

Public Document Pack

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



To: Cllr Aaron Shotton (Leader)

CS/NG

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

13 November 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, 19TH NOVEMBER, 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 - 16)

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 **CSSIW ANNUAL REVIEW AND EVALUATION OF PERFORMANCE 2012/13** (Pages 17 - 36)

Report of Director of Community Services - Cabinet Member for Social Services

5 **PROVISIONAL LOCAL GOVERNMENT SETTLEMENT AND THE IMPLICATIONS FOR THE 2014/15 BUDGET** (Pages 37 - 42)

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

6 **COMMUNITY REVIEW** (Pages 43 - 74)

Report of Head of Legal and Democratic Services - Cabinet Member for Corporate Management

7 **VEHICLE REPLACEMENT AND FLEET UTILISATION POLICY** (Pages 75 - 96)

Report of Director of Environment - Deputy Leader of the Council and Cabinet Member for Environment

8 **COUNCIL VEHICLE FLEET FUEL POLICY** (Pages 97 - 108)

Report of Director of Environment - Deputy Leader of the Council and Cabinet Member for Environment

OPERATIONAL REPORTS

9 **MID YEAR SERVICE PERFORMANCE REPORTS** (Pages 109 - 124)

Report of Chief Executive - Cabinet Member for Corporate Management

10 **REVENUE BUDGET MONITORING 2013/14 (MONTH 5)** (Pages 125 - 170)

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

11 **COUNCIL TAX BASE FOR 2014-15** (Pages 171 - 176)

Report of Head of Finance - Cabinet Member for Corporate Management

12 **CLOSURE OF AD WASTE AND FINANCIAL BALANCES** (Pages 177 - 182)

Report of Director of Environment - Cabinet Member for Waste Strategy, Public Protection and Leisure

13 **CORPORATE SUNDRY DEBT - WRITE-OFF** (Pages 183 - 186)

Report of Head of Finance - Cabinet Member for Corporate Management

14 **WORKFORCE INFORMATION QUARTER 2 - JULY-SEPTEMBER 2013**
(Pages 187 - 196)

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

15 **EXERCISE OF DELEGATED POWERS** (Pages 197 - 200)

Report of the Chief Executive enclosed.

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

The following items were listed on the Forward Plan for this meeting but are not being submitted for the reasons stated:

- **Year 3 Bid from WGBPI**
Details of the report as the bid for Year 3 (2014/15) was approved at Cabinet in December 2012
- **Public Rights of Way Priorities**
Deferred until 17 December when the annual report will have been finalised

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CABINET **15 OCTOBER 2013**

Minutes of the meeting of the Cabinet of Flintshire County Council held at County Hall, Mold on Tuesday, 15 October 2013

PRESENT: Councillor Bernie Attridge (Deputy Leader in the Chair)

Councillors: Chris Bithell, Derek Butler, Christine Jones, Kevin Jones and Billy Mullin

APOLOGIES: Councillors Aaron Shotton and Helen Brown

ALSO PRESENT:

Councillors: Ron Hampson and Dave Mackie

IN ATTENDANCE:

Chief Executive, Director of Community Services, Director of Environment, Director of Lifelong Learning, Head of Legal and Democratic Services, Head of Finance, Head of ICT and Customer Services, Head of Human Resources and Organisational Development and Team Manager, Committee Services

87. DECLARATIONS OF INTEREST

Councillor Derek Butler declared personal interests in the following items:

Agenda Item Number 18 – Welsh Government Consultation on Discretionary Powers for Local Authorities to Increase Council Tax on Second Homes as he was an owner of a second home.

Agenda Item Number 20 – Clwyd Theatr Cymru Business Plan as he was a member of the Clwyd Theatr Cymru Board of Governors.

Councillor Billy Mullin declared a personal interest in Agenda Item Number 15 – Policy for Unadopted Roads as the road he lived on was unadopted.

88. MINUTES

The minutes of the meeting held on 17 September 2013 had been circulated with the agenda.

RESOLVED:

That the minutes be approved as a correct record.

CHANGE IN ORDER OF BUSINESS

The Deputy Leader and Cabinet Member for Environment explained that agenda item number 21 would be discussed first as the Cabinet Member for Education needed to leave early to attend a funeral.

Agenda item numbers 9 and 10 would be discussed after agenda item number 22 as the Cabinet Member for Housing may then be in attendance.

89. FLINTSHIRE MUSIC SERVICE REVIEW

The Cabinet Member for Education provided an update on the progress in developing the Flintshire Music School operating model approved by Cabinet in April 2013.

In April 2013 a new Optimum Service Model for the School Music Service was adopted by Cabinet. The model allowed schools to select and control the range of services they wished to purchase on an annual basis.

As of 17 September 2013, all high schools had identified their service needs for 2013/14 and it was anticipated that only six primary schools would not use the service during 2013/14.

The Director added that schools had chosen from a wider range of opportunities offered, inclusion guitar and percussion.

On the financial stability of the service, the Director explained that the current projection on the financial position for 2013/14 was that a minor underspend of £1,500 would result.

The Chief Executive explained that in 2014/15 the service would have a reduction of £75,000 subsidy from the local authority however he emphasised that this had been provided as a one off subsidy for the transitional period of the changes which would not be needed in subsequent years.

With the full effect of changes to staffing and the assumption of the schools take up of the service remaining at the current level, it was anticipated that the service would be financially viable.

RESOLVED:

That the progress made on implementation of the revised operating model for the School Music Service be noted.

90. ANNUAL PERFORMANCE REPORT 2012/13

The Cabinet Member for Corporate Management introduced the draft Annual Performance Report which met the statutory requirement to publish an Improvement Plan as required by the Local Government (Wales) Measures (2009) (the Measure).

The Chief Executive explained the purpose of the report was to account for the organisation's previous year's performance against its Improvement Priorities and that the report must be published by 31 October each year. The report was due to be considered by County Council on 23 October 2013.

The following year the report would be published in an easier to read format with additional graphics supporting the Improvement Plan.

An addendum to the report was provided and it was suggested that delegated authority be given to the Chief Executive to make any minor amendments to the report prior to its submission to County Council on 23 October 2013 which was agreed.

RESOLVED:

- (a) That the 2012/13 Annual Performance Report be endorsed for publication; and
- (b) That delegated authority be given to the Chief Executive to make any minor amendments to the report prior to its submission to County Council on 23 October 2013.

91. 2013/14 IMPROVEMENT PLAN MONITORING

The Cabinet Member for Corporate Management introduced the Improvement Plan Monitoring mid year progress report and the performance assessment within the monitoring report. The following improved ways of reporting were highlighted:

- Levels of progress and confidence in meeting the Council's Improvement Priorities and their impacts
- Intended achievement milestones for strategies and action plans for this year and the longer term
- Measures which evidenced achievement detailing baseline data for 2012/13, in-year targets, longer term aspirational targets (mostly for 2016/17) and current progress
- Baseline risk assessments for the strategic risks identified in the Improvement Plan and the arrangements to control them

The introduction of the new style Improvement Plan had presented the opportunity to review and streamline current reporting arrangements. Reporting arrangements included:

- 1 Monitoring of the Improvement Plan, starting with this report which would be followed by quarterly updates
- 2 Twice annually (mid and end of year) performance highlight reports would be presented from the Head of Service. These would be similar to those previously produced for quarterly reporting with a focus on priorities which were not already covered in the Improvement Plan and would be based on performance exceptions, both good and poor. This was to ensure that the 'business as usual' was still being monitored and reported against.

The Chief Executive added that the report provided the status of current progress being made towards delivery of the impacts for each of the in-year sub priorities set out in the Improvement Plan. Many of these were previously available

in various business planning and strategy documents across the Council but were now integrated fully within the Improvement Plan Summary Monitoring report as an associated document. An addendum to the report was provided.

He emphasised the significance of the use of the RAG progress status and said the Council was very challenging when each of the priorities were considered. He gave examples of how the current financial situation would affect the status of some priorities and how a number of projects were moving forward, such as Single Status, which resulted in a number of green statuses emerging.

The Cabinet Member for Public Protection, Waste and Recycling suggested that a Seminar be provided for Members to explain the Improvement Plan and the reporting process which was agreed.

RESOLVED:

- (a) That the 2013/14 Improvement Plan mid year progress report be endorsed;
- (b) That the performance assessment within the monitoring report be endorsed;
- (c) That the following be endorsed:
 - Levels of progress and confidence in meeting the Council's Improvement Priorities and their impacts
 - Intended achievement milestones for strategies and action plans for this year and the longer term
 - Measures which evidence achievement detailing baseline data for 2012/13, in-year targets, longer term aspirational targets (mostly for 2016/17) and current progress
 - Baseline risk assessments for the strategic risks identified in the Improvement Plan and the arrangements to control them; and
- (d) That a Member Seminar be arranged to explain the Improvement Plan and the reporting process.

92. WALES AUDIT OFFICE IMPROVEMENT ASSESSMENT LETTER AND THE COUNCIL'S RESPONSE AND REGULATORY PLAN

The Deputy Leader and Cabinet Member for Environment welcomed Mr Huw Lloyd Jones and Ms Karen Lees from the Wales Audit Office (WAO) to the meeting.

Mr Jones explained that under the Local Government (Wales) Measure 2009 (the Measure) the WAO was required to report their audit and assessment work in relation to whether Flintshire Council had discharged its duties and met the requirements of the Measure. He then presented the key points from the Improvement Assessment Letter which would be updated by the end of November 2013.

In closing, Mr Jones said there were no proposals for improvement in the letter. He also commented on the positive relationship the WAO had with Members and officer of the Council.

In response, the Chief Executive said the WAO Improvement Assessment Letter was a fair, evidenced and agreeable summary of the position of the Council with the letter being a positive endorsement of a transitional year for improvement planning supported by strong governance.

The Chief Executive provided details of the Executive Response, in particular commenting on meeting Welsh Government guidance and measuring objectives. The Council had considerable underpinning background documentation within which measures and targets for achieving the priorities objectives were set. Whilst it was accepted that this was not published in a single place alongside the Improvement Plan, it was important to note that 2013 was a transition year where the Council overhauled improvement planning to make it more meaningful and from 2014 this would be corrected.

On public engagement and consultation, the Chief Executive gave examples of recent consultation exercises on housing and schools issues.

In response to the comments on the Council's ability to deliver its improvement objectives, particularly on the plans which identified, in sufficient detail, the sources of efficiency savings or service cuts to meet the funding gap not being in place, the Chief Executive explained that processes were being improved whilst dealing with the financial cuts which had been announced the previous week.

On the Annual Governance Statement, the Audit Committee had agreed further improvements to the process of developing the Statement which would involve greater Member involvement.

RESOLVED:

- (a) That the Regulatory Programme for Performance Audit of the Wales Audit Office (WAO) for the period April 2013 to March 2014 be accepted;
- (b) That the Council's Improvement Assessment Letter received from the Auditor General for Wales be received; and
- (c) That the report be noted and the Council's Executive response be agreed.

93. MEDIUM TERM FINANCIAL PLAN 2014/15 TO 2018/19

The Chief Executive introduced the updated Medium Term Financial Plan (MTFP) 2014/15 to 2018/19 which also set out key dates in the budget planning process for 2014/15.

The Head of Finance outlined that the second revision of the MTFP set out the financial position on the best known information available as at 30 September which identified a budget gap to be met from efficiencies of £16.5m in 2014/15 and £47.8m over the coming five years.

Since the paper had been finalised the draft Welsh Government (WG) budget had been announced on 8 October 2013 and the provisional local government settlement was expected to be received on 16 October 2013. The prospects around the level of funding that would be available to local government in 2014/15 had worsened considerably in recent months and potentially could get worse. It was likely that when the settlement was received it would not include details of specific grants, details of which may not be known until the New Year.

The Head of Finance went on to set out the assumptions of the MTFP about inflation, investment in services experiencing demand and the follow through of costs and efficiencies in the current year.

The outcome of the provisional settlement and updates to costs and efficiency measures would be incorporated into revisions to the financial forecast which would be ongoing over the coming months as part of the budget process for 2014/15.

The Chief Executive then went on to set out the organisational change strategy to meet the efficiency and savings targets. The projected revenue gap of approximately £50m over the five year period to 2018/19 would result in the Council undergoing a major structural review consisting of:

- Corporate Efficiency: assets, customer, finance and procurement;
- Functional Efficiency: value for money in all service and support functions;
- Organisational Design – Structure and Operating Models: functional and structural design including service alignment and management structures, Council and service operating models and alternative delivery models;
- Organisational Design – Workforce: workforce planning, phased workforce reduction, vacancy management and costs of employment

There would inevitably be services changes and consultations would take place on services such as libraries and leisure.

The organisational change strategy would require strong, positive and effective leadership and governance, programme management and investment capacity and capability.

The Flintshire Futures Programme with its four sub-programmes of (1) corporate change (2) service review led functional change (3) regional collaboration and (4) local collaboration had been successful to a point in changing and improving the organisation however it was not of a scale to meet the changing financial challenge.

The Chief Executive emphasised the scale of the challenge facing the Council. Detailed work would take place with Members, officers and external consultants for specific selective areas, where required.

The Head of Finance explained the timetable of the budget planning process for 2014/15, details of which were in the report. Regular update reports would be submitted to Cabinet on revisions to the forecasts.

RESOLVED:

- (a) That the Medium Term Financial Plan 2014/15 to 2018/19 as at 30 September 2013 be received;
- (b) That the Medium Term Financial Plan 2014/15 to 2018/19 be referred to Corporate Resources Overview and Scrutiny Committee on 14 November 2013 for consideration and to provide feedback to Cabinet;
- (c) That the approach of bringing revisions to the forecasts within the MTFP to Cabinet on an ongoing basis over the coming months as part of the budget process for 2014/15 be supported; and
- (d) That the key dates in the budget planning process for 2014/15 be noted.

94. STRATEGIC PARTNERSHIP PERFORMANCE – MID YEAR REVIEW

The Cabinet Member for Corporate Management introduced the mid year overview of the progress of the Strategic Partnerships and the priorities for each of the Strategic Partnerships and the key milestones for the year ahead.

Under the Terms of Reference, the Local Service Board had five principal roles which were detailed in the report as were the eight key Strategic Partnerships that worked alongside the LSB.

The Chief Executive explained that the Single Integrated Plan (SIP), which would replace the following existing plans, would be presented to the LSB at its meeting in October prior to being presented to Cabinet before final publication in the New Year:

- Flintshire County Vision – 2009 to 2019
- Making a Positive Difference Plan – 2011 to 2014 (Children & Young People's Partnership)
- Community Safety Strategic Plan – 2011 to 2014
- Good Health, Good Care Strategy – 2011 to 2014 (Health, Social Care and Well-being Partnership)

The Council had been involved in a regional review to rationalise partnerships and were a key player in the North Wales Partnership Review which had previously been reported to Cabinet.

RESOLVED:

That the performance of the Strategic Partnerships be noted and the key priorities and the work programme be endorsed.

95. LEARNING DISABILITY COMMISSIONING PLAN

The Cabinet Member for Social Services introduced the plan for the provision of accommodation and support to people with a learning disability in Flintshire over the next five years.

The vision was that people with a learning disability would have a range of different types of accommodation available to them, and that through individualised support planning, they would be enabled to be as independent as possible with enough support to promote their wellbeing and ensure that they were safe.

RESOLVED:

That the implementation of the Learning Disabilities Commissioning Strategy be supported.

96. ADULTS SAFEGUARDING REGIONAL PROPOSAL

The Cabinet Member for Social Services presented information on the future proposed Regional Safeguarding structures.

Four options had been considered for North Wales, details of which were provided in the report, with option 4, a two tier – North Wales Adult Safeguarding Board, being the preferred option.

RESOLVED:

That the proposed regional model to change the current arrangements for adult safeguarding across North Wales implementing the preferred option, a Two-tiered North Wales Adult Safeguarding Board, be endorsed.

97. POLICY FOR THE PLACEMENT OF HIGHWAY STREET FURNITURE AND OTHER TEMPORARY OBSTRUCTIONS ON THE HIGHWAY

The Director of Environment introduced the policy which defined the type of street furniture which would be approved for use on the Adopted Highway to ensure a co-ordinated and consistent approach throughout the County.

Street furniture could be any item placed on the Adopted Highway for the benefit of the highway user and could include litter bins, seats, flower containers and advertisements.

In addition, the Council received numerous applications each year to place temporary obstructions on the public highway, such as skips, scaffolding and hoardings.

The adoption of a clear policy would ensure that the Council complied with the statutory requirements of both the Highways Act 1980 and the Town and Country Planning (Control of Advertisement) Regulations 1994.

The report had been submitted to Environment Overview and Scrutiny Committee on 9 October 2013. Members were supportive of the policy and recommended two additions which had been included in the draft policy.

RESOLVED:

- (a) That the policy for the placement of street furniture on the Adopted Highway Network be approved;
- (b) That delegated authority be granted to the Director of Environment to determine all requests and actions under the attached policies; and
- (c) That delegated authority be granted to the Director of Environment to produce defined criteria for the placement of temporary obstructions on the highway

98. ENVIRONMENTAL ENFORCEMENT POLICY

The Cabinet Member for Public Protection, Waste & Recycling introduced the Environmental Enforcement Policy – Managing the Local Environment Well, for implementation within Flintshire.

The aim of the policy was to improve Flintshire's local environmental quality by reducing environmental crime across the County. The policy would assist in the achievement of Managing the Environment Well, which was one of the Council's objectives.

The report also sought approval for the adoption of statutory powers to deal with abandoned shopping trolleys under Section 90 and Schedule 4 of the Environmental Protection Act 1990 as amended by the Clean Neighbourhood and Environment Act 2005.

All of the issues in the policy were of great importance in creating and maintaining a clean and safe Flintshire. Prevalent issues would be prioritised collectively with key partners, such as:

- Domestic refuse bags dumped on streets outside of collection times
- Abandoned supermarket trolleys
- Fly posting in town centres
- Irresponsible dog ownership
- Litter in high street areas
- Fly tipping and illegal dumping of waste

All age groups would be approached through the work and corrective action of the policy, however Fixed Penalty Notices would only be issued to persons over the age of 16. Offenders below that age would have details logged and parents/guardians would be contacted to tackle unacceptable actions within the community.

RESOLVED:

- (a) That the policy be approved for implementation in Flintshire; and
- (b) That the Statutory powers to deal with abandoned trolleys under Section 99 and Schedule 4 of the Environmental Protection Act 1990 be adopted.

99. POLICY FOR UNADOPTED ROADS

The Director of Environment introduced the policy for un-adopted roads across the County.

There were a number of roads in the County which were un-adopted with residents unsure of their maintenance responsibilities and the process that should be followed in order to bring the road to an adoptable standard. The lack of a clear policy caused frustration for residents and for the staff dealing with requests from residents for maintenance work to be carried out on those roads. The approach detailed in the policy would provide an effective mechanism for dealing with private streets.

RESOLVED:

That the policy for Private Street adoptions and the interim maintenance arrangements on these un-adopted roads, as set out in paragraphs 3.06 to 3.11 be approved.

100. REVENUE BUDGET MONITORING 2013/14 (MONTH 4)

The Head of Finance provided the most up to date revenue budget monitoring information (Month 4) for the Council Fund and the Housing Revenue Account (HRA) in 2013/14.

The projected year end position on the Council Fund, as estimated at Month 4 was:

- Net in year expenditure forecast to be £1.247m less than the budget (a decrease of £0.818m on the £2.065m reported at Month 3)
- Projected contingency reserve balance at 31 March 2014 of £3.888m

The projected year end position on the HRA, as estimated at Month 4, was:

- Net in year expenditure forecast to overspend the budget by £0.260m (£0.043m overspend reported at Month 3)
- Projected HRA balances at 31 March 2014 of £1.174m

The Month 3 budget monitoring report had indicated that as part of the commitment to strengthen financial management and formal reporting, the presentation of significant variances would be revised to tie in clearly with the table detailed in paragraph 3.01 of the report.

The report provided details on the programme of efficiencies, the financial risk arising from the Council's role with the the former chemical plant (Euticals Ltd), inflation, assumptions and new risks and unearmarked reserves.

The Chief Executive stressed the importance of achieving the planned efficiencies for 2013/14, full details of which were included in appendix 9 to the report. On the former chemical plant, Euticals, a meeting had taken place the previous day with partners on the clearance of the site and talks were ongoing with the Welsh Government (WG) on the request for financial support.

RESOLVED:

- (a) That the report be noted;
- (b) That the projected Council Fund contingency sum as at 31 March 2014 be noted; and
- (c) That the projected final level of balances on the Housing Revenue Account be noted.

101. CAPITAL PROGRAMME 2013/14 (MONTH 4)

The Head of Finance provided information on the Month 4 (end of July) capital programme information for 2013/14 which detailed the cumulative information relating to each programme as shown in appendix A to the report. The format of the report had been updated and this was welcomed by Members.

In recent years there had been issues with the realisation of capital receipts required to fund the capital programme. This had led to a shortfall in funding which impacted on the Council's ability to fulfil its capital obligations. Therefore, in a prudent approach at the County Council meeting on 1 March 2013, it was decided to hold back 20% of the core Council Fund programme pending the realisation of the appropriate level of capital receipts.

Changes during the period, details of which were included in the report, had resulted in a net decrease in the programme total of £1.639m (Council Fund - £1.639m, Housing Revenue Account (HRA) £0.0m).

Actual expenditure at the end of July (Month 4) across the whole of the programme was £6.101m. The breakdown of expenditure was detailed in the report which showed that 13.29% of the budget had been spent across the programme (Council Fund – 12.24%, HRA 16.22%).

The report also showed that there was a projected outturn of £44.129m. On the Council Fund there was a projected underspend against budget of £1.534m and for the HRA a projected underspend of £0.242m. Details of the variances for individual programme areas were listed in appendix B to the report, which included the reasons and the required remedial action where those variances exceeded 10% of the budget.

RESOLVED:

- (a) That the report be noted and approved;
- (b) That the continued holding back of 20% of the core programme be approved; and
- (c) That the rollover adjustments be approved.

102. WELSH GOVERNMENT CONSULTATION ON DISCRETIONARY POWERS FOR LOCAL AUTHORITIES TO INCREASE COUNCIL TAX ON SECOND HOMES

The Cabinet Member for Corporate Management provided information on a Welsh Government Consultation which sought views on the policy and practical considerations of giving Local Authorities a discretionary power regarding the council tax they could apply to second homes.

A definition of a second home could be determined to be all domestic properties which were not someone's main residence, including empty properties. The term did not just apply to holiday homes or homes which were only occupied for part of the year.

RESOLVED:

- (a) That the principals of the proposals be supported and senior officers be authorised to respond appropriately to the consultation; and
- (b) That the recommended responses be approved.

103. TOWN CENTRE REGENERATION

The Cabinet Member for Economic Development provided information on the allocation of funding to streetscape projects in Flintshire town centres as part of the Town Action Plan programme.

Projects had been developed as part of the wider masterplanning process following consultation with local stakeholders, the main three themes being:

- Improving the image and appearance of town centres
- Encouraging investment
- Attracting customers

Details of the proposed allocations were outlined in the report.

RESOLVED:

- (a) That the proposals be approved; and
- (b) That delegated authority be given to the Director of Environment, following consultation with the Cabinet Member for Economic Development, to allocate the residual £146,500 as deemed appropriate within the funding allocated.

104. CLWYD THEATR CYMRU BUSINESS PLAN

The Cabinet Member for Corporate Management presented details of the Business Plan as recommended by the Theatre Board of Governors.

The Chief Executive explained that as part of the governance arrangements, the Board was required to submit its annual business plan to the Council's Cabinet and the Arts Council for Wales for approval and endorsement.

In 2012 the gross income was £5.2m, part of which was £1.052m funded by the Council.

In view of the financial future of the Council, the Chief Executive said a public debate needed to take place to determine if the Council could continue to sustain its financial contributions to the Theatre from 2015 onwards. The issue had already been discussed at a recent Board of Governors meeting.

The Theatre was highly valued and was one of the top clients of the Arts Council for Wales and its value and importance was not underestimated. However, it was not a statutory requirement for the Council to have a theatre and due to the pressures, any non-core programmes would be under pressure.

RESOLVED:

That the Business Plan as recommended by the Theatre Board of Governors be endorsed.

105. DEVELOPING THE FLINTSHIRE HOUSING OFFER THROUGH ESTABLISHMENT OF A HOUSING COMPANY

The Director of Community Services introduced the report which provided details on potential long term strategic aspirations for the Council and its housing service offer. Approval was sought, in principal, subject to full risk analysis and governance advice, to the establishment of a Housing Company "Flintshire Homes and services", that could be instrumental in delivering the vision.

An Overview and Scrutiny Seminar took place on 11 October 2013, to which all Members of the Council had been invited where future proposals and governance arrangements were explored in more detail. Following that meeting, there was a suggested change of wording to the recommendations as printed in the report, which was agreed as detailed below.

The Chief Executive commented on the incorrect article that had appeared in a newspaper the previous week and thanked the editor for the correction. The Cabinet Member for Public Protection, Waste and Recycling suggested that an article be placed in the next issue of Housing News to clarify the position with residents.

RESOLVED:

- (a) That urgent work be commissioned to develop the legal and governance model for the company; and
- (b) That officers report back to Cabinet and the Housing Overview and Scrutiny Committee with detailed proposals for establishing the company.

106. FLINT TOWN CENTRE (HOUSING REGENERATION)

The Director of Community Services outlined the next steps in progressing delivery of the Housing element of the Flint Town Centre master plan, including seeking approval of the following:

- For the use of Compulsory Purchase Order (CPO) powers in necessary
- To develop firm proposals to resolve Clwyd Alyn's interest in 5 maisonettes
- For firm proposals to be developed for approval to progress the new housing development

RESOLVED:

- (a) That the development brief be approved so it can be adopted as supplementary planning guidance;
- (b) That the use of Compulsory Purchase Order (CPO) powers be agreed if necessary;
- (c) That delegated authority be granted to the Cabinet Member for Housing along with the Head of Housing and Head of Assets and Transportation to develop and implement a mutually agreed land transfer at no detriment to the Council to resolve Clwyd Alyn Housing Association's interest in 5 maisonettes; and
- (d) That it be noted that final proposals for developing the c180 new homes in Flint will be brought to a future Cabinet for approval.

107. EXERCISE OF DELEGATED POWERS

An information report on the actions taken under delegated powers was submitted. The actions were as set out below:-

Corporate

Business Rates – Write Offs

Lifelong Learning

Flintshire Futures: Authorisation of expenditure on Contact Centre and extension of corporate phone system to Leisure Centres

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

RESOLVED:

That the press and public be excluded for the remainder of the meeting for the following items by virtue of exempt information under paragraphs 12, 14 and 15 of Part 1 of Schedule 12A of the Local Government Act 1972 (as amended).

109. FACILITIES SERVICES MANAGEMENT REVIEW

The Director of Education provided an update on the implementation of the Association of Public Service Excellence (APSE) report recommendations commissioned in 2011/12 and ongoing work commissioned as part of the Assets work stream of Flintshire Futures.

RESOLVED:

That the proposed changes be approved and delegated authority be granted to the Chief Executive, the Director of Lifelong Learning and Head of Human Resources and Organisational Development in consultation with the Cabinet Portfolio Member, to consider any representations made during the consultation process and agree to implement finalised structures within the budget limits as set out in the report.

110. AGRICULTURAL ESTATE MANAGEMENT

The Director of Environment introduced the report which sought approval for the disposal of parts of the estate

RESOLVED:

That the disposals at the estimated values shown, on terms agreed by the Director of Environment in conjunction with the Head of Legal and Democratic Services, be approved.

111. CORPORATE DEBT – WRITE OFF

The Cabinet Member for Corporate Management introduced the report which sought authorisation to write off a sundry debt relating to accrued farm rent for a tenant farmer who had been declared bankrupt

RESOLVED:

That the write off of £32,000 be approved given that there is no longer any prospect of recovering the unpaid farm rent.

112. 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 12.03pm)

.....
Chairman

FLINTSHIRE COUNTY COUNCIL

REPORT TO: **CABINET**

DATE: **TUESDAY, 19TH NOVEMBER 2013**

REPORT BY: **DIRECTOR OF COMMUNITY SERVICES**

SUBJECT: **CSSIW ANNUAL REVIEW AND EVALUATION OF PERFORMANCE 2012/13**

1.00 PURPOSE OF REPORT

1.01 The Care and Social Services Inspectorate for Wales (CSSIW) have produced their annual report for Flintshire Social Services. The report relates to performance for 2012/2013.

1.02 This report provides an overview of CSSIW's evaluation of social care in Flintshire.

2.00 BACKGROUND

2.01 CSSIW produce an annual report for every local authority in Wales identifying areas of progress and areas for future improvement

2.02 Flintshire's annual report for 2012/2013 is presented in Appendix A.

3.00 CONSIDERATIONS

3.01 In summary the CSSIW report:

- provides a positive reflection of social services in Flintshire
- recognises the improvement journey that has been delivered
- identifies that the Council is well placed to respond to significant challenges.

3.02 In their report CSSIW recognise that the Council is able to evidence a range of positive outcomes which have been delivered through its strategic transformation of services.

3.03 The report identifies many strengths and areas where sound progress has been delivered. Specific strengths in Adult Services include:

- the emphasis on prevention with more people able to lead independent lives
- the success of the reablement service in helping people regain independence
- our recovery approach to supporting people with mental

- health needs
 - the development of extra care with purpose built dementia apartments
- 3.04 Specific strengths in Children Services include:
- a significant range of national indicators remaining amongst the best in Wales
 - an effective response to incoming referrals
 - good performance in fulfilling responsibilities relating to child protection and looked after children
 - good support to young people leaving care and improved access to accommodation
- 3.05 The identification of these strengths reflects the strategic and operational investment that has taken place in developing a service model that aims to reduce dependency and support more people to live independent lives. The report identifies that this is underpinned by strong leadership and clear vision.
- 3.06 Within the context of the current economic climate, welfare changes and demographic pressures the report describes the Council as being 'forward looking and innovative' and 'increasingly realistic about how to prepare for new demands and shifting public expectations'.
- 3.07 The report identifies that we have a credible financial plan but recognises the challenge in ensuring that the pace of savings that have been delivered to date are sustainable.
- 3.08 To help ensure that our medium term financial plan is sustainable we have established a programme board to modernise social care with an ambition to deliver a lean, efficient and effective programme of services that are cost effective and well placed to respond to pressures. This work forms and integral part of the wider organisational approach to delivering value for money and achieving financial efficiencies.
- 3.09 The CSSIW evaluation provides a balanced assessment and identifies areas for improvement as well as strengths and good practice.
- 3.10 Positively the areas for improvement that are identified within the report are areas we are aware of and have arrangements in place to address. For example adult safeguarding is an area identified for further improvement and we have already instigated action. Our progress has been assessed by internal audit and an associated report has been presented to Social and Health Care Overview and Scrutiny Committee (24th October 2013).
- 3.11 As part of their evaluation CSSIW have identified three potential risks for the authority. The risks relate to:

- the sustainability of our medium term financial plan (see 3.08)
- securing robust outcomes in adult safeguarding (see 3.10)
- our ability to influence locality focused strategic planning with Besti Cadwaladar University Health Board (BCUHB).

3.12 Our assessment is that we have appropriate control measures in place to manage and mitigate the risks identified by CSSIW and no additional action is required.

4.00 RECOMMENDATIONS

4.01 Cabinet are asked to consider and endorse CSSIW's evaluation of performance.

5.00 FINANCIAL IMPLICATIONS

5.01 Not applicable. Management actions and controls to respond to areas for improvement and risks are in place and no additional financial resources are required.

6.00 ANTI POVERTY IMPACT

6.00 None arising from this report.

7.00 ENVIRONMENTAL IMPACT

7.00 None arising from this report.

8.00 EQUALITIES IMPACT

8.01 None arising from this report.

9.00 PERSONNEL IMPLICATIONS

9.01 None arising from this report.

10.00 CONSULTATION REQUIRED

10.01 None arising from this report.

11.00 CONSULTATION UNDERTAKEN

11.01 None arising from this report.

12.00 APPENDICES

12.01 Appendix A – CSSIW Annual review and Evaluation of Performance 2012/2013

LOCAL GOVERNMENT (ACCESS TO INFORMATION ACT) 1985
BACKGROUND DOCUMENTS

None

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Annual Review and Evaluation of Performance 2012/2013

Council Name: Flintshire County Council

This report sets out the key areas of progress for the year 2012/13 in Flintshire Social Services Department and areas for future improvement

Summary

The council benefits from strong leadership and clear vision. Overall it has continued to make progress in a number of key areas. It is able to evidence a range of positive outcomes which have been delivered through its strategic transformation of services. It has signalled its intention to put people in control of the services they receive and to support more people to live independent lives. It is seeking to reduce dependency on its services by strengthening support in communities and the use of new technology.

The council is forward looking and is innovative. This has been recognised in the number of awards it has been given.

Adult services

The result of the council's emphasis on prevention has meant fewer people are now supported in residential care and more are able to lead independent lives. Its reablement service has been particularly successful in helping people regain independence with the majority of users not requiring ongoing services.

Adult safeguarding has been identified as an area which should be strengthened and the council has taken action to improve the management of risk.

There are ongoing issues in improving community health services with the council reporting that the complex decision making processes within the Betsi Cadwaladr University Health Board (BCUHB) have previously not always lent themselves to joint working for shared outcomes.

Children's services

Performance against a significant range of national indicators remains amongst the best in Wales. The council provides an effective response to incoming referrals and performs well in fulfilling its responsibilities in relation to child protection and looked after children. It should consider the potential to improve placement stability.

The council has developed a range of preventative services and provides good support to young people leaving care and access to accommodation has improved.

The council's annual performance report has been restructured to reflect the key components of the Social Services and Well-being (Wales) Bill and will better lend itself to public scrutiny against the key areas of leadership, commissioning, improvement, voice for citizens, safeguarding and integrating services.

The report recognises that the current economic climate, welfare changes and demographic pressures present significant challenges for the future and is increasingly realistic about how to prepare for new demands and shifting public expectations.

CSSIW has identified the following potential risks:

- Sustainability of medium term financial planning.
- Continuing ability to influence locality focused strategic planning with the BCUHB.
- Securing sufficiently robust outcomes in adult safeguarding.

Response to last year's areas of development

There has been a mixed response to the key areas for development identified by CSSIW. The council recognises this and has appropriately prioritised those areas where sufficient progress has not yet been assured.

With regard to last year's specific priorities:

- The council contracts with a range of third sector organisations to support carers to a value of £435k per year – this includes specifically commissioning North East Wales Carers Information Service (NEWCIS) to undertake some carers assessments on their behalf. In addition, there has been an increase in the number of young carers known to the council, together with more being provided with support.
- More short break overnight provision for children and young people with disabilities has been secured. The new contract with Action for Children provides additional capacity and greater flexibility. Following refurbishment, a

short break unit at Arosfa has now reopened with capacity having increased from 220 nights per year to 350.

- The council is continuing to invest resources in improving adult safeguarding – the site visit revealed that, although some progress had been made, more needs to be done to secure consistently robust outcomes.
- Good progress has been made ensuring statutory visits and reviews for looked after children meet requirements.
- There has been significant progress in the timeliness of major and minor adaptations.

Good practice identified

CSSIW has identified the following areas of good practice:

- The development of a second extra care scheme that incorporates 15 purpose built dementia apartments – the first in Wales.
- Social Care Accolade finalist in the Citizens Controlling Services category for citizen directed support work.
- Social Care Accolade winner in the Better Outcomes through Working Together category for its recovery approach in providing better support for people with mental health needs.
- The allocation of up to 10 units from Flintshire housing stock each year for care leavers.
- The council was runner up in the UK Grandparents Association National Awards 2013 for its Kinship and Family Group Meeting services.
- Contract monitoring team input into adult safeguarding processes – specifically around alerting, risk assessment and taking responsibility for actions to secure positive outcomes for vulnerable people.

Visits and inspections undertaken during the year

CSSIW completed a programme of inspections of regulated services operating in the Flintshire area and held routine engagement meetings with senior council officers.

A site visit was conducted in January 2013 to look at the use of risk assessment in adult safeguarding processes.

