

# Public Document Pack

**Gareth Owens LL.B Barrister/Bargyfreithiwr**  
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

13 May 2015

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Dear Sir / Madam

A meeting of the **CABINET** will be held in the **CLWYD COMMITTEE ROOM,**  
**COUNTY HALL, MOLD CH7 6NA** on **TUESDAY, 19TH MAY, 2015** at **9.30 AM** to  
consider the following items.

Yours faithfully

Democracy & Governance Manager

## **AGENDA**

1 **APOLOGIES**

2 **DECLARATIONS OF INTEREST**

3 **MINUTES** (Pages 5 - 18)

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

TO CONSIDER THE FOLLOWING REPORTS

**STRATEGIC REPORTS**

- 4 **MEDIUM TERM PLAN FOR LIBRARIES – PROPOSAL TO DEVELOP A NEW HUB LIBRARY AT DEESIDE LEISURE CENTRE AND RE-LOCATE HAWARDEN, MANCOT AND QUEENSFERRY LIBRARIES** (Pages 19 - 60)

Report of Chief Officer (Organisational Change) - Cabinet Member for Education

- 5 **BUS SUBSIDY / DEMAND RESPONSIVE TRANSPORT REVIEW AND INTRODUCTION OF INTEGRATED TRANSPORT UNIT** (Pages 61 - 82)

Report of Chief Officer (Streetscene and Transportation) - Deputy Leader of the Council and Cabinet Member for Environment

- 6 **CHILDREN'S EQUIPPED PLAY AREAS MATCH FUNDING SCHEME** (Pages 83 - 86)

Report of Chief Officer (Organisational Change) - Cabinet Member for Waste Strategy, Public Protection and Leisure

- 7 **WELSH GOVERNMENT CONSULTATION ON COUNCIL TAX PREMIUMS FOR SECOND HOMES AND LONG TERM EMPTY PROPERTY** (Pages 87 - 98)

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

**OPERATIONAL REPORTS**

- 8 **EXERCISE OF DELEGATED POWERS** (Pages 99 - 102)

Report of the Chief Executive enclosed.

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

**LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985 - TO  
CONSIDER THE EXCLUSION OF THE PRESS AND PUBLIC**

The following item is considered to be exempt by virtue of Paragraph(s) 14 of Part 4 of Schedule 12A of the Local Government Act 1972 (as amended).

The report contains exempt information under paragraph 14 of Part 4 of Schedule 12A of the Local Government Act 1972 as it contains the details of the preferred and reserved bidders for the contract. The public interest in maintaining the exemption outweighs the public interest in disclosing the information

9 **FLINTSHIRE'S STRATEGIC HOUSING AND REGENERATION  
PROGRAMME (SHARP)** (Pages 131 - 172)

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

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## **CABINET** **21 APRIL 2015**

Minutes of the meeting of the Cabinet of Flintshire County Council held at County Hall, Mold on Tuesday, 21 April 2015

### **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 Executive, Chief Officer (Community and Enterprise), Chief Officer (Governance), Chief Officer (Planning and Environment), Chief Officer (Social Services) Chief Officer (Streetscene and Transportation), Corporate Finance Manager, Programme Co-ordinator and Team Manager – Committee Services

### **ALSO PRESENT:**

Councillors: Clive Carver, Dennis Hutchinson, Hilary Isherwood, Mike Peers, Vicky Perfect and Carolyn Thomas

## **152. DECLARATIONS OF INTEREST**

None were received.

## **153. MINUTES**

The minutes of the meeting held on 17 March 2015 had been circulated with the agenda.

### **RESOLVED:**

That the minutes be approved as a correct record.

## **154. NEW CUSTOMER SERVICES POLICY**

The Chief Officer (Community and Enterprise) introduced the new Customer Services Policy which provided a commitment to customers that when they accessed Council services they would receive consistently excellent standards of customer service.

The standards set out in the policy were the minimum that customers could expect from the Council, alongside individual services which may produce additional service specific standards or targets that were more relevant to the service they provided or the customers they served.

The draft policy was considered at Corporate Resources Overview and Scrutiny Committee on 11 December 2014 where only minor changes were

suggested and had been included in the amended policy. A public consultation exercise had been undertaken with a limited response.

**RESOLVED:**

That the revised Customer Services Policy be approved.

The Leader and Cabinet Member for Finance explained that the next four reports on the agenda were policy reports which were part of the proposed changes and strategy to aid achievement of the £18m savings required for the authority for the current year. He expressed his frustration at the position the Council was in which was as a result of the level of cuts imposed on local authorities from a national level, adding that he feared the future of local Council services because of such measures.

**155. FLINTSHIRE COUNTY COUNCIL'S CAR PARKING STRATEGY**

The Deputy Leader of the Council and Cabinet Member for Environment introduced the Car Parking Strategy and the introduction of parking charges at all viable town car parks within the ownership of the Council.

Following Member workshops which included representatives from Town and Community Councils and a public consultation exercise, the proposed parking management arrangements would be applied only in towns where the total number of available Council owned parking spaces exceeded 50 spaces and would therefore apply in the following towns:

- Flint
- Holywell
- Mold
- Buckley
- Connah's Quay
- Queensferry
- Shotton

Talacre would also be included in the arrangements because of local concerns regarding parking and the impact it had on local communities and businesses.

Where possible a single consistent charging levy would be applied at each car park and a charging sheet list detailing the charging bands that would apply in each town was attached as appendix 2 to the report.

The introduction of car park charges would impact on the availability of local on-road parking spaces for residents. To overcome this issue, effective residents parking schemes would be required in some areas of the County. Each local parking strategy would contain details of any local resident parking schemes which would be required as a result of the new proposals.

The programme to introduce revised Traffic Regulation Orders and the resident parking schemes would be delivered to coincide with the introduction of parking charges. Based on the information gained from the pilot, it had been

assessed that the cost of delivering the residents parking scheme could be recovered through a charge for each residents parking scheme of £25 per annum per car.

The introduction of parking charges in both Flint and Mold would require that the associated staff and visitor car parks in those areas be considered as part of the local parking strategy. This would therefore necessitate the introduction of an affordable and equitable parking permit scheme for the staff that worked at those facilities and used the Council car parks. Following consultation with staff and Trades Unions, the original proposed charging arrangements for parking permits had been modified.

The cost of a parking permit would be equivalent to that provided to non-Council staff at public commuter car parks which was currently £100 per annum with a zero permit charge for staff employed on salaries at or below the nationally recognised living wage and to any modern apprentices employed by the Council. Senior staff would be offered designated spaces at a premium rate and in line with current charging arrangements.

In common with other town car parks, there would be no charge for evening parking in Mold.

Where car parking charges were introduced in a town or area that were above the County wide base level, a contribution to the local Town or Community Council equivalent to 10% of the net difference between base level and actual charge level would be provided to the Town or Community Council to invest into the community.

Environment Overview and Scrutiny Committee considered the amended policy at its meeting on 15 April where the following amendments and additions to the policy were recommended:

1. Charges for Talacre to be 20p for up to 2 hours, £2 for up to 4 hours and £4 for all day
2. The 50p charge for parking at car parks in Mold be for 3 hours, not 2
3. Discussions to take place with Clwyd Theatr Cymru (CTC) on contributions to car park maintenance
4. Residents Parking Policy to be amended to apply for 24 hours a day 7 days per week
5. A progress report to be submitted to Overview and Scrutiny in 12 months

The Cabinet Member advised that he had received a petition signed by 1200 traders, residents and shoppers in Buckley who were opposed to the introduction of car park charges in any Flintshire town.

The Cabinet Member for Education supported the policy saying he felt motorists should pay for the use of car parks. If they didn't, it was included in the council tax levy which he felt was unfair on those residents who did not own a car and use the car parks. Flintshire County Council was the last authority in Wales to introduce car parking charges and those set out in the policy were relatively low to the charges imposed by neighbouring authorities.

The Cabinet Member for Economic Development concurred with the view of Councillor Bithell, adding his support to the free night time parking, which would apply to people attending Clwyd Theatr Cymru, which would assist with the night time economy in towns which was being encouraged.

The Chief Executive explained that once proposals were outlined for no charges for evening parking in town centres, alternative options had to be considered on the way in which possible contributions could be made by CTC to the management costs of the public parking space at County Hall. Talks would take place with CTC on whether such contributions could be made via the grant that they received.

**RESOLVED:**

- (a) That the County Car Parking Strategy be approved;
- (b) That the Council wide charging sheet which lists the proposed charging bands be approved, and that delegated authority be provided to the Chief Officer (Streetscene and Transportation) following consultation with the Cabinet Member for Environment, to review the charging arrangements applied at each car park on an annual basis;
- (c) That the introduction of car parking permit schemes at County Hall and Flint be approved to allow staff to utilise the car parks within the local parking strategies;
- (d) That the proposals to make a contribution to any Town or Community Council with car parking charges above the base rate as highlighted in the Council wide summary charging sheet be approved;
- (e) That the proposed charge for the residents parking permit and the continued rollout of the residents parking scheme if required by the local parking strategy be approved; and
- (f) That delegated authority be granted to the Chief Officer (Streetscene and Transportation), following consultation with the Cabinet Member for Environment, to review the proposed charge for residents parking permits on an annual basis.
- (g) The following additions and amendments to the policy were approved:
  - 1. Charges for Talacre to be 20p for up to 2 hours, £2 for up to 4 hours and £4 for all day
  - 2. The 50p charge for parking at the short stay car parks in Mold be for 3 hours, not 2
  - 3. Discussions to take place with Clwyd Theatr Cymru (CTC) on contributions to car park maintenance
  - 4. Residents Parking Policy to be amended to apply for 24 hours a day 7 days per week



5. A progress report to be submitted to Overview and Scrutiny in 12 months

## **156. WASTE COLLECTION POLICY**

The Cabinet Member for Waste Strategy, Public Protection and Leisure introduced the revised Waste Collections Policy following the 2015-16 Business Planning process.

In June 2010 the Council adopted its Municipal Waste Strategy which contained a number of key actions which were needed to meet the challenging recycling targets set out in the all Wales National Waste Strategy 'Towards Zero Waste'.

He explained that if the Council failed to meet the Welsh Government (WG) National Strategy landfill targets, infraction charges could be levied against the Council totalling £200 for each tonne of waste land filled above the defined allowance.

In addition, the service was partly funded by WG through the Sustainable Waste Management Grant (SWMG). The level of the grant had been reduced by approximately 5% during 2013-14, 3% in 2014-15 and indications were that further reductions were to be expected in 2015-16 and beyond.

A summary of the following main changes to the existing policy were highlighted and detailed in full in the report:

- Missed collections
- Household Recycling Centres (HRC's)
- Garden Waste Collections (brown bins)
- Deliver of new waste containers
- Bulky waste collections

On HRC's, the Cabinet Member explained that, on the basis of the higher visitor numbers, the facilities in Flint and Connah's Quay would open on Saturday, Sunday and Monday only from 1 June 2015 which reflected the higher footfalls at those sites on those days. The sites would also open on the day following Bank Holidays.

Considerations for the site in Hope when compared to national WG guidelines included:

1. The site had the lowest footfall of all of the current HRC sites with only 4.5% of all HRC users visiting the site
2. The site had the lowest cost per tonne for material handled
3. The site was the worst performing site in terms of recycling with the lowest recycling rate
4. The site had the smallest footprint which restricted the amount of available space for new recycling containers

An option to restrict the site at Hope to receiving recycled material only had been considered but given the poor performance and restrictions on space at the site, the option was not affordable.

Member workshops, including representatives from Town and Community Councils, had taken place prior to the report being submitted to Environment Overview and Scrutiny Committee.

The Leader and Cabinet Member for Finance said the report had been discussed in a number of places. However, he queried the level of consultation that had taken place with adjoining ward Members whose residents would also be affected by the closure of the site in Hope and suggested that direct consultation would be of benefit. In addition, he said that there was a by-election taking place on 7 May for the Caergwrle Ward and the newly elected Member should also be consulted on the proposals. However, he added that if a decision on the closure of Hope HRC was deferred, it would have implications for the budget with the identified savings being required from elsewhere.

The Cabinet Member for Waste Strategy, Public Protection and Leisure moved an amendment to the recommendations that, to allow for further public consultation and discussion with the new Member for the Caergwrle ward, a discussion about the future of Hope Household Recycling Centre be deferred until June 2015.

The Deputy Leader and Cabinet Member for Environment supported the amendment and handed in a petition he had received from residents to keep the HRC in Hope open.

The Cabinet Member for Economic Development also supported the amendment but added that, during such a time of austerity, it would be unfair to favour one community over another when the whole of the Council faced cuts of 30%.

**RESOLVED:**

That the new Waste Collection Policy be approved with the exception of the closure of Hope Household Recycling Centre which is deferred until June 2015 to allow for future public consultation and discussion with the new Member for the Caergwrle ward following the by-election on 7 May 2015.

**157. STREET LIGHTING POLICY**

The Deputy Leader and Cabinet Member for Environment introduced the Council's revised Street Lighting Policy.

A summary of the following main changes to the existing policy were highlighted and detailed in full in the report:

- Extension of part night lighting
- Changes to fault repair standards

- Reduced night time inspection regime

Member workshops, including representatives from Town and Community Councils, had taken place prior to the report being submitted to Environment Overview and Scrutiny Committee.

**RESOLVED:**

That the Council's revised Street Lighting Policy be approved.

**158. GRASS CUTTING POLICY**

The Deputy Leader and Cabinet Member for Environment introduced the County's revised Grass Cutting Policy.

A summary of the following main changes to the existing policy were highlighted and detailed in full in the report:

- Frequency of cuts on rural highway verges
- Operational arrangements

Member workshops, including representatives from Town and Community Councils, had taken place prior to the report being submitted to Environment Overview and Scrutiny Committee.

**RESOLVED:**

That the County's revised Grass Cutting Policy be approved.

**159. SCHOOL STANDARDS AND ORGANISATION ACT 2013**

The Cabinet Member for Education provided details of the changes in school organisation decision making arising from the School Standards and Organisation (Wales) Act 2013 (SSOWA).

The previous system allowed a single objector without a direct interest in a school to cause a referral to Welsh Ministers which was considered inappropriate by Welsh Government (WG).

New arrangements in the SSOWA were included which were designed to reflect the impact of school organisation proposals in an area by ensuring that decisions were taken at an appropriate level, in accordance with the level of concern expressed by those most involved in the locality.

**RESOLVED:**

That the changes concerning determination of school organisation proposals be noted.

## 160. REVENUE BUDGET MONITORING 2014/15 (MONTH 10)

The Leader and Cabinet Member for Finance introduced the report which provided Members with the latest revenue budget monitoring information for 2014/15 for the Council Fund and Housing Revenue Account (HRA) based on actual income and expenditure as at month 10 and projected forward to year-end based on the most up to date information available.

The report had been considered at Corporate Resources Overview and Scrutiny Committee the previous week, with the following comments being noted:

1. The levels of spending on overtime and agency staff within Streetscene resulting in a projected overspend of £86k
2. The cost implications of the decision not to progress the John Summers High School project
3. Areas where it would appear that projected income had been over-stated.
4. Areas where potential losses had been over-stated
5. For the recycling income, there was a potential under-achievement due to market volatility - assurance needed that the most beneficial contracts were being sought and secured
6. The Committee strongly supported the actions taken with regard to the Euticals site and for pursuing any cost recovery from the parent company

The year-end position, as estimated at month 10 was:

### Council Fund

- Net in year expenditure forecast to be £1.716m lower than budget
- Projected contingency reserve balance at 31 March 2015 of £4.657m

### Housing Revenue Account

- Net in year expenditure forecast to be £0.354m less than budget
- Projected closing balance as at 31 March 2015 of £1.519m

The Corporate Finance Manager explained that, taking into account the unearmarked reserves and the current projected outturn at month 10, the projected balance on the contingency reserve at 31 March 2015 was £4.657m.

On the HRA, the position at month 10 was an overall projected underspend of £0.354m and a projected closing balance at month 10 of £1.519m, which at 5.06% of total expenditure satisfied the prudent approach of ensuring a minimum level of 3%.

Details of the requests for carry forward were outlined in the report.

### **RESOLVED:**

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

- (c) That the projected final level of balances on the Housing Revenue Account be noted; and
- (d) That the carry forward requests be approved.

**161. HOUSING BENEFIT OVERPAYMENT POLICY**

The Leader and Cabinet Member for Finance provided details of the Council's Housing Benefit Overpayments Policy 2015 which had been considered and supported at Corporate Resources Overview and Scrutiny Committee the previous week.

The Chief Officer (Community and Enterprise) said the Council would seek to maximise recovery of overpaid Housing Benefit in accordance with the Authority's legal responsibility and its duty to protect public funds. The recovery of Housing Benefit Overpayments was included in the Council's Fair Debt Policy.

In developing the Policy, consideration had been given to the merits of specific cases and the need to exercise discretion in a fair and reasonable manner.

**RESOLVED:**

That the Housing Benefit Overpayment Policy be adopted.

**162. DISCRETIONARY HOUSING PAYMENT POLICY**

The Leader and Cabinet Member for Finance introduced the Council's revised Discretionary Housing Payment (DHP) Policy 2015 which had been considered and supported at Corporate Resources Overview and Scrutiny Committee the previous week.

The Chief Officer (Community and Enterprise) explained that Central Government's Welfare Reform programme had been designed to make the transition from Benefits into work easier. However in some cases it had caused a negative financial impact on households and individuals and the Government had identified DHP as a temporary support to enable claimants during transition.

Corporate Resources Overview and Scrutiny Committee recommended an amendment to paragraph 3.3 of the policy to include "social" as well as financial consequences of not making an award, which was supported.

**RESOLVED:**

That the Discretionary Housing Payment Policy be adopted from April 2015 with paragraph 3.3 being amended to include "social" as well as financial consequences of not making an award.

**163. MOBILE HOMES (WALES) ACT 2014**

The Cabinet Member for Waste Strategy, Public Protection and Leisure provided details on the new legislation.

The Mobile Homes (Wales) Act, which came into force on 1 October 2014, required all residential mobile home parks to be relicensed by the Local Authority. It also introduced changes to the procedures for applying for a site licence, including a 'fit and proper person' test for owners and managers, a range of enforcement provisions for the Local Authority and a longer, five year licence.

As the new arrangements for Caravan Site licensing included the introduction of a 'fit and proper person' test, it was felt that the Licensing Sub-Committee would be ideally placed to consider applications where such issues needed to be considered.

**RESOLVED:**

- (a) That any application for a site licence where the fitness and propriety of the applicant is questioned be referred to and determined by a Licensing Sub-Committee;
- (b) That enforcement powers be delegated to Environmental Health Team Leaders and Environmental Health Officers, and to the Licensing Team Leader and Licensing Officers; and
- (c) That the decision of adoption of a fee level be delegated to the Chief Officer (Planning and Environment) in consultation with the Cabinet Member for Waste Strategy, Public Protection and Leisure.

**164. WASTE TRANSFER STATION AND BIOMASS PRODUCTION / STORAGE AREA IN GREENFIELD**

The Cabinet Member for Waste Strategy, Public Protection and Leisure outlined the proposals to develop a proposed Waste Transfer Station and Biomass production / storage facility on land adjacent to the existing Housing Recycling Centre in Greenfield.

Details of two successful bids were provided, and a third bid which would be considered in May 2015, were provided.

A robust business case could be made to construct a second bulking up facility in the North of the County, which would only be used when vehicles were collecting in the local area. The business case identified two benefits:

1. Direct financial benefit from fuel savings which would deliver the savings identified in the 2016-17 Portfolio Business Plan
2. The proposals would deliver additional capacity to the current waste rounds, which would negate the need to introduce an additional waste

round to deal with the ever growing number of properties being constructed in the County

In addition, the facility would offer the opportunity for neighbouring authorities to operate into the facility.

The remaining area of the site could be surfaced to provide a storage area for the timber material which was currently brought to Household Recycling Centre sites for disposal. The timber would need to be covered to allow it to dry before being chipped or shredded to form Biomass. The Biomass material would become available for use in an appropriate boiler at a Council owned facility or sold directly to merchants for use nationally.

