

# 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

9 April 2014

Nicola Gittins 01352 702345  
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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, 15TH APRIL, 2014** 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 **SINGLE INTEGRATED PLAN 2012 -2017** (Pages 17 - 26)

Report of Chief Executive - Cabinet Member for Corporate Management

- 5 **DELIVERING HOME ADAPTATIONS** (Pages 27 - 40)

Report of Director of Community Services - Cabinet Member for Housing

- 6 **PEOPLE STRATEGY 2014 - 2017** (Pages 41 - 46)

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

- 7 **ICT STRATEGY UPDATE** (Pages 47 - 52)

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

**OPERATIONAL REPORTS**

- 8 **REVENUE BUDGET MONITORING 2013/14 (MONTH 10)** (Pages 53 - 100)

Report of Head of Finance -

- 9 **REGIONAL TECHNICAL STATEMENT** (Pages 101 - 112)

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

- 10 **EXERCISE OF DELEGATED POWERS** (Pages 113 - 116)

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:

- **Annual Improvement Report from Wales Audit Office**  
Deferred to May - Report not received from Wales Audit Office until April
- **Clwyd Theatr Cymru Business Plan**  
Deferred
- **Local Service Board and Strategic Partnerships End of Year Report**  
Deferred to May as awaiting the final year data
- **Bailiff Reform**  
Deferred to May as proposals still awaited from Denbighshire County Council
- **Business Rate Debt – Write Off**  
Deferred

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## **CABINET** **18 MARCH 2014**

Minutes of the meeting of the Cabinet of Flintshire County Council held at County Hall, Mold on Tuesday, 18 March 2014

### **PRESENT: Councillor Aaron Shotton (Chair)**

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

**APOLOGY:** Councillor Billy Mullin

### **ALSO PRESENT:**

Councillors: Colin Legg, Dave Mackie, Nancy Matthews and Carolyn Thomas

### **IN ATTENDANCE:**

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

## **186. DECLARATIONS OF INTEREST**

Councillors Bernie Attridge, Chris Bithell, Helen Brown, Kevin Jones and Aaron Shotton declared personal interests in Agenda Item Number 7 – Clwyd Pension Fund – Funding Strategy Statement and Impact for Flintshire County Council as they were members of the Clwyd Pension Fund.

Councillor Christine Jones declared a personal and prejudicial interest in Agenda Item Number 13 – Flying Start Update as her granddaughter attended a Flying Start Project.

Councillors Bernie Attridge, Helen Brown, Chris Bithell, Derek Butler, Christine Jones, Kevin Jones and Aaron Shotton declared personal interests in agenda item number 14 – School Admission Arrangements 2015 as they were School Governors.

Councillor Aaron Shotton declared personal interests in the following items as a local Member for an adjoining ward and due to the raising of concerns previously relating to emissions:

- Agenda Item Number 17 – North Wales Residual Waste Treatment Project – Overview Report
- Agenda Item Number 18 – North Wales Residual Waste Project – Annual Budget
- Agenda Item Number 19 – North Wales Residual Waste Treatment Project – 2<sup>nd</sup> Inter Authority Agreement
- Agenda Item Number 20 – North Wales Residual Waste Treatment Project – Appointment of Preferred Bidder

Councillor Bernie Attridge declared personal and prejudicial interests in the following items due to his opposition from the outset of an incinerator in Deeside:

- Agenda Item Number 17 – North Wales Residual Waste Treatment Project – Overview Report
- Agenda Item Number 18 – North Wales Residual Waste Project – Annual Budget
- Agenda Item Number 19 – North Wales Residual Waste Treatment Project – 2<sup>nd</sup> Inter Authority Agreement
- Agenda Item Number 20 – North Wales Residual Waste Treatment Project – Appointment of Preferred Bidder

## **187. MINUTES**

The minutes of the meeting held on 18 February 2014 had been circulated with the agenda.

### **RESOLVED:**

That the minutes be approved as a correct record.

## **188. IMPROVEMENT PLAN QUARTERLY MONITORING**

The Chief Executive introduced the Quarter 3 Improvement Plan monitoring reports for the period October to December 2013.

The monitoring reports gave an explanation of the progress being made towards the delivery of the impacts set out in the Improvement Plan. The narrative was supported by measures and / or milestones which evidenced achievement. In addition, there was an assessment of the strategic risks and the level to which they were being controlled.

A total of 24 sub-priority reports had been completed which were summarised in the report.

Appendix 1 to the report provided a summary against each Improvement Plan priority of the Red, Amber and Green (RAG) status for each high level activity, measure and risk with copies of the more detailed quarter 3 Improvement Plan monitoring reports being available on request.

The Improvement Priorities were monitored by the appropriate Overview and Scrutiny Committee according to the priority area of interest.

### **RESOLVED:**

- (a) That the performance, risks and actions be reviewed; and
- (b) That the following be noted:
  - The levels of progress and confidence in the achievement of key activities which seek to deliver the impacts of the Improvement Plan;
  - The performance against improvement plan measures and the predicted level of performance for year end; and

- The current (net) risk levels and targeted risk levels for the risks identified in the Improvement Plan and the arrangements to control them

**189. SETTING UP A JOINT COMMITTEE FOR THE CLWYDIAN AREA OF OUTSTANDING NATURAL BEAUTY**

The Deputy Leader of the Council and Cabinet Member for Environment introduced the report which sought approval for the formation of a Joint Committee for the Clwydian Range and Dee Valley Area of Outstanding Natural Beauty (AONB).

Denbighshire County Council had been the Lead Authority for the AONB since 1996 and would continue to be the Lead Authority for the Joint Committee and would provide the Secretary and Treasurer.

The Joint Committee would be made up of six Cabinet Members, two from each Local Authority, Denbighshire, Flintshire and Wrexham, and a Secretary and Treasurer. The Joint Committee would be fully supported by an AONB Partnership, an officer Working Group and an Annual Forum. The proposed structure was detailed in the draft Legal Agreement which was appended to the report.

The Director of Environment explained that it would be recommended to the Joint Committee, that in a time of general reductions in spending, that the Joint Committee be asked to keep the overall cost, and therefore the contribution made by Flintshire, to the minimum necessary for the effective working of the Committee.

**RESOLVED:**

- That the setting up of a Joint Committee be approved;
- That the Joint Committee arrangements as set out in the Draft Legal Agreement appended to the report, excluding any financial commitments above current levels and amendments to the period of notice provided prior to withdrawal from the Joint Committee, be approved; and
- That, at this stage, it be approved that the Deputy Leader and Cabinet Member for Environment and the Cabinet Member for Economic Development be initially nominated to represent the Council.

**190. RESPONSES TO THE CONSULTATIONS ON 6<sup>TH</sup> FORM PROVISION AT ST RICHARD GWYN CATHOLIC HIGH SCHOOL AND FLINT HIGH SCHOOL**

The Cabinet Member for Education provided details of the responses to the consultation on the options for post-16 provision in the Flint area and outlined the process for evaluating the options. He explained that copies of the Frequently Asked Questions for Flint High School and St. Richard Gwyn Catholic High School had been handed out.

The current post-16 provision located in Flint was separate Sixth Forms serving the two school communities. In September 2013 the two schools launched

an informal collaboration between Flint High School and St. Richard Gwyn Catholic High School, known as the Flint 6.

In accordance with the Welsh Government (WG) approved business cases for transformation of post-16 education in Flintshire, the new Sixth Form Centre at Connah's Quay was scheduled to be opened in September 2016. This would provide the whole curriculum on one site, and would be the designated destination for post-16 students from Holywell, Connah's Quay, Shotton and Queensferry. An independent Gateway Review in the Autumn of 2013 supported the state of readiness for implementation.

The presence of a new high quality provision would be expected to have an impact on student preferences and heightened the need for appropriate strategic planning by other providers.

In recognition of the different ethos of Flint High School as the local community school and the Catholic ethos of St. Richard Gwyn, which served the whole County, a different set of options for each school was presented at the consultations. The consultation options for both schools were detailed in the report with the vast majority of respondents finding the collaboration with Flint High School and St Richard Gwyn to be the most acceptable option.

In the consultations, the majority of respondents were students of the schools. The responses from both school consultations and the dedicated consultation with young people strongly supported development of collaborative arrangements of post-16 provision between the schools.

Letters sent from the Town Council and individuals echoed the messages in the main response in that the new collaborative arrangement between the two schools was felt to be a positive move and that it would need time to prove itself.

Issues had been raised over pastoral care and the Cabinet Member explained that pupils traditionally attended College for a variety of courses, particularly vocational courses, and Coleg Cambria had a well developed pastoral system and was a centre for the provision of courses to particularly vulnerable students.

Meetings had taken place with staff, Governors and parents at the two schools in December 2013, with wide distribution of the written consultation documents. Full details of the responses were outlined in the report.

On any proposal for school organisational change, the key test was whether it had realistic proposals of securing better opportunities and outcomes for learners, together with greater resilience and efficiency.

The Director of Lifelong Learning explained the importance of focussing on what was wanted for children and young people such as good opportunities and outcomes and an education system that was high on equity and high on excellence.

It was important that all young people had the support to reach their potential academically, culturally and in their sporting endeavours. Personal or social



circumstances such as poverty, gender, ethnic origin or family background should not be obstacles in them achieving their potential.

Education experts recognised that achieving educational equity was a complex challenge that needed to involve good classroom practice and school modernisation decisions. It did not mean everyone getting an identical education but a personalised approach meeting the specific needs of individuals.

It was important to have equity between institutions so that one community school was not advantaged in recruitment over another.

The Headteachers of both schools had, during recent consultation and subsequently, developed a business case with more resilient governance and operational arrangements which had been presented to Cabinet Members at a recent meeting. They had set an appropriate challenge to the wider community of Flint to support the schools and ensure that entry and retention numbers were sufficient for a sustainable model.

Following that meeting with the Headteachers when the business case was presented, the Cabinet Member for Education proposed an amended set of recommendations as follows:

- That Cabinet recognises the developed governance and operational arrangements in the schools' recent business case submission and is assured that the final information within the case demonstrates a workable model between the schools and therefore the collaboration will be supported by the Local Authority;
- That the collaboration will be subject to an annual review process (agreed with the schools during consultation) to ensure to the Governing Bodies' and Local Authority's satisfaction that the arrangements are resilient and achieving the opportunities that young people deserve; and
- That further work should be undertaken to ensure that admissions and transport arrangements are equitable between Community Secondary Schools in the area and to support post 16 planning and partnerships

The Leader and Cabinet Member for Finance said the support from the schools was admirable. He explained how the projections submitted on the future retention rates had raised concern which were not dissimilar to other areas where 6<sup>th</sup> form provision had been removed. However, following the meeting with the Headteachers it was clear that the situation in Flint was unique and they had worked together to develop a partnership which gave assurances on the future success of projected retention rates. It was important that the collaboration continued the following year when the 6<sup>th</sup> form pupil numbers were projected to rise to 275 which clearly demonstrate a viable 6<sup>th</sup> form.

The Chief Executive said he was proud of the consultation exercise that had taken place where it was clear that no pre-determined decisions had been made. Schools needed to be treated equitably and they would not be "set up to fail". A lot of

hard work had been undertaken with the local authority and Headteachers of both schools to arrive at this point and he thanked all of those involved.

Members also thanked both schools for the work they had undertaken to provide assurances on the details of their business case. Members also welcomed the annual review of the collaboration.

**RESOLVED:**

- (a) That Cabinet recognises the developed governance and operational arrangements in the schools' recent business case submission and is assured that the final information within the case demonstrates a workable model between the schools and therefore the collaboration will be supported by the Local Authority;
- (b) That the collaboration will be subject to an annual review process (agreed with the schools during consultation) to ensure to the Governing Bodies' and Local Authority's satisfaction that the arrangements are resilient and achieving the opportunities and outcomes that young people deserve; and
- (c) That further work should be undertaken to ensure that admissions and transport arrangements are equitable between Community Secondary Schools in the area and to support post 16 planning and partnerships.

**191. CLWYD PENSION FUND – FUNDING STRATEGY STATEMENT AND IMPACT FOR FLINTSHIRE COUNTY COUNCIL**

The Corporate Finance Manager provided an update on the Clwyd Pension Funding Strategy Statement and the impact on the budget for Flintshire County Council in 2014/15, 2015/16 and 2016/17 following the triennial Actuary Valuation.

In paragraph 3.05, the figure should read £617m and in paragraph 3.06, the figures should read £377m and £617m.

**RESOLVED:**

That the report be noted.

**192. WELFARE REFORM UPDATE**

The Chief Executive provided an update on the latest position on Welfare Reform.

The report provided full details on the Benefit Cap, Maximum Rent Social Sector, Council Tax Reduction Scheme, Discretionary Assistance Fund, Personal Independence Payments, Universal Credit, Discretionary Housing Payments, Welfare Reform Training and Development Programme, Welfare Reform Response Team and Flintshire Council Tenants impacts.

Members expressed their thanks to officers involved in Welfare Reform, particularly their targeted support to vulnerable households throughout Flintshire.

**RESOLVED:**

That the report be noted.

**193. UNIVERSAL CREDIT DELIVERY PARTNERSHIP AGREEMENT**

The Cabinet Member for Corporate Management provided an update on progress of the roll out of Universal Credit (UC) to Shotton Job Centre and the proposed Delivery Partnership Agreement (DPA).

It was requested that the Head of Finance, in conjunction with the Head of Housing and the Cabinet Members for Housing and Corporate Management, be granted delegated authority to authorise the DPA on behalf of the Council.

As part of the implementation of UC, which was being phased in by the Department for Work and Pensions, six Job Centre Plus sites including Shotton were chosen to pilot the introduction of UC.

From Spring 2014, UC would start to be rolled out in Flintshire and some single unemployed people served by Shotton Jobcentre would be required to make claims for universal credit claims instead of jobseekers allowance. It was projected that Shotton Jobcentre would process around 50 UC claims per month.

The increased service provision pressures on the Finance and Housing Services would be funded by the Department of Work and Pensions.

**RESOLVED:**

- (a) That the report and impacts be noted;
- (b) That delegated authority be given to the Head of Finance in conjunction with the Head of Housing and the Cabinet Members for Housing and Corporate Management to agree funding and to authorise the DPA on behalf of the Council; and
- (c) That reports be provided to Cabinet on the finalisation of the DPA and funding, and regular progress reports on the pilot.

**194. REVENUE BUDGET MONITORING 2013/14 (MONTH 9)**

The Corporate Finance Manger provided the most up to date revenue budget monitoring information (Month 9) for the Council Fund and the Housing Revenue Account in 2013/14.

The projected year end position on the Council Fund, as estimated at Month 9 was:

- Net in year expenditure forecast to be £1.981m less than budget (an increase of £0.913m on the £1.068m reported at Month 8)
- Projected contingency reserve balance at 31 March 2014 of £4.6m

The projected year end position on the HRA, as estimated at Month 9 was:

- Net in year expenditure forecast to be £0.156m less than budget (£0.212m as at Month 8)
- Projected HRA balances at 31 March 2014 of £1.589m

The report also provided details on a specific request for carrying forward funding, progress on the programme of efficiencies and the latest position on inflation allocations.

**RESOLVED:**

- That the report be noted;
- That the projected Council Fund contingency sum as at 31 March 2014 be noted;
- That the carry forward request be approved; and
- That the projected final level of balances on the Housing Revenue Account be noted.

**195. CAPITAL PROGRAMME 2013/14 (MONTH 9)**

The Corporate Finance Manager provided an update on the Month 9 (end of December) capital programme position for 2013/14 which detailed the cumulative information relating to each programme area as shown in Appendix A to the report.

Details of how the programme had changed since the Month 6 report to Cabinet on 17 December 2013 were outlined in section 3.02 of the report.

Actual expenditure at the end of Month 9 (December) across the whole of the programme was £26.416m. The breakdown of expenditure was detailed in the report and showed that overall 61.31% of the budget had been spent across the programme (Council Fund - 60.03% and HRA – 64.58%).

The report also showed a projected outturn of £41.928m. On the Council Fund there was a projected underspend against budget of £1.502m and for HRA the projection was an overspend of £0.344m. 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.

Further Early Identified Rollover (EIR) of £1.469m into 2014/15 had been identified in the current period and was included in the narrative in Appendix B. This reflected reviewed spending plans across all programme areas. The committed

amounts had been identified as now required to meet the cost of programme works in 2014/15 and were recommended for approval. The potential for further rollover was monitored closely on a monthly basis as an integral part of capital programme monitoring.

At the County Council meeting on 1 March 2013 it was agreed to hold back 20% of the core programme funding in the light of the continuing uncertainty over the timing of receipts. Cabinet agreed on 17 December 2013 that the 20% should continue to be held back to keep the programme within the limits of anticipated receipts. The position at Month 9 did not allow for any revision to that decision which would continue to be the case for the remainder of the 2013/14 financial year.

**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.

**196. CHANGES TO THE WORKFORCE ESTABLISHMENT**

The Head of Human Resources and Organisational Development introduced the report which sought approval for delegated authority to make changes to the workforce establishment which were required to implement the Organisational Design: Workforce and Value for Money (VFM) Programmes as approved by Council as part of the annual budget for 2014/15.

To implement all of the proposed changes under the current constitutional arrangements would require a large number of reports which would be resource intensive and due to the lead in time for reports, would reduce the time available for proper planning and consultation with employees which could result in delays in making timely decisions to achieve the budget targets.

Respective Cabinet Members would be kept fully informed of planned workforce reduction decisions as part of the Organisational Design: Workforce Programme in addition to the specific outcomes of the Functional VFM reviews, with the Leadership having an overview alongside the role of the Chief Executive.

**RESOLVED:**

That the Chief Executive in consultation with the Leader and respective Cabinet Member be given delegated authority to make changes to the workforce establishment in functional groups to implement the Organisational Design and Functional VFM programmes and meet the budget targets approved by Council for 2014/15.

**197. FLYING START UPDATE**

The Cabinet Member for Education provided Members with an update on the expansion and delivery of the Flying Start Programme in Flintshire and sought approval for the proposals for the next stage of the expansion.

There were no immediate financial implications for Flintshire County Council as the Flying Start Programme was 100% funded by a Welsh Government Specific Grant. The grant was administered by the local authority as the accountable body.

**RESOLVED:**

That the proposal for the further expansion of the Flying Start programme be approved.

NB – the Cabinet Member for Social Services left the room during consideration of this item.

**198. SCHOOL ADMISSION ARRANGEMENTS 2015**

The Cabinet Member for Education provided details of the outcome of the statutory consultation exercise on the admission arrangements for September 2015 for approval.

The current admission arrangements had been in place since 2003 and 98% of parental preferences continued to be met in Flintshire.

As a result of a revised School Admissions Code issued by the Welsh Government (WG) in July 2013, the opportunity had been taken to update the admissions arrangements to include four changes, which were:

- The inclusion of “previously looked after children” alongside “looked after children” as the first criterion in all instances
- Where a school is over-subscribed, a waiting list must be maintained until 30 September as a minimum
- The date for the offer of places in Secondary schools (the common offer date) must be 1 March from 2015/16; and
- The common offer date for places in primary schools must be 16 April from 2018/19.

**RESOLVED:**

That the proposed admission arrangements for 2015/16 be approved.

**199. OUTCOME OF CONSULTATION OF LOWERING THE AGE RANGE OF QUEENSFERRY PRIMARY SCHOOL FROM 4-11 TO 3-11**

The Cabinet Member for Education provided details on the outcome of consultation on the lowering of the age range of Queensferry Primary School from 4-11 to 3-11 from 1 September 2014 in order to integrate a nursery provision.

Consultation documents were circulated to all of the schools in the area, and to the statutory consultees in accordance with Welsh Government guidance. No responses to the consultation had been received during the prescribed period from 28 January 2014 and ending on 10 March 2014.

### **RESOLVED:**

That in view of the outcome of the consultation process, the publication of the statutory notice proposing the change in age range of Queensferry Primary School from 1 September 2014 be approved.

## **200. 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

### **STRATEGIC PROJECT REPORTS**

## **201. NORTH WALES RESIDUAL WASTE TREATMENT PROJECT – OVERVIEW REPORT**

The Chief Executive provided the background for the recommendations to adopt the 2<sup>nd</sup> Inter-Authority Agreement for the project, and the appointment of a Preferred Bidder, which were the subject of separate reports on the agenda.

