

Public Document Pack

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Chief Officer (Governance)
Prif Swyddog (Llywodraethu)



To: Cllr Aaron Shotton (Leader)

CS/NG

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

12 November 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, 18TH NOVEMBER, 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 - 10)

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

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Mae'r Cyngor yn croesawau gohebiaeth yn y Cymraeg neu'r Saesneg

TO CONSIDER THE FOLLOWING REPORTS

STRATEGIC REPORTS

4 **CONSULTATION ON THE PROVISIONAL LOCAL GOVERNMENT SETTLEMENT FOR 2015-16**

To receive a presentation and verbal update on the settlement and its implications for Flintshire's annual budgets - Chief Executive and Leader of the Council and Cabinet Member for Finance

5 **EUROPEAN STRUCTURAL FUNDS AND RURAL DEVELOPMENT PLAN PROGRAMMES** (Pages 11 - 30)

Report of Chief Officer (Community and Enterprise) - Cabinet Member for Economic Development

6 **TENANCY AGREEMENT** (Pages 31 - 80)

Report of Chief Officer (Community and Enterprise) - Cabinet Member for Housing

OPERATIONAL REPORTS

7 **THE ANTI-SOCIAL BEHAVIOUR, CRIME AND POLICING ACT 2014** (Pages 81 - 94)

Report of Chief Executive - Cabinet Member for Corporate Management

8 **REVENUE BUDGET MONITORING 2014/15 (MONTH 5)** (Pages 95 - 126)

Report of Corporate Finance Manager - Leader of the Council and Cabinet Member for Finance

9 **COUNCIL TAX BASE FOR 2015/2016** (Pages 127 - 132)

Report of Chief Officer (Community and Enterprise) - Cabinet Member for Housing

10 **BUSINESS RATE DEBT - WRITE OFF** (Pages 133 - 136)

Report of Chief Officer (Community and Enterprise) - Cabinet Member for Economic Development

11 **INTRODUCTION OF SELF FINANCING FOR THE HOUSING REVENUE ACCOUNT** (Pages 137 - 148)

Report of Chief Officer (Community and Enterprise) - Cabinet Member for Corporate Management

12 **EXERCISE OF DELEGATED POWERS** (Pages 149 - 152)

Report of the Chief Executive enclosed.

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

The following items were scheduled to be reported to this Cabinet meeting but are not included on the agenda for the following reasons:

Civil Parking Enforcement

- The report has been presented to Environment Overview and Scrutiny Committee for information and does not require approval of Cabinet in the current form

Single Point of Access (SPOA)

- Deferred to enable an assessment of the scope and scale of the Project once the Welsh Government budgetary settlement is confirmed

Workforce Information Quarter 1 and 2

- Deferred to December to enable the new format report to be produced

Transformation of the Sure Start Crèche Service

- Details to be incorporated into a report submitted in December

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CABINET **16 OCTOBER 2014**

Minutes of the meeting of the Cabinet of Flintshire County Council held at County Hall, Mold on Thursday, 16 October 2014

PRESENT: Councillor Aaron Shotton (Chair)

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

APOLOGY:

Councillor: Billy Mullin

IN ATTENDANCE:

Chief Officer (Education and Youth), Chief Officer (Governance), Chief Officer (Organisational Change), Chief Officer (Planning and Environment), Chief Officer (Streetscene and Transportation), Corporate Finance Manager, Policy and Performance Manager and Team Manager, Committee Services

ALSO PRESENT:

Councillor Dave Mackie

59. DECLARATIONS OF INTEREST

None were received.

The Leader and Cabinet Member for Finance said agenda item number 7, Regional Safeguarding Children's Board Proposal, would be brought forward and considered after agenda item number 4.

60. MINUTES

The minutes of the meeting held on 16 September 2014 had been circulated with the agenda.

RESOLVED:

That the minutes be approved as a correct record.

61. PROVISIONAL LOCAL GOVERNMENT SETTLEMENT

The Corporate Finance Manager provided details of the Provisional Welsh Local Government Settlement 2015/16 which had been announced by Welsh Government (WG) on 8 October. The consultation period was open until 19 November 2014. At this stage, the figures were provisional only with the final Settlement expected on 10 December 2014.

Flintshire's Standard Spending Assessment (SSA) had decreased by 1.5% over 2014/15 to £251.255m, which equated to a reduction of £3.886m. The Council's

allocation of Aggregate External Finance (AEF) had decreased by 3.4% for 2015/16 which was the same average decrease across Wales.

The report provided details of the damping mechanism (floors), transfers into the settlement and transfers out of the settlement.

As in previous years the Settlement included protection for Education funding equivalent to 1% above the uplift for the WG's revenue funding allocation from the UK Government which equated to 0.6%. An additional £10m across Wales had been included in relation to Social Care services.

The Settlement did not provide full details on specific grants although the following points were made:

- Eleven Education grants had been amalgamated into one Education Improvement Grant for schools which appeared to be a reduction in overall funding of between 10% - 15%.
- There were notable reductions in relation to Supporting People Grant (7.5%) and the Sustainable Waste Management Grant (3%)
- Some grants had increased – Pupil Deprivation Grant (15.2%), Flying Start (10.1%) and the Substance Misuse Action Fund (21.2%)
- Twelve grants were still to be announced (totalling £160m for 2014/15) most notably the post 16 provision in Schools grant

Within the Medium Term Financial Plan (MTFP), the Council had been planning for a reduction in AEF in the range of 1.5% - 4.5% for 2015/16, which equated to a budget gap in the range of £12m - £18m. The reduction of 3.4% for Flintshire equated to a revised budget gap of £16.4m.

Member workshops were being arranged to share the details on the proposals and to discuss a budget strategy for dealing with the significant shortfall.

The Leader and Cabinet Member for Finance said the authority was in an unprecedented situation with the severe reductions it faced, with such cuts never been encountered before. He raised his grave concerns for the future of services provided by the Council following the austerity measures for the next financial year.

Although future Settlement figures had not been provided, the Leader said if the current financial trajectory continued, a reduction figure of £50m for the next three years could be faced.

Whilst he respected the decision of Wrexham County Borough Council not to enter into an early voluntary merger following the Public Services Commission, he hoped they would enter into discussions with Flintshire on the possibility of shared services in the interests of residents in Flintshire and Wrexham.

Cabinet Members concurred with the views of the Leader.

RESOLVED:

- (a) That the details of the Provisional Settlement be noted; and

- (b) That the impact on the 2015/16 budget, current position and plans for Member engagement be noted.

62. REGIONAL SAFEGUARDING CHILDREN'S BOARD PROPOSAL

The Cabinet Member for Social Services introduced the report and sought views on the implementation of Regional and Local arrangements for safeguarding children.

The Welsh Government (WG) announced in 2011, as part of the Social Services and Well-being Act (2014), the three sub-regional Local Safeguarding Children's Boards (LSCB) would take greater steps to promote integration and collaboration and move towards a regional structure. From 23 September 2014 the North Wales Safeguarding Children's Board (NWSCB) would be formally constituted, and with a strong commitment towards a local presence, the LSCB would formally cease and be re-convened as safeguarding delivery groups based on sub-regional locations.

Within the North Wales context, the revised structure would also address the following concerns which were noted during the development of the new model:

- That local needs, culture and language be supported via the Local Safeguarding Delivery Boards
- Statutory Directors of Social Services could continue to report to elected Members in their respected local areas
- Local and Regional structures would allow different representatives at different levels, reducing the pressures on senior management
- The Regional Board would be able to make decisions and promote more effective and timely process

Following a question from the Deputy Leader and Cabinet Member for Environment, the Chief Officer (Social Services) said the implementation of the North Wales Safeguarding Children's Board would be cost neutral.

RESOLVED:

- (a) That the proposed structure for the Regional Safeguarding Children's Board to be known as the North Wales Safeguarding Children's Board be approved;
- (b) That the temporary host authority (Conwy) be confirmed until a permanent arrangement is confirmed for April 2015; and
- (c) That it be agreed that the minutes of the Regional Safeguarding Children's Board be shared with the Leader and Cabinet Member for Finance and the Cabinet Member for Social Services and regular, initially twice yearly, update reports on the work of the Board be provided to Cabinet and the Social and Health Care Overview and Scrutiny Committee by the Chief Officer, Social Services.

63. ANNUAL PERFORMANCE REPORT 2013/14

The Policy and Performance Manager introduced the Annual Performance Report for publication of which a revised copy had been circulated.

The Report must be published by 31 October each year and it accounted for the organisation's previous year's performance against its Improvement Priorities.

The requirements of the Measure were met through the "forward-looking" documents of the Improvement Plan 2013/14 and the Council (Plan) Governance Framework which set out the vision and priorities for the Council.

The complex document, required by Welsh Government (WG), had many components that had already been published, in particular, the year-end Improvement Plan monitoring reports in June. Whist meeting WG guidance, it was recognised that the detailed report may not be the best way to engage the public and workforce. Next year the format of the Annual Performance Report would be simplified by signposting to existing documents. However, an Executive Summary had been provided with the report this year which could be shared with partners, workforce and the public.

The Leader and Cabinet Member for Finance said he was particularly pleased to see the details on housing provision and extra care. Similarly, the Cabinet Member for Economic Development welcomed the fully successful outcome on Growth and Sustainable Jobs.

RESOLVED:

That the 2013/14 Annual Performance Report be endorsed for publication.

64. OUTCOME AGREEMENT 2013/14 – ASSESSMENT OF PERFORMANCE

The Policy and Performance Manager presented the end of year position of progress against the Outcome Agreement for 2013/14.

The current Outcome Agreement was a three year agreement based on five strategic themes from the Welsh Government's (WG) Programme for Government.

The annual assessment of the Outcome Agreement was no longer based solely on the achievement of outcomes. The structure of the current Outcome Agreement framework comprised two distinct components: Part 1 – outcomes; and Part 2 – corporate governance. The Outcome Agreement would also be split into two parts; 70% for the delivery of better outcomes and 30% based on standards of corporate governance arrangements within the Authority.

For assessment of achievement of Part 1, the authority was required to provide a self-assessment report to the extent to which it had delivered against agreed outcomes. The authority was not required to make a submission for assessment of Part 2; this was based on standards of corporate governance as reported by the Auditor General for Wales.

The first year's performance of the Outcome Agreement was complete and a self-assessment of performance against the actions and measures had been undertaken. The assessment was that all five themes were fully successful. Give that assessment, it was expected that Flintshire County Council would achieve the maximum ten points and be awarded the full grant of approximately £1.458m.

WG had confirmed that they would recommend to the Minister that 100% of the grant be paid and that they were satisfied with the revised content of the Outcome Agreement for year two.

RESOLVED:

That the progress made against the Outcome Agreement for 2013/14 and the Welsh Government's recommendation to the Minister be noted.

65. PRIORITISATION OF HIGHWAY IMPROVEMENT SCHEMES AND TRAFFIC REGULATION ORDER VARIATIONS

The Deputy Leader and Cabinet Member for Environment introduced the evaluation matrix for use to assess and prioritise all Highway Improvement Schemes. Also presented was the evaluation matrix for assessing and prioritising Traffic Regulation Order related requests.

The authority had a list, compiled over many years, of highway locations which had been the subject of requests for highway improvements from various sources. These schemes had been logged but were not subjected to any prioritisation or evaluation.

It was proposed to apply the evaluation matrix to quantify both the scale of the current problem and to calculate the benefits of the improvement. The matrix would produce a numerical assessment or value for the schemes allowing a true comparison and subsequent prioritisation of the various projects across the County to be produced. This would ensure the scheme in most need was carried out, subject to the availability of budgets.

Following adoption of the Civil Parking Enforcement (CPE) powers in 2013, there were constant demands from local Members, Town and Community Council's and residents to review, relax or provide new Traffic Regulation Orders (TRO's) to control parking on various streets and roads across the County.

There was currently no mechanism to prioritise those requests for TRO amendments and this had resulted in frustration for the individual or organisation requesting the change. With restrictions on funding, no indication of the likely date for considering requests could be provided and the scheme would be added to a long list of similar requests.

It was proposed that a second evaluation matrix be introduced to evaluate each enquiry in order to produce a defined priority order for TRO variation requests.

This would also produce a numeric score for each of the proposals to allow a true comparison and priority list to be produced.

RESOLVED:

- (a) That the Highway Improvement evaluation matrix which will be used to evaluate and prioritise future Highway Improvements bids to Welsh Government (WG) and the Council's own capital works programme be approved; and
- (b) That the Traffic Regulation Order evaluation matrix which will be used to prioritise Traffic Regulation Order amendment, variations and requests to provide new Traffic Regulation Orders be approved.

66. LARGE SCALE RENEWABLE ENERGY OPPORTUNITIES

The Deputy Leader and Cabinet Member for Environment provided details of the opportunities available to Flintshire County Council in respect of large scale freestanding renewable energy systems.

In recent months both the Welsh Local Government Association (WLGA) and Association for Public Service Excellence (APSE) had been investigating ways to assist local authorities to move from installing relatively small scale renewable schemes to much larger commercial scale developments.

Flintshire County Council had considerable land assets, ranging from Council farms to landfill sites, parks and woodland, and a wide variety of other parcels of land. Many had potential, either to develop as energy schemes or contribute to developing a more sustainable and profitable future.

The Council's Carbon Reduction Strategy had four primary strands to achieve the 60% reduction target for carbon emissions from County buildings by 2021. One of the most significant elements was the development of large scale renewable generation, which would be essential for the Council to meet the target.

The Welsh Government (WG) were also investigating ways to promote and encourage large scale renewable development in local authorities, and potential funding had been suggested although how that would be accessed, or what criteria would be necessary, was uncertain.

A number of local authorities had already begun the process of building or developing large scale renewable energy projects and details of those authorities were contained in the report.

RESOLVED:

- (a) That approval be given to officers to identify all suitable large scale renewable energy sites within Flintshire County Council's ownership and undertake initial assessments of their viability, and potential yield. Details of these sites and a development programme to be brought back to Cabinet for comment/approval;

- (b) That the development of a 10 year action plan, detailing options and aspirational targets as a route map to achieving the Council's existing Carbon Reduction Strategy for renewable energy generation, and ultimately the potential to become a net exporter of electrical energy be approved; and
- (c) That a budget of £50k be allocated for the work.

67. REVENUE BUDGET MONITORING 2014/15 (MONTH 4)

The Corporate Finance Manager provided Members with the latest revenue budget monitoring information for 2014/15 for the Council Fund and the Housing Revenue Account (HRA) based on actual income and expenditure as at Month 4 and projected forward to year-end based on the most up to date information available.

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

Council Fund

- Net in year non pay expenditure forecast to be £0.019m lower than budget. This did not include any potential effect of variances on pay
- Projected contingency reserve balance at 31 March 2015 of £2.960

Housing Revenue Account

- Net in year expenditure forecast to be £0.038m less than budget
- Projected closing balance as at 31 March 2015 of £1.203m

The report provided details on corporate and functional efficiencies, workforce efficiencies, inflation and monitoring budget assumptions and risks.

On unearmarked reserves and the current projected outturn at Month 4, the projected balance on the contingency reserve at 31 March 2015 was £2.960m, full details of which were contained in appendix 4 to the report.

The position at Month 4 on the HRA was an overall projected underspend of £0.038m and a projected closing balance at Month 4 of £1.203m, which at 4% of total expenditure satisfied the prudent approach of ensuring a minimum level of 3%.

The Leader and Cabinet Member for Finance highlighted the former Euticals site which was identified as a risk in the report and expressed the importance of financial assistance being made available by Welsh Government (WG). The Chief Officer (Governance) said the Chief Executive continued to request financial assistance from Welsh Government (WG) to which the Leader responded that political intervention could take place if WG continued to not respond.

RESOLVED:

- (a) That the report be noted;
- (b) That the projected Council Fund contingency sum as at 31 March 2015 be noted; and

- (c) That the projected final level of balances on the Housing Revenue Account be noted.

68. CAPITAL PROGRAMME 2014/15 (MONTH 4)

The Corporate Finance Manager provided Members with the Month 4 (end of July) capital programme information for 2014/15 which detailed the cumulative information relating to each programme as shown in appendix A to the report.

Changes during the period, details of which were provided in the report, had resulted in a net increase in the programme of £3.060m (Council Fund £2.530m, Housing Revenue Account (HRA) £0.530m).

Actual expenditure at the end of July (Month 4) across the whole of the programme was £7.088m. The breakdown of expenditure was detailed in the report which showed that 16.16% of the budget had been spent across the programme (Council Fund 14.45% and HRA 20.38%).

The Early Identified Rollover of £0.276m had been identified which reflected reviewed spending plans across all programme areas. Those combined amounts had been identified as now required to meet the cost of programme works in 2015/16. Information relating to each programme area was contained in appendix B and summarised in the table in the report.

The original estimate for in year capital receipts was £1.250m, of which £0.488m would be used to finance capital expenditure in 2014/15 and £0.762m to address the projected shortfall in capital receipts from 2013/14. The latest reviewed position assumed receipts at the budgeted level of £1.250m, with the largest amount of the receipts anticipated to be received in March 2015. There were no receipts received at Month 4.

The outturn shortfall in 2013/14 was £1.578m, which, together with some minor adjustments and the assumed level of capital receipts, currently indicated a total shortfall in 2014/15 of £0.843m. The first call on any excess receipts, above the budgeted figure of £1.250m, received in the current year would be to address the brought forward shortfall.

RESOLVED:

- (a) That the report be noted and approved; and
- (b) That the rollover adjustments be approved.

69. EXERCISE OF DELEGATED POWERS

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

Organisational Change

- Disposal of Land to the Rear of Bromfield Industrial Estate

Community and Enterprise

- Entering into a Number of Private Sector Leasing Agreements in Order to Ensure Flintshire County Council can Provide Adequate Levels of Smaller Accommodation Units to Alleviate and Prevent Homelessness.

RESOLVED:

That the actions taken under delegated powers be noted.

70. LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985 – TO CONSIDER THE 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 paragraph 15 of Part 4 of Schedule 12 A of the Local Government Act 1972 (as amended).

71. REVISED STAFFING STRUCTURE – STREETSCENE AND TRANSPORTATION

The Chief Officer (Streetscene and Transportation) detailed the proposed staffing structure for the new Streetscene and Transportation Portfolio and provided full background details on the revised structure.

RESOLVED:

That the proposed staffing structures for the new Streetscene and Transportation Portfolio be approved.

72. HIGH LEVEL STAFFING STRUCTURE – PLANNING AND ENVIRONMENT

The Chief Officer (Planning and Environment) introduced the proposed high level staffing structure for the Planning and Environment Portfolio and provided full background details on the revised structure.

RESOLVED:

That the high level staffing structure for the Planning and Environment Portfolio be approved.

73. MEMBERS OF THE PRESS AND PUBLIC IN ATTENDANCE

There was one member of the press in attendance.

(The meeting commenced at 2.00pm and ended at 3.42pm)

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FLINTSHIRE COUNTY COUNCIL

REPORT TO: **CABINET**

DATE: **TUESDAY, 18 NOVEMBER 2014**

REPORT BY: **CHIEF OFFICER (COMMUNITY AND ENTERPRISE)**

SUBJECT: **EUROPEAN STRUCTURAL FUNDS AND RURAL DEVELOPMENT PLAN PROGRAMMES**

1.00 PURPOSE OF REPORT

- 1.01 To inform members of the current position in the development of the European Structural Funds and Rural Development Plan (RDP) programmes, the emerging priorities for North Wales and the potential opportunities for the Council.
- 1.02 To inform members of the current position in the development of Domestic Energy Efficiency North Wales Collaboration project and seek approval for the further development of the project.

2.00 BACKGROUND

- 2.01 The European Structural Funds and Rural Development Programmes (RDP) represent a major source of funding for economic development, skills and employment, infrastructure and quality of life. The Structural Funds and RDP programmes have a value to Wales of £2.3bn for the 2014-2020 period. The programmes represent an investment of approximately £330m for the seven East Wales counties for 2014-2020 through the Structural Funds and potentially an additional £5m for Flintshire through the RDP.
- 2.02 The two funding streams, despite some common management arrangements within Welsh Government, are approved separately by the European Commission and are following different trajectories in their development. The current position for each programme is set out below.

2.03 European Structural Funds

There are two programmes within this funding stream; European Social Fund (ESF) and European Regional Development Fund (ERDF). Each is negotiated and approved separately between the Welsh European Funding Office (WEFO) and the European Commission.

Approval from the European Commission (EC) for the Welsh

Structural Funds Programmes for 2014-2020 is awaited. The approval by the European Commission is likely to be towards the end of October/early November. The launch of the East Wales programmes is expected to be early in the New Year.

The funding priorities within the Operational Programmes are detailed below, and under each Priority there are a number of specific objectives, which will operate on an All-Wales, West Wales and the Valleys (WWV) only, or East Wales only basis.

European Regional Development Fund

- Priority 1 – Research and Innovation (5 objectives open to All-Wales)
- Priority 2 – SME Competitiveness (5 objectives, open to All-Wales)
- Priority 3 – Renewable Energy and Energy Efficiency (3 objectives for WWV and 2 for East Wales)
- Priority 4 – Connectivity and Sustainable Urban Development (4 objectives for WWV and 2 for East Wales)

European Social Fund

- Priority 1 – Tackling Poverty through Sustainable Employment (1 objective for All-Wales, 2 for WWV only)
- Priority 2 – Skills for Growth (2 objectives for All-Wales, 2 for WWV only)
- Priority 3 – Youth Employment and Attainment (2 objectives for All-Wales, 2 for WWV only)

There are two areas of uncertainty which need to be resolved:

1. Welsh Government has not yet decided how much of the programme funding will be allocated to each priority.
2. Whilst some Welsh Government departments have given a clear steer on their proposed project activity this is not the case in some areas so that the scope and scale of potential regional activity cannot be determined.

2.04 Rural Development Plan

The RDP programme primarily supports the land-based sector in Wales but includes some smaller elements for wider rural development. Appendix 1 sets out the potential activities proposed by Welsh Government for the RDP which have a collective value of £369m across Wales. There are two elements most relevant to Flintshire: LEADER and the Rural Community Development Fund.

The new programme seeks to take LEADER back to its original concept of innovation, pre-commercial development and working with geographical and sectoral communities to pilot projects in the rural areas. There are 5 key themes:

- adding value to local identity and natural and cultural resources

- facilitating pre-commercial development and business partnerships
- providing non-statutory local basic services
- renewable energy at a community level
- exploitation of digital technology

In Flintshire, the LEADER programme will be delivered by Cadwyn Clwyd. Cadwyn Clwyd, following a process of consultation with rural communities and other stakeholders has submitted the first stage bid to Welsh Government.

The process for the Rural Community Development Fund is unclear at the moment but initial indications suggest that Welsh Government will invite the first round of applications in Spring 2015 at the earliest. Community led organisations will be apply directly to Welsh Government for funding under the programme. Local authorities working in collaboration with community groups will also have the opportunity to submit project proposals.

2.05 Due to the very different way that the European Commission and WEFO have developed the new Operational Programmes there is a marked difference to the current round of Convergence and Competitiveness funding; there will be considerably fewer projects, particularly at the local level. Projects will be more strategic in nature and will, in the majority of cases, be at a sub-regional, regional or indeed a national level. The North Wales Economic Ambition Board (NWEAB) has led the development of a portfolio of potential projects (Appendix 2) to meet the strategic needs of the region. Feedback from WEFO indicates that this framework will need further prioritisation.

3.00 CONSIDERATIONS

3.01 Through the NWEAB, the Council will play an important role in the development of regional approaches to economic development and to the European programmes. The strength of the economy of Flintshire and Wrexham is going to be critical to the economic development of North Wales as a whole and the European programmes will provide an important tool in helping to unlock these benefits.

3.02 The programmes also provide an opportunity to secure additional resources to deliver Council priorities and, in some cases, may offer opportunities to develop new ways of delivering Council services.

3.03 As Appendix 2 shows there are a number of project areas under development across North Wales through the NWEAB. When the scale of resources and Welsh Government intentions are clarified it is likely that this list will need to be significantly reduced.

