated within service plans for 2013/14;
- (c) That the changes to the national performance data sets be noted;

- (d) That it be noted that further in-year challenge will be undertaken as a result of:-
- Proposed changes to specific target sets;
 - Particular stepped annual targets and aspirational targets;
 - Development of the Improvement Plan 2013/14 and on-going review and integration of business and performance systems

231. REVENUE BUDGET MONITORING 2012/13 (MONTH 10)

The Leader and Cabinet Member for Finance provided Members with the most up to date revenue budget monitoring information (Month 10) for the Council Fund and the Housing Revenue Account (HRA) in 2012/13.

The Head of Finance explained that the projected in-year underspend at Month 10 on the Council Fund was £1.305m. The projected net underspend on the HRA was £0.491m. It was important to note however that the projection in the report did not take into account any additional costs associated with the extreme weather conditions at the end of March, the impact of which would be reported in future monitoring reports.

The significant in-year projected variances to date were detailed in the appendices to the report, including reasons for the variances and the actions required to address each variance. The significant changes for the Council Fund from Month 9 were detailed in Appendix 1.

Appendix 7 detailed movements to date on unearmarked reserves and the level of contingency sum available. As a result of the movements the current projected level of contingency reserve at the end of March 2013 was £0.894m.

On the Housing Revenue Account there was an overall projected underspend of £0.491m and a projected closing balance at Month 10 of £1.346m.

There was one request for a carry forward of underspend, details of which were in the report.

The Deputy Leader and Cabinet Member for Environment expressed his concern on the continuing monthly overspend on the Leisure budget and questioned whether the income projected by Alliance Leisure was attainable. The Chief Executive said officers shared the concerns of Members and an emergency budget review meeting had been held the previous week with further meetings required.

RESOLVED:

- (a) That the report be noted;
- (b) That the Council Fund contingency sum as at 31 March 2013 be noted;
- (c) That the projected final level of balances on the Housing Revenue Account be noted; and

- (d) That the request for carry forward of underspends to 2013/14 be approved.

232. COMMUNITY REVIEW

The Cabinet Member for Corporate Management introduced the report which detailed the guiding principles for the proposed community review.

The Head of Legal and Democratic Services added that on 12 March 2013, all Town and Community Councils were written to, seeking their views on the draft guiding principles for the review. The responses received were appended to the report.

RESOLVED:

- (a) That the community review be commenced;
- (b) That the guiding principles of the review be as in appendix 2; and
- (c) That the consultation on the first formal stage be as indicated in paragraphs 3.02 and 3.03 of the report.

233. SCHOOL MUSIC SERVICE REVIEW OF BUSINESS MODEL

The Cabinet Member for Education introduced the proposed operating model to protect and develop the Flintshire Music Service, with a three year funding commitment by the Council from 2013/14-2015/16.

The purpose of the Flintshire Music Service was to enhance the quality of life for the people of Flintshire by working in partnership to increase the quality and range of music services offered within a safe environment. All children and young people should be able to access music education that inspired, engaged, challenged and supported them within their communities.

The Director of Lifelong Learning explained that, as at present, the service would be available to low income families through a remissions policy for learners who qualified for free school meals. Schools would be able to apply for remission funding through the County Council.

Schools would be offered a menu of services on a non-profit making basis, which would include:

- Instrumental teaching to all school age ranges
- Curriculum support on a commissioned basis and in partnership with GwE Regional School Effectiveness and Improvement Service
- Provision of County Schools' Orchestras, Bands, Choirs and ensembles
- Education concerts/workshops
- Provision and maintenance of all types of instruments; and
- Advice on all aspects of music education

Schools would select and control the range of services they wished to purchase on an annual basis. They would be required to notify the Music Service about their detailed requests early in the preceding summer term in 2013 (and during the Spring term in future years), to enable appropriate staffing levels to be in place for September.

The Chief Executive added that the commitment of the Council to protect and sustain the service for a three year period had to be matched by a commitment by the schools community both to fund the service as set out in the report and to work within the business model of advance pupil planning and support.

RESOLVED:

That the operating model for the Flintshire Music Service as set out be adopted subject to (1) effective implementation of the business model changes set out in 3.01 and (2) a matched commitment by the schools community.

234. FLINTSHIRE PLAY SUFFICIENCY ASSESSMENT AND ACTION PLAN

The Director of Lifelong Learning said the report sought approval and resolution to adopt the Flintshire Play Sufficiency Assessment and Action Plan.

RESOLVED:

- (a) That the Play Sufficiency Assessment and accompanying Action Plan be approved. Reports would be submitted to Welsh Government (WG) as being formally approved and Appendix 1 and Appendix 2 be made available on the Flintshire County Council Website in accordance with WG requirements; and
- (b) That it be approved that the Council continues to work with WG to identify strategies for them to fund expectations under the Play Sufficiency Assessment and Action Plan from 2014 onwards.

235. HAWARDEN INFANT AND JUNIOR AMALGAMATION

The Cabinet Member for Education provided details on the proposed amalgamation of Hawarden Infants and Rector Drew Church in Wales Voluntary Aided Junior Schools to form a new through Primary school on the same site.

The decision of Cabinet on 19 February 2013 was that a statutory notice be published in accordance with the requirements of the Welsh Government. That notice set out the intention of the Authority to close the existing infant and junior schools as of 31 August 2013 and to open the new school, in the existing buildings on 1 September 2013.

No objections, during the statutory one month period, were received. As a result, the determination of the proposal could be made by Cabinet without reference to Welsh Ministers.

RESOLVED:

That the proposal to effect an amalgamation of the existing Infant and Junior schools to form a new through Church in Wales Voluntary Aided Primary school on the existing site and utilising the existing buildings from September 2013 be approved.

236. SHOTTON INFANT AND JUNIOR AMALGAMATION

The Cabinet Member for Education provided details on the proposed amalgamation of Shotton Infants school and Taliesin Junior school to form a new through Primary school on the Taliesin Junior school site.

The decision of Cabinet on 22 January 2013 was that a statutory notice be published in accordance with the requirements of the Welsh Government. That notice set out the intention of the Authority to close the existing infant and junior schools as of 31 August 2014 and to open the new school, in its new building on 1 September 2014.

No objections, during the statutory one month period, were received. As a result, the determination of the proposal could be made by Cabinet without reference to Welsh Ministers.

RESOLVED:

That the proposal to effect an amalgamation of the infant and junior schools to form a new through primary school on the Taliesin Avenue site from 1 September 2014 be approved.

237. PENYFFORDD INFANT AND JUNIOR AMALGAMATION

The Cabinet Member for Education informed Members of the outcome of consultation meetings and the responses to the consultation in relation to the proposed amalgamation of Penyffordd Abbot's Lane Infant School and Penyffordd Junior School from 1 September 2013.

In accordance with Flintshire County Council's policy to amalgamate infant and junior schools to provide all-through primary schools, the consultation process was initiated by the announcement that one of the Headteachers would be retiring at the end of the 2012/13 academic year.

The consultations at Penyffordd would mark the final pair of schools to be consulted, with regard to amalgamation. All other Flintshire infant and junior schools were either amalgamated or in the process of amalgamation.

Discussions were held initially with the Headteachers and Governor representatives, prior to approval of Cabinet, to carry out the full consultations in accordance with the requirements of the Welsh Government (WG). Consultation meetings were held for Governors, staff and parents/pupils on 7 February 2013. Copies of the response forms and letters from the consultation meetings were in the Members' Library.

RESOLVED:

That the report and written representations to the consultations be considered and publication of the statutory notice to amalgamate the schools with effect from 1 September 2013 be approved.

238. MEMBERS OF THE PRESS AND PUBLIC IN ATTENDANCE

There were 3 members of the press in attendance.

(The meeting commenced at 9.30am and ended at 12.10pm)

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Chairman

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FLINTSHIRE COUNTY COUNCIL

REPORT TO: **CABINET**
DATE: **TUESDAY, 21 MAY 2013**
REPORT BY: **CHIEF EXECUTIVE**
SUBJECT: **PUBLIC SERVICES COMMISSION**

1.00 **PURPOSE OF REPORT**

- 1.01 To advise Cabinet of the terms of reference and membership of the Public Services Commission announced by the First Minister and the timescale for the Commission to produce an initial report.

2.00 **BACKGROUND**

- 2.01 The Welsh Government has made commitments in the Programme for Government to further review and reform public services in Wales. On 30 April the First Minister Carwyn Jones, AM made the following statement:-

“Strong, efficient and accessible public services are essential for the well-being of Wales and its people.

We know that current resources available to provide public services are limited at best, while the need for them continues to grow. Increasingly, public service organisations are struggling to meet the challenges that this presents. This is not sustainable or acceptable in longer term, given the scale of the public sector cuts which are yet to come.

This is why we have established a Commission of look hard at the way our public services are delivered, and how we might improve that now and for the future. I expect it to examine all the available evidence, including from those who deliver and use public services, and to be wide ranging in its scope and in developing proposals for reform.

We need a solution which works for Wales and meets the needs of our citizens and communities. This is an opportunity to build better, more efficient and more accountable public services for Wales, I hope we can all work together to support that.”

- 2.02 The First Minister has since confirmed the terms of reference of the Commission and its membership as follows:-

Remit

Purpose

- 2.03 The Welsh Government is committed to values of fairness and equality. We do not accept poverty and inequality, or the erosion of public services which we believe need to be fit for our times and sustainable. Our Programme for Government set out a clear framework to strengthen the delivery of effective, efficient and accessible public services, including in particular, those that are the responsibility of local government. The importance of protecting and supporting our public services is crucial as we know that in particular our most vulnerable individuals and communities rely heavily on these services which impact so directly on the day to day quality of their lives. These services could not exist without the dedicated public service workforce we have and we are committed to developing and supporting those who work in public services.
- 2.04 We do not consider that the market is the solution to the challenges facing these public services. The needs of individuals, families and communities can be complex or simple, are often met through a range of organisations – including non devolved services – and do not neatly fit into organisational boundaries. Since public sector budgets are likely to continue to tighten, and demand pressures grow, in the medium to long term, there is a clear need to examine how services can be sustained and standards of performance raised, so that people in Wales can continue to receive and influence the public services they need and value.
- 2.05 The Welsh Government's commitment to establish an independent Commission on Public Service Governance and Delivery provides an opportunity to examine how public services are governed: that is, held accountable for their performance and delivered most effectively to the public.
- 2.06 The aims of the Commission will be to:
- Gather and provide an objective, authoritative assessment of the extent to which current arrangements for public service governance and delivery in Wales meet the needs and aspirations of people today and provide a sustainable basis for the future;
 - Propose an optimal model of public service governance and delivery for Wales, that will ensure that efficient, effective and accessible services are provided to the citizen; and support continuous improvement in those services against the background of financial and demand pressures;
 - And, as part of this, to engage with those who provide and use public services.

Context

2.07 The Commission is asked to consider the above, taking account of the Welsh policy context, including:

- The current structure of Local Health Boards within Wales is already supporting the move to integrate services more effectively and to put services on a sustainable footing for the medium to long term. The Welsh Government would not, therefore, expect LHB configuration to require consideration by the Commission.
- The action already underway in developing the provision of public services including, but not limited to, the work of the Public Service Leadership Group as overseen by the Partnership Council for Wales; the Welsh Government's footprint for collaboration in public services; and the range of legislative measures such as the Social Services Bill, the Sustainable Development Bill and the Planning Bill
- The need for greater simplicity in governance and delivery arrangements for services in order to enable effective integrated planning and delivery for people in Wales, including through the work of Local Service Boards
- The recommendations of the Hill Review into education improvement
- The proposals put to the Silk Commission by the Welsh Government (and any emerging outcomes from the Silk Commission)

Scope

2.08 The Commission will consider arrangements for the governance and delivery of all devolved services. It is encouraged to reflect the contribution made to integrated delivery by non-devolved services and to report any conclusions relevant to the current considerations of the Silk Commission.

Outcome

2.09 The Commission is asked to collect and consider evidence; engage widely; and to produce findings and a final report, which makes clear recommendations for action by the Welsh Government and public sector partners on:

- The optimal arrangements for the organisation, governance and delivery of efficient, effective and accessible public services in Wales, including
 - Scale of delivery;
 - Scope for integrated and cross-sectoral working.
- A timescale for any changes
- A consideration of any associated changes to the financing arrangements of the public services under consideration

Timing

- 2.10 The Commission should report by the end of 2013.

Approach to its work

- 2.11 The Commission will determine and plan the work necessary to produce an evidence-based report. In undertaking that work it should engage those who use and provide public services, including the voluntary sector, and those who are politically accountable for service delivery.

Membership of the Commission

- 2.12
- Sir Paul Williams (Chairman)
 - Nick Bennett
 - Nick Bourne
 - Nerys Evans
 - Juliet Luporini
 - Garry Owen
 - Cllr Alun Thomas

3.00 CONSIDERATIONS

- 3.01 The Public Services Commission is likely to be the most significant review of the public services in Wales since devolution. The Council should be ready and prepared to make a full contribution to the review as a corporate body, through political representation and through professional advice. Major reform will be required for the public services partners to sustain key services to improve the economy, health and social well being of Wales in a worsening UK national fiscal environment. The Council is awaiting contact from the Commission over the role that the Council and its peer bodies can play and how.

4.00 RECOMMENDATIONS

- 4.01 The Cabinet is invited to make first contact with the Commission to offer to make a full contribution to the review as a corporate body, through political representation and through professional advice.

5.00 FINANCIAL IMPLICATIONS

- 5.01 None

6.00 ANTI POVERTY IMPACT

- 6.01 None

7.00 ENVIRONMENTAL IMPACT

7.01 None

8.00 EQUALITIES IMPACT

8.01 None

9.00 PERSONNEL IMPLICATIONS

9.01 None

10.00 CONSULTATION REQUIRED

10.01 As outlined within the remit.

11.00 CONSULTATION UNDERTAKEN

11.01 As contained within the report.

12.00 APPENDICES

None.

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

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FLINTSHIRE COUNTY COUNCIL

REPORT TO: **CABINET**

DATE: **TUESDAY 21 MAY**

REPORT BY: **CHIEF EXECUTIVE**

SUBJECT: **REGIONAL COLLABORATION REVIEW**

1.00 PURPOSE OF REPORT

1.01 To provide an overview of regional collaboration in North Wales to (1) assure the Council that it is meeting its commitments under the National Compact and is acting as a positive regional partner and (2) enable the Council to make suitable arrangements to govern, review and evaluate collaborative working.

2.00 BACKGROUND

2.01 The North Wales region has a developing portfolio of collaborative projects. The majority of collaboration projects are more recent developments with their origin being regional choice or national policy direction; a minority of collaborations are legacies of local government re-organisation (1995-96).

2.02 The national policy expectations for collaboration were 'codified' by the National Compact which was co-signed by Welsh Government and Local Government in 2011. There are three implementation contracts or work programmes under the Compact: Education, Social Services and Other Services. Given that all three work programmes are well advanced it is timely to review the progress made, at both national and regional levels and to consider options for further collaborative working.

2.03 Attached to this report is a summary of all principal collaboration projects within the region where Flintshire is a partner. The summary, in tabular form, shows for each collaboration - the service or function, the lead authority, the partners, the progress status of the project, the target date for implementation, the purpose and benefits of the collaboration and the governance model.

3.00 CONSIDERATIONS

3.01 Collaboration projects range in type and scale. Some are restricted to collaboration within local government, some are cross public service and some operate at a national scale. To provide an overview of the

developing and increasingly complex 'map' of collaborative activity it is useful to understand for each collaboration:-

- its type
- its purpose and benefits
- the progress made
- the performance of the collaboration in meeting its purpose
- the governance arrangements

3.02 **Types of Collaboration:** collaboration can range in type from:-

- strategic working e.g. developing the regional economy
- cross sector whole systems reform e.g. health and social care integration, community safety, vulnerable families
- cross sector 'like for like' sharing e.g. shared building assets such as Flintshire Connects
- local government 'like for like' service integration e.g. transport, school improvement, adoption

3.03 Collaboration can range in scale and coverage from:-

- national e.g. National Procurement Service
- regional e.g. school improvement
- sub-regional e.g. Emergency Duty Team for Social Care
- local e.g. training and development with Deeside College

3.04 The origin of a collaboration can be:-

- development of an existing collaboration e.g. transport
- emerging opportunity e.g. Emergency Duty Team for Social Care
- external market management e.g. ICT procurement
- external market requirements e.g. residual waste
- strategic alignment e.g. economic development
- national direction e.g. supporting people

3.05 **Purpose and Benefits:** the purpose and benefits of each collaboration can range from:-

- improving service resilience e.g. making better use of specialist resources (an example: emergency planning)
- improving service quality e.g. higher overall performance (an example: school improvement)
- cost avoidance by working together (example: residual waste)
- achieving cost efficiencies (examples: ICT procurement, social services commissioning)

- 3.06 **Progress:** the progress status of collaborations can be tracked as:-
- Stage 1: concept and pre-outline business case stage
 - Stage 2: post outline business case and pre business case stage
 - Stage 3: in transition post final business case stage
 - Stage 4: implemented and operational

- 3.07 **Performance:** performance of collaboration can be gauged against:-
- progress status against timescale
 - management against a risk profile
 - performance in achieving service standards
 - performance in achieving business benefits
 - quality of governance
 - feedback, confidence and reputation

- 3.08 **Governance:** the governance model for each collaboration can vary from:-
- a statutory joint committee
 - a lead authority
 - a commissioning partnership
 - a strategic partnership
 - an informal arrangement.

- 3.09 Generally, the more significant and the higher risk the collaboration the more formal the governance model required. Under a governance model there can be no ambiguity around roles and responsibilities and the discharge of statutory duties.

- 3.10 Members will recall that at the meeting of the Corporate Resources Overview and Scrutiny Committee held on 19th January 2012 it was resolved:

“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 collaborations with other local Authorities and public bodies be reaffirmed, wherein 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.”

- 3.11 Following this resolution the Council has introduced a protocol where:-
- for any newly proposed principal collaboration the outline business case is reported to both Cabinet and the respective Overview and Scrutiny Committee for consideration
 - for any principal collaboration already under development the final business case is reported to both Cabinet and the respective Overview and Scrutiny Committee for review
 - for any adopted and implemented principal collaboration a way of reporting and evaluating performance is set as part of the regional and local governance arrangements (e.g. an annual report or reporting within the quarterly performance reports). Prior to any major service changes detailed information will be given to local members on the service changes, contact personnel and the arrangements for enquiry, complaint and performance review
- 3.12 The Corporate Resources Overview and Scrutiny Committee and the Audit Committee will be invited to review governance and performance reporting arrangements for principal collaborations.
- 3.13 For statutory partnerships which have a certain annual turnover separate annual accounts are required. This already applies to TAIH and Residual Waste and will apply to the School Improvement Service.
- 3.14 More recent developments to improve the development of business cases for new collaborations to assist evidenced based, informed and reliable decision-making by Flintshire have been (1) a decision-making test at the stage of final business case that the case made is in the best interests of Flintshire (as advised by the Auditor General for Wales) and (2) the lead authority for each collaboration completing an advisory audit of a business case at key stages of project adoption.
- 3.15 The progress and achievement of the Compact is being reviewed at a national level. The North Wales region is making a full contribution to the review. As can be seen from the attached summary Flintshire is the lead for a number of collaborations and is an active partner in all principal collaboration projects. North Wales has a strong reputation for being a cohesive and progressive region; Flintshire has a strong reputation as a leading authority in collaboration both in attitude and in delivery.
- 3.16 The next phase of collaboration is likely, by collective agreement, to concentrate on major systems reform in key services to improve quality and control cost such as joint effective working between primary and acute health and adult social care. Following the national review of the Compact there will be further national, regional and local debate on options for future collaboration alongside Welsh Government policy and budget choices for the medium term under the

Programme for Government.

4.00 RECOMMENDATIONS

4.01 Cabinet is invited to:-

1. note the progress made by North Wales as a progressive region and by Flintshire as a progressive Council;
2. review the summary of collaboration to be assured that the Council is meeting its commitments under the National Compact;
3. invite the Corporate Resources and Overview and Scrutiny Committee and Audit Committee to review governance and reporting arrangements for collaborations, both adopted and in transition, to meet the needs of the Council; and
4. position Flintshire as an active contributor in the review of the National Compact and in debating options for future collaboration.

5.00 FINANCIAL IMPLICATIONS

5.01 None directly from this report noting that collaborative projects have investment costs and financial risks as well as financial benefits.

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 from this report noting that the more significant collaborative projects can have implications for the workforce both positive (e.g. career development) and negative (e.g. reductions in numbers).

10.00 CONSULTATION REQUIRED

10.01 None directly.

11.00 CONSULTATION UNDERTAKEN

11.01 None directly.

12.00 APPENDICES

12.01 Appendix 1: Summary of principal regional collaborative activity

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Collaborative Projects – Position Statement - May 2013

No	Title/Purpose and Brief Description	Lead Authority	Partners	Status/Progress	Implementation or target date	Purpose	Governance Model
IMPLEMENTED COLLABORATION PROJECTS							
COMMUNITY SERVICES							
1	North Wales Commissioning Hub <i>A joint service across North Wales that negotiates complex care placements for adults and children</i>	Denbighshire	All 6 NW Local Authorities BCUHB	4	October 2012	<ul style="list-style-type: none"> • Resilience • Quality • Efficiencies • Cost avoidance 	<ul style="list-style-type: none"> • Management Board • NWSSIC • Social Services and Health Programme Board • RLB
2	North East Wales Community Equipment Stores (NEWCES) <i>A joint service providing community equipment for health patients and local authority service users</i>	Flintshire	Flintshire Wrexham BCUHB	4	Existing (confirm date of implementation)	<ul style="list-style-type: none"> • Resilience • Quality • Efficiencies 	<ul style="list-style-type: none"> • Quarterly Management Board • Reports to Individual Agency / LA Political Processes as required.
3	North Wales Adoption Service <i>A joint service across North Wales providing</i>	Wrexham	All 6 NW Local Authorities	4	April 2010	<ul style="list-style-type: none"> • Resilience • Quality • Efficiencies 	<ul style="list-style-type: none"> • Quarterly Management Board meetings • Reports to North

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Page 46	Adoption Services						<p>Wales Social Services Improvement Collaborative (NWSSIC)</p> <ul style="list-style-type: none"> • Reports to individual LA's political processes as required • Social Services and Health Programme Board
4	<p>Houses to Homes – empty homes scheme <i>North Wales partnership which oversees the Welsh Government “Houses for Homes” private sector housing renewal scheme</i></p>	Flintshire	All 6 NW Local Authorities	4	June 2012	<ul style="list-style-type: none"> • Efficiencies • Cost avoidance • Resilience 	<ul style="list-style-type: none"> • No formal governance
5	<p>Emergency Duty Team <i>A joint service for providing emergency out of hours social work support</i></p>	Wrexham	Wrexham Flintshire Denbighshire	4	April 2008	<ul style="list-style-type: none"> • Resilience • Quality 	<ul style="list-style-type: none"> • Local Performance reporting

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6	<p>Enhanced Unpaid Work <i>Utilisation of a Third Sector agency to provide support to young people; collaborate regionally and deliver locally.</i></p>	Gwynedd	All 6 NW Local Authorities	4	April 2013	<ul style="list-style-type: none"> • Quality • Efficiencies • Direction 	<ul style="list-style-type: none"> • Local performance reporting in year
7	<p>Sub Regional Safeguarding Children's Board <i>Sub-Regional Governance overseeing Children's Safeguarding</i></p>	Flintshire	Flintshire Wrexham	4	2011	<ul style="list-style-type: none"> • Resilience • Quality • Efficiencies 	<ul style="list-style-type: none"> • Reports to NWSSIC • Reports to LA pilot process as required
8	<p>Substance Misuse and Health <i>Multi-agency partnership overseeing substance misuse services in the region</i></p>	Health Authority	All 6 NW Local Authorities and Health Authority	4	2009	<ul style="list-style-type: none"> • Quality • Efficiencies • Direction 	<ul style="list-style-type: none"> • YOT Management Board • Community Safety Partnerships • Area Planning Boards
9	<p>Telecare <i>Multi-agency partnership overseeing telecare services in the region</i></p>	Conwy	Conwy Denbighshire Flintshire Gwynedd Ynys Mon	4	2011	<ul style="list-style-type: none"> • Resilience • Quality • Efficiencies 	<ul style="list-style-type: none"> • Local performance reporting in year

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10	Integrated Family Support Service (IFSS) <i>Joint operational service providing specialist services to families with complex needs</i>	Flintshire	Wrexham Flintshire	4	April 2013	<ul style="list-style-type: none"> • Resilience • Quality • Efficiencies 	<ul style="list-style-type: none"> • Local performance reporting
ENVIRONMENT							
11	Flood Risk Management Strategy <i>Joint development of strategy utilising model developed by Conwy</i>	Conwy	Flintshire Ynys Mon	4	2013	<ul style="list-style-type: none"> • Resilience • Quality • Direction 	<ul style="list-style-type: none"> • Local performance reporting
12	TAITH <i>Joint project board delivering substantial and significant improvements to public transport across the region</i>	Flintshire	All 6 NW Local Authorities	4	2003	<ul style="list-style-type: none"> • Resilience • Quality • Direction 	<ul style="list-style-type: none"> • Regional Programme Board • North Wales Strategic Directors Meetings
13	Public Protection <i>Operational delivery through shared officers</i>	Flintshire	Flintshire Wrexham	4	Review to be undertaken 2013/14	<ul style="list-style-type: none"> • Resilience • Quality • Efficiencies 	<ul style="list-style-type: none"> • Local Performance Reporting
14	Specialist Planning (Minerals and Waste) <i>Provision of a resilient</i>	Flintshire	All 6 NW Local Authorities	4	April 2011	<ul style="list-style-type: none"> • Resilience • Quality 	<ul style="list-style-type: none"> • Local Performance Reporting

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	<i>staffing resource to deal with all relevant planning applications, policy development and site monitoring</i>						
LIFELONG LEARNING							
15	21st Century Schools Procurement Framework for 21st Century Schools projects in North Wales	Flintshire & Denbighshire	All 6 NW Local Authorities	4	January 2013	<ul style="list-style-type: none"> • Resilience • Quality • Efficiencies • Cost avoidance 	<ul style="list-style-type: none"> • Formal project management arrangements in place • Programme Board
16	Regional School Improvement & Effectiveness Service <i>Development of a combined School Improvement Service for resilience across the region</i>	Gwynedd	All 6 NW Local Authorities	4	April 2013	<ul style="list-style-type: none"> • Resilience • Quality • Efficiencies • Direction 	<ul style="list-style-type: none"> • Joint Committee & User groups
17	ICT – Education Management Information Service (MIS) <i>Procurement & Hosting – procurement of common education</i>	Flintshire	All 6 NW Local Authorities	4	September 2012	<ul style="list-style-type: none"> • Resilience • Efficiencies 	<ul style="list-style-type: none"> • Formal project management arrangements in place • North Wales Heads of ICT Forum –

Collaborative Projects – Position Statement - May 2013

	<i>management information system for all North Wales Councils with full hosting provided by Flintshire</i>						<p>Monthly Meetings</p> <ul style="list-style-type: none"> • NW Education Consortium
18	<p>Schools Library Service <i>Jointly funded service to schools and colleges providing books and other resources in NE Wales</i></p>	Flintshire	Flintshire Wrexham Denbighshire Conwy	4	January 2011	<ul style="list-style-type: none"> • Resilience • Quality • Efficiencies • Cost avoidance 	<ul style="list-style-type: none"> • SLS Management Board – meets termly
19	<p>Inclusion Collaborations <i>Aim to develop collaborative working in specialist services (see Joint Sensory Service (item 43)) for additional resilience and efficiency</i></p>	Flintshire	All 6 NW Local Authorities	4	Sep 2012	<ul style="list-style-type: none"> • Resilience • Quality • Efficiencies • Cost avoidance 	<ul style="list-style-type: none"> • NW Education Consortium • Formal project management arrangements in place • Formal project management arrangements in place
20	<p>North East Wales (NEW) Play <i>Regional scheme to encourage play in local</i></p>	Flintshire	Flintshire Wrexham Denbighshire	4	May 2010	<ul style="list-style-type: none"> • Quality 	<ul style="list-style-type: none"> • NEW Play Management Board

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	<i>communities and leave a legacy of play across the region</i>						
CORPORATE SERVICES							
21	Corporate Training <i>Provision of an enhanced training programme and shared resources</i>	Flintshire	Flintshire Deeside College	4	March 2012	<ul style="list-style-type: none"> • Resilience • Quality • Efficiencies 	<ul style="list-style-type: none"> • Local performance reporting in year • Partnership Board
22	Managed Agency Staff Solution Project (MATRIX) <i>Provision of a cost effective service whilst providing visibility of the temporary workforce.</i>	Flintshire	Flintshire Denbighshire Wrexham	4	October 2011	<ul style="list-style-type: none"> • Resilience • Quality • Efficiencies • Cost avoidance 	<ul style="list-style-type: none"> • Local performance reporting in year • Project Board
23	Occupational Health <i>Combined service provision across both authorities</i>	Flintshire	Flintshire Wrexham	4	September 2011	<ul style="list-style-type: none"> • Resilience • Quality • Efficiencies 	<ul style="list-style-type: none"> • Local performance reporting in year • Partnership board

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24	ICT – Joint Procurement <i>Web Content Management System</i>	Denbighshire	Flintshire Denbighshire Gwynedd	4	Procurement Complete, Flintshire implementation September, 2013	<ul style="list-style-type: none"> • Efficiencies 	<ul style="list-style-type: none"> • Formal project management arrangements in place • North Wales Heads of ICT Forum – Monthly mtgs
25	ICT – Joint Procurement <i>Hardware</i>	Wrexham	All 6 NW Local Authorities	4	December 2012	<ul style="list-style-type: none"> • Efficiencies 	<ul style="list-style-type: none"> • North Wales Heads of ICT Forum – Monthly Meetings – contract monitoring
26	ICT - Joint Procurement <i>Service Desk Software</i>	Gwynedd	Flintshire Gwynedd Wrexham	4	Procurement Complete, Flintshire implementation July, 2013	<ul style="list-style-type: none"> • Efficiencies • Resilience 	<ul style="list-style-type: none"> • Formal project management arrangements in place • North Wales Heads of ICT Forum – Monthly Meetings

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27	ICT – Disaster Recovery <i>Shared ICT business continuity arrangements</i>	Flintshire	All 6 NW Local Authorities	4	March 2013	<ul style="list-style-type: none"> • Resilience • Efficiencies 	<ul style="list-style-type: none"> • Formal project management arrangements in place • North Wales Heads of ICT Forum – Monthly Mtgs
CURRENT COLLABORATION PROJECTS							
COMMUNITY SERVICES							
28	Regional Safeguarding Children’s Board <i>North Wales Safeguarding Childrens Board required by Welsh Government Guidance</i>	Conwy	All 6 NW Local Authorities	2/3	2013/2014	<ul style="list-style-type: none"> • Resilience • Quality • Efficiencies 	<ul style="list-style-type: none"> • Reports to NWSSIC • Reports to LAs political processes as required.
29	Eco energy efficiency work <i>Through the joint ECO procurement exercise, Wrexham, Flintshire, Denbighshire and Conwy Council’s are tendering to set up a framework for funding and delivery of Energy Company Obligation works.</i>	Wrexham	Flintshire Denbighshire Conwy Registered Social Landlord’s	2	September 2013	<ul style="list-style-type: none"> • Efficiencies • Cost avoidance 	<ul style="list-style-type: none"> • tbd

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30	Single Access Route to Housing (SARTH) <i>Regional housing register and allocations policy</i>	Denbighshire	Flintshire Conwy Registered Social Landlord's	2	Pilot April 2014	<ul style="list-style-type: none"> • Quality • Efficiency 	<ul style="list-style-type: none"> • Steering group with all partners represented plus number of operational sub groups
ENVIRONMENT							
31	Mersey Dee Alliance (City Region Bid) <i>Deliver the first cross border City Region</i>	Cheshire West	Flintshire Denbighshire Wrexham Wirral Cheshire West	4	2013/14	<ul style="list-style-type: none"> • Resilience • Quality • Direction • Efficiencies 	<ul style="list-style-type: none"> • Project Board • Ad-hoc reporting
32	Built and Nature Conservation <i>Provide a collaborative service based on the Minerals and Waste Planning Service model</i>	Flintshire	All 6 NW Local Authorities	1	2014	<ul style="list-style-type: none"> • Resilience • Quality • Efficiencies 	<ul style="list-style-type: none"> • Local performance reporting
33	Civil Parking Enforcement <i>Deliver the network management strategy as set out in the Regional Transport Plan</i>	Flintshire	All 6 NW Local Authorities	2	2014	<ul style="list-style-type: none"> • Resilience • Quality • Efficiencies 	<ul style="list-style-type: none"> • Local performance reporting
34	Consultancy Services <i>Make most efficient use of the skills base and capacity of the service</i>	Gwynedd/Denbighs hire	All 6 NW Local Authorities	1	2014	<ul style="list-style-type: none"> • Resilience • Quality • Efficiencies 	<ul style="list-style-type: none"> • Local Performance reporting