There has been significant attendance at a range of safeguarding meetings in both adult and children's services.

Areas for follow up by CSSIW next year

A number of specific areas for improvement have been identified in the body of this report. The council's progress in relation to these will be discussed with the council during regular engagement meetings in the coming year. This includes:

- The impact of resource investment in strengthening adult safeguarding.
- Application of Deprivation of Liberty Safeguards.
- Work in identifying and supporting adult carers.
- Joint working arrangements with Betsi Cadwaladr University Health Board.

In addition, CSSIW will be undertaking a national thematic inspection of looked after children and a national thematic review of commissioning of social care for older people.

PERFORMANCE

Shaping services:

Adults

The council continues to make progress in reshaping adult services within a strategic transformation programme that aims to secure a balance between preventative approaches and supporting those who are already vulnerable. There is a clear sense that it understands the needs in the area and is more effectively planning to meet future demand.

This is evidenced by increasing numbers of people able to maintain their independence, with fewer requiring ongoing services, complimented by increasing investment in a range of services, such as specialised extra care developments which provide additional support when required.

The council recognises that citizens are central to this process, and is embedding greater control for local people in strategic decision making processes - this is increasingly generating commitment and ownership of future service development that needs to better meet changing public expectations and adapt to demographic pressures.

Better commissioning is a priority, and is increasingly being developed for the long-term - strategies for learning disability and mental health services have recently been developed that anticipate needs and demand for the next five years and beyond. The plan for older people is to follow.

The council recognises the need to develop services across boundaries which maximise the potential of regional capacity, the valuable contribution of partner agencies and the crucial roles of the independent and voluntary sectors - the latter particularly in supporting preventative work.

BCUHB has recently responded to a report by Healthcare Inspectorate Wales (HIW) and the Wales Audit Office (WAO) by developing an action plan that aims to improve governance, leadership and management arrangements - this will require

sustained input by the council in order to ensure that local priorities have the appropriate attention.

Children

The council is continuing to invest in services for children and young people. It aims to embed a comprehensive early intervention model that underpins a commitment to prevention, with less emphasis upon acute crisis intervention.

This is demonstrated by the recent implementation of the Integrated Family Support Service that seeks to work with families in an earlier and more co-ordinated way to achieve stability and better long-term outcomes. The council has built upon lessons learned from pilot work elsewhere and believes that it is in a strong position to rapidly develop a successful local approach.

The Families First programme represents a key component of the council's response to the Welsh Government child poverty strategy, and is designed to improve outcomes for children, young people and their families. It works alongside initiatives such as the Integrated Family Support Service, with particular emphasis upon working with the whole family and targeting those living in poverty.

Areas of progress

- Investment in improving commissioning in adult services.
- Reablement becoming embedded in practice.
- Early intervention approach in children's services.

Areas for improvement

- The ability to influence locality focused strategic planning with the BCUHB.

Getting help:

Adults

The council has good arrangements in place to enable people to be well informed in making choices about health and wellbeing initiatives and services.

There is a comprehensive range of increasingly electronic information that is website based and easily updatable, supported by printed leaflets in a number of key locations. In both formats, the information is accessible, easy to read and provides clear guidance about services that can be provided, although there is some recognition that this needs to be improved for people with a learning disability.

The council has continued to develop and expand contact methods and facilities in order to provide a range of options for the public to better access advice and support. The Flintshire Connects initiative is now operational at Holywell, with further hubs scheduled to open at Connah's Quay, Buckley and Flint.

Response to referrals is good, and this is reflected in key areas of activity, such as working in partnership with health colleagues in supporting appropriate and timely hospital discharges, with rates amongst the best in Wales.

There has been a shift to considering reablement as an option for all people through the establishment of Reablement and First Contact duty teams - this is an important step in embedding a culture that promotes and supports independence at an early stage.

Fewer older people required long-term support in care homes over the course of the year, and this was confirmed when reported against the census date of 31 March 2013 which measures numbers on that day compared to the same date the previous year.

This is mirrored by younger adults with a physical or sensory disability and also by those with a learning disability, although the latter experienced a small increase in numbers requiring residential care.

The number of younger adults supported in the community with mental health needs fell, with fewer requiring residential care. This has been achieved within the context of the council continuing to embed its recovery approach - the emphasis being upon enabling people to direct their own rehabilitation with less dependence upon long-term support.

Although an increasing number of older people were supported in the community, as reported at the census date, fewer were supported over the course of the year - the council explained that this is an expected outcome from increased preventative work, reduced waiting lists and more accurate data recording.

More service users had their care plans reviewed, and performance is moving in the right direction of travel, with over 90% having met this standard. However, effective care management is underpinned by timely reviews for all, in order to ensure that need continues to be appropriately met and the quality of individual service is regularly monitored and tested.

The council has contracted the North East Wales Carers Information Service (NEWCIS) to support its aim of identifying and supporting more adult carers. It is currently working to ensure that data capture is improved in order to ensure that outcomes can be effectively reviewed. The fall in the number of carers known to the council is likely to be a short-term data anomaly, although it still compares relatively well against most others in North Wales.

Children

The council has good systems in place to inform children, young people and their families of services, options and choices that are available in a range of accessible formats.

Multi-agency work is increasingly effective in ensuring that preventative work is better co-ordinated and focused upon delivering better outcomes at an early stage of contact.

Reported referral numbers remain comparatively low and have fallen further during the past year - from 821 to 709. However, when all contacts to the children's services are considered, this figure increases to 7,784 - up from 5,751 the previous year. Timeliness of decision making is very good and the council has responded well to this improvement priority from last year.

Proportionally more referrals are now allocated for assessment and this suggests that screening processes are becoming more effective - this is further supported by evidence of fewer re-referrals being received. There are more looked after children, together with a significant increase in the number of children in need.

Timeliness in undertaking both initial and core assessments is very good and has improved further over the past year, with systems for escalating and de-escalating work being effective.

The council has rightly prioritised timely reviews for all children and young people receiving services and there is increasing evidence that this is being given the attention it requires as more were conducted within schedule, although this needs to be more consistently achieved for children in need in particular.

It has also signalled its intention to identify more young carers - the past year having seen the number increased, with a high proportion being provided with a service. It has responded to the Young Carers Forum and has now commissioned the Barnardo's Young Carers project to undertake assessments on its behalf.

The council has invested in the creation of a specialist transition team that is better positioned to support young people with a disability between the ages of 16 to 25 by having an integrated approach to meeting need at this crucial stage of their lives.

Areas of progress

- Fewer older people supported in residential care.
- Increasingly strong reablement focus.
- Services for young carers.

- The creation of the specialist transition team.

Areas for improvement

- All adult service users having a timely review.
- Adult carer data capture.
- Timely reviews for children in need.

Services provided:

Adults

The council is committed to supporting people to maintain their independence as much as possible and continues to develop new models of care as part of its transformation strategy.

A growing range of resource availability and choice is evidenced by the recent development of a second extra care scheme – Llys Jasmine – with the addition of 15 purpose built dementia apartments within the 61 apartment complex. This is the first of its type in Wales, and will provide more independent living options for older people with care and support needs. Two further extra care developments are planned by 2016.

There is increasing emphasis upon personal choice and control offered by the active promotion of direct payments and citizen directed support. This forms a key part of the council's transformation strategy and numbers are growing significantly, with almost 200 adults now able to decide the best way they wish to manage their independence. Significantly, the number of older people accessing direct payments has almost doubled over the past year. The council was a Social Care Accolade finalist in the Citizens Controlling Services category for citizen directed support work

The council is driving greater use of new technology and is expanding telecare use as part of its reablement strategy, with increasingly sophisticated equipment that can better monitor changes in need through sensors and detectors. This is evidenced by a reported 44% increase in people supported in their own homes by telecare systems during the past year.

The learning disability commissioning strategy has recently been developed and has a clear focus upon independence with "just enough support" to promote wellbeing and ensure safety. There is recognition that planning needs to be better and the range of support options needs to increase – particularly those that promote a choice of short breaks and accommodation options that are independence outcome focused. Of those people with a learning disability known to the council, relatively few live in a care home when compared to other areas in North Wales.

The mental health commissioning strategy is being finalised and is focused upon the promotion of independence and the recovery approach. It acknowledges the impact of the current economic climate, welfare changes and the potential for increased poverty. With an increasing emphasis upon better working with key partners and the voluntary sector, the council is looking to bolster its preventative and early intervention approach wherever possible and this is partially evidenced by the lowest care home placement rate in North Wales.

More people are using the recovery approach to achieve positive outcomes. For example, 12 were supported over the past year to secure employment through Next Steps – up from five the previous year. This is an important programme that enables access to education, training, voluntary work and employment. Feedback from service users provides assurance that the recovery emphasis is well understood and valued.

The council has recently won an award at the Social Care Accolades in the Better Outcomes through Working Together category for its recovery approach in providing better support for people with mental health needs.

There is a strong quality assurance drive within the council's approach to contract monitoring and this is actively used to improve standards and tackle poor practice in commissioned services. It is a significant component within the safeguarding process, frequently alerting concerns and well as a playing a key role in monitoring residual risks.

Children

The council works well with partner agencies and there are long standing arrangements that plan services within a joint strategic needs analysis framework, primarily within the context of the current children and young people's partnership plan.

The children's services forum meets quarterly and is a key driver for service improvements for looked after children and care leavers. It is attended by the chief executive, senior council officers, elected members and two young people from the Speaking Out for Children in Care group and the Care Leavers Support network.

The volunteer mentor project has consolidated progress over the past year with over 50% of volunteers having been involved for over 12 months – this ensures some consistency and growth of experience. The emphasis is upon supporting looked after children, children in need and care leavers to develop personal, social and independent living skills.

The fostering service has been subject to an internal review over the past year and is currently considering a number of options for further development. The pool of

in-house foster carers has increased and now stands at 100 approved carers. A foster carer secure website has been developed and this enables better communication, with a facility to book training and events, with a chat forum to follow.

The council was runner up in the UK Grandparents Association National Awards 2013 for its Kinship and Family Group Meeting Services. This is a significant achievement as it represents recognition of its value not just within Wales, but in the UK as a whole.

The proportion of looked after children who experienced three or more placements has increased over the past year and the council needs to prioritise improvement in order to reduce the impact this can have.

The council is committed to ensuring that care leavers have access to suitable accommodation, with all achieving this over the past year. In addition, executive agreement has recently been secured for the allocation of up to 10 units from Flintshire housing stock each year specifically for this purpose.

Areas of progress

- The development of a second extra care scheme that incorporates 15 purpose built dementia apartments.
- Social Care Accolade finalist in the Citizens Controlling Services category for citizen directed support work.
- Social Care Accolade winner in the Better Outcomes through Working Together category for its recovery approach in providing better support for people with mental health needs.
- Increasing use and application of technology in supporting independence in adult services.
- The volunteer mentoring project.
- The council was runner up in the UK Grandparents Association National Awards 2013 for its Kinship and Family Group Meeting Services.
- Accommodation for care leavers.

Areas for improvement

- Stability of placements for looked after children.

Effect on people's lives:

Adults

There is increasing output evidence that the council's strategic shift towards the promotion of prevention, short-term intervention and supporting independence is securing targeted outcomes – this most demonstrated by fewer people requiring

residential care and more people being supported to live independently in their own homes.

More people are accessing reablement services with the council reporting that 62% did not require any further home care support compared to 54% the previous year – this despite an increase in numbers, up from 605 to 759 over the same period. Feedback from service users has been positive and provides anecdotal evidence that this approach is making a positive difference to people's lives.

More equipment is being issued and adaptations arranged, both of which are significant factors in supporting people in their own homes for as long as possible.

Response is increasingly co-ordinated on an integrated basis within a locality model of service delivery. The council is committed to moving towards a co-located team approach with health colleagues, whereby social workers, occupational therapists and community nursing staff work together in three geographical areas that are co-terminus with health boundaries.

The council has signalled its intention to develop more robust adult safeguarding practice and has recently remodelled its approach with the appointment of additional staff. Safeguarding referrals have increased significantly in recent years.

A site visit was conducted in early 2013 to primarily assess risk assessment practice and its impact, but also looked at some general safeguarding practice.

The initial response was found to be inconsistent with delays in convening some strategy meetings. Furthermore, case file analysis established a clear need for a more robust establishment of respective agency responsibilities and accountabilities - particularly with regard to clarifying investigative leads, respective roles, action timescales, tracking and review arrangements. Response to more complex scenarios needs to be better targeted, aligned and actively monitored.

Inspectors found that risk was generally a considered component of safeguarding practice although it was not always specifically recorded consistently, nor formally reviewed at the conclusion of any intervention. In particular, recordings of strategy meetings and case conferences did not always clearly detail risks, how these could potentially be minimised or eliminated, by whom, by when, and how the success of intervention would be measured. This sometimes made it difficult to determine the impact of safeguarding activity and has been prioritised by the council as an area that needs to be strengthened.

The council recognises that safeguarding investigations can only be concluded when safe outcomes are sufficiently established, recorded and reported. Although this was generally the case, inspectors found evidence that this was not

consistently demonstrated and senior managers need to be assured that this is routinely monitored and managed.

The contracts team is a particularly effective component in identifying, alerting, monitoring and reviewing safeguarding risks in care settings, but more needs to be done to strengthen the care management role in safeguarding matters.

The council has recently produced an action plan that is intended to strengthen safeguarding arrangements - commendably, it has adopted an open and transparent approach for improvement that will be validated by use of expert independent critical friends.

Deprivation of Liberty Safeguards have an increasing profile, but overall activity remains low. Although there has been an increase in applications and standard authorisations, the latter number remains lower than may be expected at just six – despite being the highest in North Wales. The council, as a supervisory body, has, however, invested resources in this important area and is now better positioned to ensure that vulnerable people are supported to maximise their decision making capacity before resorting to restriction or restraint with appropriate best interest safeguards.

The low level of activity generally across North Wales will be a focus for more attention next year.

Children

The council is committed to continuing to develop an effective child protection system that recognises that early help is better for children and young people. Using an increasingly child centred approach, it is demonstrably more responsive and flexible in adapting to individual need in frequently complex situations.

There are fewer children and young people on the child protection register, the number having fallen to 58, compared to 95 at the same point in the previous year, although sibling group size is likely to be a factor in this instance and numbers have since increased significantly. There has been sustained improvement in the timeliness of initial conferences, core group meetings and child protection reviews.

Reviews for looked after children are now more robustly managed and the council has responded well in prioritising improvements in this key function.

Maintaining good health is central to the needs of looked after children, primarily because of the nature of their vulnerability and its profound impact. The council has a key role to play in ensuring that partnership arrangements work well and that health needs are met in a co-ordinated and timely way. However, this is a shared responsibility with BCUHB and more needs to be done to improve performance in this important area as only 47% of looked after children had a health assessment

within timescales, with just 53% having had a dental check during the year – these represent some of the lowest proportions in Wales.

The Access to Action (A2A) card has been implemented in four secondary schools and will be rolled out to all others during the course of year.

There are signs that overall educational attainment is improving, but there is still some way to go with performance remaining amongst the lowest in Wales for 16 year old looked after children. The council needs to prioritise improvement in this area and provide the sustained attention required in order to ensure life chances for young people are maximised and performance is amongst the best in Wales.

Outcomes for young adults aged 19 who were formerly looked after are good, with nine of the identified 11 known to be engaged in education, training or employment – this represents effective work by the council

Areas of progress

- Increase in numbers of people accessing reablement services.
- Equipment issue and adaptations that support independence.
- Contracts monitoring role in adult safeguarding.
- Use of critical friends to test effectiveness of adult safeguarding.
- Reviewing the needs of looked after children.
- A2A rollout.
- Improving outcomes for care leavers.

Areas for improvement

- Securing consistently robust outcomes in adult safeguarding.
- Stronger care management role in adult safeguarding.
- Health assessments for looked after children.
- Dental checks for looked after children.
- Educational attainment for looked after children at age 16.

CAPACITY

Delivering Social Services:

The council continues to make solid progress in transforming service delivery that secures greater independence and choice for local people. It has adopted the philosophy of operating as a social business that is sustainable and secures measurable impact in improving service.

This is demonstrated by investment in smarter commissioning that will equip key staff with the modern skills necessary to secure high quality services and deliver improved financial management. Opportunities for collaboration are being

increasingly sought in order to improve productivity, service quality and collective buying power, most notably with a strong commitment to the development of the Regional Commissioning Hub.

Care provided to people in their own home is central to maintaining their independence and reducing the need for residential care. Clearly, the council is focusing upon those most in need as more staff hours are now invested in delivering more direct care to slightly fewer people over the past year.

A credible financial plan underpins ambitions to deliver a lean, efficient and effective programme of services that reduces dependency and need for ongoing support. Within the context of its medium term strategy, social services exceeded last year's savings target of £1m - this was largely achieved by improved commissioning and the promotion of more creative and flexible responses to meeting need and projected demand. This is further supported by a commitment to maximise the potential of technology to support a programme of continuous improvement.

The council is committed to developing a strong and professional workforce – it understands that this is fundamental to delivering better quality services. It is more assertively promoting its consolidation training programme for newly qualified social workers that provides credits towards the Graduate Certificate in Consolidation of Social Work Practice – the first council in Wales to support this.

Last year's report commented upon the high level of workforce absence and this was a priority for sustained attention. This has been subject to scrutiny committee attention and the council accepts that more needs to be done – there is some recent evidence that this may now be beginning to improve, but this will need to be closely monitored.

Performance management is increasingly becoming a mainstream function within the organisation and there is increasing confidence in information and its meaningful use in monitoring progress in improvement. It has invested resources in data cleansing in order to make it more accurate, and this will leave it better positioned to make informed decisions about the impact of its strategic goals.

Complaints within adult services have fallen significantly during the past year, down from 89 to 51 - the council explained that this is primarily due to a restructuring of some provider services. Four progressed to Stage two, compared to 10 the previous year. The council reports that 86% of complaints were responded to within prescribed timescales – those not within time were due to key staff not being available and agreement was obtained with complainants to delay the process.

There were 140 compliments received during the year.

Children's services received 57 complaints during the year, five of which progressed to Stage two. The council reports that 80% were responded to within prescribed timescales – as with adult services, those not within time were due to key staff not being available and agreement was obtained with complainants to delay the process.

There were 67 compliments received during the year.

Areas of progress

- Regional commitment to partnership working.
- Increasingly effective approach to performance management.
- Consolidation programme for newly qualified social workers.

Areas for improvement

- Absence management outcomes remain an outstanding area for improvement from the previous year.

Providing direction:

There is strong political and corporate support for key social services objectives and this is reflected in continued investment in the transformation programme. A new cabinet member has overseen social services since May 2012.

Leadership is strong and there is a clear sense of direction and purpose. The new head of adult services has brought fresh impetus and the pace of positive change is accelerating with the reablement approach becoming embedded in practice.

A social business culture is being cultivated that underpins all work activity and will greatly assist the council in achieving sustainable, flexible and adaptable ways of working that will be better positioned to meet the undoubted challenges ahead.

Senior managers communicate well in sharing their vision with the workforce and securing its commitment. In addition, the council is keen to recognise good practice and this is reflected within its annual Flintshire Excellence Awards that has celebrated successful work over the past year in areas such as reablement, care leaver participation and mental health service user involvement in training.

There is increasing representation and influence on a regional basis that is helping to ensure social care priorities are better aligned, goals are outcome based and accountability more clearly defined. This is evidenced by leadership on a regional level in initiatives such as the recently reconvened North Wales regional telecare programme board, where the council both leads and chairs the board.

Political scrutiny is increasingly targeted and proportionate with appropriate informed challenge being progressively more demonstrable in publically accessible reports.

Areas of progress

- Increasing regional influence and leadership.
- New head of adult services is providing strong direction and fresh impetus with transformation agenda and in securing more robust adult safeguarding services.

FLINTSHIRE COUNTY COUNCIL

REPORT TO: **CABINET**

DATE: **TUESDAY, 19 NOVEMBER 2013**

REPORT BY: **HEAD OF FINANCE**

SUBJECT: **PROVISIONAL LOCAL GOVERNMENT SETTLEMENT
AND THE IMPLICATIONS FOR THE 2014/15 BUDGET**

1.00 PURPOSE OF REPORT

- 1.01 To provide Cabinet with details of the Provisional Welsh Local Government Settlement 2014/15 and invite a response to be agreed by Cabinet for submission to Welsh Government.
- 1.02 To provide Cabinet with an update on the latest position on the Council Fund Revenue Budget 2014/15.

2.00 BACKGROUND

- 2.01 The Provisional Local Government Settlement for 2014/15 was announced by Welsh Government on 16th October 2013. The consultation period on the provisional settlement is open until 20th November 2013.
- 2.02 At this stage the figures are provisional only with the final settlement expected to be received on 11th December 2013.
- 2.03 An update of the latest Medium Term Financial Plan (MTFP) 2014/15 – 2018/19 as at 30th September was reported to Cabinet on 15th October 2013.

3.00 CONSIDERATIONS

LOCAL GOVERNMENT PROVISIONAL SETTLEMENT 2014/15

Aggregate External Finance (AEF)

- 3.01 The provisional settlement details reported that the Council's allocation of Aggregate External Finance (AEF) (made up of Revenue Support Grant and National Non Domestic Rates) has decreased by 3.6% for 2013/14. Across Wales there is an overall decrease of 3.5%

- 3.02 However, this does not take into account any adjustment for the treatment of Council Tax Reduction Scheme (CTRS) of £22m across Wales which has come into the settlement or the additional £4m included across Wales for the third year of the Highways Borrowing initiative. After taking these into account the actual year on year reduction in AEF for Flintshire is 4.1%.
- 3.03 Flintshire's allocation of AEF is £192.873m and this equates to £1,254 per capita, ranking Flintshire 19th out of the 22 authorities in Wales. This is in line with Flintshire's ranking in previous years.
- 3.04 The Settlement also provided indicative figures for 2015/16 which show an average further decrease across Wales of 1.55%. However, these figures will be subject to change as a result of the potential further UK budget revisions. Whilst helpful, they can only be taken as a guide to future year's planning as policy decisions are debated and agreed at UK level and by the Welsh Government.

Damping Mechanism (Floors)

- 3.05 To mitigate the year on year impact on some local authority's a damping mechanism has been applied. The damping threshold means that no authority will experience a reduction of more than 4.75% on their 2013/14 allocations, when adjusted for transfers. The Council's who are supported through the floor are Powys, Denbighshire and Ceredigion.

Standard Spending Assessment (SSA)

- 3.06 Flintshire's SSA has decreased by 1.8% over 2013/14 to £254.357m, which equates to a reduction of £4.778m. The average reduction in SSA across Wales is 1.4%.

Transfers into the Settlement

- 3.07 The Settlement advised of the following four transfers into the Settlement from other funding sources:-

First Steps Improvement Package

An amount of £3.2m has been transferred in across Wales in response to additional costs incurred in relation to the implementation of the First Steps Improvement Package, in particular the £50 cap on weekly charges for non-residential social services. Flintshire has previously dealt with this service pressure in earlier budget rounds so there is no requirement to 'passport' this element to the service area.

Administration Subsidy (Council Tax Reduction Scheme)

An amount of £5.2m has been transferred in across Wales based on the 12 month average of the latest Department for Works and Pensions (DWP) council tax benefit caseload data. The funding is currently provided directly by DWP and will transfer to the Welsh Government for 2014/15. The estimated impact for Flintshire is £0.092m and this amount will be transferred to the Benefits Service to fund the shortfall.

Private Finance Initiative

An amount of £30.9m has been transferred in across Wales based on existing PFI scheme contract commitments. As Flintshire has no such contracts there is no impact for the Council.

Public Facilities Grant

There is a minor transfer in of £0.2m across Wales for Public Facilities Grant which has no direct impact for Flintshire.

Council Tax Reduction Scheme (CTRS)

- 3.08 Funding has been included in the Settlement to continue to maintain council tax support at up to 100% depending on eligibility in 2014/15. For 2014/15, £244m has been included in the RSG for CTRS. In 2013/14, £222m was included in RSG and £22m provided by specific grant. Therefore, whilst the level of benefit to individuals can be up to 100% the funding for the scheme has not increased year on year to take account of changing caseload or increases in council tax in either year.

Highways Improvement – Local Government Borrowing Initiative

- 3.09 Also identified in the Settlement is an additional £4m across Wales to support the Local Government Borrowing Initiative for Highways Improvement, which for Flintshire equates to £0.192m. This will be the third and final year of this initiative and will support the borrowing costs of £2.7m of capital expenditure.

Protection for Schools and Social Care

- 3.10 The settlement includes protection for education funding equivalent to 1% above the uplift for the Welsh Government's revenue funding allocation from the UK Government which equates to 0.9%. It has been clarified since the settlement was announced that this uplift can include the pupil deprivation grant. By way of a monitoring mechanism, all councils have been required to complete a standard proforma in previous years and there will be a similar requirement for 2014/15 with a revision to the monitoring form being developed to incorporate the potential inclusion of the grant.

There was no equivalent protection identified in the Settlement for social care for 2014/15.

Specific Grants – Revenue

- 3.11 As in the past, the Settlement only provides limited details on the amounts to be received in respect of specific grants. However, it is envisaged that the majority of grants will continue to be received, although this will need to be closely monitored in terms of both availability and the amounts provided.

Unhypothecated Grants

- 3.12 The value of the Outcome Agreement Grant at the all Wales level has remained at £31.1m. Flintshire's allocation, subject to meeting performance criteria is £1.458m, a reduction of £0.009m on 2013/14.

Capital Settlement

- 3.13 For Flintshire, overall general capital funding has increased by £0.047m to £6.913m. This relates to an increase of £0.035m for Unhypothecated Supported Borrowing (to £4.298m) and an increase of £0.012m in General Capital Grant (to £2.615m).
- 3.14 In addition to general capital funding, there will be specific capital grants. No details are available for Flintshire at this stage.

Consultation Period

- 3.15 The formal consultation period runs from 16th October until 20th November 2013 and it is recommended that Cabinet members discuss and agree a formal response at the meeting for submission to Welsh Government.

Impact on the Budget Position 2014/15

- 3.16 Although the Settlement is broadly in line with the assumptions contained within the MTFP as at 30th September there are some direct impacts.

The amount of AEF has increased by £0.418m compared with the MTFP and there is also an improved position on Council Tax Reduction Scheme of £0.348m due to the funding included to maintain full entitlements. However, this is offset by the need to budget for the Administration Subsidy transferred into the Settlement of £0.092m and the final year of the Highways Improvement Initiative of £0.192m.

The overall impact for 2014/15 is that the projected budget gap reduces from £16.5m to £16.1m.

- 3.17 As part of the budget strategy for 2014/15 further review has taken place in relation to identified new pressures, including previous year items and it is anticipated that this will contribute some £0.600m which will reduce the budget gap to £15.5m.
- 3.18 The second revision of the Medium Term Financial Plan 2014/15 to 2018/19 set out an outline of the Organisational Change and Re-Design Plan to further modernise the organisation and secure major efficiencies in costs and overheads through the four Strategic Change Programmes of:
- i) Corporate Efficiency
 - ii) Functional Efficiency
 - iii) Organisational Design – Structure and Operating Model
 - iv) Organisational Design – Workforce

The Plan also included details of financial quantum targets for the five year strategy period and in detail for the first two financial years, 2014/15 and 2015/16.

- 3.19 The overall strategy for 2014/15 is to seek to maximise internal cost reductions as much as possible, in order to enable time for more detailed and thoughtful consideration to be given to longer term planning and service choices from 2015/16 onwards.
- 3.20 The organisational plan falls broadly into two areas. Firstly, identifying areas for Value for Money review through Corporate (greater reduction of procurement spend, internal systems and practice etc) and Functional Efficiencies. Secondly, through sensitive and carefully planned workforce changes and review of the operating model. Current planning assumptions are that the £15.5m budget gap will be met broadly from value for money and workforce in equal parts, accepting that workforce changes are likely to take longer to implement and are only likely to be effective for a part year in 2014/15.
- 3.21 November is a critical month in developing detailed proposals for full engagement with members through December. Inevitably, a strategy for dealing with such a substantial budget gap provides a significant and high risk challenge for the council. However, our aim continues to be to maximise savings, efficiencies and acceptable service reforms with a view to protecting services. Full details of the detailed budget proposals will be available in January 2014 leading to the budget debate in mid February.

4.00 RECOMMENDATIONS

4.01 Members are requested to:

- 1) Note the details of the Provisional Settlement.

- 2) Note the impact on budget 2014/15, current position and plans for Member engagement
- 3) Consider the formal response to WG on provisional settlement to be submitted by 20th November 2013.

5.00 FINANCIAL IMPLICATIONS

5.01 As detailed in the report.

6.00 ANTI POVERTY IMPACT

6.01 None.

7.00 ENVIRONMENTAL IMPACT

7.01 None.

8.00 EQUALITIES IMPACT

8.01 None.

9.00 PERSONNEL IMPLICATIONS

9.01 None.

10.00 CONSULTATION REQUIRED

10.01 None.

11.00 CONSULTATION UNDERTAKEN

11.01 None.

12.00 APPENDICES

12.01 None.

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

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FLINTSHIRE COUNTY COUNCIL

REPORT TO: **CABINET**

DATE: **TUESDAY, 19 NOVEMBER 2013**

REPORT BY: **HEAD OF LEGAL AND DEMOCRATIC SERVICES**

SUBJECT: **COMMUNITY REVIEW**

1.00 PURPOSE OF REPORT

1.01 To agree the Council's community review proposals for the purposes of consultation.

2.00 BACKGROUND

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

2.02 The County Council has not completed a community review of all electoral areas since coming into being. There have only been limited reviews affecting a small number of Town & Community Councils. In 2000 minor amendments were made in Bagillt and Gwernaffield. In 2008 minor amendments were made in Cilcain and Higher Kinnerton.

2.03 At its meeting on the 28 February 2013 the County Forum received a report on the proposed community review. The report explained the background and that it was intended to commence the review in the near future pursuant to the provisions in the Local Government Act 1972. The report explained the importance of Town & Community Councils being fully involved at each stage of the process. On the 12 March 2013 all Town & Community Councils were written to seeking their views on the draft guiding principles for the review.

2.04 Following reports to County Council on the 16 April 2013 and to the Cabinet on the 23 April 2013 the guiding principles of the review were agreed, together with the consultation process for the first formal stage of the review and that the review be commenced.

2.05 The first formal stage of the community review was to seek and obtain proposals from Town & Community Councils and other interested

parties. The Clerks of all Town & Community Councils were written to on the 3 May 2013 with a form for submission of any proposals. Similarly all County Councillors and other interested parties were written to inviting proposals by the 2 July 2013.

- 2.06 In addition to giving public notice of the review a series of consultation meetings were held co-hosted with individual Town Councils in Mold, Connah's Quay and Holywell.
- 2.07 At its meeting on the 23 October 2013 the County Council considered a report on the community review and agreed to recommend to the Cabinet the draft proposals attached as Appendix A for the purposes of public consultation.

3.00 CONSIDERATIONS

- 3.01 At the consultation meeting held in Mold Town Hall on the evening of the 22 May 2013, as a result of representations made by a representative of Leeswood Community Council, it became clear that the seventh and eighth guiding principles needed to be clarified. The Leeswood Community Council is divided into the Leeswood and Pontblyddyn wards. Whilst the vast majority of the community live in the Leeswood ward the Pontblyddyn ward represents a separate community identity but elects two of the thirteen total members on the Community Council. The important point is that the ratios of electors to Councillors across the two wards is very similar so that an elector's vote carries the same weight irrespective of whether they reside in the Leeswood or Pontblyddyn wards.
- 3.02 All Town & Community Councils were subsequently informed that the objective of the seventh and eighth guiding principles is to have approximately the same ratios of electors to Councillors across the different wards that a town or community may be divided into. As long as this is achieved there does not need to be the same number of Councillors in each ward. At its meeting on the 23 October 2013 the County Council endorsed this clarification of the seventh & eighth guiding principles.
- 3.03 The vast majority of Town & Community Councils responded to the consultation either indicating they were content with the current arrangements or making proposals for change. There is no requirement for Town & Community Councils to make a proposal. Those that did not were reminded on 5 July but no further proposals were subsequently made. All proposals received have been carefully considered to see if they would rectify any current anomalies and for compliance with guiding principles. Where a proposal involved changing the Town or Community Council boundaries the neighbouring authority affected has been consulted to obtain its views.

- 3.04 Where no change to an external community boundary is proposed the town/community wards arising from this review should lie wholly within a single County Council electoral division. The proposals to change internal ward boundaries received from Connah's Quay, Hope and Saltney Councils, together with that from County Councillor Carver for Hawarden would create practical problems for the scheduled 2017 local government elections. It is purely for this reason that they are not incorporated into the draft proposals prepared by the officers following consultation with the Local Democracy & Boundary Commission for Wales (The Commission). The Commission will make proposals to amend the County electoral divisions in their future electoral review scheduled to be completed after the 2017 local government elections. That review could include recommendations to change both County electoral divisions and the community ward boundaries to reflect the current proposals from the Town & Community Councils referred to above.
- 3.05 Attached as Appendix A to this report are the community review draft proposals as recommended by County Council. This considers for each Town or Community Council area the current arrangements, any existing anomalies, details of proposals received under the first public consultation stage and lastly the draft proposal for that Town or Community Council. Where external community boundaries or internal ward boundaries are proposed for change maps are available for inspection in Member Services.
- 3.06 Once the Cabinet has agreed the Council's draft proposals it is intended that there will be a nine week consultation period similar to the initial consultation in May. The draft proposals will be advertised in the press and on the Council's website and details sent to all Town & Community Councils and other interested parties. It is also proposed to again co-host with individual Town or Community Councils a series of consultation meetings similar to those held under the first public consultation stage.
- 3.07 The response to this consultation period will be analysed and reports submitted to Council and Cabinet to decide what changes should be made to the proposals in the light of the consultation responses received.

4.00 RECOMMENDATIONS

- 4.01 That the seventh & eighth guiding principles be clarified as indicated in paragraph 3.02 above.
- 4.02 That Cabinet considers any changes it wishes to make to Appendix A prior to those proposals going out for consultation.
- 4.03 That the second formal consultation period be as indicated in paragraph 3.06 above.

5.00 FINANCIAL IMPLICATIONS

5.01 There is adequate budget provision for the cost of publicity and consultation.

6.00 ANTI POVERTY IMPACT

6.01 None as a result of this report.

7.00 ENVIRONMENTAL IMPACT

7.01 None as a result of this report.

8.00 EQUALITIES IMPACT

8.01 None as a result of this report.

9.00 PERSONNEL IMPLICATIONS

9.01 The workload arising from the community review can be accommodated within existing resources.

10.00 CONSULTATION REQUIRED

10.01 As previously agreed by Council and Cabinet including the Local Democracy and Boundary Commission.

11.00 CONSULTATION UNDERTAKEN

11.01 As previously agreed by Council and Cabinet including the Local Democracy and Boundary Commission, political Group Leaders and County Council.

12.00 APPENDICES

12.01 Appendix A - Officers' community review draft proposals.

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

All proposals received under the first formal stage of consultation.

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**REVIEW OF COMMUNITY AREAS AND THE
COMMUNITY ELECTORAL ARRANGEMENTS
FOR THE COMMUNITIES IN THE COUNTY OF
FLINTSHIRE**

DRAFT PROPOSALS

24 OCTOBER 2013

**FLINTSHIRE COUNTY COUNCIL
DRAFT PROPOSALS**

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1.00 INTRODUCTION

- 1.01 Flintshire County Council has a statutory duty to keep all the communities in its area under review.
- 1.02 The review is to ensure the electoral arrangements for each town or community council provide effective and convenient local government.
- 1.03 A review of town or community areas can include proposals for alterations of boundaries between town or community council areas, amalgamating two or more town or community council areas into one, or separating an existing town or community council area into two or more.
- 1.04 A review of town or community electoral arrangements also include proposals to review ward boundaries within a town or community council area, the warding of a previously unwarded town or community council area, the de-warding of a town or community council area currently separated into wards and changes to councillor numbers.