There are a number of areas where the Council has indicated an interest in further project development:

- North and Mid Wales Domestic Energy Efficiency Collaboration project (with further details set out below);
- North Wales Advanced Manufacturing Centre;
- regional transport projects;
- emerging ASPIRE projects to support those not in employment, education or training;
- business support projects including those to generate new enterprise and support the social sector; and
- ICT connectivity and exploitation.

As clear projects emerge from these themes the Council will need to commit officer resources to their further development.

3.04 The RDP, although limited to the 80% of the County that is designated rural, provides opportunities to pilot new approaches to service provision through LEADER and to secure smaller scale investment funds thereafter through the Rural Community Development Fund. There are specific priorities in the programme for:

- Entrepreneurship development;
- Supply chain development;
- Supporting people not in employment, education or training,
- Raising the capacity of communities to provide local services;
- Improving local and community transport;
- Community level renewable energy;
- Encouraging the exploitation of digital technology;
- Tourism development; and
- Support for events.

The Council has already influenced the direction of the LEADER programme and will, through the governance arrangements for the programme, continue to have the opportunity to steer the programme.

3.05 To make the best use of scarce financial and staff resources it is recommended that potential projects for the Structural Funds and RDP programmes are evaluated at an early stage and priority given to the development of projects which:

- demonstrate a close fit with Council strategic priorities;
- offer opportunities to create new models of service delivery;
- offer good value for money and robust outcomes; and
- create opportunities for income generation or cost avoidance.

3.06 In order to maximise the potential of the European funding and minimise the risks it brings the Council will need to:

- identify which regional projects to participate in and what new local projects should be developed and feed these into the project development processes;
- commit officer time towards the development of each project;
- continue to engage specialist European Officer support to

advise on the technical aspects of the programme. This is provided for the current programme by Denbighshire County Council through a collaboration agreement but alternative models for the new programme will need to be considered;

- implement a programme of internal co-ordination and support for European project development and management to ensure that the services are able to maximise the opportunities presented by the programmes, to maintain and disseminate intelligence on programme development; and to support the implementation of projects; and
- develop high quality programme management and administrative systems centrally and within service teams to meet the stringent European funding regulations.

3.07 Domestic Energy Efficiency North and Mid Wales Collaboration (DEE) programme

The proposed programme is designed to create a sustainable and replenishing loan pot (£30million per annum) through investment of ERDF capital in the domestic energy efficiency retrofit of 3,000 homes per year. This work would be delivered by Flintshire County Council across North and Mid Wales targeting the 286,000 homes in the region. The programme would be open to all tenants and residents which is a step change from existing funding streams. The funding would be distributed evenly over several financial years to prevent a boom and bust scenario that has been a characteristic of the market in recent years.

Funding would also support the Climate Change Consortium of Wales (C3W) to undertake pragmatic studies and publications on the impact of the changing climate on the existing housing stock in Wales. Working in partnership with the Welsh Government, Local Authorities and Housing Associations this will inform and support: 1) the development of a recognised market leading housing retrofit supply chain and 2) the empowerment of homeowners and tenants to become resilient communities.

This programme is based on scaling up existing activities within the Community and Enterprise Portfolio rather than establishing anything new.

The type of activity delivered through this programme includes:

- Capital programme delivery through replenishing loan fund (carbon reduction measures in domestic buildings)
- Research excellence through C3W
- Development of market leading supply chain
- Targeted recruitment and training
- Development of resilient communities

3.08 Officers have met with the Welsh European Funding Office's Principle

Controller for Renewable Energy and Energy Efficiency who has supported in principle the development of this programme. Since then it has been submitted to the North Wales Economic Ambition Board for their consideration (please see Appendix 3). The programme is designed to support a number of European Funding priorities to increase the potential for funding.

- 3.09 The Welsh European Funding Office has offered to lead on the search for match funding for this programme. FCC need to now engage, through the North Wales Economic Ambition Board, with the full range of partners and stakeholders to:
1. Identify and brief stakeholders on the opportunity
 2. Develop a formal delivery strategy
 3. Develop a robust business/delivery plan

This proposal could compete with Welsh Government projects due to its scale and this would need to be resolved with Welsh Government should it arise. Despite the size of the proposal and the marked increase in the number of homes receiving measures this scheme will still come short of achieving the Welsh Government target of a 3% year on year carbon emission reduction from housing and will not eradicate fuel poverty. Nevertheless, this will go much further towards these targets than existing schemes.

4.00 RECOMMENDATIONS

- 4.01 That the progress in the development of the European programmes is noted and that approval is given to the next steps set out in this report.
- 4.02 That delegated authority is given to the Cabinet Member for Housing in conjunction with the Chief Officer for Community and Enterprise to move the Domestic Energy Efficiency project forward as described in this report.

5.00 FINANCIAL IMPLICATIONS

- 5.01 None at this stage but each project will be required to identify sources of match funding as part of their development.

6.00 ANTI POVERTY IMPACT

- 6.01 The programmes have the potential to make a significant contribution to tackling poverty and this is included as a cross-cutting theme in the programmes under which all projects will be expected to demonstrate their impact.

7.00 ENVIRONMENTAL IMPACT

- 7.01 The programmes have the potential to make a significant contribution to environmental protection and enhancement and this is included as

a cross-cutting theme in the programmes under which all projects will be expected to demonstrate their impact.

8.00 EQUALITIES IMPACT

8.01 The programmes have the potential to make a significant contribution to equalities and this is included as a cross-cutting theme in the programmes under which all projects will be expected to demonstrate their impact.

9.00 PERSONNEL IMPLICATIONS

9.01 None.

10.00 CONSULTATION REQUIRED

None.

11.00 CONSULTATION UNDERTAKEN

None.

12.00 APPENDICES

Appendix 1 – Welsh Government schedule Rural Development Plan 2014-2020

Appendix 2 – NWEAB potential project portfolio

Appendix 3 – NWEAB Workshop project template (DEE)

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

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Rural Development Programme 2014 – 2020
Opportunities under the Socio Economic Measures

Measure / Sub Measure	Scheme or Fund	Brief Description	Indicative Allocation	Examples
1	Knowledge Transfer and Innovation Scheme	Knowledge transfer and information actions	£50,000,000	Farming Connect Initiative for farm business training and mentoring; Forestry skills training; Food Business KT support; Community Grown Food Initiative
2	Rural Business Advisory Scheme	Advisory services, farm management and farm relief services	£12,165,475	Farming Connect Initiative for farm business and technical advice; food businesses technical advice; rural businesses advice
Page 19 4.1	Sustainable Production Grant Scheme	Support for investments in agricultural holdings	£64,000,000	Capital investments by agricultural businesses and commercial beekeepers
4.2	Food Business Investment Scheme	Support for investments in processing/marketing and/or development of agricultural products	£40,000,000	Capital investments by food processing businesses using raw and/or first stage processed agricultural products
4.3	Farm and Forestry Infrastructure Scheme	Support for investments in infrastructure related to development, modernisation or adaptation of agriculture and forestry	£5,500,000	Strategic roads (more than one business); national grid connections (to support several installations); water conservation and management; land improvements
6.1	Young Farmer's Start up Scheme	Business start up aid for young farmers	£10,500,000	Working capital investment for young farmers (40 years of age or younger) taking control of a farm business for the first time

6.2	Rural Business Start up Scheme	Business start up aid for non agricultural activities in rural areas	£4,000,000	Working capital investment for sole traders; micro and small enterprises; farmers and/or members of a farm household setting up non-agricultural enterprises
6.4	Rural Business Investment Scheme	Support for investments in creation and development of non-agricultural activities	£11,000,000	Capital investments for sole traders; micro and small enterprises; farmers and/or members of a farm household; agricultural contractors
8.3	Forest Monitoring and Risk Management Scheme	Support for prevention of damage to forests from forest fires and natural disasters and catastrophic events	£16,000,000	Firebreaks; small scale prevention activities; establishing and improving forest fire, pest and diseases monitoring and communication equipment
8.6	Timber Business Investment Scheme	Support for investments in forestry technologies and in processing, mobilising and marketing of forest products	£8,000,000	Capital investments for SMEs in timber processing (prior to industrial scale processing); other timber contractors eg wood fuel suppliers ; forestry harvesting contractors
16	Co-operation and Supply Chain Development Scheme	Co-operation European Innovation Partnership	£40,000,000 £2,700,000	Pilot projects; the development of new products, practices, processes and technologies in the agriculture, food and forestry sectors; support for agriculture EIPs
7	Rural Community Development Fund	Basic services and village renewal in rural areas	£47,666,126	Support for small scale infrastructure (including for renewal energy); improvement or expansion of local basic services and/or public amenities
19	LEADER	Support for LEADER local development (CLLD)	£57,199,350	Support for LEADER Local Action Groups and delivery of Local Development Strategies
Total Funding Opportunity			£368,730,951	

NORTH WALES ECONOMIC AMBITION BOARD – PRIORITY PROGRAMMES & PROJECTS					
Theme	Regional Programme (Responding to EAB Priorities)	Indicative Project Activity	Potential Delivery Level		
			National	Regional	Local
ACCESSIBILITY & CONNECTIVITY	Economic Growth in North Wales – Regional Employment Sites Access / Connectivity (ERDF Priority Axis 4: Connectivity & Urban Development)	North Wales Rail Modernisation		✓	
		North Wales Public Transport Hubs		✓	
		A55 TEN-T Road Network enhancement and access to / from		✓	
		Anglesey Enterprise Zone: Utilities Infrastructure Programme <i>(part of project)</i>		✓	✓
		Anglesey Enterprise Zone: Llangefni Strategic Infrastructure Programme <i>(part of project)</i>		✓	✓
		Snowdonia Enterprise Zone – Llanbedr Airfield Site Infrastructure <i>(part of project)</i>		✓	✓
		Extension of enterprise grade broadband network to all North Wales Enterprise Zone sites		✓	✓
		Holyhead Port Redevelopment		✓	

Economic Growth in North Wales - Regional Employment Sites' Infrastructure (ERDF Priority Axis 4: Connectivity & Urban Development)	Anglesey Enterprise Zone: Utilities Infrastructure Programme <i>(part of project)</i>		✓	✓
	Snowdonia Enterprise Zone – Llanbedr Airfield Site Infrastructure <i>(part of project)</i>		✓	✓
	Snowdonia Enterprise Zone – Trawsfynydd Site Infrastructure		✓	✓
	Anglesey Enterprise Zone: Llangefni Strategic Infrastructure Programme <i>(part of project)</i>		✓	✓
Economic Growth in North Wales - Regional Strategic Sites & Premises (ERDF Priority Axis 4: Connectivity & Urban Development)	Anglesey Enterprise Zone: Strategic Sites & Premises		✓	✓
	Doc Fictoria - Caernarfon Creative Industries Centre		✓	✓
	Wrexham Creative Industries Centre		✓	✓
	Anglesey Enterprise Zone: Llangefni Strategic Infrastructure Programme <i>(part of project)</i>		✓	✓
	Development of the OpTIC Centre & St Asaph Business Park <i>(part of project)</i>		✓	✓
	North Wales Advanced Manufacturing Skills & Technology Centre <i>(part of project)</i>		✓	✓
	Menai Science Park <i>(part of project)</i>		✓	✓

Economic Growth in North Wales - Regional Regeneration (ERDF Priority Axis 4: Connectivity & Urban Development)	Denbighshire Sites and Premises		✓	✓
	Conwy Sites & premises		✓	✓
	Strategic Business Park Coordination		✓	
	Colwyn Bay Waterfront Phases 2&3 <i>(part of project)</i>		✓	✓
	NW Physical Regeneration Programme		✓	
	Caernarfon Heritage led Regeneration Programme and Tourist Destination Development <i>(part of project)</i>		✓	✓
	Rhyl Coastal Facilities		✓	✓
	Colwyn Bay Transport Interchange		✓	✓
	C6 North Wales Creative Industries Network)		✓	✓
	Digital North Wales <i>(part of project)</i>		✓	
	North Wales Advanced Manufacturing Skills & Technology Centre <i>(part of project)</i>		✓	✓
	Menai Science Park <i>(part of project)</i>		✓	✓

		Glynllifon Innovation Centre		✓	
		Creative and Digital Industries for Regional Job Creation (part of project)		✓	
Enterprise for growth – Supply Chain Development (ERDF Priority Axis 2: SME Competitiveness)		C6 North Wales Creative Industries Network and Doc Fictoria - Caernarfon Creative Centre (<i>part of project</i>)		✓	✓
		North Wales Advanced Manufacturing Skills & Technology Centre (<i>part of project</i>)		✓	✓
		Menai Science Park (<i>part of project</i>)		✓	✓
		EIP Regional Supply Chain Programme (North Wales)		✓	
Enterprise for growth – Business Efficiency (ERDF Priority Axis 2: SME Competitiveness)		Digital North Wales (<i>part of project</i>)		✓	
		Cyfenter Social Enterprise Support Scheme (<i>part of project</i>)		✓	
Enterprise for growth – Business Finance (ERDF Priority Axis 2: SME Competitiveness)		Cyfenter Social Enterprise Support Scheme (<i>part of project</i>)		✓	
		North Wales: Local Investment Fund		✓	

ENERGY	Low Carbon North Wales (ERDF Priority Axis 3: Renewable Energy & Energy Efficiency)	North Wales Marine Energy Programme		✓	
		Domestic Energy Efficiency Collaboration (North & Mid Wales)		✓	
		MORLAIS Marine Renewables Infrastructure		✓	✓
		Marine Energy: Welsh Offshore Training Centre	✓	✓	
		Anglesey Community Power Network Management			✓
SKILLS	Opportunity North Wales – Regional Skills & Employment Priorities (ESF Priority Axis 1: Tackling Poverty through Sustainable Employment) (ESF Priority Axis 2: Skills for Growth) (ESF Priority Axis 3: Youth Unemployment Attainment (Youth Unemployment in East Wales))	ASPIRE - Regional NEETs Programmes <ul style="list-style-type: none"> • Aspire 11-16 • Aspire 16-18 • Aspire 18-24 		✓	
		Gallu / Ability - Regional Workforce Development Programme		✓	
		Regional Economic Inactivity Programme		✓	
		STEM in North Wales		✓	

		Leadership & Management North Wales		✓	
		North Wales Apprenticeships Employer Pledge		✓	
		Skills for Employers and Employees (sister project to Gallu)		✓	
	Energy Island Programme (ESF Priority Axis 2: Skills for Growth)	Energy Island INSPIRE Programme		✓	
	HE / FE Proposals (ESF Priority Axis 2: Skills for Growth)	North Wales Business Learning Network		✓	
		STEM Progression Pathways (Reaching Wider)		✓	✓
		Social Enterprise @ Bangor		✓	
		Creative and Digital Industries for Regional Job Creation		✓	
R&I	HE / FE Proposals (ERDF Priority Axis 1: Research and Innovation)	North Wales Advanced Manufacturing Skills & Technology Centre		✓	
		Institute of Prevention, Intervention and Rehabilitation		✓	

		Menai Science Park		✓	
		Development of the OpTIC Centre & St Asaph Business Park		✓	
		Deiniol Science Campus Development		✓	✓
		Here Be Dragons @ the Welsh Mountain Zoo – National Zoo of Wales		✓	✓
TOURISM	Destination North Wales – Destination Management for Economic Benefit (ERDF Priority Axis 2: SME Competitiveness) (ERDF Priority Axis 4: Connectivity & Urban Development)	Caernarfon Heritage led Regeneration Programme and Tourist Destination Development (<i>part of project</i>)		✓	✓
		Colwyn Bay Waterfront Phases 2&3 (<i>part of project</i>)		✓	✓
		Reconfiguration of Venue Cymru		✓	✓
	Destination North Wales – Making the most of our Culture & Heritage (ERDF Priority Axis 2: SME Competitiveness) (ERDF Priority Axis 4: Connectivity & Urban Development)	North Wales Cultural Tourism Project		✓	✓
		Making the most of Gwynedd’s Culture and Heritage for Regeneration and Economic Development		✓	✓
		Infrastructural improvements within Pontcysyllte WHS		✓	✓

<i>Urban Development</i>	Facilities for major events		✓	
Destination North Wales – Making the most of our Landscape and Coast <i>(ERDF Priority Axis 2: SME Competitiveness)</i> <i>(ERDF Priority Axis 4: Connectivity & Urban Development)</i>	North Wales Outdoor Tourism		✓	✓
	Outdoor Activity Development – economic benefit from Gwynedd’s landscape and coast		✓	✓
	B-UP (Betws Y Coed Uplift)		✓	✓
	Facilities for major events		✓	

	LA Projects		NW Regional Skills Plan		Other HE / FE		Third Sector		Private Sector
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North Wales Economic Ambition Board 2014-20 Proposal Discussion

Please describe your project idea/s using the form below. This information will help us to map ideas in preparation for the workshop in September and is not part of the application process. Please try to keep this form brief, i.e. two sides of A4.

This form may be shared with other participants of the workshop and within Welsh Government. As it will be stored by WEFO with other project ideas, it will be subject to FOI legislation. If you do not wish us to share the form with attendees or require its destruction after the workshop, please state here.
Working title
DEE – Domestic Energy Efficiency Collaboration across North and Mid Wales
Brief description
The programme is designed to create a sustainable and replenishing loan pot through investment of ERDF capital in the domestic energy efficiency retrofit of 3,000 homes per year for a period of up to five years. This work would be delivered by Flintshire County Council across North and Mid Wales targeting the 250,000 homes in the region. Funding would also support C3W to undertake pragmatic studies and publications on the impact of the changing climate on the existing housing stock in Wales, who in partnership with the Welsh Government, Local Authorities and Housing Associations, will inform and support 1) the development of a recognised market leading housing retrofit supply chain and 2) The empowerment of homeowners and tenants to become resilient communities.
Key delivery partners
Flintshire County Council and other Local Authorities, Housing Associations, Credit Unions, Robert Owen Community Banking Fund, WEFO, Welsh Government and Climate Change Consortium for Wales (C3W)
Geographical area of delivery
North and Mid Wales (Ynys Mon, Gwynedd, Conwy, Denbighshire, Flintshire, Wrexham, Powys and Ceredigion)
Type of activity – (infrastructure, research excellence, graduate start-ups, collaborative clusters...)
Capital programme delivery through replenishing loan fund (carbon reduction measures in domestic buildings) Research excellence through C3W Development of market leading supply chain Targeted recruitment and training Development of resilient communities
Estimated total cost and WEFO funding requirement
£120million total cost broken down as: £100million WEFO contribution £20million plus matchfunding
Timing
2017 to 2021
Existing base of activity (infrastructure, networks, partnerships)

<ul style="list-style-type: none"> • Flintshire led Domestic Energy Efficiency Programme delivering energy efficiency measures in 1,000 homes a year in Flintshire. • Flintshire led Domestic Energy Efficiency low interest loan scheme to support energy efficiency programme and create a revolving fund • To be launched in 2014/15: • Flintshire led collaborative procurement initiative (pan Wales) for energy efficiency measures • Flintshire led scheme management of Welsh Government Arbed Eco Match funding schemes in North and Mid Wales
<p>Economic opportunity/Unique Selling Point</p>
<ul style="list-style-type: none"> • Installation of energy efficiency measures to 3,000 homes a year based on needs analysis rather than postcode • Better value for money than existing schemes, i.e. Nest, Arbed and ECO • Better programme management than existing schemes allowing continuity of contract opportunities which will allow businesses to grow in response.
<p>Capital requirements: new/upgraded buildings or equipment needed</p>
<p>This programme is based on high volume low cost building retrofit across North and Mid Wales. Capital requirements may include establishment of supply chain/distribution centres in areas that currently do not have access to such but it is likely that these areas will be few in numbers.</p>
<p>What will the impact be and who will benefit? (direct impact and legacy, for supply chain, area...)</p>
<p>Through the development of a replenishing loan fund the delivery of capital improvements can be sustained for years to come. Whilst there is an immediate impact there is also long term potential for the supply chain to develop as they can develop longer term business plans which current market conditions prevent them from doing.</p>
<p>Are there any significant risks or barriers to delivery?</p>
<p>The availability of capital is the single biggest barrier to the region's contribution to the delivery of national carbon reduction targets, i.e. 3% year on year in devolved areas from 2011.</p>
<p>How will the proposal interact with other initiatives eg Welsh Government policies?</p>
<p>It is suggested that this programme could replace existing initiatives in the area, i.e. Arbed and Nest. Very little is known about the potential future impact of climate change on the existing Welsh housing stock and on the Welsh population and the impact this will have on national, regional and local service delivery. This programme could also be used to robustly test existing policies and the feasibility of national strategic targets for fuel poverty and carbon reduction as it represents a much more ambitious and broader programme than has previously been available.</p>

FLINTSHIRE COUNTY COUNCIL

REPORT TO: **CABINET**

DATE: **TUESDAY, 18 NOVEMBER 2014**

REPORT BY: **CHIEF OFFICER (COMMUNITY AND ENTERPRISE)**

SUBJECT: **TENANCY AGREEMENT**

1.00 PURPOSE OF REPORT

1.01 The purpose of the report is to obtain approval for the final stage of implementation of the council's revised tenancy agreement.

2.00 BACKGROUND

2.01 The council gave a commitment to tenants in the 'Choices' document, that if it retained its housing stock, it would update its tenancy agreement. The existing tenancy agreement is over 20 years old, and legislation, policy and good practice have changed in that time.

2.02 Reports were submitted to cabinet both in 2011 and in October 2012 regarding the proposed changes.

2.03 Feedback from the appointed firm of solicitors, tenants, staff and elected members have been incorporated to agree a final version which was consulted on extensively throughout March, April and May 2014.

2.04 An updated report was submitted to the Housing Overview and Scrutiny Committee following the close of the consultation and it is now requested that Cabinet approve the final implementation of the agreement.

3.00 CONSIDERATIONS

3.01 The consultation was more extensive than was required to enable customers to have sufficient time to respond. A number of consultation methods were employed to provide a wide variety of ways that customers could find out more information and have an opportunity to respond.

3.02 The consultation was launched at the tenant's conference at The Civic Hall, Connah's Quay on 3rd February 2014. This included a

presentation on the proposed agreement, along with copies of the documents to be sent to tenants and an opportunity to come to a presentation stand to look at these and ask questions and give feedback.

- 3.03 A copy of the proposed tenancy agreement along with the preliminary notice of variation was sent to all tenants in March 2014. Accompanying these documents was a summary of the changes between the existing tenancy conditions and the proposed ones. In addition, a schedule of drop-in events which were held across the county in the consultation period was included in the pack. Details of how customers could respond to the consultation along with a form for customers to complete were also sent.
- 3.04 Documents were provided in the medium of Welsh and English along with details of how the documents could be provided in other formats if required. As a result of making the consultation documents available in other formats, a request was received to produce these in audio format for accessibility reasons. This was produced and provided to the customer requesting it.
- 3.05 Details of the consultation were posted on both the council's website and on the Housing in Flintshire Facebook page.
- 3.06 A series of 15 drop-in events was held throughout the consultation period.
- 3.07 Drop-in events were not held in Holywell, Flint or Mold due to staff being available at these locations during office hours to answer questions and accept feedback on the consultation.
- 3.08 The responses to the consultation were positive apart from one query relating to the legality of varying the tenancy agreement, and another query relating to the section on 'tenants rights' which were addressed by the council's legal team when that tenant put these questions to the Housing Overview & Scrutiny Committee.
- 3.09 The proposed tenancy agreement also contains the right for the council to (in the future) introduce charging for missed appointments. In the event that the council did decide to consider introduce charging, there would need to be a specific policy developed by officers and approved by elected members, alongside consultation with customers throughout the process.

4.00 RECOMMENDATIONS

- 4.01 It is recommended that Cabinet give approval for the final stage of the implementation of the new tenancy agreement.

5.00 FINANCIAL IMPLICATIONS

5.01 Administrative and postage costs for implementation of final stage.

6.00 ANTI POVERTY IMPACT

6.01 No negative impact.

7.00 ENVIRONMENTAL IMPACT

7.01 No negative impact.

8.00 EQUALITIES IMPACT

8.01 No negative impact.

9.00 PERSONNEL IMPLICATIONS

9.01 No negative impact.

10.00 CONSULTATION REQUIRED

10.01 No further consultation required.

11.00 CONSULTATION UNDERTAKEN

11.01 As detailed in the report.

12.00 APPENDICES

Draft tenancy agreement

Details of proposed changed compared to existing agreement.