If the Council failed to meet the levels of waste targets for local authorities in Wales, the Authority would face two sets of fines which would be cumulatively levied.

The Environment Overview and Scrutiny Committee had received quarterly reports during the procurement process which provided updates on key issues and progress made. Details of the work undertaken to ensure value for money was being provided was reported to Environment Overview and Scrutiny Committee on 16 December 2013 and fell into the following three areas:

- Capital costs
- Revenue costs
- Indexation

The North Wales Residual Waste Treatment Project (NWRWTP) Joint Committee met on 29 January 2013 and formally agreed to recommend to Partner authorities that Wheelabrator Technologies Incorporated (WTI) should be awarded Preferred Bidder status.

In late January 2013, the other remaining bidder, Sita UK Ltd, withdrew from the procurement process for commercial reasons. The Joint Committee agreed a risk assessment and management approach to manage the implications of the withdrawal.

Following guidance from the Partnership's legal advisors, Pinset Masons, the Joint Committee was assured that the Partnership was still in a good position to secure value for money based on the grounds detailed in the report. Welsh Government (WG) confirmed its support for the NWRWTP procurement to continue with a single bidder.

WTI were proposing to use technology that was well established across Europe with a well-known contractor and they had taken account of the key planning issues. The overall landfill diversion rate was high and would contribute significantly to WG targets for zero waste.

The Joint Committee had agreed to carry out air quality monitoring of fine particulates, known as 'PM2.5', more frequently than the statutory requirement, for as long a period as considered necessary. This enhanced monitoring was aimed at giving reassurance to Members and the local community that the emissions from the treatment facility would be within established guidelines.

A Community Benefit Scheme had been approved by the Joint Committee. It would provide £180k per annum for each of the 25 years of the contract. The money could be used for community and educational projects under the themes of environment, climate and energy with the locally defined Deeside Partnership Area. The money could be used either in part or in total to fund Prudential Borrowing for larger projects falling within those themes.

**RESOLVED:**

That the report be noted as the background to the specific reports on the agenda for this meeting on the Inter-Authority Agreement and the Appointment of the Preferred Bidder.

NB – The Deputy Leader and Cabinet Member for Environment left the room during consideration of this item.

**202. NORTH WALES RESIDUAL WASTE PROJECT – ANNUAL BUDGET**

The Chief Executive presented the revised budget for 2013/14 and the budget to the procurement stage of Financial Close for 2014/15 for approval.

The contents of the Cabinet report were considered by the North Wales Residual Waste Treatment Project (NWRWTP) Joint Committee at their meeting on 29 January 2014 and it was agreed that it be recommended for approval by the partner authorities.

**RESOLVED:**

- (a) That the proposed 2013/14 revised budget as set out in the report, it being £595,558 be approved;
- (b) That expenditure in 2014/15 to take the procurement process to the final stage of Financial Close as set out in the report, it being £321,066 be approved;



- (c) That the additional cost to Flintshire as a Partner Authority of £47,718 for the project up to Financial Close be noted; and
- (d) That it be agreed that the Joint Committee approve the ongoing project budget requirements as referred to in the report.

NB – The Deputy Leader and Cabinet Member for Environment left the room during consideration of this item.

**203. NORTH WALES RESIDUAL WASTE TREATMENT PROJECT – 2<sup>ND</sup> INTER AUTHORITY AGREEMENT**

The Chief Executive introduced the report which provided details of the required Inter-Authority Agreement (IAA2) to take the partnership through the following stages:

- To seek planning and environmental consents
- Construction
- Managing the contract for the operation of the facility over the life of the contract
- Concluding the contract on expiry

At the North Wales Residual Waste Treatment Project (NWRWTP) Joint Committee meeting on 29 January 2014, agreement was reached on the remaining key issues of the IAA2. The key principles were set out in the table of the report. On additional air quality monitoring, it was agreed that adoption of the IAA2 was conditional upon it being maintained for the contractual period and any review of the arrangements should be a matter reserved to the Councils for a unanimous decision under Schedule 1.

A summary of the IAA2 principles produced by the project's legal advisors, Pinsent Masons, was highlighted within the draft IAA which was appended to the report.

**RESOLVED:**

- (a) That it be noted that Environment Overview and Scrutiny Committee has reviewed and scrutinised the draft Inter-Authority Agreement and recommended its adoption;
- (b) That the Partnership and the Project be committed to by adopting, along with the other four Councils, the principles in the 2<sup>nd</sup> Inter-Authority Agreement which reflect the key terms of the Project Agreement to be entered into by the Lead Council with the Preferred Bidder on Contract Award;

- (c) That delegated authority be granted to the Lead Chief Executive to:
- Finalise the 2<sup>nd</sup> Inter-Authority Agreement for signing by the constituent authorities
  - Circulate the finalised agreement to the Monitoring Officers of all five authorities
  - Take into account the views of all constituent Authorities and to refer back to the Joint Committee for approval any material departures from the agreed principles
- (d) That it be approved for Council to sign the 2<sup>nd</sup> Inter-Authority Agreement once it has been finalised in accordance with the above procedure; and
- (e) That adoption of the 2<sup>nd</sup> Inter-Authority Agreement is conditional upon the air quality monitoring being maintained for the contractual period and any review of the arrangements should be a matter reserved to the Councils for a unanimous decision under Schedule 1.

NB – The Deputy Leader and Cabinet Member for Environment left the room during consideration of this item.

**204. 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 14 and 16 of Part 1 of Schedule 12A of the Local Government Act 1972 (as amended).

**205. NORTH WALES RESIDUAL WASTE TREATMENT PROJECT – APPOINTMENT OF PREFERRED BIDDER**

The Chief Executive introduced the report which recommended the appointment of Wheelabrator Technologies Inc (WTI) as the Preferred Bidder and detailed the stages leading to financial close and the award of a contract.

**RESOLVED:**

- (a) That the award of Preferred Bidder status to Wheelabrator Technologies Inc (WTI) be approved on the following basis:
- That following a rigorous dialogue and negotiation with WTI, the Call for Final Tender (CFT) bid submitted by WTI represents value for money for the partnership
  - Following detailed financial, legal and technical evaluation of WTI's CFT bid, the partnership is satisfied with the risk balance proposed with the contract ('Project Agreement')
- (b) That authority be granted to the North Wales Residual Waste Treatment Project Joint Committee to take all the necessary steps to take the process

forward with WTI from Preferred Bidder through to Financial Close, and award a contract.

NB – The Deputy Leader and Cabinet Member for Environment left the room during consideration of this item.

**206. EXTRA CARE DEVELOPMENT UPDATE**

The Cabinet Member for Social Services presented the report for approval of the strategy to take forward the Council's Extra Care Housing Strategy.

**RESOLVED:**

- (a) That the proposal to use the Intermediate Care Fund to support the two extra care developments, £275k for both Flint and Holywell be agreed;
- (b) That it be agreed to continue work on both Holywell and Flint projects but to run them separately to enable progress to be made, so we are not travelling at the pace of the slowest;
- (c) That assuming the grant will be agreed by Welsh Government, have further discussion with both RSLs regarding the details of delivering the following schemes independently of each other; and
- (d) That officers be authorised to issue a VEAT notice concerning the Extra Care Development.

**207. 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 12.35pm)

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**Chairman**

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## FLINTSHIRE COUNTY COUNCIL

**REPORT TO:** **CABINET**

**DATE:** **TUESDAY, 15 APRIL 2014**

**REPORT BY:** **CHIEF EXECUTIVE**

**SUBJECT:** **SINGLE INTEGRATED PLAN 2012 -2017**

### **1.00 PURPOSE OF REPORT**

1.01 Members to endorse the Single Integrated Plan 2013-2017 and continue to support its delivery of outcomes both as a partner to the Local Service Board and through the Council's Improvement and other principal plans.

### **2.00 BACKGROUND**

2.01 Welsh Government requires Local Service Boards to produce a Single Integrated Plan (SIP). By following the Welsh Government Guidance for Integrating Plans and Partnerships 'Shared Purpose - Shared Delivery' (June 2012) Flintshire would incorporate the following statutory plans into a single and consolidated SIP:

- 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).

2.02 The guidance provides a framework for local authorities and other planning bodies to meet their statutory planning responsibilities and balance Welsh Government priorities with local priorities and choice.

### **3.00 CONSIDERATIONS**

3.01 Flintshire's Local Service Board adopted the four priorities of the Local Service Board (Appendix 1) in July 2012. As previously reported to Cabinet all four priorities have detailed programme plans, governance and reporting arrangements, and integrate with the Council's Improvement Plan.

The four priorities have been developed and worked through with ambition and energy. The Single Integrated Plan in effect brings

together these commitments and activities into one plan.

The design of the SIP and the Improvement Plan are similar; where there is an overlap the Improvement Plan denotes the priority with a “shaking hands” symbol.

3.02 The Single Integrated Plan includes:

- a) **Vision** – for the long term.
- b) **Analysis** – to include key issues, trends, needs, etc.
- c) **Action Plan** – highlighting priority outcomes for a 3 to 5 year period and an action plan for driving improvement including partner contributions and accountabilities. The highest priorities should form the LSB’s core agenda for improvement.
- d) **Enabling Strategies** – including an Information Strategy and Engagement Strategy.
- e) **Assurance** – arrangements for LSB governance, performance management and scrutiny. The Local Government (Wales) Measure 2011 places a new requirement on local authority scrutiny committees to scrutinise designated public service providers in their area.

The full Flintshire Single Integrated Plan 2013-2017 is available in the Members’ Library and will be posted on the Infonet for ongoing consultation.

3.03 Flintshire’s Single Integrated Plan was formally adopted by the Local Service Board at its meeting on 3 April prior to publication.

3.04 The Plan contains many commitments which are led by various partner bodies of the Local Service Board. The commitments of individual service providers should be included within their own corporate plans for the following key partner organisations:

- Betsi Cadwaladr University Health Board
- Coleg Cambria
- Natural Resources Wales
- Glyndwr University
- Flintshire Local Voluntary Council
- North Wales Fire and Rescue Service
- North Wales Police
- North Wales Probation
- Public Health Wales

3.05 To support the development of the SIP, work has been undertaken in the following areas:

- Reviewing the Flintshire County Vision to identify the Local Service Board priorities

- Developing the role of the Local Service Board
- Ensuring effective strategic partnership governance
- Partnership and plan rationalisation

In addition the Local Service Board has been reviewing its performance in the four areas of work that form the national Effective Service for Vulnerable People (ESVP) Programme.

3.06 The first priority of the Single Integrated Plan is “Leading by example as employers and Community Leaders”. Within this priority a commitment has been made to the adoption of the ‘Employers’ Promise’, which was officially signed and adopted by all LSB organisations at its meeting on 3 April and then is to be formally launched at the County Council meeting on 30 April. The innovative ‘Employers’ Promise’ is attached as Appendix 2.

#### **4.00 RECOMMENDATIONS**

4.01 Members to endorse the Single Integrated Plan 2013-2017 and continue to support its delivery of outcomes both as a partner to the Local Service Board and through the Council’s Improvement and other principal plans.

#### **5.00 FINANCIAL IMPLICATIONS**

5.01 The Council’s Medium Term Financial Plan is aligned to resource the Council’s contribution to these partnership priorities.

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

6.01 Welfare Reform is a sub priority of Priority 3: “People enjoy good health, wellbeing and independence”.

#### **7.00 ENVIRONMENTAL IMPACT**

7.01 “Organisational environmental practices” is Priority 4 within the SIP.

#### **8.00 EQUALITIES IMPACT**

8.01 Equalities will be taken into consideration through any policy changes determined by the Plan and its implementation.

#### **9.00 PERSONNEL IMPLICATIONS**

9.01 Any personnel implications for the Council will be considered through any relevant changes determined by the Plan and its implementation.

#### **10.00 CONSULTATION REQUIRED**

10.01 The Community Profile and Partnerships Overview and Scrutiny

Committee is invited to review the SIP at its April meeting.

- 10.02 Feedback on the Single Integrated Plan is invited to assist with both contributing to the priorities and further improvement in presentation and format. This feedback is encouraged from the public, workforce, our key partners and businesses.

**11.00 CONSULTATION UNDERTAKEN**

- 11.01 All Local Service Board partners have contributed to the development of the Single Integrated Plan.

**12.00 APPENDICES**

- 12.01 **Appendix 1: SIP priorities**  
**Appendix 2: LSB Employers' Promise**

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

**Contact Officer: Karen Armstrong**  
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**Email: Karen.armstrong@flintshire.gov.uk**



**SUB PRIORITIES**

A: Protect and promote the well-being of our employees, volunteers & the community.	
B: Support lifelong learning & employability of our employees & volunteers.	
C: Improve the education, training & employment prospects for young people up to 25 years of age (ESVP).	

A: Address the inappropriate availability & misuse of alcohol in our communities.	
B: Reduce alcohol related harm including injuries.	
C: Prevent & manage alcohol related anti-social behaviour & address environmental crime.	
D: Improving Services for vulnerable people with a focus on those suffering domestic abuse, missing people and restorative approaches (ESVP).	

A: Respond to welfare reform & manage its impacts.	
B: Ensure co-ordinated and integrated approaches to the planning, commissioning and delivery of services	
C: Promote independent living & well-being (ESVP).	

A: Ensure that we reduce our carbon footprint.	
B: Future proof our business plans to respond to climate change.	

**PRIORITIES**

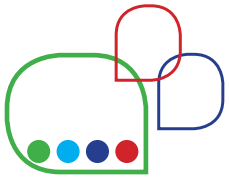
**PRIORITY 1:**  
Organisations lead by example as employers and community leaders.

**PRIORITY 2:**  
People are safe.

**PRIORITY 3:**  
People enjoy good health, wellbeing and independence.

**PRIORITY 4:**  
Organisations adopt environmentally sustainable practices.

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# Employers' Promise

## What is the Employers Promise?

A standard for being a Model Employer in Flintshire.

## What is our vision?

To make Flintshire a county with great opportunities, prospects and employment.

## What do we want to achieve?

As employers we are committed to establish a skilled workforce to meet the challenges of the future. We will:

1. Aspire to be employers of choice.
2. Develop, promote and support a range of lifelong learning opportunities for people at work; at schools, college and universities; and in our communities.
3. Develop, promote and support a broader range of education, employment and training opportunities for all people, with young people aged 16 to 24 years a priority.

## This will be achieved by:

- Leading by example as employers in Flintshire.
- All LSB Partners committing to the Standard.
- Developing skills of our workforce.
- Encouraging more apprenticeships and work placement opportunities in the County.
- Providing opportunities for young people to enter the workforce.
- Giving people the opportunity to re-train or re-enter the workforce.
- Growing the skills of the local community to produce the workforce of the future.

## What we are going to do

We will develop new ways of delivering public services that have the potential to make a difference to peoples' lives at the same time as making better use of public money. This will be achieved in partnership with our public, private and voluntary sector partners.

## Who will we involve?

All LSB Partners are committed to this Promise. Furthermore, our ambition is to encourage all our public, private and voluntary sector partners to support the goals associated with this Promise.



## In partnership with other organisations, we will develop new frameworks for the following:

- **Basic Skills**  
We will ensure that our employees have high levels of literacy and numeracy.
- **Employee Development**  
We will ensure that our employees are developed in their role with on and off the job quality training.
- **Workforce Planning**  
We will develop our employees to meet our current and future needs.  
This will include a renewed approach to work experience and apprenticeships.  
  
We will provide opportunities for progression and career opportunities.
- **Reduce Inequalities in Employment**  
We will recruit fairly and equitably where possible from within the local labour market in Flintshire.  
  
We will identify and address any inequalities between different protected characteristics
- **Wellbeing**  
The health and wellbeing of our employees will be protected and promoted in the workplace.

## How are we going to do this?

All LSB partners will maximise opportunities to support the EET agenda including:

- Increasing the number and range of work based learning opportunities available, for example, apprenticeships, industry / organisation based academies, training, work experience.
- Development of an Entrepreneurship Programme including support for Enterprise Clubs through, for example, mentoring; training, and; business and financial planning.
- Development of an Employability Programme including work Clubs, work experience including volunteering, DWP schemes, etc.
- Contributing to a broader range of Pathways to employment by maximising capacity amongst agencies, accessing national and local programmes and securing funding opportunities, making an impact on unemployment.
- Developing local labour market information to support public and private sector business planning in relation to education, training, qualifications and vocational skills.
- Developing more innovative approaches to workforce planning.



# Bwrdd Gwasanaethau Lleol Sir y Fflint



## Addewid Cyflogwyr

### Beth Yw'r Addewid Cyflogwyr?

Safon ar gyfer bod yn Gyflogwr Model yn Sir y Fflint.

### Beth Yw Ein Gweledigaeth?

Gwneud Sir y Fflint yn sir sydd â chyfleoedd, rhagolygon a swyddi ardderchog.

### Beth Ydym Ni Am Ei Gyflawni?

Fel cyflogwyr, rydym ni'n ymrwymedig i sefydlu gweithlu medrus er mwyn mynd i'r afael â heriau'r dyfodol. Byddwn yn:

1. Anelu at fod yn gyflogwyr heb eu hail.
2. Datblygu, hybu a chefnogi ystod o gyfleoedd dysgu gydol oes i bobl mewn gweithleoedd; mewn ysgolion, colegau a phrifysgolion; ac yn ein cymunedau.
3. Datblygu, hybu a chefnogi ystod ehangach o gyfleoedd addysg, cyflogaeth a hyfforddiant i bawb, gan roi blaenoriaeth i bobl ifanc 16 i 24 oed.

Bydd hyn yn cael ei gyflawni trwy:

- Arwain trwy esiampl fel cyflogwyr yn Sir y Fflint.
- Holl bartneriaid y Bwrdd Gwasanaethau Lleol yn ymrwymo i'r Safon.
- Datblygu sgiliau ein gweithlu.
- Annog mwy o brentisiaethau a chyfleoedd am leoliad gwaith yn y Sir.
- Darparu cyfleoedd i bobl ifanc ymuno â'r gweithlu.
- Rhoi cyfle i bobl ailhyfforddi neu ailymuno â'r gweithlu.
- Cynyddu sgiliau'r gymuned leol er mwyn creu gweithlu'r dyfodol.

### Yr Hyn Rydym Ni'n Mynd I'w Wneud

Byddwn yn datblygu ffyrdd newydd o ddarparu gwasanaethau cyhoeddus a allai wneud gwahaniaeth i fywydau pobl ar yr un pryd â gwneud defnydd gwell o arian cyhoeddus. Bydd hyn yn cael ei gyflawni ar y cyd â'n partneriaid yn y sectorau cyhoeddus, preifat a gwirfoddol.

### Pwy Fyddwn Ni'n ei Gynnwys?

Mae holl Bartneriaid y Bwrdd Gwasanaethau Lleol wedi ymrwymo i'r Addewid hwn. Yn ogystal, ein huchelgais yw annog ein holl bartneriaid yn y sectorau cyhoeddus, preifat a gwirfoddol i gefnogi'r nodau sy'n gysylltiedig â'r Addewid hwn.

## Mewn partneriaeth â sefydliadau eraill, byddwn yn datblygu fframweithiau newydd ar gyfer y canlynol:

- **Sgiliau Sylfaenol**  
Byddwn yn sicrhau bod gan ein gweithwyr lefel uchel o lythrennedd a rhifedd.
- **Datblygu Gweithwyr**  
Byddwn yn sicrhau bod ein gweithwyr yn cael eu datblygu yn eu rôl trwy hyfforddiant o ansawdd da wrth eu gwaith a'r tu allan i'w gwaith training.
- **Cynllunio'r Gweithlu**  
Byddwn yn datblygu ein gweithwyr er mwyn bodloni ein hanghenion yn awr ac yn y dyfodol. Bydd hyn yn cynnwys ymagwedd o'r newydd at brofiad gwaith a phrentisiaethau.  
  