2.00 Background

- 2.01 At its meeting on the 28 February 2013 the County Forum received a report on the proposed Community Review including a draft timetable showing the various stages of a Community Review and an indicative timescale for each stage. On the 12 March 2013 all Town and Community Councils were written to seeking their views on the draft guiding principles for the review. (Guiding principles are shown in appendix 1).
- 2.02 Following reports to County Council on 16 April 2013 and to the Cabinet on the 23 April 2013 the guiding principles of the review were agreed, together with the consultation process for the first formal stage of the review and that the review commence. The review commenced on 1st May, 2013.
- 2.03 The first formal stage of the Community Review was to seek and obtain proposals from Town and Community Councils and other interested parties. A letter, questionnaire and the guiding principles were sent to Town and Community Councils, County Councillors and other interested parties on the 3 May 2013. Public notice was also give in local newspapers and information was also published on the website. In addition a series of meetings were co-hosted with Town Councils across the County on the first stage of the review. The consultation period ended on 2 July 2013. The proposals received under the first stage have been carefully considered in preparing Flintshire's Draft Proposals. A list of those who submitted a proposal is attached as Appendix 2.

3.00 Next Stage of the Review

- 3.01 Once the Council and the Cabinet has agreed the Draft Proposals there will be a further nine week consultation period. The Draft Proposals will be advertised in the press by giving Public Notice and on the Council's website. These Draft Proposals will also be sent to Town and Community Councils, County Councillors and other interested parties. At the end of the consultation period comments on the Draft Proposals will be considered and the Final Proposals prepared.
- 3.02 The Final Proposals will be presented to Council and Cabinet. The Council will publish the final Proposals in the same way as the Draft Proposals before they are adopted.
- 3.03 Where the Final Proposals involve changes to external community boundaries, Flintshire County Council will submit a report recommending them to the Local Democracy and Boundary Commission for Wales. All representations concerning the Final Proposals should be submitted to the Commission. In such situations the Commission considers all the changes to that community including the warding and the number Community Councillors each ward represents. The Commission also considers any consequential changes that the changes to the ward boundaries would have on the electoral divisions and make proposals for such changes. These are submitted to Welsh Government who, if approved by the Minister, prepare an Order for the community including consequential changes to the electoral divisions if there is any.
- 3.04 Where no change to an external community boundary is made, the Town/Community wards arising from this review should fit wholly within the electoral divisions for County Councillors. If as a result of any proposed changes to Town/Community Council wards, this would not be the case, it would cause an anomaly between community wards and county electoral divisions for the 2017 local government elections. The Council is keen to avoid the practical difficulties this would cause and for this reason has not agreed with some proposals received that would cause such an anomaly.. The Local Democracy and Boundary Commission for Wales will make proposals to amend the county electoral divisions in their future electoral review scheduled to be completed after the 2017 local government elections. That review could include recommendations to change both the county electoral divisions and the community ward boundaries.
- 3.05 Where the Final Proposals propose substantive changes to community electoral arrangements (e.g. number of Councillors), then the Council will make a legally binding Order to give effect to the Council's decision on the review.

4.00 Guiding Principles

- 4.01 The guiding principles are shown in Appendix 2. Please note that all Town and Community Councils have been informed that the objective of the seventh and eighth guiding principles is to have approximately the same ratio of electors to Councillors across the wards that a Town or Community Council may be divided into. As long as this is achieved there does not need to be the same number of Councillors in each ward. The important point is that the ratio of electorate to Councillors across the wards is very similar, so that an elector's vote carries the same weight.

5.00 Flintshire County Council's Draft Proposals

- 5.01 The Council's Draft Proposals include a number of area changes, changes to internal boundaries and the number of Town and Community Councillors across the County. The Draft Proposals aim to redress current anomalies wherever desirable in the interests of effective and convenient local government. The guiding principles to the review and the proposals received under the first stage of the consultation process have received detailed consideration in formulating the Draft Proposals.
- 5.02 Each Town or Community Council area is considered in turn by summarising current arrangements, any current anomalies, the proposals received and the County Council's observations on those proposals before indicating the County Council's Draft Proposals.

Argoed Community Council

- 5.03 The community of Argoed is currently divided into four wards. The East ward elects five Councillors, the New Brighton ward elects three Councillors, the South ward elects two Councillors and the West ward elects six Councillors. The overall membership of the Council is sixteen.
- 5.04 As part of the review process Flintshire identified the following anomalies. That the West ward elected more Councillors than the East ward even though it had a smaller electorate.
- 5.05 During the review period Argoed Community Council made the following proposal to amend the external boundary. That the properties in the village of Llong that are part of Leeswood Community Council should be part of Argoed Community Council. The village is currently split between the two Community Councils and Argoed felt it would be better represented by just one Community Council. It also identified one property that was split from the rest of the village which would be better served by the Community Council. The Community Council also proposed that it should be de-warded and still have

an overall membership of sixteen Councillors. No other proposals were received from interested parties.

- 5.06 *Flintshire's proposal is that the East and South wards should be amalgamated (this would then be coterminous with the County Electoral Division of Argoed) and the New Brighton and West wards should be amalgamated (this would then be coterminous with the County Electoral Division of New Brighton). As explained in paragraph 3.04 Town/Community wards arising from this review should fit wholly within a single County Council electoral division. Flintshire's proposal is therefore the nearest the review can implement the Community Council's proposal without creating the anomaly referred to in paragraph 3.04. The membership should be reduced from sixteen to fourteen as no valid reason has been given for departure from the first guiding principle. The external boundary should not be altered as Leeswood Community Council have objected to Argoed's proposal and it does not form a natural boundary as required by the guiding principles.*

Bagillt Community Council

- 5.07 The community of Bagillt is presently divided into two wards. The East ward elects seven Councillors and the West ward elects seven Councillors. The overall membership of Council is fourteen.
- 5.08 As part of the review process Flintshire identified no anomalies. In 2000 a review of warding arrangements was undertaken. The number of wards was reduced from four to two making the wards coterminous with the two County Council Electoral Divisions of Bagillt East and Bagillt West. The Councillors for the Central and Merlyn wards were re-distributed between the two wards, so that there was an equal number of Councillors.
- 5.09 During the review period Bagillt Community Council proposed that the current arrangements were satisfactory and that there should be no changes. No other proposals were received from interested parties.
- 5.10 *Flintshire's proposal is to agree with the Community Council as it is considered the current arrangements provide effective and convenient local government.*

Broughton and Bretton Community Council

- 5.11 The community of Broughton and Bretton is presently divided into three wards. The East ward elects two Councillors, the North ward elects four Councillors and the South ward elects eight Councillors. The overall membership of Council is fourteen.
- 5.12 As part of the review process Flintshire identified an inconsistent ratio of electorate to Councillors across the wards.

- 5.13 During the review period Broughton and Bretton Community Council made the following proposal regarding the external boundary. Properties the west of Cherry Orchard Lane known as the 'Old Warren' currently in Penyffordd Community Council area would be better served by Broughton and Bretton Community Council because of the stopping up of the 'Old Warren'. This area cannot be accessed without going through Broughton and Bretton Community Council's area. It has been suggested to use the A55 as the southern boundary and Stoney Hill as the western boundary. The Community Council also proposed that the number of Councillors for the North ward should be reduced from four to three and the number of Councillors for the South ward should be increased from eight to nine. No other proposals were received from interested parties.
- 5.14 *Flintshire's proposal is to agree with the proposal regarding the external boundary and properties in the 'Old Warren' should be transferred from Penyffordd Community Council to Broughton and Bretton Community Council. Penyffordd Community Council objected to the proposal but the 'Old Warren' can now only be accessed from Broughton. As explained in paragraph 3.03 where the final proposals involve changes to the external boundary the final decision rests with the Local Democracy and Boundary Commission. If the Commission considers the changes to be in the interests of effective and convenient local government, they will make recommendations to Welsh Government to make the boundary changes including consequential amendments to any county electoral divisions affected. To address the inconsistent ratio of electorate to Councillors, it is proposed that the wards of North and East should be amalgamated and named North East ward (this would then be coterminous with the County Electoral Division) and elect five Councillors and that the South ward elects nine Councillors. The overall membership of the Council would remain at fourteen.*

Brynford Community Council

- 5.15 The community of Brynford has a membership of ten Councillors. As part of the review process Flintshire identified no anomalies.
- 5.16 During the review period Brynford Community Council proposed that the current arrangements were satisfactory and that there should be no changes. No other proposals were received from interested parties.
- 5.17 *Flintshire's proposal is to agree with the Community Council as it is considered the current arrangements provide effective and convenient local government.*

Buckley Town Council

- 5.18 The town of Buckley is presently divided into four wards. The Bistre East ward elects five Councillors, the Bistre West ward elects six Councillors, the Mountain ward elects two Councillors and the Pentrobin ward elects five Councillors. The overall membership of the Council is eighteen.
- 5.19 As part of the review process Flintshire identified an inconsistent ratio of electorate to Councillors for the Mountain and Pentrobin wards.
- 5.20 During the review period Buckley Town Council made the following proposal to address the inconsistent ratio of electorate to Councillors. Taking into account the projected electorate and the number of major developments over the next five years, the overall membership of Council should be increased to twenty and the number of Councillors to be elected for the wards should be as follows. The Bistre East ward elect five Councillors, the Bistre West ward elect five Councillors, the Mountain ward elect four Councillors and the Pentrobin ward elect six Councillors. No other proposals were received from interested parties.
- 5.21 *Flintshire's proposal is to agree with the proposal made by the Town Council as it addresses the inconsistent ratio of electorate to Councillors across the Mountain and Pentrobin wards. The overall membership for the Council would increase from eighteen to twenty.*

Caerwys Town Council

- 5.22 The town of Caerwys has a membership of eleven Councillors. As part of the review process Flintshire identified no anomalies.
- 5.23 During the review period Caerwys Town Council proposed that the current arrangements were satisfactory and that there should be no changes. No other proposals were received from interested parties.
- 5.24 *Flintshire's proposal is to agree with the Community Council as it is considered the current arrangements provide effective and convenient local government.*

Cilcain Community Council

- 5.25 The community of Cilcain is presently divided into two wards. The Cilcain ward elects six Councillors and the Rhydymwyn ward elects six Councillors. The overall membership of Council is twelve.
- 5.26 As part of the review process Flintshire identified no anomalies. In 2008 Flintshire County Council made an Order to increase the number of Councillors for the Rhydymwyn ward from five to six.

- 5.27 During the review period no response was received from the Community Council and no other proposals were received from interested parties.
- 5.28 *Flintshire's proposal is that it considers the current arrangements provide effective and convenient local government.*

Connah's Quay Town Council

- 5.29 The town of Connah's Quay is presently divided into four wards. The Central ward elects five Councillors, the Golftyn ward elects five Councillors, the South ward elects six Councillors and the Wepre ward elects four Councillors. The overall membership of the Council is twenty.
- 5.30 As part of the review process Flintshire identified an inconsistent ratio of electorate to Councillors across the wards.
- 5.31 During the review period Connah's Town Council made the following proposal to address the inconsistent ratio of electorate to Councillors. To redraw the internal boundary between the Central, Golftyn and South wards. It would involve transferring approximately 900 electors from the South ward and 200 electors from the Golftyn ward to the Central ward. The Council also propose that the overall membership of Council should be increased to twenty two and the number of Councillors to be elected for the wards should be as follows. The Central ward would elect six Councillors, the Golftyn ward would elect six Councillors, the South ward would elect six Councillors and the Wepre ward would elect four Councillors. No other proposals were received from interested parties.
- 5.32 *As explained in paragraph 3.04 implementing the proposal of Connah's Quay Town Council would result in a community ward and electoral division anomaly at the 2017 local government elections. Until the county electoral divisions are reviewed by the Local Democracy and Boundary Commission for Wales the inconsistent ratio of electorate to Town Councillors would be addressed by altering the number of Councillors to be elected across the wards in 2017 as follows:-*
- *The Central Ward to elect four Councillors.*
 - *The Golftyn Ward to elect six Councillors.*
 - *The South Ward to elect seven Councillors.*
 - *The Wepre Ward to elect three Councillors.*

The overall membership of the Town Council would remain at 20.

Flint Town Council

- 5.33 The town of Flint is presently divided into four wards. The Castle ward elects four Councillors, the Coleshill ward elects five Councillors, the Oakenholt ward elects four Councillors and the Trelawny ward elects five Councillors. The overall membership of Council is eighteen.
- 5.34 As part of the review process Flintshire identified an inconsistent ratio of electorate to Councillors across the wards.
- 5.35 During the review period Flint Town Council made three proposals. The first proposal was that it was the view of the Town Council that it was not appropriate to embark upon any review at this particular time. The second proposal was that there should be no change to the current arrangements. The Council feels that the present level of membership is appropriate for the Town. The third proposal, and notwithstanding the representations made in the first two proposals was to redraw the boundaries to transfer an area from Coleshill ward to Castle ward and reduce the number of Councillors to 16. No other proposals were received from interested parties.
- 5.36 *Flintshire's proposal is to partially agree with the third proposal made by the Town Council as it addresses the inconsistent ratio of electorate to Councillors. The number of Councillors elected from the Caste ward would be reduced from four to three and the overall membership for the Council reduced from eighteen to seventeen.*

Gwernaffield Community Council

- 5.37 The community of Gwernaffield is presently divided into two wards. The Gwernaffield ward elects six Councillors and the Pantymwyn ward elects six Councillors. The overall membership of Council is twelve.
- 5.38 As part of the review process Flintshire identified no anomalies.
- 5.39 During the review period Gwernaffield Community Council proposed that the current arrangements were satisfactory and that there should be no changes. No other proposals were received from interested parties.
- 5.40 *Flintshire's proposal is to agree with the Community Council as it is considered the current arrangements effective and convenient local government.*

Gwernymynydd Community Council

- 5.41 The community of Gwernymynydd has a membership of eleven Councillors. As part of the review process Flintshire identified no anomalies.

- 5.42 During the review period Gwernymynydd Community Council proposed that the current arrangements were satisfactory and that there should be no changes. The local County Councillor made the same proposal. No other proposals were received from interested parties.
- 5.43 *Flintshire's proposal is to agree with the Community Council and local County Councillor as it is considered the current arrangements provide effective and convenient local government.*

Halkyn Community Council

- 5.44 The Community of Halkyn is presently divided into four wards. The Halkyn ward elects three Councillors, the Pentre Halkyn ward elects four Councillors, the Rhesycae ward elects two Councillors and the Rhosesmor ward elects four Councillors. The overall membership of Council is thirteen.
- 5.45 As part of the review process Flintshire identified an inconsistent ratio of electorate to Councillors across the wards.
- 5.46 During the review period Halkyn Community Council were unable to agree any recommendations to submit to the Council. It was agreed by Members to wait for the County Council's Draft Proposals to be published on how to address the inconsistent ratio of electorate to Councillors across the wards. No other proposals were received from interested parties.
- 5.47 *Flintshire's proposal to address the inconsistent ratio of electorate to Councillors is that the wards of Halkyn, Rhesycae and Rhosesmor be merged to create a new ward and elect eight Councillors (this would then be coterminous with the County Electoral Division of Halkyn). The ward of Pentre Halkyn (which is part of the County Electoral Division of Brynford) would elect five Councillors. The overall membership of the Council would remain at thirteen. As explained in paragraph 5.80 it is proposed to alter the external boundary with Mold.*

Hawarden Community Council

- 5.48 The Community of Hawarden is presently divided into four wards. The Aston ward elects five Councillors, the Ewloe ward elects four Councillors, the Hawarden ward elects three Councillors and the Mancot ward elects five Councillors. The overall membership of Council is seventeen.
- 5.49 As part of the review process Flintshire identified an inconsistent ratio of electorate to Councillors making the Ewloe ward underrepresented.
- 5.50 During the review period Hawarden Community Council proposed that the number of Councillors for the Ewloe ward should be increased from four to six. The Community Council did not believe the inconsistent ratio of

electorate to Councillors could be solved by redistributing the current allocation from the other wards without adversely affecting their representational role. The overall membership of the Council would then be increased from seventeen to nineteen.

- 5.51 The local County Councillor proposed that the internal boundary between the Hawarden and Mancot wards should be redrawn. The current boundary is the middle of the road along Cross Tree Lane and Glynne Way. It is proposed that three residential properties from Cross Tree Lane, nine residential properties from Glynne Way and two residential properties from Moor Lane be transferred from the Mancot ward to the Hawarden ward. No other proposals were received from interested parties. As explained in paragraph 3.04 above, amending the ward boundaries in the way proposed by the local County Councillor would lead to anomalies at the 2017 elections and would therefore be inappropriate at this time.
- 5.52 *Flintshire proposes that in order to address the inconsistent ratio of electorate to councillors, the Aston Ward elect four councillors, the Ewloe Ward elect six councillors, the Hawarden Ward elect two councillors and the Mancot Ward elect four councillors. The overall membership for the Council would be reduced from 17 to 16 in accordance with the first guiding principle.*

Higher Kinnerton Community Council

- 5.53 The community of Higher Kinnerton has a membership of nine Councillors. As part of the review process Flintshire identified no anomalies. In 2008 Flintshire County Council made an order to reduce the overall membership of the Council from eleven to nine.
- 5.54 During the review period Higher Kinnerton Community Council proposed that the current arrangements were satisfactory and that there should be no changes. No other proposals were received from interested parties.
- 5.55 *Flintshire's proposal is to agree with the Community Council as it is considered the current arrangements provide effective and convenient local government.*

Holywell Town Council

- 5.56 The town of Holywell is presently divided into four wards. The Central ward elects four Councillors, the East ward elects four Councillors, the Greenfield ward elects five Councillors and the West ward elects four Councillors. The overall membership of the Council is seventeen.
- 5.57 As part of the review process Flintshire identified an inconsistent ratio of electorate to Councillors across the wards.

- 5.58 During the review period Holywell Town Council proposed that the current arrangements were satisfactory and that there should be no changes. The Council felt that they would not be able to provide the same level representation on Community groups etc, if the number of Councillors was reduced. A local resident proposed that their property Chipwood Cottage should be moved from the East to Greenfield ward because they feel they have no association with the East ward. No other proposals were received from interested parties.
- 5.59 *Flintshire's proposal is that to address the inconsistent ratio of electorate to Councillors across the wards, the Central ward elect three Councillors, the East ward elect three Councillors, the Greenfield ward elect five Councillors and the West ward elect four Councillors. The overall membership of the Council would reduce from seventeen to fifteen in line with the first guiding principle.*

Hope Community Council

- 5.60 The community of Hope is presently divided into two wards. The Caergwrle ward elects six Councillors and the Hope ward elects eight Councillors. The overall membership of the Council is fourteen.
- 5.61 As part of the review process Flintshire identified an inconsistent ratio of electorate to Councillors across the wards.
- 5.62 During the review period Hope Community Council made the following proposal regarding the internal boundary. In an effort to equalise the electorate across the two wards, the boundary should be the River Alyn as a natural boundary. The community area west of the river would form the Caergwrle ward and the community area east of the river would form the Hope ward. The Caergwrle ward would elect seven Councillors and Hope would elect seven Councillors. The local County Councillor for Hope also made a proposal that the internal boundary should be redrawn by either the railway line or the River Alyn. No other proposals were received from interested parties. As explained in paragraph 3.04 to alter the ward boundaries in the way that the Community Council and the local County Councillor have proposed would lead to anomalies at the 2017 local government elections and would therefore not be appropriate at this time.
- 5.63 *Flintshire's proposal to address the inconstant ratio of electorate to councillors across the wards pending the outcome of the Local Democracy and Boundary Commission review of county electoral divisions is that the Councillors from the Caergwrle Ward be reduced from 6 to 5 and that the overall membership of the Council would therefore reduce from 14 to 13 in line with the first guiding principle.*

Leeswood Community Council

- 5.64 The community of Leeswood is divided into two wards. The Leeswood ward elects eleven Councillors and the Pontblyddyn ward elects two Councillors. The overall membership of the Council is thirteen.
- 5.65 As part of the review process Flintshire identified no anomalies.
- 5.66 During the review period Leeswood Community Council proposed that the current arrangements were satisfactory and that there should be no changes. No other proposals were received from interested parties.
- 5.67 *Flintshire's proposal is to agree with the Community Council as it is considered the current arrangements provide effective and convenient local government.*

Llanasa Community Council

- 5.68 The community of Llanasa is presently divided into three wards. The Axton ward elects four Councillors, the Ffynnongroyw ward elects six Councillors and the Gronant ward elects five Councillors. The overall membership of the Council is fifteen.
- 5.69 As part of the review process Flintshire identified an inconsistent ratio of electorate to Councillors across the wards.
- 5.70 During the review period Llanasa Community Council proposed that the current arrangements were satisfactory and that there should be no changes because of the rural nature of the area. No other proposals were received from interested parties.
- 5.71 *Flintshire's proposal is that to address the inconsistent ratio of electorate to Councillors across the wards, the Axton ward elect three Councillors, the Ffynnongroyw ward elect six Councillors and the Gronant ward elect five Councillors. The overall membership of the Council would reduce from fifteen to fourteen.*

Llanfynydd Community Council

- 5.72 The community of Llanfynydd is presently divided into four wards. The Cefn y Bedd ward elects four Councillors, the Cymau ward elects two Councillors, the Ffrith ward elects four Councillors and the Pontybodkin ward elects two Councillors. The overall membership of the Council is twelve.
- 5.73 As part of the review process Flintshire identified an inconsistent ratio of electorate to Councillors across the wards. In particular the Cefn y Bedd and Cymau wards have a similar electorate but Cymau only elects 2 Councillors half the number of Councillors elected in Cefn y Bedd.

- 5.74 During the review period Llanfynydd Community Council proposed that to address the inconsistent ratio of electorate to the Councillors, the Cefn y Bedd ward elect three Councillors, the Cymau ward elect three Councillors, the Ffrith ward elect three Councillors and the Pontybodkin ward elect three Councillors. Also the external boundary between Llanfynydd Community Council and Treuddyn Community Council be redrawn so that four properties currently along Ffordd-y-Blaenau be transferred to the settlement of Treuddyn. No other proposals were received from interested parties.
- 5.75 *Flintshire's proposal is that to address the inconsistent ratio of electorate to Councillors across the wards, the Cefn y Bedd ward elect four Councillors, the Cymau ward elect three Councillors, the Ffrith ward elect three Councillors and the Pontybodkin ward elect two Councillors. The external boundary should not be altered as it does not form a natural boundary as required by the guiding principle.*

Mold Town Council

- 5.76 The town of Mold is presently divided into four wards. The Broncoed ward elects four Councillors, the East ward elects four Councillors, the South ward elects four Councillors and the West ward elects four Councillors. The overall membership of the Council is sixteen.
- 5.77 As part of the review process Flintshire identified an inconsistent ratio of electorate to Councillors across the wards. In particular the East ward seems over represented when considering the ratio of the electorate to Councillors.
- 5.78 During the review period Mold Town Council proposed that the internal boundaries should be redrawn. The Council made two options which involved either transferring 272 electors plus 233 electors (505 in total) from the West ward and 212 electors from the Broncoed ward to the East ward. Alternatively transferring 404 electors from the South ward to the West ward and transferring 98 electors from Broncoed ward to the South ward. The Council also proposed that the overall membership remained at sixteen. The Council also made a proposal regarding the external boundary with Halkyn Community Council, that properties east side of Black Brook Lane currently in their area had a close identity with the Town Council and this would form a more natural boundary.
- 5.79 The local County Councillor for the Mold Broncoed Electoral Division proposed that the current arrangements were satisfactory and that there should be no changes. Representations were also received from two local residents who agreed with the local Councillor's proposal. No other proposals were received from interested parties.

- 5.80 *Flintshire's proposal is to agree to the external boundary being redrawn to include the 13 properties from Halkyn Community Council as no objections were received from Halkyn Council and it forms a natural boundary complying with the guiding principles. Flintshire's proposal for internal ward boundaries is based on the second of the two options produced by Mold Town Council but retaining the Bromfield Park Estate within Broncoed Ward. This results in the ratios of electorate to each Councillor across the four wards only varying by approximately 10%. Whilst the Mold East ward would then have the highest electorate per Councillor the future growth proposals for Mold are in the other three wards. Flintshire agrees with Mold Council that the overall membership of the Council should remain at 16.*
- 5.81 *If, as part of the final proposals, the external boundary is proposed to be changed, it will be submitted to the Local Democracy and Boundary Commission for Wales pursuant to paragraph 3.03 above. If the Commission considers the change to be in the interests of effective and convenient local government, it will make recommendations to Welsh Government to make the boundary change, including consequential amendments to any county electoral divisions affected.*

Mostyn Community Council

- 5.82 The community of Mostyn is presently divided into two wards. The Mostyn ward elects nine councillors and the Rhewl ward elects three Councillors. The overall membership of the Council is twelve.
- 5.83 As part of the review process Flintshire identified an inconsistent ratio of electorate to Councillors across the wards.
- 5.84 During the review period Mostyn Community Council proposed that the current arrangements were satisfactory and that there should be no changes because of the Council member's involvement in community groups. The Council had strong views that the two wards had separate identities. No other proposals were received from interested parties.
- 5.85 *Flintshire's proposal is to agree with the Community Council not remove the warding arrangements. To address the inconsistent ratio of electorate to Councillors across the wards, the Mostyn ward elect eight Councillors and Rhewl ward elect three Councillors. The overall membership of the Council would reduce from twelve to eleven.*

Nannerch Community Council

- 5.86 The community of Nannerch has a membership of eight Councillors. As part of the review process Flintshire identified no anomalies.

- 5.87 During the review period no response was received from the Community Council and no other proposals were received from interested parties.
- 5.88 *Flintshire's proposal is that the current arrangements provide effective and convenient local government.*

Nercwys Community Council

- 5.89 The community of Nercwys has a membership of nine Councillors. As part of the review process Flintshire identified no anomalies.
- 5.90 During the review period no response was received from the Community Council and the local County Councillor proposed the current arrangements should continue.
- 5.91 *Flintshire's proposal is that the current arrangements provide effective and convenient local government.*

Northop Community Council

- 5.92 The community of Northop is presently divided into two wards. The Northop ward elects six Councillors and the Sychdyn ward elects seven Councillors. The overall membership of Council is thirteen.
- 5.93 As part of the review process Flintshire identified no anomalies.
- 5.94 During the review period Northop Community Council proposed that the current arrangements were satisfactory and that there should be no changes. No other proposals were received from interested parties.
- 5.95 *Flintshire's proposal is to agree with the Community Council as it is considered the current arrangements provide effective and convenient local government.*

Northop Hall Community Council

- 5.96 The community of Northop Hall has a membership of eleven Councillors. As part of the review process Flintshire identified no anomalies.
- 5.97 During the review period no response was received from the Community Council and no other proposals were received from interested parties.
- 5.98 *Flintshire's proposal is that the current arrangements provide effective and convenient local government.*

Penyffordd Community Council

- 5.99 The community of Penyffordd has a membership of ten Councillors. As part of the review process Flintshire identified no anomalies.
- 5.100 During the review period Penyffordd Community Council made proposals regarding the external boundary. The Council provided a plan and referred to the following locations. Location 1 - Southern end boundary. Members considered the properties on the identified inclusion currently located in Hope Community Council area would be better served by the Council. Location 2 - Easterly boundary - Lower Mountain Road, the properties are currently in the Higher Kinnerton Community Council area and would be better served by Penyffordd. Location 3 - North Easterly boundary - Old Warren. The Old Warren is split half way up with one half served by Broughton and Bretton Community Council and the other half by Penyffordd. It would be logical if residents were served by one Community Council. Location 4 - Northern boundary - Entrance to Tinkersdale the property Thatched Roof which is currently located in Hawarden Community Council area has closer links with Penyffordd. Location 5 - Western boundary - The Reed. The property to the west of the brook on the Reed is closer to Penyffordd which is currently in the Leeswood Community Council area.
- 5.101 The local County Councillors also made similar proposals as Penyffordd Community Council. They also proposed that the overall membership of the Council should increase from ten to thirteen.
- 5.102 *Flintshire's proposal is to agree with the proposal made the local County Councillor that the overall membership of the Council be increased from ten to thirteen in line with first guiding principle. Broughton and Bretton Community Council and Hawarden Community Council objected to Penyffordd Community Council's proposals regarding locations three and four respectively. Hope Community Council did not provide a response regarding location one, having said that the proposal regarding these three locations do not form a natural boundary in line with the guiding principles. The Council agrees with the proposals regarding locations two and five and no objections were received from Leeswood Community Council and Higher Kinnerton Community Council. For the boundary of location two, the Council proposes a more natural boundary than the one submitted by the Community Council. As explained in paragraph 5.14 the County Council proposes that all of the Old Warren will be in Broughton and Bretton Community. As explained in paragraph 3.03 where the final proposals involve changes to the external boundary the final decision rests with the Local Democracy and Boundary Commission.*

5.103 *If, under the final proposals, it is proposed to change the two external boundaries in locations 2 and 5, they will be submitted to the Local Democracy and Boundary Commission for Wales pursuant to paragraph 3.03 above. If the Commission considers the changes to be in the interests of effective and convenient local government, it will make recommendations to Welsh Government to make the boundary changes, including consequential amendments to any county electoral divisions affected.*

Queensferry Community Council

5.104 The community of Queensferry is presently divided into three wards. The Pentre ward elects two Councillors, the Queensferry ward elects four Councillors and the Sandycroft ward elects seven Councillors. The overall membership of the Council is thirteen.

5.105 As part of the review process Flintshire identified an inconsistent ratio of electorate to Councillors across the wards.

5.106 During the review period Queensferry Community Council proposed to amend the external boundary with Hawarden Community Council. At present the boundary is the middle of the main road from Sandycroft to Queensferry. The left side of the road is represented by the Mancot ward of Hawarden Community Council and the right hand side is represented by the Sandycroft and Pentre wards. It would make it easier for the Council to arrange the clearing/cleaning of the ditch along this road instead of going through Hawarden Community Council. The local County Councillor proposed that the current arrangements were satisfactory and that there should be no changes. No other proposals were received from interested parties.

5.107 *Flintshire's proposal is that the external boundary should not be altered as Hawarden Community Council have objected to Queensferry's proposal and it does not form a natural boundary as required by the guiding principle. To address the inconsistent ratio of electorate to Councillors across the wards, the wards of Pentre and Queensferry should be merged to form a new ward to be named Queensferry. The new ward would elect five Councillors and the Sandycroft ward would elect seven Councillors. The overall membership of the Council would reduce from thirteen to twelve.*

Saltney Town Council

5.108 The town of Saltney is presently divided into two wards. The Mold Junction ward elects five Councillors and the Stonebridge ward elects nine Councillors. The overall membership of the Council is fourteen.

5.109 As part of the review process Flintshire identified an inconsistent ratio of electorate to Councillors across the wards.

- 5.110 During the review period Saltney Town Council's proposal was to amend the internal boundary. At present the boundary divides the town along the High Street in a North/South divide. The Town Council proposes following the line of the Balderton Brook in an East/West direction. It proposes the wards being renamed East ward and West ward. No other proposals were received from interested parties. As explained in 3.04 above it is the view of the County Council that to amend the ward boundaries in the way proposed as part of the current Community Review would not be appropriate at this time.
- 5.111 *Flintshire's proposal is that pending the Local Democracy and Boundary Commission for Wales reviewing the county electoral divisions, the inconsistent ratio of electorate to councillors should be addressed by amending the number of councillors elected from each ward. It is proposed that the number of councillors from Mold Junction should be reduced from 5 to 4 and the number from Stonebridge Ward increased by 1 from 9 to 10. The overall membership of the Council would remain at 14.*

Sealand Community Council

- 5.112 The community of Sealand is presently divided into two wards. The East ward elects four Councillors and the West ward elects eight Councillors. The overall membership of the Council is twelve.
- 5.113 As part of the review process Flintshire identified an inconsistent ratio of electorate to Councillors across the wards.
- 5.114 During the review period Sealand Community Council proposed that it should be de-warded and the overall membership of the Council increase from twelve Councillors to thirteen Councillors. The local County Councillor also made the same proposal. No other proposals were received from interested parties.
- 5.115 *Flintshire's proposal is to agree that the Community Council and the local County Councillor and the Council should have its warding arrangements removed and the membership of the Community Council should be increased from twelve to thirteen Councillors as required by the first guiding principle.*

Shotton Town Council

- 5.116 The town of Shotton is divided into three wards. The East ward elects four Councillors, the Higher ward elects six Councillors and the West ward elects four Councillors. The overall membership of Council is fourteen.
- 5.117 As part of the review process Flintshire identified no anomalies.
- 5.118 During the review period no response was received from the Town Council and no other proposals were received from interested parties.

5.119 *Flintshire's proposal is that the current arrangements provide effective and convenient local government.*

Trelawnyd & Gwaenysgor Community Council

5.120 The community of Trelawnyd & Gwaenysgor is presently divided into two wards. The Gwaenysgor ward elects three Councillors and the Trelawnyd ward elects six Councillors. The overall membership of Council is nine.

5.121 As part of the review process Flintshire identified no anomalies.

5.122 During the review period no response was received from the Community Council and no other proposals were received from interested parties.

5.123 *Flintshire's proposal is that the current arrangements provide effective and convenient local government.*

Treuddyn Community Council

5.124 The community of Treuddyn has a membership of eleven Councillors. As part of the review process Flintshire identified no anomalies.

5.125 During the review period Treuddyn Community Council proposed to alter the external boundary between Treuddyn Community Council and Llanfynydd Community Council. It should be redrawn so that four properties currently along Ffordd-y-Blaenau be transferred from Llanfynydd Community Council to the settlement of Treuddyn. No other proposals were received from interested parties.

5.126 *Flintshire's proposal is that the external boundary should not be altered as it does not form a natural boundary as required by the guiding principle. It is considered that the current arrangements provide effective and convenient local government.*

Whitford Community Council

5.127 The community of Whitford is divided into two wards. The Carmel ward elects ten Councillors and the Whitford ward elects three Councillors. The overall membership of the Council is thirteen.

5.128 As part of the review process Flintshire identified an inconsistent ratio of electorate to Councillors across the wards.

5.129 During the review period no response was received from the Community Council and no other proposals were received from interested parties.

5.130 *Flintshire's proposal to address the inconsistent ratio of electorate to Councillors across the wards is that, the Carmel ward elect ten Councillors and the Whitford ward elect two Councillors. The overall membership of the Council would reduce from thirteen to twelve.*

Ysceifiog Community Council

5.131 The community of Ysceifiog has a membership of ten Councillors. As part of the review process Flintshire identified no anomalies.

5.132 During the review period Ysceifiog Community Council proposed that the current arrangements were satisfactory and that there should be no changes. No other proposals were received from interested parties.

5.133 *Flintshire's proposal is to agree with the Community Council as it is considered the current arrangements provide effective and convenient local government.*

6.00 Flintshire County Council's Draft Proposals

6.01 A table showing Flintshire's proposals are listed in Appendix 3.

7.00 Current Arrangements

7.01 A table showing the current arrangements of Town and Community Councils are listed in Appendix 4.

GUIDING PRINCIPLES

First Principle

To provide effective and convenient local government [Sec 54(1) of the Local Government Act 1972].

In considering this principle it is believed that local Town & Community Councils need to have a membership between seven as a minimum and twenty as a maximum and the following table to be used as a flexible guide.

Electorate	Suggested Councillor Allocation
0 -299	7
300 – 499	8
500 – 749	9
750 – 999	10
1000 – 1499	11
1500 – 1999	12
2000 – 3999	13
4000 – 5999	14
6000 – 8999	15
9000 – 11,999	16
12,000 +	17 - 20

Second Principle

To recognise that the different demands and issues between urban and rural communities will mean different levels of representation being appropriate.

This is reflected in the above table having an increased Councillor allocation for smaller electorates.

Third Principle

To consider the number and distribution of the local government electors in each community including any change in either, which is likely to take place within 5 years [Sch 11, para 4(3)(a) of the Local Government Act 1972]

For example, if a large residential development is likely to be implemented within 5 years it is likely to lead to an increase in the number of electors in that community.