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35	Economic Development <i>Explore collaborative possibilities across the region to deliver a more cost effective, resilient and strategic approach to Economic Development</i>	Gwynedd Flintshire Ynys Mon	All 6 NW Local Authorities	1	2014	<ul style="list-style-type: none"> • Resilience • Quality • Direction • Efficiencies • Cost avoidance 	<ul style="list-style-type: none"> • Economic Ambition Board
36	Fleet Services <i>Deliver fleet use maximisation and reduction in fleet vehicles</i>	Flintshire/Wrexham	Flintshire Wrexham	1	2014	<ul style="list-style-type: none"> • Resilience • Quality • Efficiencies • Cost avoidance 	<ul style="list-style-type: none"> • Project Board • Ad-hoc reporting • Local Performance reporting
37	Food Waste <i>Provide a sub-regional food waste treatment facility to enable WG waste management targets to be met</i>	Denbighshire	Conwy Denbighshire Flintshire	3	2014	<ul style="list-style-type: none"> • Resilience • Quality • Direction • Efficiencies 	<ul style="list-style-type: none"> • Project Board • Ad-hoc reporting • Local performance reporting

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38	Residual Waste <i>Seeking a solution to manage residual waste on behalf of the five partner authorities to allow individual authorities to meet WG waste management targets</i>	Flintshire	Conwy Denbighshire Flintshire Gwynedd Ynys Mon	2	2017	<ul style="list-style-type: none"> • Resilience • Quality • Efficiencies • Cost avoidance • Direction 	<ul style="list-style-type: none"> • Project Board • Local performance reporting
39	Trunk Road Maintenance <i>Sub-regional service delivery hub</i>	Flintshire	Conwy Denbighshire Wrexham	1	2014	<ul style="list-style-type: none"> • Resilience • Quality • Efficiencies 	<ul style="list-style-type: none"> • Local Performance reporting
40	Public Protection (Compact) <i>Deliver a regional Trading Standards service</i>	Wrexham	All 6 NW Local Authorities	1	2014	<ul style="list-style-type: none"> • Resilience • Quality • Direction • Efficiencies 	<ul style="list-style-type: none"> • Project Board • Ad-hoc reporting
41	Public Protection <i>Various joint projects including: Joint warranting arrangements; joint training delivery in Health and Safety; Enforcement</i>	Flintshire	Flintshire Wrexham	1	2013	<ul style="list-style-type: none"> • Resilience • Quality • Efficiencies 	<ul style="list-style-type: none"> • Local performance reporting

Collaborative Projects – Position Statement - May 2013

	<i>on door step crime; joint Health and Safety Estates Excellence; project support to businesses</i>						
LIFELONG LEARNING							
42	Joint Educational Psychology <i>To develop collaborative working in this specialist service for additional resilience and efficiency</i>	Flintshire	Flintshire Wrexham	2	2014	<ul style="list-style-type: none"> • Resilience • Quality • Efficiencies • Cost avoidance 	<ul style="list-style-type: none"> • NW Education Consortium • Formal project management arrangements in place Formal project management arrangements
43	Joint Sensory Impairment <i>To develop collaborative working in this specialist service for additional resilience and efficiency</i>	Flintshire	Flintshire Wrexham Denbighshire	2	2014	<ul style="list-style-type: none"> • Resilience • Quality • Efficiencies • Cost avoidance 	<ul style="list-style-type: none"> • NW Education Consortium • Formal project management arrangements in place • Formal project management arrangements in place

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CORPORATE SERVICES								
Page 58	44	Emergency Planning <i>An integrated service for planning, preventing and responding to emergencies</i>	Flintshire	All 6 NW Local Authorities	3	December 2013	<ul style="list-style-type: none"> • Resilience • Quality • Direction 	<ul style="list-style-type: none"> • Annual regional report on performance of regional service • Local performance reporting in year • Ad hoc reporting as required e.g. major risk mitigation, post event de-briefings
	45	ICT – National ICT Strategy <i>The implementation of the Welsh Public Sector National ICT Strategy to share, standardise and streamline public sector ICT infrastructure</i>	Welsh Government	Welsh Public Sector	1	On-going	<ul style="list-style-type: none"> • Compact • Efficiencies • Resilience 	<ul style="list-style-type: none"> • Welsh Public Sector CIO Council • WG Public Sector Leadership Group
	46	ICT – Regional Directory <i>Shared ICT user directory across the North Wales public sector to allow agile working and remote</i>	Flintshire	All 6 NW Local Authorities BCUHB NW Fire and Rescue	2	September, 2013	<ul style="list-style-type: none"> • Resilience 	<ul style="list-style-type: none"> • Formal project management arrangements in place • North Wales

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	<i>access to local systems e.g. a health employee can securely log on to their own systems from a local authority site</i>		Services				Heads of ICT Forum – Monthly Meetings
47	Local Government Pension Fund <i>Explore the collaborative opportunities across the eight Funds in Wales.</i>	Society of Welsh Pension Fund Treasurers	All 8 Welsh Pension Fund Authorities	1	2015	<ul style="list-style-type: none"> • Resilience • Quality • Cost avoidance • Direction 	<ul style="list-style-type: none"> • Local performance reporting in year
48	North Wales Legal Services Collaboration <i>Sharing work and resources across Councils in order to maximise capacity and resilience, and to take greater advantage of specialist knowledge</i>	Wrexham	All 6 NW Local Authorities	2	2015	<ul style="list-style-type: none"> • Resilience • Quality • Efficiencies 	
49	Procurement <i>The establishment of the Welsh Public Sector National Procurement Service</i>	Welsh Government	Welsh Public Sector	2	November, 2013	<ul style="list-style-type: none"> • Efficiencies • Direction 	<ul style="list-style-type: none"> • WG Public Sector Leadership Group

Collaborative Projects – Position Statement - May 2013

50	Procurement <i>Regional collaboration on procurement category management</i>	Gwynedd	Flintshire Denbighshire Gwynedd	2	April, 2014	<ul style="list-style-type: none"> • Efficiencies • Resilience 	<ul style="list-style-type: none"> • North Wales Chief Executives Group
NEW/”ASPIRATIONAL” COLLABORATION PROJECTS UNDER DISCUSSION							
51	CyMal <i>Provision of shared archive services across North Wales</i>	Options Appraisal Stage	North Wales			<ul style="list-style-type: none"> • Direction 	<ul style="list-style-type: none"> • tbc

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KEY

Status:

- 1: Concept and pre-outline business case stage
2. post outline business case and pre final business case stage
3. in transition post final business case stage
4. implemented and operational

Purpose:

- Resilience
- Quality
- Efficiencies
- Cost-avoidance
- Direction (i.e WG under the Compact)

FLINTSHIRE COUNTY COUNCIL

REPORT TO: **CABINET**

DATE: **TUESDAY, 21 MAY 2013**

REPORT BY: **CHIEF EXECUTIVE**

SUBJECT: **WALES AUDIT OFFICE ANNUAL IMPROVEMENT REPORT**

1.00 PURPOSE OF REPORT

- 1.01 To update Members on the Council's Annual Improvement Report 2012 which will be published by the Auditor General for Wales and to agree the Council's response.

2.00 BACKGROUND

- 2.01 The Auditor General is required by the Local Government (Wales) Measure to report on how well Welsh Councils, fire and rescue services and national parks are planning for improvement and delivering their services.
- 2.02 This will be the third Annual Improvement Report for Flintshire which will also contain the Appointed Auditor's Annual Audit Letter as previously reported to Audit Committee in March 2013.

3.00 CONSIDERATIONS

- 3.01 The Annual Improvement Report is publicised by the Wales Audit Office (WAO) on behalf of the Auditor General for Wales. It brings 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 is trying to achieve and how it is going about it.
- 3.02 The full report is expected on the 17th May 2013 although a draft report has been shared with the Council informally. (The full report will be circulated to Cabinet members prior to the meeting on the 21st May.)
- 3.03 The report builds on the work of the relevant Welsh inspectorates, as well as work undertaken by the Wales Audit Office over the last year. The report is in three main sections, which cover the Council's delivery and evaluation of services in relation to 2011/12, and it's planning of improvement for 2012/13.

- 3.04 The Auditor General is making no formal recommendations or proposals for improvement.
- 3.05 The Council, as is practice, makes a formal public response to any findings within the report. The Council's response to the draft Annual Improvement Report (AIR), which has been shared with the Council informally, is included at Appendix 2.
- 3.06 The Annual Improvement Report is developed and improved with input from senior officers at the Council to ensure accuracy, fairness and validity.

4.00 RECOMMENDATIONS

- 4.01 Members are asked to receive and note the Wales Audit Office Annual Improvement Report and agree the Council's response.

5.00 FINANCIAL IMPLICATIONS

- 5.01 This report will refer to the financial resourcing of the council's priorities.

6.00 ANTI POVERTY IMPACT

- 6.01 This report will refer to how the council is helping to reduce poverty.

7.00 ENVIRONMENTAL IMPACT

- 7.01 This report will refer to how the council is improving the environment.

8.00 EQUALITIES IMPACT

- 8.01 Safe and supportive communities will be referred to within the report.

9.00 PERSONNEL IMPLICATIONS

- 9.01 The People Strategy will be referred to in the report.

10.00 CONSULTATION REQUIRED

- 10.01 None required at this stage.

11.00 CONSULTATION UNDERTAKEN

- 11.01 Senior officers will have an input into the report. The Annual Audit Letter was presented to the council's Audit Committee in December 2011.

12.00 APPENDICES

- 12.01 Appendix 1: WAO Annual Improvement Report 2012 – Council’s Executive response.

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

Contact Officer: Karen Armstrong
Telephone: 01352 702740
Email: Karen.armstrong@flintshire.gov.uk

APPENDIX 1

Wales Audit Office Annual Improvement Report 2012 Executive Response

This Annual Improvement Report (AIR) is broadly a fair, evidenced and agreeable summary of the position of the Council. The report is a further positive endorsement of another year of achieving continuous improvement in Flintshire.

There are no new statutory recommendations or proposals for Improvement. Listed below are the principal topics within the AIR. The number in brackets refers to the paragraph in the AIR where the issue can be found

Topic	Issue	Response
Carbon Reduction (11)	Performance	Greater organisational commitment and action on energy usage reduction required
Domestic Waste (15)	Performance	Organisation confident of meeting collection and recycling targets post service changes
Vulnerable Residents (17)	Performance	Council has a full action plan in response to CSSIW recommendations
Education (21)	Performance	Council has a full action plan in response to 2011 Estyn inspection and 2013 monitoring visit
Housing (31)	Achieving the Wales Housing Quality Standard (WHQS)	Council has a revised and updated Housing Business Plan showing achievement of the WHQS by 2022. Negotiations are advanced with the Welsh Housing Task Force on options to achieve WHQS by 2020
Housing Benefits (38)	Performance	The Housing Benefits Services is a priority service for continued local improvement
Economy (41)	Strategic impact	Economic Development continues to be a top Council priority
Performance Systems and Information (46, 64 and 70)	Further improving and simplifying performance systems	<ul style="list-style-type: none"> • The Improvement Plan and Annual Performance Report formats and contents have been reviewed to improve the impact of the documents • The reviewed and streamlined outcome-based Council Priorities/Improvement Objectives are to be reported in June with a new style Improvement Plan to be published in June 2013 • The Strategic Assessment of Risks and Challenges will be incorporated in the Improvement Plan

		<ul style="list-style-type: none"> The organisation is improving the consistency of its self-evaluation methods
Governance (63)	Improving Governance systems	The Council has strengthened its arrangements for reviewing and reporting on Governance. A recent Wales Audit Office national study has made positive conclusions on the arrangements in Flintshire
Information Management (66)	Performance	The Council has an adopted ICT and Customer Services Strategy and is reviewing the structure and priorities of the ICT Division
Single Status (80)	Achieving a Single Status Agreement	<ul style="list-style-type: none"> All work-streams in the 'recovery plan' from 2009 have been completed A provisional agreement on Part 3 Terms and Conditions has been agreed Final options on a future Pay and Grading Model are being reviewed against affordability There is a parallel strategy to settle against potential Equal Pay liabilities
Flintshire Futures (81)	Clear planning for and achievement of efficiency targets through organisational change	<ul style="list-style-type: none"> The governance and management of the Flintshire Futures five work-streams has been improved Overall achievement of efficiency targets runs at around 85% Further efficiency target planning is running as part of the Medium Term Financial Plan and Council Priorities review
Human Resources Strategy (82)	Progress with the Strategy	The strategy has been reprioritised and performance of the strategy and the individual work-streams are reported regularly to both Cabinet and Overview and Scrutiny
Financial Planning (84)	Publication of the second Medium Term Financial Plan (MTFP)	<ul style="list-style-type: none"> The second MTFP will be published in June 2013 alongside the Improvement Plan The MTFP will be far more advanced in planning the costs of Council Priorities and investments and in setting new efficiency targets for the period to 2018 The changing financial national picture and its impact on Council financial planning is important context

Welsh Language (91)	Performance	The Council has an adopted Welsh Language Plan which is under continuous review
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Wales Audit Office Annual Improvement Report 2012

Executive Response

This Annual Improvement Report (AIR) is broadly a fair, evidenced and agreeable summary of the position of the Council. The report is a further positive endorsement of another year of achieving continuous improvement in Flintshire.

There are no new statutory recommendations or proposals for Improvement.

Listed below are the principal topics within the AIR. The number in brackets refers to the paragraph in the AIR where the issue can be found

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Welsh Language (91)	Performance	The Council has an adopted Welsh Language Plan which is under continuous review

FLINTSHIRE COUNTY COUNCIL

REPORT TO: **CABINET**

DATE: **TUESDAY, 21 MAY 2013**

REPORT BY: **DIRECTOR OF LIFELONG LEARNING**

SUBJECT: **HOME TO SCHOOL TRANSPORT POLICY CHANGES
- DENOMINATIONAL TRANSPORT**

1.00 PURPOSE OF REPORT

1.01 To consider the outcome of the consultation on proposed changes to the discretionary denominational home to school transport policy.

2.00 BACKGROUND

2.01 In November 2012 Cabinet agreed to commission consultation regarding two discretionary aspects of the school transport policy, namely post 16 and transport to denominational schools. The policy review has identified changes intended to produce a fair, equitable and sustainable transport policy.

2.02 The consultation was carried out from 1 March to 12 April 2013. A copy of all the responses received has been placed in the Members' Library.

2.03 The outcome of the consultation on proposed changes to the post 16 Transport policy was considered by Cabinet on 23 April 2013 when it was agreed that the policy be amended to reduce the number of sites to which free transport is to be provided from September 2013.

2.04 This report considers the outcome of the consultation in relation to proposed changes to the discretionary denominational school transport policy.

3.00 CONSIDERATIONS

3.01 Proposed changes

Free transport is provided under the existing policy for pupils to attend their nearest denominational school, subject to meeting the distance criteria (2 miles for primary and 3 miles for secondary). The proposed change would result in free transport being stopped for pupils who are not of the same denomination as the school, starting with new admissions in September 2014. Since denominational schools are "aided" schools and therefore have responsibility for their own

admissions, consultation with individual schools would take place to confirm the admission criteria under which pupils are admitted. Suitable evidence of adherence to the faith of the school, for example a baptismal certificate or a letter from a priest may be requested to support an application for free transport. For clarification, the proposed wording to the revised policy is:

“Free transport will be provided for pupils of statutory school age to the nearest voluntary aided school where admission to the school is on denominational grounds, subject to the distance criteria. Consultation with individual schools will take place to confirm the admission criteria under which pupils are admitted. Suitable evidence of adherence to the faith of the school such as a baptismal certificate or a letter from a priest may be requested.”

3.02 Transport Policies in other Local Authorities

The transport policies of several Welsh Local Authorities and many in England either restrict free transport to denominational schools or do not provide it at all. Examples include Neath & Port Talbot where a recent policy change now means that free transport will be provided to a denominational school only if it is the nearest school to home (i.e. not for faith reasons), and Pembrokeshire where transport is provided up to a maximum of 8 miles only if admission is based on faith grounds as evidenced by a supporting letter from a priest. In addition, Ceredigion and Torfaen local authorities only provide transport to denominational schools if suitable evidence of faith is provided. Cheshire and Chester West do not provide free transport to denominational schools except for pupils from low income families who live between 2 and 15 miles from the school.

3.03 Consultation

Following the Cabinet decision in November 2012 a range of strategies were implemented to maximise participation in the consultation exercise. This included extensive advertising on the Council's web site and the use of paper and electronic questionnaires as well as individual letters targeted at those stakeholders likely to be affected. Letters were sent to parents of pupils currently in Years 5 and 11, as these are the cohorts likely to be affected first by any discretionary policy changes. Consultation was also targeted at all headteachers and colleges including those out of county. Articles appeared in the local and national press and on TV news, therefore the proposals have been widely broadcast.

A total of 638 responses were received during the consultation period.

The responses to the questionnaire were as follows:

How strongly do you agree with the proposed changes to

denominational transport?

Strongly Agree	14 responses – 2.2%
Tend to Agree	14 responses – 2.2%
Neither Agree or Disagree	25 responses – 3.9%
Tend to Disagree	35 responses – 5.5%
Strongly Disagree	542 responses – 85%

A high proportion of the responses disagreed with the proposed changes to discretionary entitlement to transport. However the reasons for opposition were divided with some opposing all provision of transport to denominational schools (except where they happen to be the nearest school) and those wishing to retain entitlement for all irrespective of their faith.

3.04 Issues raised during consultation

(a) The proposals are discriminatory on the basis that they unfairly target admissions to Church schools and discriminate between children who are of the faith of the school and those who are not.

Response

Nothing in the consultation contravenes Article 2 of the European Convention on Human Rights or any legislation on unlawful discrimination. Article 2 of the First Protocol guarantees a right of access to education. The Article also requires all schools to respect parents' beliefs. It does not confer an entitlement to transport.

Section 9 of the Education Act 1996 places a general duty on local authorities to have regard to the general principle that pupils are to be educated in accordance with the wishes of their parents' in so far as that is compatible with the "provision of efficient instruction and training and with the avoidance of unreasonable public expenditure".

It should be noted that in Flintshire, along with Welsh medium schools, voluntary aided schools are the only schools which currently benefit from discretionary school transport which results in the provision of free transport to schools which are not necessarily the nearest to a pupils' home address. However, the provision of free transport to Welsh-medium schools is based on the legal status of access to those schools, in contrast to the discretionary basis for denominational transport. Faith schools' own admissions policies make it clear that in cases where they are oversubscribed, preference will be given to those of that denomination.

(b) Asking for evidence such as a baptismal certificate or a letter from a Priest is intrusive.

Response

The Admissions Policies for Voluntary Aided schools in the County, as agreed by their governing bodies, clearly state that the use of a baptism certificate or supporting letter is required if the application for admission is being made under certain criteria (for example baptised Catholic children not attending Catholic Primary Schools and children of other Christian Denominations). The local authority is not proposing evidence other than these examples already used by the denominational schools in approving pupil admissions, to support an application for free transport.

(c) Cost of travel may affect choice of school

Response

This is already the case. Most children attend their nearest school to which free transport is provided (subject to the distance criteria). Our existing policy and proposed policies are very generous, giving discretionary provision to those of that faith free of charge even though other schools are nearer. That is not the case for other pupils. The Education Maintenance Allowance (EMA) is available to help with education costs for families on low income. Students can be awarded up to £30 per week, depending on household income (£23,078 or less per annum) and the number of dependent children.

(d) The proposal would limit choice for example for non-Catholic students to attend catholic schools and Church in Wales students wishing to access a faith-based education.

Response

The local authority is not the admissions authority for voluntary aided schools. The admissions authority is the governing body of the individual school and the local authority is not aware of any planned changes to their Policies. The impact on choice and future admissions is difficult to assess since families and students choose educational providers based on a variety of factors and individual circumstances. Parents will continue to be able to express their preferences for all schools as part of the admissions process. If parents are strongly in favour of such an education they will take responsibility for transport.

(e) Why is transport to Welsh medium schools not included in the review

Response

As already mentioned, the provision of free transport to Welsh-medium schools is based on the legal status of access to those schools, which places an obligation for Local Authorities to ensure transport is provided equally in accordance with the Local Authority

Transport Policy in contrast to the discretionary basis for denominational transport.

(f) St Richard Gwyn was built for the benefit of the wider Flintshire community. Numbers on roll would be affected.

Response

The impact on choice and future admissions is difficult to assess since families and students choose educational providers based on a variety of factors and individual circumstances. Parents will continue to be able to express their preferences for schools as part of the admissions process. Numbers would be dependent on parental preferences for secondary education. Admissions to school are not dependent on discretionary transport provision, as it is not the local authority's statutory responsibility to transport children involved to school and not the local authority's role to fill places at one school at the expense of others. Free transport will still be provided for Catholic children to St Richard Gwyn from the whole of Flintshire.

(g) Why should pupils have to pay to attend a school of their choice?

Response

They do currently if it is not their nearest school and they are not accessing a Welsh medium or denominational school. Local authorities have a responsibility to set out the discretionary circumstances under which transport will be provided above the statutory level of provision. The policy review has identified proposed changes intended to produce a fair, equitable and sustainable transport policy.

Parents who elect to send their children to a community school have to bear the cost if the preferred school is not the nearest. It is with the aim of being equitable that the proposed changes have been put forward in order to be fair to all concerned. The suggested evidence criteria for assessing free entitlement are the same as those published in the schools current admission policies.

(h) Concerns expressed about length and timing of consultation

Response

The level and quality of responses to the consultation demonstrate that the process was effective in enabling all participants to access information and have the opportunity to respond. Whilst it is recognised that the school Easter holidays fell during the last 2 weeks of the consultation, this did not prevent many people from submitting responses either electronically or in writing. Late responses received after the deadline were accepted.

After being brought to the Council's attention that the questionnaire was not easily accessible on the County Council's website, arrangements were made immediately to ensure that publication was more prominent on the home page, including a picture of a yellow school bus to draw readers' attention to the consultation area.

(i) Buses would have to run anyway and they would be half empty

Response

It is not intended to operate an open ended scheme for pupils who may not be entitled under a revised policy as this would incur administrative and enforcement costs. Smaller vehicles would be used at the earliest opportunity, therefore saving money. However, temporary places may be offered under the County Council's paid spaces scheme.

(j) Oppose the provision of transport to faith schools

Response

Although some local authorities have agreed to discontinue discretionary free transport to faith schools, Flintshire County Council is seeking to act reasonably in proposing to maintain transport for currently eligible pupils and in future for those pupils who can provide suitable evidence of adherence to the faith of the school and meet distance criteria.

In order to clarify these and other queries raised, the Frequently Asked Questions (FAQ) produced alongside the consultation has been updated and included as an appendix. A copy has also been placed in the Members' Library and on the Council's website.

4.00 RECOMMENDATIONS

4.01 That the proposed changes to the Home to school transport policy as detailed in paragraph 3.01 be approved.

5.00 FINANCIAL IMPLICATIONS

5.01 It is estimated that savings of £70k part year from September to April could be achieved by reducing entitlement to free school transport to denominational schools with a "phased" approach, rising to £100k in a full academic year. These figures (£70k part year rising to £100k full year) are built in to the Council's forward projection of savings in the MTFP. Existing pupils/students registered at a school would still benefit, but new admissions would be subject to the changes. It is difficult to fully identify accurately the consequences of a change in policy as this is dependent upon parental/student preference, where

students live, etc.

6.00 ANTI POVERTY IMPACT

6.01 To help with education costs, the Education Maintenance Allowance is available to support families on low income.

7.00 ENVIRONMENTAL IMPACT

7.01 The proposals are likely to result in a small reduction in school contract vehicles.

8.00 EQUALITIES IMPACT

8.01 An Equality Impact Assessment (EIA) has been completed in respect of the proposed changes to the transport policy. This has been updated to reflect the results of the consultation exercise. A copy has been placed in the Members' Library. ,

9.00 PERSONNEL IMPLICATIONS

9.01 If changes to the policy are agreed, this will result in additional work to check eligibility when pupils apply for school transport at the start of primary and secondary school. It is anticipated that this can be contained within existing resources.

10.00 CONSULTATION REQUIRED

10.01 Full consultation must be carried out prior to any changes in policy being agreed, to involve all stakeholders likely to be affected by any change: schools, parents, pupils, diocesan authorities.

11.00 CONSULTATION UNDERTAKEN

11.01 Consultation took place from 1 March to 12 April 2013.

12.00 APPENDICES

12.01 1. Consultation document.
2. Frequently asked Questions document.

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

Consultation on Proposed Changes to Home to School Transport
1 March – 12 April 2013

Contact Officer: Ian Budd

Telephone: 01352 704010
Email: ian.budd@flintshire.gov.uk



CONSULTATION ON PROPOSED CHANGES TO HOME TO SCHOOL TRANSPORT

1 March – 12 April 2013

Flintshire County Council
Lifelong Learning Directorate
County Hall
Mold
CH7 6ND

If you require this document in another language or format please contact us on 01352 704187 or email: TransportPolicyReview@flintshire.gov.uk

CONSULTATION ON PROPOSED CHANGES TO HOME TO SCHOOL TRANSPORT

Why is the Council Consulting on Changes?

Like all councils, Flintshire County Council is under considerable pressure to make savings on its public spending.

As a result, the Council has had to look at every aspect of its work, especially where it is not compulsory for us to provide services and to consider how they can be delivered more efficiently and cost effectively.

It is proposed that the school transport policy is reviewed and a public consultation is carried out on two discretionary aspects of the policy, namely post 16 transport and transport to denominational schools. The Council recognises the value and role of faith based education and the proposed changes are intended to produce a fair, equitable and sustainable transport policy.

The Current Policy

Generally parents and carers are responsible, in law, for making arrangements for their children's attendance at school. This means that when deciding which school to apply for a place at, they have to decide whether they need transport and then organise provision themselves.

Councils are required, by law, to provide assistance for those pupils who are eligible.

Statutory transport provision

The Council provides free transport for children of compulsory school age (i.e. 5 – 16 years) when

- a child receiving primary education lives over 2 miles from the nearest appropriate school; and
- a child receiving secondary education lives over 3 miles from the nearest appropriate school.

In addition, the Council provides free transport for pupils of compulsory school age where

- a learner is registered at their local school and is unable to walk to school due to a route which the Council has assessed as hazardous;
- a learner is registered at their local school or the most appropriate school to meet their special educational needs and those needs prevent them from achieving independent travel or walking the statutory distance safely accompanied by an adult and
- a learner requires transport on medical grounds and no suitable public transport exists.

The Council also provides additional discretionary assistance where

- a learner attends the nearest Welsh medium school or
- a learner whose parents are in receipt of Income Support or Working Tax credit, resides more than 2.5 miles from the nearest appropriate school.

What are the proposed changes?

The discretionary services that the Council is proposing to change are:

- **Transport to Faith Schools** – free transport is currently provided for pupils to attend their nearest denominational school. The school must be over the statutory walking distance.
- **Post 16 transport** – free transport is currently provided for young people aged 16 years and over, living in Flintshire who are in full time education and who live over 3 miles from the nearest educational establishment offering the courses they wish to study.

The Proposals (Case for Change)

The Council is seeking your views on the following two proposals:

Proposal 1- Transport to denominational schools	From September 2014 , to no longer provide free denominational transport for pupils whose admission is not based on faith grounds. Consultation with individual schools would take place to confirm the admission criteria under which pupils are admitted, starting with new admissions in September 2014. Suitable evidence of adherence to the faith of the school such as a baptismal certificate or a letter from a priest may be requested.
Proposal 2 – Post 16 Transport	From September 2013 , to provide free transport to students aged 16 and under 19, attending a first course of full time study at a school or college. This is subject to meeting the 3 mile distance criteria and also providing the student is attending the nearest educational establishment offering the courses they wish to study. Free transport will be provided to the following sites <u>only</u> : All Secondary School sites within Flintshire Blessed Edward Jones Catholic High School, Chester Catholic High School, Deeside College sites at Connah's Quay, Northop and Llysfasi (for land based courses only), Prestatyn High School, St Brigid's School, Ysgol Glan Clwyd. For clarification, a full list of sites is listed at the end of this document.

The implementation of the proposals may result in dedicated buses to schools/colleges being withdrawn.

What the Council would continue to provide should the proposals be implemented

Transport would continue to be provided for those pupils living over 2 miles (primary) or 3 miles (secondary) for whom the denominational school is their nearest school, in accordance with statutory provision.

What Happens Now?

The following are key dates in the consultation and decision making process.

Consultation Period begins (6 Weeks)	1 March 2013
Consultation Period Ends	12 April 2013
Report to Flintshire County Council's Cabinet for final decision	23 April 2013
Publication of revised policy	May 2013
Implementation of changes	Post 16 -September 2013 Denominational - September 2014

How do I tell you my views?

These changes, if implemented, would be likely to affect many Flintshire County Council families. In order for us to understand better how these proposals would affect you, please forward your views by completing the attached questionnaire.

A frequently asked questions (FAQs) and Equality Impact Assessment form are available on our website to accompany this document. Alternatively, hard copies can be requested by emailing TransportPolicyReview@flintshire.gov.uk

The consultation will take place between 1 March 2013 and 12 April 2013. During this time we would like to hear your views.

You can take part either by:

- Completing the online consultation questionnaire at:

www.flintshire.gov.uk/transportpolicyreview

- Completing a paper copy of the questionnaire and returning it to the address below:

*Transport Policy Review
Lifelong Learning Directorate
Flintshire County Council
County Hall
Mold
CH7 6ND*

- Emailing any comments/forms to;

TransportPolicyReview@flintshire.gov.uk

The Decision

All of the consultation responses will be assessed and put together into a report for the Flintshire County Council Cabinet to consider at its meeting on the 23 April 2013 at County Hall, Mold.

Thank You

Thank you for taking the time to respond to this consultation. Your response will be considered in full. We will not be responding directly to your feedback, but we will be producing a summary at the end of the process. This will be available on our website *www.flintshire.gov.uk* by 23 April 2013.

PROPOSED LIST OF SITES TO WHICH TRANSPORT WILL BE PROVIDED FOR POST 16 STUDENTS

CASTELL ALUN HIGH SCHOOL
CONNAH'S QUAY HIGH SCHOOL
ELFED HIGH SCHOOL
FLINT HIGH SCHOOL
HAWARDEN HIGH SCHOOL
HOLYWELL HIGH SCHOOL
JOHN SUMMER'S HIGH SCHOOL
MOLD ALUN HIGH SCHOOL
ST RICHARD GWYN HIGH SCHOOL
YSGOL MAES GARMON
YSGOL MAES HYFRYD

BLESSED EDWARD JONES CATHOLIC HIGH SCHOOL, RHYL
CHESTER CATHOLIC HIGH SCHOOL
DEESIDE COLLEGE SITES AT CONNAH'S QUAY, NORTHOP and LLYSFASI (Land Based Courses only)
PRESTATYN HIGH SCHOOL
ST BRIGID'S SCHOOL, DENBIGH
YSGOL GLAN CLWYD, ST ASAPH

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APPENDIX 2

CONSULTATION ON PROPOSED CHANGES TO HOME TO SCHOOL TRANSPORT

Frequently Asked Questions and supplementary information in response to consultation feedback on post 16 transport policy changes.

Summary of Questions

1. What are the proposed changes?
2. Why are the changes required?
3. Is Flintshire the only local authority proposing such changes?
4. Who will be affected?
5. When would the proposed changes be implemented?
6. Who is being consulted with on the proposed changes?
7. If the proposals are agreed, what would the Council continue to provide?
8. What steps has the Council taken to ensure the proposals are fair?
9. How can I get involved with the consultation or find out more?
10. What happens next?

Supplementary information in response to consultation feedback on post 16 transport policy changes

Summary of questions

11. Which sites will no longer be included for post 16 transport purposes?
12. My son has medical needs – will transport be provided when he reaches 16 years of age and wishes to continue full time education?
13. My daughter is in Year 11 at St Richard Gwyn – will she receive free transport to attend the 6th form there?

14. I will not be able to afford to send my son to 6th form if transport is not provided.

15. The proposal for post 16 transport is unfair as those living 1 or 2 miles away will have to walk or pay for transport.

16. Students should be able to choose any school.

1. What are the proposed changes?

<p>Proposal 1- Transport to denominational schools</p>	<p>From September 2014, to no longer provide free denominational transport for pupils whose admission is not based on faith grounds.</p> <p>Consultation with individual schools would take place to confirm the admission criteria under which pupils are admitted, starting with new admissions in September 2014. Suitable evidence of adherence to the faith of the school such as a baptismal certificate or a letter from a priest may be requested.</p>
<p>Proposal 2 – Post 16 Transport</p>	<p>From September 2013, to provide free transport to students aged 16 and under 19, attending a first course of full time study at a school or college. This is subject to meeting the 3 mile distance criteria and also providing the student is attending the nearest educational establishment offering the courses they wish to study. Free transport will be provided to the following sites <u>only</u>:</p> <p>All Secondary School sites within Flintshire</p> <p>Blessed Edward Jones Catholic High School, Chester Catholic High School, Deeside College sites at Connah’s Quay, Northop and Llysfasi (for land based courses only), Prestatyn High School, St Brigid’s School, Ysgol Glan Clwyd.</p>

2. Why are the changes required?

The Council recognises the value and role of post 16 providers and a faith based education. The policy review has identified changes intended to produce a fair, equitable and sustainable transport policy.