Byddwn yn darparu cyfleoedd ar gyfer gyrfaedd a chamu ymlaen.
- **Lleihau Anghydraddoldebau Mewn Cyflogaeth**  
Byddwn yn recriwtio'n deg pan fo'n bosibl o fewn y farchnad lafur leol yn Sir y Fflint.  
  
Byddwn yn nodi a mynd i'r afael ag unrhyw anghydraddoldebau rhwng gwahanol nodweddion gwarchoddedig
- **Lles**  
Byddwn yn hybu a diogelu iechyd a lles ein gweithwyr yn y gweithle.

## Sut ydym ni'n mynd i wneud hyn?

Bydd holl bartneriaid y Bwrdd Gwasanaethau Lleol yn cynyddu'r cyfleoedd i gefnogi'r agenda addysg, cyflogaeth a hyfforddiant cymaint â phosibl, gan gynnwys:

- Cynyddu nifer ac ystod y cyfleoedd dysgu seiliedig ar waith sydd ar gael, er enghraifft, prentisiaethau, academiâu seiliedig ar ddiwydiant / sefydliad, hyfforddiant, profiad gwaith.
- Datblygu Rhaglen Entrepreneuriaeth sy'n cynnwys cymorth ar gyfer Clybiau Menter trwy, er enghraifft, fentora, hyfforddiant a chynllunio busnes ac ariannol.
- Datblygu Rhaglen Gyflogadwyedd sy'n cynnwys clybiau gwaith a phrofiad gwaith megis gwirfoddoli, cynlluniau'r Adran Gwaith a Phensiynau, ac ati.
- Cyfrannu at ystod ehangach o Lwybrau i gyflogaeth trwy gynyddu capasiti cymaint â phosibl ymhlith asiantaethau, cael mynediad at raglenni cenedlaethol a lleol a sicrhau cyfleoedd ariannu, gan gael effaith ar ddiweithdra.
- Datblygu gwybodaeth am y farchnad lafur leol i gefnogi cynllunio busnes yn y sectorau cyhoeddus a phreifat o ran addysg, hyfforddiant, cymwysterau a sgiliau galwedigaethol.
- Datblygu dulliau mwy arloesol o gynllunio'r gweithlu.



## FLINTSHIRE COUNTY COUNCIL

**REPORT TO:** **CABINET**

**DATE:** **TUESDAY, 15<sup>TH</sup> APRIL 2014**

**REPORT BY:** **DIRECTOR OF COMMUNITY SERVICES**

**SUBJECT:** **DELIVERING COUNCIL HOUSE ADAPTATIONS**

### **1.00 PURPOSE OF REPORT**

1.01 To seek Cabinet approval for a new Policy, to guide decision making for the provision of major adaptations in Flintshire County Council's family houses and upper floor flats.

### **2.00 BACKGROUND**

2.01 The Council has given a great deal of focus to reducing the timescales for the delivery of adaptations. However, in addition to ensuring timely delivery of disabled adaptations, focus is also being given to the number, cost and type of major adaptations within the Council's own stock. This is an important consideration as the Council must balance the need of the individual customer, alongside the best use of its housing stock and the capital resources it has at its disposal.

2.02 The budget for home adaptations within Council housing is £850K for major adaptations and £150K for minor adaptations. This £1M budget is always fully spent. When comparing the level of annual budget provision in Flintshire to other social landlords, spend here is consistently higher than many other organisations. With the number and complexity of adaptations required increasing, a focus on considering re-housing to a more suitable property has been taken over the last 2 years where appropriate. The basis of this approach has been taking a considered approach where adaptations cost over £10K.

2.03 Since the 1<sup>st</sup> April 2013, 111 requests for level access showers have been actioned by the in-house adaptations team and these remain the most common adaptation that takes place. The price of a standard level access shower is approximately £4.5K to install within a property through the in house team as a split of labour and materials. Approximately 25% of all level access showers in Council homes are currently being installed in family houses. This equates to an annual spend of circa £470K, almost half of the total budget.

2.04 A further £150K is expended annually on stairlifts, with a straight

stairlift costing approximately £3.5K, and up to £6K for a complex curved stairlift. Examples of other major works provided through the disabled adaptations budget include ramped access, widening of doorways, over bath showers and installation of kitchens designed specifically for people with a disability.

- 2.05 Level access showers in family housing seriously affect the future ability to let a property when it becomes vacant. Young families will often not accept a house with a level access shower, as there is no facility to bathe children. The result is often the need to remove the level access shower and reinstate a bathroom. This can cost a further £4.5K, along with increasing the period the property is empty and in turn resulting in an increased loss of rental income.
- 2.06 The Council is proactively installing facilities for disabled tenants in older persons and sheltered accommodation through its capital works programme and using the opportunity of all bathroom upgrades to ensure they meet the Welsh Housing Quality Standard (WHQS). The Council is also following the lifetime homes principles to ensure that its older persons and sheltered accommodation in particular can flexibly meet the needs of aging tenants where there is a decline in mobility.
- 2.07 However, there remains a need to reduce the number of level access showers which are provided in family houses and upper floor flats. There are historic examples of level access showers in 2<sup>nd</sup> and 3<sup>rd</sup> floor flats where the tenant can only access their accommodation by using one, or sometimes two communal stairlifts to reach each floor. Communal stairlifts are difficult to manage and maintain and the Council has been proactively removing those no longer required.
- 2.08 This proposed Policy is designed to ensure that new requests of this type are unlikely to be progressed and alternative accommodation at ground floor level will be explored and if appropriate offered. In these cases a list of tenants requiring specialist accommodation is maintained and updated on a fortnightly basis. As soon as alternative accommodation is sourced through Council or Housing Association stock, smaller scale adaptations within the new property are installed where needed to make it fit for purpose, (by either the Council or Housing Association).

### **3.00 CONSIDERATIONS**

- 3.01 As stated above, along with the improvements to timescales in the provision of Disabled Adaptations, focus is also being given to the appropriateness of Adaptations within the Council's own housing stock. This can particularly be an issue in family houses or upper floor flats. Historically, extensive adaptations have been provided in these types of properties and there is a recognition that greater consideration should be given to offering customers the opportunity to



relocate, rather than having the adaptations carried out at their existing property.

3.02 Within the proposed Policy for Council housing, when determining whether it is right to adapt a property, or propose that the tenant relocates to a property better suited to their needs; the following points are considered on a case by case basis, whether:-

- the applicant occupies a property that is scheduled for modification, or major refurbishment within the next two years
- the resident is actively seeking re-housing
- the adaptation requested is not structurally practicable
- there are properties within the same community which are already adapted, or can be adapted more cost effectively (access to support networks, school catchments, and community facilities will be considered).
- the property is under-occupied
- extensive adaptations are requested (Over £10,000)
- suitable alternative accommodation can be provided within a reasonable timescale, which the housing service deems to meet the needs of the household, following the recommendations made in the Occupational Therapy assessment
- the future ability to let the property would be adversely affected
- the tenant has made an application to purchase the property under the 'Right to Buy' scheme.
- the tenancy is less than 12 months old and/or the tenant failed to declare that they, or a member of their family had a pre-existing disability, where it is reasonable to do so, i.e. those with an enduring condition

3.03 The proposed policy is also backed up by a robust appeals process and funds from the Tenants Incentive Scheme (TIS) will be utilised to help support the cost of moving home.

#### **4.00 RECOMMENDATIONS**

4.01 Cabinet approve the proposed policy regarding the adaptation of family houses and upper floor flats within the Council's housing stock, as attached.

#### **5.00 FINANCIAL IMPLICATIONS**

5.01 The falling number of adaptation requests in the owner occupied sector is not reflected within the Council's own housing stock, which is disproportionately affecting the HRA. The Council continues to spend in excess of £1M per year adapting its housing stock to meet the needs of disabled tenants. This is despite largely eliminating the building of extensions in favour of promoting relocation and creating

efficiencies through delivery of disabled adaptations in house.

- 5.02 It is envisaged that the introduction of this Policy would help satisfy the rising number of referrals for major adaptations to the Council's housing stock, within the existing £1M annual budget.

**6.00 ANTI POVERTY IMPACT**

- 6.01 Since 1<sup>st</sup> April 2013 and with the approval of Cabinet, the Council no longer expects tenants to submit to means testing through the disabled facilities grant regime. This therefore provides equal access to all for an adaptation regardless of their financial situation.

**7.00 ENVIRONMENTAL IMPACT**

- 7.01 There are no environmental impacts arising out of this report.

**8.00 EQUALITIES IMPACT**

- 8.01 All policy changes are subject to an Equality Impact Assessment (EIA).

**9.00 PERSONNEL IMPLICATIONS**

- 9.01 None arising as a result of this report.

**10.00 CONSULTATION REQUIRED**

- 10.01 None in addition to that already taken

**11.00 CONSULTATION UNDERTAKEN**

- 11.00 All staff groups involved in the delivery of home adaptations have attended workshops. Staff groups consulted include Occupational Therapists, Disability Officer's, Building Surveyors, Neighbourhood Housing Team Leaders and the in-house adaptations team. Feedback on the Policy has been positively received and no concerns were raised.

- 11.01 The Policy was circulated to the Flintshire Tenants and Residents Federation for their feedback and was similarly well received. There was an appreciation from Federation members of the need for this Policy. Five written responses were returned, one of which requested a longer time period for the submission of an appeal from 21 days to 28 days. This recommendation was accepted and has therefore been included within the new Policy. Additional comments in relation to accessibility e.g. typeface and language will also be taken in to account when the Policy is produced. A joint Overview and Scrutiny committee of Housing and Social Services was held on the 6<sup>th</sup> February 2014 where this draft policy was considered and supported.

**12.00 APPENDICES**

12.01 Proposed Family Houses and Upper Floor Flats Policy and Procedure

12.02 Proposed Appeals Process

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

None

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# Policy Statement: Adaptation of Family Houses and Upper Floor Flats for people living with a disability

2013-2016



Prepared by

**Neighbourhood Housing Management**

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## Policy Statement:

Adaptation of Family Houses and Upper Floor Flats for people living with a disability

## 1. Introduction

Flintshire County Council understands that living with a disability can affect the way in which a person can access, enjoy and use their home.

The Council has developed this policy to support customers to retain their independence whilst balancing the need for the authority to make the best use of its housing stock.

## 2. Scope

This policy sets out the Council's approach to the way in which it responds to requests for adapting a Council home. It applies to customers who require the adaptation for themselves, or for a member of their household.

It applies only to customers who live in family houses and upper floor flats

## 3. Background

The Council's Housing Department receive regular recommendations in relation to the adaptations required to enable customers, or members of their household to live independently

In order to be able to provide customers with a prompt and well-reasoned response to these requests, it has been necessary to develop a consistent but individually tailored approach.

This process supports a "right first time" experience for the customer; however the safeguard of an appeals procedure is included for those customers who think we haven't got it right.

## 4. Definitions

### Definition of a 'person with a disability'

The Equality Act 2010 states that:

A person has a disability if:

VERSION: 01

- 3 -

DATE 10/13

Flintshire County Council - Adapting Houses and upper floor flats

- They have a physical or mental impairment
- The impairment has a substantial and long term adverse effect on their ability to perform normal day to day activities

For the purpose of the Act, these words have the following meanings:

- 'substantial' means more than minor or trivial
- 'long term' means that the effect of the impairment has lasted or is likely to last for at least 12 months (there are special rules covering recurring or fluctuating conditions)
- 'normal day to day activities' include everyday things like eating, washing, walking and going shopping'

## 5. Requesting an adaptation of a house or upper floor flat

Flintshire County Council's Occupational Therapy Service has the statutory duty for carrying out an assessment in order to determine what the needs of the customer are.

Following their assessment with the customer, they will send a copy of the assessment to the Council's Neighbourhood Housing Team.

The request will be looked at by the Neighbourhood Housing Officer for the area, who will in some cases need to speak to the customer to obtain further information about their circumstances, their tenancy and their home.

A report will then be sent to the Neighbourhood Team Leader who will provide a written response with the decision on whether the adaptations will be carried out.

## 6. Factors to be taken into account

Flintshire County Council is unlikely to invest in the provision of adaptations where the benefit achieved for the customer is only short term, unless it can be reused for the benefit of any tenant. Each decision will be made on a case by case basis.

There may be other circumstances when it is not reasonable or practical to do so, or there are exceptional circumstances to be considered, or where the provision of such adaptations may conflict with other aspects of the council's strategic approach to housing.

In cases where the outcome is to refuse a request for adaptations, the decision will always have been considered by the Neighbourhood Housing Team Leader and the following factors will invariably have a bearing on the decision making process:

- the applicant occupies a property that is scheduled for modification, or major refurbishment within the next two years



- the resident is actively seeking re-housing
- the adaptation requested is not structurally practicable
- there are properties within the same community which are already adapted, or can be adapted more cost effectively (access to support networks, school catchments, and community facilities will be considered).
- the property is under-occupied
- extensive adaptations are requested (Over £10,000)
- suitable alternative accommodation can be provided within a reasonable timescale, which the housing service deems to meet the needs of the household, following the recommendations made in your Occupational Therapy assessment
- the future ability to let the property would be adversely affected
- the tenant has made an application to purchase the property under the 'Right to Buy' scheme.
- the tenancy is less than 12 months old and/or the tenant failed to declare that they, or a member of their family had a pre-existing disability, where it is reasonable to do so, i.e. those with an enduring condition

Flintshire County Council has a responsibility to all residents of the county and particularly to those who are currently registered on the housing waiting list, to make best use of the limited social housing properties available.

Whilst the needs of the customer will be given proper consideration, it is inevitable that the best use of the Council's housing stock must additionally be considered, to ensure that all residents are being treated fairly, particularly where the nature of the adaptations are substantial.

In some cases, re-housing will be identified as an alternative to carrying out major adaptations to the property. Re-housing may be to another Flintshire County Council property, or to one of the other social housing providers in the county.

Such cases will be considered on an individual basis, taking into account all relevant information.

The Council understands that moving home can incur additional costs for the customer and some financial assistance may be available for eligible households to help with removal costs and/or other essential expenditure incurred as a result.

Where it is determined that suitable alternative accommodation will be available in a reasonable timescale, then major adaptations will not normally be carried out to the existing property.

## 8. Appeals Procedure

The Council has established an appeals process where customers who do not agree with the outcome of their request, can ask for a review of the decision where there is reasonable cause to believe that a material fact has not been considered.

Upon receiving the formal decision letter, there will be a form included to request a review of the decision.

This must be completed and returned within 28 days. Requests received after this time will not be considered unless there are exceptional circumstances.


An appeal hearing will be convened within 28 days of the request being received.

Customers may bring someone with them to the appeal. Appeals will be heard by the Neighbourhood Housing Manager.


Any further evidence to be considered as part of the review must be provided by the customer to the chair of the review panel no fewer than 5 working days in advance of the hearing.

The council aims to ensure that all customers are treated fairly and are able to fully access services. In the event that the customer has any requirements on the day of the hearing, they should notify the council in advance so that these can be accommodated where possible.

If you would like this document in another format we can change it into:  
Os hoffech gopi o'r ddogfen hon/cyhoeddiad hwn mewn fformat arall, gallwn ei newid i'r canlynol:

Unrhyw iaith arall  
Unrhyw liw arall  
Iaith Arwyddion Prydain  
Braille  
Fformat lluniau   
Sain

**Font mwy**  
A llawer rhagor...

Any other language  
**Another colour / Another colour**  
British Sign Language  
Braille  
Picture Format   
Audio

**A Larger font**  
And many more...

Jeśli chcą Państwo otrzymać ten dokument w języku polskim, prosimy o kontakt z obsługą klienta pod numerem tel. 01352 702121

Jei norite šį dokumentą skaityti Lietuvių kalba, kreipkitės į Klientų aptarnavimo skyrių telefonu 01352 702121

A dokumentumból a 01352 702121 ügyfélszolgálati telefonszámon igényelhető magyar nyelvére változtat.

যাংসা ভাষায় এই তথ্যসমীকটি পেতে চাইলে অনুগ্রহপূর্বক 01352 702121 নম্বরে কাস্টমার সার্ভিসের সাথে যোগাযোগ করুন।

Ak by ste mali záujem o tento dokument v Slovenčine, prosim kontaktujte zákaznicku linku na čísle 01352 702121

Ffoniwch y tîm Gwasanaethau Cwsmeriaid ar 01352 702121 / Please contact the Customer Services team on 01352 702121





# Application for a review

Name .....

Address .....

Postcode .....

Telephone .....

Mobile .....

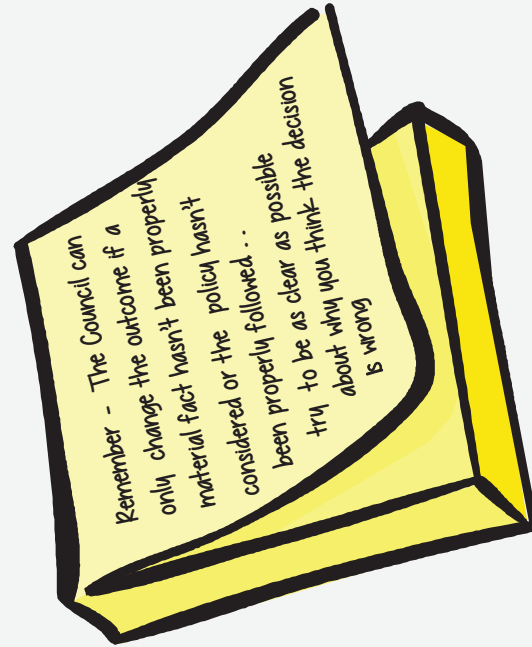
Email .....

Once we have received your request, we will arrange a meeting. Your review meeting will be chaired by a senior manager of the council and there will be one or two other people who were not involved in the original decision.

This is your meeting, so think about what you want to say, and why you think the decision is wrong.

The people on the panel may ask you some questions. This isn't to try and catch you out, it is so they can make sure they have understood everything properly.

After the meeting, the review panel will consider everything you have had to say and they will write to you within 14 days with the decision that they have reached.



**This leaflet explains what to do if you think the council's decision not to adapt your council home is wrong**

You have **28 days** to ask for a review of the decision not to adapt your home, so it's important that you act quickly.

Complete the tear off part of this form and return it to the address on the back of this leaflet.

You should set out your reasons clearly for requesting the review.

If you want to send additional documents, you can do so, but you must have got them to the Council at least 5 days before the review hearing.

You can bring someone with you to the hearing, but please let us know in advance who you are bringing.

If you need any assistance or support to attend your hearing, or at the hearing itself, please let us know so we can arrange this for you.

If there are any dates that you cannot attend the review, please try and let us know in advance.

**Do you wish to attend your review in person?**

Yes  No

**Do you want to submit any further evidence or documents for consideration at your review?**

Yes  No

**Do you require any support or assistance at the review?**

Yes  No

**Please give details of anyone you intend to bring with you** .....

(representative/friend/relative/other)

## 7FLINTSHIRE COUNTY COUNCIL

**REPORT TO:**           **CABINET**

**DATE:**                 **TUESDAY 15 APRIL 2014**

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

**SUBJECT:**           **PEOPLE STRATEGY UPDATE**

### **1.00 PURPOSE OF REPORT**

- 1.01 To provide Members with a progress report on the delivery of the People Strategy for 2009–12 (extended to 2014) to conclude the current strategy as at March 2014.
- 1.02 To advise Members of the key themes and priorities for the next People Strategy for 2014 – 2017 prior to the full review and development of the new strategy.

### **2.00 BACKGROUND**

- 2.01 The People Strategy is one of the four Corporate Resource Strategies for the Council. It sets out the Council's vision and intentions to achieve effective Organisational Change and modernisation, improved Leadership and people management practice, increased performance and productivity, updated working practices and pay and reward arrangements to better meet the needs of our customers.