Fourth Principle

In considering whether any town or community is to be divided into wards regard should be had to the questions whether [Sch 11, para 4(2) of the Local Government Act 1972] –

- a) ***The number or distribution of the local government electors for the town or community is such as to make a single election of town or community councillors impractical or inconvenient.***

If it is impractical or inconvenient to have a single election of the town or community council that would support having separate wards within that town or community council.

- b) ***It is desirable that any area or areas of the town or community should be separately represented on the town or community council.***

It may, for example, be desirable because a particular part of the town or community has a separate identity which should be reflected by it being a separate ward.

Fifth Principle

Where a town or community is being divided into wards regard will be had to the desirability of fixing boundaries which are and will remain easily identifiable [Sch 11, para 4(3)(b) of the Local Government Act 1972].

Examples of such boundaries are the course of a river or the route of a road.

Sixth Principle

Where a town or community is divided into wards regard should be had to any local ties which will be broken by the fixing of any particular boundaries [Sch 11, para 4(3)(c) of the Local Government Act 1972.

In fixing ward boundaries identifiable local ties should not be broken wherever this is practical.

Seventh Principle

Where a town or community is divided into wards to equalise as far as practical the number of electors in each ward.

This is to ensure fair representation on the Council.

Eighth Principle

Where a town or community is divided into wards for each ward to elect the same number of Councillors as far as practical.

This is to ensure fair representation on the Council.

Please note that the objective of the 7th & 8th principles is to have approximately the same ratio of electors to Councillors across the different wards that a Town or Community may be divided into. As long as this is achieved there does not need to be the same number of electors and Councillors in each ward.

Appendix Two

List of who made a proposal during the first stage of the review	
Town / Community Councils	County Councillors
Argoed Community Council	Councillor N. Matthews, Gwernymynydd & Nercwys
Bagillt Community Council	Councillor C. Carver, Hawarden
Broughton & Bretton Community Council	Councillor T. Newhouse, Hope
Brynford Community Council	Councillor H. Bateman, Mold Broncoed
Buckley Town Council	Councillor C. Hinds, Penyffordd
Caerwys Town Council	Councillor D. Williams, Penyffordd
Cilcain Community Council	Councillor D. Wisinger, Queensferry
Connah's Quay Town Council	Councillor C. Jones, Sealand
Flint Town Council	
Gwernaffield Community Council	Local Residents
Gwernymynydd Community Council	
Halkyn Community Council	Mr & Mrs. Harrison, Greenfield
Hawarden Community Council	Mr. K. Corbett, Mold
Higher Kinnerton Community Council	Mr. J. Ellis, Mold
Holywell Town Council	
Hope Community Council	
Leeswood Community Council	
Llanasa Community Council	
Llanfynydd Community Council	
Mold Town Council	
Mostyn Community Council	
Nannerch Community Council	
Nercwys Community Council	
Northop Community Council	
Northop Hall Community Council	
Penyffordd Community Council	
Queensferry Community Council	
Saltney Town Council	
Sealand Community Council	
Shotton Town Council	
Trelawnyd & Gwaenysgor Community Council	
Treuddyn Community Council	
Whitford Community Council	
Ysceifiog Community Council	

Flintshire County Council's Draft Proposals

Town / Community	Ward	Electorate (1 May 2013)	Current No of Seats	Av. No of Electors per Cllr	Current No. of Seats per Council	Summary of Draft Proposals	Ward	Electorate (1 May 2013) amended	Proposed No of Seats	Av. No of Electors per Cllr	Proposed No. of Seats per Council
Argoed	East	1,647	5	329.4		Alteration to the warding arrangements The new wards will need to be renamed Reduction in Councillor numbers	East	2,199	7	314.1	
	New Brighton	885	3	295.0			South				
	South	552	2	276.0			New Brighton				
	West	1,525	6	254.2			West				
Bagillt	East	1,501	7	214.4	16	No changes	East	1,501	7	214.4	14
	West	1,643	7	234.7			West	1,643	7	234.7	
Broughton and Bretton	East	858	2	429.0		Transfer properties in the Old Warren that is currently part of Penyffordd Community Council	North East	1,749	5	349.8	
	North	891	4	222.8			South	2,914	9	323.8	
Brynford	South	2,845	8	355.6	14	Alteration to the warding arrangements	South	853	10	85.3	10
		853	10	85.3							
Buckley	Bistre East	2,729	5	545.8		Increase the Councillor numbers.	Bistre East	2,729	5	545.8	
	Bistre West	3,370	6	561.7			Bistre West	3,370	5	674.0	
Caerwys	Mountain	2,342	2	1171.0	18		Mountain	2,342	4	585.5	20
	Pentrobini	3,736	5	747.2			Pentrobini	3,736	6	622.7	
		1,025	11	93.2				1,025	11	93.2	
Cilcain	Cilcain	580	6	96.7	12	No changes	Cilcain	580	6	96.7	12
	Rhydymwyn	565	6	94.2			Rhydymwyn	565	6	94.2	
Conna's Quay	Central	2,523	5	504.6		Redistribution of councillors across the wards	Central	2,523	4	630.8	
	Gofflyn	4,041	5	808.2			Gofflyn	4,041	6	673.5	
	South	4,443	6	740.5			South	4,443	7	634.7	
	Wepre	1,760	4	440.0			Wepre	1,760	3	586.7	
	Castle	1,579	4	394.8			Castle	1,579	3	526.3	
Flint	Coleshill	3,130	5	626.0		Reduction in Councillor numbers	Coleshill	3,130	5	626.0	
	Oakenholt	2,165	4	541.3			Oakenholt	2,165	4	541.3	
	Trelawny	2,767	5	553.4			Trelawny	2,767	5	553.4	
	Gwernaffield	784	6	130.7			Gwernaffield	784	6	130.7	
Gwernymynydd	Pantymwyn	832	6	138.7	12	No changes	Pantymwyn	832	6	138.7	12
		925	11	84.1				925	11	84.1	
Halkyn	Halkyn	422	3	140.7		Alteration to the warding arrangements The new ward will need to be renamed Alteration to external boundary with Mold	Halkyn	1378	8	172.3	13
	Pentre Halkyn	931	4	232.8			Rhesycae				
	Rhesycae	297	2	148.5			Rhosesmor				
	Rhosesmor	685	4	171.3			Pentre Halkyn				
Hawarden	Aston	2,559	5	511.8		Reduction in Councillor numbers	Aston	2,559	4	639.8	
	Ewloe	4,218	4	1054.5			Ewloe	4,218	6	703.0	
	Hawarden	1,532	3	510.7			Hawarden	1,532	2	766.0	
	Mancot	2,718	5	543.6			Mancot	2,718	4	679.5	
Higher Kinnerton		1,283	9	142.6	9	No changes		2,718	9	302.0	9
		1,485	4	371.3			Central	1,485	3	495.0	
Holywell	Central	1,408	4	352.0		Reduction in Councillor numbers	Central	1,408	3	469.3	
	East	2,114	5	422.8			Greenfield	2,114	5	422.8	
	West	1,858	4	464.5			West	1,858	4	464.5	
Hope	Caergwrie	1,289	6	214.8		Reduction in Councillor numbers	Caergwrie	1,289	5	257.8	

FLINTSHIRE COUNTY COUNCIL

REPORT TO: **CABINET**

DATE: **TUESDAY, 19 NOVEMBER 2013**

REPORT BY: **DIRECTOR OF ENVIRONMENT**

SUBJECT: **VEHICLE REPLACEMENT AND FLEET UTILISATION POLICY**

1.00 PURPOSE OF REPORT

1.01 To seek Cabinet approval for the adoption of a Vehicle Replacement and Utilisation Policy for all fleet vehicles operated by the Authority.

2.00 BACKGROUND

2.01 Flintshire County Council operates a total fleet of approximately 500 vehicles. Whilst the vehicles operate in services across the County, their procurement and maintenance are centrally organised by Fleet Services staff within Streetscene in the Environment Directorate.

2.02 The majority of vehicles operated by the Council are procured through an operator's lease, supplemented by a number of short term hire arrangements. Operator leases are effectively five or seven year fixed term agreements following which the vehicle returns to the third party or leasing company. Hire arrangements are currently utilised for short term vehicle requirements or where no guarantee of long term service requirement is available. Vehicles operated by the Council under either option are currently repaired and maintained at the Council Fleet workshop in Alltami depot.

2.03 The total replacement cost of Flintshire County Council's fleet inventory is in excess of £12.8m, with an annual operating lease/hire charge in excess of £1.9m. Lease/hire charges and any associated repair or maintenance costs are recharged to the individual operating departments, who currently manage the budget for all of the vehicles provided to them.

2.04 In December 2012, the Council engaged a consultant/efficiency partner to undertake a full review of Fleet Services, including making recommendations on the most beneficial ownership models and the most effective maintenance arrangements for Councils vehicle fleet into the future.

2.05 Internal Audits and external reviews by the Welsh Audit Office have also supported the adoption of a formal Council Fleet Replacement

Policy which will form part of the overarching Fleet Strategy approved by the Councils Executive in 2011.

- 2.06 Vehicle tracking systems allow the Council to accurately monitor utilisation levels and ensure the Council gains the maximum benefit from its investment. By applying a 'Logistics' or Demand Planning approach to the provision of vehicles the increased utilisation will reduce the number of vehicles required and consequently reduce the cost of delivering all Council services which carry a vehicle fleet requirement.
- 2.07 In order that maximum benefit could be derived from the proposed review of Fleet Services, vehicle replacements have been restricted over the past three years and vehicles have been operated beyond their projected lease periods (Through lease extensions). The current average age of the commercial fleet is 6.31 years old.

3.00 CONSIDERATIONS

- 3.01 The proposed Policy set out in Appendix 1 aims to ensure Flintshire County Council operates a cost effective fleet of vehicles with awareness and appreciation to the environment and the safety of the Flintshire County Council staff and members of the general public.
- 3.02 The current option of utilising a predominantly leased ownership model restricts flexibility and often prevents changes to working practises during the period of the lease i.e. once the Council has committed to a five or seven year operating period.
- 3.03 The newly implemented All Wales Vehicle Hire Framework has presented significant opportunities to move away from the established method of procurement towards a more flexible agreement utilising a hire model. The framework offers highly beneficial rates for hire, particularly when vehicles are hired over an extended period.
- 3.04 By introducing Demand Planning or a Logistics approach with a centralised provision providing vehicles as they are needed rather than permanently supplying vehicles for service users to utilise only when work dictates, the number of vehicles required will be considerably reduced. The consultant experience elsewhere has indicated that overall reductions of 10 -15% in fleet numbers would be possible. This reduction would rise further if the supply and management of vehicles were controlled by the private sector who would supplement the Councils service with external demands to further increase utilisation.
- 3.05 To gain maximum benefit from the move to a hire model and the introduction of a Demand Planning/Logistics approach, a number of assumptions have been made in respect of the service:

- The Light (Non HGV) fleet can be largely standardised and moved to adaptable Hire terms to increase flexibility.
 - Cost reduction is also possible by applying the same principle to HGV / Specialist fleet where appropriate
 - All the proposals will reduce stock holding of spare parts
 - A Logistics model will drive utilisation up, and reduce vehicle numbers and costs.
 - Vehicles will be kept on the road for greater periods of time by the use of mobile servicing for example will also result in service benefits by reducing the current time lost due to more frequent inspection & repairs to the fleet.
 - Some spot hire / Seasonal hire of HGV / Specialist fleet will generate additional savings.
 - More flexibility for maintenance arrangements (i.e. overnight repairs) will reduce the need to hold a number of expensive spare vehicles
 - A newer fleet will greatly reduce its maintenance requirements
- 3.06 The loss of more than 15% of the total fleet together with reduced servicing/inspection frequencies and reduced reactive maintenance (as a consequence of operating a more modern fleet) for the remainder, will result in the workshop workload falling below what is considered to be a sustainable position going forward.
- 3.07 In order to protect the workload of the staff involved, a single contract and the engagement of a single partner for the supply and maintenance of all the Council's operating fleet should be considered. Also, the potential for acquiring additional work from outside the organisation to compensate for the lost Council workload should be assessed.
- 3.08 The use of an external partner will ensure this reduction in workshop workload can be supplemented by external work which is not available to the Council. Equally, external work from, say, undertaking MOTs for the public could have the same effect. However, this option would probably require some alterations to the existing workshop (e.g. to provide customer seating/reception space) and to the car parking arrangements, so is likely to be less attractive than the option of engaging an external partner.
- 3.09 The rejuvenation of the fleet will raise the Council's public profile and have a positive effect on the care and operation of the vehicle by staff, further reducing costs to the service.
- 3.10 A three phase implementation of the new ownership model is proposed :

Phase 1 - Procure all replacements for vehicles currently at the end of their lease period through a hire model, utilising the All Wales Vehicle Hire Framework - December 2013

Phase 2 – Introduce a central demand planning/logistics approach to vehicle supply - April 2014

Phase 3 – Explore the potential of increasing the workload of the workshops as set out in paras 3.07 and 3.08. In the event that the best option to pursue is an external partner to deliver the demand planning/logistics provision and consolidate the hire provision with a single supplier, this will need to be tendered through a robust procurement exercise – April 2015.

- 3.11 The proposal to stagger the implementation of the project will allow each element to be proven before a final decision on the future direction for the service is made (re Phase 3). Regarding Phase 3, the Business Case is likely to be complete this financial year, and will be brought to Cabinet when ready.
- 3.12 To gain maximum benefit from the arrangements, all fleet budgets or costs should be centralised and brought under the Control of the Transport and Logistics Manager supported by the new administrative post from within the existing Streetscene structure, detailed in the business case.

4.00 RECOMMENDATIONS

- 4.01 That Cabinet approve the Vehicle Replacement and Fleet Utilisation Policy (Appendix 1).
- 4.02 That Cabinet approve the proposals set out in paragraphs 3.10, 3.11 and 3.12.
- 4.03 That a further report is brought to Cabinet updating Members on Phase 3 of the project, as set out in paragraph 3.10, before a final decision is taken on the Council's future approach.

5.00 FINANCIAL IMPLICATIONS

- 5.01 Savings from the proposals are detailed in the attached Business Model.
- 5.02 The current estimate for the savings generated by the overall Fleet Review is £1.3m p.a.

6.00 ANTI POVERTY IMPACT

- 6.01 None.

7.00 ENVIRONMENTAL IMPACT

- 7.01 The proposed policy confirms that the best possible use is made of

current engine technology in relation to environmentally acceptable widely available fuels, by utilising newer vehicle and maintaining a lower vehicle age profile.

8.00 EQUALITIES IMPACT

8.01 None.

9.00 PERSONNEL IMPLICATIONS

9.01 Phase 1 and 2 of the proposals will result in a reduction of 3 FTE from the workshop which will be achieved through voluntary measures.

9.02 Phase 3 will result in the transfer of the vehicle maintenance staff and some management to the successful partner following the tendering exercise.

9.03 All workshop staff will be offered posts within the wider Streetscene service (to fill those vacated through natural wastage) should they not choose to transfer to the new single supplier.

10.00 CONSULTATION REQUIRED

10.01 Update Risk Assessment workshop with all stakeholders.

10.02 Trades Unions in respect of TUPE and FTE reductions.

11.00 CONSULTATION UNDERTAKEN

11.01 With Cabinet Members.

11.02 Risk Assessment workshop with all stakeholders.

12.00 APPENDICES

12.01 Appendix 1 - Vehicle Replacement and Fleet Utilisation Policy.

12.02 Appendix 2 – Vehicle Procurement Proposal Form

12.03 Appendix 3 – Business Model

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

None

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Vehicle Replacement & Fleet Utilisation Policy

To be considered as part of the overarching Fleet Strategy

Submitted: 29 September 2013

To be Reviewed: September 2015

VERSION:
v2.3

AUTHOR:
Barry Wilkinson,
Transportation & Logistics
Manager

OWNER:
Steve O Jones, Head of Streetscene

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1. Introduction
2. Policy
 - a. Statement of Policy
 - b. Aims of the Policy
 - c. Implementation
3. Reporting
4. Monitoring
5. Policy Review

1. Introduction

Fleet management is the function that oversees, coordinates and facilitates various transport and transport related activities. For the purpose of this document it will cover vehicles involved in the movement of goods and delivery of front line services; the management of light vehicle fleets used in the transportation of people and light cargo; possibly motorbikes and other equipment such as trailed-plant and handling equipment. Fleet management underpins and supports transport related activities through the management of the assets that are used.

Effective fleet management aims at reducing and minimizing overall costs through maximum, cost effective utilisation of resources such as vehicles, fuel, spare parts, and so on.

The administration and financial management of fleet is very organisational specific. Some vehicles are restricted to specific projects, others are utilised in pools to serve all projects, operated and driven by employees and contractors under the instruction of the Authority. The custodian of the fleet management function within the Authority is the Transportation & Logistics department within Streetscene Services.

The Vehicle Replacement and Fleet Utilisation policy should be linked to mileage, maintenance costs and condition, and not just age. The Transportation & Logistics department is obliged to assess the optimum replacement time and method for each type of vehicle for the benefit of the user department and the Authority as a whole.

The Authority should monitor, report and optimise vehicle use and manage mileage through vehicle rotation.

Users should be briefed and prepared so that the policy is understood and operated within.

There are some key opportunities that can be gained from standardising requirements and ensuring that adequate 'Demand Planning' is considered, to provide maximum flexibility at the lowest cost to fleet users.

Key Assumptions:

- Light fleet can be largely standardised and moved to adaptable Hire terms to increase flexibility.
- Cost reduction is also possible by applying the same principle to HGV / Specialist fleet.
- A Logistics model will drive utilisation up, and reduce vehicle numbers and costs.
- By keeping vehicles on the road more, and using mobile servicing, there will also be "service benefits", by reducing current time lost due to frequent inspection & repair of light fleet.
- Some spot hire / Seasonal hire of HGV / Specialist fleet will generate additional savings.
- A newer fleet will greatly reduce the volume of work required in the workshop
- Use of an external partner will ensure this reduction is realised in the workshop, as well as generating additional savings on HGV maintenance and reducing "spare" vehicle costs.

2. Policy

a. Statement of Policy

To document the policy and aims of Transport & Logistics Department in relation to providing a cost effective fleet of vehicles operated by Flintshire County Council.

b. Aims of the Policy

To ensure Flintshire County Council operates a cost effective fleet of vehicles with awareness and appreciation to the environment and the safety of the Flintshire County Council Staff and members of the general public.

c. Implementation

This Vehicle Replacement and Fleet Utilisation Policy will provide specific guidelines for the management and use of vehicles and other mobile assets. This policy is designed to facilitate and encourage accountability, monitoring of usage and costs, provide internal control and to serve as a management tool for better decisions.

The key to budget monitoring, where vehicles are a significant factor, is to ensure that year on year costs do not rise disproportionately as vehicles age. There is a fine balance between increasing maintenance and repair costs and leasing charges. The current leasing periods are presently the basis of a replacement policy, but leases can be extended where there is no policy for replacement. A professional and responsible image of the Authority must be promoted by having a lower age profile fleet, that is clean and well maintained. A defined policy will enable Fleet Management to be more proactive with its customers to ensure timely cost effective vehicle replacement. Where attempts are made to run vehicles for a long period of time, reliability will suffer and it will not be possible to keep up-to-date with vehicle and alternative fuel technology.

Procurement processes must consider more than just the vehicles. They must also include tyres, fuel, insurance, chassis and parts as well as support services such as maintenance provision, breakdown, recovery and vehicle hire.

Before procuring anything, users should complete a 'Vehicle Procurement Proposal Form' (see appendix A) which is required to be forwarded to the Transportation & Logistics department to carry out an evaluation of the items intended to procure to ensure that user and the Authority as a whole end up with the appropriate vehicles, parts and services. This evaluation is an ideal opportunity to involve users whose knowledge and views will contribute to more effective procurement.

It is critical to consider all options when financing your fleet. Whole vehicle life costs must be considered, and collaboration and jointly procuring with other organisations to secure economies of scale and more favourable terms is essential.

Transportation & Logistics commit to the following control measures on behalf of Flintshire Council County:

- Management of vehicles:
 - control of fuel, maintenance/repairs of vehicles
 - vehicle accident claim reporting, repair and monitoring
 - vehicle acquisition

Although the management of the fleet is considered as a whole on behalf of the Authority, the assignment of vehicles to users/operations requires the following measures:

- Assignment of vehicles:
 - identifying needs
 - acquisition process
 - vehicle maintenance and up-keep
 - vehicle usage
 - vehicle disposal
 - drivers

These measures are described in the following paragraphs:-

Identifying Needs

Identification of fleet needs is dependent on planned operations and the nature of any emergency, and the size and area of operation – For example urban operations could utilise smaller car-derived vans whereas remote field operations may require larger four-wheel drive vehicles for extreme terrain. Vehicle selection criteria are guided by:

- uniformity of fleet;
- environmental and technological specifications;
- anticipation of utilisation levels;
- hours of operation;
- infrastructure of fuelling network;
- the purpose of the vehicle (cargo or passenger);
- the terrain in which the vehicle will operate;
- acquisition cost;
- whole-life costs;
- availability of local support network;
- local availability of spare parts for the intended vehicle;
- warranties

Acquisition Process

The environmental impact of vehicles must be considered by a responsible Authority with a large fleet of vehicles. Flintshire's fleet is currently made up of the following types of vehicles:-

◦	4x4	8
◦	Car	9
◦	Gritter	14
◦	Gully	2
◦	HGV	12
◦	Minibus	11
◦	Mower	8
◦	Refuse/Recycling	52
◦	Small Van	68
◦	Specialist	9
◦	Sweeper	8
◦	Tractor	7
◦	Transit	121
◦	Total Fleet – 329	
◦	Plus 117 Spot-Hired Fleet	
◦	Plus 116 Plant Items	

Average Fleet Age – 6.31 years old

- The 'Vehicle Procurement Proposal Form' is required to be completed and forwarded to the Transportation & Logistics department to carry out an evaluation of the items intended to procure to ensure that the resource cannot be provide internally, negating the need to procure additional vehicles, and that the standardisation of the fleet is achieved where possible.
- The general criteria for selection of a vehicle would be in conformity with the standard recommended vehicles.
- The standard tender process is adopted for vehicles, as for all other goods and services, bulk items and items bought on a regular basis. This process will result in consideration of all available procurement options including the outsourcing of some aspects of the vehicle leasing / spot hiring or vehicle maintenance / management.
- All procurement of goods and services must comply with Flintshire County Council Contract Procedure Regulations
- An assessment of the most cost effective route to market will be evaluated, and the impact that this has on the provision of fleet management
- All vehicles are procured through National recognised agreed frameworks that have negotiated "framework" contracts with all major suppliers. There is a significant benefit in adopting one type of vehicle within each category as the standard. The holding of spares becomes much more manageable and costs are controlled associated with fitter training. It is to the benefit of the County to standardise its Fleet where possible.

Insurance

- To ensure compliance with the vehicle insurance requirements, all personnel using operational vehicles under the responsibility of Flintshire County Council must be fully conversant with accident and incident reporting procedures for vehicles and personal injury.
- All vehicles acquired by Flintshire County Council will be covered by the corporate insurance cover managed by the Funds Management department

Vehicle Acquisition

- Following a Fleet Review throughout 2013, evaluation was made of the efficiency and effectiveness of the supply and control of fleet vehicle across Flintshire County Council. The outcome of this evaluation was the advice to hire vehicles through the national framework, which fixes prices for 2 years. This route to vehicle provision will rejuvenate the fleet and drive down repair times and cost.
- Flintshire County Council is responsible for the cost and operation of the vehicles it has acquired, which are centrally managed and issued to users/operations, with any damage or misuse being identified and repaired on a cost recovery basis.
- Advantages of this action will be:
 - No high initial purchase items in Flintshire County Council's finances.
 - The lessor bears most of the risk.
 - The organisation is able to focus on core business.
 - Prices are fixed and proven to be lower than previous holistic whole life costs
 - Flexibility and control of fleet size and type

The service provision will be externalised from 1st April 2015 and this policy will be updated to reflect the new working arrangements ahead of this time

Vehicle maintenance and up-keep

Vehicles are regularly maintained for optimum performance, and kept in good repair, to control costs and improve safety.

Transportation & Logistics department will consider the following options;

1. "In house maintenance" – performed using the facilities and staff of the organisation.
2. "Outsourced maintenance" – under taken by an outside contractor.
3. "Contract hire" - undertaken by an outside contractor as part of a vehicle operating system.

It will be necessary to review the operational requirements and match the most suitable form of maintenance to the individual operation. Whichever mix is selected, it must be preventative and must be under the control of Flintshire County Council's nominated Transport Manager.

Vehicle usage

It is necessary to have clearly defined service level agreements regarding vehicle usage and staff responsibilities. The vehicles would in most cases be pooled and provided to service users based on a as needs basis except where a specific user requirement conditions ties a vehicle to a specific project. In all cases utilisation will be monitored and the vehicle will be brought into the central pool should the previously agreed utilisation level not be achieved.

Vehicle disposal

Running old vehicles may lead to high costs of maintenance and uneconomical fuel consumption. To avoid this, Transportation & Logistics have approved and clearly stipulated procedures on how and when to replace and dispose of vehicles/assets.

The need to dispose may arise due to any of the following reasons:

- as a result of extensive unrepairable damage, or cost-prohibitive repairs;
- when the vehicle attains the stipulated mileage or years for disposal;
- when the vehicle is no longer economically sustainable;
- when the vehicle is no-longer required; and
- when operations downscale or shut down.

The disposal procedure applied for vehicles will apply for all other assets such as:

- trailed plant
- machinery
- fork lift trucks

The procurement option outlined on this policy allows for the flexibility to return vehicles and negotiate early termination dates to the benefit of Flintshire County Council under any of the circumstances outlined above.

Reporting

Vehicle management systems are structured in a way that enables the capturing of information on various aspects of fleet usage, maintenance and operations. For example:

- distances travelled;
- destinations reached;
- summary mileage per vehicle;
- summary refuelling by vehicle and average fuel consumption;
- repair and maintenance per vehicle;
- any accidents;
- rate of consumption of spare parts; and
- servicing planned and completed.

Reports will be published and scrutinised on a monthly basis, to ensure maximised utilisation and minimized costs.

The results of these reports may lead to restrictions on drivers or curtailment of resources to service areas.

Monitoring

All vehicle usage and costs will be monitored on a monthly basis. Vehicles are expensive but critical to an organisation's operation. They facilitate the movement of personnel and the delivery of services and goods. Vehicle management is also one of the aspects of supply management that can be easily abused if not properly managed. If properly managed this aspect would ensure:

- availability of vehicles as and when required;
- cost efficiency;
- operational programme or response continuity;
- staff safety;
- safety on the roads;
- vehicle safety;
- vehicle security; and
- performance management.

To achieve the above, some of the measures taken by Transportation & Logistics are:

- every vehicle carries a logbook and daily defect book to be completed by the driver;
- logbooks are checked by line-management on a weekly basis;
- vehicles are issued and receipted by Transportation & Logistics on allocation to and return from operational users;
- the driver records all fuel, indicating the reading on the odometer at the time of the expense;
- the driver records all vehicle faults;
- all vehicle keys are surrendered at the end of the day;
- drivers adhere to the carrying capacity as provided by the traffic law;
- no unauthorised staff member is allowed to drive Flintshire County Council's vehicles. Vehicles will be assigned at the discretion of the Transportation & Logistics Department; and
- all new staff (those who have a driving license but have not driven for a specified period), will not be allowed to drive the Authority's vehicles unless they have undergone Driver Induction Training.

Policy Review

Fleet management in organisations is expensive. Vehicles are valuable assets and critical for business continuity, they therefore require control, monitoring, reporting and adequate financial and managerial attention.

It is recommended that this policy is review every 2 years, although the requirement for, and allocation of, vehicles is reviewed periodically.

Vehicle Procurement Proposal

How to Use: The Vehicle Procurement Proposal must be completed to ascertain the business need and specification of any vehicle required by operational departments. Before completion consideration must be given to using internal resources. These resources may exist within your own service area, directorate, or across the Authority. The Proposal must be authorised by your Head of Service. The procurement route to provide these resources will be provided by the Transportation & Logistics Department within Streetscene Services. A copy of the completed procurement proposal must be forwarded to the Transportation & Logistics Manager, to enable County-wide awareness of Fleet resources for relevant control and reporting.

Directorate & Service Area

e.g. Transportation & Logistics, Streetscene Services - Environment

Requesting Manager

e.g. Barry Wilkinson – Transportation & Logistics Manager

Statement of requirements

i.e. Brief description of vehicle, specific type and size required, estimated length of engagement, previous use / details of vehicle to be replaced etc

Business Case for requirement of Vehicle within Service Area

i.e. have we considered internal resources / short term hire, operating hours of service / vehicle, utilisation levels of vehicle within these hours, including any bespoke specifications, etc

Operating Hours

e.g. 7am -6 pm, Mon - Sat

Utilisation Levels

e.g. 75% - Vehicle will not be utilised through break period or site visits

Budget and Procurement Route

i.e. The budget must be identified in advance of the request, along with the cost code, and the most appropriate procurement route taken as per CPR's.

The approver is responsible for the use of the vehicle throughout its operational life with the Authority. They will also ensure that utilisation levels are agreed, monitored and sustained and that all identified outputs and outcomes as identified above are met. Failure to make best use of the resource will result in the Transportation & Logistics Manager seeking to employ it across other areas of the Authority to ensure maximising economic return and minimising environmental issues, while maintaining an efficient and effective vehicle fleet.

P.T.O.

Vehicle Specification

The requesting manager is required to submit a vehicle specification, including any special conditions or service level agreements (i.e. special timescales required) using the format below. Technical advice and assistance with completion of this specification can be provided by the Transportation & Logistics section.

Engine	<i>e.g. The engine to be a four cylinder up to 1.6 Turbo diesel engine, to the minimum of Euro 5 specification and emissions.</i>
Energy and Environmental Performance	<i>The Directive on the Promotion of Clean and Energy Efficient Road Transport Vehicles requires that energy and environmental impacts linked to the operation of vehicles over their whole lifetime are taken into account in purchase decisions by setting technical specifications for energy and environmental performance.</i>
Body / Chassis	<i>e.g. Five door and seven seats, to be fully folding for storage, to allow for access to side and rear of vehicle, all seats must be fitted with safety belts. Air bags to be both front and side for impact protection.</i>
Transmission	<i>e.g. Front wheel drive with a 5/6-speed manual gearbox.</i>
Suspension	<i>e.g. Coil spring to front & rear axle, telescopic dampers all round.</i>
Brakes	<i>e.g. A split diagonal ABS brake system with Disc front and rear.</i>
Steering	<i>e.g. To be fully adjustable for rake and reach</i>
Wheels and Tyres	<i>e.g. Size to suit chassis and a spare wheel with tools.</i>
Paintwork and Finish	<i>e.g. Body and paintwork to have a minimum of five-year guarantee against corrosion and rust.</i>
Signage and Logos	<i>e.g. To Be Fitted by FCC Workshops</i>
Workshop Manuals	<i>e.g. Full workshop & parts manual (preferably in electronic media) to be supplied for chassis cab & body.</i>

Standards and Compliance	<p>Vehicles and equipment supplied must comply with all current Acts, Regulations, and Code of Practices governing the manufacture, supply, and use of such vehicles and equipment including CE markings.</p> <p>The vehicle to be registered to: Flintshire County Council, Fleet Services Alltami Depot, Mold Road, Alltami, Mold Flintshire CH7 6LG using DVLA Fleet Number: 042869 and taxed at appropriate vehicle rate and supplied with registration plates fitted.</p>
Optional Extras / Electrics	<p>e.g. Parking sensors to be fitted front and rear bumpers. Electrically operated windows to the front and rear, Stereo CD radio. Bluetooth hands free mobile phone system. Full air conditioning . Satellite Navigation system .</p>
Optional Extras / Body	<p>e.g. Tow bar and seven pin electric socket fitted to the rear. One 2.5 kg fire extinguisher and four to six person first aid kit to be fitted in cab. The minimum of a three year all parts and labour warranty. 2 Extra sets of keys. Storage lock box fitted in boot</p>
Delivery / Lead time	<p>e.g. Vehicle is required within 12 weeks in preparations for roll-out of new service</p>

	Name & Position	Date
Approved By Requesting Manager		
	Name & Position	Date
Approved By Head of Service		
FOR OFFICE USE ONLY		
	Name & Position	Date
Authorised By Transportation & Logistics Manager		
	Order Number	Date
Order Placed		

Appendix 3

Colour Key: Green = Signed Off Amber = PRIORITY Yellow = Other (lower priority)	TOTAL (£000)	Notes
Fleet Services		
Vehicle ownership: Hire / Lease of LIGHT fleet	231	Hire rates lower than Lease rates; potential to further reduce rates versus standard spot hire Framework prices.
Vehicle ownership: Hire / Lease of HGV/Specialist fleet	132.8	Savings in Hire costs versus current Lease costs, including lower maintenance costs via specialist providers.
Logistics model - Utilisation management LIGHT	243	Reduction in daily/weekly "standing" light fleet + "Service Benefit" (fewer trips to workshop to swap / service vehicles)
Logistics model - Utilisation management HGV/Specialist	44	Nominal figure (to be evaluated) for spot hire and seasonal hire of HGV / Specialist vehicles (versus full-time ownership)
Fleet & maintenance management	231	Net effect of maintenance reduction (4 FTE), Implementation of outstanding 25% from Light fleet utilisation & reduction in RCV/Recycling spare vehicles
Streetscene		
RCV / Recycling	32	Avoid purchase of a spare RCV vehicles
Waste Transfer	155	Utilisation, routing, load size / vehicle specification (demounts?)
Small Waste vehicles	24	Spares within non-Domestic collections; routing; vehicle specs
Sweepers (HGV & precincts)	82.5	Requirements review ; utilisation low; separate vehicles from other work; TrackYou development
Verge mowing	35	No benefit currently assumed, but could be savings from verge cutting comparison of internal / external delivery costs
Gully emptiers	34.5	Remove external contractor (currently clearing "problem" gullies)
Mowers	8.7	Utilisation, routing, load size / vehicle specification & procurement
Fuel Trackers	75	Roll out April/May; league tables; target low-performing
Housing		
Voids process	25	Planned not Man & Van
Vehicle size / specification	0	Size reduction of some vehicles for specific Trades
Other Services		
"People transport"	13.3	Requirements review; vehicle pool model; Hire vs Lease; vehicle specs
FCC Total	1367	

	Business Case	Benefit (£K)	Description	Timescales
PHASE 1	Light Fleet Ownership PHASE 1	231	Saving by switching to Hire (includes allowance for non-fair wear & tear costs). Result, rapid switch from 4 to 2 annual inspections, based on newer Hire fleet vehicles. Effect = 1 FTE reduction in workshop	Jan 2014 Benefits follow from actions completed in each Phase, but benefits are not all delivered by dates shown.
	HGV & Specialist Fleet Ownership PHASE 1	132.8	Where possible switch to Hire. Result, progressive extension of HGV inspection periods from 4 weeks to 8 weeks, and some Specialist plant to be maintained by Hire companies. Effect = 1 FTE reduction in workshop	
PHASE 2	Light Fleet Logistics PHASE 2	243	Reduction in "standing" fleet each day (reduce fleet to match demand, using greater flexibility of Hire arrangements); Service Benefit (fewer workshop visits). Result, Rapid reduction in size (& age) of light fleet drives less maintenance work for workshop. Effect = 1 FTE reduction in workshop	Apr-14
	HGV & Specialist Fleet Logistics PHASE 2	44	Use of de-mountable bodies drives higher year-round use of specialist equipment; selective use of seasonal spot hire (no specific benefit included for the latter)	
PHASE 3	Fleet & Maintenance PHASE 3	231	Identify and create future Fleet & Maintenance operating model - Removal of Waste fleet "spare" vehicles; - Extra reduction in "idle" light fleet; - Effect = 2 FTE reduction in workshop	FY 2014 - 2015
	TOTAL	881.8		

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FLINTSHIRE COUNTY COUNCIL

REPORT TO: **CABINET**

DATE: **TUESDAY, 19 NOVEMBER 2013**

REPORT BY: **DIRECTOR OF ENVIRONMENT**

SUBJECT: **COUNCIL VEHICLE FLEET FUEL POLICY**

1.00 PURPOSE OF REPORT

1.01 To seek approval for the adoption of a Fuel Policy for all Fleet Vehicles operated by the authority.

2.00 BACKGROUND

2.01 The total fuel cost for Flintshire County Councils vehicle fleet for 2012/13 was £1.484m. Of this amount £893,060 was issued through fuel cards at local retailers for non depot based vehicles and £591,314 from our own bunkered fuel sites at Alltami, Brookhill and Halkyn - predominantly for use by the heavy goods vehicles which are based at these depots.