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

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Telephone: 01352 701750
Email: Helen.Grant@Flintshire.gov.uk

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Tenancy **Agreement**

This is an important legal document.

Please keep it safe.



Welcome to your new home

Flintshire County Council would like to welcome you to your new home and community. We hope that you will be very happy as a council tenant.

This tenancy agreement sets out both your obligations as a tenant and those of Flintshire County Council as your Landlord. This agreement is a legally binding contract between yourself and Flintshire County Council.

Available in Audio Tape, Braille, large print and other languages on request.

If you would like this document in another language please contact your Local Housing office or Flintshire Connects Office.

This message will be printed in other languages here.

The English Language version of this Tenancy Agreement (the original version) shall have precedence over any translation which is provided for you or obtained by you. Any translated version of this Tenancy Agreement (except for Welsh) is provided for your convenience only. In the event of any dispute or disagreement in relation to the original version and any version provided for you or obtained by you in any other language, and in the event of any action in relation to a breach of terms of the Tenancy Agreement, the terms of the original version shall prevail.

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Section 1

Tenancy Details Form

The purpose of the tenancy details form is to ensure that you and the Council agree to meet the conditions of this agreement.

Both the introductory and secure tenancy details forms record the following information:

- Our name and address
- Your name and address
- The address of the property to be rented
- Type of property
- Start date of your tenancy
- Type of tenancy
- Rent for this property
- Your signature
- Our signature
- Your payment details

If you accept the conditions set out in this tenancy agreement, you will need to complete either the introductory tenancy details form or the secure tenancy details form which can be found at the end of this agreement. You will be told by your Neighbourhood Housing Officer which one applies to you.

The form is at the back of this document.

By signing the Tenancy Details Form you are agreeing that the information provided in your Housing Application Form is correct.

Section 2

Information About Your Tenancy Agreement

Your tenancy agreement

When you sign this tenancy agreement, you will become our tenant and live in the property under the conditions of this agreement. This tenancy agreement sets out your tenancy type. The conditions contained in this tenancy agreement apply to all types of tenancy unless otherwise stated. You will be responsible for any breach of these conditions by members of your household, including lodgers and sub-tenants and your visitors.

It is important that ***you know and understand*** what conditions you are agreeing to. If there is anything you do not know and understand you should **seek advice** from Flintshire County Council, a solicitor, a Law Centre, the Citizens Advice Bureau, a Housing Advice Centre or Shelter.

If you **breach** a tenancy condition, we may take steps to end your tenancy. There are some circumstances (for example, cases of noise nuisance) where you may also be **breaking the law** and we will take any appropriate action.

'You' means the tenant of the property, and where there are joint tenants, each and everyone of them.

Your right to live in the property

This agreement gives you the right, as a tenant, to live in the property unless there is a legal reason for us to take action against you to recover possession of the property. For example this might happen if:

- You break any of the conditions of this agreement.
- You stop using the property as your principal or only home.
- You have given false or fraudulent information to get the tenancy.
- We need to carry out redevelopment or major repairs to the property, which we cannot do unless you move out.
- There is a legal ground for possession under the Housing Act 1985, the Housing Act 1996 or any other law.

Joint tenancies

If you are a joint tenant we can enforce the tenancy conditions against both or all the joint tenants **together** or as **individuals**. As a joint tenant you also have **equal rights and obligations**. This means each tenant is responsible for making sure that rent is paid and either tenant can be held responsible if this Tenancy Agreement is breached.

Type of tenancy

There are two types of tenancy entered into by Flintshire County Council namely; introductory and secure.

If we give you an introductory tenancy, the **first 12 months** of your tenancy period is a trial period. During this trial period the courts will allow us to end your tenancy as long as we have followed the correct legal procedures. We may extend this trial period in certain circumstances.

As an introductory tenant you will have **fewer rights** than a secure tenant, these are explained on pages 9 to 11 of this agreement. If we gave you this tenancy while you were part way through an introductory tenancy with another housing provider, you must serve the rest of the 12 month trial period and any extended period before you become a secure tenant with us. When the trial period and any extended period has come to an end, you automatically become a secure tenant unless we have issued court proceedings to end your tenancy.

'demote your tenancy' means you could lose your original tenancy status and be evicted more easily.

If we give you a secure tenancy or you become a secure tenant you will have **extra legal rights** set out on pages 9-11 of this agreement.

As a secure tenant you must still behave responsibly and keep to the conditions of this Agreement. If you **breach the conditions** of this agreement we have the right to take you to court where a judge would then decide if we could **evict** you or **demote your tenancy**.

'Us' means
Flintshire
County
Council.

Third parties

This agreement does not give rights to anyone except you and us, and anyone who legally takes over our duties or your tenancy.

Data protection

We will keep to the Data Protection Act 1998 when we deal with personal and sensitive information. This means we will use your personal information in line with the law.

Notices

Tenants who wish to serve Notices and other communications (including notices in proceedings) on the Council should do so in writing and send or deliver the Notices to:

**Community Services Directorate
County Offices
Chapel Street
Flint
Flintshire
CH6 5BD**

The Tenant accepts that a Notice of Seeking Possession, Notice to Terminate or other formal Notice relating to the tenancy served on him or her is good service, if the Notice is posted, delivered or left at the premises or their last known address, and addressed to the tenant. The Notice would be deemed served on the tenant within 48 hours of being delivered to, posted to or left at the premises or their last known address.

Section 3 Your Rights

Regardless of whether you are an introductory or secure tenant, you have certain legal rights. This section sets out your legal rights.

Rights for both introductory and secure tenants

Right to live in the property

No tenant can be made to leave their home unless ordered to do so by a court. It will usually be because the tenant has not kept to the terms of the Tenancy Agreement or has broken the law. The court process is different depending on whether you are an introductory or a secure tenant.

Right to repair

You can get certain urgent repairs done quickly and at no cost to you. You can also expect to have certain urgent repairs carried out within set times under the Right to Repair regulations. These are repairs which, if not completed on time, would seriously affect your health or safety. You will be told if a repair you requested is classified as a **'qualifying repair'**.

A list of current **'qualifying repairs'** is contained in the *Tenant Handbook*

Right to Succession

If the tenancy of your home has not already passed from one person to another via a succession, the tenancy of your home can be succeeded by the remaining joint tenant or to your spouse or civil partner providing they are living with you at the time of your death.

'Succession' happens when a tenant dies and their tenancy is passed onto another person.

'Assign' means the transfer of your tenancy to someone else. An assignment to someone who is qualified to succeed counts as a succession (i.e. under the 'one succession only' policy).

Depending on when your tenancy began, if there is no remaining tenant, spouse or partner, the Council may allow the tenancy to pass to a relative (your parent, child, grandparent, grandchild, brother, sister, uncle, aunt, nephew or niece) providing that person can establish to our satisfaction that they have been living with you continuously for the previous twelve months prior to date of death. Note that, in accordance with the Housing Act 1985, only **one person** may succeed to a tenancy. A member of your family who is entitled to succeed, may be required to move to alternative accommodation if we consider the property is not suitable for their needs.

Right to assign

You have the right to assign your tenancy to someone else, but only if you have our written permission and only if it is permitted in laws. If you want to assign your tenancy, you should write to your Neighbourhood Housing Officer, with your reasons for transfer to see if it is allowed.

Right to your information

We must treat all **personal information** about tenants as confidential. However, by law, we must **share essential information with certain public bodies**. You can see information which relates to you and is held by us on file or on computer, provided you give us reasonable notice. We have the right to make an administrative charge for this.

If you are unhappy about any information or expression of opinion recorded in your files, you can ask for it to be corrected or removed. If we disagree with your request, you can insist that your views on the matter are added to the records.

Your right for involvement

You have the right to start or join a **local tenants group**. You can contact your Customer Involvement Officer for information about groups in your area or about how to start one.

Your right to consultation on housing management matters

We must by law, provide you with information about your Tenancy Agreement and about certain policies and procedures. We must also inform you about how well we are carrying out work in line with standards set down by the National Assembly for Wales. We will keep you **informed** about what is happening by publishing information periodically.

We must **consult** you about any changes to your Tenancy Agreement, any modernisation or improvement planned for your home, or any changes to our housing management policies. We do not have to consult you before making changes to rent or other charges but we must give you notice of those charges. When we do consult you, we will, where possible offer you choices - not just give you information about decisions already made.

We will ask you for your comments and look into what you say before a final decision is made. The methods of consultation may include; visits by staff or consultants, letters, surveys to residents, meetings, open days or exhibitions.

Your 'right to manage'

You and your neighbours may choose to form a **tenant management co-operative** which could take over managing one or more aspects of the housing service. Your new organisation must be approved by National Assembly for Wales. A consultation process would be conducted before such a change could take place.

Extra rights for secure tenants only

A 'mutual exchange' is where tenants agree to swap properties and tenancies.

Right to mutually exchange

You can exchange your home with another Council tenant or a tenant of a housing association (nationwide). You must get **written permission** from us and any other landlord involved. We will give permission except where there are specific reasons, which are defined in law.

Right to improve

You can carry out improvements to your home provided you have our **written permission** before you start work. We may apply some reasonable conditions when we give our permission. We can only refuse to give permission for certain reasons, and we will tell you the reason if we refuse you. If you leave your home, you may get compensation for certain types of improvements you have carried out. However if you cause damage to the property as a result of your improvements you must repair or replace any damage caused.

A **'lodger'** is someone who shares your home as a member of your household.

'Sub let' is means granting somebody a right to have private use of part of your home.

Right to take in lodgers

You can take in lodgers provided you do not overcrowd your home. However you must inform us and the **Unified Benefit Advisory Service** of the name, age and sex of any intended lodger and of the part of your home they will occupy.

Right to sublet

You can sub-let **part** of your home (not the whole) but only if you first get our **written permission**. However you must **inform us** and the **Unified Benefit Advisory Service** of the name, age and sex of any intended sub-tenant and of the part of your home they will occupy.

Right to an alternative landlord

You and your neighbours may choose another landlord to manage or own your existing home. The landlord must be approved by the **National Assembly for Wales** and must be willing to buy your home. A rigorous consultation process would be conducted before such a change could take place.

Right to buy

You can buy your home from us if you legally qualify, provided you have been a **tenant** for at least **5 years** and you are not facing Court action for breach of your tenancy conditions. Members of your family who are living with you may be able to buy your home with you. You may get a discount. The amount of discount depends on the total amount of time you have spent as a tenant of the Council or other right to buy landlord, and whether the property is a house or a flat.

However houses specially built or adapted for disabled or older people, or people with special needs may be excluded from the right to buy.

Section 4 Rent and other charges

Your rent is used to pay for the housing services you receive. It is important that everyone pays their rent regularly and on time so that we can afford to provide high quality services. This section tells you about your obligations to pay your rent.

Our obligations:

1. If we collect the gas charge, electricity charge, tenancy support charges, water and sewerage charges, septic tank charge, contents insurance, or the concessionary TV licence and other services as part of your total rent we will pay them to the appropriate organisations.
2. We will give you at least 4 weeks notice in writing if we increase or decrease the **rent**.
3. We may increase or decrease the **other charges** which are included in the rent with **less** notice than 4 weeks.
4. You will be told in writing at least one week before any change to these **charges**.
5. We will provide you with an up to date **rent statement** four times a year and whenever you ask for one.
6. You may also be required to pay service charges. These are charges which are not covered by rent. Examples of services that may be covered are cleaning of communal areas, gardening and other services in communal areas. If there is a service charge it will be identified clearly on the Tenancy Details Form.

Your obligations:

6. You must pay your rent and any other charges regularly and on time. Rent is due **weekly in advance** on a **Monday**.
7. Your rent **may include charges** for gas, electricity, water and sewerage, septic tank, contents insurance, or the concessionary TV licence and other services, if it does not you must pay for them directly.
8. You agree that, if **support services** are included as a condition of occupancy, you will accept, pay for and make use of the agreed support services provided by us on your behalf.
9. You must pay any **rent arrears** due in accordance with any agreement entered into with us. This also applies to any arrears accrued from a previous tenancy you have held with us.

Section 5

Repairs and Improvements

Looking after your home is a joint responsibility between us and you.

We are responsible for most repairs, maintenance and servicing needed to the property, but you are responsible for a number of minor repairs and for decorating the inside of your home. Full details of our responsibilities for the work we will carry out can be found in the Tenant Handbook.

Our obligations:

1. We must **keep in repair** the structure and exterior of the property.
2. We will **decorate the outside** of your home and the shared parts when necessary or according to planned maintenance programme, unless you have done the work yourself.
3. We will keep **communal grounds** and **landscaped areas** that are our responsibility clear and tidy.

Your obligations:

4. You must **report promptly** to us any defects in the property which are our responsibility to repair and not allow the property to fall into disrepair through neglect.
5. If you report a repair or arrange for any works (including servicing) and then **fail to keep the appointment** without giving at least 24 hours notice we may **recharge** you for our reasonable expenses reasonably incurred i.e travelling costs, wasted labour costs.

6. You must **keep in good repair** all parts of the property which we are not obliged to repair, and not allow the property to fall into disrepair through neglect.
7. If you have **failed to do repairs** which are your responsibility, we will give you notice in writing of the work which must be done and a reasonable time in which it must be completed. If you don't, we may do the work and make you pay for it.
8. You must **let us or our representatives, agents or contractors access the property** to carry out for example; necessary repair inspections, repairs, improvements, planned programmes, gas servicing and safety checks, and to complete tenancy audits and inspections , as long as:
 - You have had at least 24 hours notice in writing (unless there is an emergency); and
 - They show you their proof of identity.

If there is an emergency (such as, where somebody may be in danger, there is a risk of damage to the property, or the adjoining property) we will not give you any written notice and you must let us enter your home immediately. We reserve the right to force entry in to the property without giving you any notice. We will only gain entry if you are not there to let us in immediately, or if you refuse to let us in. If we do gain entry, we will make the property secure when we leave it.

9. You or any members of your household or your invited visitors must not **damage the property**. If you or they cause any damage, you must put it right to our satisfaction. If you don't, we may do the work and make you pay our reasonable costs, reasonably incurred.
10. You must not **knock down, alter or remove** any part of the property without our **written permission**.
11. You may **carry out improvements** to your property only with our written permission first. You must also obtain and comply with any required Building Regulations and Planning Permission. Where the improvements affect the gas or electrical systems the work must be carried out by an appropriately qualified and registered person or contractor.

Section 6 Using Your Home

We aim to ensure that our customers are able to live in an area that is clean, safe and pleasant. This section tells you about your obligations to ensure this standard is maintained.

Our obligations:

1. We may provide, or arrange to be provided **support services** to help you maintain your tenancy and maintain the security and safety of your home, as agreed with you. These support services may be provided by us or an agency on our behalf.

Your obligations:

1. You must use the property as **your only or main** home throughout your tenancy.
2. You must obtain our written permission to use any part of the property for any trade, **business** or other purpose except as your home.
3. You must not allow more people to live in your home that the Council considers reasonable and so cause **overcrowding** as defined in law.
4. You must tell us if you will be away from your home for more than 28 days. This is to make sure we know you have not just **abandoned your property**. If your job means that you are away from the property for long periods, you should discuss this with us.

5. You must keep both the **inside** and **outside** of your property in a **clean, tidy and sanitary condition** to our satisfaction. Also you must ensure that all refuse and unwanted household items are disposed of in a safe and hygienic manner. If your home has a recycling bin or bin chute, you must use it in line with our recycling policy.
6. You are responsible for **decorating** the inside of your home and keeping it in a reasonable state of decoration.
7. You must keep your **garden** tidy by cutting the lawns and trimming the hedges and bushes. If the garden is overgrown, we may do the work and charge you our reasonable costs reasonably incurred. Or, we may take court action against you and charge you the cost of this action if the court agrees. You must not store rubbish, furniture or household appliances in the garden area. We will give you seven days notice to remove the items. If you do not remove them within seven days, we may do it for you and charge our reasonable costs reasonably incurred. Or, we may take court action against you and charge you our costs.
8. You must not remove, or alter an existing fence, replace or plant any **hedge** or **tree**, or put up a **fence** without getting our written permission.
9. You must not erect any garden structure such as a **shed, greenhouse, pigeon loft or garage** in your garden without the our written permission.
10. You must not erect or remove or fix a **radio or TV aerial, satellite dish or earth wire** to the outside of the property without our written permission.

11. If you live in a sheltered housing accommodation, you and the people you are responsible for must not smoke in the shared areas of the building where “**No smoking**” signs are displayed. These areas include any stairwells, corridors, lifts and landings, and any shared bathroom, lounge or kitchen facilities.
12. You must not store any quantity of **flammable material or gas** in the property, sheds, garages or outhouses except where it is reasonably needed for normal domestic use, in which case it must be stored safely.
13. Tenants of Castle Heights, Richard Heights and Bolingbroke Heights in Flint must not bring in, or use, fireworks or any **domestic bottled gas** in the building.
14. You must co-operate with us to ensure that all the areas in your home and the communal areas are, kept in a **clean and tidy condition, free of obstructions, and free of litter** and rubbish. You must ensure that personal items or other belongings do not cause a fire hazard, obstruction or any other Health & Safety risk. If they do, you must co-operate with us to remove the items.
15. You, or members of your household or your invited visitors must not interfere with any fire evacuation signs or **equipment** for detecting or putting out **fires**.
16. You, or members of your household or any visitors must ensure that **security/fire doors are kept shut** at all times.

17. You must not **park** or allow anyone else to park, any motor vehicles, caravans, boats, trailers etc., in your garden without our written permission. Permission will then only be granted at our discretion and then only where there is a properly constructed hard standing and dropped kerb in place.

18. You, or members of your household or your invited visitors, must **not park any private motor vehicles** on the communal areas except where we have marked a parking area or with our written permission.

19. **Any other vehicle, or caravan, motorhome, boat or trailer** may not be parked on the communal areas except on marked parking areas and garage sites and then only with our written permission.

20. You, or members of your household or your invited visitors, must not do **major vehicle repairs** or park an unlicensed or unroadworthy vehicle on communal areas.

21. You, or members of your household or your invited visitors, must not park in any bay reserved for emergency vehicles or obstruct any area which may hinder access for emergency services.

Section 7

Being a Good Neighbour

As a tenant you must respect and be considerate to your neighbours. Everyone has the right to live the way they wish to, providing they do not interfere with people living near them, or break the law. In most cases it would be expected that people resolve their own problems peaceably. If this fails then we **may** take appropriate action against you, if you, or anyone living with you or visiting your home (including children), break any condition of this tenancy agreement by behaving in a way that may cause nuisance or annoyance to other people. Possible courses of action may include - formal warnings, demotion of tenancy, injunctions or possession proceedings.

Our obligations:

1. We will not interfere with how you use your home as long as you keep to the terms of this agreement or unless there is any other reason under the Housing Acts of 1985 and 1996 or any other law where we may need to.
2. We will respond to any complaints of nuisance, harassment or victimisation and take appropriate action.

'Nuisance' means behaviour that is harmful, offensive, annoying disagreeable, or interferes with the quiet enjoyment of another person

Your obligations:

3. You (or anyone living with you or visiting the property) must not act in any way which is anti social or is likely to cause a **nuisance or annoyance** to any other person. Examples of nuisance include, but are not limited to:

- **Throwing** items from windows, balconies or walkways
- **Loud music** or **loud noise** from a TV, radio, hi-fi or musical instruments
- **Loud arguing** and **shouting** and **frequent door slamming**
- **Dog** barking and fouling
- **Offensive, abusive** and **threatening** behaviour
- Annoying car maintenance or broken down vehicles
- Offensive intoxication
- DIY work at unsociable hours

'Harassment' means behaviour that uses violent words or actions against a person or groups of people.

4. You must not commit or threaten any form of **harassment** against any other person. This includes harassment on the grounds of sex, gender, age, religion, race, colour, sexual orientation and disability. Examples include, but are not limited to;

- **Racist** behaviour or language
- Using or threatening to use **violence**, including **domestic violence and abuse**
- Repeatedly using **abusive** language
- **Damaging** or threatening to damage another person's home or possession
- Writing threatening or abusive **graffiti** or **letters**
- **Intimidation**
- **Targeting** abuse at someone because they have a disability.

5. You must not use, or allow the property and communal parts of the building to be used, for any **illegal or immoral** activity. Examples of such activities include but are not limited to:

- **Prostitution**
- storing, producing or selling **drugs**
- storing or selling **stolen goods**
- the use of **dangerous weapons** such as any type of **gun or rifle, catapult or crossbow**
- **Human trafficking**

6. You must not use harass, abuse, threaten or be aggressive or violent behaviour towards us, **our representatives, agents or contractors.**

7. You must obtain our **written permission before** you keep or look after any **animals, birds or livestock** in the property. Certain types of property are not suitable for keeping animals, birds or livestock. We have a list of addresses that will determine whether permission will be granted. If permission is granted, any animals, birds or livestock being kept or being looked after must not cause a nuisance, annoyance or disturbance to any other person. If they do become a nuisance, annoyance or disturbance we may ask you to remove them from your property. Permission to keep pets will always be subject to conditions to promote responsible pet ownership.

Section 8

Changes to Your Circumstances

By law we must make sure that any personal information we hold about you is accurate and up to date. To ensure our records of you are accurate and up to date, you must tell us of any changes to the occupation of your home or changes to your tenancy. To help you with this you may request a form from us.

1. If you **change your name by deed poll** or get **married and change your name** you must show us your deed of name change or your marriage certificate before we can change your name on your tenancy agreement.
2. You must tell us about the **birth of any children** or if **somebody moves in** with you on a permanent basis. They will be added to the occupancy records for your tenancy.
3. You must tell us if **somebody leaves** or stops living with you at the property. Their details will then be removed from the occupancy records.
4. If you are already a Council tenant and want to **add someone to your tenancy**, you will need to complete a joint tenancy application form. The granting of a joint tenancy is always at our **discretion** and will only be granted when it is in **the interests of the Council** to do so.
5. We can't just **remove 'a party'** from your tenancy. This can be done only by written agreement of all joint tenants, a court order as part of family proceedings, or by succession.

Section 9

Ending Your Tenancy

When you decide to end your tenancy:

1. You must give us at least **4 weeks notice** in writing when you want to give up your tenancy. The notice must be signed by you. If you are joint tenants, either or any one of you can end the tenancy by giving the written notice which will be binding on both or all of you.
2. The **last day** of your tenancy must be a **Sunday**. You must return the **keys** to the Council offices before 12 noon on the **Monday** following the last day of the tenancy. If you fail to do this, additional rent will become payable.
3. Usually you must pay the rent and all charges for the **whole period of notice**, even if you have moved out and returned the keys before the Monday on which the notice period ends. If you fail to clear any outstanding rent and charges before you move out we will take action to recover the debt.
4. At the end of your tenancy you must give us **vacant possession** of the property. You must clear the property of all your furniture and belongings, leave it in good repair and in a clean and tidy condition (fair wear and tear excepted) and return the keys to the Council offices.
5. If you fail to **clear the property** and/ or leave it in a state of disrepair, we will charge you for the cost of removing items that you leave behind and for any work that is necessary. We will not be responsible for any items that you leave behind.

6. You must not leave anybody living in your home when you move out, such as a **lodger**. If you do so, we will take court action to remove them from the property and you and/or your lodger may have to pay the costs.

When we want to end your tenancy:

7. **Introductory tenants only**

If you have an introductory tenancy, we can only end your tenancy with a court order. We will only ask the court for a possession order against you if you break the conditions of this tenancy agreement or there is any other reason [in law.]

If you break your tenancy conditions, we may serve a 'Notice to Terminate' on you. This notice will say that the court will be asked to make an order for possession and give the reasons why the action is being taken. It will give you the date after which possession proceedings will start. This will be at least four weeks after the notice is served.

8. **Secure tenants only**

We would have to show that we had valid reasons to evict or demote your tenancy. These are called '**grounds**' and are defined by law. You would have the right to put your case at a court hearing. Before going to court we would usually have to serve you with a Notice of Intention to seek Possession or Notice of Intention to Demote your tenancy setting out our reasons for serving the Notice.