### **2.02 Achievements**

Over the last five years, the Council has made significant achievements in delivering projects under the strategy, which is currently structured under five key themes and these include:

#### **Customer**

- Customer Care Award developed and completed
- Design, development and implementation of the new HR and OD service
- HRMIS (iTrent) employee self service completed
- Developing and improving the quality of workforce information

## **Change**

- 'Managing Change Successfully' programme established across North Wales (with Flintshire Council as the lead) and incorporated into the Workforce Development Programme
- Workforce Planning skills development for HR achieved
- Workforce Planning model developed
- Development of organisation design principles
- Development programme for 'Managing Agile Teams' designed and delivered

## **Capacity**

- People Development Framework Programme designed and implemented in partnership with Coleg Cambria
- Leadership Development options developed and identified for the existing leadership team
- New Manager Development Programme via E-learning implemented
- Development of new Behavioural Competency Framework and Competency Based Appraisal system

## **Consolidation**

- Single Status Agreement on pay and grading model and terms and conditions of employment negotiated, approved by County Council and implemented
- Equal Pay settlement strategy developed and negotiations successfully completed
- New HR policies on Agile Working and Flexible Working Scheme developed, with supporting guidance notes

## **Collaboration**

- Collaborative working achieved with Wrexham and Denbighshire Councils to manage agency working accruing procurement savings
- Agreed a partnership arrangement with Wrexham Council to act as host authority for providing Occupational Health services.

### **3.00 CONSIDERATIONS**

- 3.01 Flintshire Council is undergoing significant organisational change, commencing with the redesign of the Council's Operating Model and Senior Management structure to better meet our changing circumstances, save money and better use our senior talent to modernise the organisation. Services within the Council need to be improved and transformed at a faster pace, whilst protecting high performance.

- 3.02 Planning for this change and transitioning the organisation will require modernisation to be lean, productive, efficient, resilient and high performing.
- 3.03 The new People Strategy will support the organisation by developing and embedding leadership values and behaviours and managing the transition from the current to the future service models with a focus on organisation design principles, positive cultural change, talent management, sustainability and on high performance and productivity.
- 3.04 The main priorities for 2014 are:
- Provision of professional HR / OD advice and guidance on service redesign, alternative service delivery models and the strategic people implications
  - Availability of guidance and supporting toolkit documents on Organisation Design for Senior Managers Design and coaching / development programme on organisation change
  - Design and implementation of a new workforce planning model to inform effective organisational redesign and planning for the future
  - Define the impact on middle management tier following the implementation of Leadership reorganisation and enable the redesign of the remaining layers as the second phase of the Organisational Design Programme
  - Adapt and implement the appraisal system to include new leadership behaviours identified during the Leadership restructure
  - Actively promote and drive agile and flexible working styles
  - Finalise the implementation of Single Status and Equal Pay settlements
  - Establish and agree governance and monitoring of the new pay and grading model and terms and conditions following implementation of Single Status
- 3.05 The priorities for the next 3 years, under the new People Strategy, are proposed to be as follows, in three themes:
- Employee Development and Talent Management – to include employee engagement, talent management, behaviour and competencies development, learning and skills development,
  - Employee Performance and Productivity – to include modernised and lean organisational and job design, effective workforce planning; flexible working arrangements and working patterns, terms and conditions of employment and robust performance management,
  - Health and Wellbeing – to include development and promotion of Flintshire Health Workplace, information channels using

technology for all employees to manage health and welfare, to develop risk assessments and implement initiatives that support the reduction of sickness absence as part of the Council's Attendance Management Strategy.

#### **4.00 RECOMMENDATIONS**

- That Members note the achievements made in relation to delivery of the current People Strategy;
- That Members note and endorse the immediate priorities for 2014;
- That Members note the intention to draft a new People Strategy 2014 to 2017, following the leadership restructure in May 2014.

#### **5.00 FINANCIAL IMPLICATIONS**

- 5.01 The resourcing implications for the delivery of the new People Strategy 2014 – 17 will be considered as part of the design and project planning process.

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

- 6.01 None identified.

#### **7.00 ENVIRONMENTAL IMPACT**

- 7.01 None identified.

#### **8.00 EQUALITIES IMPACT**

- 8.01 Equality Impact Assessments will be undertaken for individual projects as appropriate.

#### **9.00 PERSONNEL IMPLICATIONS**

- 9.01 None specifically arising from this report. Any actions arising from delivery of projects within the strategy which may impact on employees will have their own communication and consultation plan.

#### **10.00 CONSULTATION REQUIRED**

- 10.01 None specifically arising from this report. Further consultation will be undertaken with Members and other key stakeholders as the new People Strategy for 2014-17 is developed.

#### **11.00 CONSULTATION UNDERTAKEN**

- 11.01 Not applicable.



**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, 15 APRIL 2014**

**REPORT BY:** **HEAD OF ICT AND CUSTOMER SERVICES**

**SUBJECT:** **INFORMATION AND COMMUNICATIONS  
TECHNOLOGY (ICT) STRATEGY UPDATE**

### **1.00 PURPOSE OF REPORT**

1.01 To provide Cabinet with an update on progress with the implementation of the corporate Information and Communications Technology (ICT) Strategy.

### **2.00 BACKGROUND**

2.01 The Council's ICT Strategy defines the use of ICT to support the Council's priorities and services. The strategy is supported by an action plan with key milestones and allocated lead officer responsibility. The annual ICT service plan is informed by:

- i. the published strategy
- ii. the Council Improvement Plan and identified in-year priorities
- iii. Directorate and Service Plans
- iv. organisational change projects.

2.02 The ICT Strategy was due a major review in 2013/14 but this will now take place later this year following the implementation of the IT Service Review outcomes and the new Council Operating Model to ensure that it is strategically and operationally aligned, reflective of organisational priorities and continues to act as an enabler and a catalyst for change within the organisation.

2.03 Progress in implementing the strategy is overseen by the Corporate Management Team and ICT Management Team. Regular update reports are provided to Cabinet and Scrutiny.

### **3.00 CONSIDERATIONS**

3.01 Since the last update report to Cabinet, considerable progress has been made in the implementation of the strategy. In addition, the IT Service Review has been largely implemented with the new structure currently being implemented designed to address and realign capacity requirements to provide a modern and effective service going forward

to meet the demands of a changing organisation. It is anticipated that the new structure will be implemented in April 2014.

- 3.02 A Microsoft Enterprise Agreement has been entered in to which provides the organisation with access to an extensive range of Microsoft technologies including email and collaboration tools, infrastructure management, software development tools and relational database technologies. This will support the Council in moving away from existing IBM technologies such as Lotus Notes to Microsoft Exchange and Lync, as well as adopting the latest versions of Microsoft Office and Windows Operating Systems. The introduction of these technologies is a huge programme of work which is taking a considerable level of resources but will deliver significant benefits to the organisation.
- 3.03 Support for Windows XP is withdrawn by Microsoft from 8<sup>th</sup> April 2014 which is driving a move to Windows 7 and 8. The Virtual Desktop Infrastructure (VDI) project will deliver rapid upgrades to Windows 7 and 8 as well as further supporting agile working. This will mean that wherever a user logs on, they will get the same familiar desktop environment irrespective of what device they are using or where they log on to the network. This project will also deliver access to MS Office 2013 and a host of updated, modern office productivity tools. This project is due to complete during the early summer.
- 3.04 The project to implement Microsoft Exchange and Lync will begin shortly which will provide a new email and collaboration solution for service users as well as providing enhancements to existing instant messaging and presence awareness available currently to Lotus Notes users. These new facilities include the ability to have desktop to desktop audio and video conferencing as well as future integration to extend this to meeting rooms. The initial deployment of Exchange will be side by side with Lotus Notes to allow historic access to calendar and email. This element of the project is due to complete December this year. Further enhancements will be ongoing as the products are developed.
- 3.05 The Lotus Notes 8 rollout combined with IP Telephony to provide enhanced agile working capabilities (Instant Messaging, presence awareness etc) has been completed. This provides a mobile platform for access to email and telephony services and is required in order to facilitate the next stage which is the move to Microsoft Exchange as it provides safe continued historic access to Notes based email and business systems.
- 3.06 The Council Website and underlying technical infrastructure has been replaced moving to Microsoft based (.Net) technologies from IBM Websphere Portal together with the introduction of a new Web Content Management system as part of a collaborative procurement with several North Wales councils.

- 3.07 A new helpdesk solution has been implemented to support better call recording, resolution and reporting as well as self service. The solution was procured on a collaborative basis with several North Wales councils and will support the aspirations of the IT Service in increasing the number of calls resolved at the first point of contact and improving change management and overall customer engagement.
- 3.08 The rollout of Electronic Document Management (EDM) to the organisation continues, prioritising areas that have been highlighted within the Flintshire Futures Assets Programme. A successful implementation in HR is being developed into a case study which will be a useful guide for services wishing to undertake similar implementations. Work is also complete with Licensing and Asset Management. Projects are currently under way in Housing Renewals, Regeneration, Contaminated Land and Pollution Control.
- 3.09 Consolidation of Infrastructure and additional capacity provision to meet growing service demands has seen significant reductions in costs and allowed for terminations of leases that have been returned as efficiencies. Additional capacity has been delivered across server and storage systems to meet the increase in demands for IT services as well as protecting legacy systems and providing future growth.
- 3.10 A number of collaborative contracts to drive down costs and standardise technologies have been put in place including the Datacentre Server and Storage systems contract and the Networking contract both led by Flintshire to provide services at significantly discounted rates available regionally. Further work has also been undertaken recently as part of the corporate VFM work to reduce procurement spend working with our major suppliers to reduce margins on existing contracts with significant success with reductions from 5% to 3%.
- 3.11 Government Connect Secure eXtranet (GCSx) has transitioned to the Public Service Network (PSN) and the ICT Division are currently working through the rigid compliance process to ensure continued access to PSN services such as secure email and DWP electronic services for Revenues and Benefits. This is a major undertaking and continues to be a significant risk for the organisation as failure to achieve compliance will have a major impact on services such as Housing Benefits and Tell Us Once.
- 3.12 A new Unified Threat Management solution has been implemented that brings together a wide range of disparate security solutions, consolidating these onto a single management platform. The solution ensures continued security of data and higher visibility and reduction in threats from external factors allowing more sophisticated analysis of incoming and outgoing network traffic. The ability of the Council to ensure that the infrastructure and information is appropriately protected against external threats is critical to maintain information

security and an essential requirement to ensure compliance with accreditation bodies such as the Cabinet Office for PSN.

- 3.13 Rationalisation of Development Environments has seen a move to Microsoft .Net as a single environment for the development of business systems. This represents a move to what has become an industry standard development environment and expands the opportunities to collaborate with other organisations in developing and supporting business systems. Staff are currently being retrained and development managers are developing standards for future use of the product.
- 3.14 Around 950 business systems were developed using Lotus Notes along with a range of systems developed in Clipper and the legacy payroll application which pre dated Midland Trent which was developed in PROIV. A project is being run to assess and challenge use of these applications. This is to ensure that where possible, we remove duplication and aim to get best value out of our major investment in 3<sup>rd</sup> party business systems. Following this assessment, a programme of redevelopment will follow. To date, we have been able to close down around 300 Lotus Notes systems with plans to remove around another 150 in coming months. Over 200 will be replaced by improved utilisation of 3<sup>rd</sup> party applications and the remainder will be scheduled for redevelopment over the next 2 years.
- 3.15 The Welsh Government made grant funding available to Flintshire to support the implementation of the Government's Hwb initiative (creation of a virtual learning environment accessible to all Welsh schools). This funding has facilitated the replacement of all networking infrastructures within schools, provided modern facilities such as Wifi and provided upgraded communications links out of each school. This results in robust and scalable local networking infrastructures and also provides much needed additional capacity in the communications links serving each school. The implementation of these projects has required significant resource from both Corporate and Education ICT teams with extremely challenging project deadlines as prescribed by Welsh Government.
- 3.16 Flintshire's mobile app was launched in September 2013 and allows customers to contact the Council on Apple, Android and Blackberry devices. Flintshire is the first council in Wales to offer a fully bilingual mobile app available for use across a range of mobile devices. Customers now have the choice to access council services whilst on the move at a time and place convenient to them. Following an initial 'settling in period' the app is now being promoted through a range of channels such as the website, via Twitter and forms part of the auto signature on e-mails that are sent to customers. Customer Services are dealing with incoming enquiries from the app and the intention is to develop the app further to integrate with back office systems and the facility for customers to make on-line payments.

- 3.17 The eProcurement projects - P2P, e-Sourcing and e-Invoicing are at various stages of delivery. The Purchase 2 Pay (P2P) system is rolled out to all Directorates and is delivering significant business benefits and additional features are being regularly introduced such as Category Management which ensures that any spend classification such as IT related items ordered by any department are routed to IT for approval. This further ensures compliance with corporate contracts and also allows scrutiny of spend ensuring it is in line with strategic plans.
- 3.18 The e-Sourcing project is well underway and the project management arrangements are being combined with the P2P project to dovetail the two solutions ensuring integration and common process. Training for all users is due to commence in May.
- 3.19 An e-Invoicing solution which will allow all paper invoices to be scanned and matched automatically to orders on the P2P system is currently being evaluated. This could hugely reduce invoice processing costs and speed up payments to suppliers, which could provide opportunities for early payment discounts.

#### **4.00 RECOMMENDATIONS**

- 4.01 That Cabinet note the progress being made in the implementation of the Council's ICT Strategy.

#### **5.00 FINANCIAL IMPLICATIONS**

- 5.01 None directly from this report.

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

- 6.01 None directly from this report.

#### **7.00 ENVIRONMENTAL IMPACT**

- 7.01 None directly from this report.

#### **8.00 EQUALITIES IMPACT**

- 8.01 None directly from this report.

#### **9.00 PERSONNEL IMPLICATIONS**

- 9.01 None directly from this report.

#### **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**

None.

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# Agenda Item 8

## FLINTSHIRE COUNTY COUNCIL

**REPORT TO:** **CABINET**

**DATE:** **TUESDAY, 15 APRIL 2014**

**REPORT BY:** **HEAD OF FINANCE**

**SUBJECT:** **REVENUE BUDGET MONITORING 2013/14 (MONTH 10)**

### **1.00 PURPOSE OF REPORT**

1.01 To provide Members with the most up to date revenue budget monitoring information (Month 10) for the Council Fund and the Housing Revenue Account in 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 9
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**

The projected year end position, as estimated at Month 10, is as follows:

#### **Council Fund**

- Net in year expenditure forecast to be £2.151m less than budget. (An increase of £0.170m on the £1.981m reported at Month 9).
- Projected contingency reserve balance at 31 March 2014 of £4.792m

## Housing Revenue Account (HRA)

- Net in year expenditure forecast to be £0.089m less than budget (£0.155m as at Month 9).

### 3.00 COUNCIL FUND LATEST IN YEAR FORECAST

3.01 The table below shows a projected positive variation of expenditure against budget of £2.151m

TOTAL EXPENDITURE AND INCOME	Original Budget	Revised Budget	In-Year Over / (Under) spend	
			Month 9	Month 10
	£m	£m	£m	£m
<b><u>DIRECTORATES (Service Groups)</u></b>				
Services for Adults	45.642	44.242	(0.701)	(0.793)
Services for Children	11.906	12.135	0.731	0.732
Housing Services	1.800	1.728	(0.269)	(0.258)
Development & Resources	1.688	1.628	0.022	0.051
<b>TOTAL : COMMUNITY SERVICES</b>	<b>61.036</b>	<b>59.733</b>	<b>(0.217)</b>	<b>(0.268)</b>
Assets and Transportation	6.015	6.091	(0.177)	(0.180)
Planning	1.708	1.717	(0.046)	(0.045)
Public Protection	3.455	3.464	(0.048)	(0.072)
Regeneration	0.715	0.704	0.011	0.022
Streetscene	19.320	19.210	0.359	0.370
Management, Support & Performance	1.088	1.076	(0.025)	(0.023)
<b>TOTAL : ENVIRONMENT</b>	<b>32.301</b>	<b>32.262</b>	<b>0.074</b>	<b>0.072</b>
Culture & Leisure	6.876	6.468	0.417	0.364
Inclusion Services	14.058	13.292	(0.063)	0.016
Primary School Services	43.374	43.277	(0.172)	(0.190)
Secondary School Services	36.638	37.500	(0.018)	(0.014)
Development & Resources	12.118	12.437	(0.279)	(0.278)
<b>TOTAL : LIFELONG LEARNING</b>	<b>113.064</b>	<b>112.974</b>	<b>(0.115)</b>	<b>(0.102)</b>
Chief Executive	2.356	2.303	(0.068)	(0.087)
Finance	14.265	14.225	(1.102)	(1.082)
HR & OD	2.427	2.422	(0.012)	(0.013)
ICT & Customer Services	4.922	5.048	(0.023)	(0.020)
Legal & Democratic Services	3.145	3.142	(0.143)	(0.145)
<b>TOTAL : CORPORATE SERVICES</b>	<b>27.115</b>	<b>27.140</b>	<b>(1.348)</b>	<b>(1.347)</b>
<b>TOTAL DIRECTORATES</b>	<b>233.516</b>	<b>232.109</b>	<b>(1.606)</b>	<b>(1.645)</b>
Central and Corporate Finance	26.236	27.643	(0.375)	(0.506)
Total	<b>259.752</b>	<b>259.752</b>	<b>(1.981)</b>	<b>(2.151)</b>

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

3.03 From the table in 3.01 it can be seen that there is an increase of £0.170m on the under spend of £1.981m reported at Month 9. The main items contributing to the £0.170m variance are the identification of efficiencies under the Corporate Administration review (£0.142m), improved trading and reduced costs in Leisure (£0.056m) offset by overall increased costs in Out of County placements of (£0.035m) made up of increased costs in Lifelong Learning of (£0.073m and reduced costs in Children's Services of (£0.038m).

3.04 All the movements from Month 9 are summarised in Appendix 1 with the detailed reasons for all variances by Directorate summarised within Appendices 2 to 8.

### 3.05 **Carry Forward Requests**

Various requests to carry forward funding into 2014/15 for specific items have been received from service areas as detailed in 3.06 – 3.11 below:

### 3.06 **Lifelong Learning - ICT in School Kitchens**

It is requested that a retrospective catering rebate of £0.017m is carried forward to 2014/15. This will enable the development of software systems and purchase of hardware within larger primary school kitchens, so that the catering service in these schools can link to the Council's servers to enable enhanced communication, improve weekly stock reporting and instigate P2P ordering on site.

### 3.07 **Corporate Services - Legal & Democratic Services**

An amount has been previously set aside in relation to improvements to Members ICT systems. Due to a delay in the rollout of this equipment, it is requested to carry forward £0.075m.

### 3.08 **Corporate Services - Chief Executive**

Due to delays in the projects, it is requested to carry forward the following amounts of £0.024m for Community Covenant Funding and £0.005m for Community Chest into 2014/15.

### 3.09 **Corporate Services - Finance**

It is requested to carry forward £0.020m to cover the cost of staff training development plans for 2014/15 which were a commitment of the Finance Review.

### 3.10 **Environment – Public Protection**

It is requested that £0.065m is carried forward from within Public Protection to address pollution issues in 2014/15.

The projected outturn assumes that the above requests are approved.

### 3.11 Programme of Efficiencies

3.12 The 2013/14 budget contains £5.331m of specific efficiencies and the table below summarises the current position in relation to the achievement of these items. The analysis shows that it is currently projected that £4.285m (80%) will be achieved resulting in a net underachievement of £1.046m. The main reason for the increase in the change in efficiencies from the position reported at Month 9 is attributable to the implementation of the Flintshire Futures Work streams.

Status of Efficiency	Value of Budgeted Efficiency £m	Value of Projected Efficiency £m	(Under) Over Achievement £m
ALREADY ACHIEVED	2.173	2.173	0.000
EXPECTED TO BE ACHIEVED IN FULL	1.877	1.877	0.000
ACHIEVABLE IN PART	0.381	0.235	(0.146)
NOT ACHIEVABLE	0.900	0.000	(0.900)
<b>Total</b>	<b>5.331</b>	<b>4.285</b>	<b>(1.046)</b>

### 4.00 INFLATION

4.01 **Pay inflation** of £0.734m is included within service budgets to reflect the national pay award agreed earlier in the year.

4.02 **Non Standard price inflation** – amounts for energy, fuel and food costs are included in the budget and held centrally. In period 6, £0.141m for food costs were allocated. The allocation for energy costs continues to be closely monitored and at this stage it is anticipated that all of this budget will be utilised in 2013/14 and this is reflected in the projected outturn.