2.02 Fuel cards are procured through a central government procurement arrangement and fuel for the bunkers through an All Wales fuel procurement arrangement

2.03 All fuel invoices are received and approved by the Fleet Services Teams within the Streetscene service, before recharging the individual service users according to usage.

2.04 The bunkers in Alltami, Brookhill and Halkyn share a fuel monitoring system which is controlled through the Streetscene stores database and requires accurate mileage data to be provided at each visit. The system then generates monthly reports on each vehicles fuel usage.

2.05 Fuel purchased through the fuel card system does not provide the same level of information because third party fuel filling stations cannot currently enforce the provision of the requisite mileage data. Drivers are however currently required to sign for all of the fuel received and provide the registration of the vehicle together with the time and date of the visit.

3.00 CONSIDERATIONS

3.01 Fuel costs are expected to increase substantially as fossil fuel

reserves diminish in future years and the authority's vehicle fleet fuel usage will require further robust monitoring, supported by an equally robust Policy. The adoption of the Policy set out in Appendix 1 will help the Council to control its fuel expenditure and meet its requirements to both reduce carbon emissions and improve our approach to fuel management.

- 3.02 The Council recognises the need to monitor and control the use and cost of the fuel purchased for fleet vehicles for the benefit of the organisation and the environment as a whole. FCC is therefore committed to facilitate a flexible but controlled management arrangement which will meet the needs of both the Council and the individual services.
- 3.03 Accurate vehicle based accounting for fuel usage will therefore be available together with full carbon footprint data which will be required as part of the Council long term Carbon Reduction Programme. Reduction in carbon emissions can only be accurately gauged if the data upon which reports are based can be fully auditable with satisfactory levels of data integrity and the possession of this data will be crucial to the provision of accurate reports on which effective controls and possible vehicle reductions can be achieved going forward
- 3.04 Due to the ongoing developments in new carbon reducing fuels and vehicle technologies, it is not felt prudent at this time to recommend one definitive fuel option. However the Council is constantly seeking to reduce the environmental impact of its vehicle fleet. The use of electric vehicles and vehicles powered by biomass fuels will be considered as vehicle warranties allow, together with proposals to link the possible use of electric vehicles with electricity productions from the Councils landfill sites.
- 3.05 Following the revision of British Standards and to enable the reduction in the carbon emitted from fleet vehicles, the use of diesel containing 7% biomass to international standards / directives is recommended to be progressively introduced in depot fuel supplies.
- 3.06 It is proposed that a Chip and Pin system will be introduced in 2014 for all purchases of fuel made using fuel cards. This will require a record of all vehicle mileages to be taken at each visit to the fuel station, thereby providing more accurate data on fuel consumption.
- 3.07 In support of the Policy all employees who drive Council vehicles are instructed to follow the advice contained within the recently revised FCC Driver's Handbook which provides advice on methods of economic driving.
- 3.08 During periods of national or regional fuel shortages (e.g. strikes or other industrial action), the Chief Executive or their delegated

representative will identify which of the Councils service area's vehicles will take priority in respect of fuel receipt. This is done in accordance with clear plans and priorities used previously during such occasions. The Transportation & Logistics Manager will then control the emergency issue of fuel to those identified during such periods. Where possible the service will utilise framework agreements for product procurement to reduce reliance on single suppliers ensuring the use of alternative supplies as necessary to maintain adequate bunkered supplies.

4.00 RECOMMENDATIONS

4.01 That Cabinet approves the Council Fleet Fuel Policy (Appendix 1).

5.00 FINANCIAL IMPLICATIONS

5.01 The continued support of the Fuel Policy serves to control escalating fuel costs and provides a mechanism to control expenditure and risk.

6.00 ANTI POVERTY IMPACT

6.01 None documented

7.00 ENVIRONMENTAL IMPACT

7.01 By adopting the fuel policy the Authority in a position to the face the challenges of sustainability and climate change.

8.00 EQUALITIES IMPACT

8.01 None documented

9.00 PERSONNEL IMPLICATIONS

9.01 None documented

10.00 CONSULTATION REQUIRED

10.01 With Stakeholders and service users

11.00 CONSULTATION UNDERTAKEN

11.01 None documented

12.00 APPENDICES

12.01 Appendix 1 - Fuel Policy for Council Vehicles (October 2013)

LOCAL GOVERNMENT (ACCESS TO INFORMATION ACT) 1985 BACKGROUND DOCUMENTS

Contact Officer: Barry Wilkinson
Telephone: 01352 704656
Email: barry.wilkinson@flintshire.gov.uk



FLINTSHIRE COUNTY COUNCIL

Fuel Policy for Council Vehicles

Author: Barry Wilkinson

Date Approved by Cabinet: December 2013

Issue No.: 2

Date Implemented: TBC

Review Date: October 2014

1. POLICY STATEMENT

Flintshire County Council (FCC) recognises the need to monitor and control the use and cost of the fuel it purchases for its fleet vehicles for the benefit of the organisation and society as a whole. FCC is therefore committed to facilitate a flexible but controlled management arrangement which will meet the needs of both the Council and the individual services.

2. AIM

To provide a flexible and structured approach to the procurement and use of fuel used in Council fleet vehicles whilst also meeting service needs.

3. SCOPE

This policy applies to all services and employees who operate a vehicle owned, leased or hired by FCC.

4. OBJECTIVES

- Identify the controls to record and monitor fuel usage and identify vehicles with low MPGs
- Provide operational guidance to service users and line managers.
- Identify procedure for monitoring of monthly fuel usage
- Adopt the Carbon Footprint target reductions for fleet vehicles

5. COMMUNICATION & IMPLEMENTATION

5.1 The policy will be communicated through the following media:

- a. Team Brief
- b. Workforce News Articles and Infonet
- c. Flintshire Focus
- d. Transportation & Logistics Services briefing to Directorates

6. REVIEW

6.1 These procedures will be reviewed at annually jointly by the Director of Environment and the Transportation & Logistics Manager and amended in the light of emerging legislation and best practice.

7. POLICY DETAIL

7.1 Fuel Policy

7.1.1 An effective policy is required to satisfy a number of significant operational areas, these include:

- Control of fuel costs and expenditure.
- Ensuring fuel security.
- Management of the environmental effect of fuel
- Maximise efficiency of fuel usage

7.1.2 Senior Management support is essential to the success of any fuel policy which is a vital strand of the Authority's overall strategy in managing critical areas of cost, quality and environmental control. While the number of vehicles, and the total mileage covered by fleet vehicles, have a significant impact on the final fuel bill for the Authority's vehicle fleet, the controls this policy describes are not determined by reference to these aspects alone.

7.1.3 The environmental impact of the fuel used cannot be underestimated. With Climate Change, Carbon Footprint and other environmental considerations, an effective policy must clearly identify where we are currently and where we wish to be in the future. Developments in vehicle technology and available fuel sources require detailed analysis, before a commitment to any specific fuel or technology can be made with any certainty.

7.1.4 Fuel security includes not only the security of fuel stocks, but also fuel supply in times of national or regional shortages. The legal responsibilities imposed upon a Local Authority dictate the provision of certain services regardless of inconvenience or disruption to supply. This means that the Authority should ensure a secure supply chain if these obligations are to be met.

7.1.5 Whilst this will be recognised in annual reviews, it is the intentions of this policy to put in place the controls and procedures to improve current FCC levels of control to address a number of concerns in a structured and informed way. Recognising these controls will develop over time, and with the benefit of the experience this policy will allow.

7.2 APPLICATION

7.2.1 Procurement

7.2.1.1 Fuel will be procured through one of two methods, dependant upon service application.

- Depot "bunkering", fuel will be purchased through the FCC Procurement Unit approved nationally tendered contract.
- Fuel cards, with a Chip and Pin system, purchased through a partner arranged contract and issued through Transportation & Logistics Services, to enable fuel to be purchased from retail outlets, can be issued to fleet vehicle or drivers. Fleet drivers should seek the best value price when purchasing fuel away from the depot and ensure the correct grade of fuel is used for their particular vehicle.

Information and assistance is available from Fleet Services if required.

- 7.2.1.2 All receipts are to be retained by service Managers in line with FCC financial rules. Fuel Management reports will be initially analysed by Transportation & Logistics Services prior forwarding on to service user Line Management. Any exception reports will be forwarded to Line Managers for further investigation.
- 7.2.1.3 During periods of national or regional fuel shortages (e.g. strikes or other industrial action), it may be necessary to procure fuel through other suppliers. The Transportation & Logistics Services will endeavour to source and seek approval from the Director of Environment to undertake regular financial vetting of companies in order for earliest possible identification of financial problems, conduct regular account meetings with companies to discuss service levels and their contingency plans, where possible utilise framework agreements for product procurement to reduce reliance on single suppliers ensuring to use alternative supplies as necessary to maintain adequate bunkered supplies and prioritise service areas and operations with a view to implement restrictions to make best use of existing stocks.
- 7.2.1.4 Every effort by the driver should be made to avoid mis-fuelling vehicles. In the event of the incorrect fuel type being filled in a vehicle please issue the following instruction:
- Don't attempt to start or move the vehicle as this pumps fuel into the engine
 - Inform the filling station cashier
 - Inform the garage immediately so that recovery/repair of the vehicle can be arranged
 - Inform your supervisor/line-manager of the incident and interruption to service delivery

7.3.2 Control

- 7.3.2.1 Cards or fobs are to be issued by Transportation & Logistics Services upon request from designated service managers only. Records of issue are to be retained by Transportation & Logistics Services, lost or stolen cards must be formally reported to them immediately. Damaged or replacement cards or fobs are to be replaced upon production of old card or fob. It is the responsibility of the employee to whom the card is issued to ensure its security and safe keeping.

Both cards and fobs will capture details of each fuel issue / transaction, including mileage, amount of fuel, date / time, location, type of fuel and cost.

- 7.3.2.2 If fuel is required for small plant items one card will be issued specifically for this purpose, usually to a supervisor, to cover a number of plant items. The vehicle card **MUST NOT** be used to fuel plant items, and should only be used to refuel the specific vehicle it was issued to. Operational Managers are responsible for identifying individuals to whom "plant" cards / fobs are to be issued, and to ensure plant is not refueled using vehicle cards / fobs.

- 7.3.2.3 Employees must include the mileage recorded from the vehicle's odometer every time the vehicle is refuelled and ensure that the tank is fully filled each time.
- 7.3.2.4 Operational Managers will receive information from the Transportation & Logistics Services on a monthly basis of drivers who are not recording mileage. Operational Managers are responsible for investigating the reasons for non-compliance with paragraph 7.3.2.3. Any employee found to not be recording mileages for three consecutive months without good reason will be reported to the relevant Head of Service (or their delegated representative) responsible for that service area, who may begin formal disciplinary action against the driver.
- 7.3.2.5 During periods of national or regional fuel shortages (e.g. strikes or other industrial action), the Chief Executive or their delegated representative will identify which service area's vehicles will take priority. The Transportation & Logistics Manager will control the emergency issue of fuel to those identified during such periods and, where possible, utilise framework agreements for product procurement to reduce reliance on single suppliers ensuring to use alternative supplies as necessary to maintain adequate bunkered supplies and prioritise service areas and operations with a view to implement restrictions to make best use of existing stocks.

7.3.3 Management Reporting

- 7.3.3.1 Heads of Service (or their delegated representative) will receive monthly summaries down to vehicle level of non-recorded mileage from Transportation & Logistics Services for all services for which they have responsibility.
- 7.3.3.2 The Transportation & Logistics Manager will produce a monthly fuel report by operational service area which will identify:
- Vehicles issued with fuel during the previous month
 - Transaction details, (mileage, amount of fuel, date/time, location, type of fuel and cost.)
 - Vehicles which have not recorded mileages
 - Identify recommended MPG ranges by vehicle group
 - Identify vehicles not within the recommended ranges.
- 7.3.3.3 Operational Managers will receive fuel reports each month and are responsible for investigating all reasons for non-compliance with this policy identified on the report, and actively seek to improve their service's fuel utilisation. Assistance will be available from the Transportation & Logistics Services to provide advice, investigate specific exceptions, to change reporting parameters for closer investigation or produce supporting evidence if required.

Operational Managers will be expected to deal with persistent offenders under normal disciplinary guidelines, and must report any employee failing to abide by this policy for three consecutive months to their Director (or their delegated representative).

7.3.4 Environment

7.3.4.1 This policy supports the use of diesel fuel in Council Fleet vehicles wherever possible. Due to the fluid developments in new carbon reducing fuels and vehicle technologies, and the lack of geographically available infrastructure to support alternative fuels, it is not felt prudent at this time to recommend one definitive fuel strategy.

7.3.4.2 Following the revision of BS EN 590:2009, and to enable the reduction in carbon emitted from fleet vehicles, the use of diesel containing 7% biomass to international standards / directives is recommended to be progressively introduced in depot fuel supplies. In addition to the adoption of this policy the Fleet Transport Carbon Footprint action plan (Appendix A) will combine both the detail of this policy and the carbon reduction targets contained within the plan and form the basis of subsequent policies in the future.

7.3.4.3 Alternative fuel will be considered and trailed wherever appropriate for evaluation prior to wider adoption.

7.3.4.4 In support of these initiatives employees are to follow the advice contained within the FCC Driver's Handbook (Section 8.13) advising on methods of economic driving.

7.3.5 Benefits

7.3.5.1 The benefits of adopting this policy are:

- Increased control of overall Fleet vehicle fuel spend
- Greater awareness of the link between operational decisions and fuel usage
- Reduced emissions from the fleet.
- Increased level of management information
- Reduced Costs

8. Appendix

A – Fleet Transport Carbon Footprint Action Plan

B – Drivers Handbook Extract Economic Driving

7.3.6 APPENDIX A - FLEET TRANSPORT CARBON FOOTPRINT ACTION PLAN

<u>Action Plan Objective</u>	<u>Reporting Mechanism</u>	<u>Target</u>	<u>Officer Responsible</u>
Implement a fuel policy for fleet vehicles. to reflect the targets within this action plan	Cabinet	New policy	Head of Streetscene
Review and revise as appropriate Council Fleet procurement policy to favour vehicles of low carbon emissions or using emission reducing technologies where appropriate. .	Cabinet	Revised policy	Head of Streetscene
Issue guidance on vehicle utilisation within the Authority	Transportation & Logistics Operations	Guidance Issued	Transportation & Logistics Manager
Redefine Corporate reduction target to reflect mileage and vehicle type.	Performance Reports	Target tonnes per mile (km) per vehicle type	Head of Streetscene
Reduce Fleet vehicle CO ² emissions.	Performance Reports	2% from 2008-10 Objectives & Targets Baseline Information	Head of Streetscene
Trial fuel with a 7% mix of biodiesel in a selection of vehicles.	Transportation & Logistics Operations	Ongoing	Head of Streetscene
Increase percentage of renewable fuel used in Fleet Vehicles	Service Plan	7%	Head of Streetscene
When necessary, to procure new cars and car-derived vans with the lowest carbon emissions and highest carbon reducing technology available.	Transportation & Logistics and Streetscene Procurement	Ongoing Requirement	Head of Streetscene
Install rev. limiters to the majority of vehicles under 3500 Kgs GVW by 2014 and to trial other viable alternative vehicle technologies as they emerge, including electric and hybrid vehicles.	Transportation & Logistics Operations	2014	Transportation & Logistics Manager
To train all Large Goods Vehicle drivers in SaFED (Safe and Fuel Efficient Driving) techniques as part of the Driver CPC (Certificate of Professional Competence) training, thereby reducing fuel consumption and carbon emissions.	Streetscene Health & Safety / Training	2014	Transportation & Logistics Manager

7.3.6 APPENDIX B - DRIVERS HANDBOOK EXTRACT ECONOMIC DRIVING INCLUDING EXPLANATION OF FUEL CONSUMPTION

The council are aware of its responsibilities in the conservation of fuel and the reduction of vehicle emissions. Drivers play a key role in helping us to achieve our aims. We will monitor fuel consumption on a regular basis with the aim of improving our fleet efficiency.

- ◆ Check oil and water levels daily.
- ◆ All vehicles are to be filled after each shift. Filling should take place until the fuel reaches the bottom of the filling neck and no further. If you over fill then in warm conditions the fuel will expand and can leak from the filler.
- ◆ Tyres must be maintained. *10% low equates to 1% increase in fuel consumption.*
- ◆ Never leave an engine running if it is not required. *On average, for each hour of idle running an engine can use in excess of 1 gallon of fuel.*
- ◆ Never over rev an engine. *Move off gently to warm the engine up slowly.*
- ◆ Anticipate the situation ahead when driving.
- ◆ Do not speed. *A 5% increase in speed increases fuel consumption by up to 20%.*
- ◆ Report all defects. *Brakes that are binding can increase fuel consumption by up to 15%.*

FLINTSHIRE COUNTY COUNCIL

REPORT TO: **CABINET**

DATE: **TUESDAY, 19 NOVEMBER 2013**

REPORT BY: **CHIEF EXECUTIVE**

SUBJECT: **MID YEAR SERVICE PERFORMANCE REPORTS**

1.00 PURPOSE OF REPORT

1.01 To receive the 2013/14 Mid Year service performance reports produced at Divisional level. The reports cover the period April to September 2013.

1.02 To note the following: -

- the progress updates for the Council Improvement Priorities that are not set as an in-year priority;
- Service Plan progress;
- progress / performance against Corporate measures e.g. absence management;
- the assessment of any regulatory reports and
- performance against Improvement Targets and National Strategic Indicators (NSIs).

2.00 BACKGROUND

2.01 At its meeting 17 September 2013 Cabinet adopted the new streamlined and corporate approach to performance reporting, outlined as follows: -

1. Monitoring of Improvement Plan activity and progress reported each quarter. This includes progress against the activities, achievement measures and risks. Reporting began with a single report to Cabinet 15 October and will be followed by quarterly updates. The Improvement Priorities are to be monitored by appropriate Overview and Scrutiny Committees according to the priority area of interest.
2. Twice annually (at quarters 2 and 4) performance highlight reports (referred to as the Reports herein) will be presented from the Heads of Service. These will be similar to those previously produced for quarterly reporting with a focus on

performance exceptions, both good and poor. This ensures that the 'business as usual' is still being monitored and reported against.

2.02 The contents of the Reports include:

- The Council Improvement Priorities that are not set as an in-year priority
- Service Plan progress
- Corporate measures e.g. absence management
- Reporting against findings from internal and external regulatory bodies e.g. Wales Audit Office, Care and Social Services Inspectorate Wales or Estyn
- Improvement Targets and NSIs

3.00 CONSIDERATIONS

3.01 The Reports have been prepared by the Heads of Service within the three Directorates and by the Corporate Heads of Service.

3.02 Copies of the detailed Reports are available in the Members' Library and on request. Members will receive respective reports when circulated with the Overview & Scrutiny Committee agendas.

3.03 Appendix 1 of this report contains a schedule of all the Improvement Targets and NSIs. Where reporting is only appropriate annually the Improvement Targets and NSIs are not included. These will be reported at year end.

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

- RED equates to a position of unacceptable performance.
- AMBER equates to a mid position where the performance has not achieved target but is within an acceptable level.
- GREEN equates to meeting or exceeding target.

3.05 Analysis was undertaken for 35 of the 39 Improvement Targets and NSIs which showed the following: -

- 20 (57.1%) achieved a green RAG status
- 12 (34.3%) achieved an amber RAG status
- 3 (8.6%) achieved a red RAG status

Analysis could not be undertaken for the following performance

indicators: -

- WMT/004b – Waste collected sent to landfill
- WMT/009b – Waste collected prepared for reuse and/or recycled
- WMT/011 - Waste received prepared for reuse and/or recycled
- PSR/002 - Time taken to deliver Disabled Facilities Grants (DFGs)

The quarter 2 figures for the 3 waste indicators are subject to confirmation from Welsh Government and are not yet available for reporting.

PSR/002 is classified as management information and therefore a target has not been set. However, targets have been set individually for PSR/009a and b which measure the time taken to deliver DFGs for children/young people and adults respectively. Both of these indicators have been reported.

3.06 The indicators which showed a red RAG status against target were: -

3.06.1 **CFH/006 - Undisputed invoices paid on time (30 days)**

Performance for quarter 2 was 89%, this is a further reduction on quarter 1 (89.6%) and against the target of 95%.

Performance against this indicator is a measurement of performance across the Council. The reduced performance remains an area of concern. Solutions being pursued to make improvement in this area include: -

- Identifying blockages in the approval processes and addressing how these can be overcome to speed up processing.
- Review of resource availability. The workgroup which processes invoices is currently 1.5fte below establishment.
- Process changes through Purchase to Pay (P2P)

In addition, a communication is being sent out in November with the launch of the new P2P dashboards which will remind officers of all Accounts Payable responsibilities and KPI commitments.

3.06.2 **DWP1L - Time taken to process new claims for Housing Benefit (HB) and Council Tax Reduction Scheme (CTRS)**

Performance for quarter 2 has dropped to 23.4 days from 16.2 days for quarter 1. 17.5 days is an annual target. Average performance in the first 6 months is 19.8 days.

Whilst the overall caseload for CTRS and Housing Benefit has remained in line with previous years, there has been increased workload in the first 6 months arising from Welfare Reform. The profile for processing claims in any year is that the annual target is unlikely to be met in the early quarters.

Employee resource has been lower in 2013/14 compared to previous years with the phasing out of agency staff and overtime working. This has been a positive step to the introduction of the new structure but has impacted on performance. The further impact of posts currently being held vacant is being monitored very closely and will need to take account of potential financial penalties from DWP if performance thresholds are not met. New management and reporting structures are providing more robust data which will assist in profile targets in future years.

3.06.3 PLA/004a - Major applications determined within 13 weeks

Performance has reduced to 29.41%, a significant downturn on the Q1 return (48%) which was well above target (40%). The relatively low number of major applications leads to an element of volatility in the results, particularly when it is considered that many of these decisions are subject to Committee determination and legal agreements. These major developments are also often subject to detailed negotiation and amendment in order to secure good design and a positive recommendation, which is often more important to the developer than speed of decision. It is significant that Welsh Government has now dropped the 13 week period as an indicator pending further review, as it never had a statutory basis in Wales as it does in England.

Cumulative performance for Q1 and Q2 is 40.5%, which would have given a Green RAG status.

3.07 A further analysis of the Improvement Targets and NSIs has been undertaken which examines the number of indicators for which performance had improved when compared to the previous quarter or the same period in the previous year where this was more appropriate due to seasonal trends. Analysis showed: -

- 19 (55.9%) improved
- 3 (8.8%) maintained the same level of performance
- 12 (35.3%) downturned

Of the 35 Improvement Targets and NSIs analysed only 34 could be analysed for 'trend'. IA3.1L1, Standard Assessment Procedure (SAP) ratings of council housing stock, has previously been measured annually and therefore no comparator data is available.

4.00 RECOMMENDATIONS

4.01 That Cabinet consider the Mid Year service performance reports and recommend any specific issues which may require management action and / or referral to the appropriate Overview and Scrutiny Committees for consideration.

- 4.02 To note the following: -
- the progress updates for the Council Improvement Priorities that are not set as an in-year priority;
 - Service Plan progress;
 - progress / performance against Corporate measures e.g. absence management;
 - the assessment of any regulatory reports and
 - performance against Improvement Targets and National Strategic Indicators (NSIs).

5.00 FINANCIAL IMPLICATIONS

5.01 There are no specific financial implications within this report.

6.00 ANTI POVERTY IMPACT

6.01 There are no specific anti poverty implications within this report.

7.00 ENVIRONMENTAL IMPACT

7.01 There are no specific environmental implications within this report.

8.00 EQUALITIES IMPACT

8.01 There are no specific equality implications within this report.

9.00 PERSONNEL IMPLICATIONS

9.01 There are no specific personnel implications within this report.

10.00 CONSULTATION REQUIRED

10.01 Overview and Scrutiny Committees will receive the Reports relevant to their areas of work as part of their November forward work programme alongside the appropriate Improvement Plan monitoring reports.

11.00 CONSULTATION UNDERTAKEN

11.01 Corporate Management Team and the Performance Leads from across the Authority have contributed to help shape the streamlined approach to reporting.

11.02 The Reports are being shared with Portfolio holders prior to being presented to Overview and Scrutiny Committees.

12.00 APPENDICES

12.01 Appendix 1 - Schedule of Improvement Target and NSI data

LOCAL GOVERNMENT (ACCESS TO INFORMATION ACT) 1985
BACKGROUND DOCUMENTS

Contact Officer: Vicki Robarts
Telephone: 01352 701457
Email: vicki.c.robarts@flintshire.gov.uk

Ref.	Short Description	Unit of Measure (e.g. %, Days etc)	Direction of Positive Performance	Target 2013/14	2012/13 Q2 Outturn	2013/14 Q1 Outturn	2013/14 Q2 Outturn	2013/14 Q2 Target	RAG	Trend	IMP T / NSI	Commentary (provided where performance has missed target, Amber or Red)
CHILDREN'S SOCIAL SERVICES												
SCC/004 Quarterly	The percentage of children looked after on 31 March who have had three or more placements during the year.	%	Lower	Below 7.5%	11.3	11.1	19.1	Below 7.5	A	Downturned	IMP T & NSI	Our increasing LAC population includes several large sibling groups, who have moved in the last 12 months. Each child is counted individually, and that has had the effect of raising the percentage. We are of the view that most of these moves were planned in the interest of the child; a review of the reasons for the moves has been done and the moves were in the following categories; Placement with parents Moved to permanent placement Adoption. For those that aren't in the above category i.e. placement breakdown, disruption meetings are held to examine the reasons (12).
SCC/021 Quarterly	The percentage of looked after children reviews carried out within statutory timescales during the year.	%	Higher	93%	96.3	76	100	93	G	Improved	IMP T	N/A
SCC/033d Quarterly	The percentage of young people formerly looked after with whom the authority is in contact at the age of 19.	%	Higher	90%	50	66.7	50	90	A	Downturned	NSI	This is a small cohort of 4 young people. In Quarter 2, two young people returned home and declined further involvement with Children's Social Services despite having it being offered.
SCC/033e Quarterly	The percentage of young people formerly looked after with whom the authority is in contact, who are known to be in suitable, non-emergency accommodation at the age of 19.	%	Higher	95%	100	50	100	95	G	Improved	NSI	This is a small cohort of 2 young people. In Quarter 2, one young person was living at a domestic violence centre.
SCC/033f Quarterly	The percentage of young people formerly looked after with whom the authority is in contact, who are known to be engaged in education, training or employment at the age of 19.	%	Higher	75%	100	0	0	75	A	Downturned	NSI	This is a small cohort of 2 young people. 1 young person has recently given birth and therefore their ability to engage in education/training is temporary limited and the other young person is currently suffering from illnesses which prevent them engaging in education/training and employment.
SCC/041a Quarterly	The percentage of 'eligible', relevant and former relevant children that have pathway plans as required.	%	Higher	98%	100	100	100	98	G	Maintained	NSI	N/A
PSR/009a Quarterly	The average number of calendar days taken to deliver a Disabled Facilities Grant for children and young people.	Days	Lower	345 days	314	294	220	345	G	Improved	IMP T	N/A
ADULT SOCIAL SERVICES												

Ref.	Short Description	Unit of Measure (e.g. %, Days etc)	Direction of Positive Performance	Target 2013/14	2012/13 Q2 Outturn	2013/14 Q1 Outturn	2013/14 Q2 Outturn	2013/14 Q2 Target	RAG	Trend	IMP T / NSI	Commentary (provided where performance has missed target, Amber or Red)
SCA/001 Quarterly	The rate of delayed transfers of care for social care reasons per 1,000 population aged 75 or over.	Rate per 1,000	Lower	2 per 1,000	1.03	1.37	1.2	2	G	Improved	NSI	N/A
SCAM2L Quarterly	Percentage of referrals where support was maintained or reduced or no further support was required at the end of a period of Reablement.	%	Lower	60%	New for 2013/14	57.92	79.29	60	G	Improved	IMP T	N/A
IA1.1L4 Quarterly	Number of adults receiving a personal budget for services via either a direct payment or Citizen Directed Support.	People	Higher	200 people	232	211	231	200	G	Improved	IMP T	N/A
PSR/002 Quarterly	The average number of calendar days taken to deliver a Disabled Facilities Grant.	Days	Lower	Not Set - Mgt Info	367	210	202	Mgt Info N/A	N/A	N/A	NSI	Management Information
PSR/009b Quarterly	The average number of calendar days taken to deliver a Disabled Facilities Grant for adults.	Days	Lower	300 days	422	205	200	300	G	Improved	IMP T	N/A
SCA/002b Quarterly	The rate of older people aged 65 and or whom the authority supports in care homes per 1,000 population aged 65 and over at 31st March.	Rate per 1,000	Lower	21 rate per 1,000	17.74	16.19	16.41	21	G	Downturned	NSI	Performance has improved when compared with the same period in the previous year.
SCA/018c Quarterly	The percentage of identified carers of adult service users who were assessed or reassessed in their own right during the year who were provided with a service.	%	Higher	74%	67.77	78.91	68.37	74	A	Downturned	IMP T	Performance has improved when compared with the same period in the previous year. The target was changed in year to realign the measure with a priority in the Council's Improvement Plan (original target was 65%).
SCA/019 Quarterly	The percentage of adult protection referrals completed where the risk has been managed.	%	Higher	88%	88.89	100	100	88	G	Maintained	IMP T & NSI	N/A

Ref.	Short Description	Unit of Measure (e.g. %, Days etc)	Direction of Positive Performance	Target 2013/14	2012/13 Q2 Outturn	2013/14 Q1 Outturn	2013/14 Q2 Outturn	2013/14 Q2 Target	RAG	Trend	IMP T / NSI	Commentary (provided where performance has missed target, Amber or Red)
HOUSING												
PSR/004 Quarterly	The percentage of private sector dwellings that had been vacant for more than 6 months at 1 April that were returned to occupation during the year through direct action by the local authority	%	Higher	6%	Reported Annually 2012/13	0	1.42 (7 homes)	2 (10 homes)	A	Improved	IMP T & NSI	During Q1 all homes suspected of being empty for six months or more on 1 April 2013 were surveyed to create a baseline for reporting in Q2. A total of 7 of 490 empty homes (1.42%) were brought back into use during Q2 through direct action.
HLS/014L Quarterly	Average number of calendar days taken to let lettable units of permanent accommodation during the financial year.	Days	Lower	35 days	50.29	48.84	37.73	35	A	Improved	IMP T	The service has been able to demonstrate improved performance between Q1 and Q2. The boost in void performance can be attributed to a change in both processes and management together with improved co-ordination of work between Housing Management & the Voids Team.
ASSETS & TRANSPORTATION												
EEFML1 Quarterly	Carbon Reduction Commitment	%	Higher	5%	New for 2013/14	1.97 increase	1.29 reduction for full 6 months	Not Set	A	Improved	IMP T	We have turned an overall increase of nearly 2% in the first quarters consumption into a reduction of 1.3% over the entire 2 quarters which reflects on better summer weather and our continued efforts. This is clearly shown in gas consumption which was up 11% in the first quarter but down 21% in the second quarter when compared to the same quarters last year. It also shows just how difficult it is to draw conclusions from individual quarterly figures.
IA3.1L1 Quarterly	(Improvement Agreement 3.1) Increase the Standard Assessment Procedure (SAP) Rating in Council housing stock	Average SAP Rating	Higher	69 Average SAP Rating	Previously reported annually	Previously reported annually	72.76	Previously reported annually	G	69 Average SAP Rating	IMP T	Previously reported annually The totals up to mid-year: • 411 heating, • 6 solid wall, • 1 cavity and • 66 loft, SAP 72.76 (or round to 73)
THS/007 Quarterly	The percentage of adults aged 60 or over who hold a concessionary travel pass	%	Higher	78%	75.4	76.7	75.8	78	A	Downturned	IMP T & NSI	Figures exclude National Fraud Initiative (NFI) data matching exercise to identify 1,624 pass holders who may have passed away

Ref.	Short Description	Unit of Measure (e.g. %, Days etc)	Direction of Positive Performance	Target 2013/14	2012/13 Q2 Outturn	2013/14 Q1 Outturn	2013/14 Q2 Outturn	2013/14 Q2 Target	RAG	Trend	IMP T / NSI	Commentary (provided where performance has missed target, Amber or Red)
PLANNING												
PLA/004a Quarterly	The percentage of major planning applications determined during the year within 13 weeks	%	Higher	40%	33.33	48	29.41	40	R	Downturned	IMP T	Cumulative performance for Q1 and Q2 is 40.5%, which would give a Green RAG status. Performance has slipped to 29.41% against the target (40%) a clear reversal of the Q1 return (48%) which was well above target. The relatively low denominator within this category of applications leads to an element of volatility in the results, particularly when it is considered that many of these decisions are subject to Committee determination and legal agreements. These major developments are also often subject to detailed negotiation and amendment in order to secure good design and a positive recommendation, which is often more important to the developer than speed of decision. It is significant that WG has now dropped the 13 week period as an indicator pending further review, as it never had a statutory basis in Wales as it does in England.
PLA/004b Quarterly	The percentage of minor planning applications determined during the year within 8 weeks	%	Higher	66%	48.08	65.48	57.29	66	A	Downturned	IMP T	Cumulative performance for Q1 and Q2 is 61.1%. Whilst performance has downturned on Q1, it is a significant increase on same quarter last year. The good Q1 performance (65.48%) has slipped below target during Q2 (57.29%). It is significant that there is a clear improvement when measured against the corresponding Q2 2012/13 (48.08%) but the drop in performance is difficult to substantiate apart from the fact that the quarter coincides with the main holiday period and that there is also no Committee during August. Nevertheless performance against this category will continue to be monitored carefully as it is seen as the main factor in achieving good overall performance.
PLA/004c Quarterly	The percentage of householder planning applications determined during the year within 8 weeks	%	Higher	91%	65.17	95.93	90.76	91	A	Downturned	IMP T	The excellent Q1 return (95.93%) has not been replicated in Q2 (90.76%), falling just below target. Cumulative performance for Q1 and Q2 is 93.4%, which would give a green RAG status. Whilst performance has downturned on Q1, it is a significant increase on same quarter last year.

Ref.	Short Description	Unit of Measure (e.g. %, Days etc)	Direction of Positive Performance	Target 2013/14	2012/13 Q2 Outturn	2013/14 Q1 Outturn	2013/14 Q2 Outturn	2013/14 Q2 Target	RAG	Trend	IMP T / NSI	Commentary (provided where performance has missed target, Amber or Red)
STREETSCENE												
STS/006 Quarterly	The percentage of reported fly tipping incidents cleared within 5 working days	%	Higher	95%	79.78	100	100	100	G	Maintained	IMP T & NSI	Whilst the national target of removing fly tipping within 5 working day was achieved the 1 working day target set for the Streetscene targets was missed.
WMT/004b Quarterly	The percentage of municipal waste collected by local authorities sent to landfill	%	Lower	49%	39.37	40.87	Awaiting validation	40	N/A	N/A	NSI	The Q2 figures are subject to confirmation from Welsh Government. Reducing municipal waste is a key element of the Council's waste strategy. Target to be reviewed to provide more challenge.
WMT/009b Quarterly	The percentage of municipal waste collected by local authorities and prepared for reuse and/or recycled, including source segregated bio wastes that are composted or treated biologically in another way.	%	Higher	59%	58.05	55.55	Awaiting validation	58	N/A	N/A	NSI	The Q2 figures are subject to confirmation from Welsh Government. Statutory target for the year is 52% Lower Q1 performance followed poor weather at the end of the financial year. This had the following impact 1. No waste collections during the last week of the financial year increase quantities in the first week of the new year. 2. Unseasonable temperatures during April/May reduced green waste quantities Whilst the Q1 rate was below the 2012-13 figure the final out-turn is expected to show an improvement on the previous year.
WMT/011 Quarterly	The percentage of local authority municipal waste received at all local authority household waste amenity sites that is prepared for reuse, recycled or of source segregated bio waste that is composted or treated biologically in another way.	%	Higher	62%	New for 2013/14	57.24	Awaiting validation	62	N/A	N/A	IMP T	The Q2 figures are subject to confirmation from Welsh Government. Improving recycling at HRC sites is a service priority and a number of initiatives have been introduced to improve performance.
LIBRARIES & LEISURE												
LCS/002 Quarterly	The number of visits to local authority sport and leisure centres during the year per 1,000 population where the visitor will be participating in physical activity	Visits	Higher	9500 visits	2,524.95	2,483.45	2,370.14	2,279.91	G	Downturned compared with same period in previous year	NSI	Q1 & Q2 combined for 2013/14 represents a +3.91% increase in participation on the same period in 2012/13. Q1 2013/14 was improved on Q1 2012/13; Q2 2013/14 saw a downturn on Q2 2012/13. There is often difficulty explaining the reason behind an upturn or a downturn, but the excellent summer weather is identified as an explanation for the downturn in Q2.