In response to a question from the Deputy Leader and Cabinet Member for Environment, the Chief Officer (Streetscene and Transportation) explained that the business case was not dependant on neighbouring authorities utilising the facilities. If the opportunity was to be offered to neighbouring authorities, a report would be submitted to Cabinet.

The Chief Executive added that if the third bid outlined in the report was unsuccessful a further report would be submitted to Cabinet on how the project could be funded.

**RESOLVED:**

- (a) That the continued development of the proposed Waste Transfer Station proposals in Greenfield be approved;
- (b) That the continued development of the proposed Biomass storage and production facility in Greenfield be approved; and
- (c) That the use of the prudential borrowing funding previously allocated to Household Recycling Centre and waste improvements to part fund the scheme be approved.

**165. NORTH WALES REGIONAL SCHOOL IMPROVEMENT SERVICE (GWE) – CHANGES TO CONSTITUTIONAL ARRANGEMENTS**

The Cabinet Member for Education provided details of the changes to the membership of the GwE Joint Committee in response to the adoption of the National Model for Regional Working.

Appendix 2 to the report provided details to the revision of the membership of the Joint Committee and the establishment of an Advisory Board and Management Board to support the Managing Director and Senior Management Team of GwE.

As part of the Joint Committee review, it was suggested that Gwynedd Standing Orders be adopted in relation to quorum which would mean, in the case of the Joint Committee, that three voting members would need to be present to effect a quorum.

**RESOLVED:**

That the amended governance arrangements for GwE, the North Wales Regional School Improvement Service, be approved in order to comply with the requirements of the National Model for Regional Working.

**166. COMMUNITY REVIEW – FLINT MOUNTAIN**

The Leader and Cabinet Member for Finance introduced the report issued by the Local Democracy & Boundary Commission for Wales which sought views on three options for community boundaries for the Flint Mountain area. The report had been considered at County Council the previous week.

The Cabinet Member for Education queried why the review had taken place and questioned whether more support should need to be shown prior to the Boundary Commission undertaking such reviews. The Chief Executive explained that the reason why the review was undertaken would be challenged.

**RESOLVED:**

That the consultation document be responded to, supporting Option A, as insufficient evidence has been produced to alter the existing arrangement.

**167. WEBCASTING OF MEMBER MEETINGS**

The Leader and Cabinet Member for Finance introduced the report which provided a recommendation from the Constitution Committee that the Council implements webcasting of those Member meetings of most interest to the public, with officers investigating ways of doing so within available staffing resources.

**RESOLVED:**

- (a) That the introduction of webcasting of those meetings of greatest public interest namely meetings of the Planning and Development Control Committee and meetings of County Council be agreed;
- (b) That the Chief Officer (Governance) be authorised to enter into a contract for 3 years for meetings held in the Council Chamber;
- (c) That the Chief Officer (Governance) in consultation with the Leader and Deputy Leader, make recommendations to the Democratic Services Committee on how webcasting can be accommodated within available staffing resources; and
- (d) That the Chief Officer (Governance) recommend to Council the protocol appended to the report on webcasting of meetings.



**168. TWELFTH ANNUAL REPORT OF THE FLINTSHIRE LOCAL ACCESS FORUM – 2013/14**

The Leader and Cabinet Member for Finance introduced the twelfth report of the Flintshire Local Access Forum.

**RESOLVED:**

That the twelfth annual report of the Flintshire Local Access Forum, for 2013/14, be noted and approved and be submitted to National Resources Wales for their records.

**169. EXERCISE OF DELEGATED POWERS**

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

Planning and Environment

- **Public Protection Fees and Charges for 2015/16**

New charges for various licences, registrations and the bereavement service have been reviewed and took effect from 01.04.15 apart from the taxi licence increase which would have come into force from 01.05.15

Community and Enterprise

- **Business Rates – Write Offs**

The write off of three business rate accounts where the overall debt for each company is greater than £5,000 totalling £46,460.06.

- **Council Tax – Write Offs**

The write off of two council tax accounts where the overall debt for each is greater than £5,000, totalling £17,533.70.

**170. 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 item by virtue of exempt information under paragraph 14 of Part 4 of Schedule 12A of the Local Government Act 1972 (as amended).

**171. FORMER EUTICALS SITE, SANDYCROFT**

The Cabinet Member for Waste Strategy, Public Protection and Leisure provided details of a phased plan for the resolution of the ongoing risk to public health posed by the abandoned site at Sandycroft formerly owned by the company Euticals.

**RESOLVED:**

That the grant offer of Welsh Government be accepted and the Council proceeds with phases 1 and 2 of the project plan to remove the risk to the public and dispose of the site as set out in the report.

**172. MEMBERS OF THE PRESS AND PUBLIC IN ATTENDANCE**

There were 16 members of the public and two members of the press in attendance.

(The meeting commenced at 9.30am and ended at 12.15pm)

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**Chairman**

## FLINTSHIRE COUNTY COUNCIL

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

**DATE:** **TUESDAY 15<sup>TH</sup> MAY 2015**

**REPORT BY:** **CHIEF OFFICER ORGANISATIONAL CHANGE**

**SUBJECT:** **MEDIUM TERM PLAN FOR LIBRARIES – PROPOSAL TO DEVELOP A NEW HUB LIBRARY AT DEESIDE LEISURE CENTRE AND RE-LOCATE HAWARDEN, MANCOT AND QUEENSFERRY LIBRARIES**

### **1.00 PURPOSE OF REPORT**

- 1.01 To provide members with feedback on the results of the consultation exercise, and the views of Scrutiny Committee together with the original basis of the proposal to Cabinet, and a final options appraisal. This will enable Cabinet to make a decision about the way forward.

### **2.00 BACKGROUND**

- 2.01 Cabinet received a report in March 2015 outlining an overall medium term plan for libraries and the Councils Flintshire Connects facilities. Each major element identified a timeframe for consultation. The first of these is the proposal for the development of a new Hub Library at Deeside Leisure Centre as a sixth hub library to add to those in existing towns, and that could serve the communities of Hawarden, Mancot and Queensferry.

### **3.00 CONSIDERATIONS**

- 3.01 The attached scrutiny report (Appendix A) provides a detailed assessment of the considerations including the basis of the original proposal, a full impact and equalities assessment, the results of the consultation, and a proposed way forward that was presented to Lifelong Learning Overview and Scrutiny Committee on 11<sup>th</sup> May 2015. .
- 3.02 Appendix B provides a summary of the discussion and recommendations from the Lifelong Learning Overview and Scrutiny Committee. The discussion, while ranging on a number of topics focussed on four main areas:-
- the location of Deeside Leisure Centre and whether this should be the preferred location;
  - the robustness of the consultation exercise;
  - the clarity of the options over community asset transfer; and

- detailed work such as design of the library and the resources that would be available.

An analysis and conclusion in relation to each of these main areas is detailed below.

3.03 Location was discussed as there was a general feeling that the three communities (Hawarden, Mancot and Queensferry) would not be best served, in terms of distance from a library, by a provision at Deeside Leisure Centre. Alternatives were put forward for a hub library at either Hawarden or Mancot.

The Public Library Standard for access to a library (2.5 mile) was used to suggest the additional benefits for other areas. While this is one measure for a preferred location it is also critical to consider the available buildings that could be used in each location and if they meet the library vision for being a potential co-located hub with other services. Finally it is important to consider the additional benefits for each location such as funding that might be available and the other Flintshire communities that could also be served. The table below analyses these options and proposes a preferred option.

**Table 1 – Analysis of a Preferred Location for a Hub Library operated by Flintshire CC**

<b>Criteria</b>	<b>Deeside L.C</b>	<b>Hawarden</b>	<b>Mancot</b>
<b>(1) Servicing of the 3 communities affected</b>	Serves all 3 communities	Serves all 3 communities	Serves all 3 communities
<b>(2) Available buildings for co-location</b>	Deeside Leisure Centre already available with other public services and high footfall	No buildings currently available that would have high footfall and co-location with other big public services	No buildings currently available that would have high footfall and co-location with other big public services
<b>(3) Additional benefits</b>	Also serves Sealand and Garden City. Funding available for Library fit out from CyMAL.	Also serves Garden City and some areas of Broughton	Also serves Sealand and Garden City.

In conclusion arguments can be put forward about catchment area benefits for either of the three locations, as they each serve the three communities and other areas. Therefore the decisive factors for a decision on geographical location is the ability to co-locate in an area of high footfall with other public service provision, and the ability to bring in external funding to ensure a modern and fit for purpose

library. The analysis shows this can only be achieved at Deeside Leisure Centre.

- 3.04 In terms of public consultation a review of the work has been undertaken that provides the following conclusion. The Council has run an open consultation exercise. In recent years the Council has followed best practice on how it consults and always avoids pre-determination. By undertaking a full consultation exercise with users, community representatives, young people and the equality assurance group, and then providing these results, as well as additional correspondence received, such as petitions, and taking this back to scrutiny to debate before taking final proposals to Cabinet the Council is ensuring a proper democratic process has been discharged.

Ultimately it is the consultation along with the future vision for library services and budgetary constraints that are informing the development of a final set of options that will be considered by Cabinet, and it is Cabinet on behalf of the County Council that will take the decision about whether to proceed or not.

- 3.05 In terms of asset transfer the Council will consider, for a locally run bookstock and IT provision, either the existing library buildings or other locations identified by the community as having the potential for community asset transfer. After a decision has been taken on this report the Council will support communities to assess the feasibility of a transfer and identify the right location.
- 3.06 More detailed work on the design of the library and equipment to be put in the library has not been undertaken. Conceptual ideas have been developed but not finalised. After a decision has been taken on this report the Council will work with communities to determine the final design and the resources available in the library.
- 3.07 Appendix C provides final options analysis, after considering all of the above, which assesses each option and details a preferred option which is Option 4, a New Library at Deeside Leisure Centre with additional community based services and consideration of the feasibility of a community asset transfer(s).
- 3.08 After re-assessing the original proposal, completed consultation, discussion from Scrutiny Committee, and the result of the final options appraisal it is proposed to proceed with the development of a library at Deeside Leisure centre re-locating services from Hawarden, Mancot and Queensferry. In light of the libraries vision, the consultation, and the discussions at Lifelong Learning Overview and Scrutiny Committee, work will be undertaken with the three communities specifically to:

- (1) Address the concerns raised about the Deeside location;
- (2) Plan community library services for each of these areas;

- (3) Identify if a community asset transfer is feasible and can be supported;
- (4) Work with communities to finalise the design and resources available for the new library at Deeside Leisure Centre.

3.09 If the recommendations in this report are approved work will then take place with communities to implement the proposals and establish a new library at Deeside, along with any other associated provision, so these services are in place sometime between January and April 2016.

#### **4.00 RECOMMENDATIONS**

4.01 Cabinet consider the results of the consultation, the views of Lifelong Learning Overview and Scrutiny Committee, and the final options appraisal to determine the way forward.

4.02 Cabinet agrees to the development of a library at Deeside Leisure Centre re-locating services from Hawarden, Mancot and Queensferry Libraries.

4.03 Cabinet agrees that the Council should work with the three communities specifically to:

- address the concerns raised about the Deeside Location;
- plan community library services for each of these areas;
- identify if a community asset transfer is feasible and can be supported;
- finalise the design and resources available at the new library at Deeside Leisure Centre.

#### **5.00 FINANCIAL IMPLICATIONS**

5.01 The capital cost of the proposals for a new library development at Deeside Leisure Centre are approximately £0.130m for which a grant application has been successfully made to CyMAL for over £0.090m with the remainder to be found within existing budgets.

5.02 The proposed re-location of three libraries into a new library facility at Deeside Leisure Centre will make a significant saving in relation to building costs and future repairs and maintenance. As part of the development, plans will be put in place for integrating staffing from the current three libraries which will also reduce operating costs. This is estimated at over £0.050m. This will contribute to the overall £0.600m savings that are anticipated will be needed in library services.

5.03 If a new library was to be built in the future, and it is the equivalent size of the current Mancot library, either to serve these communities or replace current provision which is not sustainable in the long term, then it is estimated that this would cost in the region of £0.750m (based on today's prices) for the building alone.

## **6.00 ANTI POVERTY IMPACT**

- 6.01 The impact assessment at Appendix A provides a detailed analysis of how the proposals for the development of a library at Deeside Leisure Centre impacts on particular groups and how these can be mitigated. A hub library in a Communities First Area supports the delivery of anti-poverty priorities.

## **7.00 ENVIRONMENTAL IMPACT**

- 7.01 Environmental considerations are taken into account in the development of proposals for a new library at Deeside Leisure Centre.

## **8.00 EQUALITIES IMPACT**

- 8.01 A draft equalities impact assessment is attached at Appendix A for the proposals relating to the library at Deeside Leisure Centre.

## **9.00 PERSONNEL IMPLICATIONS**

- 9.01 Staff reductions will occur if a decision is taken to re-locate services from three libraries to Deeside Leisure Centre.

## **10.00 CONSULTATION REQUIRED**

- 10.01 Consultation has taken place as identified in this report.

## **11.00 CONSULTATION UNDERTAKEN**

- 11.01 Whatever decisions are taken by cabinet in May further work will take place with all three communities to implement these decisions in the best way possible.

## **12.00 APPENDICES**

- 12.01 Appendix A – Lifelong Learning Overview and Scrutiny Committee Report 30<sup>th</sup> April 2015: MEDIUM TERM PLAN FOR LIBRARIES – PROPOSAL TO DEVELOP NEW HUB LIBRARY AT DEESIDE LEISURE CENTRE AND RE-LOCATE HAWARDEN, MANCOT AND QUEENSFERRY LIBRARIES
- 12.02 Appendix B – Draft Notes from Lifelong Learning Overview and Scrutiny Committee Monday 11<sup>th</sup> May
- 12.02 Appendix C – Final Options Analysis

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

Cabinet Report 17<sup>th</sup> March 2015 : Medium Term Plan for Library and

Connects Services

**Contact Officer:** Pennie Corbett, Principal Libraries & Arts Officer.

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**FLINTSHIRE COUNTY COUNCIL**

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

**DATE:** **THURSDAY, 30 APRIL 2015**

**REPORT BY:** **CHIEF OFFICER ORGANISATIONAL CHANGE**

**SUBJECT:** **MEDIUM TERM PLAN FOR LIBRARIES – PROPOSAL TO DEVELOP NEW HUB LIBRARY AT DEESIDE LEISURE CENTRE AND RE-LOCATE HAWARDEN, MANCOT AND QUEENSFERRY LIBRARIES**

<b>1.00</b>	<b><u>PURPOSE OF REPORT</u></b>
	To provide members with an outline of this proposal, and feedback the results of the consultation exercise, so Scrutiny Committee can provide views and comments to inform the Cabinet decision in May 2015.
<b>2.00</b>	<b><u>BACKGROUND</u></b>
2.01	Cabinet received a report in April (correction March) 2015 outlining an overall medium term plan for libraries and the Councils Flintshire Connects facilities. Each major element identified a timeframe for consultation. The first of these is the proposal for the development of a new Hub Library at Deeside Leisure Centre as a sixth hub library to add to those in existing towns, and that could serve the communities of Hawarden, Mancot and Queensferry.
2.02	The vision for a sustainable modern library service is one that provides access to reading, learning and information. To achieve this the service needs to be built on three key elements: the buildings; the community based services such as mobile services; and where there is interest from local communities locally provided bookstock and IT supported through the Community Asset Transfer programme. This view of a service fits with how people behaviour is changing in relation to libraries, with many more people wanting to use on line services or pick a book up, or visit a library after or before undertaking another activity. In addition with a 30% reduction (approximately £0.600m out of a £1.9m) in the library budget anticipated, we are no longer going to be able to provide the number of library buildings that we currently do, so therefore building the library service on these three elements and not just buildings is critical.
2.03	Towns in Flintshire provide the best opportunity for maximising footfall, therefore the main library hubs in future are proposed to be

	<p>situated in the following towns: Connahs Quay, Mold, Buckley, Flint and Holywell. In addition the major attraction of Deeside Leisure Centre provides an opportunity for co-locating a library in a facility with major footfall that can serve three communities (Queensferry, Mancot and Hawarden), which currently have small libraries, that either have low footfall or building limitations and are not sustainable in their current form. This is a real opportunity to sustain provision for these three areas, and at the same time develop a modern library integrated with other services. This library would be the first to deliver a self-service provision in Flintshire and in doing so will make a big difference through increased access which should become a model for future provision.</p>
2.04	<p>Cabinet agreed to consult on the proposals for the development of a new hub library at Deeside Leisure Centre with services from Hawarden, Mancot, and Queensferry libraries being re-located to the new library as outlined in this report. As part of this approach they also received an Equality Monitoring and Impact Assessment for the New Library at Deeside Leisure Centre, attached at Appendix A of this report.</p>
2.05	<p>At this scrutiny committee in January 2015 it was reported that the Library Service has commenced work on the following strands of a local Libraries framework. It was stated that the framework addresses the findings and recommendations of the Libraries Expert Review by CyMAL (2014) and also the requirements of the Council to deliver services within the available budgets. These key strands, which were discussed and commented upon, were identified as follows:</p> <ul style="list-style-type: none"> <li>• Flintshire Library Service will develop an evidence and outcomes approach to commence in 2015-16;</li> <li>• The service will implement efficiencies during 2015-16 to meet budget targets whilst operating the full current network of libraries;</li> <li>• Work will take place to develop the use of volunteers within the next two years, following guidelines and good practice developed by CyMAL;</li> <li>• Flintshire Library Service will continue to collaborate with the library authorities in North Wales to implement a shared Library Management System and a shared bibliographic services unit, funded by CyMAL;</li> <li>• The Council will work with town and community councils and other community groups where appropriate to consider asset transfer of libraries to the community;</li> <li>• We will work to explore all innovative and alternative ways that might sustain future service provision post 2016, including the co-location of services.</li> </ul>
<b>3.00</b>	<b>CONSIDERATIONS</b>

3.01	<p>The objective arguments for the development of a co-located library at Deeside Leisure Centre are strong, as identified in Appendix A, and can be summarised as follows:</p> <ul style="list-style-type: none"> <li>• The library at Deeside, and the service to the three communities, fits with the vision for a modern and sustainable library service in Flintshire</li> <li>• This library falls within the Public Library Standard for access by Hawarden, Mancot and Queensferry communities which is 2.5 miles, of which the furthest community away is Hawarden at 1.7 miles;</li> <li>• Deeside offers a co-located venue with over 550,000 visits per annum;</li> <li>• CyMAL have recently announced their grant awards and the proposed Library at Deeside will, if approved to progress, receive over £0.090m, which will cover the majority of the costs for the new library;</li> <li>• This grant decision validates the location for access, the design and the layout of space, and the importance of providing access to libraries for those living in Communities First areas;</li> <li>• The new library with re-locations will save in the region of £0.050m per annum;</li> <li>• Each of the three current library buildings are not sustainable in the long term for the reasons identified below, and it is likely that with reducing year on year budgets a future decision will need to be taken about their future at which point we would not have the same access to CyMAL funding to provide an alternative library facility for these communities: <ul style="list-style-type: none"> <li>- Queensferry : lowest visits per opening hour of any library;</li> <li>- Mancot : 1960s lightweight, prefabricated building that needs replacing;</li> <li>- Hawarden: internal spaces not suitable for a modern library with a series of small rooms creating an inflexible space.</li> </ul> </li> </ul>
3.02	<p>However it is recognised that libraries are community facilities and while objective arguments are strong the views of communities and users are equally as valid. Therefore a consultation exercise took place during March 2015 and April 2015 with four main types of groups: community representatives including Town and Community Councils and schools; library users; young people; and the equality assurance group. During this period we also received a range of additional responses which are detailed as a fifth group. A report detailing the results of the consultations is provided at Appendix B. Advice was sought from Participation Cymru to ensure the</p>

	methodology being adopted for the consultation was suitable for the topic under discussion and would meet the needs of the audience.	
3.03	A summary of the results of this exercise are as follows:	
	<b>Consultation Group</b>	<b>Summary of Response</b>
	Community Representatives	<ul style="list-style-type: none"> <li>• 2 responses by schools by letter and email.</li> <li>• 1 response welcoming the new library at Deeside Leisure Centre, being concerned about the loss of local provision and asking for the feasibility of mobile provision to be looked into with an offer of a location within the school grounds.</li> <li>• 1 response whilst recognising it is a sad situation stating they are sure we have made the right decision.</li> </ul>
	Library Users	<ul style="list-style-type: none"> <li>• 124 adult library users consulted in meetings in each of the three communities affected.</li> <li>• Stated that they do not want to lose their own libraries and felt strongly that they should be retained in each of their 3 communities.</li> <li>• They recognise some elements of their community will use Deeside leisure centre but are concerned that particular groups including older people, children using the library by themselves and for homework, traditional library users who enjoy a quite space, may be put off by the location.</li> <li>• They have concerns at Deeside about: access by public transport, parking, safety due to gangs of young people, noise levels, and size of the library.</li> <li>• They value community based services such as housebound, mobile provision and see these as being supplementary to any provision at Deeside.</li> <li>• They are all interested in asset transfer as a way of running something locally themselves with one off support that may again supplement any provision at Deeside.</li> </ul>
	Young People	<ul style="list-style-type: none"> <li>• Discussion at the County Forum and 7 young people attended the meetings in each of the three communities affected.</li> <li>• Positive in particular about the design and layout.</li> </ul>