### 5.00 MONITORING BUDGET ASSUMPTIONS AND NEW RISKS

5.01 Along with its strategic partners, the Council has intervened in relation to the former chemical plant in Sandycroft (Euticals Ltd). Estimated costs have been reviewed and are reflected in the current projections, the costs are monitored monthly.

5.02 The Out of County Service in Lifelong Learning is demand led and is dependent on service user need; young people with a Statement of SEN are entitled to school-based education to the age of 19. Many of these have expensive placements given their severity of need. The numbers of these young people change throughout the year and any change can significantly affect projected expenditure.

Similarly, expenditure for Out of County placements in Children's Services is also highly volatile. The focus of high cost placements are now a North Wales project and will continue to be reviewed.

5.03 Members will be aware that the Council sold its claims in LBI (formerly Landisbanki) in February 2014 and is no longer a creditor of LBI. There will be a need to complete the final impairment adjustment once CIPFA has issued the annual year end guidance on accounting for impairments in Icelandic banks; which will have a final revenue impact on the Central Loans and Investment account.

## **6.00 UNEARMARKED RESERVES**

6.01 The 2012/13 final outturn reported to Cabinet on 16 July showed unearmarked reserves at 31 July 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 into account an allocation of £0.518m for recovery costs following the severe weather in March 2013, 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 £4.792m.

## **7.00 HOUSING REVENUE ACCOUNT**

7.01 On 19 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 16 July 2013 showed a closing balance at the end of 2012/13 of £1.931m 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 2013/14 there is an overall projected under spend of £0.089m and a projected closing balance at Month 10 of £1.522m, which at 5.33% of total expenditure satisfied the prudent approach of ensuring a minimum level of 3%.

7.04 Appendix 8 details the reasons for the significant variances occurring to date and the actions planned to deal with them.

## **8.00 RECOMMENDATIONS**

Members are recommended to:

- a) Note the overall report
- b) Note the projected Council Fund contingency sum as at 31<sup>st</sup> March 2014 (paragraph 6.02)
- c) Note the projected final level of balances on the Housing Revenue Account (paragraph 7.03)
- d) Approve the carry forward requests (paragraphs 3.05 – 3.10)

**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**

Council Fund - Movement in Variances from Month 9 - 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**

**Contact Officer: Sara Dulson**  
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**COUNCIL FUND - REVENUE BUDGET 2013/14  
FLINTSHIRE COUNTY COUNCIL**



**Budget Monitoring (Month 10)  
Summary of Movement from Month 9**

	£m	£m
<b>Month 9</b>		
Service Directorates	(1.606)	
Central and Corporate Finance	(0.375)	
<b>Variance as per Cabinet Report</b>		<b>(1.981)</b>
<b>Month 10</b>	(1.645)	
Service Directorates	(0.506)	
Central and Corporate Finance		
<b>Variance as per Directorate Returns</b>		<b>(2.151)</b>
<b>Change Requiring Explanation</b>		<b>(0.170)</b>
<b><u>Community Services</u></b>		
<b>Services For Adults</b>		
• First Contact - realignment of budgets to meet specific service needs within Intake & Reablement	(0.037)	
• Disability Services (Resource and Regulated Services) transfer of high cost client placement to Learning Disabilities - Forensic budget (-£0.072m)	(0.087)	
• Disability Services (Forensic budget) transfer of high cost client placement from PDSI residential	0.080	
• Other minor changes of less than £0.025m for Services for Adults	(0.048)	
<b>Development &amp; Resources</b>		<b>(0.092)</b>
• Business Services - Charging fee income - reduction of income projection	0.033	
• Training - correction of previously duplicated commitments	(0.038)	
• Other minor changes of less than £0.025m	0.034	
<b>Subtotal: Development &amp; Resources</b>		<b>0.029</b>
<b>Services For Childrens</b>		
• Out of County placements - net impacts of placement changes, including one large sibling group returning to their family	(0.038)	
• Professional Support - Budget savings relating to Admin. posts released to Flintshire Futures - Central & Corporate Finance	0.042	
• Other minor changes of less than £0.025m	(0.003)	
<b>Subtotal: Services For Childrens</b>		<b>0.001</b>
<b>Housing Services</b>		
• Other minor changes of less than £0.025m	0.011	
<b>Subtotal: Housing Services</b>		<b>0.011</b>
<b>Total: Community Services</b>		<b>(0.051)</b>
<b><u>Environment</u></b>		
<b>Assets &amp; Transportation</b>		
• Industrial Units - loss of rent due to sale of unit on Catheralls & increased utilities costs across portfolio	0.016	
• Admin Buildings - refund of NNDR on Connahs Quay offices	(0.010)	
• Other minor changes of less than £0.010m	(0.009)	
<b>Subtotal: Assets &amp; Transportation</b>		<b>(0.003)</b>
<b>Planning</b>		
• Other minor changes of less than £0.010m	0.001	
<b>Subtotal: Planning</b>		<b>0.001</b>
<b>Public Protection</b>		
• Other minor changes of less than £0.010m	(0.024)	
<b>Subtotal: Public Protection</b>		<b>(0.024)</b>
<b>Regeneration</b>		
• Markets - loss of pitch rent due to poor weather	0.011	
<b>Subtotal: Regeneration</b>		<b>0.011</b>

<b>Streetscene</b>		
• Increased cost of winter flooding events	0.011	
<b>Subtotal: Streetscene</b>		<b>0.011</b>
<b>Management Support &amp; Performance</b>		
• Other minor changes of less than £0.010m	0.002	
<b>Subtotal: Management Support &amp; Performance</b>		<b>0.002</b>
<b>Total: Environment</b>		<b>(0.002)</b>
<b>Lifelong Learning</b>		
<b>Culture &amp; Leisure</b>		
• Leisure Services - the overall position on Leisure Services has improved by £0.056m since period 9. £0.028m relates to a windfall refund on VAT relating to skate hire since 2011. £0.017m relates to an increase in income compared to projections. £0.011m relates to minor variances. This improvement brings the overall Leisure Services overspend down to £0.447m which is closer to the pressure of £0.457m included in the 2014/15 budget.	(0.056)	
• Libraries, Culture & Heritage - minor variances	0.003	
<b>Subtotal: Culture &amp; Leisure</b>		<b>(0.053)</b>
<b>Inclusion Services</b>		
• Inclusion Services - minor variances	0.006	
• Out of County - the position on Out of County at period 10 has worsened by £0.073m to create a pressure of £0.023m overall. A saving of £0.077m relates to three placements which have ended. A pressure of £0.021m relates to changes to existing placement costs. £0.061m relates to reduced contributions from Health which have resulted from negotiations in January. £0.068m relates to lower recoupment from other local authorities than anticipated. This has arisen as local authorities have disputed invoices they have received in December/January.	0.073	
		<b>0.079</b>
<b>Primary School Services</b>		
• Primary School Services - minor variances	(0.018)	
		<b>(0.018)</b>
<b>Secondary School Services</b>		
• Secondary School Services - minor variances	0.004	
		<b>0.004</b>
<b>Development &amp; Resources</b>		
• Children, Youth & Community - minor variances relating to additional vacancy savings and planned reductions in expenditure.	(0.026)	
• Business Units - minor variances	0.012	
• Facilities - minor variances	0.004	
• Management & Business Support - minor variances on general directorate costs (stationery, printing etc.)	0.011	
		<b>0.001</b>
<b>Total: Lifelong Learning</b>		<b>0.013</b>
<b>Corporate Services</b>		
• Legal and Democratic Services - vacancy savings (£0.006m), minor variances £0.004m	(0.002)	
• HR and Organisational Development - minor variances (£0.001m)	(0.001)	
• ICT and Customer Services - registrars income £0.001m, postage spend £0.001m, minor variances £0.001m	0.003	
• Finance - HB Subsidy Overpayments £0.005m, reduced surplus on Council Tax Collection Fund £0.008m, reduced shortfall on CTRS (£0.001m), minor variances £0.008m	0.020	
• Chief Executives Department - vacancy savings £0.010m, Corporate Communications efficiencies (£0.022m), minor variances (£0.007m)	(0.019)	
		<b>0.001</b>
		<b>0.001</b>
<b>Central Services</b>		
• A contribution of £0.142m efficiency saving from the Cross Directorate Admin review	(0.142)	
• Minor variances	0.011	
		<b>(0.131)</b>
		<b>(0.131)</b>
<b>Total Changes</b>		<b>(0.170)</b>



COMMUNITY SERVICES

APPENDIX 2

Budget Monitoring 2013/14 (Month 10)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Major Variance	Action Required
<b>Services for Adults</b>						
Hospital Social Work (Intake and Reablement)	0.405	0.366	(0.039)	(0.033)	The underspend is due to a Hospital Social Worker covering in the Crisis Intervention Team. These costs (£0.038m) are recovered from Health.	One-off.
Resources and Regulated Services (Intake and Reablement)	5.302	4.973	(0.329)	(0.315)	<p><u>Extra Care</u> Projected underspend on Llys Jasmine (£0.353m) is due to an initial delay in opening the facility, plus a further £0.010m underspend on Llys Eleanor</p> <p><u>In-house Domiciliary Care</u> underspend (£0.079m) due to greater use of reablement and independent sector care providers.</p> <p><u>Client Transportation Service</u> underspend (£0.048m) relates to staff vacancies.</p> <p><u>Day Services</u> underspend (£0.042m) mostly due to vacancies (£0.050m) - offset by other minor overspends</p> <p>These underspends are offset by a projected overspend within <u>In-house Residential Service</u> (£0.203m) due to the need to ensure staff cover (£0.226m) additional premises costs (£0.055m) and additional supplies and service (£0.042) offset by client (£0.070m) and Health (£0.048m) income.</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 10)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Major Variance	Action Required
Locality Teams (Localities)	13.881	13.832	(0.049)	(0.031)	<p><u>Older People Services</u></p> <ul style="list-style-type: none"> <li>&gt; Locality Teams are together expected to underspend (£0.223m) mostly due to vacant posts.</li> <li>&gt; Purchased domicilliary costs are projected to overspend (£0.044) due to additional service user costs.</li> <li>&gt; Purchased residential costs are projected to overspend (£0.104) due to additional service user costs.</li> <li>&gt; Early Onset Dementia is projected to overspend (£0.071m) due to purchased domiciliary care costs.</li> <li>&gt; Minor adaptations underspend (£0.042m) due to reduced demand following uplift to budget based on 2012/13 activity levels</li> </ul>	<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	15.107	(0.136)	(0.049)	<p>Learning Disabilities - 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 accounts for a saving of £0.140m within the net underspend projection, and remains unchanged from month 3. There are some other compensating variances across this large service which reflect the changes in client demand.</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 10)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Major Variance	Action Required
Transition and Disability Services (Disability Services)	0.658	0.764	0.106	0.106	This is mostly due to overspends against staff pay costs (£0.028m), third party payments (£0.044m), transport (£0.013m), and a shortfall of grant income of £0.028m. (Supporting People), offset by some additional other grant income.	Keep under review.
Disability Services (Disability Services)	1.941	1.955	0.014	0.040	The overspend is due to additional transition service user costs.	Keep under review.

COMMUNITY SERVICES

APPENDIX 2

Budget Monitoring 2013/14 (Month 10)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Major Variance	Action Required
Administrative Support (Disability Services)	0.392	0.444	0.052	0.044	This is mostly due to an overspend against staff pay costs (£0.043m) and premises costs (£0.008m)	Keep under review.
Residential and Domiciliary Service (Mental Health & Substance Misuse Service)	0.679	0.575	(0.104)	(0.127)	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 current underspend would therefore be higher but reflects the cost of current care packages including some other new clients.	Keep under review.
Professional Support (Mental Health & Substance Misuse Service)	0.828	0.715	(0.113)	(0.106)	This is mostly (£0.050m) 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 10)

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	0.196	(0.109)	(0.117)	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	0.509	0.027	(0.053)	Reflects current care packages for 2013/14.	
Other Services for Adults variances (aggregate)	4.126	4.013	(0.113)	(0.060)	Various minor variances.	Continue to review but not expected to be recurrent.
<b>Subtotal:</b>	<b>44.242</b>	<b>43.449</b>	<b>(0.793)</b>	<b>(0.701)</b>		

COMMUNITY SERVICES

APPENDIX 2

Budget Monitoring 2013/14 (Month 10)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Major Variance	Action Required
<b>Development &amp; Resources</b>						
Vacancy Control	(0.100)	0.000	0.100	0.100		Realignment of vacant posts
Other Development & Resources variances (aggregate)	1.728	1.679	(0.049)	(0.078)	Various minor variances.	Continue to review but not expected to be recurrent.
<b>Subtotal:</b>	<b>1.628</b>	<b>1.679</b>	<b>0.051</b>	<b>0.022</b>		

COMMUNITY SERVICES

APPENDIX 2

Budget Monitoring 2013/14 (Month 10)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Major Variance	Action Required
<b>Services for Children</b>						
Family Placement (Children's Services)	1.977	2.345	0.368	0.360	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.
Youth Offending Team (Children's Services)	0.308	0.269	(0.041)	(0.041)	The underspend within this area is mostly due to vacant posts.	One-off.
Professional Support (Children's Services)	5.517	5.488	(0.029)	(0.071)	The underspend is mainly due to the removal of commitments for expenditure which is not now expected to be incurred in this financial year.	

COMMUNITY SERVICES

APPENDIX 2

Budget Monitoring 2013/14 (Month 10)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Major Variance	Action Required
Out of County Pooled Budget (Children's Services)	3.178	3.602	0.424	0.462	Costs reflect existing placements up until March 2014.	The focus of high cost placements is now a North Wales project and will continued to be reviewed.
Other Services for Children variances (aggregate)	1.155	1.163	0.010	0.021	Various minor variances.	Continue to review but not expected to be recurrent.
<b>Subtotal:</b>	<b>12.135</b>	<b>12.867</b>	<b>0.732</b>	<b>0.731</b>		



COMMUNITY SERVICES

APPENDIX 2

Budget Monitoring 2013/14 (Month 10)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Major Variance	Action Required
<b>Housing Services</b>						
Homelessness Accommodation (Housing Services)	0.360	0.153	(0.207)	(0.208)	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)	1.103	1.097	(0.006)	(0.010)	Service recently undergone a restructure now fully reflected within projection.	Restructure now implemented.
Other variances (aggregate)	0.265	0.220	(0.045)	(0.051)	Various minor variances.	Continue to review but not expected to be recurrent.
<b>Subtotal:</b>	<b>1.728</b>	<b>1.470</b>	<b>(0.258)</b>	<b>(0.269)</b>		
<b>Total :</b>	<b>59.733</b>	<b>59.465</b>	<b>(0.268)</b>	<b>(0.217)</b>		

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ENVIRONMENT

APPENDIX 3

Budget Monitoring 2013/14 (Month 10)

Service		Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Period 9 (£m)	Cause of Variance	Action Required
<b>Assets &amp; Transportation</b>		<b>6.091</b>	<b>5.911</b>	<b>(0.180)</b>	<b>(0.177)</b>		
	Industrial Units	(1.256)	(1.329)	(0.073)	(0.088)	Estimated net income shortfalls across the Industrial Estate portfolio have been offset by the Wales Audit Office recommendation, that a provision for income relating to Deeside Power of £200k due in May 2014, should now be made in 2013/14. Loss of rental income at Catheralls and additional utilities and	Keep Unit rental income closely monitored throughout 2013/14.
	Property Holdings	0.083	0.042	(0.041)	(0.043)	Lower than anticipated NNDR charges	Review of site budgets necessary in line with asset management programme
	Property Asset & Development	0.528	0.429	(0.099)	(0.099)	Net Vacancy Savings	
	Highways Development Control & Regulatory Services	0.813	0.899	0.086	0.092	Lower than anticipated levels of income for Fixed Penalty Notices (based on improving standards of repair by utility companies) & road closures. A commitment of £60k is included for the potential excess payment to be made to the Council's Insurers in relation to a claim.	
	Transportation	1.466	1.411	(0.055)	(0.057)	Bus Subsidy payments to Bus Operators that have reduced due to re-negotiated contract prices.	
	Aggregate of other Variances	4.457	4.459	0.002	0.018		
<b>Planning</b>		<b>1.717</b>	<b>1.672</b>	<b>(0.045)</b>	<b>(0.046)</b>		
	Planning Control	0.363	0.359	(0.004)	(0.006)	Movement in actual planning fee income received in Period 10, subject to further application levels up to financial year end.	Further potential for increased planning fee income which will be closely monitored

## Budget Monitoring 2013/14 (Month 10)

Service		Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Period 9 (£m)	Cause of Variance	Action Required
	Aggregate of other Variances	1.354	1.313	(0.041)	(0.040)	Net Vacancy Savings and staff recharge income for specialist planning advice to neighbouring authorities.	
<b>Public Protection</b>		<b>3.464</b>	<b>3.392</b>	<b>(0.072)</b>	<b>(0.048)</b>		
	Community Protection	1.243	1.204	(0.039)	(0.037)	Includes a Court Costs award following the successful prosecution of Talacre Park Holiday Park by the Health & Safety Enforcement Team.	
	Aggregate of other Variances	2.221	2.188	(0.033)	(0.011)	Net Vacancy Savings	
<b>Regeneration</b>		<b>0.704</b>	<b>0.726</b>	<b>0.022</b>	<b>0.011</b>		
<b>Streetscene</b>		<b>19.210</b>	<b>19.580</b>	<b>0.370</b>	<b>0.359</b>		
	Waste Disposal & Waste Collection	9.266	9.610	0.344	0.344	Plastic Recycling prices reduced by £100 per tonne between July and September resulting in an estimated income reduction of £50k.  Staff backfilling costs as a result of the on-going investigation within waste.  The Sustainable Waste Management Grant (SWMG) has been reduced in-year by up to 5% resulting in a funding shortfall of at least £150k	Consider potential impact on MTFP going forward  Consider impact on MTFP going forward
	Aggregate of other Variances	9.944	9.970	0.026	0.015	Increased cost of winter flooding events	
<b>Management Support &amp; Performance</b>		<b>1.076</b>	<b>1.053</b>	<b>(0.023)</b>	<b>(0.025)</b>		
	Management Support & Performance	1.076	1.053	(0.023)	(0.025)	Net Vacancy Savings ahead of service review implementation and reduced commitments on supplies and services budgets. Specific vacancy commitments to financial year end removed at Period 9.	
<b>Total :</b>		<b>32.262</b>	<b>32.334</b>	<b>0.072</b>	<b>0.074</b>		

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Culture & Leisure	6.468	6.832	0.364	0.417	<p><b>School Library Service (£0.095m saving)</b> 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><b>Libraries, Culture &amp; Heritage (£0.012m pressure)</b> Minor variances</p> <p><b>Leisure Services (£0.447m pressure)</b> A pressure of £0.026m relates to Swim Flintshire, this programme ceased in August 2013. A saving of £0.065m relates to reduced salary costs across centres. £0.344m relates to pressures on income across centres. Pressures of £0.061m relate to premises costs. £0.052m relates to pressures on supplies and services (£0.037m of which relates to security services). The remaining £0.029m relates to minor variances.</p>	<p>Service Manager to place a hold on the Flintshire subsidy.</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 & Special Schools	13.292	13.308	0.016	(0.063)	<p><b>Inclusion Services &amp; Special Schools (£0.016m pressure)</b> Minor Variances</p>	
Primary School Services	43.277	43.087	(0.190)	(0.172)	<p><b>Primary School Services (£0.190m saving)</b> £0.024m relates to controls on expenditure on supplies and services budgets. £0.160m relates to savings on 3 year old placements in maintained and non maintained settings in the Early Entitlement budget. £0.006m relates to minor savings on School SLA income.</p>	<p>Awaiting further information on planned usage of the Foundation Phase grant.</p> <p>Service manager to carry out further work on future estimates for placements to include birth rates and collection for estimated places from settings.</p> <p>Efficiencies have been included in the 14/15 budget.</p>