Ref.	Short Description	Unit of Measure (e.g. %, Days etc)	Direction of Positive Performance	Target 2013/14	2012/13 Q2 Outturn	2013/14 Q1 Outturn	2013/14 Q2 Outturn	2013/14 Q2 Target	RAG	Trend	IMP T / NSI	Commentary (provided where performance has missed target, Amber or Red)
HUMAN RESOURCES												
CHR/002 Quarterly	The number of working days/shifts per full time equivalent (FTE) local authority employee lost due to sickness absence	Days / Shifts	Lower	9.6 days / shifts	2.13	2.54	2.17	1.95	A	Improved	IMP T	Performance has improved on that of Q1 but declined marginally when compared with the same period in the previous year.
ICT & CUSTOMER SERVICES												
CUSM1L Quarterly	Efficient Complaints Handling The percentage of initial complaints responded to within 10 working days	%	Higher	80%	68.27 (Q1&Q2)		86.31 (Q1&2)	80	G	Improved	IMP T	N/A
FINANCE												
DWP1L Quarterly	Time taken to process Housing Benefit (HB) and Council Tax Reduction Scheme (CTRS) new claims.	Days	Lower	17.5 days	18	16.2	23.4	17.5	R	Downturned	IMP T	17.5 days is an annual target. Average performance in the first 6 months is 19.8 days. Whilst the overall caseload for CTRS and Housing Benefit has remained in line with previous years, there has been increased workload in the first 6 months arising from Welfare Reform. The profile for processing claims in any year is that the annual target is unlikely to be met in the early quarters. Staff resource has been lower in 2013/14 compared to previous years with the phasing out of agency staff and overtime working. This has been a positive step to the introduction of the new structure but has impacted on performance. The further impact of posts currently being held vacant is being monitored very closely and will need to take account of potential financial penalties from DWP if performance thresholds are not met. New management and reporting structures are providing more robust data which will assist in profile targets in future years.
DWP2L Quarterly	Time taken to process Housing Benefit (HB) and Council Tax Reduction Scheme (CTRS) change events.	Days	Lower	9 days	9	13.4	11.4	9	A	Improved	IMP T	9 days is an annual target. Average performance in the first 6 months is 12.4 days. The commentary in relation to this indicator is as above for new claims

Ref.	Short Description	Unit of Measure (e.g. %, Days etc)	Direction of Positive Performance	Target 2013/14	2012/13 Q2 Outturn	2013/14 Q1 Outturn	2013/14 Q2 Outturn	2013/14 Q2 Target	RAG	Trend	IMP T / NSI	Commentary (provided where performance has missed target, Amber or Red)
CFH/006 Quarterly	The percentage of undisputed invoices which were paid within 30 days	%	Higher	95%	95	89.6	89	95	R	Downturned	IMP T	<p>Performance against this indicator is a measurement of performance across the Council. Performance has reduced further since quarter one and remains an area of concern.</p> <p>Solutions which are being pursued to make improvement in this area include:</p> <ul style="list-style-type: none"> Identifying blockages in the approval processes and addressing how these can be overcome to speed up processing. Review of resource availability. The workgroup which processes invoices is currently 1.5fte below establishment. Process changes through Purchase to Pay (P2) A communication is being sent out in November with the launch of the new P2P dashboards which will remind officers of all Accounts Payable responsibilities and KPI commitments.

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Ref.	Short Description	Unit of Measure (e.g. %, Days etc)	Direction of Positive Performance	Target 2013/14	Outturn 2012/13	Outturn 2013/14	RAG	Trend	IMP T / NSI	Commentary (provided where performance has missed target, Amber or Red)
EDUCATION										
EDU/003 Annually	The percentage of learner achieving the Core Subject Indicator at Key Stage 2	%	Higher	81.70%	81.3	85	G	Improved	IMP T & NSI	Flintshire outcome of 85.0% in 2013 increased on 2012 outcome of 81.3%. Wales has increased from 82.6% in 2012 to 84.3% in 2013.
EDU/004 Annually	The percentage of learners achieving the Core Subject Indicator Key Stage 3	%	Higher	77.20%	76	80	G	Improved	IMP T	Flintshire outcome of 80.0% in 2013 increased on 2012 outcome of 76.0%. Wales has increased from 72.5% in 2012 to 77.0% in 2013.
EDULM5aii Annually	The percentage of learners assessed as achieving Level 5 or above at the end of Key Stage 3, in Mathematics	%	Higher	85.10%	83.9	86.5	G	Improved	IMP T	Flintshire outcome of 86.5% in 2013 increased on 2012 outcome of 83.9%. Wales has increased from 81.1% in 2012 to 83.9% in 2013.
EDULM5aiii Annually	The percentage of learners assessed as achieving Level 4 or above at the end of Key Stage 2, in Mathematics	%	Higher	86%	86.3	88.2	G	Improved	IMP T	Flintshire outcome of 88.2% in 2013 increased on 2012 outcome of 86.3%. Wales has increased from 86.8% in 2012 to 87.5% in 2013.
EDULM5bii Annually	The percentage of learners assessed as achieving Level 5 or above at the end of Key Stage 3, in English	%	Higher	84.70%	83.1	85.8	G	Improved	IMP T	Flintshire outcome of 85.8% in 2013 increased on 2012 outcome of 83.1%. Wales has increased from 79.3% in 2012 to 82.9% in 2013.
EDULM5biii Annually	The percentage of learners assessed as achieving Level 4 or above at the end of Key Stage 2, in English	%	Higher	85.40%	83.8	88	G	Improved	IMP T	Flintshire outcome of 88.0% in 2013 increased on 2012 outcome of 83.8%. Wales has increased from 85.2% in 2012 to 87.1% in 2013.

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FLINTSHIRE COUNTY COUNCIL

REPORT TO: **CABINET**

DATE: **TUESDAY, 19 NOVEMBER 2013**

REPORT BY: **HEAD OF FINANCE**

SUBJECT: **REVENUE BUDGET MONITORING 2013/14 (MONTH 5)**

1.00 PURPOSE OF REPORT

1.01 To provide Members with the most up to date revenue budget monitoring information (Month 5) for the Council Fund and the Housing Revenue Account in 2013/14.

1.02 INDEX OF CONTENTS

Section 2	Executive Summary
Paragraph 3.01	Council Fund Summary Table
Section 4	Inflation
Section 5	Monitoring Budget Assumptions & New Risks
Section 6	Unearmarked Reserves
Section 7	Housing Revenue Account
Appendix 1	Council Fund - Movement in Variances from Month 4
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
Appendix 9	Council Fund - Achievement of Efficiencies

2.00 EXECUTIVE SUMMARY

2.01 The projected year end position, as estimated at Month 5, is as follows:-

Council Fund

- Net in year expenditure forecast to be £1.074m less than the budget. (A decrease of £0.173m on the £1.247m reported at Month 4)
- Projected contingency reserve balance at 31st March 2014 of £3.715m

Housing Revenue Account (HRA)

- Net in year expenditure forecast to under spend the budget by £0.014m (£0.260m overspend reported at Month 4)
- Projected HRA balances at 31st March 2014 of £1.448m

The detail relating to the HRA is set out in Section 7.00 of this report.

3.00 COUNCIL FUND LATEST IN YEAR FORECAST

- 3.01 The table below shows a projected positive variation of expenditure against budget of £1.074m.

TOTAL EXPENDITURE AND INCOME	Original Budget	Revised Budget	In-Year Over / (Under) spend	
			Month 4	Month 5
	£m	£m	£m	£m
<u>DIRECTORATES (Service Groups)</u>				
Services for Adults	45.642	44.336	(0.832)	(0.759)
Services for Children	11.906	12.165	0.298	0.472
Housing Services	1.800	1.805	(0.288)	(0.295)
Development & Resources	1.688	1.665	(0.037)	(0.023)
TOTAL : COMMUNITY SERVICES	61.036	59.971	(0.859)	(0.605)
Assets and Transportation	6.015	6.092	(0.006)	0.002
Planning	1.708	1.719	0.022	(0.005)
Public Protection	3.455	3.467	(0.026)	(0.028)
Regeneration	0.715	0.707	(0.031)	(0.019)
Streetscene	19.320	19.220	0.356	0.343
Management, Support & Performance	1.088	1.086	(0.096)	(0.072)
TOTAL : ENVIRONMENT	32.301	32.291	0.219	0.221
Culture & Leisure	6.876	6.393	0.360	0.367
Inclusion Services	14.058	13.263	(0.102)	(0.027)
Primary School Services	43.374	43.383	(0.025)	(0.025)
Secondary School Services	36.638	37.468	0.002	0.002
Development & Resources	12.118	12.185	(0.164)	(0.208)
TOTAL : LIFELONG LEARNING	113.064	112.692	0.071	0.109
Chief Executive	2.356	2.335	(0.017)	(0.049)
Finance	14.265	14.291	(0.308)	(0.463)
HR & OD	2.427	2.466	0.000	(0.004)
ICT & Customer Services	4.922	4.929	(0.041)	(0.004)
Legal & Democratic Services	3.145	3.158	0.020	(0.002)
TOTAL : CORPORATE SERVICES	27.115	27.179	(0.346)	(0.522)
TOTAL DIRECTORATES	233.516	232.133	(0.915)	(0.797)
Central and Corporate Finance	26.236	27.619	(0.332)	(0.277)
Total	259.752	259.752	(1.247)	(1.074)

- 3.02 The original budget column reflects the budget approved by Council on the 1st March 2013. The revised budget column reflects in-year virements which have been approved in compliance with Financial Procedure Rules.

Programme of Efficiencies

- 3.03 The 2013/14 budget contains £5.331m of specific efficiencies and the table below summarises the current status of these items. This analysis indicates that it is currently projected that £4.462m (83.7 %) will be achieved, resulting in a net under-achievement of £0.870m.

Status of Efficiency	Value of Budgeted Efficiency £m	Valued of Projected Efficiency £m	(Under) Over Achievement £m
ALREADY ACHIEVED	1.948	1.948	0.000
EXPECTED TO BE ACHIEVED IN FULL	2.229	2.229	0.000
ACHIEVABLE IN PART	0.664	0.285	(0.380)
NOT ACHIEVABLE	0.490	0.000	(0.490)
Total	5.331	4.462	(0.870)

- 3.04 Appendix 9 provides further details of the assumptions behind the projections, and where relevant the actions required to address items not currently expected to be achieved in full. It is important to note that the impact of this analysis has already been included in the overall Month 5 projected outturn position.

4.00 INFLATION

- 4.01 **Pay inflation** of £0.734m was included in the 2013/14 budget in anticipation of a possible national pay award in 2013/14. An assessment of the implications of the pay award has now been completed and the full £0.734m will be allocated to service budgets to meet the costs of the pay award. The budget changes arising from these allocations are now fully reflected in the Table at paragraph 3.01 above.

- 4.02 **Non standard price inflation** - amounts of £0.255m in respect of Energy for Street Lighting, £0.197m in respect of Energy, £0.187m in respect of Fuel and £0.141m in respect of Food costs are included in the budget but held centrally. The Service budgets which incur the costs affected by non standard inflation continue to be monitored closely and the funds will be released based on a full assessment of evidenced need. At this stage, the current projected outturn assumes that these amounts will be required in full.

5.00 MONITORING BUDGET ASSUMPTIONS & NEW RISKS

- 5.01 There are some areas which are being specifically monitored which potentially could have impacts on the budget beyond the current assumptions:
- Outcome Agreement Grant - full allocation of grant applicable to 2012/13 is subject to future agreement by Welsh Government (WG). However, a recent meeting with WG officers concluded that the Council has met the requirements for full payment of the grant and the WG Minister will be advised of this.

- Former chemical plant - Sandycroft (Euticals Ltd.) - along with its strategic partners, the Council has intervened in relation to this site and is in discussion with Welsh Government about solutions, roles and responsibilities - indicative costs for six months are reflected within the current projected outturn position, but costs may increase if the current situation extends beyond six months
- Social Services for Children - the trend of referrals currently being experienced is increasing
- Waste Services - risks of impacts of changes in market demand on future recycling income (plastics), and further reductions of specific Welsh Government grant for Sustainable Waste management (SWMG)

6.00 UNEARMARKED RESERVES

- 6.01 The 2012/13 final outturn reported to Cabinet on 16th July showed unearmarked reserves at 31st March 2013 (above the base level of £5.564m) of £3.409m, after taking into account a commitment in 2013/14 for use of £0.297m to meet one-off / time limited costs. In July, Cabinet allocated £0.250m to the Winter Maintenance reserve, bringing the level in the reserve to £3.159m.
- 6.02 After taking account of an allocation of £0.518m for recovery costs following the March 2013 severe weather, and bringing in the impact of the projected in year budget position the current projected level of the contingency reserve at the end of March 2014 is an amount of £3.715m. Details are shown in Appendix 7.

7.00 HOUSING REVENUE ACCOUNT

- 7.01 On 19th February 2013, the Council approved a Housing Revenue Account (HRA) budget for 2013/14 of £28.259m. The budget provided for a closing balance of £0.903m, which at 3.2 % of total expenditure satisfies the prudent approach of ensuring a minimum level of 3 %.
- 7.02 The 2012/13 final outturn reported to Cabinet on 16th July 2013 showed a closing balance at the end of 2012/13 of £1.931m (subject to audit) which was £0.861m more than when the 2013/14 budget was set. This had the effect of increasing the opening balance for 2013/14 by the same amount.
- 7.03 For 2013/4 there is an overall projected under spend of £0.014m and a projected closing balance at Month 5 of £1.448m, which at 5.1 % of total expenditure satisfies the prudent approach of ensuring a minimum level of 3 %.
- 7.04 Appendix 7 details the reasons for significant variances occurring to date and the actions planned to deal with them.

8.00 RECOMMENDATIONS

8.01 Members are recommended to :-

- a) Note the overall report.
- b) Note the projected Council Fund contingency sum as at 31st March 2014 (paragraph 6.02).
- c) Note the projected final level of balances on the Housing Revenue Account (paragraph 7.03).

9.00 FINANCIAL IMPLICATIONS

9.01 The financial implications are as set out in Sections 3.00 - 7.00 of the report.

10.00 ANTI-POVERTY IMPACT

10.01 None.

11.00 ENVIRONMENTAL IMPACT

11.01 None.

12.00 EQUALITIES IMPACT

12.01 None.

13.00 PERSONNEL IMPLICATIONS

13.01 None.

14.00 CONSULTATION REQUIRED

14.01 None.

15.00 CONSULTATION UNDERTAKEN

15.01 None.

16.00 APPENDICES

16.01 Council Fund - Movement in Variances from Month 4 - Appendix 1
Council Fund Significant Variances - Appendices 2 - 6
Council Fund - Movements on unearmarked reserves - Appendix 7
Housing Revenue Account Variances - Appendix 8
Council Fund - Achievement of Efficiencies - Appendix 9

LOCAL GOVERNMENT (ACCESS TO INFORMATION ACT) 1985
BACKGROUND DOCUMENTS

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**COUNCIL FUND - REVENUE BUDGET 2013/14
FLINTSHIRE COUNTY COUNCIL**

**Budget Monitoring (Month 5)
Summary of Movement from Month 4**

	£m	£m
Month 4		
Service Directorates	(0.915)	
Central and Corporate Finance	(0.332)	
Variance as per Cabinet Report		(1.247)
Month 5		
Service Directorates	(0.797)	
Central and Corporate Finance	(0.277)	
Variance as per Directorate Returns		(1.074)
Change Requiring Explanation		0.173
<u>Community Services</u>		
Services For Adults		
• Hospital Social Work (Intake and Reablement) - due to a Hospital Social Worker covering in the Crisis Intervention Team. These costs are recovered from Health.	(0.038)	
• Resource and Regulated Service (Intake and Reablement) - due to a combination of an increase in residential care costs (£0.032m) and home care costs (£0.027m) offset by an increase in the projected underspend for Extra Care (£0.026m) due to an additional delay. The balance of £(0.015m) is made up of a number of other movements.	0.048	
• Locality Teams (Localities) - due to an increase in purchased domiciliary care (£0.038m) additional residential packages (£0.061m) and a reduction in expected property income (£0.055m). The balance (£0.018m) is made up of a number of small movements.	0.172	
• Resource and Regulated Service (Disability Service) - due to additional Health funding for one service user within LD residential (£0.120m).	(0.114)	
• Disability Service (Disability Service) - additional transition service user costs.	0.062	
• Residential and Domiciliary Service (Mental Health and Substance Misuse Service) -due to a reduction of two residential placements.	(0.056)	
• Other minor changes of less than £0.025m for Services for Adults	(0.001)	
Subtotal: Services for Adults		0.073
Development & Resources		
• Other minor changes of less than £0.025m	0.014	
Subtotal: Development & Resources		0.014
Services For Childrens		
• Out of County Pooled Budget (Children's Services) -There have been three additional placements and an increase in costs for one placement, as well as the loss of income (£0.033m) from Health for another placement	0.178	
• Other minor changes of less than £0.025m	(0.004)	
Subtotal: Services For Childrens		0.174
• Other minor changes of less than £0.025m	(0.007)	
Subtotal: Housing Services		(0.007)
Total: Community Services		0.254

Environment

• Highways - lower anticipated levels of income for Fixed Penalty Notices	0.025	
• Other minor changes of less than £0.025m	(0.023)	
		0.002

Lifelong Learning**Culture & Leisure**

• Leisure Services - Minor Variances	0.020	
• Libraries, Culture & Heritage - Minor Variances	(0.014)	

Inclusion Service

• Out of County - change in funding on one placement (£0.068m where Health are no longer expected to contribute. The remainder relates to minor variances.	0.081	
• Minor Variances	(0.007)	

Development & Resources

• Facilities Services - This relates to a revised projection for food inflation and other minor variances.	(0.068)	
• Pupil/Student Transport - due to a special transport contract where health and safety needs have to be met and the addition of a 1:1 escort costing £0.035m. The remainder relates to minor invoices.	0.043	
• Minor Variances	(0.017)	
		0.038

Corporate Services

• Legal and Democratic Services - reduced overspend on Locums (£0.003m), vacancy savings (£0.014m), minor variances (£0.005m)	(0.022)	
• HR and Organisational Development - reduced DBS check expenditure (£0.030m), vacancy savings (£0.021m), loss of income £0.027m, Occupational Health specialists £0.014m, minor variances £0.006m	(0.004)	
• ICT and Customer Services - registrars income (£0.019m), additional postage costs £0.046m, minor variances £0.010m	0.037	
• Finance - vacancy savings (£0.140m), additional surplus on Council Tax Collection Fund (£0.011m), reduced shortfall on CTRS (£0.004m)	(0.155)	
• Chief Executives Department - vacancy savings (£0.027m), minor variances (£0.005m)	(0.032)	
		(0.176)

Central and Corporate Finance

• Impact of additional costs relating to 2012/13 for the Coroners service.	0.055	
		0.055

Total changes

0.173

COMMUNITY SERVICES

APPENDIX 2

Budget Monitoring 2013/14 (Month 5)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Major Variance	Action Required
Services for Adults						
Hospital Social Work (Intake and Reablement)	0.405	0.338	(0.067)	(0.029)	The reduction in outturn from month 4 (£0.038m) in this area is due to a Hospital Social Worker covering in the Crisis Intervention Team. These costs are recovered from Health. The balance (£0.029m) is due to a staff vacancy.	One-off.

COMMUNITY SERVICES

APPENDIX 2

Budget Monitoring 2013/14 (Month 5)

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)	5.349	5.140	(0.209)	(0.257)	<p><u>Extra Care</u> Projected underspend on Llys Jasmine has increased due to additional delays, by (£0.026m) to (£0.235m). <u>In-house Domiciliary Care</u> underspend (£0.087m) due to greater use of reablement and independent sector care providers. The increase from month 4 (£0.027m) is due to an increase in service need.</p> <p><u>Client Transportation Service</u> underspend (£0.046m) relates to staff vacancies. <u>Day Services</u> underspend (£0.038m) mostly due to vacancies (£0.026m). These underspends are offset by a projected overspend within <u>In-house Residential Service</u> (£0.197m) due to the need to ensure staff cover (£0.231m) additional premises costs (£0.036m) and additional supplies and service (£0.048) offset by client (£0.070m) and Health (£0.050m) income. The increase from month 3 (£0.032m) is mostly due to increased agency cover (£0.023m).</p>	<p><u>Extra Care</u>The underspend against is one-off and non recurring and has arisen due to the opening of the facility being part way through the current year.</p> <p><u>Client Transportation Service</u> Underspend adjusted in budget rationalisation.</p> <p><u>Residential Service</u> further work required to determine the most appropriate way to address the overspend.</p>

COMMUNITY SERVICES

APPENDIX 2

Budget Monitoring 2013/14 (Month 5)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Major Variance	Action Required
Locality Teams (Localities)	13.893	13.979	0.086	(0.086)	<p><u>Older People Services</u></p> <ul style="list-style-type: none"> > Locality Teams are together expected to underspend (£0.127m) mostly due to vacant posts. > Purchased domicilliary costs are projected to overspend (£0.042) due to additional service user costs. > Purchased residential costs are projected to overspend (£0.109) due to additional service user costs. > Early Onset Dementia is projected to overspend (£0.080m) due to purchased domiciliary care costs. > The balance (£0.018m) is made up of a number of smaller variances. 	<p>Keep under review.</p> <p>Most of the PDSI elements previously included as part of the locality team budgets are now shown within the Disability Services Heading with only the Occupational Therapy service remaining as part of the locality teams.</p>
Resource and Regulated Services (Disability Services)	15.243	15.069	(0.174)	(0.060)	<p>The movement in outturn results in an increase in underspend of £0.114m that is mostly due to additional Health funding for one service user within LD residential (£0.120m).</p> <p>As previously noted this service includes a budget to help offset the expected impact of a review of joint funded packages between FCC and Health. This remains unchanged from month 3.</p>	<p><u>LD</u></p> <p>The underspend in relation to the negotiations with Health on jointly funded packages is based on current assumptions. These will be kept under review and adjusted if proven necessary.</p>

COMMUNITY SERVICES

APPENDIX 2

Budget Monitoring 2013/14 (Month 5)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Major Variance	Action Required
Disability Services (Disability Services)	1.942	2.004	0.062	0.000	The overspend is due to additional transition service user costs.	Keep under review.

COMMUNITY SERVICES

APPENDIX 2

Budget Monitoring 2013/14 (Month 5)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Major Variance	Action Required
Administrative Support (Disability Services)	0.411	0.457	0.046	0.041	This is due to an overspend against staff pay costs (£0.041m).	Keep under review.
Residential and Domiciliary Service (Mental Health & Substance Misuse Service)	0.734	0.485	(0.249)	(0.193)	This underspend is based on current care packages. An additional £0.0259m budget has been added to this area in 2013 to reflect the expectation of the transfer from Health of an individual with a high cost transition package, there has been a delay in transferring this client into the service. The underspend decreased from month 4 (£0.056m) due to a reduction of two residential placements.	Keep under review.
Professional Support (Mental Health & Substance Misuse Service)	0.828	0.756	(0.072)	(0.073)	This is mostly (£0.047m) due to a one-off pay cost reduction following an agreed absence with no pay.	One-off.

COMMUNITY SERVICES

APPENDIX 2

Budget Monitoring 2013/14 (Month 5)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Major Variance	Action Required
Forensic Budget (Mental Health & Substance Misuse Service)	0.305	0.159	(0.146)	(0.142)	Reflects current care packages for 2013/14.	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.
Forensic Budget (Learning Disability)	0.482	0.426	(0.056)	(0.054)	Reflects current care packages for 2013/14.	
Other Services for Adults variances (aggregate)	4.744	4.764	0.020	0.021	Various minor variances.	Continue to review but not expected to be recurrent.
Subtotal:	44.336	43.577	(0.759)	(0.832)		

COMMUNITY SERVICES

APPENDIX 2

Budget Monitoring 2013/14 (Month 5)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Major Variance	Action Required
Development & Resources						
Business Systems (Development & Resources)	1.150	1.092	(0.058)	(0.057)	The underspend within this area is mostly due to vacant posts.	One off.
Vacancy Control	(0.100)	0.000	0.100	0.100		Realignment of vacant posts
Other Development & Resources variances (aggregate)	0.615	0.550	(0.065)	(0.080)	Various minor variances.	Continue to review but not expected to be recurrent.
Subtotal:	1.665	1.642	(0.023)	(0.037)		

COMMUNITY SERVICES

APPENDIX 2

Budget Monitoring 2013/14 (Month 5)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Major Variance	Action Required
Services for Children						
Family Placement (Children's Services)	1.977	2.308	0.331	0.323	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 been undertaken the outcome of which is being considered and will inform future planning and possible efficiencies.
Out of County Pooled Budget (Children's Services)	3.178	3.387	0.209	0.031	Costs reflect existing placements up until March 2014. The increase in overspend (£0.178m) is due to additional placements and an increase in costs for one placement as well as the loss of income (£0.033m) from Health from another placement.	The focus of high cost placements is now a North Wales project and will continued to be reviewed.
Other Services for Children variances (aggregate)	7.010	6.942	(0.068)	(0.056)	Various minor variances.	Continue to review but not expected to be recurrent.
Subtotal:	12.165	12.637	0.472	0.298		

COMMUNITY SERVICES

APPENDIX 2

Budget Monitoring 2013/14 (Month 5)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Major Variance	Action Required
Housing Services						
Homelessness Accommodation (Housing Services)	0.360	0.153	(0.207)	(0.197)	Variance is due to improvements in the service where methods have been put in place to reduce the cost of temporary accommodation. Quay House project has been delayed until 2014/15.	Keep under review. Variance is due to improvements in the service where methods have been put in place to reduce the cost of temporary accommodation.
Accommodation Support Team (Housing Services)	1.213	1.138	(0.075)	(0.070)	Service undergoing restructure which is not yet in place.	Restructure to be implemented.
Other variances (aggregate)	0.232	0.219	(0.013)	(0.021)	Various minor variances.	Continue to review but not expected to be recurrent.
Subtotal:	1.805	1.510	(0.295)	(0.288)		
Total :	59.971	59.366	(0.605)	(0.859)		

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Budget Monitoring 2013/14 (Month 5)

Service		Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Period 4 (£m)	Cause of Variance	Action Required
Assets & Transportation		6.092	6.094	0.002	(0.006)		
	Industrial Units	(1.253)	(1.158)	0.095	0.076	Estimated net income shortfalls across the Industrial Estate portfolio which has increased at Period 05 by a further £19k.	Keep Unit rental income closely monitored throughout 2013/14.
	Property Holdings	0.083	0.047	(0.036)	(0.030)	NNDR costs lower than anticipated	Review of site budgets necessary in line with asset management programme
	Property Asset & Development	0.534	0.417	(0.117)	(0.103)	Net Vacancy Savings	
	Highways Development Control & Regulatory Services	0.813	0.886	0.073	0.048	Lower than anticipated levels of income for FPN's (based on improving standards of repair by utility companies) & road closures.	
	Aggregate of other Variances	5.915	5.902	(0.013)	0.003		
Planning		1.719	1.714	(0.005)	0.022		
Public Protection		3.467	3.439	(0.028)	(0.026)		
Regeneration		0.707	0.688	(0.019)	(0.031)		

Budget Monitoring 2013/14 (Month 5)

Service		Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Period 4 (£m)	Cause of Variance	Action Required
Streetscene		19.220	19.563	0.343	0.356		
	Waste Disposal & Waste Collection	9.268	9.614	0.346	0.350	Plastic recycling prices reduced by £100 per tonne between June and September. The export market has subsequently re-opened and overall this is likely to result in an estimated income reduction of £70k in 2013/14. Staff backfilling costs to the end of December as a result of the on-going investigation within waste. Notification was given by WG in late July that the Sustainable Waste Management Grant (SWMG) was being reduced in-year by up to 10%. Subsequently, confirmation was received from WG in late August of a grant reduction in 2013/14 of £150k.	Consider potential impact on MTFP going forward Consider impact on MTFP going forward
	Aggregate of other Variances	9.952	9.949	(0.003)	0.006		
Management Support & Performance		1.086	1.014	(0.072)	(0.096)		
Management Support & Performance	Management Support & Performance	1.086	1.014	(0.072)	(0.096)	Net Vacancy Savings ahead of service review implementation and reduced commitments on supplies and services budgets.	
Total :	Total :	32.291	32.512	0.221	0.219		

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Culture & Leisure	6.393	6.760	0.367	0.361	<p>School Library Service (£0.100m saving) Following an agreement at DMT, to mitigate the Directorate overspend and to contribute towards the value for money programme, a number of measures will be taken to reduce expenditure in the School Library Service.</p> <p>Libraries, Culture & Heritage (£0.025m saving) Minor variances</p> <p>Leisure Services (£0.492m pressure) There are a number of pieces of work being completed to explore solutions to the remaining deficit. £0.023m relates to the final costs for Swim Flintshire. This programme ceased in August. £0.034m relates to employee costs. £0.301m relates to pressures on income across centres. £0.065m relates to pressures on premises budgets, £0.045m to security costs, £0.007m to credit/debit card fees and £0.017m to other minor variances.</p>	<p>Service Manager to place a hold on all uncommitted expenditure within School Library Service.</p> <p>As part of the Leisure Action Plan a number of solutions are being explored and implemented including cessation of Swim Flintshire, Leisure Service Review, Leisure Contact Centre and Asset Review.</p>
Inclusion Services	13.263	13.236	(0.027)	(0.102)	<p>Inclusion Services (£0.027m saving) Minor Variances</p>	
Primary School Services	43.383	43.358	(0.025)	(0.025)	<p>Primary School Services (£0.025m saving) Minor Variances</p>	Service Manager to review and reduce planned expenditure by £0.025m.

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Secondary School Services	37.468	37.470	0.002	0.001	Regional Services (£0.002m pressure)	
Development & Resources	12.185	11.977	(0.208)	(0.164)	<p>Children, Youth & Community (£0.008m saving) Minor variances</p> <p>Schools ICT (£0.150m saving) In an effort to reduce the Directorate overspend and to contribute towards the value for money programme, DMT have made the decision to place a hold on all uncommitted expenditure in Schools ICT.</p> <p>Transport (£0.016m pressure) Minor Variances</p> <p>Service Units (£0.032m saving) Pressures of £0.003m linked to NDR costs on Westwood School House, £0.056m on Pupil Support (Free School Meals) and £0.011m on Regional Capita One have been offset by estimated savings on Mobile Classrooms (£0.067m), Insurance (£0.035m).</p> <p>Facilities Services (£0.035m saving) Minor Variances</p>	<p>Service Manager to place a hold on all uncommitted expenditure within Schools ICT.</p> <p>We are awaiting information from the Schools relating to Music remissions which will affect the estimated costs.</p> <p>The figures reported assume that the full food NSI budget of £0.141m is transferred to the facilities budget.</p>
					Minor Pressures £0.001m	
Total :	112.692	112.801	0.109	0.071		

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Chief Executive	2.335	2.286	(0.049)	(0.017)	£0.014m Corporate voluntary sector contribution to Dangerpoint (£0.048m) Vacancy savings (£0.015m) minor variances	
Finance	14.291	13.828	(0.463)	(0.308)	(£0.107m) net Vacancy savings following realignment of budget (£0.771m) net surplus on the Council Tax Collection Fund after meeting the £0.420m costs allocated in 2013/14 budget £0.415m CTRS shortfall in funding compared to estimated in year cost	Demand led service but subject to ongoing monitoring. Contributing to national discussion on CTRS funding for 2014/15.
Legal & Democratic Services	3.158	3.156	(0.002)	0.020	£0.022m Legal Staffing including use of Agency/Locums and recharges (£0.014m) other Vacancy savings (£0.010m) minor variances	

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Human Resources & Organisational Development	2.466	2.462	(0.004)	0.000	(£0.030m) reduced DBS Check expenditure (£0.021m) Vacancy savings £0.027m loss of income from external organisations £0.014m Specialist Occupational Health resources £0.006m minor variances	
ICT & Customer Services	4.929	4.925	(0.004)	(0.041)	(£0.036m) Vacancy savings (£0.022m) additional Registrars Income £0.046m postage costs £0.008m minor variances	
Total :	27.179	26.657	(0.522)	(0.346)		

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Central Loans & Investment Account	15.283	15.041	(0.242)	(0.242)	Unsupported (Prudential Borrowing) - Funding for Local Government Borrowing Initiative (LGBI) transferred into settlement from 2013/14 (previously specific grant) -£0.415m which isn't needed to finance any new borrowing during 2013/14. The total of -£0.415m includes the £0.385m which was transferred into the settlement plus a residual £0.030m which wasn't utilised from the 2012/13 specific grant allocation of £0.192m.	
					Reduction in net external interest payable (-£0.047m), Reduction in interest receivable on temporary investments (£0.127m), increased cost of Minimum Revenue Provision (£0.088m) increased internal interest (-£0.015m), reduction in debt management costs (-£0.010m).	
Coroners	0.193	0.248	0.055	0.000	Due to a change in the lead authority for Coroners service provision (effective from May 2013), it has been brought to our attention that Wrexham CBC are continuing to process a significant number of invoices pertaining to financial year 2012/13 (currently value circa £0.110m) for which the Flintshire share is 50%, resulting in a current year budget pressure.	