Death of a tenant

9. In the event of your death, the tenancy may pass on to a joint tenant, your spouse or civil partner, or member of your family if they are qualified to succeed.

10. In the event that there is no one qualified to succeed at the time of your death, the tenancy becomes part of your estate. If you have left a will, the tenancy can be brought to end by a personal representative of your estate. The personal representative must give at least four weeks notice in writing ending on a Monday. Your estate is also responsible for other conditions of this agreement set out in clauses 2.0 to 7.7 of this agreement.

11. In the event that there is no will, known as 'intestate', legal responsibility for your tenancy passes to the Public Trustee. We will end the tenancy by serving a 'Notice to Quit on the Public Trustee. A copy of this notice will be given to any next of kin that you may have.

Section 10 **Complaints, Comments and Compliments**

Complaints Procedure

To make a complaint about a council service follow these simple steps:

Step 1 Contact the service you have been dealing with or the Customer Services Team (01352 703020). Your complaint will be recorded on a central database and if it is not possible to resolve the matter immediately it will be acknowledged within 5 working days. The service will aim to provide a full response to you within 10 working days from receipt of your complaint.

Step 2 If you are not satisfied with the response you receive from the service, contact the Customer Services Team (01352 703020) who will ensure that your complaint is considered by a senior officer within the service or the Corporate Complaints Officer. You will then receive a response within 20 working days.

Ombudsman

If you feel that the Council has failed to address or resolve your complaint to your satisfaction you can contact the The Public Services Ombudsman for Wales, 1 Ffordd yr Hen Gae, Pencoed, Bridgend, CF35 5LJ. Telephone 0845 6010987(local call rate), fax 01656 641199, e-mail ask@ombudsman-wales.org.uk

Compliments and Comments

If you wish to make a comment or compliment please contact the relevant service or the Customer Services Team (01352 703020). All compliments and comments are recorded on a central database for monitoring purposes and forwarded to the appropriate service for necessary action or acceptance.

Tenancy Details Form - Secure

This form contains details of the tenancy between:
us **Flintshire County Council** of County Offices, Chapel Street, FLINT CH6 5BD and
you (full name(s) of the tenant(s) in **BLOCK CAPITALS**.

① _____

② _____ Relationship to ①: _____

The property rented in this agreement is at:

Type of property: _____

Start date of tenancy: _____ / _____ /20 _____

Type of Tenancy: This tenancy is a **secure** tenancy

Rent for this property: The basic rent (not including any charges) for the property at
the start of this agreement will be: £ _____

Other charges due as part of your total rent £ _____ (water and sewerage)

Charges included as part of your total rent
£ _____ (Heating) £ _____ (T.V.)

(These 'Other Charges' are not eligible for Housing Benefit)

Service Charges: £ _____

Total weekly amount due: £ _____

Payment: The total rent is due on Monday each week (for the week ahead).

I/We have inspected the property and accept the tenancy from the above date.

I/We have received, read and understood the conditions of tenancy and agree to abide by them.

I/We understand that if I/We have given false information, you may prosecute and you may take
steps to end the tenancy.

Your signature: ① _____ Date: _____ / _____ /20 _____

② _____ Date: _____ / _____ /20 _____

On behalf of Flintshire County Council

Name: _____ Position: _____

Signature: _____ Date: _____ / _____ /20 _____

Tenancy Details Form - Introductory

This form contains details of the tenancy between:
us **Flintshire County Council** of County Offices, Chapel Street, FLINT CH6 5BD and
you (full name(s) of the tenant(s) in **BLOCK CAPITALS**.

① _____

② _____ Relationship to ①: _____

The property rented in this agreement is at:

Type of property: _____

Start date of tenancy: _____ / _____ /20 _____

Type of Tenancy: This tenancy is an **introductory** tenancy

Rent for this property: The basic rent (not including any service charges) for the
property at the start of this agreement will be: £ _____

Other charges due as part of your total rent £ _____ (water and sewerage)

Service charges included as part of your total rent
£ _____ (Heating) £ _____ (T.V.)

(These 'Other Charges' are not eligible for Housing Benefit)

Service Charges: £ _____

Total weekly amount due: £ _____

Payment: The total rent is due on Monday each week (for the week ahead).

I/We have inspected the property and accept the tenancy from the above date.

I/We have received, read and understood the conditions of tenancy and agree to abide by them.

I/We understand that if I/We have given false information, you may prosecute and you may take
steps to end the tenancy.

Your signature: ① _____ Date: _____ / _____ /20 _____

② _____ Date: _____ / _____ /20 _____

On behalf of Flintshire County Council

Name: _____ Position: _____

Signature: _____ Date: _____ / _____ /20 _____

Changes to tenancy terms and conditions

Location of clause in proposed new tenancy	Original location of clause in the current tenancy (or statutory reference)	Summary of proposed changes, and their effect
	Explanation of terms used	
Tenancy details form	This was originally a separate document signed by the parties to the tenancy.	This has been reviewed to be included in the tenancy agreement. This ensures that it is clear which tenancy agreement the parties have signed up to.
Section 2, Information about your tenancy agreement (pages 2 to 5)	Introduction to tenancy conditions	<p>This section has been reviewed with a view to explain more clearly the responsibilities of tenants under tenancy agreements. In addition to this there is some new content:</p> <ul style="list-style-type: none"> • More explanation is given about secure and introductory tenancies. • A clause is inserted on page [5] making it clear that tenancy rights do not extend to anyone other than the named tenant, the named landlord and anyone who takes over the legal rights/duties of the named tenant or landlord. • A data protection clause is inserted on page [5], which commits us to operate within current data protection law (as updated over time) when dealing with your personal details. • A clause is inserted on page [5] which informs you where to send notices to us, and which also states that we may serve notices on you at the dwelling being let to you or at your last known address.

Location of clause in proposed new tenancy	Original location of clause in the current tenancy (or statutory reference)	Summary of proposed changes, and their effect
<p>Section 3, Your rights (pages 6 to 11), comprises the following clauses:</p> <ul style="list-style-type: none"> • Right to live in the property • Right to repair • Right to succession • Right to assign • Right to information 	<p>Clause 1 and the introduction to tenancy conditions</p> <p>Housing Act 1985, section 96</p> <p>Housing Act 1985, section 87</p> <p>Housing Act 1985, section 91</p> <p>Clause 2, and Data Protection Act</p>	<p>No change is intended in relation to the tenant's right to live at the dwelling. The new clause is intended to be more plain English, and also explains that the court processes between introductory and secure tenancies are different. This does not alter the position at law though – it simply reflects the fact that we would like to use the same tenancy terms and conditions booklet for introductory and secure tenants.</p> <p>Tenants' right to repair is currently only contained in statute, rather than in the existing form of tenancy agreement. The proposed new tenancy agreement does not seek to alter the application of the statutory right to repair, but we wanted to list it in the proposed tenancy document, so that tenants were clear what tenancy rights they have.</p> <p>The right to succeed is currently only contained in statute, rather than in the existing form of tenancy agreement. The proposed new tenancy agreement does not seek to alter the application of the statutory right to succeed, but we wanted to list it in the proposed tenancy document, so that tenants were clear what tenancy rights they have.</p> <p>The proposed new clause does not alter the position at law in relation to assignments. As with the other rights clauses discussed above, we wanted to list rights in the proposed tenancy document, so that tenants were clear what they have.</p> <p>The proposed new clause does not alter the position at law in relation to your access to information we hold about you. As with the other rights</p>

Location of clause in proposed new tenancy	Original location of clause in the current tenancy (or statutory reference)	Summary of proposed changes, and their effect
<ul style="list-style-type: none"> • Right for involvement • Right to consultation • Right to manage • Right to mutual exchange • Right to improve • Right to take in lodgers 	<p>1998, section 7 and Part II generally</p> <p>No equivalent tenancy clause.</p> <p>Housing Act 1985, sections 104 and 105</p> <p>Housing Act 1985, sections 27 to 27B</p> <p>Clause 2, and Housing Act 1985, section 92 and Schedule 3</p> <p>Clause 16, and Housing Act 1985, sections 97 to 101</p> <p>Housing Act 1985, section 93</p>	<p>clauses discussed above, we wanted to list rights in the proposed tenancy document, so that tenants were clear what they have.</p> <p>This proposed new clause gives tenants' the right to start or join local tenants' groups.</p> <p>The proposed new clause does not alter the position at law in relation to your access to information about your tenancy and our housing management, or your right to be consulted about changes in housing management which are likely to substantially affect you. As with the other rights clauses discussed above, we wanted to list rights in the proposed tenancy document, so that tenants were clear what they have.</p> <p>This proposed new clause sets out your right to form a tenant management cooperative to take over the management of housing management services.</p> <p>The proposed new clause does not alter the position at law in relation to your right to exchange your property with another qualifying tenant. As with the other rights clauses discussed above, we wanted to list rights in the proposed tenancy document, so that tenants were clear what they have.</p> <p>The proposed new clause does not alter the position at law in relation to your right to improve your property with our consent. As with the other rights clauses discussed above, we wanted to list rights in the proposed tenancy document, so that tenants were clear what they have.</p> <p>The proposed new clause does not alter the position at law in relation to your right to take in lodgers. It does however, introduce a new tenancy</p>

Location of clause in proposed new tenancy	Original location of clause in the current tenancy (or statutory reference)	Summary of proposed changes, and their effect
<ul style="list-style-type: none"> • Right to sublet • Right to an alternative landlord • Right to buy 	<p>Clause 2, and Housing Act 1985, sections 93 and 94</p> <p>Housing Act 1985, section 32</p> <p>Housing Act 1985, Part V</p>	<p>obligation to inform both us and the Unified Benefit Advisory Service of the details of the intended lodger, and the part of your home they will occupy.</p> <p>The proposed new clause does not alter the position at law in relation to your right to sublet part of your property as long as you have our prior written permission (likewise there is no change to the prohibition on subletting the whole of your property). It does however, introduce a new tenancy obligation to inform both us and the Unified Benefit Advisory Service of the details of the intended sub tenant, and the part of your home they will occupy.</p> <p>The proposed new clause sets out your right, in certain circumstances, to have a group of your homes transferred to another landlord.</p> <p>The proposed new clause does not alter the position at law in relation to your statutory right to buy your home. As with the other rights clauses discussed above, we wanted to list them in the proposed tenancy document, so that tenants were clear what rights they have.</p>
<p>Section 4, Rent and other charges (pages 12 to 13), comprises of the following clauses:</p> <ul style="list-style-type: none"> • Our obligation 1, utility payments 	<p>No equivalent tenancy obligation</p>	<p>This proposed clause introduces a new obligation on us to pass on any utility payments collected from you as part of your total rent, to the appropriate organisation.</p>

Location of clause in proposed new tenancy	Original location of clause in the current tenancy (or statutory reference)	Summary of proposed changes, and their effect
<ul style="list-style-type: none"> • Our obligation 2, rent increase notices • Our obligations 3 and 4, other charge increases • Our obligation 5, rent statements • Your obligation 6, rent payments • Your obligations 7 and 8, other charges • Your obligation 9, rent arrears 	<p>Clause 6, and Housing Act 1985, section 102</p> <p>Clause 6, and Housing Act 1985, section 102</p> <p>No equivalent tenancy obligation</p> <p>Clause 4</p> <p>Clause 5</p> <p>No equivalent tenancy obligation</p>	<p>The proposed new clause confirms that we will continue to give four weeks' notice of rent increases.</p> <p>The proposed new clause confirms that we may continue to give less than four weeks' notice of increases or decreases of other charges, but it adds a new obligation for us to give at least one weeks' notice in relation to these charges.</p> <p>The proposed new clause introduces a new obligation on us to supply rent statements on demand, and in any event at least four times a year.</p> <p>No change to your rent payment obligations.</p> <p>The list has been adjusted slightly (most obviously to allow for the existence of support charges), but there is no change to your general obligation to pay any other charges which are included in your total rent.</p> <p>This proposed clause introduces a tenancy obligation to pay any rent arrears which you owe us, either on this or a previous tenancy we granted to you. If you do not pay your arrears, this will be a breach under the tenancy agreement and may form part of a possession action against you.</p>

Location of clause in proposed new tenancy	Original location of clause in the current tenancy (or statutory reference)	Summary of proposed changes, and their effect
<p>Section 5, Repairs and improvements (pages 14 to 16), comprises of the following clauses:</p> <ul style="list-style-type: none"> • Our obligation 1, structure and exterior • No clause equivalent to existing clause 8. • Our obligation 2, external and communal decoration • Our obligation 3, communal grounds • Your obligation 4, repairs reporting • Your obligation 5, attending appointments • Your obligations 6 and 7, repairs • Your obligation 8, allowing us access 	<p>Clause 7</p> <p>Clause 8</p> <p>Clause 9</p> <p>No equivalent tenancy obligation</p> <p>Clause 12</p> <p>No equivalent tenancy obligation</p> <p>Clauses 10 and 11</p> <p>Clause 13</p>	<p>[No change is proposed to our repairing obligations.]</p> <p>No change is proposed to our obligations to keep in working order installations within your home.</p> <p>This proposed clause clarifies that the Council is responsible for both external decoration (which has always been the case but is not stated in the existing tenancy) and communal area decoration.</p> <p>The proposed new clause introduces a new obligation on us to keep relevant communal grounds clear and tidy.</p> <p>No change is proposed to this clause.</p> <p>This new proposed clause allows us to charge you, our reasonable costs for missed appointments.</p> <p>No changes are proposed to these clauses.</p> <p>This clause has been expanded to explain more works which might require access to be obtained, specifying the notice periods required for obtaining access, and clarifying that in an emergency we may decide to</p>

Location of clause in proposed new tenancy	Original location of clause in the current tenancy (or statutory reference)	Summary of proposed changes, and their effect
<ul style="list-style-type: none"> • Your obligations 9 and 10, damage • Your obligation 11, making improvements <p>Section 6, Using your home (pages 17 to 20), comprises of the following clauses:</p> <ul style="list-style-type: none"> • Our obligation 1, support services • Your obligations 1 and 2, use of your home • Your obligation 3, overcrowding • Your obligation 4, abandonment • Your obligation 5, maintenance • Your obligation 6, internal decoration 	<p>Clauses 14 and 15</p> <p>Clause 16</p> <p>No equivalent tenancy obligation</p> <p>Clauses 1 and 3</p> <p>No equivalent tenancy obligation</p> <p>No equivalent tenancy obligation</p> <p>Clauses 18 and 34</p> <p>Clause 19</p>	<p>force entry (making the property secure again afterwards).</p> <p>No changes are proposed to these clauses.</p> <p>No substantive change is proposed to this clause, although it does now specify you may be responsible for obtaining other consents/permissions for any works.</p> <p>This new proposed clause notes that we may be responsible for arranging support services.</p> <p>No changes are proposed to the operation of these clauses.</p> <p>This proposed clause explains that overcrowding is not permitted.</p> <p>This proposed clause requires you to let us know if you are to be away from your home for more than 28 days.</p> <p>This proposed clause introduces tenancy obligations around the disposal of waste and the use of recycling facilities.</p> <p>No change is proposed to this clause.</p>

Location of clause in proposed new tenancy	Original location of clause in the current tenancy (or statutory reference)	Summary of proposed changes, and their effect
<ul style="list-style-type: none"> Your obligations 7, 8 and 9, gardens 	Clauses 20 and 21	No substantive changes are made to garden maintenance obligations, although the proposed clauses now states that gardens must not be used to store rubbish/furniture etc. The proposed clauses also now state that we may charge you our costs (including court costs) in remedying your failure to comply with these clauses.
<ul style="list-style-type: none"> Your obligation 10, aerals 	Clause 23	No changes are proposed to this clause.
<ul style="list-style-type: none"> Your obligation 11, smoking at sheltered housing accommodation 	No equivalent tenancy obligation	This is a proposed new clause seeking to prevent smoking in communal areas in sheltered housing schemes
<ul style="list-style-type: none"> Your obligations 12 and 13, storage of inflammable material 	Clause 24	No changes are proposed to these obligations.
<ul style="list-style-type: none"> Your obligation 14, obstructions 	Clause 25	The new proposed clause expands on the need not to create health and safety hazards.
<ul style="list-style-type: none"> Your obligations 15 and 16, fire safety 	No equivalent tenancy obligations	These proposed new clauses requires tenants to ensure fire safety measures are not interfered with.
<ul style="list-style-type: none"> Your obligations 17, 18, 19, and 21 parking 	Clauses 22 and 26	Proposed clauses 17, 18 and 19 do not materially change tenants' obligations although new clause 17 makes it clear that dropped kerbs are a requirement when a property's garden is going to be used for parking. Proposed new clause 21 seeks to protect emergency bays and prohibits parking in areas where emergency services may need to obtain access.
<ul style="list-style-type: none"> Your obligation 20, vehicle repairs 	Clause 27	No changes are proposed to this clause.

Location of clause in proposed new tenancy	Original location of clause in the current tenancy (or statutory reference)	Summary of proposed changes, and their effect
<p>Section 7, Being a good neighbour (pages 21 to 23) comprises of the following clauses:</p> <ul style="list-style-type: none"> • Our obligations 1 and 2, our response to problems • Your obligation 3, nuisance • Your obligations 4 and 6, harassment • Your obligation 5, illegal or immoral activity • Your obligation 7, pets <p>Section 8, Changes to your circumstances (page 24)</p>	<p>No equivalent tenancy obligations</p> <p>Clauses 28 and 29</p> <p>Clauses 31 and 33</p> <p>Clauses 30 and 32</p> <p>Clauses 35, 36 and 37</p> <p>No equivalent tenancy obligations</p>	<p>The new proposed clauses make clear our responsibilities to take legal action where appropriate, and to respond appropriately to complaints of nuisance, harassment or victimisation.</p> <p>No substantive change is intended to these clauses.</p> <p>No substantive change is intended to these clauses.</p> <p>No substantive change is intended to this clause.</p> <p>Some new obligations are proposed which make keeping pets subject to conditions to promote responsible pet ownership, and allowing us to require pets which cause a nuisance to be removed.</p> <p>This proposed new section requires tenants to inform us when their circumstances change. Examples of changes of circumstances include:</p> <ul style="list-style-type: none"> • Changes of name, and birth of children • Occupants moving in or out permanently • Adding or removing people from the tenancy

Location of clause in proposed new tenancy	Original location of clause in the current tenancy (or statutory reference)	Summary of proposed changes, and their effect
<p>Section 9, Ending your tenancy (page 25 to 26) comprises of the following clauses:</p> <ul style="list-style-type: none"> • Clauses 1 and 2, notice period • Clause 3, outstanding rent and charges • Clauses 4 and 5, clearing the property • Clause 6, people remaining at the property • Clauses 7 and 8, how we can end the tenancy • Clauses 9 to 11, rights of succession 	<p>Clauses 38 and 39</p> <p>No equivalent tenancy obligations</p> <p>Clause 40</p> <p>No equivalent tenancy provision</p> <p>Clause 41</p> <p>No equivalent tenancy provisions</p>	<p>No change is intended to these clauses.</p> <p>This proposed new clause makes it clear that rent and other charges which cover the tenant's notice period must still be paid by the tenant.</p> <p>No substantive change is intended to these obligations.</p> <p>This new proposed clause states that people left at the property after the tenancy has ended will be removed, and any legal costs may be recharged to that person or the outgoing tenant.</p> <p>The new proposed clauses explain in more detail, the process for us to end a tenancy. These clauses do not change the position at law however, and so even though there are no tenancy clauses which set out all of this information in the current tenancy, there will be no substantive change to the way we end tenancies if these clauses are included.</p> <p>The new proposed clauses the right of succession, in the event of a tenant's death. These clauses do not change our current policy on succession however, and so even though there are no tenancy clauses which set out this information in the current tenancy, there will be no substantive change to the way we manage successions if these clauses are included.</p>

Location of clause in proposed new tenancy	Original location of clause in the current tenancy (or statutory reference)	Summary of proposed changes, and their effect
Section 10, Complaints, comments and compliments (pages 28 to 29)	No equivalent tenancy provisions	These new clauses are proposed to make it clear what the processes are for tenancy complaints, comments and compliments. They reflect current policy, and have principally been included so that tenants can see what their rights are.

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FLINTSHIRE COUNTY COUNCIL

REPORT TO: **CABINET**

DATE: **18 NOVEMBER 2014**

REPORT BY: **CHIEF EXECUTIVE**

SUBJECT: **THE ANTI-SOCIAL BEHAVIOUR, CRIME AND
POLICING ACT 2014**

1.00 PURPOSE OF REPORT

1.01 To inform Members of new legislative provision for powers for dealing with anti-social behaviour.

2.00 BACKGROUND

2.01 The Anti-Social Behaviour, Crime and Policing Act, which has recently come into force, seeks to consolidate and simplify the approach to anti-social behaviour, and enable effective local action for control and reduction.

2.02 Anti-social behaviour means behaviour causing harassment, alarm or distress to members of the public or any individual member of the public.

2.03 The approach continues to rely heavily on partnership working built up over time under the community safety legislation.

2.04 Significant parts of the Act are specific to police responsibilities which are not covered in detail in this report but are included in the appendices.

2.05 There are specific sections for the legislation for local authorities as providers of housing and to social landlords, for example, for the repossession of property when tenants act in an irresponsible manner.

2.06 The Act introduces a 'New Absolute Ground for Possession' of secure tenancies where the tenant, member of their household or visitor has been convicted of a serious offence, for example drug dealing at the property. The purpose is to expedite the eviction of the most anti-social tenants to bring relief to victims.

3.00 CONSIDERATIONS

- 3.01 There are two main provisions that the new legislation brings in that can be used by the local authority to tackle general anti-social behaviour: Community Protection Notices (CPN) and Public Spaces Protection Orders (PSPO).
- 3.02 The Community Protection Notice (CPN) is intended to deal with particular, ongoing problems or nuisances which affect the community's quality of life by targeting those responsible. Examples of which are graffiti, rubbish accumulation or noise. Local Authorities already take the lead in dealing with these kinds of issues and will continue to be able to issue the new notice, following the perpetrator receiving a written warning.
- 3.03 A CPN can be issued if the officer is satisfied on reasonable grounds that the conduct of the individual, business or organisation:
- is having a detrimental effect on the quality of life of those in the locality;
 - is persistent or continuing in nature; and
 - is unreasonable
- 3.04 For services such as Pollution Control, issuing a CPN in itself does not discharge the Council from its duty to issue an Abatement Notice where the behaviour constitutes a statutory nuisance for the purposes of Part 3 of the Environmental Protection Act 1990 examples of which being noise or artificial light.
- 3.05 Public Spaces Protection Orders (PSPO) are intended to deal with a particular nuisance or problem in a particular area that is detrimental to the local community's quality of life, by imposing conditions on the use of that area that apply to everyone, such as street drinking, roaming dogs in parks, and groups of people causing noise issues in open spaces.
- 3.06 The local authority may make a PSPO on any public space within its own area. The definition of public space is wide and includes any place to which the public or any section of the public has access, as of right or by virtue of express or implied permission. Restrictions are set by the local authority and the conditions may be enforced by authorised council officers, police officers and police community support officers.
- 3.07 Before making a PSPO, evidence should be provided by partner agencies to support the need for making an order. Alternative means to remedy the behaviours experienced should also have been considered before making an order.