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Secondary School Services	37.500	37.486	(0.014)	(0.018)	<b>Secondary School Services (£0.014m saving)</b> Minor Variances	
Development & Resources	12.437	12.159	(0.278)	(0.279)	<p>Children, Youth &amp; Community (£0.049m saving) £0.015m relates to minor pressures within the Early Years and Family Support service. Savings of £0.032m relate to vacancy savings and other minor variances in Youth &amp; Community Services. £0.022m relates savings in the CYPP team and £0.010m relates to savings on the Clwyd Theatr Cymru Service Level Agreement.</p> <p><b>Schools ICT (£0.150m saving)</b> 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><b>Service Units (£0.025m saving)</b> Pressures of £0.083m on Pupil Support (Free School Meals, School Trips and Music Remissions) have been offset by estimated savings on Mobile Classrooms (£0.066m), Insurance (£0.037m) and other minor variances of £0.005m.</p> <p><b>Facilities Services (£0.029m saving)</b> Minor Variances</p> <p><b>Management &amp; Business Support (£0.025m saving)</b> Minor Variances</p>	<p>Efficiencies relating to CYPP and CTC have been included in the 14/15 budget.</p> <p>Service Manager to place a hold on £0.150m of the budget within Schools ICT.</p>
<b>Total :</b>	<b>112.974</b>	<b>112.872</b>	<b>(0.102)</b>	<b>(0.115)</b>		

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Chief Executive	2.303	2.216	(0.087)	(0.068)	<p><b>£0.018m</b> Corporate voluntary sector contribution to Dangerpoint</p> <p><b>(£0.064m)</b> Vacancy savings</p> <p><b>(£0.022m)</b> Corporate Communications efficiencies including Consultation and Public Relations</p> <p><b>(£0.019m)</b> minor variances</p>	<p>Request to carry forward the following amounts into 14/15 due to delays in expenditure:</p> <ul style="list-style-type: none"> <li>• Community Covenant Funding £24k</li> <li>• Community Chest £5k</li> </ul>
Finance	14.225	13.143	(1.082)	(1.102)	<p><b>(£0.135m)</b> net Vacancy savings following realignment of budget</p> <p><b>(£0.381m)</b> in year efficiency following review of the level of funding required to meet Discretionary Housing Payment (DHP) need and review of Housing Benefit Subsidy profile</p> <p><b>(£0.060m)</b> additional income from collection of Housing Benefits Overpayments</p> <p><b>(£0.885m)</b> net surplus on the Council Tax Collection Fund after meeting the £0.305m costs allocated in 2013/14 budget (£0.115m allocated to Software will remain unspent)</p> <p><b>£0.379m</b> Council Tax Reduction Scheme shortfall in funding compared to estimated in year cost</p>	<p>Request to carry forward £20k to cover the cost of staff Development plans in 14/15</p> <p>Demand led service but subject to ongoing monitoring. Contributing to national discussion on Council Tax Reduction Scheme 14/15.</p>

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Legal & Democratic Services	3.142	2.997	(0.145)	(0.143)	(£0.014m) net Vacancy savings including the use of Agency/Locums and recharges (£0.023m) Members Services underspend (£0.092m) Members Allowances underspend (inc. training, travel etc.) (£0.011m) reduced Legal Subscriptions expenditure (£0.005m) minor variances	Request to carry forward approximately £75k for Members' IT due to delays in rollout (amount subject to confirmation)
Human Resources & Organisational Development	2.422	2.409	(0.013)	(0.012)	(£0.021m) reduced Disclosure Barring Scheme expenditure (£0.017m) Vacancy savings £0.034m loss of income from external organisations (£0.009m) minor variances	
ICT & Customer Services	5.048	5.028	(0.020)	(0.023)	£0.049m postage costs (£0.018m) Vacancy savings (£0.020m) additional Registrars Income (£0.025m) ICT Strategy underspend (£0.006m) minor variances	Postage contract under review.
<b>Total :</b>	<b>27.140</b>	<b>25.793</b>	<b>(1.347)</b>	<b>(1.348)</b>		



Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Central Loans & Investment Account	15.283	15.020	(0.263)	(0.263)	Review of the Minimum Revenue Provision (MRP) calculation to include MRP on Local Government Borrowing Initiative.	Continue to monitor in line with Treasury Management Strategy.
Coroners	0.193	0.248	0.055	0.055	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.	Overspend is non recurring. Regular monitoring with Denbighshire County Council undertaken on in year spend
Centrally Held Provisions	4.417	3.332	(1.162)	(1.154)	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 budgeted pension fund deficit - final year of three year strategy (-£0.244m), over recovery of corporate windfall income (£0.203m) (First Steps Imp Package) Other minor variances (-£0.035m).	Budgets are considered as part of 2014/15 Council Budget
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.	Subject to an overall review of Support Services
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.	Ongoing monthly monitoring

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Mass Matrix Contract	(0.315)	(0.190)	0.125	0.115	A review of the rebate on the Matrix Contract has been undertaken. Agency usage has decreased in 2013/4 and the variance projection reflects the up to date position.	Further analysis to be undertaken to consider the impact in 2014/15
Flintshire Futures	(0.051)	0.113	0.062	0.176	Assets Programme - £0.054m will not be achieved due to delays in the full review of hard and soft facilities management across the Council. Customer Programme - £0.075m of efficiencies will not be realised until the programme has advanced and the wider network of Flintshire Connects sites are in place. Procurement Programme (£0.067) of additional efficiencies have been achieved as a result of in year initiatives. The percentage of achieved efficiencies currently stands at 93%.	A Workshop is due to take place shortly to review progress and assess the methodology for realising efficiencies. Continued challenge of spend categories will support further efficiencies in 2014/15.
Other variances - aggregate	10.047	10.013	(0.034)	(0.015)		
<b>Total :</b>	<b>27.643</b>	<b>27.316</b>	<b>(0.506)</b>	<b>(0.375)</b>		

## 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)	(5.834)	
Total Reserves above base level		<b>3.706</b>
Less - Amount approved by Council on 1 <sup>st</sup> March for funding of one-off costs in the 2013/14 budget proposals		(0.297)
Less - Amount approved by Cabinet on 16 <sup>th</sup> 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		<b>3.159</b>
Add projected underspend as at 31 <sup>st</sup> March 2014		2.151
Less - Estimate of severe weather recovery costs		(0.518)
<b>Projected Level of Total Contingency Reserve as at 31<sup>st</sup> March 2014</b>		<b>4.792</b>

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Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
HRA Subsidy	6.167	6.356	0.189	0.189	Capital Financing charges amended after budget rounds completed. Further amendments to Capital figures for inclusion in 2nd HRAS return. Under payment on 2012/13 of £0.031m calculated on Advance Final return.	Review timings of figures with Capital Financing team.
Rents	(26.946)	(27.155)	(0.210)	(0.213)	Bad Debt provision reviewed based on first quarter impact of "bedroom tax", resulting in a saving of £0.258m	Monitor impact of "Bedroom Tax" and review expected costs
Repairs and Maintenance	8.393	8.758	0.365	0.290	<p>£0.221m net under spend variance on salaries due to long term vacancies and recruitment freeze in place.</p> <p>£0.312m over spend on materials as a result of 5000 more jobs being completed, planned works being undertaken resulting in higher cost materials and subcontractors using managed stores facility to promote standardisation of products utilised with in Council stock.</p> <p>Agreed subcontractor overspend of £0.271m due to adverse weather conditions in March 2013, recent high wind damage in February 2014 and major works on void properties.</p> <p>Carry forward request for £0.070m due to hardware costs not materialising in 2013/14 but will be purchased in 2014/15.</p>	<p>Housing Asset Management Team is working closely with Travis Perkins on price reductions due to the volume of materials being purchased through the partnership arrangement.</p> <p>An in-house kitchen team is being created to undertake kitchen installations in void properties which will reduce the level of subcontractor spend in this area.</p>

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Finance & Support	2.656	2.418	(0.238)	(0.247)	Support Recharges reflected at 2012/13 actuals, saving £0.106m. Information on 2013/14 has been requested. Pension Fund Strain costs £0.080m lower than anticipated creating saving. Insurance claim non-reimbursement reviewed and reflected at 2012/13 figures, saving £0.021m  Carry forward request for £0.085m due to software costs not materialising in 2013/14 but will be purchased in 2014/15. Carry forward request for £0.015m due to Maisonette budget not being fully spent in year.	
Housing Estates	1.852	1.658	(0.194)	(0.183)	Procurement reimbursement for screening received in amount of £0.058m. Void clearance recharges generating a further £0.014m income. Water commission generated a further £0.034m of income due to early bird discount scheme. Cancellation of cleaning contract saving £0.005m on maisonette blocks. Salary savings of £0.028m over all areas.	
Other variances (aggregate)	8.375	8.373	(0.001)	0.008		
<b>Total :</b>	<b>0.497</b>	<b>0.408</b>	<b>(0.089)</b>	<b>(0.155)</b>		

**Month 10**

Efficiency Description	Budgeted Efficiency (£m)	Current Position			Further information to support current position status or other relevant information
		EFFICIENCY ALREADY ACHIEVED	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	EFFICIENCY ACHIEVABLE IN PART	
<b>Fees &amp; Charges (APPENDIX 7a)</b>					
<i>Community Services</i>					
Residential Charging - Increased Income From Demand	0.100		✓		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	✓			
<b>TOTAL</b>	<b>0.118</b>				
<b>Service Change (APPENDIX 7b)</b>					
<i>Community Services</i>					
Reablement in the level of extra care	0.100	✓			
Preserved Rights - reduced activity levels	0.053	✓			
External Funding for Existing Post - Children's Services	0.043	✓			
Family Placement Team - revision of existing practices	0.040	✓			
Early Retirement - Non replacement of staff - CSA	0.015	✓			
General Office Administration Review	0.021	✓			
Housing Efficiency Savings	0.028	✓			
Homelessness - Timing of presentations	0.106	✓			

**Month 10**

Efficiency Description	Budgeted Efficiency (£m)	Current Position				Further information to support current position status or other relevant information
		EFFICIENCY ALREADY ACHIEVED	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	EFFICIENCY ACHIEVABLE IN PART	EFFICIENCY NOT ACHIEVABLE	
Youth Justice - Appropriate adult service	0.010	✓				
Legal Fees - Use of solicitors / barristers	0.010		✓			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	✓				
Children's Services - FAST team budget reduction	0.010		✓			The FAST team is currently showing an overspend of £0.027.
Preventative foster care service - day care	0.005	✓				
<b>TOTAL</b>	<b>0.456</b>					
<b>Procurement (APPENDIX 7c)</b>						
<i>Community Services</i>						
PARIS - post implementation expenditure review	0.030	✓				
Housing Services - Supplies and Services	0.003	✓				
Social Care - Supplies and Services	0.075	✓				
Procurement Hub - regional procurement of high cost low volume placements	0.020	✓				



**Month 10**

Efficiency Description	Budgeted Efficiency (£m)	Current Position				Further information to support current position status or other relevant information
		EFFICIENCY ALREADY ACHIEVED	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	EFFICIENCY ACHIEVABLE IN PART	EFFICIENCY NOT ACHIEVABLE	
Children's Services - out of county placements - improved procurement practice	0.533	✓				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 £0.424
Transport Review - revised contracts	0.025	✓				
<b>TOTAL</b>	<b>0.686</b>					
<b>Organisational Design (APPENDIX 7d)</b>						
<i>Community Services</i>						
Review of Supported Living Service	0.350					✓ The efficiency is fully achievable from 2014/15, as a result of implementation of the new structure from April 2014. An extensive consultation achieved a successful outcome, and retention of staff goodwill going forward. Some savings have been made as a result of right sizing.
Service Review of Warden Service	0.018	✓				
Children's Services - Removal of one team manager post	0.040	✓				
Development and Resources - Rationalisation of Management Team	0.050	✓				
<b>TOTAL</b>	<b>0.458</b>					



Month 9

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

Month 9

Efficiency Description	Budgeted Efficiency (£m)	Current Position				Further information to support current position status or other relevant information
		EFFICIENCY ALREADY ACHIEVED	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	EFFICIENCY ACHIEVABLE IN PART	EFFICIENCY NOT ACHIEVABLE	
Public Conveniences - revisit of strategy	0.050			✓		Tower Gardens, Holywell didn't close until 30th April 2013 and Cilcain and Caerwys have been further delayed with ongoing consultation necessary and under achievement on the efficiency by £21k is likely.
Streetscene - implementation of Part III agreement	0.300				✓	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				✓	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		✓			Budget Monitoring Position at Period 4 indicates achievement of this efficiency.
Staff travel - reduced mileage payments	0.003		✓			Budget Monitoring Position at Period 4 indicates achievement of this efficiency.
Directorate Support & Performance - Supplies and Stationery - Streamline current processes	0.008		✓			Budget Monitoring Position at Period 4 indicates achievement of this efficiency.
<b>TOTAL</b>	<b>0.780</b>					
<b>Procurement (APPENDIX 7c)</b>						
<i>Environment</i>						
Waste Services - Tender Transport arrangements for waste disposal	0.050		✓			New Transport arrangements have been awarded as part of a tender process and are now in place.
Transportation Services - Review of subsidised Bus Service Contracts and re-tender	0.036		✓			Efficiency absorbed within service budget

**Month 9**

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



**Month 9**

Efficiency Description	Budgeted Efficiency (£m)	Current Position			Further information to support current position status or other relevant information
		EFFICIENCY ALREADY ACHIEVED	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	EFFICIENCY ACHIEVABLE IN PART	
<b>Fees &amp; Charges (APPENDIX 7a)</b>					
<i>Lifelong Learning</i>					
Library Service - Fines	0.001		✓		
Library - Hire charges increase	0.001		✓		
Leisure Services - increased charges	0.175			✓	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			✓	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.
<b>TOTAL</b>	<b>0.207</b>				
<b>Service Change (APPENDIX 7b)</b>					
<i>Lifelong Learning</i>					
Operational efficiencies	0.025		✓		
Youth Service - reduction of senior area workers	0.032		✓		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 S

**Month 9**

Efficiency Description	Budgeted Efficiency (£m)	Current Position				Further information to support current position status or other relevant information
		EFFICIENCY ALREADY ACHIEVED	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	EFFICIENCY ACHIEVABLE IN PART	EFFICIENCY NOT ACHIEVABLE	
Youth Service - term time only contracts	0.026			✓		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		✓			
Youth Service - Building costs savings	0.011		✓			
Youth Service - Building rationalisation	0.005		✓			
Youth Service - Holding back £50k (CC 1/3/13)	(0.050)	✓				This additional contribution is no longer required during 2013/14.
Facilities - Management / Central Office - structure review	0.015		✓			
Facilities - County Hall revised opening hours - reduced energy / overtime costs	0.025				✓	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				✓	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		✓			
Directorate Management Team Restructure	0.043	✓				
<b>TOTAL</b>	<b>0.192</b>					



**Month 9**

Efficiency Description	Budgeted Efficiency (£m)	Current Position			Further information to support current position status or other relevant information
		EFFICIENCY ALREADY ACHIEVED	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	EFFICIENCY ACHIEVABLE IN PART	
<b>Procurement (APPENDIX 7c)</b>					
<i>Lifelong Learning</i>					
Reduction of Postage within the Library Service	0.001		✓		
Out of County - Improved procurement through framework agreements and monitoring of placements.	0.385		✓		
School Transport Service - Operational efficiencies	0.080		✓		
<b>TOTAL</b>	<b>0.466</b>				

<b>Organisational Design (APPENDIX 7d)</b>					
<i>Lifelong Learning</i>					
Libraries - Flexible retirement	0.015	✓			
Libraries - Library Service Review	0.037	✓			
<b>TOTAL</b>	<b>0.052</b>				

<b>Other Efficiencies (APPENDIX 7e)</b>					
Demographic Change in Schools (pupil numbers)	0.132	✓			
<b>TOTAL</b>	<b>0.132</b>				



Efficiency Description	Budgeted Efficiency (£m)	Current Position			Further information to support current position status or other relevant information
		EFFICIENCY ALREADY ACHIEVED	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	EFFICIENCY ACHIEVABLE IN PART	
<b>Fees &amp; Charges (APPENDIX 7a)</b>					
<i>FINANCE - Corporate Services</i>					
Revenues - increased number of Council Tax fines	0.027		✓		
<i>ICT &amp; CUSTOMER SERVICES - Corporate Services</i>					
Registrars - increased fees	0.019		✓		
Network Services - income from hosting PSBA equipment	0.004	✓			
<i>LEGAL &amp; DEMOCRATIC - Corporate Services</i>					
External Fees - conveyancing / S106 agreements	0.015		✓		
<b>TOTAL</b>	<b>0.065</b>				
<b>Service Change (APPENDIX 7b)</b>					
<i>Chief Executive - Corporate Services</i>					
Corporate Comms - reduced workforce bulletins	0.003		✓		
<i>HR &amp; OD - Corporate Services</i>					
CRB checks - review of options	0.035		✓		
<i>LEGAL &amp; DEMOCRATIC - Corporate Services</i>					
Democratic Services - reduced paper usage	0.010		✓		
Members Allowances (Basic Allowance) - no inflationary increase	0.010		✓		
Members Allowances - Special Responsibility Allowances - reduction of number allocated	0.070		✓		
Members Allowances - NI contributions reduction linked to reduced number of Special Responsibility allowances	0.010		✓		
<b>TOTAL</b>	<b>0.138</b>				

Efficiency Description	Budgeted Efficiency (£m)	Current Position			Further information to support current position status or other relevant information
		EFFICIENCY ALREADY ACHIEVED	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	EFFICIENCY ACHIEVABLE IN PART	
<b>Procurement (APPENDIX 7c)</b>					
<i>Chief Executive - Corporate Services</i>					
Employee / Residents Consultations - reduction in number	0.003		✓		
Supplies and Services	0.010		✓		
Joint Working - costs reduction	0.002		✓		
Alterations / Improvements reductions - future agile working	0.002		✓		
Employee Safety Measures - reduced demand on budget	0.010		✓		
Conferences/Seminars/Lectures - reduced attendance	0.001		✓		
<b>ICT &amp; CUSTOMER SERVICES - Corporate Services</b>					
Training Budget - Procurement via new solutions	0.001		✓		
Reduced maintenance costs due to new security equipment	0.025		✓		
Networking Hardware - reduced procurement	0.002		✓		
ICT Cabling - reduction enabled by IPT solution	0.002		✓		
Leasing - budget adjustment	0.006		✓		
Software Licensing - Microsoft licences procured through other agreements	0.010		✓		
Hardware Maintenance - letting of MFD contracts	0.001		✓		

Efficiency Description	Budgeted Efficiency (£m)	Current Position				Further information to support current position status or other relevant information
		EFFICIENCY ALREADY ACHIEVED	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	EFFICIENCY ACHIEVABLE IN PART	EFFICIENCY NOT ACHIEVABLE	
Reduce influencable spend by 3%	0.004		✓			
Reduced ICT Expenditure	0.003		✓			
Rationalisation of third party software costs	0.013		✓			
Avoidance of inflationary rises - software maintenance costs	0.020		✓			
Reduced licence costs - via renegotiation	0.018		✓			
Supplies and Services	0.061		✓			
Training budget reduction - build around training solutions	0.001		✓			
Alterations & Improvements - Datacentres	0.004		✓			
Other Consumables - reduction in expenditure	0.001		✓			
Hardware Maintenance - new technology with warranty	0.015		✓			
Listing Paper - More use of electronic means	0.002		✓			
Enterprise Servers - hardware	0.003		✓			
Services work and Consultancy	0.004		✓			
Supplies & Services	0.009		✓			
<b>FINANCE - Corporate Services</b>						

Efficiency Description	Budgeted Efficiency (£m)	Current Position			Further information to support current position status or other relevant information
		EFFICIENCY ALREADY ACHIEVED	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	EFFICIENCY ACHIEVABLE IN PART	
Supplies & Services	0.012		✓		
<b>TOTAL</b>	<b>0.245</b>				
<b>Organisational Design (APPENDIX 7d)</b>					
<i>Chief Executive - Corporate Services</i>					
Reduction in mileage travelled - Emergency Planning	0.001		✓		
<b>TOTAL</b>	<b>0.001</b>				

**Month 10**

Efficiency Description	Budgeted Efficiency (£m)	Current Position			Further information to support current position status or other relevant information
		EFFICIENCY ALREADY ACHIEVED	EFFICIENCY EXPECTED TO BE ACHIEVED IN FULL	EFFICIENCY ACHIEVABLE IN PART	
<b>Service Change (APPENDIX 7b)</b>					
<i>Central &amp; Corporate Finance</i>					
Clwyd Theatr Cymru - agreed reduction to contribution	0.015	✓			
<b>TOTAL</b>	<b>0.015</b>				
<b>Procurement (APPENDIX 7c)</b>					
<i>Central &amp; Corporate Finance</i>					
Flintshire Futures - E-procurement and improved processes	0.102		✓		
Flintshire Futures - Internal Fleet Review	0.160	✓			
<b>TOTAL</b>	<b>0.262</b>				
<b>Other Efficiencies (APPENDIX 7e)</b>					
<i>Central &amp; Corporate Finance</i>					
Reduced contingencies - one-off investment costs	0.240	✓			
Reduced contingencies - NDR	0.077	✓			
Reduction in Fire Levy due to formula changes	0.027	✓			
Flintshire Futures Assets Workstream - Facilities Management	0.060				✓

**Month 10**

Efficiency Description	Budgeted Efficiency (£m)	Current Position			Further information to support current position status or other relevant information
Flintshire Futures - Customer Workstream Contact Centre	0.100	✓			<i>Detailed work being undertaken to assess the timing of efficiency</i>
Flintshire Futures - Customer Workstream face to face customer contact	0.100		✓		<i>Detailed work being undertaken to assess the timing of efficiency</i>
Flintshire Futures - Customer Workstream Channel Shift	0.100	✓			<i>Detailed work being undertaken to assess the timing of efficiency</i>
<b>TOTAL</b>	<b>0.704</b>				



## FLINTSHIRE COUNTY COUNCIL

**REPORT TO:** **CABINET**

**DATE:** **TUESDAY, 15 APRIL 2014**

**REPORT BY:** **DIRECTOR OF ENVIRONMENT**

**SUBJECT:** **REGIONAL TECHNICAL STATEMENT**

### **1.00 PURPOSE OF REPORT**

- 1.01 To inform Councillors about the First Revision to the North Wales Regional Technical Statement for the strategic provision of aggregate minerals and the implications for Flintshire and other local authorities within North Wales.
- 1.02 To inform Councillors about departure from Welsh Government Policy and Policy Guidance and the reasons for the approach being recommended.
- 1.03 To advise how the Welsh Government will address conflict between the First Revision Regional Technical Statement and published Policy and Guidance.
- 1.04 To formally endorse the First Revision Regional Technical Statement as a collaboratively produced document with other North Wales local authorities which will have the status of a material consideration in the preparation of the Flintshire Local Development Plan and for use in making development management decisions.