		<ul style="list-style-type: none"> <li>• Young people at County Forum positive about location whereas young people in communities concerned about loss of local library.</li> </ul>
	Equality Assurance Group	<ul style="list-style-type: none"> <li>• Location was identified as good.</li> <li>• Specific reference made to the diversity of people using the centre.</li> <li>• Self service was welcomed.</li> <li>• Some concerns raised about safety, transport and access to IT.</li> </ul>
	Additional Responses	<ul style="list-style-type: none"> <li>• Small number of letters and emails plus petitions from Hawarden and Mancot with 470 and 568 signatories respectively.</li> <li>• Strongly against the re-location of their local library.</li> </ul>
3.04	<p>With the objective assessment and the consultation exercise it is possible to reach the conclusions identified below. They recognise, that while community feelings are very strong locally about the loss of their libraries, it is still in the overall best interests of library provision for communities in Flintshire to progress with this work, and that in progressing a number of areas of consultation comments need to be incorporated into the next stages of work. A real concern would be that if in two or three years' time we have to undertake this process again, while community asset transfer of current buildings to local communities may still be possible, there would be no option to develop a new library serving these communities at Deeside Leisure Centre or in their own local communities as a CyMAL grant would not be available. The grant criteria do not enable an application to be progressed for Hawarden or Mancot as there are no major co-locations possible, and it priorities Communities First areas. The conclusions are as follows:</p> <ul style="list-style-type: none"> <li>• That objectively a library at Deeside Leisure Centre does make sense both in terms of location and to serve the three communities of Hawarden, Mancot and Queensferry;</li> <li>• Representatives of communities who responded whilst recognising the difficulty of the situation accepted the reasons and offered some additional suggestions.</li> <li>• Library Users do not want to lose their local libraries.</li> <li>• Young People are excited about the design of the proposed new library at Deeside Leisure Centre.</li> <li>• The new library will offer a location that is attractive to a diverse range of users.</li> <li>• A solution based on the vision for library services and all comments received is to design a service for the three communities of Hawarden, Mancot and Queensferry that is not just seen to be served by Deeside Leisure Centre but that is</li> </ul>	

	supplemented by additional community based services, e.g. mobile, and locally run services supported where feasible by the Community Asset Transfer scheme.
3.05	<p>In line with these conclusions it is proposed to proceed with the development of a library at Deeside Leisure centre re-locating services from Hawarden, Mancot and Queensferry, but in light of the libraries vision and the consultation to work with the three communities specifically to:</p> <p>(1) Address the concerns raised about the Deeside location;  (2) Plan community library services for each of these areas;  (3) Identify if a community asset transfer is feasible and can be supported.</p>
<b>4.00</b>	<b><u>RECOMMENDATIONS</u></b>
4.01	That the committee provide comments on these proposals, taking on board the results of the consultation exercise, to inform the Cabinet decision in May 2015.
<b>5.00</b>	<b><u>FINANCIAL IMPLICATIONS</u></b>
5.01	The capital cost of the proposals for a new library development at Deeside Leisure Centre are approximately £0.130m for which a grant application has been made to CyMAL for over £0.090m with the remainder to be found within existing budgets.
5.02	The proposed re-location of three libraries into a new library facility at Deeside Leisure Centre will make a significant saving in relation to building costs and future repairs and maintenance. As part of the development, plans will be put in place for integrating staffing from the current three libraries which will also reduce operating costs. This is estimated at over £0.050m. This will contribute to the overall £0.600m savings that are anticipated will be needed in library services. If this cannot be achieved then alternative solutions will need to be looked at including considering library buildings and community based services.
5.03	If a new library was to be built in the future, and it is the equivalent size of the current Mancot library, either to serve these communities or replace current provision which is not sustainable in the long term, then this would cost in the region of £0.750m (based on today's prices) for the building alone.
<b>6.00</b>	<b><u>ANTI POVERTY IMPACT</u></b>
6.01	The impact assessment at Appendix A provides a detailed analysis of how the proposals for the development of a library at Deeside Leisure Centre impacts on particular groups and how these can be mitigated. A hub library in a Communities First Area supports the delivery of anti-

	poverty priorities.
<b>7.00</b>	<b><u>ENVIRONMENTAL IMPACT</u></b>
7.01	Environmental considerations are taken into account in the development of proposals for a new library at Deeside Leisure Centre.
<b>8.00</b>	<b><u>EQUALITIES IMPACT</u></b>
8.01	A draft equalities impact assessment is attached at Appendix A for the proposals relating to the library at Deeside Leisure Centre.
<b>9.00</b>	<b><u>PERSONNEL IMPLICATIONS</u></b>
9.01	Staff reductions will occur if a decision is taken to re-locate services from three libraries to Deeside Leisure Centre.
<b>10.00</b>	<b><u>CONSULTATION REQUIRED</u></b>
10.01	Consultation has taken place as identified in this report.
<b>11.00</b>	<b><u>CONSULTATION UNDERTAKEN</u></b>
11.01	Whatever decisions are taken by cabinet in May further work will take place with all three communities to implement these decisions in the best way possible.
<b>12.00</b>	<b><u>APPENDICES</u></b>
12.01	Appendix A - Equality Monitoring and Impact Assessment for New Library at Deeside Leisure Centre
12.02	Appendix B – Summary of Consultation
	<b><u>LOCAL GOVERNMENT (ACCESS TO INFORMATION ACT) 1985</u></b> <b><u>BACKGROUND DOCUMENTS</u></b> Cabinet Report 17 <sup>th</sup> March 2015 : Medium Term Plan for Library and Connects Services
	<b>Contact Officer:</b> Pennie Corbett, Principal Libraries & Arts Officer. <b>Telephone:</b> 01352 704402 <b>Email:</b> pennie.corbett@flintshire.gov.uk

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# Appendix A - Flintshire County Council

## Equality Monitoring and Impact Assessment

### Equality Monitoring

Proposal to transfer library services from the current service points at Hawarden, Mancot and Queensferry campus to a new library within Deeside Leisure Centre.

Officers responsible for developing and implementing the policy: Chief Officer  
Organisational Change 1, Principal Libraries & Arts Officer

#### 1. Introduction

The Equality Act 2010 (“The Act”) sets a General Duty out that as a public body within Wales, Flintshire County Council is required to have due regard in its decision making processes (including financial decisions) to three factors:

- To eliminate unlawful discrimination, harassment and victimisation,
- To advance equality of opportunity, and
- To foster good relations between people who share a protected characteristic (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, religious belief and non-belief, race, sex, sexual orientation and Welsh Language) and those who do not. (Equality Act 2010).

Duties within the Act require that public authorities demonstrate that the financial decisions they make are carried out in a fair, transparent and accountable way and consider the needs and the rights of different members of the community.

The specific equality duties of the Act set out that a local authority needs to:

- Make appropriate arrangement for assessing the likely impact of its policies and practices on its ability to comply with the General Duty;
- Monitor these impacts; and
- Publish reports in respect of any assessment.

## 2. Background to the proposal

- During 2013 the council reviewed all assets with the aim of reducing the property portfolio in order to sustain services within the reduced budgets of the next five years. Libraries were reviewed and some closures were recommended.
- Welsh Public Library Standards require that where there is a population density between 1.1 and 19.9 persons per hectare, a static library service point should be within 2.5 miles (or 10 minutes travelling time by public transport) of at least 75% of the population. In Flintshire 90.1% of the population are within 2.5 miles of a static library. The library network is served by too many buildings, some of which have substantial maintenance and repair backlogs. It was recommended that some services be collocated where possible.
- Library opening hours were reviewed in 2012. Some libraries were found to be open for too many hours for the levels of use, with staffing resources not deployed efficiently. Opening hours were recommended to be reduced by 18% in April 2015 as part of measures to achieve required 30% budget savings. Therefore some library buildings will be open for business for less than 20 hours per week making the buildings unsustainable.
- The current libraries at Queensferry, Mancot and Hawarden are unsustainable due mostly to the limitations of the current buildings. The libraries are all open part time - between 22-28 hours per week but all are due to reduce opening hours by 32 –64% in 2015 as part of required savings for the service. The 3 libraries are all sited in close proximity to the proposed relocation site at Deeside Leisure Centre. [Queensferry Library 0.6 mile, Mancot Library 1.1 mile, Hawarden Library 1.7 miles]
- **Queensferry** library is sited on the campus of John Summers High School. The shared facilities on the campus may not be sustainable in future years. This library has poor accessibility by road, on foot and by public transport. Parking is limited and some members of the community are deterred from visiting because the library is situated in a High School. Footfall and loans are the lowest per opening hour of all the Flintshire libraries. This library was due to be closed in 2011, as part of required efficiencies, but was retained as a result of the community requesting retention of the library.
- **Hawarden** library occupies a small section of the ground floor of Hawarden Record Office, a listed property. This building is not expected to be retained by the county council as it is an inefficient, costly building to retain, with poor access and not totally DDA compliant. The library space is not able to be modernised due to constraints of the building, and currently comprises several small rooms unsuitable for group visits, school visits or Rhymetime

sessions, and cannot meet the needs of the community. Current repairs and maintenance identified in a survey carried out in August 2014 totalled £9005.

- **Mancot** is a larger library which is well used but the building is a stand-alone building constructed in the 1960s and in a poor condition and not energy efficient. Current repairs and maintenance identified in the August 2014 survey totalled £129,122.
- Welsh Government will fund collocated library services by means of the Community Library Learning Capital Programme grants of up to £120,000. If Flintshire bid successfully for such a grant the new library provision could be put in place thus retaining a library service to these communities.

### **3. Objectives of the proposal**

- provide a new library accessible by local and wider community, open throughout the week and with self-service available at all times the Centre is open (up to 100 hours per week at present).
- Sustain a library service to the communities of Deeside, Queensferry, Hawarden, and Mancot by sharing a well-used building with a range of services.
- Develop the library as a community hub to enable a wide range of cultural events to be held in the space in partnership with other council and community services/organisations.
- Introduce self service facilities in a Flintshire library
- Provide access to additional amenities for library customers: Wi-Fi, café, toilets, facilities for under 5s, sports and health activities within the building.

### **4. Impact of the proposal**

The proposal, whilst providing a sustainable, improved library service to the communities in the Deeside postcode area, will result in the re-location of the library services from the three libraries at Mancot, Hawarden and Queensferry campus. The planned reduction of 30% to the library budget will put smaller libraries at risk of closure and the proposal for the new library is intended to mitigate the effects of the loss of three small local libraries.

#### Financial impact for Flintshire County Council

The council could potentially make up to £37,000 of operational savings and up to £18,000 on premises costs.

#### Impact on the community

These groups will be affected by this policy:

- i) Library service users of Hawarden, Mancot and Queensferry
- ii) Potential library service users in the communities
- iii) Specific impacts on groups of people within the protected characteristics categories.

The protected characteristics are:

- Age
- Disability
- Gender reassignment
- Pregnancy and maternity
- Race
- Religion of belief
- Sex
- Sexual orientation

iv) Library staff

i) Library service users

	Hawarden	Mancot	Queensferry
Adults	1235	1193	971
Children	859	835	813
Exempt from charges/special situations	19	73	23
Playgroups	1	3	2
Classes	1	2	34
Reading groups	4	0	0
Total	2119	2106	1843

Registered users

Active users (i.e have borrowed books in 2013-14)

	Hawarden	Mancot	Queensferry
Adults	374	314	195
Children	403	328	238
Exempt from charges/special situations	7	43	11
Playgroups	0	0	1
Classes	0	2	12
Reading groups	4	0	0
Total	788	687	457

Use of Book stock - percentage on loan at 1.4.14

	Hawarden	Mancot	Queensferry	All Flintshire libraries
On shelves	8804	11840	9417	158941
On loan	2020	2201	1573	52238

Total	6784	9639	10990 *includes school stock	211179
Percentage on loan	23	18.5	14.3	24.7

Usage – from CIPFA sample surveys 2013-14 and Library Management

	Hawarden	% age of Flintshire total	Mancot	% age of Flintshire total	Queensferry	% age of Flintshire total
Weekly Requests	43	7.7%	31	5%	23	4%
Total Annual Enquiries	2225	2.6%	3325	3.8%	1175	1.3%
Annual Visits - Adults	12300		15350		6550	
Annual Visits - Children	7475		10375		2575	
Total Annual Visits	19775	3%	25725	3.8%	9125	1.4%
Total annual loans	28870	4.3%	34748	5.2%	12004	1.8%

System

Number of children participating in Summer Reading Challenge 2014

Registered at Hawarden Library 276  
Registered at Mancot Library 265  
Registered at Queensferry Library 60

Numbers participating by school (4-11yrs)

School	No. of pupils	Number of children participating in SRC
Ewloe Green	412	73
Hawarden Village	451	212
Penarlag	217	68
Queensferry CP	160	20
Sandycroft CP	322	25.6
Hawarden H.S.	1152	38
John Summers H.S.	374	10

Rhymetime sessions for under 5s and parents/carers 2013-14

Hawarden 24 sessions total participants 753  
Mancot 23 sessions total participants 523

## Learning Events

Queensferry	Weekly Basic Skills class Weekly Job club
Queensferry	Library shares a building with the school library, and the services are open at different times but with some overlap.
<u>Hawarden</u>	One Family Learning session at Ewloe CP 3 reading groups meet in Hawarden Library every month. Average attendance is 9 for each.

## Mancot

### *Class visits*

Sandycroft school visit Mancot as part of their regular *your community* day. Four classes, about 110 children and perhaps 20 adults.

### *Family Learning*

2 family learning sessions at Mancot– attendance 9 adults and 9 children

### *World Book Day*

2013 three author sessions. Total attendance of 90 children and 16 adults

Digital assistance - comments from a sample week when digital assistance was monitored for Race On Line

**Hawarden** Customer wanted to renew his car tax on line "That was easy, thanks"

**Mancot** " Customer - saw newspaper articles re. developments in dementia treatment - had web address from newspaper but had never used a computer before. Amazing I will be coming in again

**Queensferry** "Thank you for help when attaching a document to my e-mail"  
Customer - help to scan a document and send as an attachment with an e-mail. "Very happy, now I know how to send attachments"  
Customer - Help to print a document. "Just needed help for the first time, I am now confident with printing, thank you"

## ii) Potential library service users in the communities

### Population (census 2011)

ward	Number of people	% male	% female	%Age 0-15	%Age 16-64	%Age 65+
Hawarden	1839	47.4	52.6	13.9	58.3	16.5
Mancot 1	1707	50	50	18.2	64.1	17.7
Mancot 2	1663	50.5	49.5	16.8	63.7	19.4
Queensferry	2007	50.3	49.7	18	66.4	15.6

## Economy and employment

ward	Hawarden	Mancot1	Mancot 2	Queensferry	Flintshire
Percentage of people of working age who are claimants	7.3	14.1	17.8	16.3	12.7
Percentage of 16-24 yr olds who are unemployed	28	22.6	33.3	23.1	26.7
Percentage of economically active people who are full-time employees	38.3	44.1	42.3	44.1	43.4

## Health - Percentage of people whose day to day activities are not limited by their health

Hawarden	Mancot 1	Mancot 2	Queensferry	Flintshire	Wales
77.9	81.2	77.7	79.8	80	77

## Transport – percentage of households with no access to a car or van

Hawarden	Mancot 1	Mancot 2	Queensferry	Flintshire	Wales
12.3	18.5	18.8	26.7	17	22.9

## Children and Education

School	No. of pupils	%age of pupils receiving Free School Meals	% of pupils achieving expected level in core subjects at KS2	% of pupils achieving expected level in core subjects at KS3
Ewloe Green	412	4.5	89.6	
Hawarden Village	451	5.3	98.1	
Penarlag	217	10.6	92.3	
Queensferry CP	160	50.8	70.6	
Sandycroft CP	322	25.6	91.4	
Hawarden H.S.	1152	7.5		90.6
John Summers H.S.	374	31.9		78.1

### iii) Specific impacts on groups of people within the protected characteristics categories.

Library membership is free, accessible and inclusive. No specific information is recorded as to age (except for children), ethnicity, belief, sexual orientation or other protected characteristics.

Adults provide name, address and gender information.

Children provide name, address, gender and date of birth.

Library services are free to all who join and access to libraries is free to all.

Membership is required only for using ICT facilities and for borrowing items. Library services for people from protected characteristics groups are provided in the following ways:

- Age  
Special collections of books and other items are provided for different ages and stages of childhood, as well as Parents Collections
  - Disability
    - ✓ Books are provided in different formats such as Large Print, audio, downloadable audio (e-audio)
    - ✓ RNIB membership is funded and administered by the library service for visually impaired people
    - ✓ The libraries are all DDA compliant
    - ✓ Adapted ICT facilities are available for people with physical and learning needs
    - ✓ A library service to people who are housebound is available
    - ✓ Library members who have additional needs are exempted from some library charges
  - Gender reassignment
    - ✓ Libraries can access information on reading material and support information for all requirements.
  - Pregnancy and maternity
    - ✓ Libraries are child friendly with books for children and parents
    - ✓ accessible for prams and buggies
    - ✓ Rhymetime sessions for under 5s and parents/carers held fortnightly
  - Race
  - Religion of belief
  - Sex
  - Sexual orientation
    - ✓ Library book stock covers a wide range of ethnicity, belief, sexual orientation, age and language in representation of subjects and authorship to provide a diverse stock.
    - ✓ Language – Library books and stock are provided in Welsh across all categories. Bilingual activities are provided and all communications are bilingual. Library staff have access to Language Line to assist customers whose first language is not English or Welsh.
- iv) Library staff will be at risk of redundancy but will be considered for any library positions that become vacant due to retirement etc. HR guidelines and procedures will be followed.



**5. How the proposed new library facility will meet the needs of the community**

- i) Library service users of Hawarden, Mancot and Queensferry
  - a) The proposed facility will provide the core entitlements of a Welsh Public Library:
    - *free inclusive access for all/ total community access reaching older people, children and families, minority and deprived communities*
    - *Outcomes: learning, reading support (wide range of reader development activities that actively feed in to the health and wellbeing agenda), health offer, digital support (supported, free online access), information offer (staff skilled in info management), inspirational spaces (network of neutral, trusted and accessible community spaces), support for under 5s and parent/carers, service to people with additional needs (RNIB, LP, audio, housebound, residential homes etc)*
  - b) The new library will be open for longer hours, in a larger building with ample parking and accessible by car, cycle, public transport and pedestrians.

Distances from existing libraries to Deeside Leisure Centre are:

Hawarden 1.7 miles

Mancot 1.1 mile

Queensferry 0.6 mile

The provision of the new library at Deeside will still ensure that Flintshire meets the Welsh Public Library Standard of having a static library within 2.5 miles of 75% of the population.

The new library will be staffed between 20-30 hours per week but will be open 7 days a week for people to sit, read, study, use ICT and borrow books via self-service for all the hours the Leisure Centre is open (approx. 100 hours currently). Wi-Fi will be freely available and the library will be adjacent to café, toilets, crèche and soft play area. The library will consist of two elements – an enclosed space with books, seating, a help point, and safe children’s area; and an area which forms part of the café and foyer of the leisure centre with book displays, ICT facilities and seating.

