

# Public Document Pack

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**To: Cllr Ian Roberts (Chairman)**

CS/NG

Councillors: Marion Bateman, Amanda Bragg,  
Adele Davies-Cooke, Ian Dunbar, Ron Hampson,  
Stella Jones, Colin Legg, Phil Lightfoot,  
Dave Mackie, Nancy Matthews, Ann Minshull,  
Paul Shotton, Nigel Steele-Mortimer and  
David Williams

13 December 2013

Maureen Potter 01352 702322  
maureen.potter@flintshire.gov.uk

**David Hytch, Rita Price, Rebecca Stark,  
Rosalind Williams and Stephanie Williams**

Dear Sir / Madam

A meeting of the **LIFELONG LEARNING OVERVIEW & SCRUTINY COMMITTEE**  
will be held in the **DELYN COMMITTEE ROOM, COUNTY HALL, MOLD CH7 6NA**  
on **THURSDAY, 19TH DECEMBER, 2013** at **2.15 PM** to consider the following  
items.

**Members will note the start time of the meeting is 15 minutes later than  
normal. This is for a short informal meeting at 2.00pm to receive a briefing on  
declarations of interest from the Deputy Monitoring Officer.**

Yours faithfully

Democracy & Governance Manager

## **AGENDA**

- 1 **APOLOGIES**
- 2 **DECLARATIONS OF INTEREST (INCLUDING WHIPPING  
DECLARATIONS)**

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

- 3 **MINUTES** (Pages 1 - 8)  
To confirm as a correct record the minutes of the last meeting.
- 4 **COMMUNITY EVENTS STRATEGY 2014 -2017** (Pages 9 - 16)  
Report of Director of Lifelong Learning enclosed
- 5 **FLINTSHIRE MUSIC SERVICE REVIEW** (Pages 17 - 24)  
Report of Director of Lifelong Learning enclosed
- 6 **HEALTH & SAFETY ANNUAL REPORT** (Pages 25 - 30)  
Report of Director of Lifelong Learning enclosed
- 7 **RECOMMENDATIONS OF THE PLAYScheme TASK & FINISH GROUP**  
(Pages 31 - 34)  
Report of Housing and Learning Overview & Scrutiny Facilitator enclosed
- 8 **TERMS OF REFERENCE OF THE LEISURE FINANCE TASK & FINISH GROUP** (Pages 35 - 42)  
Report of Housing and Learning Overview & Scrutiny Facilitator enclosed
- 9 **LIFELONG LEARNING FORWARD WORK PROGRAMME** (Pages 43 - 48)  
Report of Housing and Learning Overview & Scrutiny Facilitator enclosed

## **LIFELONG LEARNING OVERVIEW & SCRUTINY COMMITTEE** **14 NOVEMBER 2013**

Minutes of the meeting of the Lifelong Learning Overview & Scrutiny Committee of Flintshire County Council, held at Flint High School, Ysgol Maes Hyfryd, Flint, Flintshire, CH6 5LL on Thursday, 14 November 2013 at 2.00 pm.

### **PRESENT: Councillor Ian Roberts (Chairman)**

Councillors: Adele Davies-Cooke, Ian Dunbar, Ron Hampson, Stella Jones, Colin Legg, Phil Lightfoot, Dave Mackie, Nancy Matthews, Paul Shotton, and Nigel Steele-Mortimer

**CO-OPTED MEMBER:** David Hytch

**APOLOGIES:** Councillor Marion Bateman. Rita Price, Rebecca Stark, Rosalind Williams and Stephanie Williams. Cabinet Member for Education, and Director of Lifelong Learning

### **SUBSTITUTIONS:**

Councillors Haydn Bateman for Amanda Bragg and Ray Hughes for David Williams

### **CONTRIBUTORS:**

Cabinet Member for Waste Strategy, Public Protection and Leisure, Head of Development and Resources, Head of Culture and Leisure, Finance Manager, Interim Facilities Manager, Primary Link Officer, and Corporate Training Officer

### **IN ATTENDANCE:**

Housing and Learning Overview and Scrutiny Facilitator and Committee Officer

Prior to the start of the meeting the Chairman expressed thanks on behalf of the Committee to Mrs Pam McClean, Headteacher, Flint High School, for her hospitality and to the pupils: Emily Moore, Danny McAdam, Kate Pierce and Tom Hill for escorting Members on their tour of the School.

## **46. DECLARATIONS OF INTEREST (including Whipping Declarations)**

The Chairman advised Members of the need to declare a personal interest in school related items on the agenda if they were school or college governors. All Members present except Councillor Phil Lightfoot (who was not a school governor) declared an interest as school governors.

## **47. MINUTES**

The minutes of the meeting of the Committee held on 10 October 2013 were submitted.

## Accuracy

### Flintshire Music Service Review

Councillor Dave Mackie asked that the word 'next' be removed from the third paragraph and the third resolution.

### School Kitchen Ventilation Replacement Scheme

David Hytch referred to his comments and asked that the minutes be amended to reflect that he had referred to the excellent educational support provided by the Authority but had highlighted a number of shortcomings in the property services which had had an adverse impact on the reputation of the Authority.

## Matters arising

### Schools Funding Formula Review

Councillor Dave Mackie referred to the discussion which had taken place at the previous meeting concerning funding for administration in large primary schools and expressed the view that the minutes had not sufficiently conveyed the strength of feeling regarding the issue.

## **RESOLVED:**

That the minutes be received, approved and signed by the Chairman as a correct record.

## **48. APPRENTICESHIPS, TRAINING AND DEVELOPMENT OPPORTUNITIES**

The Head of Culture and Leisure introduced a report to update the Committee on progress in relation to the creation of apprenticeships and training opportunities. He provided background information and referred to the main progress and achievements gained to date.

The Head of Culture and Leisure introduced Heather Johnson, Corporate Training Officer, and invited her to give an overview of the Flintshire County Council Apprenticeship scheme. She advised that the Authority had exceeded its target intake of apprenticeships for this year and had matched last year's intake. The Authority was one of three finalists for a Welsh Government Award for Apprenticeships (Macro Apprentice Employer of the Year Award) and was the only public sector finalist for the award. The Corporate Training Officer also referred to the work undertaken by Communities First concerning funding for future science, technology, engineering and mathematics events (STEM), and Deeside Enterprise Zone to engage businesses to work closely with schools around the STEM subjects. She advised that Deeside Enterprise Zone was also exploring the potential to make apprenticeships more accessible to small and medium size employers. Members were informed that a skills gap survey was undertaken in May 2013 and would inform future planning.

During discussion further information was sought concerning the Employers' Promise initiative, Job Club programmes and how the Apprenticeships, Training and Development opportunities could be rolled out to more schools across Flintshire and the Leisure and Library services. The Head of Culture and Leisure responded to the comments and queries raised and advised that an update report which would include the additional information sought would be submitted to a meeting of the Committee in six months time.

Councillor Nancy Matthews commented on how the Apprenticeships, Training and Development opportunities would assist small businesses. She referred to the difficulties experienced by small and medium sized employers in terms of the beaurarcy involved in administering apprenticeship and trainee schemes. She said that many businesses were keen to participate but required support to assist them to provide such programmes.

### **RESOLVED**

- (a) That the report be noted; and
- (b) That an update report be submitted to the Committee in six months time

## **49. SCHOOL PERFORMANCE MONITORING GROUP ANNUAL REPORT**

The Chairman welcomed Claire Homard, Primary Link Officer, to the meeting and invited her to present the School Performance Monitoring Group Annual Report. She provided background information and advised that the School Standards Monitoring Group (SSMG) had been established to ensure that schools who were under-performing were rigorously challenged by the Authority and appropriately supported to make progress and improve outcomes for learners.

The Primary Link Officer referred to the criteria for monitoring schools and the monitoring cycle. She reported that ten primary schools had been subjected to monitoring during 2012-13 and referred to the common themes identified in securing school improvement. She commented that initially schools had found the process daunting, however, overall the outcome had been positive and constructive in maintaining the momentum of school improvement.