### **2.00 BACKGROUND**

- 2.01 Minerals Planning Policy Wales Minerals Technical Guidance Note 1: Aggregate (MTAN1) 2004 introduced a requirement for local planning authorities to work collaboratively, in conjunction with the Regional Aggregates Working Party (RAWP) to prepare and agree a revision to the Regional Technical Statement (RTS) at 5 yearly intervals.
- 2.02 The RTS review has been undertaken and coordinated by an independent consultant appointed by Welsh Government working closely with the North Wales Regional Aggregates Working Party (NWRAP). The RTS makes recommendations for apportionment and allocations for each Local Authority within the North Wales Region.
- 2.03 The Revision to the RTS requires political endorsement by a majority of the respective Councils that make up the North Wales region to allow it to be published and used for preparation of aggregate policy within Local

Development Plans and reviews, or the preparation of Supplementary Planning Guidance (SPG) as is appropriate.

### **3.00 CONSIDERATIONS**

- 3.01 The RTS sets out the apportionment of aggregate mineral resources that is necessary at a sub regional or county level, and make recommendations on whether new permitted reserves will need to be brought forward during the plan period. Each authority has to contribute to an apportionment for hard rock and sand and gravel for the duration of the LDP. In many instances there are sufficient existing permitted reserves of aggregate to meet this, but where there is a shortfall, additional allocations will need to be made. The RTS recommendations take account of the location of rock deposits, environmental and sustainability factors, and the location of markets.
- 3.02 Shortfalls in the apportionment can be met by: allocations defining areas of search, preferred areas for mineral working; or making site specific allocations. The provision is to ensure that an adequate supply of minerals necessary for the construction industry is maintained to meet demand from housing, employment and infrastructure development which promotes economic growth.
- 3.03 The review process involves departures from published policy guidance in the published Minerals Technical Advice Note (MTAN 1: Aggregates), such as the use of a 10 year baseline period for calculating the land bank instead of the previous 3 years (as recommended by MTAN1); the potential for the landbank to exceed a 20 years limit, and the treatment of reserves held in dormant mineral planning permissions.
- 3.04 The Welsh Government has been engaged with the progress of the RTS and will be issuing a clarification letter to address the departures above to avoid policy conflict, and will also set out the material consideration status of the RTS.
- 3.05 Flintshire already maintains landbanks of permitted reserves, however these are insufficient to meet the recommended apportionment. The key recommendation for Flintshire is the need to make a minimum allocation of 3.84 m tonnes hard rock to provide a total apportionment of 78 m tonnes to cover a period of 25 years (in conjunction with Wrexham CBC), and to make a minimum allocation of 1.4 m tonnes sand & gravel to provide a total apportionment of 4.4 m tonnes of sand & gravel over a period of 22 years.
- 3.06 The recommended allocations above are modest in scale when considered over a time period in excess of 20 years, and there should be not difficulty in identifying suitable locations. Greater detail about the RTS review is set out within the attached Appendix.

#### **4.00 RECOMMENDATIONS**

- 4.01 That Members endorse the First Revision of the North Wales Regional Technical Review.
- 4.02 Note the departure from published planning policy and guidance and note that clarification letters will be issued by the Welsh Government in the interim until the policy and guidance is revised.

#### **5.00 FINANCIAL IMPLICATIONS**

- 5.01 None

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

- 6.01 None

#### **7.00 ENVIRONMENTAL IMPACT**

- 7.01 The First Draft RTS takes account of environmental factors at regional level, such as regional movement of minerals, occurrence of mineral, location of existing workings and has assessed environmental and sustainability factors. There are no significant direct interactions at a regional or sub-regional level in North Wales which would compromise the ability to make provision for future provision of aggregate, or which would harm the environment. The recommendations for specific apportionment and consequential allocations have potential for social and environmental interactions if carried forward into Local Development Plans and Supplementary Planning Guidance. This is a matter that should be addressed as part of the production of the Local Development Plan, or upon consideration of a planning application for new aggregate workings. Mineral allocations will constrain other forms of development.

#### **8.00 EQUALITIES IMPACT**

- 8.01 Provision of minerals for house building, highways, infrastructure, commercial and industrial development is a major factor in economic growth and minimising transportation costs.

#### **9.00 PERSONNEL IMPLICATIONS**

- 9.01 None

#### **10.00 CONSULTATION REQUIRED**

- 10.01 None

## **11.00 CONSULTATION UNDERTAKEN**

11.01 Consultation was a requirement of the RTS process, and proportionate stakeholder consultation has taken place over the period October to December 2013 in compliance with the Welsh Government Contract. The comments made in response to consultation have been considered by the RTS Sub Group and are set out in a Response to Consultation document. Where necessary or appropriate, the draft RTS has been amended.

## **12.00 APPENDICES**

12.01 Technical Summary.

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

Regional Technical Statement Main Document  
Regional Technical Statement Appendix A North Wales  
Regional Technical Statement Response to Consultation

**Contact Officer: Gary Nancarrow**  
**Telephone: 01352 703275**  
**Email: [gary.nancarrow@flintshire.gov.uk](mailto:gary.nancarrow@flintshire.gov.uk)**

	<b>Technical Appendix</b> <b>North Wales Regional Technical Statement for Aggregates</b>
1.00	<b><u>BACKGROUND</u></b>
1.01	<p>Paragraph 50 of Minerals Planning Policy Wales Minerals Technical Guidance Note 1: Aggregate (MTAN1) 2004 introduced a requirement for local planning authorities to work collaboratively to assess a Regional Technical Statement (RTS) prepared by the Regional Aggregates Working Party (RAWP) for the two RAWP regions in Wales. Minerals Planning Policy Wales December 2000 (Paragraphs 17 &amp; 57 to 59) also promotes a regional approach for minerals provision and voluntary, joint and collaborative working between mineral planning authorities on minerals matters. Agreement and consensus is required to produce and finalise an RTS.</p>
1.02	<p>Local Development Plans Wales (2005) states that new and existing cross boundary work should be integrated into Local Development Plans. The RTS documents are also capable of being a material consideration when determining relevant planning applications.</p>
1.03	<p>The original RTS dates from 2008, and there is a requirement to update the statement at intervals of 5 years. The RTS review has been undertaken and coordinated by an independent consultant appointed by Welsh Government working closely the North Wales Regional Aggregates Working Party (NWRAP).</p>
1.04	<p>The RTS will set out the apportionment of aggregate mineral resources that is necessary at a sub regional or county level, and make recommendations on whether new permitted reserves will need to be brought forward during the plan period and whether the respective development plans for individual local authorities need to make new provision for the future supply of aggregates. Specific guidance on the preparation and review of the Regional Technical Statements and Joint Voluntary Arrangements of Local Authorities is set out in Annex A of MTAN1.</p>
1.05	<p>The review process involves departures from published policy guidance. The departures are acknowledged by the Welsh Government and a clarification letter and ministerial statement will be issued by the Welsh Government upon publication of the RTS to explain the status of the RTS and the Government interim position on the policy and guidance departure within the RTS to avoid conflict.</p>
1.06	<p>The provision identified by the RTS for each sub region or local authority area can be met by defining areas of search, preferred areas for mineral working, or making site specific allocations. In some instances, development control decisions that have been made since 2011 may already have met the required provision. The provision is to ensure that an adequate supply of minerals necessary for the construction industry is</p>

1.07	<p>maintained. This provides greater certainty that the raw materials necessary to meet demand for housing, employment and infrastructure development can be fulfilled and will promote economic growth.</p> <p>The Revision to the RTS requires political endorsement by the majority of the respective Councils that make up the North Wales region to allow it to be published and used for preparation of aggregate policy within Local Development Plans and reviews, or the preparation of Supplementary Planning Guidance (SPG) as is appropriate.</p>
2.00	<p><b><u>CONSIDERATIONS</u></b></p> <p><b>Scope of the RTS Review</b></p> <p>2.01 The RTS document comprises a main volume to explain matters common to all areas within Wales, and separate appendices with specific recommendations for North Wales and South Wales. North Wales is deemed to comprise the administrative authorities of Anglesey, Conwy, Denbighshire, Flintshire, Gwynedd, Snowdonia and Wrexham. The South Wales RAWP area includes all the remaining local authorities in Wales, including Powys.</p> <p>2.02 The RTS makes recommendations for apportionments, i.e., how much aggregate should each local authority area make provision for in order to meet future demand. In some instances, collaboration is recommended so that two or more authorities work together to identify how the apportionment given will be met. In many cases the level of permitted reserves is sufficiently high that a given authority does not need to make any new provision. However, the spatial distribution and extent of permitted reserves is not uniformly distributed, and imbalances occur over the region. The recommended apportionment for each local authority area takes the historic distribution of permitted quarries and location of resources into account.</p> <p>2.03 The review has assessed the following matters:</p> <ul style="list-style-type: none"> <li>• Level of existing permitted reserves of sand &amp; gravel and rock</li> <li>• Where economically viable resources are located</li> <li>• Sustainability issues</li> <li>• Transportation</li> <li>• Significant constraints, e.g., statutory designations</li> <li>• Local demand and markets</li> <li>• Regional demand and markets</li> <li>• Demand from other regions</li> </ul> <p><b>Process, Governance and Application</b></p> <p>2.04 The RTS process comprises:</p>

	<ol style="list-style-type: none"> <li>1. Assessment of demand</li> <li>2. Examination of existing patterns of supply and its sustainability</li> <li>3. Determination of apportionments</li> <li>4. Comparison with existing reserves to determine the need for new allocations</li> <li>5. Consultation, revision and endorsement</li> <li>6. Peer review</li> <li>7. Implementation of RTS recommendations by local authorities</li> </ol> <p>Steps 1 to 6 above have been substantially completed.</p> <p>2.05 The final draft will be presented to a Member Forum, comprising an Elected Councillor nominated by each respective Council within the North Wales Region, to vote and endorse the RTS on behalf of the respective Councils to take place on the 1<sup>st</sup> April 2014. In the case of Flintshire, the Council's Constitution does not permit the delegation of such matters to a single Councillor, and therefore Cabinet endorsement must be sought instead. Those Councils which are unable to endorse the RTS prior to the Member Forum meeting on account of timetabling will notify the Welsh Government as soon as they have made a formal decision.</p> <p>2.06 Once each Local Authority has endorsed the RTS, the document will be adopted by the Welsh Government, and thereafter will have the status of a "Material Consideration" for development management and Local Development Plan purposes. In the event that an authority fails to endorse the RTS, a majority endorsement will enable the document to be carried forward. Where a council fails to consider the recommendations set out in the RTS, or departs from it without full justification and evidence, the Welsh Government can exercise their default powers of intervention. For example, the progress of an entire LDP may be blocked unit and block the In updating or developing LDPs</p> <p>2.07 Where additional provision is required to be made in the LDP, this may be in the form of allocations, preferred areas or areas of search according to the level of geological information available. A site specific allocation is made where there is a high degree of confidence that a given quantity and quality of mineral is present. A preferred area is used where there is less certainty that the mineral will be present and therefore cover a larger geographical extent than allocations. An area of search is the least preferred provision mechanism and is only used where there is limited geological information and consequently they cover the greatest geographical extent of the three mechanisms for making provision.</p> <p>2.08 Which-ever form of provision is appropriate, these should be supported by a policy within the LDP and are identified on the proposals map. It is noted that due to the practicalities of scale, allocations etc may contain greater quantities of aggregate resource than the minimum recommended. This is because any new quarry that may open up needs to have sufficient reserves to allow it to be economically viable and to justify the investment. The recommended apportionments and allocations are a minimum only,</p>
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2.09	<p>and are not capped.</p> <p>Flintshire is at an early stage in the development of the Flintshire LDP, and the timing of the publication of the RTS coincides conveniently in the plan preparation process. In the event that a local planning authority fails to take account of the recommendations and apportionment, and is unable to justify a departure from the RTS, or provide sound evidence, the Welsh Government may use its default powers and intervene by halting the adoption of the entire LDP.</p>
	<p><b>Departure From Published National Policy</b></p>
2.10	<p>The RTS is recommending some deviation from the published Minerals Technical Advice Note (MTAN 1: Aggregates). These include the use of a 10 year baseline period for calculating the land bank instead of the previous 3 years, and the potential for landbanks to exceed 20 years.</p>
2.11	<p>There are also differences in the treatment of dormant reserves, which are excluded from the calculations in working out the level of apportionments. These sites are excluded from the calculations as there is great uncertainty whether they will be brought forward into production. If the sites are brought forward, then they will contribute towards the provision.</p>
2.12	<p>The Welsh Government has been engaged with the progress of the RTS and is fully aware of the policy and guidance deviations, but is unable to programme in revisions to published policy and guidance to coincide with the publication of the RTS. The Welsh Government will be issuing a clarification letter to cover any deviations from the published MTAN and Minerals Planning Policy Wales, and also to set out the material consideration status of the RTS.</p>
	<p><b>Apportionments and Landbanks</b></p>
2.13	<p>It is a requirement of Minerals Planning Policy Wales and Mineral Technical Advice Note 1: Aggregates (MTAN1) for LPAs to maintain a landbank of a minimum of 7 years sand &amp; gravel and 10 years crushed rock permitted reserves to ensure that there is an adequate supply of aggregates to meet the future demands of the construction sector, and provide a buffer against the lead time in securing new capacity. LPAs are required to maintain this landbank, or make other provision, for at all stages of the LDP. Given that a LDP runs for 15 years, the plan therefore needs to make provision for 22 years sand &amp; gravel, and 25 years crushed rock.</p>
2.14	<p>It is considered that a three year average used for calculating landbanks above is too short for forward planning and is unduly influenced by peaks and troughs of construction activity. A landbank based on the past 3 years sales would be disproportionately high because the volume of sales has been at an all time low on account of the construction recession. It follows that any apportionment figures based on this risks being too low to provide for the longer term, resulting in under provision. To take account of this, a</p>



2.15 ten year period of sales data has been used as the basis of carrying out the review, rather than a three year period, which is a departure from published Policy Guidance in MTAN1.

The advantage of a longer period is that underlying trends are caught, short term events are evened out, and the danger of under-provision in apportionments for future aggregate provision is minimised.

**Recommended Apportionment  
Crushed Rock**

2.16 It is considered that the apportionment of crushed rock needs to be re-balanced to reflect where the markets are located, and for authorities that have suitable resources to make suitable provision. In effect, this is the beginning of a shift towards increasing the apportionment over time to North East Wales, and decreasing the apportionment in North West Wales.

2.17 The table below summarises the requirements for crushed rock, and the key issue for Flintshire is that it has a projected shortfall in conjunction with Wrexham, and that the two authorities need to work together to make an allocation of 3.84 mt to meet the total apportionment of 78.25 mt over 25 years. Combined apportionments and cross boundary collaborations are not uncommon where there may be some difficulty in identifying suitable allocation sites in a given administrative area. The reason why there is a combined figure for Flintshire and Wrexham, is that much of the limestone in Wrexham is constrained by National planning policy which applies to the by the newly extended Area of Outstanding Natural Beauty (AONB), and the two Councils will need to work together to identify suitable sites to meet the apportionment and allocation requirements for the sub region.

North Wales Crushed Rock Apportionment, Landbank and Allocations, million tonnes, 31 December 2010 baseline.				
Authority	Total Apportionment 25 ys mt	Existing Landbank	Surplus or Shortfall	Minimum Allocation to meet Apportionment
Flintshire/ Wrexham	78.25	74.41 0.00	-3.84	3.84
Denbighshire	22.25	22.07	-0.18	0.18
Conwy/ Snowdonia	30.75	67.43	+36.68	0.00
Anglesey	7.00	5.69	-1.31	1.31
Gwynedd	6.75	8.51	+1.76	0.00
<b>Total N Wales</b>	<b>145.00</b>	<b>178.11</b>	<b>+33.11</b>	<b>5.33</b>

Note: Flintshire & Wrexham and Conwy & Snowdonia values merged.

2.18 In the case of Flintshire, if the Council approved a planning application for new crushed rock reserves (extension to a quarry) before an allocation was set in the LDP, the landbank would increase and the recommended allocation required would be correspondingly reduced, and anything in excess of 3.84 mt would mean that no allocation is required. Of course, other changes in the availability of permitted reserves and the rate of crushed rock sales that has occurred since 2010 may also influence the need for new reserves. Put into context, 3.84 mt represents a modest extension (approximately 3.5 hectares) to an existing quarry. The closest comparable sized quarry in Flintshire is the former Cambrian Quarry, Gwernymynydd. However, the recommendation is a minimum allocation, and in the case of a hard rock quarry, the economies of scale may require a larger site in the case of a green field location.

**Recommended Apportionment  
Sand & Gravel**

2.19 The table below summarises the requirements for sand & gravel. The key point to note is that Flintshire will need to allocate a minimum of 1.4 mt to meet an apportionment of 4.4 mt over the next 25 years.

North Wales Sand & Gravel Apportionment, Landbank and Allocations, million tonnes, 31 December 2010 baseline.					
Authority	Total Apportionment 25 ys mt	Existing Landbank	Surplus or Shortfall	Minimum Allocation to meet Apportionment	to
Flintshire	4.4	3.0	-1.4	1.4	
Wrexham	12.76	15.24	+2.48	0	
Denbighshire	2.2	0	-2.2	2.2	
Conwy	0	0	0	0	
Snowdonia	0	0	0	0	
Anglesey	0	0	0	0	
Gwynedd	4.4	0.7	-3.7	3.7	
<b>Total N Wales</b>	<b>23.76</b>	<b>18.94</b>	<b>-4.82</b>	<b>7.3</b>	

2.20 Put into context, 1.4 mt represents a modest sized (approximately 8 hectares) sand & gravel pit, depended upon the depth of sand & gravel available, such as the Maesmynan sand pit at Nannerch. The extent of sand & gravel resources in Flintshire is wide-ranging, and there should be no difficulty in making a site specific allocation or preferred area in a location relatively free from constraint.