- 3.08 A PSPO needs to be made in consultation with North Wales Police and needs to be authorised by the Council's legal section.
- 3.09 It should be noted that Members have in the past designated the whole of Flintshire's area as a Designated Public Places Order under previous legislation. This order will automatically continue as a Public Spaces Protection Order under the new regime for a period of up to three years (or could be reviewed earlier if desired).
- 3.10 For the Community Protection Notice and Public Spaces Protection Order provisions to be effective there will need to be enforcement provision. It is proposed that Public Protection officers currently undertaking this kind of community based work will be authorised (e.g. the Anti-Social Behaviour Co-ordinator and Neighbourhood Wardens from Community Safety, Pollution Control Officers and other relevant Environmental Health/Public Protection team members) in addition to Neighbourhood Housing Officers.
- 3.11 A new requirement of the legislation is for procedures to be set up to deal with Anti-Social Behaviour Case Reviews (also referred to as the Community Trigger). If a victim of Anti-Social Behaviour is aggrieved about their complaints not being properly addressed they can ask for a review. This review will be in conjunction with any of the relevant bodies, e.g. the Police, Local Authority, Social Housing provider, Local Health Board.
- 3.12 Within an agreed timescale the lead agency must respond to the applicant, outlining whether a threshold of incidents has been met (three reports of anti-social behaviour in a six month period has been implemented across North Wales), and any further recommendations that the partner agencies find as a result of the review.
- 3.13 Flintshire County Council has devised its own Community Trigger process, whereby applicants will submit an application to the Community Safety department. An officer (The ASB Coordinator in the first instance) from the Community Safety Department shall liaise with the applicant, coordinate the case, review internally and report to the applicant subsequent recommendations. This will be undertaken on a multi-agency basis.
- 3.14 An application for an ASB case review for Flintshire residents can also be made direct to North Wales Police, BetsiCadwaladr Health Board and Flintshire's Registered Social Landlords.
- 3.15 It is proposed that in Flintshire we will use the well-established and effective multi-agency ASB Tasking Forum of the Community Safety Partnership to co-ordinate actions relating to the new powers available.

3.16 A summary of the main provisions is attached at Appendix 1. Details about which powers are relevant to each organisation is shown in Appendix 2.

4.00 RECOMMENDATIONS

4.01 That Members note the introduction of new legislative powers, endorse the approach to implementation that has been outlined in this report and agree to the authorisation of officers from Public Protection to enable enforcement of the relevant provisions.

5.00 FINANCIAL IMPLICATIONS

5.01 None as a result of this report.

6.00 ANTI POVERTY IMPACT

6.01 None as a result of this report.

7.00 ENVIRONMENTAL IMPACT

7.01 Many anti-social behaviour activities result in negative impacts - particularly on local environments.

8.00 EQUALITIES IMPACT

8.01 None as a result of this report.

9.00 PERSONNEL IMPLICATIONS

9.01 None as a result of this report.

10.00 CONSULTATION REQUIRED

10.01 None as a result of this report.

11.00 CONSULTATION UNDERTAKEN

11.01 None as a result of this report.

12.00 APPENDICES

12.01 Appendix 1 - Summary of the Anti-Social Behaviour, Crime and Policing Act 2014
Appendix 2 – Responsibilities under the Act

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

Anti-Social Behaviour, Crime and Policing Act 2014

Related Home Office Guidance

Contact Officer: **Sian Jones, Team Leader**
 Community Safety
Telephone: **01352 702132**
Email: **sian.jones@flintshire.gov.uk**

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Briefing Note:

Impacts of the Anti-Social Behaviour, Crime and Policing Act 2014

October 2014

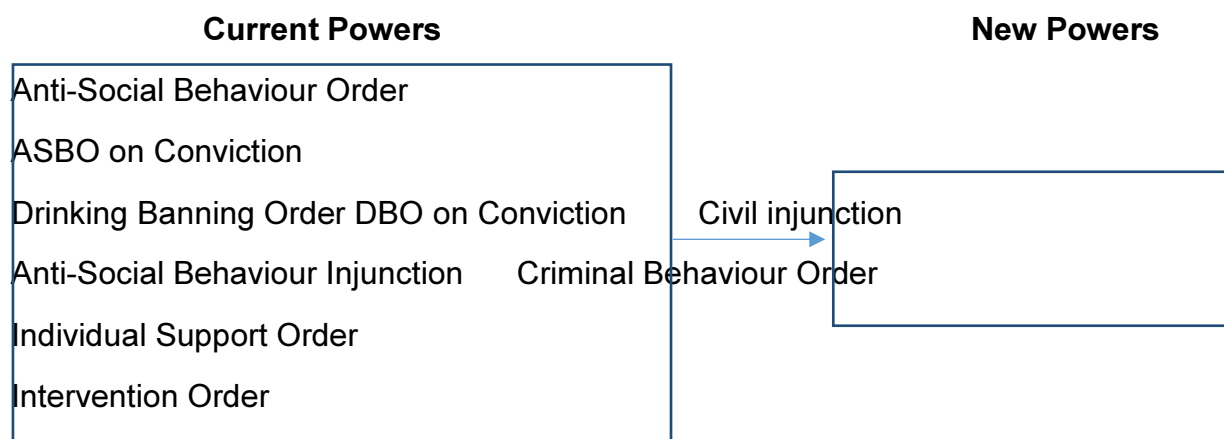
1. Purpose

- 1.1 To highlight the potential impact of the Anti-Social, Crime and Policing Act 2014 on various departments of Flintshire County Council.
- 1.2 Specifically concentrating on the anti-social behaviour aspect of the legislation.

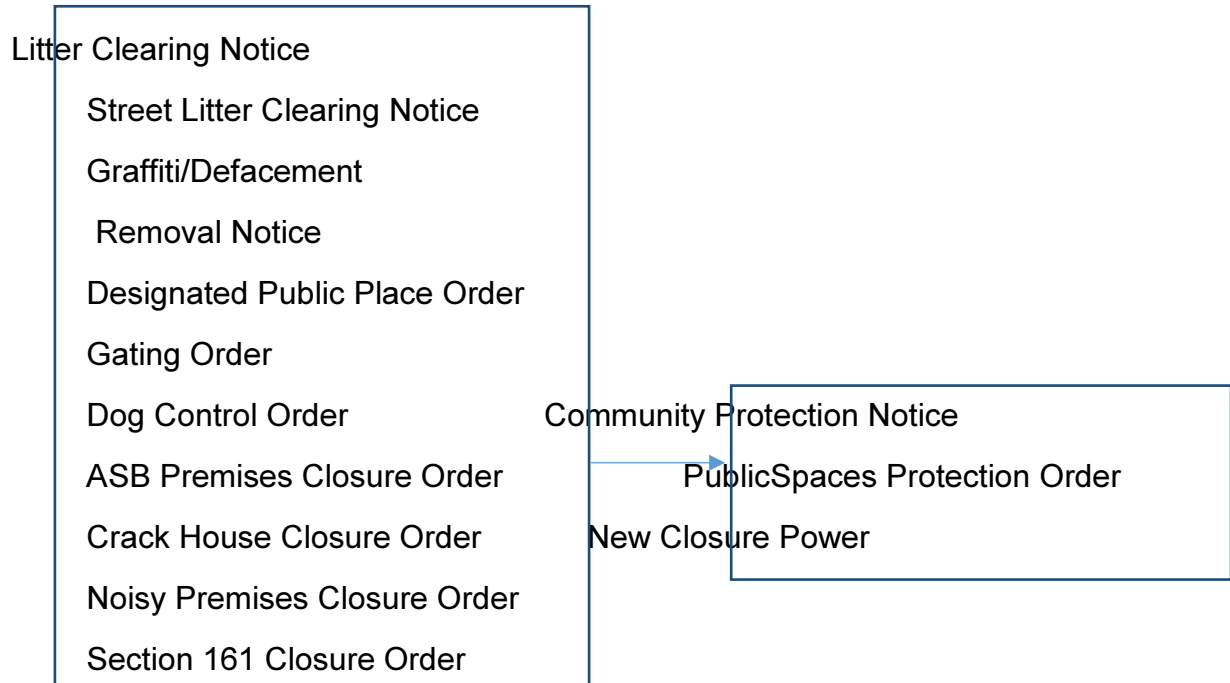
2. Background

- 2.1 The Anti-Social Behaviour, Crime and Policing Act 2014 contains a variety of new measures to protect the public from a range of topics including anti-social behaviour, dangerous dogs, forced marriage, sexual harm and illegal firearms used by gangs and in organised crime. It also includes changes to improve the provision of services to victims and witnesses.
- 2.2 Part of the Act introduces a simpler, more effective menu of powers for tackling anti-social behaviour, and provide better protection for victims and communities. Under the Act, nineteen existing tools/powers to deal with anti-social behaviour will be reduced to six new powers, accessible to a greater range of agencies than previously.
- 2.3 The six new powers can be categorised as sanctions against problem individuals, tackling environmental anti-social behaviour & problem locations. Points 2.4, 2.5 & 2.6 will provide a visual aid to the new powers and those they will replace.

2.4 Tackling Problem Individuals

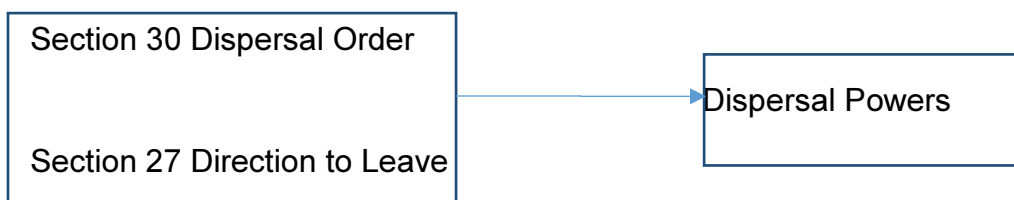


2.5 Tackling Environmental ASB



2.6 Problem Locations - Powers to Disperse

The police dispersal power will enable officers to require a person whose behaviour has caused, or is likely to cause, harassment, alarm or distress to leave a specified area and not return for a period of up to 48 hours



3.0 Impacts of the Act on Flintshire Departments.

3.1 General

Public Protection, Housing and Social Services will need to take note of the Anti-Social Behaviour Case Review process (also referred to as the Community Trigger)

The Community Trigger will allow a formal route of complaint for people who believe that their concerns about anti-social behaviour have not been adequately or effectively addressed by the authorities.

If a threshold of three anti-social incidents have been reported to partner agencies in a six month period then an applicant can ask for a multi-agency review of their case to seek further recommendations.

Community Trigger applications made to Flintshire County Council are coordinated via the Community Safety Department who will liaise direct with the applicant and coordinate a multi departmental and agency review.

3.2 Youth Justice Service

Civil Injunctions were previously only available to social housing providers to deal with anti-social adults, however under the new act they will be available to Local Authorities, Police, the Environment Agency and NHS, and be a sanction against both under 18's and adults. Breach of a civil injunction is not a criminal offence, but a breach must be proven to the criminal standard, that is, beyond reasonable doubt.

Procedure's for over 18's will be unaffected, it would however be recommended as good practice that any potential suspect for an injunction under the age of 18 be referred into the *Prevent and Deter* process as soon as possible, ensuring necessary intervention and assessments are completed before the need for formal action.

3.3 Housing

The Act introduces a New Absolute Ground for Possession of secure and assured tenancies where anti-social behaviour or criminality has already been proven by another court. The purpose is to expedite the eviction of a landlords' most anti-social tenants to bring faster relief to victims.

The test will be that a tenant, a member of the tenant's household, or a person visiting the property has met one of the following conditions:

- Convicted of a serious offence
- Found by a court to have breached a Civil Injunction,
- Convicted for breaching a criminal behaviour order (CBO)
- Convicted for breaching a noise abatement notice: or

The tenant's property has been closed for more than 48 hours under a closure order for anti-social behaviour.

3.3.1 Unlike the existing discretionary grounds for possession, the landlord will not be required to prove to the court that it is reasonable to grant possession. This means the court will be more likely to determine cases in a single, short hearing.

This will offer better protection and faster relief for victims and witnesses of anti-social Behaviour, save landlords costs, and free up court resources and time.

3.4 Public Protection

3.4.1 Community Protection Notices

The Community Protection Notice (CPN) is intended to deal with particular, ongoing problems or nuisances which affect the community's quality of life by targeting those responsible. Examples of which are graffiti, rubbish accumulation or noise. Local Authorities already take the lead in dealing with these kinds of issues and will continue to be able to issue the new notice, following the perpetrator receiving a written warning.

A CPN can be issued by one of the bodies above if they are satisfied on reasonable grounds that the conduct of the individual, business or organisation

- Is having a detrimental effect on the quality of life of those in the locality;
- Is persistent or continuing in nature; and
- Is unreasonable

For FCC sections such as Pollution Control, issuing a CPN does not discharge the Council from its duty to issue an Abatement Notice where the behaviour constitutes a statutory nuisance for the purposes of Part 3 of the Environmental Protection Act 1990 examples of which being noise or artificial light.

A CPN can be drafted from scratch if necessary so that it is appropriate to the situation and can include any or all of the following:

- A requirement to stop doing specified things
- A requirement to do specified things
- A requirement to take reasonable steps to achieve specified results.

A breach of a CPN is a criminal offence, however when deciding on sanction, the issuing authority should consider the potential wishes of the victim. Examples of sanctions include issuing a fixed penalty notice, a remedial or forfeiture order.

3.5 Public Spaces Protection Order (PSPO)

3.5.1 Public Spaces Protection Orders are intended to deal with a particular nuisance or problem in a particular area that is detrimental to the local community's quality of life, by imposing conditions on the use of that area that apply to everyone such as street drinking, roaming dogs in parks, groups of people causing noise issues in open spaces, etc.

The local authority may make a PSPO on any public space within its own area. The definition of public space is wide and includes any place to which the public or any section of the public has access, as of right or by virtue of express or implied permission.

Restrictions are set by the local authority and can be targeted against certain behaviours by certain groups at certain times, they may restrict access to public spaces (including certain types of highway) where that route is being used to commit anti-social behaviour, and the conditions may be enforced by authorised council officers, police officers and police community support officers.

Before making a PSPO, the council must consult with the local police, formally through the Chief Officer of Police and the Police and Crime Commissioner.

It is an offence for a person, without reasonable excuse, to

- Do anything that the person is prohibited from doing by a PSPO; or
- Fail to comply with a requirement to which the person is subject under a PSPO.

Where a designated public place order, gating order or dog control order is currently in force, this will continue to be valid for a period of three years following commencement of the new power in late October, enabling current signage in place in Flintshire to remain in situ until 2017.

Gerwyn Davies

ASB Coordinator

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Anti-Social Behaviour and Police Act 2014

	Main Headings	Main Authority Responsible
Part 1	Injunctions	Police and Courts
Part 2	Criminal Behaviour Orders	Police and Courts
Part 3	Dispersal Powers	Police
Part 4	Community Protection Notices	Police and Local Authority
	Public Spaces Protection Orders	Local Authority
	Closure of Premises Associated With Nuisance or Disorder etc.	Police and Local Authority
Part 5	Recovery of Possession of Dwelling Houses on Anti-Social Behaviour Grounds	Landlords – Local Authority, Social Housing, private
Part 6	Local Involvement and Accountability – Community Remedies Response to Complaints about ASB	Police Police, Local Authority, Local Health Board, Social Housing Providers
Parts 7-14	Dangerous dogs; firearms; protection from sexual harm & violence; forced marriage; policing; extradition; criminal justice and court fees; general	Police
Schedules 1-11	Support the above	

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FLINTSHIRE COUNTY COUNCIL

REPORT TO: **CABINET**

DATE: **TUESDAY, 18 NOVEMBER 2014**

REPORT BY: **CORPORATE FINANCE MANAGER**

SUBJECT: **REVENUE BUDGET MONITORING 2014/15 (MONTH 5)**

1.00 PURPOSE OF REPORT

1.01 To provide Members with the latest revenue budget monitoring information for 2014/15 for the Council Fund and Housing Revenue Account based on actual income and expenditure as at Month 5 and projected forward to year-end based on the most up to date information available.

INDEX OF CONTENTS

1.02	Section 2	Executive Summary
	Section 3	Council Fund Latest In Year Forecast
	Section 4	Inflation
	Section 5	Monitoring Budget Assumptions & Risks
	Section 6	Unearmarked Reserves
	Section 7	Housing Revenue Account (HRA)
	Appendix 1	Council Fund – Movement in Variances from Month 3
	Appendix 2	Council Fund Variance Summary
	Appendix 3	Efficiencies Summary
	Appendix 4	Movements on Council Fund Unearmarked Reserves
	Appendix 5	HRA Variance Summary

2.00 EXECUTIVE SUMMARY

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

Council Fund

- Net in year non pay expenditure forecast to be £0.608m lower than budget. This does not include any potential effect of variances on pay (see paragraph 3.02)
- Projected contingency reserve balance at 31 March 2015 of £3.549m

Housing Revenue Account (HRA)

- Net in year expenditure forecast to be £0.044m less than budget.
- Projected closing balance as at 31 March 2015 of £1.210m

3.00 COUNCIL FUND LATEST IN YEAR FORECAST

3.01 The table below shows the projected position by portfolio which reflects the Council's new Operating Model which came into effect on 1 June 2014.

3.02 As previously reported, following the implementation of the Single Status agreement in June 2014, extensive work has been undertaken to rebase all workforce budgets to reflect the actual new costs arising from the new pay and grading structure. Due to the continuation of the above significant piece of work no pay variations are included within this report. Given that the workforce budgetary provision will be allocated to the actual costs being incurred in line with the affordability model used to estimate costs, variations of any significance are not expected. This work is nearing completion and portfolios will be allocated their revised workforce budgets imminently.

3.03 The table below shows projected in year non pay expenditure to be £0.608m less than budget.

TOTAL EXPENDITURE AND INCOME	Original Budget	Revised Budget	Projected Outturn	In-Year Over/ (Under) spend	
				Month 4	Month 5
				£m	£m
Social Services	59.889	58.956	59.518	0.454	0.562
Community & Enterprise	14.368	14.117	13.663	(0.289)	(0.454)
Streetscene & Transportation	28.381	28.342	28.630	0.257	0.288
Planning & Environment	6.394	5.546	5.508	0.000	(0.038)
Education & Youth	97.167	96.244	96.048	(0.159)	(0.196)
People & Resources	5.395	5.010	5.041	0.031	0.031
Governance	8.821	8.448	8.667	0.233	0.219
Organisational Change	9.738	9.498	9.543	(0.030)	0.045
Chief Executive	2.160	3.380	3.415	0.034	0.035
Central & Corporate Finance	22.863	25.635	24.746	(0.550)	(1.100)
Total	255.176	255.176	254.779	(0.019)	(0.608)

The reasons for all movements from Month 4 are summarised in appendix 1 with the projected variances occurring for the year to date summarised within appendix 2.

3.04 To maximise the in-year position a cost control exercise has recently been undertaken to identify areas where non essential spend can either be stopped or slowed down. The budget movements between portfolios from month 4 to month 5 reflect the outcome of this work to date whereby the efficiencies made will be held centrally. The budget for Central & Corporate Finance has increased by £0.335m with corresponding decreases in the budget for Education and Youth (£0.290m), Streetscene & Transportation (£0.030) and Planning & Environment (£0.015m).

Programme of Efficiencies

Corporate and Functional Efficiencies

3.05 The 2014/15 budget contains £8.8m of specific efficiencies comprising Corporate Value for Money (VFM) on Procurement and Back to Basics of £1.3m and specific Functional VFM efficiencies of £7.5m.

3.06 The table below summarises the latest position for the achievement of these efficiencies. The analysis shows that it is currently projected that £8.627m (98%) will be achieved resulting in a net underachievement of £0.213m. This has improved when compared with month 4, showing an increase of £0.183m in the value of projected efficiencies. Details for the in year efficiencies currently projected to not be achieved in full are shown in appendix 3.

Status of Efficiency	Value of Budgeted Efficiency £m	Value of Projected Efficiency £m	(Under) Over Achievement £m
Already Achieved	1.643	1.643	0.000
Expected to be Achieved in Full	6.449	6.449	0.000
Achievable in Part	0.698	0.535	(0.163)
Not Achievable	0.050	0.000	(0.050)
Total	8.840	8.627	(0.213)

3.07 It should be noted that a significant efficiency is included within the Functional VFM targets for administrative support across the organisation, which is currently assumed as achievable. However, as there is still an amount of £1.1m to be identified in-year, there is a significant risk that these efficiencies will not be met within the current financial year, although a review of all council vacancies, being done in conjunction with the single status rebasing work, is expected to contribute to achieving this efficiency in 2014/15. Further work has commenced which will see single administrative teams within each portfolio. Whilst it is assumed this will achieve 10% efficiencies over the next two years, the effect will not impact until 2015/16 onwards; full details will be reported in future monitoring reports.

Workforce Efficiencies

3.08 The 2014/15 budget also contains £3.1m of Workforce Efficiencies. As previously

reported an initial Voluntary Redundancy Programme has now identified a number of efficiencies as part of its first phase and a second Voluntary Redundancy programme, which commenced on 1st September, is running alongside the next phase of the Management Review.

- 3.09 There is currently £1.7m of efficiencies still to be achieved and we are working through the second phase of the Voluntary Redundancy Programme to assess the financial impact of the redundancy applications. This work will be undertaken alongside an organisational review of vacant positions which will enable the council to identify any efficiencies to offset the shortfall.

The table below details the efficiencies achieved to date against each phase of the Workforce Programme:

Workforce Phase	Efficiency Achieved (%)
Management Phase 1 (Tier 1 & 2)	79
Management Phase 2	25
Workforce Scale Review	41
Cost of Employment	Allocated to Portfolios

4.00 INFLATION

- 4.01 Included within the 2014/15 budget are provisions for pay (£1.316m), targeted price inflation (£0.590m), non standard inflation (£0.670m) and income (£0.151m).
- 4.02 The amounts for non standard inflation (Fuel, Energy and Food) will be held centrally and allocated out to portfolio areas only where a funding need is evidenced. It is currently assumed that all of the allocation will be required.

5.00 MONITORING BUDGET ASSUMPTIONS AND RISKS

5.01 Existing risks;

- Out of County Placements – due to volatility and unpredictable nature of service costs.
- Deprivation of Liberty Assessments (DoLs) – potential risk due to additional responsibilities of Local Authorities.
- Professional Support (Leaving Care) – due to demand led nature of the service and ongoing impact of the Southwark case.
- Former Euticals Site – risk relates to the cost of full decommissioning, decontamination and clearance of the former chemical site in Sandycroft.
- Single Persons Discount (SPD) Review – relates to a review which will take place during October, it has been predicted the number of SPD claims will be

reduced.

- Schools ICT Infrastructure – due to potential change to delivery of ICT in schools.
- Winter Maintenance – due to potential for adverse weather conditions.
- Council Tax – relates to the volatility of the Council Tax Reduction Scheme and collection rates.
- Single Status – relates to the complexity and scale of rebasing workforce budgets.

5.02 **Changes to previously reported risks**

- Land Charges Litigation – A settlement has been agreed on this and the financial impact is currently reported within the Governance Portfolio.
- Outcome Agreement Grant – communication has been received from Welsh Government stating that a recommendation will be made to the Minister that this grant should be awarded in full.

6.00 **UNEARMARKED RESERVES**

- 6.01 The 2013/14 final outturn reported to Cabinet on 15 July 2014 showed unearmarked reserves at 31 March 2014 (above the base level of £5.834m) of £5.328m.
- 6.02 This position reflected a contribution of £0.745m made from reserves as part of an accounting adjustment for termination benefits arising from the workforce efficiencies for the Senior Management Phase 1 programme. As budget provision was made within the 2014/15 budget for this, this has now been transferred back into reserves in the current financial year.
- 6.03 Section 6.05 of the 2014/15 budget report outlined the investment strategy required to fund one off costs and transitional funding for efficiencies that could not be found in full in 2014/15. This identified a potential £3.7m available to fund these from the contingency reserve as well as utilising the Single Status/Equal Pay Reserve.
- 6.04 Currently it is estimated that £2.5m will be required from the Contingency Reserve to fund the one off costs in 2014/15.
- 6.05 The Month 2 Monitoring report to Cabinet on 15th July also advised members of an allocation of £0.696 from the contingency reserve to fund investment costs approved under delegated powers.
- 6.06 Taking into account all of the above and the current projected outturn at month 5, the projected balance on the contingency reserve at 31 March 2015 is £3.549m. This is summarised in Appendix 4.

7.00 HOUSING REVENUE ACCOUNT

- 7.01 On 18th February 2014 the Council approved a Housing Revenue Account (HRA) budget for 2014/15 of £29.886m. The budget provided for a closing balance of £0.956m, which at 3.2% of total expenditure satisfies the prudent approach of ensuring a minimum level of 3%.
- 7.02 The 2013/14 final outturn reported to Cabinet on 15th July 2014 showed a closing balance at the end of 2013/14 of £1.662m (subject to audit).
- 7.03 The position at Month 5 is reporting an overall projected underspend of £0.045m and a projected closing balance at Month 5 of £1.210m, which at 4% of total expenditure satisfies the prudent approach of ensuring a minimum level of 3%.
- 7.04 Appendix 5 details the reasons for significant variances
- 7.05 The HRA Garden Service is currently being reviewed and contracts amended meaning there will be additional costs for carrying out the service and reduced income from tenants.