Opening hours of current libraries proposed from 7<sup>th</sup> April 2015

Library	Mon	Tues	Wed	Thurs	Fri	Sat	total
Hawarden	2.00 - 5.00	closed	10.00-1.00,	closed	2.00 - 5.00	closed	14

			2.00 - 7.00				
Mancot	2.00 - 7.00	2.00 - 5.00	closed	2.00- 5.00	10.00- 1.00	9.30- 12.30	17
Queensferry	2.00- 5.00	closed	2.00- 6.00	closed	10.00- 1.00	closed	10

- c) All categories of library stock will be available in the library and via the network of Flintshire Libraries.
- d) The new arrangement will make it possible to provide more activities for babies, parents, children, and learners as more partnership working will be possible with leisure providers; and more accessible space will be available to hold events.
- e) Welsh Public Library Standards require library staff to consult with users every three years to ascertain customer satisfaction and to assess the impact of library use on customer's lives. Library customers in Flintshire took part in these surveys in November 2014.

Numbers of responses were as follows:

Hawarden Library 137 responses from adults and 56 from children

Mancot Library 139 responses from adults and 35 from children

Queensferry Library 52 responses from adults and 23 from children

The common themes were that library users expected the following services/facilities from their libraries:

- Free access to a wide range of books which they could not afford themselves, including displays to assist reading choices
- Free use of ICT
- Help with study and learning
- Help with Basic Skills
- Helpful staff
- A safe, comfortable, local place to sit, read, 'chill'
- Help with children's development, especially Rhymetime and Summer Reading Challenge
- Access to information – especially local information

All these services would be provided in a new library at Deeside Leisure Centre

ii) Potential library service users in the communities

Deeside Leisure Centre recorded 554,394 visitors in 2013-14 for participation in activities. The library would be accessible to all these

visitors plus any accompanying parent, carers and friends who do not visit the Centre to participate in activities. Many of the visitors may not currently use a library due to current opening hours, location, travel and work patterns and other commitments.

iii) Specific impacts on groups of people within the protected characteristics categories.

The new library would meet the needs of the people from protected characteristics groups in the same way as described at 4.iii) above.

Pupils of John Summers High School would no longer have access to a public library on the same campus as their school.

Deeside Leisure Centre, as a location for a new library facility would further meet the needs of some of the groups as follows:

- ✓ Age
- ✓ Disability

The Centre hosts 47 registered clubs covering 20 sports and activities for all ages and abilities as well as providing a creche facility 5 days a week.

## 6. Financial implications of the proposal

Costs for the 3 libraries 2013-14:

	Hawarden	Mancot	Queensferry
Staff	17123	21060	33359
NNDR	4420	2923	3241
Utilities	1200	2637	6157
Cleaning	0	7253	848
Service agreements	436	862	1092
R & M	161	1358	332
Alarm/phone/photocopier	273	394	268
Total £105397	23613	36487	45297

The library budget will need to be reduced by 30% thus making it necessary to reduce library provision in Flintshire. By reducing the number of library buildings and co-locating the service with other services costs are reduced and library services to smaller communities are sustainable.

## 7. How the communities are to be consulted

Communities will be consulted during April 2015 via the following methods:

All residents (including library users) - information bulletin (online) and face to face at libraries via stakeholder groups to be arranged

Community Councils, schools will be consulted by correspondence

Individuals, groups and societies can contact Chief Officer and Principal Librarian with any specific concerns or questions.

People from the protected characteristics groups will be consulted via the EIA Quality Assurance group

All consultation documents would be bilingual in line with council policy.

## **8. Dealing with Adverse or Unlawful Impact and Strengthening the Policy**

- Provision of a new library service within 1-2 miles of each community will mitigate the effects of re-locating services from existing buildings by offering a service which is accessible for longer opening hours, with a higher level of staffing, with more facilities. This should offer more flexibility for users to plan their library visits to fit with other activities, and possibly mitigate for extra distance travelled. The location of the new library in Queensferry is adjacent to other large shops and services.
- The building will offer a 'fit for purpose' library with improved access and a new bookstock which will be both diverse and cater for the needs of all ages and needs (Large Print books, audio books etc)
- Parking and access will be improved compared to the libraries at Hawarden and Queensferry.
- The new library will offer better service provision and improved facilities, e.g. public toilets, refreshments and better seating areas.
- Current users will be given notice of the re-location date and explanations as to how and where the new service can be accessed.
- The Library Service for housebound people will be promoted to those with mobility impairments in this community who may be eligible to receive it.
- Online resources can be accessed from home 24/7, e.g. E-book service and Online Catalogue, books can be reserved for collection at any service point.
- More provision of library activities would be made for children, babies and toddlers and their parents and carers as activities can be provided in partnership with leisure partners.

**Measures we will take to strengthen the proposal and foster good relations and advance equality of opportunity**

- Ensuring that the new library offers an all-round better customer experience for all library service users.
- Increased partnership working with local community groups to ensure we make them aware of any new services we offer (including protected characteristic groups)
- Ensure marketing and promotion of the new Library, and the library service to housebound people, so people in this community are aware of what library services are available to them.

**Measures we will take to reduce or remove any adverse impact.**

- By implementing the longer opening hours of the new library, we will attain more consistency in the number of opening hours (and days) that libraries of a larger size (or with higher usage figures) are open.
- By ensuring that when we open the new library it is promoted sufficiently to people in the community who we hope to encourage into the library, including people of different protected characteristics.
- We will network more with community partners so we can make their clients more aware of our service, including the changes location and opening hours
- Promote the new library and longer, seven day opening hours to relevant equalities groups in the community and to specific community groups, which may help increase their access to these services
- Working in partnership with relevant education and community information providers to examine how the new library service to these communities can help benefit their client groups by offering them increased access to library services.
- To ensure adequate monitoring and evaluation of the changes to the library service to these communities, so we can continue to adapt to the changing needs and demands of users and potential users in our local communities.

**9. Sources Used**

CIPFA

Flintshire County Council Infobase

Welsh Government

Library Management System data for Flintshire Libraries

**Action Plan**

Action	Responsible Officer	By When	Progress
Agreement to consult on proposal and Publish summary of EIA <sup>1</sup> - Cabinet 17 <sup>th</sup> March	I. Bancroft	March 12 <sup>th</sup> 2015	
Consult Library stakeholders	P. Corbett	March/April 2015	
Consult Community Councils, FCC local members, schools	P. Corbett	March/April 2015	
Consult FCC EIA Quality Assurance group	P. Corbett	April 2015	
Decision on whether to proceed – Cabinet 19 <sup>th</sup> May	I. Bancroft	May 14 <sup>th</sup> 2015	



## **APPENDIX B**

**Flintshire County Council**

**Library Services Consultation  
HAWARDEN, MANCOT AND QUEENSFERRY**

**Summary Report**

**April 2015**

## Contents

The Purpose of the Consultation	3
The Period of Consultation	3
Who was consulted	3
Consultation Responses	3
What people told us	
Community Representatives	4
Library Users	4
Children and Young People	5
Equality Assurance Group	6
Additional Responses	6
Petitions	6
Next Steps	7



## **The purpose of the consultation:**

- To seek views and opinions on the proposals for the development of a new Hub Library at Deeside Leisure Centre with services from Hawarden, Mancot and Queensferry being re-located to the new library.

## **The period of consultation:**

- Tuesday 17 March 2014 – Friday 17 April 2015

## **Who was consulted?**

- Letters outlining the proposals and inviting feedback were sent to:  
Hawarden Community Council  
Queensferry Community Council

Hawarden High School  
Hawarden Village Church School  
Ewloe Green Primary School  
Penarlag Primary School

John Summers High School  
Queensferry Primary School  
Sandycroft Primary School

- Three consultation events were held for library users on the following dates:  
Tuesday 15 April                      Hawarden, Tithe Barn              5.15 – 6.45pm  
Wednesday 16 April                  Mancot Village Hall                  5 – 6.30pm and 7 – 8.30pm  
Thursday 17 April                      Deeside Leisure Centre              5.15 – 6.45pm
- Young people attending the above events were given the opportunity to work in peer groups facilitated by youth workers. The County Youth Forum were also asked for their views and opinions.
- The Equality Assurance Group were consulted at their meeting on 17 April 2015

## **Consultation Responses:**

- Written responses were received from two schools.
- 124 people were engaged through the face to face library user consultation events.
- 7 young people provided their views through peer group feedback at the library user consultation events. The County Youth Forum also provided a response.
- Members of the Equality Assurance Group provided views and opinions on the proposals.
- Six additional written responses were received from residents.

## What people told us ...

### Community Representatives

Responses provided by the schools were supportive of the new Hub Library at Deeside Leisure Centre (DLC) and its potential to extend library use to a wider range of people within the community.

There was concern about the relocation of smaller libraries and the impact that would have on communities, particularly around accessibility and the continued promotion of reading for enjoyment. A potential solution to this, it was felt, was regular planned visits of the mobile library service with an offer to use school premises for parking during school holidays.

Schools were empathetic to the current situation and whilst they would be sorry to see the relocation of local libraries they understood and were supportive of the needs driving the change and the difficult decisions the Council had to make.

### Library Users

It was evident at all four community consultation events that library users place a very high value on their local library services and enjoy the personalised experience a traditional visit to the library offers.

The first choice in each community was to retain their local service. Each community also felt there was a case for relocating the other two library services to sit within their own and questioned why the CyMAL grant could not be used for this purpose.

There was a consistent view in all three areas that whilst some people may use the new hub at DLC there would be many others who wouldn't, particularly older people, parents with young families and children and young people. In the main the reasons given for this were:

- Lack of available car parking in an already busy car park
- Poor public transport links with a lack of accessible bus stops close to the centre
- Personal safety covering a number of issues:
  - the car park during the evenings and alleged antisocial behaviour
  - independent library use by younger children with parents being unwilling to allow visits unaccompanied
  - traffic congestion and the need to cross busy roads
- The overall environment of a large busy centre, its many distractions and the lack of available quiet space
- Accessibility for digitally excluded children and young people needing to use computers after school for homework
- The security of book stock during self service hours

When considering the extended provision of community services in each community there was general agreement that whilst mobile services would be welcomed, visits would need to be frequent and for long durations, situated in locations and at times that would be accessible to the whole community. The lack of computers and the range of available books was of concern, however, increasing visits of the mobile service to schools would be welcomed.

Each community expressed an interest in further exploring the potential for Community Asset Transfer (CAT) and it was felt there would potentially be sufficient support for the development of a community library service and debate covered the following main points:

- A need to understand the concept in greater detail to make a more informed decision e.g. start-up costs, revenue costs, book stock transfer, etc.
- Level of Community Council interest in supporting a CAT
- The availability of a suitable alternative buildings (Mancot)
- The longevity of the existing library buildings (Hawarden and Queensferry)
- Who would need to be involved in taking a CAT forward and what would be the next steps

## **Children and Young People**

### **Peer group feedback at consultation events**

It would be fair to say that the young people who took part in the four library user consultation events were somewhat conflicted in their views. On the one hand they valued the whole experience a visit to their local library offered and didn't want to see it relocated, on the other they were excited by the design of the proposed new hub library.

*"I love to go to the library pick a book with my friend, then we buy a sausage roll, use the post office, go to the park, sit on the bench, read our book and eat our sausage roll. It means a lot"*

*"Cool colours. I could picture myself in that tennis seat"*

Many of the issues they raised mirrored those covered by others in the room:

- Lack of public transport to the centre
- Lots of busy roads to cross
- Too far away and too big and busy. Younger children would not be able to visit on their own and it would be too much responsibility for older brothers and sisters to take them
- Lack of quiet space and lots of other distractions
- Personal safety

Considering the potential of the new hub they talked positively about:

- a new and modern environment
- better computers
- different books
- somewhere where parents could drop children off whilst they went shopping to Lidl or Asda

In the event that local libraries were relocated to DLC children and young people were very supportive of a CAT, many being willing to volunteer their time to help run a community library.

## **County Youth Forum**

The Flintshire Youth Forum (FYF) is a group of young people between the ages of 11 and 25 who are a representative voice of the views of young people in Flintshire.

Whilst members of the Forum recognised and valued the role of community libraries generally they were very positive about a new hub at DLC. They considered this to be a central location attracting young people from far and wide for lots of different reasons, e.g. ice skating, skatepark, fast food outlets, shops and that young people would combine activities with a visit to the library.

Most agreed that generally there was no need for them to visit a library to borrow books as much of what they needed could be done on-line. They also felt that traditional libraries were perhaps a little dated and mainly catered for young children or older people. It was felt that a new library hub in this location would modernise the image of libraries and provide a vibrant and inspiring place to visit making the link between healthy bodies and healthy minds.

## **Equality Assurance Group**

The Equality Assurance Group provides a representative voice of the views and opinions of the groups of people protected by equalities legislation.

On considering the proposals the group felt the location at DLC was good with a diverse range of people visiting the centre. The provision of a self-service facility was positively received.

There was a view that in the development of a hub at DLC consideration would need to be given to the availability of parking, personal security, the cost of public transport.

Whilst it was acknowledged that extending mobile services to each of the three communities would not fully replace the current service provision it would ensure the continuation of a localised library service.

It was felt that CAT could provide a 'mix and match' opportunity, with local community libraries being accessed for some reading needs and hub libraries being used for other IT, research needs.

## **Additional Responses**

Much of the feedback received in the additional responses mirrors that referred to above highlighting concerns around accessibility, cost, future use of existing buildings, impact on young people and the elderly and the loss of a valued traditional library service.

## **Petitions**

The following petitions were submitted to County Council on Tuesday 14 April 2015

- Petition to keep the library open in Hawarden – 470 signatures
- Petition to keep the library open in Mancot – 568 signatures

## **Next steps**

The outcomes of the consultation will be presented to Lifelong Learning Overview and Scrutiny Committee on Friday 30 April and to Cabinet for final approval on 19 May 2015.

Whatever decisions are taken by cabinet in May further work will take place with all three communities to implement these decisions in the best way possible

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**Appendix B – Draft Notes from Lifelong Learning Overview and Scrutiny Committee 11.05.15**

**50. MEDIUM TERM PLAN FOR LIBRARIES – PROPOSAL TO DEVELOP NEW HUB LIBRARY AT DEESIDE LEISURE CENTRE AND RE-LOCATE HAWARDEN, MANCOT AND QUEENSFERRY LIBRARIES**

The Chief Officer (Organisational Change) introduced a report to provide an outline of the proposal and feedback the results of the consultation exercise.

Councillor Chris Bithell, Cabinet Member for Education, read out a statement which outlined the objectives of the proposal and gave an assurance that the Authority remained committed to providing a sustainable improved library service for the areas concerned.

The Chief Officer (Organisational Change) provided background information and referred to the key considerations in the report. He said it was recognised that libraries were community facilities and made reference to the consultation exercise which had taken place during March and April 2015 with community representatives, library users, young people and the equality assurance group to seek views and opinions on the proposals.

The Chair invited members to raise questions.

Councillor Nancy Matthews expressed a number of concerns around the Deeside Leisure Centre location: the proposal was to move the library to the Queensferry area which currently had the lowest footfall of the three libraries. She commented on the convenient location of other libraries situated in town centres and suggested that the existing library facility at Connah's Quay could be a more suitable location for the hub provision. Councillor Matthews also commented on the needs of library users and cited as examples use of the library by young people to do homework and research after school, and use by the general public for I.T facilities. Councillor Matthews also referred to the library mobile service and asked if details on the use of the service could be provided.

Councillor Nigel Steele Mortimer expressed concerns that feedback from the public consultation exercise would not be taken on board by the Authority. He also felt that the provision of a new library service at Deeside Leisure Centre was too close to the existing library facility at Connah's Quay. He reiterated the comments expressed by Councillor Matthews that Deeside Leisure Centre attracted visitors from across all of North Wales and beyond and that the majority of people would not necessarily be users of the Flintshire library service.

The Chief Officer (Organisational Change) responded to the comments and queries raised. He gave an assurance that robust consultation had been undertaken with a wide range of groups in addition to library users and that the outcome of the exercise was critical in helping to form the proposals around future service provision and asset transfer. He referred to the Welsh Public Library Standards which required that a static library service point should be within 2.5 miles of at least 75% of the

population and explained that the proposal fell within the Standard for access by Hawarden, Mancot and Queensferry communities.

Councillor Aaron Shotton, Leader of the Council and Cabinet Member for Finance, commented on the difficult choices to be made under current and future financial restraints and referred to a 30% reduction in the library budget and the £0.050m savings in operational costs which could be achieved by the proposals and would contribute to the overall £0.600m anticipated savings in library services over three years.

Councillor Aaron Shotton also commented on the need to be mindful of service provision in the Sealand and Garden City areas which had been previously been subjected to library closures and were now served by the Queensferry library.

Councillor Dave Mackie expressed a number of concerns around the proposal to develop the hub library service at Deeside Leisure Centre which he felt was not the most suitable location. He referred to the geographical research he had undertaken in relation to the 2.5m radius and catchment areas and expressed the view that Hawarden, which had the largest population in the County, could be considered as a suitable location. In explaining his objections to the proposals he also referred to the site of the existing library in Hawarden and to a further building which was currently vacant and could be utilised to provide a community library service.

The Chief Officer (Organisational Change) responded to the comments and questions raised and gave an assurance that further work would be undertaken with communities around asset transfer options. Following on from Councillor Mackie's concerns around the geographical location of the new hub library he said a comparison would be undertaken in relation to whether a library was located in Deeside as opposed to Hawarden and Mancot. Broughton would also be factored in as a library coverage with its catchment as this would also have an impact on coverage of parts of Hawarden, and coverage of areas such as Garden City and Sealand.

In response to the queries raised around the CyMAL grant the Chief Officer gave a brief overview of the application process and explained that it had been submitted to the Committee when it had been established what was feasible.

Councillor Clive Carver referred to the current location of the Hawarden Library which shared the same building as the Flintshire Records Office and sought clarification around the future of the Records Office if Hawarden Library was closed. Councillor Aaron Shotton advised that the two were not related. Councillor Carver said he was not opposed to the provision of a mobile library service in Hawarden, however, he expressed the view that it would be difficult to find a suitable site from where the service could be provided. The Chief Officer reiterated his advice that the Authority would work with all three communities to consider a range of options to achieve the best possible outcome in terms of location and service provision.

Councillor Paul Shotton spoke in support of the proposal and said the opportunity to secure a grant from CyMAL towards the cost of the new hub library was to be welcomed. He said the location of the new library at the Leisure Centre would



also provide visitors with the additional facility of being able to access a wide range of library services.

In summary the Chief Officer (Organisational Change) commented on the next stage of the process which would include working with communities to implement whatever proposal was finally agreed. This would also involve the consideration of design issues, asset transfer locations, and provision of I.T facilities.

The Chair concluded consideration of the item by observing that this issue had prompted a good debate. The comments which had been made and the questions which had been asked were examples of effective scrutiny, and he thanked everyone for their contributions. In the circumstances, the best proposal from the meeting would be to say that the comments the Committee have made during the meeting be commended to the Cabinet as their formal observation on the proposals for the Libraries.

**RESOLVED:**

That the comments the Committee have made during the meeting be commended to the Cabinet as their formal observation on the proposals for the development of the new hub library at Deeside Leisure Centre.