3. Is Flintshire the only local authority proposing such changes?

No. An increasing number of Councils have or are in the process of reviewing their home to school transport policies.

4. Who will be affected?

Those students accessing the following services may be affected by the proposals:

Denominational transport

Students who attend their nearest denominational school are currently eligible for free transport. Under the proposals, those students whose admission is based on faith grounds and can provide evidence will be provided with free transport. For students who are unable to provide such evidence, free transport will not be provided.

Post 16 transport

Currently Flintshire Council provides free transport to students resident in the County, living over 3 miles from the nearest educational establishment offering the courses they wish to study. It is proposed that this part of the policy remains unchanged. However, under the proposals, free transport will be provided to designated sites only – these have been listed in section 1 above.

5. When would the proposed changes be implemented?

The proposed implementation date for changes to denominational transport is September 2014 for new admissions, so this would be phased in for new entrants as they start primary or secondary school (ie Reception or Year 7). For post 16 transport, it is proposed that the changes are implemented for new post 16 admissions from September 2013. For students who started their courses in September 2012, free transport will continue to be provided until the end of the academic year 2014.

6. Who is being consulted with on the proposed changes?

This is an open consultation and everybody is welcome to comment on the proposals.

All the consultation material is available on the Council's website.

The Council has specifically consulted with the following groups:

- Headteachers of all Flintshire primary and secondary schools
- The Diocesan authorities
- Colleges

- Parents of Year 5 and Year 11 pupils
- Councillors
- Neighbouring authorities
- Transport providers
- Young people

7. If the proposals are agreed, what would the Council continue to provide?

Councils are required to provide free transport for eligible pupils under certain circumstances:

- a child receiving primary education living over 2 miles from the nearest appropriate school; and
- a child receiving secondary education living over 3 miles from the nearest appropriate school.

Transport will also be provided on the following grounds:

- where a learner is registered at their local school and is unable to walk to school due to a route which the Council has assessed as hazardous.
- where a learner is registered at their local school or the most appropriate school to meet their special educational needs and those needs prevent them from achieving independent travel or walking the statutory distance safely accompanied by an adult and
- where a learner who requires transport on medical grounds and no suitable public transport exists.

The Council also provides additional discretionary assistance where

- a learner attends the nearest Welsh medium school or
- a learner whose parents are in receipt of Income Support or Working Tax credit, resides more than 2.5 miles from the nearest appropriate school.

8. What steps has the Council taken to ensure the proposals are fair?

The Council is keen to understand the impact these proposals may have on families and young people. An Equality Impact Assessment has been carried out and this has helped us to see what the impact might be. An equality monitoring section forms part of the questionnaire to collect relevant information and will continue to help the Council identify any issues.

9. How can I get involved with the consultation or find out more?

In order for us to understand better how these proposals would affect you, please forward your views by:

- Completing the online consultation questionnaire at:

www.flintshire.gov.uk/transportpolicyreview

- Completing a paper copy of the questionnaire and returning it to the address below:

*Transport Policy Review
Lifelong Learning Directorate
Flintshire County Council
County Hall
Mold
CH7 6ND*

- Emailing any comments/forms to:

TransportPolicyReview@flintshire.gov.uk

10. What happens next?

Once the consultation period closes on 12 April, a complete analysis of the responses will be prepared by the Council for a report that will be considered by the Flintshire County Council Cabinet at a meeting on 23 April 2013. At this meeting, the Cabinet will consider whether to:

- Proceed with the proposals
- Proceed with any amendments to the proposals as a result of the consultation feedback, or
- Not to proceed with the proposals.

Supplementary information in response to consultation feedback on post 16 transport policy changes.

11. Which sites will no longer be included for post 16 transport purposes?

Under the original proposals, transport would no longer be provided to educational sites in Conwy, Cheshire West and Chester, Cheshire East, Lancashire and Yale College, Wrexham. As a result of the consultation and the implications of no longer providing transport to Yale were reconsidered and Cabinet is being recommended to continue transport to this site where it is the nearest provider.

12. My son has medical needs – will transport be provided when he reaches 16 years of age and wishes to continue full time education?

Yes, any pupil currently receiving transport on medical grounds will continue to be entitled under this provision.

13. My daughter is in Year 11 at St Richard Gwyn – will she receive free transport to attend the 6th form there?

Yes, if this is the nearest suitable provider and over 3 miles from home.

14. I will not be able to afford to send my son to 6th form if transport is not provided.

The local authority will continue to provide transport to the nearest suitable provider of a course if it is over 3 miles from home. It is not currently a requirement for the local authority to transport to alternative providers.

The Education Maintenance Allowance (EMA) is also available to help with education costs for families on low income. Students can be awarded up to £30 per week, depending on household income (£23,078 or less per annum) and the number of dependent children.

15. The proposal for post 16 transport is unfair as those living 1 or 2 miles away will have to walk or pay for transport.

This is also the case under the existing policy.

16. Students should be able to choose any school.

Students will continue to be able to choose where they wish to study and the local authority supports access to post 16 education by providing transport to the nearest suitable provider of a course if it is above 3 miles.

FLINTSHIRE COUNTY COUNCIL

REPORT TO: **CABINET**
DATE: **TUESDAY, 21 MAY 2013**
REPORT BY: **DIRECTOR OF COMMUNITY SERVICES**
SUBJECT: **ANTI-SOCIAL BEHAVIOUR POLICY**

1.00 PURPOSE OF REPORT

1.01 This purpose of this report is to seek agreement for the Housing Service's proposed Antisocial Behaviour (ASB) Policy which is annexed to this report for ease of reference. It aims to describe the strategic context in which it sits both within the council, but also within the wider national context. The paper highlights the key policy issues and changes, and any potential challenges faced by the Council. This policy is predominately aimed at Council tenants and the Local Authority's role as a landlord. Cabinet are asked to consider these points, in particular those areas which introduce significant changes such as at 3.07 and 3.09 of this report.

2.00 BACKGROUND

2.01 The Antisocial Behaviour Act 2003, made it a legal requirement for social landlords in England and Wales to have an ASB Policy. This includes local authority landlords.

2.02 Flintshire County Council's ASB policy has been due to be updated to reflect best practice in this area of work, and to strengthen the council's commitment to preventing and tackling antisocial behaviour. The current policy was published in 2007.

2.03 The approach to antisocial behaviour by the Neighbourhood Management Team within Housing Services is closely linked to the work of the Council's Community Safety Team. This policy has been developed alongside the draft 'Community Safety Strategy' for the authority in order that they should complement each other.

2.1 Definition of 'Antisocial Behaviour'.

2.1.1 'Antisocial behaviour' means different things to different people. The type of behaviour the term is used to describe can range from serious criminal activity such as violence and drug dealing to less serious types of nuisance such as litter, untidy gardens and pet related nuisance. It can be perpetrated by groups or by individuals, and can

be directed at a single person, or can affect a whole community.

The proposed ASB Policy refers to the current statutory definitions contained within the Housing Act 1996 and the Crime and Disorder Act 1998 as amended. The Housing Act definition adopts a lower threshold of “nuisance and annoyance” which is mirrored by the Council’s proposed revised Tenancy Agreement.

In order to benchmark the performance of the council with that of other local authority landlords and social housing providers, the council will utilise Housemark’s benchmarking service. Therefore a standard set of categories for recording anti-social behaviour will be required.

2.2 The role of housing services in tackling antisocial behaviour.

2.2.1 Tackling ASB has increasingly become a function for local authority housing departments and their counterparts in the housing association sector. This has been reflected in the legislation over the last decade which has given providers of social housing more tools and powers to address the many types of anti-social behaviour that landlords, communities and residents are faced with.

There are a number of reasons why local authority housing providers and social landlords invest in tackling anti-social behaviour. In Flintshire, tenants tell us that feeling safe in their homes and neighbourhoods is important to them. These priorities were reflected in the choices document, and the pledges made to tenants have been incorporated into this draft policy.

There are sound financial reasons for preventing and tackling anti-social behaviour too. Antisocial behaviour which is left unchecked can affect the number of property terminations in an area, in addition to demand for properties, and undermine the sustainability of an area.

3.00 CONSIDERATIONS

3.01 The proposed policy is much more explicit about its aims and objectives and how the council’s progress and achievements in meeting these aims will be measured, monitored and communicated. These are detailed in sections 1.4 – 1.5 of the policy. They focus on prevention of ASB, building confidence within our communities to report issues, taking decisive action when ASB occurs, improving value for money and reducing the impact of ASB.

3.02 The policy sets out the council’s approach to measuring the performance of the service. This approach has been widened to include benchmarking through Housemark, routinely surveying customers who have reported ASB, analysing the outcome of cases,

and making use of wider indicators such as tenancy termination reasons, and property demand by location.

- 3.03 Through consultation with customers, it has been identified that communication of performance and outcomes can be further improved. The policy sets out a commitment to publicising performance information in section 1, but expands on this commitment in section 16 which details an approach to give routine consideration to the publication of case outcomes where legal action has been taken. This section of the policy has been developed in conjunction with the Council's Communications Manager, and the legal department to ensure that there is a robust approach to decision making when considering publicity, to prevent opportunity for legal challenges.
- 3.04 The policy also introduces a joined up approach with North Wales Police, the Community Safety Team and Neighbourhood Wardens in respect of identifying risk to victims and witnesses of antisocial behaviour. The approach uses a standardised risk assessment tool based on risk and protective factors, to highlight cases where more urgent or immediate intervention may be required. This is a change to the traditional approach of determining response by "category" of antisocial behaviour, and focuses on the harm experienced by the victim and witness. A copy of the risk assessment matrix being adopted by North Wales Police, and which the policy proposes is annexed to this report.
- 3.05 The proposed policy also introduces the use of Council/Customer Action Plans. This is an agreement drawn up between the customer and the Officer at the start of the case which sets out how the complaint will be investigated, how the customer will be contacted, and how often, and whether their details can be shared with third parties. This is to ensure that the way that the council goes about dealing with the problem that has been reported, meets the needs of the customer.
- 3.06 It is widely recognised that ASB does not just occur during office hours, and residents can be affected at any hour on any day. There are often 'peak periods' which can occur during evenings, at weekends, in the summer months and during sporting events. As such, the council recognises that victims and witnesses can be frustrated when they are unable to speak to their Housing Officer and need reassurance or specialist advice. To address this, the policy introduces an 'Out of Hours Witness Support Service' which can be made available to victims and witnesses at those times when the council is closed.
- 3.07 The policy proposes a much firmer stance on those who benefit from the proceeds of illegal drugs whether this by cultivation, storage or selling of drugs. The council recognises that social housing is a

precious resource and it is opposed to its premises being used by those who seek to benefit from illegal drugs. As such where a tenant or a member of their household is convicted of using a Flintshire County Council property for the cultivation, storage or selling of illegal drugs, the authority, having regard to the individual circumstances of the case, will usually consider possession of the property as the most appropriate response.

3.08 There has been an increase in the number of cases which are brought to the attention of the council where the alleged perpetrator is vulnerable in some way. This can be as a result of their age (the council has been receiving complaints against people of pensionable age, or who live in sheltered housing), or people who are vulnerable due to disability, either physical or mental health. The policy recognises a need to develop further competencies and expertise in this area and the Council will make attempts to develop capacity and expertise through training, formal qualifications, sharing of good practice and through liaison with health and social care providers whilst working closely with our vulnerable tenants and impacted upon to find the most appropriate solutions.

3.09 The proposed policy also attempts to go a step further in recognising the frustrations felt by many residents who witness some tenants repeatedly breaching the terms of their tenancy agreement, and causing nuisance and annoyance to others. When these tenants are witnessed having new bathrooms, or kitchens, sometimes ahead of those tenants who have an impeccable tenancy record, it is understandable to most people why frustrations occur. The council has a duty however to meet its repairing obligations and to invest in its stock which are assets of the council. However, the draft policy puts forward a proposal to increase priority for planned improvement works for those tenants with clear tenancy records, whilst reducing priority for those tenants with a history of serious or persistent anti-social behaviour.

4.00 RECOMMENDATIONS

4.01 It is recommended that Cabinet consider the proposed changes to the policy and support the draft policy.

5.00 FINANCIAL IMPLICATIONS

5.01 The proposed policy refers to additional resources which have been approved for 2013/14. These are the appointment of an additional two Anti-Social Behaviour Officers which were agreed in the Choices Document and have been approved in the HRA Budget for 2013/14. The implementation of an out of hours witness support telephone service will cost £5.0k and this will be found from within the existing resources in the HRA.

6.00 ANTI-POVERTY IMPACT

6.01 No issues arising from this report.

7.00 ENVIRONMENTAL IMPACT

7.01 The proposed policy will have a positive environmental impact due to the commitment to tackle environmental anti-social behaviour affecting neighbourhoods where the council owns and manages homes.

8.00 EQUALITIES IMPACT

8.01 An Equalities Impact Assessment has been completed and the policy has been discussed at the Equalities Group with no requirement for any major changes. Positive feedback has been received in addition to comments on successfully implementing the policy with reference to customers from diverse backgrounds.

9.00 PERSONNEL IMPLICATIONS

9.01 2 additional staff to be recruited.

10.00 CONSULTATION REQUIRED

10.01 Further consultation work to be carried out targeting harder to reach customers.

11.00 CONSULTATION UNDERTAKEN

11.01 The draft policy has been developed in consultation with customers. Workshops have been held at two Customer Conferences and Customers have been invited to make comments on the development of the policy, including an advertisement to this effect placed in the Housing News Magazine in January 2013.

11.02 Housing Overview and Scrutiny Committee discussed and fully supported the policy at the meeting on 24th April 2013.

12.00 APPENDICES

12.01 Draft Anti-Social Behaviour Policy

12.02 Risk Assessment Matrix

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

None

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**ANTI-SOCIAL BEHAVIOUR
POLICY**

Directorate of Community Services
County Offices
Chapel Street
FLINT
Flintshire
CH6 5BD

DRAFT

DIRECTORATE OF COMMUNITY SERVICES

ANTI-SOCIAL BEHAVIOUR **FULL POLICY STATEMENT**

1 INTRODUCTION

- 1.1 *“We want Flintshire to be a County where people of all ages and from all backgrounds and abilities feel safe, confident, supported and protected from harm, including abuse and neglect.*

We want to reduce the impact that crime and anti-social behaviour can have on the lives of people.”

(Community Strategy 2009-2019)

- 1.2 It is now widely recognised that no single agency or organisation, can in isolation, resolve all issues of anti-social behaviour and the role of Social Landlords in tackling ASB has been increasingly acknowledged through the development of legislation in this area. This policy therefore, sets out the approach of Flintshire County Council’s Housing Department in preventing, reducing and tackling anti-social behaviour and its impact in our neighbourhoods. Throughout this policy the term “council” will be used to refer to Flintshire County Council.
- 1.3 The council recognises that the effects of anti-social behaviour can be far reaching, reducing the quality of life of victims and witnesses and their families and communities, impacting on the local environment, adversely affecting the local economy and putting extra pressure on public and third sector services. As such, a failure to tackle anti-social behaviour would pose a risk to the sustainability of our neighbourhoods.

1.4 The outcomes we aim to achieve are to:

- 1.4.1 Prevent anti-social behaviour from happening in the first place.
- 1.4.2 Increase confidence within the community to report anti-social behaviour
- 1.4.3 Reduce the impact of anti-social behaviour on victims, witnesses and those around them.
- 1.4.5. Take decisive action to tackle those who behave in an anti-social manner to stop it from happening again.
- 1.4.6 Provide a service that is value for money and which provides sustainable outcomes.

1.5 How will we know if we are achieving our aims?

- 1.5.1 We will survey all the users of our service to determine how satisfied customers were with the process and the outcome and whether they would be prepared to report ASB again.
- 1.5.2 We will measure our performance in relation to service standards that we will agree in consultation with our customers and publish this information.
- 1.5.3 We will benchmark the levels and type of reported ASB through Housemark, a national benchmarking organisation.
- 1.5.6 We will measure the percentage of cases that we deal with that are resolved, and we will review the sustainability of positive outcomes.
- 1.5.7 We will monitor property termination reasons and property offer refusals to ascertain the effects of ASB on the reputation of an area.

1.5.8 We will measure the number and success rates of our legal cases.

1.5.9 We will use the results of the STAR Survey (or similar) to measure how residents feel we are performing.

1.5.10 We will overlap our data with other Community Safety Partners to obtain a more holistic view of ASB in our neighbourhoods.

1.6 The responsive service that we provide will be available to residents where one of the following conditions is met:

1.6.1 The victim of the anti-social behaviour is a Flintshire County Council tenant, or is a member of their household, or was a visitor to their home at the time that the incident occurred and/or

1.6.2 The perpetrator of the anti-social behaviour is a Flintshire County Council tenant, or is a member of their household or was a visitor to their home at the time that the incident occurred and/or

1.6.3 The behaviour complained of is directly or indirectly affecting our housing management function.

1.7 The Policy also supports the aims of the Welsh Housing Management Standard for Tackling ASB.

1.8 The Housing Act 1996 (as amended by the Anti-Social Behaviour Act 2003) requires all social landlords to publish a statement of their policies and procedures for tackling ASB.

1.9 This full Statement of Flintshire County Council's Community Services Directorate Policy for tackling Anti-Social Behaviour is available for inspection at the County Offices, Chapel Street, Flint, Flintshire CH6 5BD and is available on the Flintshire County Council website. A hard copy will be supplied if requested for a reasonable charge.

1.10 A summary of this policy will be made available on request free of charge.

DIRECTORATE OF COMMUNITY SERVICES

2 STATEMENT OF POLICY

2.1 This Statement sets out the Policy of Flintshire County Council Community Directorate's approach to tackling anti-social behaviour.

2.2 The Legal and Strategic Framework

2.3 The Community Services Directorate approach must be seen within the context and framework created by legislation. Our Policies and Procedures have been written in accordance with existing legislation and are to be updated in accordance with new legislation.

2.4 The Policy also has regard to Guidance issued by the Welsh Ministers and good practice literature from a range of sources, including the Chartered Institute of Housing, Social Landlords Crime and Nuisance Group and the National Housing Federation.

2.5 The Policy also reflects the wider strategic aims and policy initiatives of both Flintshire County Council and its Community Services Directorate, and in particular those highlighted in the Community Strategy and associated documents.

2.6 The Crime and Disorder Act 1998, as amended by the Police Reform Act 2002, sets out statutory requirements for "responsible authorities" to work with other local agencies and organisations to develop and implement strategies to tackle crime and disorder related issues in their areas.

2.7 The statutory partnerships are known as Crime and Disorder Reduction Partnerships or Community Safety Partnerships.

2.8 The "responsible authorities" usually include (but are not restricted to):

- 2.8.1 The Police
- 2.8.2 Local Authorities
- 2.8.3 Fire Authorities
- 2.8.4 Police Authorities
- 2.8.5 Primary Care Trusts

2.9 Section 17 of the Crime and Disorder Act 1998 requires all authorities to have due regard to the likely effect upon crime and disorder of anything they do in the exercise of any of their functions. Each Authority must also do all that it reasonably can to prevent and reduce crime and disorder in its area.

3 Definition of Antisocial Behaviour (ASB)

3.1 The Housing Act 1996 defines anti-social behaviour as:

“conduct which is capable of causing nuisance or annoyance to any person”

3.2 The Crime and Disorder Act 1998 defines anti-social behaviour as behaving:

“...in a manner that caused or was likely to cause harassment, alarm or distress to one or more persons not of the same household as himself”

3.3 The Authority will clearly establish and publicise through its [proposed] tenancy agreement the acceptable level of behaviour expected of its tenants, members of their household and visitors to their properties.

3.4 Anti-social behaviour can include the following examples and can be categorised under these headings to enable like for like benchmarking with other areas and housing providers:

- 3.4.1 Noise
- 3.4.2 Verbal abuse/harassment/intimidation/threatening behaviour
- 3.4.3 Hate-related incidents
- 3.4.5 Vandalism and damage to property
- 3.4.6 Pets and animal nuisance

- 3.4.7 Nuisance from vehicles
- 3.4.8 Drugs/substance misuse/drug dealing
- 3.4.9 Alcohol-related
- 3.4.10 Domestic abuse
- 3.4.11 Physical violence
- 3.4.12 Litter/rubbish/fly-tipping
- 3.4.13 Garden nuisance
- 3.4.14 Misuse of communal areas/public space or loitering
- 3.4.15 Prostitution/sexual acts/kerb crawling
- 3.4.16 Criminal behaviour/crime

The above is not a full list of what anti-social behaviour is but serves as a guide.

- 3.5 Additionally, the directorate intends to comply with the National Standards of Incident Reporting (NSIR) through the development of our case management system.

4 Approach to Tackling Antisocial Behaviour (ASB)

4.1 Prevention

- 4.2 The Council recognises that wherever possible preventing nuisance and anti-social behaviour from happening in the first place, is preferable to dealing with it after it has happened.

4.3 The Council's approach begins at the application process where potential new tenants are asked to disclose any relevant criminal convictions, or previous enforcement action as a result of anti-social behaviour. The Authority takes a firm but fair approach to assessing applications by individuals and families who have a history of anti-social behaviour. In some cases the Council may decide that an applicant is to be treated as ineligible for allocation to a tenancy with the Council as a result of his or her past unacceptable behaviour, or the behaviour of a member of his or her household.

4.4 Each application and the surrounding circumstances will be considered individually before reaching a decision to treat an applicant as ineligible because of past unacceptable behaviour.

4.5 Chapter 1 of Part 5 of the Housing Act 1996 allows local housing authorities and Housing Action Trusts to adopt an introductory tenancy scheme for all new tenants. Flintshire County Council offers all new tenants an introductory tenancy. These last for 12 months and are like a 'trial' period.

The tenant(s) automatically become a secure tenant after 12 months, unless the council has either:

- started action to evict the tenant
- extended the introductory tenancy for a further 6 months

There are restrictions of the rights of an introductory tenant, for example, they are not permitted to:

- make major improvements to the property
- swap your property with another council tenant
- apply for the Right to Buy scheme

4.6 Where the council has evidence that an introductory tenant is responsible for serious or persistent anti-social behaviour, the council will use its discretion to determine the most appropriate response. Where the behaviour complained of is so severe and/or is criminal in nature, the decision to serve notice to commence proceedings to end the tenancy may be deemed to be the most appropriate response.

4.7 The obligations of the tenancy and the responsibilities of being a tenant with the Authority are explained to prospective tenants before they sign the tenancy agreement so that they are fully aware of the standards of behaviour that are expected.

4.8 The Authority is also able to take steps to prevent ASB through environmental improvements and through target hardening areas and properties which may be

at risk. The Authority also reserves the right to develop local lettings policies and to make 'sensitive lets' in dwellings that have been, or may be connected to anti-social behaviour.

5 Support for Complainants, Victims and Witnesses of ASB

- 5.1 The Authority recognises that being a victim of, or witnessing anti-social behaviour can be a stressful and upsetting experience. It is also acknowledged that the decision to report ASB is sometimes a difficult and complex process. Complainants can be fearful of reprisals, be unsure who to report incidents to, and be worried about whether they will be believed. **The council will aim to ensure that training is provided to all ASB and Housing Officers in how to interview victims and witnesses of ASB.**
- 4.2 When an initial complaint of anti-social behaviour is made, the officer in receipt of the complaint will use the national risk assessment matrix to help them determine whether the complainant is at high risk. This is so that immediate steps can be taken to reduce the risk to the victim if deemed necessary.
- 4.3 Where officers determine that the complainant is high risk, they will attempt to work with the victim or witness and any other necessary partner agencies to try to manage and reduce the risk. This may mean taking immediate action if someone has been threatened with violence and there is a significant risk of harm, or it may mean providing extra security to someone's home. In extreme cases, it may even mean finding someone temporary accommodation whilst the problem is resolved.
- 4.4 The council will seek to assign a named officer to each case, so that the victim or witness will have a 'named contact' within the council who they know they can contact. This person will be the investigating, and may be a Housing Officer or Antisocial Behaviour Officer depending upon the severity or complexity of the issue.

In most cases, the Investigating Officer will usually agree an 'Action Plan' with customers who report anti-social behaviour so that they can discuss and agree

when, how often and in what manner the customer will be contacted to provide them with progress updates on their case and what steps each party will take to resolve the problem. The most successful outcomes occur when residents and officers work co-operatively together. This 'Action Plan' will ensure that case planning is consensual and meets the needs of the victim. In the event of a victim or witness requesting actions that cannot be accommodated, reasons will be provided.

- 4.5 The Authority recognises that ASB often occurs outside of normal office hours and that victims and witnesses often feel that this is the time when they most need to speak to someone to report what is happening. In order to make provision for an out of hours service, the Authority will employ a specialist service who are able to provide witness support at night, and during weekends and bank holidays.
- 4.6 Customer confidentiality will be respected at all times. Details of the complainant's identity or that of any other witnesses will never be disclosed to the alleged perpetrator (or anyone acting on behalf of the perpetrator) by the council without consent. The only exceptions to this are where disclosures become necessary for safeguarding reasons and/or a disclosure of the information is ordered by the Court.
- 4.7 Sometimes, the most effective resolution is to apply to the Court for an order to make the anti-social behaviour stop. The council recognises that this can be quite a daunting prospect for victims and witnesses who may never have been into a court before. The best witness evidence is that which is given personally, in the court by the witness. In some circumstances, the council can apply to the court for 'special measures' where for example, witnesses can give evidence from behind a screen or via a video link. Special measures are subject to the agreement of the court.

There are also measures that can be taken to enable anonymous statements, or use of hearsay evidence and these will be fully explained to victims and witnesses so that they can make informed choices.

4.8 Sometimes complaints are made anonymously either over the telephone or in writing. The Authority will, where appropriate, look into the complaint made but we will be unable to feedback to the complainant and may not be able to take as effective action as we would be able to if we had contact details. Where complaints are made anonymously over the telephone, we may explain our approach to confidentiality in case management in order to encourage the complainant to provide us with their details.

5 Investigating the Complaint

5.1 In most circumstances it will be necessary to thoroughly investigate the complaint that has been made before any legal action is taken. In some circumstances however, for example, where there is an immediate risk of harm, the council may have to review the evidence that it has available to make a decision on whether an emergency application for injunctive relief is required.

5.2 Investigations may include (but are not limited to) interviews with the victim(s), witness(es) and perpetrator(s), site visits, CCTV installation, noise monitoring, use of professional witnesses and liaison with other agencies.

5.3 The investigation will be carried out thoroughly and without bias by an appropriately trained officer of the council. Records of the investigation and any subsequent findings will be recorded on the Authority's case management system.

5.4 The primary aim at all times will be to end the anti-social behaviour, and reduce the likelihood of it recurring.

5.5 Where the Investigating Officer has found evidence of anti-social behaviour they will consider the most appropriate intervention(s), remedy and sanction(s)

6 Exchange of Information

6.1 Section 115 of the Crime and Disorder Act 1998 provides a power to exchange information where disclosure is necessary to support the local Crime and Disorder (Community Safety) Strategy or objectives outlined within it. This must be

primarily aimed at reducing crime and disorder in accordance with the Act's provisions.

- 6.2 Section 115 puts beyond doubt the power of any organisation to disclose information to Chief Officers of Police, Police Authorities, Local Authorities, Probation, Health Authorities, or to persons acting on their behalf. These bodies also have the power to use this information. Section 115 provides a power to share information but does not override other legal obligations such as the common law duty of confidence, the requirements of the Human Rights Act, compliance with the 1998 Data Protection Act or other relevant legislation governing disclosures.
- 6.3 Information as to any relevant criminal charges, cautions and convictions against an individual may be disclosed, as may details of any relevant calls made to the Police in relation to a particular address or visits made by the Police to an address. Relevant information may be shared about an individual's involvement with a particular agency (e.g. Probation Services). Other information relevant to the investigation of a case and in an effort to address the behaviour of the individual concerned may also be disclosed.
- 6.4 Flintshire County Council is a signatory to Flintshire Community Safety Partnership Information Exchange Protocol, which allows information to be exchanged under the Crime and Disorder Act 1998. The Police, who are also a signatory to this protocol, have an important and general power at common law to disclose information for policing purposes, which includes the prevention of ASB.

7 Multi-Agency Approach

- 7.1 The council recognises that frequently a multi-agency or multi-departmental approach will be required to resolve anti-social behaviour.
- 7.2 Housing Services will on all occasions seek to be represented on the ASB Joint Action Group to enable joined up problem solving around victims, perpetrators and locations.

8 Non-Legal Remedies

- 8.1 It is usually more effective to intervene quickly and assertively to resolve issues.
- 8.2 Housemark estimate that there are approximately 300,000 cases of anti-social behaviour reported to Local Authority Housing Departments and other social landlords each year (Housemark 2011/12 Benchmarking Report) and of these only 1.6% was resolved through the use of legal action with earlier interventions, warning letters and formal interviews with perpetrators being the most common methods of resolving complaints.
- 8.3 Prior to legal action being commenced, it is usually the expectation of the Court that the Council will have made efforts to resolve the ASB using non-legal remedies unless the behaviour is of a particularly serious nature. It is also the aim of the Authority to try to resolve complaints of ASB without taking legal action where possible. The use of Acceptable Behaviour Agreements and Parenting Agreements will therefore be considered in appropriate cases.
- 8.4 The Council will also promote the use of Restorative Practice in appropriate cases in order to make perpetrators accountable for their behaviour, and take steps to put right any harm that has been done.
- 8.5 Sometimes, when a complaint has been investigated, the Council may decide the behaviour complained is not nuisance which the council can take enforcement action to resolve. Sometimes this will be due to a clash of lifestyles, for example someone using their washing machine in the day when their neighbour works nights and sleeps in the day, other times it may be due to differences of opinion or behaviours which may be described as “inconsiderate” rather than “anti-social”. In such cases, the Council will still try to offer suggestions and solutions to resolve the dispute, but ultimately where disagreement continues, and the Council has no powers to act, the case will need to be closed.

9 Recognition for tenants who do not commit anti-social behaviour

- 9.1 The Council recognises that it is extremely dis-heartening to local residents who see tenants of the authority behaving anti-socially only to seemingly be rewarded with a range of improvement works, such as new kitchens and bathrooms whilst

other tenants with impeccable tenancy conduct, may have to wait for their improvements, as priority for works is currently based upon geographical location. The council recognises that whilst it does need to invest in the stock that it owns, it is possible to give preference to those tenants who do not behave in an anti-social manner ahead of those who are responsible for causing serious or persistent nuisance and anti-social behaviour.

- 9.2 It is the policy of the authority therefore, that when a tenant or member of their household is served with any kind of Notice for ASB, is subject to a Court Order for ASB or the authority is pursuing an order against the tenant (or member of their household) due to ASB that their priority for improvement works should be decreased so that preference is given to those tenants who do not commit ASB.
- 9.3 This will not affect the repairing obligations which the council is required to meet.

10 Legal Remedies

- 10.1 The Authority aims to tackle anti-social behaviour as quickly and efficiently as possible. In most cases this will result in early intervention by Investigating Officers to nip problems in the bud, but in more serious, complex or persistent cases, it may be necessary for the Authority to take legal action against the perpetrator.
- 10.2 The Authority employs a team of specialist Anti-Social Behaviour Officers. These Officers are trained to secure effective legal remedies when these are the most appropriate response.
- 10.3 Local authority landlords are able to apply for a range of court orders to address nuisance and anti-social behaviour. The Authority is committed to making best use of these legal powers to resolve cases without the need to evict alleged perpetrators. The Home Office have expressly stated that evicting someone from their home should be “a last resort to be used exceptionally and where other interventions to tackle anti-social behaviour have been tried and failed”

Eviction of Secure tenants will only be considered as a last resort when other remedies have been tried and failed, or when the authority deems a particular

case of ASB to be so serious that possession is the most appropriate response in the circumstances.

10.4 The Authority has a responsibility to all of its tenants and therefore before considering any possession proceedings will need to consider the behaviour of the alleged perpetrator and its impact upon the local community.

10.5 Where the tenant is still an introductory tenant in their probationary period, and there are any breaches of tenancy, the Council will take steps to let the tenant know, so that they can put them right. Breaches of tenancy conditions will be investigated and if not resolved, the Council may take action to extend or end the tenancy.

10.6 An Introductory tenant legally has the right to ask for a review of the decision to end or extend their introductory tenancy.

10.7 If the tenant asks for a Review, they will also have the right to attend, take someone with them, send someone to represent them to the Review and speak or ask questions. They could also make a written representation. The tenant is only entitled to a review if they request a review of the decision. The tenant must do this before the end of the period of 14 days beginning with the day on which the Notice has been served. It is helpful if the tenant does this by returning the Review Request Form provided with the Notice. The Council will then arrange a Review and inform the tenant of the time and place, within 5 working days.

However, if the tenant does not request a Review within 14 days they will lose their right to a Review.