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Centrally Held Provisions	5.818	5.007	(0.811)	(0.811)	Net budget adjustments of £0.680m as approved in the Month 3 report (Community Services £1.185m, Leisure Management (-£0.505m) Surplus on recovery of FCC share of pension fund deficit - final year of three year strategy (-£0.128m), other minor variances (-£0.003m).	
Central Service Recharges	(1.931)	(1.620)	0.311	0.311	Shortfall of £0.311m of internal income recovered from trading accounts and the HRA.	
Former Euticals Ltd - Sandycroft site	0.000	0.400	0.400	0.400	Potential costs for six months at £0.060m per month plus some specific one-off costs relating to site related costs in view of the public protection risk.	
Other variances - aggregate	8.256	8.266	0.010	0.010		
Total :	27.619	27.342	(0.277)	(0.332)		

APPENDIX 7

Movements on Council Fund Unearmarked Reserves

	£m	£m
Total Reserves as at 1 April 2013	9.540	
Less - Base Level (inclusive of total increase of £0.270m agreed as part of the 2013/14 budget)	<u>(5.834)</u>	
Total Reserves above base level		3.706
Less - Amount approved by Council on 1 st March for funding of one-off costs in the 2013/14 budget proposals		(0.297)
Less - Amount approved by Cabinet on 16 th July for reinstatement of funding within the Winter Maintenance reserve following utilisation of funding during 2012/13 (late March severe weather event)		(0.250)
Amount available for delegation to Cabinet		<u>3.159</u>
Add projected underspend as at 31 st March 2014		1.074
Less - Estimate of severe weather recovery costs		(0.518)
Projected Level of Total Contingency Reserve as at 31st March 2014		3.715

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HRA Major Variance Report - Period 5

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
HRA Subsidy	6,167	6,288	121	121	Capital Financing charges amended after budget rounds completed.	Review timings of figures with Capital Financing team.
Rents	-26,946	-27,182	-237	-243	Bad Debt provision reviewed based on Q1 impact of "bedroom tax", resulting in a saving of £258k	Monitor impact of "Bedroom Tax" and review expected costs at H1
Repairs and Maintenance	8,393	8,721	328	413	£57k net under spend variance on salaries due to restructure not being in place. £318k over spend on materials and £68k overspend on equipment due to increase in the number of high cost jobs. Travis Perkins is to review pricing.	Restructure to be implemented. Housing Asset Team is working closely with Travis Perkins to try and mitigate some of the overspend in H2.
Finance & Support	2,656	2,458	-197	-8	Support Recharges reflected at 2012/13 actuals, saving £106k. Information on 2013/14 has been requested. Pension Fund Strain costs £80k lower than anticipated creating saving.	
Other variances (aggregate)	10,227	10,197	-30	-23		
Total :	497	482	-14	260		

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Month 5

Efficiency Description	Budgeted Efficiency (£m)	Current Position	Further information to support current position status or other relevant information
Fees & Charges (APPENDIX 7a)			
<i>Community Services</i>			
Residential Charging - Increased Income From Demand	0.100	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	It will not be known for sure until the end of the financial year if this efficiency has been met.
Mental Health Service Users	0.018	EFFICIENCY ALREADY ACHIEVED	
TOTAL	0.118		
Service Change (APPENDIX 7b)			
<i>Community Services</i>			
Reablement in the level of extra care	0.100	EFFICIENCY ALREADY ACHIEVED	
Preserved Rights - reduced activity levels	0.053	EFFICIENCY ALREADY ACHIEVED	
External Funding for Existing Post - Children's Services	0.043	EFFICIENCY ALREADY ACHIEVED	
Family Placement Team - revision of existing practices	0.040	EFFICIENCY ALREADY ACHIEVED	
Early Retirement - Non replacement of staff - CSA	0.015	EFFICIENCY ALREADY ACHIEVED	
General Office Administration Review	0.021	EFFICIENCY ALREADY ACHIEVED	
Housing Efficiency Savings	0.028	EFFICIENCY ALREADY ACHIEVED	

Budget Monitoring
Efficiencies

Month 5

Efficiency Description	Budgeted Efficiency (£m)	Current Position	Further information to support current position status or other relevant information
Homelessness - Timing of presentations	0.106	EFFICIENCY ALREADY ACHIEVED	
Youth Justice - Appropriate adult service	0.010	EFFICIENCY ALREADY ACHIEVED	
Legal Fees - Use of solicitors / barristers	0.010	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	Due to the unpredictable nature of Legal Fees it will not be known if this efficiency has been achieved until later in the financial year.
Children's Services - Transport costs efficiency	0.015	EFFICIENCY ALREADY ACHIEVED	
Children's Services - FAST team budget reduction	0.010	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	The FAST team is currently showing an overspend of £0.017.
Preventative foster care service - day care	0.005	EFFICIENCY ALREADY ACHIEVED	
TOTAL	0.456		
Procurement (APPENDIX 7c)			
<i>Community Services</i>			
PARIS - post implementation expenditure review	0.030	EFFICIENCY ALREADY ACHIEVED	
Housing Services - Supplies and Services	0.003	EFFICIENCY ALREADY ACHIEVED	
Social Care - Supplies and Services	0.075	EFFICIENCY ALREADY ACHIEVED	
Procurement Hub - regional procurement of high cost low volume placements	0.020	EFFICIENCY ALREADY ACHIEVED	

Month 5

Efficiency Description	Budgeted Efficiency (£m)	Current Position	Further information to support current position status or other relevant information
Children's Services - out of county placements - improved procurement practice	0.533	EFFICIENCY ALREADY ACHIEVED	As at month 3 this budget was showing an underspend of £(0.344). However due to change in service user circumstances this budget is now showing an overspend of £0.209
Transport Review - revised contracts	0.025	EFFICIENCY ALREADY ACHIEVED	
TOTAL	0.686		
Organisational Design (APPENDIX 7d)			
Community Services			
Review of Supported Living Service	0.350	EFFICIENCY ACHIEVABLE IN PART	The efficiency has been partly achieved in 2013/14 (0.058m) and is expected to be fully achieved in 2014/15. It should be noted that the non-achievement of this efficiency is being offset with underspends elsewhere within the Directorate.
Service Review of Warden Service	0.018	EFFICIENCY ALREADY ACHIEVED	
Children's Services - Removal of one team manager post	0.040	EFFICIENCY ALREADY ACHIEVED	
Development and Resources - Rationalisation of Management Team	0.050	EFFICIENCY ALREADY ACHIEVED	
TOTAL	0.458		

Month 5

Efficiency Description	Budgeted Efficiency (£m)	Current Position	Further information to support current position status or other relevant information
Fees & Charges (APPENDIX 7a)			
<i>Environment</i>			
Agricultural Estate rentals	0.008	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	Agricultural Estates currently reporting a surplus income position.
Public Protection - increase to market rates	0.025	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	Fees for both Licensing and Bereavement Services were increased from 1st June 2013
Markets Service - increased lettable space	0.019	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	Markets currently reporting a surplus income position.
Traffic Regulation order Notices	0.013	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	Budget Reduction met from within Highways Policy Budget
Streetscene - leachate processing	0.075	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	It is anticipated that the new income target will be met in 2013/14
TOTAL	0.140		
Service Change (APPENDIX 7b)			
<i>Environment</i>			
Street Lighting - non-residential areas post midnight turn-off	0.050	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	The new Street Lighting policy has been adopted and this efficiency will be achieved in full
Highways Asset Management Plan (HAMP) -rephasing of full implementation	0.225	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	Previous approved pressure that was not required in 2013/14 and 2014/15 due to Local Government Borrowing Initiative (LGBI)

Month 5

Efficiency Description	Budgeted Efficiency (£m)	Current Position	Further information to support current position status or other relevant information
Public Conveniences - revisit of strategy	0.050	EFFICIENCY ACHIEVABLE IN PART	Tower Gardens, Holywell didn't close until 30th April 2013 with Cilcain and Caerwyns delayed. This is likely to result in an underachievement of the efficiency by £0.021m. This will be fully achievable from 14/15.
Streetscene - implementation of Part III agreement	0.300	EFFICIENCY NOT ACHIEVABLE	The achievement of this efficiency is dependant on the implementation of Single Status so is anticipated to be achieved in 2014/15. The 2013/14 shortfall is being met from the Single Status reserve.
Waste Services - vehicle savings from full roll out of Saturday collection	0.140	EFFICIENCY NOT ACHIEVABLE	The achievement of this efficiency is dependant on the implementation of Single Status so is anticipated to be achieved in 2014/15. The 2013/14 shortfall is being met from the Single Status reserve.
Business Development team - agile working	0.004	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	<i>Budget Monitoring Position at Period 4 indicates achievement of this efficiency.</i>
Staff travel - reduced mileage payments	0.003	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	<i>Budget Monitoring Position at Period 4 indicates achievement of this efficiency.</i>
Directorate Support & Performance - Supplies and Stationery - Streamline current processes	0.008	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	<i>Budget Monitoring Position at Period 4 indicates achievement of this efficiency.</i>
TOTAL	0.780		
Procurement (APPENDIX 7c)			
<i>Environment</i>			
Waste Services - Tender Transport arrangements for waste disposal	0.050	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	<i>New Transport arrangements have been awarded as part of a tender process and are now in place.</i>

Month 5

Efficiency Description	Budgeted Efficiency (£m)	Current Position	Further information to support current position status or other relevant information
Transportation Services - Review of subsidised Bus Service Contracts and re-tender	0.036	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	Efficiency absorbed within service budget
Reduction in use of consultants	0.013	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	Efficiency absorbed within service budget
Reduction in influencable spend	0.025	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	Efficiency absorbed within service budget
Streamline current processes within Directorate Support	0.020	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	Efficiency absorbed within service budget
TOTAL	0.144		
Organisational Design (APPENDIX 7d)			
<i>Environment</i>			
Review Management Recharge to the Communities First Programme	0.020	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	It is anticipated that this will be achieved as part of the Communities First Grant Claim for 2013/14
TOTAL	0.020		
Other Efficiencies (APPENDIX 7e)			
<i>Environment</i>			
Agricultural Estates - balance not required	0.025	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	Specific Directorate Balance in the Environment Balance Sheet
Licensing / Health & Safety - balance not required	0.025	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	Specific Directorate Balance in the Environment Balance Sheet
TOTAL	0.050		

Month 5

Efficiency Description	Budgeted Efficiency (£m)	Current Position	Further information to support current position status or other relevant information
Fees & Charges (APPENDIX 7a)			
<i>Lifelong Learning</i>			
Library Service - Fines	0.001	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
Library - Hire charges increase	0.001	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
Leisure Services - increased charges	0.175	EFFICIENCY ACHIEVABLE IN PART	Tariffs were increased on the 1st January as agreed but as income targets are not expected to be met, the efficiency is also not likely to be fully achieved. Estimated amount achievable £0.164m.
Review of post 16 distance limit	0.030	EFFICIENCY ACHIEVABLE IN PART	The amendment to the proposal to continue to provide transport to Colleg Cambria means that only £0.010m of the efficiency can be achieved. Work is ongoing to confirm this. However, we do not anticipate a pressure on the Transport budget at this time.
TOTAL	0.207		
Service Change (APPENDIX 7b)			
<i>Lifelong Learning</i>			
Operational efficiencies	0.025	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
Youth Service - reduction of senior area workers	0.032	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	The budget for area workers had previously been reduced. This efficiency created a budget flow which has been addressed as part of the Youth Strategy by retaining part of the £0.050m below on a recurring basis. We do not anticipate a pressure on Youth Service this financial year.

Month 5

Efficiency Description	Budgeted Efficiency (£m)	Current Position	Further information to support current position status or other relevant information
Youth Service - term time only contracts	0.026	EFFICIENCY ACHIEVABLE IN PART	This change is being introduced as part of the Youth Strategy and has not yet been implemented though negotiations have started. At this stage it is anticipated that a saving of £0.007m will be made in this financial year.
Youth Service - Service reconfiguration	0.012	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
Youth Service - Building costs savings	0.011	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
Youth Service - Building rationalisation	0.005	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
Youth Service - Holding back £50k (CC 1/3/13)	(0.050)	EFFICIENCY ALREADY ACHIEVED	This additional contribution is expected to be fully utilised.
Facilities - Management / Central Office - structure review	0.015	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
Facilities - County Hall revised opening hours - reduced energy / overtime costs	0.025	EFFICIENCY NOT ACHIEVABLE	Although we do not expect a pressure on the Facilities budget this year, the decision to revise the County Hall opening hours has not yet been made.
LL ICT - Interim Service review - post reduction	0.025	EFFICIENCY NOT ACHIEVABLE	The Schools ICT Service Review has now been combined with the Corporate ICT Review. We do not anticipate a pressure on the schools ICT budget at this time.
Leisure Services - removal of swimming subsidy	0.023	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	

Month 5

Efficiency Description	Budgeted Efficiency (£m)	Current Position	Further information to support current position status or other relevant information
Directorate Management Team Restructure	0.043	EFFICIENCY ALREADY ACHIEVED	
TOTAL	0.192		
Procurement (APPENDIX 7c)			
<i>Lifelong Learning</i>			
Reduction of Postage within the Library Service	0.001	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
Out of County - Improved procurement through framework agreements and monitoring of placements.	0.385	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
School Transport Service - Operational efficiencies	0.080	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
TOTAL	0.466		
Organisational Design (APPENDIX 7d)			
<i>Lifelong Learning</i>			
Libraries - Flexible retirement	0.015	EFFICIENCY ALREADY ACHIEVED	
Libraries - Library Service Review	0.037	EFFICIENCY ALREADY ACHIEVED	
TOTAL	0.052		
Other Efficiencies (APPENDIX 7e)			
<i>Lifelong Learning</i>			
Demographic Change in Schools (pupil numbers)	0.132	EFFICIENCY ALREADY ACHIEVED	
TOTAL	0.132		

Month 5

Efficiency Description	Budgeted Efficiency (£m)	Current Position	Further information to support current position status or other relevant information
Fees & Charges (APPENDIX 7a)			
<i>FINANCE - Corporate Services</i>			
Revenues - increased number of Council Tax fines	0.027	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
<i>ICT & CUSTOMER SERVICES - Corporate Services</i>			
Registrars - increased fees	0.019	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
Network Services - income from hosting PSBA equipment	0.004	EFFICIENCY ALREADY ACHIEVED	
<i>LEGAL & DEMOCRATIC - Corporate Services</i>			
External Fees - conveyancing / S106 agreements	0.015	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
TOTAL	0.065		
Service Change (APPENDIX 7b)			
<i>Chief Executive - Corporate Services</i>			
Corporate Comms - reduced workforce bulletins	0.003	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
<i>HR & OD - Corporate Services</i>			
CRB checks - review of options	0.035	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
<i>LEGAL & DEMOCRATIC - Corporate Services</i>			
Democratic Services - reduced paper usage	0.010	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
Members Allowances (Basic Allowance) - no inflationary increase	0.010	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
Members Allowances - Special Responsibility Allowances - reduction of number allocated	0.070	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	

Month 5

Efficiency Description	Budgeted Efficiency (£m)	Current Position	Further information to support current position status or other relevant information
Members Allowances - NI contributions reduction linked to reduced number of Special Responsibility allowances	0.010	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
TOTAL	0.138		
Procurement (APPENDIX 7c)			
<i>Chief Executive - Corporate Services</i>			
Employee / Residents Consultations - reduction in number	0.003	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
Supplies and Services	0.010	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
Joint Working - costs reduction	0.002	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
Alterations / Improvements reductions - future agile working	0.002	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
Employee Safety Measures - reduced demand on budget	0.010	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
Conferences/Seminars/Lectures - reduced attendance	0.001	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
ICT & CUSTOMER SERVICES - Corporate Services			
Training Budget - Procurement via new solutions	0.001	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
Reduced maintenance costs due to new security equipment	0.025	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
Networking Hardware - reduced procurement	0.002	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
ICT Cabling - reduction enabled by IPT solution	0.002	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	

Month 5

Efficiency Description	Budgeted Efficiency (£m)	Current Position	Further information to support current position status or other relevant information
Leasing - budget adjustment	0.006	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
Software Licensing - Microsoft licences procured through other agreements	0.010	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
Hardware Maintenance - letting of MFD contracts	0.001	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
Reduce influencable spend by 3%	0.004	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
Reduced ICT Expenditure	0.003	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
Rationalisation of third party software costs	0.013	EFFICIENCY ACHIEVABLE IN PART	Further analysis required, early assumption that 50% will be achieved
Avoidance of inflationary rises - software maintenance costs	0.020	EFFICIENCY ACHIEVABLE IN PART	Further analysis required, early assumption that 50% will be achieved
Reduced licence costs - via renegotiation	0.018	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
Supplies and Services	0.061	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
Training budget reduction - build around training solutions	0.001	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
Alterations & Improvements - Datacentres	0.004	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
Other Consumables - reduction in expenditure	0.001	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
Hardware Maintenance - new technology with warranty	0.015	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	

Month 5

Efficiency Description	Budgeted Efficiency (£m)	Current Position	Further information to support current position status or other relevant information
Listing Paper - More use of electronic means	0.002	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
Enterprise Servers - hardware	0.003	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
Services work and Consultancy	0.004	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
<i>HR & OD - Corporate Services</i>			
Supplies & Services	0.009	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
<i>FINANCE - Corporate Services</i>			
Supplies & Services	0.012	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
TOTAL	0.245		
Organisational Design (APPENDIX 7d)			
<i>Chief Executive - Corporate Services</i>			
Reduction in mileage travelled - Emergency Planning	0.001	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
TOTAL	0.001		

Month 5

Efficiency Description	Budgeted Efficiency (£m)	Current Position	Further information to support current position status or other relevant information
Service Change (APPENDIX 7b)			
<i>Central & Corporate Finance</i>			
Clwyd Theatr Cymru - agreed reduction to contribution	0.015	EFFICIENCY ALREADY ACHIEVED	
TOTAL	0.015		
Procurement (APPENDIX 7c)			
<i>Central & Corporate Finance</i>			
Flintshire Futures - E-procurement and improved processes	0.102	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
Flintshire Futures - Internal Fleet Review	0.160	EFFICIENCY ALREADY ACHIEVED	
TOTAL	0.262		
Other Efficiencies (APPENDIX 7e)			
<i>Central & Corporate Finance</i>			
Reduced contingencies - one-off investment costs	0.240	EFFICIENCY ALREADY ACHIEVED	
Reduced contingencies - NDR	0.077	EFFICIENCY ALREADY ACHIEVED	
Reduction in Fire Levy due to formula changes	0.027	EFFICIENCY ALREADY ACHIEVED	

Month 5

Efficiency Description	Budgeted Efficiency (£m)	Current Position	Further information to support current position status or other relevant information
Flintshire Futures Assets Workstream - Facilities Management	0.060	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
Flintshire Futures - Customer Workstream Contact Centre	0.100	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
Flintshire Futures - Customer Workstream face to face customer contact	0.100	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
Flintshire Futures - Customer Workstream Channel Shift	0.100	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	
TOTAL	0.704		

FLINTSHIRE COUNTY COUNCIL

REPORT TO: **CABINET**
DATE: **TUESDAY, 19 NOVEMBER 2013**
REPORT BY: **HEAD OF FINANCE**
SUBJECT: **COUNCIL TAX BASE FOR 2014-15**

1.00 PURPOSE OF REPORT

1.01 To approve the Council Tax Base for the financial year 2014-15.

2.00 BACKGROUND

2.01 The setting of the Council Tax Base for the next financial year allows the County Council, Police & Crime Commissioner for North Wales and Town/Community Councils to calculate next year's Council Tax charges based on the estimated number of chargeable properties, expressed as the equivalent number of Band 'D' properties in the Council's area.

2.02 The Council Tax base is always set as at 31st October each year and must be submitted in draft to the Welsh Government by 8th November 2013. Accordingly, the draft Council Tax Base for 2014-15 has now been notified to the Government within the prescribed deadline pending final approval of this report by Cabinet.

3.00 CONSIDERATIONS

3.01 The calculation of the Council Tax Base for 2014-15 is the measure of the taxable capacity of all areas in the County and is calculated in accordance with prescribed rules. The Tax Base is the number of chargeable dwellings expressed as band D equivalents, taking into account the total number of exemptions, disabled banding reductions, other discounts together with an estimate to reflect new build properties plus allowances for bad debts.

3.02 Last year the Council lowered the assumed collection rate when calculating the Tax Base, largely as a result of expected assumptions that everyone entitled to financial assistance under the council tax reduction scheme (CTRS) would be required to make council tax contributions in the region of 10%. Following the setting of the Council Tax base, WG announced in January 2013 that CTRS would be at 100% for eligible claimants. The in-year collection rate in 2013/14 is being maintained at the previous performance level of 99%.

- 3.03 The Tax Base for 2014-15 has now been calculated at a higher assumed collection rate (99%) compared to 2013-14, as a result of ongoing funding arrangements whereby the Welsh Government in partnership with local authorities will continue to make up the funding shortfall from central government to finance CTRS during 2014-15. As a result many of those entitled to CTRS will not be required to pay Council Tax. The Council's cost in funding this shortfall is built into the Medium Term Financial Plan.
- 3.04 Each year, the Council is also required to determine what discount, if any, is awarded to owners of second or holiday homes (known as Prescribed Classes A and B) and long term empty properties (known as Prescribed Class C). The Prescribed Classes are as detailed below:
- Class A - property which is unoccupied and furnished but occupation is prohibited by law for over 28 days each year.
 - Class B - property which is unoccupied and furnished and occupation is not prohibited by law
 - Class C - property which is unoccupied and substantially unfurnished beyond the normal exempt period (usually 6 months).
- 3.05 The current policy is not to award discounts to any Prescribed Class and this applies to the whole of the County area. This has also been reflected in the Tax Base calculation.
- 3.06 The Council Tax Base calculations are supplied to the Welsh Government and used for the distribution of Revenue Support Grant in the annual Provisional and Final Local Authority Revenue Settlement. The calculations are also used by the Council when it sets its annual budget to calculate the Council Tax levels - this is done by dividing the net budget requirement by the Council Tax Base to provide the amount of Council Tax for a dwelling in Band D. A set formula is then used to determine the Council Tax levels for the eight remaining Property Bands (A to C and E to I).
- 3.07 The Council Tax Base for 2014-15 is 61,501 as shown in Appendix A, this compares with 60,254 in the previous year. This will result in an increase of 1,247 band D equivalent properties, or in percentage terms, an overall increase of 2.07%. In real terms, the increase is 0.57% after the adjustment in the collection rate.

4.00 RECOMMENDATIONS

- 4.01 That Cabinet continue to set a 'nil' level of discount for properties falling within any of the Prescribed Classes (A, B or C) and for this to apply to the whole of the County area.

4.02 That the Tax Base of 61,501 chargeable Band 'D' equivalent properties (as shown in Appendix A) be approved for the financial year 2014-15.

5.00 FINANCIAL IMPLICATIONS

5.01 The setting of the Council Tax Base will allow members to determine Council Tax charges for the next financial as part of the Council's 2014-15 budget considerations.

6.00 ANTI POVERTY IMPACT

6.01 None.

7.00 ENVIRONMENTAL IMPACT

7.01 None.

8.00 EQUALITIES IMPACT

8.01 None.

9.00 PERSONNEL IMPLICATIONS

9.01 None.

10.00 CONSULTATION REQUIRED

10.01 None.

11.00 CONSULTATION UNDERTAKEN

11.01 None.

12.00 APPENDICES

12.01 Appendix A to the report details the breakdown of the Tax Base for 2014-15 by Town/Community Council area.

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

None.

Local Government Finance Act 1992 - section 68
Local Authorities (Calculation of Council Tax Base) (Wales)
Regulations 1995
Council Tax (Prescribed Classes of Dwellings) (Wales) Amendment
Regulations 2004

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APPENDIX A - COUNCIL TAX BASE FOR 2014-15

Community	2014-15 Properties Band "D"	2013-14 Properties Band "D"
Argoed	2,446.09	2,417.48
Bagillt	1,459.04	1,441.25
Broughton & Bretton	2,370.28	2,363.13
Brynford	470.90	459.07
Buckley	6,331.53	6,086.98
Caerwys	614.17	601.33
Cilcain	739.74	729.47
Connahs Quay	5,991.51	5,900.81
Flint	4,405.17	4,389.63
Gwernaffield	1,020.83	1,002.20
Gwernymynydd	556.13	549.88
Halkyn	1,346.09	1,338.51
Hawarden	6,134.53	6,005.87
Higher Kinnerton	801.77	780.22
Holywell	3,243.19	3,168.95
Hope	1,829.60	1,760.07
Leeswood	833.43	813.11
Llanasa	1,903.38	1,874.27
Llanfynydd	829.32	814.02
Mold	4,177.88	4,069.91
Mostyn	706.09	694.77
Nannerch	271.03	265.77
Nercwys	303.93	301.99
Northop	1,518.58	1,489.52
Northop Hall	719.63	703.36
Penyffordd	1,728.78	1,661.43
Queensferry	686.73	680.64
Saltney	1,779.96	1,742.89
Sealand	1,138.42	1,104.91
Shotton	2,170.34	2,138.58
Trelawnyd & Gwaenysgor	417.28	412.67
Treuddyn	731.27	701.42
Whitford	1,152.39	1,131.53
Ysceifiog	671.99	658.36
TOTAL BAND "D" PROPS	61,501.00	60,254.00

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FLINTSHIRE COUNTY COUNCIL

REPORT TO: **CABINET**

DATE: **TUESDAY, 19TH NOVEMBER 2013**

REPORT BY: **DIRECTOR OF ENVIRONMENT**

SUBJECT: **CLOSURE OF AD WASTE ACCOUNTS AND FINANCIAL BALANCES**

1.00 PURPOSE OF REPORT

- 1.01 To update Cabinet on the liquidation of AD Waste and closure of the Company's accounts following the transfer of the service into Council control.
- 1.02 To provide Cabinet with details of the remaining financial balances and the outstanding commitments from the organisations operations.

2.00 BACKGROUND

- 2.01 On the 29th October 2008 the Council's Executive approved the decision to transfer AD Waste operations into Council control and the transfer subsequently took place on 1st October 2010. The net value of the company at transfer, after taking account of its liabilities, was £2,831,474 which mainly comprised of the Property and Fleet assets owned by the Company.
- 2.02 The Council has already taken possession of the Company's land and vehicles (valued at approx £2.2m). It also receives the income from the gas engines at the landfill sites. The liquidator's report relates to the remaining assets and value in the company.
- 2.03 The transfer related to the following operations which had been previously carried out by the company:-
- Waste Transfer operations and the control of the Waste Transfer Station at Brookhill;
 - Household Recycling Centre operations; and
 - The management of two landfill sites at Brookhill and Standard Industrial Estate in Buckley, together with the electricity generation equipment and leachate management plants at the sites.

- 2.04 Both of the landfill sites were no longer in operation at the point of transfer and whilst remodelling works at both sites were at an advanced stage neither site had been declared formally closed.
- 2.05 A liquidator was appointed by the company to oversee the formal liquidation and the formal order was confirmed on 11th September 2013.
- 2.06 The fiscal balance which transferred to the County Council at the point of liquidation amounted to £870k. These monies are classed as a capital receipt to the Council.

3.00 CONSIDERATIONS

- 3.01 A risk assessment of the former AD Waste's operations has been undertaken to ensure they are managed effectively and comply with relevant environmental regulations. A number of works are deemed necessary to address points raised during the risk assessment and these are set out below :-

- 3.01.1 Reinstatement of Standard landfill site, following West Pennine Recycling operations - £112,000.

Following the fire on the Buckley Standard site which WPR (UK) leased from AD Waste, a large stockpile of their material was left on the site. As the landowner, NRW are insisting that the Council remediates the site and removes the waste material. The reinstatement will involve moving around 20,000 tonnes of waste.

- 3.01.2 Weighbridge refurbishment and revised operating system at all waste handling sites - £60,000.00.

The current system of weighbridge management needs to be improved to provide a system of auditing the waste entering and leaving the Council's waste facilities. An upgrade would ensure all waste entering and leaving the sites is both recorded and logged. The new system would improve the integration with the WG waste returns, reducing back office administration costs.

- 3.01.3 Upgrade of electricity generation engines at Brookhill - £95,000.00

The landfill site at Brookhill includes an electricity generation system which operates from the gas produced within the landfill site. The electricity generated produces an annual income of approximately £400k. Investment is required for a planned generator engine rebuild, which will be required in 2014-15 and without which the energy production level will be reduced or end completely. This work would help to safeguard the current annual income generated from the site as, if the engines fail, the Council will be required to burn off the excess gas through flares.

3.01.4 Upgrade of Leachate Management System - £20,000

The site at Brookhill includes a facility to treat the waste fluids leaching from both Brookhill and Standard landfills. Without the facility, the leachate would need to be sent to a private company for treatment at significant cost. Investment is required in a new roof for the facility to ensure the plant is able to continue to operate at maximum efficiency.

The facility is a digestion unit relying on high temperatures to trigger the bacteria to convert the waste prior to disposal. The roof is intended to provide additional insulation to improve the efficiency of the operation. The facility is currently receiving additional leachate from Hafod landfill site as part of an efficiency savings proposal of £50k pa introduced from the 2013-14 budget strategy. Providing the additional insulated roof will provide surety for the additional income in the longer term.

3.01.5 Upgrade of CCTV Monitoring Systems at all waste sites - £70,000.00

There is currently limited CCTV coverage at HRC and other waste sites. The rise in the value of scrap metal and other material taken to the sites has resulted in a high number of thefts from the sites. The proposed investment would significantly improve the monitoring arrangements on every HRC site. The CCTV network is linked to the weighbridge monitoring system and, if approved, will allow constant monitoring of the weighbridges and HRC sites from the Alltami Depot.

3.02 The financial liability of £112k shown within 3.01.1 for the reinstatement of Standard landfill site, following West Pennine Recycling operations, is intended to cover the cost of dealing with the material which is still on the site following the operations of the company and which NRW are requiring to be removed or treated. It should be noted that this figure may vary should NRW not approve the Council's proposals for removing the material.

3.03 The figures in 3.01 do not include the £98,985.45 write off of the bad debt associated with the revenue cost of the immediate clear up operations following the fire in 2010 and which is subject to a separate Cabinet report on this Agenda. The bad debt provision following the WPR fire was provided from within Environment Directorate budget allocations.

3.04 The proposed investment set out in paragraph 3.01 is £357k and, if approved, will safeguard the Council's operations into the future, including the continued generation of income from the gas engines at Brookhill and the Leachate Management System, from which the Council currently earns £50k pa from an external company.

3.05 Should Members approve the investment set out in paragraph 3.01, it is proposed that the residual £513k (£870k - £357k) is added to the Council's in year Capital Programme budget.

3.06 Whilst the two landfill sites are progressing through a formal closure process they still represent a liability to the Council. The requirement to provide funding for ongoing monitoring works which are required at the sites is necessary under a legal obligation to make financial provision for such work at all current or recently operated landfill sites. A contingency fund of £1.091m has therefore been set aside from AD Waste accounts to provide funds for a 60 year monitoring regime at these sites, as required by the license. This figure is not included in the closing balance of £870k and is in addition to the monies which are the subject of this report.

4.00 RECOMMENDATIONS

4.01 That Cabinet note that the liquidation arrangements for AD Waste have now been finalised.

4.02 That Cabinet approves that the additional works set out in paragraph 3.01 are funded from the liquidated balance.

4.03 That Cabinet approves the remaining balance of £513k from the transfer of the company is added to the Council's in year Capital Programme Budget.

5.00 FINANCIAL IMPLICATIONS

5.01 The financial balances are as detailed within the report. Members should note that £288k of works has previously been funded from the Council's Capital Programme, pending liquidation of the Company.

5.02 Full details of final company outturns are available on the Council Statement of Accounts for 2012-13.

5.03 The bad debt provision following the WPR fire was provided from within Environment Directorate budget allocations.

6.00 ANTI POVERTY IMPACT

6.01 No impact.

7.00 ENVIRONMENTAL IMPACT

7.01 Management and maintenance of closed landfill sites continue to be the responsibility of the Council and they have the potential to create significant environment issues without strict controls being maintained.

8.00 EQUALITIES IMPACT

8.01 Not applicable.

9.00 PERSONNEL IMPLICATIONS

9.01 None applicable.

10.00 CONSULTATION REQUIRED

10.01 None.

11.00 CONSULTATION UNDERTAKEN

11.01 With Cabinet Member.

12.00 APPENDICES

12.01 None.

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

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FLINTSHIRE COUNTY COUNCIL

REPORT TO: **CABINET**

DATE: **TUESDAY, 19 NOVEMBER 2013**

REPORT BY: **HEAD OF FINANCE**

SUBJECT: **CORPORATE SUNDRY DEBT - WRITE-OFF**

1.00 PURPOSE OF REPORT

1.01 To request authorisation to write off three corporate sundry debt invoices amounting to £98,985.45 and relating to a single company that is no longer trading.

2.00 BACKGROUND

2.01 Financial Procedure Rules (section 9.6c) requires that debts in excess of £25,000 being considered for write off are referred to cabinet for further consideration and approval.

3.00 CONSIDERATIONS

3.01 The consideration to write off debts is only ever recommended to cabinet after all recovery options have been considered and/or taken and it is no longer possible to secure payment of the debt.

3.02 The write off recommendation in this case relates to WPR UK Ltd (previously known as West Pennine Recycling Ltd). The company was principally involved in commercial activities relating to the recycling of non-metal waste and scrap. The company was first incorporated in January 2008 and began to trade as a skip and transfer business from a rented yard and outbuildings, owned by the Council, at Standard Landfill Site, Spencer Industrial Estate, Buckley.

3.03 The company hired skips on a one off basis and also on contract to factories and businesses. It collected waste which was then separated at its premises. Items which would be recycled were removed from the waste and the residual waste was tipped at landfill.

3.04 The premises were destroyed by a major fire on 20th September 2010 and subsequently abandoned by the tenants, leaving a major environmental liability. Given that the Council was the landowner, an environmental clean up was undertaken by the Council and WPR were billed for the expense incurred.

- 3.05 Following the clean up, an Invoice amounting to £95,778.32 was raised by the Council in January 2011 in relation to the clean-up which involved the removal, transportation and disposal of waste from the WPR UK Ltd transfer station at Standard Landfill Site, Buckley to Govy Landfill Site at Chester between 4th and 7th January 2011.
- 3.06 Two further invoices, much smaller in value, were raised by the Council in February 2011 and April 2011 in relation to £329.07 recharges for electricity consumption and a further recharge of £2,788.06 associated with the clean up of the premises at Standard Landfill site.
- 3.07 In line with the Councils normal collection process for recovering unpaid debts, statutory reminder letters were issued to WPR after the expiry of the 30 day repayment terms offered by the Council. In May 2011, the Council wrote to the company to advise that recovery action through the County Court would be taken if payment was not made.
- 3.08 Despite the issue of this letter, outlining the Councils intention of taking further action, no payments were made by WPR UK Ltd.
- 3.09 On the 15th June 2011, Directors of WPR UK Ltd decided to convene meetings of shareholders and creditors with a view to voluntary liquidation on the basis that the Directors were unable to generate sufficient income and profit to meet their commercial liabilities. Following the meeting of creditors, Rooney Associates, as licensed Insolvency Practitioners, were appointed as the liquidation of WPR.
- 3.10 As an unsecured creditor, the Council has submitted a claim to the liquidators in respect of the unpaid invoices. The liquidators have confirmed that asset realisations are estimated to realise £40,000. Preferential creditors have submitted claims amounting to £20,000 and with non preferential creditors amounting to £547,000, there will be an estimated net deficiency of £527,000 for non preferential creditors. There is therefore no prospect of a dividend being paid to the Council in the future.

4.00 RECOMMENDATIONS

- 4.01 That Cabinet approves the write off of three Corporate sundry debts invoices amounting to £98,985.45.

5.00 FINANCIAL IMPLICATIONS

- 5.01 Each year, Directorates are required to make provision for debts considered to be bad. As a result, this debt has been identified as being irrecoverable and adequate budget provision has been set aside to write off this debt.

6.00 ANTI POVERTY IMPACT

6.01 None.

7.00 ENVIRONMENTAL IMPACT

7.01 None.

8.00 EQUALITIES IMPACT

8.01 None.

9.00 PERSONNEL IMPLICATIONS

9.01 None.

10.00 CONSULTATION REQUIRED

10.01 None.

11.00 CONSULTATION UNDERTAKEN

11.01 In recommending this debt for write off, consultation has been undertaken internally with the Environment Directorate.

12.00 APPENDICES

12.01 None.

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

Financial Procedure Rules (section 9.6c)

Notification of Liquidation and Meeting of the Company's creditors on 15th June 2011.

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FLINTSHIRE COUNTY COUNCIL

REPORT TO: **CABINET**

DATE: **TUESDAY, 19 NOVEMBER 2013**

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

SUBJECT: **WORKFORCE INFORMATION QUARTER 2 JULY -
SEPTEMBER 2013**

1.00 PURPOSE OF REPORT

1.01 To provide Members with an update for the second quarter 2013/14. 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 As stated in quarter 1, due to a hold on the deletion of vacant positions whilst the data was being imported to the Pay Modeller, a data cleanse exercise was carried out in August to reduce vacancies. However, due to ongoing Service Reviews throughout the Authority, the net effect in the reduction of

vacancies is only 51. As part of the Service Review process, any vacancies remaining within the old service will be removed accordingly.

Headcount

- 3.02 The headcount report figures continue to reflect the removal of relief and school supply workers. The headcount figure in quarter 2 is 7,309 compared to the comparative figure of 8,977 last year.

Agency

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

Month	Spend £	Net Savings £	Net Savings %
July	£286,323.04	£24,711.56	8.63%
August	£206,613.43	£18,371.66	8.89%
September	£378,571.24	£32,027.66	8.46%

- 3.04 Snapshot figures taken from Matrix on 30th September indicate 156 placements were active, a greatly reduced figure when compared to the same date in the previous financial year.