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Appendix C = Final Options Analysis

Option and Conclusion	Advantages	Disadvantages
<p><b>1. Services remain as they are</b>                      - with no new Library at Deeside Leisure Centre and Retention of Hawarden, Mancot and Queensferry Libraries  <b>Conclusion – Not sustainable</b></p>	<ul style="list-style-type: none"> <li>• No disruption to service provision</li> <li>• Local services for each of the communities</li> <li>• Supports view of current library users</li> </ul>	<ul style="list-style-type: none"> <li>• Lack of any revenue savings</li> <li>• Does not address issues identified with the lack of sustainability of each building</li> <li>• Lack of modernisation of library provision e.g. self service</li> <li>• Will be in the same position in the future either when buildings issues need addressing or further budget savings are needed</li> </ul>
<p><b>2. Closure of Hawarden, Mancot and Queensferry Libraries</b>                      - with no library building serving these areas  <b>Conclusion – Does not meet local needs of these Communities</b></p>	<ul style="list-style-type: none"> <li>• Full saving of current budget would be achieved, approximately £100k</li> <li>• Building sustainability issues addressed</li> </ul>	<ul style="list-style-type: none"> <li>• Lack of library building within 2.5m of all three communities</li> <li>• Major loss of service provision for all three communities</li> </ul>
<p><b>3. New Library at Deeside Leisure Centre</b> - with no additional provision of community based services or consideration of community asset transfer  <b>Conclusion – Does not meet the needs of older people and traditional users of the service in 3 communities</b></p>	<ul style="list-style-type: none"> <li>• Saving of over £50k</li> <li>• Library Building within 2.5m of the three communities</li> <li>• Location which will attract diverse range of users</li> <li>• Modern library fitting with library vision</li> <li>• No additional costs for service provision</li> </ul>	<ul style="list-style-type: none"> <li>• Potentially will not meet the needs of older people and traditional library users from the three communities</li> <li>• Travel and location issues may be a barrier to use of Deeside Library</li> </ul>
<p><b>4. New Library at Deeside Leisure Centre</b> – with additional community based services and consideration of feasibility of community asset transfers  <b>Conclusion – Preferred Option as Sustainable Solution delivering the libraries vision and meeting the needs of a range of users in the 3 communities</b></p>	<ul style="list-style-type: none"> <li>• Same 5 bullet points under (3)</li> <li>• Will serve the needs of older people and traditional library users by some more locally based services</li> </ul>	<ul style="list-style-type: none"> <li>• Change of provision to community based services such as mobile services which serve a range of communities and as a result of additional communities to serve will less be able to serve these current areas</li> <li>• Potential one off costs of Community Asset Transfer</li> </ul>



## FLINTSHIRE COUNTY COUNCIL

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

**DATE:** **TUESDAY 19<sup>TH</sup> MAY 2015**

**REPORT BY:** **CHIEF OFFICER (STREETSCENE AND TRANSPORTATION)**

**SUBJECT:** **THE COUNCILS BUS SUBSIDY, REVIEW OF THE DEMAND RESPONSIVE TRAVEL ARRANGEMENTS AND THE INTRODUCTION OF AN INTEGRATED TRANSPORTATION UNIT**

### **1.00 PURPOSE OF REPORT**

- 1.01 To seek cabinet approval to review of the County's subsidised bus service and commence discussions with local communities to deliver local community based transport arrangements.
- 1.02 To seek cabinet approval for the proposals to remove the Councils subsidy for the bookable Demand Responsive Travel (DRT) service known locally as the Deeside Shuttle and to develop options for the introduction of a non-subsidised commercial bus service to replace the service.
- 1.03 To seek cabinet approval for the introduction of an Integrated Transport Unit within the Streetscene and Transportation portfolio.

### **2.00 BACKGROUND**

- 2.01 There is no statutory duty upon the Council to provide local bus services or any other form of public transport, but the Authority does have a statutory duty under the 1985 and 2000 Transport Acts to keep the bus network under review, and intervene where it feels appropriate.
- 2.02 The Council currently subsidises 30 bus routes through either standalone contracts or agreements with public transport operators to provide subsidies for services that would not be commercially viable. These are usually rural, early morning, evening, Sunday, Bank Holiday and some school transport services or for operating services via certain villages, housing estates or employment sites (eg the DRT service) The Council provides these services to support national and regional transport objectives, and also support our own corporate objectives around the environment, employment, education, health and supporting the economy.

- 2.03 A summary of all the Council's subsidised services and other types of bus services is provided in **Appendix 2**.
- 2.04 In addition to bus services, community based transport services can play an important part of an integrated passenger transport provision and transport network, by providing affordable and accessible transport for service users. Community transport services can take many forms e.g. door to door / dial-a-ride, community bus services, community car schemes, wheels to work schemes and even local bus services. Community transport covers all transport outside the conventional public transport network and is typically run by "not-for-profit" organisations or volunteer community groups.
- 2.05 In response to reductions in the bus revenue grant by WG in 2013-2014, the Council approved a Policy in April 2013 (**Appendix 1**) for determining which local bus services should continue to receive financial support in the future and a high level public consultation was undertaken to capture the public's views and priorities for the subsidised bus network. Following the consultation, a review of Flintshire's services was carried out in line with the new policy, which generated an overall year on year saving of £224k
- 2.06 At the same time, the Council employed a rural transport project officer on a fixed term basis as part of a Rural Development Plan bid in conjunction with Cadwyn Clwyd. The aims of the rural transport project were to identify the transport needs of residents in rural communities in Flintshire and establish a baseline evidence of data in order to identify the potential gaps or transport problems in these areas, as well as identifying best practice elsewhere in the U.K. for developing transport initiatives.
- 2.07 The 2015-2016 Business Planning proposals identified a further level of financial savings that could be obtained from reviewing the Subsidised Bus Service, reducing the level of grant available in some areas. The proposal would be introduced incrementally over a three year period (2015/16, 2016/17 and 2017/18) with staff from the Council working with the Community to develop locally supported Community Transport Schemes to replace the current subsidised services.

### **3.00 CONSIDERATIONS**

#### **Review of Subsidised Bus Services**

- 3.01 A number of bus services in Flintshire are profitable and are operated on a commercial basis by private bus companies. The Council has good partnership arrangements with commercial bus operators and work to enhance the number and quality of services that are available. Commercial bus routes operate on a defined frequency (e.g. every 15-30 minutes) and form the core bus network. These services provide

strategic links between key towns and settlements and are well used and unlikely to change in the future.

- 3.02 The Council intends to engage with commercial operators to further encourage growth on these core routes which in turn will benefit service users and provide increased travel choices. These routes will predominantly operate on a commercial basis, however some support may be provided to ensure a regular and high quality service links the key 'end destinations' with various collection points (Hubs) along the route. Identifying and understanding the required level of service needed on each route will be the first element of the review and will be carried out at an All Member workshop.
- 3.03 Once the core routes have been identified the Council will then engage with the community to develop links with community transport arrangements and the local hub, which will include bus and railway stations, large shopping centres or simply well maintained shelters.
- 3.04 As the community transport arrangements are introduced the current subsidised services within the community can be withdrawn
- 3.05 The County Council would act as a central enabling service, providing support and advice to the local community organisations to enable them to submit funding bids and coordinating projects across the County. The aim is to provide integrated and accessible transport services to enable people to travel more efficiently and sustainably, while at the same time working with communities to provide effective support mechanisms for the governance, management and operational effectiveness of services.
- 3.06 Additionally, the County Council intends to work closely with existing community transport providers to help develop their existing service provision and provide a wider and more comprehensive level of service with increased capacity that better integrates with other transport services.
- 3.07 WG has made capital funding available to support transport infrastructure improvements across Wales and Flintshire highlighted community transport infrastructure development as a key priority in its recent Local Transport Plan, in order to provide the platform to support such bids. The Council would therefore bid for funding to develop community transport links and the infrastructure needed to support hub facilities and connectivity with other modes of transport, by improving the accessibility and safety of bus stops at key transport hubs and improving access to information, ticketing and timetable coordination.
- 3.08 It is anticipated that a small amount of WG revenue grant funding will be available in future years for funding key socially necessary bus services. In 2014, WG established a Bus Policy Advisory Group to

help set the strategic objectives for the promotion of better bus services in Wales. The Bus Policy Advisory Group recommended the establishment of national quality standards for the delivery of bus and community transport services across Wales. Bus services will therefore need to be reviewed in accordance with these quality standards and the Policy used to determine which services would continue to be supported by the grant. This work would be supported by the Council in support of the community organisations

### **Deeside Shuttle Service**

- 3.09 The current levels of subsidy for the Deeside Shuttle Service are high at a cost of over £6.00 per passenger, which is not sustainable in the long term. Passenger journeys have increased significantly over the last three years from around 63,000 per annum in 2011-2012 to an expected 78,000+ in 2014-2015, such that the service could be formalised into a scheduled service with certain journeys on the service operating commercially, subject to interest from commercial bus operators.
- 3.10 The first stage of the subsidised service review would see the withdrawal of the Shuttle Booking Service, formalising the routes and times of the buses and changing the Deeside Shuttle to a fixed schedule bus service instead of a pre-bookable demand responsive service. The intention is to engage with commercial bus operators with a view to introducing and developing new commercial bus services into the Deeside Industrial Park before the cessation of the current demand responsive service.

### **Introduction of an Integrated Transport Unit (ITU)**

- 3.11 Following a diagnostic review carried out by Northgate Public Services consultants, the Council has identified the benefits from the creation of an ITU that brings together all fleet and transport provision into one centre of excellence. The diagnostic review identified that the establishment of an integrated approach to service delivery and operational management offers benefits in terms of economies of scale, resilience and flexibility, by making more use of specialist technical skill, as well as potential operational efficiencies in the future.
- 3.12 The ITU will be established as a “one-stop shop” for the organisation and deliver of all the Council’s transport needs including reviewing policy and service delivery standards at regular intervals. The service would be managed by an integrated structure based in the Streetscene and Transportation Portfolio.
- 3.13 In order to deliver the savings it is proposed that a suitably experienced business partner is engaged on a risk and reward basis to assist the staff from the new service.



## **The Next steps**

- 3.14 The timetable for each of the proposals are shown in **Appendix 3**
- 3.15 Subject to Cabinet it is proposed that the responsive element of the Deeside Shuttle Service will end on 31<sup>st</sup> August 2015.
- 3.16 An All Member workshop will consider and assist in identifying the core routes across the County and the required frequency and standard of service each route should provide. This will allow the Bus subsidy policy to be reviewed and presented to Scrutiny for comment before Cabinet approval in July 2015.

## **4.00 RECOMMENDATIONS**

- 4.01 That cabinet approve the proposed review of the Subsidised Bus Service and support the proposed development of community transport services.
- 4.02 That cabinet approve the proposals for the Deeside Shuttle service.
- 4.03 That cabinet support the realignment of all operational service delivery areas in order to establish the Integrated Transport Unit (ITU) within the Streetscene and Transportation portfolio.
- 4.04 That cabinet approves the engagement of a suitably qualified business partner on a gain share basis to assist with the assessment and delivery of the financial benefit that will be derived from the new ITU

## **5.00 FINANCIAL IMPLICATIONS**

- 5.01 The changes to bus services will deliver the three year financial savings detailed in the service Business Planning proposals.
- Savings predicted in Year 1 (2015/16) - £50k
- 5.02 The total level of Bus service is as follows:
- Council subsidy £1,046,180  
WG subsidy £ 546,661
- 5.03 The savings detailed in respect of the Deeside Shuttle will be generated by a reduction in back office staff costs accommodated within the on going Streetscene and Transportation service review.
- 5.04 Financial benefit from forming an Integrated Transport Unit is currently

being evaluated and the benefit will be included in the 2016/17 budget proposals.

## **6.00 ANTI POVERTY IMPACT**

- 6.01 Subsidised bus services facilitate access to services for people who do not have access to a car or other mode of transport. Where practicable, the proposals seek to minimise the impact on key groups such as the elderly, young people and those on low income.

## **7.00 ENVIRONMENTAL IMPACT**

- 7.01 The development of more sustainable transport services will have a positive impact on the environment and the use of a modern and more 'green' transport fleet will reduce carbon emissions and environmental pollution.

## **8.00 EQUALITIES IMPACT**

- 8.01 An EIA has been completed and concluded that there could be an impact on people with disabilities, who may not be able to access a bus route or who may not have access to car travel, as well as an impact on Race (Migrant Workers) and Religion and Belief who may be employed on low wages or unable to drive, or who may have no alternative choice of travel. It was felt that each of the groups mentioned would be equally impacted by the proposals. Where practicable, the proposals will seek to minimise the impact on key groups.

## **9.00 PERSONNEL IMPLICATIONS**

- 9.01 The proposals for the Deeside Shuttle would see the withdrawal of the Shuttle Booking Service, which currently employs four members of staff for 3 FTE posts, who handle the journey bookings for customers and schedule the vehicles.
- 9.02 Implementation of the Integrated Transport Unit would result in staff from three Portfolios being considered for roles within a single operating unit within Streetscene and Transportation.

## **10.00 CONSULTATION REQUIRED**

- 10.01 With internal stakeholders prior to implementing the service changes and in accordance with HR Policy.

## **11.00 CONSULTATION UNDERTAKEN**

- 11.01 With Cabinet Member.
- 11.02 Consultation is ongoing with affected staff.
- 11.03 With internal stakeholders in respect of the ITU
- 11.04 With Environment Overview and Scrutiny Committee – The committee supported the recommendations contained in this report at its meeting in April 2015

## **12.00 APPENDICES**

- Appendix 1 – Subsidised Bus Service Policy April 2013
- Appendix 2 – Summary of types of bus services in Flintshire
- Appendix 3 – Timetable for project delivery

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

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**Appendix 1**

**A POLICY FOR SUBSIDISED BUS SERVICES IN FLINTSHIRE**

**APRIL 2013**

## **CONTENTS**

- 1. Introduction**
- 2. Legislative Background**
- 3. National and Regional Context**
- 4. Support for Bus Services**
- 5. What type of services do we support?**
- 6. Framework for Reviewing Bus Services**
- 7. Aims and Objectives**
- 8. Red-Amber-Green Analysis**
- 9. Managing the subsidised network**
- 10. Fares on subsidised services**
- 11. Marketing Strategy for Contracted Bus Services**

## **1.00 Introduction**

- 1.01 This area of Policy covers public transport that the Council directly funds i.e. its subsidised bus network; Community Transport is currently not in scope. The Policy sets out the Council's criteria for supporting public transport; and does not cover the provision of concessionary bus fares.
- 1.02 The Policy recognises the ongoing need for our residents to access important services, supports the local economy, and also contributes to carbon reduction. Crucially, it recognises the very challenging economic climate. The Policy therefore seeks to ensure that the Council prioritise its financial support where it is most needed.

## **2.00 Legislative Background**

- 2.01 Some of the bus services in Flintshire are operated commercially, by a variety of bus operators. This means that services are "registered" by the operator with the Traffic Commissioner, and the company receives no subsidy at all. In essence, commercial services have to be self funding i.e. income from fares exceeds the cost of operating them. These will tend to be daytime services on busy traffic corridors.
- 2.02 The remainder of services are known as "socially necessary" services. These can be in two forms – either providing a bus service in an area where no commercial service exists, or alternatively, operating over daytime commercial routes at times when they would generally not be viable (such as early morning, evening and Sundays), or where there is insufficient capacity on existing services.
- 2.03 There is no statutory duty upon the Council to provide local bus services or any other form of public transport but the authority does have a statutory duty under the 1985 Transport Act to keep the bus network under review, and intervene where it feels appropriate. This basically means that all subsidised services are provided on a discretionary basis.

## **3.00 National and Regional Context**

### **3.01 Welsh Transport Policy Context**

- 3.01.1 The Welsh Government published the Wales Transport Strategy in 2008. The strategic priorities are as follows;
- Reducing greenhouse gas emissions and other environmental impacts
  - Integrating local transport
  - Improving access between key settlements and sites
  - Enhancing international connectivity; and
  - Increasing safety and security

3.02 In practical terms, the council's subsidised bus network contributes to all of the Welsh Government strategic priorities. There is no specific guidance as to the level of support an authority should give to its bus network.

### **3.03 Regional Transport Policy**

3.03.1 The North Wales Regional Transport Plan was published by Taith in September 2009, as a requirement of the Wales Transport Act 2006. Taith is the joint board of the six North Wales Local Authorities working together to deliver improvements in transport provision across the region. Taith policies and objectives generally follow those of Welsh Government, with the addition of a number of relevant objectives such as:

- 3.03.2 - Seeking "Network Stability" agreements with bus operators to define levels and relative pricing of commercial and subsidised bus services to be provided through the Plan period
- Developing innovative services such as community transport and Demand Responsive Transport
  - Promoting integration through consistent standards and ticketing

3.03.3 The Council will work collaboratively with transport operators to achieve stability wherever possible, and move to longer term contracts so services can be aligned more to commercial routes and quality further enhanced.

3.03.4 The Council will closely monitor the performance of subsidised services to ensure reliability of services and connections to other bus and rail routes, taking remedial action where necessary. As multi-operator go anywhere type tickets develop, the Council will ensure that these tickets are valid on our subsidised services, subject to appropriate reimbursement mechanisms and controls.

### **4.00 Support for Bus Services**

4.01 Continuation of subsidised local bus services is crucial to ensure access to services, a healthier environment, and to support economic growth. The framework for provision of bus services, as set out in the 1985 Transport Act, is that the Council has no control over a large proportion of the bus network. Public transport is a business, and operators will only provide services where they can make a return on investment. Flintshire has a relatively good commercial day time service, but without support from the Council, there would be very little service beyond that core daytime service. With this in mind, the following are our main drivers for intervention:-

- 4.02 - Supporting bus services to improve accessibility to key services, sustainability and promote economic growth
- Supporting bus services to contribute to the viability of the core commercial transport network



- Supporting bus services to fill significant gaps in the network, within the agreed criteria, and within agreed budget.

## **5.00 What type of services do we support?**

5.01 The following are the types of bus services the council will support, where value for money can be achieved, funding is available, and there are no viable alternatives:-

- 5.02
- Early morning services, usually provided before the normal morning rush hour, for those working early shifts.
  - Evening services, usually provided after the afternoon rush hour, through to late at night.
  - Sunday and Bank Holiday, traditionally on the same routes as weekday services
  - Services linking rural communities with each other and local town centre.(s)
  - Daytime services, in and around our local town centres, where no commercial bus services exist
  - Experimental bus services to support economic growth, promote tourism, or meet other identified unmet demand.

## **6.00 Framework for Reviewing Bus Services**

6.01 It is suggested that the framework below is used to determine which services should continue to be supported: -

6.02 Use Red/Amber/Green analysis of cost per passenger to identify low performing services in first instance as shown in **8.00** below.

6.03 Generally, the best barometer of effectiveness is subsidy per passenger. This is calculated by dividing the annual cost to the public purse by the total number of passengers. Most authorities do monitor subsidy per passenger, and many have withdrawn services over a certain level of subsidy. The key principle of intervention would be that for services where the subsidy per trip exceeds a specific level a detailed review would be undertaken and remedial action taken. It should be recognised that in exceptional cases, cost per passenger will not necessarily determine whether a service should be subsidised (see 6.07)

6.04 Analyse those services against the passenger travel needs outlined below: -

- a. **Accessibility** – Bus service provides access to key essential services e.g. healthcare, education, shopping and reduces social exclusion
- b. **Economic Regeneration** – Bus Service provides access to main employment areas and supports economic regeneration by providing a

way for business to access the workforce they need

- c. **Integration** - Integration with other modes of transport and connections with other main bus services
  - d. **Sustainability** – Consider whether bus service is providing an attractive alternative to the private car and whether it has contributed towards reducing the numbers of cars on the road and reducing carbon dioxide emissions
  - e. **Safety and Security** – Bus service provides a safer mode of transport than the private car, both for passengers and for other road users and pedestrians e.g. some school journeys
- 6.05 Where the cost per passenger is low / passenger numbers are high and the passenger travel needs are justified, re tender the service periodically.
- 6.06 Where the cost per passenger is low / passenger numbers are high, but the passenger travel needs are not justified, work with bus operators to deliver efficiencies and/or seek to commercialise
- 6.07 Where the cost per passenger is high / passenger numbers are low, but the passenger travel needs are justified, seek alternative transport solutions and/or re-tender to ascertain whether cost per passenger can be reduced
- 6.08 Where the cost per passenger is high / passenger numbers are low, but the passenger travel needs are not justified, withdraw services

7.00 **Aims and Objectives:**

As budgets come under increasing pressure it is essential that such a decision making framework is used consistently in order to:

- To monitor the effectiveness of existing services
- To decide which services should be withdrawn/reviewed, where there is a risk of budget overspend
- To determine what to do in the case of:-
  - Local bus contracts which are terminated early (perhaps due to rising costs)
  - Important commercial services are de-registered by operators (this is an ever increasing scenario as bus operators strive to control costs whilst faced with reduced passenger numbers)
- To test identified unmet demand

## 8.00 Red-Amber-Green Analysis

8.01 The following are examples where the Red-Amber-Green analysis would be used to determine the level of council intervention:

Subsidy per passenger	Action	
<b>Green</b>	Services are ranked green where subsidy per passenger trip is less than the specified level (to be determined)	Service is considered good value for money and continues, performance is monitored, contract is proactively managed to continue to identify opportunities for improvement
<b>Amber</b>	Services are ranked amber where subsidy per passenger is between a specified level (to be determined)	Service is placed under review, and remains under review whilst in amber category. This involves proactive work with operator to improve patronage or reduce costs, alternatives are examined, journey purpose is understood, services are integrated with other bus services, affected community and users are made aware of status in order to raise awareness and enlist support.
<b>Red</b>	Services are ranked red where subsidy per passenger trip exceeds a specified level (to be determined).	Action required. Services will not be allowed to continue long term at this level of subsidy. Actions may include one or combination of; withdrawal of the service, curtailment of the route, reduction in frequency or number of journeys, or integrating it with another route. This is after on vehicle checks to confirm passenger numbers, appropriate notice is given to affected users, and alternatives (such as Community Transport) communicated

## 9.00 Managing the subsidised network

9.01 Financial pressures and increasing demand, means that it is more important than ever to manage the subsidised bus network, to ensure the Policy is followed and value for money is achieved. Management of the network will include:-

- Collation of up to date electronic passenger information data

-Regular 'on bus' surveys to validate reported passenger levels, and also monitor quality of service and contract compliance.