8.00 RECOMMENDATIONS

- 8.01 Members are recommended to :-
- a) Note the overall report.
 - b) Note the projected Council Fund contingency sum as at 31st March 2015 (paragraph 6.06)
 - c) Note the projected final level of balances on the Housing Revenue Account (paragraph 7.03)

9.00 FINANCIAL IMPLICATIONS

- 9.01 The financial implications are 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 4 – Appendix 1

Council Fund – Non pay variances – Appendix 2

Council Fund – Efficiencies not fully achieved – Appendix 3

Council Fund – Movements on unearmarked reserves – Appendix 4

Housing Revenue Account Variances – Appendix 5

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

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**COUNCIL FUND - REVENUE BUDGET 2014/15
FLINTSHIRE COUNTY COUNCIL**

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

	£m	£m
Month 4		
Portfolios	0.531	
Central and Corporate Finance	(0.550)	
Variance as per Cabinet Report		(0.019)
Month 5		
Portfolios	0.492	
Central and Corporate Finance	(1.100)	
Variance as per Directorate Returns		(0.608)
Change Requiring Explanation		(0.589)
<u>Social Services</u>		
Services For Adults		
• Localities (Locality Teams) - Residential Services (+£0.119m) the movement is due to a backlog of residential care clients who were awaiting financial assessment bringing an increase in residential care cost to the service. Elderly Mentally Infirm (EMI) (-£0.045m) - a large joint funded domiciliary package was reviewed and funding stopped, reducing care cost. Other minor variances of less than £0.025m, net impact of -£0.002m.	0.072	
• Disability Services (Resource and Regulated Services) - LD supported Living - In-House (-£0.089m) - use of deleted posts to meet budgeted efficiency proposal arising from service review. LD Supported Living - Independent Sector (-£0.090m) -reduction of commitments following critical review of latest activity. PDSI - reduced domiciliary care & direct payments (-£0.057m) - due to changes in costs of care packages. Other minor variances of less than £0.025m, net impact of -£0.024m.	(0.260)	
• Disability Services (Vulnerable Adults and Disability Service) - a review of transition client costs has taken place. Due to the timing of transition clients entering this service full costs were not known until recently. The actual care costs are more than originally anticipated.	0.095	
• Mental Health Services (Residential & Domiciliary) - Changes in two care packages causing variance.	0.079	
• Other minor changes of less than £0.025m for Services for Adults.	0.044	
Subtotal: Services For Adults		0.030
Development & Resources		
• Business Services - Income charging policy cap increased from £50 to £55 plus impact of changes in charging client base.	(0.037)	
• Other minor changes of less than £0.025m	0.012	
Subtotal: Development & Resources		(0.025)
Services For Children		
• Childrens Services (Family Placements) - (£0.125m) Increased demand on foster care.	0.125	
• Professional Support (-£0.048m) - reduced commitments on leaving care.	(0.048)	
• Other minor changes of less than £0.026m	0.026	
Subtotal: Services For Children		0.103
Total: Social Services		0.108

Community & Enterprise

Customer & Housing Services	
• Estimated underspend on B&B placements	(0.111)
• Reduced pressure on Support Services recharge due to budget realignment	(0.043)
• Other minor changes of less than £0.025m	0.005
Subtotal: Customer & Housing Services	(0.149)
Supporting Services	
• Other minor changes of less than £0.025m	(0.011)
Subtotal: Supporting Services	(0.011)
Regeneration	
• Other minor changes of less than £0.025m	0.017
Subtotal: Regeneration	0.017
Revenues & Benefits	
• Underspend on CTRS	(0.033)
• Other minor changes of less than £0.025m	0.006
Subtotal: Revenues & Benefits	(0.027)
Customer Services	
• Other minor changes of less than £0.025m	0.005
Subtotal: Customer Services	0.005
Total: Community & Enterprise	(0.165)

Streetscene & Transportation Portfolio

Streetscene	
• Waste Services - loss of Trade Waste Income from Housing / Increased cost of food waste tonnage.	0.046
• Other minor changes of less than £0.010m	0.001
Subtotal: Streetscene	0.047
Highways Strategy & Traffic Services	
• Highways Policy - increased income projections	(0.014)
• Other minor changes of less than £0.010m	(0.002)
Subtotal: Highways Strategy & Traffic Services	(0.016)
Environmental Enforcement & Bereavement Services	
• Other minor changes of less than £0.010m	0.000
Subtotal: Environmental Enforcement & Bereavement Services	0.000
Transportation	
• Reducing contracts with Bus Operators providing subsidised services	
• School Transport - re-profiled commitments	0.000
• Other minor changes of less than £0.010m	0.000
Subtotal: Transportation	0.000
Total: Streetscene & Transportation	0.031

Planning & Environment Portfolio

Planning	
• Other minor changes of less than £0.010m	0.007
Subtotal: Planning	0.007
Public Protection	
• Community Safety Grant - amended commitments and increase in Grant income	(0.027)
• Pollution Control - Income from Pest Control FPNs	(0.006)
• Other minor changes of less than £0.010m	(0.008)
Subtotal: Public Protection	(0.041)
Highways/Energy	
• Other minor changes of less than £0.010m	(0.007)
Subtotal: Energy Services and Highways/Public Rights of Way	(0.007)
Management & Performance	
• Other minor changes of less than £0.010m	0.003
Subtotal: Management & Performance	0.003
Greenfield Valley Heritage Park	
• Other minor changes of less than £0.010m	0.000
Subtotal: Greenfield Valley Heritage Park	0.000
Total: Planning & Environment	(0.038)

Education & Youth

Primary & Early Years Education		
• Primary Schools - minor variances	0.000	
Subtotal: Primary & Early Years Education		0.000
Secondary, 14-19 & Continuing Education		
• Secondary Schools - Minor variances	0.000	
• Regional Services - minor variances	0.000	
Subtotal: Secondary, 14-19 & Continuing Education		0.000
Inclusion Services		
• Inclusion & Behaviour Support - minor variances	(0.039)	
• Out of County - minor variances	0.010	
Subtotal: Inclusion Services		(0.029)
Access (School Planning & Provision)		
• School Planning - minor variances	0.000	
• School Provision - minor variances	(0.001)	
Subtotal: Access (School Planning & Provision)		(0.001)
21st Century Schools		
• Other minor changes of less than £0.025m	0.000	
Subtotal: 21st Century Schools		0.000
Youth Services (minor variances of less than £0.025m)		
• Adult & Community Education - minor variances	0.000	
• Youth Justice Service - minor variances	0.000	
• Children Youth Partnership - minor variances	0.000	
• Children & Young Peoples Partnership - minor variances	0.000	
• Youth & Community Service - minor variances	(0.007)	
Subtotal: Youth Services		(0.007)
Commissioning & Performance		
• Other minor changes of less than £0.025m	0.000	
Subtotal: Commissioning & Performance		0.000
School Management & Information		
• Other minor changes of less than £0.025m	0.000	
Subtotal: School Management & Information		0.000
Total: Education & Youth		(0.037)

People & Resources

HR & OD		
• Other minor changes of less than £0.025m	0.000	
Subtotal: HR & OD		0.000
Corporate Finance		
• Other minor changes of less than £0.025m	0.000	
Subtotal: Corporate Finance		0.000
Total: People & Resources		0.000

Governance

Minor variances of less than £0.025m	
• Information Communication Technology	0.006
• Internal Audit	0.002
• Records Management	0.000
Subtotal: Minor variances of less than £0.025m	0.008
Legal Services	
• Legal Services - There has been a reduction in the amount of Staff Recharge from Benefit Fraud (£0.016m) and Waste Partnership (£0.011m). Reduction in Motion Picture Licenses income (£0.011m). Minor variances (£0.002m).	0.040
Subtotal: Legal Services	0.040
Democratic Services	
• Members allowances outturn reduced to accurately reflect current expenditure trend (£0.061m). Minor variances (£0.001m).	(0.062)
Subtotal: Democratic Services	(0.062)
Total: Governance	(0.014)

Organisational Change

Minor variances of less than £0.025m	
• Public Libraries & Arts, Culture & Events	(0.001)
• Museums Service	0.004
• Leisure Services	(0.002)
• Community Assets	0.000
• Property Design & Consultancy	(0.007)
• Facilities	0.009
Subtotal: Minor variances of less than £0.025m	0.003
Valuation & Estates	
• The projection for Valuations & Estates has increased by £0.72m since period 4. £0.83m relates to vacancy savings which were previously reported but will now be reflected corporately against the workforce efficiency targets. The remainder relates to minor variances.	0.072
Subtotal: Valuation & Estates	0.072
Total: Organisational Change	0.075

Chief Executive

• Other minor changes of less than £0.025m	0.001
Total: Chief Executive	0.001

Central & Corporate Finance

• Additional Corporate Windfall Income (British Gas / NDR Refunds)	(0.017)	
• Carbon Reduction Commitment	0.012	
• Identified one-off savings through cost control exercise due to Reallocation of Foundation Phase Grant to Early Entitlement Cover (£0.265m) and expenditure controls on Youth Services (£0.025m) within Education & Youth. Reduced bus operator contracts (£0.030m) within Streetscene & Transportation and additional income (£0.015m) for planning policy advice to Denbighshire County Council.	(0.335)	
• In year reductions considered to be achievable as a result of the cost control exercise within Community & Enterprise (£0.157m) and Organisational Change (£0.054m).	(0.211)	
• Other minor variances	0.001	
Total: Central & Corporate Finance		(0.550)
Total Changes		(0.589)

MONTH 5 - SUMMARY

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Major Variance
Social Services					
Social Services for Adults - Locality Teams (Localities)	14.296	14.772	0.476	0.404	There is a major demand influenced pressure of £0.865m on the Domiciliary Care service within Localities teams. Key demand led influences include clients returning to the service following successful past reablement, the changing demographic profile, increased complexity of need and increasing numbers of people with dementia. The significant projected overspend is being offset by a projected underspend of £0.357m on residential care, which includes a £0.399m increase in the level of property related income offset by £0.042m increased expenditure on payments to providers. An underspend of £0.032m is due to minor variances.
Social Services for Adults - Transition and Disability Services (Disability Services)	0.635	0.702	0.067	0.067	The projected overspend is mainly due to the unbudgeted cost of the support arrangements provided by Penderels in respect of direct payments. This accounts for £0.065m of the total projected overspend of £0.067m.
Social Services for Adults - Residential and Domiciliary Service (Mental Health & Substance Misuse Service)	0.835	0.734	(0.101)	(0.180)	This underspend is based on current care packages. An additional £0.156m budget has been added to this area in 2014/15 to reflect additional transition clients.

MONTH 5 - SUMMARY

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Major Variance
Social Services for Adults - Forensic Budget (Mental Health & Substance Misuse Service)	0.310	0.182	(0.128)	(0.130)	Reflects current care packages for 2014/15. 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.
Social Services for Adults - Other Services for Adults variances (aggregate)	29.232	29.340	0.108	0.231	Various minor variances.
Business Services Income	(1.573)	(1.796)	(0.223)	(0.186)	Impact of an increase by Welsh Government in the level of the maximum charge cap from £50 per week to £55 per week.
Other Development & Resources variances (aggregate)	2.734	2.740	0.006	(0.006)	Various minor variances.

MONTH 5 - SUMMARY

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Major Variance
Family Placement (Children's Services)	2.227	2.505	0.278	0.153	The overspend is mainly (£0.261m) 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 (£0.017m) 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.
Professional Support (Children's Services)	5.341	5.435	0.094	0.142	This projected overspend is due mainly to increased direct payments of £0.135m for Children's Integrated Disability Services (CIDS) and cost of placements within the leaving care service £0.145m. These pressures are offset by a saving of £0.144m against general contingencies. Other underspends netting to £0.042m are due to minor variances.
Other Services for Children variances (aggregate)	4.919	4.904	(0.015)	(0.041)	Various minor variances.
Total Social Services	58.956	59.518	0.562	0.454	

MONTH 5 - SUMMARY

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Major Variance
Community & Enterprise					
Customer & Housing Services	1.100	1.004	(0.096)	0.054	An overspend (£0.031m) is projected to occur due to a lower level of support recharge to the Council Fund from the HRA. Estimated underspend (£0.111m) based on re-evaluation of B&B accommodation projections. (£0.016m) underspend due to other minor variances.
Supporting People	0.534	0.570	0.036	0.048	Projected overspend (£0.018m) against mileage costs. Overspend (£0.015m) on the Maintenance Contract due to insufficient budget to meet renewed contract. Minor variances (£0.003m) overspend.
Regeneration	0.548	0.575	0.027	0.009	Pressure (£0.043m) projected in respect of Agency costs. (£0.016m) underspend due to other minor variances.
Revenues & Benefits	11.277	10.851	(0.426)	(0.400)	Underspend due to an anticipated surplus on the Council Tax Collection Fund (£0.246m). Projected underspend (£0.201m) on the budgeted provision for the Council Tax Reduction Scheme based on current position. The underspend on this area is volatile and can be subject to change later in the year. (£0.021m) pressure due to minor variances.
Customer Services	0.658	0.663	0.005	0.000	Minor Variances
Total Community & Enterprise	14.117	13.663	(0.454)	(0.289)	

MONTH 5 - SUMMARY

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Major Variance
Streetscene & Transportation					
Waste Disposal & Waste Collection	6.610	6.806	0.196	0.149	Additional costs of overtime and use of Agency personnel due to high number of vacancies to maintain the necessary service provision. At period 05 loss of Trade Waste Income from Housing and increased cost of Food Waste tonnage.
Business & Strategy	1.965	1.999	0.034	0.044	Knight Owl Security cost of Alarm / Security Provision at Alltami Depot.
Highways Maintenance	1.343	1.361	0.018	0.023	Minor Variances
Streetlighting	1.178	1.172	(0.006)	(0.005)	Minor Variances
Transportation	1.405	1.359	(0.046)	(0.045)	Minor Variances
Streetworks	0.000	0.036	0.036	0.039	Lower than anticipated levels of income for FPN's (based on improving standards of repair by utility companies) & road closures.
Cemeteries	0.570	0.570	0.000	0.000	Projected costs of R & M at Kelsteron Cemetery at Period 3. Re-profiled commitments at Period 4 has improved the overall position.
Aggregate of other Variances	15.271	15.327	0.056	0.052	Minor Variances
Total Streetscene & Transportation	28.342	28.630	0.288	0.257	

MONTH 5 - SUMMARY

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Major Variance
Planning & Environment					
Planning	1.302	1.212	(0.090)	(0.097)	Higher levels of Planning Fee income than expected (£0.101m). Planning Fee Income Levels will be closely monitored. £0.011m overspend due to minor variances.
Public Protection	2.593	2.573	(0.020)	0.021	SMAF Grant Income
Energy Services and Highways Development Control & Public Rights of Way (PROW)	0.727	0.796	0.069	0.077	Reduced level of income of £0.049m from Gas Engines. Projected costs of £0.025m for external contractors / hired plant for PROW Works. £0.005m underspend due to minor variances.
Management Support & Performance	0.640	0.643	0.003	(0.001)	Minor Variance
Greenfield Valley & Heritage Park	0.284	0.284	0.000	0.000	No Variance
Total Planning & Environment	5.546	5.508	(0.038)	0.000	

MONTH 5 - SUMMARY

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Major Variance
Education & Youth					
Primary & Early Years Education	43.889	43.889	0.000	0.000	No Variance
Secondary, 14 -19 & Continuing Education	36.757	36.767	0.010	0.010	Minor Variance
Inclusion Services	12.866	12.725	(0.141)	(0.112)	£0.100m relates to a projected saving on Out of County Placements. This is a volatile budget and one additional placement can make a significant change to projections. Education placements may change particularly during September. Detailed monitoring will continue. £0.041m minor variances.
Access (School Planning & Provision)	0.712	0.680	(0.032)	(0.031)	Minor Variance
21st Century Schools	0.082	0.083	0.001	0.001	Minor Variance
Youth Services	1.572	1.564	(0.008)	(0.001)	Increased expenditure controls. Minor variances.
Commissioning & Performance	0.162	0.135	(0.027)	(0.027)	Minor Variance
School Management & Information	0.204	0.205	0.001	0.001	Minor Variance

MONTH 5 - SUMMARY

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Major Variance
North East Wales School Library Service	0.000	0.000	0.000	0.000	No Variance
Total Education & Youth	96.244	96.048	(0.196)	(0.159)	
People & Resources					
HR&OD	2.307	2.333	0.026	0.026	Minor Variances
Corporate Finance	2.703	2.708	0.005	0.005	Minor Variances
Total People & Resources	5.010	5.041	0.031	0.031	

MONTH 5 - SUMMARY

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Major Variance
Governance					
Legal Services	0.792	0.945	0.153	0.113	£0.131m pressure due to Litigation around local land charges. Overspend due to other minor variances (£0.022m).
Democratic Services	2.092	2.024	(0.068)	(0.006)	Underspend on member allowances (£0.061m). Underspend due to other minor variances (£0.007m).
Internal Audit	0.504	0.502	(0.002)	(0.004)	Minor Variances
Procurement	0.192	0.192	0.000	0.000	No Variance
Support Services	0.458	0.483	0.025	0.025	Minor Variances
Records Management	0.156	0.165	0.009	0.009	Minor Variances
ICT	4.254	4.356	0.102	0.096	Overspend due to Oracle Software Licence audit identifying use of wrong type of software (£0.040m). Overspend on Packaged Software due to increased demand on the service (£0.069m). Underspend due to other minor variances (£0.007m).
Total Governance	8.448	8.667	0.219	0.233	

MONTH 5 - SUMMARY

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Major Variance
Organisational Change					
Public Libraries & Arts, Culture & Events	1.891	1.880	(0.011)	(0.010)	Minor Variance
Museums Service	0.062	0.061	(0.001)	(0.005)	Minor Variance
County Archives	0.261	0.261	0.000	0.000	No Variance
Leisure Services	3.537	3.571	0.034	0.036	The projected outturn for Leisure Services at this time is an overspend of £0.034m although the team is exploring every option to absorb this pressure. £0.023m relates to pressure caused by the delay between Single Status implementation and the implementation of the Leisure Services review. The planned efficiency was unachievable for one month between 1st June and 7th July. One twelfth of the £0.270m efficiency is therefore currently estimated as a budget pressure because the planned deleted positions remained in the structure until July. £0.011m relates to pay protection for two members of the team who have successfully been redeployed within the service as part of the review therefore avoiding exit costs.
Community Assets	0.057	0.054	(0.003)	(0.003)	Minor Variance
Agricultural Estates	(0.718)	(0.729)	(0.011)	(0.083)	Minor Variance
Property Holdings	3.054	3.079	0.025	0.032	Minor Variance

MONTH 5 - SUMMARY

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Major Variance
Industrial Units	(0.140)	(0.136)	0.004	0.004	Minor Variance
Facilities Services	1.494	1.502	0.008	(0.001)	Minor Variance
Total Organisational Change	9.498	9.543	0.045	(0.030)	
Chief Executives					
Chief Executives	3.380	3.415	0.035	0.034	Minor Variances
Total Chief Executives	3.380	3.415	0.035	0.034	

MONTH 5 - SUMMARY

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Major Variance
Central & Corporate Finance					
Central & Corporate Finance	25.635	24.535	(1.100)	(0.550)	Central Loans and investment £0.300m projected year end underspend, however this can be affected by many factors such as uncertainties regarding HRA subsidy reform, accounting practice regarding interest apportionment, impact of future investment programme and the level of future reserves and borrowing requirements. Strike deductions (£0.160m) is one off income. Corporate Windfall Income (£0.124m), this is in relation to additional Non Domestic Rate revaluations, which are one-off. (£0.301m) within the budget for Pension Fund Contribution, requires realignment to pay as part of Single Status Accounting to be undertaken later in the year. Overspend (£0.002m) due to minor variances. One off rebate of historical audit fees, (£0.072m). £0.401m - One off time limited costs in relation to former Euticals Ltd - Sandycroft site. An underspend of £0.546m reflects the one off, in-year savings found through the cost control exercise.
Total Central & Corporate Finance	25.635	24.535	(1.100)	(0.550)	
TOTAL	255.176	254.568	(0.608)	(0.019)	

EFFICIENCY NOT ACHIEVABLE			
Portfolio	Efficiency Description	Efficiency not achieved (£m)	Reason for efficiency not being achieved
Streetscene & Transportation	Streetscene - North Wales Trunk Road Association Financial benefit from involvement with the NE Wales Trunk Road Hub.	0.050	Ministerial announcement re: the future of the Trunk Road Management arrangements has stalled the project.
Total		0.050	

EFFICIENCY ACHIEVABLE IN PART			
Portfolio	Efficiency Description	Efficiency not achieved (£m)	Reason for efficiency not being achieved
Social Services	LD - Enhanced Community Residential Services - Rightsizing 4 supported living houses.	0.023	ECRS Reviews being reviewed as part of the Rightsizing.
Streetscene & Transportation	Streetscene & Transportation - Highways Related Services - the ongoing diagnostic of the two service areas will make recommendations on synergies.	0.140	Savings subject to completion of the Service Review by 1 January 2015.
Total		0.163	

APPENDIX 4

Movements on Council Fund Unearmarked Reserves

	£m	£m
Total Reserves as at 1 April 2014	11.161	
Less - Base Level (inclusive of reduction of £0.065m agreed as part of the 2014/15 budget)	(5.769)	
Total Reserves above base level		5.392
Less – estimate required from the amount approved as part of Investment strategy as per budget 2014/15 report		(2.500)
Add – Contribution from investment costs for termination benefits accounted for in 2013/14		0.745
Less - Amount approved under delegated powers reported in July 2014 monitoring report		(0.696)
Amount available for delegation to Cabinet		2.941
Add projected non pay underspend as at Month 5		0.608
Total projected Contingency Reserve as at 31st March 2015		3.549

HRA Major Variance Report - Period 5

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Rents	(27.713)	(27.602)	0.111	0.044	Garage income is lower than anticipated due to high void rates.	
General Income	(0.734)	(0.650)	0.084	0.083	Garden Service has been reviewed and contract amended to take in to account issues experienced by tenants, therefore resulting in a reduced income of £96k.	
Landlord Services	0.830	0.915	0.085	0.083	Garden service costs are expected to rise by £55k due to the service review. Repairs & Maintenance costs on general HRA buildings/lifts etc forecast at last years outturn being £38k more than budget.	
Vacancy Savings	0.249	0.000	(0.249)	(0.236)	Vacancy savings due to posts not yet being filled. Once posts are recruited, this budget will be used to fund the posts for the remainder of the year.	
Other variances (aggregate)	27.865	27.790	(0.075)	(0.012)		
Total :	0.497	0.453	(0.044)	(0.038)		

FLINTSHIRE COUNTY COUNCIL

REPORT TO: **CABINET**

DATE: **TUESDAY, 18 NOVEMBER 2014**

REPORT BY: **CHIEF OFFICER (COMMUNITY AND ENTERPRISE)**

SUBJECT: **COUNCIL TAX BASE FOR 2015-16**

1.00 PURPOSE OF REPORT

1.01 To approve the Council Tax Base for the financial year 2015-16.

2.00 BACKGROUND

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

2.02 The Council Tax Base calculations are supplied to the Welsh Government and used for the distribution of Revenue Support Grant in the annual Provisional and Final Local Authority Revenue Settlement. The calculations are also used by the Council when it sets its annual budget to calculate the Council Tax levels - this is done by dividing the net budget requirement by the Council Tax Base to provide the amount of Council Tax for a dwelling in Band D. A set formula is then used to determine the Council Tax levels for the eight remaining Property Bands (A to C and E to I).

2.03 The Council Tax base is always set as at 31st October each year and for this year must be submitted in draft to the Welsh Government by 7th November 2014. The Council Tax Base for 2015-16 has therefore been sent to the Government within the prescribed deadline pending approval of this report by cabinet.