Year	2012	2013
July	192	197
August	224	179
September	235	156

- 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 September 2013 indicate that the number of placements over 12 weeks has risen by 16% in comparison with figures for September 2012. Further work must be carried out to identify and reduce the number of long term temporary workers.
- 3.06 The Agency net savings for the second quarter for the financial year 2013/14 are £57,688.23, compared to £80,210.23 savings for the same quarter in the financial year 2011/12. This is due to an overall reduction in the volume of agency workers used.

Early Retirements

- 3.07 Not reported this quarter.

Turnover

- 3.08 The turnover report figure continues to reflect the removal of relief and school supply workers. The turnover figure in quarter 2 is 9.04% compared to the comparative figure of 11.45% last year.

Diversity

- 3.09 Further to the statement made in quarter 1, the increase in the quality and quantity of data continues to be identified in this quarter with the comparison from quarter 2 last year.

Absence

- 3.10 The number of days lost due to absence in quarter 2 has increased from the comparative quarter 2 last year. As summarised in quarter 1, this is predominantly due to the significant increase in stress/depression related absences.

Average FTE Days Lost							
	All Wales Avg Whole Year 2010/11	2011/12 Actual FCC	All Wales Avg Whole Year 2011/12	2012/13 Actual FCC	All Wales Avg Whole Year 2013/14	2013/14 Actual FCC	2013/14 Target FCC
Qtr 1		2.27		2.52		2.53	2.25
Qtr 2		2.17		2.13		2.15	1.95
Qtr 3		2.89		3.18			2.45
Qtr 4		3.21		3.26			2.95
Whole Year	10.34	10.54	10.90	11.10		4.68	9.60

- 3.11 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

- 3.12 When looking at the 2nd quarter 2013/14 data, 81% of all employees have had 100% attendance. This represents an increase of 1% when compared to the same quarter last year.

100 % Attendance				
	2010/11 Actual	2011/12 Actual	2012/13 Actual	2013/14 Actual
Quarter 1	78	77	75	75
Quarter 2	78	84	80	81
Quarter 3	65	75	67	
Quarter 4	69	67	70	
Whole Year	40	42	41	

100% Attendance by Directorate

- 3.13 When looking at each Directorate, the rate for Community Services and Environment compared to the same quarter last year has increased by 4% and 2% respectively, while Corporate Services has decreased by 1%.

	2012/13					2013/14				
	Q1	Q2	Q3	Q4	Whole Year	Q1	Q2	Q3	Q4	Whole Year
Community Services	69	71	63	65	30	76	75			
Corporate Services	81	83	74	76	45	82	82			
Environment	76	74	66	68	37	76	76			
Lifelong Learning	78	79	72	71	44	77	79			
Schools	76	85	65	70	44	73	85			

Community Services

- 3.14 The Community Services Directorate is pleased to report a further improvement in attendance across the Directorate during Quarter 2. There has been a significant improvement again in attendance rates in Adult Social Services and in Housing which is very encouraging. However there has been an increase in the number of absences in Children's Social Services and in Development & Resources. The Heads of Service responsible for these areas continue to work with their managers to bring about improvements through the application of the Attendance Management policy.

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 and piloted in Community Services to assist managers to facilitate a timely return 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 have already had a positive impact with employees returning to work much sooner thereby improving absence rates at the start of this financial year. Heads of Service have set service targets to focus performance in this area and to identify areas which require further support and management intervention.

The Directorate recognises the need to maintain its focus on managing attendance as overall absence rates continue to remain above the corporate target. An Attendance Management working group has been developed across the Directorate, meeting on a monthly basis to look at hot spots and to review individual cases to ensure that they are being appropriately managed. The focus continues via the monthly Workforce Bulletin where health promotion tips are provided and absence levels are highlighted to the workforce. During Quarter 2, 13 formal Capability Stage 1 meetings were held with employees whose absence was of concern and a further four formal Capability Stage 2 meetings were held which resulted in one dismissal.

Average FTE Days Lost by Service

	2012/2013				2013/2014	
	Qtr 2	Qtr 3	Qtr 4	Whole Year	Qtr 1	Qtr 2
Development and Resources	2.31	2.84	2.35	11.24	1.21	2.59
Housing Services	3.14	4.02	3.06	13.25	2.47	1.96

Social Services for Adults	4.34	5.56	6.35	20.92	4.00	3.20
Social Services for Children	3.24	3.98	5.11	14.91	2.97	3.98
Senior Management and Support	0.19	0.41	0.00	1.02	0.26	0.00
Community Services	3.75	4.78	5.16	17.57	3.33	2.99

Corporate Services

- 3.15 Actions within specific areas across Corporate Services have resulted in an overall reduction in FTE days lost and percentage absence rate which is encouraging. Additional support has been provided to managers in handling situations on a targeted approach where staff hit 'trigger points' which will contribute to further reductions going forward.

That said, some service areas have scope to improve further and we have targeted these areas for action. Changes to the categorisation of reason for absence has helped identify trends and patterns across Corporate Services, again to enable targeted action for tackling long term sickness absence which provides the main challenge.

Average FTE Days Lost by Service

	2012/2013				2013/2014	
	Qtr 2	Qtr 3	Qtr 4	Whole Year	Qtr 1	Qtr 2
Chief Executive's Dept	4.16	2.44	2.71	11.25	3.87	4.50
Clwyd Theatr Cymru	0.08	0.80	0.95	2.51	0.53	0.20
Finance	1.42	1.62	6.01	10.75	1.56	1.35
HR & OD	1.61	2.26	2.71	7.29	6.30	2.78
ICT & Customer Services	0.95	1.17	1.06	3.97	0.98	0.49
Legal and Democratic Services	2.8	2.45	1.04	10.8	2.01	1.09
Corporate Services	1.52	1.65	1.75	6.44	2.83	1.42

Environment

- 3.16 Managing attendance remains a priority for the Directorate and is a standing item on the agenda of each of the service area Senior Management Team (SMT) meetings. Four of the six service areas are currently achieving attendance levels which are better than annual forecast target of 9.8 FTE days lost and we are optimistic about maintaining this level.

The Workforce Information Report is showing a marginal improvement for the Directorate from Qtr 1 to Qtr 2. A higher level of improvement was anticipated due to the number of management interventions and on further analysis this can be attributed to the late submission of paperwork. Timely returns would have resulted in an improved position for the Directorate, and this should bear out in the Qtr 3 report.

Due to the occupational groups and nature of the work undertaken, Streetscene continues to look for alternative interventions in order to achieve improvements in attendance. Return to Work interviews are now conducted by both the Team Leader and the Supervisor, with the presence of the senior officer visibly raising the profile and importance of attendance management. This is a new initiative and early indications are that this is a positive intervention. A cross functional group also meet on a weekly basis to review ongoing absences and agree a strategy for resolution which in some cases has led to employees being dealt with through the formal attendance management procedure.

Average FTE Days Lost by Service

	2012/2013				2013/2014	
	Qtr 2	Qtr 3	Qtr 4	Whole Year	Qtr 1	Qtr 2
Assets and Trans	1.60	2.50	2.23	8.35	2.28	1.93
Mgt, Supp and Perf	1.37	1.26	4.37	8.92	0.74	1.40
Planning Services	0.91	2.97	4.02	10.27	3.25	1.61
Public Protection	1.36	1.83	1.30	6.83	1.79	1.30
Regeneration Division	1.60	2.38	4.90	13.44	3.46	0.78
Streetscene Services	3.33	4.39	4.34	15.61	3.69	4.30
Senior Management and Support	1.33	0.00	0.00	2.67	0.00	0.00
Environment	2.42	3.40	3.55	12.34	3.07	3.04

Lifelong Learning

3.17 For Lifelong Learning we have identified an overall slight increase in absence in from 3.94% in quarter 1 to 4.80% in quarter 2. Whilst Schools have seen a drop from quarter 1 4.69% to 3.09% in quarter 2. Support for attendance management issues continues to be provided by HR, working with Managers. The Directorate continues to apply the formal procedures to support the management of attendance including long term absence via formal Capability Hearings. This has included during quarter 2, two Capability Stage 1 Hearings and one Capability Stage 2 Hearing, resulting in dismissal on grounds of ill health. In addition 2 further employees with long term attendance management issues have resigned. This should continue to impact on the performance levels of the Directorate in quarter 3.

Average FTE Days Lost by Service

	2012/2013				2013/2014	
	Qtr 2	Qtr 3	Qtr 4	Whole Year	Qtr 1	Qtr 2
Culture and Leisure	2.00	2.39	2.34	8.30	1.93	2.78
Resources and Dev	2.95	3.34	3.90	13.77	3.27	3.58
Lib, Culture and Heritage	3.00	3.40	2.98	10.99	0.69	1.42
School Services	1.55	3.54	3.44	10.86	2.49	1.69
Senior Management and Support	0.00	0.00	0.00	7.14	0.00	0.57
Lifelong Learning	2.37	3.11	3.13	11.12	2.25	2.51

4.00 RECOMMENDATIONS

4.01 Members note Workforce Information Report for quarter two for 2013/14.

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 and on the Website.

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

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FOR INFORMATION

FLINTSHIRE COUNTY COUNCIL

REPORT TO: **CABINET**

DATE: **TUESDAY, 19 NOVEMBER 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

Business Rates – Write Offs

Environment

Scrap Metal Dealers Act 2013 Fees

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
NOVEMBER 2013 TO APRIL 2014**

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
November					
Community Profile & Partnerships Overview & Scrutiny Committee	7 November 2013	Overview and Scrutiny	Presentation by North Wales Fire & Rescue Service To receive a presentation and to inform Members of the public consultation on proposed improvement objectives for 2014-15 and beyond		
Community Profile & Partnerships Overview & Scrutiny Committee	7 November 2013	Chief Executive's	Community Safety Partnership update To provide an outline of the service provided by the Flintshire Neighbourhood Wardens, as requested by Members and also to provide additional information in respect of crime and disorder figures for Flintshire.		

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Community Profile & Partnerships Overview & Scrutiny Committee	7 November 2013	Overview and Scrutiny	Improvement Plan Monitoring Report To note and consider elements of the 2013/14 Mid Year Improvement Plan Monitoring Report relevant to the Community, Profile & Partnerships Scrutiny Committee.		
Community Profile & Partnerships Overview & Scrutiny Committee	7 November 2013	Chief Executive's	Strategic Partnerships mid year update To receive the mid year update from the Strategic Partnerships		
Community Profile & Partnerships Overview & Scrutiny Committee	7 November 2013	Overview and Scrutiny	C P & P Forward Work Programme To consider the Forward Work Programme of the Community Profile & Partnerships Overview & Scrutiny Committee.		

COMMITTEE		MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Flintshire Council	County	12 November 2013	Legal and Democratic Services	Update of Audit Committee Terms of Reference For Council to approve changes to the Audit Committee Terms of Reference contained in Article 7 of the Council Constitution.		
Flintshire Council	County	12 November 2013	Legal and Democratic Services	Consultation by the Independent Remuneration Panel for Wales (IRPW) To consider the Council's response to consultation by the IRPW on its draft annual report for 2014		
Flintshire Council	County	12 November 2013	Chief Executive's	Single Status Implementation Plan To receive a verbal update from the Chief Executive and the Head of Human Resources and Organisational Development		

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Environment Overview & Scrutiny Committee	13 November 2013	Overview and Scrutiny	Presentation - Mold Food Festival To receive a presentation by John Les Tomos on the Mold Food Festival		
Environment Overview & Scrutiny Committee	13 November 2013	Environment	Rural Development Plan To receive regular updates on the progress of Business Plan 2 with particular consideration to any downturn in progress.		
Environment Overview & Scrutiny Committee	13 November 2013	Environment	Review of Subsidised Bus Services, Update To advise Members on the findings of the subsidised bus service review following consultation and assessment, along with proposed options and recommendations		
Environment Overview & Scrutiny Committee	13 November 2013	Environment	Regional Bus Strategy To receive a presentation by Iwan Prys Jones, Taith		

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Environment Overview & Scrutiny Committee	13 November 2013	Overview and Scrutiny	Improvement Plan Monitoring Report To note and consider elements of the 2013/14 Mid Year Improvement Plan Monitoring Report relevant to the Environment Overview & Scrutiny Committee.		
Environment Overview & Scrutiny Committee	13 November 2013	Overview and Scrutiny	Environment Mid Year Service Performance Report To note and consider the mid year service performance reports produced at the Head of Service /Divisional level under the adopted business model of the Council		
Environment Overview & Scrutiny Committee	13 November 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)
Corporate Resources Overview & Scrutiny Committee	14 November 2013	Finance	Revenue Budget Monitoring 2013/14 (Month 5) To provide Members with the Revenue Budget Monitoring 2013/14 (Month 5) report		
Corporate Resources Overview & Scrutiny Committee	14 November 2013	Overview and Scrutiny	Mid Year Service Performance Report To note and consider the mid year service performance reports produced at the Head of Service / Divisional level under the adopted business model of the Council		
Corporate Resources Overview & Scrutiny Committee	14 November 2013	Overview and Scrutiny	Improvement Plan Monitoring Report To note and consider elements of the 2013/14 Mid Year Improvement Plan Monitoring Report relevant to the Corporate Resources Overview & Scrutiny Committee.		

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Corporate Resources Overview & Scrutiny Committee	14 November 2013	Overview and Scrutiny	<p>Wales Audit Office Improvement Assessment Letter and the Council's Response and Regulatory Plan</p> <p>To advise Members on the Wales Audit Office Improvement Assessment Letter and Flintshire County Council's Response</p>		
Corporate Resources Overview Scrutiny Committee	14 November 2013	Overview and Scrutiny	<p>Forward Work Programme</p> <p>To consider the Forward Work Programme of the Corporate Resources Overview & Scrutiny Committee</p>		
Lifelong Learning Overview & Scrutiny Committee	14 November 2013	Overview and Scrutiny	<p>Lifelong Learning Mid Year Service Performance Report</p> <p>To note and consider the mid year service performance reports produced at the Head of Service / Divisional level under the adopted business model of the Council</p>		

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Lifelong Learning Overview & Scrutiny Committee	14 November 2013	Overview and Scrutiny	Lifelong Learning Improvement Plan Monitoring Report To note and consider elements of the 2013/14 Mid Year Improvement Plan Monitoring Report relevant to the Lifelong Learning Overview & Scrutiny Committee.		
Lifelong Learning Overview & Scrutiny Committee	14 November 2013	Lifelong Learning	Facilities Review Facilities Review		
Lifelong Learning Overview & Scrutiny Committee	14 November 2013	Lifelong Learning	School Performance Monitoring Group Annual Report To provide Members with the Annual Report from the School Performance Monitoring Group		
Lifelong Learning Overview & Scrutiny Committee	14 November 2013	Lifelong Learning	Apprenticeship and Training Opportunities Apprenticeship and Training Opportunities		

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Lifelong Learning Overview & Scrutiny Committee	14 November 2013	Lifelong Learning	School Balances End of Year School Balances		
Lifelong Learning Overview & Scrutiny Committee	30 January 2014	Lifelong Learning	School Performance Report To provide Members with details of overall School Performance and Inspection outcomes		
Lifelong Learning Overview & Scrutiny Committee	14 November 2013	Overview and Scrutiny	Lifelong Learning Forward Work Programme To consider the Forward Work Programme of the Lifelong Learning Overview & Scrutiny Committee		
Cabinet	19 November 2013	Chief Executive's	Mid year Service Performance reports Bi annual service performance reports from Heads of Service	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	19 November 2013	Finance	<p>Core Capital Programme 2014/15 to 2023/24</p> <p>To propose the allocation of funding to the core capital programme in 2014/15 (with indicative allocations for future years) and set out the work that has been undertaken (and continues), to develop a Council Fund Capital Strategy and 10 year Capital Programme for the Council.</p>	Strategic	Leader of the Council and Cabinet Member for Finance
Cabinet	19 November 2013	Finance	<p>Provisional Local Government Settlement and the Implications for the 2014/15 Budget</p> <p>To provide Cabinet with details of the Provisional Welsh Local Government Settlement 2014/15 and an update on the budget position 2014/15 and beyond.</p>	Strategic	Leader of the Council and Cabinet Member for Finance
Cabinet	19 November 2013	Finance	<p>Council Tax Base for 2014-15</p> <p>To approve the Council Tax Base for the financial year 2014-15.</p>	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	19 November 2013	Finance	Revenue Budget Monitoring 2013/14 (Month 5) To provide Members with the most up to date revenue budget monitoring information (Month 5) for the Council Fund and the Housing Revenue Account 2013/14.	Operational	Leader of the Council and Cabinet Member for Finance
Cabinet	19 November 2013	Finance	Corporate Sundry Debt - Write-Off To request authorisation to write off three corporate sundry debt invoices amounting to £98,985.45 and relating to a single company that is no longer trading.	Operational	Cabinet Member for Corporate Management
Cabinet	19 November 2013	Legal and Democratic Services	Community Review For Cabinet to agree the Council's community review proposals for the purposes of consultation.	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	19 November 2013	Human Resources and Organisational Development	Workforce Information Quarter 2 July - September 2013 To provide Members with an update for the second quarter 2013/14	Operational	Cabinet Member for Corporate Management
Cabinet	19 November 2013	Environment	Vehicle Replacement and Fleet Utilisation Policy To seek Cabinet approval for the adoption of a Vehicle Replacement and Utilisation Policy for all fleet vehicles operated by the Authority.	Strategic	Deputy Leader of the Council and Cabinet Member for Environment
Cabinet	19 November 2013	Environment	Council Vehicle Fleet Fuel Policy To seek approval for the adoption of a Fuel Policy for the fleet vehicles operated by the Authority.	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	19 November 2013	Environment	<p>Closure of AD Waste and Financial Balances To update Cabinet on the closure of AD Waste accounts following transfer of the service into Council control.</p> <p>To provide Cabinet with details of the remaining balances and the outstanding commitments from the organisations operations.</p>	Operational	Cabinet Member for Waste Strategy, Public Protection and Leisure
Cabinet	19 November 2013	Community Services	<p>CSSIW Annual Review and Evaluation of Performance 2012/13 The Care and Social Services Inspectorate for Wales (CSSIW) have produced their annual report for Flintshire Social Services. The report relates to performance for 2012/13.</p>	Strategic	Cabinet Member for Social Services

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Housing Overview & Scrutiny Committee	20 November 2013	Overview and Scrutiny	<p>Mid Year Service Performance Report To note and consider the mid year service performance reports produced at the Head of Service / Divisional level under the adopted business model of the Council</p>		
Housing Overview & Scrutiny Committee	20 November 2013	Overview and Scrutiny	<p>Improvement Plan Monitoring Report To note and consider elements of the 2013/14 Mid Year Improvement Plan Monitoring Report relevant to the Housing Overview & Scrutiny Committee.</p>		
Housing Overview & Scrutiny Committee	20 November 2013	Housing	<p>Governance Arrangement for the Local Housing Company To consider the proposed governance arrangements for the establishment of a local housing company.</p>		

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Housing Overview & Scrutiny Committee	20 November 2013	Housing	SARTH To consider final proposals to develop a regional Housing Register and Allocations Policy.		
Housing Overview & Scrutiny Committee	20 November 2013	Overview and Scrutiny	Forward Work Programme To consider the Forward Work Programme of the Housing Overview & Scrutiny Committee		
Social & Health Care Overview & Scrutiny Committee	25 November 2013	Community Services	Mental Health Commissioning Plan – service update To receive for approval a commissioning plan for the provision of mental health services.		
Social & Health Care Overview & Scrutiny Committee	25 November 2013	Community Services	Dementia Commissioning Plan To receive for approval a commissioning strategy for provision of support to people with Dementia		

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	25 November 2013	Community Services	<p>CSSIW Annual Review and Evaluation of Performance 2012/13</p> <p>To present the Annual Council Performance Evaluation by the Care and Social Services Inspectorate Wales (CSSIW), on the performance of Social Services for 2012/13</p>		
Social & Health Care Overview & Scrutiny Committee	25 November 2013	Overview and Scrutiny	<p>Social and Health Care Mid Year Service Performance Report</p> <p>To note and consider the mid year service performance reports produced at the Head of Service / Divisional level under the adopted business model of the Council</p>		

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Social & Health Care Overview & Scrutiny Committee	25 November 2013	Overview and Scrutiny	Social & Health Care Improvement Plan Monitoring Report To note and consider elements of the 2013/14 Mid Year Improvement Plan Monitoring Report relevant to the Social & Health Care Overview & Scrutiny Committee.		
Social & Health Care Overview & Scrutiny Committee	25 November 2013	Overview and Scrutiny	Social & Health Care Forward Work Programme To consider the Forward Work Programme of the Social & Health Care Overview & Scrutiny Committee.		
December					
Community Profile & Partnerships Overview & Scrutiny Committee	2 December 2013	Overview and Scrutiny	C P & P 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)
Corporate Resources Overview & Scrutiny Committee	12 December 2013	Finance	Revenue Budget Monitoring 2013/14 (Month 6) To provide Members with the Revenue Budget Monitoring 2013/14 (Month 6)report		
Corporate Resources Overview & Scrutiny Committee	12 December 2013	Human Resources and Organisational Development	Workforce Information Quarter 2 July - September 2013 To provide Members with an update for the second quarter 2013/14.		
Corporate Resources Overview & Scrutiny Committee	12 December 2013	Overview and Scrutiny	Corporate Resources Forward Work Programme To consider the Forward Work Programme of the Corporate Resources Overview & Scrutiny Committee		
Environment Overview & Scrutiny Committee	16 December 2013	Environment	North Wales Residual Waste Treatment Partnership 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	16 December 2013	Overview and Scrutiny	Broadband Presentation - To receive an update on the roll out of the Welsh Government/BT Superfast Cymru Broadband initiative		
Environment Overview & Scrutiny Committee	16 December 2013	Overview and Scrutiny	Environment Forward Work Programme To consider the Forward Work Programme of the Environment Overview & Scrutiny Committee		
Cabinet	17 December 2013	Chief Executive's	Improvement Assessment letter from Wales Audit Office Receipt of Improvement Assessment letter from the Auditor General for Wales and endorse the Council's response	Strategic	Cabinet Member for Corporate Management
Cabinet	17 December 2013	Chief Executive's	Single Integrated Plan 2013 - 2017 Single Integrated Plan 2013 - 2017	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	17 December 2013	Finance	<p>Revenue Budget Monitoring 2013/14 (Month 6) To provide Members with the most up to date revenue budget monitoring information (Month 6) for the Council Fund and the Housing Revenue Account 2013/14.</p>	Operational	Leader of the Council and Cabinet Member for Finance
Cabinet	17 December 2013	Finance	<p>Capital Programme 2013/14 (Month 6) To provide Members with the latest capital programme information for 2013/14.</p>	Operational	Leader of the Council and Cabinet Member for Finance
Cabinet	17 December 2013	Finance	<p>New Business Rate Grant Schemes For Members to approve the introduction of two Welsh Government Grant Schemes ('Open for Business' Scheme and 'New Developments' Scheme) designed to assist new businesses.</p>	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	17 December 2013	Legal and Democratic Services	<p>Legal and Governance Issues Around Establishing a Proposed Housing Company To explain the legal and governance issues around the establishment of the proposed housing company and to approve its creation.</p>	Strategic	
Cabinet	17 December 2013	Community Services	<p>Mental Health Commissioning Plan - Service Update To receive for approval a Commissioning Plan for the provision of Mental Health Services.</p>	Strategic	Cabinet Member for Social Services
Cabinet	17 December 2013	Community Services	<p>Dementia Commissioning Plan To receive for approval a commissioning strategy for provision of support to people with Dementia.</p>	Strategic	Cabinet Member for Social Services

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Cabinet	17 December 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
Cabinet	17 December 2013	Environment	<p>Review of Subsidised Bus Services To advise Members on the findings of the subsidised bus service review following consultation and assessment, along with proposed options and recommendations.</p>	Strategic	Deputy Leader of the Council and Cabinet Member for Environment
Cabinet	17 December 2013	Environment	<p>Agricultural Estate Management To seek approval for the disposal of part of the estate.</p>	Operational	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	17 December 2013	Environment	Setting up of a Joint Committee for the Area of Outstanding Natural Beauty To advise on new arrangements for the management of the Clwydian Range and Dee Valley Area of Outstanding Natural Beauty.	Operational	Deputy Leader of the Council and Cabinet Member for Environment
Cabinet	17 December 2013	Lifelong Learning	To determine the amalgamation of Ysgol Perth y Terfyn Infant School and Ysgol y Fron Junior School in Holywell To determine the amalgamation of Ysgol Perth y Terfyn Infant School and Ysgol y Fron Junior School in Holywell	Strategic	Cllr Chris Bithell
Cabinet	17 December 2013	Lifelong Learning	Consultation to change the age range of Queensferry Primary School from 4-11 to 3-11 Consultation to change the age range of Queensferry Primary School from 4-11 to 3-11.	Operational	Cabinet Member for Education

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Audit Committee	18 December 2013	Legal and Democratic Services	Corporate Governance To consider the annual update of the Code of Corporate Governance and to approve the process for preparing the draft Annual Governance Statement	All Report Types	
Audit Committee	18 December 2013	Finance	Internal Audit Progress Report To present to members an update on the progress of the internal audit department.		
Audit Committee	18 December 2013	Finance	Action Tracking To inform the Committee of the actions resulting from points raised at previous Audit Committee meetings.		
Audit Committee	18 December 2013	Chief Executive's	WAO Improvement Assessment Letter	Operational	

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Audit Committee	18 December 2013	Legal and Democratic Services	Informal Meeting between Audit Committee Members and Overview & Scrutiny Chairs/Vice Chairs To report back on the informal briefing meeting between Audit Committee members and Overview & Scrutiny Chairs/Vice Chairs held on the 7 October 2013.	All Report Types	
Audit Committee	18 December 2013	Environment	Fleet Management To provide the Committee with an update on the progress of the ongoing Fleet Review and current vehicle monitoring arrangements.	Operational	Deputy Leader of the Council and Cabinet Member for Environment
Audit Committee	18 December 2013	Finance	Forward Work Programme To consider the forward work programme for the Audit Committee for next year.		

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Audit Committee	18 December 2013	Finance	Audit Charter Update To report back to the Audit Committee following the meeting of the Constitution Committee on 16th October 2013.		
Audit Committee	18 December 2013	Finance	Treasury Management Mid Year Report 2013/14 To present the 2013/14 mid year report on the Council's Treasury Management Strategy.		
Audit Committee	18 December 2013	Chief Executive's	WAO Improvement Assessment Letter To receive the Improvement Assessment Letter from the Auditor General for Wales and note the Council's Response	Operational	Cabinet Member for Corporate Management
Audit Committee	18 December 2013	Legal and Democratic Services	Size of Audit Committee To consider whether to increase the number of members on the Audit Committee.	All Report Types	Cllr Billy Mullin

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Lifelong Learning Overview & Scrutiny Committee	19 December 2013	Overview and Scrutiny	Lifelong Learning Forward Work Programme To consider the Forward Work Programme of the Lifelong Learning Overview & Scrutiny Committee.		
January					
Social & Health Care Overview & Scrutiny Committee	9 January 2014	Overview and Scrutiny	Social & Health Care Forward Work Programme To consider the Forward Work Programme of the Social and Health Care Overview & Scrutiny Committee		
Corporate Resources Overview & Scrutiny Committee	16 January 2014	Finance	Revenue Budget Monitoring 2013/14 (Month 7) To provide Members with the Revenue Budget Monitoring 2013/14 (Month 7) report.		

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 January 2014	Finance	Council Tax Reduction Scheme Approval of a Council Tax Reduction Scheme within prescribed requirements and local discretions for 2014/15		
Corporate Resources Overview & Scrutiny Committee	16 January 2014	Chief Executive's	WAO Improvement Assessment Letter To receive the Improvement Assessment Letter from the Auditor General for Wales and note the Council's Response		
Corporate Resources Overview & Scrutiny Committee	16 January 2014	Overview and Scrutiny	Corporate Resources Forward Work Programme To consider the Forward Work Programme of the Corporate Resources Overview & Scrutiny Committee.		

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Community Profile & Partnerships Overview & Scrutiny Committee	20 January 2014	Overview and Scrutiny	Community Profile & Partnerships Forward Work Programme To consider the Forward Work Programme of the Community Profile and Partnerships Overview & Scrutiny Committee		
Cabinet	21 January 2014	Finance	Revenue Budget Monitoring 2013/14 (Month 7) To provide Members with the most up to date revenue budget monitoring information (Month 7) for the Council Fund and the Housing Revenue Account 2013/14.	Operational	Leader of the Council and Cabinet Member for Finance
Cabinet	21 January 2014	Finance	Council Tax Reduction Scheme To approve a Council Tax Reduction Scheme within prescribed requirements and local discretions for 2014/15.	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	21 January 2014	Finance	Treasury Management Mid Year Report 2013/14 To present the 2013/14 mid year report on the Council's Treasury Management Strategy.	Operational	Leader of the Council and Cabinet Member for Finance
Cabinet	21 January 2014	Human Resources and Organisational Development	Workforce Information Quarter 3 October - December 2013 To provide Members with an update for the third quarter 2013/14	Operational	Cabinet Member for Corporate Management
Cabinet	21 January 2014	ICT and Customer Services	Customer Services Strategy Update To provide an update on progress with the implementation of the Customer Services Strategy.	Strategic	Cllr Billy Mullin
Cabinet	21 January 2014	ICT and Customer Services	Update on Collaborative Procurement Projects To provide an update on progress with the previously agreed collaboration projects.	Operational	Cllr Tim Newhouse

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Environment Overview & Scrutiny Committee	22 January 2014	Environment	Review of Council's Waste Collection Policy To seek Scrutiny comments on the revised waste collection policy		
Environment Overview & Scrutiny Committee	22 January 2014	Overview and Scrutiny	Environment Forward Work Programme To consider the Forward Work Programme of the Environment Overview & Scrutiny Committee		
Flintshire County Council	28 January 2014	Finance	Treasury Management Mid Year Report 2013/14 To present the 2013/14 mid year report on the Council's Treasury Management Strategy.		
Flintshire County Council	28 January 2014	Legal and Democratic Services	Independent Remuneration Panel Annual Report To inform the County Council of the annual report by the Independent Remuneration Panel for Wales for 2014/2015		

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Flintshire County Council	28 January 2014	Finance	Council Tax Reduction Scheme To approve a Council Tax Reduction scheme within prescribed requirements and local discretions for 2014/15.		
February					
Housing Overview & Scrutiny Committee	5 February 2014	Housing	Collaborative Working within Housing Services To receive and consider current and future collaborative initiatives.		
Corporate Resources Overview & Scrutiny Committee	13 February 2014	Finance	Revenue Budget Monitoring 2013/14 (Month 8) To provide Members with the Revenue Budget Monitoring 2013/14 (Month 8) report.		
Corporate Resources Overview & Scrutiny Committee	13 February 2014	Overview and Scrutiny	Corporate Resources Forward Work Programme To consider the Forward Work Programme of the Corporate Resources Overview & Scrutiny Committee		

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	13 February 2014	Overview and Scrutiny	Social & Health Care Forward Work Programme To consider the Forward Work Programme of the Social and Health Care Overview & Scrutiny Committee		
Community Profile & Partnerships Overview & Scrutiny Committee	17 February 2014	Overview and Scrutiny	Community Profile & Partnerships Forward Work Programme To consider the Forward Work Programme of the Community Profile and Partnerships Overview & Scrutiny Committee		
Cabinet	18 February 2014	Chief Executive's	Annual Improvement Report from Wales Audit Office Receive Annual Improvement Report from the Auditor General for Wales and endorse the Council's response	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	18 February 2014	Chief Executive's	Single Integrated Plan 2012 - 2017 To receive and support the Single Integrated Plan 2012 - 2017	Strategic	Cabinet Member for Corporate Management
Cabinet	18 February 2014	Chief Executive's	Improvement Plan Quarterly Monitoring Quarterly assessment of performance against the Improvement Plan	Operational	Cabinet Member for Corporate Management
Cabinet	18 February 2014	Finance	Revenue Budget Monitoring 2013/14 (Month 8) To provide Members with the most up to date revenue budget monitoring information (Month 8) for the Council Fund and the Housing Revenue Account 2013/14.	Operational	Leader of the Council and Cabinet Member for Finance
Cabinet	18 February 2014	Environment	Review of Council's Waste Collection Policy To seek Cabinet approval for the revised waste collection policy	Strategic	Cabinet Member for Waste Strategy, Public Protection and Leisure

COMMITTEE		MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Flintshire Council	County	18 February 2014	Legal and Democratic Services	Community Review Update To update the County Council on the Community Review Progress.		
Flintshire Council	County	18 February 2014	Finance	Treasury Management Policy and Strategy Statement To present to Council the recommendations of the Cabinet in relation to the Treasury Management Policy Statement for 2014/15.		
Flintshire Council	County	18 February 2014	Finance	Prudential Indicators 2014/15 - 2016/17 To present to Council the recommendations of the Cabinet in relation to the setting of a range of prudential indicators.		

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Flintshire County Council	18 February 2014	Finance	Minimum Revenue Provision 2014/15 To present to Council the recommendations of the Cabinet in relation to the setting of a prudent minimum revenue provision for the repayment of debt.		
Environment Overview & Scrutiny Committee	26 February 2014	Overview and Scrutiny	Environment Forward Work Programme To consider the Forward Work Programme of the Environment Overview & Scrutiny Committee		
March					
Corporate Resources Overview & Scrutiny Committee	13 March 2014	Overview and Scrutiny	Revenue Budget Monitoring 2013/14 (Month 9) and Capital Programme 2013/14 (Quarter 3) To provide Members with the Revenue Budget Monitoring 2013/14 (Month 9) and Capital Programme 2013/14 (Quarter 3) report.		

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 March 2014	Chief Executive's	Annual Improvement Report from Wales Audit Office Receive Annual Improvement Report from the Auditor General for Wales and note the Council's response		
Corporate Resources Overview & Scrutiny Committee	13 March 2014	Overview and Scrutiny	Corporate Resources Forward Work Programme To consider the Forward Work Programme of the Corporate Resources Overview & Scrutiny Committee		
Cabinet	18 March 2014	Finance	Revenue Budget Monitoring 2013/14 (Month 9) To provide Members with the most up to date revenue budget monitoring information (Month 9) for the Council Fund and the Housing Revenue Account 2013/14.	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	18 March 2014	ICT and Customer Services	ICT Strategy Update To provide an update on progress with the implementation of the Corporate Information and Communications Technology [ICT] Strategy.	Strategic	Cllr Billy Mullin
Environment Overview & Scrutiny Committee	19 March 2014	Overview and Scrutiny	Environment Forward Work Programme To consider the Forward Work Programme of the Environment Overview & Scrutiny Committee		
Audit Committee	26 March 2014	Chief Executive's	Annual Improvement Report from Wales Audit Office Receive Annual Improvement Report from the Auditor General for Wales and note the Council's response	Strategic	
April					

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Flintshire County Council	8 April 2014	Finance	Clwyd Pension Fund Update To update Members on issues relating to the Clwyd Pension Fund.		
Corporate Resources Overview & Scrutiny Committee	10 April 2014	Finance	Revenue Budget Monitoring 2013/14 (Month 10) To provide Members with the Revenue Budget Monitoring 2013/14 (Month 10) report.		
Cabinet	15 April 2014	Chief Executive's	Local Service Board and Strategic Partnerships end of year report Local Service Board and Strategic Partnerships end of year report	Operational	Cabinet Member for Corporate Management
Cabinet	15 April 2014	Finance	Revenue Budget Monitoring 2013/14 (Month 10) To provide Members with the most up to date revenue budget monitoring information (Month 10) for the Council Fund and the Housing Revenue Account 2013/14.	Operational	

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Cabinet	15 April 2014	Chief Executive's	<p>Clwyd Theatr Cymru Business Plan</p> <p>Members are requested to endorse the Business Plan as recommended by the Theatre Board of Governors.</p> <p>A full copy of the Business Plan is available in the Members Library and each of the group rooms.</p>	Operational	Cabinet Member for Corporate Management