-Producing subsidy per passenger league tables.

-Constantly Reviewing subsidised services to determine where better alternatives may exist on commercial services

-Encouraging operators to register to operate subsidised services on a commercial basis, where subsidy per passenger is very low.

-Working with local communities and operators to promote services to encourage greater patronage.

9.02 Specifically, where services are in the red category, the following actions will be taken:-

- All affected journeys will be surveyed in detail to validate patronage levels, evaluate options for passengers and understand journey purpose.

- Officers will examine options to reduce costs through curtailment of the service, reductions in frequency and reductions in total number of journeys, exploring alternative transport solutions.

- Consultation on options will be undertaken with affected Members and Town and Community Councils.

- Giving notice on final course of action to passengers and stakeholders

9.03 In order to allow thorough scrutiny of performance of the network, and actions taken, the following actions will be followed.

- Environment Overview and Scrutiny Committee will review service performance tables annually, including the actions taken by officers to improve the performance of services.

## **10.00 Fares on subsidised services**

10.01 The Council has no control over fares on commercial services. However it has the power to set fares on subsidised services. Council officers will analyse commercial fare levels on a quarterly basis, and ensure subsidised fare levels on each service are closely aligned. This applies for Adult and Child fares. Holders of Welsh Concessionary Travel Passes (over 60's and those who qualify as a result of a disability) are afforded free travel within the current All Wales Concessionary Travel Scheme.

10.02 The Council supports the development of multi modal, go anywhere type ticketing, and will ensure that as these are introduced, they are available for use on Council subsidised services.

## **11.00 Marketing Strategy for Contracted Bus Services**

11.01 Aims and objectives: -

- To increase patronage
- To raise awareness of travel choices
- To promote public transport as a viable alternative to the private car
- To change common misconceptions

11.02 The SWOT analysis below considers internal (strengths and weaknesses) and external (opportunities and threats), which will need to be taken into account when marketing / promoting bus services

<p><b><u>Strengths</u></b></p> <ul style="list-style-type: none"> <li>• Biggest change to public transport in Flintshire for many years</li> <li>• Strong commercial network with improved service frequencies and reliability/punctuality</li> <li>• Vehicle quality and design - newer, modern accessible low-floor vehicles on most routes</li> <li>• Concessionary travel has increased patronage (over-60s and disabled passengers)</li> <li>• Infrastructure improvements – bus stops, shelters, bus stations etc.</li> <li>• Partnership working e.g. externally with neighbouring Local Authorities, bus companies, Health Board and internally with planning, regeneration, education, tourism</li> </ul>	<p><b><u>Weaknesses</u></b></p> <ul style="list-style-type: none"> <li>• Lack of awareness of where to access information about bus services</li> <li>• Historically, public transport has a poor image e.g. fear of crime, security, anti-social behaviour</li> <li>• Continuous monitoring and review of services</li> <li>• Changes to timetables by commercial bus companies do not always coincide with Council’s production of publicity for services</li> <li>• Real Time Information system reliability</li> <li>• Integrated public transport information and ticketing (between modes of transport)</li> </ul>
<p><b><u>Opportunities</u></b></p> <ul style="list-style-type: none"> <li>• New technology e.g. internet, social networking sites (Twitter, Facebook), radio/TV/newspaper</li> <li>• Current review will raise the profile of bus services generally</li> <li>• Commercial operators have strong branding and marketing e.g. Arriva</li> <li>• Change of perception – positive experience and socially more responsible in terms of effects on environment</li> <li>• New ticketing initiatives e.g. GoCymru</li> <li>• Advertise on bus backs, radio drive time (e.g. sponsor traffic bulletins)</li> <li>• Integration of modes of transport</li> </ul>	<p><b><u>Threats</u></b></p> <ul style="list-style-type: none"> <li>• No control over commercial bus fares</li> <li>• Funding cuts</li> <li>• Hospital closures could affect some services</li> <li>• Car use – most people aspire to owning and driving a car and see it as more convenient and quicker</li> <li>• Social exclusion in more remote, rural areas</li> <li>• Political support</li> </ul>

11.03 Target Audience to include the following: -

- Existing passengers
- Concessionary travel pass holders (over-60 & some categories of disabled)
- Businesses and large employers located along bus routes
- Colleges/Schools & Young people – aim to encourage bus use at an early age so that they continue
- Shopping Centres/Business Parks/large supermarkets
- Car users e.g. commuters/students who have access to a car on a daily

basis

- Leisure Users i.e. occasional users for shopping/leisure trips
- Tourists and Visitors

11.04 The above market to be targeted by way of: -

- Research & Consultation – questionnaires, bus users' surgeries, map of where large employers, schools, colleges and hospitals are located, on-bus surveys, data gathering from ticket machine reports
- Promotional material that includes timetable booklets, leaflets for large employers, posters, flyers to residents along certain corridors, newsletters to user groups etc.
- Internet – FCC website, Traveline Cymru, social networking sites (E.g. Twitter, Facebook)
- Other technology – radio/TV marketing campaigns
- Branding – vehicle livery, single design for promotional material
- Ticketing – place, price, promotion

**Appendix 2 - Summary of types of bus services in Flintshire**

Service	Route Description	Type of Service	Early morning (before 0800)	Peak (0800-0900 / 1500-1700)	Off-peak (0900-1500 / 1700-1800)	Evening (after 1800)	Saturdays	Sundays & public holidays	Days of Operation
1	Mold - Loggerheads - Llanarmon-yn-Ial - Ruthin (Denbighshire service)	Subsidised	Contract	Contract	Contract	No Service	Contract	No Service	M T W Th F S
2	Mold - Eryrys - Llanarmon-yn-Ial - Ruthin (Denbighshire service)	Subsidised	No Service	Contract	Contract	No Service	Contract	No Service	M T W Th F S
X1	Ruthin - Mold - Chester (Denbighshire service)	Subsidised	No Service	Contract	Contract	No Service	Contract	No Service	M T W Th F S
3, 3A	Mold - Buckley - Penyffordd - Broughton - Chester	Commercial	Commercial	Commercial	Commercial	Agreement	Commercial	No Service	M T W Th F S
4, 4S	Mold - Buckley - Drury - Hawarden - Broughton - Chester	Commercial	Commercial	Commercial	Commercial	Agreement	Commercial	Commercial	M T W Th F S Su
4B	Mold - New Brighton - Buckley - Hawarden - Chester EARLY BIRD	Commercial	Commercial	No Service	No Service	No Service	Commercial	No Service	M T W Th F S
6	Mold - Pantymwyn	De-minimis	Agreement	Agreement	Commercial	No Service	Agreement	No Service	M T W Th F S
7, 7X	Mold - Buckley - Ewloe - Queensferry - Shotton - Deeside College	Subsidised	Contract	Contract	No Service	No Service	No Service	No Service	College days only
8	Mold - Northop Hall - Connah's Quay - Shotton - Queensferry - Sealand	Subsidised	No Service	Contract	Contract	No Service	Contract	No Service	M T W Th F S
9	(Mold - ) Connah's Quay - Shotton - Queensferry - Countess Hospital - Chester	Subsidised	Contract	Contract	Contract	No Service	Contract	No Service	M T W Th F S
X9	(Mold - ) Connah's Quay - Shotton - Queensferry - Hawarden - Maelor Hospital - Wrexham	Subsidised	Contract	Contract	Contract	No Service	Contract	No Service	M T W Th F S
10	Connah's Quay - Shotton - Queensferry - Chester	De-minimis	Commercial	Commercial	Commercial	Commercial	Commercial	Agreement	M T W Th F S Su
10A	Holywell - Bagillt - Flint - Connah's Quay - Shotton - Queensferry - Chester	Commercial	Commercial	Commercial	Commercial	Commercial	Commercial	No Service	M T W Th F S
11, 11A	(Rhyl - ) Holywell - Flint - Connah's Quay - Hawarden - Broughton - Chester	Subsidised	Commercial	Commercial	Commercial	Contract	Commercial	No Service	M T W Th F S
11F, 11G, 11M, 11X	Rhyl - Prestatyn - Holywell	Commercial	Commercial	Commercial	Commercial	Contract	Commercial	No Service	M T W Th F S
12	Chester - Broughton - Mancot - Deeside Hospital - Connah's Quay	De-minimis	Agreement	Agreement	Agreement	Agreement	Agreement	No Service	M T W Th F S
14	Mold - Caerwys - Bodfari - Denbigh	Subsidised	Contract	Contract	Contract	No Service	Contract	No Service	M T W Th F S
14A	Holywell - Carmel - Gorsedd - Babel - Caerwys - Afonwen - Denbigh	Commercial	No Service	Contract	Commercial	No Service	No Service	No Service	M T W Th F
14C	Holywell - Lixwm - Cilcain - Mold - RURALrider	Commercial	No Service	Contract	Commercial	No Service	Commercial	No Service	M T W Th F S
16	Chester - Lache - Saltney	Commercial	Commercial	Commercial	Commercial	Commercial	Commercial	Commercial	M T W Th F S Su
18	Flint Cornist - Holywell - Penyffordd - Prestatyn - Rhyl	De-minimis	Agreement	Agreement	Agreement	No Service	Agreement	No Service	M T W Th F S
X18	Mold - Flint - Greenfield - (Rhewl)	Commercial	No Service	Commercial	Commercial	No Service	Commercial	No Service	M T W Th F S
19	Flint Cornist - Holywell - Berthengam - Prestatyn - Rhyl	De-minimis	No Service	Agreement	Agreement	No Service	Agreement	No Service	M T W Th F S
21A/B	Buckley Station - Precinct Way - Southdown	Subsidised	No Service	Contract	Contract	No Service	Contract	No Service	M T W Th F S
22/22A	Holway - Holywell - Pen-y-Maes - Brynford	Subsidised	No Service	Contract	Contract	No Service	Contract	No Service	M T W Th F S
23	Greenfield - Holywell - Holywell Community Hospital	De-minimis	No Service	No Service	Agreement	No Service	No Service	No Service	M T W Th F
26, 27	Mold - Leeswood - Caergwre - Maelor Hospital - Wrexham	Commercial	Commercial	Commercial	Commercial	No Service	Commercial	No Service	M T W Th F S
28, 28A	Wrexham - Penyffordd - Buckley - Mold - Northop - Flint	De-minimis	Agreement	Commercial	Commercial	No Service	Commercial	No Service	M T W Th F S
28X	Holywell - Bagillt - Flint - Northop - Mold	Commercial	Commercial	Commercial	Commercial	No Service	Commercial	No Service	M T W Th F S
40	Mold - Nercwys - Treuddyn - Llanfynydd - Ffrith - Cymau - Wrexham	De-minimis	Agreement	Commercial	Commercial	Commercial	Commercial	No Service	M T W Th F S
99	Sandycroft - Connah's Quay - Mold - Mold Campus	Subsidised	Contract	Contract	No Service	No Service	No Service	No Service	School days only
110	Aston - Ewloe - Northop Hall - Northop - Sychdyn - Mold - Mold Campus	Subsidised	Contract	Contract	No Service	No Service	No Service	No Service	M T W Th F
126	Holywell - Pentre Halkyn - Rhosesmor - Mold	De-minimis	No Service	Agreement	Agreement	No Service	Agreement	No Service	M T W Th F S
127	Mold - Rhosesmor - Lixwm - Brynford - Pantasaph - Holway	Subsidised	No Service	Contract	No Service	No Service	No Service	No Service	School days only
811	Leasowe / Arrowe Park - Deeside Ind. Park - Broughton (Merseytravel service)	Subsidised	Contract	Contract	No Service	No Service	No Service	No Service	M T W Th F
D42	Mold - Caergwre - Wrexham RURALrider	Subsidised	No Service	No Service	No Service	Contract	Contract	Contract	M T W Th F S
DB1	Mold - Treuddyn / Leeswood - Higher Kinnerton - Chester - Blacon (Cheshire Service)	Subsidised	Contract	Contract	Contract	No Service	Contract	No Service	M T W Th F S
DB2	Chester - Curzon Park - Saltney Ferry (Cheshire Service)	Subsidised	No Service	No Service	Contract	No Service	Contract	No Service	M T W Th F S
SP1/SP2	Mold - Buckley - Queensferry - Deeside Industrial Park - Ellesmere Port	De-minimis	Agreement	Agreement	Agreement	No Service	Agreement	No Service	M T W Th F S
T1	Greenfield - Holywell - Bagillt - Flint - Connah's Quay - Chester	Commercial	Commercial	Commercial	Commercial	No Service	Commercial	No Service	M T W Th F S
X44	Mold - Buckley - Hawarden - Chester Business Park - Chester	De-minimis	Agreement	Agreement	Commercial	No Service	Agreement	No Service	M T W Th F S
X55	Mold - Buckley - Hawarden - Chester Business Park - Chester	De-minimis	Agreement	Agreement	Commercial	No Service	Agreement	No Service	M T W Th F S

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## Appendix 3

### Timetable for project delivery

#### 1. Subsidised Bus Services / Community Transport

Informal Cabinet	7 <sup>th</sup> April 2015
Environment Overview & Scrutiny Committee	23 <sup>rd</sup> April 2015
Cabinet (formal)	15 <sup>th</sup> May 2015
Review performance of subsidised bus services under current policy	May 2015
Set up Project Team to oversee project	May 2015
TC/CC and Member workshops <ul style="list-style-type: none"> <li>- Identify areas for community transport schemes</li> <li>- Identify core bus network</li> <li>- Set criteria for revised policy</li> </ul>	May 2015
Informal Cabinet	30 <sup>th</sup> June 2015
Environment Overview & Scrutiny Committee – revised policy	July 2015
Cabinet - policy approval	14 <sup>th</sup> July 2015
Commence consultation with operators	September 2015
Commence consultation with stakeholders	September 2015
Set up Partnership Boards with local communities	September 2015
Submit bids for funding to Cadwyn Clwyd/other funding bodies	September 2015
Serve notice on any existing services / contracts	December 2015
Register new services (if required)	January 2015
New services commence / approved services continue	1 <sup>st</sup> April 2016

#### 2. Deeside Shuttle Service

Informal Cabinet	7 <sup>th</sup> April 2015
Environment Overview & Scrutiny Committee	23 <sup>rd</sup> April 2015
Cabinet (formal)	15 <sup>th</sup> May 2015
Engage with bus companies / drop-in sessions	May 2015
Consultation with stakeholders	May/June 2015
Serve notice on existing contract for the Shuttle	End of May 2015
Register any new services	End of June 2015
Existing service terminates	31 <sup>st</sup> August 2015
New services commence	1 <sup>st</sup> September 2015

#### 3. Integrated Transport Unit

Communication & consultation with staff / Unions	Completed
Assimilation/Interview process for new posts	April 2015
Establish Service Boards/Working Groups between client departments	April 2015
Handover/Transition period	April-May 2015
Implementation of ITU	May 2015
Training for new post holders (policies, processes, software etc.)	May 2015
Passenger Assistants – align JDs following integration	May 2015
Review & measure performance (after 3 months)	August 2015
Financial benefit assessment (after 6 months)	November 2015
Review & measure performance (after 12 months)	November 2015
Update report to Scrutiny and Cabinet	April 2016

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## FLINTSHIRE COUNTY COUNCIL

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

**DATE:** **TUESDAY 19<sup>TH</sup> MAY 2015**

**REPORT BY:** **CHIEF OFFICER (ORGANISATIONAL CHANGE)**

**SUBJECT:** **CHILDREN'S EQUIPPED PLAY AREAS MATCH FUNDING SCHEME**

### **1.00 PURPOSE OF REPORT**

To agree the approach to this scheme for this year, and then from 2016/17 onwards.

### **2.00 BACKGROUND**

2.01 Since 2010, the local authority, in partnership with local town and community councils, has successfully delivered a match funding programme to upgrade children's playgrounds. The match funding programme has resulted in excess of £1 million being invested for improvements and enhancements to facilities. This programme has been driven by the RAG (Red, Amber, and Green) Play Space Survey, commissioned in 2010 (Appendix 2). The aim of this approach is to raise the play value at the sites most in need, where there is a known deficiency, taking into account the child population.

### **3.00 CONSIDERATIONS**

3.01 Fixed Play match funding of £105k will be made available initially in 2015/16 on the same bases as previous years (summarised below):

- Each Town and Community Council will be invited to express an interest in participating in the match-funding improvement scheme for 2015/16.
- County Council funding to be directed at areas of need as identified by the condition survey. Leisure Services will identify those play areas which are in scope ('Red' and 'Amber' sites) and out of scope ('Green' sites) in terms of receiving funding.
- Match funding will be based upon a maximum contribution of £10,000 per scheme.

3.02 Proposals will be required from Town and Community Council's by

Friday 10<sup>th</sup> July. Any unallocated funds after considering these proposals will then be available to support organisations who are taking on Community Asset Transfers as outlined in 3.03.

- 3.03 Where a Community Asset Transfer (CAT) of a play area is agreed the local authority proposes to make a 'one off' payment of up to £5,000 per play area transferred with a maximum of £10,000 per community per year. This funding can be used to either enhance these play facilities or be put aside to support future replacements costs. For 2015/16 any balance of the 'Play Area Match Funding Scheme' of £105,000 p.a. will be available for CAT. For 2016/17 the full fund will be available for CAT and will be called the 'Play Area Community Grant Scheme'.
- 3.04 From 2016/17 onwards any unallocated funds from the 'Play Area Community Grant Scheme' will then be made available on a match funding basis for the enhancement of children's fixed play areas as follows:
- Match funding will only be available to town and community councils or community groups where the fixed play facility has transferred out of local authority control; and/or
  - Match funding will be available to improve those play areas retained by the Council and agreed as a priority for retaining or developing.

In such instances match funding will be based upon a maximum contribution of £10,000 from the authority per scheme. If the fund is under-subscribed it will then be determined on a priority basis and in accordance with the findings of the Play Survey, with investment targeted to strategically important sites.

#### **4.00 RECOMMENDATIONS**

- 4.01 That Cabinet agree the way forward for the Play Area Match Funding scheme in 2015/16 as outlined in this report, with any balance to be allocated to play areas subject to Community Asset Transfer.
- 4.02 From 2016/17 the Play Area Community Grant Scheme be established, as outlined in this report, with it's primary focus on supporting play areas that are transferred to, or managed by, communities.

#### **5.00 FINANCIAL IMPLICATIONS**

These proposals outline the use of the current £105,000 budget for 2015/16 and for 2016/17.

**6.00 ANTI POVERY IMPACT**

The scheme provides all communities with the opportunity to sustain and develop play areas.