11 Rehabilitation and support for perpetrators

11.1 The Authority recognises that some people need help to change their behaviour. As such, where Officers identify support needs they will make appropriate referrals or signpost perpetrators to agencies or organisations that can provide support.

11.2 There are a wide range of agencies in Flintshire providing help and support services and Officers will be able to signpost people to the appropriate one, depending upon the support needs of the individual.

12 Vulnerable Persons

12.1 The Authority acknowledges that some vulnerable residents, including those with learning or physical disabilities; mental health illness or other support needs, may have their behaviour perceived as anti-social. Where the council becomes aware of such instances we will endeavour to work with individuals, support providers and the community where possible to find an effective solution.

12.2 Anti-social behaviour Officers must try to balance the need to protect individuals and communities from anti-social behaviour with the needs of a vulnerable perpetrator. If a perpetrator is thought not to have 'mental capacity' they may not be able to understand what is wrong with their behaviour. If an application for an order is made in court, they may not be able to understand the proceedings, the requirements of the order or what constitutes a breach.

12.3 ASB Officers will make efforts to consult with health and social care practitioners where they suspect that the perpetrator of the ASB does not have mental capacity.

13 Cultivation, Distribution, Selling or Supply of Illegal Drugs

13.1 The Authority recognises the misery that can be caused by the use illegal drugs in our communities. We can identify the links to crime and disorder and the subsequent impact on our local economy and the increased pressure that illegal drugs can place on public services. The Authority acknowledges the crucial role that it can play in taking a firm stance against those who unlawfully benefit through the illegal cultivation, distribution, sale and supply of illegal drugs.

13.2 It is the policy of the Authority that while all cases will be considered on a individual basis having regards to the particular circumstances of the case, in

most cases where a tenant has been convicted of cultivating, selling, distributing or supplying illegal drugs legal action for possession of the property will be commenced.

13.3 The Authority is aware however, that in some circumstances, the homes of vulnerable tenants are 'taken over' by criminals who intimidate the individual into activities around illegal drug production or distribution. In such circumstances, it is the policy of the council to work with the police to bring the offenders to justice. However, there will be a clear expectation that the tenant will co-operate with the council and the police to enable this to happen. Failure to co-operate, and/or where the Investigating Officer finds no evidence that the tenant has been coerced into illegal activity may result in legal action against the tenant.

13.4 Where tenants are drug users with no associated nuisance activity rather than criminals who seek to benefit from the proceeds of illegal drug supply, a more supportive approach will be taken. Officers of the council are able to make referrals for specialist support or signpost tenants to appropriate agencies.

14 Hate Crime and Hate Incidents

14.1 Hate crimes and incidents are any crimes or incidents that are targeted at a person because of hostility or prejudice towards that person's:

- disability
- race or ethnicity
- religion or belief
- sexual orientation
- transgender identity

They can be perpetrated against the person or the property, and the victim does not have to be a member of the group at which the hostility is targeted.

14.2 The view of the Authority is that none of its residents should be harassed or targeted due to any of the above characteristics. It is the aim of the Council to continuously develop its approach to tackling hate crime and incidents and will do so in partnership with North Wales Police.

- 14.3 The Authority is aware that recent research suggests that hate related crimes and incidents are under-reported, particularly those where disabled people are targeted. The Council will work closely with partners to increase awareness of what constitutes a hate crime or incident, and to provide ways in which hate crimes and incidents can be identified and reported. This includes establishing the Neighbourhood Housing Team as a Community Reporting Facility in conjunction with North Wales Police, and training Housing Officers and ASB Officers to be able to recognise and report incidents, and to take steps to facilitate effective support for victims and witnesses.
- 14.4 The Authority will take prompt and decisive action to deal with any tenant where there is evidence of them perpetrating hate crime. This may include applying for an injunction to protect the victim.

15 Domestic Abuse

- 15.1 The Council's [proposed] Tenancy Agreement makes it clear that domestic abuse is unacceptable behaviour. By 'Domestic Abuse' we refer to the widened definition which will be implemented across government from March 2013. The widened definition is as follows:
- 15.2 Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality. This can encompass but is not limited to the following types of abuse:
- psychological
 - physical
 - sexual
 - financial
 - emotional

Controlling behaviour is: a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed

for independence, resistance and escape and regulating their everyday behaviour.

Coercive behaviour is: an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.”

- 15.3 It is the policy of the Authority to treat all disclosures of domestic abuse confidentially. The exceptions to this are where a child or vulnerable adult would be put at risk. In such cases, it will be made clear to the reporting person that the information would need to be shared with other agencies to facilitate effective safeguarding.
- 15.4 This policy therefore should be read alongside our policy for safeguarding vulnerable adults and children.
- 15.5 Reports of domestic abuse will be referred to the ASB Team who will attempt to make contact with the victim within one working day in order to carry out an initial risk assessment with them. This is subject to the victim having made available their contact details, being agreeable to such contact and being available for such contact. In some circumstances it will not necessarily be safe for an Officer to make contact and each case will need to be assessed individually.
- 15.6 The Council will offer victims of domestic abuse a named officer who will deal with their case, and will aim to offer a choice of a male or female officer.
- 15.7 **A DASH risk assessment** will be used to assess risk. This is a national Domestic Abuse, Stalking and Honour Based Violence (DASH 2009) Risk Identification, Assessment and Management Model. Its introduction means that all police services and a large number of partner agencies across the UK will be using a common checklist for identifying and assessing risk, which will save lives. ACPO [Association of Chief Police Officers] Council accredited the DASH (2009) Model to be implemented across all police services in the UK from March 2009. Where it is identified that there is a high risk, a referral will be made to the Multi-Agency Risk Assessment Conference (MARAC).

- 15.8 Where urgent action is required as a result of the risk assessment, it will be the responsibility of the named officer to facilitate this. This may include urgent target hardening (usually referred to as Sanctuary), emergency/temporary re-housing, and request for a critical marker and/or legal action.
- 15.9 The Authority will make referrals for appropriate support where possible, which may include the IDVA [Independent Domestic Violence Advocate] service.
- 15.10 **IDVAs** are trained specialists who provide a service to victims who are at high risk of harm from intimate partners, ex-partners or family members, with the aim of securing their safety and the safety of their children. Serving as a victim's primary point of contact, IDVAs normally work with their clients from the point of crisis, to assess the level of risk, discuss the range of suitable options and develop safety plans. They are pro-active in implementing the plans, which address immediate safety, including practical steps to enable victims to protect themselves and their children, as well as longer-term solutions. IDVAs will represent their clients at the Multi Agency Risk Assessment Conference (MARAC) and help implement safety plans which will include actions from the MARAC as well as sanctions and remedies available through the criminal and civil courts, housing options and services available through other organisations. IDVAs support and work over the short- to medium-term to put victims on the path to long-term safety. (Source – The Home Office, 2012)
- 15.11 Where a victim has fled their home which is a Council Property due to violence or abuse and the perpetrator remains in situ, the Council may initiate legal proceedings to re-possess the property. Where the tenancy is a joint tenancy and the vacating tenant serves a notice to end the tenancy this would have the effect of terminating the tenancy for both tenants. In such circumstances the tenant will be advised of this, and a recommendation will be made that the tenant should obtain their own independent legal advice before giving notice to end the tenancy.

15.12 Sometimes victims of domestic abuse find themselves the subject of complaints by neighbours due to the behaviour of the perpetrator. In cases where domestic abuse comes to light during the course of an anti-social behaviour investigation, the Neighbourhood Housing Manager should be advised who will advise of the best course of action. This may involve liaising with the Domestic Abuse Co-ordinator, Community Safety Team and/or other agencies. It is not the intention of the council to penalise victims of domestic abuse for the behaviour of their abusive partner (or ex-partner or other family member) over whose behaviour they have no control. There is however, an expectation that a victim of domestic abuse should work with the Council to address the problems as the council has a responsibility to the wider community as well who may also be affected by the behaviour. Each case will therefore be addressed on an individual basis, considering the various factors of the situation.

16 Effective Communication & Publicising Information

16.1 The Community Services Directorate, through its Tenancy Conditions, Customer Involvement Officer, Housing Newsletter, information and advice booklets and the local media, will ensure that tenants and residents of Flintshire are aware and reminded of their responsibilities to their neighbours and communities in relation to their conduct and behaviour. The consequences and sanctions of engaging in ASB will be similarly publicised.

16.2 The Authority recognises the importance of communicating successful action, not just to the victims and witnesses who are directly involved in cases, but also to the wider community.

16.3 This communication is vital to reassure residents, and to encourage reporting of incidents so that anti-social behaviour can be tackled.

16.4 Often court orders will contain prohibitions imposed by the court and it is necessary for the local community to be aware of the detail so that they can report any breaches of the order.

- 16.5 The Authority recognises that those subjected to a court order who have their details published, may view this as a punitive measure, however, it is not intended to be so.
- 16.6 Following guidance from the Home Office set out in 2005, the Authority has devised a pro forma to record its decisions to publicise ASB cases and outcomes and a copy of these will be retained by the Council.
- 16.6.1 The decision to publicise information will involve a 'necessity test' to satisfy that one or more of the following aims for publicising information is relevant.
- To notify the public that a court order has been obtained in order to reassure the public that action has been taken.
 - To notify the public of specific court orders so that they can assist in their enforcement.
 - To act as a deterrent to anti-social behaviour.
- 16.7 The pro forma which will be completed by the Anti-Social Behaviour Team and initially approved by the Neighbourhood Housing Manager will be sent to the Head of Housing and Executive Member for Housing for their approval and comment. This will include consideration of the following; the main objectives of the publicity, the decision to publish, the decision making process, what publicity should look like, human rights, data protection, type of publicity, and extent of information to provide.
- 16.8 Each case will be considered on its own individual merits, and careful consideration will be given to publicising actions where any of the parties are considered to be vulnerable.
- 16.9 This will then be referred to the Corporate Communications Team who will prepare any press releases, or other forms of information to be communicated.

17 Commitment to Service Improvement

17.1 Flintshire County Council's Community Services Directorate will strive to provide excellent services which meet the needs of customers.

17.2 We aim to continually evolve the service to make best use of the tools and powers available and to ensure that the services we buy in and the service we provide are good value for money.

17.2.1 By consulting with customers we aim to shape what we do in partnership with our customers. This also means being proactive about involving hard to reach customers and considering the diverse needs of our residents.

17.3 We will aim to provide transparent performance information so that our customers can see how we are performing in relation to the targets we will set ourselves.

17.4 We will aim to benchmark our performance against that of other social landlords and councils so that we can make meaningful comparisons and identify areas for improvement.

17.5 We will monitor customer satisfaction with our service, and we will use the feedback that we get from customers to raise the bar on our performance.

17.6 We will offer regular, up to date training for our staff to enable them to effectively carry out this difficult and challenging work.

18 Equality & Diversity

18.1 The Authority aims to ensure that its ASB Policy respects and upholds the organisation's commitment to equality and diversity and in a manner that is fair to all regardless of their; age, religion & belief, disability, gender, race, sexual orientation, transgender status, marriage & civil partnership, pregnancy & maternity or any other issue that may cause potential discrimination in service delivery.

18.2 The Authority will ensure that where necessary it assists anyone needing to access this service. This may include providing assistance to access translation services, type-talk and providing literature in a range of formats such as larger text, picture and Braille formats or in different colours.

18.3 In compliance with the Council's Welsh Language Scheme, all services and documents can be made available in Welsh where this is required by customers.

19. Health & Safety

19.1 All activities carried out by the Authority will be in accordance with the Health & Safety Management system including risk assessments and accompanying safe systems of work.

20 Consultation, Monitoring and Review

21.1 The Authority will consult with customers, partner agencies and organisations and the voluntary sector to continually develop good practice in this area.

22.3 The Authority will monitor the effectiveness and implementation of this policy to ensure that it achieves its aims of protecting its tenants and residents of its communities.

23.4 The Authority will benchmark its ASB service using Housemark to review the effectiveness of its activities and performance.

24.5 We will periodically review our policy and procedures for tackling ASB and will always have due regard to legislative requirements and best practice.

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ASB "Triage" Risk Assessment Questions

For all new complaints of anti-social behaviour, the following questions should be asked initially of the complainant. If they answer **YES** to one or more of the questions then you will need to complete a full risk assessment with them to ensure that adequate support is then provided.

If the complainant answers **NO** to all 4 questions there is no need to complete the full assessment. Simply score each page of the risk assessment as 0 and forward to the relevant person/organisation.

The initial 4 questions are:

1. Do you think that you or someone else is being deliberately targeted?
Yes No
2. Has yours, or anyone else's health been affected by this and/or previous incidents?
Yes No
3. Are you experiencing regular, persistent anti-social behaviour?
Yes No
4. Are you without support from family, friends or professionals (e.g. a Social Worker?)
Yes No

FULL RISK ASSESSMENT VULNERABILITY MATRIX

Name:..... **Address:**

D.O.B

Tenure: Home Owner / Private Rented / FCC or RSL Tenant (please circle)

If RSL which organisation

This scorecard is designed to help you identify vulnerable victims, witnesses and complainants.

It should be used as a guide and in combination with your own judgement (and that of your neighbourhood partnership) to help ascertain what support and protection is required in any given situation. All action taken as a result of your assessment should be discussed with the witness to ensure it meets their needs.

H I S T O R Y	1. Other than this occasion – how often do you have problems?	5 3 2 1 0	Daily Most days Most weeks Most months Only occasionally
	2. Do you think the current incident is linked to previous incidents?	2 0	Yes No
	3. Do you think that incidents are happening more often and/or are getting worse?	2 0	Yes No
	4. Do you know the offender/s?	2 1 0	They know each other well They are 'known' to each other They do not know each other
	5. Does the perpetrator (or their associates) have a history of or reputation for intimidation or harassment?	6 4 2 0	Perpetrator or their associates are currently harassing the complainant Perpetrator or their associates have harassed the complainant in the past Perpetrator or their associates have not harassed the complainant but have a history or reputation for harassment or violent behaviour Perpetrator of their associates have no history or reputation for harassment or intimidation
	6. Have you informed any other agencies about what has happened? If yes, are you happy for us to discuss this problem with them?	0 1	Yes No

V U L N E R A B I L I T Y	7. Which of the following do you think that this incident deliberately targeted?	4 3 1 0	You Your family Your community None
	8. Do you feel that this incident is associated with your faith, nationality, ethnicity, sexuality, gender or disability? Details:	3 0	Yes No
	9. In addition to what has happened, do you feel that there is anything that is increasing you or your household's personal risk (eg because of personal circumstances) Details:	3 0	Yes No
	10. How affected do you feel by what has happened? Details:	0 1 2 3 5	Not at all Affected a little Moderately affected Affected a lot Extremely affected
S U P P O R T	11. Has yours or anyone's health been affected as a result of this and any previous incidents? Details	3 3	Physical health Mental health
	12. Do you have a social worker, health visitor or any other type of professional support? Can we speak to them about this? Details:	0 1	No Yes
	13. Do you have any friends and family to support you?	3 3 1 0	Complainant lives alone and is isolated Complainant is isolated from people who can offer support The complainant has a few people to draw on for support The complainant has a close network of people to draw on for support
	14. Apart from any effect on you, do you think anyone else has been affected by what has happened? Details:	1 2	Your family Local community Other
	TOTAL SCORE		

Based on these factors and your own judgment, adjust the scoring accordingly

LOW 0 8 12 16 20 MEDIUM 22 24 26 28 30 HIGH

The suggestions below are there as a guide only and should be used in combination with other local resources and your own judgement of what support and protection are required in any given situation. All action taken as a result of your assessment should be discussed with the witness to ensure it meets their needs.

34	H I G H	<p>Refer To:</p> <p>POLICE (URGENT RESPONSE, CRITICAL MARKER etc)</p> <p>RELEVANT ASB OFFICER (IF A TENANT)</p>
36	H I G H	<p>COMMUNITY SAFETY TEAM – COUNTY HALL</p> <p>SUPPORT SERVICES / MENTAL HEALTH etc</p>
28		<p>TARGET HARDENING</p> <p>NEIGHBOURHOOD WARDENS</p> <p>NEIGHBOURHOOD WATCH</p>
26	M E D I U M	<p>Refer To:</p> <p>POLICE/PCSOs</p> <p>LOCAL HOUSING OFFICE (IF A TENANT)</p> <p>COMMUNITY SAFETY TEAM – COUNTY HALL</p> <p>NEIGHBOURHOOD WARDENS</p>
24		
22		
20		<p>NEIGHBOURHOOD WATCH</p>
18		<p>Refer To:</p> <p>POLICE/PCSO</p>
16	L O W	<p>LOCAL HOUSING OFFICER (If tenant)</p> <p>NEIGHBOURHOOD WARDENS</p>
8		
4		
0		<p>NEIGHBOURHOOD WATCH</p>

Consent to information sharing

Do you consent to agencies obtaining and sharing information as part of the multi-agency work to help and secure your safety and that of your family/household?

YES/NO

If there are child protection concerns, information will be shared regardless of consent.

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FLINTSHIRE COUNTY COUNCIL

REPORT TO: **CABINET**

DATE: **TUESDAY, 21 MAY 2013**

REPORT BY: **DIRECTOR OF ENVIRONMENT**

SUBJECT: **CONTAMINATED LAND INSPECTION STRATEGY**

1.00 PURPOSE OF REPORT

1.01 To seek approval to adopt Flintshire's Contaminated Land Inspection Strategy, following updated Welsh Government guidelines which place a statutory duty on Councils to update their approach for Contaminated Land accordingly.

2.00 BACKGROUND

2.01 On 1st July 2001, Part IIA of the Environmental Protection Act 1990, statutory guidance and Regulations¹ associated with it were enacted in Wales to replace Section 79 of the Environmental Protection Act 1990 to provide Local Authorities and the Environment Agency (now Natural Resources Wales) with a means of identifying and addressing unacceptable risks to health or the environment from land contamination.

2.02 The Council first published its Contaminated Land Inspection Strategy in 2002 and was last revised in 2008. Since then a number of investigations to assess land contamination have been carried out and significant changes to legislation and guidance documents have taken place.

2.03 The revision of the Strategy has taken these changes into account and amendments have been made where necessary.

2.04 The Contaminated Land Inspection Strategy describes how Flintshire County Council will identify sites within its administrative control that may be affected by land contamination and it explains the steps that the Council will take to investigate the land and secure the remediation of contamination.

¹ The Contaminated Land (Wales) Regulations 2001.

3.00 CONSIDERATIONS

- 3.01 In April 2012, new statutory guidance² was published by the Welsh Government to replace the previous statutory guidance which was published to support the introduction of Part IIA in 2001.
- 3.02 In addition to the existing requirements, the new statutory guidance introduced a requirement for Councils to;
- Produce a risk summary to explain the outcome of an assessment of a piece of land and the Councils' understanding of the risks to receptors and any other issues associated with the site that are considered to be relevant once the assessment is complete.
 - Take socio-economic factors, for example property blight, stress related effects on health that may be experienced by affected individuals and the perceptions of the wider community, into account when deciding whether or not works to address land contamination is required.
- 3.03 The new statutory guidance also allows Councils to take 'normal' levels of contamination into account in their assessment of a site e.g. It is common to find elevated levels of lead and other metals in the soil around lead mines and in areas where lead veins are present in underlying geological features.
- 3.04 The Strategy in Appendix 1 takes into account the changes required by the updated statutory guidance as described above.
- 3.05 One of the key objectives of the Strategy is to minimise the unnecessary burden of cost to the taxpayer, businesses and individuals.
- 3.06 The 'Polluter Pays' principle applies to Part IIA of the Environmental Protection Act 1990, and the responsibility for land contamination rests with those who caused it, the owner or occupier of the land or the person developing the land. The Council will make reasonable enquiries to identify and trace those responsible for causing the contamination and each individual link between contamination and receptor and will offer them an opportunity to carry out remedial works voluntarily.
- 3.07 Where the works cannot be secured voluntarily, enforcement action against those responsible for the contamination will be taken.

² Welsh Government (2012), Contaminated Land Statutory Guidance – 2012.

4.00 RECOMMENDATIONS

4.01 That Members adopt the Contaminated Land Strategy set out in Appendix 1.

5.00 FINANCIAL IMPLICATIONS

5.01 There are no financial implications as a direct result of this, other than:

5.02 1. Where the works cannot be secured voluntarily appropriate enforcement action will be taken.

5.03 2. Where those responsible for the contamination cannot be identified and traced and the site is orphaned, as with the current strategy, the Council will be responsible for carrying out the works and seeking funding for them Nationally.

6.00 ANTI POVERTY IMPACT

6.01 Any works which are required to be carried out where the person responsible for causing land contamination cannot be found will be secured in accordance with the appropriate anti-poverty policy to minimise financial burdens on individuals and communities.

6.02 Some sites are located in densely populated areas and have the potential to affect large groups, large numbers of properties and significant areas of a community.

6.03 The revised statutory guidance allows the Council to take socio-economic factors for example property blight, stress related effects on health that may be experienced by affected individuals and the perceptions of the wider community, into account when deciding whether or not works are required.

7.00 ENVIRONMENTAL IMPACT

7.02 The amount of Contaminated Land in Flintshire will be reduced and risks to the health of residents, to their property and to the natural environment will be minimised and monitored.

8.00 EQUALITIES IMPACT

N/A

9.00 PERSONNEL IMPLICATIONS

N/A

10.00 CONSULTATION REQUIRED

10.01 None

11.00 CONSULTATION UNDERTAKEN

11.01 The following service areas have been consulted on the updated Strategy;

- Property, Valuation and Estates
- Planning Strategy
- Public Protection
- Regeneration

12.00 APPENDICES

12.01 Appendix 1 – Contaminated Land Strategy. This can be viewed in the Members' Library or on the website.

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

None

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FLINTSHIRE COUNTY COUNCIL

REPORT TO: **CABINET**

DATE: **TUESDAY, 21 MAY 2013**

REPORT BY: **CHIEF EXECUTIVE**

SUBJECT: **NORTH WALES PRISON**

1.00 PURPOSE OF REPORT

1.01 To update Members on the campaign for a prison in North Wales and on the proposals for a preferred site.

2.00 BACKGROUND

2.01 The Justice Secretary, Chris Grayling, made a ministerial statement on 10th January 2013 on Prison Management.

2.02 The Minister stated that modern prisons could deliver better custody and rehabilitation services more efficiently than older prison accommodation, citing savings from HMP Oakwood a new prison that provides places and better services at less than half the average cost of existing prison places.

2.03 The Minister announced plans to close 6 prisons, including Shrewsbury and the partial closure of a further 3 prisons. This planned capacity reduction of 2,600 is equivalent to the capacity of HMP Oakwood.

2.04 The significant reduction in costs that the new developments will achieve has led to the Minister making a commitment to examine the feasibility of building a new prison with a capacity of 2000 places or more in the North West, London or North Wales.

3.00 CONSIDERATIONS

3.01 The North Wales Regional Board (NWRLB) has campaigned for a prison in North Wales since 2007.

3.02 The grounds for the campaign are: -

- parity of treatment: North Wales is the only area in the United Kingdom not to have a prison in the region. To secure a prison subject to the provision of the Welsh Language Act, where prisoners from North Wales are held in facilities where they can use their first language with the benefit of reducing re-offending

- economic benefits: new and stable employment and a supply chain covering a range of services from education, health, catering and building maintenance
 - efficiency for the public services: prisoner transport and transport costs and travelling time to court/prison for legal/offender management services
 - improving rehabilitation and reduction of re-offending rates: through enabling closer contact between families and support professions by improving access to the prison. Keeping families together also avoids cost to public services and is correlated with prisons that are accessible to families.
- 3.03 A prison in the region will support the Criminal Justice system in the area including the probation service and the courts, supporting jobs in the legal and court system.
- 3.04 The economic benefits are considerable. In work to assess the impact of a 1500 bed prison it was estimated that 1,165 jobs could be created through direct employment in the prison and indirectly through the supply chain. The expenditure going through a 1,500 bed prison into the wider community would be in the region of £47m. Over half of new jobs would be in the immediate area of location.
- 3.05 The NWRLB has developing a campaign around: -
- demonstrating political commitment to pursue a prison for North Wales
 - reporting the opportunity for a prison in North Wales to each local authority
 - demonstrating support for the policy objectives of the Ministry of Justice for cost reduction and modernisation of facilities
 - conducting a feasibility study and assess potential sites for a prison
 - identifying potential sites for a prison.
- 3.06 A regional officer group has been set up to take forward proposal and support the development of a business case for a prison in North Wales. Early work undertaken was to identify any potential sites that Local Authorities may have available and which were not constrained. The Head of Assets and Transportation sits on this group and as part of the site search confirmed that no suitable sites were available in Flintshire that were able to meet the criteria. The only sites in the region which have come forward to meet the criteria and with local support are in Wrexham.
- 3.07 The First Minister, Carwyn Jones AM, speaking during First Minister's Questions on 16 April, has subsequently announced that the former Firestone Site in Wrexham is the preferred location for a prison in North Wales.
- 3.08 The NWRLB has now commissioned to the preparation of a business case in support of a prison in the region.

4.00 RECOMMENDATIONS

- 4.01 That the campaign for a prison in North Wales is supported; and
- 4.02 That Wrexham County Borough Council are supported as the lead authority in the development of the full business case for a prison for North Wales.

5.00 FINANCIAL IMPLICATIONS

- 5.01 None as a direct result of this report. Although indirectly the prison is likely to have wider economic benefit.

6.00 ANTI POVERTY IMPACT

- 6.01 Would provide excellent linkages with local business which can help the development of work opportunities and skills development for prisoners in custody and those due for release.
- 6.02 Improved prisoner rehabilitation and reduced re-offending rates -from enabling closer contact between families/prisoners/support professions by reducing travel distance to the prison.

7.00 ENVIRONMENTAL IMPACT

- 7.01 Should be positive in that it would provide excellent transport/accessibility within the region and to other regions of the UK and provide a strong commitment to sustainable development.

8.00 EQUALITIES IMPACT

- 8.01 Positive in that Culture and Welsh language would be secured through a prison that would be subject to the provision of the Welsh Language Act, where prisoners can use their first language.
- 8.02 Improved prisoner rehabilitation and reduced re-offending rates -from enabling closer contact between families/prisoners/support professions by reducing travel distance to the prison.

9.00 PERSONNEL IMPLICATIONS

- 9.01 None as a direct result of this report but may create local employment opportunities for Flintshire citizens.

10.00 CONSULTATION REQUIRED

- 10.01 None as a direct result of this report.

11.00 CONSULTATION UNDERTAKEN

11.01 None as a direct result of this report.

12.00 APPENDICES

12.01 Appendix 1: - North Wales Regional Leadership Board May 2013
Prison Bulletin.

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985 BACKGROUND DOCUMENTS

None.

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NOMS Prison Map

A Prison in North Wales

The Next Generation of Prison Places

May 2013
Bulletin 1

Welsh Government's First Minister Supports North Wales' Leaders in Backing the Wrexham Bid for a Prison

The First Minister, Carwyn Jones, speaking during First Minister's Questions on 16 April, has announced that the Welsh Government regards the Former Firestone Site in Wrexham as 'the main candidate' for a prison in North Wales from the sites submitted to the Ministry of Justice (MOJ).

The site has been put forward - along with Kingmoor Park - by Wrexham County Borough Council. Wrexham is the only local authority in North Wales to nominate sites for a prison further to the MOJ's recent call.

As the only region in the UK without a prison and one of the three MOJ priority geographical areas in England and Wales for the proposed prison, finding suitable sites has been a high priority for North Wales' key agencies and authorities who have continued to lobby the Prisons Minister for a prison in North Wales.

The First Minister's announcement has been widely welcomed across North Wales. **The North Wales Regional Leadership Board (NWRLB)** - comprising leaders of each local authority, Betsi Cadwaladr University Health Board, North Wales Police, the Police and Crime Commissioner for North Wales and North Wales Fire and

Rescue Authority - has commissioned a pan-Public Sector Group to prepare a business case in support of a prison in the region. This work will now be tailored to Wrexham.

Wrexham: A Strategic Location

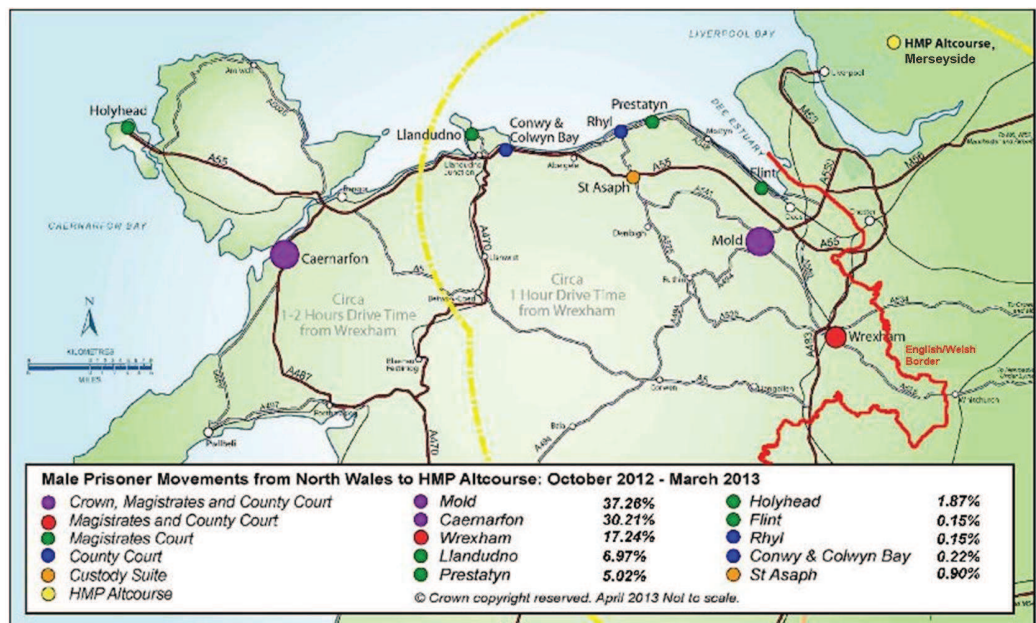
Situated on the Cheshire border in North East Wales, Wrexham has significant locational advantages for the siting of the new prison. It also has the potential to serve as a prison for the North West as well as helping to mitigate against changes to the existing custodial estate ie the closure of HMP Shrewsbury.

Currently, over 1,000 prisoners from North Wales are serving their sentences outside the region. Of the male offenders, on average 95% are sent to HMP Altcourse on Merseyside. According to the latest statistics, 1,333 prisoners from North Wales have been sent to this prison in the last 6 months (Oct-March).

"I am excited by the prospect of securing a prison in North Wales. We need the investment and the jobs but we also need to have a prison where the Welsh Language Act applies so that Welsh culture can be recognized in the prison system. A prison in North Wales...will give better access for family and professional support workers to prisoners from North Wales which will result in reduced re-offending and safer communities on offender release. There is a strong public service efficiency argument for a prison in North Wales."

Cllr Dyfed Edwards, Leader, Gwynedd Council

Creating a Modern Prison Estate



A NORTH WALES PRISON : TRANSFORM REHABILITATION - UPDATE THE ESTATE - FULFILL STRATEGIC NEED

North Wales Partnership to Prepare Strong Business Case for Prison

The pan-Public Sector Group commissioned by the NWRLB to prepare the business case for North Wales is confident of a strong evidence base. North Wales believes that it can compete vigorously with London and the North West based on the following summary grounds.