3.00 CONSIDERATIONS

3.01 The calculation of the Council Tax Base for 2015-16 is the measure of the taxable capacity of all areas in the County and is calculated in accordance with prescribed rules. The Tax Base is based on the number of chargeable dwellings, expressed as band D equivalents, taking into account the total number of property exemptions, disabled banding reductions, other status discounts together with an estimate to reflect new build and demolished properties over the forthcoming

year. The Tax Base also reflects a very small allowance of 1% for bad and doubtful debts.

3.02 The Tax Base for 2015-16 has therefore been calculated using the usual collection level of 99.0% which ensures the Council sets one the highest collection levels in Wales and demonstrates the successes and importance in collecting local Council Tax.

3.03 Each year, to determine the level of the Tax Base, the Council is also required to determine what discount, if any, is awarded to owners of second or holiday homes (known as Prescribed Classes A and B) and long term empty properties (known as Prescribed Class C). The Prescribed Classes are as detailed below:

- Class A - property which is unoccupied and furnished but occupation is prohibited by law for over 28 days each year.
- Class B - property which is unoccupied and furnished and occupation is not prohibited by law
- Class C - property which is unoccupied and substantially unfurnished beyond the normal exemption period

3.04 The current policy of not awarding discounts to any Prescribed Class has also been reflected in the latest Tax Base calculations.

3.05 The Council Tax Base for 2015-16 is 61,993 as shown in Appendix A, compared with 61,501 in the previous year. This will result in an increase of 492 band D equivalent properties, or in percentage terms, an increase of 0.8%, compared to a percentage increase in the previous year of about 0.57%. The latest increase in the Tax Base is largely down to the effective management of the Tax Base by reviewing exemptions and discounts on a regular basis coupled with the positive impact of new homes being built across the County.

4.00 RECOMMENDATIONS

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

4.02 That the Tax Base of 61,993 chargeable Band 'D' equivalent properties (as shown in Appendix A) be approved at cabinet for the financial year 2015-16.

5.00 FINANCIAL IMPLICATIONS

5.01 The setting of the Council Tax Base will allow members to determine Council Tax charges for the next financial as part of the Council's overall 2015-16 budget considerations.

6.00 ANTI POVERTY IMPACT

6.01 None

7.00 ENVIRONMENTAL IMPACT

7.01 None

8.00 EQUALITIES IMPACT

8.01 None

9.00 PERSONNEL IMPLICATIONS

9.01 None

10.00 CONSULTATION REQUIRED

10.01 None

11.00 CONSULTATION UNDERTAKEN

11.01 None

12.00 APPENDICES

12.01 Appendix A to this report details the breakdown of the Tax Base for 2015-16 by Town/Community Council area.

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

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

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APPENDIX A - COUNCIL TAX BASE FOR 2015-16

Community	2015-16 Properties at Band 'D'	2014-15 Properties at Band 'D'
Argoed	2,451.77	2,446.09
Bagillt	1,463.21	1,459.04
Broughton & Bretton	2,424.19	2,370.28
Brynford	473.82	470.90
Buckley	6,427.41	6,331.53
Caerwys	602.57	614.17
Cilcain	741.73	739.74
Connahs Quay	6,029.78	5,991.51
Flint	4,409.21	4,405.17
Gwernaffield	1,021.98	1,020.83
Gwernymynydd	555.83	556.13
Halkyn	1,358.09	1,346.09
Hawarden	6,186.20	6,134.53
Higher Kinnerton	816.12	801.77
Holywell	3,254.79	3,243.19
Hope	1,818.15	1,829.60
Leeswood	823.71	833.43
Llanasa	1,903.29	1,903.38
Llanfynydd	837.77	829.32
Mold	4,235.42	4,177.88
Mostyn	713.60	706.09
Nannerch	268.54	271.03
Nercwys	302.23	303.93
Northop	1,517.62	1,518.58
Northop Hall	739.04	719.63
Penyffordd	1,838.14	1,728.78
Queensferry	680.98	686.73
Saltney	1,814.63	1,779.96
Sealand	1,141.28	1,138.42
Shotton	2,176.89	2,170.34
Trelawnyd & Gwaenysgor	414.18	417.28
Treuddyn	753.33	731.27
Whitford	1,132.51	1,152.39
Ysceifiog	664.99	671.99
TOTAL BAND 'D' EQUIVALENT PROPS	61,993.00	61,501.00

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FLINTSHIRE COUNTY COUNCIL

REPORT TO: **CABINET**
DATE: **TUESDAY, 18 NOVEMBER 2014**
REPORT BY: **CHIEF OFFICER (COMMUNITY AND ENTERPRISE)**
SUBJECT: **BUSINESS RATE DEBT - WRITE OFF**

1.00 PURPOSE OF REPORT

- 1.01 To seek approval to write off a single business rate debt amounting to £31,979.31

2.00 BACKGROUND

- 2.01 Financial Procedure Rules (section 9.5c) requires that any debts in excess of £25,000 being considered for write off are referred to cabinet for approval.

3.00 CONSIDERATIONS

- 3.01 The recommendation to write off debt is only ever put forward after all recovery options have been taken or are no longer possible because a company is no longer trading.
- 3.02 The write off relates to business rate charges for a company registered under the name of Mantol Ltd, who previously traded from Units 20, 21 and 22, Manor Park Industrial Estate, Flint over a four year period between April 2009 and December 2013. The company also operated from premises at Unit 17, Manor Estate for a short period during 2011.
- 3.03 During the initial two year trading period from 2009 to 2011, it was necessary for the Council to take legal action in the Magistrates Court on two separate occasions to secure payment from Mantol Ltd. Although the actions proved very positive as the company eventually met their payment obligations for business rates in full by making regular repayments whereby the Council recovered balances totalling £31,000
- 3.04 During the financial year 2011-12, the Council found it necessary again to take further legal action in the Magistrates Court to secure payment from Mantol Ltd. This time, the Council was partly successful in recovering nearly £9,000 of a £15,500 debt for 2011-12, however during the latter end of the year Directors of Mantol had started to

seriously default with their repayments again and the company was getting into serious financial difficulty.

- 3.05 The Council was therefore left with no other option but to instruct bailiffs in the autumn of 2011 to recover the outstanding payments from Mantol and the action was partly successful in recovering some of the monies outstanding.
- 3.06 During the course of 2012-13 and 2013-14, the Council took steps once again to secure Liability Orders for outstanding business rates and court orders were again referred to bailiffs acting on behalf of the Council. Unfortunately, on these occasions, the actions taken by the Council did not lead to any repayments by Mantol, who had by this point effectively ceased trading from some of the units, apart using the units to store low value goods.
- 3.07 On most occasions when bailiffs attended at the premises during the course of 2012 to 2013, the units were typically closed and there was no sign of trading activity being undertaken from the premises.
- 3.08 In December 2013, landlords eventually took back possession of the units from Mantol and there were proposals being considered by some creditors to dissolve the company which had effectively already stopped trading.
- 3.09 On the 11th March 2014, the company was formally dissolved with Companies House without the appointment of a liquidator.
- 3.10 Given that Mantol Ltd has now been dissolved, there is no prospect whatsoever of the Council recovering the residual business rates outstanding of £31,979.31 up to the period that the commercial landlords took back possession of the units.

4.00 RECOMMENDATIONS

- 4.01 That cabinet approves the write off of this debt, amounting to £31,979.31 which relates to residual business rate charges for the period between 2011-12 and 2013-14.

5.00 FINANCIAL IMPLICATIONS

- 5.01 There are no direct financial implications to the Council or to local taxpayers in relation to the write off of bad debts for business rates since the Council collects business rates on behalf of Welsh Government through the operation of a National Collection Pool for Wales.
- 5.02 As the Collection Pool is supported by the UK Government, losses in business rates, does inevitably mean that there is a wider financial loss to the UK taxpayer.

6.00 ANTI POVERTY IMPACT

6.01 None

7.00 ENVIRONMENTAL IMPACT

7.01 None

8.00 EQUALITIES IMPACT

8.01 None

9.00 PERSONNEL IMPLICATIONS

9.01 None

10.00 CONSULTATION REQUIRED

10.01 None

11.00 CONSULTATION UNDERTAKEN

11.01 None

12.00 APPENDICES

12.01 None

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

Financial Procedure Rules (section 9.5c)
Local Government Finance Act 1988 (as amended)
Companies House Register – Dissolution of Mantol Ltd (Registered
Company No 05614575)

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FLINTSHIRE COUNTY COUNCIL

REPORT TO: **CABINET**

DATE: **TUESDAY 18TH NOVEMBER**

REPORT BY: **CHIEF OFFICER (COMMUNITY AND ENTERPRISE)**

SUBJECT: **INTRODUCTION OF SELF FINANCING FOR THE HOUSING REVENUE ACCOUNT**

1.00 PURPOSE OF REPORT

1.01 To update Cabinet on the progress to introduce self financing for the Housing Revenue Account and to seek approval for the actions required to meet the 1st April 2015 deadline.

2.00 BACKGROUND

2.01 The UK Government and the Welsh Government have reached an agreement to change the financing arrangements for council housing in Wales from April 2015.

2.02 Welsh Local Authorities have long argued for this change; which to date, has seen a negative subsidy system in operation which has required all eleven stock owning councils across Wales to make a total annual negative subsidy payment of £73m (in Flintshire's case c£6m) of rental income to Welsh Government and on to the UK Treasury. On the introduction of self financing this will cease;

2.03 The new arrangements negotiated by Welsh Government will see the annual subsidy payment replaced with £40m of interest payments on PWLB loans. The aggregate settlement figure of c£920m has been a matter for Welsh Government to determine. .

2.04 A total borrowing cap of £1.85b has been set for all eleven councils. This includes the borrowing needed to meet the settlement figure referred to above; existing HRA borrowing; planned borrowing to meet WHQS, and a small amount to start a new build programme.

The all Wales approximate figures on these elements are:

£460m- existing borrowing

£358M- borrowing required to meet WHQS

£920M- borrowing for the cost of the settlement

£112m- remaining capacity for other priorities such as new build

2.05 The legislative framework to enable this change is contained in the Housing (Wales) Act 2014, which came into effect from 17th

September 2014. This act contains a duty to make the settlement payment. The UK Government – Wales Bill, which is currently at report stage, will set the all Wales limit of indebtedness and those for individual LA's. This will not be in force for some twelve to eighteen months, and therefore in the meantime a voluntary agreement is needed (agreed and signed by each of the eleven local authorities) to ensure that the UK set borrowing limit will not be exceeded.

- 2.06 The detail on the distribution of the borrowing limits across the eleven councils is a Welsh Government decision. WG established an officer Steering Group and a number of work streams in March this year to take forward this work and make recommendations to the Minister. A consultation paper on the detailed options to implement self financing was issued by Welsh Government in May this year with a return date of July. Flintshire's response to this was supported by Housing Scrutiny Committee and agreed by Cabinet prior to submission.
- 2.07 A lot of work was undertaken by the eleven councils led by the WLGA to try to ensure that there could be a consensus over the response to the Welsh Government, as in order for self financing to be introduced from April 2015, a voluntary agreement will need to be made by all affected Councils.
- 2.08 The introduction of self financing requires stock retaining councils to implement a new rent policy prescribed by Welsh Government. This also requires a phased implementation of service charges. This was approved at Cabinet in September 2014 to allow for a first draft of the business plan for self financing to be submitted to Welsh Government by the end of September. Feedback on this is expected over the next few weeks.

3.00 CONSIDERATIONS

- 3.01 In mid August the (then) Housing Minister Carl Sergeant wrote to all Councils outlining his response to the consultation. In summary he has agreed:
- a. The settlement value for each council will be set on the basis of the current negative subsidy amounts. This was Flintshire's preferred option as it was seen to be the fairest mechanism and transparent.
 - b. After taking account of existing borrowing and WHQS investment needs; the remaining allocation will be split on the basis of providing 50% of new build/regeneration borrowing for the four councils with worked up plans (this includes Flintshire), with the remainder allocated across all eleven councils. This will provide Flintshire with a new build/regeneration borrowing limit of circa £14m. This was Flintshire's preferred option following negotiation with the other affected councils.

- c. Welsh Government were proposing to keep £5m of the borrowing limit back as a contingency. They have now agreed to distribute this alongside the borrowing limits referred to above. This will increase Flintshire's total figure by approximately a further £0.5m. This response is welcomed by the council.
- d. Finally, Welsh Government asked for views on whether sanctions should be applied to councils who do not fully utilise their borrowing limit. Flintshire responded that it did not agree with this proposal and Welsh Government has agreed not to take this forward.
- 3.02 Flintshire welcomes the Housing Ministers decisions which should allow all eleven councils to be able to recommend and gain approval for entering a voluntary agreement in time for the system to end in April 2015.
- 3.03 In summary, (although figures cannot be defined explicitly at this stage), Flintshire's borrowing requirements and/or limits for borrowing will be (approximately) as follows
- Existing borrowing- £2.5M
 Borrowing to achieve settlement- £80m
 Borrowing for WHQS- £25m
 Borrowing for new build- £14.5m
- 3.04 Work is well underway to prepare for self financing, but the timescales are tight. A summary level project plan has been developed which is attached to this report as Appendix A. Detailed actions are underway to achieve key deadlines. Achievement of self financing (and all its benefits), will require delegated authority to enter into a voluntary agreement with Welsh Government, ahead of formal approval of the HRA Business plan/budget/rent setting and the Councils Treasury Management Strategy.
- 3.05 Welsh Government and Local Government (the 11 affected), are bringing forward a number of deadlines to achieve self financing by April 1st. In summary these include; Welsh Government issuing settlement determination in December 2014, submission of the HRA business plan to Welsh Government in January (rents and budget not usually agreed until February); "agreement" of borrowing levels required to meet the needs of self financing (ahead of agreeing the Councils Treasury Management strategy in February), and signing of the Voluntary Agreement in January 2015.
- 3.06 In Flintshire a HRA project group has been established for some time; this includes the Leader, Deputy Leader, Cabinet member for Housing, Chief Executive, Chief Officer, Finance and Asset Management colleagues. A document will be prepared for this group documenting the key risks and appropriate mitigation measures,

including an assessment of legal risks, ahead of making recommendations to enter into a Voluntary Agreement.

- 3.07 Housing Scrutiny Committee has taken a strong interest in this work; and it has been agreed that a member and tenant workshop is held in the next few weeks, with open invite to all councillors and “involved” tenants, to discuss this significant change in more detail and to consider proposals on how Governance of the HRA should be developed going forward.
- 3.08 In addition, the council needs to consider how it consults tenants on self financing. Regular updates have been provided at tenants conferences, and to the Federation; however there is a need for a broader communication strategy with all tenants as this change moves forward. There has been an elected member and tenant working group in place for several years; subject to agreement, this group could refresh its terms of reference to take on a more strategic role around governance and self financing. This will be discussed in detail with the working group in the coming weeks.
- 3.09 Self financing is to be welcomed. The HRA will benefit from circa £1m additional revenue each year. This will provide additional resource for investment in tenants’ homes and will support achievement of the WHQS standard by 2020 minimising prudential borrowing. In addition the borrowing thresholds set will allow a council house building programme to commence in early 2016 following the completion of the SHARP tender process.

4.00 RECOMMENDATIONS

- 4.01 Cabinet is asked to note this update report and the planned actions over the coming months, including those for communication and engagement, to introduce self financing for council housing.
- 4.02 Subject to consideration of the risk assessment, that delegated authority is given to the Chief Officer Governance, Chief Officer Community and Enterprise and Corporate Finance Manager, in consultation with the Leader, and Cabinet Member for Housing to enter into a Voluntary Agreement in January 2015, to enable the introduction of self financing for the HRA from 1st April 2015. (To note that before exercising any delegated authority the key risks and appropriate mitigation measures will be documented in a risk assessment).

5.00 FINANCIAL IMPLICATIONS

- 5.01 Flintshire has a HRA business plan which can achieve the Welsh Housing Quality Standard by 2020, and following the introduction of self financing; a council house building programme can also

commence.

- 5.02 The councils Treasury Management strategy will require revision to reflect the new borrowing which will be needed to achieve buy out and further borrowing to support the achievement of WHQS and new building.

6.00 ANTI POVERTY IMPACT

- 6.01 Self financing will provide additional revenue in the HRA to improve property standards and to meet service improvement objectives.

7.00 ENVIRONMENTAL IMPACT

- 7.01 Stock investment delivery plans will enhance the appearance of the environment and will contribute towards the councils CO2 reduction targets.

8.00 EQUALITIES IMPACT

- 8.01 All stock and all households will benefit from the councils investment programme for council housing.

9.00 PERSONNEL IMPLICATIONS

- 9.01 None directly

10.00 CONSULTATION REQUIRED

- 10.01 Further consultation is required with elected members and tenants.

11.00 CONSULTATION UNDERTAKEN

- 11.01 Scrutiny committee has received regular reports on the HRA and will continue to do so. Tenants have been consulted at tenants conferences and communicated with via tenants newsletters.

12.00 APPENDICES

- 12.01 Appendix A- High level project plan to achieve the introduction of self financing

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

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Preparing for the introduction of self financing for the HRA

Although identified separately, many of the tasks are interdependent and will require working on concurrently.

Action	Timescale	Responsibility	Risks
Project Management			
Identify project team The project team should be led by an appropriately senior officer and be responsible for the coordination of tasks and reporting to project sponsors	In place	Clare Budden	Uncoordinated approach to this complex project resulting in not meeting externally imposed deadlines or maximising benefits of self financing within individual Authorities
Develop project plan The plan will need to be clear regarding timescales and who will be responsible for delivery	In place	Clare Budden	As above.
Strategic Direction			
Approval of HRA Asset Investment Plan	Completed	Nik Evans	Failure to meet WHQS by 2020
Agree priorities for investment – Refurbishment / Regeneration / Service Investment / New Build / Acquisition to enable the development of a realistic and achievable 30 year capital programme	Completed at high level sufficient for introduction self Financing	Nik Evans	Lack of focus of resources to meet strategic aims. Maximisation of investment not achieved Available investment not realised
Undertake a detailed review of	Draft submitted end September,	Rachael	Lack of clarity as to whether strategic

Action	Timescale	Responsibility	Risks
the existing 30 year Business Plan to reflect the new strategic priorities and to ensure that information regarding existing stock is robust.	Phase 2 plan in development for December 2014	Corbelli	priorities can be achieved
Agree an Authority position on RTB suspension to	Cabinet report March 2015 to fit procurement timeframe	Clare Budden	Loss of new build stock
Agree a strategy for new provision by assessing the relative costs associated with new build or acquisition, undertaking an assessment of housing need, identifying land, and determining the number and types of property to be built or acquired, timescales and barriers.	SHARP procurement commenced – number of work streams re design, and assembly underway	Melville Evans	New provision is not cost effective Strategic priorities
Set corporate and community priorities that will be expected to benefit from the self financing HRA. Utilise 12i and Value Wales Tool Kits Deliver Choices document promises and new Asset investment plan	Ongoing	Clare Budden	Contribution that the HRA can make to corporate and community priorities not maximised
Submit final HRA BP	7 th January 2015	Rachael Corbelli	
Financial Management			
Revise the existing Treasury	December 2014	Liz Thomas	Inability to raise debt to cover the

Action	Timescale	Responsibility	Risks
Management Strategy to reflect the impact of self financing and the increased levels of risk	(This will be ahead of traditional budget time scales and Treasury Management strategy approval)		settlement cost. (Ensure borrowing limits set to include maximum requirements based on a range of potential interest ratios).
Forecast the Capital Financing Requirement for the HRA over a 30 year period	Completed	Rachael Corbelli	Ensure business plan is affordable i.e. an meet all expenditure and requirements
Consider options for future prudential borrowing e.g.: <ul style="list-style-type: none"> • PWLB • Market loans • Local Authority Bonds • Internal borrowing from GF Including “innovative finance” options 	December 2014	Liz Thomas	Future delivery of Business Plans may be adversely affected. Should borrowing not be fully researched and various options and scenarios modelled ahead of making firm commitments.
Review charging between the HRA and the General Fund to ensure that all charges have a transparent method of calculation	Completed	Rachael Corbelli	Ensuring transparency and value for money of charging.
Review the Debt Management Strategy to maximise future flexibility for the Authority	December 2014	Liz Thomas	Lack of flexibility Ability to deliver on strategic priorities restricted
Review impact of policies for us of receipts, debt pooling and depreciation	March 2015	Rachael Corbelli/Liz Thomas	Future financial implications not fully understood before HRAS exit on 1 April 2015. Exact financial position at the time of settlement not yet known.

Action	Timescale	Responsibility	Risks
Accounting Processes			
Review existing budgets	Complete	Rachael Corbelli	Estimates inaccurate Budgets do not align with strategic priorities
Prepare the MRA application	December 2014	Rachael Corbelli	Income not maximised and adversely affects delivery of Business Plan Unable to maintain WHQS.
Prepare for the submission of final Housing Subsidy Claims	28 th November 2014	Rachael Corbelli	Incorrect subsidy received by the Authority
Borrowing transactions completed	2 nd April 2015	Liz Thomas	Self financing can't be implemented
Rent Reform / De-pooling			
Revise the existing rent policy to reflect the new national social housing rent policy to be introduced in April 2015	Complete	Rachael Corbelli	No transparency of approach to rent setting; potential legal challenge
Model rent reform impact to inform revision of Business Plan	Complete	Rachael Corbelli	Inability to accurately model the business plan
Agree service charge depooling arrangements as required and devise implementation plan	Complete	Helen Grant	Lack of transparency as to which services are to be charged and how
Review service charge arrangements for leaseholders and assess the impact of general depooling	April 2016	Helen Grant	Lack of transparency as to which services are to be charged and how Income not maximised

Action	Timescale	Responsibility	Risks
Legal			
Consider draft voluntary agreement	Mid November to 30 th November 2014	Gareth Owen	
Sign off of Voluntary Agreement to exit HRAS (issued 19.12.14).	19 th January 2015 (will need delegated Cabinet approval)	Leader/CEO	Voluntary exit not achieved by set date.
Governance			
Review existing governance and consultation arrangements for the HRA – are they fit for purpose for self financing?	Members/Tenants workshop December 2014	Clare Budden	Arrangements not legally compliant
Stakeholder Engagement			
Produce information for: <ul style="list-style-type: none"> • Tenants • Staff • Members • Other Stakeholders 	To be circulated ahead of workshop	Clare Budden	Tenants and other stakeholders are unlikely to understand in full the implications of self financing

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FOR INFORMATION

FLINTSHIRE COUNTY COUNCIL

REPORT TO: **CABINET**

DATE: **THURSDAY, 18 NOVEMBER 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 31st October, 2000 it was agreed that one of the standard agenda items at each Executive should be a report on the "Exercise of Delegated Powers".

3.00 RECOMMENDATION

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

4.00 FINANCIAL IMPLICATIONS

4.01 As detailed in each report.

5.00 ANTI-POVERTY IMPACT

5.01 As detailed in each report.

6.00 ENVIRONMENTAL IMPACT

6.01 As detailed in each report.

7.00 EQUALITIES IMPACT

7.01 As detailed in each report.

8.00 PERSONNEL IMPLICATIONS

8.01 As detailed in each report

9.00 CONSULTATION REQUIRED

9.01 Not applicable

10.00 CONSULTATION UNDERTAKEN

10.01 Not applicable

11.00 APPENDICES

11.01 Summary of Decisions taken under Delegated Powers.

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

Background documents: See individual report.

Contact Officer: Detailed on the individual reports.

EXERCISE OF DELEGATED POWERS – DECISIONS TAKEN

Community and Enterprise

- **Council Tax – Write Offs**

The write off of two council tax accounts where the overall debt for each is greater than £5,000, totalling £13,509.26

- **Business Rates – Write Offs**

The write off of four business rate accounts where the overall debt for each company is greater than £5,000, totalling £41,700.03

People and Resources

- **Single Status Governance Policy**

The proposed Single Status Agreement for the Council was considered and approved on 29 October 2013. It was agreed under the same report that the Chief Officer and Chief Executive would have delegated authority to agree new policies associated with Single Status, following consultation with the Trade Unions and the portfolio Cabinet Member. This policy sets out the governance arrangements for monitoring and maintaining the application of the Single Status Agreement.