<b>Conclusion</b>	
2.21	Flintshire will need to increase its provision by 3.84 mt crushed rock in conjunction with Wrexham, and 1.4 mt of sand & gravel, which in either instance equates to a modest sized new quarry or sandpit, or extension. The modest increase in provision is measured over 22 years for sand & gravel and 25 years for crushed rock and therefore is not necessarily going to be developed immediately.
2.22	The RTS provides a platform to develop LDP Policy to maintain long term provision for aggregates, and will be reviewed again in 5 years time to take account of future circumstances. The method used departs from published Welsh Government Policy Guidance, however, this is accepted by the Welsh Government who will issue a clarification letter. The changes to the apportionment for aggregates is quite modest and marks the beginning of attempts to provide a more sustainable supply pattern of quarries, taking into account environmental location and transportation distances to markets, but acknowledging that minerals can only be worked where they occur.

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# Agenda Item 10

## FOR INFORMATION

### FLINTSHIRE COUNTY COUNCIL

**REPORT TO:** **CABINET**

**DATE:** **TUESDAY, 15 APRIL 2014**

**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 31<sup>st</sup> October, 2000 it was agreed that one of the standard agenda items at each Executive should be a report on the "Exercise of Delegated Powers".

#### **3.00 RECOMMENDATION**

3.01 Members note the details of actions taken under the "Exercise of Delegated Powers".

#### **4.00 FINANCIAL IMPLICATIONS**

4.01 As detailed in each report.

#### **5.00 ANTI-POVERTY IMPACT**

5.01 As detailed in each report.

#### **6.00 ENVIRONMENTAL IMPACT**

6.01 As detailed in each report.

#### **7.00 EQUALITIES IMPACT**

7.01 As detailed in each report.

#### **8.00 PERSONNEL IMPLICATIONS**

8.01 As detailed in each report

#### **9.00 CONSULTATION REQUIRED**

9.01 Not applicable

#### **10.00 CONSULTATION UNDERTAKEN**

10.01 Not applicable

## **11.00 APPENDICES**

11.01 Summary of Decisions taken under Delegated Powers.

### **LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985**

Background documents: See individual report.

Contact Officer: Detailed on the individual reports.

## APPENDIX 1

### EXERCISE OF DELEGATED POWERS – DECISIONS TAKEN

<u>Directorate</u>	<u>Subject</u>
<b>Corporate Services</b>	Relocation of Flintshire CAB from Existing 'Annexe' Buildings in the Curtilage of Terrig House to Terrig House Main Building  Business Rates – Write Offs  Corporate Debt – Write Offs  Organisational Change Strategy Consultancy Support – Part 2
<b>Community Services</b>	Entering into a Private Sector Leasing Agreement for a 7-bedroom Property in Queensferry to Provide Interim Accommodation for Individuals Who Have Been Homeless
<b>Environment</b>	Agricultural Estate Management – Disposal of Part of an Estate  Transfer of Freehold Interest – Buckley Baths – Community Asset Transfer  Granting of Lease of Carmel Village Hall (Community Asset Transfer)  Sale of Land to the Rear of 127 Princess Avenue, Buckley

Copies of the Delegated Powers reports are on deposit in the Team Manager's Room, Committee Services

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**FLINTSHIRE COUNTY COUNCIL FORWARD WORK PROGRAMME ITEMS  
COUNCIL, CABINET, AUDIT AND OVERVIEW & SCRUTINY  
APRIL 2014 TO AUGUST 2014**

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
April					
Environment Overview & Scrutiny Committee	2 April 2014	Overview and Scrutiny	<b>Improvement Plan Monitoring Report</b> To note and consider elements of the 2013/14 Mid Year Improvement Plan Monitoring Report relevant to the Environment Overview and Scrutiny Committee. The report covers the period October – December 2013.		
Environment Overview & Scrutiny Committee	2 April 2014	Overview and Scrutiny	<b>Forward Work Programme</b> 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)
Lifelong Learning Overview & Scrutiny Committee	10 April 2014	Overview and Scrutiny	<b>Improvement Plan Monitoring Report</b> To note and consider elements of the 2013/14 Mid Year Improvement Plan Monitoring Report relevant to the Lifelong Learning Overview and Scrutiny Committee. The report covers the period October – December 2013.		
Lifelong Learning Overview & Scrutiny Committee	10 April 2014	Lifelong Learning	<b>Regional School Effectiveness and Improvement Service (GwE)</b> To provide Members with details of the performance of GwE in its first year		
Lifelong Learning Overview & Scrutiny Committee	10 April 2014	Lifelong Learning	<b>Facilities Review</b> To provide Members with a quarterly update on the implementation of various service improvement initiatives.		

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Lifelong Learning Overview & Scrutiny Committee	10 April 2014	Overview and Scrutiny	<b>Lifelong Learning Forward Work Programme</b> To consider the Forward Work Programme of the Lifelong Learning Overview & Scrutiny Committee.		
Cabinet	15 April 2014	Chief Executive's	<b>Single Integrated Plan 2012 - 2017</b> To receive and support the Single Integrated Plan 2012 - 2017	Strategic	Cabinet Member for Corporate Management
Cabinet	15 April 2014	Finance	<b>Revenue Budget Monitoring 2013/14 (Month 10)</b> 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	
Cabinet	15 April 2014	Community Services	<b>Delivering Home Adaptations</b> To provide Cabinet with an update on the delivery of home adaptations, including Disabled Facilities Grants and Minor Adaptations.	Strategic	Cabinet Member for Housing

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Cabinet	15 April 2014	Human Resources and Organisational Development	<b>People Strategy 2014 - 2017</b> To report to Cabinet on the People Strategy 2014 - 2017	Strategic	Cabinet Member for Corporate Management
Cabinet	15 April 2014	ICT and Customer Services	<b>ICT Strategy Update</b> To provide an update on progress with the implementation of the Corporate Information and Communications Technology [ICT] Strategy.	Strategic	Cabinet Member for Corporate Management
Cabinet	15 April 2014	Environment	<b>Regional Technical Statement</b> To endorse the recommendations of the review of the Regional Technical Statement on Aggregate provision.	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)
Housing Overview & Scrutiny Committee	16 April 2014	Overview and Scrutiny	<p><b>Improvement Plan Monitoring Report</b></p> <p>To note and consider elements of the 2013/14 Mid Year Improvement Plan Monitoring Report relevant to the Community Profile &amp; Partnerships Overview and Scrutiny Committee. The report covers the period October to December 2013</p>		
Housing Overview & Scrutiny Committee	16 April 2014	Housing	<p><b>Welfare Reform Update</b></p> <p>To provide a quarterly update on Welfare Reform and the impacts for citizens and the Council.</p>		
Housing Overview & Scrutiny Committee	16 April 2014	Overview and Scrutiny	<p><b>Forward Work Programme</b></p> <p>To consider the Forward Work Programme of the Housing Overview &amp; Scrutiny Committee.</p>		

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Corporate Resources Overview & Scrutiny Committee	16 April 2014	Finance	<b>Revenue Budget Monitoring 2013/14 (Month 10)</b> To provide Members with the Revenue Budget Monitoring 2013/14 (Month 10) report.		
Corporate Resources Overview & Scrutiny Committee	16 April 2014	Overview and Scrutiny	<b>Improvement Plan Monitoring Report</b> To note and consider elements of the 2013/14 Mid Year Improvement Plan Monitoring Report relevant to the Corporate Resources Overview and Scrutiny Committee. The report covers the period October – December 2013.		
Corporate Resources Overview & Scrutiny Committee	16 April 2014	Finance	<b>Welfare Reform Update</b> To provide a quarterly update on Welfare Reform and the impacts for citizens and the Council.		

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Corporate Resources Overview & Scrutiny Committee	16 April 2014	Overview and Scrutiny	<b>Corporate Resources Forward Work Programme</b> To consider the Forward Work Programme of the Corporate Resources Overview & Scrutiny Committee.		
Community Profile & Partnerships Overview & Scrutiny Committee	28 April 2014	Chief Executive's	<b>Single Integrated Plan</b> Members to note the Single Integrated Plan for 2013/2017 and continue to support its delivery of outcomes both as partners to the Local Service Board and through the Council's Improvement and other principal plans.		
Community Profile & Partnerships Overview & Scrutiny Committee	28 April 2014	Overview and Scrutiny	<b>C P &amp; P Forward Work Programme</b> To consider the Forward Work Programme of the Community Profile & Partnerships Overview & Scrutiny Committee.		

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Joint Housing and Environment Overview & Scrutiny Committee	28 April 2014	Housing	<b>Private Sector Housing Renewal</b> To consider progress on the delivery of Flintshire's first Renewal Area, general service developments and county wide projects		
Joint Housing and Environment Overview & Scrutiny Committee	28 April 2014	Housing	<b>Tackling Long Term Vacant Private Homes</b> To inform Members of the approaches available to tackle long term vacant homes and to introduce a proposed enforced sales policy to gain support for its use in Flintshire.		
Flintshire County Council	30 April 2014	Legal and Democratic Services	<b>Independent Remuneration Panel Annual Report</b> To inform the County Council of the annual report by the Independent Remuneration Panel for Wales for 2014/2015		
Flintshire County Council	30 April 2014	Legal and Democratic Services	<b>Community Review Update</b> To update the County Council on the Community Review Progress.		



COMMITTEE		MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Flintshire Council	County	30 April 2014	Finance	<b>Clwyd Pension Fund Update</b> To update Members on issues relating to the Clwyd Pension Fund.		
Flintshire Council	County	30 April 2014	Legal and Democratic Services	<b>Clwyd Pension Fund Governance</b> For County Council to agree changes to the governance arrangements for the Clwyd Pension Fund recommended by the Council's Constitution Committee		
Flintshire Council	County	30 April 2014	Legal and Democratic Services	<b>Local Choice Function for Schools</b> For Council to consider a recommendation from the Constitution Committee that a new local choice function be an Executive function		

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Flintshire County Council	30 April 2014	Legal and Democratic Services	<b>Delegated Powers for New Senior Management Structure</b> To amend the Council's officer delegation scheme to reflect the proposed new senior management structure		
May					
Social & Health Care Overview & Scrutiny Committee	1 May 2014	Community Services	<b>CSSIW Inspection Report – Commissioning Dementia</b> To inform members of the outcome of the Dementia Inspection		
Social & Health Care Overview & Scrutiny Committee	1 May 2014	Community Services	<b>Annual Fostering Inspection</b> To inform members of the outcome of the Annual Fostering Inspection		
Social & Health Care Overview & Scrutiny Committee	1 May 2014	Community Services	<b>Annual Council Reporting Framework</b> To consider the final draft of the Flintshire County Council Social Services Annual Performance Report 2013-14.		

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Social & Health Care Overview & Scrutiny Committee	1 May 2014	Community Services	<p><b>Comments, Compliments &amp; Complaints</b> To receive a report on the compliments, representations and complaints received by Adult and Children Social Services for the year April 2013 – March 2014.</p>		
Social & Health Care Overview & Scrutiny Committee	1 May 2014	Overview and Scrutiny	<p><b>Social &amp; Health Care Forward Work Programme</b> To consider the Forward Work Programme of the Social &amp; Health Care Overview &amp; Scrutiny Committee.</p>		
Joint Lifelong Learning and Social & Health Care Overview & Scrutiny Committee	2 May 2014	Community Services	<p><b>Corporate Parenting</b> To provide Members with an up-date on activity surrounding the Corporate Parenting responsibilities of the County Council since last reported</p>		

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Joint Lifelong Learning and Social & Health Care Overview & Scrutiny Committee	2 May 2014	Lifelong Learning	<b>Educational Attainment of Looked After Children</b> To update members of the attainment of Looked After Children (LAC) in Flintshire - March 2014 (Academic Year 2012 - 2013).		
Joint Lifelong Learning and Social & Health Care Overview & Scrutiny Committee	2 May 2014	Community Services	<b>Safeguarding and Child Protection</b> To provide Members with information in relation to Child Protection and Safeguarding within the County boundaries.		
Audit Committee	7 May 2014	Chief Executive's	<b>Annual Improvement Report from Wales Audit Office</b> Receive Annual Improvement Report from the Auditor General for Wales and note the Council's response	Strategic	

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Audit Committee	7 May 2014	Finance	<p><b>Public Sector Internal Audit Standards</b></p> <p>To inform Members of the results of an initial assessment of compliance with the new Public Sector Internal Audit Standards (PSIAS).</p>		
Audit Committee	7 May 2014	Finance	<p><b>Audit Committee Self Assessment Against CIPFA Requirements</b></p> <p>To inform Members of the results of the Audit Committee self assessment which will feed into the preparation for the Annual Governance Statement 2014/15. It will also form the basis for the provision of any further training required by the committee.</p>		

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Audit Committee	7 May 2014	Finance	<b>Internal Audit Annual Report</b> To inform Members of the outcome of all audit work carried out during 2013/14 and to give the annual Internal Audit opinion on the standard of internal control, risk management and governance within the Council.		
Audit Committee	7 May 2014	Finance	<b>Whistleblowing Policy</b> To outline to Members the updated Whistleblowing Policy.		
Audit Committee	7 May 2014	Finance	<b>Action Tracking</b> To inform the Committee of the actions resulting from points raised at previous Audit Committee meetings.		
Audit Committee	7 May 2014	Finance	<b>Forward Work Programme</b> To consider the Forward Work Programme for the Audit Committee for next year.		

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Corporate Resources Overview & Scrutiny Committee	8 May 2014	Chief Executive's	<b>Annual Improvement Report from Wales Audit Office</b> Receive Annual Improvement Report from the Auditor General for Wales and note the Council's response		
Corporate Resources Overview & Scrutiny Committee	8 May 2014	Finance	<b>Revenue Budget Monitoring 2013/14 (Month 11)</b> To provide Members with the Revenue Budget Monitoring 2013/14 report as at Month 11.		
Cabinet	13 May 2014	Chief Executive's	<b>Annual Improvement Report from Wales Audit Office</b> Receive Annual Improvement Report from the Auditor General for Wales and endorse the Council's response	Strategic	Cabinet Member for Corporate Management
Cabinet	13 May 2014	Chief Executive's	<b>Local Service Board and Strategic Partnerships end of year report</b> Local Service Board and Strategic Partnerships end of year report	Strategic	Cabinet Member for Corporate Management

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Cabinet	13 May 2014	Chief Executive's	<p><b>Clwyd Theatr Cymru Business Plan</b> 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
Cabinet	13 May 2014	Finance	<p><b>Revenue Budget Monitoring 2013/14 (Month 11)</b> To provide Members with the most up to date revenue budget monitoring information (Month 11) for the Council Fund and the Housing Revenue Account 2013/14.</p>	Operational	Leader of the Council and Cabinet Member for Finance
Cabinet	13 May 2014	Finance	<p><b>Business Rates 'Retail' Relief</b> To adopt a policy to award 'Retail Relief' using Discretionary Rate Relief powers in line with the Welsh Government Scheme.</p>	Operational	Cabinet Member for Corporate Management



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Cabinet	13 May 2014	Finance	<b>Bailiff Reform</b> To advise Members of reforms to the Bailiff Regulations and the impact of changes.	Operational	Cabinet Member for Corporate Management
Cabinet	13 May 2014	Finance	<b>Business Rate Debt - Write Off</b> To request Member authorisation to write off a number of business rate debts relating to the Life Foundation Trust.	Operational	Cabinet Member for Corporate Management
Cabinet	13 May 2014	ICT and Customer Services	<b>Update on Collaborative Procurement Projects</b> To provide an update on progress with the previously agreed collaboration projects.	Operational	Cabinet Member for Corporate Management
Cabinet	13 May 2014	Human Resources and Organisational Development	<b>WORKFORCE INFORMATION QUARTER 4 - JANUARY - MARCH 2014</b> To provide Members with an update for the fourth quarter / whole year 2013/14.	Operational	Cabinet Member for Corporate Management

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Cabinet	13 May 2014	Legal and Democratic Services	<b>Community Review Update</b> To recommend to Cabinet draft final proposals on the community review	Operational	Cabinet Member for Corporate Management
Lifelong Learning Overview & Scrutiny Committee	15 May 2014	Lifelong Learning	<b>Culture &amp; Leisure Plan</b> To consider the Culture & Leisure Plan		
Lifelong Learning Overview & Scrutiny Committee	15 May 2014	Lifelong Learning	<b>School Improvement Strategy</b> To consider the School Improvement Strategy		
Lifelong Learning Overview & Scrutiny Committee	15 May 2014	Lifelong Learning	<b>Development and Resource Service Plan</b> To consider the Development and Resource Service Plan		
Lifelong Learning Overview & Scrutiny Committee	15 May 2014	Lifelong Learning	<b>Apprenticeships, Training and Development Opportunities</b> To update Members on progress in relation to creation of Apprenticeship and Training Opportunities		

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Lifelong Learning Overview & Scrutiny Committee	15 May 2014	Overview and Scrutiny	<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		
Lifelong Learning Overview & Scrutiny Committee	15 May 2014	Overview and Scrutiny	<b>Lifelong Learning Forward Work Programme</b> To consider the Forward Work Programme of the Lifelong Learning Overview & Scrutiny Committee.		
Flintshire County Council	20 May 2014	Legal and Democratic Services	<b>Constitutional Matters: Committees and Outside Bodies</b> To deal with those matters which require decisions at the Annual Meeting of the County Council in accordance with Council Procedure Rule 1.1(vii)-(xiv). Those matters are set out in separate paragraphs.		

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Flintshire County Council	20 May 2014	Legal and Democratic Services	<b>Schedule of Member Remuneration</b> The purpose of the report is to approve the Council's Schedule of Member Remuneration for 2014/2015.		
Housing Overview & Scrutiny Committee	21 May 2014	Housing	<b>Domestic Abuse</b> To receive the promotional DVD available through Women's Aid which highlights the effects of domestic abuse.		
Housing Overview & Scrutiny Committee	21 May 2014	Overview and Scrutiny	<b>Housing Forward Work Programme</b> To consider the Forward Work Programme of the Housing Overview & Scrutiny Committee.		
June					
Cabinet	17 June 2014	Chief Executive's	<b>2014/15 Improvement Plan</b> 2014/15 Improvement Plan	Strategic	Cabinet Member for Corporate Management

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Cabinet	17 June 2014	Chief Executive's	<b>2013/14 Performance reports</b> Assessment of performance for 2013/14 from Heads of Service	Operational	Cabinet Member for Corporate Management
Cabinet	17 June 2014	Finance	<b>Pensioner Discount Scheme</b> To agree a Pensioner Discount Scheme for 2014/15.	Operational	Cabinet Member for Corporate Management
Cabinet	17 June 2014	Community Services	<b>Social Services and Wellbeing Bill</b> To provide an update on the Social Services and Well-being (Wales) Bill, the key implications and timelines for implementation.	Strategic	Cabinet Member for Social Services
Cabinet	17 June 2014	Environment	<b>Public Rights of Way Annual Report</b> For the Cabinet to endorse a hierarchical approach to public rights of way maintenance, definitive map and public path orders and handling complaints.	Operational	Deputy Leader of the Council and Cabinet Member for Environment
Flintshire County Council	24 June 2014	Finance	<b>Clwyd Pension Fund Update</b> To update Members on issues relating to the Clwyd Pension Fund.		

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Audit Committee	25 June 2014	Finance	<b>Treasury Management Annual Report 2013/14</b> To present the 2013/14 annual report on the Council's Treasury Management Policy, Strategy and Practices.		
Audit Committee	25 June 2014	Chief Executive's	<b>Risk Management Update Report</b> Giving an overview of the Improvement Plan strategic risks for 2013/14.	Strategic	
July					
Cabinet	15 July 2014	Community Services	<b>Flintshire Childcare Sufficiency Assessment 2014 - 2017</b> To report the main findings of the most recent Childcare Sufficiency Assessment.	Strategic	Cabinet Member for Social Services
August					