The Primary Link Officer highlighted the high level of multi-agency work undertaken in schools to meet the needs of individual learners and their families. She also referred to the level of intervention required to ensure learners were developing expressive and receptive language skills that would enable them to access the curriculum and the delays in accessing speech therapy services because of waiting times due to pressures in the Health Service.

Councillor Dave Mackie proposed that the concerns raised by the School Performance Monitoring Group on the delays in children being able to access speech therapy services because of waiting times due to pressures in the health service be passed to the Social & Health Care Overview and Scrutiny Committee to address with Betsi Cadwaladr at a future meeting.

### **RESOLVED**

- (a) That the report be noted; and
- (b) That the concerns raised by the School Performance Monitoring Group on the delays in children being able to access speech therapy services because of waiting times due to pressures in the Health Service be passed to the Social & Health Care Overview & Scrutiny Committee to address with Betsi Cadwaladr at a future meeting.

## **50. SCHOOL BALANCES**

The Finance Manager introduced a report on Flintshire school balances for the year ending March 2013. She provided background information and advised that the balance for each school in Flintshire had been appended to the report. An amended list of balances to include the percentage of balances carried forward was distributed to the Committee.

The Finance Manager reported that the general position for Flintshire schools identified a decrease of 5% in overall balances which equated to £114 per pupil in Flintshire compared to the Wales average of £154 per pupil. Overall in Wales there had been an increase of 2.9% in school balances. She gave an overview of the secondary school and primary school balances and advised that all schools with excess balances had been asked to submit detailed spending plans which were scrutinised and challenged by the Schools Accounting Team. The Finance Manager advised that the Authority had two schools with a licensed deficit.

Councillor Ian Dunbar commented on the need for Primary schools to retain funding for contingency plans. He expressed concerns regarding the requirements set out in the School Funding (Wales) Regulations 2010 and Flintshire Scheme for Financing Schools relating to primary school balances and the level of surplus that could be carried forward by schools.

Mr. David Hytch referred to the role and responsibilities of Governing Bodies as employees and commented on the need for a financial strategy that would maintain sustainable staffing.

In response to a query from Councillor Nancy Matthews concerning how schools were allowed to set a deficit budget, the Finance Manager advised that further clarification would be provided to Members during the School Funding Formula Review workshop on the 5 December 2013.

During discussion concerns were expressed that the level of school balances should be based on the % of pupils attending the school and that some primary schools had higher pupil numbers than high schools but they were only allowed to hold balances of £50,000 compared to £100,000 for primary schools. It was agreed that the Finance Manager would write to the Minister for Education on behalf of the Committee asking him to consider changing the threshold for intervention from cash terms to percentage terms where surplus budgets were held by schools.

### **RESOLVED**

- (a) That the report be noted;
- (b) That the Finance Manager writes to the Minister for Education on behalf of the Committee asking him to consider changing the threshold for intervention from cash terms to percentage terms where surplus budgets were being held by schools.

## **51. FACILITIES REVIEW**

The Interim Facilities Manager introduced a report to provide a comprehensive update on the implementation of various service improvement initiatives designed to ensure the Facilities Services Unit complements 21<sup>st</sup> Century Schools and meets the legislative requirements of the Welsh Governments Appetite for Life health and wellbeing programme. He also provided a presentation on Flintshire School Meals. The main points of the presentation were:

- Aims
- Brand development
- Communication
- Service initiatives
- Before and After

Councillor Nancy Matthews asked if school restaurant facilities could be open for longer periods during the school day. The Interim Facilities Manager reported that discussions were taking place at one high school concerning the provision of an all day facility. Councillor Matthews also expressed concern that there could be too much choice on the menu.

During discussion the Interim Facilities Manager responded to Members concerns around the cost of school meals, the time of the school lunch period, and the issue of fast food retail outlets located in close proximity to school premises.

The Chairman thanked the Interim Facilities Manager for his presentation and responses to Members' questions.

**RESOLVED:**

- (a) That the report be noted; and
- (b) That the Committee receives further updates on the Facilities Review on a quarterly basis.

**52. IMPROVEMENT PLAN MONITORING REPORT**

The Housing and Learning Overview and Scrutiny Facilitator introduced the 2013/14 Mid Year Improvement Plan Monitoring Report relevant to the Committee for the period April to September 2013. She provided background information and advised that the Improvement Plan Monitoring Report explained the progress being made towards delivery of the impacts set out in the Improvement Plan. Members were asked to consider and comment on the Improvement Plan sub-priority reports on Modernised and High Performing Education, Places of Modernised Learning, and Apprenticeships and Training, which were appended to the report.

Councillor Dave Mackie referred to the suggestion made at the recent meeting of the Community Profile and Partnerships Overview & Scrutiny Committee that a Members workshop be arranged to assist Members to scrutinise and comment effectively on the newly introduced improvement plan performance monitoring approach. The Facilitator advised that it had been agreed that a workshop would be held for Members in the New Year to consider this task.

Councillor Ian Dunbar referred to the information contained in appendix two concerning changing demographics and the impact on supply of school places. He commented on new residential developments in his Ward and the impact on capacity in local schools. The Head of Development and Resources acknowledged the issues raised and advised that the Authority's policy was to ensure that there was sufficient places for the local community that the school served.

In response to the concerns raised by Members around the use of temporary accommodation, the Head of Development and Resources explained that there had been a sharp increase in the birth rate in certain areas and to meet the urgent needs of those communities temporary accommodation had been put in place. He referred to the difficulty in some areas of replacing temporary with permanent accommodation due to cost and building restrictions on site but gave an assurance that the use of mobile classrooms was avoided wherever possible. Responding to the further questions raised by Members concerning the cost of mobile classrooms he advised that the number of mobile classrooms in use had been reduced substantially and would continue to be replaced whenever possible under the capital programme and subject to available finance.

The Head of Development and Resources also explained that the Authority was unable to expand on schools which attracted high demand for



admissions at the expense of those schools which had surplus places. Councillor Dave Mackie sought clarification on the schools admission policy and the Head of Development and Resources gave an outline of the current legislation.

It was agreed that the Head of Development and Resources would provide information to the Committee which detailed the longevity of accommodation which was not classed as permanent.

**RESOLVED:**

- (a) That the report be noted;
- (b) That the Head of Development and Resources provides information to the Committee which detailed the longevity of accommodation which was not classed as permanent.

**53. MID YEAR SERVICE PERFORMANCE REPORT**

The Housing and Learning Overview and Scrutiny Facilitator introduced the 2013/14 Mid Year Service Performance report produced at Head of Service/Divisional level under the adopted business model of the Council which covered the period April to September 2013. She advised that detailed Mid Year Service Performance Reports were appended to the report for Schools Services, Development and Resources, and Culture and Leisure Services.

Councillor Nancy Matthews referred to the workforce information which was currently unavailable from Corporate Services and requested that all information be included in future reports.

Councillor Ian Dunbar expressed his appreciation for the work undertaken in partnership with Fields in Trust to secure a protection in perpetuity of recreation grounds nominated as designated Queen Elizabeth II Fields.

Mr. David Hytch referred to the revision of School/Local Authority Partnership Agreement and said he was unaware of the Agreement and asked if a copy could be made available to him. He welcomed the multi agency work that had been undertaken with the aim of identifying effective strategies of support for children with Additional Learning Needs. Mr. Hytch also welcomed the improvement achieved by Looked After Children (LAC) in relation to educational outcomes and asked if further information could be provided on the Officer Group which had been set up to investigate if the Flintshire cohort was representative of the LAC cohort across Wales.

**RESOLVED:**

- (a) That the report be noted; and

- (b) That the comments/observations of the Committee be fed back to the Corporate Resources Overview & Scrutiny Committee who are responsible for the overview and monitoring of performance.

**54. FORWARD WORK PROGRAMME**

The Housing and Learning Overview and Scrutiny Facilitator introduced the Forward Work Programme of the Committee.