1. Fundamental & strategic need - as the only area in the UK not to have a prison in the region
2. A prison in North Wales that can serve two of the three geographical areas identified by the MOJ
3. Improved prisoner resettlement, better rehabilitation outcomes and reduced re-offending rates - from enabling closer contact between families/prisoners/support professions by reducing travel distance to the prison
4. Efficiency in public services and the operation of the criminal justice system - through reduced distance from the courts and

associated services to prison

5. Economic efficiency through reduced re-offending rates and decreased costs to the public purse
6. Reduced construction and running costs - through lower land values and the quality and competitiveness of the local workforce
7. Culture and Welsh language provision - by securing a prison subject to the provision of the Welsh Language Act, where prisoners can use their first language
8. Excellent transport/accessibility within the region and to other regions of the UK
9. Capable of assisting with other changes to the custodial estate by taking capacity from prisons scheduled to close ie HMP Shrewsbury
10. A significant economic impact on the North Wales economy - a much needed economic development opportunity for one of the more deprived regions of the UK
11. Sites that are capable of

meeting the MOJ's requirements

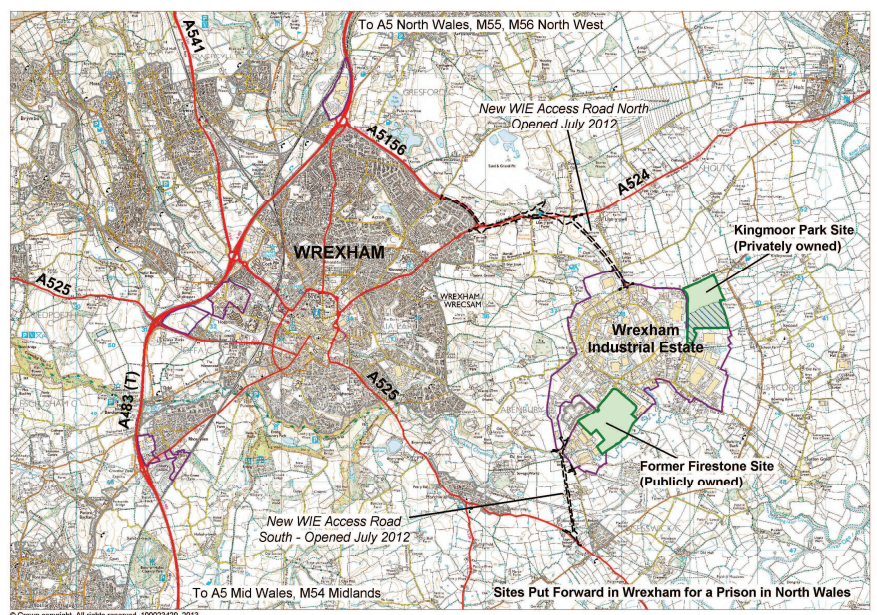
12. Excellent linkages with local business which can help the development of work opportunities and skills development for prisoners in custody and those due for release
13. A strong commitment to sustainable development
14. Political commitment to a prison in North Wales at all levels

Business Case Group Composition:

- Isle of Anglesey County Council
- Conwy County Borough Council
- Denbighshire County Council
- Flintshire County Council
- Gwynedd Council
- Wrexham County Borough Council
- Betsi Cadwaladr Univ. Health Board
- North Wales Police
- Police & Crime Commissioner for North Wales
- Welsh Government
- Welsh Local Government Association

The Wrexham Sites: The Former Firestone Site and Kingmoor Park, Wrexham Industrial Estate

- Within North Wales and circa 5 miles from border with North West England
- Good accessibility/transportation links
- Possible to connect to services with no unreasonable costs identified
- Sufficiently flat developable areas of requisite size with adjoining uses that are unlikely to compromise security
- The Former Firestone site is brownfield, in public sector ownership, with no known planning impediments to achieving planning permission for a prison/no abnormal costs attached to ground conditions



This document was produced by Wrexham County Borough Council on behalf of the Members of the North Wales Regional Leadership Board.

FLINTSHIRE COUNTY COUNCIL

REPORT TO: **CABINET**

DATE: **TUESDAY, 21 MAY 2013**

REPORT BY: **HEAD OF FINANCE**

SUBJECT: **REVENUE BUDGET MONITORING 2012/13 (MONTH 11)**

1.00 PURPOSE OF REPORT

1.01 To provide members with the most up to date revenue budget monitoring information (Month 11) for the Council Fund and the Housing Revenue Account in 2012/13.

1.02 INDEX OF CONTENTS

Section 2	Executive Summary
Paragraph 3.01	Council Fund Summary Table
Paragraph 3.06	Risks and Assumptions
Paragraphs 3.15 - 3.20	Carry Forward Requests
Section 4	Non Standard Inflation / Central Contingencies
Section 5	Unearmarked Reserves
Section 6	Housing Revenue Account
Appendix 1	Council Fund - Movement in Variances from Month 10
Appendix 2	Community Services -Variances Summary
Appendix 3	Environment -Variances Summary
Appendix 4	Lifelong Learning -Variances Summary
Appendix 5	Corporate Services -Variances Summary
Appendix 6	Central & Corporate Finance -Variances Summary
Appendix 7	Council Fund Unearmarked Reserves Summary
Appendix 8	Housing Revenue Account -Variances Summary

2.00 EXECUTIVE SUMMARY

2.01 Members are requested to note the projected year end position as estimated at Month 11 which is :

- Council Fund - Net underspend of £1.737m (£1.305m underspend at Month 10)
- Housing Revenue Account - Net underspend of £0.574m (£0.491m underspend at Month 10)

3.00 CONSIDERATIONS

3.01 The table below shows a projected in-year underspend of £1.737m :-

TOTAL EXPENDITURE AND INCOME	Original Budget	Revised Budget	In-Year Over / (Under) spend		Non Ring-fenced		Ring-fenced	
			Month 10	Month 11	Month 10	Month 11	Month 10	Month 11
	£m	£m	£m	£m	£m	£m	£m	£m
Directorates								
Community Services	58.437	58.476	(1.813)	(2.563)	(0.947)	(1.682)	(0.866)	(0.881)
Environment	31.794	32.487	(0.059)	0.521	(0.059)	0.521	-	-
Lifelong Learning	109.219	109.935	0.724	0.662	1.240	1.171	(0.516)	(0.509)
Corporate Services	17.469	17.649	0.180	(0.021)	0.180	(0.021)	-	-
Total Directorates	216.919	218.547	(0.968)	(1.401)	0.414	(0.011)	(1.382)	(1.390)
Central and Corporate Finance	25.759	24.131	(0.337)	(0.336)	(0.337)	(0.336)	-	-
Total	242.678	242.678	(1.305)	(1.737)	0.077	(0.347)	(1.382)	(1.390)

- 3.02 Members were informed in the Month 10 budget monitoring report presented to Cabinet on 23rd April 2013 that the projected outturn at Month 10 did not take into account any additional costs associated with the extreme weather conditions at the end of March 2013. The projection for Month 11 does now take account of such costs.
- 3.03 The Original Budget column reflects the budget approved by Council on the 1st March 2012. The Revised Budget column reflects in-year virements which have been approved in compliance with Financial Procedure Rules.
- 3.04 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 10 are detailed in Appendix 1.
- 3.05 In line with the management commitment to reduce the projected in-year overspend there has been progressive improvement in the projected outturn position since a projected overspend of £1.053m was reported to Cabinet on 18th September 2012 within the Month 3 budget monitoring report.
- 3.06 The overall costs of the severe weather are estimated to be in the region of £1 million. This estimate includes costs which were incurred during the operational period of the incident (2012/13) and other costs that relate to the recovery period, the majority of which will be charged to the accounts in 2013/14.
- 3.07 The estimated costs of the severe weather which are reflected in the projected outturn for 2012/13 within the Table at paragraph 3.01 are £0.598m. Most of these costs (£0.523m) are within the projected total overspend for the Environment Directorate and relate to dealing with operational phase of the incident.

- 3.08 Further significant estimated costs relating to the recovery phase are not reflected in the projection as they are expected to be incurred during 2013/14. The latest estimate of such costs is £0.467m.
- 3.09 As reported to Cabinet on 23rd April, the Council has been in contact with Welsh Government (WG) with a view to seeking financial assistance under their Emergency Financial Assistance Scheme (EFAS). The Council provided formal written notification to WG of the emergency incident on Friday 19th April - this being within one month of the start of the incident as required by the EFAS guidance notes for Local Authorities.
- 3.10 The WG will consider representations made by all authorities providing such formal notification in determining whether to activate special assistance under the EFAS. It is understood that both Denbighshire County Council and Wrexham County Borough Council have also formally advised WG of the impacts of the severe weather event on their authorities. We still await determination from WG as to whether or not they will activate support under the EFAS.
- 3.11 If WG decide to activate financial support under their EFAS, it should be noted that a threshold will apply which is equivalent to 0.2 % of the Council's annual budget requirement. This is because Authorities are expected to make reasonable provision in their budgets to deal with contingencies. Where the EFAS is activated all expenditure up to the value of this threshold will need to be funded by the Council. Expenditure above the threshold will be funded at 85 % of the value of qualifying expenditure above the threshold. The amount of this threshold for Flintshire in 2012/13 is £0.487m.
- 3.12 WG may also consider providing financial assistance in addition to that provided under EFAS arrangements to help meet recovery costs incurred in the event of a large scale emergency. Any such assistance would be discretionary and may be activated by WG to help meet recovery costs related to an emergency which has a major impact on communities, schools, roads, housing, environment etc. in urban and rural areas.
- 3.13 A further potential opportunity to mitigate the impact on the projected outturn position in 2012/13 would be to use some or all of the Winter Maintenance reserve held by the Council to deal with impacts of severe winter weather. There is currently a balance of £0.245m within this reserve which could be used in full or part to offset some of the costs of the severe weather event. The current projection does not assume any use of this reserve.

RISKS / ASSUMPTIONS

- 3.14 The monthly budget monitoring reports submitted to Cabinet throughout the 2012/13 financial year have reflected details of risks and assumptions in respect of the projected outturn reported. As we are now well into the year end closedown period, we can be reasonably be confident that the risks of significant changes to the figures reported are now minimal.

3.15 REQUEST FOR CARRY FORWARD - ENVIRONMENT

Highways Network and Transportation - An additional Regional Transport Services Grant (RTSG) allocation of £0.050m was provided in March 2013 by Welsh Government to be offset against expenditure on bus services. The conditions attached to this additional funding require that it be used against bus services expenditure in 2012/13, thus creating an underspend of £0.050m in the Transportation Services budget. This has been recognised by TAITH, who will subsequently reduce the RTSG payable to the Council in 2013/14 by £0.050m. In order to meet this funding shortfall in 2013/14 it is requested to carry forward the underspend of £0.050m from 2012/13 into 2013/14. This approach is necessary to ensure that the Council is able to maximise the use of RTSG from WG.

3.16 REQUEST FOR CARRY FORWARD - LIFELONG LEARNING

Development and Resources - An underspend of £0.026m is anticipated on the Management & Administration account due to expenditure on the School Organisation review not progressing as quickly as expected. Expenditure is anticipated to increase significantly as the 21st Century Schools Capital Project gathers pace during 2013/14. It is therefore requested that £0.026m be carried forward for use during 2013/14.

3.17 REQUEST FOR CARRY FORWARD - LIFELONG LEARNING

Pupil / Student Transport - A total underspend of £0.381m is anticipated on student transport due a number of factors including procurement / contract savings and local bus service reallocation. A further element of the total projected underspend is due to there being 6 less school days during 2012/13 than had been budgeted for. There will be 12 more school days during 2013/14 which is 6 more than the average used to calculate the budget. The daily cost of student transport is approximately £0.030m, therefore it is requested that the sum of £0.180m be carried forward for use during 2013/14. Although the projected outturn for Lifelong Learning overall is an overspend of £0.662m, which would reduce to £0.482m if this c/f request wasn't approved, there will be a significant budget pressure in 2013/14 if this request to carry forward £0.180m of the Pupil / Student transport underspend in 2012/13 to 2013/14 isn't approved.

3.18 REQUEST FOR CARRY FORWARD - CORPORATE SERVICES

Finance - An underspend of £0.009m is anticipated in respect of additional audit days. This reflects the timing of the investigation work required. It is requested that the sum of £0.009m be carried forward to 2013/14 to achieve the 2012/13 audit plan in respect of audit days which have been completed in April 2013.

3.19 REQUEST FOR CARRY FORWARD - CORPORATE SERVICES

Legal Services - A total projected underspend of £0.229m is anticipated within

Democratic Services due to a reduction in operational expenditure. It is requested that the sum of £0.080m from within this total underspend be carried forward to 2013/14 to fund the costs of setting up improved and increased electronic communications with Members.

3.20 REQUEST FOR CARRY FORWARD - CORPORATE SERVICES

A total net underspend of £0.123m is anticipated within the HR & OD operational budgets. This total net underspend is mainly influenced by underspends within the Occupational Health service (£0.131m) and Pay & Grading (£0.052m). It is requested that the sum of £0.085m from within the total net underspend of £0.123m be carried forward to 2013/14 to fund the transitional arrangements during implementation of the new HR & OD staffing structure. This is due to the need to retain a higher number of Employment Services assistants beyond the intended effective date of 1st June 2013 for implementation of the new HR & OD staffing structure. The reduced number of posts was based on re-engineered end to end business processes which were reliant on implementation of key modules on the iTrent system including Web recruitment and expenses payments in particular. The additional funding which would arise from approval of this carry forward request will enable a phased reduction in the number of posts within the new Employment Services team and help to manage the transition to the new structure more effectively.

4.00 NON STANDARD INFLATION

4.01 Included in the budget are amounts for non-standard inflation. These budgets are being monitored closely and the current position for each element is outlined below:

- £0.078m in respect of Energy for Street Lighting - this budget is being held centrally and at this stage is expected to be allocated in full.
- £0.300m in respect of Energy - most of this budget has previously been allocated to services and the remaining £0.060m is currently being reviewed and will be reported in future monitoring reports.
- £0.196m in respect of Fuel - it has been confirmed that the full amount will be required and the allocation of this budget is reflected in this report.
- £0.133m in respect of Food - it has been confirmed that the full amount will be required and the allocation of this budget is reflected in this report.

5.00 UNEARMARKED RESERVES

5.01 The 2011/12 final outturn reported to Cabinet on 10th July showed unearmarked reserves at 31st March 2012 (above the base level of £5.476m) of £0.992m, after taking into account commitments in 2012/13 :

- Use of £0.973m to meet one-off / time limited costs
- Ringfencing of £1.500m to support Organisational Change costs

5.02 Appendix 7 details the movements to date on unearmarked reserves and the level of contingency sum available. As a result of the movements the current projected level of the contingency reserve at the end of March 2013 is an amount of £1.301m.

6.00 HOUSING REVENUE ACCOUNT

6.01 On 21st February 2012, the Council approved a Housing Revenue Account (HRA) budget for 2012/13 of £26.671m. The budget provided for a closing balance of £0.867m, which at 3.25 % of total expenditure satisfies the prudent approach of ensuring a minimum level of 3 %.

6.02 The 2011/12 final outturn reported to Cabinet on 10th July 2012 showed a closing balance at the end of 2011/12 of £1.857m, which was £0.753m more than when the 2012/13 budget was set. This had the effect of increasing the closing balance for 2011/12 by the same amount.

6.03 There is an overall projected underspend of £0.574m and a projected closing balance at Month 11 of £1.429m, which at 5.2 % of total expenditure satisfies the prudent approach of ensuring a minimum level of 3 %.

6.04 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) Note the Council Fund contingency sum as at 31st March 2013 (paragraph 5.03)
- c) Note the projected final level of balances on the Housing Revenue Account (paragraph 6.03)
- d) Approve the requests for carry forward of underspends to 2013/14 as detailed within paragraphs 3.15 to 3.20

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 IMPACT

9.01 None.

10.00 ENVIRONMENTAL IMPACT

10.01 None.

11.00 EQUALITIES IMPACT

11.01 None.

12.00 PERSONNEL IMPLICATIONS

12.01 None.

13.00 CONSULTATION REQUIRED

13.01 None.

14.00 CONSULTATION UNDERTAKEN

14.01 None.

15.00 APPENDICES

15.01 Council Fund - Movement in Variances from Month 10 - Appendix 1
Council Fund Variances - Appendices 2 - 6
Council Fund - Movements on unearmarked reserves - Appendix 7
Housing Revenue Account Variances - Appendix 8

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

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COUNCIL FUND - REVENUE BUDGET 2012/13
FLINTSHIRE COUNTY COUNCIL



Budget Monitoring (Month 11)
Summary of Movement from Month 10

	£m	£m
Month 10		
Out of County Ringfenced Budget	(1.318)	
Service Directorates	0.350	
Central and Corporate Finance	(0.337)	
Variance as per Executive Report		(1.305)
Month 11		
Out of County Ringfenced Budget	(1.287)	
Service Directorates	(0.114)	
Central and Corporate Finance	(0.336)	
Variance as per Directorate Returns		(1.737)
Change Requiring Explanation		(0.432)
<u>Community Services</u>		
<ul style="list-style-type: none"> • Professional Support (Children Services) - the main movements from month 10 are an increase in projected legal and court costs (£0.035m) together with an increase in agency staff costs within the Duty and Assessment Team (£0.035m). • Support Services (Mental Health Service) - the movement from month 10 is mainly due to an increase in the underspend against the Residential and Domiciliary Care Service due to one service user leaving the service unexpectedly (-£0.021m). The balance is made up of small variances across a number of services totalling -£0.010m. • Substance Misuse (Mental Health Service) - the movement from month 10 is mostly due to the Welsh Government allowing Substance Misuse Action Fund underspend to be allocated against existing spend (-£0.020m) together with one residential placement that was expected to occur did not (-£0.012m). These are offset by various small variances totalling £0.002m. • Resource and Regulated Service (Disability Service) - the movement from month 10 has changed the position from an underspend (-£0.092m) to an overspend (£0.031m). This is due to an increased overspend against in-house Supported Living due to a combination of small movements within 14 of the properties totalling £0.058m together with a reduction (£0.058m) in the cost of client packages within Independent Sector Purchased Care. The balance of £0.008m is made up of a number of smaller variances. • Business Services Income - Development & Resources, a year end review of the bad debt provision has determined that (£0.099m) can be reduced. • Vulnerable Adults and Disability Service (Disability Service) - the movement from month 10 is mostly due to an underspend (-£0.524m) being identified against transition following a review of individual placements. The balance (-£0.031m) is made up of a number of smaller variances within the Service. • Locality Teams (Localities) - the movement from month 10 is mostly due to an increase in the underspend on purchased residential care (-£0.122) and purchased domiciliary care (-£0.055m) offset by an increase in spend on minor adaptations (£0.032m). The balance (-£0.021m) is made up of a number of smaller variances. • Homelessness Ring-fenced Budget (Customer & Housing Services) - the movement from month 10 reflects current demand for the service. 	<p>0.076</p> <p>(0.031)</p> <p>(0.029)</p> <p>0.124</p> <p>(0.099)</p> <p>(0.555)</p> <p>(0.166)</p> <p>(0.046)</p>	

• Resources and Regulated Services (Intake and Reablement) - the movement from month 10 reflects the impact on this year of the transport contract re-tendering exercise (£0.031m), a further increase in the underspend for in-house domiciliary care (£0.033m) together with an increase in the underspend on the Mold Extra Care scheme (£0.050m) following a reduction in the expected in year spend offset by an increase in the overspend on staff pay (£0.011m) within Professional Support.	(0.100)
• Reablement Services (Intake and Reablement) - the movement from month 10 reflects an additional contribution to the NE Wales Community Equipment Service for additional equipment purchases to reflect increased activity.	0.036
• Other minor changes of less than £0.025m	0.040
	<hr/>
	(0.750)

Environment**Winter Maintenance**

- There was a sustained period of winter weather throughout January, including snow and sub zero temperatures continuing through February. However following the major snow event on the 22nd March, extensive costs in relation to salt provision, contractors, overtime and fuel have been incurred. This is likely to result in total costs of £1.539m, an overspend of £540k. 0.600

Agricultural Estates

- Following the appointment of the Land Agent, this has led to the successful follow up of outstanding rent arrears. This additional income and reprofiled expenditure commitments are reflected at period 11. (0.032)

Planning Control

- The costs associated with Planning appeals i.e specialist advice and legal fees have been offset by Planning fee income in excess of target at period 11. 0.036
- Other minor changes of less than £0.025m (0.024)

0.580
Lifelong Learning**Leisure Services**

- The projected outturn for Leisure Centres & Pools has increased by £0.166m since month 10. £0.069m relates to loss of income mainly due to snow closures and £0.097m relates to increased expenditure on repairs and maintenance and supplies and services. 0.166
- The estimated underspend on the Leisure Services repairs and maintenance has reduced by £0.023m. 0.023
- Efficiencies of £0.053m on Recreational Grounds and Amenities have been partially offset by a pressure of £0.038m on Play Development. (0.015)

Development & Resources

- A saving of £0.100m against Cymorth/Flying Start relates to some corrections to accounting arrangements on the Childcare in Wales budget (£0.063m) and to vacancy savings made in the Children & Young People's Partnership Team (£0.037m). These savings have arisen at this stage because we've recharged an element of management and admin time to the Families First grant to utilise grant funding where there has been slippage on other projects. (0.100)
- There has been an increase in the projected expenditure for Youth & Community Services of £0.016m which relates to several minor variances. 0.016
- An underspend of £0.201m is expected on Student Transport. £0.125m of the underspend relates to procurement/contract savings and £0.076m relates to local bus service reallocation. A review of Student Transport budgets is ongoing to analyse which elements of the savings relate to specific contracts negotiated by the procurement unit so that budgets can be adjusted accordingly. (0.201)
- The increase of £0.085m on the Catering projection relates mostly to additional expenditure on staff uniforms £0.013m and new kitchen equipment which exceeded capital budgets £0.032m. The remainder relates to reduced income and to increased food costs which has been offset by slight improvements on Head Office, Cleaning and Security (£0.043). 0.042
- The reduction in the Management & Admin projection relates to lower costs than anticipated towards year end on Insurance claims. (0.036)
- Other Minor Variances 0.043

(0.062)

Corporate Services

• HR and Organisational Development - reduced pressure on CRB (£0.021m), reduced pressure external income (£0.021m), reduced pressure corporate training (£0.010m), Occupational Health efficiency (£0.131m), provision for HR Service Review transitional arrangements £0.085, minor variances £0.026m.	(0.072)
• Chief Executives Department - superannuation correction (£0.012m), employee safety measures underspend (£0.019m), other minor variances (£0.019m)	(0.050)
• Other Minor Variances	(0.079)
	<hr/>
	(0.201)

Central and Corporate

• Other Minor Variances	0.001
	<hr/>
	0.001

Total changes**(0.432)**

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Major Variance	Action Required
Resources and Regulated Services (Intake and Reablement)	6.187	5.440	(0.747)	(0.647)	<p>Extra Care projected underspend on new scheme of £0.242m due to timeframe for completion; increased by £0.042k from month 10 due to delayed spend.</p> <p>In-house Domiciliary Care projected underspend of £0.378m due to reduced pay costs from changes to service delivery and greater use of reablement and independent sector care providers. The increase of £0.033m from month 10 is due to revised pay from actual costs. A projected underspend of £0.198m relates to work to be undertaken in 2013/14 to realign the budgets following the transport review and re-tendering; the increase of £0.031m from month 10 is due to the impact of the re-tendering exercise on 2012/13.</p> <p>Day Services is projected to underspend by £0.059m mostly due to vacancies within the Service. This is offset by a projected overspend within Professional Support of £0.148m, which has increased from month 10 by £0.011m, and which will be addressed as part of TSSA realignment. The balance of £0.018m is the net total of various smaller variances.</p>	The underspend against Extra Care is one-off and non recurring and has arisen due to delays in building works encountered by our partner. Keep under review pending completion of Transforming Social Services for Adults (TSSA) programme and realign budgets as appropriate.

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Major Variance	Action Required
Reablement Service (Intake and Reablement)	0.370	0.300	(0.070)	(0.106)	Pay costs have reduced due to the use of Homecare staff, vacant post and part year appointments of £0.070m together with additional Health income of £0.029m. The reduction in the underspend of £0.036m from month 10 is due to additional contribution to the NE Wales Community Equipment Service of £0.060m for essential equipment purchases due to increased activity offset by a reduction in actual pay of £0.006m and a reduction in committed spend on other equipment of £0.019m. The balance of £0.007m is made up of a variety of small variances.	Keep under review pending completion of Transforming Social Services for Adults (TSSA) programme.

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Major Variance	Action Required
Locality Teams (Localities)	16.489	16.263	(0.226)	(0.060)	<p><u>Physical Disability Services</u></p> <ul style="list-style-type: none"> > Purchased Home Care - projected overspend of £0.106m due to the impact of current care packages. > Purchased Residential Care - projected to underspend by £0.309m. > Minor Adaptations - projected overspend of £0.134m reflecting the continuing demand. <p><u>Older People Services</u></p> <ul style="list-style-type: none"> > Purchased Day Care - projected to underspend by £0.102m due to a change in emphasis in service delivery. > Reablement Service - projected to overspend by £0.071m due to changes in service delivery from TSSA. > Purchased Home Care - projected to overspend by £0.104m reflecting current care packages. > Purchased Residential Care- projected to underspend by £0.149m which reflects current care packages and is an increase of £0.123m to month 10 mainly due to reductions in net residential and nursing care costs of £0.071m and additional property income of £0.052m. 	<p>Keep under review pending completion of Transforming Social Services for Adults (TSSA) programme. Following phase 1 of TSSA and during the detailed reorganisation of services, it has been decided that most of the PDSI elements included as part of the locality team budgets at the early stages of TSSA will form a separate line under the Disability Services Heading, with only the Occupational Therapy service remaining as part of the locality teams. This will undertaken for 2013/14.</p> <p>A particular difficulty projecting outturns within this service this year is quantifying the impact of the changes in service delivery introduced with TSSA the impact of which is yet to stabilise.</p>
<u>Continued overleaf</u>						

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Major Variance	Action Required
Locality Teams (Localities) <i>Continued from previous page</i>					<p><u>Older People Services - continued</u></p> <p>> Intermediate Care Beds - projected to underspend by £0.037m due to reduced service provision of £0.028m and unbudgeted client contribution of £0.009m.</p> <p>> Professional Support - projected to underspend by £0.038m mostly due to staff vacancies.</p> <p>The net balance of £0.006m is made up of a number of smaller variances.</p>	
Vulnerable Adults and Disability Services (Disability Services)	1.689	1.133	(0.556)	(0.014)	A significant exercise has been undertaken to confirm the actual placement of individuals within services which has identified savings due to in-house services being used instead of external placements, together with individuals with revised needs translating as a reduction on the financial impact, and also a number of individuals who have not yet engaged in a service.	Work is underway to identify any potential impact on 13/14. Revised arrangements are in place for the review of information regarding individuals with the Transition Team.

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Major Variance	Action Required
Support Services (Mental Health)	1.931	1.783	(0.148)	(0.117)	<p>The projected underspend shown is the cumulative total of:</p> <ul style="list-style-type: none"> > Residential and Domiciliary Care Service: underspend of £0.132m, reflecting current care packages; the movement from month 10 is due to a service user leaving the service. > Intensive Support Team: underspend of £0.024m being mostly underspends on pay £0.032m due to temporary secondments and maternity leave offset by the cost of backdated business rates £0.013m which were charged following a reassessment. > Occupation and Employment: underspend of £0.021m mostly due to an underspend on pay £0.051m offset by an overspend on supplies and services £0.029m and is unchanged from month 10. > Professional Support: an overspend of £0.024m, this remains unchanged from month 10. <p>The balance of £0.005 is a net overspend made up of various small variances within the service.</p>	Keep under review due to the potential increase in client numbers.

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Major Variance	Action Required
Ringfenced Budgets (Mental Health)	0.301	0.181	(0.120)	(0.119)	Reflects current care packages for 2012/13.	Keep under review - potential volatility due to changes in client numbers and demands at short notice from prison or courts. The possibility of re-aligning budget between the two services has been considered and dismissed for now as there are early indications of additional Mental Health clients although at this stage potential costs or start dates are unknown.
Ringfenced Budgets (Learning Disability)	0.466	0.592	0.126	0.118	This reflects the full year impact of a new service user that commenced during December 2011 together with some other changes to care packages.	
Good Health (Development & Resources)	0.980	1.108	0.128	0.139	The overspend of £0.128m is mainly due to one-off redundancy related costs of £0.104m for two staff falling on the service following a restructure. As these redundancies are due to the cessation of grant funding (Joint Working Special Grant), and therefore not generating an ongoing efficiency, the costs are met within the Service. The reduction from month 10 is due to a reduction in pay costs of £0.006m and third party costs of £0.005m. The balance of £0.024m is mostly within third party costs.	Not recurring.

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Major Variance	Action Required
Business Services - Income (Development & Resources)	(1.511)	(1.557)	(0.046)	0.042	The projected outturn reflects the expected charging policy income based on the information available when reviewed. There is an underspend of (£0.099m) resulting from a reduction in the value of the bad debt provision following the year end review.	
Business Systems (Development & Resources)	1.274	1.196	(0.078)	(0.076)	This service now includes the Financial Assessments Team, previously included within Commissioning, who are underspending (£0.045m) due to vacant posts. The balance of the underspend is mostly on pay due to vacant posts.	
Family Placement (Children's Services)	1.832	2.172	0.340	0.325	The overspend is mainly as a result of an increase in the number of foster care placements within the service. It is also due to the increasing number of court orders for Residence and Special Guardianship orders which invariably attract an ongoing allowance for the carers.	A review of the Family Placement Team has commenced the outcome of which will inform future planning and possible efficiencies.
Other Residential (Children Services)	0.526	0.461	(0.065)	(0.065)	The projected underspend relates to the opening of Arosfa being later than anticipated.	Keep under review due to the potential for additional costs relating to transport charges.
Grants (Children Services)	0.115	0.067	(0.048)	(0.048)	The projected underspend is due to reduced activity within this area.	

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Major Variance	Action Required
Youth Offending Team (Children Services)	0.361	0.315	(0.046)	(0.040)	The underspend shown is due to vacant posts within the service.	Not expected to reccur.
Professional Support (Children's Services)	5.374	5.610	0.236	0.160	<p>Professional Support is a complex are comprising of Fieldwork, Resources, Children's Integrated Disability Service (CIDS) and General.</p> <p><u>Fieldwork:</u> Overall Fieldwork is projecting an overspend of £0.348m which is an increase of £0.049m from month 10. The main contributors are</p> <ul style="list-style-type: none"> > Duty and Assessment Team £0.115m overspend due to agency costs offset by underspends within staff pay. Agency costs have increased by £0.035m from month 10 due to extended contracts. > Children and Young Adolescent Support Team (CYAST) overspend of £0.287m which is due to client payments £0.203m and staff pay £0.073m. > Family Intervention Team are underspending by £0.054m due to pay underspend of £0.091m offset by an overspend of £0.031m on transport. <p><u>Resources:</u> Overall Resources are projecting an underspend of £0.048m which is an increase of £0.007m from month 10. The main contributors are:</p>	<p>Keep under review. The Head of Service (Children) has instigated a review into the specifics around these two service users.</p> <p>Due to the overspend within Children Services spending is kept to a minimum where possible.</p>

continued
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Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Major Variance	Action Required
Professional Support (Children's Services) <i>continued from previous page</i>					<p>> Family Support Team underspend of £0.030m mostly due to pay £0.027m and transport costs £0.005m offset by other small variances.</p> <p>> N Wales Adoption Service underspend £0.019m due to lower than expected contribution payments £0.020m.</p> <p><u>CIDS:</u> Overall CIDS are projecting an overspend of £0.044m, a reduction of £0.008m from month 10.</p> <p>> Children's OT underspend of £0.009m mostly due to reduced equipment purchases of £0.008m.</p> <p>> Disabilities Team underspending £0.025m mostly due to pay £0.019m and transfer payments £0.010m offset by other smaller variances.</p> <p>> Direct Payments overspend of £0.078 due to increased use.</p> <p><u>General:</u> Overall projected underspend of £0.105m, a reduction of £0.042m on month 10 mostly due to legal and court costs of £0.035m. The main contribution of the underspend is a much reduced spend of the Children First budget £0.081m. The balance of £0.024m is made of a number of smaller variances.</p>	

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Major Variance	Action Required
Out of County Pooled Budget (Children's Services)	3.711	2.933	(0.778)	(0.802)	Costs reflect existing placements up until March 2013. This reflects known reductions in payments to providers following re-negotiation of contracts. The movement since month 9 reflect one placement ended (£0.013m) and other changes reflecting changed outturn projections that cancel each other out.	The focus of high cost placements is now a North Wales project and will continued to be reviewed. The in house project requires sign off by the two directors at the next meeting. The impact of these changes on the Children Services Fostering and Leaving Care budgets has not yet been quantified. Further details are awaited.
Ring-fenced Budget (Housing Services)	0.377	0.268	(0.109)	(0.063)	This reflects current projection of the anticipated demand on the service this financial year.	Keep under review. One off and non recurring due to anticipated rise in presentations in 13/14 due to Welfare Reform impact and projections that the full budget will be required for further temporary accomodation units in the future.
Homelessness (Housing Services)	0.488	0.378	(0.110)	(0.099)	Review of expected spend undertaken and revised in line with trend.	
Housing Support Services (Housing Services)	0.193	0.144	(0.049)	(0.060)	Salaries reviewed to take into account breaks in employment and posts not being filled in 2012/13.	

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Major Variance	Action Required
Resident Wardens (Housing Services)	1.236	1.099	(0.137)	(0.126)	Budget based on restructure. Salaries carry vacancies for the new structure yet to be implemented.	Restructure approval required.
Other variances (aggregate)	16.087	16.027	(0.060)	(0.155)	Various minor variances.	Continue to review but not expected to be recurrent.
Total :	58.476	55.913	(2.563)	(1.813)		

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Budget Monitoring 2012/13 (Month 11)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Period 10 (£m)	Cause of Variance	Action Required
Agricultural Estates	(0.158)	(0.190)	(0.032)	(0.002)	Following the appointment of the Land Agent, this has led to the successful follow up of outstanding rent arrears. This additional income and reprofiled expenditure commitments are reflected at period 11.	
Industrial Units	(1.479)	(1.388)	0.091	0.069	Shortfall of Industrial Unit Rental Income, due in the main to Gaz de France decommissioning the Shotton Power Station site. Income shortfalls are partly mitigated by savings in vacant posts at Deeside Enterprise Centre. At period 11, there were additional NNDR charges following a rating assessment of Industrial Unit property.	Keep Unit rental income closely monitored throughout the year
Property Holdings	0.090	0.052	(0.038)	(0.036)	Budget provision at the former Ty'r Binwydden site has been utilised to finance additional R&M at Custom House CP, dilapidation works at Glanrafon and legal fees for the Bailey Hill site.	Review of site budgets necessary in line with asset management programme
Property Asset & Development	0.530	0.448	(0.082)	(0.058)	Net Vacancy Savings. At period 11, £20k professional fees received from National Grid in relation to the sale of Site C.	