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**FLINTSHIRE COUNTY COUNCIL FORWARD WORK PROGRAMME ITEMS
COUNCIL, CABINET, AUDIT AND OVERVIEW & SCRUTINY
NOVEMBER 2014 TO APRIL 2015**

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
November					
Corporate Resources Overview & Scrutiny Committee	13 November 2014	Finance	Budget Consultation Process A verbal update will be provided		
Corporate Resources Overview & Scrutiny Committee	13 November 2014	Finance	Revenue Budget Monitoring 2014/15 (Month 5) To provide Members with the Revenue Budget Monitoring 2014/15 report as at month 5.		
Corporate Resources Overview & Scrutiny Committee	13 November 2014	People and Resources	Feedback on Agile & Flexible working Members of the Committee to receive a verbal feedback on Agile & Flexible Working		

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Corporate Resources Overview & Scrutiny Committee	13 November 2014	Overview and Scrutiny	Forward Work Programme To consider the Forward Work Programme of the Corporate Resources Overview & Scrutiny Committee.		
Social & Health Care Overview & Scrutiny Committee	13 November 2014	Social Services	Safeguarding and care planning of looked after children and care leavers who exhibit vulnerable and risky behaviour To inform members as to the outcome of the inspection carried out by CSSIW in March 2014.		
Social & Health Care Overview & Scrutiny Committee	13 November 2014	Social Services	Single Point of Access To receive an update on the progress made with implementing SPoA in Flintshire and across North Wales.		
Social & Health Care Overview & Scrutiny Committee	13 November 2014	Overview and Scrutiny	Q2 Performance Reporting To enable members to fulfil their scrutiny role in relation to performance monitoring		

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Social & Health Care Overview & Scrutiny Committee	13 November 2014	Social Services	Transformation of the Sure Start Creche Service To inform Members of the proposed development of the Sure Start Creche Service into a Local Authority Trading Company		
Social & Health Care Overview & Scrutiny Committee	13 November 2014	Overview and Scrutiny	Social & Health Care Forward Work Programme To consider the Forward Work Programme of the Social & Health Care Overview & Scrutiny Committee.		
Community Profile & Partnerships Overview & Scrutiny Committee	17 November 2014	Overview and Scrutiny	Update Presentation from Glyndwr University. To receive a presentation from Glyndwr University on the linkages between the University and the Council.		
Community Profile & Partnerships Overview & Scrutiny Committee	17 November 2014	Overview and Scrutiny	Community Profile & Partnerships Q2 Performance Reporting To enable Members to fulfil their scrutiny role in relation to performance monitoring		

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Community Profile & Partnerships Overview & Scrutiny Committee	17 November 2014	Overview and Scrutiny	Community Profile & Partnerships Forward Work Programme To consider the Forward Work Programme of the Community Profile & Partnerships Overview & Scrutiny Committee.		
Cabinet	18 November 2014	Chief Executive's	Consultation on the Provisional Local Government Settlement for 2015-16	Strategic	Leader of the Council and Cabinet Member for Finance
Cabinet	18 November 2014	Chief Executive's	The Anti-Social Behaviour, Crime and Policing Act 2014 To inform Members of the new anti-social behaviour aspects of the Anti-Social Behaviour, Crime and Policing.	Operational	Cabinet Member for Corporate Management

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Cabinet	18 November 2014	Community and Enterprise	<p>European Structural Funds and Rural Development Plan Programmes</p> <p>To inform Members of the current position in the development of the European Structural Funds and Rural Development Plan (RDP) programmes, the emerging priorities for North Wales and the potential opportunities for the Council and to inform members of the current position in the development of Domestic Energy Efficiency North Wales Collaboration project and seek approval for the development of the project.</p>	Strategic	Cabinet Member for Economic Development
Cabinet	18 November 2014	Community and Enterprise	<p>Tenancy Agreement</p> <p>To provide an overview of the formal consultation process in relation to the Council's intention to introduce a revision to it's tenancy agreement</p>	Strategic	Cabinet Member for Housing

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Cabinet	18 November 2014	People and Resources	Revenue Budget Monitoring 2014/15 (Month 5) To provide Members with the most up to date revenue budget monitoring information (Month 5) for the Council Fund and the Housing Revenue Account in 2014/15.	Operational	Leader of the Council and Cabinet Member for Finance
Cabinet	18 November 2014	Community and Enterprise	Council Tax Base for 2015/2016 To approve the Council Tax Base for the financial year 2015/2016	Operational	Cabinet Member for Housing
Cabinet	18 November 2014	Community and Enterprise	Business Rate Debt - Write Off To seek Cabinet approval to write off a business rate debt amounting to £31,979	Operational	Cabinet Member for Economic Development

COMMITTEE		MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Cabinet		18 November 2014	Community and Enterprise	<p>Introduction of Self Financing for the Housing Revenue Account</p> <p>To update cabinet on the progress to introduce self financing for the Housing Revenue Account and to seek approval for the actions required to meet the 31st March 2015 deadline</p>	Operational	Cabinet Member for Corporate Management
Flintshire Council	County	25 November 2014	Chief Executive's	<p>Review of Polling District and Polling Places</p> <p>To consider the outcome of the recent review of polling districts and polling places and to agree a number of changes.</p>		
Flintshire Council	County	25 November 2014	Chief Executive's	<p>North Wales Fire and Rescue Service Budget Consultation</p> <p>Following the presentation to Council on 9 September, to consider and respond to the formal budget consultation paper issued by NWFRS</p>		

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Flintshire County Council	25 November 2014	Governance	Review of Members Code of Conduct To review the Members' Code of Conduct		
Flintshire County Council	25 November 2014	Chief Executive's	Provisional Local Government Settlement Consultation		
Housing Overview & Scrutiny Committee	26 November 2014	Community and Enterprise	Service Charges/Assisted Gardening Service To consider changes to service charges and proposals for the Assisted Gardening Service		
Housing Overview & Scrutiny Committee	26 November 2014	Community and Enterprise	Housing Act To inform Members of the implications of the Housing Act and Homelessness Pilot		
Housing Overview & Scrutiny Committee	26 November 2014	Community and Enterprise	Update on North East Wales Homes & Property Management To update Members on the work of the North East Wales Homes & Property Management		

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Housing Overview & Scrutiny Committee	26 November 2014	Overview and Scrutiny	Housing Forward Work Programme To consider the Forward Work Programme of the Housing Overview & Scrutiny Committee.		
December					
Environment Overview & Scrutiny Committee	3 December 2014	Overview and Scrutiny	2014/15 Q2 Mid Year Improvement Plan Monitoring & COT Performance Reports To enable Members to fulfil their scrutiny role in relation to performance monitoring.		
Environment Overview & Scrutiny Committee	3 December 2014	Planning and Environment	Heritage Buildings To receive a report on the role of the Council with regard to listed buildings and restoration and conservation in Flintshire – to include signage and buildings at risk.		

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Environment Overview & Scrutiny Committee	3 December 2014	Planning and Environment	Coastal Park proposals To advise Members of proposals to develop the concept of a Flintshire Coastal Park		
Environment Overview & Scrutiny Committee	3 December 2014	Community and Enterprise	Mersey Dee Alliance Members of the Committee to receive an update report on the Mersey Dee Alliance		
Environment Overview & Scrutiny Committee	3 December 2014	Overview and Scrutiny	Environment Forward Work Programme To consider the Forward Work Programme of the Environment Overview & Scrutiny Committee.		
Lifelong Learning Overview & Scrutiny Committee	4 December 2014	Overview and Scrutiny	Lifelong Learning Q2 Performance Reporting To enable Members to fulfil their scrutiny role in relation to performance monitoring		
Lifelong Learning Overview & Scrutiny Committee	4 December 2014	Education and Youth	School Transport Update To provide the Committee with an update on School Transport		

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Lifelong Learning Overview & Scrutiny Committee	4 December 2014	Education and Youth	School Balances To provide Members with details of the closing balances held by Flintshire Schools		
Lifelong Learning Overview & Scrutiny Committee	4 December 2014	Education and Youth	Self-evaluation on Education Services To update Members on overall service performance		
Lifelong Learning Overview & Scrutiny Committee	4 December 2014	Education and Youth	Playschemes - Scoping report To consider the way forward for 2015/16		
Lifelong Learning Overview & Scrutiny Committee	4 December 2014	Overview and Scrutiny	Lifelong Learning Forward Work Programme To consider the Forward Work Programme of the Lifelong Learning Overview & Scrutiny Committee.		

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Audit Committee	10 December 2014	People and Resources	<p>Treasury Management Mid-Year Report 2014/15 and 2014/15 Update</p> <p>To provide an update on matters relating to the Council's Treasury Management Policy, Strategy and Practices 2014/15 to the end of September 2014.</p>		
Audit Committee	10 December 2014		<p>Corporate Governance</p> <p>1. To agree the annual update of the Code of Corporate Governance.</p> <p>2. To agree the process for preparing the Annual Governance Statement (AGS) for 2014/15</p>	All Report Types	
Audit Committee	10 December 2014	Finance	Action Tracking		

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Audit Committee	10 December 2014	Chief Executive's	Auditor General for Wales: Certificate of Compliance for the audit of the Annual Performance Report 2013/14 To advise Members of the positive Certificate of Compliance from the Auditor General for Wales in respect of the audit of the 2013-14 Annual Performance Report		Cabinet Member for Corporate Management
Audit Committee	10 December 2014	Chief Executive's	Risk Management update 1.01 To provide members with an update on the Council's risk management approach. 1.02 To provide an overview of the key risks of the Improvement priorities of the Council.		Cabinet Member for Corporate Management
Audit Committee	10 December 2014	Finance	Forward Work Programme		
Audit Committee	10 December 2014	Finance	Internal Audit Progress Report		

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Corporate Resources Overview & Scrutiny Committee	11 December 2014	Finance	Budget Consultation Process A verbal update will be provided		
Corporate Resources Overview & Scrutiny Committee	11 December 2014	Finance	Revenue Budget Monitoring 2014/15 (Month 6) To provide Members with the Revenue Budget Monitoring 2014/15 report as at month 6.		
Corporate Resources Overview & Scrutiny Committee	11 December 2014	Overview and Scrutiny	Corporate Resources Q2 Performance Reporting To enable Members to fulfil their scrutiny role in relation to performance monitoring		
Corporate Resources Overview & Scrutiny Committee	11 December 2014	Chief Executive's	Auditor General for Wales: Certificate of Compliance for the audit of the Annual Performance Report 2013/14 To advise Members of the positive Certificate of Compliance from the Auditor General for Wales in respect of the audit of the 2013-14 Annual Performance Report		

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Corporate Resources Overview & Scrutiny Committee	11 December 2014	People and Resources	Workforce Information Reporting and Business Intelligence 4 To explain the capabilities and benefits of providing real time information via dashboard boarding reporting.		
Corporate Resources Overview & Scrutiny Committee	11 December 2014	Overview and Scrutiny	Corporate Resources Forward Work Programme To consider the Forward Work Programme of the Corporate Resources Overview & Scrutiny Committee.		
Cabinet	16 December 2014	Chief Executive's	Strategic Partnership Performance Mid Year Review To note and endorse the progress of the Local Service Board Priorities and its key strategic partnerships.	Strategic	Cabinet Member for Corporate Management

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Cabinet	16 December 2014	Chief Executive's	Community Chest Overview of Proposed New Arrangements for Grant Administration To provide an overview of the revised arrangements for the administration of the Community Chest Grant	Strategic	
Cabinet	16 December 2014	Chief Executive's	Quarter 2 Improvement Plan Monitoring Report. Provide an update of progress against the Improvement Plan as at the end of quarter 1.	Strategic	Cabinet Member for Corporate Management
Cabinet	16 December 2014	Chief Executive's	Auditor General for Wales: Certificate of Compliance for the audit of the Annual Performance Report 2013/14 To advise Members of the positive Certificate of Compliance from the Auditor General for Wales in respect of the audit of the 2013-14 Annual Performance Report	Operational	Cabinet Member for Corporate Management

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Cabinet	16 December 2014	Chief Executive's	2014/15 Mid Year Chief Officer Reports To receive the 2014/15 Mid Year Chief Officer performance reports	Operational	Cabinet Member for Corporate Management
Cabinet	16 December 2014	People and Resources	Treasury Management Mid-Year Report 2014/15 To present to Members the draft Treasury Management Mid-Year Report for 2014/15 for recommendation to Council.	Operational	Leader of the Council and Cabinet Member for Finance
Cabinet	16 December 2014	People and Resources	Council Fund Capital Programme 2015/16 To propose the allocation of funding to the core capital programme for 2015/16.	Operational	Leader of the Council and Cabinet Member for Finance
Cabinet	16 December 2014	People and Resources	Capital Programme 2014/15 (Month 6) To provide Members with the Month 6 (end of September) capital programme information for 2014/15.	Operational	Leader of the Council and Cabinet Member for Finance

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Cabinet	16 December 2014	People and Resources	Revenue Budget Monitoring 2014/15 (Month 6) To provide Members with the most up to date revenue budget monitoring information (Month 6) for the Council Fund and the Housing Revenue Account in 2014/15.	Operational	Leader of the Council and Cabinet Member for Finance
Cabinet	16 December 2014	People and Resources	Workforce Information Quarter 1 and 2 To provide members with an update for Quarter one and two 2014/15	Operational	Cabinet Member for Corporate Management
Cabinet	16 December 2014	Social Services	Single Point of Access (SPoA) To up-date Cabinet on the progress made of the SPoA in Flintshire and in North Wales.	Strategic	Cabinet Member for Social Services
Social & Health Care Overview & Scrutiny Committee	18 December 2014	Social Services	Regional Safeguarding (Adults) Proposals To inform Members of the proposals for a Regional Adults Safeguarding Board.		

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Social & Health Care Overview & Scrutiny Committee	18 December 2014	Overview and Scrutiny	CSSIW Annual Report (presentation) Members to receive a presentation from CSSIW		
Social & Health Care Overview & Scrutiny Committee	18 December 2014	Overview and Scrutiny	Social & Health Care Forward Work Programme To consider the Forward Work Programme of the Social & Health Care Overview & Scrutiny Committee.		
Community Profile & Partnerships Overview & Scrutiny Committee	18 December 2014	Chief Executive's	Anti-social behaviour Members of the Committee to receive a verbal update on Anti-Social Behaviour		
Community Profile & Partnerships Overview & Scrutiny Committee	18 December 2014	Chief Executive's	Strategic Partnership Performance Mid Year Review To note and endorse the progress of the Local Service Board Priorities and its key strategic partnerships.		

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Community Profile & Partnerships Overview & Scrutiny Committee	18 December 2014	Overview and Scrutiny	Community Profile & Partnerships Forward Work Programme To consider the Forward Work Programme of the Community Profile & Partnerships Overview & Scrutiny Committee.		
January					
Environment Overview & Scrutiny Committee	14 January 2015	Streetscene and Transportation	Streetscene next steps To review the Streetscene standards (including drain cleaning policy & weeding policy, cycle path maintenance, flytipping, recycling e.g. tetrapak, etc.)		
Environment Overview & Scrutiny Committee	14 January 2015	Overview and Scrutiny	Environment Forward Work Programme To consider the Forward Work Programme of the Environment Overview & Scrutiny Committee.		

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Housing Overview & Scrutiny Committee	14 January 2015	Overview and Scrutiny	Housing Q2 Performance Reporting To enable Members to fulfil their scrutiny role in relation to performance monitoring		
Housing Overview & Scrutiny Committee	14 January 2015	Community and Enterprise	Review of Strategic Housing Partnership To review the Strategic Housing Partnership		
Housing Overview & Scrutiny Committee	14 January 2015	Community and Enterprise	Update on the implementation of SARTH To update Members on the implementation of the regional housing register and allocations policy		
Housing Overview & Scrutiny Committee	14 January 2015	Overview and Scrutiny	Housing Forward Work Programme To consider the Forward Work Programme of the Housing Overview & Scrutiny Committee.		

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Corporate Resources Overview & Scrutiny Committee	15 January 2015	Finance	Budget Consultation Process A verbal update will be provided		
Corporate Resources Overview & Scrutiny Committee	15 January 2015	Finance	Revenue Budget Monitoring 2014/15 (Month 7) To provide Members with the Revenue Budget Monitoring 2014/15 report as at month 7.		
Corporate Resources Overview & Scrutiny Committee	15 January 2015	Overview and Scrutiny	Corporate Resources Forward Work Programme To consider the Forward Work Programme of the Corporate Resources Overview & Scrutiny Committee.		
Lifelong Learning Overview & Scrutiny Committee	15 January 2015	Organisational Change	Public Library Standards To consider the Council's performance against the Public Library Standards		

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Lifelong Learning Overview & Scrutiny Committee	15 January 2015	Community and Enterprise	Statement of special needs – progress report on performance To provide Members with a progress report on performance in relation to the statement of special needs		
Lifelong Learning Overview & Scrutiny Committee	15 January 2015	Education and Youth	Self-evaluation on Education Services To update Members on overall service performance		
Lifelong Learning Overview & Scrutiny Committee	15 January 2015	Education and Youth	School Modernisation Strategy To consider the School Modernisation Strategy		
Lifelong Learning Overview & Scrutiny Committee	15 January 2015	Education and Youth	School Balances To provide the Committee with details of the closing balances held by Flintshire schools		
Lifelong Learning Overview & Scrutiny Committee	15 January 2015	Education and Youth	Lifelong Learning Forward Work Programme To consider the Forward Work Programme of the Lifelong Learning Overview & Scrutiny Committee.		

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Cabinet	20 January 2015	People and Resources	<p>Revenue Budget Monitoring 2014/15 (Month 7) To provide Members with the most up to date revenue budget monitoring information (Month 7) for the Council Fund and the Housing Revenue Account in 2014/15.</p>	Operational	Leader of the Council and Cabinet Member for Finance
Cabinet	20 January 2015	Community and Enterprise	<p>Council Tax Reduction Scheme The report explains the requirement to adopt the Council Tax Reduction Scheme for 2015/2016 by 31st January 2015</p>	Operational	Cllr Billy Mullin
Cabinet	20 January 2015	Social Services	<p>Intermediate Care Fund (ICF) To up-date Cabinet on the progress made of the Intermediate Care Fund in Flintshire and in North Wales.</p>	Strategic	Cabinet Member for Social Services

COMMITTEE		MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Flintshire Council	County	27 January 2015	People and Resources	Council Fund Capital Programme 2015/16 To present the Annual Council Fund Capital Programme for 2015/16 and indicative funding levels to 2018/19.		
Flintshire Council	County	27 January 2015	People and Resources	Treasury Management Mid-Year Report 2014/15 To present to Council the Treasury Management Mid-Year Report for 2014/15 for approval.		
Audit Committee		28 January 2015	People and Resources	Treasury Management Strategy 2015/16 and 2014/15 Update To present the draft Treasury Management Strategy 2015/16 for review prior to the Committee recommending its approval to Cabinet. To provide Members with a quarterly update.		

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Audit Committee	28 January 2015	Finance	Banking Services Contract To update Members on the contractual arrangements for the provision of Banking Services to the Council	Operational	Cabinet Member for Corporate Management
February					
Community Profile & Partnerships Overview & Scrutiny Committee	2 February 2015	Overview and Scrutiny	Samaritans presentation Members of the Committee to receive a presentation from The Samaritans		
Community Profile & Partnerships Overview & Scrutiny Committee	2 February 2015	Overview and Scrutiny	Coleg Cambria presentation Members of the Committee to receive a presentation from Coleg Cambria		
Community Profile & Partnerships Overview & Scrutiny Committee	2 February 2015	Overview and Scrutiny	Community Profile & Partnerships Forward Work Programme To consider the Forward Work Programme of the Community Profile & Partnerships Overview & Scrutiny Committee.		

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Corporate Resources Overview & Scrutiny Committee	12 February 2015	Finance	Revenue Budget Monitoring 2014/15 (Month 8) To provide Members with the Revenue Budget Monitoring 2014/15 report as at month 8.		
Cabinet	17 February 2015	People and Resources	Treasury Management Strategy 2015/16 To present to Members the draft Treasury Management Strategy for 2015/16 for recommendation to Council.	Strategic	Leader of the Council and Cabinet Member for Finance
Cabinet	17 February 2015	People and Resources	Prudential Indicators 2014/15 to 2016/17 To present proposals for setting a range of Prudential Indicators in accordance with the Prudential Code for Capital Finance in Local Authorities (the Prudential Code).	Operational	Leader of the Council and Cabinet Member for Finance

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Cabinet	17 February 2015	People and Resources	Minimum Revenue Provision 2014/15 To present proposals for the setting of a prudent Minimum Revenue Provision (MRP) for the repayment of debt in 2014/15, as required under the Local Authorities (Capital Finance and Accounting)(Wales)(Amendment) Regulations 2008 ('the 2008 Regulations').	Operational	Leader of the Council and Cabinet Member for Finance
Cabinet	17 February 2015	People and Resources	Revenue Budget Monitoring 2014/15 (Month 8) To provide Members with the most up to date revenue budget monitoring information (Month 8) for the Council Fund and the Housing Revenue Account in 2014/15.	Operational	Leader of the Council and Cabinet Member for Finance

- **Single Status Governance Policy**
The creation of a formal, joint partnership body with the recognised Trade Unions, known as the Governance Group. The Governance Group will be responsible for ensuring a holistic view of the collective agreement by reviewing the effectiveness of the agreement.
- **Single Status Governance Policy**

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
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March					
Flintshire Council	County	3 March 2015	People and Resources	Treasury Management Strategy for 2015/16 To present to Council the recommendations of Cabinet in relation to the Treasury Management Strategy for 2015/16.	

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Flintshire County Council	3 March 2015	Legal and Democratic Services	Annual Report of the Independent Remuneration Panel for Wales (IRPW) To inform Members of the contents of the annual report issued by the IRPW concerning the payment of Members' allowances for the Council year 2015/16		
Corporate Resources Overview Scrutiny Committee	12 March 2015	Finance	Revenue Budget Monitoring 2014/15 (Month 9) To provide Members with the Revenue Budget Monitoring 2014/15 report as at month 9.		
Cabinet	17 March 2015	Chief Executive's	Quarter 3 Improvement Plan Monitoring Report. Provide an update of progress against the Improvement Plan as at the end of quarter 1.	Strategic	Cabinet Member for Corporate Management

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Cabinet	17 March 2015	People and Resources	Revenue Budget Monitoring 2014/15 (Month 9) To provide Members with the most up to date revenue budget monitoring information (Month 9) for the Council Fund and the Housing Revenue Account in 2014/15.	Operational	Leader of the Council and Cabinet Member for Finance
Cabinet	17 March 2015	People and Resources	Capital Programme 2014/15 (Month 9) To provide Members with the Month 9 (end of December) capital programme information for 2014/15.	Operational	Leader of the Council and Cabinet Member for Finance
Audit Committee	18 March 2015	People and Resources	Treasury Management 2014/15 Update To provide Members with a quarterly update on matters relating to the Council's 2014/15 Treasury Management Strategy up to the end of February 2015.		

COMMITTEE	MEETING DATE	DIRECTORATE	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Audit Committee	18 March 2015	People and Resources	<p>Wales Audit Office - Annual Financial Audit Outline 2014/15</p> <p>To provide the Audit Committee with the Wales Audit Office - Annual Financial Audit outline for the audit of the Council's accounts for 2014/15 and those of the Clwyd Pension Fund.</p>		
April					
Corporate Resources Overview & Scrutiny Committee	16 April 2015	Finance	<p>Revenue Budget Monitoring 2014/15 (Month 10)</p> <p>To provide Members with the Revenue Budget Monitoring 2014/15 report as at month 10.</p>		
Cabinet	21 April 2015	People and Resources	<p>Revenue Budget Monitoring 2014/15 (Month 10)</p> <p>To provide Members with the most up to date revenue budget monitoring information (Month 10) for the Council Fund and the Housing Revenue Account in 2014/15.</p>	Operational	Leader of the Council and Cabinet Member for Finance