The Facilitator advised that following agreement with the Overview & Scrutiny Chairs, officers had agreed to run all Member workshops in December to consider the 2014/15 budget. She advised that the meeting of the Committee scheduled for 5 December 2013 had been cancelled and an all Member workshop on the School Funding Formula would be held in place of the budget meeting which had been cancelled. She also informed members that a Playscheme Task and Finish Group meeting had been arranged for 18 November 2013.

Members reviewed the current programme and agreed that the following items be considered at the next meeting:

- Health and Safety Annual Report
- Community Events Strategy
- School Funding Formula Review
- Flintshire Music Service Review

The Chairman suggested that the meeting of the Committee scheduled for 30 January, 2014 be held at Ysgol Maes Garmon.

**RESOLVED:**

That subject to the above the Forward Work Programme be agreed.

**55. ATTENDANCE BY MEMBERS OF THE PRESS AND PUBLIC**

There was one member of the press and no members of the public in attendance.

(The meeting commenced at 2.00 pm and ended at 4.10 pm)

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**Chairman**

## FLINTSHIRE COUNTY COUNCIL

**REPORT TO:** **LIFELONG LEARNING OVERVIEW AND SCRUTINY COMMITTEE**

**DATE:** **THURSDAY 19<sup>TH</sup> DECEMBER 2013**

**REPORT BY:** **DIRECTOR OF LIFELONG LEARNING**

**SUBJECT:** **COMMUNITY EVENTS STRATEGY 2014 -2017**

### **1.00 PURPOSE OF REPORT**

1.01 To seek the endorsement of the Lifelong Learning Overview and Scrutiny Committee of the Community Events Strategy 2014-2017.

### **2.00 BACKGROUND**

2.01 This Strategy is a response to the priority identified in the Council's Improvement Plan 2013/14 which is to develop a new business model for the County's Community Events programme. It is intended to improve co-ordination of the Council's investment in, and support of, events and thereby generate increased levels of activity in our communities improving their viability and contributing to their regeneration.

### **3.00 CONSIDERATIONS**

3.01 Many parts of the Council are involved in delivering or supporting events, some of which are organised by the Council others are organised by community and voluntary groups. Council support given to community events can range from attending event meetings to give advice and guidance, assisting with delivering specific activities or workshops at events, organising a performance as part of an event or festival, advising on health and safety, highways and signage, recycling and waste disposal and support about sources of grant funding. The Strategy will be delivered by a multi-disciplinary group of officers who have the skills and expertise to provide this range of support and advice.

3.02 The Strategy has four objectives:

1. To improve Flintshire County Council's ability to deliver and support high quality festivals and events of all sizes.
2. To nurture festivals and events to maximise sustainability and economic growth.
3. To attract and host high profile, high quality events of major significance.
4. To work with partners to develop festivals and events which have a significant social and cultural impact, are inclusive and raise the profile of the Council.

3.03 The Strategy includes a section which describes how it will be delivered, which will be supported by an annual business plan.

#### **4.00 RECOMMENDATIONS**

4.01 Lifelong Learning Overview and Scrutiny is requested to endorse the Strategy and its four key objectives as a blueprint for the delivery and support of community events during the next three years.

#### **5.00 FINANCIAL IMPLICATIONS**

5.01 None arising directly as a result of this report. Any financial implications relating to proposed actions will be reported to Members through the budget setting process.

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

6.01 The objectives contained in the Strategy make reference to embedding anti poverty principles and seek to address issues of access and affordability as follows:

- To work with partners to develop festivals and events which have a significant social and cultural impact, are inclusive and raise the profile of the Council
- Work with Town & Community Councils and Town Centre Managers to support community events across the County

#### **7.00 ENVIRONMENTAL IMPACT**

7.01 None.

#### **8.00 EQUALITIES IMPACT**

8.01 The objectives contained in the Strategy make reference to embedding equality principles as follows:

- Embed an ethos of local pride and enthusiasm, cultural diversity and heritage amongst events organisers to increase active cultural participation and audience development by bringing high quality performance or art to the county.
- Work with events organisers to ensure that events and festivals are fully inclusive and accessible to all, raise the profile of the county and provide a positive experience.

#### **9.00 PERSONNEL IMPLICATIONS**

9.01 None arising directly from this report.

**10.00 CONSULTATION REQUIRED**

10.01 No further consultation required, though stakeholders' views on the way in which the strategy is delivered will continue to be sought and acted upon where appropriate during the lifetime of the strategy.

**11.00 CONSULTATION UNDERTAKEN**

11.01 None

**12.00 APPENDICES**

12.01 Appendix 1 – Events Strategy 2014-17

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

None.

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**Draft**

**Flintshire County Council Events Strategy 2014 - 2017**

**1 Introduction**

Events and festivals can be positive economic and social drivers encouraging financial and social investment by a wide range of organisations and communities attracting sponsorship from private and public investors.

This Strategy is a response to the priority identified in the Council's Improvement Plan 2013/14 which is to develop a new business model for the County's Community Events programme, including marketing and promotion. It is intended to improve co-ordination of the Council's investment in, and support of, events and thereby generate increased levels of activity in our communities improving their viability and contributing to their regeneration.

Flintshire plays host to a wealth of festivals and events of varying scales which range from agricultural and county shows, village fetes and farmer's markets, outdoor concerts and music festivals, street theatre and performances. These events and festivals generate an array of social and economic impacts including:

- Attracting visitors to the county
- Enhancing a positive regional image
- Showcasing the cultural diversity and heritage of Flintshire
- Developing community cohesion and aspirations
- Showing Flintshire as a great place to live, work and visit
- Promoting increased business such as tourism and hospitality
- Providing learning and skills development opportunities
- Increasing personal well-being, cultural participation and audience development

The vision, objectives and actions within this strategy will give partners an opportunity to create an environment where events and festivals can flourish. Partners will be encouraged to highlight where public and private sector intervention can maximise economic and social impact.

**2 Objectives:**

1. To improve Flintshire County Council's ability to deliver and support high quality festivals and events of all sizes
2. To nurture festivals and events to maximise sustainability and economic growth
3. To attract and host high profile, high quality events of major significance
4. To work with partners to develop festivals and events which have a significant social and cultural impact, are inclusive and raise the profile of the Council

### **3 Objective 1**

#### **To improve Flintshire County Council's ability to deliver and support high quality festivals and events of all sizes**

##### Training

Access available training, best practice and mentoring opportunities for managers, promoters and organisers by working with local partners such as Arts and Business Wales, Arts Council of Wales and Cadwyn Clwyd.

##### Infrastructure

Improve coordination, cooperation, marketing and management of events and festivals within Flintshire by providing a central list of contacts required to put on an event.

##### Innovation

Support and encourage calculated risk taking leading to exciting and inspiring events and the sharing of best practice by developing a network of event managers, organisers and promoters.

### **4 Objective 2**

#### **To nurture festivals and events to maximise sustainability and economic growth**

##### Investment

Work with events and festival organisers to attract funding from public and private sectors by assisting with the development of event business and sustainability plans in partnership with external funding bodies.

##### Economic and Social Impact

In partnership with local businesses, regeneration and tourism officers, assist event and festival organisers in audience development and marketing strategies within Flintshire and further afield, to extend the visitor season and bring additional income to the host town or village.

### **5 Objective 3**

#### **To attract and host high profile, high quality events of major significance**

##### National Events

Major festivals and events such as the Urdd Eisteddfod, the National Eisteddfod, the Tour of Britain and Wales Rally GB have the potential to make a big impact, increasing profile and bringing prosperity by attracting national and international visitors and generating media recognition. Bidding for national events can be costly and requires coordinated thinking and planning. A coordinated county wide approach will reduce duplication, generate new partnerships and lead to greater success. This can be achieved by developing a multi-disciplinary 'Events Management Team' of council officers which can work with other stakeholders, including Town and Community Councils, community groups and businesses as appropriate.