Budget Monitoring 2012/13 (Month 11)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Period 10 (£m)	Cause of Variance	Action Required
Car Parks	0.025	0.084	0.059	0.049	Car Park income shortfalls at Holywell and Mold are partially offset by a reduced maintenance programme. The figures also include anticipated back pay for Car Park Attendants regarding overtime payable at an enhanced rate for Saturday working. At period 11, additional NNDR costs have been incurred for Mold following a new rating assessment.	
Winter Maintenance	0.999	1.599	0.600	0.000	There was a sustained period of winter weather through January, including snow, together with sub zero temperatures continuing through February. However, following the major snow event on the 22nd March, extensive costs in relation to salt provision, contractors, overtime and fuel have been incurred. This is likely to result in total winter maintenance costs of £1.599m, an overspend of £600k. The total salt usage is expected to be 13,000 tonnes, with 3,270 used since the 22nd March. In addition the projected repair bill for the clear up and impact on the road network into 2013/14 for pothole repairs, patching, tree clearance and fencing repairs is still to be evaluated	The Council is currently compiling a bid to Welsh Government for assistance under the Emergency Financial Assistance Scheme (EFAS).
Highways Maintenance	2.712	2.782	0.070	0.054	Increasing cost associated with attending flooding events following substantial rainfall throughout the financial year.	

Budget Monitoring 2012/13 (Month 11)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Period 10 (£m)	Cause of Variance	Action Required
Waste Disposal & Waste Collection	9.118	9.368	0.250	0.242	<p>Delivery of the new Streetscene Service resulted in unexpected additional operational costs which have been mitigated by increased recycling levels, which not only reduce landfill and tipping charges but increases the level of recycling income received.</p> <p>One off Agency and staff backfilling costs as a result of the on-going investigation within Waste have been incurred and in addition, the energy generation from Gas at the landfill sites has been affected by problems with the performance of the Gas Engines at both landfill sites. This has resulted in a £145k shortfall against the income target.</p> <p>Work to realign budgets across the service is on-going and will be in place for 2013/14 onwards.</p>	Keep tonnage levels closely monitored to establish if further savings can be achieved to further mitigate the costs.
Fleet Services	(0.026)	(0.059)	(0.033)	(0.036)	Outturn based on actual recharges to date projected to financial year end with these charges also reflected in all Environment client budgets.	
Planning Control	0.367	0.403	0.036	0.061	The costs associated with Planning appeals i.e. specialist advice and legal fees have been offset by Planning fee income in excess of target at period 11.	
Service Development & Support	0.236	0.216	(0.020)	(0.020)	Part time salary savings	

Budget Monitoring 2012/13 (Month 11)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Period 10 (£m)	Cause of Variance	Action Required
Management Support & Performance	1.164	1.048	(0.116)	(0.118)	Vacancy Savings relating to 5 posts (2 x Sc4, Sc6, SO1 & M6) ahead of Service Review implementation offset by the cost of Modern Apprentices from September 2012.	Provision will be made within Service budgets for the Modern Apprentice costs in 2013/14.
Public Protection	3.543	3.315	(0.228)	(0.229)	Net Vacancy Savings totalling £230k ahead of the Service Review being implemented, offset by income shortfalls in Pollution Control.	
Markets	(0.099)	(0.085)	0.014	0.018	Rental income shortfalls from outdoor pitches & car boot events due to poor weather conditions.	
Other variances (aggregate)	15.465	15.415	(0.050)	(0.053)	A number of variances of no more than £0.042m individually.	
Total :	32.487	33.008	0.521	(0.059)		

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Out of County	2.659	2.150	(0.509)	(0.516)	Following a request from the Out of County Management Board, several high cost placements have reduced with the continued involvement of Commercial and Clinical Solutions.	
Libraries, Culture and Heritage	2.848	2.834	(0.014)	(0.032)	There has been an in year adjustment to the book fund to address the Directorate budget overspend.	
Leisure Services	4.137	5.182	1.045	0.871	<p>Leisure (pressure of £1.045m) There are a number of historic budget issues which also adversely effected the Leisure outturn position in 11/12.</p> <p>In line with the national picture, income from ice skating at Deeside Leisure Centre has reduced by £0.173m over the last 4 years, this is despite inflationary increases in admission prices and promotions.</p> <p>Three posts within Leisure Services are unbudgeted due to timing delays caused between the Leisure Services Restructure and the JEQ results, this amounts to £0.120m including on-costs.</p> <p>The following pressures have been identified during 2012/13:</p>	<p>A tariff review is being undertaken across the whole of Leisure Services.</p> <p>Work is being conducted to review operational efficiency and performance at all facilities.</p> <p>Following receipt of JEQ results:</p> <p>Analysis of affordability of proposed new staffing structures.</p> <p>Revisit organisational design principles.</p>

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
					<p>The relocation of Leisure Services Staff to Deeside has assisted in making a significant saving from relocation (vacating Connah's Quay offices). However, this has increased occupancy costs for Leisure Services for cleaning, maintenance, mileage, telephones etc by £0.025m which is unfunded.</p> <p>A review of music licensing has identified additional liabilities resulting in a cost increase of £0.037m.</p> <p>Leisure centre income figures have not met those anticipated by the Alliance Business Plan. Future income projections are now based on actual income to date allowing for continued increases each month as facilities become more popular.</p>	<p>The in year recharges for these services are to be revisited and recharged accordingly.</p> <p>A budget pressure bid for this has been submitted for 2013/14.</p> <p>New processes for authorising expenditure have been implemented. Income figures will continue to be monitored closely. We are also hoping to implement P2P earlier than anticipated to introduce more controls on expenditure for 2013/14.</p>
Delegated Schools Budgets	77.957	77.957	0.000	0.000		

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
School Improvement Service	10.423	10.485	0.062	0.044	<p>Early Years Efficiencies of £0.066m have been secured to assist the overall in year position including photocopying, travel and catering. The realignment of sustainability funding has resulted in fewer requests for emergency funding from nurseries and playgroups.</p> <p>SLAs (pressure of £0.151m) Following an agreement at DMT, budget holders have taken a number of measures to reduce expenditure in areas where schools have not taken up SLAs.</p> <p>School Improvement Service A number of minor efficiencies equating to £0.90m in total are projected. These relate to influencable expenditure on supplies and ICT and to recharges for staff seconded to the Welsh Government and RSEIS.</p> <p>Schools Related (£0.101m) Music Services are forecasting an overspend of £0.113m based on current levels of income and expenditure. Minor other schools relating savings equate to £0.013m.</p> <p>ICT Unit/Strategy Performance and Improvement Unit The Directorate has reduced IT and Systems related expenditure on a one-off basis by £0.034m to assist in reducing the Directorate overspend.</p>	<p>Work is currently being undertaken to re-draft SLAs.</p> <p>The Music Services project group has produced a report proposing an operational model for the service moving forward into 2013/14.</p>

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Development & Resources	11.911	11.989	0.078	0.357	<p>Service Units (pressure of £0.052m) A pressure of £0.220m is currently anticipated on pupil benefits (free school meals and remissions) because of changes in the economic climate. A saving of £0.114m has been made on the Mobile Classroom budget. Minor reductions in other projected expenditure equating to £0.054m have also been made.</p> <p>Cymorth/Flying Start - efficiency of £0.100m A saving of £0.100m against Cymorth/Flying Start relates to some corrections to accounting arrangements on the Childcare in Wales budget (£0.063m) and to vacancy savings made in the Children & Young People's Partnership Team (£0.037m). These savings have arisen at this stage because we've recharged an element of management and admin time to the Families First grant to utilise grant funding where there has been slippage on other projects.</p> <p>Student Transport - efficiency of £0.201m An efficiency of £0.201m is anticipated on Student Transport. £0.125m of the underspend relates to procurement/contract savings and £0.076m relates to local bus service reallocation. A review of Student Transport budgets is ongoing to analyse which elements of the savings relate to specific contracts negotiated by the procurement unit so that budgets can be adjusted accordingly.</p>	Both elements of the budget are being carefully monitored and pressure bids have been submitted as part of the 2013/14 budget process.

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
					<p>Facility Services - pressure of £0.425m The Catering Service is developing radical proposals to modernise via projects such as on-line payments for parents, rebranding, targeting increased take-up strategies, improved/themed menu's, cost reduction/procurement. The draft APSE review has been used to form the basis of this strategy.</p> <p>The Cleaning Service is unable to recover the surplus generated from the Law Courts contract and some other smaller sites. A large income target still exists which is unattainable with a lower level of cleaning activity taking place.</p> <p>Youth Service The Youth Service has reduced projected expenditure across all areas by £0.021m.</p> <p>Management & General Admin - efficiencies of £0.077m The majority of the projected underspend on Management & General Admin relates to the insurance claims budget as claims have been lower than anticipated towards year end. The remainder relates to minor variances.</p>	<p>Service needs to continue to implement the agreed strategy for efficiencies.</p> <p>This is the subject of management action and service redesign and a budget pressure bid for 2013/14.</p>
Total :	109.935	110.597	0.662	0.724		

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Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Chief Executive	2.346	2.287	(0.059)	(0.009)	(£0.016m) vacancy savings. £0.014m pressure relating to a voluntary sector contribution towards Dangerpoint. (£0.012m) salaries superannuation corrections. (£0.019m) employee safety measures underspend. (£0.026m) other minor variances.	

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Finance	4.351	4.610	0.259	0.305	<p>£0.028m pressure relating to the Royal Mail price increases of 39% in April 2012.</p> <p>£0.269m pressure relating to workforce costs in Revenues & Benefits because of additional work in preparation for Welfare Reform and the new Council Tax Support Scheme.</p> <p>£0.035m pressure relating to a benefits system software upgrade.</p> <p>£0.042m pressure relating to additional audit days.</p> <p>£0.048m pressure on reallocations due to income budgets no longer being achievable.</p> <p>(£0.112m) additional income for Council Tax Reduction Scheme Transition Grant.</p> <p>(£0.084m) vacancy savings relating to the Corporate Finance Review.</p> <p>£0.033m other minor variances.</p>	<p>Finance to investigate alternatives to Royal Mail. The additional workforce costs relating to welfare reform are one-off and will be reduced where possible.</p> <p>Request to carry forward previously agreed pressure of additional audit days £9k.</p>

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Legal & Democratic Services	3.341	3.175	(0.166)	(0.145)	<p>£0.005m pressure translation of Constitution.</p> <p>(£0.118m) Members Special Responsibility Allowances.</p> <p>£0.062m Salary changes.</p> <p>£0.020m Legal Advice Jillings.</p> <p>(£0.066m) Legal Fees charged.</p> <p>(£0.069m) other minor variances.</p>	<p>Request to carry forward Case File & Jaws b/fwd from 11/12 (£22k).</p> <p>Request to carry forward underspend for Community Review Consultation (£10k).</p> <p>Request to carry forward £80k for iPads for Members.</p>

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Human Resources & Organisational Development	2.199	2.161	(0.038)	0.034	<p>£0.030m pressure CRB checks. £0.004m pressure Corporate Training. £0.025m loss of income from external organisations. (£0.131m) Occupational Health underspend. £0.085m provision for HR Service Review transition in 13/14. (£0.076m) Vacancy Savings. £0.025m other minor variances.</p> <p>Risk of pressures will arise if funding is not made available for OD, iTrent implementation and Single Status project team costs.</p>	<p>A budget pressure for CRB checks has been submitted as part of the 2013/14 budget process.</p> <p>Request to carry forward £170k Modern Trainee budget which will be required in 2013/14.</p> <p>Request to carry forward £85k to manage the risk and minimise the impact of the implementation of the HR Service Review in 2013/14.</p>

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
ICT & Customer Services	5.412	5.395	(0.017)	(0.005)	<p>£0.006m pressure relating to the final Design & Print costs.</p> <p>£0.015m pressure in relation to the Print Rationalisation Project.</p> <p>(£0.067m) vacancy savings relating to ongoing service reviews.</p> <p>£0.068m pressure relating to internal admin support recharges.</p> <p>(£0.014m) efficiency in relation to additional registrars income.</p> <p>(£0.025m) other minor variances.</p> <p>The risk of a pressure may arise if funding is not made available for the Holywell Flinshire Connects operational costs.</p>	<p>Request to carry forward: £46k for Event and Log Management (project delay). £16k for Egress Switch Secure Email (project delay). £46k for remaining 20% of Civica EDRMS contract as milestones have yet to be achieved. £359k for PSBA (project delay to ensure benefits from advances in broadband technologies are maximised). £11k for the Capita One Project (this is a regional project fund to support a regional service not FCC budget).</p>
Total :	17.649	17.628	(0.021)	0.180		

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Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Financing & Funding (insurance, banking etc.)	2.365	2.351	(0.014)	(0.008)	There is additional windfall income of £0.081m, which takes account of the recent settlement by Welsh Government of the Council's claim for additional costs for staff time incurred on the Housing stock transfer consultation/ballot project. Windfall income levels will be monitored closely and reported on in future monitoring reports.	Levels of unbudgeted income will continue to be monitored closely and reported on in future monitoring reports.
					A saving of £0.061m has been identified due to a budget provision within an insurance fund (relating to a potential liability for historic asbestos issues) which is now not required	Keep under review
					Additional windfall income of £0.090m had previously been anticipated in respect of settlement of an outstanding claim re. overpayment of VAT due to the impact of legal challenges to custom and practice elsewhere. A recent Tribunal decision found in favour of HMRC in respect of one of the outstanding cases, although it is considered that there are grounds for appeal. This remains one of several ongoing cases which may bring additional "windfall" income to the Council in the future, although it is now considered less likely that it will be in the current financial year.	A number of outstanding VAT claims which may result in "windfall" income will be kept under review pending legal determinations and possible appeals.

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
					The base budget provides for additional windfall income of £0.152m. The amount received to date suggests that we there will be a shortfall of £0.100m against this sum. One of the reasons for this is the levels of successful appeals against NDR valuations has reduced sharply in the current year with a consequent impact on the retrospective rebates of NDR in respect of Council properties.	
					An overspend on additional superannuation costs of £0.044m in respect of added years granted to former employees early retirements prior to the 1996 Local Government reorganisation.	All significant overspends will be monitored monthly. Opportunities for budget realignment within the Central & Corporate Finance budgets will be explored and actioned where possible.
					A decrease in other miscellaneous Expenditure of £0.016m.	
Corporate - other	2.751	2.517	(0.234)	(0.275)	An overspend of £0.079m against the regional transformation fund following external audit requirements of the lead authority (Conwy CBC) on accounting treatment of balances.	This is a one-off budget pressure in 12/13. Notification by Conwy of the change in treatment was not received until after the 12/13 budget was approved.
					A small surplus of £0.046m from the phased funding strategy to address the Council's share of the Clwyd Pension Fund deficit following the 2010 actuarial valuation.	
					An underspend of £0.240m resulting from salary budget efficiencies previously achieved following historic service reviews	

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
					<p>A reduced surplus of £0.015m on the rebates recovered from use of the Matrix framework for procurement of agency employees.</p> <p>An underspend of £0.021m resulting from salary budget provision for incremental pay awards for Directors and second tier officers which will not now be utilised this year.</p> <p>An increase of £0.025m in Carbon reduction commitment costs.</p> <p>Other minor variances amounting to a net underspend of £0.016m.</p>	
Central Loans & Investment Account	14.200	13.869	(0.331)	(0.331)	<p>Increased interest received on temporary investments £0.060m, increased internal interest received on prudential borrowing £0.025m, increase in other internal interest £0.005m</p> <p>Reduction in interest payable on variable rate market loans and internal interest payable £0.176m, reduction in Minimum Revenue provision (MRP) £0.013m, reduction in prudential borrowing costs £0.052m</p>	
Central Service Recharges	(2.054)	(1.776)	0.278	0.278	Shortfall of £0.192m of internal income recovered from trading accounts and the HRA, plus £0.086m impact of review of internal recharges from Service Level Agreements.	Support Service basis and allocations are currently being reviewed as part of the Finance Workstream of Flintshire Futures.

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Central Service Coroners	0.187	0.163	(0.024)		Reduced recharge from WCBC due to a lower number of post mortems being carried out.	
Other variances - aggregate	6.682	6.671	(0.011)	(0.001)		
Total :	24.131	23.795	(0.336)	(0.337)		

APPENDIX 7

Movements on Council Fund Unearmarked Reserves

	£m	£m
Total Reserves as at 1 April 2012	9.029	
Less - Base Level (inclusive of increase of £0.088m agreed as part of the 2012/13 budget)	<u>(5.564)</u>	
Total Reserves above base level		3.465
<u>2011/12 approvals</u>		
Less amount approved in 2011/12 as being ringfenced for Investment in Change	(1.500)	
Less allocation from contingency reserve to meet one-off / time limited costs in 2012/13 (approved in 2012/13 budget and allowed for in calculation of 2011/12 final outturn on contingency reserve)	<u>(0.973)</u>	
		(2.473)
<u>2012/13 approvals</u>		
Less - allocation from contingency reserve as a one-off investment to support the new Leisure facilities in their first year of operation (approved in Month 3 report)	(0.361)	
Less - Impact of provision for MMI scheme of arrangement - as approved by Cabinet on 19 th February	<u>(0.770)</u>	
		(1.131)
Add Projected underspend as at 31 st March 2013		<u>1.737</u>
Amount available for delegation to Cabinet		1.598
Less - Amount approved by Council on 1 st March for funding of one-off costs in the 2013/14 budget proposals		(0.297)
Projected Level of Total Contingency Reserve as at 31st March 2013		1.301

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HRA Budget Monitoring 2012/13 (Month 11)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Finance and Support	2,506	2,287	-219	-245	Support recharges revised downwards to reflect 2011/12 costs. Vacancy savings.	Work is ongoing to progress accuracy and timeliness of the HRA support recharges.
Repairs and Maintenance	8,778	8,472	-306	-149	Materials revised downwards due to lower than anticipated spend through the cold weather. The projection for transport costs have been reduced following a more update picture of actual costs in ledger.	
Other variances (aggregate)	-10,282	-10,332	-50	-97		
Total :	1,002	427	-574	-490		

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FLINTSHIRE COUNTY COUNCIL

REPORT TO: **CABINET**

DATE: **TUESDAY, 21 MAY 2013**

REPORT BY: **HEAD OF HUMAN RESOURCES AND
ORGANISATIONAL DEVELOPMENT**

SUBJECT: **WORKFORCE INFORMATION QUARTER 4 -
JANUARY - MARCH 2013**

1.00 PURPOSE OF REPORT

1.01 To provide Members with an update for the fourth quarter / whole year 2012/13. This report provides details of the following:

Establishment
Headcount
Agency
Early Retirements (First and third quarter reports only)
Turnover
Diversity
Absence

2.00 BACKGROUND

2.01 The format of the detailed Workforce Information report was approved by Scrutiny on 9 March 2009 and agreed by Corporate Management Team on 26 March 2009.

2.02 This report now includes additional details on agency workers, including number of placements, level of spend and the savings which have been achieved through the Matrix contract and information on Early Retirements, the latter being reported bi-annually (first and third quarter reports).

2.03 The format of this accompanying report has been adapted to provide commentary on changes and trends that have occurred during the quarter on an exceptional basis.

3.00 CONSIDERATIONS

Establishment

3.01 Following the changes report during the third quarter there has been a drop in the number of positions to 9,400. This report reflects the Establishment without relief or School Supply workers. If these workers were still included within the report the number of positions would be showing as 14,905.

Headcount

- 3.02 The only changes to report within the Headcount report are as a result of the removal of relief and school supply workers. The headcount figure is now showing as 7,535. For comparison purposes if these workers were still included within the report the headcount would be showing as 8,500.

Agency

- 3.03 The statistics below provide a breakdown of spend and net savings per month during the 4th quarter.

Month	Spend £	Net Savings £	Net Savings %
January	£280,365.25	£34,050.30	12.14%
February	£274,967.35	£34,259.37	12.46%
March	£228,187.46	£26,849.00	11.77%

- 3.04 Figures taken from Matrix on 31st March indicate placements were active, a decrease of 40% when compared to figures for the same date in the previous financial year.

Year	2012	2013
January	221	159
February	211	141
March	201	120

- 3.05 In line with the AWR (Agency Workers Regulations), temporary workers are entitled to equal treatment after 12 weeks in the job, this relates to basic employment and working conditions. The Council monitors the number of placements exceeding 12 weeks and where appropriate have taken steps to reduce those that exceed this duration. Figures taken from the Matrix placement report at the end of March 2013 indicate that the number of placements over 12 weeks has dropped by 33% in comparison with figures for March 2012.
- 3.06 A total saving of £307,110.64 was made for the financial year 2012/13. The Agency net savings for the fourth quarter for the financial year 2012/13 are £78,757.53, compared to £104,770.36 savings for the same quarter in the financial year 2011/12. This is mainly due to reduction in spending of over 29% this quarter, when compared to the same period in the previous year.
- 3.07 A review of the quarterly audit procedure performed by Matrix has resulted in a new approach being implemented. All new candidate files are now checked on a daily basis by the Account Manager at Matrix. Where an instance of non-compliance is detected, this is raised immediately with the hiring manager at Flintshire County Council, in order to take remedial action where necessary. This new process ensures all bookings meet criteria, mitigating possible risk relating to safeguarding obligations.

Early Retirements

- 3.08 Not reported this quarter

Turnover

- 3.09 The turnover report has been amended to remove the relief and school supply workers in line with the changes in the Establishment report. This change has resulted in a significant drop in the turnover rate (2.66%) compared to the last year. For comparison this rate would be showing as 10.29% if these workers had not been removed. This is still a significant drop from 12.56% at the same point last year.

Diversity

- 3.10 Following through on our commitment given in the Strategic Equalities Objective this quarter shows an extension in the number of protected characteristics reported in the Diversity section.

Following the Equalities Act 2010 coming into effect nine protected characteristics were introduced. These being:

Age
 Gender
 Disability
 Ethnicity
 Religion or belief
 Sexual orientation
 Transgender
 Marital status
 and
 Pregnancy and maternity

Absence

- 3.11 With regards to the 4th quarter's absence the number of days lost has remained constant when comparing it to the same period last year. Overall the increase in absence has come in the 1st and 3rd quarters.

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	All Wales Avg Whole Year 2011/12	2012/ 13 Actual FCC	2012/ 13 Target FCC
Qtr 1	2.63		2.42		2.27		2.27		2.52	2.30
Qtr 2	2.37		2.33		2.19		2.17		2.13	2.00
Qtr 3	3.28		3.03		2.87		2.89		3.17	2.50
Qtr 4	3.32		3.04		3.03		3.21		3.2	3.00
Whole Year	11.61	11.5	10.83	10.9	10.36	10.34	10.54	10.9	11.03	9.80

- 3.12 An additional absence report is included that shows the breakdown of absence reasons by long and short term periods. This report has been extended to show the breakdown by Directorate.

This report aligns to the breakdown developed as part of our benchmarking work across Wales. This means that each service area can now compare its long and short term absence at each level of the Organisation, throughout Wales.

There is a continued programme of attendance management reporting and action planning across each Directorate. Absences reporting, containing trigger reports, produced on a monthly basis are issued to managers. With the support of the HR team focus is made on frequent, short term absences, long term absences and return to work interviews, with employees, to understand any underlying issues affecting attendance at work.

Where necessary, capability measures are taken to address poor attendance. This includes first stage disciplinary through to dismissal.

The review of the Attendance Management Strategy has been completed and focused work is being undertaken between HR / Occupational Health and Directorate Management Teams to implement early interventions to reduce levels of sickness absence, e.g. Environment and Community Services. The Physiotherapy pilot in Streetscene has commenced and is being evaluated.

100% Attendance - Flintshire

- 3.13 When looking at the 4th quarter 70% of all employees have had 100% attendance. This represents an increase when compared with the same quarter last year. Overall for the year 41% of the workforce had 100% attendance.

	2010/11 Actual	2011/12 Actual	2012/13 Actual
Quarter 1	78	77	75
Quarter 2	78	84	80
Quarter 3	65	75	67
Quarter 4	69	67	70
Whole Year	40	42	41

100% Attendance by Directorate

- 3.14 When looking at each Directorate, Corporate Services, Lifelong Learning and Schools have the highest rates of 100% attendance at 45 and 44% respectively. These figures are between 3% and 4% higher than the rate for the Council.

	2011/12					2012/13				
	Q1	Q2	Q3	Q4	Whole Year	Q1	Q2	Q3	Q4	Whole Year
Community Services	74	78	70	65	34	69	71	63	65	30
Corporate Services	79	86	80	73	44	81	83	74	76	45
Environment	76	78	77	70	45	76	74	66	68	37
Lifelong Learning	76	82	77	70	43	78	79	72	71	44
Schools	77	89	74	65	45	76	85	65	70	44

Community Services

- 3.15 The Community Services Directorate Management Team continues to carry out the actions within the Attendance Management Strategy. The end of year report shows improvements in the attendance rates in Housing and the Development & Resources Services which is encouraging. However both Social Services for Adults and Social Services for Children have seen an increase in absence levels at the end of the financial year. The Directorate's absence rates remain above the corporate target.

Long term absence continues to have the greatest impact on attendance rates across all services and although managers have been working hard to keep absences to a minimum, clearly there remains more work to be done to ensure that there is a greater focus on the importance of managing attendance. A Return to Work pathway has been developed for Community Services to assist managers to facilitate early returns to work. This pathway involves early intervention by managers to identify alternative work opportunities where employees are temporarily unable to return to their substantive role for health reasons. These supportive measures should result in employees returning to work much sooner and should have a positive impact on absence rates this coming financial year as we start to embed this new approach. Directorates are being asked to set service and team targets which will provide better management information on which areas are improving and which areas require further support and intervention.

Average FTE Days Lost by Service

	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Whole Year
Development and Resources	3.73	2.31	2.84	2.35	11.24
Housing Services	3.03	3.14	4.02	3.06	13.25
Social Services for Adults	4.67	4.34	5.56	6.35	20.92
Social Services for Children	2.57	3.24	3.98	5.11	14.91
	0.42	0.19	0.41	0	1.02
Community Services Total	3.9	3.75	4.78	5.16	17.57

Corporate Services

- 3.16 In line with the Attendance Management policy, short term and long term absence continues to be actively managed by DMT's across Corporate Services and remains high on respective agenda's. Process requirements are reiterated from time to time and a check maintained corporately on long term absentees and persistent short term absences to ensure triggers are being adhered to. Any concerns are raised with Heads of Service for immediate remedial action.

Average FTE Days Lost by Service

	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Whole Year
Chief Executive's Dept	1.94	4.16	2.44	2.71	11.25
Clwyd Theatr Cymru	0.68	0.08	0.80	0.95	2.51
Finance	1.70	1.42	1.62	6.01	10.75
HR & OD	0.72	1.61	2.26	2.71	7.29
ICT & Customer Serv	0.78	0.95	1.17	1.06	3.97
Legal and Democratic Serv	4.51	2.8	2.45	1.04	10.8
Corporate Services Total	1.49	1.52	1.65	1.75	6.44

Environment

- 3.17 Managing attendance at work is still a priority for the Directorate with the main focus for the Directorate continuing to be Streetscene. A new method of recording absence has been introduced in Streetscene to support Supervisors and Managers on a daily basis. This involves employees calling a dedicated number and leaving a recorded message which the Administration team retrieve and pass onto the relevant Manager/Supervisor. In addition, refresher training has been scheduled to offer additional support/coaching for those responsible for managing attendance at work.

We are pleased to report that three out of the six service areas in the Environment Directorate have achieved figures which are better than the Corporate target for 2012/13. Long-term absences have increased in some of the service areas and SMTs are working with HR & OH colleagues to establish the long-term prognosis of those cases in order to expedite ill-health dismissals, where appropriate.

Average FTE Days Lost by Service

	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Whole Year
Assets and Trans	2.02	1.6	2.5	2.23	8.35
Mgt, Supp and Perf	1.92	1.37	1.26	4.37	8.92
Planning Serv	2.38	0.91	2.97	4.02	10.27
Public Protection	2.35	1.36	1.83	1.3	6.83
Regeneration Div	4.56	1.6	2.38	4.9	13.44
Streetscene Serv	3.54	3.33	4.39	4.34	15.61
	1.33	1.33	0	0	2.67
Environment Total	2.95	2.42	3.4	3.55	12.34

Lifelong Learning

- 3.18 The 4th quarter absence figures for Lifelong Learning show a very slight increase when compared to the 3rd quarter. Development and Resources continues to have the highest absences with a disappointing increase from the 3rd quarter to the 4th. Whilst the figures for School Services have fallen very slightly over the same period, there has been a significant increase over the year. Monthly trigger reports and long term sickness reports continue to be distributed to managers. There have been no first or second stage capability meetings held during the 4th quarter; however arrangements are in place for meetings to take place over the forthcoming weeks.

Average FTE Days Lost by Service

	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Whole Year
Culture and Leisure	1.58	2	2.39	2.34	8.3
Resources and Dev	3.58	2.95	3.34	3.9	13.77
Lib, Culture and Heritage	1.62	3	3.4	2.98	10.99
School Services	2.33	1.55	3.54	3.44	10.86
	7.14	0	0	0	7.14
Lifelong Learning Total	2.56	2.37	3.11	3.13	11.12

Schools

- 3.19 Within Schools, the levels of absence have decreased significantly by approximately two and a half days when compared with the same period last year. Overall Schools have the second lowest level of sickness absence when compared to the other Directorates.

4.00 RECOMMENDATIONS

- 4.01 Members note Workforce Information Report for the fourth quarter / whole year 2012/13.

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 This increased reporting and monitoring within this area will result in more informed analysis of the impact our policies and procedures have across these groups.

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 Available in Members' Services.

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

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FLINTSHIRE COUNTY COUNCIL

REPORT TO: **CABINET**

DATE: **TUESDAY, 21ST MAY 2013**

REPORT BY: **DIRECTOR OF LIFELONG LEARNING OF LIFELONG LEARNING**

SUBJECT: **PARTNERSHIP AGREEMENT WITH SCHOOLS**

1.00 PURPOSE OF REPORT

1.01 To seek approval to consult and agree with maintained schools the content of the revised Partnership Agreement between the Local Authority and each school.

2.00 BACKGROUND

2.01 The first Flintshire Local Authority Partnership Agreement with individual schools is due to be renewed. Statutory regulations require Local Authorities and governing bodies of maintained schools enter into and subsequently review Partnership Agreements.

2.02 The Welsh Government is of the view that these Agreements clarify the partnership working between Local Authorities and schools and will help to raise standards in education.

2.03 All functions included are governed by individual regulations. The agreement simply codifies these together in one document. Not all statutory functions are required to be included.

2.04 The previous Partnership Agreement was for 3 years to September 2012. A revised edition is now proposed to take into account changes arising from the Authority's service level agreement with the Regional School Effectiveness and Improvement. The revision also focuses on changes in statutory requirements.

2.05 Service descriptors for non statutory functions will be published during the late Summer/early Autumn term in an updated compendium of Local Authority services. Service Level Agreements for traded services will also be subject to updating prior to the start of the 2014/15 financial year. The partnership agreement sets out school and local authority's responsibilities with regard to securing value for money.

3.00 CONSIDERATIONS

3.01 The partnership between Flintshire and its schools is based on the following principles:

- the Local Authority and its schools have raising standards of achievement as their main aim;
- schools are self-managing;
- Local Authority intervention is determined by need;
- when Local Authorities and schools work in partnership they will have the most powerful impact on raising standards of achievement;
- schools and Local Authorities should always aim to deliver value for money; and
- unnecessary bureaucracy should be avoided.

4.00 RECOMMENDATIONS

4.01 That the revised edition is approved for consultation and agreement with individual school governing bodies.

5.00 FINANCIAL IMPLICATIONS

5.01 There are no financial implications arising directly from the Partnership Agreement. The Agreement is complementary to the Scheme for Financing Schools.

6.00 ANTI POVERTY IMPACT

6.01 There is no impact arising directly from the agreement. Schools are committed to working alongside local and central government to counter the impact of poverty.

7.00 ENVIRONMENTAL IMPACT

7.01 There is no impact arising directly from the agreement.

8.00 EQUALITIES IMPACT

8.01 Key principles behind the agreement are raising standards in schools and reducing the impact of deprivation

9.00 PERSONNEL IMPLICATIONS

9.01 There are no personnel implications arising directly from the agreement.

10.00 CONSULTATION REQUIRED

10.01 Consultation and agreement is required with individual school Governing Bodies.

11.00 CONSULTATION UNDERTAKEN

11.01 Initial consultation has been undertaken with school leadership representatives.

12.00 APPENDICES

12.01 Draft Local Authority/School Partnership Agreement 2013-2016.

LOCAL GOVERNMENT (ACCESS TO INFORMATION ACT) 1985
BACKGROUND DOCUMENTS

None.