**7.00 ENVIRONMENTAL IMPACT**

The grant scheme should support the maintenance of play areas supporting environmental quality.

**8.00 EQUALITIES IMPACT**

The grant will be available to each community.

**9.00 PERSONNEL IMPLICATIONS**

None

**10.00 CONSULTATION REQUIRED**

Communication with Town and Community Councils about the continuation of the grant scheme for 2015/16 and the revisions for 2016/17 onwards.

**11.00 CONSULTATION UNDERTAKEN**

Regular consultation has taken place with Town and Community Councils about the match funding scheme.

**12.00 APPENDICES**

None

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

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## FLINTSHIRE COUNTY COUNCIL

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

**DATE:** **TUESDAY, 19 MAY 2015**

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

**SUBJECT:** **WELSH GOVERNMENT CONSULTATION ON  
COUNCIL TAX PREMIUMS FOR SECOND HOMES  
AND LONG TERM EMPTY PROPERTY**

### **1.00 PURPOSE OF REPORT**

- 1.01 To provide cabinet members with information on Welsh Government (WG) Consultations seeking views on the policy of giving Local Authorities discretionary powers regarding a council tax premium that they can apply to second homes and long term empty homes.
- 1.02 To provide Cabinet with a series of recommended responses (as set out in Appendix 1 and 2) to specific questions posed by WG on the proposals to exempt some properties from the premium (but only for time limited periods in some cases) and to seek members endorsement to the responses.

### **2.00 BACKGROUND**

- 2.01 The Housing (Wales) Act 2014 was introduced to tackle problems of housing shortages in Wales. One of the measures contained in the Act is the provision for local authorities to charge a council tax premium at a level of up to 100% above the normal level of council tax on long term empty homes in their areas.
- 2.02 A number of respondents to previous consultations also highlighted the difficulties the prevalence of second homes can cause in communities. As a result, Welsh Government introduced further provisions giving local authorities discretionary powers to charge a council tax premium on second homes.
- 2.03 The consultation proposals to introduce a council tax premium on long term empty homes and second homes in Wales is similar to proposals introduced in England and Scotland. Unlike the Scottish and English schemes, the Welsh provisions generally also allow for a 'stepped approach' to charging the premium, with an increasing amount over time (up to a maximum of 200%) rather than a single fixed level of premium.

### **3.00 CONSIDERATIONS**

- 3.01 The consultation papers seek views on the circumstances in which some long term empty or second homes might be exempt from the premium for time limited periods or indefinitely in some cases (i.e. they fall out of scope for charging the additional premium of up to 100% extra council tax). This is to ensure owners of long term properties, in certain circumstances, are not immediately affected by the premium.
- 3.02 For long term empty homes, the ability to charge a premium rate of Council Tax (up to an extra 100% beyond the normal rate) could therefore apply in circumstances where a property is unoccupied after time limits as indicated:
- Unoccupied property belonging to members of the Armed Forces who are living away in Armed forces accommodation – **exempt from premium without time limits**
  - Empty and substantially unfurnished properties – **12 months**
  - Unoccupied property where the only resident has passed away and probate has been granted – **12 months**
  - Empty properties undergoing major repairs – **18 months**
  - Empty and unfurnished properties being marketed for sale/let – **24 months**
- 3.03 In relation to second homes, local authorities already have discretion to vary council tax discounts or not to apply a discount. The current policy of the Council is not to award a discount on second homes.
- 3.04 Local authorities will, however, also have new local powers to charge a council tax premium on second homes though WG also propose a number of exemptions, some of which are time limited, for owners of second homes so they are not immediately affected by the council tax premium.
- 3.05 The ability to charge a premium rate of Council Tax on certain second homes (up to an extra 100% beyond the normal rate) could therefore apply even in circumstances and after time limits as indicated:
- Annexes - **exempt from premium without time limits**
  - Job related dwellings - **exempt from premium without time limits**
  - Caravan pitches and boat moorings - **exempt from premium without time limits**
  - Unoccupied property where probate has been granted – **12 months**
  - Properties being marketed for sale/let – **24 months**



#### **4.00 RECOMMENDATIONS**

- 4.01 For Cabinet to consider the proposals to exempt certain properties from the Council Tax premium for periods as laid out in the consultation and to authorise senior officers to respond appropriately to the consultation.

#### **5.00 FINANCIAL IMPLICATIONS**

- 5.01 Any additional funds raised through the council tax premium on second homes or long term empty homes would be retained locally and would not be incorporated into the tax base for the calculation of Revenue Support Grant.

- 5.02 Welsh Government are recommending that any additional funds generated by this policy are deployed in such a way to address local housing needs and to alleviate some of the impacts second homes and long term empty properties can have on local communities. These include impacts on the availability of affordable housing for example.

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

- 6.01 Using the local tax system, there could be a potential increase in long term empty homes becoming available in the private rented sector by encouraging owners of empty property to bring these back into use.

- 6.02 Inevitably, there is fine line between charging a council tax premium on long term empty property as an incentive to bring empty property back into use and not placing an additional financial burden on the owners of such properties who may face genuine difficulty in disposing of property or bringing property back into use. The proposals in this consultation to provide a number of exemptions from the council tax premium and strike a sensible balance.

#### **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 The purpose of the report is to provide members with the opportunity to comment on the latest consultation proposals to exempt certain properties from the council tax premium and to endorse the responses as prepared by

officers in the Revenue service.

## **11.00 CONSULTATION UNDERTAKEN**

11.01 This latest WG consultation builds on two previous consultations undertaken in 2012 and 2013 and as part of the development of proposals contained in the Housing (Wales) Act 2014 to introduce a council tax premium on second and long term empty homes.

11.02 The Council's response to the latest consultations have been referred to Corporate Resource Overview and Scrutiny Committee for cabinet to also consider any comments or observations coming from Scrutiny.

## **12.00 APPENDICES**

12.01 Appendix 1 and 2 to this report contains the recommended responses to the latest consultation papers. Appendix 1 covers exemptions for the second home premium and Appendix 2 exemptions for long term empty homes premium.

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

- Housing (Wales) Act 2014
- Welsh Government Consultations (WG 22894, WG 22895) on Exemptions to the Council Tax premium on Second Homes and Long Term Empty Homes in Wales

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Unoccupied properties, which have become vacant due to the death of the owner or tenant, are exempt from Council Tax until probate is granted. This exemption even continues for a further six months after probate has been granted. After that, properties become liable for the full rate in line with current Council policy.

Welsh Government recognise that it may be some time to determine the future use or disposal of a property once probate has been granted and these type of properties can be deemed to be a second home for many people who may have inherited a property. As a result, WG proposes to exempt these properties from the premium for 12 months after the grant of probate.

**Should Class F properties considered to be second homes be given an exemption from the premium until 12 months after probate or letters of administration have been granted?**

**Recommended Response**

**Yes**

Annexes attached to another property are treated as separate properties for Council Tax and annexes are exempt altogether when they are occupied for a dependant relative of pensionable age or who is disabled. An unoccupied annex is also exempt when it forms part of another property and may not be let separately from the other dwelling without a breach of planning control.

If an annexe is not covered by either of these exemptions, is furnished and is not a sole or main residence of someone, it could be liable for the council tax premium as a second home.

As a result, it is proposed that furnished properties which form annexes in a property which is also being used as part of the main residence or dwelling in that property should be exempt from the premium on second homes. For example, this could cover annexes which are used for the periodic accommodation of family members or adult children.

It is not intended this exemption would apply to annexes which are let out as short-stay accommodation including holiday lets. Hence, this type of accommodation could be subject to a council tax premium.

**Should furnished Annexes which are treated as part of the main dwelling be exempt from the Council Tax premium on second homes? Do you think annexes which are let out as short-stay accommodation should not be exempt from the premium?**

**Recommended Response**

**Furnished but unoccupied annexes which are effectively part of the main dwelling should be exempt from the premium. However, annexes which are let out as short term accommodation on a commercial basis, such as holiday lets, should not be exempt and instead be subject to the council tax premium provisions in the same way as all other holiday homes.**

WG propose that where an owner of a second home (i.e. a furnished property that is not the 'sole and main residence' of any individual) is taking genuine steps to bring their property back into use as a sole and main residence by marketing it for sale or renting out, the property should be exempt from the Council Tax premium for a period of 2 years. This means the premium would only apply if at the end of the two year period a property which is still for sale but furnished could attract a Council Tax premium.

**Should owners of properties actively being marketed for sale or let be exempt from the Council Tax premium on second homes? If so, what evidence should owners be required to show to prove their property is actively being marketed for sale or let?**

**Do you think an exemption from the premium for two years for properties being marketed for sale or let is a reasonable period to enable the owners to bring them back into use?**

**Would it be more appropriate to provide guidance to Local Authorities on the application of this**

**exemption rather than setting out its application in legislation?**

**Recommended Response**

**Yes, the Council would support the introduction of an additional safeguard of a two year exemption period to support owners of second homes who are genuinely looking to dispose of a property.**

**The Council would recommend that owners must be expected to demonstrate they are actively and continuously marketing the property for sale or let at a reasonable local market rate, when compared to comparable property being advertised in the locality.**

**Evidence would need to be submitted to the Council showing the property is being continuously marketed throughout the duration of the exemption period and such evidence should also prove the property is actively marketed by an accredited property/sale or letting website.**

Where a taxpayer's main home comes within the definition of a 'job-related dwelling', local authorities must provide a 50% discount for their second home. A job related dwelling is prescribed as job related if it is provided by reason of a person's employment and it is essential for the proper performance of the duties of the employment. Examples of these type of dwellings include homes provided for live-in teachers or publicans.

Without an exemption, the second home could be liable for the council tax premium. WG proposes that an exemption to the premium should apply to second homes where a person's main home is a 'job related dwelling'.

It is also proposed that the exemption is not intended to apply where a liable person has a second home which is their job-related dwelling. To be eligible for the proposed exemption, the liable person is required to live in the job-related property and only occupy the second home occasionally.

**Should owners of second homes whose main residence is a job-related dwelling be exempt from the Council Tax premium? What evidence should owners of second homes have to provide to prove that they live in job-related dwellings? Do you think the exemption should only cover people regarded as living in job-related accommodation?**

**Do you think an additional exemption is required to ensure that Ministers of Religion who own a second home are exempt from the premium?**

**Do you think an additional exemption is required to ensure that personnel residing in accommodation provided by the Armed Forces and who own a second home are exempt from the premium? Do you think that the exemption from the premium for job-related dwellings should only apply if the job-related dwelling is in the UK?**

**Recommended Response**

**The Council supports the principle of exempting owners of second homes from the council tax premium where the person must live elsewhere, only in the UK, because of their employment.**

**Owners should provide documentary evidence to demonstrate that the live in property is job-related. Such evidence should include a copy of a contract or a supporting statement from the employer to confirm the lived in property is provided as a condition of employment.**

**This exemption should only cover people regarded as living in 'job related accommodation and there are no further exemptions required. There is sufficient scope within this 'job related' exemption to also exempt Ministers of Religion and Armed Forces Personnel who may otherwise fall to become liable for the council tax premium.**

There is currently a mandatory 50% discount for dwellings that consist of a pitch occupied by a caravan or a mooring occupied by a boat where they are not a person's sole and main residence.

WG want to ensure caravans and boats that are eligible for this discount continue to receive the discount. As a result, WG proposes to exempt these caravan pitches and boat moorings from the council tax premium

**Should pitches occupied by caravans and moorings occupied by boats be exempt from the Council Tax premium?**

**Recommended Response**

**Yes, retaining the status quo is recommended for empty pitches or moorings.**

Local authorities have discretionary powers around the level of discount, if any, that applies to properties which are furnished, are not any person's sole and main residence, and the occupation is prohibited by law for a continuous period of 28 days or more in a year. These type of properties tend to be classed as 'seasonal homes' and encompass a broad range of properties but mainly caravans and purpose built holiday homes which cannot be lived in all year due to planning restrictions.

**Are there any types of seasonal homes which you believe should be exempt from the Council Tax premium? If so how do you think they should be identified and defined in legislation?**

**Recommended Response**

**No. There are no other types of seasonal homes that would need to be exempted from the council tax premium proposals.**

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There is currently an exemption from Council Tax for up to six months for properties that are unoccupied and unfurnished. Welsh Government proposes to retain the 6 month exemption and for local authorities to retain discretionary discount to offer a further discount or charge up to the full rate council tax after six months.

There is no intention to change the discretionary discount scheme, but local authorities will also have the power to charge a premium of up to an additional 100% of the Council Tax for properties which have remained unoccupied and unfurnished for at least one year.

**Should the six-month exemption period be retained for unoccupied and substantially unfurnished dwellings?**

**Recommended Response**

**Yes. The Council welcomes proposals that retain current exemption but would effectively allow a tiered charging approach for unoccupied and unfurnished properties, i.e. no charge for month 1-6, full charge for month 6-12, potential double charge after month 12**

There is currently an exemption from Council Tax for up to twelve months for properties requiring or undergoing major repair work to render them capable for habitation.

The Welsh Government does not want to unfairly penalise an owner of an empty property is undertaking major repair work only to become liable for the Council Tax premium after 12 months. WG propose that these properties would only become liable for the premium if they remain unoccupied and unfurnished after 18 months

**Do you think an exemption to the premium for properties undergoing major repair work is required? If so, is 18 months a reasonable length of time for major repair or structural alteration to be completed and for the property to be brought back into use?**

**Recommended Response**

**Yes, the Council again welcomes proposals that would effectively allow a tiered charging approach for properties that are undergoing repair, i.e. no charge for month 1-12, full charge for month 12-18, and potential double charge after month 18.**

Unoccupied properties, which have become vacant due to the death of the owner or tenant, are exempt from Council Tax until probate is granted. This exemption even continues for a further six months after probate has been granted. After that, properties become liable for the full rate in line with current Council policy.

Welsh Government recognise that it may be some time to determine the future use or disposal of a property once probate has been granted. As a result, WG proposes to exempt these properties from the premium for 12 months after the grant of probate, but local authorities will still be able to charge the full rate after six months of probate being granted.

**Should these properties be given an exemption from the premium until 12 months after probate or letters of administration have been granted?**

**Recommended Response**

**Yes**

There is already special provision for armed forces accommodation under the Council Tax system. WG proposes that the Council Tax premium should not apply to members of the armed forces who own a property which is unoccupied and unfurnished while they are living in accommodation provided by the armed forces.

**Should Armed Forces personnel who own a property which is unoccupied and unfurnished be exempt from the Council Tax premium on long-term empty homes?**

**Recommended Response**

**Yes, the Council recognise the important role of the armed forces and steps to exempt this type of empty property from the premium would be welcomed by the Council**

Annexes attached to another property are treated as separate properties for Council Tax and annexes are exempt altogether when they are occupied for a dependant relative of pensionable age or who is disabled. An unoccupied annex is also exempt when it forms part of another property and may not be let separately from the other dwelling without a breach of planning control.

It is recognised by WG that there are circumstances where owners might have adapted their homes to provide accommodation for a dependent relative, but the annexe is no longer required for this purpose. WG propose exemption for these type of properties should they become unoccupied and unfurnished which have previously been used by a dependant relative.

Should there be an additional exemption from the Council Tax premium for unoccupied and substantially unfurnished annexes which are treated as part of the main dwelling?

**Recommended Response**

**Yes**

WG propose that where an owner of a long term empty property (i.e. usually a property left empty for six months or longer) is taking genuine steps to bring their property back into use by marketing it for sale or renting out, the property should be exempt from the Council Tax premium for a period of 2 years from the date the property first became unoccupied. This means the premium would only apply if at the end of the two year period a property which is for sale and still empty could attract a Council Tax premium.

**Should owners of properties actively being marketed for sale or let be exempt from the Council Tax premium on long-term empty homes? If so, what evidence should owners be required to show to prove their property is actively being marketed for sale or let?**

**Do you think an exemption from the premium for two years for properties being marketed for sale or let is a reasonable period to enable the owners to bring them back into use?**

**Would it be more appropriate to provide guidance to Local Authorities on the application of this exemption rather than setting out its application in legislation?**

**Recommended Response**

**Yes, the Council would support the introduction of an additional safeguard of a two year exemption period to support owners who are genuinely looking to dispose of a property.**

**The Council would recommend that owners must be expected to demonstrate they are actively marketing the property for sale or let at a reasonable local market rate, when compared to comparable property being advertised in the locality.**

**Evidence would need to be submitted to the Council showing the property is being continuously marketed throughout the duration of the exemption period and such evidence should also prove the property is actively marketed by an accredited property/sale or letting website.**

**In order to retain some flexibility around the application of this exemption, it would be better to allow each local authority to determine whether a property is genuinely being marketed for sale. The development of a simple guidance document by WG would be useful to ensure that each local authority is administering this exemption in the same way.**



Are there any other exemptions to the Council Tax premium on long-term empty homes which should be considered?

**Recommended Response**

**No**

Should any other existing exemptions to Council Tax be reviewed in light of the introduction of the premium?

**Recommended Response**

**No**

To assist with the fair and consistent implementation of this policy, WG aim to provide guidance to local authorities which they must have regard to when developing local policy. This guidance will be issued before local authorities consider whether or not to implement the premium. It is intended that guidance will include information to support all administration of the premium and the application of proposed exemptions including the evidence that would normally be used to consider whether a property is being actively marketed for sale or let.

Do you think guidance should cover these areas? Are there any other areas which should be covered in guidance for Local Authorities?

**Recommended Response**

**Yes, guidance should cover all aspects of exemptions.**

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## FOR INFORMATION

### FLINTSHIRE COUNTY COUNCIL

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

**DATE:** **TUESDAY, 19 MAY 2015**

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

**SUBJECT:** **EXERCISE OF DELEGATED POWERS**

#### **1.00 PURPOSE OF REPORT**

1.01 To inform Members of action taken under delegated powers.

#### **2.00 BACKGROUND**

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

#### **3.00 RECOMMENDATION**

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

#### **4.00 FINANCIAL IMPLICATIONS**

4.01 As detailed in each report.

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

5.01 As detailed in each report.

#### **6.00 ENVIRONMENTAL IMPACT**

6.01 As detailed in each report.

#### **7.00 EQUALITIES IMPACT**

7.01 As detailed in each report.

#### **8.00 PERSONNEL IMPLICATIONS**

8.01 As detailed in each report

#### **9.00 CONSULTATION REQUIRED**

9.01 Not applicable

#### **10.00 CONSULTATION UNDERTAKEN**

10.01 Not applicable

## **11.00 APPENDICES**

11.01 Summary of Decisions taken under Delegated Powers.

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

Background documents: See individual report.  
Contact Officer: Detailed on the individual reports.

**EXERCISE OF DELEGATED POWERS – DECISIONS TAKEN**

**Organisational Change**

- **Welsh Government Free Swimming Initiative (FS)**  
To approve the proposed reductions to the free swimming programme in Flintshire as a result of a reduction in Welsh Government Free Swimming Initiative funding.

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

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**FLINTSHIRE COUNTY COUNCIL FORWARD WORK PROGRAMME ITEMS  
COUNCIL, CABINET, AUDIT AND OVERVIEW & SCRUTINY  
MAY 2015 TO AUGUST 2015**

COMMITTEE		MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
May						
Flintshire Council	County	12 May 2015	Governance	<b>Schedule of Member Remuneration</b> The purpose of the report is to approve the Council's Schedule of Member Remuneration for 2015/16		
Flintshire Council	County	12 May 2015	Governance	<b>Constitutional Matters: Committees and Outside Bodies</b> To deal with those matters which require decisions at the Annual Meeting of the County Council in accordance with Council Procedure Rule 1.1(vii)-(xiv). Those matters are set out in separate paragraphs.		

COMMITTEE		MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Flintshire Council	County	12 May 2015	Governance	<b>New Model Constitution</b> For Council to accept a recommendation from the Constitution Committee to adopt a new format of Constitution.		
Flintshire Council	County	12 May 2015	Overview and Scrutiny	<b>Overview &amp; Scrutiny Structure</b> To enable the Council to consider the recommendation from the Constitution Committee for a revised Overview & Scrutiny Structure.		
Flintshire Council	County	12 May 2015	Chief Executive's	<b>County Council Diary of Meetings 2015/16</b> To consider the draft diary of meetings for 2015/16 as set out in the appendix to this report.		
Corporate Resources Overview & Scrutiny Committee		14 May 2015	People and Resources	<b>Revenue Budget Monitoring 2014/15 (Month 11)</b> To provide Members with the Revenue Budget Monitoring 2014/15 report as at month 11.		



COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Corporate Resources Overview & Scrutiny Committee	14 May 2015	Community and Enterprise	<p><b>Welsh Government Consultation on Council Tax Premiums for second homes and long term empty property</b></p> <p>To provide Members with information on a Consultation exercise to increase Council Tax charges for second homes and long term empty.</p>		
Corporate Resources Overview & Scrutiny Committee	14 May 2015	Overview and Scrutiny	<p><b>Terms of Reference of the Committee</b></p> <p>To advise the committee of its terms of reference</p>		
Corporate Resources Overview & Scrutiny Committee	14 May 2015	Overview and Scrutiny	<p><b>Forward Work Programme (Corporate Resources)</b></p> <p>To consider the Forward Work Programme of the Corporate Resources Overview &amp; Scrutiny Committee.</p>		

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Social & Health Care Overview & Scrutiny Committee	14 May 2015	Social Services	<b>Melrose Consultation</b> To provide an overview of the outcome of the Consultation and make recommendations for Members to consider.		
Social & Health Care Overview & Scrutiny Committee Page 106	14 May 2015	Social Services	<b>Annual Council Reporting Framework</b> To consider the Chief Officer: Social Services' draft annual report on the effectiveness of the authority's social care services and priorities for improvement.		
Social & Health Care Overview & Scrutiny Committee	14 May 2015	Social Services	<b>Older People Strategy and Associated Developments</b> To receive a report on the Older People Strategy and associated developments.		
Social & Health Care Overview & Scrutiny Committee	14 May 2015	Overview and Scrutiny	<b>Terms of Reference of the Committee (Social Care &amp; Health)</b> To advise the committee of its terms of reference		

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Social & Health Care Overview & Scrutiny Committee	14 May 2015	Overview and Scrutiny	<b>Forward Work Programme (Social &amp; Health Care)</b> To consider the Forward Work Programme of the Social & Health Care Overview & Scrutiny Committee.		
Cabinet	19 May 2015	Chief Executive's	<b>Medium Term Financial Plan</b> MTFP to provide an update on the development of the 2015-16 MTFP	Strategic	Leader of the Council and Cabinet Member for Finance
Cabinet	19 May 2015	Streetscene and Transportation	<b>Bus Subsidy / DRT Review and Introduction of ITU</b> 1. To approve the Policy for future bus subsidies 2. To confirm revised proposals for DRT/Deeside Shuttle 3. To confirm operation of the ITU	Strategic	Deputy Leader of the Council and Cabinet Member for Environment

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Cabinet	19 May 2015	Organisational Change	<b>Medium Term plan for Libraries - Proposal to develop new Hub Library at Deeside leisure Centre and re-locate Hawarden, Mancot, and Queensferry Libraries.</b> To provide Cabinet with feedback on the results of the consultation exercise, and the views of Scrutiny Committee.	Strategic	Cabinet Member for Education
Cabinet	19 May 2015	Organisational Change	<b>Children's Equipped Play Areas Match Funding Scheme</b> To agree the approach to this scheme for this year and then from 2016/17 onwards.	Strategic	Cabinet Member for Waste Strategy, Public Protection and Leisure
Cabinet	19 May 2015	Community and Enterprise	<b>Flintshire's Strategic Housing and Regeneration Programme (SHARP)</b> To update members on Flintshire's Strategic Housing and Regeneration Programme (SHARP)	Strategic	Cabinet Member for Housing

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Cabinet	19 May 2015	Community and Enterprise	<p><b>Welsh Government Consultation on Council Tax Premiums for Second Homes and Long Term Empty Property</b></p> <p>To provide Members with information on a Consultation exercise to increase Council Tax charges for second homes and long term empty</p>	Strategic	Cabinet Member for Corporate Management
Community and Enterprise Overview and Scrutiny Committee	20 May 2015	Community and Enterprise	<p><b>Private Sector Housing Renewal</b></p> <p>To consider progress on the delivery of Flintshire's first Renewal Area, general service development and county wide projects.</p>		
Community and Enterprise Overview and Scrutiny Committee	20 May 2015	Community and Enterprise	<p><b>Welfare Reform Update</b></p> <p>To update Members on the impact of Welfare Reform</p>		

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Community and Enterprise Overview and Scrutiny Committee	20 May 2015	Overview and Scrutiny	<b>Terms of Reference of the Committee (Community &amp; Enterprise)</b> To agree the new Terms of Reference of the Committee		
Community and Enterprise Overview and Scrutiny Committee	20 May 2015	Overview and Scrutiny	<b>Forward Work Programme (Community &amp; Enterprise)</b> To consider the Forward Work Programme of the Housing Overview & Scrutiny Committee.		
June					
Community and Enterprise Overview and Scrutiny Committee	1 June 2015	Overview and Scrutiny	<b>Work of Grwp Cynefin Housing Association (presentation)</b> To enable the Committee to meet with representatives of Grwp Cynefin Housing Association and receive a presentation.		

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Community and Enterprise Overview and Scrutiny Committee	1 June 2015	Community and Enterprise	<b>Update on North East Wales Homes &amp; Property Management</b> To update Members on the work of the North East Wales Homes & Property Management		
Community and Enterprise Overview and Scrutiny Committee	1 June 2015	Community and Enterprise	<b>Allocation of Sheltered Accommodation</b> To review the Allocation Policy for Sheltered Accommodation		
Audit Committee	3 June 2015	Internal Audit	<b>Protocol Internal and External Audit</b> To present to Members the updated Protocol between Internal Audit and the Wales Audit Office	Operational	
Audit Committee	3 June 2015	Governance	<b>Review of Whistleblowing Arrangements</b> To present to the committee the results of a review of the whistleblowing policy by the Wales Audit Office.		

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Audit Committee	3 June 2015	Organisational Change	<b>Capital Receipts and Assets</b> To update the Audit Committee on Capital receipts and Assets.	Strategic	Deputy Leader of the Council and Cabinet Member for Environment
Audit Committee	3 June 2015	Chief Executive's	<b>Risk Management Update</b> To provide Members with an update on the improved risk management approach as part of streamlining and integrating the business planning arrangements.		
Audit Committee	3 June 2015	People and Resources	<b>Financial Procedure Rules</b> 1.1 To provide Audit Committee with the proposed updated Financial Procedure Rules (FPR's) 1.2 To seek a recommendation to the next available County Council scheduled for 30 September 2015		
Audit Committee	3 June 2015	Governance	<b>Forward Work Programme</b>	All Report Types	
Audit Committee	3 June 2015	Governance	<b>Action Tracking</b>	All Report Types	



<b>COMMITTEE</b>	<b>MEETING DATE</b>	<b>CHIEF OFFICER PORTFOLIO</b>	<b>AGENDA ITEM &amp; PURPOSE OF REPORT</b>	<b>REPORT TYPE (Strategic or Operational) (Cabinet only)</b>	<b>PORTFOLIO (Cabinet only)</b>
Audit Committee	3 June 2015	Governance	<b>Internal Audit Progress Report</b>	All Report Types	
Audit Committee	3 June 2015	Governance	<b>Internal Audit Annual Report</b> To inform members of the outcome of all audit work carried out during 2014/15 and to give the annual Internal Audit opinion on the standard of internal control, risk management and governance within the Council.	All Report Types	
Audit Committee	3 June 2015	Finance	<b>Certification of Grant Claims and Returns 2013/14</b> To inform Members of the grant claim certification for the year ended 31 March 2014.		
Audit Committee	3 June 2015	Governance	<b>Audit Report on Mobile 'Phones</b> To update the Audit Committee on progress with the action plan.		Cabinet Member for Corporate Management

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Joint Education and Youth and Social and Health Overview and Scrutiny Committee	4 June 2015	Social Services	<p><b>Corporate Parenting and Safeguarding and Child Protection</b></p> <p>To advise and report on the progress of corporate parenting and Safeguarding and Child Protection within the Local Authority.</p>		
<p>Page 14</p> <p>Joint Education and Youth and Social and Health Overview and Scrutiny Committee</p>	4 June 2015	Education and Youth	<p><b>Educational Attainment for Looked After Children</b></p> <p>To update members on the attainment of Looked After Children in Flintshire in the Academic year 2013-2014.</p>		
Joint Education and Youth and Social and Health Overview and Scrutiny Committee	4 June 2015	Education and Youth	<p><b>Hearing Impairment for Adults and Children</b></p> <p>To provide council members with information regarding current provision of support to children and adults with a hearing impairment in Flintshire.</p>		

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Joint Education and Youth and Social and Health Overview and Scrutiny Committee	4 June 2015	Education and Youth	<b>Children &amp; Young Peoples Partnership and Flying Start Programme</b> To provide council members with an update		
Environment Overview & Scrutiny Committee	4 June 2015	Streetscene and Transportation	<b>Highways Asset Management Planning (HAMP) and Local Subsidence Schemes</b> To review the HAMP document approved in 2012 and identify sites within the County experiencing subsidence issues.		
Environment Overview & Scrutiny Committee	4 June 2015	Streetscene and Transportation	<b>Review of Winter Maintenance</b> To undertake a 2 yearly review of the Winter Maintenance Policy		

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Environment Overview & Scrutiny Committee	4 June 2015	Streetscene and Transportation	<b>Streetscene Next Steps</b> To review the Streetscene standards (including drain cleaning policy & weeding policy, cycle path maintenance, flytipping, recycling e.g. tetrapak, etc.)		
Environment Overview & Scrutiny Committee Page 116	4 June 2015	Streetscene and Transportation	<b>Year End Chief Officer Performance Report (Streetscene and Transportation)</b> To note and consider the 2014/15 Year End Performance Report produced at the Chief Officer level under the adopted business model of the Council. The report covers the period January - March 2015.		

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Environment Overview & Scrutiny Committee	4 June 2015	Planning and Environment	<p><b>Year End Chief Officer Performance Report (Planning and Environment)</b>            To note and consider the 2014/15 Year End Performance Report produced at the Chief Officer level under the adopted business model of the Council. The report covers the period January - March 2015.</p>		
Environment Overview & Scrutiny Committee	4 June 2015	Community and Enterprise	<p><b>Year End Chief Officer Performance Report (Community and Enterprise)</b>            To note and consider the 2014/15 Year End Performance Report produced at the Chief Officer level under the adopted business model of the Council. The report covers the period January - March 2015.</p>		

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Environment Overview & Scrutiny Committee	4 June 2015	Overview and Scrutiny	<b>Year End Improvement Plan Monitoring Report</b> To note and consider elements of the 2014/15 Year End Improvement Plan Monitoring Report. The report covers the period January - March 2015.		
Environment Overview & Scrutiny Committee 1899 118	4 June 2015	Overview and Scrutiny	<b>Forward Work Programme (Environment)</b> To consider the Forward Work Programme of the Environment Overview & Scrutiny Committee.		
Corporate Resources Overview & Scrutiny Committee	11 June 2015	People and Resources	<b>Revenue Budget Monitoring 2014/15 (Month 12)</b> To provide Members with the Revenue Budget Monitoring 2014/15 report as at month 12.		

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Corporate Resources Overview & Scrutiny Committee	11 June 2015	People and Resources	<b>Year End Chief Officer Performance Report</b> To note and consider the 2014/15 Year End Performance Report produced at the Chief Officer level under the adopted business model of the Council. The report covers the period January - March 2015.		
Corporate Resources Overview & Scrutiny Committee	11 June 2015	Overview and Scrutiny	<b>Year End Improvement Plan Monitoring Report</b> To note and consider elements of the 2014/15 Year End Improvement Plan Monitoring Report. The report covers the period January - March 2015.		
Corporate Resources Overview & Scrutiny Committee	11 June 2015	Overview and Scrutiny	<b>Forward Work Programme (Corporate Resources)</b> To consider the Forward Work Programme of the Corporate Resources Overview & Scrutiny Committee.		

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Community Profile & Partnerships Overview & Scrutiny Committee	15 June 2015	Overview and Scrutiny	<b>Year End Improvement Plan Monitoring Report</b> To note and consider elements of the 2014/15 Year End Improvement Plan Monitoring Report. The report covers the period January - March 2015.		
Community Profile & Partnerships Overview & Scrutiny Committee Page 120	15 June 2015	Overview and Scrutiny	<b>Forward Work Programme</b> To consider the Forward Work Programme of the Community Profile & Partnerships Overview & Scrutiny Committee.		
Cabinet	16 June 2015	Chief Executive's	<b>Improvement Plan 2015/16</b> To approve the draft Improvement Plan 2015/16 prior to final publication in June.	Strategic	Cabinet Member for Corporate Management



COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Cabinet	16 June 2015	Chief Executive's	<p><b>LSB &amp; Strategic Partnerships Performance - End of Year 2014/15</b></p> <p>To note and endorse the end of year assessments for:</p> <ul style="list-style-type: none"> <li>· the progress of the Local Service Board Priorities and its key Strategic Partnerships and;</li> <li>· the priorities for each of the Strategic Partnerships for the year ahead.</li> </ul>	Strategic	Cabinet Member for Corporate Management
Cabinet	16 June 2015	Chief Executive's	<p><b>Year End Improvement Plan Monitoring Report (2014/15)</b></p> <p>Provide an update of progress against the Improvement Plan as at year end</p>	Strategic	Cabinet Member for Corporate Management
Cabinet	16 June 2015	People and Resources	<p><b>Revenue Budget Monitoring 2014/15 (Month 12)</b></p> <p>To provide Members with the most up to date revenue budget monitoring information (Month 12) for the Council Fund and the Housing Revenue Account in 2014/15.</p>	Operational	Leader of the Council and Cabinet Member for Finance

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Cabinet	16 June 2015	Planning and Environment	<p><b>Gwaenysgor Conservation Area Appraisal and Management Plan</b>            For Cabinet to endorse the above document for use as planning and conservation guidance within the Gwaenysgor Conservation Area. The document has been considered and recommended on by the Planning Strategy Group.</p>	Operational	Deputy Leader of the Council and Cabinet Member for Environment
Cabinet	16 June 2015	Planning and Environment	<p><b>Developer Guidance Note: Applications for Speculative Housing Development</b>            For Cabinet to endorse for development management use a developer guidance note which has been considered and recommended on by Planning Strategy Group. The note identifies the information the Planning Authority require to support speculative applications made as a result of the shortfall in housing land supply.</p>	Operational	Deputy Leader of the Council and Cabinet Member for Environment

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Cabinet	16 June 2015	Planning and Environment	<b>Request for Delegated Authority under Part 1 of the Housing (Wales) Act 2014</b> To agree the delegation of additional powers to the Chief Officer (Planning and Environment) under Part 1 of the Housing (Wales) Act 2014.	Operational	Cabinet Member for Waste Strategy, Public Protection and Leisure
Cabinet	16 June 2015	Streetscene and Transportation	<b>Review of Winter Maintenance Policy</b> To undertake a 2 yearly review of the Winter Maintenance Policy.	Strategic	Deputy Leader of the Council and Cabinet Member for Environment
Cabinet	16 June 2015	Community and Enterprise	<b>Commuted Sums and Affordable Housing</b> To seek approval for the policy for the use of Commuted Sums and revised Local Planning Guidance note.	Strategic	Cabinet Member for Housing

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Cabinet	16 June 2015	Community and Enterprise	<p><b>Business Rates - Retail Relief 2015 - 16</b>            For Cabinet to endorse the implementation of the 2015-16 Business Rates 'Retail' relief grant scheme using discretionary rate relief powers provided to the council.</p>	Operational	Cabinet Member for Corporate Management
Cabinet	16 June 2015	Community and Enterprise	<p><b>Communal Heating Charges</b>            To ask Cabinet to set heating charges for Council properties with communal heating systems.</p>	Operational	Cabinet Member for Housing
Social & Health Care Overview & Scrutiny Committee	18 June 2015	Social Services	<p><b>Year End Chief Officer Performance Report (Social Services)</b>            To note and consider the 2014/15 Year End Performance Report produced at the Chief Officer level under the adopted business model of the Council. The report covers the period January - March 2015.</p>		

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Social & Health Care Overview & Scrutiny Committee	18 June 2015	Overview and Scrutiny	<b>Year End Improvement Plan Monitoring Report</b> To note and consider elements of the 2014/15 Year End Improvement Plan Monitoring Report. The report covers the period January - March 2015.		
Social & Health Care Overview & Scrutiny Committee	18 June 2015	Overview and Scrutiny	<b>Forward Work Programme (Social &amp; Health Care)</b> To consider the Forward Work Programme of the Social & Health Care Overview & Scrutiny Committee.		
Flintshire County Council	23 June 2015	Chief Executive's	<b>Improvement Plan 2015/16</b> To approve the draft Improvement Plan 2015/16 for final publication.		
Flintshire County Council	23 June 2015	Governance	<b>Webcasting Protocol</b> For Council to consider a recommendation from the Constitution Committee to approve a proposed protocol on webcasting.		
July					

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Community and Enterprise Overview and Scrutiny Committee	8 July 2015	Community and Enterprise	<p><b>Update on Tenant Involvement</b> To consider tenants satisfaction results and the involvement of tenants in service improvements.</p>		
Community and Enterprise Overview and Scrutiny Committee Page 126	8 July 2015	Community and Enterprise	<p><b>Year End Chief Officer Performance Report (Community and Enterprise)</b> To note and consider the 2014/15 Year End Performance Report produced at the Chief Officer level under the adopted business model of the Council. The report covers the period January - March 2015.</p>		
Community and Enterprise Overview and Scrutiny Committee	8 July 2015	Community and Enterprise	<p><b>Review of Strategic Housing Partnership</b> To review the Strategic Housing Partnership</p>		

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Community and Enterprise Overview and Scrutiny Committee	8 July 2015	Overview and Scrutiny	<b>Year End Improvement Plan Monitoring Report</b> To note and consider elements of the 2014/15 Year End Improvement Plan Monitoring Report. The report covers the period January - March 2015.		
Cabinet	14 July 2015	People and Resources	<b>Capital Programme 2014/15 (Outturn)</b> To provide Members with the outturn capital programme information for 2014/15.	Operational	Leader of the Council and Cabinet Member for Finance
Cabinet	14 July 2015	Streetscene and Transportation	<b>Vehicle Tracking Policy</b> To seek Cabinet approval of the Council's Vehicle Tracking Policy	Operational	Deputy Leader of the Council and Cabinet Member for Environment
Cabinet	14 July 2015	Streetscene and Transportation	<b>Highways Asset Management Planning (HAMP) and Local Subsidence Schemes</b> To review the HAMP document approved in 2012 and identify sites within the County experiencing subsidence issues.	Operational	Deputy Leader of the Council and Cabinet Member for Environment

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Cabinet	14 July 2015	People and Resources	<p><b>Prudential Indicators - Actual 2014/15</b>            To provide Members with 2014/15 (actual) Prudential Indicator figures as required under the Prudential Code for Capital Finance in Local Authorities (the Prudential Code).</p>	Operational	Leader of the Council and Cabinet Member for Finance
Education and Youth Overview and Scrutiny Committee	16 July 2015	Education and Youth	<p><b>Year End Chief Officer Performance Report (Education and Youth)</b>            To note and consider the 2014/15 Year End Performance Report produced at the Chief Officer level under the adopted business model of the Council. The report covers the period January - March 2015.</p>		



COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Education and Youth Overview and Scrutiny Committee	16 July 2015	Overview and Scrutiny	<b>Year End Improvement Plan Monitoring Report (Education and Youth)</b> To note and consider elements of the 2014/15 Year End Improvement Plan Monitoring Report. The report covers the period January - March 2015.		
Education and Youth Overview and Scrutiny Committee Page 129	16 July 2015	Organisational Change	<b>Year End Chief Officer Performance Report (Organisational Change)</b> To note and consider the 2014/15 Year End Performance Report produced at the Chief Officer level under the adopted business model of the Council. The report covers the period January - March 2015.		
August					

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