## **6 Objective 4**

**To work with partners to develop festivals and events which have a significant social and cultural impact, are inclusive and raise the profile of the Council**

Town and Community Councils

Work with Town & Community Councils and Town Centre Managers to support community events across the County

Building Audiences

By advising event organisers in the development of business plans, marketing strategies and networking opportunities thus ensuring that audiences are targeted effectively.

Participation

Embed an ethos of local pride and enthusiasm, cultural diversity and heritage amongst events organisers to increase active cultural participation and audience development by bringing high quality performance or art to the county.

Work with events organisers to ensure that events and festivals are fully inclusive and accessible to all, raise the profile of the county and provide a positive experience.

Training

Take advantage of available marketing and promotion training for events organisers in partnership with Arts and Business and other training providers.

Volunteering

Work with local organisations such as Cadets Core and FLVC to develop a bank of volunteers willing to assist with events and festivals. Also work with Arts and Business to elect board members with specific skills to ensure strength in event planning committees.

## **7 How the strategy will be delivered:**

Through the creation of an Events Management Team of council officers which can work with other stakeholders, including Town and Community Councils, community groups and businesses as appropriate.

The Team will deliver the following:

- Events Section on FCC Website promoting and encouraging community events with examples
- Events Organiser's Pack for external partners and for use internally on FCC website

- 'Who to Contact' signposting list for FCC officers who receive enquiries from events organisers
- Calendar of Events on the FCC website, networked wherever possible with other visitor attraction websites, with links to separate websites, where they exist, for larger festivals and events within the county e.g. Helfa Gelf, Mold Food and Drink Festival, Well Inn Festival Holywell etc
- Develop a central resource of corporate branding for use at events, banners etc
- Negotiate partnerships with neighbouring Authorities to attract and deliver National Events e.g. Tour of Britain, Wales Rally GB, Helfa Gelf
- A 'Launch Event' for the new strategy and events pack with delegates including community events organisers from across the county, funding partners, training providers and local businesses
- A series of training opportunities for events organisers in partnership with Arts and Business or another training provider
- Communicate the Strategy effectively across the authority to ensure a coordinated approach

## **8 Resourcing**

Many events take place independently of the Council. In other cases the Council provides event organisers with facilitation and advice on a range of issues such as street closure, waste disposal, health and safety, licensing and artistic programming. The Council has limited capacity to contribute financially to such events but can offer advice about sources of funding and business planning.

Council run events, usually small scale, are funded from service budgets or from external grant funding. There is corporate support for and ownership of high profile, high quality events of major significance which are opportunities to achieve a big impact but which require funding beyond what is available from service budgets to fully realise their potential.

## FLINTSHIRE COUNTY COUNCIL

**REPORT TO:** **LIFELONG LEARNING OVERVIEW & SCRUTINY COMMITTEE**

**DATE:** **THURSDAY, 19 DECEMBER, 2013**

**REPORT BY:** **DIRECTOR OF LIFELONG LEARNING**

**SUBJECT:** **FLINTSHIRE MUSIC SERVICE REVIEW**

### **1.00 PURPOSE OF REPORT**

1.01 To update Members on the progress in developing the Flintshire Music School operating model approved by Cabinet in April 2013.

### **2.00 BACKGROUND**

2.01 In April 2013 Cabinet agreed a new Optimum Service Model for the School Music Service.

2.02 The Business model agreed allowed schools to select and control the range of services they wish to purchase on an annual basis. Schools would be required to notify the Music Service about their detailed requests in the preceding summer term in 2013 (and during the Spring term in future years), to enable appropriate staffing levels to be in place for September. It was recognised that the Service requires the flexibility to respond to fluctuations in demand early in the Autumn Term.

2.03 Cabinet agreed that the service needs to maintain strong and focused artistic and educational leadership and additionally needs stronger and more resilient business management processes.

### **3.00 CONSIDERATIONS**

3.01 In the first year of operation of the new model, requests for schools to identify their service needs were made in the summer term. In future years this process will be undertaken earlier in order to enable timely service staffing decisions. All schools have identified their service needs for 2013-4. Five Primary schools have not participated in this service (Ysgol Pen Coch, Ysgol Maes Edwin, Flint, Saltney Ferry, Queensferry, and St. Ethelwold's, Shotton). Participating schools have "ordered" 390 hours of tuition (in 2012-3 the total tuition hours were 336). Schools have chosen from the wider range of opportunities offered, including Piano tuition and an increase in Guitar and Percussion. There have also been some requests for Music Service staff to conduct school ensembles and choirs. There are also new parts of the service offer in 2013-14 being undertaken by current staff.

- 3.02 The appointment of the Part Time Business Manager post is currently progressing through the County Council job evaluation and recruitment management process. Internal advertising did not result in an appointment being possible, so this has now progressed to external advert.
- 3.03 The operational changes in the report of 23<sup>rd</sup> April have been successfully implemented and are having the planned positive impact in relation to service commissioning, planning and financial performance. However, a range of questions were raised at the Lifelong Learning Overview and Scrutiny Committee of 5<sup>th</sup> September 2013. These largely relate to aspects of the service model discussed and agreed with school representatives and considered by Scrutiny prior to approval of the model in April 2013. The questions and service responses are set out at Appendix 1.

#### **4.00 RECOMMENDATIONS**

- 4.01 Members note the progress made on implementation of the revised operating model for the School Music Service.

#### **5.00 FINANCIAL IMPLICATIONS**

- 5.01 The Service has taken action to reduce the number of contracted teaching staff employed, by the equivalent of two full time posts since the start of the financial year.
- 5.02 The Service needs schools to purchase a high enough number of hours of tuition to match the capacity of current staffing levels and areas of musical expertise. Where additional hours in an instrumental/vocal area are required these have been filled by current staff as identified as appropriate following a skills audit which has been conducted by Service Managers. If the service cannot meet demand in an instrumental area in this way, demand is being covered through commissioning on a more flexible and cost effective self employed basis. This has been required in three instrumental areas. Increased demand from schools and the increased flexibility demonstrated within the service has resulted in a position where no redundancies from the service are needed in the current financial year. This will need to be reviewed annually upon receipt of requests from schools.
- 5.03 As in all budget planning there are a number of assumptions which have to be made. Current assumptions include the amount needed for sickness supply cover (£20k), Staff Travel costs (£19K) and provision for doubtful debt (£10k). The cost of additional hours to cover staff absences and additional demand from schools for self employed workers is £25 per hour.

5.04 Taking all the above into account and assumptions being correct, the current projection for the budget year 2013-14 is that a minor underspend of £1.5k will result.

5.05 In the year 2014-15 the Service will have a reduction of £75k subsidy from the Local Authority. However with the full year effect of changes to staffing and assuming schools take up of the service remains at current levels; we anticipate that the Service will still be able to cover its costs. The assumption remains that any exit costs incurred in this year will be paid corporately.

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

6.01 None from this paper.

#### **7.00 ENVIRONMENTAL IMPACT**

7.01 None from this paper.

#### **8.00 EQUALITIES IMPACT**

8.01 No additional impact since the previous report. Future reports will include analysis of gender balance of learners receiving tuition.

#### **9.00 PERSONNEL IMPLICATIONS**

9.01 School requests for tuition have resulted in three instrumental areas being oversubscribed resulting in additional teaching time being required. This is covered by current staff as identified as appropriate following a skills audit which has been conducted by Service Managers. Where the service cannot meet demand in an instrumental area, in this way, this demand is being covered through commissioning on a more flexible and cost effective self employed basis. A small excess of staffing remains within the service in one instrumental area but this is being productively used to give opportunities to learners to experience instrumental tuition in a bid to increase uptake in future years.

#### **10.00 CONSULTATION REQUIRED**

10.01 Extensive consultation with unions is ongoing, although not required in the current financial year.

#### **11.00 CONSULTATION UNDERTAKEN**

11.01 Consultation has taken place with primary and secondary schools at the Headteachers' Federation meetings, with Heads of Music at their music forum meetings which are held each term. Additionally there has been ongoing consultation with Music Service staff throughout the process.