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Local Authority/School

Partnership Agreement

2013-2016

Reviewed March 2013

Under the Maintained Schools
(Partnership Agreements)
(Wales) Regulations 2008

SECTION 1

INTRODUCTION

1. Legal and policy background
2. Statement of Principles

SECTION 2

THE STATUTORY FUNCTIONS

- SF1 Targets for Pupil Progress, Attendance and Exclusions**
- SF1.1 Pupil progress
- SF1.2 Attendance, Exclusions and Admissions
- SF2 Monitoring, Challenge, Support and Intervention**
- SF2.1 Identification of schools causing concern
- SF2.2 Support for schools giving cause for concern.
- SF2.3 Support for schools in need or in special measures or requiring significant improvement
- SF3 Governing Body Training and Reports**
- SF3.1 Responsibility of the school and LA for governor support and training
- SF3.2 The reports that the governing body provides to the LA on the discharge of its function
- SF4 Developing Effective Transition KS2 to KS3**
- SF5 6th Form Targets for Participation and Attainment**
- SF6 Health & Safety matters**
- SF7 Defrayment of School Expenses of Maintaining schools**
- SF8 Control of School Premises and Community Use of Premises**

FOREWORD FROM THE DIRECTOR OF LIFELONG LEARNING

I am delighted to be able to write the foreword for the second edition of the Partnership Agreement between the Local Authority and your school.

During my time as Director of Lifelong Learning, I have been impressed by the excellent relationship which exists already between schools, Members and officers of the Council. There is an informed and ongoing dialogue between us all and a genuinely constructive partnership, which has led to many improvements in the education service.

In requiring Local Authorities to reach partnership agreements with all their schools the Welsh Government note:

There is sometimes uncertainty about what LAs should provide for their schools and in turn what schools are expected to deliver.

We are working in partnership in challenging times. However, our values remain important if we are to secure the best possible education opportunities and outcomes for our learners.

In this context I am firmly of the view that clarity of roles and responsibilities is essential if we are all to work together productively for the benefit of children and young people.

IAN BUDD
Director of Lifelong Learning

SECTION 1 INTRODUCTION

1. LEGAL AND POLICY BACKGROUND

Section 197 of the Education Act 2002 empowers the National Assembly for Wales to require LAs to enter into a partnership agreement with the governing body of each school maintained by the authority. The regulations impose duties on all LAs in Wales and governing bodies of schools maintained by them, including nursery schools, but excluding pupil referral units, to enter into partnership agreements.

The agreement must set out how a LA and a governing body will carry out certain of their respective statutory functions in relation to a school. The purpose of partnership agreements is, therefore, to sustain and enhance existing partnership working between LAs and schools.

If the LA and governing body of a school cannot reach agreement then the LA is entitled to draw up a statement in relation to that school.

Arrangements for the review of the partnership Agreement

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

This agreement refers to several policies which by their very nature require review at more frequent intervals. The partnership agreement relates to the most recent form of these policies.

2.0 STATEMENT OF PRINCIPLES

This partnership between Flintshire County Council (the Local Authority or LA) and its schools is based on the following principles:

2.1 The LA and its schools have raising standards of achievement as their main aim.

Achieving this aim requires a continuous process of evaluation and improvement. Primary responsibility for standards of achievement rests with each school. The LA has an important role in supporting schools and challenging them to improve. There is a duty under Section 5 of the 1998 Act for all LAs to carry out all their relevant functions with a view to raising these standards. The LA's decisions about the nature and extent of its school support activities will always be tested against the LA's priorities for school improvement. Schools have a right to expect high quality advice, support and challenge from the LA. The LA may commission others to provide the required level of advice, support and challenge. An example of this is the school improvement work commissioned through GwE.

2.2 Schools are self-managing

The principles of school self-management are well established. Schools are responsible for their own performance and are given the maximum discretion to make decisions for themselves. The LA recognises that unnecessary intervention is wasteful of its resources and can undermine a school's sense of ownership for the standards it achieves. Schools will take the lead in determining, in discussion with the LA and others, what needs to be done to raise standards of achievement. Schools are accountable for their own performance through Estyn inspections, published performance information and LA monitoring.

2.3 LA intervention is determined by need

The more successful a school is, the less it will require LA intervention. As 2.1 indicates, school success relates to the achievement of high standards in inclusion and learner outcomes. Successful schools are effective in enabling their pupils to achieve their potential in acquiring knowledge, skills and understanding. Success is intrinsically linked to the value added by the school to its pupils' progress and achievements.

Schools which are identified as not achieving their main aim of raising standards of achievement will be subject to most challenge from the LA. Intervention will only occur when monitoring has identified concerns and will be in proportion to the scale of those concerns.

Ideally all schools will be both successful and improving. However, inevitably at some time there are schools that will be identified as underperforming, when compared to other schools in similar circumstances. In these circumstances the LA must intervene to challenge and support the school to raise standards. The powers in the 1998 Act are designed to allow the LA to differentiate its responses to school performance according to circumstances. This allows the LA to intervene before a difficulty becomes critical. This capacity is reflected in the LA's policy and procedures for monitoring school performance.

2.4 When LAs and schools work in partnership they will have the most powerful impact on raising standards of achievement

This partnership will be based on a mutual recognition of, and respect for, the functions and contributions of each party. This particularly requires both schools and the LA to recognise when it is necessary for the LA to provide challenge and support to raise standards of achievement by addressing underperformance. This principle of partnership applies to schools working with each other. It also applies to the LA working with local governor associations, parent teacher associations, dioceses, other services within their own authority and many others, as part of its local leadership function.

2.5 Schools and LAs should always aim to deliver value for money

In planning and carrying out their activities, schools and LAs should always aim to obtain maximum value from the resources available. They should choose processes that will achieve an effective outcome at the least necessary cost.

2.6 Unnecessary bureaucracy should be avoided.

It is recognised that the LA and schools should not impose unnecessary burdens on each other. The LA should seek to reduce bureaucratic burdens on teachers.

SECTION 2

THE STATUTORY FUNCTIONS

SF 1 **TARGETS FOR PUPIL PROGRESS, ATTENDANCE AND EXCLUSIONS**

SF 1:1 **Pupil Progress**

LA	School/Governing Body
<ul style="list-style-type: none"> • Discuss and agree targets for pupil achievement and school performance with schools • Discuss and analyse performance information, analyse and review targets • Challenge schools when targets are not met • Provide professional development and guidance on data analysis and target setting • Publish whole LA targets for attainment at each key stage annually • Provide annual reports and analysis of target and performance data for individual schools 	<ul style="list-style-type: none"> • Set rigorous, challenging and ambitious targets for school and pupil performance on an annual basis • Provide the LA with the relevant information in electronic format by set deadlines • Base targets on teacher assessment and/or test data • Use performance data to support school improvement initiatives • Transfer individual pupil data when pupils move schools using the statutory Common Transfer System • Evaluate the quality of the target setting process by analysing performance data in relation to targets set • Respond positively to the challenge raised by the LA if targets are not met • Publish school performance data via the school prospectus and Governors' annual report to parents in line with statutory requirements • Arrange for school representatives to attend professional development activities organised by the LA

SF 1:2 Attendance and Admissions

LA	School/Governing Body
<ul style="list-style-type: none"> • Promote continuous improvement and share best practice across all schools • Assist schools in the process of setting 3 year rolling Attendance & Exclusion predictions • Provide a mechanism for all schools to determine and record their predictions • Collate and aggregate school predictions into county predictions to inform the Target Setting process • Agree local and national performance indicator targets through the Target Setting process • Annually publish County targets within Statutory Plans and relevant Service Plans • Monitor, discuss and analyse attendance data in order to review target setting process • Support the submission of electronic pupil level attendance data • Collate and report exclusions statistics termly to the Welsh Government • Design and develop reports to record and share school attendance data • Publish an annual parental information guide 	<ul style="list-style-type: none"> • Ensure schools set challenging yet realistic 3 year rolling predictions based on appropriate data • Agree whole school 3 year rolling predictions with Officers each year and use the performance data to support school improvement initiatives • Work with Officers to agree planning for reducing exclusions using current exclusion data and local targets • Ensure schools record their attendance data on SIMS on a weekly basis for Primary schools and a daily basis for Secondary schools • Monitor, discuss and analyse attendance data to support targeted interventions to raise attendance in the school • The statutory function of the Local Authority needs to be supported by the school adhering to published Admission Arrangements. These arrangements and associated procedures for all new pupils, at transition stages and mid-year transfers are published annually by the Local Authority and made available to schools and parents • Abide by the school admission and appeal codes of practice

SF 2 MONITORING, CHALLENGE, SUPPORT AND INTERVENTION

The LA has a published policy in this area which forms part of this agreement. It is called the 'Policy and Procedures for Monitoring and Supporting schools'. All schools and relevant LA officers have received a copy of this policy. It can also be found on the intranet and in the Compendium of School Support.

SF 2:1 Identification of schools causing concern

LA	School/Governing Body
<ul style="list-style-type: none"> • Identify schools causing concern as part of the monitoring process using the following evidence: <ul style="list-style-type: none"> – Reports from statutory school inspections – Reports from LA surveys – Analysis of examination, test and assessment data – Pre and post inspection reviews and support – LA commissioned monitoring, advice and information by staff of the support services – Estyn self evaluations, reports and consultation 	<ul style="list-style-type: none"> • Engage in a rigorous process of on-going self-evaluation to identify areas of concern • Alert School Improvement and Inclusion officers as soon as an area of concern is identified • Work in partnership with the School Improvement and Inclusion Service to address issues/areas of concern • Act at all times in the balanced role of 'Critical/questioning Friend' to the school

SF 2:2 Support the LA will offer to schools giving cause for concern, to turn them around and to prevent them from becoming failing schools

LA	School/Governing Body
<ul style="list-style-type: none"> • Support and challenge the school through regular dialogue, giving particular attention to areas identified as having shortcomings • Carry out additional visits to the school • Draw up, in collaboration with the head teacher and Chair of Governors, a School Improvement Action Plan • Monitor the school's progress against the Action Plan • Support school self-evaluation processes through regular visits to school, scrutiny of documentation and observation of classes, when needed, to identify strengths and areas for development in provision • Implement a range of intervention strategies to support schools in particular need • Offer opportunities for staff to observe good practice • Offer, where appropriate, the support of a mentor head teacher/system leader • Provide advice and support to governing bodies on a range of school improvement issues • Provide programmes of opportunity for training and professional development of all staff as identified by schools and statutory initiatives • Provide detailed reports on progress to the Headteacher, Director of Lifelong Learning, the Chair of Governors and the LA's School Performance Monitoring Group • In cases where Director of Lifelong Learning is of the opinion that the head teacher and/or Senior Leadership Team do not have the capability to secure improvement, this will be reported formally to the full governing body 	<ul style="list-style-type: none"> • Work with LA officers, the School Improvement Service, the LA's School Performance Monitoring Group and other agencies to confirm and develop programmes for improving the quality of educational provision and raising standards of pupil performance in individual schools • Work together with the LA to undertake a review of the school • Draw up, in collaboration with LA officers, a School Improvement Action plan • Establish a monitoring system to ensure that the Action Plan is operational • Provide governors and LA with detailed and regular progress reports • Promote and develop rigorous, effective self-evaluation processes as a means of securing school improvement • Facilitate good partnership arrangements between itself and other schools, the governing body and the LA • Ensure the professional development of all staff

SF 2:3 Support the LA will provide to schools in need, or in special measures, or requiring significant improvement

LA	School/Governing Body
<p>Comply with requirements as set out in WAG Circular No: 28/03 School Requiring Special Measures or found to require significant improvement following inspection under Section 28 of the Education Act 2005</p>	
<ul style="list-style-type: none"> • Assist the school to draw up an appropriate and detailed Post Inspection Action Plan • Produce a Statement of planned LA action and support for the school • Convene a School Support Group, including officers from all services as appropriate to meet on a regular basis, monitor and evaluate progress against Action Plans and provide reports to the Director of Lifelong Learning and elected members through the LA's School Performance Monitoring Group • Offer, where appropriate, the support of a mentor head teacher/system leader • Provide support as identified in the school and LA Action Plans • Work with the school to monitor and evaluate the School Action Plan • Share progress reports with staff and governors • Provide regular progress reports to the Director of Lifelong Learning, and elected members • Once a school can demonstrate improvement, it will return to the agreed level of support • In cases where the Director of Lifelong Learning is of the opinion that the head teacher and/or Senior Leadership Team do not have the capability to secure improvement, this will be reported formally to the full governing body. • Where a school fails to improve, the LA will implement any of its statutory powers of intervention 	<ul style="list-style-type: none"> • Work with LA officers, the School Improvement Service and the LA's School Performance Monitoring Group to produce a Post Inspection Action Plan • Establish a rigorous monitoring system to ensure that the Action Plan is operational within the agreed timescales • Provide governors, the LA, the School Improvement Service and the LA's School Performance Monitoring Group with regular, detailed progress reports

SF 3 GOVERNING BODY TRAINING AND REPORTS

SF 3:1 Governor support and training

LA	School/Governing Body
<ul style="list-style-type: none"> • Provide advice and guidance to Governing Bodies on their role and responsibilities in respect of the discharge of their duties • Publish termly bulletins based on topical issues • Facilitate termly meetings of the Chair of Governors Association, the principal means for the LA to consult and obtain views of governors and head teachers on all aspects of the Authority’s governor training and support services, including issues relating to governance legislation and initiatives • Shape the annual training and development programme, focusing on local, consortium and national priorities • Provide specific training in respect of: <ul style="list-style-type: none"> - Roles and responsibilities of Governors - The role of the Clerk - The role of the Chair - Health & Safety - Child protection • Establish Governing Bodies, prepare and update the instruments of government • Provide advice and support pre and post Estyn inspection • Provide advice and support for the appointment of Governors • Maintain a record of Governing Body membership • Process Criminal Record Bureau checks • Maintain a record of attendance at training and development events • Provide advice and support via the School Improvement Team • Provide advice and support to governing bodies for senior school appointments via the School Improvement Team and Human Resources Department • Provide advice and guidance in respect of employment issues as defined in the Human Resources Service Level Agreement • Provide advice and support in respect of legal issues as required. Where this advice is not taken, the governing body are responsible for any resultant costs 	<ul style="list-style-type: none"> • Following self-evaluation, identify training needs of individual governors and the governing body as a whole and arrange support/training as appropriate • Provide details of training opportunities to all governors • Facilitate the induction of new governors • Promote the attendance of governors at training courses • Notify the LA of the named governor(s) for governor training, SEN and Child Protection

- Provide advice and support in respect of budget and resource management

SF 3:2 The reports that the governing body provides to the LA on discharge of its functions

LA	School/Governing Body
<ul style="list-style-type: none"> • Advise schools of expected reports – budget plans, school attendance targets, and exclusion/disciplinary findings • Collate information on training courses and attendees for National benchmarking purposes 	<ul style="list-style-type: none"> • Maintain records of governing body membership and notify the LA of any changes • Comply with statutory requirements in respect of the appointment of new governors, by completion of the Notification of Appointment of New Governor pro forma and forwarding to the LA • Produce the Annual Report to Parents and submit to the LA • Establish for each member of the governing body and head teacher a register of any business interests they or any member of their immediate family might have and notify the LA • Notify the LA in writing of the resignation of the head teacher • As required by the Staffing of Maintained Schools (Wales) Regulations 2006, notify the LA in writing of any teaching vacancy prior to advertising • Comply with requirements in the Scheme for Financing Schools in respect of any capital spending from the school’s budget share • Notify the Authority of any proposed changes to the timing of the school day or to the school calendar • Provide the LA with the following: <ul style="list-style-type: none"> - budget plans - audited school voluntary and private fund information as per Financial Regulations/Scheme for Financing Schools requirements - school performance targets - school attendance targets - school “level of support” information - self-evaluation report and School Development Plan - information regarding any incidences which have to be recorded eg racial, substance misuse, and - any other reports that may be requested

SF 4 DEVELOPING EFFECTIVE TRANSITION KS2 TO KS3

LA	SCHOOL
<ul style="list-style-type: none"> • Provide advice and guidance on current WAG developments in respect of transition • Advise schools on preparation, review and evaluation of statutory transition plans • Assist with the electronic transfer of data from primary schools to secondary schools • Advise and support schools on the statutory assessment and moderation procedures required to be carried out co-operatively at the end of Key Stage 2 including core subject and Welsh second language moderation • Inform, advise and support schools in respect of good practice at transition 	<ul style="list-style-type: none"> • Produce and review annually the school's transition plans in co-operation with cluster schools • Include relevant and effective activities and processes with regard to the five statutory elements of the transition plan • Engage with schools listed in the school's transition plan in preparation for transition activities • Plan, administer, monitor and evaluate any WAG grant in respect of transition and provide any required information to the LA • Input and receive data via electronic means as required by WAG and the LA via Common Transfer File (CTF) Provide CTF to all receiving schools • Pass on records e.g. SEN files to the receiving school on transfer of pupils • Provide additional data where available to secondary schools • Adhere to WAG requirements in respect of assessment and moderation requirements • Consider advice on good practice and act on where appropriate in order to improve the transition experience for pupils

SF 5 SIXTH FORM TARGETS FOR LEARNER PARTICIPATION AND ATTAINMENT

LA	School/Governing Body
<ul style="list-style-type: none"> • Provide support and advice on meeting the statutory requirements of the Learning and Skills Measure (Wales) 2009, and in delivering the six key elements of Learning Pathways • Support collaborative working between partners by fostering close relationships between all members of the 14-19 Learning Pathways Network and develop the 14-19 working groups to support transition from KS3 to KS4 and KS4 to post 16, and to target those young people who are in danger of becoming classified as not in education, employment or training (NEET) at 16 • Develop learning pathways to meet the needs of all learners • Ensure training is available for Learning Coaches • Provide opportunities for learners to engage in appropriate work based learning • Monitor the percentage of NEETs aged 16-18 • Provide PLASC training to members of staff in accordance with the terms of the SLA • Provide support in accordance with the terms of the SLA to assist schools when completing their PLASC WAG return 	<ul style="list-style-type: none"> • Work with network partners (duty to collaborate) towards the provision of a full options menu and timetable alignment to facilitate Learning Pathways 14-19 and to meet the terms of the Learning and Skills Measure (Wales) 2009 • Issue all learners at post 16 with an Individual Learning Pathways Plan • Ensure the entitlement of all learners at post 16 to be able to access a trained Learning Coach • Ensure that all learners access the learning core • Ensure independent careers advice and guidance is available for all pupils 14-19 • Deliver the local curricula as prescribed by the Welsh Ministers • Ensure all learners have access to learning equivalent to at least 2 A levels • Raise the individual points score of learners in the school • Set targets for achievement for KS5 • Identify all courses undertaken by learners and complete the "Post16 PLASC) return • Ensure all activities which could be included are incorporated in the "WAG PLASC" return

SF 6 HEALTH & SAFETY MATTERS

LA	SCHOOL
<ul style="list-style-type: none"> • Provide health and safety management arrangements (e.g. policies, procedures and guidance) for schools, including those required to: <ul style="list-style-type: none"> ○ implement the corporate policies & procedures, and ○ manage risks particular to schools sector • Provide advice on risk management arrangements, including the provision of generic risk assessments and associated checklists to aid implementation in schools • Provide advice to schools on the identification and control of risks • Provide and/or arrange for the delivery of training necessary for health, safety & risk management • Monitor and review the delivery of health safety and risk management in schools, via: <ul style="list-style-type: none"> ○ Inspections of activities and/or premises, and ○ audits of management arrangements, • Encourage schools to adopt high standards of health, safety and risk management, intervening when necessary to make the school and/or activities safe • Provide occupational health advice and support, including pre-employment screening and/or surveillance. 	<ul style="list-style-type: none"> • Develop local management arrangements for the purpose of implementing the health & safety policies and requirements of the LA • Exercising day-to-day control of the school premises and activities, adopting safe practices in accordance with the risk assessments &/or guidance provided by the LA • Co-operate with the LA, including its monitoring arrangements, and report any matters that may jeopardise the LA's ability, as an employer, to comply with its health and safety responsibilities • Ensure that all accidents, hazardous events or conditions are reported & investigated in accordance with the relevant procedures, and to cooperate with any investigation of health and safety in their workplace so that causes can be established, lessons learnt and our performance improved • Encourage employee involvement in health, safety and risk management at the school, and that an effective health & safety committee meets regularly which supports managers efforts to develop a positive health and safety culture • Cooperate with contractors regarding the provision, upgrade, repair and maintenance of the school premises that they remain safe , including ensuring that any defects &/or hazardous conditions identified within the workplace(s) for which they are responsible are reported & dealt with in timely manner, and - in the interim - areas of the workplace and/or items equipment that present serious and imminent danger to persons are isolated

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| | <ul style="list-style-type: none">• Conducting occasional inspections of the premises to ensure that risk controls continue to be effective, and that a safe means of access and egress is provided maintained (e.g. fire escape routes are clear, fire alarm system remains operational)• Ensure that health and safety issues are taken into account when:<ul style="list-style-type: none">○ appointing and/or supervising the work of contractors, and that only competent contractors are engaged, in accordance with the relevant health, safety and/or procurement procedures,○ choosing, specifying, procuring and/or introducing equipment and or substances into the workplace• Ensure that any equipment, machinery, or dangerous substance, is always used by employees or pupils in accordance with the instructions and/or training they have been given• Provide employees and pupils with appropriate personal protective equipment, and ensuring it is used &/or worn when necessary• Ensure staff and governors are aware of health and safety training courses provided |
|--|---|

SF 7

DEFRAYMENT OF SCHOOL EXPENSES OF MAINTAINING SCHOOLS

Although the occupation and use of the premises is under the control of the Governing body in community schools and voluntary controlled schools, the Authority owns the property and has the status of landlord with the school occupying the premises being the tenant. These responsibilities are very clearly and specifically delineated in the Scheme for Financing Schools (Section 48 of the School Standards and Framework Act 1998.

They are to be found in Annex 4 which contains:

- responsibility for repairs, maintenance and replacement in voluntary aided schools; and
- responsibility for repairs, maintenance and replacement in community and voluntary controlled schools.

LA	School/Governing Body
<ul style="list-style-type: none"> • Provide advice and guidance on issues relating to the management of school premises • Provide finance via the schools' budget for repair and maintenance • Undertake major capital works relating to school premises • Advise schools regarding their responsibilities relating to repair and maintenance issues • Undertake works according to the division of responsibilities between the LA and schools as detailed in the relevant document (see above) • Discuss and advise on minor improvements on school premises • Monitor the condition of premises. • Develop an asset management system which can be accessed by schools • Advise and arrange insurance cover in respect of buildings, contents and other requirements 	<ul style="list-style-type: none"> • Determine the proportion of the working budget to be allocated for repair and maintenance • Agree a maintenance programme • Undertake works according to the division of responsibilities between the LA and schools as detailed in the relevant document (see above) • Ensure that the premises are kept in good repair and that the requirements of health and safety legislation in respect of premises are met • Raise issues of concern relating to repair and maintenance issues with the LA • Undertake minor improvements funded by school funds under the supervision of the LA • Discuss the brief relating to major capital works with the LA • Discuss with the LA issues of concern relating to health and safety • Discuss insurance requirements with the LA

SF 8 CONTROL OF SCHOOL PREMISES AND COMMUNITY USE OF PREMISES

LA	School/Governing Body
<ul style="list-style-type: none"> • In exceptional circumstances give specific direction under the relevant legislation regarding the use of premises of which it retains ownership or maintains • The LA in partnership with schools will seek out opportunities to develop their community role, in order to improve learning opportunities, promote learners' attainment and help to bring about among parents and other local people a sense of ownership of, and belonging to, the school. In seeking out such opportunities the LA and schools will give priority to activities which support and promote pupils' learning and the wellbeing of the wider community • Provide advice and guidance on issues relating to the hire of school premises. 	<ul style="list-style-type: none"> • Governing bodies have control over the occupation and use of school premises for all categories of maintained school, both during and outside of school hours. This is unless there is a school's trust deed conferring rights on trustees or others. • In exercising that control governing bodies of all categories of school must have regard to the desirability of making the premises available for community use outside of school hours. • Governing bodies may make transfer of control agreements giving third parties control of the premises for certain purposes if the objective, in whole or part, is for community use. • Governing bodies should set appropriate charges and conditions of use for such letting arrangements

**FLINTSHIRE COUNTY COUNCIL
AND ITS
MAINTAINED SCHOOLS**

PARTNERSHIP AGREEMENT

AGREEMENT WITH
(NAME OF SCHOOL)

September 2013 – August 2016

I agree with the contents of this partnership

Chair of Governors

Date

Director of Lifelong Learning

Date

FLINTSHIRE COUNTY COUNCIL

REPORT TO: **CABINET**

DATE: **TUESDAY, 21 MAY 2013**

REPORT BY: **DIRECTOR OF COMMUNITY SERVICES**

SUBJECT: **IN-HOUSE DISABLED ADAPTATIONS TEAM**

1.00 PURPOSE OF REPORT

1.01 Establishment of an in-house team to complete adaptations on Council stock.

2.00 BACKGROUND

2.01 An in-house adaptations team was established and a pilot scheme was undertaken for a 12 month period to determine the cost effectiveness of undertaking this work in-house as opposed to using external contractors. The following report details the findings from the first 12 months of the new team.

3.00 CONSIDERATIONS

3.01 Provision of disabled adaptations is a statutory duty placed upon Council's and housing providers. On 1st February 2012 a proposal was presented to Housing Overview and Scrutiny Committee for the establishment a dedicated team for the delivery of adaptations within Council properties. This was a move away from the existing system of tendering the work to a pool of local subcontractors.

3.02 The Committee supported the request within the report to pilot the team for a period of 12 months. This would allow the Service to evaluate the timeliness and cost effectiveness of the team, against the previous arrangements. It would also identify whether there are further benefits to closer integrated working.

3.03 Council house adaptations are funded via the Housing Revenue Account (HRA) and £1M per annum is allocated for this purpose. However, as you will be aware the service is in Year 2 of a six year asset management strategy to bring its properties towards the Welsh Housing Quality Standard, (WHQS). Therefore, the more cost effective the provision of disabled adaptations is; the more money that can be made available for WHQS works.

3.04 ➤ **Evaluation**

It was envisaged that the in house team would provide: -

- Improved timescales
- A more cost effective service
- A more efficient service through improved communication and opportunities for adding value.

3.05 ➤ **Improved Timescales**

3.06 In order to evaluate the impact of the in-house team on the delivery of major adaptations, a direct comparison of the 6 months before and after the pilot has been carried out. The following are the average timescales by most popular work type.

Work Type	Average Timescale Before	Average Timescale After
Level Access Shower	128 Days	52 Days
Shower over Bath	58 Days	25 Days
Mixed work combinations	152 Days	43 Days

3.07 Stairlifts have been excluded from the above figures, as they are provided under a framework agreement which contains target timescales.

3.08 As can be seen from the figures to date, adaptations are being delivered much more quickly by the in house team than through the existing subcontractor arrangements. This is due to the effectiveness of the team, who have worked with Travis Perkins on a standard stock of items. It is also due to the removal of the need to tender each job on an individual basis.

3.09 ➤ **Cost effective Service**

3.10 In order to make a comparison between the cost per job, information has been considered over two six month periods. The two data sets are under the old subcontractor system and a second six month period under the new in house system. The in house team has completed 33 major disabled adaptations over the last 6 months. These jobs have been costed with an average value of £4646.18. This compares favourably with the subcontractor rate previously, where an average job was valued at £5,238.08. Therefore, the saving on an average major adaptation is £591.90 under the new arrangements. These figures are robust on the basis that the majority of major adaptations fall in to the three work types identified above.

3.11 This lower figure is largely as a result of stripping out the subcontractor profit element and the cost of materials was below the 35% originally anticipated, due to all materials (with the exception of stairlifts) being accessed through the Travis Perkins Stores Facility,

under the favourable terms of the Council's contract.

3.12 ➤ **Added value**

3.13 There have been a number of additional benefits to bringing the Service in house, in addition to improved timescales and reduced cost. The Disabled Adaptations Team reports to the same Operations Manager as the Void Team. This has provided collaborative opportunities for both teams. The result of which is that where properties have become void and there is an identified disabled tenant, adaptations can now be carried out at void stage. As well as improving timescales for adaptations, this also assists with property letting times and the 7 day housing management target. Previously adaptation work would have taken place after the property had been made available for letting.

3.14 Given that the majority of works are bathroom adaptations, the Disabled Adaptations Team have been in discussion with the Capital Works Team to secure additional funding to ensure that all adapted bathrooms meet WHQS. Previously, the adaptation would have been provided, e.g. a Level Access Shower installed and the remainder of the bathroom, if there were no repair issues, would not be improved. However, subject to formal agreement all bathroom adaptations will meet WHQS, further assisting the 6 Year Housing Asset Management Strategy and contributing to an earlier completion date for WHQS compliance.

3.15 Finally the team has further promoted communication between Housing Asset Management, Housing Renewal and Neighbourhood Housing Management. It allows the Housing Service to offer our tenants and future tenants a timely, cost effective and person centred service. It is our intention to introduce customer feedback for this element of the Service, to ensure it continues to meet our tenant's expectations.

4.00 RECOMMENDATIONS

4.01 Cabinet agrees the permanent establishment of the in-house disabled adaptations team.

5.00 FINANCIAL IMPLICATIONS

5.01 The in-house team will be funded from the Capital Disabled Facilities Grant budget.

6.00 ANTI POVERTY IMPACT

6.01 None as a direct result of this report, though works to maintain and improve the stock and repair and maintenance services provide a

direct benefit to the lives and living conditions for some of the poorest Flintshire residents.

7.00 ENVIRONMENTAL IMPACT

7.01 None as a direct result of this report

8.00 EQUALITIES IMPACT

8.01 None as a direct result of this report

9.00 PERSONNEL IMPLICATIONS

9.01 The permanent establishment of the in-house adaptations team will create an additional 7 establishment positions (6 trades staff and one team leader). These positions will be incorporated into the Housing Asset Management structure as has been the case for the temporary 12 month pilot.

10.00 CONSULTATION REQUIRED

10.01 No further consultation required.

11.00 CONSULTATION UNDERTAKEN

11.01 Fully consulted with Housing Overview Scrutiny who strongly support the proposal.

12.00 APPENDICES

12.01 None

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

None

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Email: nikki.evans@flintshire.gov.uk**

FOR INFORMATION

FLINTSHIRE COUNTY COUNCIL

REPORT TO: **CABINET**

DATE: **TUESDAY, 18 JUNE 2013**

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

Directorate

Subject

**Corporate Services
(Finance)**

Housing Benefit Overpayment – Write Off

Council Tax – Write Offs

Corporate Debt – Write Off

Community Services

Entering into a private sector leasing agreement for 28-38 Chester Road, Flint, to increase the pool of affordable housing available for potentially homeless households

Copies of the Delegated Powers reports are on deposit in the Team Manager's Room, Committee Services

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**FLINTSHIRE COUNTY COUNCIL FORWARD WORK PROGRAMME ITEMS
COUNCIL, CABINET, AUDIT AND OVERVIEW & SCRUTINY
APRIL 2013 TO SEPTEMBER 2013**

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
April					
Environment Overview & Scrutiny Committee	10 April 2013	Environment	Communities First To receive an update on the effectiveness of the new programme.		
Environment Overview & Scrutiny Committee	10 April 2013	Environment	Rural Development Plan and European Structural Funds To receive regular updates on the progress of Business Plan 2 with particular consideration to any downturns in progress		
Environment Overview & Scrutiny Committee	10 April 2013	Environment	Update on North Wales Residual Waste Treatment Project and the Sub-Regional Food Waste Project To receive and consider further details on the progress of the project.		

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Environment Overview & Scrutiny Committee	10 April 2013	Environment	Deeside Enterprise Zone Progress Report		
Environment Overview & Scrutiny Committee	10 April 2013	Overview and Scrutiny	Forward Work Programme To consider the Forward Work Programme of the Environment Overview & Scrutiny Committee		
Social & Health Care Overview & Scrutiny Committee	11 April 2013	Overview and Scrutiny	Social & Health Care Quarter 3 Service Performance Reports To note and consider the 2012/13 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 2012).		
Social & Health Care Overview & Scrutiny Committee	11 April 2013	Community Services	Annual Council Reporting Framework To consider the final draft of the Annual report		

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Social & Health Care Overview & Scrutiny Committee	11 April 2013	Community Services	Emergency Duty Team Update To receive an update on the joint Wrexham, Flintshire & Denbighshire Emergency Duty Team based in Wrexham		
Social & Health Care Overview & Scrutiny Committee	11 April 2013	Overview and Scrutiny	Forward Work Programme To consider the Forward Work Programme of the Social & Health Care Overview & Scrutiny Committee.		
Flintshire County Council	16 April 2013	Finance	Clwyd Pension Fund Update To update Members on issues relating to the Clwyd Pension Fund.		
Flintshire County Council	16 April 2013	Legal and Democratic Services	Appointments to the Standards Committee To make appointments to fill existing and forthcoming independent member vacancies on the Standards Committee.		