11.02 Service Managers recognise that parental views and learner voice can provide additional benefits in assuring the quality of the service.

**12.00 APPENDICES**

12.01 Appendix 1 – Service responses to questions and comments raised during the Lifelong Learning Overview & Scrutiny Committee meeting held on the 5 September, 2013.

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

Report to Cabinet – 23<sup>rd</sup> April 2013: School Music Service – Review of Business Model

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## Appendix 1

### Lifelong Learning Overview & Scrutiny Committee – 5 September, 2013

#### School Music Service

During the above meeting of the Lifelong Learning Overview & Scrutiny Committee, the following questions and comments were raised by the Committee in scoping a report for the meeting on October

- Concern was raised on the requests from the school that parents pay for the music lessons for a full 12 months.

**In order to run the Music Service efficiently, we need schools to commit to lessons over the full twelve month period. Teachers Pay and Conditions make quick alterations to the working hours of the team impossible. It is understandable that having given this level of commitment on behalf of the learners, that schools will ask for a similar commitment from parents.**

- Concern was raised that asking parents to pay for music lessons in advance did not take into account pupils who may not want to commit to learning a musical instrument for longer than a couple of weeks/months.

**Schools are legally required to balance their budgets and to this end many will want the money to be paid in advance and not face problems from non payment of fees. If parents do request tuition for their child, who gives up after just a short period, the cost of this would be left for the school to pay.**

- A member said that they had been told that there would be flexibility around payment methods for parents who could not pay the 12 months in advance. It was asked if all schools had been told to make parents aware of this flexibility.

**The remissions process supports families with learners receiving Free School Meals. Charging policy is at the discretion of each school and not for the Music Service to set. However, if any school was reported as acting unreasonably in barring access to Music tuition the service would seek to work with the school to resolve the issue. No such reports have been received.**

- Concern was raised on the additional administration burden which was put onto schools to administer the school music service.

**The Service is grateful for the support being given by schools. Collection of cheques and collation of responses in consultation with the Music Service Manager should not be too onerous. However, maintaining accurate records of flexible payment systems would result in an additional administrative burden on schools, hence, the service has not directly requested this.**

- No commitment had been given on the number of music lessons pupils would receive even though parents were being asked to pay for music lessons in advance.

**The exemplar letter sent to all schools states that “there will be a minimum of 30 lessons during the academic year”.**

- No commitment had been given on whether there would be a reduction in cost for siblings or pupils who wanted to learn to play a second instrument.

**The Council has maintained it’s remissions for free school meals pupils, but the service receives no extra funding to maintain any other remissions that may have been offered in the past.**

- Concern was raised around pupils whose summer music exams had been deferred to November. It was asked whether this was to ensure that those pupils continued to learn a music instrument in the new school year.

**Early warning of a November examination is paramount if the pupil is to be fully prepared and the teacher sure that all aspects of the examination process will be successful. As there is only a three week period at the beginning of the Autumn Term before the closing date for examination entry the early warning is not a disingenuous ‘cherry’, but is in fact good practice. The Service is also very aware of the financial implications to parents of music examinations, this year the cost of taking Grade 1 is £35 and Grade 8 has risen to £80. Therefore, the teachers of the music service are instructed not to enter pupils unless they are appropriately prepared.**

- Was there the ability for pupils to have a trial period of learning a musical instrument to see whether they wanted to continue to receive lessons? This has previously been offered to pupils.

**The teachers of the service are contracted on Teachers Pay and Conditions and the difficulty in maintaining staffing levels with an opting in and out would be impossible to manage and could affect the quality of service provision. The budget of the Music Service does not allow for “taster sessions” to be offered. If parents do request tuition for their child, who gives up after just a short period, the cost of this would be left for the school to pay.**

- It was stated that school governors were concerned around their contractual responsibilities and asked that further guidance on this be issued to schools.

**In the summer term, schools were sent a detailed guidance document from the Music Service including exemplar letters and forms of agreement which they could personalise with school**



**logos, and send to parents. Briefing sessions for Headteachers and Heads of Music in Secondary Schools were also arranged. Schools that have contacted the service have been given detailed help as to how to collate their requests and balance their budget.**

- Comments were made on the provisions of tuition and concerns raised around the implications for schools if there were insufficient pupils who committed to places.

**Schools are working together to reach solutions where insufficient interest has been shown in an instrumental/vocal area to be financially viable to enable pupils to still have their choice. Schools that have contacted the Music Service have had all the service options fully explained and any implications for the schools have been highlighted and solutions sought. This facility remains available to schools.**

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## FLINTSHIRE COUNTY COUNCIL

**REPORT TO:** **LIFELONG LEARNING OVERVIEW & SCRUTINY COMMITTEE**

**DATE:** **THURSDAY, 19 DECEMBER 2013**

**REPORT BY:** **DIRECTOR OF LIFELONG LEARNING**

**SUBJECT:** **HEALTH & SAFETY IN SCHOOLS**

### **1.00 PURPOSE OF REPORT**

1.01 To provide the Lifelong Learning Overview and Scrutiny Committee with a summary report on accidents and incidents in schools during the academic year September 2012 to August 2013 and a summary of actions taken by the Council to support schools in achieving healthy and safe learning environments.

### **2.00 BACKGROUND**

2.01 At its meeting of 19 January 2012, Lifelong Learning Overview and Scrutiny requested a report on health and safety in schools. The first report was presented in December 2012; it was subsequently decided to request this report on an annual basis.

2.02 Local Management of Schools requires that school employees, Governing Bodies and the Local Authority work together to ensure that health, safety and welfare objectives are achieved.

2.03 The school is responsible for all areas for which it has control. All school governing bodies have responsibility for health and safety as the direct employer and/or as occupier and body in control of the premises.

2.04 The data presented in this report is based on accident reports from schools provided to the Corporate Health and Safety Unit.

### **3.00 CONSIDERATIONS**

#### **3.01 Accidents and Incidents**

The total number of number of accidents / incident report forms received for the academic year 1 September 2012 to 31 August 2013 was 2,302. This compares with 3,093 reports received over the same period in 2011/12 (a reduction of 792 accident reports overall).

### 3.02 **Accidents to Pupils**

For the period 1 September 2012 to 31 August 2013 a total of 2,012 accident reports received related to pupils. This compares with 2,801 recorded for the previous year (a reduction of 789 reports relating to pupils overall).

Primary School pupils: Out of the total pupil figure of 2,012 reports, pupils in primary schools accounted for 1,339. This shows reports to have almost halved in primary schools compared to last year whereby 2,139 were attributed (a reduction of 800 reports).

Secondary School pupils: 475 reports were attributed to secondary schools this academic year compared to 510 recorded for the same period last year (a reduction of 35 reports).

Special School pupils: 198 reports were attributed to special schools this academic year compared to 152 last year (an increase of 46 reports).

### 3.03 **Accidents to Employees**

1 September 2012 to 31 August 2013 a total of 290 accident reports received related to employees. This compares with 292 recorded for the same period last year (a reduction of 2 reports overall).

Employees in primary schools accounted for 104 (an increase of 16), secondary school employees accounted for 41 (a reduction of 8), and employees in special schools accounted for 144 (a reduction of 10 reports).

### 3.04 **RIDDOR reported**

The number of accidents reported to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) in the academic year 2012/2013 was 104. This compares with a total of 126 reportable for the same period in 2011/12.

Out of the 104 reportable accidents, 3 were categorised as major injuries (fractures), 4 were categorised as over 7 day (incapacitated as a result of injury to continue normal duties) and 95 were categorised as members of the public taken directly to hospital from the scene of the accident for treatment (for the purposes of RIDDOR pupils are classed as members of the public).

The reduction in RIDDOR reportable accidents to the HSE this academic year may in part be due to the change in reporting requirements from incapacitations of three days or more to those of seven days or more.

- 3.05 **Top three Type of Incident categories:**  
Pupils: Slip, trip, falls, collision with person, or coming into contact with something fixed or stationary.
- Employees: Physical / verbal assaults, slip trip falls, hit my moving, falling, flying object.
- 3.06 **Top three Type of Injury categories**  
Pupils: Aches and pains, scratches and grazes.
- Employees: Bruising, aches and pains, sprains and strains, localised redness.
- 3.07 **Actions Taken**  
School accidents and incidents are required to be reported to Corporate Health and Safety regardless of severity of injury. The Corporate Health and Safety Advisor to Lifelong Learning monitors all accident and incident reports, and as necessary, follows up / investigates to ensure causes are suitably identified and appropriate remedial actions implemented to prevent recurrence. Schools have access to key health and safety resources on their dedicated ICT resource website <http://moodle.flintshire.gov.uk/lea>. This includes topical health and safety guidance covering a wide range of typical school activity (curriculum and non-curriculum), model risk assessments, training presentations and key contacts.
- 3.08 **Inspections, maintenance, surveys etc**  
A number of statutory inspections and assessments are carried out in schools by in-house specialists or external specialists as appropriate to maintain the necessary standards of safety, including:
- Condition Surveys – Assessment of the physical state of the premises to ensure safe and continuous operation. Condition data collection is necessary to enable repairs and maintenance works to be costed, prioritised, planned and undertaken on a programme basis.
- Suitability Surveys – Assessment which covers teaching and non-teaching accommodation including staff facilities, and has regard to the type and quality of educational facilities to ensure they are 'fit for purpose' in delivering the curriculum and raising standards.
- 3.09 **Audit of Health and Safety Management Systems**  
In accordance with the requirements of the Local Authority Health and Safety Policy, all schools are required to undertake a full self audit of their health and safety management systems to review their compliance, utilising the proformas provided by the Authority in accordance with the stated criteria and minimum standards that must be met.

- 3.10 **Safety Inspections**  
All schools are required, in accordance with the requirements of the Local Authority Health and Safety Policy, to carry out safety inspections of all areas within their schools, on a termly basis, using the proformas provided by the Authority in accordance with the stated criteria and appropriate minimum standards that must be met. Inspection regimes also exist within individual practical curriculum areas, such as laboratories, and design technology workshops. These are internal inspections carried out to specified criteria in accordance with legislative requirements and best practice.
- 3.11 **Training**  
Governor Training: The annual health and safety briefing for school Governors took place in November 2013.
- Annual training for Educational Visits Co-ordinators recently taken place to ensure every school has a competent person for the appropriate planning and approval of school visits using the Authorities on-line 'Evolve' system.
- Annual training for school caretakers was undertaken in July 2013, in particular this covered fire safety and school security matters.
- 3.12 **Asbestos Inspections**  
All fan convectors in schools have been identified and inspected for the possibility of any asbestos containing materials over the summer holiday period. No such materials were identified. The 2 year programme for re-inspection / asbestos surveys in schools has commenced.
- 3.13 **Cleaning**  
Facility Services staff have started termly visits to those schools which purchase their services to inspect the quality of cleaning, and the safe storage and use of equipment and chemicals. A training programme which focuses on ten common cleaning tasks has been developed which schools can commission to ensure that their staff clean effectively and efficiently.
- 3.14 **School Toilets – Good Practice Guide, Welsh Government**  
Monitoring of practice and facilities is included in the school National Quality Award Scheme for Hygiene. The survey forms will be used as part of individual school's evidence for submission, and the Healthy Schools Officer will visually inspect. There has been a positive response to this national aware scheme which has prompted schools and their governing bodies to pay increased attention to the provision of quality facilities. In addition, the Council continues to have a programme of school improvement in place which includes school toilet replacement, modernisation. Priority is based on condition surveys.

**4.00 RECOMMENDATIONS**

4.01 Lifelong Learning Overview and Scrutiny Committee is requested to note the report and the initiatives taken to improve health and safety in schools.

4.02 Lifelong Learning Overview is requested to recognise the monitoring and evaluation of the practice role of the Corporate Health and Safety Group.

**5.00 FINANCIAL IMPLICATIONS**

5.01 None arising from this report.

**6.00 ANTI POVERTY IMPACT**

6.01 None arising from this report.

**7.00 ENVIRONMENTAL IMPACT**

7.01 None arising from this report.

**8.00 EQUALITIES IMPACT**

8.01 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.

**12.00 APPENDICES**

12.01 None.

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

None.

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## FLINTSHIRE COUNTY COUNCIL

**REPORT TO:** **LIFELONG LEARNING OVERVIEW & SCRUTINY COMMITTEE**

**DATE:** **THURSDAY, 19<sup>TH</sup> DECEMBER, 2013**

**REPORT BY:** **HOUSING AND LEARNING OVERVIEW & SCRUTINY FACILITATOR**

**SUBJECT:** **RECOMMENDATIONS OF THE PLAYScheme TASK & FINISH GROUP**

### **1.00 PURPOSE OF REPORT**

1.01 To present the recommendations of the Playscheme Task & Finish Group in order to provide sustainable play provision from April 2014 with reference to the summer play scheme programme.

### **2.00 BACKGROUND**

2.01 The Playscheme Task & Finish Group was set up in January 2013 in order to consider arrangements for Playschemes for 2013 and beyond. The Membership of the group is as follows:-

- Cllr Marion Bateman
- Cllr Ron Hampson
- Cllr David Mackie
- Cllr Nancy Matthews
- Cllr Carolyn Thomas

2.02 Meetings of the Task & Finish Group are also attended by Lawrence Rawsthorne, Head of Culture & Leisure who provided specialist advice.

2.03 At its meeting held on the 5 September, 2013, the Lifelong Learning Overview & Scrutiny Committee considered a report titled 'Play Development: Summer Play Schemes'. Following consideration of this report, the Committee recommended that the item be deferred to allow the Playscheme Task & Finish Group to meet and consider feedback from users of the 2013 Summer Playscheme and that the recommendations to provide sustainable play provision from April 2014 with reference to the summer play scheme programme be presented to a future meeting of the Committee.

### **3.00 CONSIDERATIONS**

3.01 The Playscheme Task & Finish Group met on the 18 November, 2013 to consider the feedback from users of the 2013 Summer Playscheme.

3.02 During discussion the Task & Finish Group all agreed that the Playschemes provided invaluable facilities for children during the summer holidays and emphasised the importance of the schemes for families who could not afford to take their children on holidays. The Group also emphasised the importance of the scheme in developing children's play, co-ordination and social skills.

#### **4.00 RECOMMENDATIONS**

4.01 That the Lifelong Learning Overview & Scrutiny Committee agree to recommend to the Cabinet that:-

- Subject to confirmation of *Families First* funding, the Head of Leisure and Culture write to all Town and Community Councils advising them that the number of Playschemes available to them during the summer of 2014 and beyond be limited to a maximum of two each and that summer Playscheme provision be reduced from five weeks to three weeks at locations previously agreed through local consultation.
- Town and Community Councils who are keen to increase the complement of Playscheme sites in their area above the 2 offered are given the opportunity to increase the provision through match funding.
- A pressure bid of up to £12,000 be allocated to support match funding for Town and Community Councils.
- If confirmation was received that there would be a reduction in *Families First* funding; the Playscheme Task & Finish Group should meet again to consider how best to provide sustainable play provision from April 2014 with reference to the summer play scheme programme.

#### **5.00 FINANCIAL IMPLICATIONS**

5.01 The recommendations include a pressure bid of £12,000 which is not within budget. The recommendations are also subject to confirmation of grant funding from *Families First* and continued match funding support from Town and Community Councils.