COMMITTEE		MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Flintshire Council	County	16 April 2013	Legal and Democratic Services	Voluntary Register of Membership of Organisations To discontinue the locally adopted requirement to voluntarily register membership of any organisation not open to the public without formal membership.		
Flintshire Council	County	16 April 2013	Chief Executive's	Flintshire's Armed Forces Community Covenant, North Wales Armed Forces Day and Freedom of the County Parade To provide an update		
Corporate Resources Overview & Scrutiny Committee		18 April 2013	Finance	Fair Debt Policy To consider a draft Fair Debt Policy for adoption		

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Flintshire County Council	16 April 2013	Legal and Democratic Services	<p>Community Review To recommend to the Cabinet:-</p> <p>a) The guiding principles for the proposed community review. b) That the community review be commenced. c) The consultation process for this phase of the review.</p>		
Corporate Resources Overview & Scrutiny Committee	18 April 2013	Finance	<p>Revenue Budget Monitoring 2012/13 Month 10 Monitoring and development</p>		
Corporate Resources Overview & Scrutiny Committee	Before 18 April 2013	Overview and Scrutiny	<p>Information Commissioners Office Data Protection Audit To inform the committee of the audit being undertaken by the Information Commissioner's office.</p>		

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Corporate Resources Overview & Scrutiny Committee	18 April 2013	ICT and Customer Services	Customer Services as a Flintshire Futures workstream Monitoring and development		
Corporate Resources Overview & Scrutiny Committee	Before 18 April 2013	Human Resources and Organisational Development	Workforce Information Quarter 3 - October - December 2012 To provide Members with an update for the third quarter 2012/13		
Corporate Resources Overview & Scrutiny Committee	18 April 2013	Overview and Scrutiny	CR Forward Work Programme To consider the Forward Work Programme of the Corporate Resources Overview & Scrutiny Committee.		
Community Profile & Partnerships Overview & Scrutiny Committee	22 April 2013	Overview and Scrutiny	Forward Work Programme To consider the Forward Work Programme of the Community Profile and Partnerships Overview & Scrutiny Committee.		

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Cabinet	23 April 2013	Chief Executive's	<p>Regional Closed Circuit Television (CCTV) Service Business Case</p> <p>To consider the North Wales regional proposal for an integrated public CCTV system based on a twin monitoring centre model.</p>	Strategic	Cabinet Member for Education
Cabinet	23 April 2013	Chief Executive's	<p>Review of the Response to the Recent Severe Weather</p> <p>To summarise the operational response of the Council and its partners to the recent severe late winter weather (21 March onwards), to outline the measures and costs of recovery and repair, and to invite Member comment to complete a local debrief and learning exercise.</p>	Operational	Leader of the Council and Cabinet Member for Finance

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Cabinet	23 April 2013	Chief Executive's	<p>Setting Performance Targets for 2013/14 To endorse the review of targets by:-</p> <ul style="list-style-type: none"> • Reclassifying targets to reset our Improvement Targets • Endorsing the targets set for 2013/14 • Endorsing the aspirational targets <p>To incorporate the new set of Improvement Targets within service plans for 2013/14.</p> <p>To note the changes to the national performance data sets for 2013/14.</p> <p>To note that further in-year challenge will be undertaken.</p>	Operational	Cabinet Member for Corporate Management
Cabinet	23 April 2013	Finance	<p>Fair Debt Policy To approve the introduction of a Fair Debt Policy.</p>	Strategic	Cabinet Member for Corporate Management

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Cabinet	23 April 2013	Finance	<p>Discretionary Housing Payment (DHP) Policy 2013/14</p> <p>The report seeks the approval and adoption of Flintshire County Council's revised Discretionary Housing Payment (DHP) Policy for 2013/14.</p>	Strategic	Cabinet Member for Corporate Management
Cabinet	23 April 2013	Finance	<p>Revenue Budget Monitoring 2012/13 (Month 10)</p> <p>To provide Members with the most up to date revenue budget monitoring information (Month 10) for the Council Fund and the Housing Revenue Account in 2012/13.</p>	Operational	Leader of the Council and Cabinet Member for Finance

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Cabinet	23 April 2013	Legal and Democratic Services	<p>Community Review For Cabinet to agree:-</p> <ul style="list-style-type: none"> a) The guiding principles for the proposed community review b) That the community review be commenced c) The consultation process for this phase of the review 	Operational	Cabinet Member for Corporate Management
Cabinet	23 April 2013	Community Services	<p>Supporting People Commissioning Plan To update Cabinet on the Supporting People Programme in Flintshire and seek approval for the Flintshire Supporting People Commissioning Plan.</p>	Strategic	Cabinet Member for Housing

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Cabinet	23 April 2013	Community Services	<p>Welfare Reform and Housing Policy Amendments To seek approval from Cabinet for the implementation of a series of amendments to current housing policies that are necessary for the Neighbourhood Housing Service to be able to respond proactively to the Welfare Reform Act 2012.</p>	Strategic	Cabinet Member for Housing, Leader of the Council and Cabinet Member for Finance
Cabinet	23 April 2013	Environment	<p>Review of Subsidised Bus Services The outline proposals for a review of the County's subsidised bus and related services.</p>	Strategic	Deputy Leader of the Council and Cabinet Member for Environment

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Cabinet	23 April 2013	Environment	<p>Welsh Government Consultation on the European Structural Funds and Rural Development Plan Programmes 2014-2020</p> <p>To agree the Council response to the consultation by Welsh Government on the European Structural Funds and Rural Development Plan (RDP) programmes for 2014-2020. Concurrent with this is the review of Assisted Areas throughout Wales (being considered in a separate report). These are the areas in Wales where State Aids can be offered to eligible investment projects.</p>	Strategic	Cabinet Member for Regeneration, Enterprise & Leisure

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Cabinet	23 April 2013	Environment	<p>EU State Aid New UK Assisted Areas,an Update on the Latest Situation Most of Flintshire’s main economic centres are within the designated Assisted Area, giving access to state aids for eligible development. The EU reviews such designations every seven years and such a review is now underway. Retaining Assisted Area status is considered to be an essential part in retaining the long-term economic health of the County.</p> <p>The purpose of this report is to advise Members on the position regarding Flintshire’s Assisted Areas designation and to identify a strategy to ensure that Flintshire retains designation for the period to 2020.</p>	Strategic	Cabinet Member for Regeneration, Enterprise & Leisure

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Cabinet	23 April 2013	Environment	Designation of City Regions in Wales To update on the review of establishing City Regions in Wales and the position on the Mersey Dee Alliance area.	Strategic	Cabinet Member for Regeneration, Enterprise & Leisure
Cabinet	23 April 2013	Lifelong Learning	Home to School Transport Policy Changes - Post-16 To consider the outcome of the consultation on proposed changes to the discretionary post 16 home to school transport policy.	Strategic	Cabinet Member for Education
Cabinet	23 April 2013	Lifelong Learning	School Music Service Review of Business Model To recommend on an operating model to protect and develop the Flintshire Music Service.	Strategic	Cabinet Member for Education

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Cabinet	23 April 2013	Lifelong Learning	<p>Flintshire Play Sufficiency Assessment and Action Plan To seek Cabinet approval and resolution to adopt the Flintshire Play Sufficiency Assessment and Action Plan (see Flintshire County Council, Draft Play Sufficiency Assessment & Action Plan available in the Members' Library, Appendices 1 & 2).</p>	Operational	Cabinet Member for Regeneration, Enterprise & Leisure
Cabinet	23 April 2013	Lifelong Learning	<p>Hawarden Infant and Junior Amalgamation To determine the amalgamation of Hawarden Infants school and Rector Drew Church in Wales Voluntary Aided schools to form a new through Primary school on the same site.</p>	Operational	Cabinet Member for Education

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Cabinet	23 April 2013	Lifelong Learning	<p>Shotton Infant and Junior Amalgamation To determine the amalgamation of Shotton Infants School and Taliesin Junior school to form a new through Primary school on the Taliesin Junior School site.</p>	Operational	Cabinet Member for Education
Cabinet	23 April 2013	Lifelong Learning	<p>Penyffordd Infant and Junior Amalgamation To inform Members of the outcome of the consultation meetings and the responses to the consultation in relation to the proposed amalgamation of Penyffordd Abbot's Lane Infant School and Penyffordd Junior School from 1 September 2013.</p>	Operational	Cabinet Member for Education

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Housing Overview & Scrutiny Committee	24 April 2013	Housing	Update on the Repairs and Maintenance Service To enable Members to monitor the approach and effectiveness of repairs and improvements to the Council's housing stock, to include proposals for the delivery of in-house DFG's as previously approved.		
Housing Overview & Scrutiny Committee	24 April 2013	Community Services	Anti-Social Behaviour Policy To gain approval for the draft Anti-social Behaviour Policy		
Housing Overview & Scrutiny Committee	24 April 2013	Overview and Scrutiny	Forward Work Programme To consider the Forward Work Programme of the Housing Overview & Scrutiny Committee.		
Lifelong Learning Overview & Scrutiny Committee	25 April 2013	Lifelong Learning	School Music Service To recommend on an operating model to protect and develop the Flintshire Music Service		

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Lifelong Learning Overview & Scrutiny Committee	25 April 2013	Lifelong Learning	School Meal Service To report on the school meal service, menus and working practices across Flintshire schools		
Lifelong Learning Overview & Scrutiny Committee	25 April 2013	Lifelong Learning	Outcome of Estyn Monitoring Visit To provide the Committee with an update on the Estyn Action Plan		
Lifelong Learning Overview & Scrutiny Committee	25 April 2013	Overview and Scrutiny	Forward Work Programme To consider the Forward Work Programme of the Lifelong Learning Overview & Scrutiny Committee		
May					
Social & Health Care Overview & Scrutiny Committee	9 May 2013	Community Services	Comments, Compliments and Complaints To receive the Annual report		

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Social & Health Care Overview & Scrutiny Committee	9 May 2013	Community Services	Community Services Directorate Plan To consider the Community Service Directorate and Service Plans		
Social & Health Care Overview & Scrutiny Committee	9 May 2013	Community Services	Transformation of Double Click to a Social Enterprise This report describes our proposal to transform the service delivery of Double Click from a Social Services run work-scheme to a Social Enterprise working in partnership with Flintshire County Council as a new business		
Social & Health Care Overview & Scrutiny Committee	9 May 2013	Community Services	Transition Up-date To provide the Committee with updated information on the progress of the Transition Team sited within Disability Services (Adult Social Services)		

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Social & Health Care Overview & Scrutiny Committee	9 May 2013	Overview and Scrutiny	<p>Provision of Health and Social Care Services, by Third Sector Organisation in Flintshire</p> <p>To update committee and demonstrate the range of health and social care services in Flintshire provided by third sector organisations.</p>		
Social & Health Care Overview & Scrutiny Committee	9 May 2013	Overview and Scrutiny	<p>Forward Work Programme</p> <p>To consider the Forward Work Programme of the Social & Health Care Overview & Scrutiny Committee</p>		
Social & Health Care Overview & Scrutiny Committee	9 May 2013	Community Services	<p>Social Services and Well-Being (Wales) Bill</p> <p>To provide an explanatory report of the Social Services and Well-Being (Wales) Bill. This report has been formulated as part of an awareness raising exercise and will briefly outline some key changes and possible implications proposed by this legislation</p>		

COMMITTEE		MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Flintshire Council	County	14 May 2013	Legal and Democratic Services	Schedule of Member Remuneration The purpose of the report to approve the council's Schedule of Member Remuneration		
Flintshire Council	County	14 May 2013	Legal and Democratic Services	Constitutional Matters: Committees and Outside Bodies To deal with those matters which require decisions at the Annual Meeting of the County Council in accordance with Council Procedure Rule 1.1 (vii-xiii).		
Flintshire Council	County	14 May 2013	Legal and Democratic Services	Social Media Protocol To approve the attached Social Media Policy.		
Flintshire Council	County	14 May 2013	Chief Executive's	County Council Diary of Meetings 2013/14 To consider the diary of meetings for 2013/14 as set out in the attached schedule.		

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Corporate Resources Overview & Scrutiny Committee	16 May 2013	Finance	Revenue Budget Monitoring 2012/13 Month 11 Monitoring		
Corporate Resources Overview & Scrutiny Committee	16 May 2013	Chief Executive's	Annual Improvement Report 2012 by the Auditor General for Wales		
Corporate Resources Overview & Scrutiny Committee	16 May 2013	Chief Executive's	Regional Closed Circuit Television Service To consider the North Wales regional proposal for an integrated public CCTV system based on a twin monitoring centre model.		
Corporate Resources Overview & Scrutiny Committee	16 May 2013	Overview and Scrutiny	Leisure Services Budget Working Group To enable the Committee to consider setting up a Working Group to look at the Leisure Services budget		

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Corporate Resources Overview & Scrutiny Committee	16 May 2013	Human Resources and Organisational Development	Management and leadership Development Programme Information and discussion		
Corporate Resources Overview & Scrutiny Committee	16 May 2013	Overview and Scrutiny	Forward Work Programme To consider the Forward Work Programme of the Corporate Resources Overview & Scrutiny Committee.		
Community Profile & Partnerships Overview & Scrutiny Committee	20 May 2013	Environment	Flintshire Community Safety Partnership - Update To receive an update on the work of the Flintshire Community Safety Partnership		
Community Profile & Partnerships Overview & Scrutiny Committee	20 May 2013	Overview and Scrutiny	Forward Work Programme To consider the Forward Work Programme of the Community Profile and Partnerships Overview & Scrutiny Committee.		

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Cabinet	21 May 2013	Chief Executive's	Public Services Commission To advise Cabinet of the terms of reference and membership of the Public Services Commission announced by the First Minister and the timescale for the Commission to produce an initial report.	Strategic	Leader of the Council and Cabinet Member for Finance
Cabinet	21 May 2013	Chief Executive's	Regional Collaboration To review progress against the portfolio of collaborative projects adopted regionally.	Strategic	Leader of the Council and Cabinet Member for Finance
Cabinet	21 May 2013	Chief Executive's	Wales Audit Office Annual Improvement Report To receive the Annual Improvement Report from the Auditor General for Wales and endorse the Council's response	Strategic	Cabinet Member for Corporate Management
Cabinet	21 May 2013	Chief Executive's	North Wales Prison To consider supporting a prison for North Wales	Strategic	Leader of the Council and Cabinet Member for Finance

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Cabinet	21 May 2013	Finance	Revenue Budget Monitoring 2012/13 (Month 11) To provide Members with the revenue budget monitoring information at Month 11 for the Council Fund and the Housing Revenue Account in 2012/13.	Operational	Leader of the Council and Cabinet Member for Finance
Cabinet	21 May 2013	Human Resources and Organisational Development	People Strategy Update To provide Members with a progress report on the delivery of the People Strategy Action Plan	Strategic	Cabinet Member for Corporate Management
Cabinet	21 May 2013	Human Resources and Organisational Development	Workforce Information Quarter 4 - January - March 2013 To provide Members with an update for the final quarter 2012/13	Operational	Cabinet Member for Corporate Management
Cabinet	21 May 2013	Community Services	Anti-Social Behaviour Policy To seek approval from Cabinet for the adoption of the Housing Service's proposed Anti-Social Behaviour (ASB) Policy.	Strategic	Cabinet Member for Housing

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Cabinet	21 May 2013	Community Services	<p>Sheltered Housing Improvement Project To seek approval from Cabinet on the restructure of the Community Based Accommodation Support Service.</p>	Operational	Cabinet Member for Housing
Cabinet	21 May 2013	Community Services	<p>In-House Disabled Adaptations Team To seek Cabinet approval to introduce an In-house Disabled Adaptations Team for Council Stock.</p>	Operational	Cabinet Member for Housing
Cabinet	21 May 2013	Community Services	<p>Restructure of Housing Service Senior Management Team To outline and seek agreement of Cabinet for the proposed restructure of the Housing Service Senior Management Team.</p>	Operational	Cabinet Member for Housing

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Cabinet	21 May 2013	Environment	Contaminated Land Strategy To seek adoption of Flintshire's updated Contaminated Land Strategy as required under the Environmental Protection Act 1990.	Strategic	Cabinet Member for Public Protection, Waste & Recycling
Cabinet	21 May 2013	Lifelong Learning	Home to School Transport Policy Changes - Denominational Transport To report on the response to consultation on the review of denominational transport arrangements.	Strategic	Cabinet Member for Education
Cabinet	21 May 2013	Lifelong Learning	Partnership Agreement with Schools For Members to approve the draft Partnership Agreements for schools 2013	Operational	Cabinet Member for Education

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Environment Overview & Scrutiny Committee	22 May 2013	Environment	The Clwydian Range and Dee Valley Area of Outstanding Natural Beauty To receive a report on the extended area of outstanding natural beauty and the importance of the AONB to FCC and neighbouring authorities		
Environment Overview & Scrutiny Committee	22 May 2013	Environment	Missed Collections Technology Demonstration of Technology		
Environment Overview & Scrutiny Committee	Before 22 May 2013	Environment	Tourism in Flintshire To provide an update on the current work to promote Flintshire to visitors and to manage Flintshire as a destination		
Environment Overview & Scrutiny Committee	22 May 2013	Overview and Scrutiny	Forward Work Programme To consider the Forward Work Programme of the Environment Overview & Scrutiny Committee		

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
June					
Housing Overview & Scrutiny Committee	5 June 2013	Community Services	Community Services Directorate Plan To consider the Community Service Directorate Plan		
Housing Overview & Scrutiny Committee	5 June 2013	Housing	Housing Service Plan To enable the Committee to consider the Housing Service Plan		
Housing Overview & Scrutiny Committee	5 June 2013	Housing	Quarterly Performance Reporting To consider Quarter 4 and year end outturns for improvement targets against Directorate indicators		
Housing Overview & Scrutiny Committee	5 June 2013	Overview and Scrutiny	Forward Work Programme To consider the Forward Work Programme of the Housing Overview & Scrutiny Committee		

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Lifelong Learning Overview & Scrutiny Committee	6 June 2013	Lifelong Learning	Quarterly Performance Reporting To consider Quarter 4 and year end outturns for improvement targets against Directorate indicators		
Lifelong Learning Overview & Scrutiny Committee	6 June 2013	Lifelong Learning	Outcome of Estyn Monitoring Visit To provide the Lifelong Learning Overview & Scrutiny Committee with details of the outcome of the Estyn Monitoring Visit on Local Authority Education Services for Children and Young People		
Lifelong Learning Overview & Scrutiny Committee	6 June 2013	Overview and Scrutiny	Forward Work Programme To consider the Forward Work Programme of the Lifelong Learning Overview & Scrutiny Committee		

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Joint Lifelong Learning and Social & Health Care Overview & Scrutiny Committee	11 June 2013	Lifelong Learning	Educational Attainment of Looked After Children To receive the Annual Educational Attainment Report		
Joint Lifelong Learning and Social & Health Care Overview & Scrutiny Committee	11 June 2013	Community Services	Local Safeguarding Children's Board To receive an update report on the work of the Board		
Joint Lifelong Learning and Social & Health Care Overview & Scrutiny Committee	11 June 2013	Community Services	Corporate Parenting Activity Update To provide an update to Members on Corporate Parenting Activity		
Joint Lifelong Learning and Social & Health Care Overview & Scrutiny Committee	11 June 2013	Lifelong Learning	Young Carers Joint Report - to inform Members how services identify and provide specialist support for young carers in Flintshire		

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Audit Committee	12 June 2013	Chief Executive's	WAO Annual Improvement Report To receive the Annual Improvement Report from the Auditor General for Wales and endorse the Council's response	Strategic	Cabinet Member for Corporate Management
Audit Committee	12 June 2013	Legal and Democratic Services	Estyn Monitoring Visit To ensure the statutory guidance to Audit Committees is complied with in relation to the Estyn Monitoring Visit of the 4th to 8th February 2013.	Operational	
Audit Committee	12 June 2013	Finance	Forward Work Programme To receive the Forward Work Programme.		
Audit Committee	12 June 2013	Chief Executive's	Collaborative Projects Arrangements To inform the committee of the reporting arrangements for collaborative projects	Operational	

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Audit Committee	12 June 2013	Legal and Democratic Services	Local Government (Wales) Measure 2011 To pursue matters arising from briefing meeting with Chairs of Overview & Scrutiny Committees	Operational	
Audit Committee	12 June 2013	Finance	Internal Audit Annual Report To inform Members of the outcome of all audit work carried out during 2012/13 and to give the annual Internal Audit opinion on the Standard of Internal Control, Risk Management and Governance within the Council.		
Audit Committee	12 June 2013	Finance	Internal Audit Progress Report To present to Members an update on the progress of the Internal Audit Department.		
Audit Committee	12 June 2013	Finance	Action Tracking To inform the Committee of the actions resulting from points raised at previous Audit Committee Meetings.		

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Audit Committee	12 June 2013	Finance	Public Sector Internal Audit Standards To inform Members of the level of compliance of the Internal Audit Section with the Public Sector Internal Audit Standards.		
Audit Committee	12 June 2013	Legal and Democratic Services	Briefing Meeting held on the 22 February 2013 For the Committee to receive a report on the briefing held on the 22 February 2013 for Audit Committee members and Chairs of Overview & Scrutiny Committees.	All Report Types	
Corporate Resources Overview & Scrutiny Committee	13 June 2013	Finance	Welfare Reform Update To provide an update on the Welfare Reform Programme		
Corporate Resources Overview & Scrutiny Committee	13 June 2013	ICT and Customer Services	Procurement as a Flintshire Futures workstream Monitoring and development		

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Corporate Resources Overview & Scrutiny Committee	13 June 2013	Finance	Discretionary Housing Payments Update First update report to provide information about the implementation of the Policy and the impact on the budget to date.		
Corporate Resources Overview & Scrutiny Committee	13 June 2013	Overview and Scrutiny	Quarterly Performance Reporting - CR To consider Quarter 4 and year end outturns for improvement against Directorate indicators		
Corporate Resources Overview & Scrutiny Committee	13 June 2013	Human Resources and Organisational Development	Workforce Information Q 4 Monitoring and development		
Corporate Resources Overview & Scrutiny Committee	13 June 2013	Finance	Update on Flintshire Futures Finance Workstreams To provide an update on the Flintshre Futures Workstreams		

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Corporate Resources Overview & Scrutiny Committee	13 June 2013	Overview and Scrutiny	Forward Work Programme - CR To consider the Forward Work Programme of the Corporate Resources Overview		
Cabinet	18 June 2013	Chief Executive's	Improvement Plan 2013/14 Present the Council's Improvement Plan for 2013/14	Strategic	Cabinet Member for Corporate Management
Cabinet	18 June 2013	Chief Executive's	Council (Plan) Governance Framework Review Annual review of the Council (Plan) Framework	Operational	Cabinet Member for Corporate Management
Cabinet	18 June 2013	Chief Executive's	Outcome Agreement with Welsh Government - assessment of 2012/13 Present our internal assessment of achievement of the Outcome Agreement 2012/13	Operational	Cabinet Member for Corporate Management
Cabinet	18 June 2013	Chief Executive's	Community Endowment Fund To endorse details of the Community endowment Fund and its launch	Operational	Cabinet Member for Corporate Management

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Cabinet	18 June 2013	Chief Executive's	Quarterly Performance Reports (Q4/end of year) Present the quarterly service performance reports		Cabinet Member for Corporate Management
Cabinet	18 June 2013	Finance	Council Tax Grants for Pensioners To provide Cabinet with information on the latest Welsh Government Grant Scheme in 2013-14 which provides financial assistance to pensioners to pay their Council Tax.	Operational	Cabinet Member for Corporate Management
Cabinet	18 June 2013	Finance	Welsh Government Business Rates Consultation - Rate Relief for Charities, Social Enterprises and Credit Unions To provide Members with details of ten recommendations contained in a Welsh Government Consultation on proposed changes to rate relief for businesses taking up occupation of long term empty commercial properties.	Operational	Cabinet Member for Corporate Management

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Cabinet	18 June 2013	Finance	Corporate Debt - Write Off To request authorisation to write off a single Corporate Debt	Operational	Cabinet Member for Corporate Management
Cabinet	18 June 2013	Human Resources and Organisational Development	Attendance Management Performance To provide an overview of the improvements and measures being taken by Managers, with support from HR, to improve organisational performance in this area.	Operational	Cabinet Member for Corporate Management
Cabinet	18 June 2013	Community Services	Delivering the Local Housing Strategy - consideration of funding and delivery models To consider a range of funding models to delivery affordable housing in a challenging economic climate	Strategic	Cabinet Member for Housing

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Cabinet	18 June 2013	Environment	<p>Council's Policy on Fleet Replacement and Fleet Fuel Policy</p> <p>To seek Cabinet approval for the new Policy for replacement of fleet vehicles and for the storage of fuel in line with the Council's Fleet Strategy approved by Executive in January 2012.</p>	Operational	Deputy Leader of the Council and Cabinet Member for Environment
Cabinet	18 June 2013	Environment	<p>Roadside Memorials & Floral Tributes Policy</p> <p>To seek approval for the adoption of a policy for the County Road Network (to mirror the Trunk Road Policy) on Roadside Memorials and Floral Tributes.</p>	Strategic	Deputy Leader of the Council and Cabinet Member for Environment
Cabinet	18 June 2013	Environment	<p>Food Service Plan</p> <p>To seek member approval for the Food Service Plan which details the service delivery programme for 1st April 2013 to 31st March 2014. It also contains a review of the 2012 Service Plan.</p>	Operational	Cabinet Member for Public Protection, Waste & Recycling

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Cabinet	18 June 2013	Environment	<p>Cross Warranting of Officers in Public Protection To seek Member approval for the Director of the Environment and Interim Public Protection Manager to authorise officers from Wrexham to legally undertake duties within Flintshire</p>	Operational	Cabinet Member for Public Protection, Waste & Recycling
Cabinet	18 June 2013	Environment	<p>Public Rights of Way Priorities For the Cabinet to endorse a hierarchical approach to public rights of way maintenance, definitive map and public path orders and handling complaints.</p>	Operational	Deputy Leader of the Council and Cabinet Member for Environment

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Cabinet	18 June 2013	Lifelong Learning	<p>Leisure Services Re-structure To inform members of the proposals for the Leisure Service Review to deliver an effective, flexible and responsive Service for the County and to secure approval to implement the new arrangement.</p>	Operational	Cabinet Member for Regeneration, Enterprise & Leisure
Social & Health Care Overview & Scrutiny Committee	20 June 2013	Community Services	<p>Quarterly Performance Reporting To consider Quarter 4 and year end outturns for improvement targets against Directorate indicators</p>		
Social & Health Care Overview & Scrutiny Committee	20 June 2013	Overview and Scrutiny	<p>Forward Work Programme - S&HC To consider the Forward Work Programm of the Social & Health Care Overview & Scrutiny Committee</p>		

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Community Profile & Partnerships Overview & Scrutiny Committee	24 June 2013	Overview and Scrutiny	Glyndwr University To receive a presentation on Glyndwr University, its aspirations for the future and how it relates to Flintshire		
Community Profile & Partnerships Overview & Scrutiny Committee	Before 24 June 2013	Chief Executive's	Community Endowment Fund To endorse details of the Community Endowment Fund and it's launch		
Community Profile & Partnerships Overview & Scrutiny Committee	24 June 2013	Overview and Scrutiny	Forward Work Programme - CP&P To consider the Forward Work Programme of the Community, Profile		
Flintshire County Council	25 June 2013	Chief Executive's	Improvement Plan 2013/14 Present the Council's Improvement Plan for 2013/14		
Flintshire County Council	25 June 2013	Finance	Financial Procedure Rules To provide County Council with the proposed updated Financial Procedure Rules (FPRs) following the annual review.		

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Environment Overview & Scrutiny Committee	26 June 2013	Environment	Quarterly Performance Reporting To consider Quarter 4 and year end outturns for improvement targets against Directorate indicators		
Environment Overview & Scrutiny Committee	26 June 2013	Environment	Draft Flood Management Strategy & Flooding Issues To consider the draft Flood Management Strategy and flooding issues prior to approval by Cabinet		
Environment Overview & Scrutiny Committee	26 June 2013	Environment	Speed Limit Review To present recommendations arising from the Speed Limit Review for A and B roads		
Environment Overview & Scrutiny Committee	26 June 2013	Environment	Mersey Dee Alliance To receive an update report on the Mersey Dee Alliance		
Environment Overview & Scrutiny Committee	Before 26 June 2013	Environment	Review of Council's Waste Collection Policy To seek Scrutiny comments on the revised waste collection policy		

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Environment Overview & Scrutiny Committee	26 June 2013	Overview and Scrutiny	Forward Work Programme To consider the Forward Work Programme of the Environment Overview & Scrutiny Committee		
July					
Housing Overview & Scrutiny Committee	10 July 2013	Housing	Collaborative Working within Housing Services To receive and consider current and future collaborative initiatives.		
Housing Overview & Scrutiny Committee	10 July 2013	Housing	HRA Subsidy To receive an update on the potential amendments to the HRA subsidy, to include proposals to meet the WHQS		
Housing Overview & Scrutiny Committee	10 July 2013	Housing	Adopted/Un-adopted land To consider HRA land that adopted and un-adopted together with management of garage sites.		

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Housing Overview & Scrutiny Committee	10 July 2013	Overview and Scrutiny	Forward Work Programme To consider the Forward Work Programme of the Housing Overview & Scrutiny Committee		
Corporate Resources Overview & Scrutiny Committee	11 July 2013	Overview and Scrutiny	Forward Work Programme - CR To consider the Forward Work Programme of the Corporate Resources Overview		
Lifelong Learning Overview & Scrutiny Committee	11 July 2013	Lifelong Learning	Directorate Plan To consider the Lifelong Learning Directorate Plan		
Lifelong Learning Overview & Scrutiny Committee	11 July 2013	Overview and Scrutiny	Forward Work Programme To consider the Forward Work Programme of the Lifelong Learning Overview & Scrutiny Committee		
Cabinet	16 July 2013	Finance	Capital Programme 2012/13 (Outturn)	Operational	Leader of the Council and Cabinet Member for Finance

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Cabinet	16 July 2013	Community Services	Flint - Housing Regeneration Scheme To consider the design brief for new housing to replace Flint maisonettes and agree the delivery mechanism for new homes including CPO measures	Strategic	Cabinet Member for Housing
Cabinet	16 July 2013	Environment	Flood Risk Management Strategy To advise Members of the need to develop Flood Risk Management Strategy for Flintshire.	Strategic	Deputy Leader of the Council and Cabinet Member for Environment
Cabinet	16 July 2013	Environment	Review of Council's Waste Collection Policy To seek Cabinet approval for the revised waste collection policy	Strategic	Cabinet Member for Public Protection, Waste & Recycling
Audit Committee	17 July 2013	Finance	Financial Procedure Rules To provide Audit Committee with the proposed updated Financial Procedure Rules (FPRs) following the annual review.		

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Environment Overview & Scrutiny Committee	23 July 2013	Environment	North Wales Residual Waste Treatment To receive and consider further details on the progress of the project.		
Environment Overview & Scrutiny Committee	23 July 2013	Environment	Deeside Enterprise Zone Progress Report		
Environment Overview & Scrutiny Committee	23 July 2013	Environment	Energy Switching Scheme To receive a further update as requested by the Committee on the 6 March, 2013		
Environment Overview & Scrutiny Committee	23 July 2013	Environment	Planning To receive a report on planning to include enforcement, the role of a Conservation Officer, turn around times of applications and inter-departmental (internal) consultation		
Environment Overview & Scrutiny Committee	23 July 2013	Overview and Scrutiny	Forward Work Programme To consider the Forward Work Programme of the Environment Overview & Scrutiny Committee		

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Social & Health Care Overview & Scrutiny Committee	25 July 2013	Community Services	Family Placement Team Review To provide Members with the outcome of the review of the FPT and recommendations for any future deployment / team restructuring.		
Community Profile & Partnerships Overview & Scrutiny Committee	25 July 2013	Overview and Scrutiny	Forward Work Programme - CP&P To consider the Forward Work Programme of the Community, Profile & Partnerships Overview & Scrutiny Committee		
Social & Health Care Overview & Scrutiny Committee	25 July 2013	Overview and Scrutiny	Forward Work Programme - S&HC To consider the Forward Work Programme of the Social & Health Care Overview & Scrutiny Committee		
August					
September					

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Corporate Resources Overview & Scrutiny Committee	12 September 2013	Finance	Revenue Budget Monitoring 2013/14 (Month 3) To provide Members with the Revenue Budget Monitoring 2013/14 (Month 3) report.		
Cabinet	17 September 2013	Finance	Revenue Budget Monitoring 2013/14 (Month 3) To provide Members with the most up to date revenue budget monitoring information (Month 3) for the Council Fund and the Housing Revenue Account in 2013/14.	Operational	Leader of the Council and Cabinet Member for Finance
Cabinet	17 September 2013	Human Resources and Organisational Development	Workforce Information Quarter 1 April - June 2013 To provide Members with an update for the first quarter 2013/14.	Operational	Cllr Billy Mullin

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