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

6.01 None as a result of this report.

#### **7.00 ENVIRONMENTAL IMPACT**

7.01 None as a result of this report.

**8.00 EQUALITIES IMPACT**

8.01 None as a result of this report.

**9.00 PERSONNEL IMPLICATIONS**

9.01 None as a result of this report.

**10.00 CONSULTATION REQUIRED**

10.01 Ongoing consultation with Town and Community Councils.

**11.00 CONSULTATION UNDERTAKEN**

11.01 Publication of this report constitutes consultation.

**12.00 APPENDICES**

12.01 None.

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

None.

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## FLINTSHIRE COUNTY COUNCIL

**REPORT TO:** **LIFELONG LEARNING OVERVIEW & SCRUTINY COMMITTEE**

**DATE:** **THURSDAY, 19<sup>TH</sup> DECEMBER 2013**

**REPORT BY:** **HOUSING & LEARNING OVERVIEW & SCRUTINY FACILITATOR**

**SUBJECT:** **TERMS OF REFERENCE OF THE LEISURE FINANCE TASK & FINISH GROUP**

### **1.00 PURPOSE OF REPORT**

1.01 To enable the Committee to consider the Terms of Reference of the Leisure Finance Task & Finish Group.

### **2.00 BACKGROUND**

2.01 During the Forward Work Planning Workshop held on the 9 July, 2013, the Lifelong Learning Overview & Scrutiny Committee agreed to consider setting up a Task & Finish Group to review Leisure Services.

2.02 The Corporate Resources Overview & Scrutiny Committee had also considered setting up a Task & Finish Group to review the current levels of overspend within the Leisure Services Budget. Following consultation with the Chairman, it was agreed that the Chairman of the Corporate Resources Overview & Scrutiny Committee be invited to sit on the Group.

2.03 At the Lifelong Learning Overview and Scrutiny Committee meeting held on the 10 October, 2013, Members considered the report of the Housing and Learning Overview & Scrutiny Facilitator and supported the establishment of a Task & Finish Group to review the Leisure Services Budget. Nominations for Members to sit on the Group and its Membership is as follows:-

- Cllr Marion Bateman
- Cllr Stella Jones
- Cllr David Mackie
- Cllr Nancy Matthews
- Cllr Tim Newhouse

2.04 Meetings of the Task & Finish Group will also be attended by Lawrence Rawsthorne, Head of Culture & Leisure, Mike Welch, Principal Leisure Services Manager and Paul Jones, Business Improvement Manager, who will provide specialist advice.

### **3.00 CONSIDERATIONS**

3.01 The first meeting of the Leisure Finance Task & Finish Group was held on the 21 November, 2013.

3.02 During the first meeting, the Group were given a presentation which gave an overview of the challenges facing Leisure Services. Following discussion, the Group considered the Terms of Reference for the Group and recommended the following:-

- That the Head of Leisure & Culture together with the Overview & Scrutiny Facilitator provide the Group with a copy of the Terms of Reference for the Task & Finish Group to agree prior to them being presented at the next meetings of the Lifelong Learning Overview & Scrutiny Committee and Corporate Resources Overview & Scrutiny Committee.

3.03 A copy of the Terms of Reference, as agreed by the Group, is attached at Appendix 1 of the report.

### **4.00 RECOMMENDATIONS**

4.01 That the Lifelong Learning Overview & Scrutiny Committee support the Terms of Reference of the Leisure Finance Task & Finish Group as shown at Appendix 1 to the report.

### **5.00 FINANCIAL IMPLICATIONS**

5.01 None as a direct result of this report.

### **6.00 ANTI POVERTY IMPACT**

6.01 None as a direct result of this report.

### **7.00 ENVIRONMENTAL IMPACT**

7.01 None as a direct result of this report.

### **8.00 EQUALITIES IMPACT**

8.01 None as a direct result of this report.

### **9.00 PERSONNEL IMPLICATIONS**

9.01 None as a direct result of this report.

### **10.00 CONSULTATION REQUIRED**

10.01 Publication of this report constitutes consultation.

**11.00 CONSULTATION UNDERTAKEN**

11.01 The Head of Culture & Leisure and Members of the Leisure Finance Task & Finish Group have been consulted on the Terms of Reference.

**12.00 APPENDICES**

12.01 Appendix 1 – Terms of Reference for the Leisure Finance Task & Finish Group.

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

None.

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**FLINTSHIRE COUNTY COUNCIL  
CORPORATE RESOURCES OVERVIEW & SCRUTINY COMMITTEE**



**PROJECT PLAN FOR THE LEISURE FINANCE TASK & FINISH GROUP**

Page 39

<p><b>TERMS OF REFERENCE</b></p> <p><i>Set specific objectives.</i></p> <p><i>Be clear as to what is, and, as importantly, what is not, included in the topic.</i></p>	<p>To review the Leisure Services Budget for 2013/14:-</p> <ul style="list-style-type: none"> <li>• To consider how best to address the current level of overspend within the Leisure Service budget.</li> <li>• To consider the opportunities available to encourage external funding.</li> <li>• With reference to the financial challenges faced by the Council, to consider how best to prioritise spend within the Leisure Services budget.</li> </ul> <p>Out of scope:</p> <p>Play Development, Play Design, Public Open Space, Sports Development</p>
<p><b>Evidence Gathering</b></p> <p>➤ <b>Documents</b></p> <p><i>What? Why?</i></p>	<ul style="list-style-type: none"> <li>• Breakdown of the Leisure Service budget as approved by County Council for 2013/14.</li> <li>• Breakdown of annual income received from Leisure Services across Flintshire.</li> <li>• Summary of the Leisure Assets portfolio</li> <li>• Revised organisational chart for Leisure Services.</li> </ul>

<ul style="list-style-type: none"> <li>➤ <b>Internal Contributors</b> <i>(Both Members and officers) Who? Why?</i></li>   <li>➤ <b>External Contributors</b> <i>(e.g. Service users, community representatives, key stakeholders, recognised experts, other organisations etc.) Who? Why?</i></li>   <li>➤ <b>Site Visits</b> <i>Where? Why?</i></li>   <li>➤ <b>Consultation/Research/Other Methods</b>  <i>Why? What? Who? Does the Committee wish to publicise its review by issuing a Press Release and possibly invite views?</i></li> </ul>	<p>Cllr Kevin Jones (Cabinet Member), Ian Budd, Director of Lifelong Learning, Lawrence Rawsthorne, Head of Culture &amp; Leisure, Mike Welch, Principal Leisure Services Officer, Paul Jones Business Improvement Manager and Accountants for the Leisure Service Budget</p> <p>Documentary input from Sports Wales on likely future funding scenarios.</p> <p>Site visits may be required to enable the Task &amp; Finish Group to discuss the ongoing maintenance issues within the Leisure building stock with Facility Managers and listen to officer recommendations on how to prioritise spend within the Leisure Service budget.</p>
<p><b>FORMAT OF MEETINGS</b></p> <ul style="list-style-type: none"> <li>➤ <b>Venue of Meetings</b> <i>Can they be held in the community?</i></li>   <li>➤ <b>Frequency of Meetings</b></li>   <li>➤ <b>Co-options</b> <i>Does the Committee wish to co-opt members onto the Committee for the review? If so, who and why?</i></li> </ul>	<p>County Hall</p> <p>As required</p> <p>Invite the Chairman of the Corporate Resources Overview &amp; Scrutiny Committee to sit on the Task &amp; Finish Group.</p>

<p>➤ <b>Member Involvement</b>  <i>Full Committee, task and finish working group or individual or paired Members to drive the review.</i></p>	<p>Task &amp; Finish Working Group recommended.</p>
<p><b>TIMESCALES FOR REVIEW</b>  <i>Realistic and achievable timescale. Establish a commencement date and set a target date for issue of final report to the full Committee.</i></p>	<p>Commencement date – The first meeting of the Task &amp; Finish Group was held in October 2013 to enable relevant information to be collated.</p> <p>Completion date – It is recommended that the work of the Task &amp; Finish Group should be completed in time to feed into the Revenue Budget considerations for 2015/16.</p>
<p><b>FOLLOW UP</b>  <i>What happens next?          Should a Press Release be issued drawing attention to the Committee's report?          Monitoring/progress reports?</i></p>	<p>Monitoring Reports will be made to the Committee if necessary before a final report is submitted.</p>
<p><b>LESSONS LEARNED</b>  <i>Review the complete process.          What went well, what did not go quite so well and what can be learned for future reviews?</i></p>	

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## FLINTSHIRE COUNTY COUNCIL

**REPORT TO:** **LIFELONG LEARNING OVERVIEW & SCRUTINY COMMITTEE**

**DATE:** **THURSDAY, 19 DECEMBER, 2013**

**REPORT BY:** **HOUSING AND LEARNING OVERVIEW & SCRUTINY FACILITATOR**

**SUBJECT:** **FORWARD WORK PROGRAMME**

### **1.00 PURPOSE OF REPORT**

1.01 To consider the Forward Work Programme of the Lifelong Learning Overview & Scrutiny Committee.

### **2.00 BACKGROUND**

2.01 Items feed into a Committee's Forward Work Programme from a number of sources. Members can suggest topics for review by Overview & Scrutiny Committees, members of the public can suggest topics, items can be referred by the Cabinet for consultation purposes, or by County Council or Directors. Other possible items are identified from the Cabinet Work Programme and the Strategic Assessment of Risks & Challenges.

2.02 In identifying topics for future consideration, it is useful for a 'test of significance' to be applied. This can be achieved by asking a range of questions as follows:

1. Will the review contribute to the Council's priorities and/or objectives?
2. Are there issues of weak or poor performance?
3. How, where and why were the issues identified?
4. Do local communities think the issues are important and is there any evidence of this? Is there evidence of public dissatisfaction?
5. Is there new Government guidance or legislation?
6. Have inspections been carried out?
7. Is this area already the subject of an ongoing review?

### **3.00 CONSIDERATIONS**

3.01 Overview & Scrutiny presents a unique opportunity for Members to determine the Forward Work Programme of the Committees of which they are Members. By reviewing and prioritising the Forward Work Programme Members are able to ensure it is Member-led and includes the right issues. A copy of the Forward Work Programme is attached at Appendix 1 for Members' consideration which has been updated following the last meeting.

**4.00 RECOMMENDATIONS**

4.01 That the Committee considers the draft Forward Work Programme attached as Appendix 1 and approve/amend as necessary.

**5.00 FINANCIAL IMPLICATIONS**

5.01 None as a result of this report.

**6.00 ANTI POVERTY IMPACT**

6.01 None as a result of this report.

**7.00 ENVIRONMENTAL IMPACT**

7.01 None as a result of this report.

**8.00 EQUALITIES IMPACT**

8.01 None as a result of this report.

**9.00 PERSONNEL IMPLICATIONS**

9.01 None as a result of this report.

**10.00 CONSULTATION REQUIRED**

10.01 N/A

**11.00 CONSULTATION UNDERTAKEN**

11.01 Publication of this report constitutes consultation.

**12.00 APPENDICES**

12.01 Appendix 1 – Forward Work Programme

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

None.

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**CURRENT FWP**

<b>Date of meeting</b>	<b>Subject</b>	<b>Purpose of Report</b>	<b>Scrutiny Focus</b>	<b>Responsible / Contact Officer</b>	<b>Submission Deadline</b>
<b>30 January 2014</b>  <b>Meeting to be held at Ysgol Maes Garmon</b>	<b>Pupil Attainment</b>	To provide Members with a summary of pupil attainment across primary and secondary school phases for the school year	Monitoring Report	Director of LLL	<b>22 January 2014</b>
	<b>Annual School Modernisation Report</b>	Annual update report to review progress	Monitoring Report	Director of LLL	
	<b>School Performance Report – including attendance and exclusions</b>	To provide Members with details of overall School Performance and Inspection outcomes	Monitoring Report	Director of LLL	
	<b>School Funding Formula Review</b>	To provide Members with an update on the School Funding Formula Review	Service Delivery	Director of LLL	
<b>6 March 2014</b>	<b>Quarterly Performance Reporting</b>	To consider Q3 performance outturns for improvement targets	Performance Monitoring	Director of LLL	<b>26 February 2014</b>
	<b>Incidents of arson, vandalism and burglaries in Flintshire schools</b>	Annual update report to review progress	Monitoring Report	Director of LLL	

	<b>Facilities Review</b>	To provide Members with a quarterly update on the implementation of various service improvement initiatives.	Service Delivery	Director of LLL	
<b>10 April 2014</b>	<b>Regional School Effectiveness and Improvement Service (GwE)</b>	To provide Members with details of the performance of GwE in its first year	Performance Monitoring	Director of LLL	<b>2 April 2014</b>
<b>15 May 2014</b>	<b>Lifelong Learning Directorate Plan 2014/15</b>	To provide Members with an overview of the Directorate Plan 2014/15 as part of the Council's Governance Framework	Service Planning	Director of LLL	<b>7 May 2014</b>
	<b>Development and Resource Service Plan</b>	To consider the Development and Resource Service Plan	Service Planning	Director of LLL	
	<b>School Improvement Strategy</b>	To consider the School Improvement Strategy	Service Planning	Director of LLL	
	<b>Culture &amp; Leisure Plan</b>	To consider the Culture & Leisure Plan	Service Planning	Director of LLL	
	<b>Apprenticeships, Training &amp; Development Opportunities</b>	To update Members on progress in relation to creation of Apprenticeship and Training Opportunities	Performance Monitoring	Director of LLL	



<b>19 June 2014</b>	<b>Quarterly Performance Reporting</b>	To consider Q4/Year End performance outturns for improvement targets	Performance Monitoring	Director of LLL	<b>11 June 2014</b>
<b>24 July 2014</b>	<b>Presentation from Alliance &amp; Leisure</b>	To receive an update presentation from Alliance & Leisure	Performance Monitoring	Director of LLL	<b>16 July 2014</b>

### Items to be scheduled

- Update report on the timescales of the bespoke websites for all Leisure Facilities
- Update on the growth of sports development activities for 0 – 7 year olds – October 2014 (to allow for the scheme to be running for a school year)

### Joint meeting with Social & Health Care Overview & Scrutiny Committee – March, 2014

- Corporate Parenting
- Children & Young People Plan
- Educational Attainment of Looked After Children
- Safeguarding
- Services for the blind / partially sighted in Flintshire

**REGULAR ITEMS**

<b>Month</b>	<b>Item</b>	<b>Purpose of Report</b>	<b>Responsible / Contact Officer</b>
<b>February</b>	<b>Pupil Attainment</b>	To provide Members with a summary of pupil attainment across primary and secondary school	Director of Lifelong Learning
<b>February / March</b>	<b>Incidents of arson, vandalism and burglaries in Flintshire schools</b>	Annual update report to review progress	Director of Lifelong Learning
<b>March</b>	<b>Children &amp; Young People Plan</b>	Monitoring Report	Director of Lifelong Learning
<b>March</b>	<b>Educational Attainment of Looked After Children</b>	To receive the annual educational attainment report (joint meeting with Social & Health Care)	Director of Lifelong Learning
<b>November 2010 onwards</b>	<b>School Balances</b>	To provide the Committee with details of the closing balances held by Flintshire schools at the end of the financial year	Director of Lifelong Learning
<b>November</b>	<b>School Exclusions</b>	Annual monitoring report to ensure effective mechanisms remain in place for exclusions, together with appropriate levels of intervention and support	Director of Lifelong Learning
<b>December</b>	<b>Health &amp; Safety in Schools</b>	To receive a summary report on accidents and incidents in schools during the academic year and the actions taken to support schools in achieving healthy and safe environments.	Director of Lifelong Learning
<b>Quarterly</b>	<b>Performance Monitoring</b>	To enable Members to fulfil their scrutiny role in relation to performance monitoring	Director of Lifelong Learning
	<b>School Meal Service</b>	To receive an update on the key project milestones of changes to the School Meal Service	Director of Lifelong Learning